



# Moodle

(Modular Object-Oriented Dynamic Learning Environment)

## User Manual



Mr. Parshuram Vadar

Dr. Urmila Pol

Prof.(Dr.) R.K. Kamat

Department of Computer Science  
Shivaji University, Kolhapur-4160004(Maharashtra)(India)

# MOODLE MANUAL

## TABLE OF CONTENTS

Introduction to Moodle .....	1
Logging In.....	2
Moodle Icons .....	6
Course Layout and Blocks.....	8
Changing Your Profile.....	10
Create new Course .....	12
Editing Your Course .....	15
Adding Resources .....	19
Insert a Label .....	20
Insert an Image .....	22
Compose a Web Page.....	26
Upload a File.....	27
Link to a URL.....	29
Upload a EBook.....	32
Adding Activities .....	36
Creating Assignments.....	37
Creating a Quiz .....	41
Create Quiz Questions .....	48
Quiz Question Bank .....	53
Adding Question to the Quiz.....	55
Preview Quiz.....	56
Creating a Wiki .....	57
Creating Forums .....	69
Posting to Forums.....	70
Editing and Replying to a Post .....	72
Creating a Glossary .....	73
Grades .....	91
Quick grading.....	95
Student Enrollment.....	96
References.....	107

## **Introduction to Moodle**

Moodle is a learning management system that is designed to help instructors create an online classroom setting with opportunities for rich interaction and collaboration. Moodle contains various design aspects that allow instructors and students to interact, collaborate, and experience online learning in multiple ways. Moodle can be used to supplement on ground courses or can be used to host completely online courses.

This Faculty Moodle Tutorial is designed to provide you with information on how to log in to Moodle, the basic features of Moodle, how to design and facilitate your course, and how to backup and restore your course.

A typical online course will require:

- Reading assignments
- Papers and projects
- Discussion of course concepts
- Tests
- Additional learning opportunities

This guide will provide you with the basic tools that you will need to navigate, design and facilitate a course in Moodle.

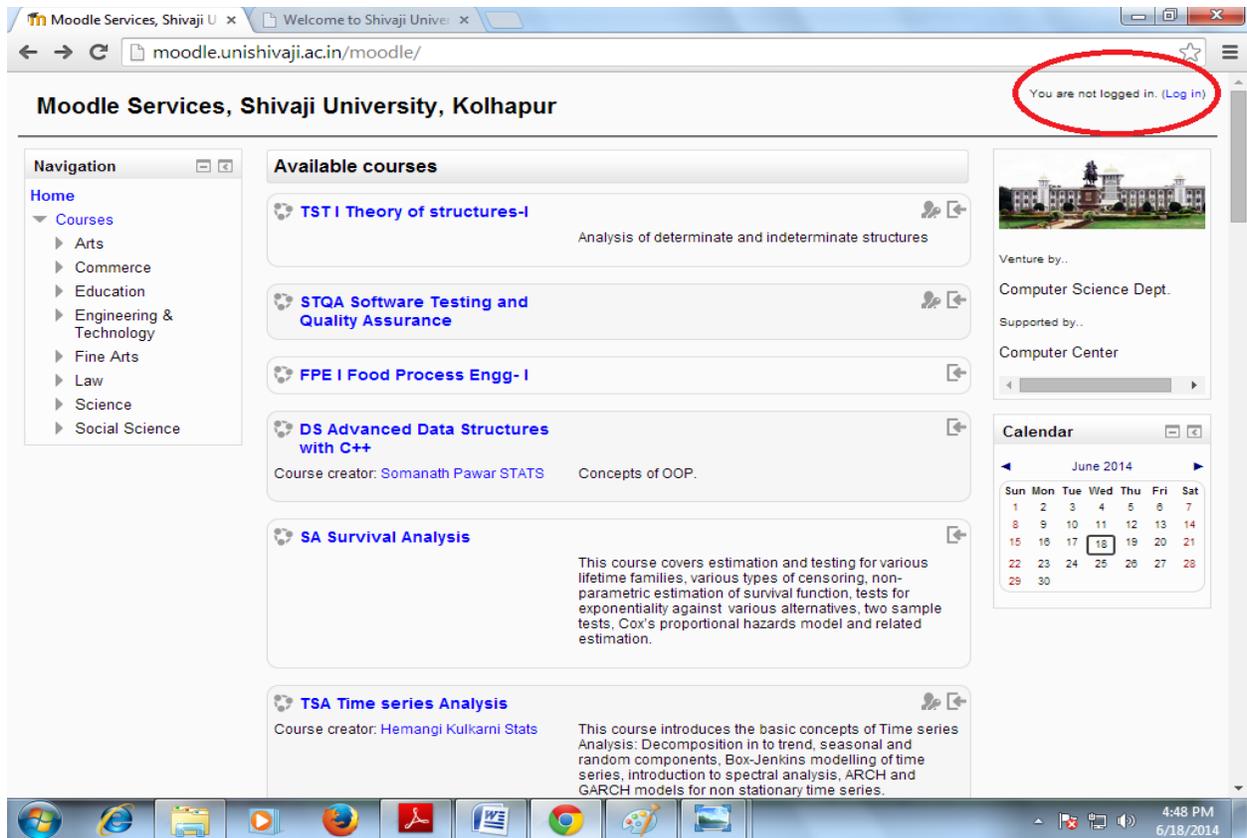
## Logging In

Visit the Shivaji University Kolhapur website at [www.unishivaji.ac.in](http://www.unishivaji.ac.in) and click on the icon of moodle services on scrolling tag located at center. Click on a tab to **Moodle**.

The screenshot shows the Shivaji University Kolhapur website. The browser address bar displays [www.unishivaji.ac.in](http://www.unishivaji.ac.in). The page layout includes a left-hand navigation menu with various university services. The main content area features a row of service icons, with the 'Moodle Service' icon (a stylized 'm' with a graduation cap) highlighted by a red circle. Below the icons, a central announcement states: "Shivaji University, Kolhapur has been re-accredited for 'A' Grade in the 3rd cycle of National Assessment and Accreditation Council (NAAC with CGPA-3.16)". Other announcements include "53rd Annual Convocation Ceremony (24-02-2017)" and "Workshop / Seminar / Conference Registration". A "News & Events" section is visible at the bottom, with sub-tabs for "Seminars & Workshops", "Circulars", "Helpdesk", and "IMP Links". On the right side, there are portraits of "Shri Chennamaneni Vidyasagar Rao, Hon'ble Chancellor" and "Dr. Devanand Shinde, Vice-Chancellor".

Also you can visit <http://moodle.unishivaji.ac.in/moodle> for moodle services.

Our Moodle site should be displayed and will look something like the screen shot shown below:



The process for logging in is the same for both Faculty and students.

In the top right corner of the screen it should say "You are not logged in". Click on "(Log in)" and you will be taken to the login screen shown below.

Moodle Services, Shivaji U x

moodle.unishivaji.ac.in/moodle/login/index.php

Moodle Services, Shivaji University, Kolhapur

You are not logged in.

Home ► Log in to the site

### Log in

Username

Password

Remember username

[Forgotten your username or password?](#)

Cookies must be enabled in your browser ⓘ

---

Some courses may allow guest access

You are not logged in.

4:40 PM  
6/18/2014

Once you have logged in to Moodle, you will see Home Page of moodle services, or the page that lists all the courses uploaded by all teaching faculty.

The screenshot shows the Moodle interface for moodle.unishivaji.ac.in. The user is logged in as parashuram vadar CSD. The page is divided into several sections:

- Main menu:** Site news
- Navigation:** Home, My home, Site pages, My profile, My courses (highlighted with a red arrow)
- Administration:** My profile settings, Site administration
- Available courses:** Basics of SAS (highlighted with a red arrow), Teacher: Digambar Shirke Stats
- Moodle Services:** Shivaji University, Kolhapur
- Calendar:** September 2014

The course details for 'Basics of SAS' include:

- This is an introductory course under CBCS.
- The contents of the course are as follows:
  - Course code : (to be allotted by the system)
  - Title of the course : **Basics of SAS**
  - Department at which course will be conducted : Department of Statistics
  - Duration: FOUR weeks
  - Contact Sessions : Theory -10 hours and Practical :15 .hours
  - Credits : One
  - Course Coordinator/Instructor: Dr. D. T. Shirke
  - Eligibility : A graduate student with good software skills. Students studying at M.Sc. in Mathematics, Statistics, Physics, Electronics, MBA, MCA.
  - Intake : Min: 10 Max.: 20
  - Course offered during : Even/Odd semester
  - Course Fee: Rs 3000/-
  - Course Contents:
- Introduction to SAS,** Common structure of SAS, Getting familier with interface with Base SAS System,
- Accessing Data.** Use FORMATTED, LIST and COLUMN input to read raw data files, Use of INFILE statement options to control processing when reading raw data files. Use various components of an INPUT statement to process raw data files including column and line pointer controls, and trailing @ controls, Combine SAS data sets using the DATA step
- Creating Data Structures.** Create temporary and permanent SAS data sets, Create and manipulate SAS date values, Use DATA Step statements to export data to standard and comma delimited raw data files, Control which observations and variables in a SAS data set are processed and output.

To access a particular course, click on the course name under the **My courses** section block on the left or click on the course name list of courses section in the center

## Moodle Icons

Moodle utilizes icons to distinguish certain functions. You will see the following icons within your course. These icons indicate different activities and resources:



A forum. In the banner section of the course, this icon will also indicate the News Forum that houses course announcements



Text-only documents.



Microsoft Word documents.



Link to an external website or file.



Folders containing other files.



Assignments that students turn in.



A chat. These tools allow communication with the instructor or classmates in real time.



A quiz, test, or exam in Moodle.



A glossary.



Access to the grade book.



A lesson.



Wiki



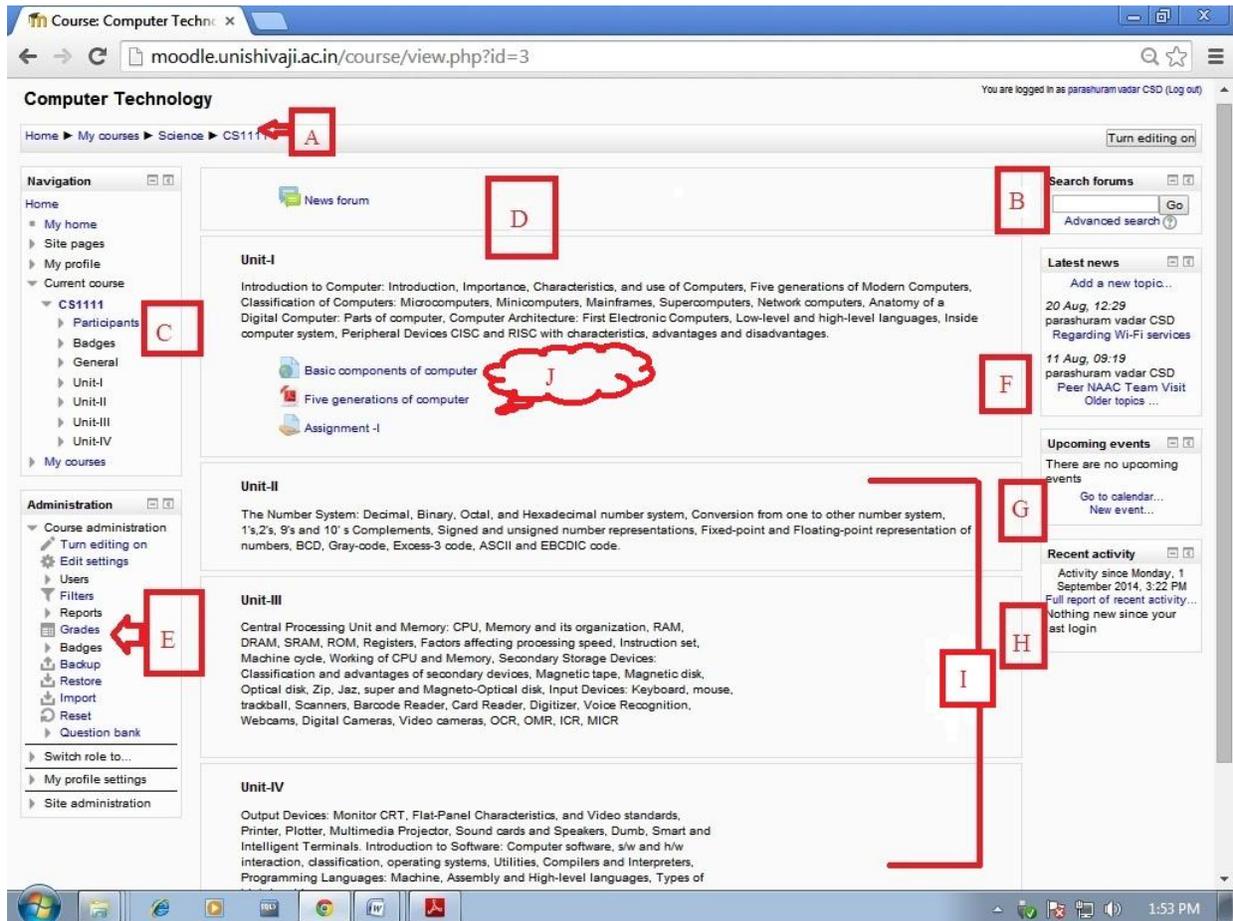
Book



A Lesson

## Course Layout and Blocks

The image below is an example of a basic course layout in Moodle. Instructors may design their course to suit their own teaching style and course content. The sample provided below shows a basic course structure.



**A.** This series of links is called a **breadcrumb trail**. Click on a link in the breadcrumb trail to navigate through the course and to visit specific points in the course.

**B.** Use the **Search Forums** block to search for specific forum posts or keywords.

**C.** The **Participants** block allows you to access a list of all users for the course. This is a quick method for checking attendance or for sending a message to a student.

**D.** This **banner area** is common to every course in Moodle. Use this space to post important documents and items, like your course syllabus, the News Forum, an Ask a Question forum, a course banner image, and other course information.

**E.** The **Administration Block** contains important tools to facilitate the course. Use the Administration block to change course settings, access the grade book for the course, and to backup and restore your course.

**F.** The **Latest News** block indicates any announcements made to the News Forum.

**G. Upcoming Events** indicates upcoming assignment due dates and any updates or changes made to the course calendar.

**H. Recent Activities** allows you to know who has been in the site and when.

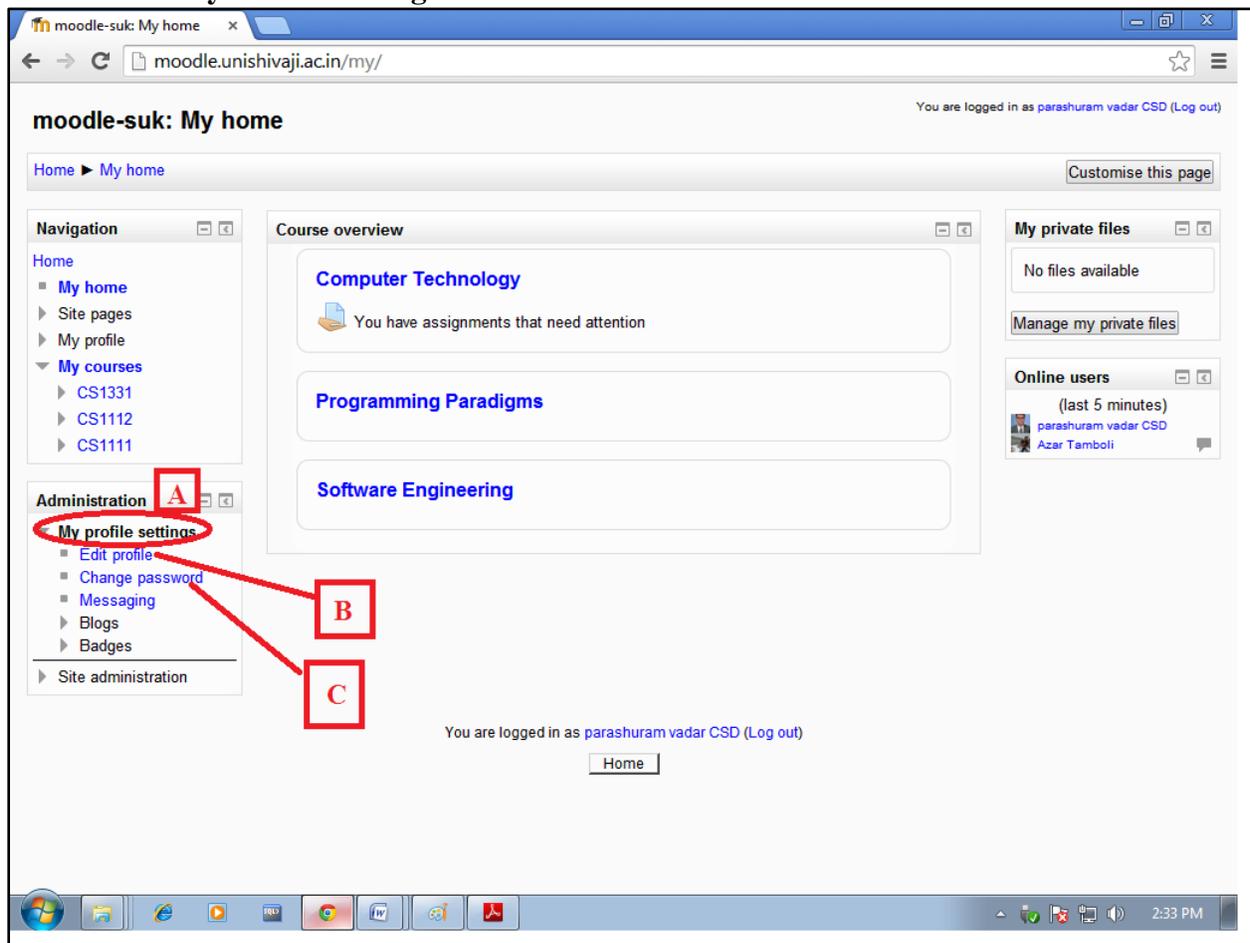
**I.** A blank course is formatted by **weeks**. Each week receives a separate block, designated by the dates for that week. This format and the number of weeks can be changed (see the Course Settings section for more details).

**J.** This is an **Activities** block within Moodle. There are sometimes multiple Activities blocks available. Use this block as a shortcut to access different activity areas in the course.

## Changing Your Profile

In Moodle you have the option of setting up and maintaining your faculty profile. Your profile allows students to communicate with you and to get to know you within Moodle.

Click on the **My Profile Settings** link located in the **Administration** block

A screenshot of a Moodle user profile page. The browser address bar shows 'moodle.unishivaji.ac.in/my/'. The page title is 'moodle-suk: My home'. The user is logged in as 'parashuram vadar CSD'. The page is divided into several blocks: 'Navigation' (Home, My home, Site pages, My profile, My courses), 'Administration' (My profile settings, Edit profile, Change password, Messaging, Blogs, Badges, Site administration), 'Course overview' (Computer Technology, Programming Paradigms, Software Engineering), 'My private files' (No files available), and 'Online users' (parashuram vadar CSD, Azar Tamboli). Three red boxes with letters 'A', 'B', and 'C' are overlaid on the page. Box 'A' is around the 'My profile settings' link in the Administration block. Box 'B' is around the 'Edit profile' link under 'My profile settings'. Box 'C' is around the 'Change password' link under 'My profile settings'. Red arrows point from box 'A' to box 'B' and from box 'A' to box 'C'. The Windows taskbar is visible at the bottom.

**A:** My Profile Settings

This block contains the options regarding profile settings.

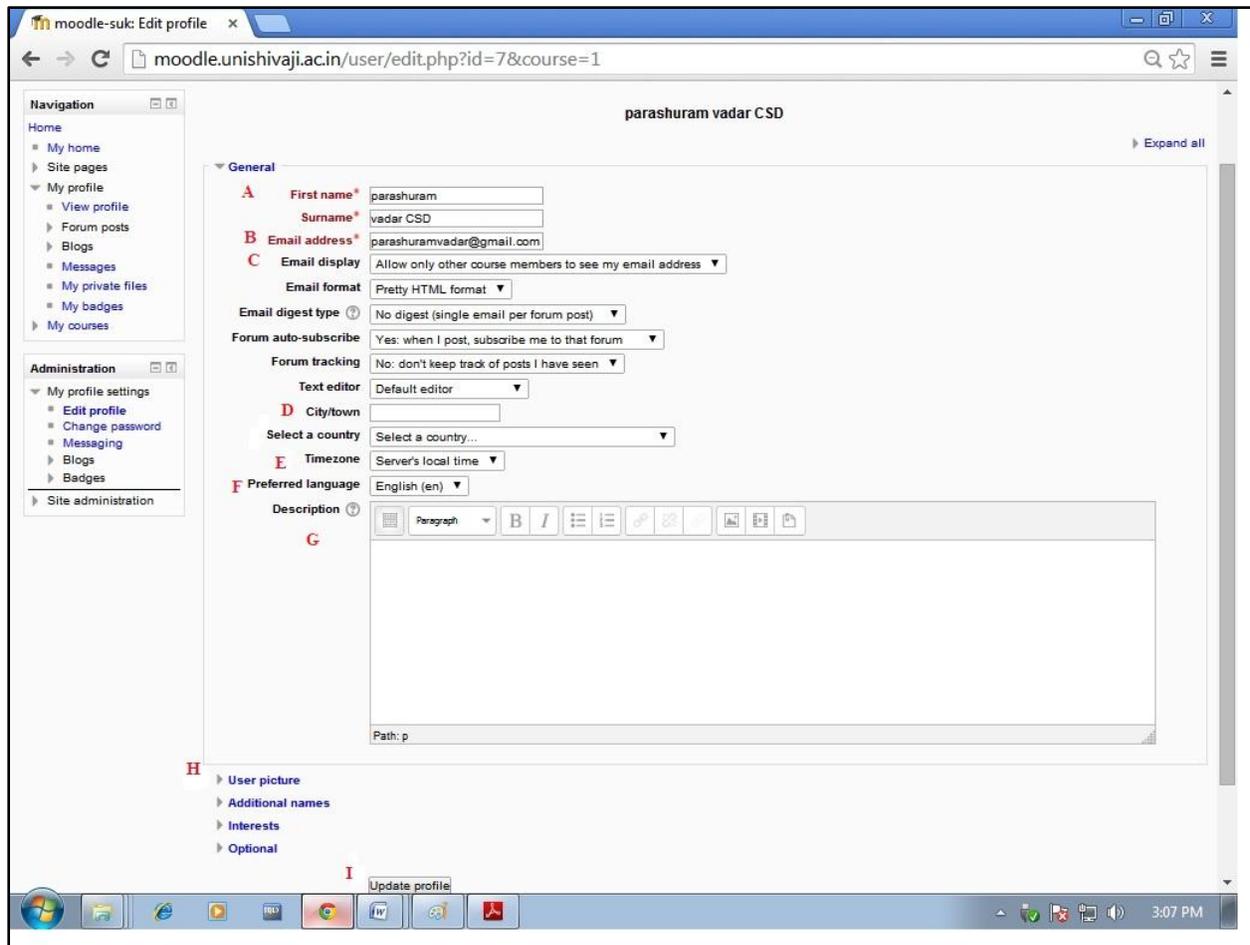
**B:** Edit Profile

Click on this link for editing the profile.

**C:** Change Password

Click on this link for changing the Password.

Click on **Edit profile** to update your profile within Moodle.



- A. View your first and last name in these boxes.
- B. **Make sure you do not change your email.** If you change this, Moodle will not recognize you as a participant in Moodle site, and will remove your ability to access Moodle.
- C. You have a choice to hide your e-mail or allow everyone in Moodle to see your e-mail
- D. Insert your **city/town** and **country**.
- E. Leave the **Timezone** as the server's local time.
- F. Set preferred language to **English**.
- G. In the description section you can offer a summary about yourself.
- H. You can upload a picture of yourself in the **Picture** area.
- I. Click on **Update profile** to save your information.

## Creation of New course

To create a new course click on “Site Administration” in the Administration block at left side bottom.

Select Courses and click on the Manage courses and Categories. Select the course category where you want to create the new course.

The screenshot shows the Moodle course management interface. The browser address bar displays `moodle.unishivaji.ac.in/course/management.php`. The user is logged in as `parashuram vadar CSD`. The navigation menu on the left includes `Administration`, `My profile settings`, `Site administration`, `Users`, and `Courses`. The `Site administration` menu is expanded, showing `Manage courses and categories`. A red circle highlights the `Administration` menu item, and another red circle highlights the `Site administration` menu item. A red arrow points from the text "Click on it" to the `Manage courses and categories` link. The main content area displays the `Course and category management` page, showing a list of course categories. A thought bubble points to the `Science` category with the text "Click on category in which you want to create a course".

Course categories	Count
Science	114
Engineering and Technology	18
Social Sciences	43
Commerce and Management	23
Arts and Fine Arts	14
Law	0
Miscellaneous	3
Education	1

Select Categories in which you want to create a new course for e.g. If you want to create new course in science category then click on it .you will see screen as shown below.

The screenshot shows the Moodle course management interface for moodle.unishivaji.ac.in. The user is logged in as parashuram vadar CSD. The breadcrumb trail is: Home > Site administration > Courses > Manage courses and categories > Science. The main content area is titled 'Course and category management' and shows a list of course categories. The 'Science' category is highlighted and circled in red. Below the categories, the 'Science' category is expanded, showing a list of courses. The 'Create new course' button is circled in red. The page also shows a navigation menu on the left and a taskbar at the bottom.

Course categories	Count
Science	114
Department of Electronics	6
Engineering and Technology	18
Social Sciences	43
Commerce and Management	23
Arts and Fine Arts	14
Law	0
Miscellaneous	3
Education	1

Science

Create new course Per page: 20

1 2 3 4 5 ... Next Last

Basics of SAS

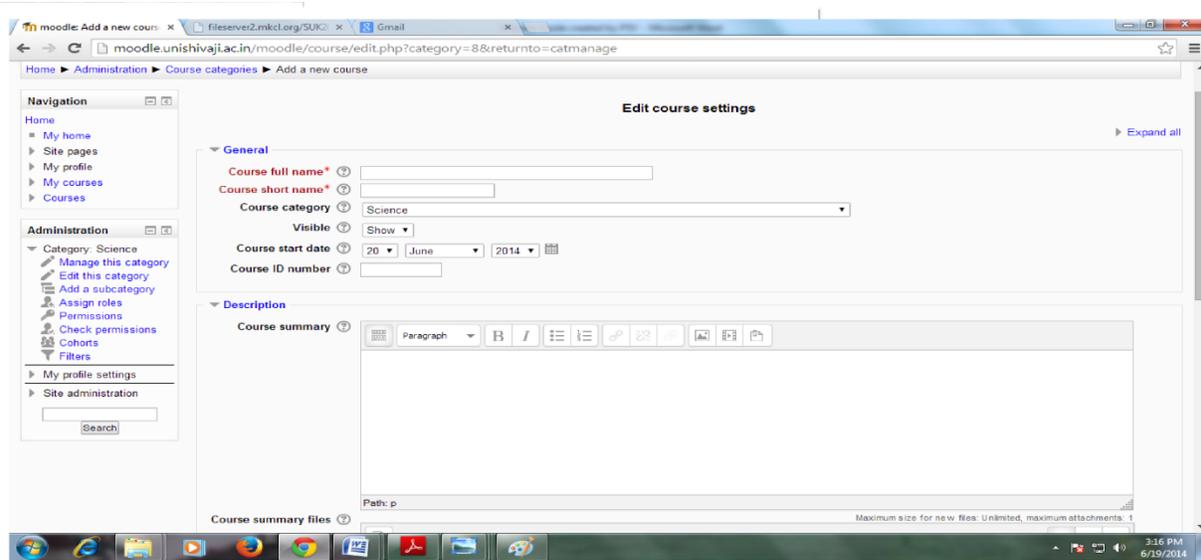
ANALYSIS OF AGROCHEMICALS

Organic Chemistry-I

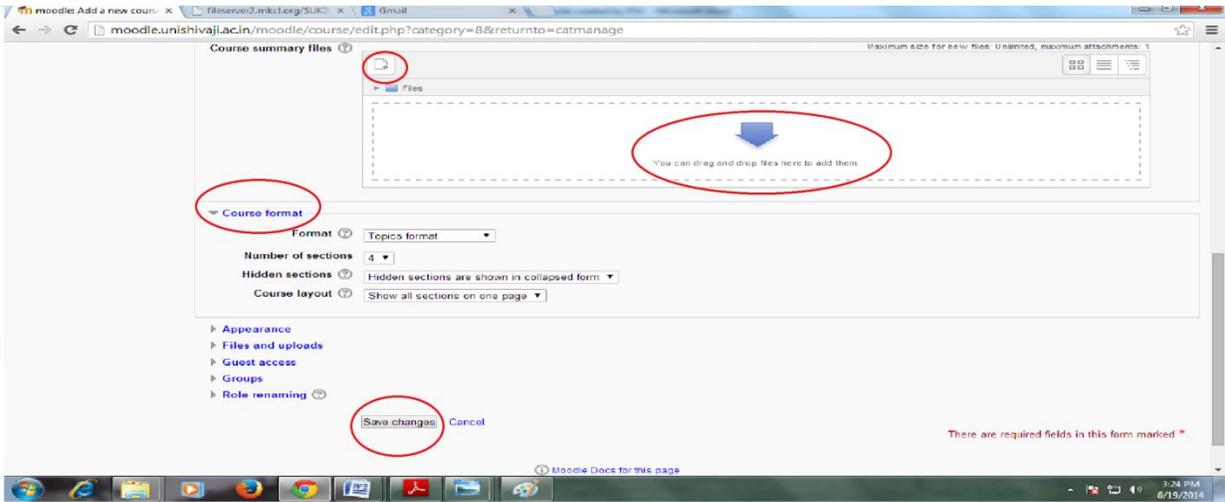
CHEMISTRY OF PESTICIDES AND THEIR FORMULATIONS - I

Environmental Ecology

Click on the “ Create new course ” – circled in the above picture.



