



جامعة الكويت
KUWAIT UNIVERSITY

Moodle Guide

Electronic Learning Center

Academic Systems Department



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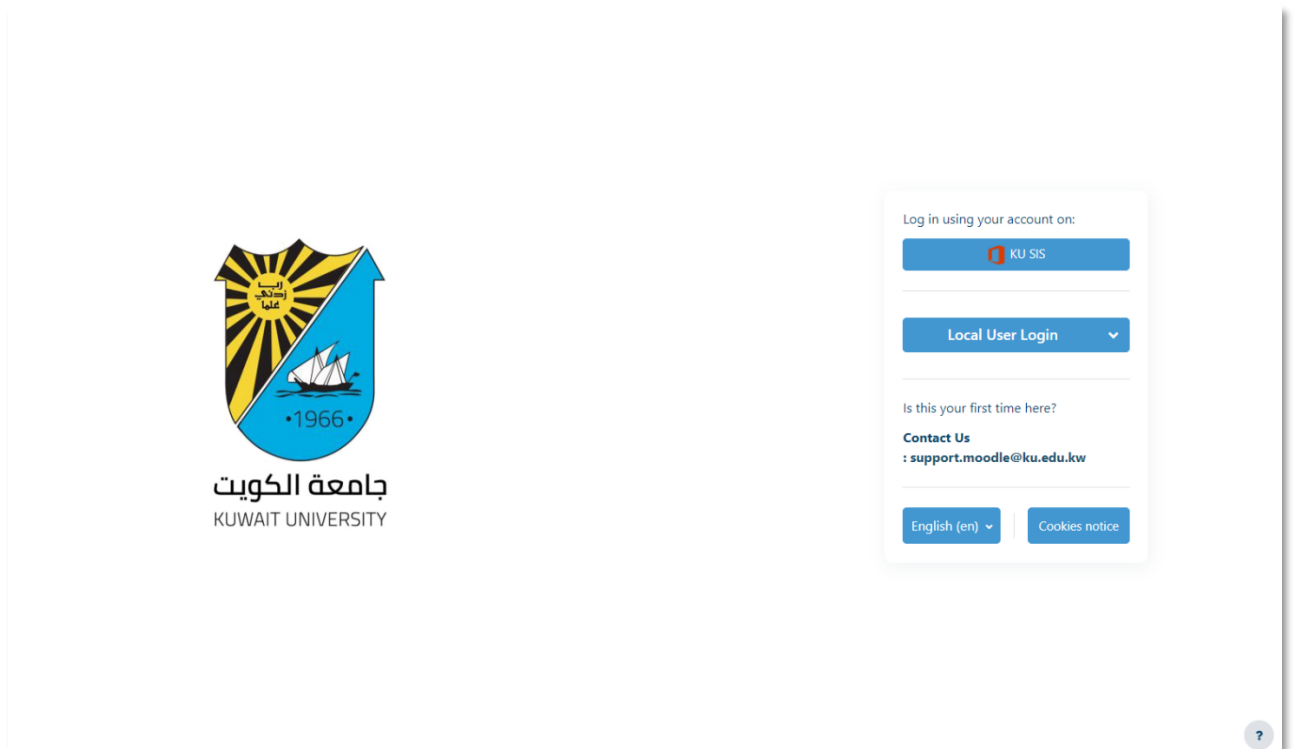
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Log in to Moodle

To log in to Moodle kindly follow these steps:

- 1- Open <https://moodle.ku.edu.kw> on your web browser.



- 2- Click on KU SIS and it will transfer you to a page where you enter you KU credentials.
- 3- Enter your KU email.
- 4- Enter the password of your KU email and click on sign in.

Cannot Access Moodle

If you cannot access Moodle, clear cookies, and cache of the web browser you are using.

You can use these links that can guide you on how to clear cookies and cache from web browsers:

Chrome: [Clear cache & cookies - Computer - Google Account Help](#)

Edge: [Delete cookies in Microsoft Edge - Microsoft Support](#)

Firefox: [How to clear the Firefox cache | Firefox Help \(mozilla.org\)](#)

Forgot Moodle Password

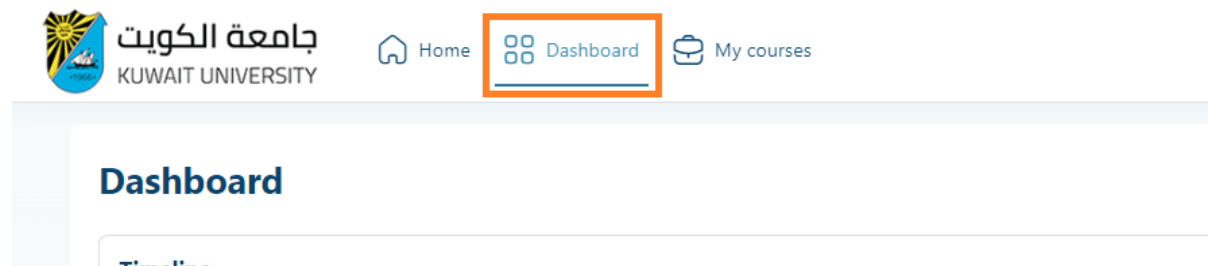
You can reset your password using this link: <https://mspwdreset.ku.edu.kw/> and follow the instructions:

- 1- Enter you Kuwait University ID number and click on next.
- 2- You can choose to receive a security code on your personal email or mobile number to verify your identity.
- 3- You must enter the security code you receive within three minutes of requesting to change your password.
- 4- After verifying your identity, you enter your new password twice and click on “next”.
- 5- You will receive a message that the password was reset successfully.



Dashboard

The dashboard is a tab always visible through the Moodle pages that can give you a quick access to your courses.



The dashboard has Timeline, Recently accessed courses, and the Moodle calendar.

Dashboard

Timeline
Next 7 days ▾ Sort by dates ▾ Search by activity type or name

Wednesday, 8 February 2023
10:38 open area
Chat requires action - fatmahajeri

Friday, 10 February 2023
00:00 Android Mobile Assignment
Assignment is due - SarahBash

Saturday, 11 February 2023
18:00 lulu test
Assignment is due - fatmahajeri

Recently accessed courses

SarahBash
Test Drive

LuTest
Miscellaneous

fatmahajeri
Miscellaneous

Grades course
Miscellaneous

test unified raghad
Miscellaneous

TD - FAhr
Test Drive

Calendar
All courses ▾

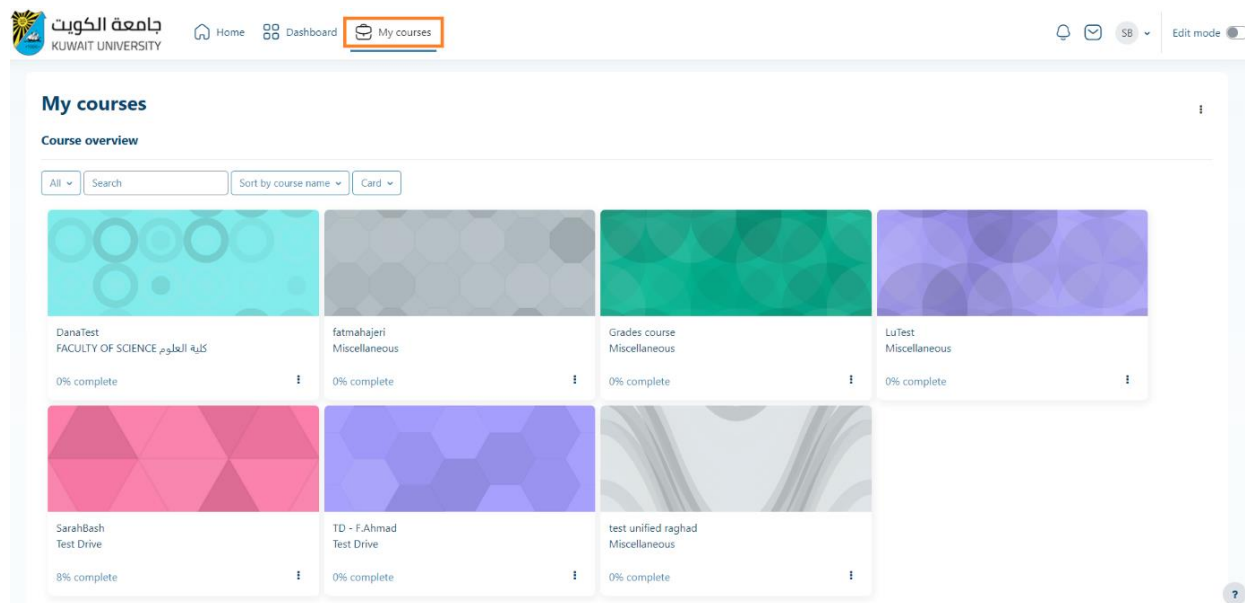
January

February 2023

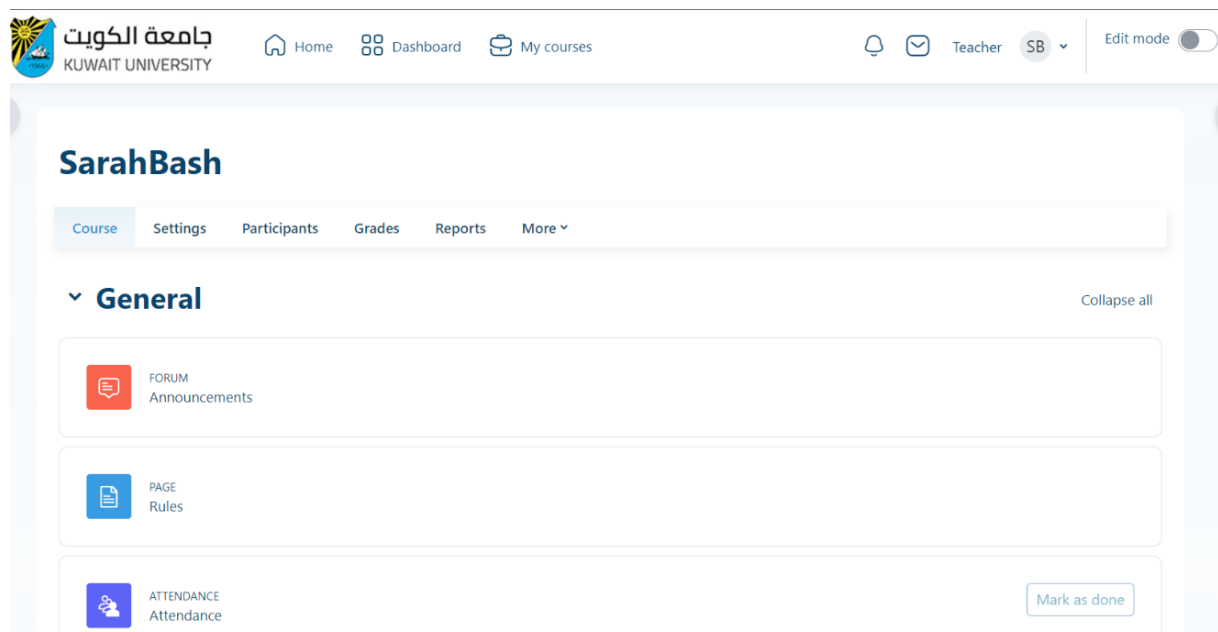
Mon	Tue	Wed	Thu	Fri
		1 lulu test opens Lu1 test is due	2	3

My courses

My courses tab is also visible in Moodle website pages. It opens a page to all the courses you are enrolled in either a student or a faculty member.

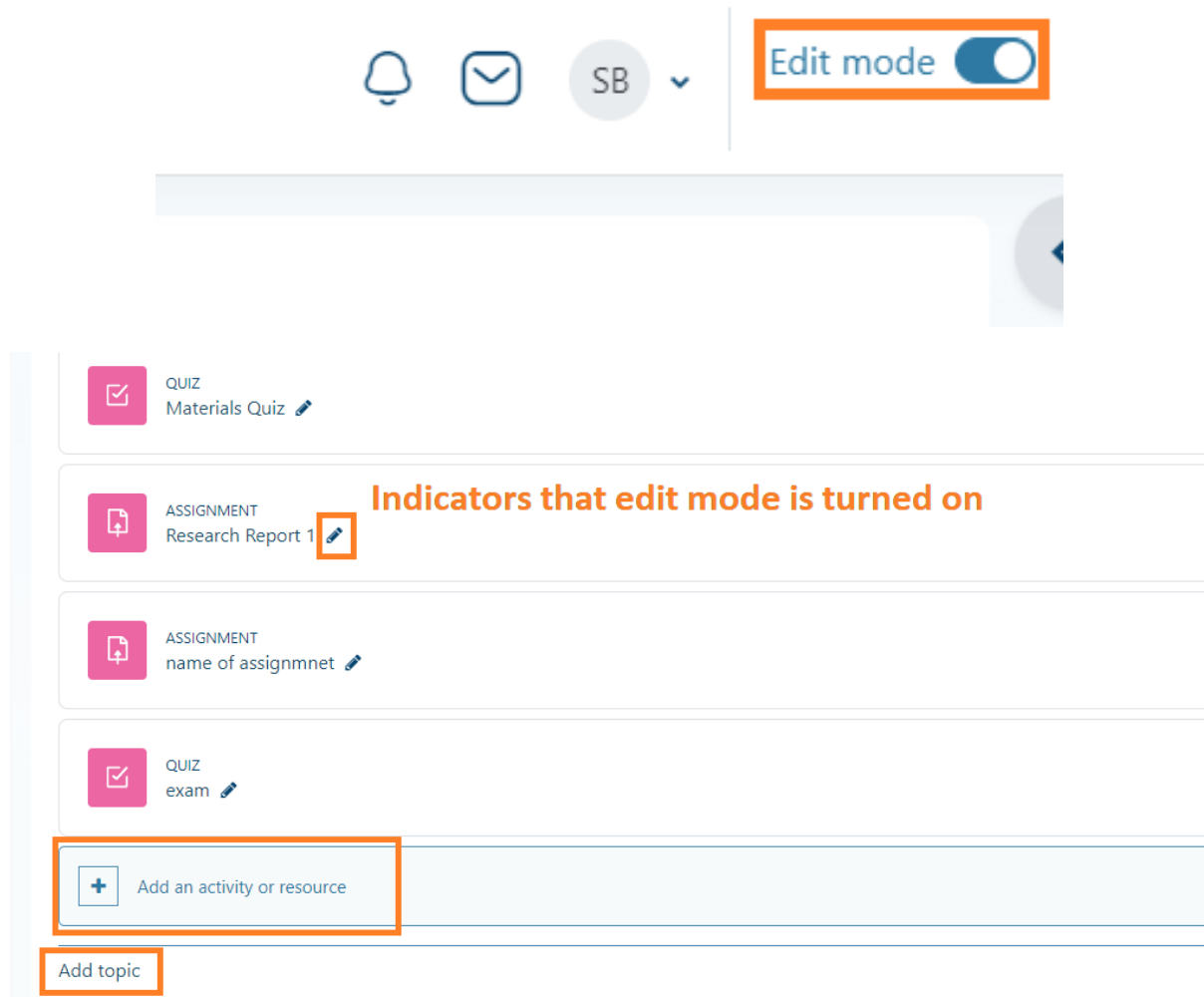


Clicking on one of the courses will open the course page with all its content added by the faculty members.



Content Addition

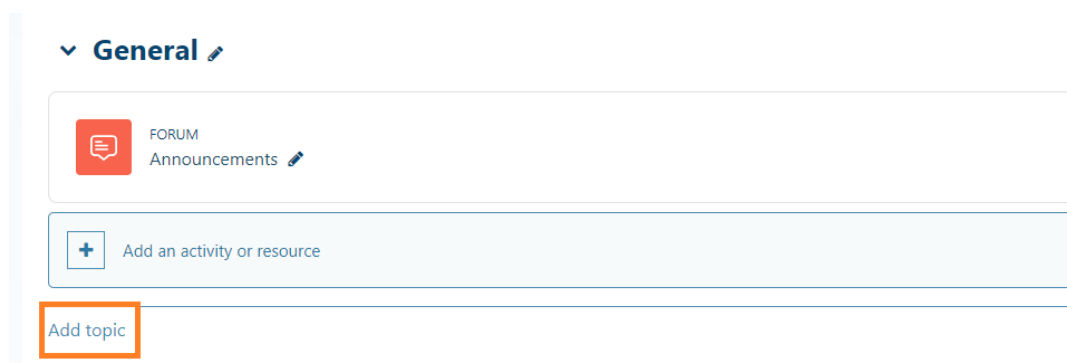
- 1- To add content to your course first you must turn the toggle on in the right side of the course page to switch the page to the edit mode.



The screenshot shows the top of a Moodle course page. At the top right, there is a navigation bar with icons for notifications, messages, and a user profile (SB). To the right of these icons is a toggle switch labeled "Edit mode" which is currently turned on. Below the navigation bar, there is a list of course activities. Each activity is represented by a pink icon and a text label. The activities listed are: "QUIZ Materials Quiz", "ASSIGNMENT Research Report 1", "ASSIGNMENT name of assignmnet", and "QUIZ exam". Below the list of activities, there is a button labeled "Add an activity or resource" and a button labeled "Add topic". The "Add an activity or resource" button is highlighted with an orange box. The "Add topic" button is also highlighted with an orange box. The text "Indicators that edit mode is turned on" is written in orange above the "Add an activity or resource" button.

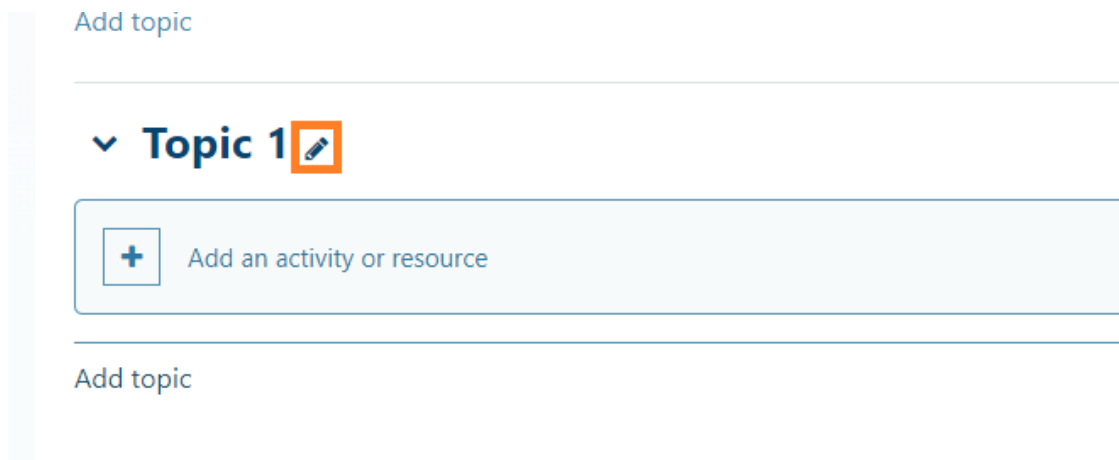
Indicators that edit mode is turned on

- 2- You can add sections by clicking on "Add topic" at the bottom of the page.

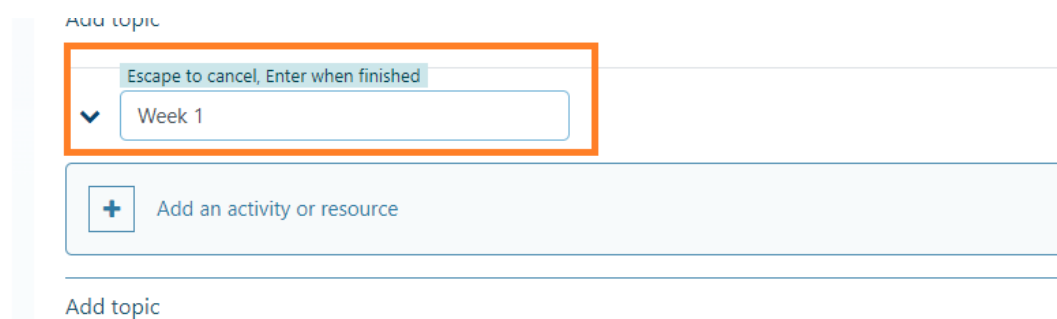


The screenshot shows the "General" section of a Moodle course page. The section is titled "General" and has a dropdown arrow next to it. Below the title, there is a list of activities. The first activity is "FORUM Announcements". Below the list of activities, there is a button labeled "Add an activity or resource" and a button labeled "Add topic". The "Add topic" button is highlighted with an orange box.

- 3- After adding the topic, you can change the name of the section by clicking on the pen logo.



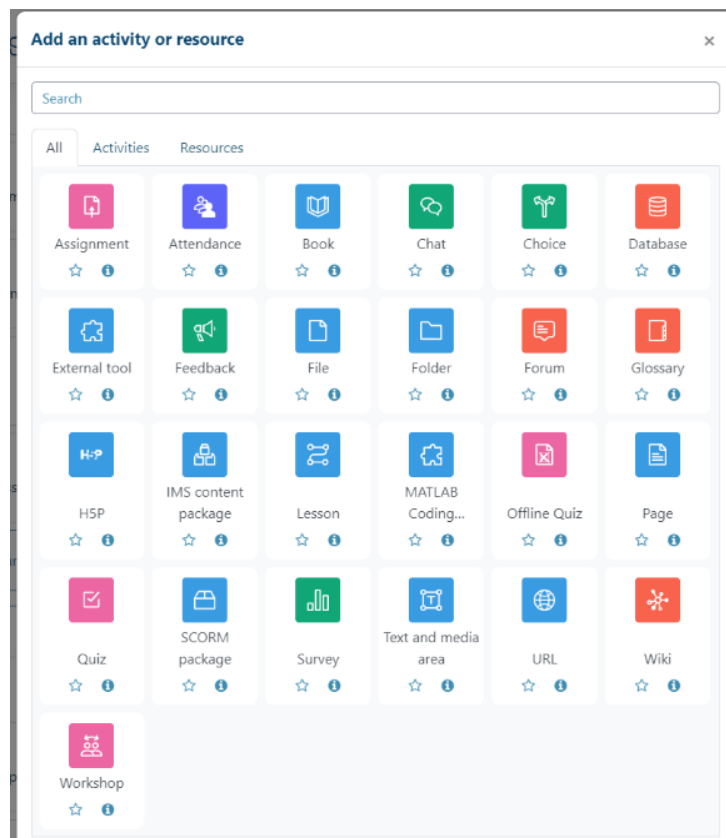
- 4- After writing the new section name you must click “enter” to save it.



- 5- Click on “Add an activity or resource” to start adding content to your Moodle course.

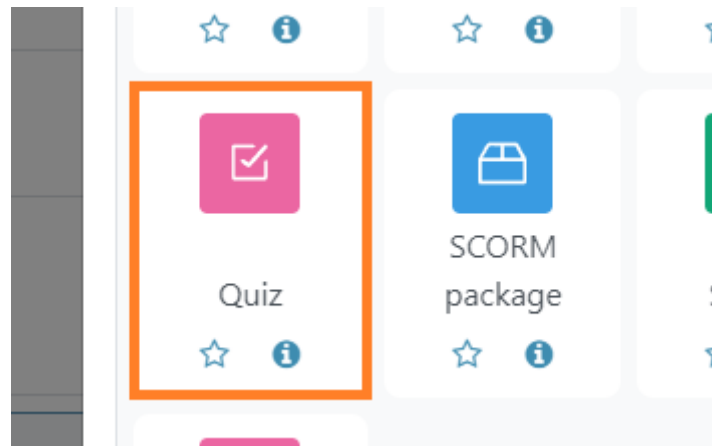


- 6- A menu of activities and resources will appear, you can then choose which activity or resource you want to add to your Moodle course.



Quiz

To create a quiz or an exam, from the menu choose Quiz.



1. Start by adding a name to the quiz/exam and the description

Course Settings Participants Grades Reports More ▾

✓ Adding a new Quiz to Week 1 ⓘ

▼ General

Name ⓘ Quiz 1

Description

Rich text editor toolbar: Bold, Italic, Underline, Bulleted list, Numbered list, Indent, Outdent, Link, Unlink, Text color, Background color, Undo, Redo, Print, Help.

☐ Display description on course page ⓘ

2. Set the Timing of the quiz/exam when it opens, closes, and its time limit

☐ Display description on course page ?

▼ **Timing**

Open the quiz ? 20 ▾ February ▾ 2023 ▾ 14 ▾ 00 ▾ ☒ Enable

Close the quiz 20 ▾ February ▾ 2023 ▾ 14 ▾ 50 ▾ ☒ Enable

Time limit ? 30 minutes ▾ ☒ Enable

When time expires ? Open attempts are submitted automatically ▾

3. In the Grade setting, set the attempts allowed to **one** so students of the course can take the quiz/exam once.

▼ **Grade**

Grade category ? Uncategorised ▾

Grade to pass ?

Attempts allowed 1 ▾

4. In Layout setting, you can choose how many questions will appear in one page for the students.

► **Grade**

▼ **Layout**

New page ? Every question ▾ ☐ Repaginate now

Show more...

► **Question behaviour**

► **Review options ?**

Every question ▾

Never, all questions on one page
Every question
Every 2 questions
Every 3 questions
Every 4 questions
Every 5 questions
Every 6 questions

You can allow students to skip a question and return to it later by clicking on “Show more” in the Layout setting and switching the navigation method to “free”.

Layout

1 New page

Show less...

Navigation method

2 Sequential

Free

Sequential

Question behaviour

5. In the Question behavior you can decide to make the questions shuffled in the quiz/exam.

Question behaviour

Shuffle within questions

Yes

How questions behave

Deferred feedback

Show more...

6. You can send an email to notify the students of the quiz when you enable “send content change notification”.

Restrict access

Activity completion

Tags

Competencies

Send content change notification

Save and return to course

Save and display

Cancel

1 Required

- Click on “Save and display” so you can start adding questions to the quiz/exam.

...ing completion

> Tags

> Competencies

☐ Send content change notification ?

