Moodle Operation Notes from Scott Carter, 2010-2011

January 2011 – Resetting and loading student rosters into Moodle

Enter Moodle Environment
Choose course from instructor list
From Administration Menu – click "Reset"
Under "Roles" Section of reset menu, highlight "students" to unenroll- click "Reset course" at bottom
Return to main menu – Administration Menu – Settings
In the Course ID number box – enter the CRN preceded by the year (e.g. 2010-11, enter 2010crn_no.
The new students will be loaded from server at 1 AM each night, and updated by next morning

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Just a note to remind you that we will begin loading students into the Moodle courses this week. My original plan was to do it the night before classes started, but we had too many issues last time, so we're giving ourselves a week head start from here on out. Here's what you need to know:

1. Don't forget to put your CRN in the Course ID field on your Course Settings page. If you do this, there's nothing more you need to do. Students are loaded automatically. It's done every night. So late adds are picked up by the system.

2. If you don't want students to have access until next Monday (or even later), then set the course to unavailable on the Course Settings page. That way they'll be loaded, but they won't be able to get in until you make the course available.

Remember, as long as you put in the correct CRN, you shouldn't need to give the students the enrollment key. They should get in without it -- the course will just pop up on their Moodle homepage once they log in.

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The system won't drop students (though you can do that manually with the Assign Roles link on the left), but every night it does pick up the late adds. It runs every night about 1 a.m.

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Hi all,

Beginning tonight, students will be loaded into all Moodle courses for Spring term. A couple quick reminders:

1. Don't forget to put your five digit CRN in the Course ID field. That can be found in the Settings menu, on the left, under the Administration links.

2. If you don't want students to have access yet, remember that you can make the course unavailable (found under that same Settings menu, toward the bottom). Students will still be loaded into the course, but it will not show up under their course listings until you make it available.

3. Students will continue to be loaded, once each night, until the middle of Spring term. It will pick up late adds. However, if you want to remove a student who has dropped, you can do so using the "Assign Roles" link on the left.

Any questions, let me know. And good luck with another term!

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There is another way to set page breaks, and it takes precedence over the Quiz settings. Here's how you can change it:

1. Go the Quiz homepage.
2. Click the Edit tab (this is on the page with the "Preview quiz now" button.
3. At the bottom of the questions, there is a check box that says "Show page breaks." Check this.
4. Set the Repaginate to "Unlimted" and click go.
5. Save changes.

I did it with the first one just to make sure it still works, and it does. Let me know if you have any questions.

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hi scott - question - how do I complete a "selective release" of homework to one or two students in a class? using moodle?

I checked around and wasn't obvious how to re-open a closed assignment selectively?

Well, if it's a quiz, you can add a password, and then only give the password to those students. Assignments are trickier. You can always change the assignment to allow late submissions, and then of course you'd know who the people were. But if you don't even want the other students to see it at all, then you'd have to set up groups. That's under your administration links on the left. A little more work.

I'd probably just change it to allow late submissions.

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Hi all,

We're fast approaching a new term. Since a few people have asked me how to duplicate a Moodle course shell -- rather than create a blank one -- I went ahead and added a section on this in the Moodle 101 course.

If you haven't added this course, you can do so by finding it under the course category WOU Support and Training, then by scrolling to the bottom and clicking on TRC: Moodle 101: A Primer for WOU Faculty and Staff. The enrollment key is "moodlenow".

From time to time, I'll be adding new sections to this course, so I'd recommend you add it. And if you have suggestions on other basic topics that should be added, please let me know. It's meant to act as both a basic introduction to Moodle and as a refresher.

Best,
Scott

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How to back up a moodle course:

Hi all,

Hope your Spring term is winding down well for you. Since we now have over 200 people using Moodle -- certainly a good thing! -- from time to time I'm going to send "Moodle Tips" to this listserv that address many of the most common questions I get. Even if it's not something you're doing now, these tips might be helpful to you down the road.

First Up: How to Backup a Moodle Course
http://www.wou.edu/~carters/blogs/archives/2010/06/moodle-how-to-c.html

If you want to download a backup .zip file of your course (which I recommend you do), or create a backup that can be restored to a *new* course shell, this is how you do it. Any questions, let me know.

Here's how you do it:

1. When looking at your course homepage, click on **Backup** on the left, under your **Administration** links.

2. The next screen will allow you to select what parts of your course you want included in your backup file. As a default, the backup file will include everything -- including student content (grades, forum posts, etc.) -- unless you tell it otherwise.

3. When you've got everything set the way you want, scroll to the bottom and click **Continue**. The next screen will show you a list of what it's going to do. After reviewing it to make sure it's what you want, click **Continue** again.

4. Depending on the size of your course,* it could take a few minutes for Moodle to generate the backup file. When it's finished, it will show you a message that reads, "Backup completed successfully." Click **Continue**.

5. You will be shown the "backupdata" folder in your Files area. Any backups you've created will be listed. From here, you can click on a file to save it to your own computer or click on "Restore" when you're ready to restore a backup over an existing course or to a new course. One note: The restore process defaults to a new course shell unless you tell it otherwise.

Some large courses (such as those containing video files) have had issues lately with Moodle's backup tool. We're working on resolving this.

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Moodle Tip: How to Check Student Activity (Or: Did the Dog Really Eat their Hard drive?)

This has come up a number of times recently, so I thought I'd give you some tips on how you can see what students are doing in your course. This is especially useful when a student claims they weren't able to login or had other technical issues.

1. Click on your Participants link (usually in the upper left). Here you'll see a complete list of students, as well as the last time the student logged into your course.

2. Click on a student's name.

3. If you have instructor access to the course -- students will not be able to see this -- you will have an "Activity Reports" tab at the top. Select this.

4. As a default, usually the "Outline report" is displayed, which shows you the number of times they clicked on various items in their course, as well as the last time they looked at each particular item.

5. If you click on "Complete report," you will see every item, whether they've looked at it or not.

6. Perhaps the most useful, though, is the "All logs" link, which gives you a list of everything your student has done in the course, including the time it was done.

As a side note, you will most likely find that there is a distinct correlation between the amount of time a student spends in a course and their grade. Imagine that. :)

Any questions, let me know.

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