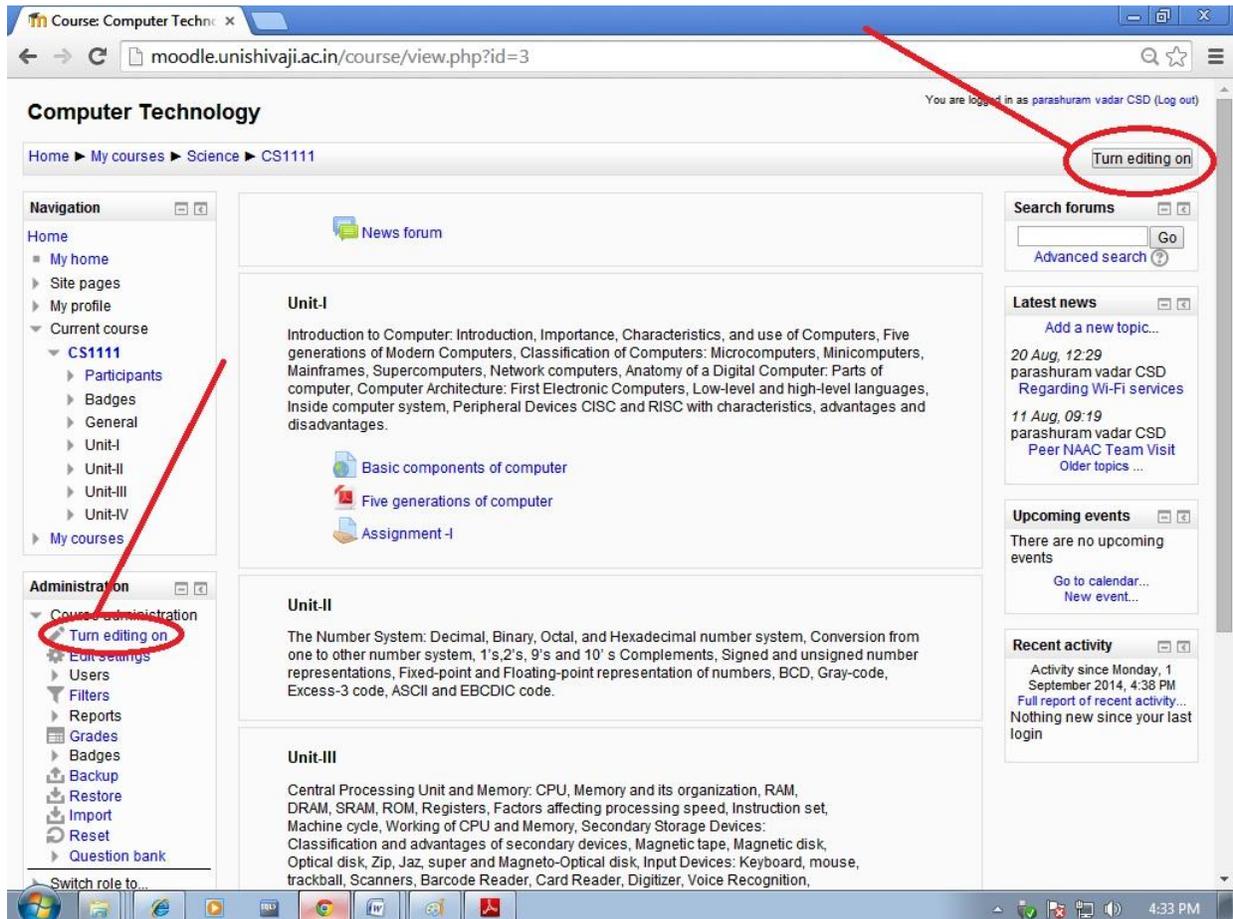
Fill the all details of Course Like Course full name, Course short name, course summary. You can add summary files by drag and drop method.



You can choose format for your course like weekly format or Topic format. By default it is in topic format. The next page has all the options and settings for the new course that you are creating. Remember, you can always alter these settings at all. After clicking on “Save changes button” course created.

## Editing Your Course

Before you can start designing your course, you have to **Turn Editing On**. To do this, click the **Turn editing on** button at the top right, or the link in the Administration block.

A screenshot of a Moodle course page titled "Computer Technology". The browser address bar shows "moodle.unishivaji.ac.in/course/view.php?id=3". The page is logged in as "parashuram vadar CSD". In the top right corner, a button labeled "Turn editing on" is circled in red. In the bottom left corner, the "Administration" block is visible, with the "Turn editing on" link also circled in red. The main content area shows three units: Unit-I (Introduction to Computer), Unit-II (The Number System), and Unit-III (Central Processing Unit and Memory). The right sidebar contains search forums, latest news, upcoming events, and recent activity sections.

Once you turn editing on, you are presented with a series of icons and options throughout the course. Notice that icons have appeared on the different blocks in the course.

Each icon indicates a different editing function you can use to design your course:



The arrow icon indicates that you can indent the item or move it horizontally on the page.



The X icon indicates that you can delete the item.



The open eye icon indicates that you can choose to hide the item from student view. If

you click the eye, the item becomes hidden from students, and a closed eye



appears.



The person icon indicates that you can choose to set up student groups to use the item. You might use this option if you have a discussion forum or assignment that is limited to one or more



This icon indicates the move resource to desired location.



This icon indicates the role assign role to students.



This icon indicates the Duplicate.

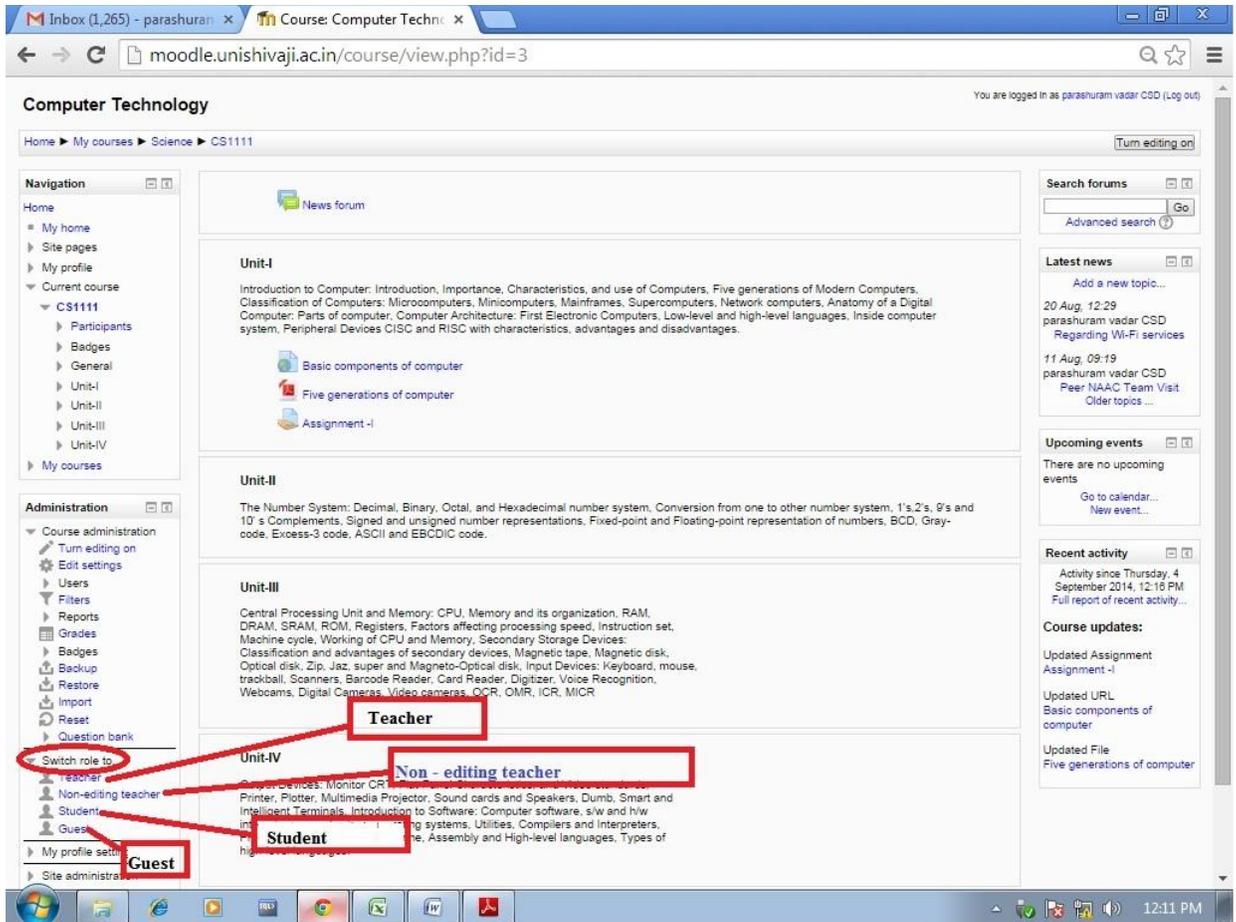


This icon indicates the Edit title.



This icon indicates the Highlight the particular topic as current topic.

The last editing function you should be aware of before you design your course is that you can choose to view the course from a student's perspective. To see what the course would look like to a student, choose the **Student** option from the **Switch role to...** in **Administration Block** .



To view the course from a Teacher's view, click **Return to my normal role** at the top right corner in the window.

moodle.unishivaji.ac.in/course/view.php?id=3

Computer Technology You are logged in as parashuram vadar CSD Student (Return to my normal role)

Home ▶ My courses ▶ Science ▶ CS1111

**Navigation**

- Home
- My home
- Site pages
- My profile
- Current course
  - CS1111
    - Participants
    - Badges
    - General
    - Unit-I
    - Unit-II
    - Unit-III
    - Unit-IV
- My courses

**Administration**

- Course administration
  - Grades
- Switch role to...
  - Return to my normal role
- My profile settings
- Site administration

News forum

---

**Unit-I**

Introduction to Computer: Introduction, Importance, Characteristics, and use of Computers, Five generations of Modern Computers, Classification of Computers: Microcomputers, Minicomputers, Mainframes, Supercomputers, Network computers, Anatomy of a Digital Computer; Parts of computer, Computer Architecture: First Electronic Computers, Low-level and high-level languages, Inside computer system, Peripheral Devices CISC and RISC with characteristics, advantages and disadvantages.

- Basic components of computer
- Five generations of computer
- Assignment -I

---

**Unit-II**

The Number System: Decimal, Binary, Octal, and Hexadecimal number system, Conversion from one to other number system, 1's, 2's, 8's and 10's Complements, Signed and unsigned number representations, Fixed-point and Floating-point representation of numbers, BCD, Gray-code, Excess-3 code, ASCII and EBCDIC code.

---

**Unit-III**

Central Processing Unit and Memory: CPU, Memory and its organization, RAM, DRAM, SRAM, ROM, Registers, Factors affecting processing speed, Instruction set, Machine cycle, Working of CPU and Memory, Secondary Storage Devices: Classification and advantages of secondary devices, Magnetic tape, Magnetic disk, Optical disk, Zip, Jaz, super and Magneto-Optical disk, Input Devices: Keyboard, mouse, trackball, Scanners, Barcode Reader, Card Reader, Digitizer, Voice Recognition, Webcams, Digital Cameras, Video cameras, OCR, OMR, ICR, MICR.

---

**Unit-IV**

Output Devices: Monitor CRT, Flat-Panel Characteristics, and Video standards, Printer, Plotter, Multimedia Projector, Sound cards and Speakers, Dumb, Smart and Intelligent Terminals. Introduction to Software: Computer software, s/w and h/w interaction, classification, operating systems, Utilities, Compilers and Interpreters, Programming Languages: Machine, Assembly and High-level languages, Types of high-level languages.

**Search forums**

Advanced search

---

**Latest news**

20 Aug, 12:29  
parashuram vadar CSD  
Regarding Wi-Fi services

11 Aug, 09:19  
parashuram vadar CSD  
Peer NAAC Team Visit  
Older topics ...

---

**Upcoming events**

There are no upcoming events

[Go to calendar...](#)  
[New event...](#)

---

**Recent activity**

Activity since Thursday, 4 September 2014, 12:26 PM  
[Full report of recent activity...](#)

---

**Course updates:**

Updated Assignment  
Assignment -I

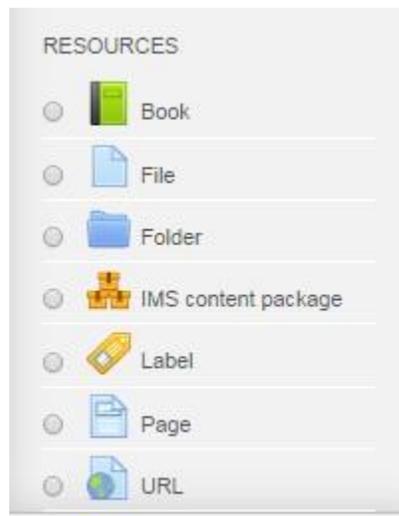
Updated URL  
Basic components of computer

Updated File  
Five generations of computer

## Adding Resources

There are two basic categories for items that you can use to design your Moodle course: resources and activities.

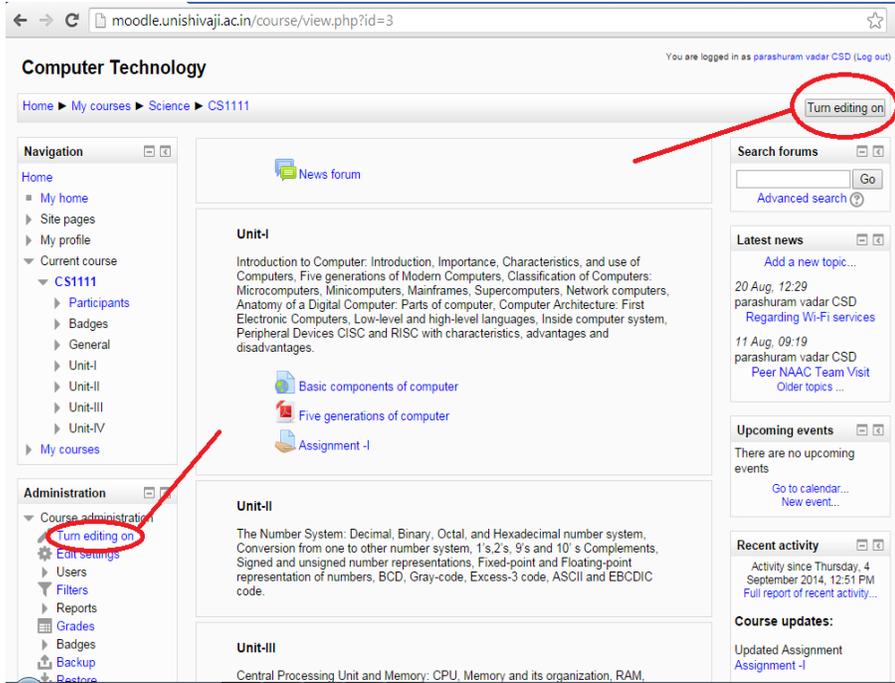
Resources are non-interactive items that you can use to distribute information to your students. Commonly used resources include Book, File, Folder , IMS content package, Labels, web pages, and links to files or websites.



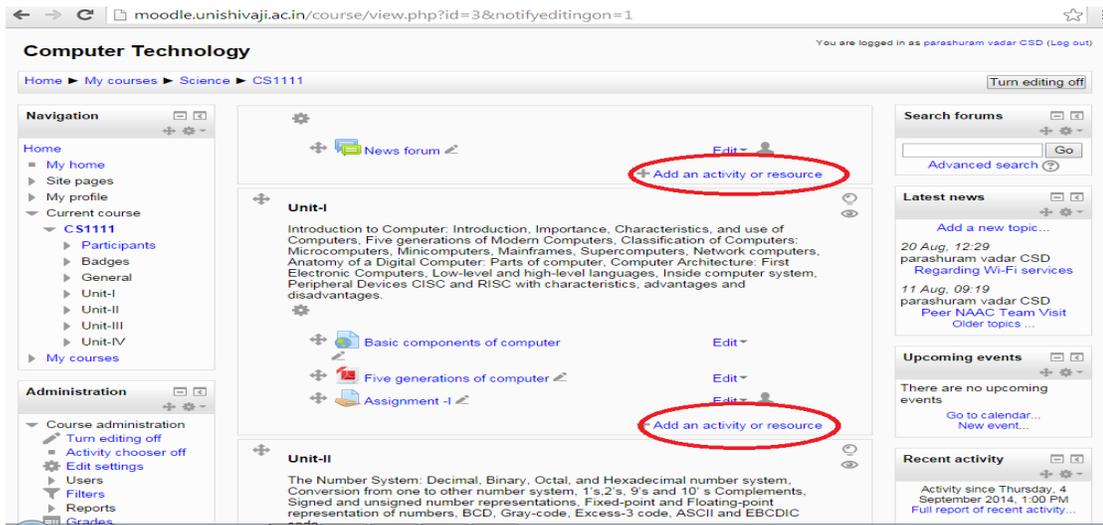
## Insert a Label

Labels are text or images are embedded in your main course page. Use labels to direct students to information and to organize the layout of your course.

To insert a label, **Turn Editing On** by clicking the **Turn Editing On** button.



Scroll to where you want to insert a label and click on **add an activity or resource** select **a Label** from the **Resources**. Click on add button.



moodle.unishivaji.ac.in/course/view.php?id=3&notifieditingon=1

### Computer Technology

Home ► My courses ► Science ► C...

Navigation

- Home
  - My home
  - Site pages
  - My profile
  - Current course
    - CS1111
      - Participants
      - Badges
      - General
      - Unit-I
      - Unit-II
      - Unit-III
      - Unit-IV
  - My courses

Administration

- Course administration
  - Turn editing off
  - Activity chooser off
  - Edit settings
  - Users
  - Filters
  - Reports
  - Grades

#### Add an activity or resource

- Forum
- Glossary
- Lesson
- Quiz
- SCORM package
- Survey
- Wiki
- Workshop

RESOURCES

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

The label module enables text and multimedia to be inserted into the course page in between links to other resources and activities. Labels are very versatile and can help to improve the appearance of a course if used thoughtfully.

Labels may be used

- To split up a long list of activities with a subheading or an image
- To display an embedded sound file or video directly on the course page
- To add a short description to a course section

[More help](#)

**Add** Cancel

Turn editing off

Search forums

Go

Advanced search

Latest news

Add a new topic...

20 Aug, 12:29  
parashuram vadar CSD  
[Regarding Wi-Fi services](#)

11 Aug, 09:19  
parashuram vadar CSD  
[Peer NAAC Team Visit](#)  
[Older topics ...](#)

Upcoming events

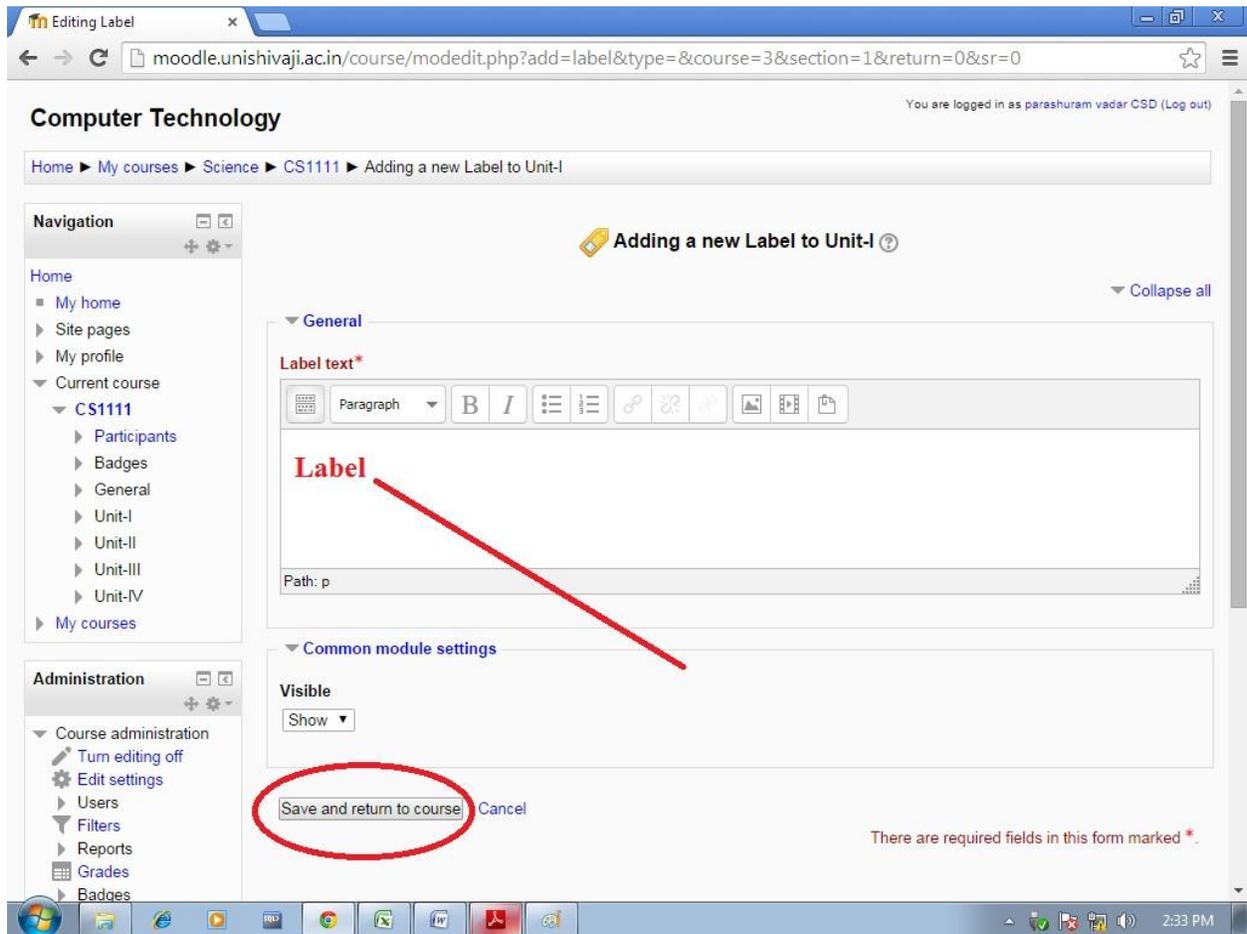
There are no upcoming events

[Go to calendar...](#)  
[New event...](#)

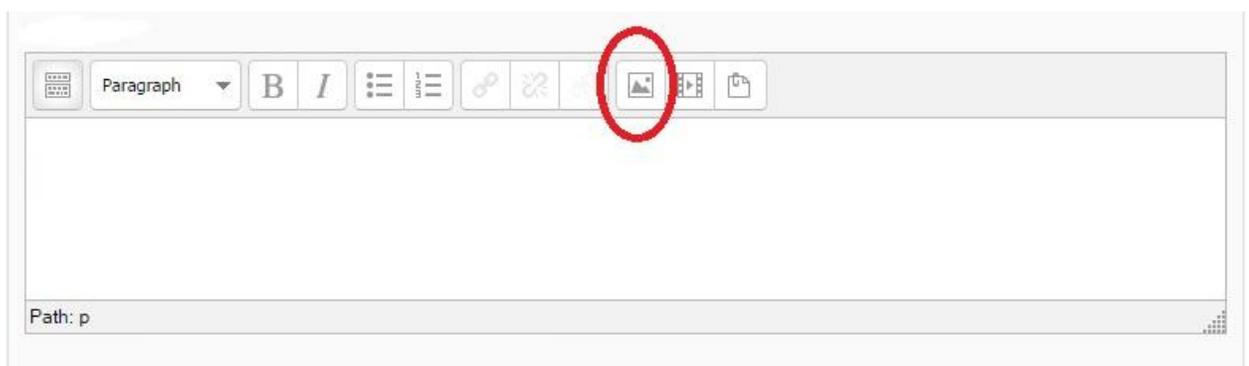
Recent activity

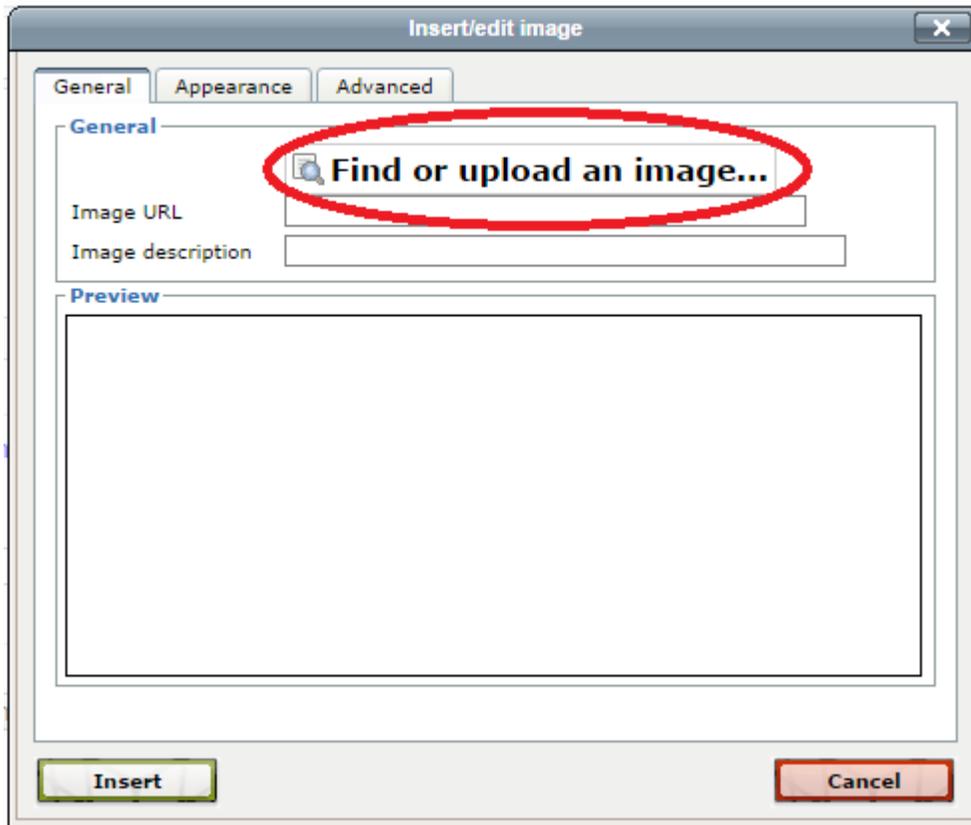
Activity since Thursday, 4 September 2014, 1:00 PM  
[Full report of recent activity...](#)

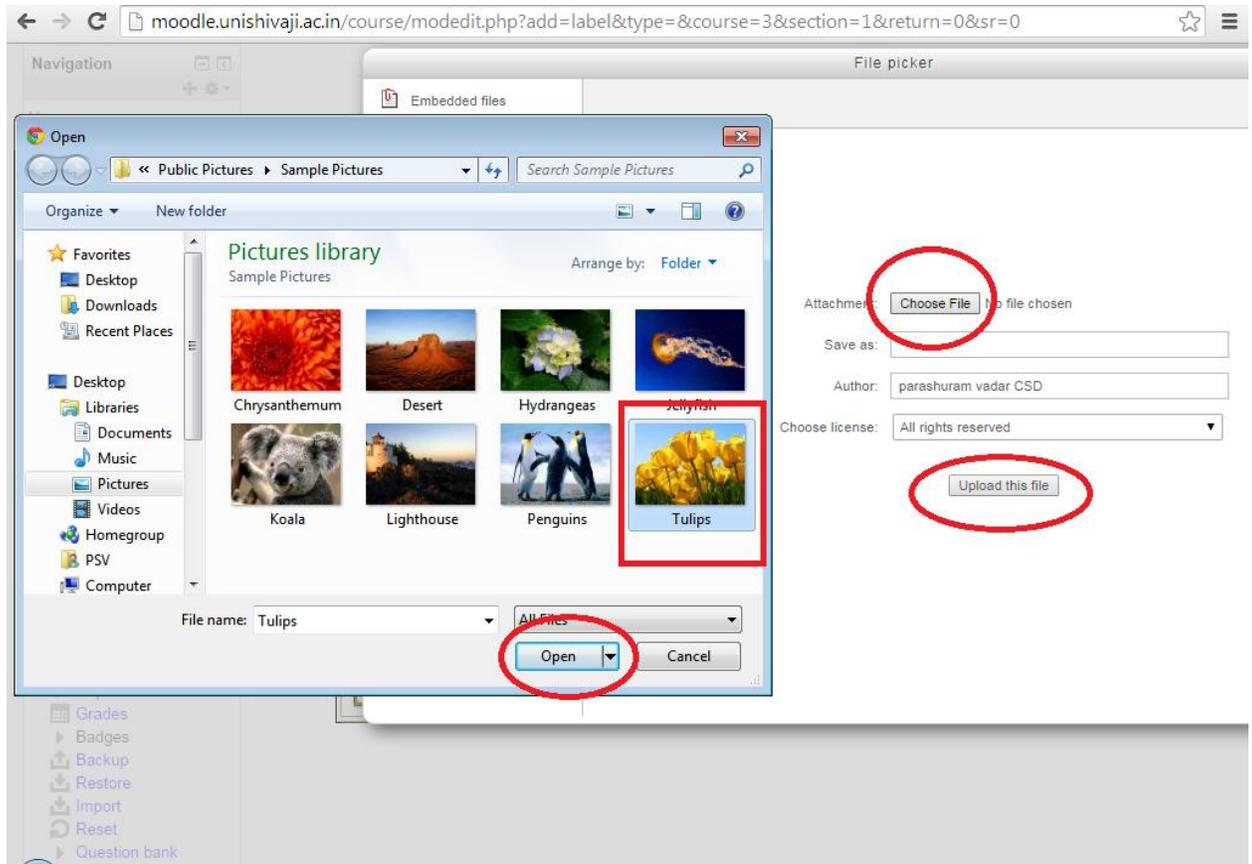
If you would like to insert a text label, type the text for the label in the **Label text** box and click **Save and return to course**.