Save and return to course

Save and display

Cancel

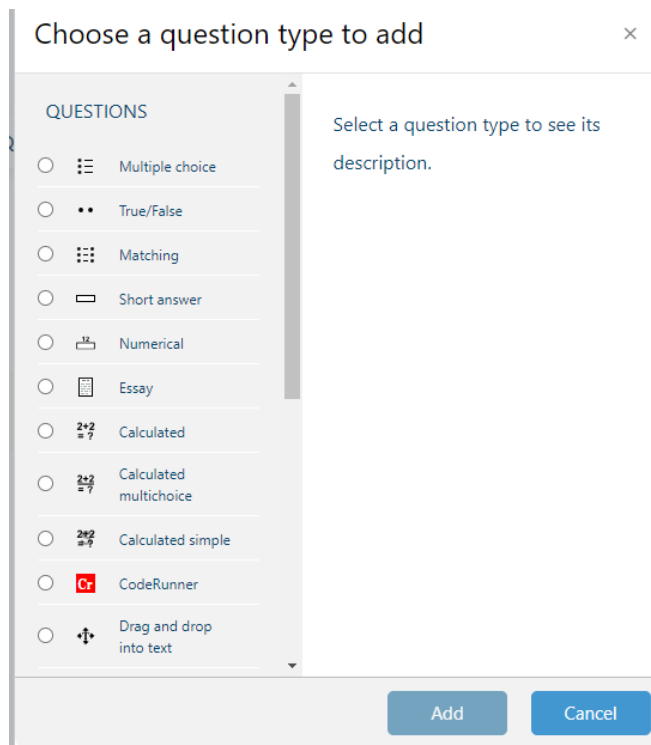
- Click on “Add Question”.

The screenshot shows the Moodle Quiz settings page. At the top, there are tabs: Quiz, Settings, Questions, Results, Question bank, and More. Below the tabs, there is a 'Mark as done' button. The 'Opens' and 'Closes' dates are set for Monday, 20 February 2023, at 2:00 PM and 2:50 PM respectively. The 'Add question' button is highlighted with an orange box. Below it, the 'Attempts allowed' is set to 1 and the 'Time limit' is set to 30 mins.

- From the right of the page click on “Add” and it will show you a drop-down list, choose “+ a new question”.

The screenshot shows the Moodle Quiz question list. At the top, there is a 'Maximum grade' field set to 10.00 and a 'Save' button. Below it, the 'Total of marks' is 0.00. There is a 'Shuffle' checkbox and an 'Add' button. The 'Add' button is highlighted with an orange box, and the dropdown menu is open, showing the option '+ a new question' highlighted with an orange box. Other options in the dropdown are '+ from question bank' and '+ a random question'.

10. From the menu you can choose what type of question you would like to add to the quiz/exam.



11. After adding the questions in the quiz/exam, edit the grades by clicking on the pen and writing the grade of each question and then clicking enter to save it.



12. Click on the quiz tab on the top left to preview the quiz/exam and see all the settings of each question from the students' point of view.



Quiz 1

[Quiz](#)[Settings](#)[Questions](#)[Results](#)[Question bank](#)[More ▾](#)[Mark as done](#)

Opens: Monday, 20 February 2023, 2:00 PM

Closes: Monday, 20 February 2023, 2:50 PM

[Preview quiz](#)

Attempts allowed: 1

Start attempt



Time limit

Your attempt will have a time limit of 30 mins. When you start, the timer will begin to count down and cannot be paused. You must finish your attempt before it expires. Are you sure you wish to start now?

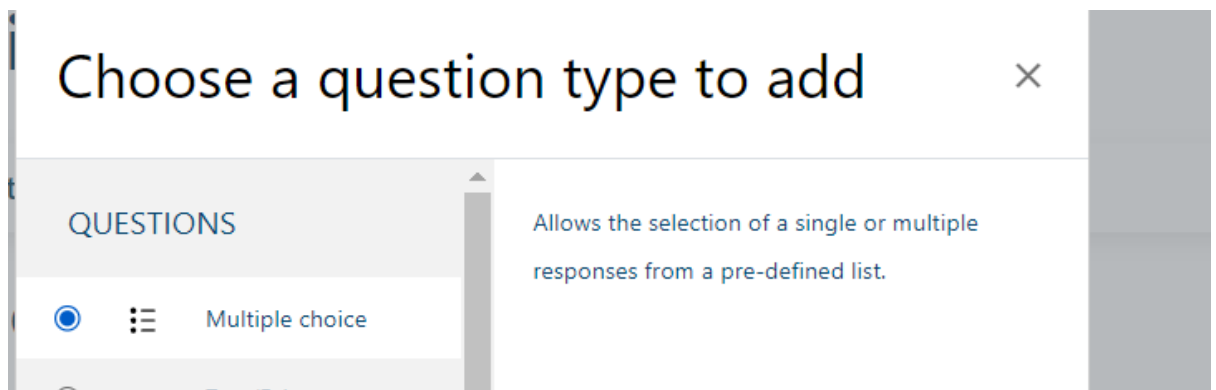
[Start attempt](#)[Cancel](#)

Adding questions to quiz activity

Adding Questions Manually

Multiple choice

From the menu, choose “Multiple choice”.



1. It will open a new page where you must add a name to the question name and its text.

Category: Default for L01SC

Question name: Q1

Question text: When did Kuwait gets its independence from Britain?

Question status: Ready

Default mark: 2

General feedback:

2. Scroll down to start writing the answers to the question.
3. If you choose one answer is correct, make sure to set the grade to **100%** for the correct answer.

▼ **Answers**

Choice 1

1961

Grade **100%**

Feedback

Choice 2

1861

Grade **None**

Feedback

Choice 3

1691

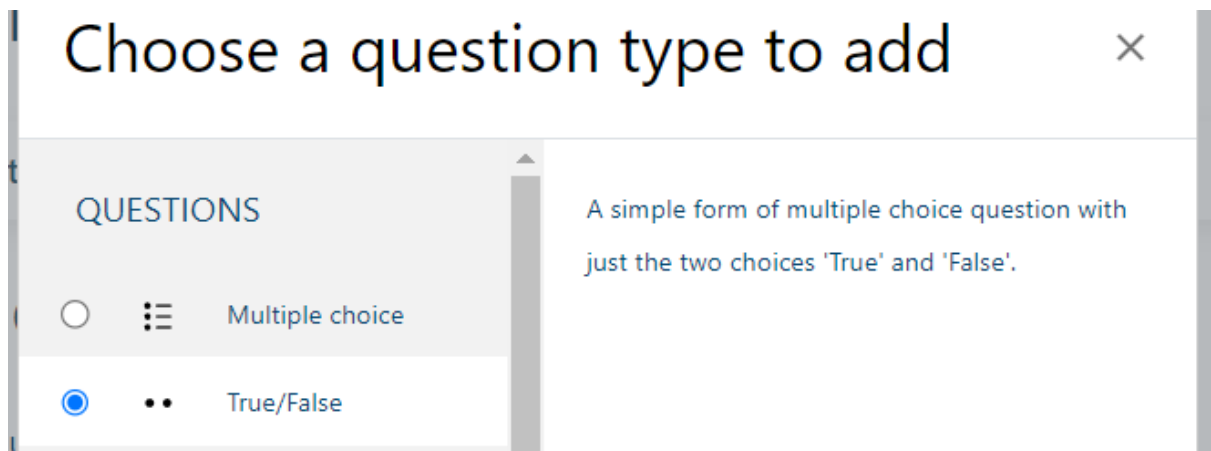
Grade **None**

Feedback

4. After adding all the answers, click on “save changes” to return the main quiz/exam page to add more question.

True or False

From the menu, choose “True/False”.



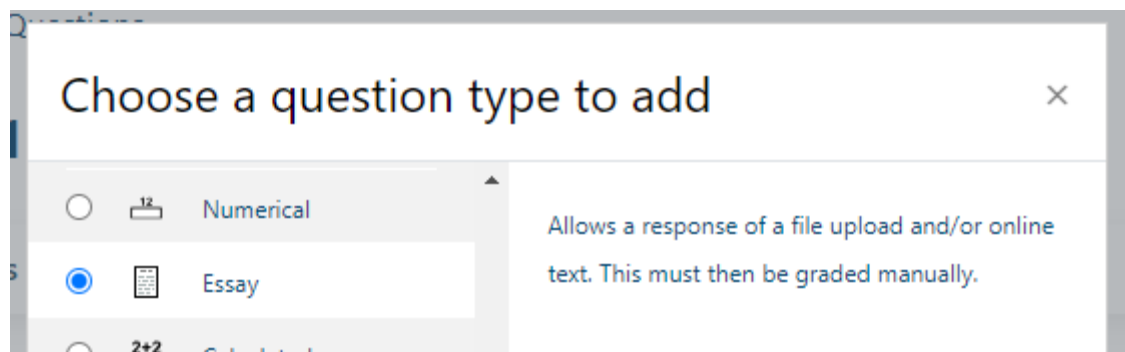
1. Write the name of the question and the context.

2. If the statement is the right answer change the setting of Correct answer to “true”.

3. Click on “Save changes” to add more questions to the quiz/exam.

Essay

Choose “Essay” from the menu



1. Write the question's name and text.

General

Category: Default for LUTst (2)

Question name: Q4

Question text: Write an essay on Kuwait's century establishment, past life and maritime.
The essay must be over **5 paragraphs** and **250 words**.

Question status: Ready

Default mark: 4

2. Scroll down to the response options setting and you can set word limits by enabling the minimum and maximum word limit.

▼ Response options

Response format HTML editor ▾

Require text Require the student to enter text ▾

Input box size 10 lines ▾

Minimum word limit 250 ☒ Enable

Maximum word limit 650 ☒ Enable

Allow attachments No ▾

3. In response template setting, you can create the response design you want the students to answer in.

▼ Response template

Response template ?

↶

A ▾

B

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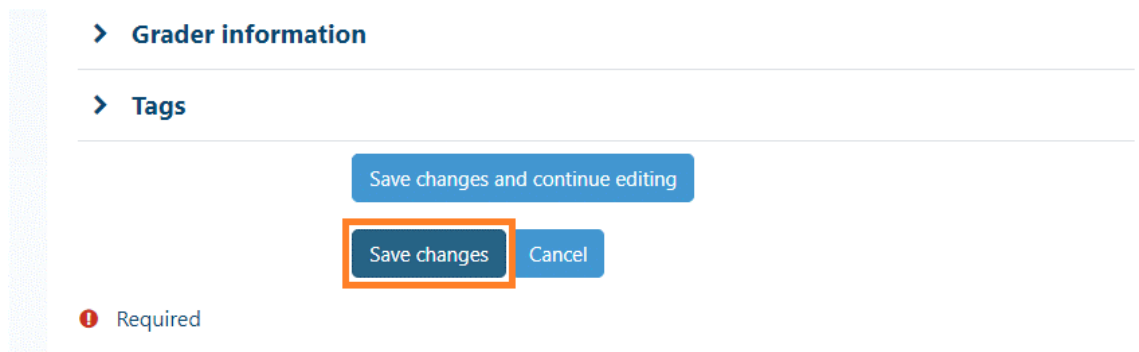
Kuwait's History

Kuwait's Establishment

Kuwait's Past Life

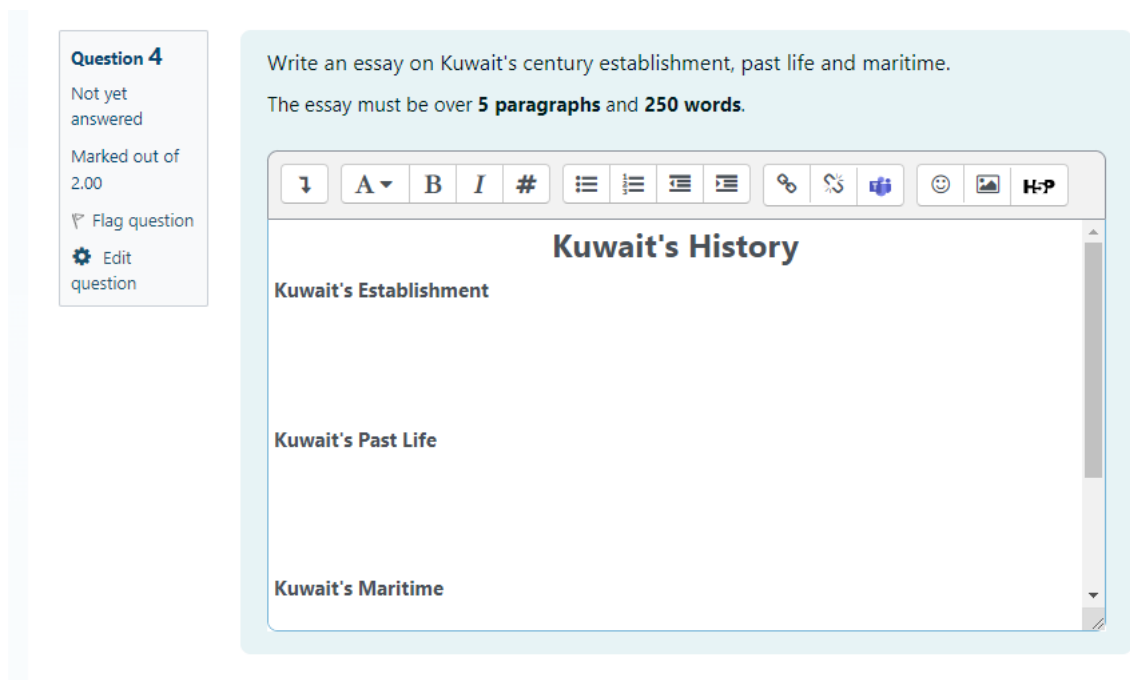
Kuwait's Maritime

4. Click on save changes



The screenshot shows the Moodle question editing interface. On the left, there are expandable sections for 'Grader information' and 'Tags'. In the center, there are three buttons: 'Save changes and continue editing' at the top, and 'Save changes' and 'Cancel' below it. The 'Save changes' button is highlighted with an orange rectangular box. At the bottom left, there is a red exclamation mark icon followed by the text 'Required'.

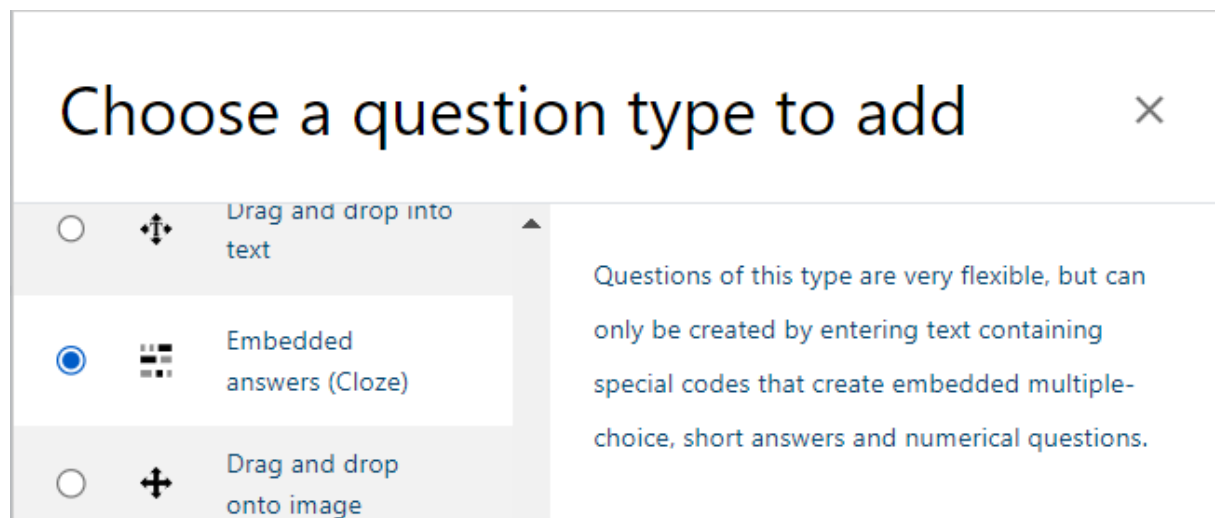
Response Template Students' view



The screenshot displays the student view of a Moodle question response template. On the left, a sidebar for 'Question 4' shows it is 'Not yet answered', 'Marked out of 2.00', and includes options to 'Flag question' and 'Edit question'. The main area contains the question text: 'Write an essay on Kuwait's century establishment, past life and maritime. The essay must be over **5 paragraphs** and **250 words**.' Below the text is a rich text editor with a toolbar containing icons for undo, font color, bold, italic, text color, bulleted list, numbered list, decrease indent, increase indent, link, unlink, insert video, smiley, image, and source. The editor content shows the title 'Kuwait's History' and three sub-sections: 'Kuwait's Establishment', 'Kuwait's Past Life', and 'Kuwait's Maritime'.

Embedded Answers (Cloze)

Choose “Embedded answers (Cloze)” from the menu.



1. Write the question name.
2. Add the question text depending on the Cloze question format.

For this example, we will add shuffled multiple-choice format and short answer format.

3. Click on “Decode and verify the question text” to make sure that the text is correct, and Moodle can read it to create the questions.

ID number

Decode and verify the question text

> Multiple tries

> Tags

Decode and verify the question text

> Question {#1} Multiple choice

> Question {#2} Multiple choice

> Question {#3} Multiple choice

> Question {#4} Short answer

Question definition

{1:SA:%100%Kuwait City#Correct!~%0%Al Asima#Wrong}

Default mark

1

Case sensitivity

No, case is unimportant

Answer

Kuwait City

Grade

1

Feedback

Correct!

Answer

Al Asima

Grade

0

Feedback

Wrong

4. Click on “Save changes”.

Students' view of Embed Answers (Cloze) for multiple-choice and short answer formats.

The screenshot displays a Moodle question interface. On the left, a sidebar for 'Question 5' shows it is 'Not yet answered', 'Marked out of 4.00', and includes options to 'Flag question' and 'Edit question'. The main area contains the question text 'Answer the following:'. Below this, there are three items: '* Shumaymah:' followed by a dropdown menu, '* Bayan:' followed by a dropdown menu, and '* Sharq:' followed by a dropdown menu. A dropdown menu is currently open, showing two options: 'Al Ahmadi' and 'AL Jahra'. Below these items, the text 'The capital of Kuwait is' is followed by a text input field. In the top right corner, a red box indicates 'Time left 0:29:06'. In the bottom right corner, there is a blue button labeled 'Finish attempt ...'.

Embed answers (Cloze) question formats:

1. short answers (SHORTANSWER or SA or MW), case is unimportant,
2. short answers (SHORTANSWER_C or SAC or MWC), case must match,
3. numerical answers (NUMERICAL or NM),
4. multiple choice (MULTICHOICE or MC), represented as a dropdown menu in-line in the text,
5. multiple choice (MULTICHOICE_V or MCV), represented as a vertical column of radio buttons, or
6. multiple choice (MULTICHOICE_H or MCH), represented as a horizontal row of radio-buttons,
7. multiple choice (MULTIRESPONSE or MR), represented as a vertical row of checkboxes
8. multiple choice (MULTIRESPONSE_H or MRH), represented as a horizontal row of checkboxes

Shuffle answers formats:

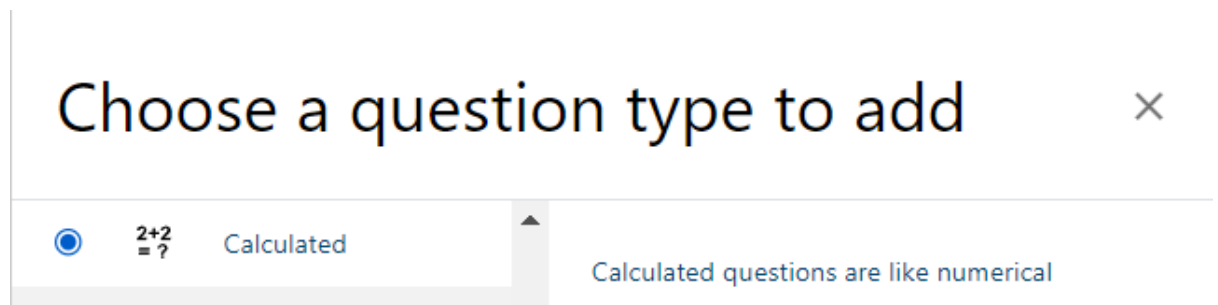
1. multiple choice (MULTICHOICE_S or MCS), represented as a dropdown menu in-line in the text,
2. multiple choice (MULTICHOICE_VS or MCVS), represented as a vertical column of radio buttons, or
3. multiple choice (MULTICHOICE_HS or MCHS), represented as a horizontal row of radio-buttons.
4. multiple choice (MULTIRESPONSE_S or MRS), represented as a vertical row of checkboxes
5. multiple choice (MULTIRESPONSE_HS or MRHS), represented as a horizontal row of checkboxes

You can visit the official documentation for additional information:

[https://docs.moodle.org/401/en/Embedded Answers \(Cloze\) question type](https://docs.moodle.org/401/en/Embedded_Answers_(Cloze)_question_type)

Calculated

From the menu choose “Calculated”.



- 1- Write the question name and description, for this example we will be adding a wildcard by using curly brackets “{}”.

While writing the question if you want to add wild cards, for the numerical characters use {A}, {B}, {C} etc.

For this example, we will create a distance question with two numerical characters {A} and {B}.

wild cards

No shared wild card in this category

on name

on text

Calculate the Distance

Calculate the distance,
Farah is traveling at {A} km/h for {B} hours. Calculate the distance Farah traveled.

- 2- Scroll down to the answers and write the formula that students must use to calculate the answer.
- 3- Set the answers tolerance.
- 4- Make sure to set the grade to 100%

Answers

1 Answer 1 formula = {A} * {B} 3 Grade 100%

2 Tolerance ± 0.01 Type Relative

Answer display 2 Format decimals

Feedback

- 5- Click on save and continue.

Tags

Save changes and continue editing

Save changes Cancel

Next to shared wild cards it will say “no shared wild card in this category”, scroll down and click on “Save changes”.

Current category Default for

Version Version 1

Update the category

Shared wild cards No shared wild card in this category

Question stored name Calculate the Distance

Question name Calculate the Distance

- 6- You will be asked to create a wild card, change the setting to “will use a new shared dataset” for all the wild card you have added.

Choose wildcards dataset properties^e

The wild cards {x..} will be substituted by a numerical value from their dataset

Mandatory wild cards present in answers

Wild card {A}

will use a new shared dataset

Wild card {B}

will use the same existing private dataset as before
will use a new shared dataset

Wild card {B}

will use a new shared dataset

- 7- Click on “Next page”.

Synchronise the data from shared datasets with other questions in a quiz

- ☒ Do not synchronise
- ☐ Synchronise
- ☐ Synchronise and display the shared datasets name as prefix of the question name

Next page

- 8- Add the data to the shared wild cards

Item to add

Shared wild card {A}

3.68

Shared wild card {B}

5

9- Set the range for the wildcards and the decimal places.

The screenshot shows two instances of the Moodle wildcard configuration interface. The top instance has 'Range of Values' with 'Minimum' 1 and '-Maximum' 10, 'Decimal places' set to 2, and 'Distribution' set to 'Uniform'. The bottom instance has 'Range of Values' with 'Minimum' 1 and '-Maximum' 10, 'Decimal places' set to 0, and 'Distribution' set to 'Uniform'. A dropdown menu is open for the 'Decimal places' field in the bottom instance, showing options 0, 1, 2, and 3. The 'Shared wild card (B)' field is set to 5.

10- Scroll down and click on “Add”.

Add

Next 'Item to Add'

- ☒ reuse previous value if available
- ☐ forceregeneration of only non-shared wildcards
- ☐ forceregeneration of all wildcards

Get new 'Item to Add' now

Add item

Add

Add item 1

new set(s) of wild card(s) values

Delete

Delete

Delete item1

1

set(s) of wild card(s) values

You can choose to add 10, 20, 30, ... items from the drop-down list that is next to “Add item” so Moodle generates 10+ problems. You can also delete the sets in the same way in the “Delete” setting.

11-You can add as many sets as you want.

Edit the wildcards datasets

Shared wild cards

Name	Items Count	Used in Question	Quiz Attempts
A	5	Calculate the Distance	0
B	5	Calculate the Distance	0

Update the datasets parameters

12- When you are done with the datasets click on “Save changes”.

Set 5

Shared wild card (A)

7.27

Shared wild card (B)

8

{A}*{B}

$7.27 * 8 = 58.16$

Correct answer : 58.16 inside limits of true value

Min: 57.578399999999 --- Max: 58.741600000001

Save changes

Preview

13-You can edit the question by clicking on the gear next to the question name.

1  **Calculate the Distance** Calculate the distance, Farah is traveling at ...

14-You can preview the question by clicking on the magnifier icon.

Calculate the distance, Farah is traveling at ...

Always latest  1.00

Add

When you refresh the preview page, you will be able to see the different datasets you have added to the question.

2+2
=?

Calculate the Distance

Version 3 (latest)

Question 1

Not yet
answered

Marked out of
1.00

Calculate the distance,

Farah is traveling at 1.11 km/h for 10 hours. Calculate the distance Farah traveled.

Answer:

Start again

Save

Fill in correct responses

Submit and finish

Close preview

► Comments

2+2
=?

Calculate the Distance

Version 3 (latest)

Question 1

Not yet
answered

Marked out of
1.00

Calculate the distance,

Farah is traveling at 5.27 km/h for 6 hours. Calculate the distance Farah traveled.