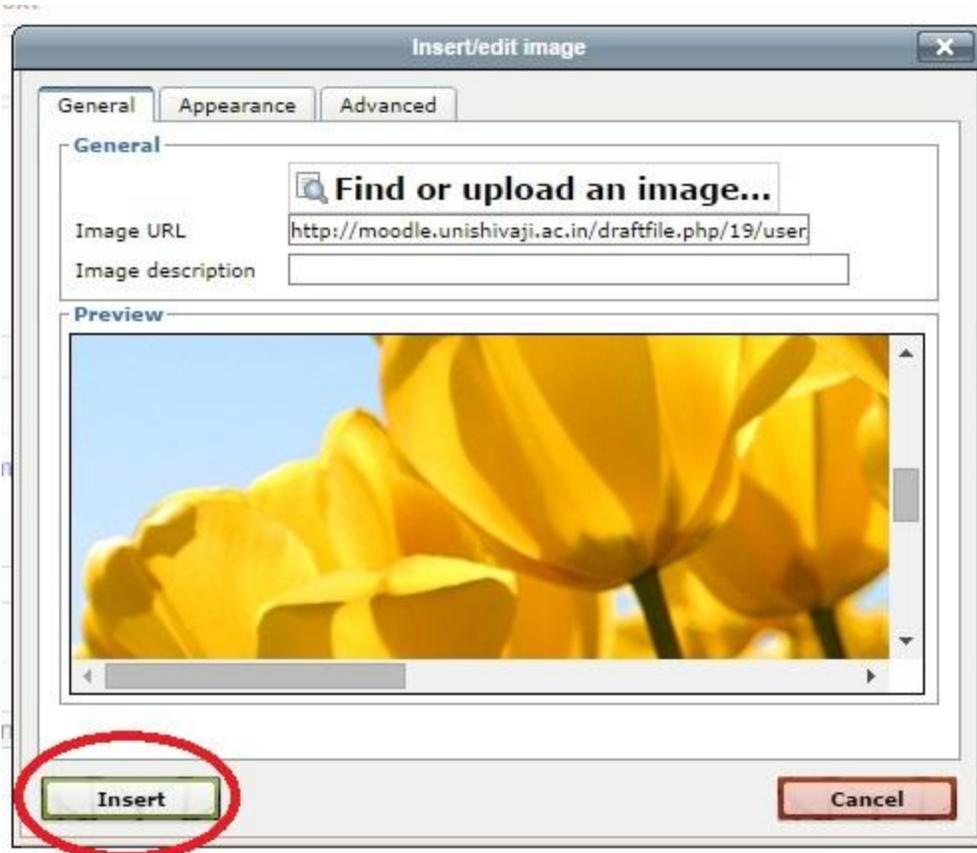
If you would like to insert an image label, select the **image icon** in the toolbar.







An **Insert Image** popup box will appear. Click the **Find or upload an image** button at the top of the box and locate the image you would like to upload to your label. The image must be saved on your computer hard drive. Once you've selected the file, click **Upload**.



Click the link to the image you've uploaded, and the image will appear in the text box.

Enter an **Alternate text** in the text field, and click **OK**. The alternate text is required, in case the image becomes unavailable or the link becomes broken. Click **Save and return to course**.

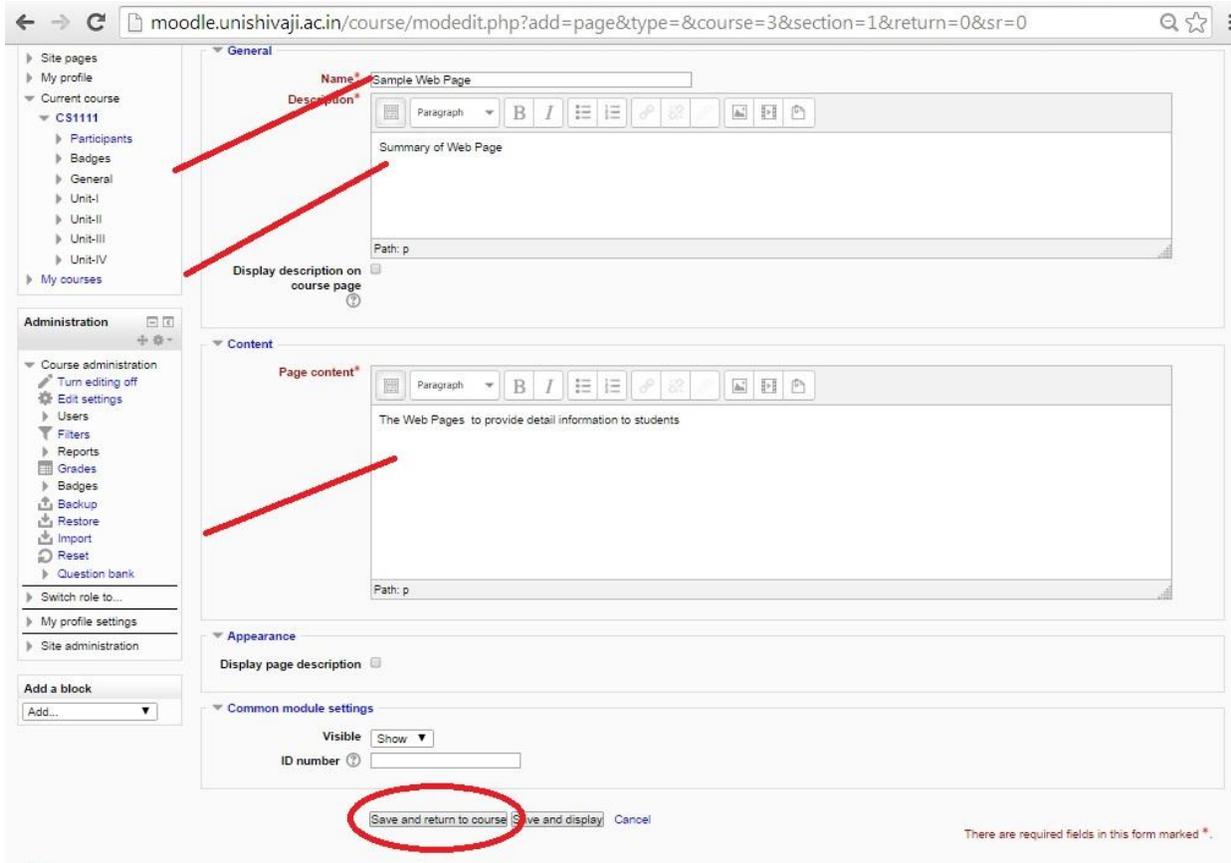
## Compose a Web Page

Web pages are pages that can be created and linked from your main course page. Use web pages to provide detailed information to students. Using web pages prevents your course from being wordy or over-textual in appearance.

To compose a web page, **Turn Editing On** by clicking the **Turn Editing On** button.



Select where you want to add a web page and select **page** from the **Add a resource** appears after clicking on Add an activity or resource link.



Type in the name of your web page, write a short summary of what the page will entail, and compose the web page. Then click **Save and return to course**.

## Upload a File

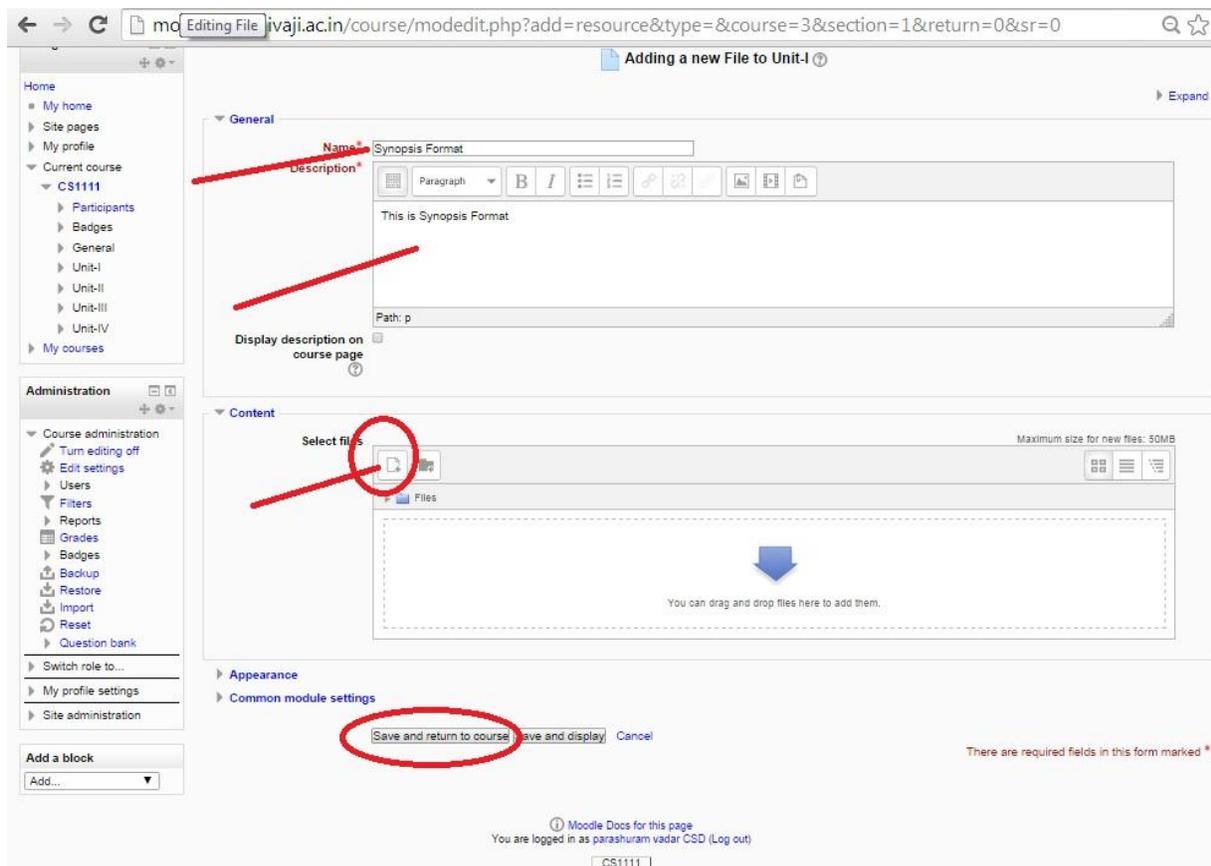
You can upload external files like Microsoft Word™, Excel™, or PowerPoint™ documents or other format files in your Moodle course. Use external to direct students course content or to supplement your course with material.

To upload a file, **Turn Editing On** by clicking the **Turn Editing On** button.



Select where you want to upload a file and select **File** from the **Add a resource** appears after clicking on Add an activity or resource link.

If you would like to upload a file, type the name of the file, write a short summary of what the file is, and click **Chose a file** to browse and upload the file .

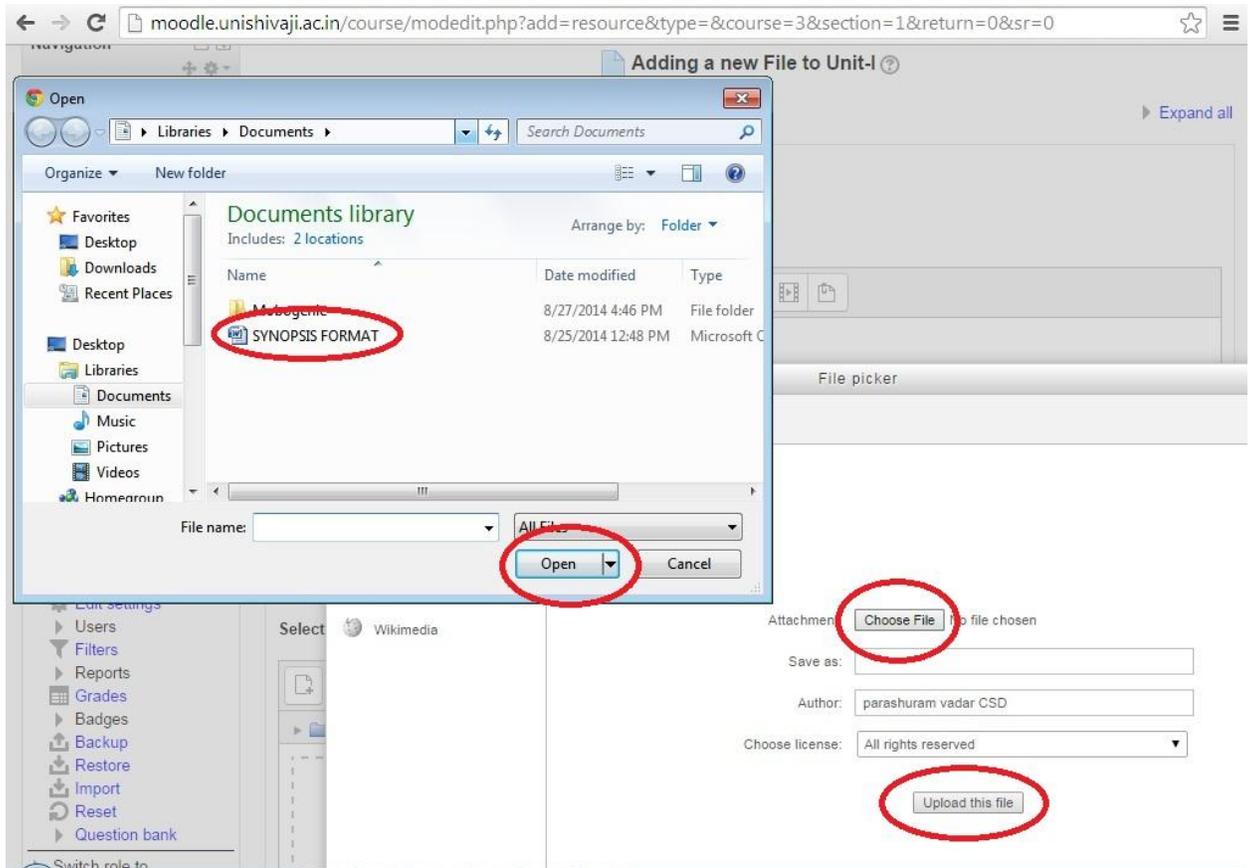


The screenshot shows the Moodle interface for adding a new file to a course. The browser address bar shows the URL: `http://moodle.vijai.ac.in/course/modedit.php?add=resource&type=&course=3&section=1&return=0&sr=0`. The page title is "Adding a new File to Unit-I".

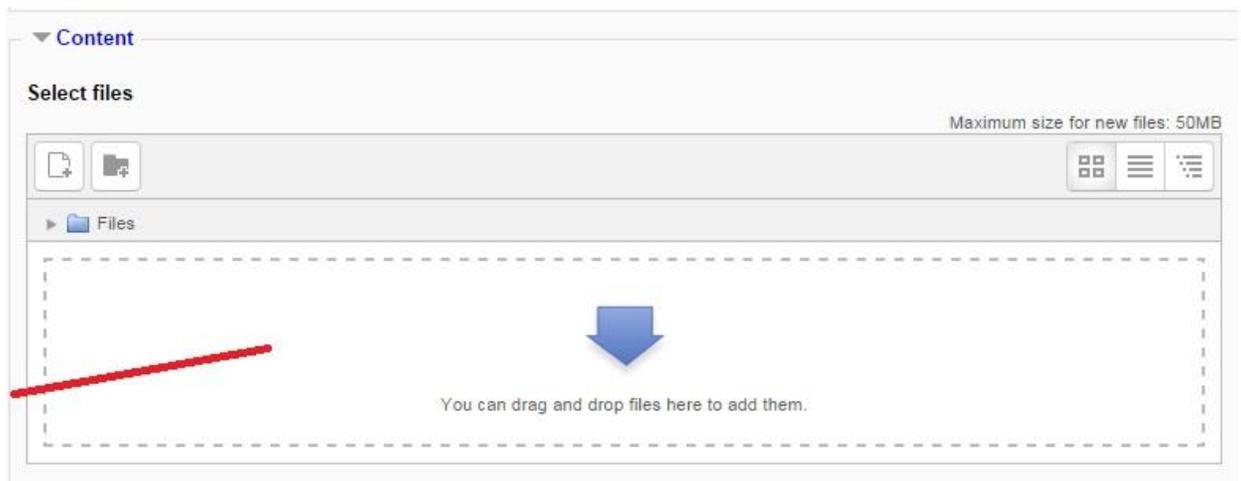
The form is divided into several sections:

- General:** Includes a "Name" field with the value "Synopsis Format", a "Description" field with the value "This is Synopsis Format", and a "Path" field with the value "p". There is a "Display description on course page" checkbox.
- Content:** Features a "Select files" button circled in red, a "Files" section with a dashed box for file uploads, and a note: "You can drag and drop files here to add them." The maximum size for new files is 50MB.
- Buttons:** At the bottom, there are three buttons: "Save and return to course" (circled in red), "Save and display", and "Cancel".

A message at the bottom right states: "There are required fields in this form marked \*".



You can also add a file by the drag and drop method from a particular location .

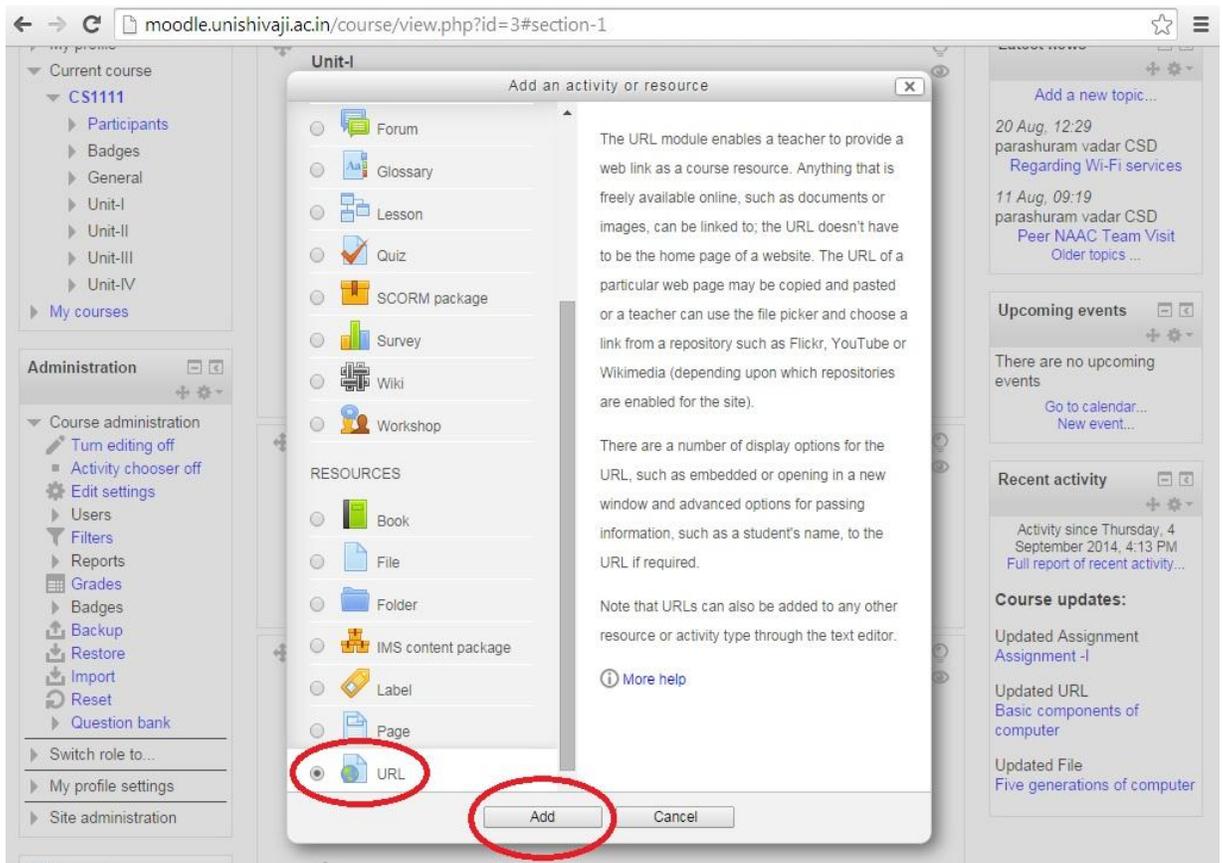


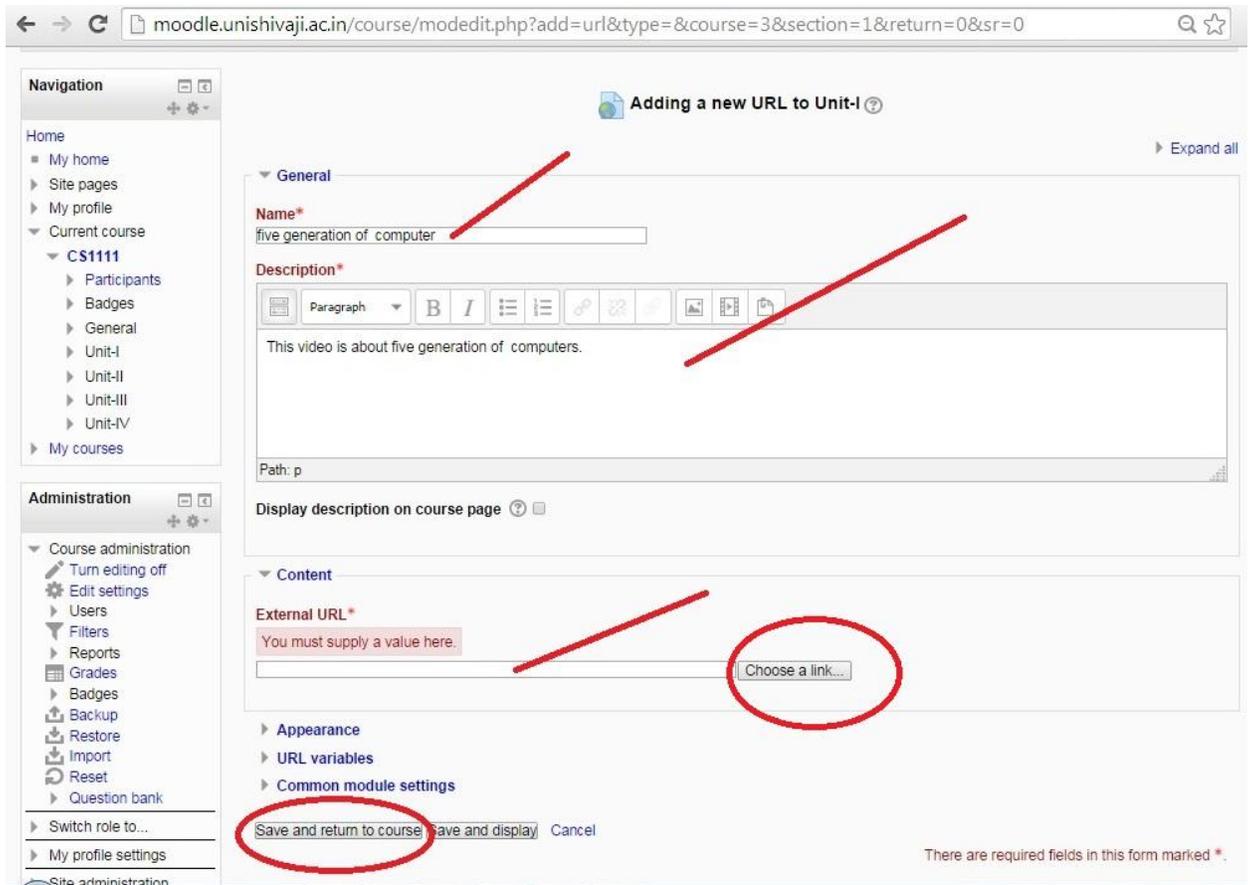
## Link to a URL

To link to a URL, **Turn Editing On** by clicking the **Turn Editing On** button.

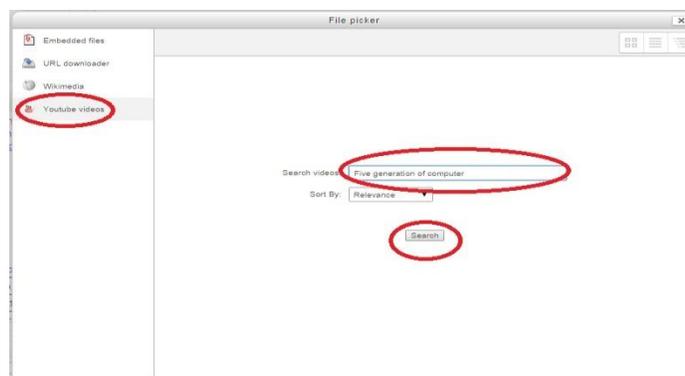


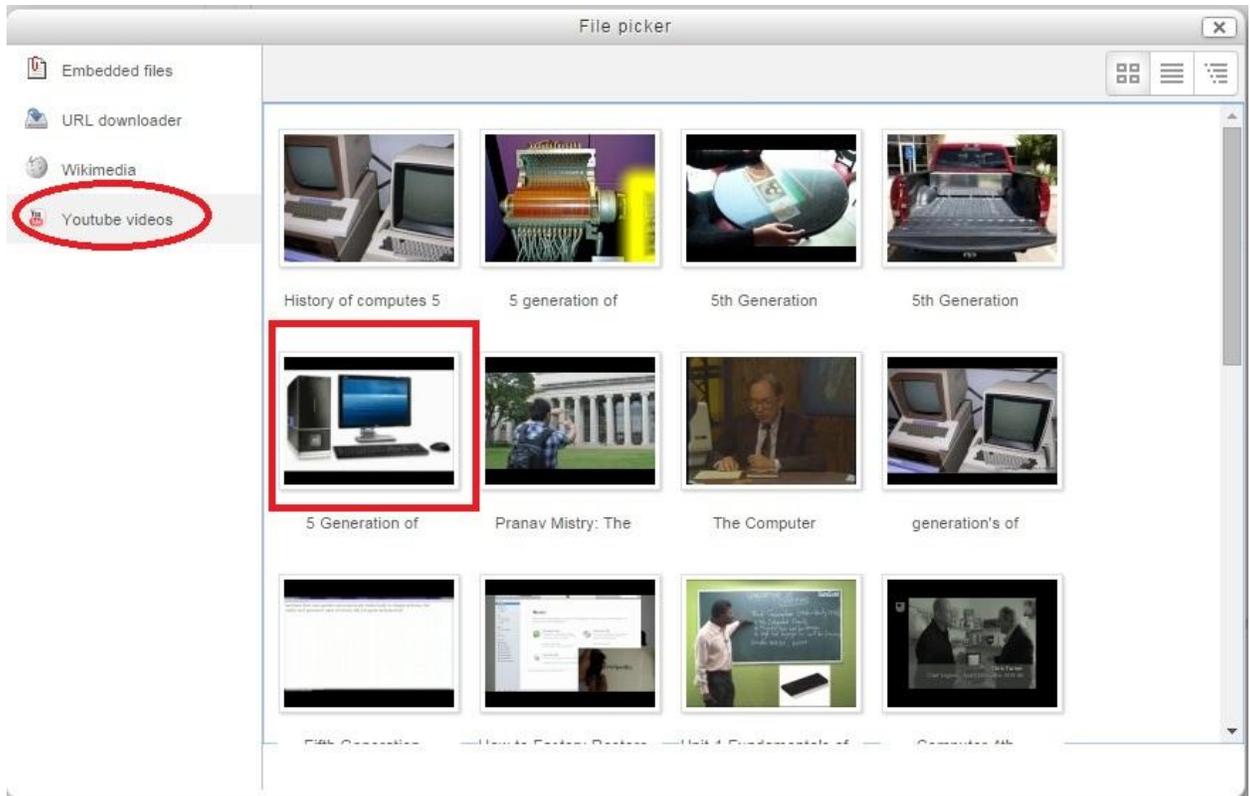
Select where you want the link or a file to appear and select **URL** from the **Add a resource** appears after clicking on **Add an activity or resource...** link.

A screenshot of a Moodle course page showing the "Add an activity or resource" dialog box. The "URL" option is selected in the "RESOURCES" list, and the "Add" button is highlighted with a red oval. The dialog box contains text explaining the URL module and its options. The background shows the course navigation menu and various course information panels.



If you would like to link to a URL , type the name of the link, write a short summary of where the link will take students, and type URL address in box directly or You can choose a link





Then click **Save and return to course.**

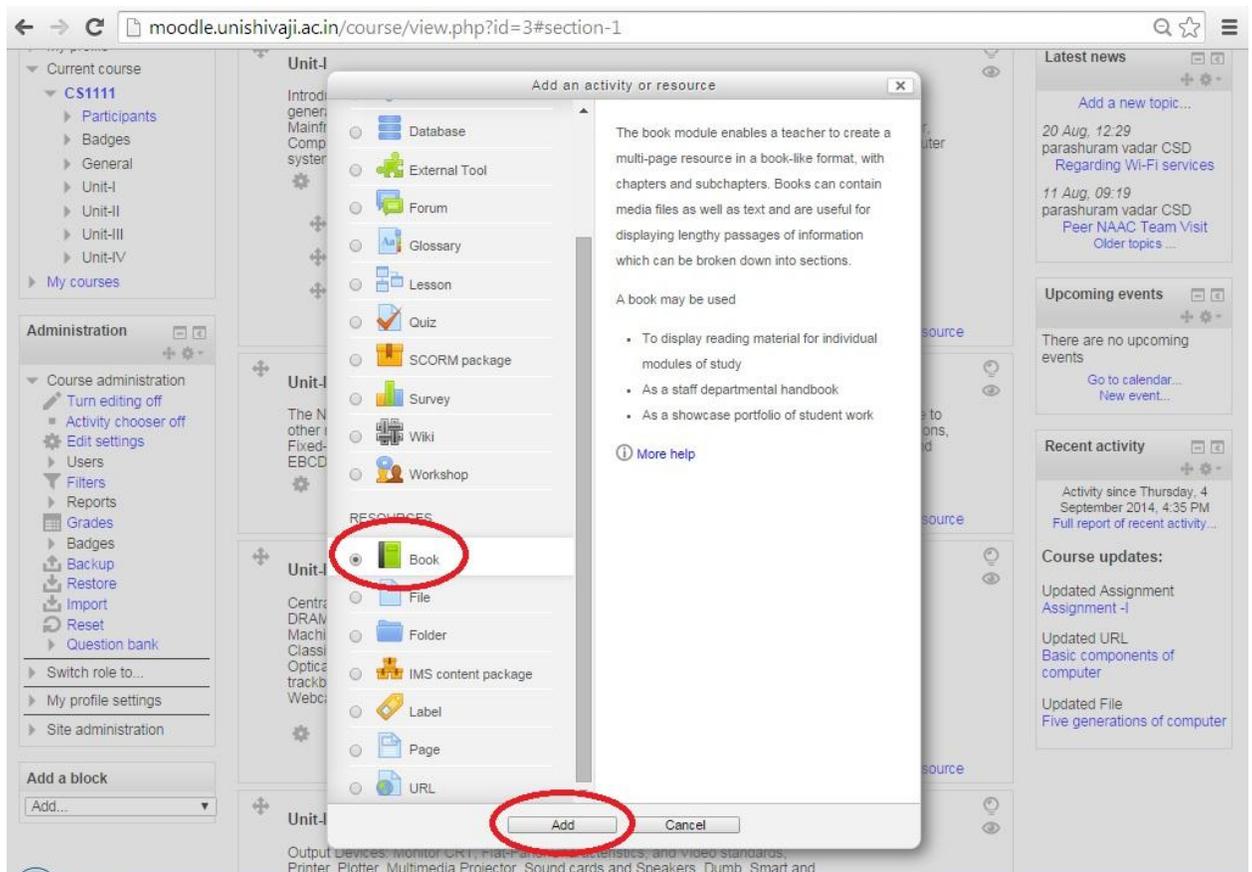
## Upload a EBook

The Book module enables a teacher to create a multi-page resource in a book like format, with chapters and subchapters. Book can contain media files as well as text and are useful for displaying lengthy passages of information which can be broken into sections.

To write a book, **Turn Editing On** by clicking the **Turn Editing On** button.



Select where you want to write a book and select **Book** from the **Add a resource** appears after clicking on Add an activity or resource link.



If you would like to write an EBook, type the name of the Book, write a short summary of what the Book is, Click on **Save and return to course** at the bottom of the screen when you are finished

The screenshot shows a Moodle course page for 'Computer Technology'. The breadcrumb trail is 'Home > My courses > Science > CS1111 > Adding a new Book to Unit-I'. The user is logged in as 'parashuram vadar CSD'. The page title is 'Computer Technology'. The main content area is titled 'Adding a new Book to Unit-I'. The form has a 'General' section with a 'Name\*' field containing 'Computer Technology' and a 'Description\*' field containing 'This book is about Computer Technology.'. The 'Description' field has a rich text editor toolbar. Below the description field is a 'Path: p' field and a 'Display description on course page' checkbox. At the bottom of the form are three buttons: 'Save and return to course' (circled in red), 'Save and display', and 'Cancel'. The left sidebar contains 'Navigation' and 'Administration' menus. A red line points to the 'Name' field, and another red line points to the 'Description' field. A red circle highlights the 'Save and return to course' button. A small red asterisk at the bottom right indicates required fields.

After saving the details of adding new Book , the book icon appear like in following picture. To add chapters and content click that link highlighted in picture.

moodle.unishivaji.ac.in/course/view.php?id=3#section-1

You are logged in as parashuram vadar CSD (Log out)

## Computer Technology

Home ► My courses ► Science ► CS1111 Turn editing off

### Navigation

- Home
  - My home
  - Site pages
  - My profile
- Current course
  - CS1111
    - Participants
    - Badges
    - General
    - Unit-I
    - Unit-II
    - Unit-III
    - Unit-IV
  - My courses

### Administration

- Course administration
  - Turn editing off
  - Activity chooser off
  - Edit settings
  - Users
  - Filters
  - Reports

### Unit-I

Introduction to Computer: Introduction, Importance, Characteristics, and use of Computers, Five generations of Modern Computers, Classification of Computers: Microcomputers, Minicomputers, Mainframes, Supercomputers, Network computers, Anatomy of a Digital Computer: Parts of computer, Computer Architecture: First Electronic Computers, Low-level and high-level languages, Inside computer system, Peripheral Devices CISC and RISC with characteristics, advantages and disadvantages.

- Basic components of computer Edit
- Five generations of computer Edit
- Assignment 1 Edit
- Computer Technology** Edit

+ Add an activity or resource

### Unit-II

The Number System: Decimal, Binary, Octal, and Hexadecimal number system,

### Search forums

Go

[Advanced search](#)

### Latest news

[Add a new topic...](#)

20 Aug, 12:29  
parashuram vadar CSD  
Regarding Wi-Fi services

11 Aug, 09:19  
parashuram vadar CSD  
Peer NAAC Team Visit  
[Older topics ...](#)

### Upcoming events

There are no upcoming events

[Go to calendar...](#)  
[New event...](#)

### Recent activity

Activity since Saturday, 6 September 2014, 5:40 PM  
[Full report of recent activity...](#)

After clicking You need to fill related content.

# Computer Technology

Home > My courses > Science > CS1111 > Unit-I > Computer Technology

**Navigation**

- Home
  - My home
  - Site pages
  - My profile
- Current course
  - CS1111
    - Participants
    - Badges
    - General
    - Unit-I
      - Basic components of computer
      - Five generations of computer
      - Assignment - I
      - Computer Technology**
      - Unit-II
      - Unit-III
      - Unit-IV
- My courses

## Computer Technology

▼ Add new chapter

Chapter title\*

Generation of Computer

Subchapter  (Only available once the first chapter has been created)

Content\*

Paragraph **B** *I* [List icons] [Link icon] [Image icon] [Table icon] [Table icon]

They were initially programmed in machine language (binary). A major breakthrough was the development of assemblers and assembly language.

**Second Generation (1959-64): Transistors**

The development of the transistor revolutionised the development of computers. Invented at Bell Labs in 1948, transistors were much smaller, more rugged, cheaper to make and far more reliable than valves.

Core memory was introduced and disk storage was also used. The hardware became smaller and more reliable, a trend that still continues.

Another major feature of the second generation was the use of high-level programming languages such as Fortran and Cobol. These revolutionised the development of software for computers. The computer industry experienced explosive growth.

Path: p > strong

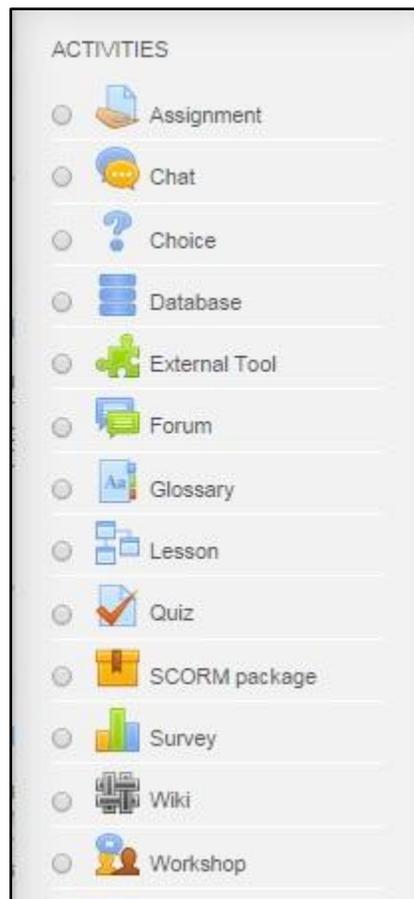
Save changes Cancel

There are required fields in this form marked \*.

## Adding Activities

Activities are the second basic category that you can use to add elements to your Moodle course.

Activities are interactive or graded items. Commonly used activities include Assignments, Chats, Choice, External Tool, Database, Forum, Glossary, Lesson, Quiz, SCORM package, Survey, Wiki, Workshop .

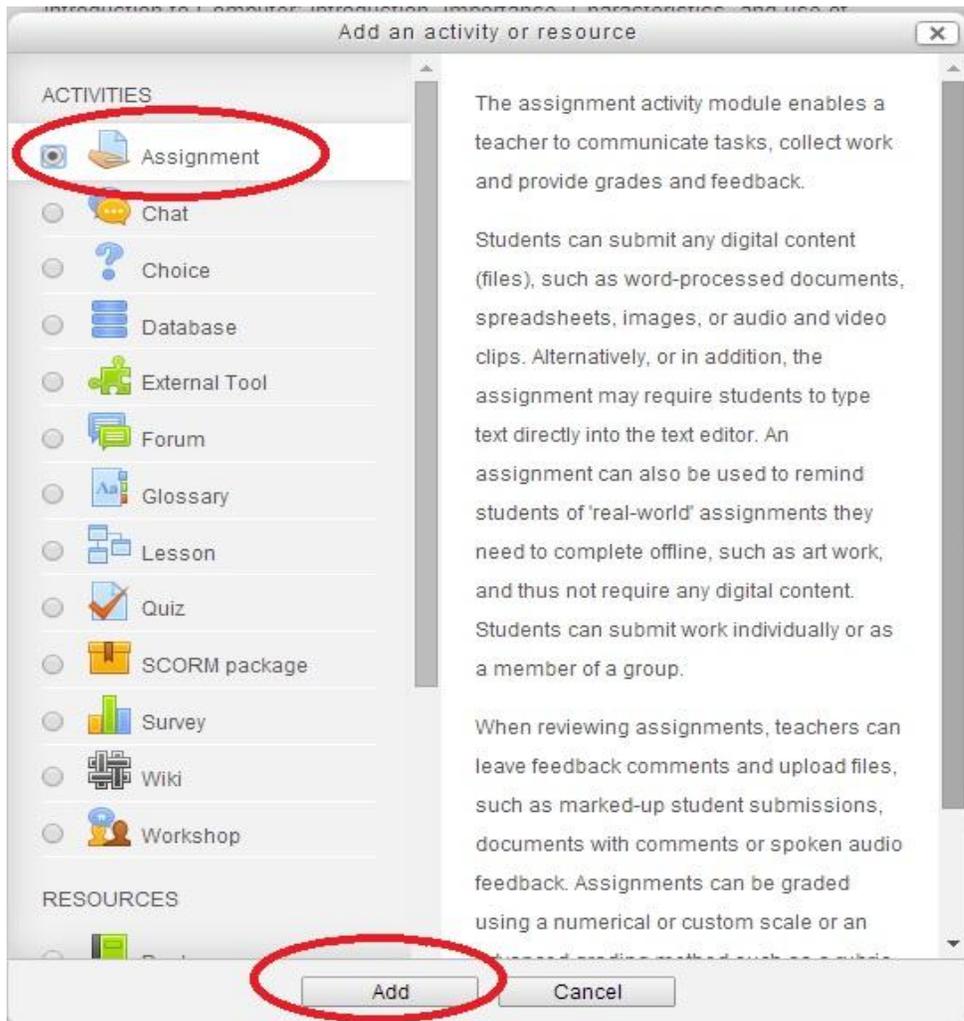


## Creating Assignments

To create assignment, **Turn Editing On** by clicking the **Turn Editing On** button.



Select section where you want the the assignment to appear and select **Assignment** from Add an activity or resource.



- A. Type the name of the assignment.
- B. Write a description of the assignment.
- C. Set the Availability time for assignment.

- D. Set the Submission Type
- E. Set the Feedback Type
- F. Set the Submission
- G. Set the Notification
- H. Set the Grade for assignment

Then click **Save and return to course.**

The screenshot shows the Moodle assignment settings page. The browser address bar displays the URL: `moodle.unishivaji.ac.in/course/modedit.php?add=assign&type=&course=3&section=2&return=0&sr=0`. The page is divided into several sections:

- General:** Contains the "Assignment name\*" field with the value "Assignment No 2" (annotated with a red circle 'A'). Below it is the "Description\*" field with a rich text editor toolbar (annotated with a red circle 'B') and the text: "1) What is the number system?" and "2) Explain Decimal, Binary, Octal, Hexadecimal number system?". A "Path:" field contains the value "p".
- Availability:** Contains three date pickers: "Allow submissions from" (7 September 2014 00:00), "Due date" (14 September 2014 00:00), and "Cut-off date" (7 September 2014 13:15). Each has an "Enable" checkbox. There is also an "Always show description" checkbox.
- Administration:** A sidebar menu on the left with a red lightning bolt annotation 'C' pointing to the "Turn editing on" option.

▼ Submission types

D

Submission types

Online text <sup>?</sup>  File submissions <sup>?</sup>

Maximum number of uploaded files <sup>?</sup>

1 ▼

Maximum submission size <sup>?</sup>

Activity upload limit (1MB) ▼

▼ Feedback types

E

Feedback types

Feedback comments <sup>?</sup>  Offline grading worksheet <sup>?</sup>  Feedback files <sup>?</sup>

▼ Submission settings

F

Require students click submit button <sup>?</sup>

No ▼

Require that students accept the submission statement <sup>?</sup>

No ▼

Attempts reopened <sup>?</sup>

Never ▼

Maximum attempts <sup>?</sup>

Unlimited ▼

moodle.unishivaji.ac.in/course/modedit.php?add=assign&type=&course=3&section=2&return=0&sr=0

**Notifications** **G**

Notify graders about submissions ?  
No ▾

Notify graders about late submissions ?  
No ▾

**Grade** **H**

Grade  
10 ▾

Grading method ?  
Simple direct grading ▾

Grade category ?  
Uncategorised ▾

Blind marking ?  
No ▾

Use marking workflow ?  
No ▾

Use marking allocation ?  
No ▾

▶ Common module settings

Save and return to course Save and display Cancel

## Creating a Quiz

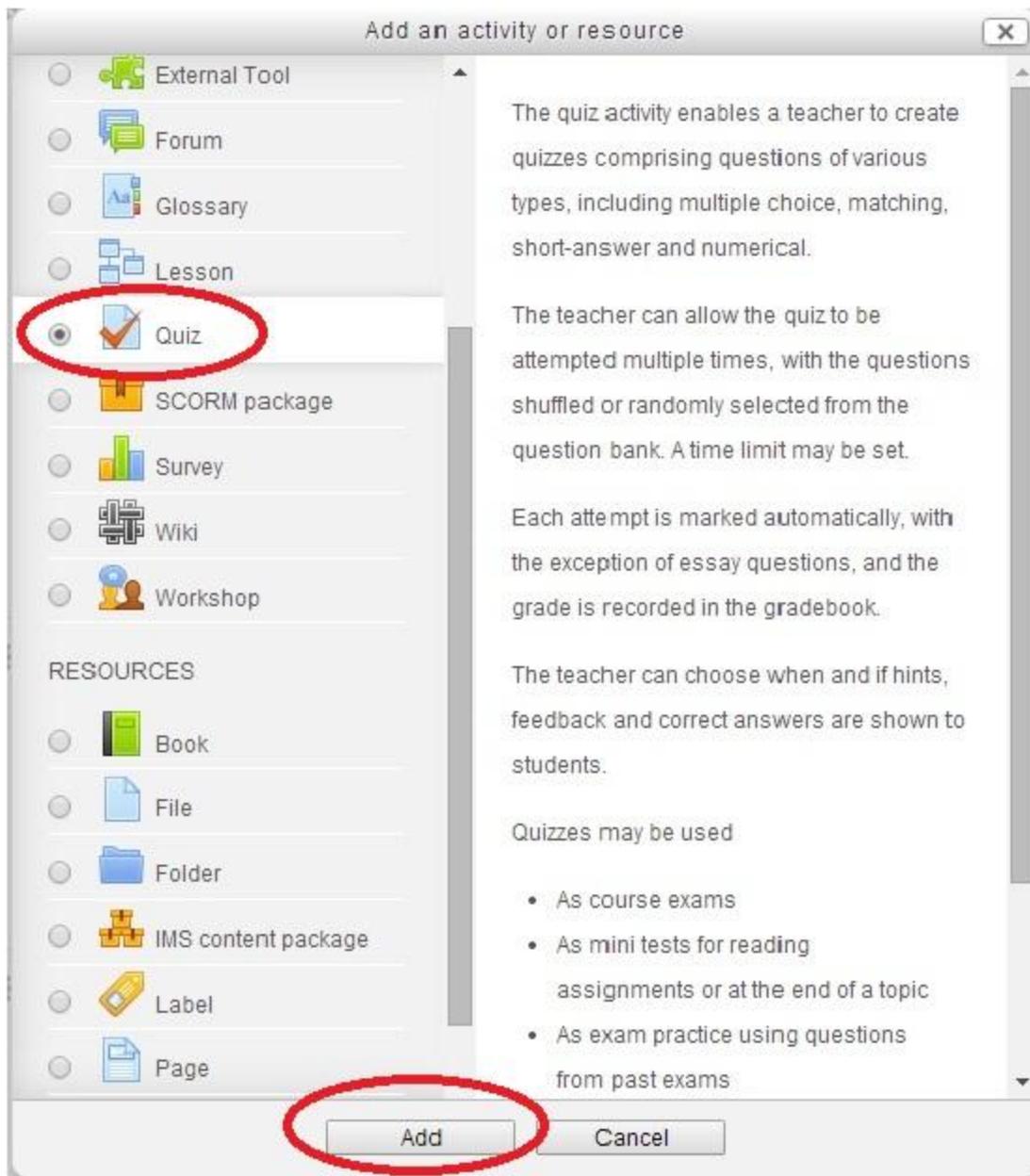
Moodle offers the option of creating a quiz that can either be scored and calculated to your gradebook automatically or manually graded. Creating a quiz in Moodle is a two step process; first, you create the body of the quiz; second, you create the questions.



First **Turn editing on**.



If you would like the test to appear click on the **Add an activity**.  
Click on **Quiz**.



When the screen refreshes you will be asked to enter information about the set up of the quiz.

**Navigation**

- Home
  - My home
  - Site pages
  - My profile
- Current course
  - CS1111
    - Participants
    - Badges
    - General
    - Unit-I
    - Unit-II
    - Unit-III
    - Unit-IV
  - My courses

**Administration**

- Course administration
  - Turn editing off
  - Edit settings
  - Users
  - Filters
  - Reports
  - Grades
  - Badges
  - Backup
  - Restore
  - Import
  - Reset
  - Question bank
- Switch role to...
- My profile settings
- Site administration

Adding a new Quiz to Unit-I

**A**

**General**

Name\*

Description 

Paragraph

B I

Path: p

Display description on course page

**B**

**Timing**

Open the quiz 8 September 2014 20 18 Enable

Close the quiz 8 September 2014 20 18 Enable

Time limit 0 minutes Enable

When time expires Attempts must be submitted before time expires, or they are not counted

Submission grace period 1 days Enable

**C**

**Grade**

Grade category Uncategorised

Attempts allowed Unlimited

Grading method Highest grade

**Add a block**

Add...

**D**

**Layout**

Question order As shown on the edit screen

New page Every question

+ Show more...

**E**

**Question behaviour**

Shuffle within questions Yes

How questions behave Deferred feedback

+ Show more...

**F**

**Review options**

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

**G**

**Display**

Show the user's picture No image

Decimal places in grades 2

+ Show more...

**Extra restrictions on attempts**

+ Show more...



## A. General

1. Enter the **Name** of the quiz.
2. In the space provided for the **Description** provide the instructions for the quiz.

## B. Timing

1. Set the release dates for the quiz.  
By clicking the **Disable** box at the end the quiz is left available.
2. By clicking the **Enable** box you can determine set the amount of time students will have to take the quiz.
3. If Quiz time expires make related setting.

▼ **Timing**

**Open the quiz** ?  
 8 | September | 2014 | 20 | 18 |  Enable 1

**Close the quiz**  
 8 | September | 2014 | 20 | 18 |  Enable

**Time limit** ?  
 0 | minutes |  Enable 2

**When time expires** ?  
 Attempts must be submitted before time expires, or they are not counted 3

**Submission grace period** ?  
 1 | days |  Enable

### C. Grades

1. This is regarding grade category.
2. Set how many attempts students will have.
3. This sets the amount of decimal points displayed for students after their grade.

▼ **Grade**

**Grade category** ?  
 Uncategorised 1

**Attempts allowed**  
 Unlimited 2

**Grading method** ?  
 Highest grade 3

### D Layout

▼ **Layout**

**Question order**  
 As shown on the edit screen 1

**New page** ?  
 Every question 2 Repaginate now

+ Show more...

1. Set the question order for the quiz

2. Sets the number of questions appear on new page

### E. Question Behavior

▼ Question behaviour

Shuffle within questions ? **1**

How questions behave ? **2**

+ Show more...

1. Set the shuffling of question.
2. Set question behave after submission of answer.

### F. Review Options

This setting determines the type and when responses are given during and after a quiz. You will be able to set feedback for specific questions when you create the questions; overall feedback for the quiz is set under the **Overall feedback** section.

Checking the options provided will provide students with information:

1. Provide responses during the question attempt.
2. Immediately after they've attempted a question.
3. Provide responses after the questions, while the quiz is still open.
4. Provide responses once the quiz is closed.

▼ Review options ?

<b>1</b> During the attempt	<b>2</b> Immediately after the attempt	<b>3</b> Later, while the quiz is still open	<b>4</b> After the quiz is closed
<input checked="" type="checkbox"/> The attempt <span>?</span>	<input checked="" type="checkbox"/> The attempt	<input checked="" type="checkbox"/> The attempt	<input checked="" type="checkbox"/> The attempt
<input type="checkbox"/> Whether correct <span>?</span>	<input checked="" type="checkbox"/> Whether correct	<input checked="" type="checkbox"/> Whether correct	<input checked="" type="checkbox"/> Whether correct
<input type="checkbox"/> Marks <span>?</span>	<input checked="" type="checkbox"/> Marks	<input checked="" type="checkbox"/> Marks	<input checked="" type="checkbox"/> Marks
<input type="checkbox"/> Specific feedback <span>?</span>	<input checked="" type="checkbox"/> Specific feedback	<input checked="" type="checkbox"/> Specific feedback	<input checked="" type="checkbox"/> Specific feedback
<input type="checkbox"/> General feedback <span>?</span>	<input checked="" type="checkbox"/> General feedback	<input checked="" type="checkbox"/> General feedback	<input checked="" type="checkbox"/> General feedback
<input type="checkbox"/> Right answer <span>?</span>	<input checked="" type="checkbox"/> Right answer	<input checked="" type="checkbox"/> Right answer	<input checked="" type="checkbox"/> Right answer
<input type="checkbox"/> Overall feedback <span>?</span>	<input checked="" type="checkbox"/> Overall feedback	<input checked="" type="checkbox"/> Overall feedback	<input checked="" type="checkbox"/> Overall feedback

### G. Display

1. Set User picture to show
2. Set decimal places in grades.

▼ Display

Show the user's picture ? **1**

No image ▼

Decimal places in grades ? **2**

2 ▼

+ Show more...

## H. Overall Feedback

The overall feedback is shown to a student after they have completed the quiz.

1. Setting the grade boundary determines the score needed for that particular response.
2. Information provided here will appear to the students after the quiz and if their score matches up with the corresponding grade boundary.
3. Clicking **Add 3 more feedback fields** will provide more fields to set grade boundaries and feedback.

Overall feedback ?

**1** Grade boundary 100%

**2** Feedback

Grade boundary

Feedback

Grade boundary

Feedback

Grade boundary

Feedback

Grade boundary

Feedback

Grade boundary 0%

**3**

Click **Save and return to course** at the bottom of the screen.