Answer:

Start again

Save

Fill in correct responses

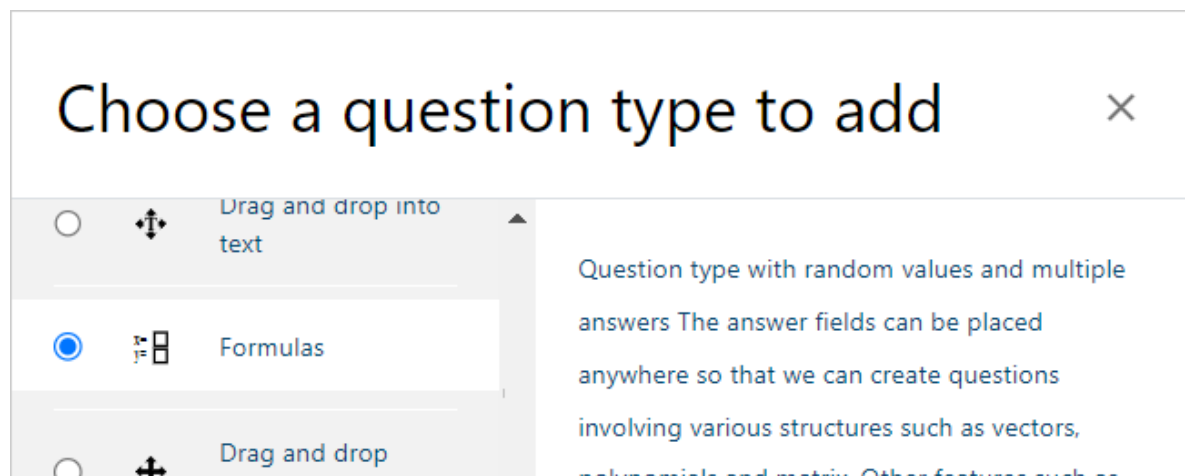
Submit and finish

Close preview

► Comments

Formulas

Choose “Formulas” from the menu.



1. Write the question's name and main text

Adding a formulas question

[Expand all](#)

▼ General

Category Default for LUTst (5)

Question name ! ? Solve the questions

> Variables

▼ Main question

Question ! ?
text

↵

A ▾

B

I

#

☰

☰

☰

☰

🔗

🔄

🗨

😊

🖼

📎

🎤

🎥

📄

H-P

What is the answer to the questions below.

- Drop down the “variables” settings and write your variables.

Question name  Solve the questions

Variables

Random variables 
 $l = \{2,4,6,8\};$
 $h = \{22:100:1\};$

Global variables 

- Scroll down to Part 1 setting to write your question.

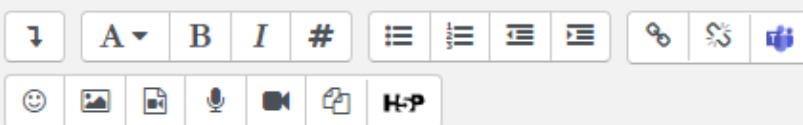
Part 1

Part's mark* 

1

Placeholder name 

Part's text 



what is the area of a square of length {l} cm and height {h} cm? {0}

- In the answer, write the formula that students must use.

Answer type 

Number

Answer* 

$l \cdot h$

5. Set the “Grading criterion” setting.

Grading criterion*

?

Relative error ▾

< ▾

0.02

☒ Simplified mode

You can click on “show more” to add more settings to your question.

Show less...

Local variables ?

Grading variables ?

Other rules ?

Part general feedback ?

↓ A ▾ B I #

☺ 🖼 📎 🎤 🎥 📄 H-P

6. You can add more question parts following the same steps.

➤ Part 1

➤ Part 2

➤ Part 3

Blanks for 2 more parts

7. Click on save changes to return to the quiz questions page

You can preview the question and when you refresh the page, you will see the different variables you have added.

Solve the questions **Version 3 (latest)**

Question 1
Not yet answered

What is the answer to the questions below.
what is the area of a square of length 4 cm and height 25 cm?

Start again

Save

Fill in correct responses

Submit and finish

Close preview

▶ Comments

Expand all

▶ Preview options

▶ Display options

Solve the questions **Version 3 (latest)**

Question 1
Not yet answered

What is the answer to the questions below.
what is the area of a square of length 6 cm and height 58 cm?

Start again

Save

Fill in correct responses

Submit and finish

Close preview

▶ Comments

Expand all

▶ Preview options

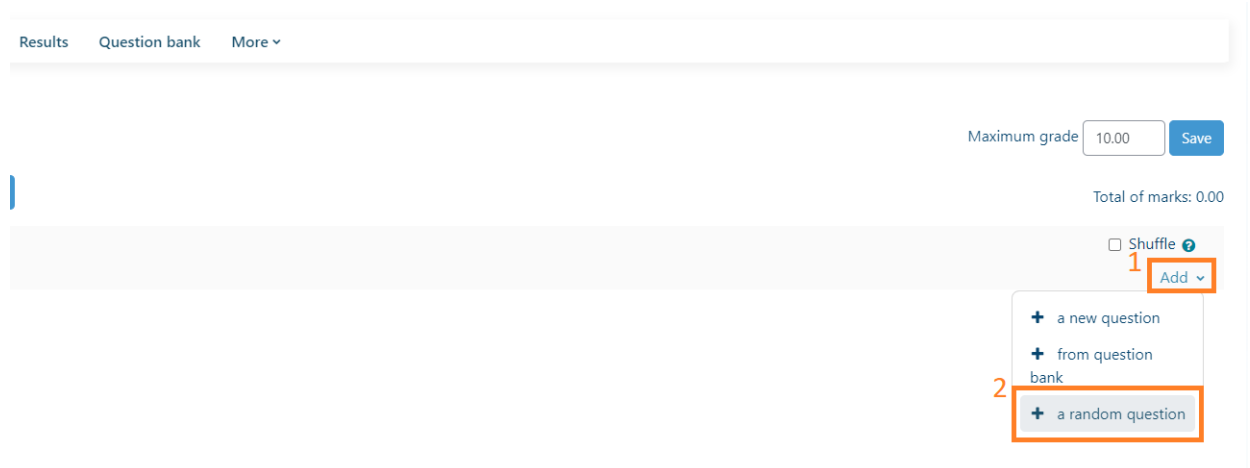
▶ Display options

36

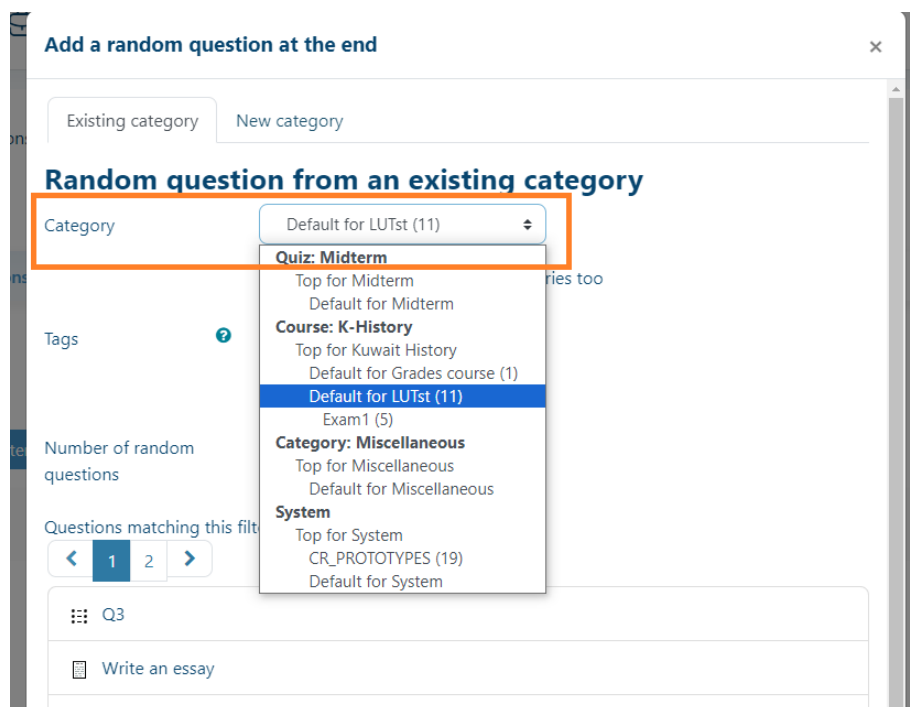
Random Question Generator

If you already have your questions categorized in the question bank, Moodle can generate random questions from it to add to the quiz\exam.

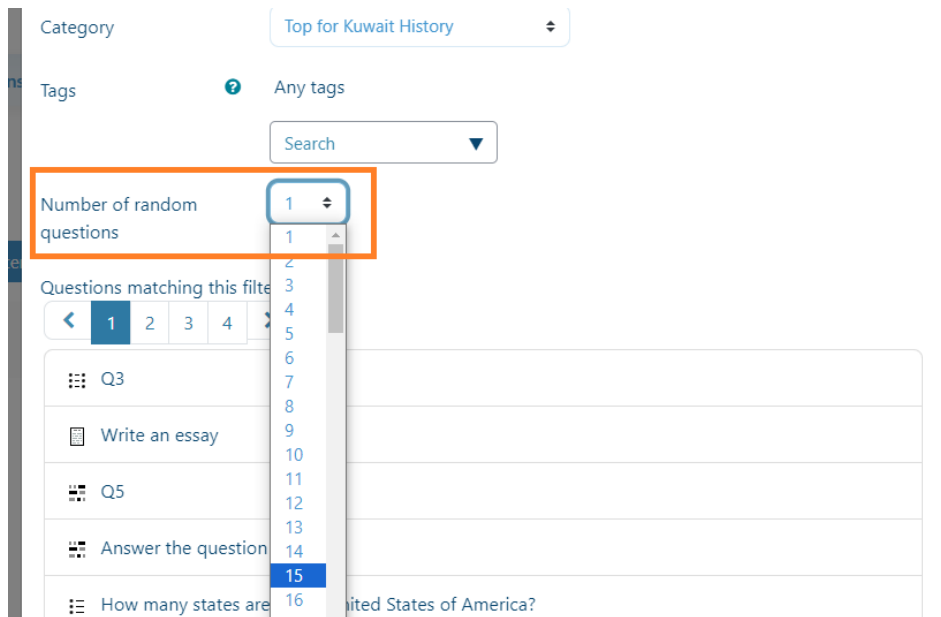
1. In the quiz\exam “Questions” page, click on add in the right side of the page and choose “Add a random question”.



2. From the category drop-down menu, choose the category you want Moodle to generate questions from.



- Specify how many questions you want to add to the exam in the drop-down menu of “Number of random questions”.



Category: Top for Kuwait History

Tags: Any tags

Search

Number of random questions: 1

Questions matching this filter: 16

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

Q3

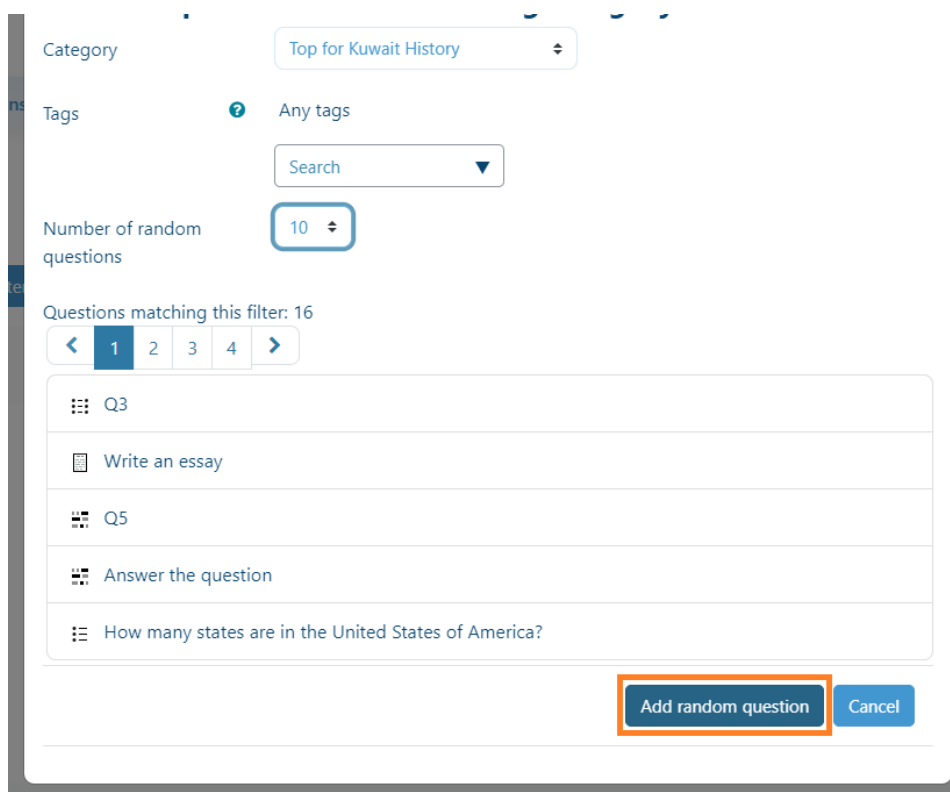
Write an essay

Q5

Answer the question

How many states are in the United States of America?

- Click on “Add random question”.



Category: Top for Kuwait History

Tags: Any tags

Search

Number of random questions: 10

Questions matching this filter: 16

1 2 3 4

Q3

Write an essay

Q5

Answer the question

How many states are in the United States of America?

Add random question Cancel

- Moodle will generate random questions from the question bank category you chose.

Questions

Questions: 10 | This quiz is open

Maximum grade

Total of marks: 10.00

		☐ Shuffle	
Page 1		Add ▾	
	1	Random (Any category in this course) (See questions)	1.00
	2	Random (Any category in this course) (See questions)	1.00
	3	Random (Any category in this course) (See questions)	1.00
	4	Random (Any category in this course) (See questions)	1.00
	5	Random (Any category in this course) (See questions)	1.00
	6	Random (Any category in this course) (See questions)	1.00
	7	Random (Any category in this course) (See questions)	1.00
	8	Random (Any category in this course) (See questions)	1.00
	9	Random (Any category in this course) (See questions)	1.00
	10	Random (Any category in this course) (See questions)	1.00

Safe Exam Browser

From the Quiz settings, you can enable the Safe Exam Browser.

- 1- Open the Safe Exam Browser setting, and from the drop-down menu choose Yes – Configure Manually.

> Review options

> 1 Appearance

▼ Safe Exam Browser

Require the use of Safe Exam Browser

2

No

No

Yes – Configure manually

Yes – Upload my own config

Yes – Use SEB client config

> Extra restrictions on attempts

> Overall feedback

- 2- You can start setting the rest of the “Safe Exam Browser” settings as you prefer.

▼ Safe Exam Browser

Require the use of Safe Exam Browser

?

Yes – Configure manually

Show Safe Exam Browser download button

?

Yes

Show Exit Safe Exam Browser button,
configured with this quit link

?

Ask user to confirm quitting

?

Yes

Enable quitting of SEB

?

Yes

Quit password

?

Click to enter text

Enable reload in exam

?

No

Show SEB task bar

?

Yes

Show reload button

?

Yes

Show time

?

Yes

Show keyboard layout

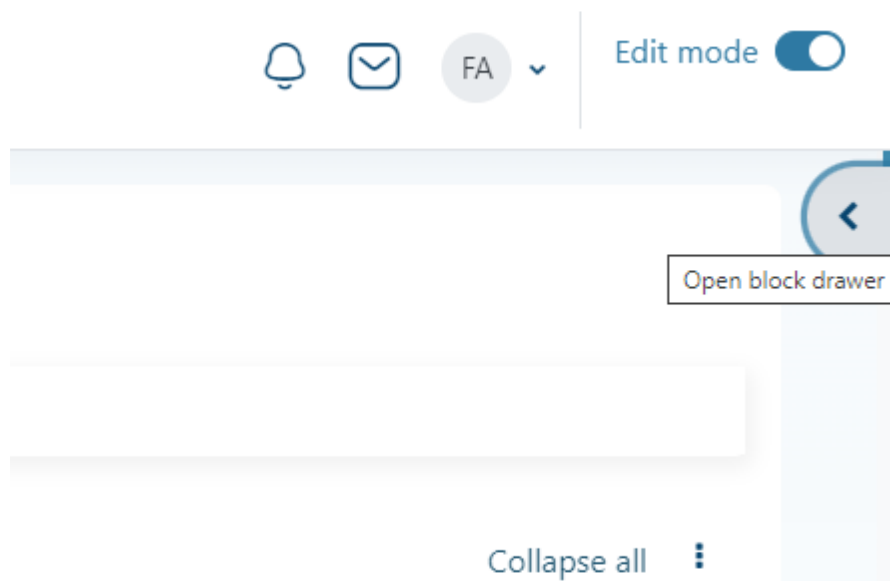
?

Yes

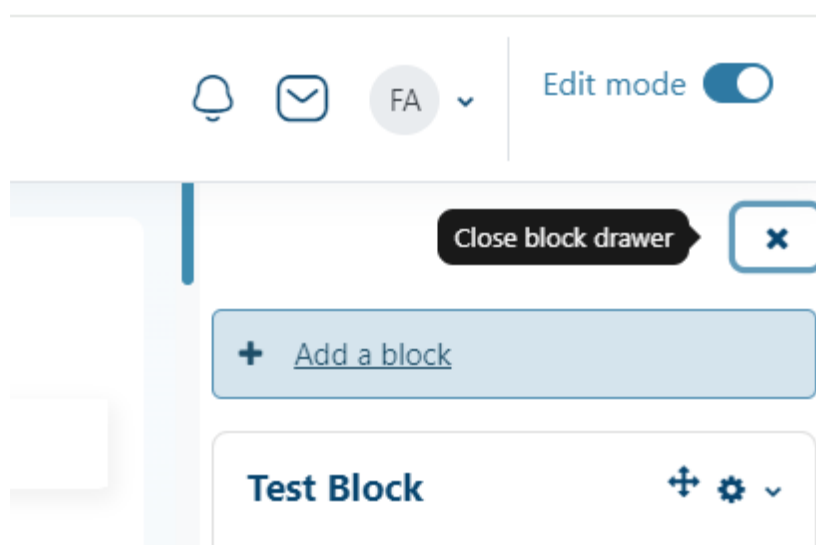
Respondus

You can enable Respondus in a quiz/exam by adding the Respondus Lockdown Browser block in your course. When you create the quiz/exam, do not enable “Safe Exam Browser” in the quiz settings.

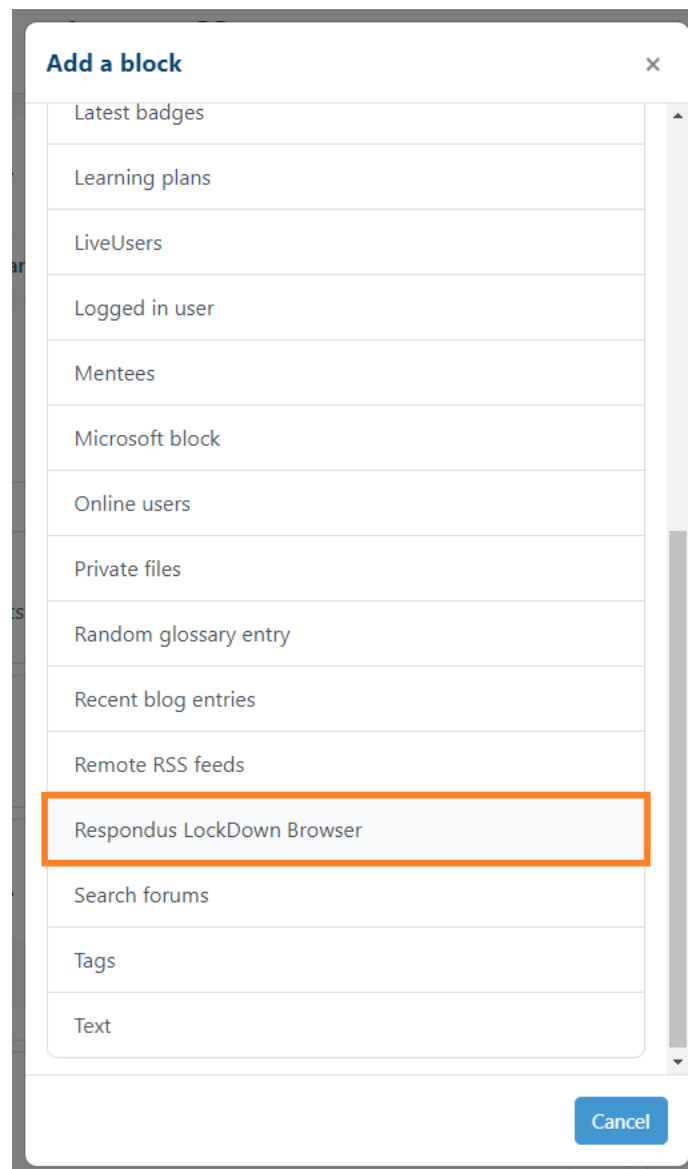
- 1- Turn the edit mode on, from your course page. On the top right corner open the course Block Drawer.



- 2- Click on add a block.



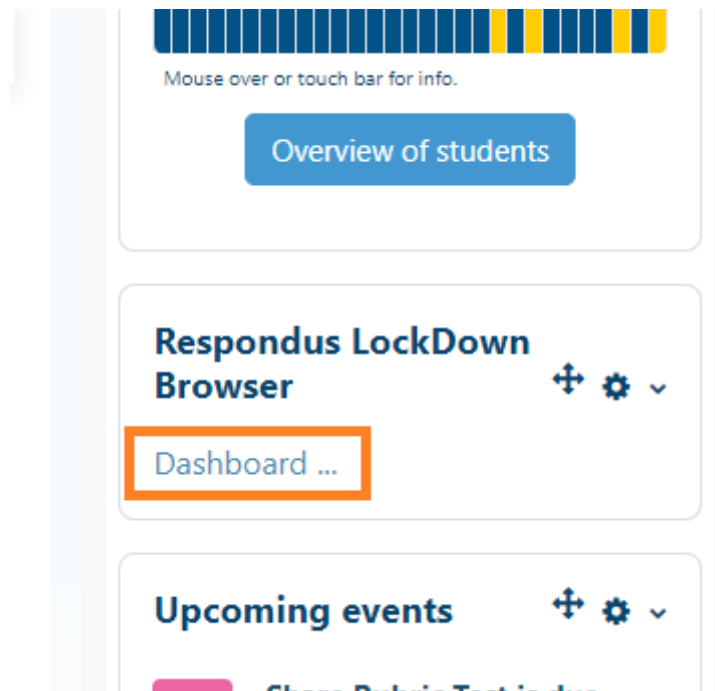
3- Choose Respondus Lockdown Browser.



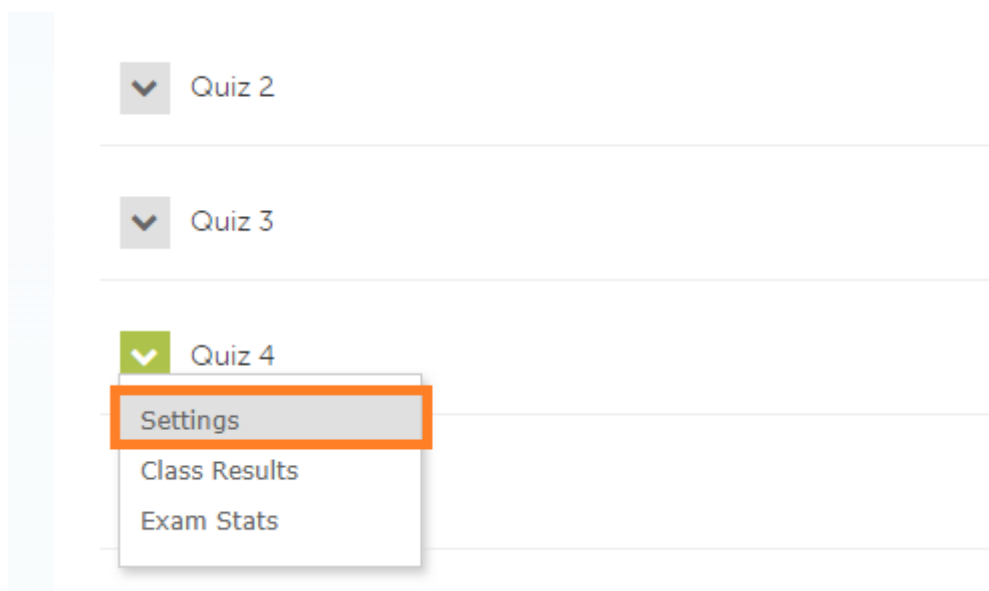
4- Create the Quiz in your course as usual.

Make sure that the "Safe Exam Browser" settings are off as you cannot select it and use Respondus at the same time.

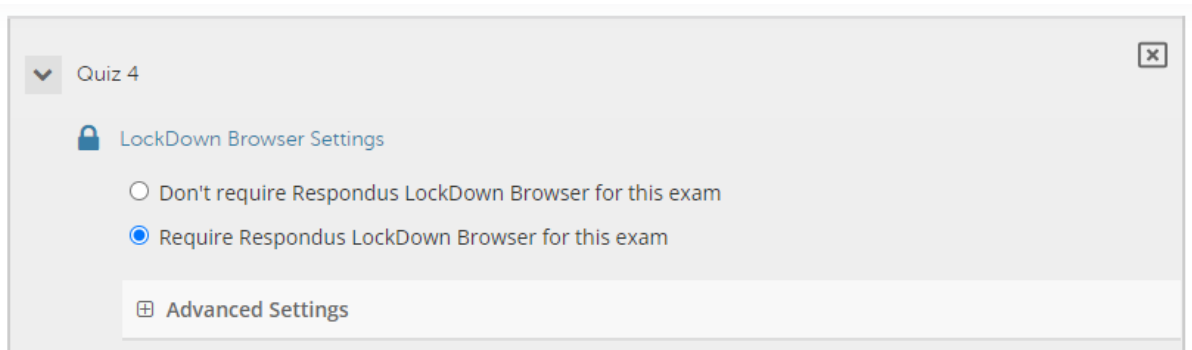
5- Click on the Dashboard under the Respondus Block.



6- Find the quiz you want to add Respondus Lockdown, click on the arrow on the left side and then select settings.