**Note:** You can always come back and adjust the quiz settings up to the point a student takes the quiz.

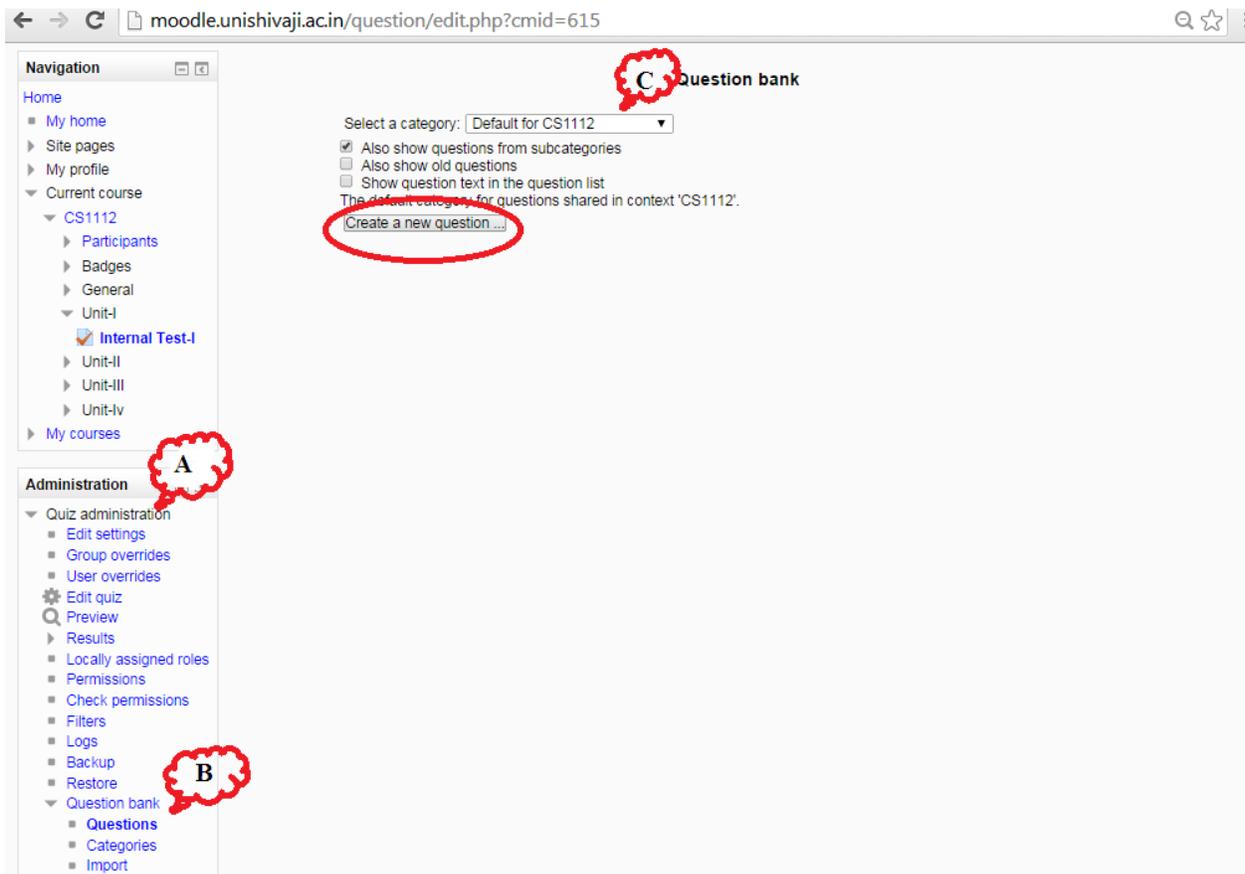
## Creating Quiz Questions

A. In the section titled Quiz Administration click on **Question Bank**.

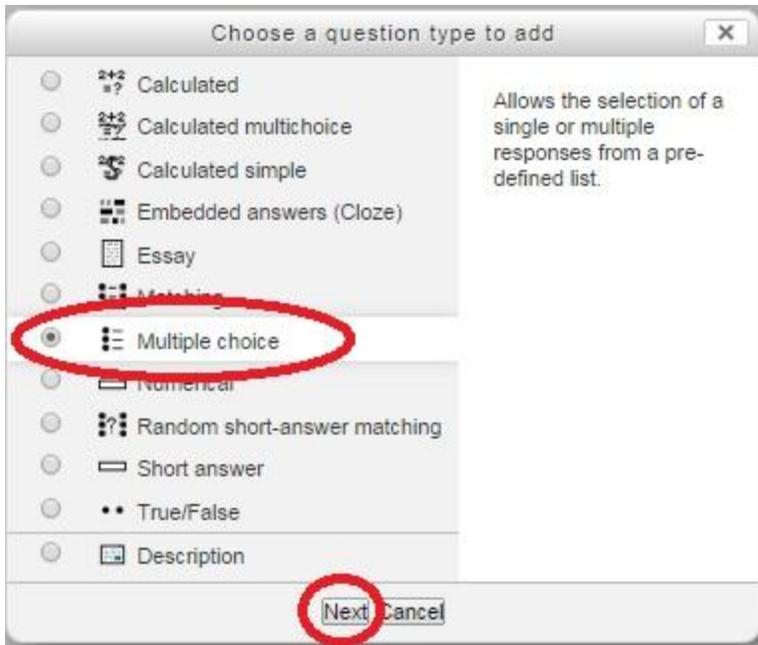
B. Click on the **Question**.

C. Choose the name of category

Begin to add questions to this category by clicking on **Create new question** under the **Question bank** section.



This is an illustration for a multiple choice question.  
Click on Multiple Choice from the drop down menu.



When you the screen refreshes you are able to develop the question.

### General

1. Type the name of the question. Choose a name that you will be able to associate with for future classes.
2. Enter the question as you need it to appear to students.

Below the text box are more options.

Default mark\* **1**  
1

General feedback **2**

Paragraph **B** **I**       

Path: p

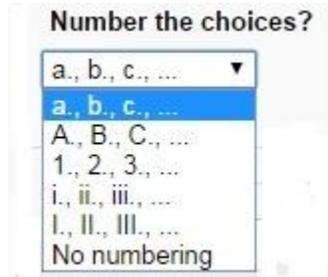
One or multiple answers? **3**

One answer only

Shuffle the choices?  **4**

Number the choices? **5**  
a., b., c., ...

- 1. Default question grade** sets the amount of points each question is worth for the quiz.
- 2. General feedback** will be sent to all students once they've completed the question.
- 3. One or multiple answers** allows for more than one correct answer for a question.
- 4.** If you check the box for **Shuffle choices** the order of choices will be different for each student.
- 5. Number the choices** determines how the sequence of choices will display for students.



### Choice

In the Choice section you will provide the possible answers, determine the point value, and possible feedback.

The screenshot shows the configuration for 'Choice 1' in Moodle. It includes a rich text editor for the answer, a 'Grade' dropdown menu set to 'None', and another rich text editor for feedback. Red numbers 1, 2, and 3 are placed over the answer field, the grade dropdown, and the feedback field respectively.

1. In the column for **Answer** provide a possible choice.
2. **Grade** determines the point value of this answer. Typically if it is the correct answer choose 100% and if it is the incorrect answer choose **None**.
3. If you fill in **Feedback** it will only display to the student if this is the answer they choose.

You can fill in as many choices as you wish. For instance, if you only want to then fill in two choice and **Save changes** at the bottom of the screen. If you need more choices than Moodle originally provides scroll down under **Choice 5** and click **Blanks for 3 More Choices**.

The screenshot shows the configuration for 'Choice 5' in Moodle. The 'Blanks for 3 more choices' button at the bottom is circled in red. The interface is similar to the previous screenshot, with a rich text editor for the answer, a 'Grade' dropdown set to 'None', and a rich text editor for feedback.

### Combined Feedback

Filling in the text boxes for combined feedback will appear every student depending on their how they answer. Your choices are **For any correct response**, **For any partially correct response**, and **For any incorrect response**.

▼ **Combined feedback**

**For any correct response**

Paragraph **B** *I* [List] [List] [Link] [Image] [Video] [File]

Your answer is correct.

Path: p

**For any partially correct response**

Paragraph **B** *I* [List] [List] [Link] [Image] [Video] [File]

Your answer is partially correct.

Path: p

**Options**  Show the number of correct responses once the question has finished

**For any incorrect response**

Paragraph **B** *I* [List] [List] [Link] [Image] [Video] [File]

Your answer is incorrect.

Path: p

Providing feedback is an important aspect for students. Use these options to clarify, explain and illustrate what the correct response should or could have been. Also, when student perform well it is important to enforce that as well. Use the feedback option to compliment their work.

When you are finished click **Save changes** at the bottom of the screen.



# Quiz Question Bank

Next you will need to add the question(s) to the quiz.

Go back to the **Editing Quiz** view.

The screenshot shows the 'Editing quiz: Internal Test-I' interface. On the left, there is a navigation sidebar with 'Navigation' and 'Administration' sections. The main area is titled 'Editing quiz: Internal Test-I' and displays a list of questions across three pages. Question 1 is 'Gantt Charts . . . are m...' and Question 2 is 'Project Evalua PERT stands for'. Questions 3 and 4 are 'Functional For In the . . .' and 'Domain knowle Technical knowledge in'. The right sidebar shows 'Question bank contents' with a category dropdown set to 'Default for CS1112 (5)' and options to add questions to the quiz.

Your question will now appear under the **Question bank** section

Note: Remember, the question will appear as long as you have the correct **Category** chosen

**Question bank contents [Hide]**

Category: **Default for Internal Test-I**  
*The default category for questions shared in context 'Internal Test-I'.*

Select a category:  
 Default for Internal Test-I (1) ▼

Create a new question ...

T ▲ Question

Transfer the risk . \_\_\_\_ ⚙️ 🔍

With selected:

◀ Add to quiz Delete Move to >>

Default for CS1112 (4) ▼

**Add random questions from category:**

Add 1 ▼ random questions

Add to quiz ?

Also show questions from subcategories

Also show old questions

Check the box

T ▲ Question

Transfer the risk

Created by First name / Surname Last modified by First name / Surname

⚙️ 🔍 ✖️ parashuram vada | parashuram vadar

Click Add to quiz.

With selected:

◀ Add to quiz Delete Move to >>

Default for CS1112 (4) ▼

Now question appear in the questions

Page 2

3 \* Functional For In the \_\_\_\_\_ . Marked out of: 1 Save ↑ ↓ ×  
☰ Multiple choice 🔍

4 \* Domain knowl: Technical knowledge in \_\_\_\_\_ . Marked out of: 1 Save ↑ ↓ ×  
☰ Multiple choice 🔍

Add a question ... Add a random question ... ?

Add page here

Page 3

5 \* Transfer the ris . \_\_\_\_\_ strategy in \_\_\_\_\_ . Marked out of: 1 Save ↑ ×  
☰ Multiple choice 🔍

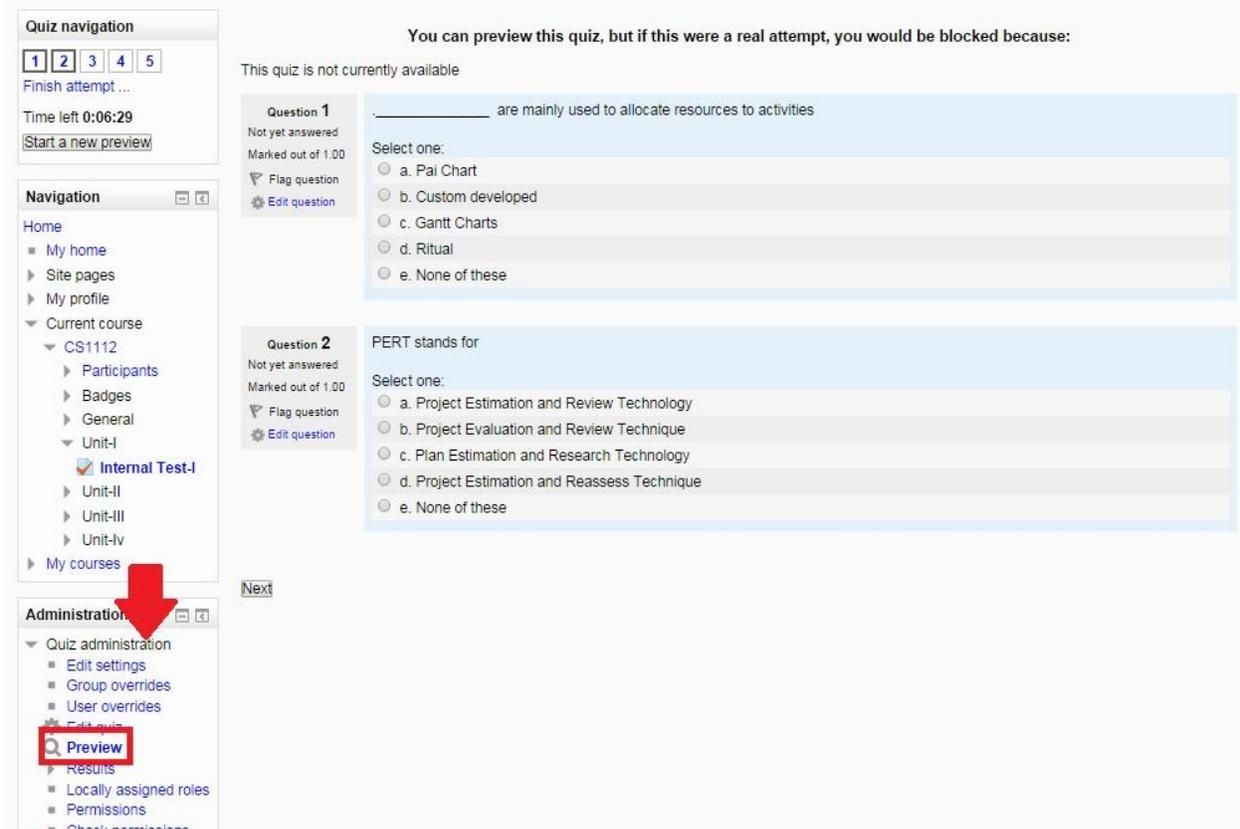
Add a question ... Add a random question ... ?

Add page here

## Preview Quiz:

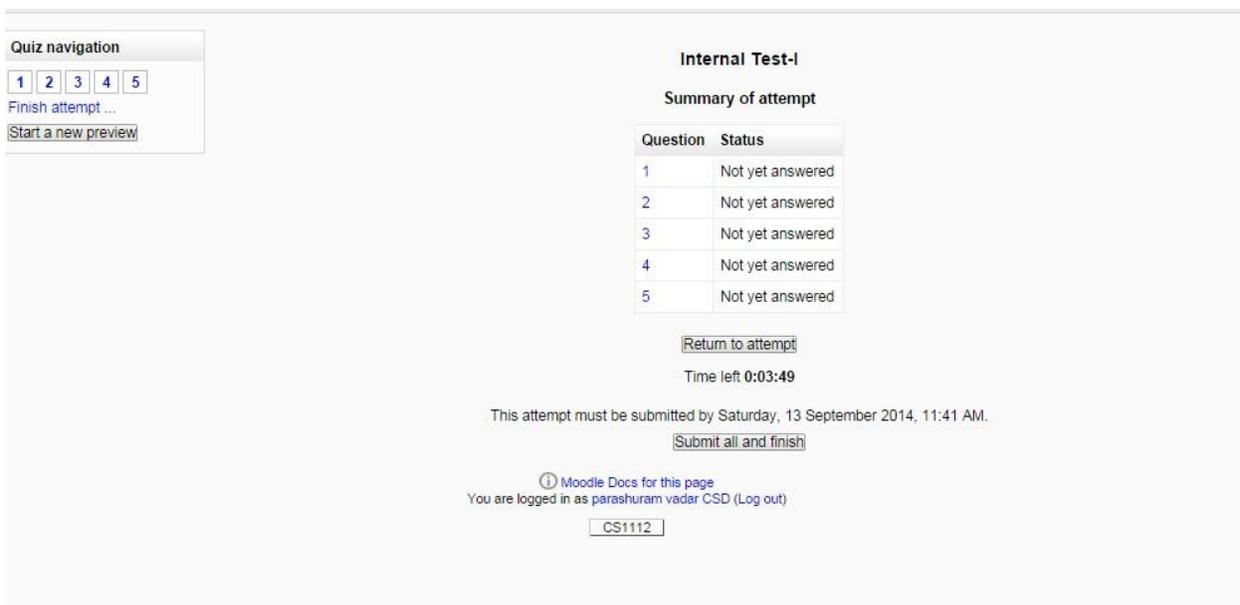
To preview the quiz

- Click on **Preview** in Quiz administration.



The screenshot shows the Moodle Quiz administration interface. On the left, there is a navigation menu with sections: 'Quiz navigation' (containing question numbers 1-5, 'Finish attempt...', 'Time left 0:06:29', and 'Start a new preview'), 'Navigation' (containing 'Home', 'My home', 'Site pages', 'My profile', 'Current course', 'CS1112', 'Participants', 'Badges', 'General', 'Internal Test-I', 'Unit-II', 'Unit-III', 'Unit-IV', and 'My courses'), and 'Administration' (containing 'Quiz administration', 'Edit settings', 'Group overrides', 'User overrides', 'Edit quiz', 'Preview' (highlighted with a red box and a red arrow), 'Results', 'Locally assigned roles', 'Permissions', and 'Check namissions'). The main content area displays two questions. Question 1 asks '\_\_\_\_\_ are mainly used to allocate resources to activities' with options: a. Pai Chart, b. Custom developed, c. Gantt Charts, d. Ritual, e. None of these. Question 2 asks 'PERT stands for' with options: a. Project Estimation and Review Technology, b. Project Evaluation and Review Technique, c. Plan Estimation and Research Technology, d. Project Estimation and Reassess Technique, e. None of these. A 'Next' button is visible below the questions.

After attempting all question the following window will appear .



The screenshot shows the 'Internal Test-I' summary of attempt window. It features a 'Quiz navigation' sidebar on the left with question numbers 1-5, 'Finish attempt...', and 'Start a new preview'. The main content area is titled 'Internal Test-I' and 'Summary of attempt'. It contains a table with the following data:

Question	Status
1	Not yet answered
2	Not yet answered
3	Not yet answered
4	Not yet answered
5	Not yet answered

Below the table, there is a 'Return to attempt' button, a 'Time left 0:03:49' indicator, and a message: 'This attempt must be submitted by Saturday, 13 September 2014, 11:41 AM.' followed by a 'Submit all and finish' button. At the bottom, there is a link to 'Moodle Docs for this page', a login status 'You are logged in as parashuram vadar CSD (Log out)', and a course ID 'CS11112'.

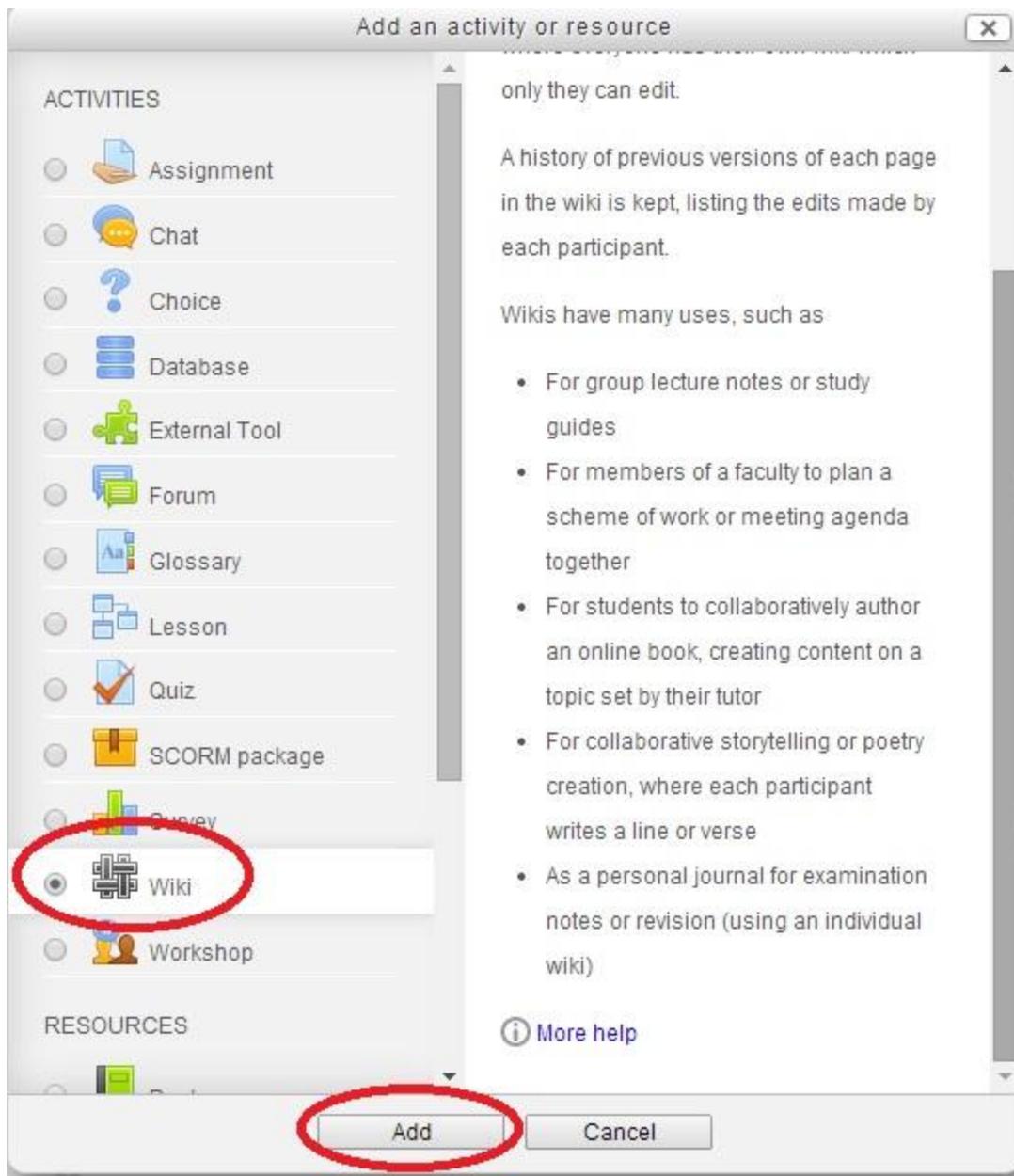
## Creating a Wiki

A wiki is a collection of collaboratively authored web pages. You will begin the wiki with an initial front page and add pages through links. Depending on the setting you choose, students will be able to create original work, edit and collaborate over activities and view what has been done. Wikis will track the history of users, making it easier for instructors to determine who has been contributing.

Turn editing on.



Click the **Add an activity...menu**.



Then click **Wiki**.

**Name** your wiki.

Note: The name you give your wiki is not something that can be altered later. Make sure to consider this when naming your wiki.

 Adding a new Wiki Expand all

▼ General

**Wiki name\***

**Description\***

Paragraph ▼ **B** *I*      

Path: p

Provide a **Description** for your wiki. The **Description** section is where you will want to describe the content that outlines the wiki's purpose and any specific directions students will need for the wiki activity.

Choose your wiki **Mode**.

There are Two types of wiki Mode 1) a Collaborative wiki 2) an Individual wiki.

The wiki mode determines whether everyone can edit the wiki - a collaborative wiki - or whether everyone has their own wiki which only they can edit - an individual wiki.

**Wiki mode** ?

Collaborative wiki ▼  
 Collaborative wiki  
 Individual wiki

### First page name

Title of the first page of the wiki

**First page name\*** ?

### Format

▼ **Format**

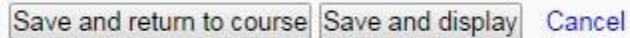
**Default format** ?

HTML ▼  
 HTML  
 Creole ?  
 NWiki

This setting determines the default format used when editing wiki pages.

- 1) HTML - The HTML editor is available
- 2) Creole - A common wiki markup language for which a small edit toolbar is available
- 3) Nwiki - Mediawiki-like markup language used in the contributed Nwiki module

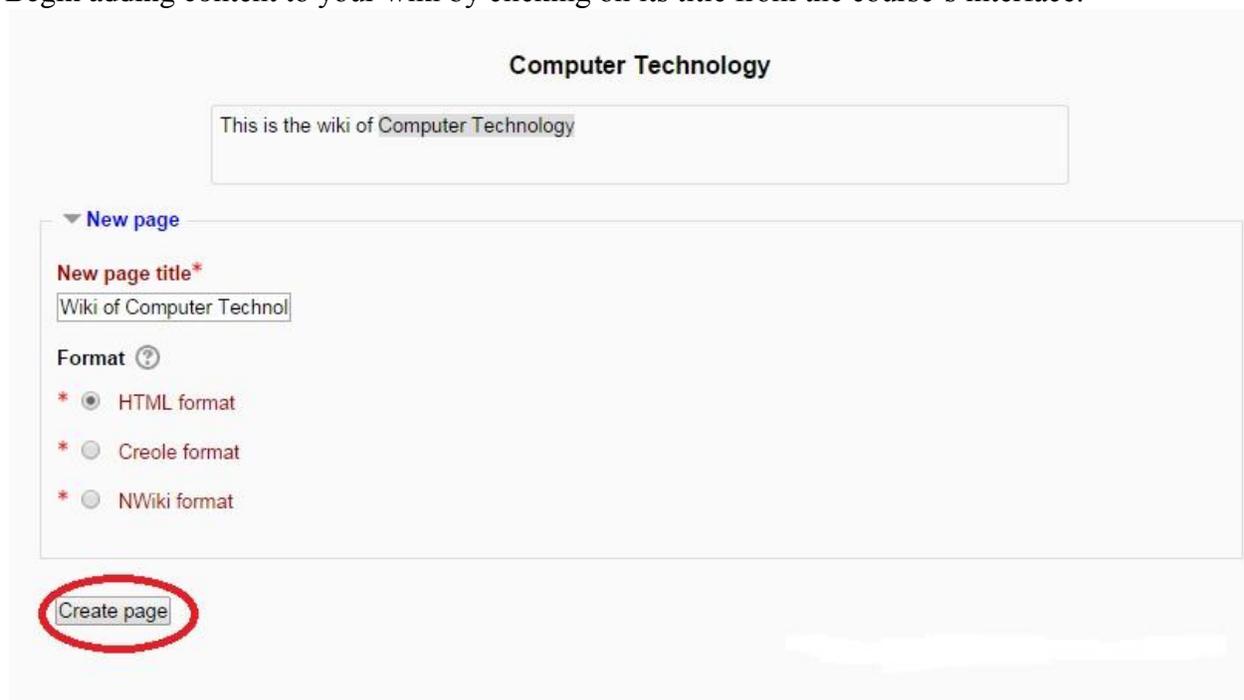
Click **Save and return to course** at the bottom of the page.



You are then taken back to your course's initial interface. The wiki and its name will appear; you will see the name you have given it next to Moodle's wiki icon (  ).

## Adding Content

Begin adding content to your wiki by clicking on its title from the course's interface.

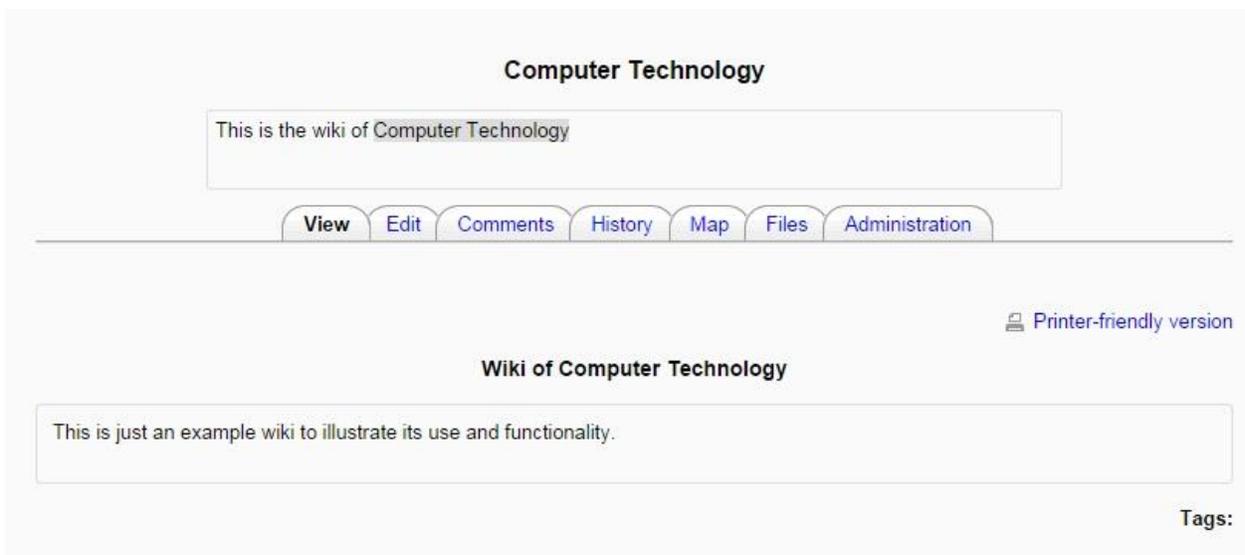


The screenshot shows the Moodle course interface for 'Computer Technology'. At the top, there is a header 'Computer Technology' and a sub-header 'This is the wiki of Computer Technology'. Below this, there is a section titled 'New page' with a dropdown arrow. Under 'New page', there is a form with the following fields:

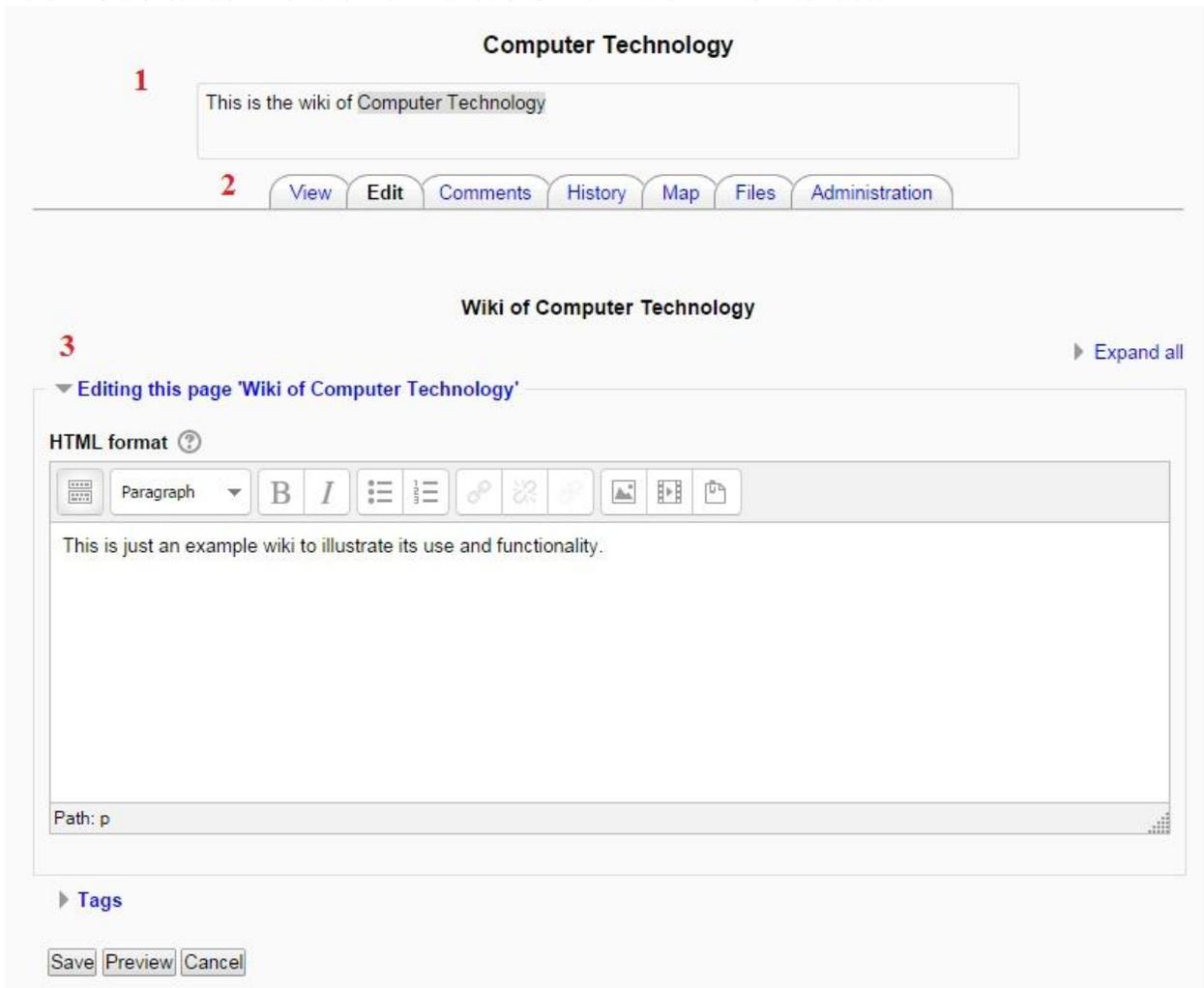
- New page title\***: A text input field containing 'Wiki of Computer Technol'.
- Format ?**: A radio button selection area with three options:
  - HTML format
  - Creole format
  - NWiki format

At the bottom of the form, there is a button labeled 'Create page' which is circled in red.