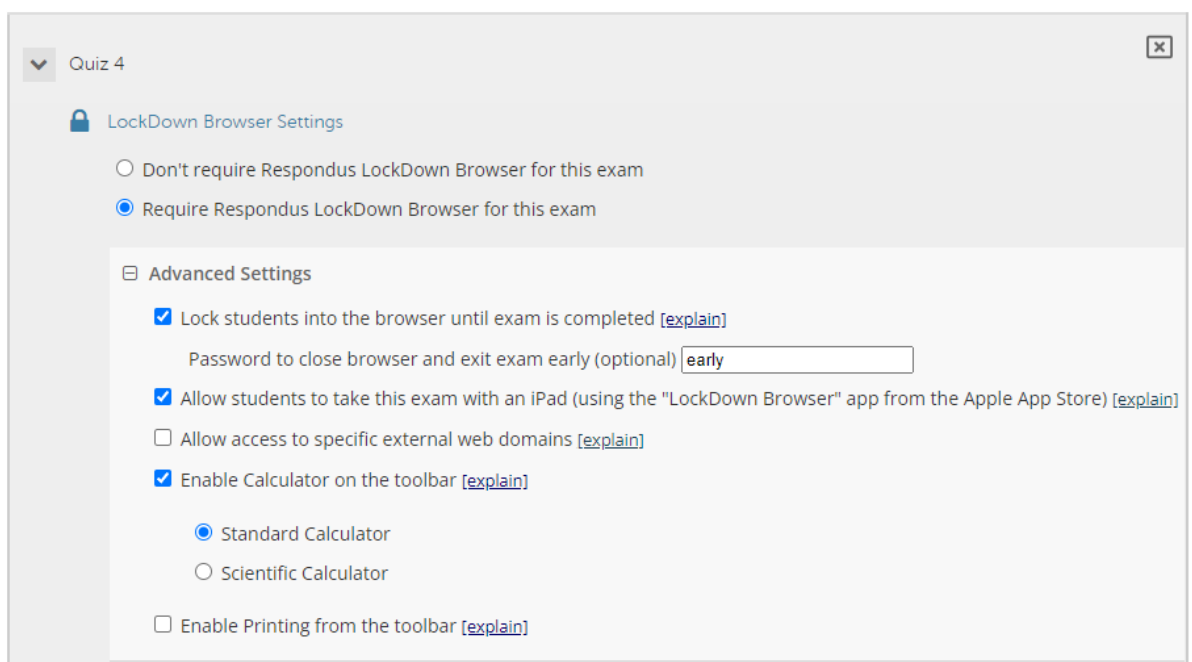


- 7- From the settings select "Require Respondus LockDown Browser for this exam".



The screenshot shows the 'Quiz 4' settings page. Under the 'LockDown Browser Settings' section, the option 'Require Respondus LockDown Browser for this exam' is selected with a blue radio button. Below this, there is a button labeled 'Advanced Settings' with a plus icon.

- 8- You can select from the advanced settings your preferences for your quiz.



The screenshot shows the 'Quiz 4' settings page with the 'Advanced Settings' section expanded. The 'LockDown Browser Settings' section shows 'Require Respondus LockDown Browser for this exam' selected. In the 'Advanced Settings' section, the following options are visible:

- ☒ Lock students into the browser until exam is completed [\[explain\]](#)
Password to close browser and exit exam early (optional)
- ☒ Allow students to take this exam with an iPad (using the "LockDown Browser" app from the Apple App Store) [\[explain\]](#)
- ☐ Allow access to specific external web domains [\[explain\]](#)
- ☒ Enable Calculator on the toolbar [\[explain\]](#)
 - ☒ Standard Calculator
 - ☐ Scientific Calculator
- ☐ Enable Printing from the toolbar [\[explain\]](#)

- 9- You can add proctoring settings to your exam that require the use of a camera.

 Proctoring

☐ Don't require proctoring for this exam

☒ Require Respondus Monitor (automated proctoring) for this exam [\[explain\]](#)

☐ Allow instructor live proctoring for this exam (via Zoom, Teams, etc) [\[explain\]](#)

Startup Sequence

The Startup Sequence is the set of optional events that occur before a Monitor webcam session begins. You can choose the items to be included in the Startup Sequence, and can edit the text unless it has been locked by the administrator.

Webcam Check	Preview
☒ Additional Instructions	Preview Edit Text
☒ Guidelines + Tips	Preview
☐ Student Photo	Preview
☐ Show ID	Preview Edit Text
☐ Environment Check	Preview Edit Text
Facial Detection Check	Preview

☒ **Facial Detection Options**

☐ Prevent students from starting the exam if face cannot be detected during Startup Sequence. [\[explain\]](#)

☐ Notify students **during** the exam if face cannot be detected (prompt for a fix) [\[explain\]](#)

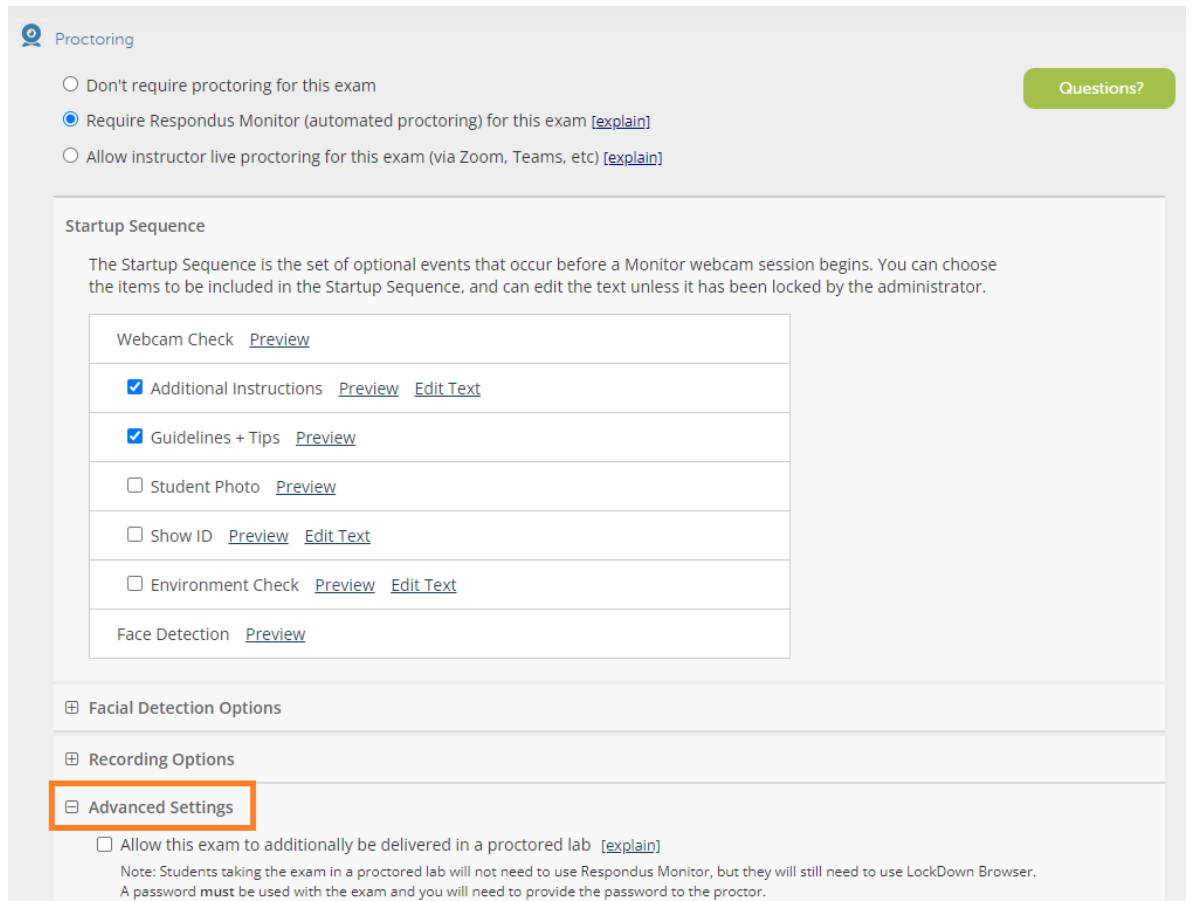
☒ **Recording Options**

☒ Record the screen while the student is taking this exam [\[explain\]](#)

Respondus Lockdown Browser for Labs

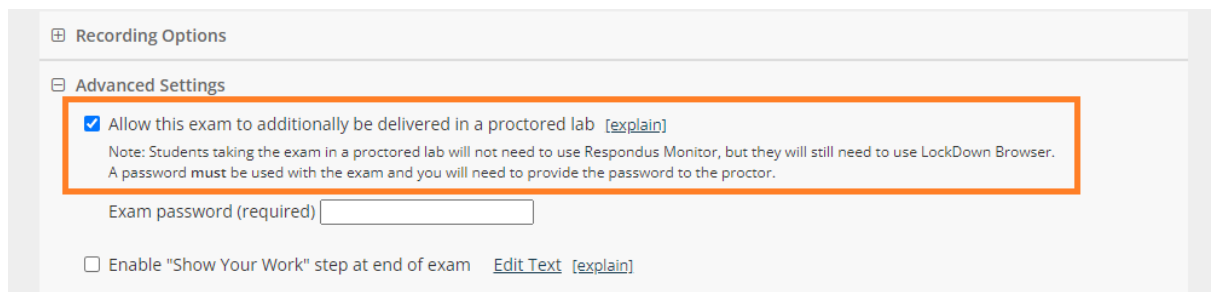
You can use Respondus Lockdown Browser in Kuwait University lab by preparing the Respondus settings as follows:

1. Within the Proctoring category, open “Advanced Settings”.



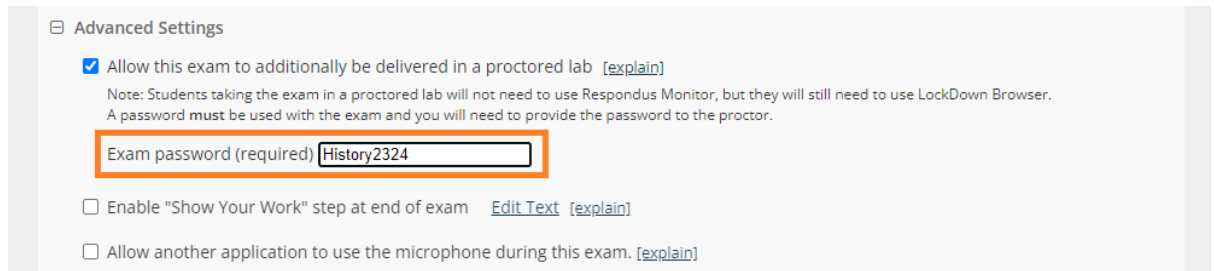
The screenshot shows the Moodle Proctoring settings page. At the top, there are three radio button options: "Don't require proctoring for this exam", "Require Respondus Monitor (automated proctoring) for this exam" (selected), and "Allow instructor live proctoring for this exam (via Zoom, Teams, etc)". A "Questions?" button is in the top right. Below these is the "Startup Sequence" section, which lists several events: Webcam Check, Additional Instructions (checked), Guidelines + Tips (checked), Student Photo, Show ID, Environment Check, and Face Detection. Each event has a "Preview" link. Below the Startup Sequence are three expandable sections: "Facial Detection Options", "Recording Options", and "Advanced Settings". The "Advanced Settings" section is highlighted with a red box and contains a checkbox "Allow this exam to additionally be delivered in a proctored lab" which is checked. Below this checkbox is a note: "Note: Students taking the exam in a proctored lab will not need to use Respondus Monitor, but they will still need to use LockDown Browser. A password must be used with the exam and you will need to provide the password to the proctor." Below the note is a text input field labeled "Exam password (required)".

2. Enable “Allow this exam to additionally be delivered in a proctored lab”.



This screenshot is a closer view of the "Advanced Settings" section from the previous image. It shows the "Allow this exam to additionally be delivered in a proctored lab" checkbox is checked. Below it is the same note about students not needing Respondus Monitor but still needing LockDown Browser and a password. Below the note is the "Exam password (required)" text input field. The entire "Advanced Settings" section is highlighted with a red box.

3. Write a password for the quiz.

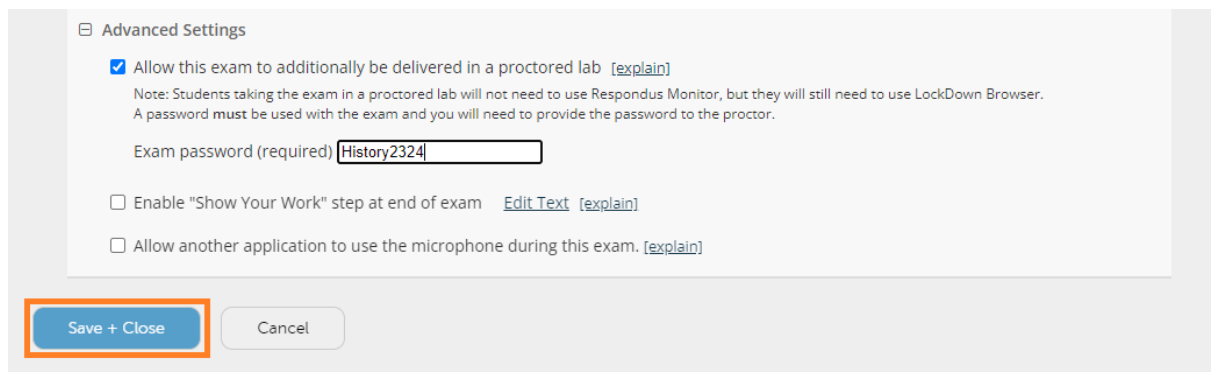


Advanced Settings

- ☒ Allow this exam to additionally be delivered in a proctored lab [\[explain\]](#)
Note: Students taking the exam in a proctored lab will not need to use Respondus Monitor, but they will still need to use LockDown Browser. A password must be used with the exam and you will need to provide the password to the proctor.
Exam password (required)
- ☐ Enable "Show Your Work" step at end of exam [Edit Text](#) [\[explain\]](#)
- ☐ Allow another application to use the microphone during this exam. [\[explain\]](#)

4. You can enable the rest of the settings according to your preferences.

5. Finally click on "Save + Close".



Advanced Settings

- ☒ Allow this exam to additionally be delivered in a proctored lab [\[explain\]](#)
Note: Students taking the exam in a proctored lab will not need to use Respondus Monitor, but they will still need to use LockDown Browser. A password must be used with the exam and you will need to provide the password to the proctor.
Exam password (required)
- ☐ Enable "Show Your Work" step at end of exam [Edit Text](#) [\[explain\]](#)
- ☐ Allow another application to use the microphone during this exam. [\[explain\]](#)

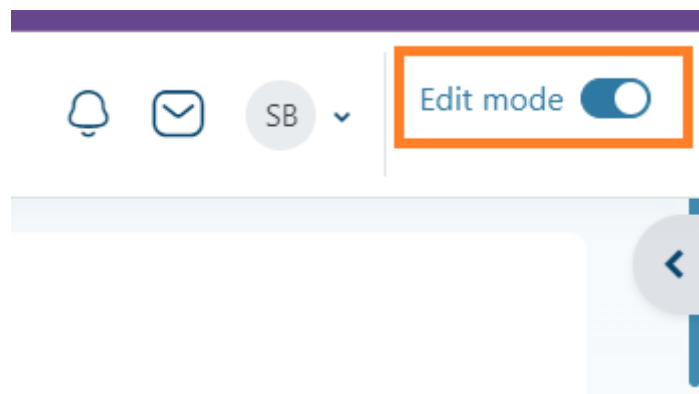
Save + Close Cancel

For Respondus Lock Down browser to be enabled in a lab, you must contact Kuwait University helpdesk prior to the Quiz/Exam time to download the application in the lab.

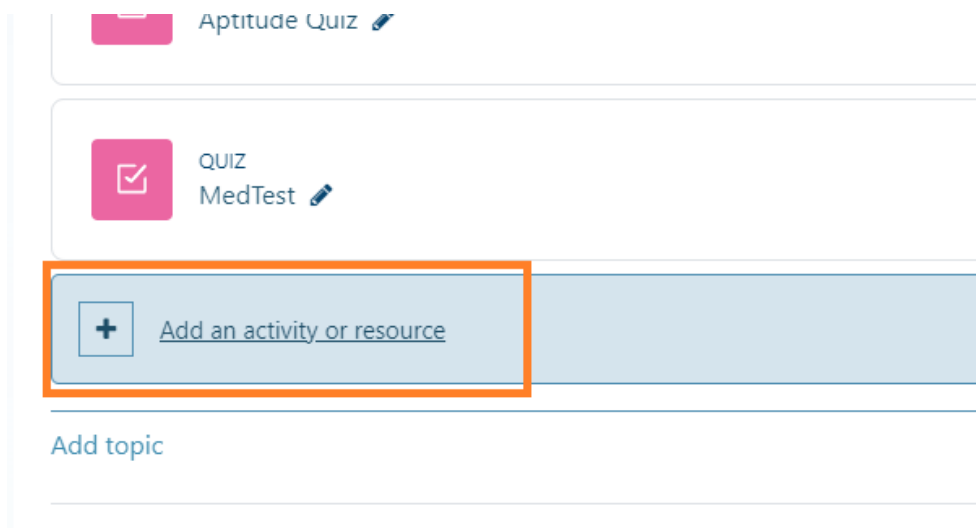
Proctorio

You can enable Proctorio in a quiz/exam by adding the external tool to your course. To use Proctorio, you must use **Google Chrome** browser and download the extension. When you add the quiz activity, do not enable “Safe Exam Browser” in the quiz settings.

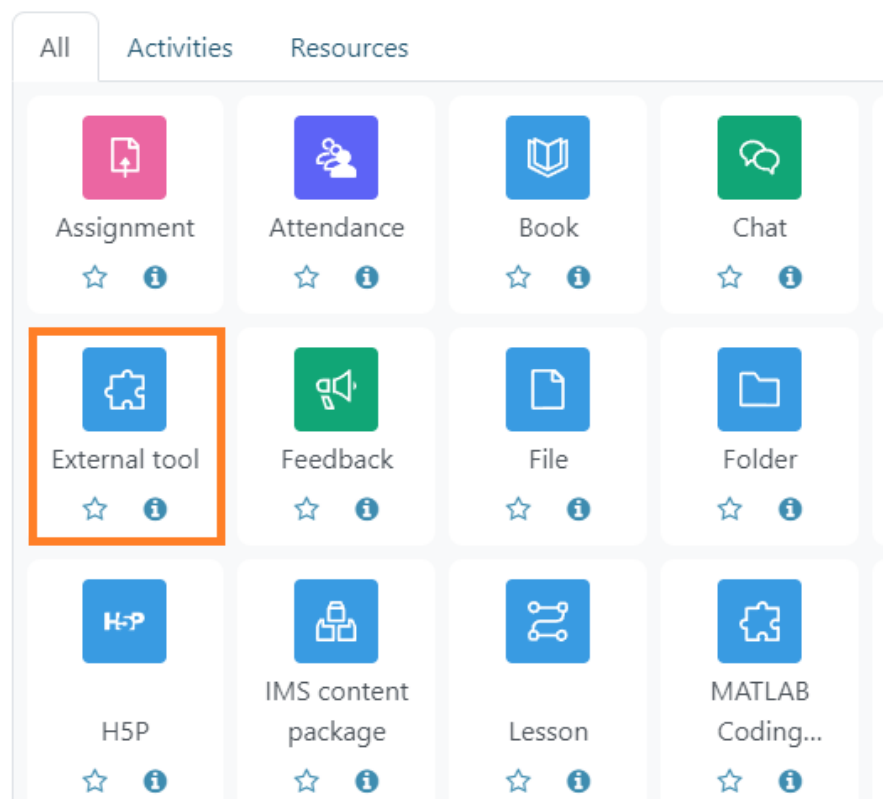
1. In you course, turn the edit mode on in the top right corner of the page



2. Click on add an activity or resource.



3. Choose the external tool in the menu.



4. The external tool name must be “Secure Exam Proctor”.

A screenshot of the Moodle 'Adding a new External tool' form. The form has a header with tabs: 'Course', 'Settings', 'Participants', 'Grades', 'Reports', and 'More'. Below the tabs is a section titled 'Adding a new External tool'. Under this section, there is a 'General' tab. The 'Activity name' field is highlighted with an orange border and contains the text 'Secure Exam Proctor'. Below the 'Activity name' field is a 'Show more...' link. To the right of the 'Show more...' link is a 'Preconfigured tool' dropdown menu with the option 'Automatic, based on tool URL'. Below the dropdown menu is a 'Select content' button. At the bottom of the form is a 'Tool URL' field.

5. In Preconfigured tool choose “Secure Exam Proctor”.

Activity name ? Secure Exam Proctor

Show more... ?

1 Preconfigured tool ?

2 ?

Automatic, based on tool URL + ⚙ ×

Automatic, based on tool URL

MATLAB Coding Problem

McGraw Hill Connect

Secure Exam Proctor

Tool URL ?

> Privacy

6. In “privacy” setting make sure that all three options are disabled.

> Privacy

-
- ☐ Share launcher's name with the tool ?
- ☐ Share launcher's email with the tool ?
- ☐ Accept grades from the tool ?

7. Click on “Save and display”.

> Competencies

- ☐ Send content change notification ?

Save and return to course

Save and display

Cancel

? Required

- Wait for the Proctorio Chrome Extension page to load, then click on the 2nd step link “<https://getproctorio.com>” and follow the steps on the screen to add the Proctorio extension to the Chrome browser.

 EXTERNAL TOOL

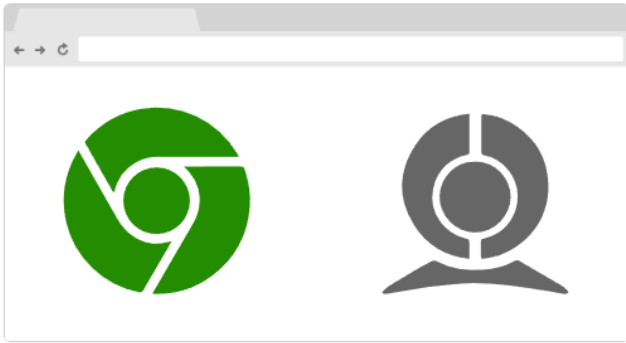
Secure Exam Proctor

External tool Settings More ▾

Mark as done

Proctorio *Chrome Extension*

This course requires you to install an extension into your browser.



- 1 Install Google Chrome.
done.
- 2 Install Proctorio Chrome Extension.
<http://getproctorio.com>
- 3 Done!

- After adding the extension go back to the page and refresh it, you should see the message “Secure Exam Proctor Plugin Successfully Installed! Please return to your course.”.

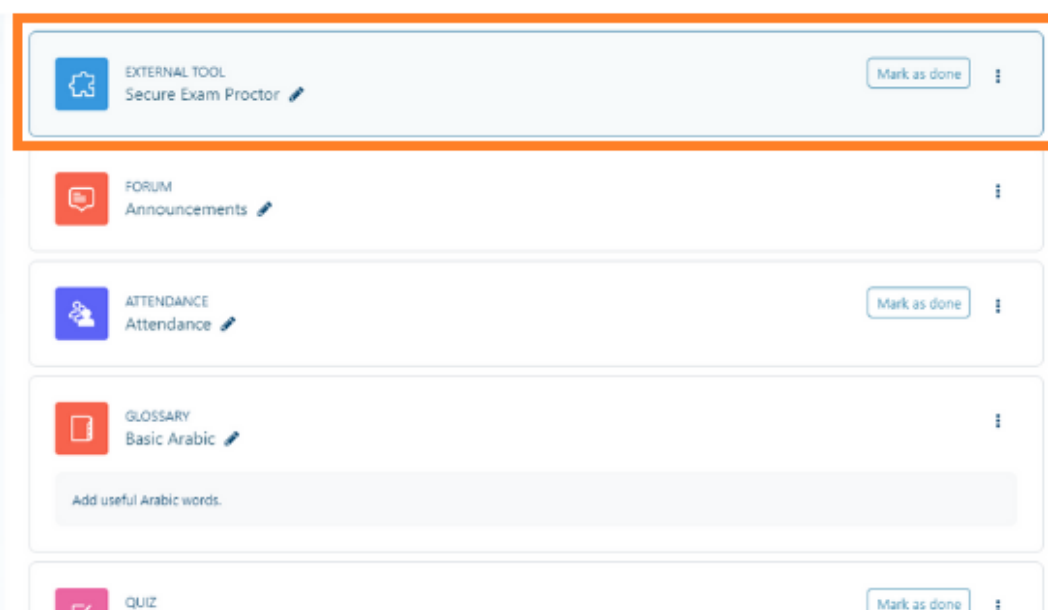
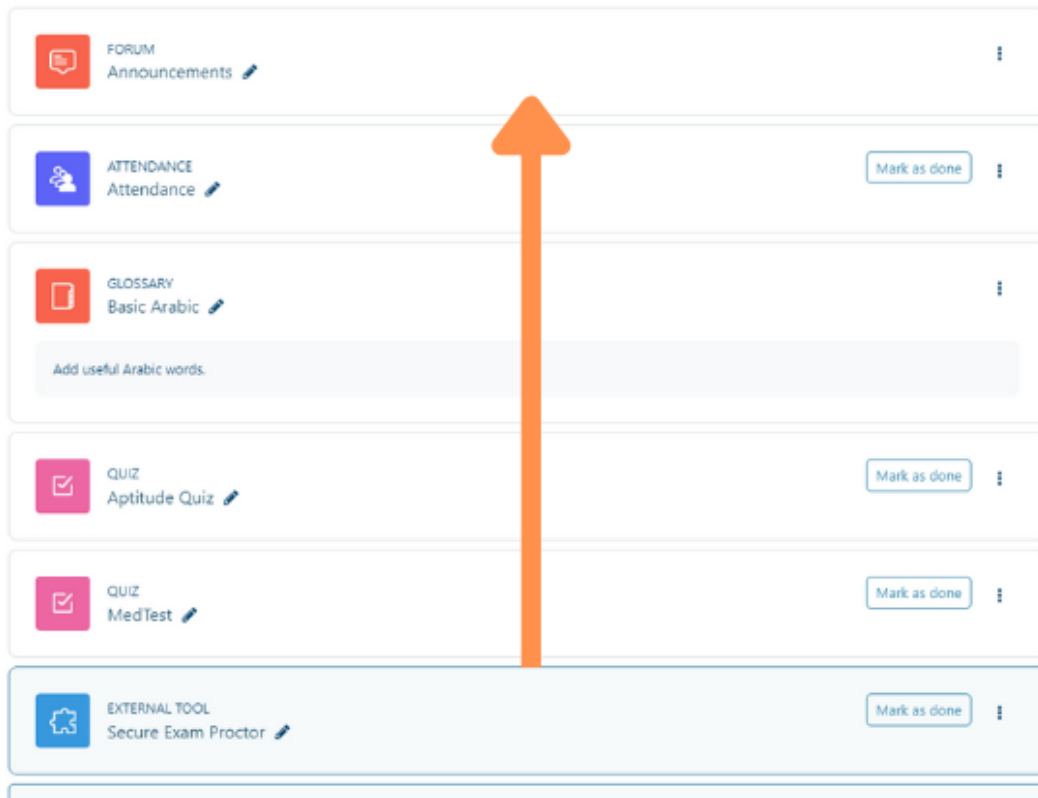
 **Secure Exam Proctor**

External tool Settings More ▾

Mark as done

Secure Exam Proctor Plugin Successfully Installed! Please return to your course.