This is how the initial wiki interface appears:



Below is a breakdown of the main functions within the wiki's interface.



A. This is the **Summary** section for your wiki. This will remain at the top of each page created within a wiki.

When you are finished, click on **Save**.

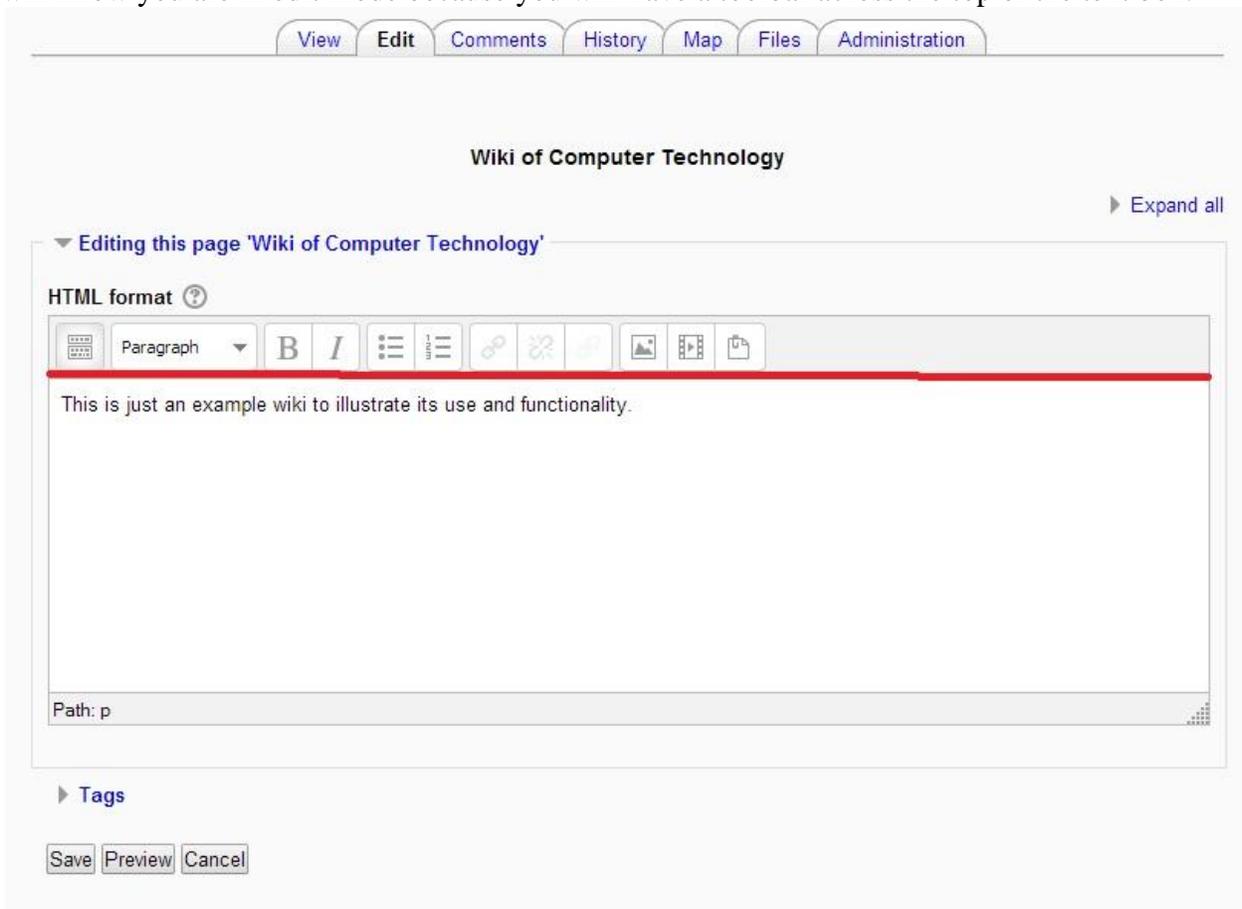


B. These are tabs within the wiki that assist with its creation, navigation, and layout.



**View:** By clicking on **View** you will be able to see how the wiki appears. Every page is displayed in view mode.

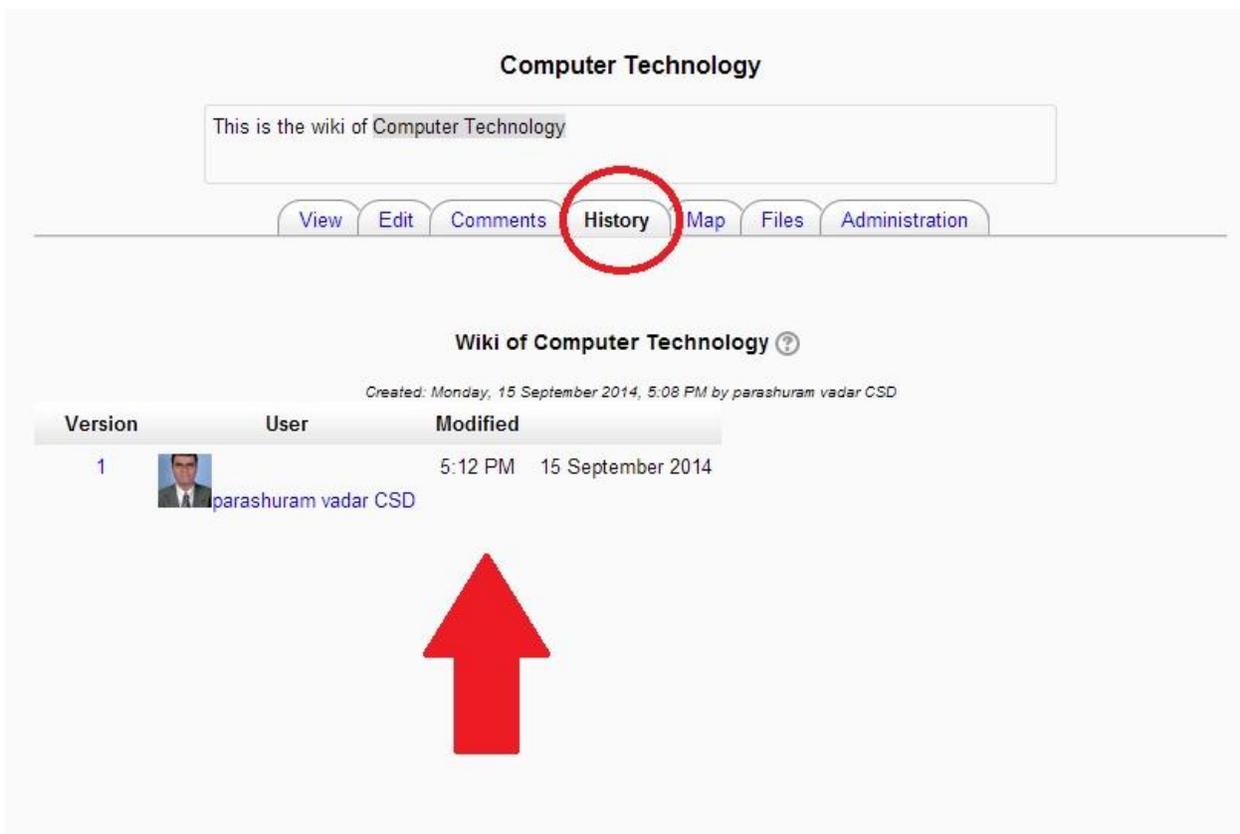
**Edit:** Clicking on **Edit** allows you to create, add, or edit content in the text box provided. You will know you are in edit mode because you will have a toolbar across the top of the text box.



**Comment:** Clicking on the **Comments** you can write comments about Wiki in text box pointed by arrow and save it by clicking **save changes** tab

The screenshot shows a Moodle Wiki page titled "Computer Technology". At the top, there is a text box containing "This is the wiki of Computer Technology". Below this, a navigation bar includes tabs for "View", "Edit", "Comments", "History", "Map", "Files", and "Administration". The "Comments" tab is selected. Below the navigation bar, the page title is "Wiki of Computer Technology". The "Comment\*" section features a rich text editor toolbar with icons for Paragraph, Bold (B), Italic (I), Bulleted list, Numbered list, Link, Unlink, and Image. A large red arrow points to the empty text area of the comment editor. At the bottom left of the comment editor, the "Save changes" button is circled in red. The "Path: p" is visible at the bottom left of the page.

**History:** The **History** tab gives you access to the version history of the page. Whenever anyone clicks the **Save** tab they create a new version of the wiki page. Moodle tracks all these versions until you clear them out.



**Map:**

The Map tab at the top or link in the navigation block allows users to view areas of the wiki such as a list of pages (as in the following screenshot), updated or orphaned pages etc. (Orphaned pages are pages not linked to anywhere.)

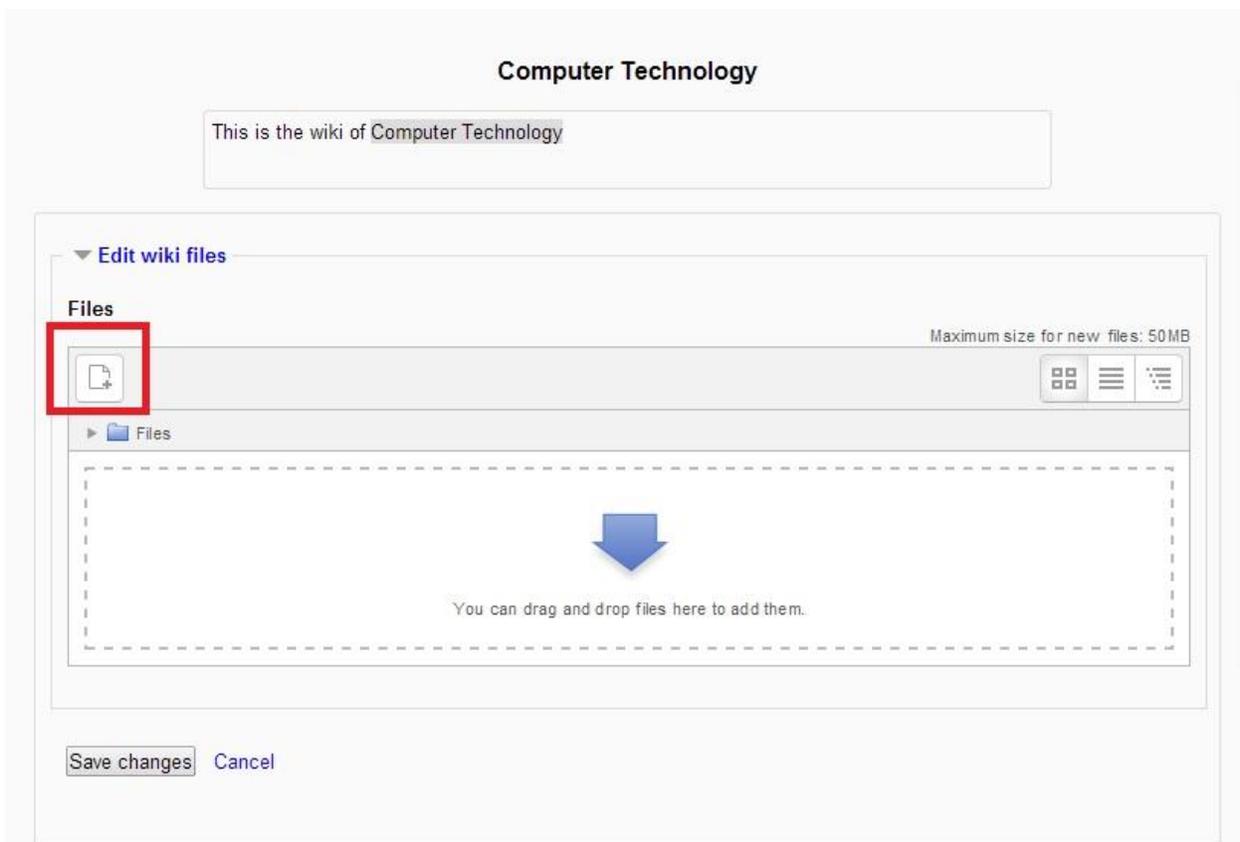
To select what you want to see, click the Map menu dropdown box.



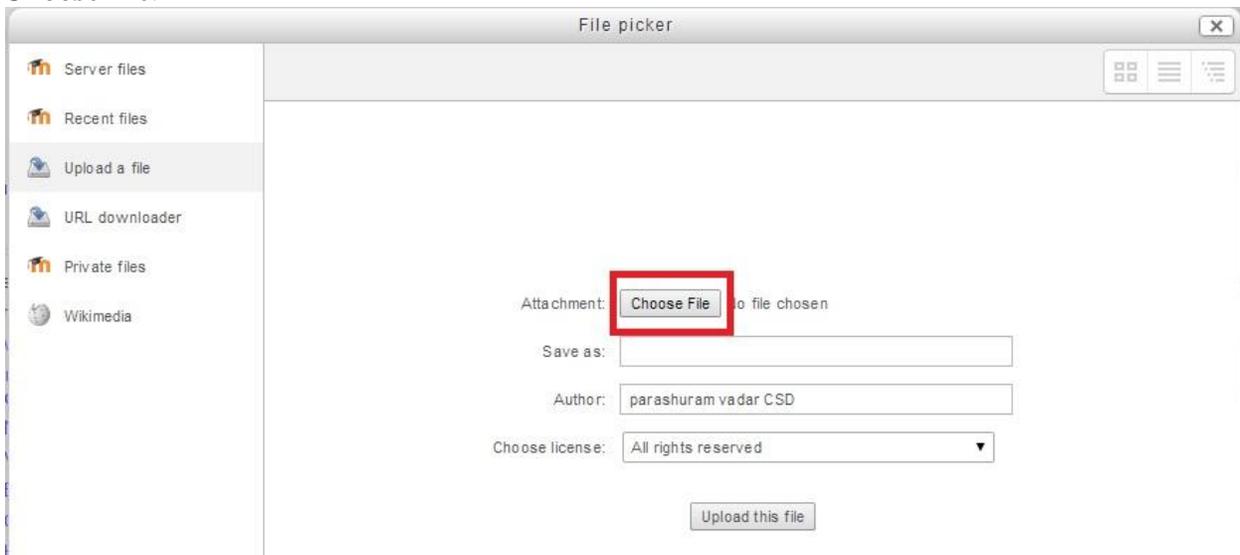
Click on **Files**



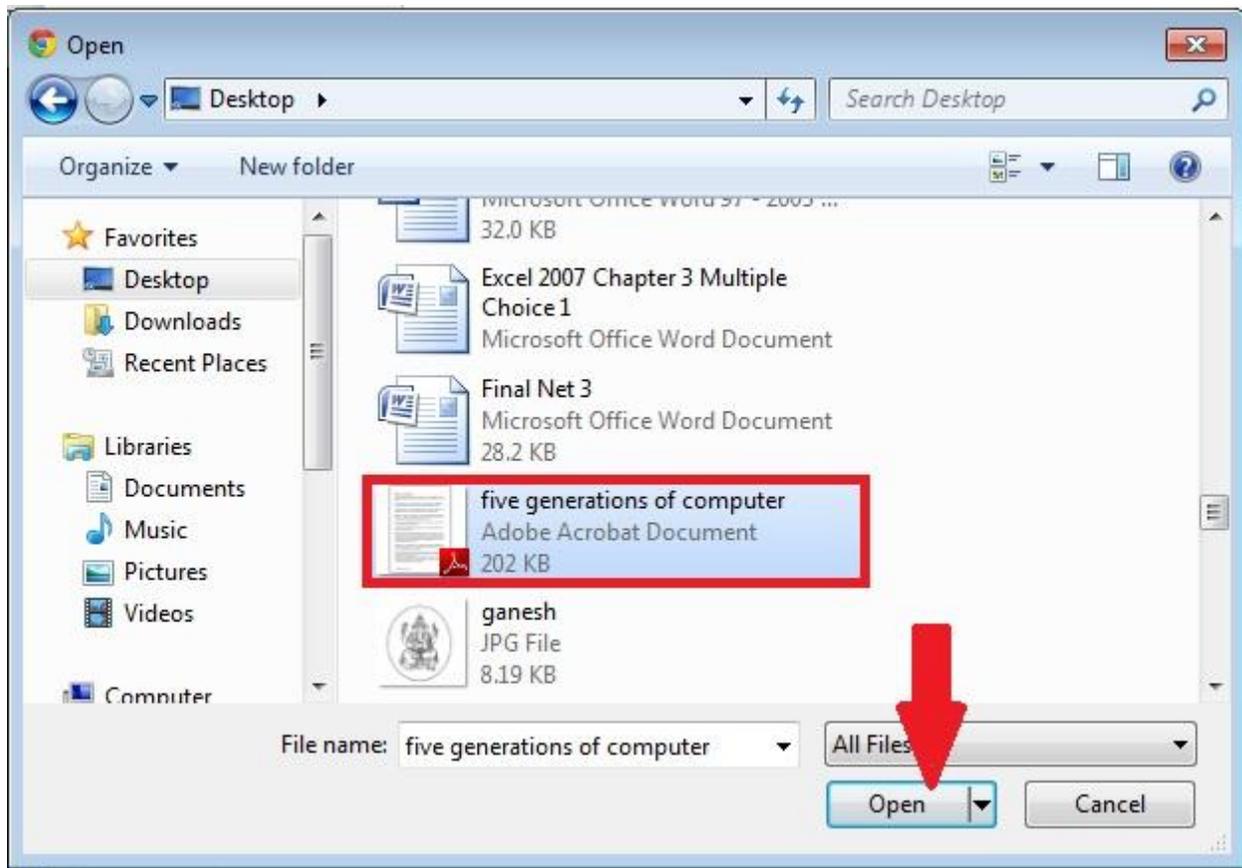
Click on **Edit wiki files**



### Choose file.



Find the file you wish to upload and double click on it, or click **Open** once it appears in the horizontal space provided.



The name of the file will appear.  
Click **File upload**.

Attachment:  five generat...omputer.pdf

Save as:

Author:

Choose license:

## Administration

The Administration tab at the top or link in the navigation block is available to editing teachers in the course so they can delete page versions or selected pages. Clicking the "list all" button will list available pages to delete. The first page of the wiki cannot be deleted.

The screenshot shows the 'Administration' tab selected in a Moodle Wiki interface. At the top, the title 'Computer Technology' is displayed. Below it is a text box containing 'This is the wiki of Computer Technology'. A navigation bar contains buttons for 'View', 'Edit', 'Comments', 'History', 'Map', 'Files', and 'Administration'. The 'Administration' tab is active. Below the navigation bar, the section 'Wiki of Computer Technology' is shown. An 'Admin menu:' dropdown is open, displaying three options: 'Remove pages' (highlighted in blue), 'Remove pages', and 'Delete page versions'. Below the dropdown, a message box states 'There are no orphaned pages'. At the bottom of the admin area is a 'List all' button.

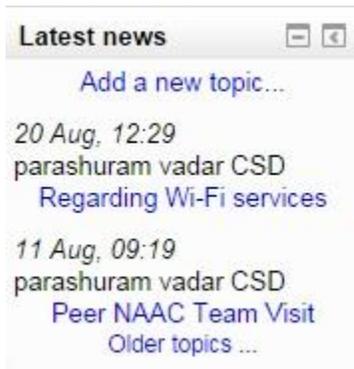
## Creating Forums

Discussion boards in Moodle are called forums. You can use forums to discuss topics related to the course content.

In every Moodle course, there is a specialized forum called the **News Forum**. The **News Forum** essentially acts as an Announcements area, where you can make class announcements. The **News forum** will always appear in the top section of your course.



When a new post is made to the **News forum** an update appears in the **Latest News** block.

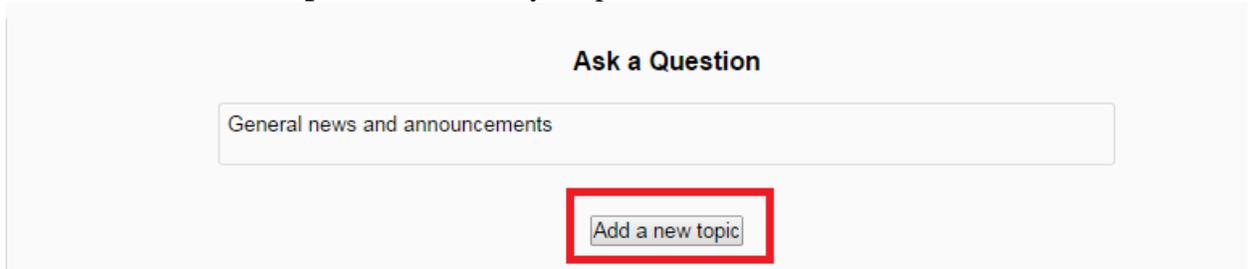


## Posting to Forums

To post to a forum, access the forum you would like to post to.



Click the **Add a new topic** button to add your post.

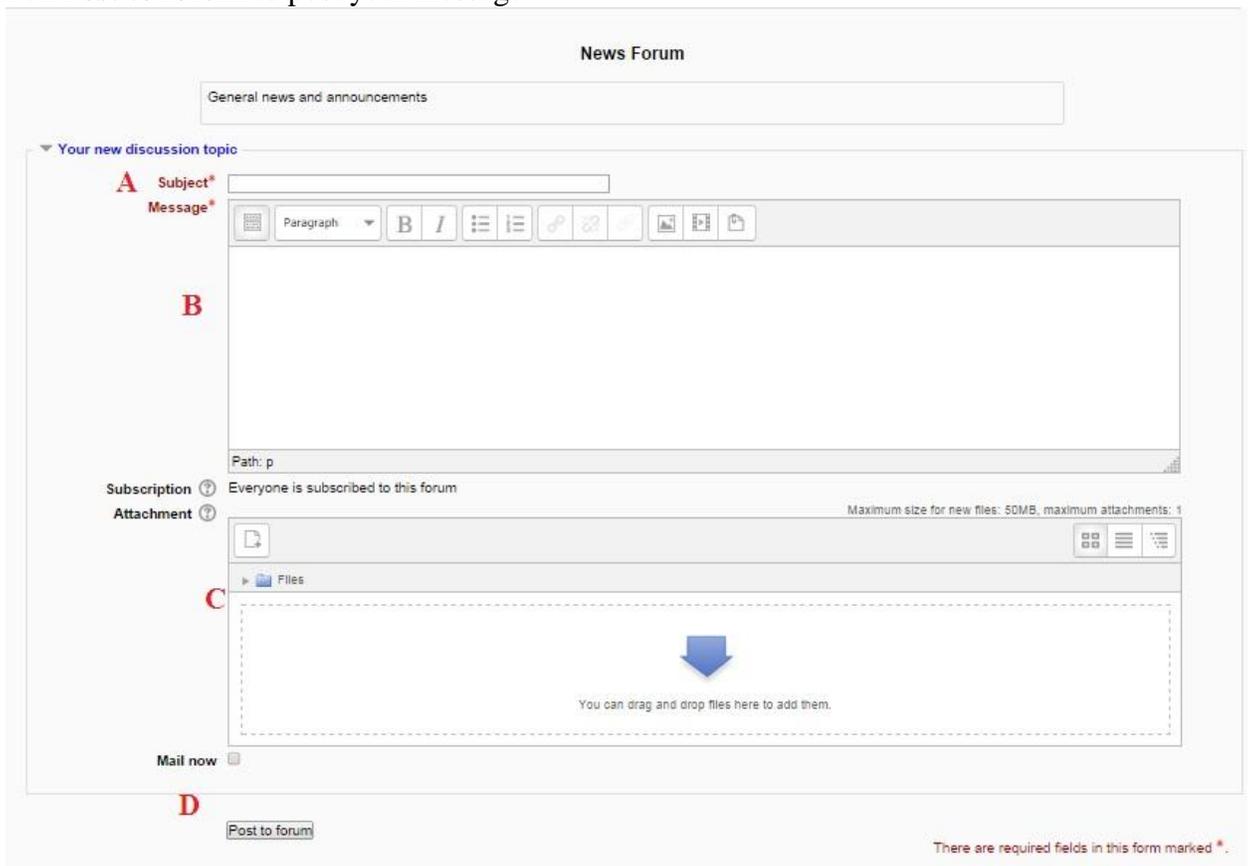


**A.** Enter the subject of your post.

**B.** Compose your message.

**C.** The attachment box allows you to upload necessary documents.

**D.** Click on **Post to forum** to post your message.



If your post was successfully added, an information page will appear:

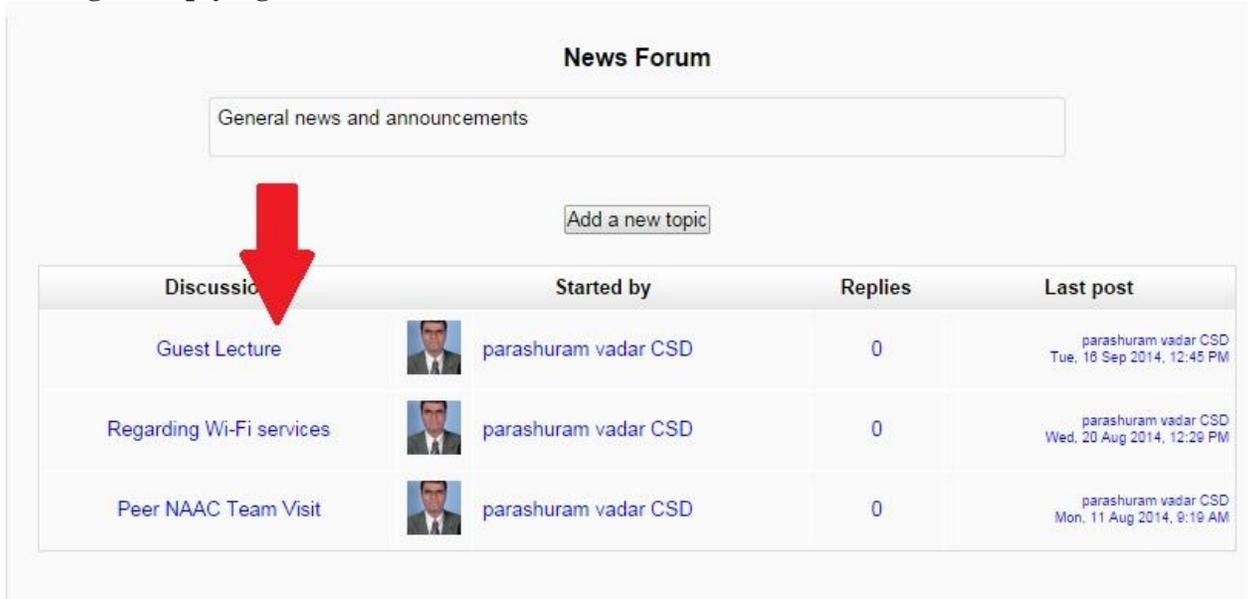
Your post was successfully added.