10. Go back to the course page with the edit mode turned on and drag the external tool activity at the top of the course to be able to add it to the exams/quizzes.



11. Add the Quiz activity in the course and write the name and description.

✕ **Updating: Quiz** Expand all

▼ **General**

Name ?

Description

Rich text editor toolbar: Bold, Italic, Underline, Bulleted list, Numbered list, Indent, Outdent, Link, Unlink, Image, Video, Audio, Table, Source, Help.

12. You must add the timing setting for the quiz to use the Proctorio settings.

▼ **Timing**

Open the quiz	?	10	December	2023	10	00	☒ Enable
Close the quiz		30	November	2023	14	07	☐ Enable
Time limit	?	45	minutes	☒ Enable			
When time expires	?	Open attempts are submitted automatically					

Proctorio recommends using the Layout New page setting set to “Never, all questions on one page”.

Attempts allowed

> **Layout**

New page ?

Show more...

> **Question behaviour**

13. Enable the Proctorio setting and choose the proctoring setting you want to add to the exam.

1

> Common module settings

2

▼ Proctorio Settings

Remote Proctoring

☒ Enable Proctorio Secure Exam Proctor

▼ Saved Profiles

You have not saved any profiles yet :(

Saving Proctorio settings profiles allows you to apply your favorite exam settings with a single click.

▼ Proctorio Exam Settings

Exam settings can not be changed once the first test taker has started the exam.

▼ Recording Options



Record Video



Record Audio



Record Screen



Record Web Traffic



Record Desk

Record Desk will require the test taker to show their entire exam environment at intervals based on the option selected.

▼ Lock Down Options



Force Full Screen



Only One Screen



Disable New Tabs



Close Open Tabs



Disable Printing



Disable Clipboard



Block Downloads



Clear Cache



Disable Right Click



Prevent Re-entry

Prevent Re-entry requires the exam to be completed in one sitting, any disconnection will end the exam.

▼ Verification Options



Verify Video



Verify Audio



Verify Desktop



Verify ID



Verify Signature

Verify ID will require the test taker to show a photo identification card before beginning the exam.

54

14. Click on “Save and display” to add the quiz questions as usual.

Students will be informed that the exam is proctored.

Before you Begin

This exam will be proctored. Here are a few things to know before you begin.



We will tell you when we start and stop recording.



Your institution can access the data collected and will control who sees it.



Decisions are made by your exam admin, not us.

Proctorio d.o.o. complies with [GDPR](#), [FERPA](#), and other regulations. Read our [Privacy Policy](#).
Your data will be securely stored in **Singapore** for 6 months before being deleted.



What's recorded during the exam
computer screen • location



What's restricted during the exam
no clipboard • no printing • no right-clicking



24/7 support available during the exam
Click the Proctorio browser extension icon to chat with an agent within seconds.

Accessibility options:
[Enable high visibility mode.](#)
[Learn more about Proctorio's approach to Accessibility.](#)

Your exam hasn't started yet! First, we need to set up your system.

Continue

Proctorio Gradebook

After students attempt the Exam/Quiz, you can view the screen recording of the students attempts and their score.

1. In the Exam/Quiz page click on “View Proctorio Gradebook”.

Attempts: 1

[View Proctorio Gradebook](#)

Proctorio Gradebook Symbols,

 Number of Attempts

 Exam Score

 Annotations

 Abnormalities

 Suspicion Level

 Alerts

2. To view students' attempts, you first click on a participant's name.

Proctorio Gradebook Proctorio Settings Proctorio Map Display Options Export Options

Proctorio Exam Results

Completed Attempts
(Retention Period: 6 months)

☐	Name	Submission	Availability						
☐	2. Learner	12/11/2023	6 Months	1	2.00	0	0	20%	

3. The table shows the webcam recording and the student attempt data.

☐	Name	Submission	Availability						
☐	2. Learner	12/11/2023	6 Months	1	2.00	0	0	20%	

Webcam Recording

No Video Recorded

Types of data



Display Incident Log, all of the annotations added will show up in a table.



Display Disk Scan, enabled in the settings while creating the exam.



Display Screen Recording, displays the student's attempt recording.



Display Location Information, includes the IP Address of the student.



Display Annotations, you can add annotation to the recordings.

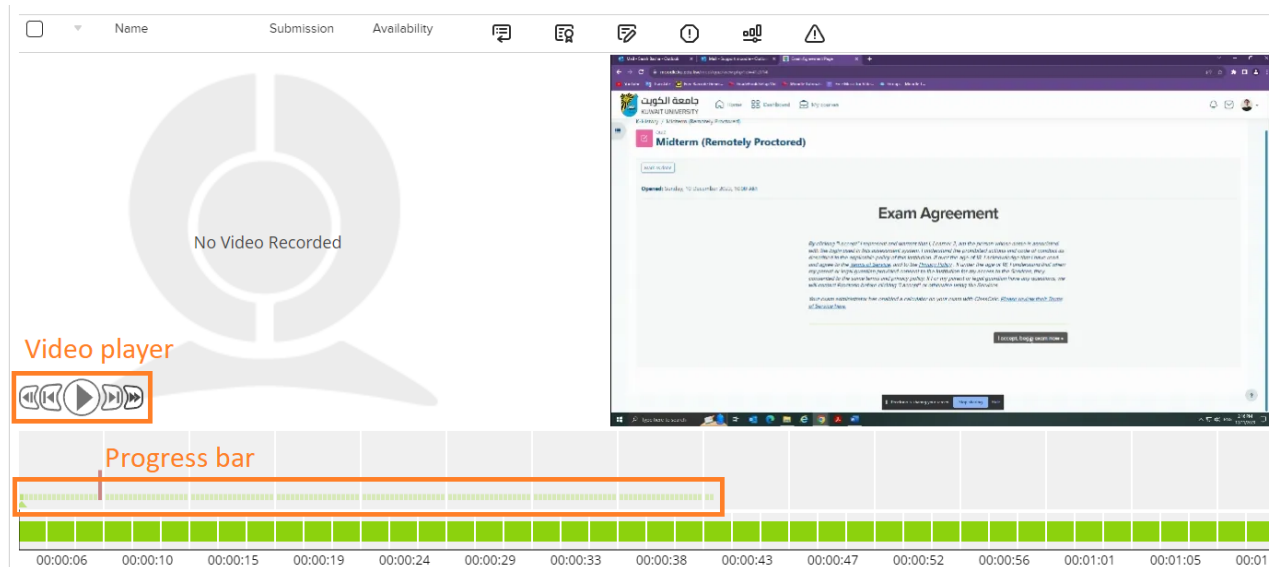


Display Identification, student's ID if enabled in the Proctorio settings.

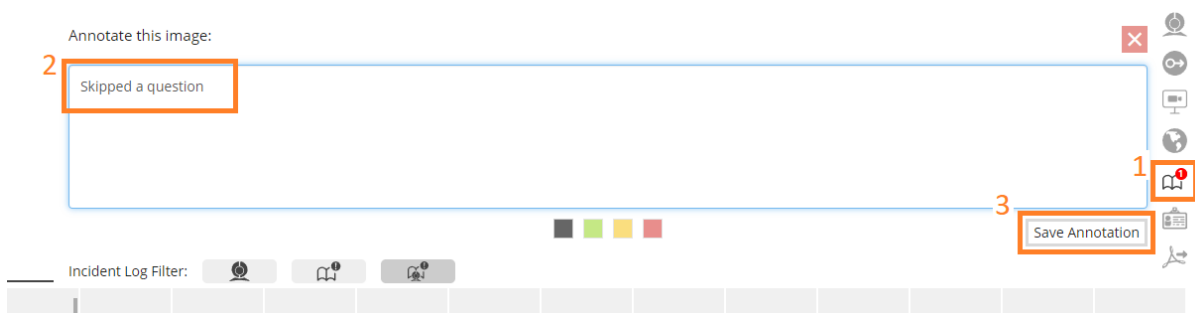


Display PDF Export Options, enables you to download student's attempt data.

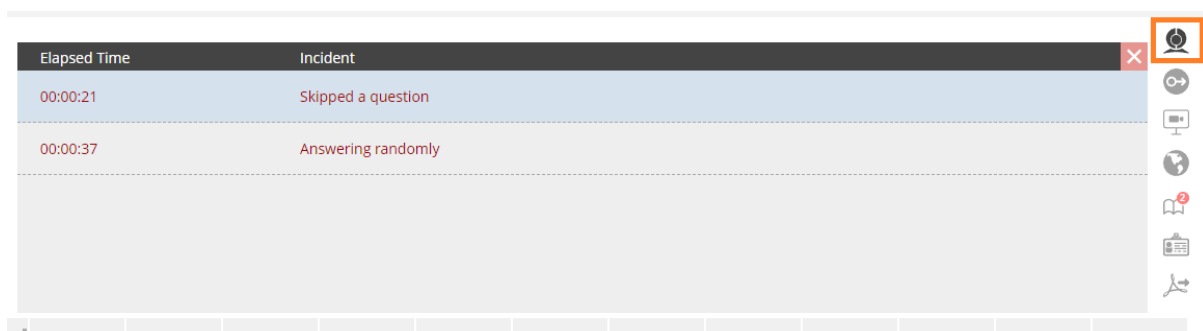
4. You can use the video player to view the video recording or go throw the progress bar.



5. You can add annotations to specific time by clicking on the annotation symbol on the right side of the video, write the annotation and then click on save.



6. You can view the added annotations in the “Display Incident Log”.



7. Proctorio also reports on the student attempt below the video player.

The attempt ended when the test taker navigated away from the exam. [Learn more about this alert.](#)

There must be more than three attempts to calculate the exam abnormalities. Please [check back later](#). [Learn more about this alert](#)

Computer Performance Index

(may indicate reasons for computer issues)



Test taker had decent overall performance



Test taker had poor internet performance



Test taker had good computer performance



Test taker had good video quality throughout the exam



The exam was taken using Windows 10 on Chrome 119



The exam was taken using 1.5.23307.11 extension version with an ID: fmpapakogndmenjcfoajifaaonnkpkei



Test taker started the exam with 90% of free CPU.



Test taker started the exam with 9.4GB of free RAM.



Storage : 1861.7GB



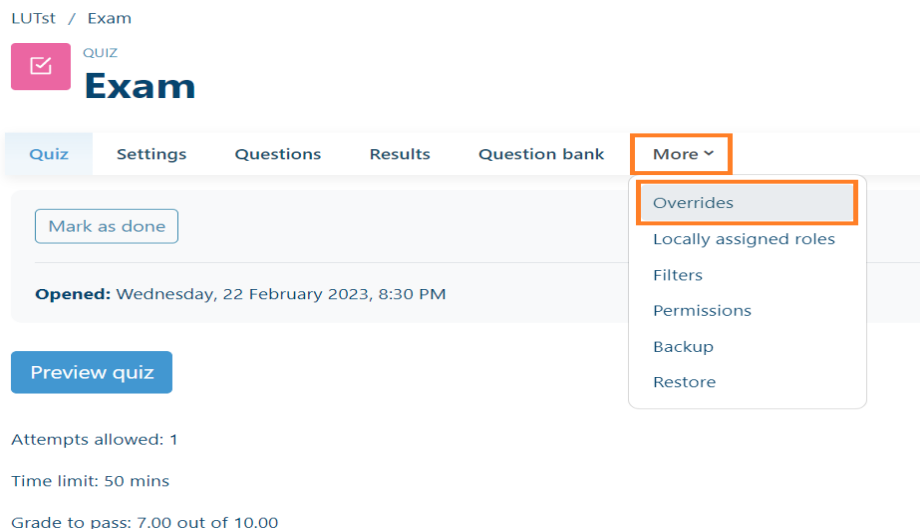
Screen resolution : 1920x1080 (ANGLE,NVIDIA, NVIDIA Quadro P400,0x00001CB3) Direct3D11 vs_5_0 ps_5_0, D3D11)

[Learn more about Computer Performance Index](#)

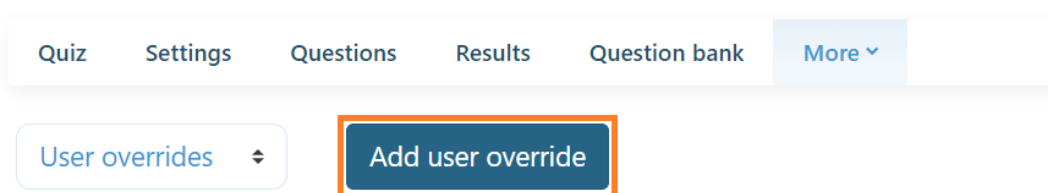
Add user Override During Quiz/Exam

During an exam if a student faces a technical difficulty, you can override the quiz/exam to allow the student to take the test again.

1. Open the quiz/exam page and from the more drop-down menu choose “Override”



2. Click on “Add user override”.



User overrides

No user settings overrides have been created for this quiz.

3. Choose the student you want to add.

Exam

▼ Override

Override user  × Fatemah (1278, .f@ku.edu.kw)

Search ▼

Require password  Click to enter text  

4. In cloze the quiz, change the time.
If the student already started the exam, change the time limit as well.

Open the quiz 22 ▾ February ▾ 2023 ▾ 20 ▾ 30 ▾  ☒ Enable

Close the quiz 22 ▾ February ▾ 2023 ▾ 21 ▾ 30 ▾  ☒ Enable

Time limit  50 minutes ▾ ☒ Enable

5. In “Attempts allowed” change the attempts to **2**.

Attempts allowed  2 ▾

Revert to quiz defaults

Save

Save and enter another override

Cancel

6. Click on “Save” or “Save and enter another override” to add another student.

Revert to quiz defaults

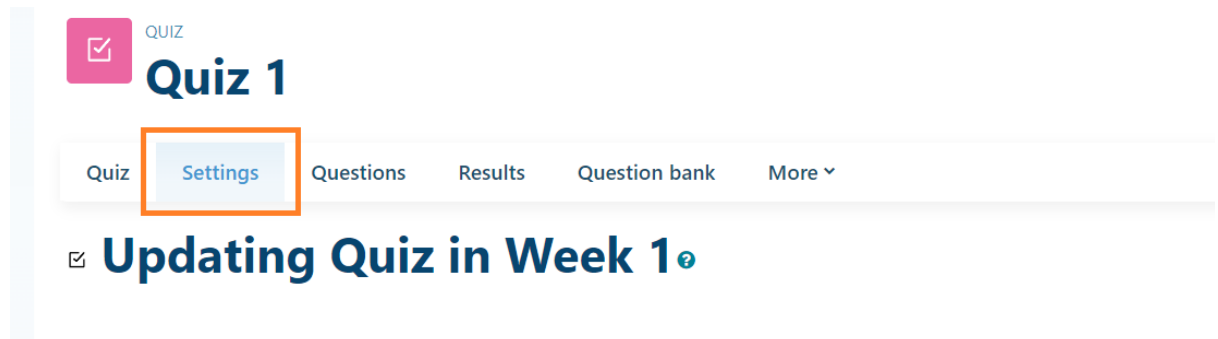
Save

Save and enter another override

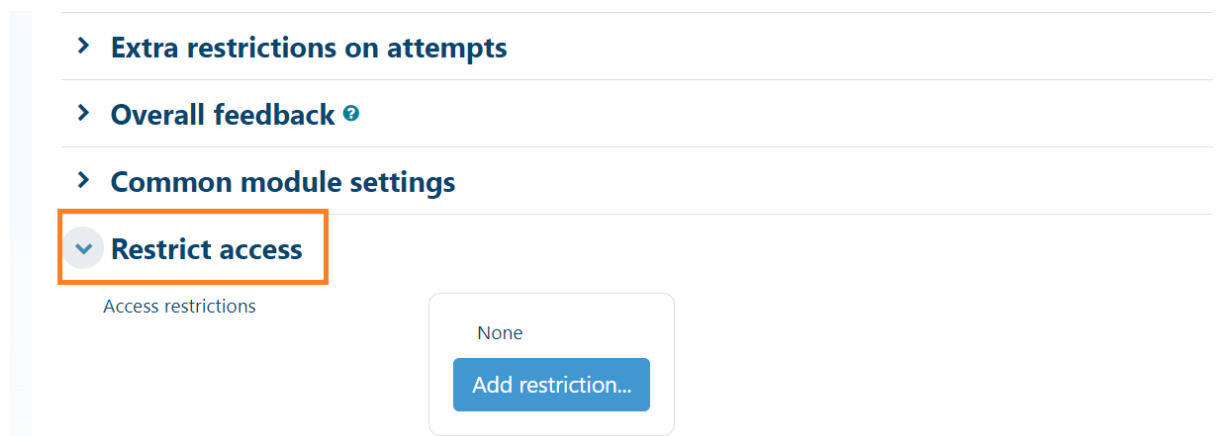
Cancel

Make up Quiz/Exam

- 1- From the quiz/exam page click on the settings tab.



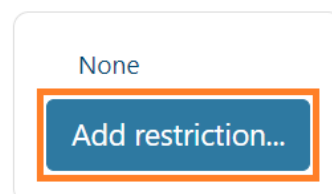
- 2- Scroll down to the “Restrict Access” setting and expand it.



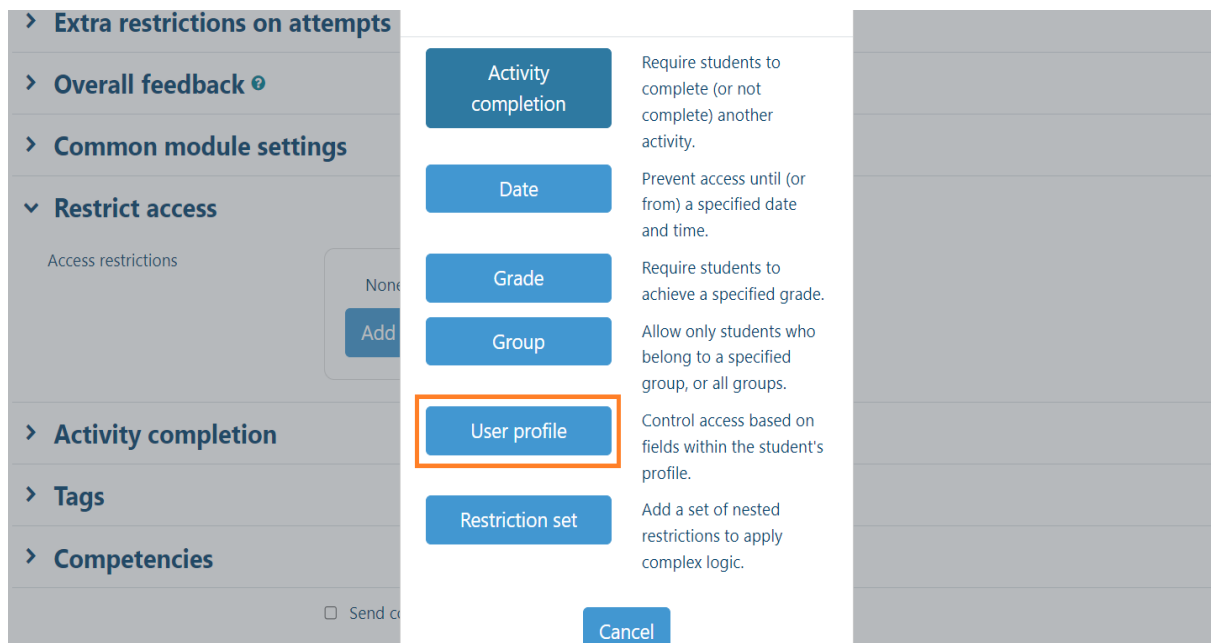
- 3- Click on “Add restriction”.

▼ Restrict access

Access restrictions

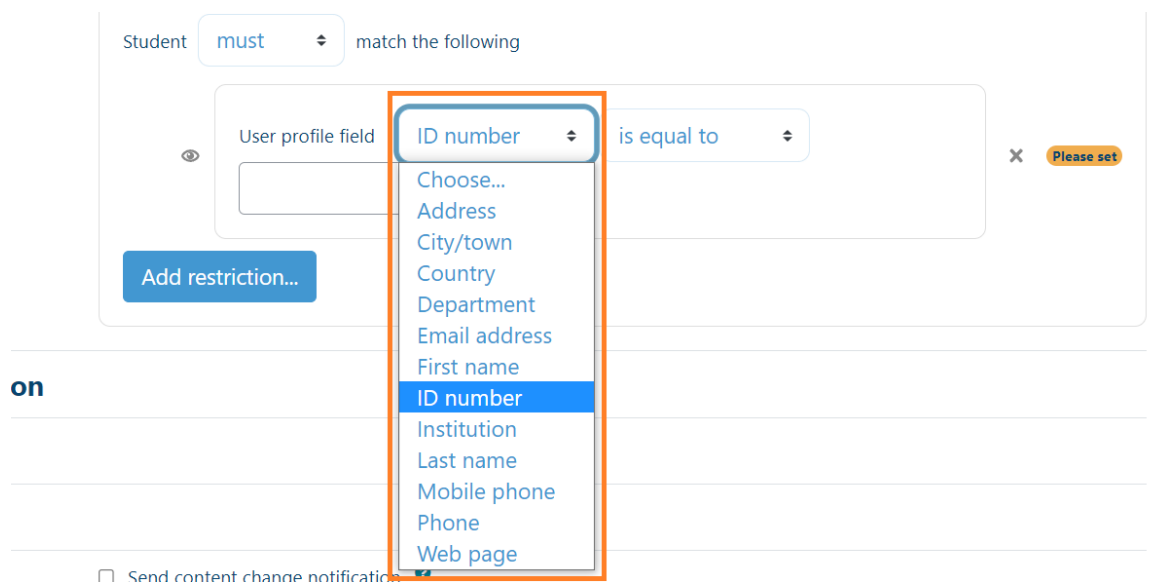


4- Choose the restriction “User Profile”.

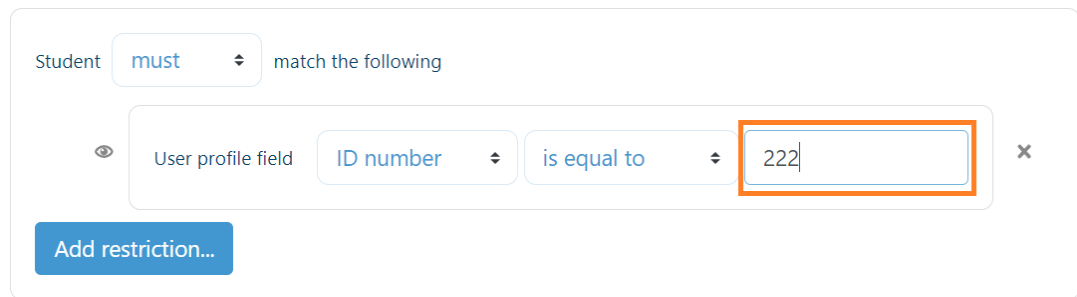


5- From the list you can choose how you want to filter the restriction by KU email, KU ID number, first name, last name, etc.

For instance, the students KU ID number.



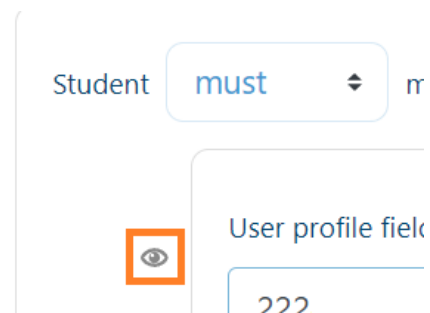
6- Enter the student credentials.



A screenshot of the Moodle access restriction configuration interface. At the top, it says "Student" followed by a dropdown menu set to "must" and the text "match the following". Below this is a restriction rule: an eye icon, "User profile field", a dropdown set to "ID number", "is equal to", and a text box containing "222". The text box is highlighted with an orange border. To the right of the text box is a close icon (X). At the bottom left is a blue button labeled "Add restriction...".

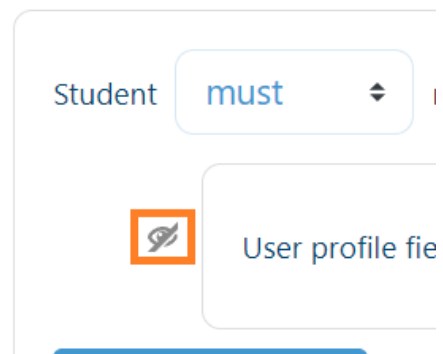
7- Make sure to click on the eye symbol on the left so the quiz is only visible to the students that meet the restriction criteria you have added.

Access restrictions



A screenshot of the Moodle access restriction configuration interface, showing the same rule as above. The eye icon on the left of the restriction rule is highlighted with an orange square, indicating it should be clicked to toggle visibility.

Access restrictions



A screenshot of the Moodle access restriction configuration interface, showing the same rule as above. The eye icon on the left of the restriction rule is highlighted with an orange square, indicating it should be clicked to toggle visibility.