You have 30 mins to edit it if you want to make any changes.

 ( [Continue](#) )

Click the **Continue** link. You are returned to the **Forum** page where you will see your post.

## Editing or Replying to a Post



News Forum

General news and announcements

Add a new topic

Discussion	Started by	Replies	Last post
<a href="#">Guest Lecture</a>	 parashuram vadar CSD	0	parashuram vadar CSD Tue, 16 Sep 2014, 12:45 PM
<a href="#">Regarding Wi-Fi services</a>	 parashuram vadar CSD	0	parashuram vadar CSD Wed, 20 Aug 2014, 12:29 PM
<a href="#">Peer NAAC Team Visit</a>	 parashuram vadar CSD	0	parashuram vadar CSD Mon, 11 Aug 2014, 9:19 AM

To edit a post, click on your post in the discussion column. Note: your post link is also the subject title you gave it when you prepared your post.

When the screen refreshes click **Edit** to edit your post.



News Forum

Display replies in nested form

Move this discussion to ... Move

 **Guest Lecture**  
by [parashuram vadar CSD](#) - Tuesday, 16 September 2014, 12:45 PM

Their will be a Guest lecture on "Career in Software Testing" on 19/09/2014. at Deptt.of Comp.Science.Please Present their.

**A** **B**  
Edit | Delete | Reply

**A.** Edit the post you have made.

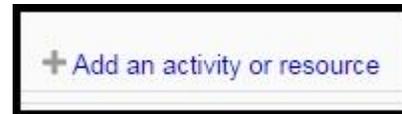
**B.** If you are reading someone else's post you can reply to the post

## Creating a Glossary

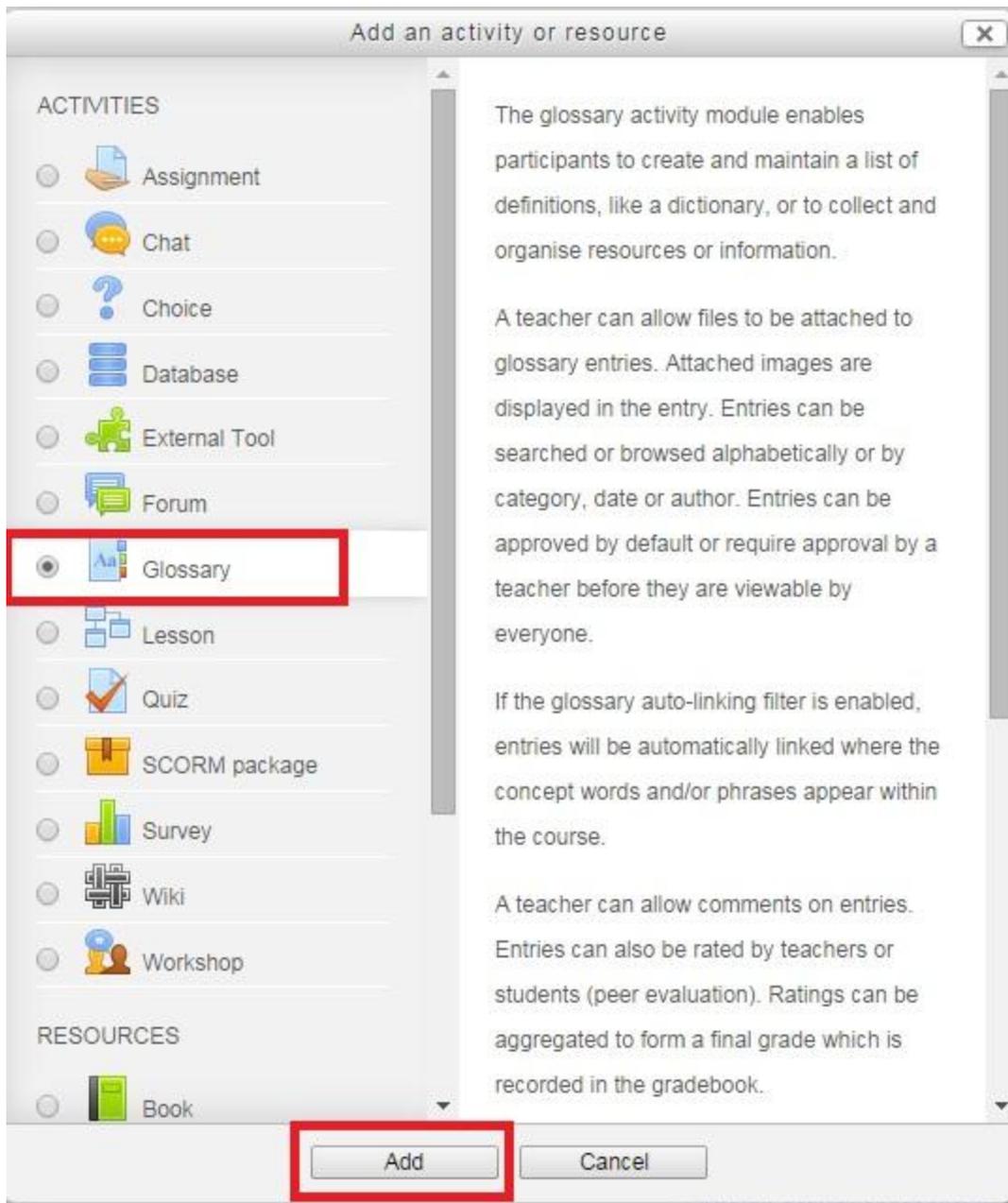
Glossaries are a way to build and maintain course specific terminologies and meanings. There is a main glossary that only the instructor can edit, but you can create secondary glossaries to allow students to comment, enter new terms, and auto-link.



Turn editing on.



Under **Add an activity** click on **Glossary**.



When the screen refreshes provide a name (keep in mind this name is what will appear in the course).

Next, provide a description of the Glossary.

▼ General

**Name\***  
 Test

**Description\***

Paragraph ▼ B I [List icons] [Link icon] [Image icon] [File icon]

This is an example of how it looks.

Path: p

Display description on course page ?

## Name

Give your new glossary a descriptive name.

## Description

Describe the purpose of the glossary and provide instructions or background information, links etc. Click the icon top left to expand the toolbars, and drag the bottom right of the text box out to expand it.

## Display description on course page

If this box is ticked, the description will appear on the course page just below the name of the glossary.

## Glossary type

For Glossary type your options are **Main glossary** and **Secondary glossary**.

1. **Main glossary** is only edited by the instructor; keep in mind you can always export entries from a **Secondary glossary** to a **Main glossary**.
2. **Secondary glossary** is a glossary that students and course users can add, edit, and develop content for.

Glossary type ?

Secondary glossary ▼

Main glossary

Secondary glossary

## Entries

▼ Entries

Approved by default ?  
Yes ▼

Always allow editing ?  
No ▼

Duplicate entries allowed ?  
No ▼

Allow comments on entries ?  
No ▼

Automatically link glossary entries ?  
Yes ▼

### **Approved by default**

If set to "yes" then new entries appear automatically. If not, then the teacher must approve each one first.

### **Always allow editing**

If set to "yes", students can edit their entries at any time. If not, then they can only edit for a certain period .

### **Duplicate entries allowed**

This allows the entry of more than one definition for a given word.

### **Allow comments on entries**

Students and teachers can leave comments on glossary definitions. The comments are available through a link at the bottom of the definition.

### **Automatically link glossary entries**

Automatically link glossary entries will highlight any word added to the glossary, no matter where it appears in the course. Users in the course are able to click on the highlighted word and are linked back to the glossary and the definition.

## Appearance



**Display format** provides seven options:

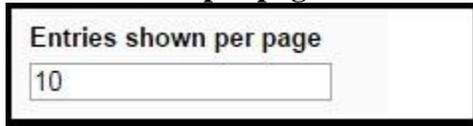
- 1) **Continuous without author:** Shows the entries one after other without any kind of separation but the editing icons.
- 2) **Encyclopedia:** Like 'Full with author' but attached images are shown inline
- 3) **Entry list:** This lists the concepts as links.
- 4) **FAQ:** Useful for displaying lists of Frequently Asked Questions. It automatically appends the words QUESTION and ANSWER in the concept and definition respectively.
- 5) **Full with author:** A forum-like display showing the author's data. Attachments are shown as links.
- 6) **Full without author:** A forum-like display that does not show the author's data. Attachments are shown as links.
- 7) **Simple, dictionary style:** Looks like a conventional dictionary with separate entries. No authors are displayed and attachments are shown as links.

## Approval display format



It is possible to set an alternative display format for when entries are approved that can differ from the display format on the course page. This could be useful for instance if a tutor wants to see who made a particular glossary entry before approving it but doesn't want the students' name to be displayed for others on the course page.

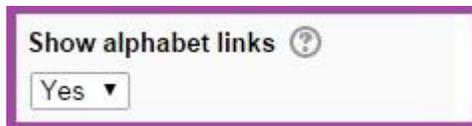
### Entries shown per page



Entries shown per page  
10

Decide here how many entries to show per page.

### Show alphabet links



Show alphabet links ?  
Yes ▾

Show alphabet will display the alphabet for easier browsing within the glossary.

### Show 'ALL' link



Show 'ALL' link ?  
Yes ▾

Show 'All' link will allow the students to see all the glossary entries at once.

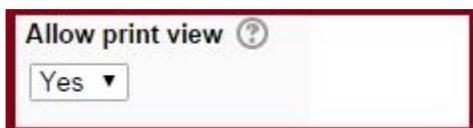
### Show 'Special' link



Show 'Special' link ?  
Yes ▾

Show 'Special' link allows users when they browse the glossary to select the first character of a word from a list. This will also display special characters such as @, \*, #, etc...

### Allow print view

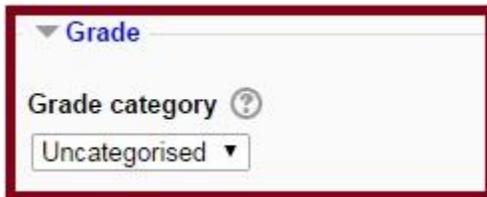


Allow print view ?  
Yes ▾

This provides a printer-friendly version link for students. (Teachers are always provided with a printer-friendly version link.)

## Grade

Next is the **Grade** section.



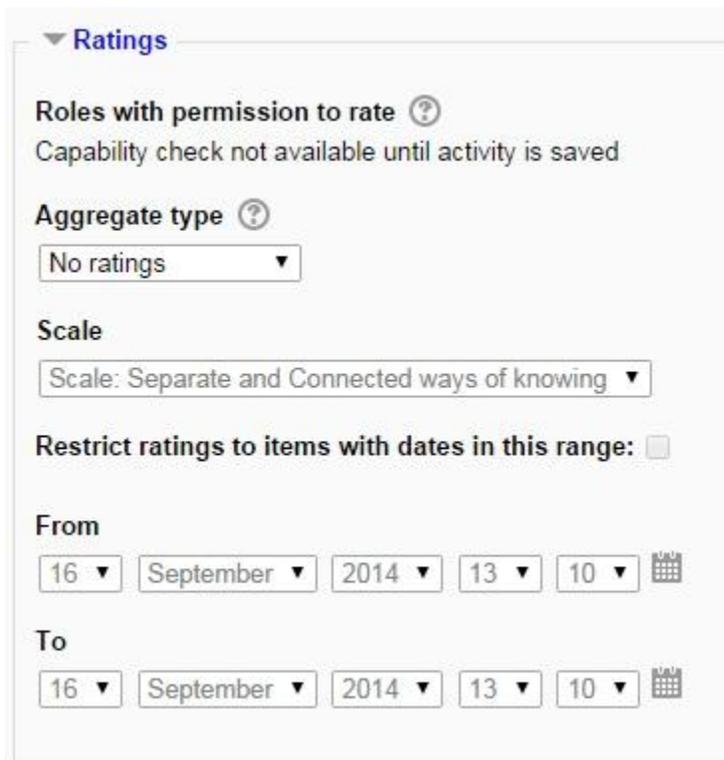
▼ Grade

Grade category ⓘ

Uncategorised ▼

This setting controls the category in which this activity's grades are placed in the gradebook.

## Ratings



▼ Ratings

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

Aggregate type ⓘ

No ratings ▼

Scale

Scale: Separate and Connected ways of knowing ▼

Restrict ratings to items with dates in this range:

From

16 ▼ September ▼ 2014 ▼ 13 ▼ 10 ▼ 📅

To

16 ▼ September ▼ 2014 ▼ 13 ▼ 10 ▼ 📅

### Roles with permissions to rate

Glossary entries can be rated using a scale. By default, only teachers can rate glossary entries, though students can be given permission to do so if desired from Administration>Glossary administration. This is a useful tool for giving students participation grades. Any ratings given are recorded in the gradebook.

## Restrict ratings to entries with dates in this range



Restrict ratings to items with dates in this range 

From

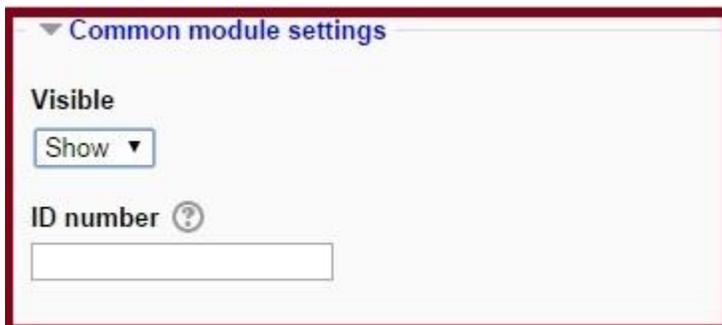
16 ▼ September ▼ 2014 ▼ 13 ▼ 10 ▼ 

To

16 ▼ September ▼ 2014 ▼ 13 ▼ 10 ▼ 

If you click on the box behind the phrase Restrict ratings to entries with dates in this range: you can determine specific date ranges that entries are graded. Clicking the box will cause the date and time option to become available.

## Common module settings



▼ Common module settings

Visible

Show ▼

ID number 

- 1) **Visible:**  
Choose whether to Show or Hide the glossary.
- 2) **Id number:**  
Setting an ID number provides a way of identifying the activity for grade calculation purposes. If the activity is not included in any grade calculation then the ID number field may be left blank.

The ID number can also be set in the gradebook, though it can only be edited on the activity settings page.

When finished click on **Save and return to course** at the bottom of the screen.



Save and return to course Save and display Cancel

Your glossary will appear with its title next to this icon:

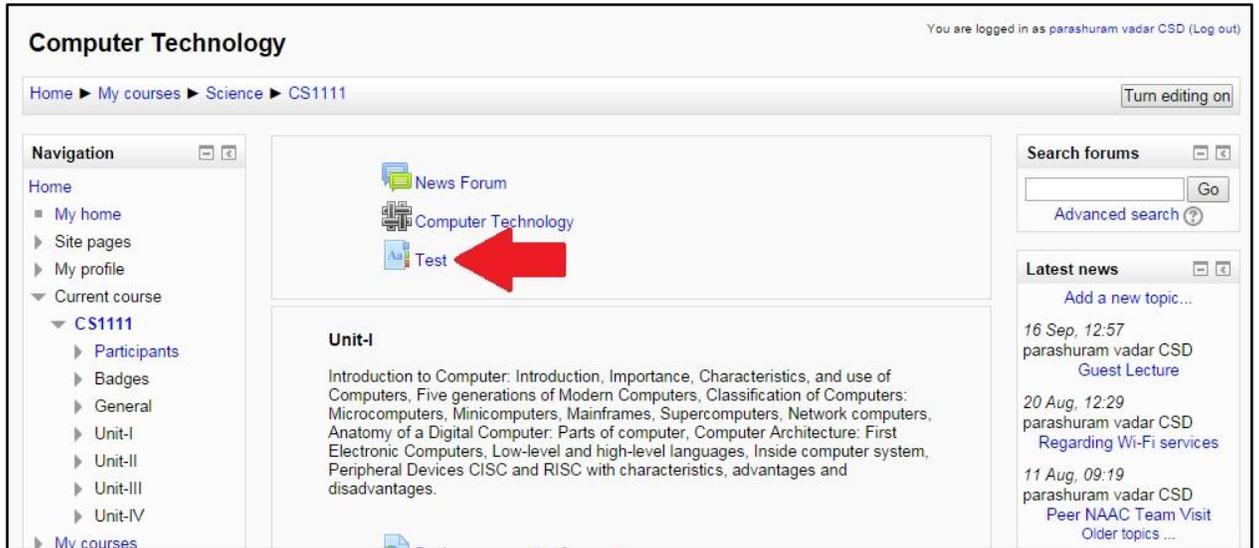


## Add a Glossary Entry

Once you have created a glossary and set up its functionality you can begin entering terms.

**Remember:** Depending on whether or not you set the glossary as **Main** or **Secondary** will determine if students are able to add entries.

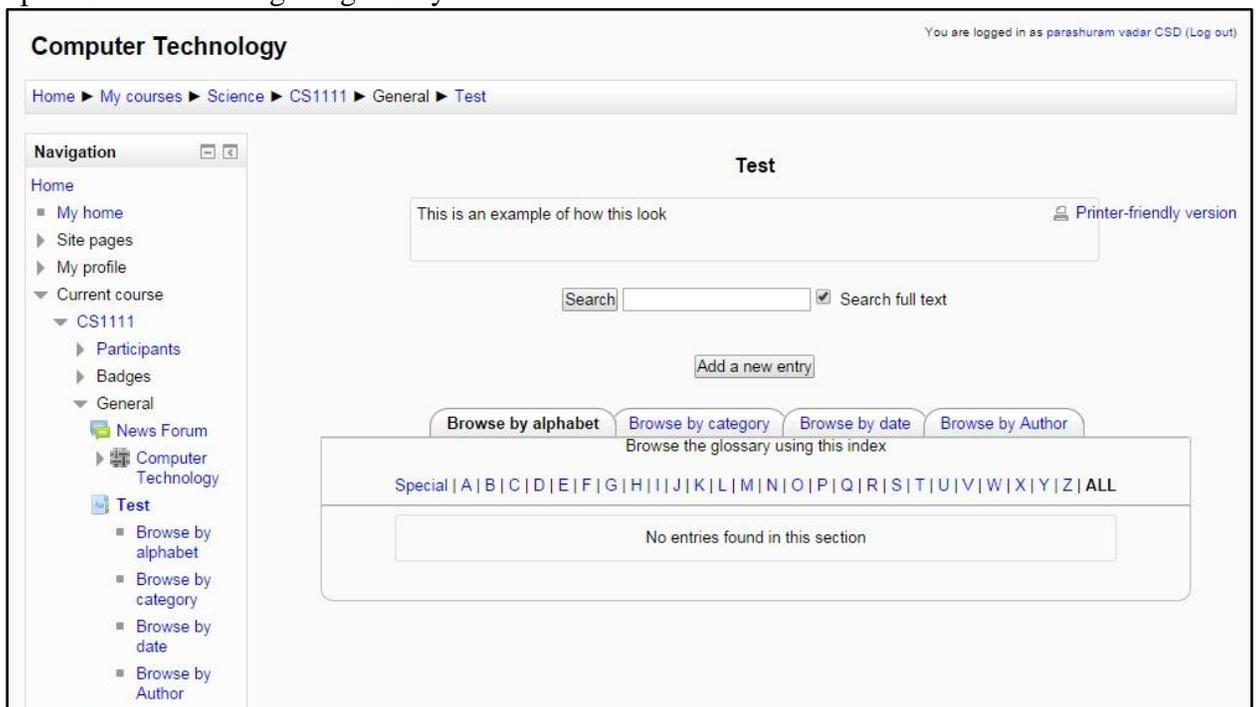
Click on the glossary link on your course's interface.



The screenshot shows the 'Computer Technology' course page. The breadcrumb trail is 'Home > My courses > Science > CS1111'. The 'Navigation' sidebar on the left lists 'Home', 'My home', 'Site pages', 'My profile', 'Current course', and 'CS1111' with sub-items: 'Participants', 'Badges', 'General', 'Unit-I', 'Unit-II', 'Unit-III', and 'Unit-IV'. The main content area has three icons: 'News Forum', 'Computer Technology', and 'Test'. A red arrow points to the 'Test' icon. The 'Unit-I' section below contains text about computer introduction. On the right, there is a 'Search forums' box and a 'Latest news' section with three entries.

The main view of the glossary offers options on how you search or sort through entries.

Keep in mind some of the options available will depend on how you configure the setting options when creating the glossary.



The screenshot shows the 'Test' glossary page. The breadcrumb trail is 'Home > My courses > Science > CS1111 > General > Test'. The 'Navigation' sidebar on the left lists 'Home', 'My home', 'Site pages', 'My profile', 'Current course', and 'CS1111' with sub-items: 'Participants', 'Badges', 'General', 'News Forum', 'Computer Technology', and 'Test'. The 'Test' section has a text input field with 'This is an example of how this look' and a 'Printer-friendly version' link. Below is a search box with a 'Search' button and a checked 'Search full text' checkbox. An 'Add a new entry' button is centered. Below that are four tabs: 'Browse by alphabet', 'Browse by category', 'Browse by date', and 'Browse by Author'. A link 'Browse the glossary using this index' is below the tabs. A horizontal menu shows 'Special | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z | ALL'. At the bottom, a box says 'No entries found in this section'.

The description you provide for the Glossary is located at the top.

### Test

This is an example of how this look

Typing a word into the search box provided at the top will search all entries and display the ones with that word in them.

Type the word into the space provided directly behind the Search tab, then either click enter or the Search tab.

Entries will appear below.

Search Search full text



Search Search full text

Browse by alphabet Browse by category Browse by date Browse by Author

Browse the glossary using this index

Special | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z | ALL

Search: computer

**G**

There are five generation of computerGeneration of computer

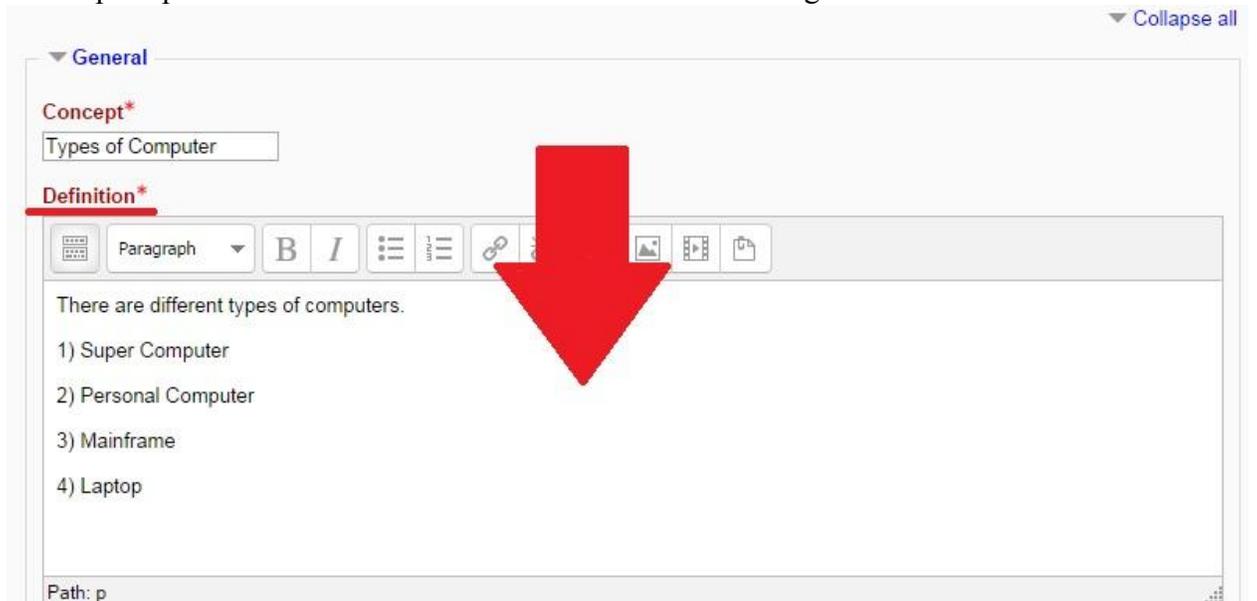
Click **Add a new entry** to enter a new word and its definition.



Add the new term next to **Concept**.



In the space provided under Definition enter the term's meaning.



Each entry in the glossary can have an associated list of **Keywords** (or aliases).

**Enter each alias on a new line** (not separated by commas).

The aliased words and phrases can be used as alternative ways to refer to the entry.

**Keyword(s)** ?

Super Computer  
Personal Computer

If you wish, you can attach a file by clicking on **add icon** .

**Attachment** ?

Maximum size for new files: 50MB, maximum attachments: 99

Files



You can drag and drop files here to add them.

Click on **Choose File**

File picker

Server files  
Recent files  
Upload a file  
URL downloader  
Private files  
Wikimedia

Attachment: **Choose File** No file chosen

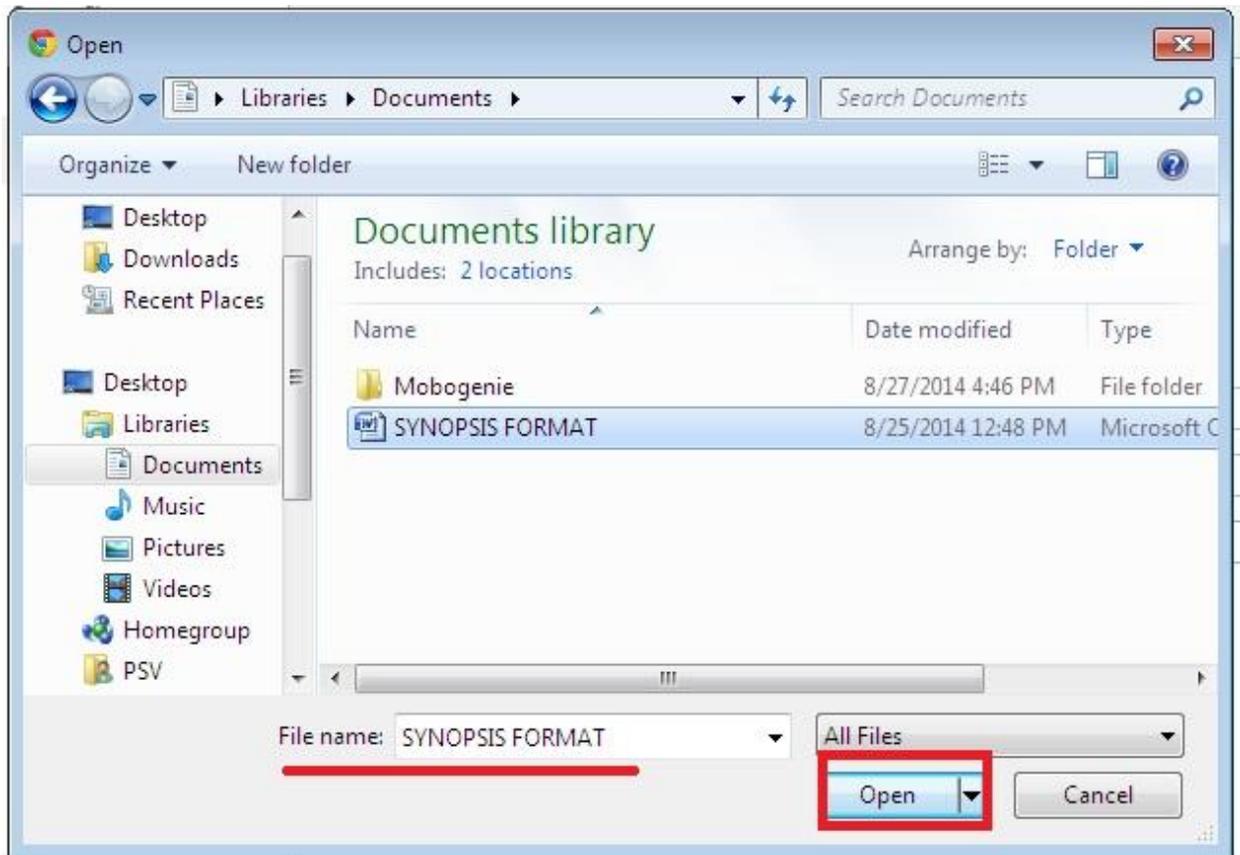
Save as:

Author: parashuram vadar CSD

Choose license: All rights reserved ▼

Upload this file

Next, locate the file you wish to upload on your computer.



Then click on the file you wish to upload. Once its name appears in the rectangle next to **File name**: click on **Open**.  
Once you click on **Update this file** at the bottom the file will be attached.