- 8- Change the “Timing” settings date and time to when you want the student to take the makeup quiz/exam.

▼ **Timing**

Open the quiz

16 February 2023 10 30 ☒ Enable

Close the quiz

16 February 2023 11 45 ☒ Enable

Time limit

20 minutes ☒ Enable

When time expires

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



▼ **Timing**

Open the quiz

21 February 2023 12 30 ☒ Enable

Close the quiz

21 February 2023 13 45 ☒ Enable

Time limit

20 minutes ☒ Enable

- 9- Click on “Save and return to course”.



You will be able to view the restriction under the quiz/exam activity in the course page with the conditions you have filtered on the course page.



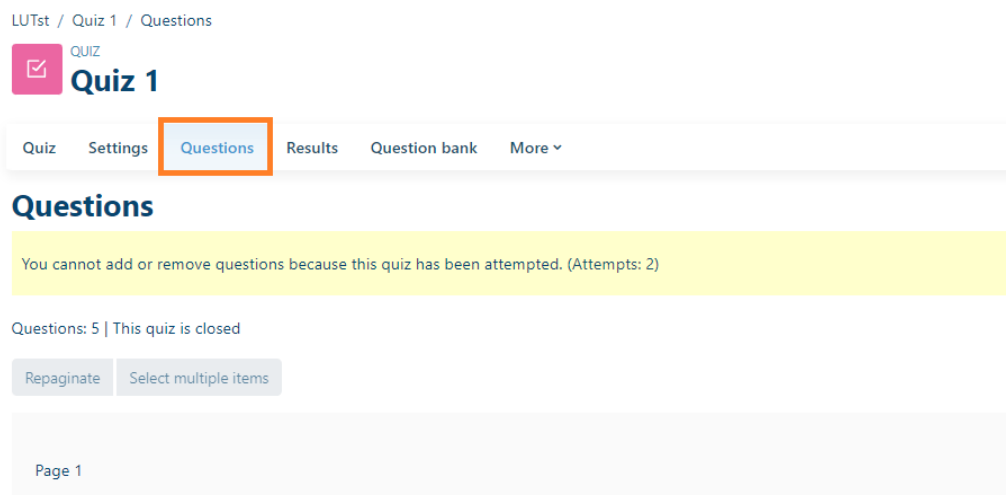
QUIZ
Q1

Not available unless: Your **ID number** is 222

Edit Answers

You can change and correct the answers of any questions you added to a quiz/exam.

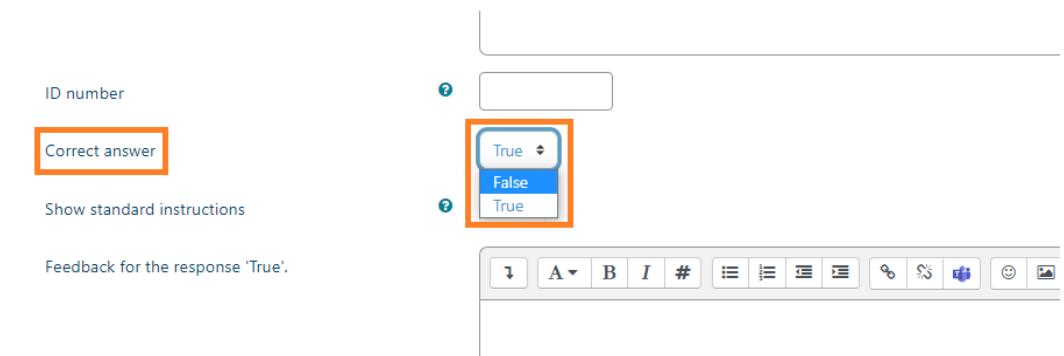
1. Go to the quiz/exam page that you want to edit an answer in.
2. Click on the questions tab in the top left of the quiz/exam page.



3. Click the gear symbol next to the question you want to edit.



4. Scroll down to the answer and correct it.



ID number

Correct answer

Show standard instructions

Feedback for the response 'True'.

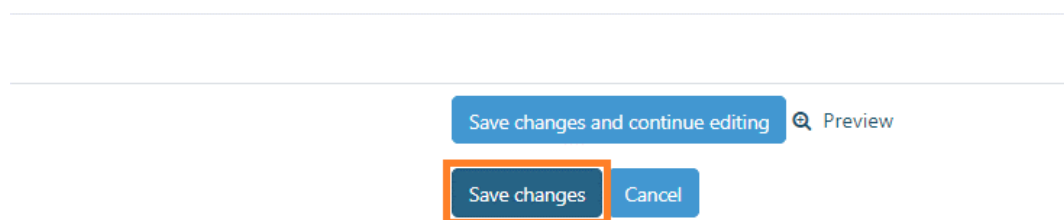
True

False

True

Rich text editor toolbar: Bold, Italic, Underline, Link, Unlink, List, Indent, Outdent, Undo, Redo, Help, etc.

5. Click on save changes.



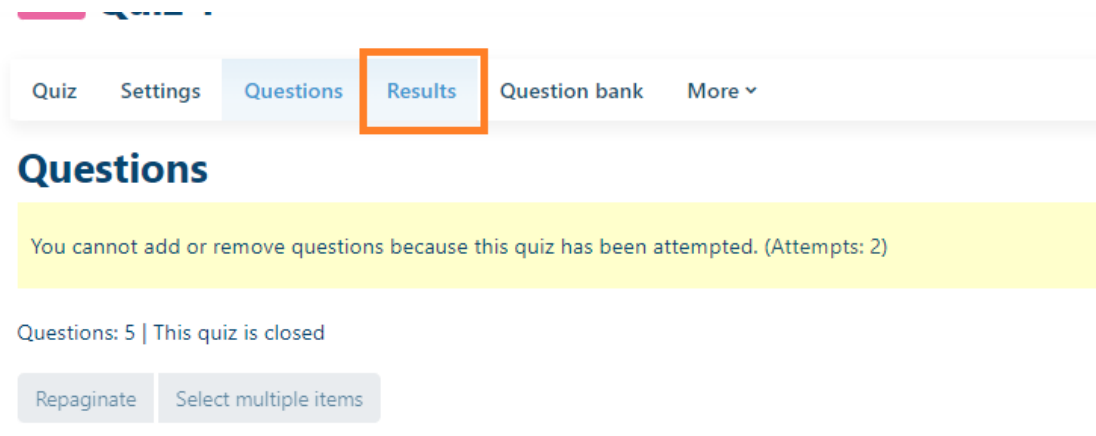
Save changes and continue editing Preview

Save changes Cancel

Regrade Attempts

If the students already have taken the quiz/exam, you will need to regrade the quiz/exam after correcting the answers.

1. Click on the results tab from the top left of the quiz/exam page



Quiz Settings Questions Results Question bank More

Questions

You cannot add or remove questions because this quiz has been attempted. (Attempts: 2)

Questions: 5 | This quiz is closed

Repaginate Select multiple items

2. Click on regrade all.

Quiz Settings Questions **Results** Question bank More ▾

Grades ▾

Attempts: 2

▼ **What to include in the report**

Attempts from

Attempts that are ☒ In progress ☒ Overdue ☒ Finished ☒ Never submitted

Show only attempts ☐ that have been regraded / are marked as needing regrading

▼ **Display options**

Page size

Marks for each question

[Show report](#)

[Regrade all](#) [Dry run a full regrade](#)

Only one attempt per user allowed on this quiz.

3. Finally click on continue.

Moodle will show you the updated results table and you will be able to see which questions has been regraded according to the changes you made.

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

a as

Comma separated values (.csv)

Download

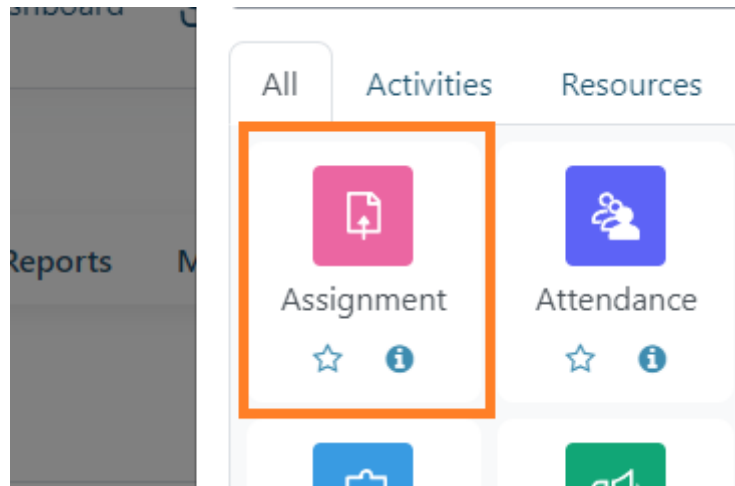
	First name / Last name	ID number	Email address	State	Started on	Completed	Time taken	Grade/10.00	Regrade	Q. 1 /2.00	Q. 2 /1.00	Q. 3 /1.00	Q. 4 /2.00	Q. 5 /4.00	
☐	☐ FA	Fatemah	2.	f@ku.edu.kw	Finished	7 March 2023 1:40 AM	7 March 2023 1:42 AM	1 min 39 secs	6.33/7.33	Done	✓ 2.00	✓ 6.00/1.00	0.33	Requires grading	✓ 4.00
		Review attempt													
☐	☐	Fatemah		Finished	7 March 2023 1:47 AM	7 March 2023 1:50 AM	3 mins 48 secs	9.00/10.00	Done	✓ 2.00	✓ 6.00/1.00	✓ 1.00	✓ 2.00	✓ 4.00	
		Review attempt													
		Overall average						10.00 (1)		2.00 (2)	1.00 (2)	0.67 (2)	2.00 (1)	4.00 (2)	

Regrade selected attempts

Delete selected attempts

Assignment

In the course page with the edit mode turned on, click on “+add an activity and resource” and choose Assignment from the menu.



1. Write the name and description of the assignment.
2. You can also include “Activity instructions” that will only show up for the students in the submission page.

Assignment name Assignment 1

Description

Kuwait Independence Report

☐ Display description on course page

Activity instructions

You can only submit once make sure you upload the right file.

3. Set the date and time that the assignment would be open for submission and the due date.

▼ **Availability**

Allow submissions from  18 ▾ February ▾ 2023 ▾ 00 ▾ 00 ▾  ☒ Enable

Due date  23 ▾ February ▾ 2023 ▾ 00 ▾ 00 ▾  ☒ Enable

Cut-off date  13 ▾ February ▾ 2023 ▾ 10 ▾ 29 ▾  ☐ Enable

Remind me to grade by  26 ▾ February ▾ 2023 ▾ 00 ▾ 00 ▾  ☒ Enable

☒ Always show description 

4. In the “Feedback types” setting, enable both “Offline grading worksheet” and “Feedback Files” if you intend to download the students’ submissions to grade the files and upload it back to Moodle.

▼ **Feedback types**

Feedback types ☒ Feedback comments  ☒ Annotate PDF  ☒ Offline grading worksheet  ☒ Feedback files 

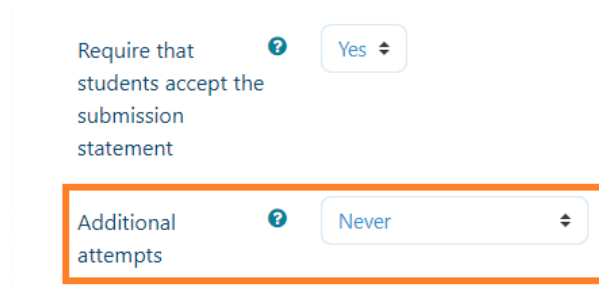
Comment inline  No ▾

5. Scroll down to the submission settings, If you do not want the students to be able to edit their submission or remove it, turn the option to “Yes” in Require students to click the submit button.

▼ **Submission settings**

Require students to click  the submit button Yes ▾

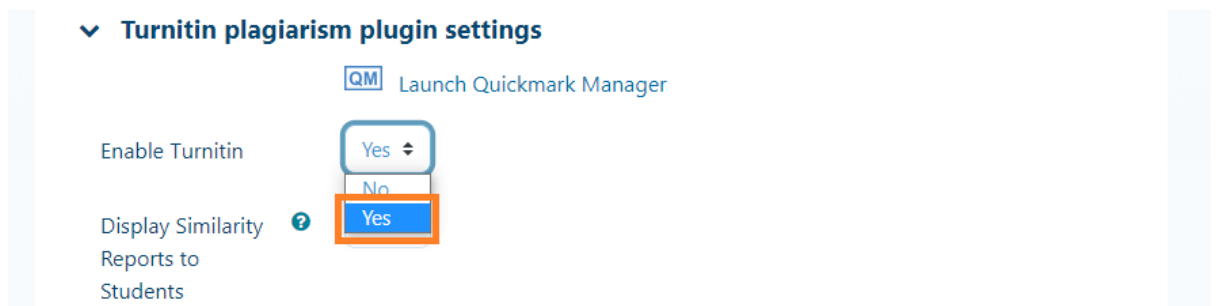
- Set the additional attempts to “Never” so students are allowed to submit once only.



Require that students accept the submission statement

Additional attempts

- Scroll down to Turnitin settings and enable it from the drop-down menu to allow it check for any plagiarism in the students' reports.



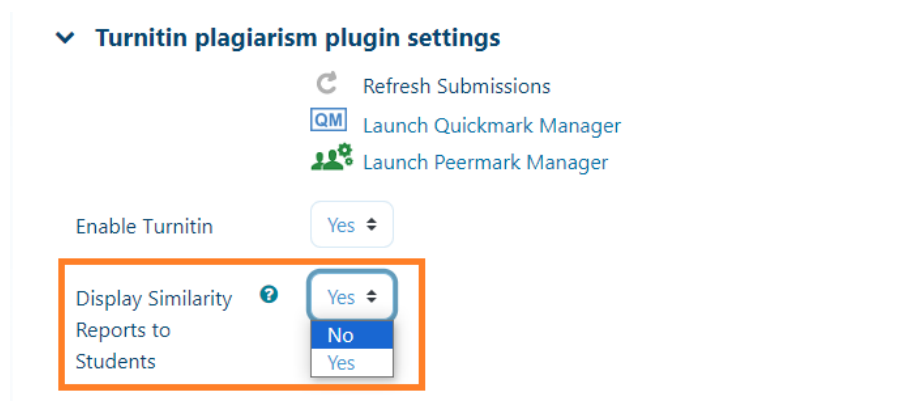
▼ Turnitin plagiarism plugin settings

Launch Quickmark Manager

Enable Turnitin

Display Similarity Reports to Students

- If you do not want the students to know what their similarity are, you can disable it in “Display Similarity Reports to Turnitin.



▼ Turnitin plagiarism plugin settings

Launch Quickmark Manager

Enable Turnitin

Display Similarity Reports to Students

You can customize the Turnitin settings according to your preferences.

9. Click on save and display.

> Competencies

☐ Send content change notification ?

Save and return to course

Save and display

Cancel

 Required

Students must accept the end-user license agreement to be able to submit their files.



To submit a file to Turnitin you must first accept our EULA. Choosing to not accept our EULA will submit your file to Moodle only. Click here to accept.

Turnitin EULA



Turnitin User Agreement

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I disagree

I agree

Group Assignment settings

If it is a group submission assignment, you will need to open the group submission settings and enable “Students submit in groups”.

▼ Submission settings

Require students to click the submit button  Yes ▾

Require that students accept the submission statement  No ▾

Additional attempts  Never ▾

1

▼ Group submission settings

Students submit in groups  No ▾
No ▾
Yes ▾

2

> Notifications

Then you can set the rest of the group submissions settings as you prefer.

▼ Group submission settings

Students submit in groups  Yes ▾

Require group to make submission  Yes ▾

Require all group members submit  No ▾

Grouping for student groups  None ▾

Assignment Batch Download/Upload

Once the students submitted the assignment files, as teachers you can download all the files in one zip folder to review and upload them back to Moodle once graded. In the assignment page, click on “View all submissions”.

[Assignment](#) [Settings](#) [Advanced grading](#) [More ▾](#)

[Mark as done](#)

Opened: Monday, 20 February 2023, 12:00 AM
Due: Monday, 20 February 2023, 11:19 AM

[View all submissions](#) [Grade](#)

Grading summary

1. If you will include feedback in the submitted file, scroll down in the submissions page to the options setting and remove the “Download submissions in folders” option.

Options

Assignments per page

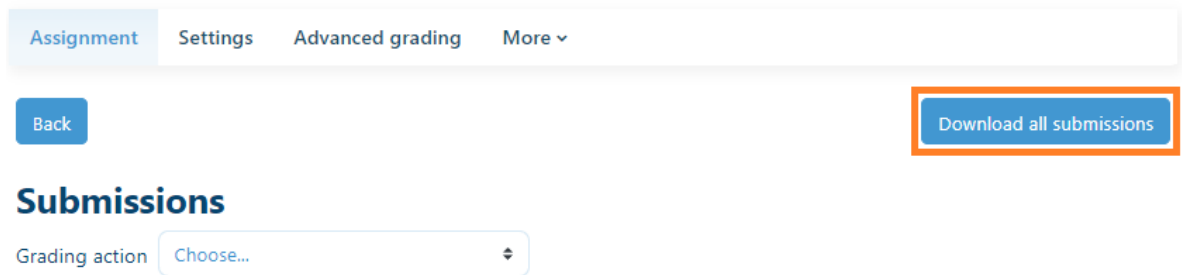
Filter

☐ Quick grading ?

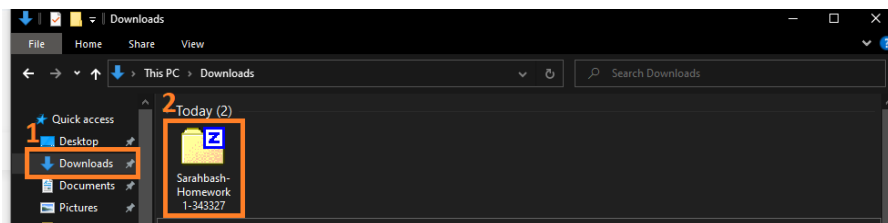
☒ Show only active enrolments ?

☐ Download submissions in folders ?

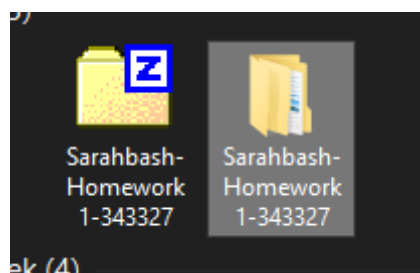
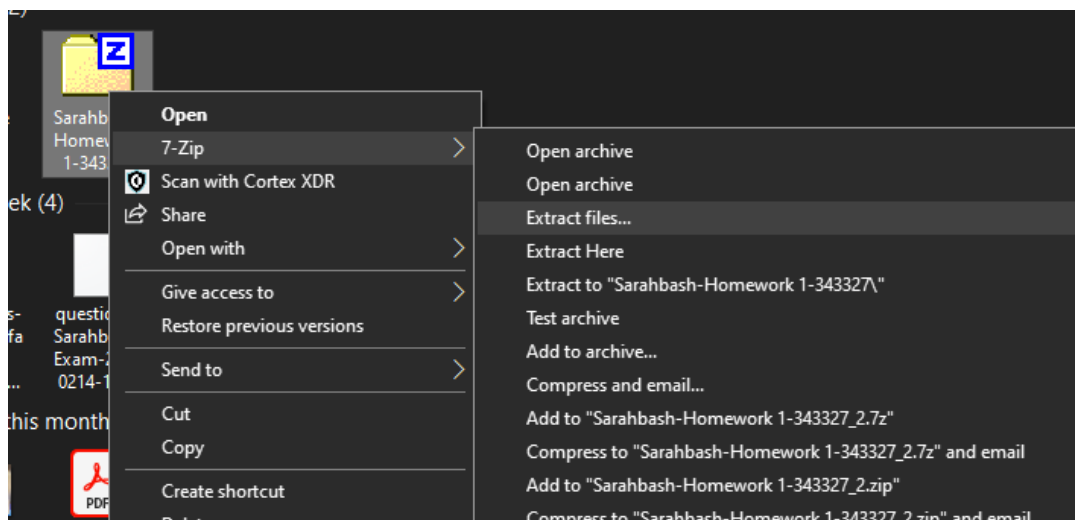
2. On the top right of the page click on “Download all submissions”.



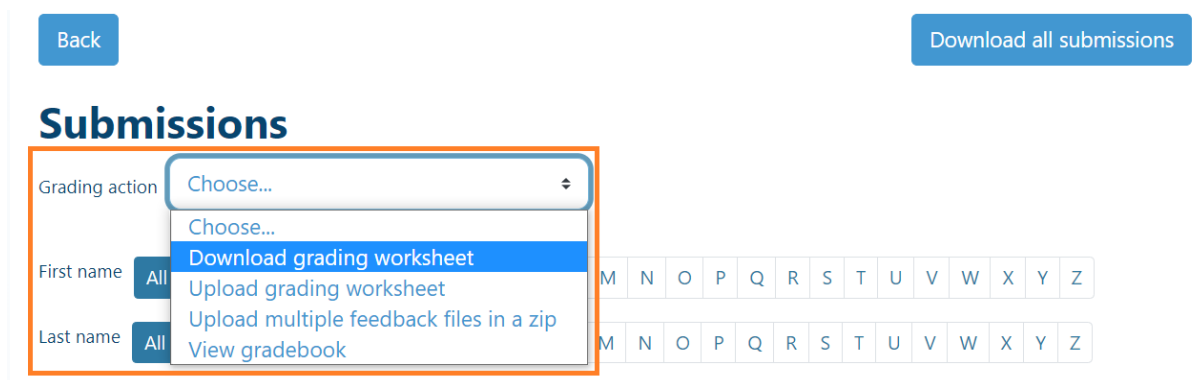
3. A zip folder will be downloaded into your computer, you can find it in the “Downloads folder”.



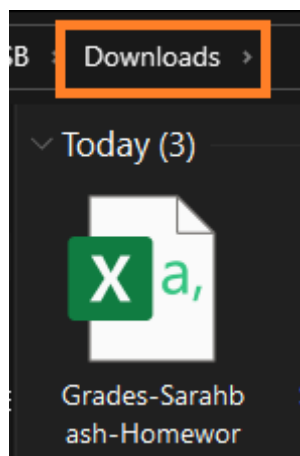
4. Right click the folder and from 7-Zip choose extract files and then click on “ok” to start evaluating the students’ submissions.



1. From the grading action in the submissions page click on “Download grading worksheet”.



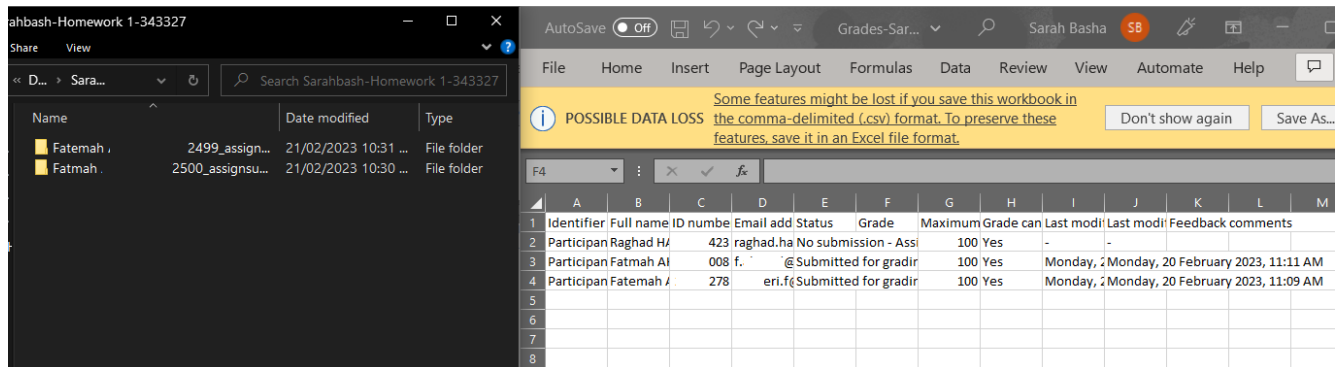
A CSV file will be downloaded into your computer in the downloads folder. Open the file and do **NOT** change its type, keep it as CSV comma delimited.



You can upload through grading worksheet only or upload multiple zip feedback files.

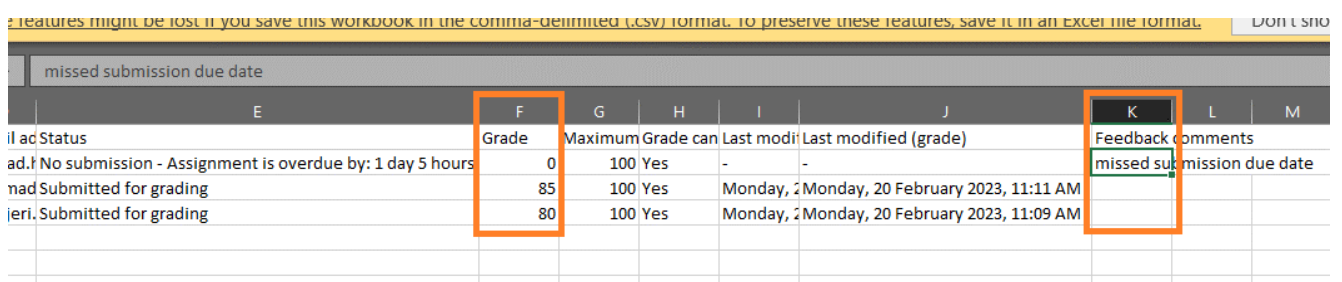
Upload Grading worksheet

You can open the files side by side on your computer screen so once you evaluate one student you immediately write the grade and feedback to the grading worksheet.



Do **not** rearrange or rename the rows and columns of the grading worksheet.

1. Write the students' grade in the grade column and feedback in the feedback column. Save the file when you are done.



2. Go back to the submissions page and from grading action choose “Upload grading worksheet”.

Submissions

Grading action: Choose...
First name: All
Last name: All
M N O P Q R S T U V W X Y Z

3. From the file picker choose the CSV file you just added the grades and feedback in and then click on “Upload grading worksheet”.