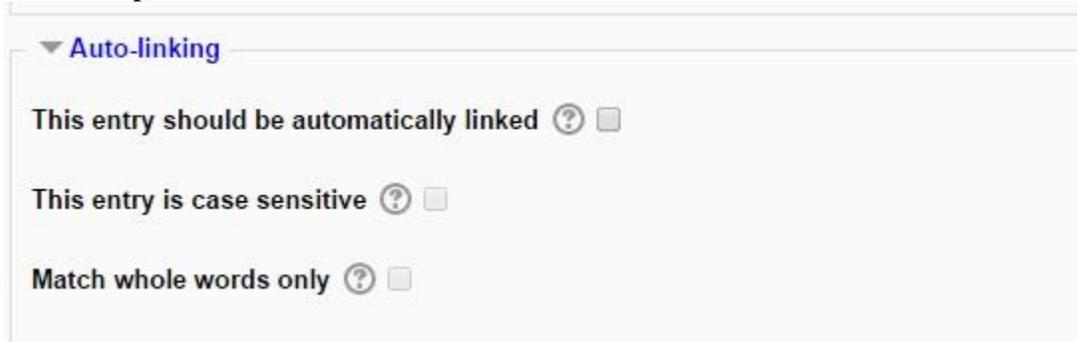
Attachment:  SYNOPSIS FORMAT.docx

Save as:

Author:

Choose license:

Choose the Auto-linking settings next (if this was enabled in the Glossary settings in the initial setup).



▼ Auto-linking

This entry should be automatically linked ?

This entry is case sensitive ?

Match whole words only ?

1. Clicking on the box behind **This entry should be automatically linked** enables that whenever the concept's words and/or phrases appear throughout the rest of the same course users are able to link to the glossary.

The auto-linking will happen whenever the words or phrases are used in a forum, assignment, web or text page, and a description field.

Once a user clicks on the word a new window with the glossary entry will pop up.

**Note:** The other two options for **Auto-linking** will be made available if you have selected **This entry should be automatically linked**.

2. Checking the box behind **This entry is case sensitive** specifies whether matching exact upper and lower case is necessary when performing automatic linking to these entries.

3. If automatic linking is enabled, then turning on Match whole words by clicking on the box behind the phrase will force only whole words to be linked.

For example, a glossary entry named "demo" will not create a link inside the word "demonstration".

When finished click Save changes at the bottom.

▼ **Auto-linking**

This entry should be automatically linked  ?

This entry is case sensitive  ?

Match whole words only  ?



When the screen refreshes the entry will be shown.

If you have **attached a document** it will be found on the right hand side of the entry.  
**Keywords** will be located in the drop down menu in the middle of the entry.

You are able to **delete** the entry by clicking on the **X** in the bottom right corner of the entry.

You are able to **edit** the entry by clicking on the edit icon in the bottom right corner of the entry.

Browse by alphabet | Browse by category | Browse by date | Browse by Author

Browse the glossary using this index

Special | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z | ALL

  SYNOPSIS FORMAT.docx

**Types of Computer** 

There are different types of computers.

- 1) Super Computer
- 2) Personal Computer
- 3) Mainframe
- 4) Laptop

 Keyword(s): Super Computer ▼

### Add Categories

Categories can assist with organizing glossary terms. If you have enabled auto-linking, category names can be linked along with individual entries.

Create a category by clicking on the **Browse by category** tab in the main page of the glossary.

[Browse by alphabet](#)
[Browse by category](#)
[Browse by date](#)
[Browse by Author](#)

Browse the glossary using this index

[Special](#)
[A](#)
[B](#)
[C](#)
[D](#)
[E](#)
[F](#)
[G](#)
[H](#)
[I](#)
[J](#)
[K](#)
[L](#)
[M](#)
[N](#)
[O](#)
[P](#)
[Q](#)
[R](#)
[S](#)
[T](#)
[U](#)
[V](#)
[W](#)
[X](#)
[Y](#)
[Z](#)
[ALL](#)

 SYNOPSIS FORMAT.docx

### Types of Computer

There are different types of computers.

- 1) Super Computer
- 2) Personal Computer
- 3) Mainframe
- 4) Laptop

Keyword(s):

Click the **Edit categories** tab on the left side of the page

[Add a new entry](#)

[Browse by alphabet](#)
[Browse by category](#)
[Browse by date](#)
[Browse by Author](#)

[Edit categories](#)
[All categories](#)
[All categories](#) ▼

No entries found in this section

Click the **Add Category** button.

### Test

Categories	Action
	<a href="#">Add Category</a> <a href="#">Back</a>

Give the category a name.

You can specify if you want the category to be automatically linked or not.

**Note:** Categories are linked based on case sensitivity or whole match.

Then click **Save changes**.

**Test**  
**Add Category**

Name:

Automatically link this category:

You will be taken back to the Add Category option to repeat the process; when you are finished click on **Back**.

**Test**

Categories	Action
Sample (0 Entries)	X ⚙

To check the entries of the categories you have created click on the drop down menu titled **All Categories** on the right hand side.

The name(s) of the categories you have created will appear.

Click on the name of the category you wish to access and the page will refresh, taking you to that category's entry(s).

[Add a new entry](#)

[Browse by alphabet](#)   **[Browse by category](#)**   [Browse by date](#)   [Browse by Author](#)

[Edit categories](#)   **All categories**

No entries found in this section

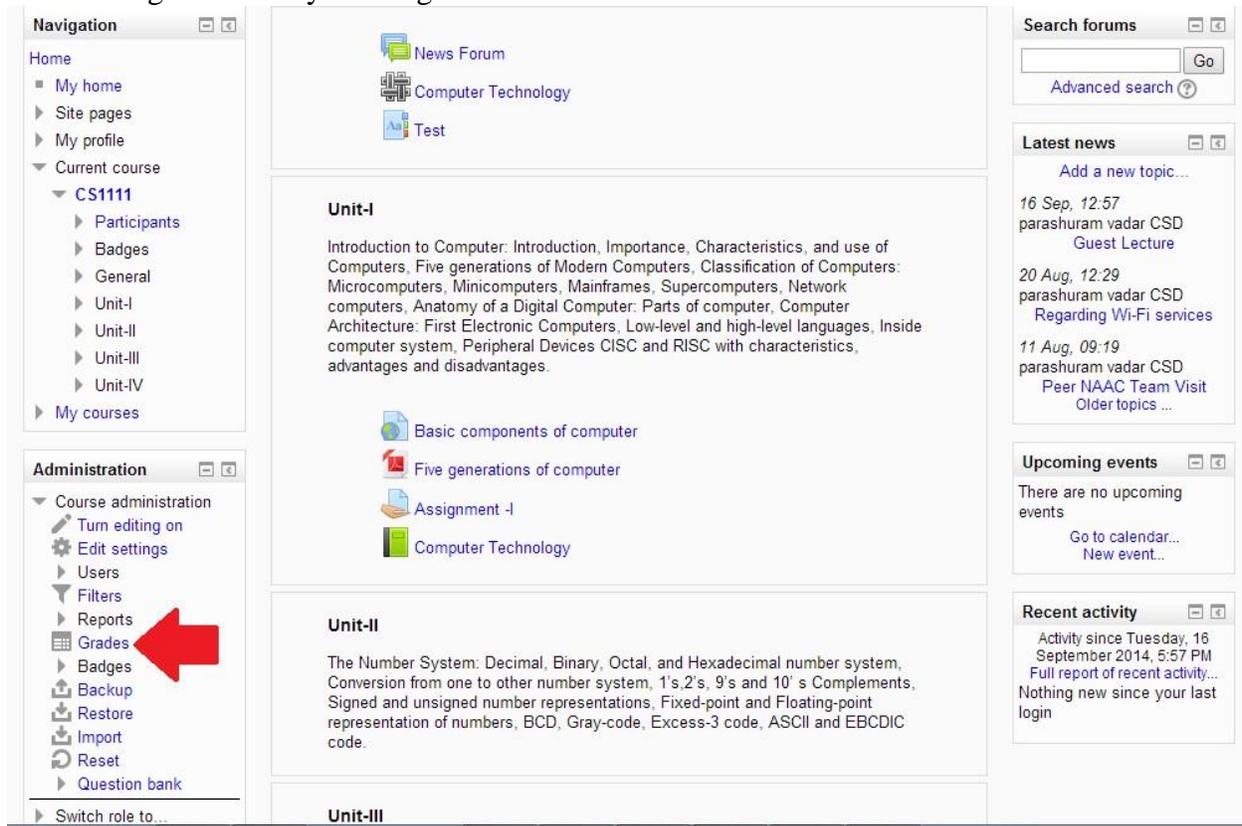
All categories ▾  
All categories  
Not categorised  
Sample



## Grades

This section will discuss the various options you have to grade an assignment once it has been submitted through Moodle.

Access the gradebook by clicking on **Grades** in the Administration Block.



The screenshot shows the Moodle Administration Block. The 'Grades' option is highlighted with a red arrow. The 'Grades' option is located under the 'Reports' sub-section. The 'Grades' option is located under the 'Reports' sub-section.

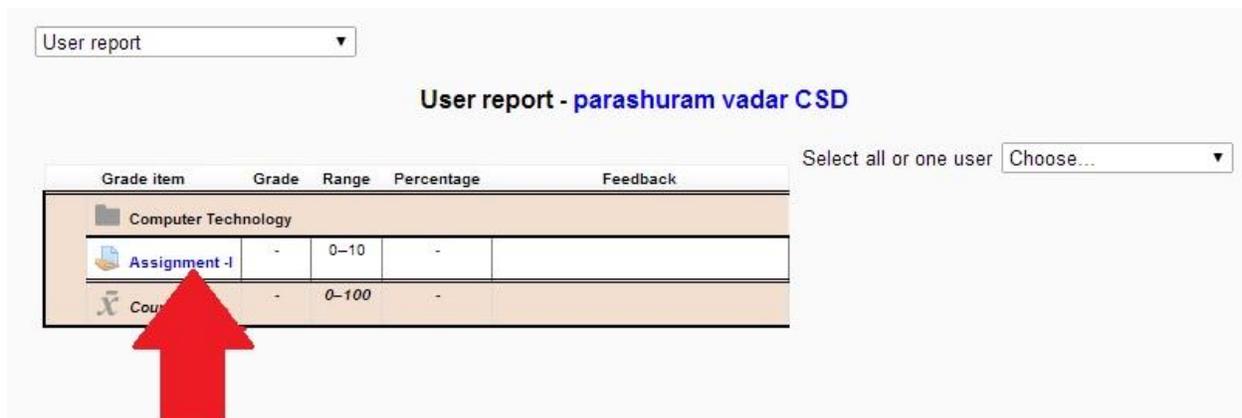
**Navigation**

- Home
  - My home
  - Site pages
  - My profile
  - Current course
    - CS1111
      - Participants
      - Badges
      - General
      - Unit-I
      - Unit-II
      - Unit-III
      - Unit-IV
    - My courses

**Administration**

- Course administration
  - Turn editing on
  - Edit settings
  - Users
  - Filters
  - Reports
    - Grades**
    - Badges
  - Backup
  - Restore
  - Import
  - Reset
  - Question bank
- Switch role to...

To grade an assignment click on the assignment's name.



The screenshot shows the Moodle User report for 'parashuram vadar CSD'. The 'Assignment - I' row is highlighted with a red arrow. The 'Assignment - I' row is highlighted with a red arrow.

User report - parashuram vadar CSD

Select all or one user Choose...

Grade item	Grade	Range	Percentage	Feedback
Computer Technology				
Assignment - I	-	0-10	-	
Course	-	0-100	-	

To grade a submitted assignment click on **Grade**.

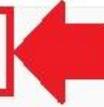
### Assignment -I

- Q.1 What is the importance of computer?
- Q.2 What are the Characteristics of computer?
- Q.3 Write a note on Five generations of computer?
- Q.4 Write a note on Classification of computers?

### Grading summary

Participants	64
Submitted	62
Needs grading	0
Due date	Tuesday, 26 August 2014, 12:00 AM
Time remaining	Assignment is due

[View/grade all submissions](#)



### Submission status

Submission status	No attempt
Grading status	Not graded
Due date	Tuesday, 26 August 2014, 12:00 AM
Time remaining	Assignment is overdue by: 21 days 20 hours

You will know if an assignment has been submitted if under **Last Modified (Student)** there is a document with the date and time for when it was submitted.

**Navigation**

- Home
  - My home
  - Site pages
  - My profile
- Current course
  - CS1111
    - Participants
    - Badges
    - General
    - Unit-I
      - Basic components of computer
      - Five generations of computer
      - Assignment -I**
      - Computer Technology
    - Unit-II
    - Unit-III
    - Unit-IV
  - My courses

**Assignment -I**

Grading action

First name : AIIABCDEFGHIJKLMNPOQRSTUVWXYZ  
Surname : AIIABCDEFGHIJKLMNPOQRSTUVWXYZ

Page: 1 2 3 4 5 6 7 (Next)

Select	User picture	First name / Surname	Email address	Status	Grade	Edit	Last modified
<input type="checkbox"/>		Gajanan Sutar	gajanansutar4767@gmail.com	Submitted for grading Graded Extension granted until: Sunday, 31 August 2014, 1:15 PM	9.00 / 10.00		Tuesday, 26 At 12:37 PM
<input type="checkbox"/>		Akshay Sutar	akshay.sutar1994@gmail.com	Submitted for grading Graded Extension granted until: Sunday, 31 August 2014, 1:15 PM	9.00 / 10.00		Tuesday, 26 At 12:31 PM



After you click on **Grade** a pop-up window appears

Grade

**Grade**

Grade out of 10 ?  
 A

Current grade in gradebook  
9.00

Grading student  
 1 out of 64

---

**Feedback comments**

Paragraph B *I* ≡ ≡ ↻ ↻ ↻ ↻ ↻ ↻

B

Path: p

Notify students

C D

E

- A. Drop down the grade scale to choose which grade to assign.
- B. In this box you can type in feedback for students.
- C. Any edits or updates made you will need to click **Save Changes** to keep them.
- D. Clicking **Save and show next** will save any edits or changes made to that student and automatically move you to the next student in the gradebook.
- E. Clicking on **Next** will take you to the next student in your gradebook.

Once you have **Save changes** made the pop-up window will close.

Moodle will now show the **Grades.Status** as **Update** instead of Grade and **Last modified (Teacher)** will have the date you made changes. **Grade** will show the points you assigned **Final Grade** will display the final total for that assignment.

If you wrote comments they will appear under **Comment** (you can write as long of a response as you would like. Students will be able to view and read lengthy comments).

## Quick Grading

With quick grading allowed you will be able to add comments and grade directly from the Submissions screen.

Check the box to **Allow quick grading**.

<input type="checkbox"/>		Suraj Hirave	hirvesuraj777@gmail.com	Submitted for grading 13 hours 50 mins late Graded	<input type="text" value="8.00"/> / 10.00			Tuesday, 26 August 2014, 1:50 PM	
<input type="checkbox"/>		Supriya Nakate	supriyanakate18@gmail.com	Submitted for grading 11 hours 58 mins late Graded	<input type="text" value="8.00"/> / 10.00			Tuesday, 26 August 2014, 11:58 AM	

Page: 1 2 3 4 5 6 7 (Next)

**Notify students**  
Yes ▾

**With selected...**  
Lock submissions ▾

▼ **Options**

**Assignments per page**  
10 ▾

**Filter**  
Submitted ▾

Quick grading  

Show only active enrolments

When the screen refreshes you will be able to type in the **Comment** section and assign **Grade**.

## Student Enrolment

Enrolment, or 'enrollment', is the process of marking users as participants in the course, that includes both students and teachers. At the same time users are usually give a role in the course which specifies what they are allowed to do.

**Note:-** When you start enrolling after creation of new course you must enrol yourself first because if you enrol another user first then that person become course creator .

For Enrolment of Students, you can set different methods for it. There are Two methods available .

- 1) Manual Enrolment
- 2) Self Enrolment.

### 1) Manual Enrolment

The manual enrolments plugin allows users to be enrolled manually via a link in the course administration settings.

#### Checking you have manual enrolment in your course

- In a course, go to Administration > Course administration > Users > Enrolment methods
- Make sure Manual enrolments has its "eye" opened.

### Enrolment methods

Name	Users	Up/Down	Edit
Manual enrolments	38	↓	 
Guest access	0	↑ ↓	 
Self enrolment (Student)	0	↑ ↓	 
Cohort sync (CSD.MCA.P2.S3 - Student)	64	↑	  

Add method

### Editing manual enrolment settings:

Managers (and any other users with the capability enrol/manual:config) can edit the manual enrolment method in the course and set the default enrolment period and default role in *Administration > Course administration > Users > Enrolment methods > Manual enrolments*.

The screenshot displays the Moodle interface for configuring manual enrolments. On the left, the 'Administration' menu is visible, with 'Manual enrolments' selected under 'Enrolment methods'. The main panel, titled 'Manual enrolments', contains the following settings:

- Enable manual enrolments**: Yes
- Default role**: Student
- Default enrolment duration**: 0 days (with an 'Enable' checkbox)
- Notify before enrolment expires**: No
- Notification threshold**: 1 days

A warning message is displayed: "Warning: You are enrolled into this course through this enrolment method, changes may affect your access to this course." At the bottom, there are 'Save changes' and 'Cancel' buttons.

It is possible also for students and/or teachers to be notified when enrolments expire by selecting either "Enroller only" or "Enroller and enrolled user" from the dropdown "Notify before enrolment expires" and a time in "Notification threshold".

## Enrolling users

### Method 1

1. Go to *Administration > Course administration > Users > Enrolled users*
2. Click the 'Enrol users' button at the top right or bottom right of the page

**Navigation**

- Home
  - My home
  - Site pages
  - My profile
  - Current course
    - CS1331**
      - Participants
      - Badges
      - General
      - Unit-I
      - Unit-II
      - Unit-III
      - Unit-IV
    - My courses

**Administration**

- Course administration
  - Turn editing on
  - Edit settings
  - Users
    - Enrolled users**
    - Enrolment methods
    - Groups
    - Permissions
    - Other users
  - Filters
  - Reports



## Enrolled users

[Click here](#)

Enrol cohort Enrol users

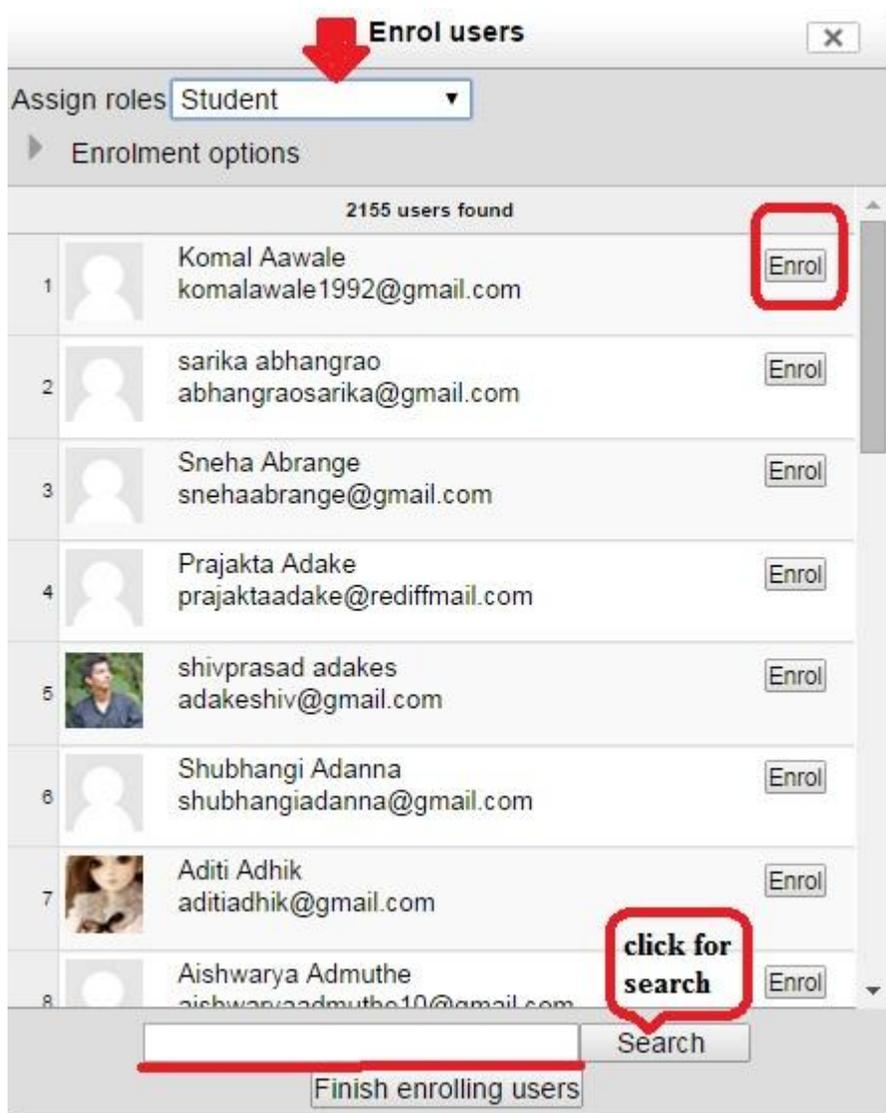
Search  Enrolment methods All Role All Status All

Filter Reset

Page: 1 2 (Next)

First name / Surname / Email address	Last access	Roles	Groups	Enrolment methods
Shubhangi Adanna shubhangiadanna@gmail.com	7 days 2 hours	Student		Cohort sync (CSD.MCA.P2.S3 - Student) enrolled Tuesday, 5 August 2014, 7:41 AM
Sagar Ambekar sagar.c.ambekar@gmail.com	20 days 2 hours	Student		Cohort sync (CSD.MCA.P2.S3 - Student) enrolled Tuesday, 5 August 2014, 7:41 AM
Aarati Atre aarti.atre@gmail.com	21 days 1 hour	Student X		Manual enrolments enrolled Wednesday, 10 September 2014, 4:32 PM
Asma Attar asmaattar111@gmail.com	8 days 1 hour	Student		Cohort sync (CSD.MCA.P2.S3 - Student) enrolled Tuesday, 5 August 2014, 7:41 AM
Sheetal Autade sheetal.autade2700@gmail.com	29 days 1 hour	Student		Cohort sync (CSD.MCA.P2.S3 - Student) enrolled Tuesday, 5 August 2014, 7:41 AM

Waiting for moodle.unishivaji.ac.in...



3. Use the 'Assign roles' dropdown if you wish to change the role
4. Select enrolment options as appropriate
5. Browse or search for the user
6. Click the Enrol button opposite the user. The user will indent in the list and the enrol button will disappear, indicating that the user is enrolled.
7. When you have finished, click the 'Finish enrolling users' button (or simply close the enrol users box)

The user will then appear in the list of enrolled users.

## Method 2

1. Go to *Administration > Course administration > Users > Enrolled users*
2. Click the 'Enrol cohort' button at the top right or bottom right of the page

**Navigation**

- Home
  - My home
  - Site pages
  - My profile
  - Current course
    - CS1331**
      - Participants
      - Badges
      - General
      - Unit-I
      - Unit-II
      - Unit-III
      - Unit-IV
      - My courses

**Administration**

- Course administration
  - Turn editing on
  - Edit settings
  - Users
    - Enrolled users**
    - Enrolment methods
    - Groups
    - Permissions
    - Other users
  - Filters
  - Reports
  - Grades

**Enrolled users**

Click here

Enrol cohort Enrol users

Search  Enrolment methods All Role All Status All

Filter Reset

Page: 1 2 (Next)

First name / Surname / Email address	Last access	Roles	Groups	Enrolment methods
Shubhangi Adanna shubhangiadanna@gmail.com	7 days 2 hours	Student		Cohort sync (CSD.MCA.P2.S3 - Student) enrolled Tuesday, 5 August 2014, 7:41 AM
Sagar Ambekar sagar.c.ambekar@gmail.com	20 days 2 hours	Student		Cohort sync (CSD.MCA.P2.S3 - Student) enrolled Tuesday, 5 August 2014, 7:41 AM
Aarati Atre aarti.atre@gmail.com	21 days 1 hour	Student X		Manual enrolments enrolled Wednesday, 10 September 2014, 4:32 PM
Asma Attar asmaattar111@gmail.com	8 days 1 hour	Student		Cohort sync (CSD.MCA.P2.S3 - Student) enrolled Tuesday, 5 August 2014, 7:41 AM
Sheetal Autade sheetal.autade2700@gmail.com	29 days 1 hour	Student		Cohort sync (CSD.MCA.P2.S3 - Student) enrolled Tuesday, 5 August 2014, 7:41 AM

**Enrol cohort**

Assign roles: Student

Enrol cohort	Enrol users		
		BIOCHEM.MSC.EBT.P2.S3	4
		BIOCHEM.MSC.P1.S1	22
<b>Enrol cohort</b>	<b>Enrol users</b>	BIOCHEM.MSC.P2.S3	18
		BIOTECH.MSC.P1.S1	31
		BIOTECH.MSC.P2.S3	19
<b>Synced</b>		CSD.MCA.P1.S1	64
		CSD.MCA.P2.S3	64
		CSD.MCA.P3.S5	68
		CSD.MSC.P1.S1	57
		CSD.MSC.P2.S3	54
		ELN.MSC.P1.S1	39
		ELN.MSC.P2.S3	37
		ENVSC.MSC.P1.S1	51
		ENVSC.MSC.P2.S3	47
		GEO.MA.P1.S1	39
		GEO.MA.P2.S2	21

Search: \_\_\_\_\_

Finish enrolling users

1. Use the 'Assign roles' dropdown if you wish to change the role
2. Browse or search for the user
3. Click the Enrol cohort button opposite the name of cohort .
4. When you have finished, click the 'Finish enrolling users' button (or simply close the enrol users box)

The cohort member will then appear in the list of enrolled users.

## 2) Self Enrolment

Self enrolment is the method whereby users can choose to enrol themselves into a course, either immediately by clicking "**enrol me in this course**" or by typing in an enrolment key they have been given.

## Course settings for self enrolment

The screenshot shows the Moodle course administration interface. On the left, the 'Administration' menu is expanded to 'Enrolment methods'. A large red arrow points from the 'Enrolment methods' link in the menu to the 'Enrolment methods' table on the right. The table has the following data:

Name	Users	Up/Down	Edit
Manual enrolments	1	↓	✕ 👁 ⚙
Guest access	0	↑ ↓	✕ 👁 🗑
Self enrolment (Student)	0	↑ ↓	✕ 👁 ⚙
Cohort sync (CSD.MCA.P1.S1 - Student)	64	↑	✕ 👁 ⚙

Below the table is an 'Add method' dropdown menu set to 'Choose...'. A red box highlights the 'Self enrolment (Student)' row, and a red arrow points to the 'eye' icon (👁) in the 'Edit' column, indicating that self-enrolment is enabled.

## Checking self enrolment is enabled

In a course, go to Administration > Course administration > Users > Enrolment methods and ensure the "eye" is opened for self enrolment.

The screenshot displays the Moodle course administration interface. On the left, the 'Administration' menu is expanded to 'Users' > 'Enrolment methods'. A red arrow points to this menu item. The main content area shows the 'Enrolment methods' table:

Name	Users	Up/Down	Edit
Manual enrolments	1	↓	✕
Guest access	0	↑ ↓	✕
Self enrolment (Student)	0	↑ ↓	✕
Cohort sync (CSD.MCA.P1.S1 - Student)	64	↑	✕

Below the table is an 'Add method' dropdown menu set to 'Choose...'. A red arrow points to the edit icon (✕) in the 'Self enrolment (Student)' row.

### Adding an enrolment key to a course

If you wish only a certain group of users to self enrol (and not anyone) then you can set an enrolment key which you then tell them to use when they access the self-enrolment screen.

- In the course administration block, click Users>Enrolment methods
- Make sure self enrolment is enabled (has its eye open) and then click the edit icon on the right

## Enrolment methods

Name	Users	Up/Down	Edit
Manual enrolments	1	↓	✕ 👁 ⚙️
Guest access	0	↑ ↓	✕ ⚙️
Self enrolment (Student)	0	↑ ↓	✕ ⚙️
Cohort sync (CSD.MCA.P1.S1 - Student)	64	↑	✕ 👁 ⚙️

Add method

Click here

Add your enrolment key in the box provided. (Click Unmask to see what you are typing.)

## Self enrolment

### Self enrolment

Custom instance name

Enable existing enrolments ?

Allow new enrolments ?

Enrolment key ?

Unmask

Use group enrolment keys ?

- Click Save changes

## Setting a group enrolment key

- It is possible also to enrol students into the course and also directly into groups by use of a group enrolment key.
- To do this, you first need to add the course enrolment key as in the section above.
  - If you do not set a master course enrolment key for the course, then anyone can enrol without a key and users will not be put into groups.
  - Users in groups do not need to know the master course enrolment key, only their own group enrolment key.
  - Users not in a group can use the master course enrolment key as usual
- Change the setting Use *group enrolment keys* to *Yes*
- Save the changes and then in the Course administration settings, click *Groups>Create groups*
- Add an enrolment key to the group. This will be the key they type in to access the course. (The course enrolment key is simply there to keep others out)

## **References:**

<http://docs.moodle.org/>

<https://www.youtube.com/user/moodlehq>

[https://docs.moodle.org/22/en/Moodle\\_video\\_tutorials](https://docs.moodle.org/22/en/Moodle_video_tutorials)

<http://thinktutorial.com/category/education/moodle/>