Upload grading worksheet

Upload a file



1

Choose a file...

Grades-Sarahbash-Homework 1-343327.csv

Encoding



UTF-8

Separator



☐ Tab ☒ Comma ☐ Colon ☐ Semicolon

☐ Allow updating records that have been modified more recently in Moodle than in the spreadsheet.



2

Upload grading worksheet

Cancel

4. In the next click on “Confirm”.

▼ Confirm changes in grading worksheet

Set grade for Raghad to 0.00
 Set field "Feedback comments" for "Raghad" to "Missed submission due date"
 Set grade for Fatmah to 85.00
 Set grade for Fatemah to 80.00

Confirm

Cancel

5. Finally click on continue.

Updated 3 grades and 1 feedback instances.

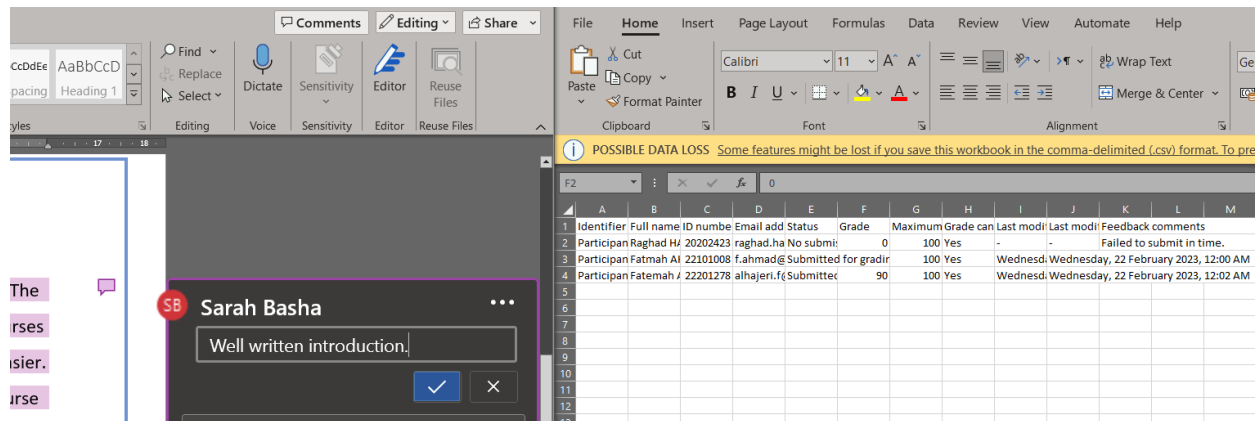
Continue

6. You will be redirected to the assignment page and in the table below, you will see the “grade”, “feedback comments” and “final grades” all updated according to what you have written in the CSV file for each student.

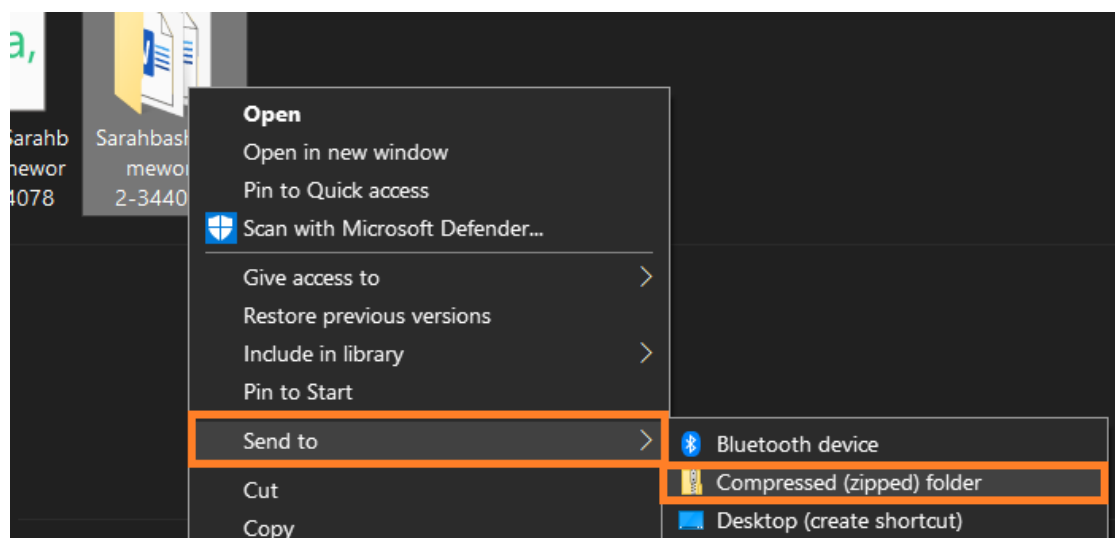
Address	Status	Grade	Edit	Last modified (submission)	File submissions	Submission comments	Last modified (grade)	Feedback comments	Annotate PDF	Feedback files	Final grade
@ku.edu.kw	No submission Graded	Grade 0.00 / 100.00	Edit ▾	-		Comments (0)	Tuesday, 21 February 2023, 9:46 PM	Missed submission due date			0.00 / 100.00
ku.edu.kw	Submitted for grading Graded	Grade 85.00 / 100.00	Edit ▾	Monday, 20 February 2023, 11:11 AM	 .docx 20 February 2023, 11:11 AM	Comments (0)	Tuesday, 21 February 2023, 9:46 PM				85.00 / 100.00
ku.edu.kw	Submitted for grading Graded	Grade 80.00 / 100.00	Edit ▾	Monday, 20 February 2023, 11:09 AM	 .docx 20 February 2023, 11:09 AM	Comments (0)	Tuesday, 21 February 2023, 9:46 PM				80.00 / 100.00

Upload multiple feedback files in zip

Open the submitted files folder and grading worksheet on your screen side by side to simultaneously write the comments and grade the students.

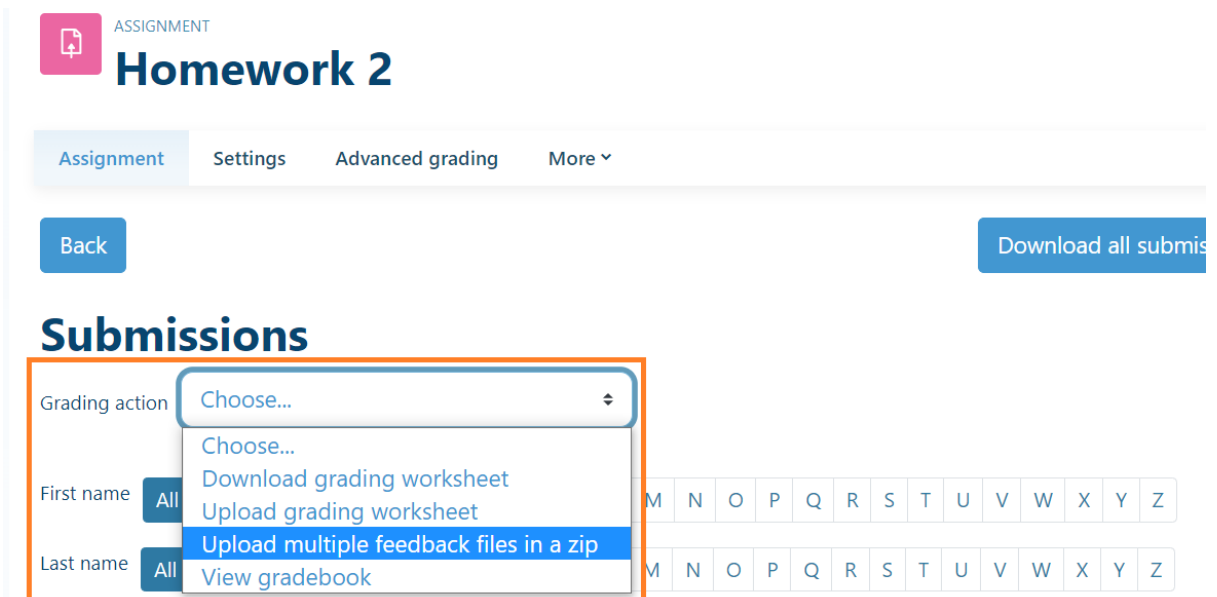


1. Once you evaluated the submissions and added feedback save all files and right click the folder, from “send to” choose “compressed (zipped) folder”.



2. After adding all the grades, save the grading worksheet without changing the file type.

- Go back to the “Submissions” page and choose “Upload multiple feedback files in zip” from the grading action.



ASSIGNMENT

Homework 2

Assignment Settings Advanced grading More ▾

Back Download all submissions

Submissions

Grading action Choose... ▾

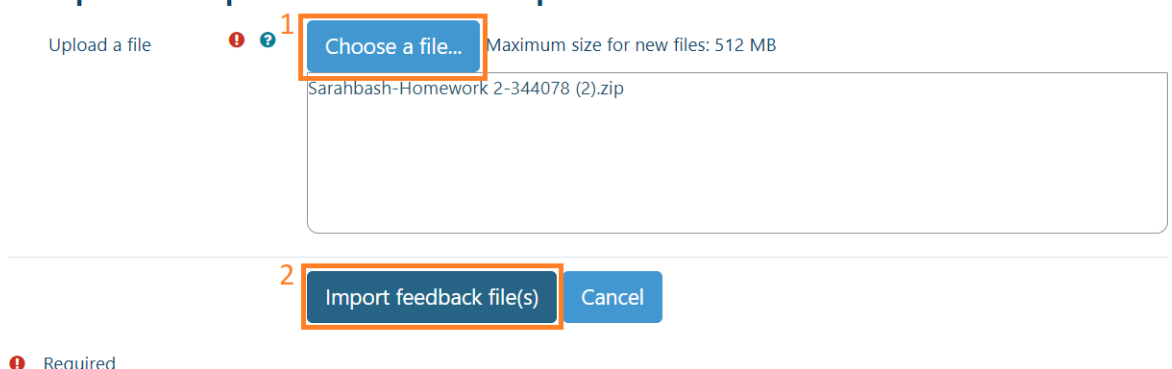
- Choose...
- Download grading worksheet
- Upload grading worksheet
- Upload multiple feedback files in a zip
- View gradebook

First name All M N O P Q R S T U V W X Y Z

Last name All M N O P Q R S T U V W X Y Z

- Choose the file you want to upload in the file picker and click on “Import feedback file(s)”.

Upload multiple feedback files in a zip



Upload a file 1 Choose a file... Maximum size for new files: 512 MB

Sarahbash-Homework 2-344078 (2).zip

2 Import feedback file(s) Cancel

1 Required

5. In the next page click on “Confirm”.

✓ Confirm zip upload

New feedback file "	1 Test.docx" for student "Fatmah	"
New feedback file "	ontent.docx" for student "Fatmah	"

ConfirmCancel

6. Then click on “Continue”

Opened: Tuesday, 21 February 2023, 12:00 AM
Due: Wednesday, 22 February 2023, 12:05 AM

Users with updated feedback: 2
Feedback files updated: 0
Feedback files added: 2

Continue

7. From the grading action choose “Upload grading worksheet”.

Submissions

Grading action

Choose...

Choose...

Download grading worksheet

Upload grading worksheet

Upload multiple feedback files in a zip

View gradebook

First name	All	M	N	O	P	Q	R	S	T	U
Last name	All	M	N	O	P	Q	R	S	T	U

8. From the file picker choose the CSV file and click on “Upload grading book”.

▼ Upload grading worksheet

Upload a file 1 Choose a file... Maximum size for new files: 512 MB

Grades-Sarahbash-Homework 2-344078.csv

Encoding 2 UTF-8

Separator 2 ☐ Tab ☒ Comma ☐ Colon ☐ Semicolon

☐ Allow updating records that have been modified more recently in Moodle than in the spreadsheet. ?

2 Upload grading worksheet Cancel

9. In the next page click “Confirm”.

▼ Confirm changes in grading worksheet

Set grade for Raghad to 0.00
Set field "Feedback comments" for "Raghad" to "Failed to submit in time."
Set grade for Fatmah to 70.00
Set grade for Fatemah to 90.00

Confirm Cancel

10. Finally click on “Continue”.

Opened: Tuesday, 21 February 2023, 12:00 AM
Due: Wednesday, 22 February 2023, 12:05 AM

Updated **3** grades and **1** feedback instances.

Continue

11. You will be redirected to the assignment page, the table will be updated in the columns Grade, Feedback comment, Feedback files, and Final grade.

ber	Email address	Status	Grade	Last modified (submission)	File submissions	Submission comments	Last modified (grade)	Feedback comments	Annotate PDF	Feedback files	Final grade
2423	raghad. @ku.edu.kw	No submission Graded	Grade 0.00 / 100.00	-		Comments (0)	Wednesday, 22 February 2023, 12:54 AM	Failed to submit in time.			0.00 / 100.00
1008	f. @ku.edu.kw	Submitted for grading Graded	Grade 70.00 / 100.00	Wednesday, 22 February 2023, 12:00 AM	ontent.docx Turnitin ID: 2019890109 22 February 2023, 12:00 AM	Comments (0)	Wednesday, 22 February 2023, 12:54 AM			ontent.docx 22 February 2023, 12:53 AM	70.00 / 100.00
11278	.f@ku.edu.kw	Submitted for grading Graded	Grade 90.00 / 100.00	Wednesday, 22 February 2023, 12:02 AM	Test.docx Turnitin ID: 2019893154 22 February 2023, 12:02 AM	Comments (0)	Wednesday, 22 February 2023, 12:54 AM			Test.docx 22 February 2023, 12:53 AM	90.00 / 100.00

Feedback comments are added in the “Grading worksheet” and Feedback files are uploaded from the “ZIP Folder”.

Assignment Time Extension

You can extend the time a student can submit their homework.

1. From the submissions page, next to the student you want to grant extension click on “Edit” and from the drop-down menu choose “Grant extension”.

Submissions

Grading action Choose...

First name All 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

Last name All 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

Select	ID number	Email address	Status	Grade	Edit	Last modified (submission)
☐	2423	raghad.l...@ku.edu.kw	No submission Graded	Grade	Edit	-
☐	1008	f...@ku.edu.kw	Submitted for	Grant extension		Wednesday, 22 Februarv

2. Extend the submission due date and time for the student and click on “Save changes”.

▼ Grant extension for 1 students

Selected users Raghad (2423, raghad. @ku.edu.kw)

Allow submissions from Tuesday, 21 February 2023, 12:00 AM

Due date Wednesday, 22 February 2023, 12:05 AM

Extension due date 23 February 2023 00 00 Enable

Save changes Cancel

3. In the table you will be able to see the time extension for the student under the status.

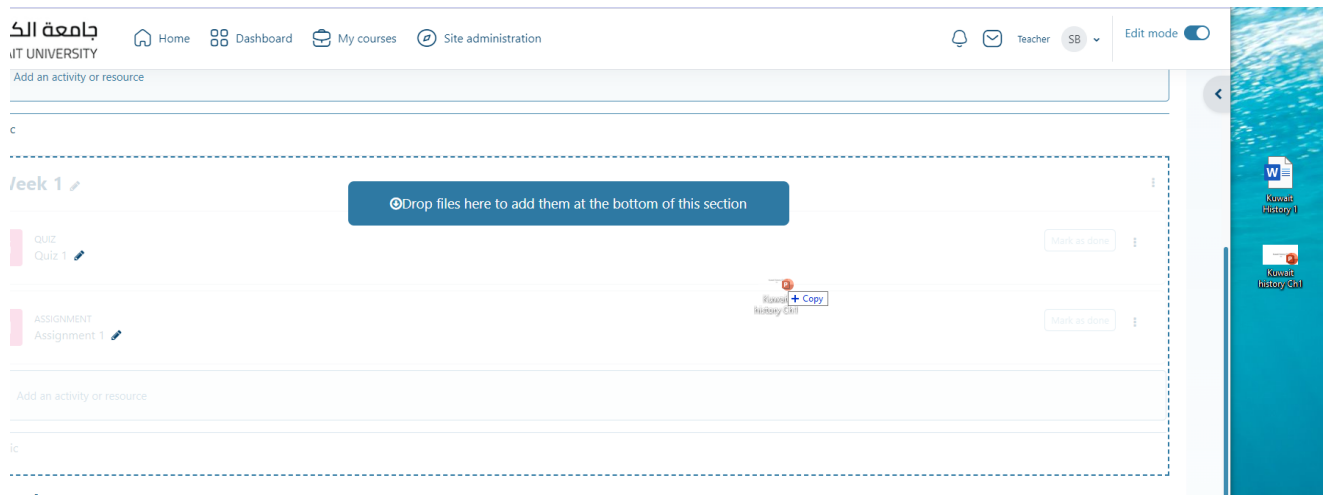
Number	Email address	Status	Grade	Edit
102423	raghad. @ku.edu.kw	No submission Graded Extension granted until: Thursday, 23 February 2023, 12:00 AM	Grade 0.00 / 100.00	Edit ▾

File

There are two ways you can add files to you Moodle course, “drag and drop” or from the “+add an activity or resource” menu.

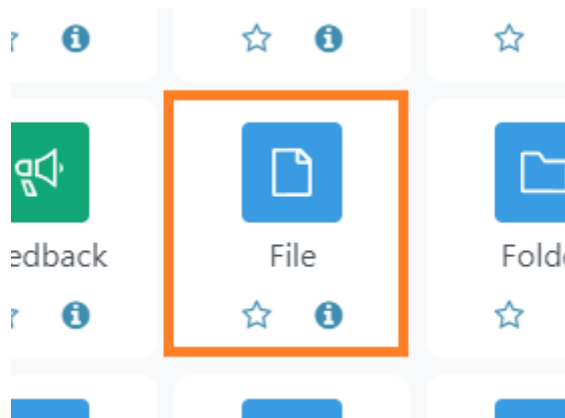
Drag and Drop:

Drag and drop from your computer while having the edit mode on.



+ add an activity or resource menu:

1- Choose file from the menu



2- Write a name and description of the file you want to upload

3- From the files picker select the file you want to upload and click on upload this file.

File picker

×

Content bank

Server files

Recent files

Upload a file

URL downloader

Private files

Wikimedia

Microsoft 365

Dropbox

Attachment

Choose File Kuwait History 1.docx

Save as

Author

Sarah BASHA

Choose licence ?

Licence not specified

Upload this file

4- In the appearance setting, you can choose to show the type of the file.

▼ **Appearance**

Display



Automatic



☐ Show size

☒ Show type

☐ Show upload/modified date

Show more...

☒ Display resource description

5- Click on “save and return to course”.

> **Tags**

> **Competencies**

☐ Send content change notification

Save and return to course

Save and display

Cancel

▼ **Week 2**



FILE
Chapter 1 Content

Word 2007 document

Mark as done



FILE
Chapter 1 content

PDF document

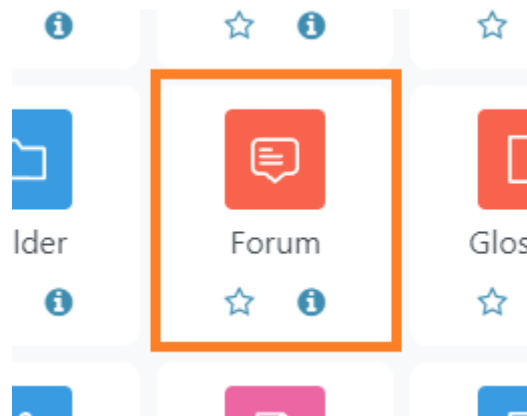
Mark as done



Add an activity or resource

Forum

Choose “forum” from the add an activity or resource menu.



1. Start by writing a name for the forum and its description.

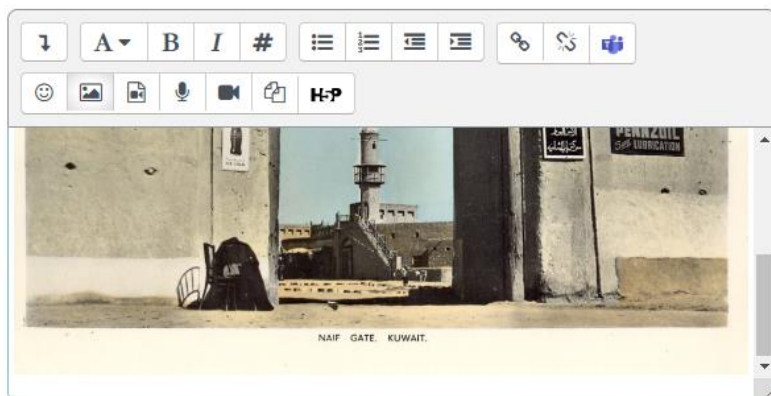
General

Forum name



Kuwait in the 50's

Description



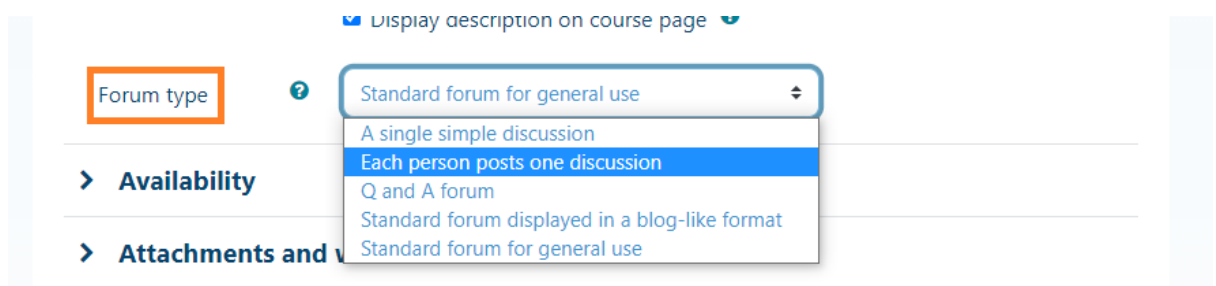
☒ Display description on course page

2. Choose the forum type from the drop-down menu.

There are five types that Moodle offers:

- a. A single simple discussion, one discussion topic posted a

- b. Each person posts one discussion; each user posts one discussion only and all users can reply to it.
- c. Q and A forum; students must answer the teacher's question before being able to see other users' posts.
- d. Standard forum displayed in a blog-like format; all users can start new discussions that are displayed on one page.
- e. Standard forum for general use; an open forum all users can start new discussions.



The screenshot shows the 'Forum type' dropdown menu in the Moodle course page settings. The menu is open, displaying several options. The option 'Each person posts one discussion' is highlighted in blue. Above the dropdown, there is a checkbox labeled 'Display description on course page' which is checked. Below the dropdown, there are two expandable sections: 'Availability' and 'Attachments and word count'.

Display description on course page ☒

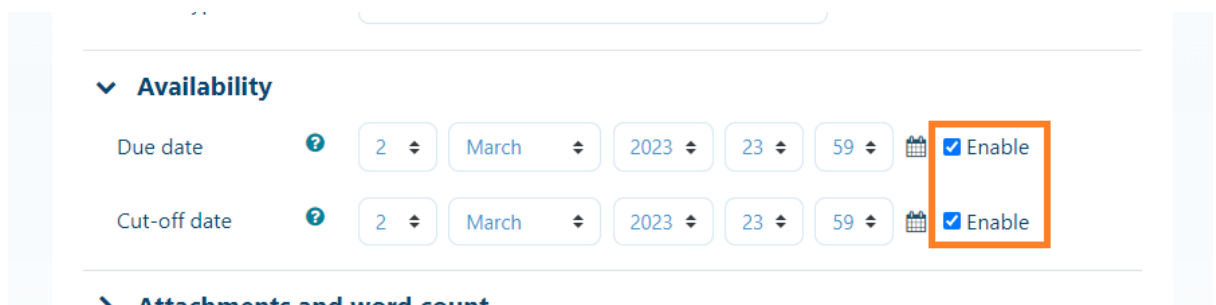
Forum type ?

- Standard forum for general use
- A single simple discussion
- Each person posts one discussion
- Q and A forum
- Standard forum displayed in a blog-like format
- Standard forum for general use

> Availability

> Attachments and word count

3. You can enable a due date and cut-off date in the availability setting, the due date will be shown in the students' calendar.



The screenshot shows the 'Availability' settings for a Moodle forum. The 'Due date' and 'Cut-off date' fields are both set to '2 March 2023 23:59'. The 'Enable' checkbox for both fields is checked and highlighted with an orange box. Below the 'Availability' section, there is a partially visible section for 'Attachments and word count'.

▼ Availability

Due date ? 2 March 2023 23:59 ☒ Enable

Cut-off date ? 2 March 2023 23:59 ☒ Enable

▼ Attachments and word count

4. Set the attachments and word count setting.

▼ **Attachments and word count**

Maximum attachment size  50 KB

Maximum number of attachments  4

Display word count  No

5. If you want the forum to be graded, from the “whole forum grading” setting change the type to scale or point.

▼ **Whole forum grading**

Grade 

Type  Point
None
Scale
Point

Maximum grade  100

Grading method  Simple direct grading

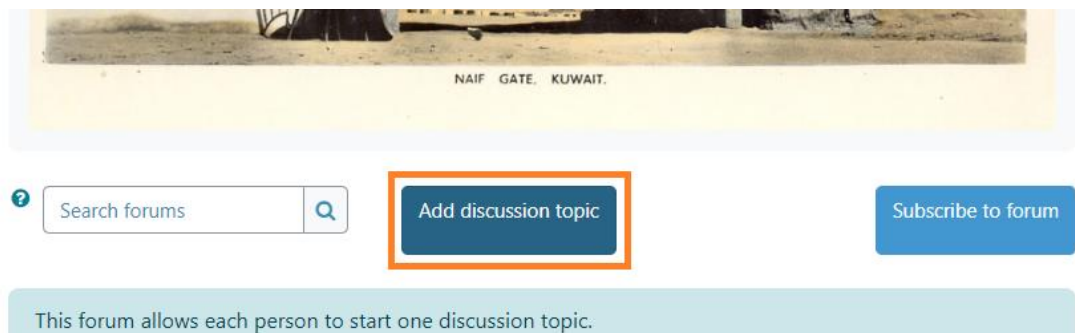
Grade category  Uncategorized

Grade to pass 

Default setting for “Notify students”  No

6. Click on “Save and display” to start adding posts.

7. Click on “Add discussion topic”.



8. Write the subject and message you want to post to the forum.

Subject !

Message !

Example discussion,

You are allowed to upload up to 4 attachments.

Due date of the posts is 2nd of March, No late posts will be considered.

Good Luck|

You can click on “Advanced” to see more discussion options.



You can drag and drop files here to add them.

☒ Pinned ?

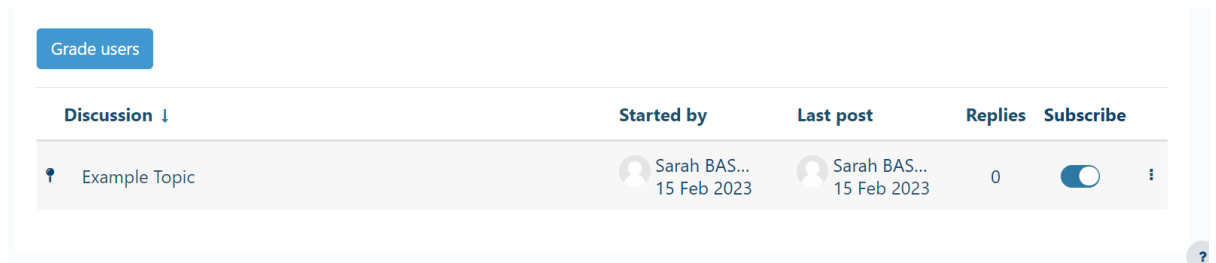
☒ Send forum post notifications with no editing-time delay

> Display period

> Tags

9. Click on “post to forum”

At the bottom of the forum page, you will see a table of the forum posts.



The screenshot shows a Moodle forum interface. At the top left is a blue button labeled "Grade users". Below it is a table with the following columns: "Discussion ↓", "Started by", "Last post", "Replies", and "Subscribe". The table contains one row for a topic titled "Example Topic". The "Started by" column shows a user icon and the text "Sarah BAS... 15 Feb 2023". The "Last post" column shows a user icon and the text "Sarah BAS... 15 Feb 2023". The "Replies" column shows the number "0". The "Subscribe" column shows a toggle switch that is currently turned on (blue) and a small menu icon (three dots) to its right.

Discussion ↓	Started by	Last post	Replies	Subscribe
📌 Example Topic	 Sarah BAS... 15 Feb 2023	 Sarah BAS... 15 Feb 2023	0	☒ ⓘ

At the top of the page, you will get a green message for the settings of your post.



The screenshot shows a Moodle forum settings page. At the top is a navigation bar with tabs: "Forum", "Settings", "Advanced grading", "Subscriptions", "Reports", and "More ▾". Below the navigation bar is a green message box with a close button (X) in the top right corner. The message contains two lines of text: "This post will be mailed out immediately to all forum subscribers." and "You will be notified of new posts in 'Example Topic' in the forum 'Kuwait in the 50's'."

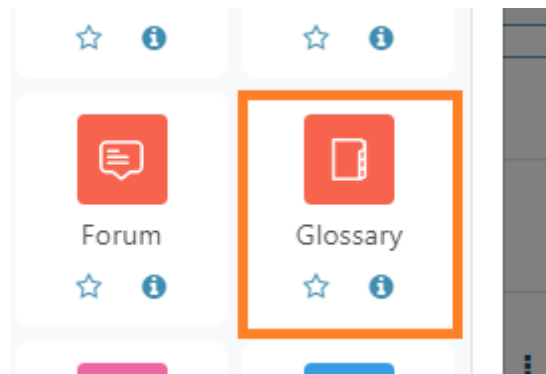
[Forum](#) [Settings](#) [Advanced grading](#) [Subscriptions](#) [Reports](#) [More ▾](#)

This post will be mailed out immediately to all forum subscribers. ×

You will be notified of new posts in 'Example Topic' in the forum 'Kuwait in the 50's'.

Glossary

Choose “Glossary” from the menu.



1. Write the name and description of the glossary, you can enable the description to be displayed in the course page.

General

Name



Basic Arabic

Description

Rich text editor toolbar with icons for bold, italic, underline, link, unlink, list, and others. The text area contains the placeholder text: "Add useful Arabic words."

☒ Display description on course page ?

☐ Is this glossary global? ?

2. In the entries setting, in approved by default you can set it to “No” so entries must be approved by a teacher first before it is visible for everyone in the course.

Entries

Approved by default

Dropdown menu with options: No, No, Yes. The 'No' option is currently selected.

Always allow editing

Dropdown menu with options: No, No, Yes. The 'No' option is currently selected.

Duplicate entries allowed

Dropdown menu with options: No, No, Yes. The 'No' option is currently selected.

Allow comments on entries

Dropdown menu with options: No, No, Yes. The 'No' option is currently selected.

3. Set up the rest of the settings as you prefer.

▼ Appearance

Display format

?

Simple, dictionary style ▾

Approval display format

?

Default to same as display format ▾

Entries shown per page

5

Show alphabet links

?

Yes ▾

Show 'ALL' link

?

Yes ▾

Show 'Special' link

?

Yes ▾

Allow print view

?

Yes ▾

> Ratings

> Common module settings

> Restrict access

▼ Activity completion

Completion tracking

?

Do not indicate activity completion ▾

4. Click on “Save and display” to add an entry.

Add entry

Import entries

...

Search

Q

✓ Search full text

Browse the glossary using this index

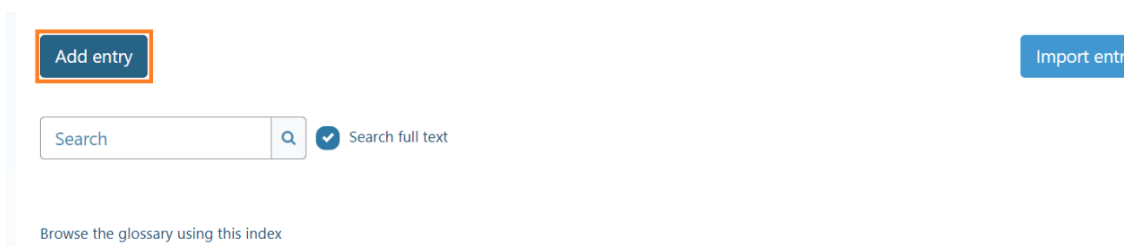
Special | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z | **ALL**

No entries found in this section

5. You can add an entry manually or import files.

Add an entry manually

1. Click on add an entry



2. Write the concept and its definition.

Add entry

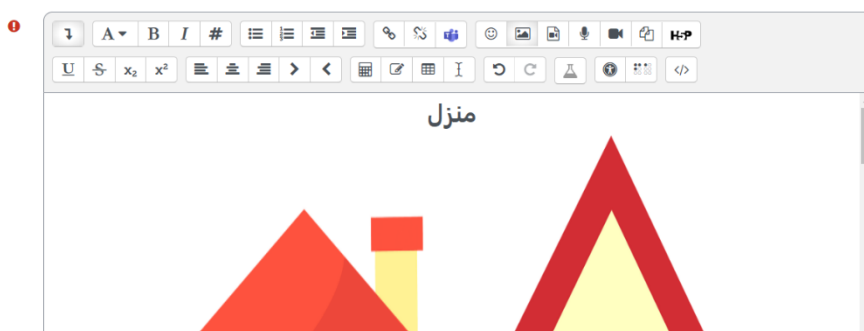
Expand all

▼ General

Concept

House

Definition



3. Click on “save changes”

Browse the glossary using this index

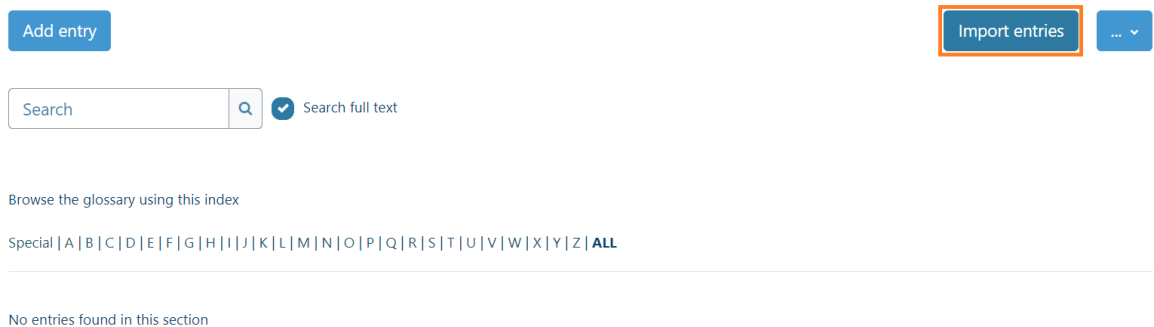
Special | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z | ALL

House



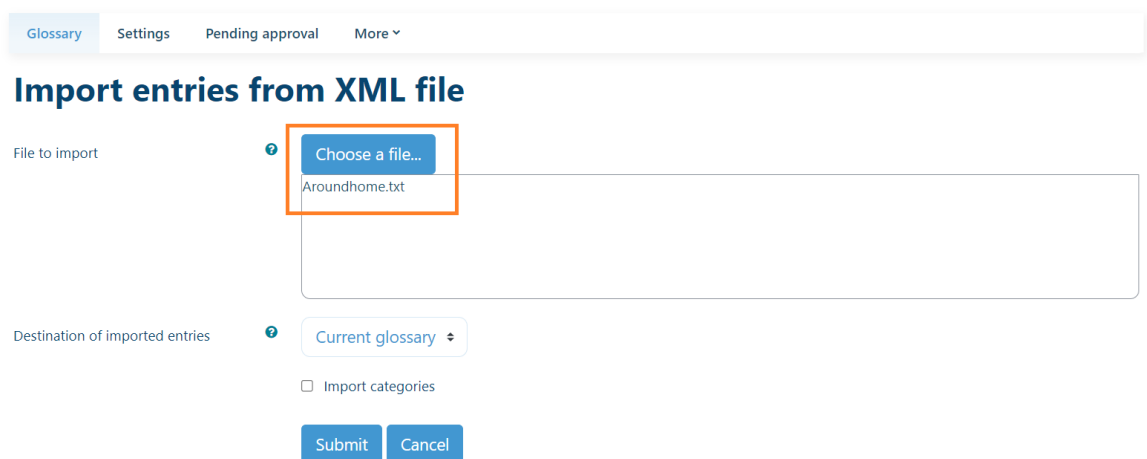
Import a file

1. Click on “Import entries”



The screenshot shows the 'Add entry' page in Moodle. At the top right, the 'Import entries' button is highlighted with an orange box. Below the search bar, there is a link to 'Browse the glossary using this index' and a list of letters from A to Z, plus 'ALL'. At the bottom, it says 'No entries found in this section'.

2. Click on “choose a file” and upload the .xml or .txt file



The screenshot shows the 'Import entries from XML file' page in Moodle. The 'Choose a file...' button is highlighted with an orange box. Below it, the file 'Aroundhome.txt' is listed. The 'Destination of imported entries' is set to 'Current glossary'. There are 'Submit' and 'Cancel' buttons at the bottom.

Only xml and txt files can be imported to Moodle.

3. Submit the file so Moodle creates the entries.

A

airconditioner جهاز تكييف الهواء Keyword(s): تكييف	   
apartment شقة (ج) شقق Keyword(s):	   
apartment building عمارة (ج) عمارات Keyword(s):	   
ashtray مطفأة السجائر	

6. You can edit each entry that Moodle creates by clicking on the gear icon on the far right of the entry.

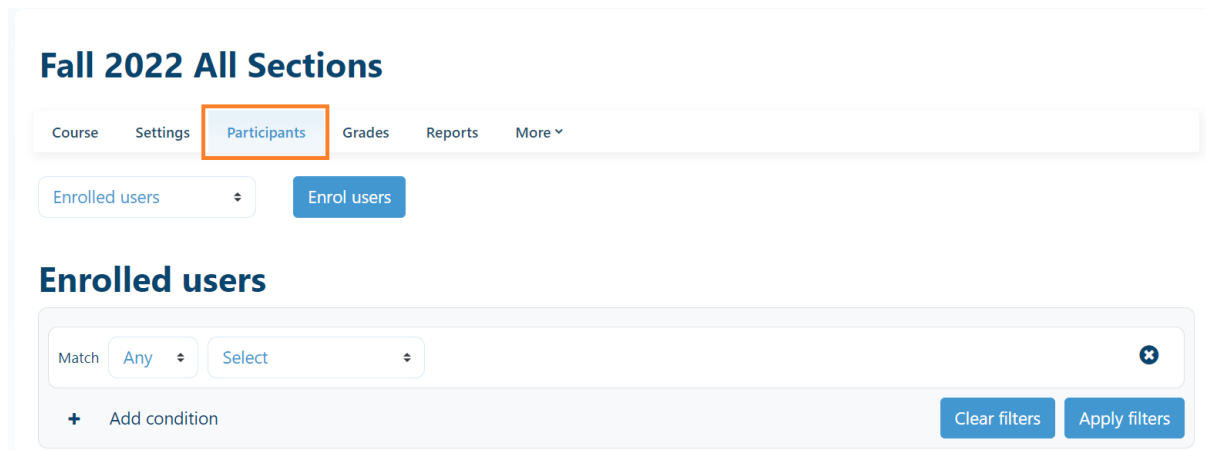
airconditioner

جهاز تكييف الهواء

Keyword(s): 

Participants

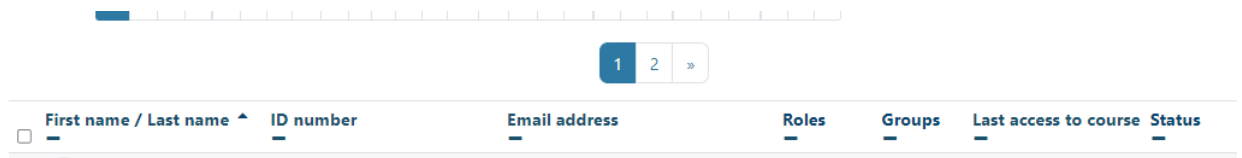
You can access the participants list from the tab in the course page.



The screenshot shows the Moodle course interface for 'Fall 2022 All Sections'. The 'Participants' tab is highlighted with an orange box. Below the tabs, there is a dropdown menu for 'Enrolled users' and an 'Enrol users' button. The 'Enrolled users' section includes a search bar with 'Match Any' and 'Select' options, an 'Add condition' button, and 'Clear filters' and 'Apply filters' buttons.

One section course

- 1- Clicking on the participants tab will open the list of the enrolled users in the course in a table form.



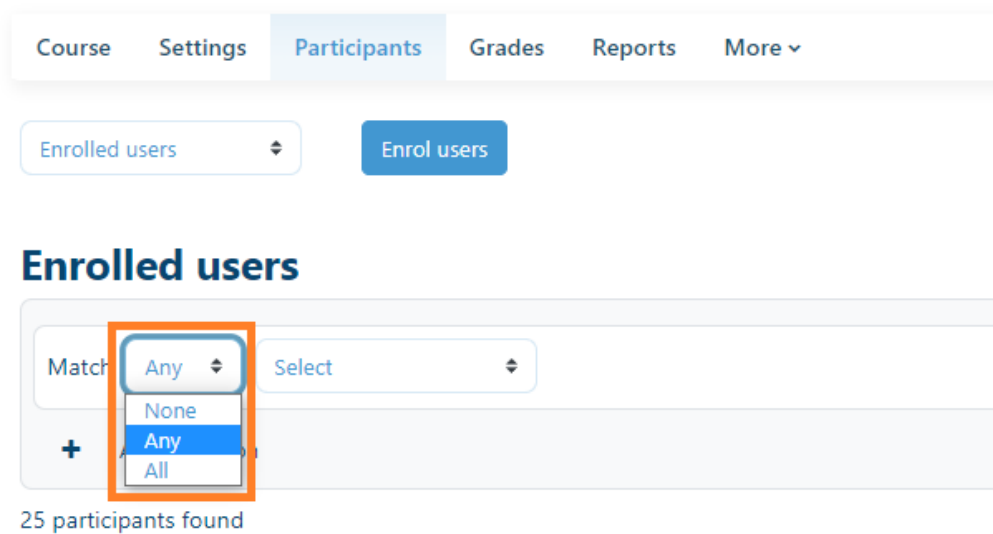
The screenshot shows a table of enrolled users. The table has columns for 'First name / Last name', 'ID number', 'Email address', 'Roles', 'Groups', 'Last access to course', and 'Status'. The first row is partially visible, showing a checkbox, a name, and an ID number.

	First name / Last name	ID number	Email address	Roles	Groups	Last access to course	Status
☐							

You will be able to see the users' names, KU ID numbers, KU emails, roles whether they are teachers, TA, or students, last time they accessed the course, and their KU status.

2- From the first drop-down menu next to match, choose a condition.

FALL 2021/2022



Course Settings **Participants** Grades Reports More ▾

Enrolled users ▾ Enrol users

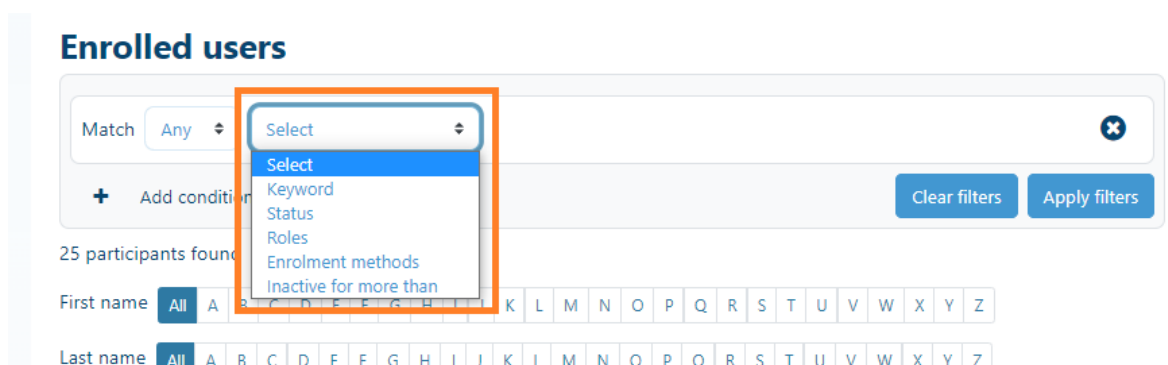
Enrolled users

Match Any ▾ Select ▾

+ Add condition

25 participants found

3- Then filter the list by clicking on the drop-down menu “Select” according to what you are looking for.



Enrolled users

Match Any ▾ Select ▾

+ Add condition

25 participants found

First name All 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

Last name All 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

For instance, you want to see if students opened the Moodle course in the last two days.

- a. Choose “Inactive for more than”.

Enrolled users

Match

+ Add condition Clear filters Apply filters

25 participants found

First name

- b. Select the number of days the users have not been active since.

Enrolled users

Match

+ Add condition Clear filters Apply filters

25 participants found

First name

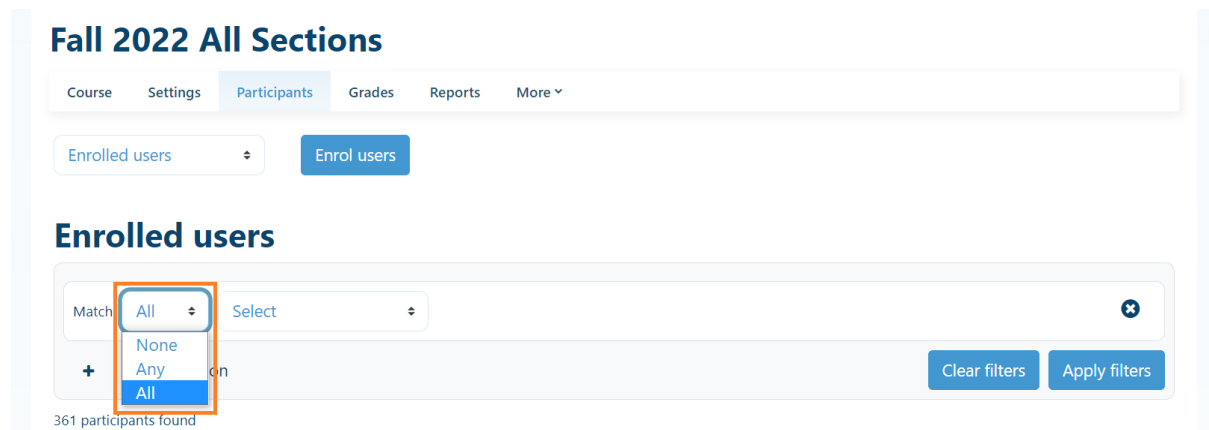
Last name

- 4- Then click on “Apply filter” so the table below is filtered with the conditions you have applied.

Multiple sections course

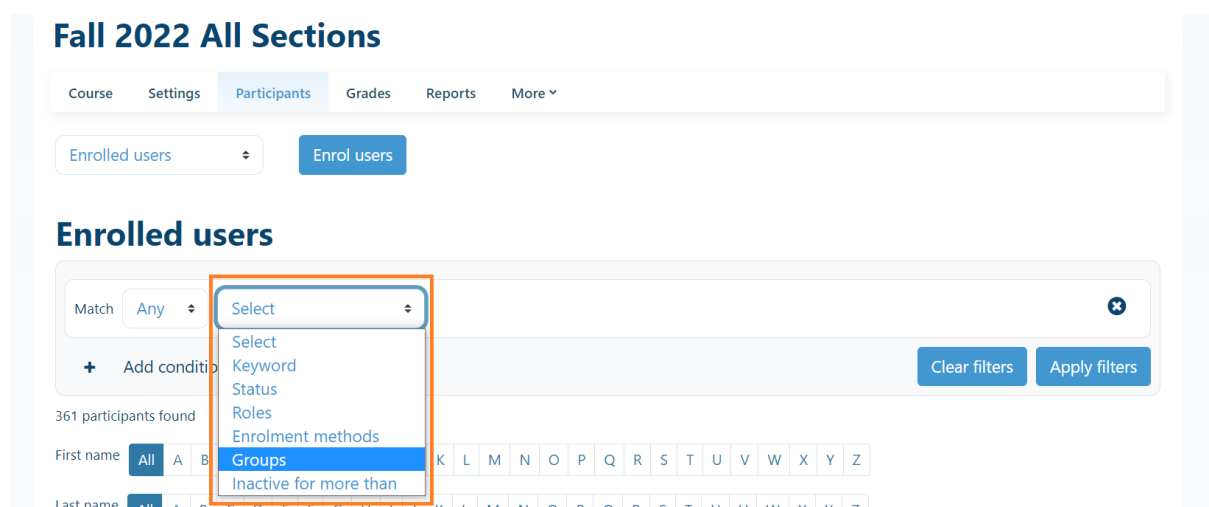
You can filter the participants according to each group.

- 1- From the first drop-down menu next to match choose "All".



The screenshot shows the Moodle course interface for "Fall 2022 All Sections". The "Participants" tab is active. Below the navigation bar, there is a section for "Enrolled users" with a dropdown menu set to "Enrolled users" and an "Enrol users" button. The "Enrolled users" section features a "Match" dropdown menu with a list of options: "All", "None", "Any", and "All". The "All" option is highlighted. To the right of the "Match" menu is a "Select" dropdown menu. Below these menus, there are "Clear filters" and "Apply filters" buttons. At the bottom, it indicates "361 participants found".

- 2- Then select groups from the next drop-down menu.



The screenshot shows the Moodle course interface for "Fall 2022 All Sections". The "Participants" tab is active. Below the navigation bar, there is a section for "Enrolled users" with a dropdown menu set to "Enrolled users" and an "Enrol users" button. The "Enrolled users" section features a "Match" dropdown menu with a list of options: "Any", "None", "Any", and "All". The "Any" option is highlighted. To the right of the "Match" menu is a "Select" dropdown menu with a list of options: "Select", "Keyword", "Status", "Roles", "Enrolment methods", "Groups", and "Inactive for more than". The "Groups" option is highlighted. Below these menus, there are "Clear filters" and "Apply filters" buttons. At the bottom, it indicates "361 participants found".

You can follow the same steps for any other filter shown in the drop-down menu.

- 3- Finally, you can choose the section you want from the last drop-down “type or select” menu and click on “Apply filter”.

Fall 2022 All Sections

Course Settings **Participants** Grades Reports More ▾

Enrolled users ▾ Enrol users

Enrolled users

Match: All ▾ Groups: ▾ Type or select... ▾ 205-06 x

+ Add condition

361 participants found

First name: All ▾ A B C D E F G H I J R S T U V W X Y Z

Last name: All ▾ A B C D E F G H I J R S T U V W X Y Z

1 2 8 9 10 ... 19 »

- 4- The table of participants will only show the students of the section you chose.

- 5- You can also choose more than one section to view the users list at once but, you must change the first drop-down menu to “Any” and then add the other sections.

Fall 2022 All Sections

Course Settings **Participants** Grades Reports More ▾

Enrolled users ▾ Enrol users

Enrolled users

Match: Any ▾ Groups: ▾ Type or select... ▾ 205-04 x 205-08 x

+ Add condition

76 participants found

Clear filters Apply filters

6- You can also click on “+ Add condition” to add more filters.

Course Settings **Participants** Grades Reports More ▾

Enrolled users ▾ Enrol users

Enrolled users

Match Any ▾ Select ▾ ✕

+ Add condition

Clear filters Apply filters

361 participants found

Match All ▾ of the following:

Match Any ▾ Select ▾ ✕

AND

Match Any ▾ Select ▾ ✕

+ Add condition

Clear filters Apply filters

361 participants found

You can choose “Roles” and “Groups”, to view teachers of one or multiple sections.

Match All ▾ of the following:

Match Any ▾ Roles ▾ Type or select... ▾ Teacher ✕ TA ✕ ✕

AND

Match Any ▾ Groups ▾ Type or select... ▾ 205-04 ✕ 205-08 ✕ ✕

+ Add condition

Clear filters Apply filters

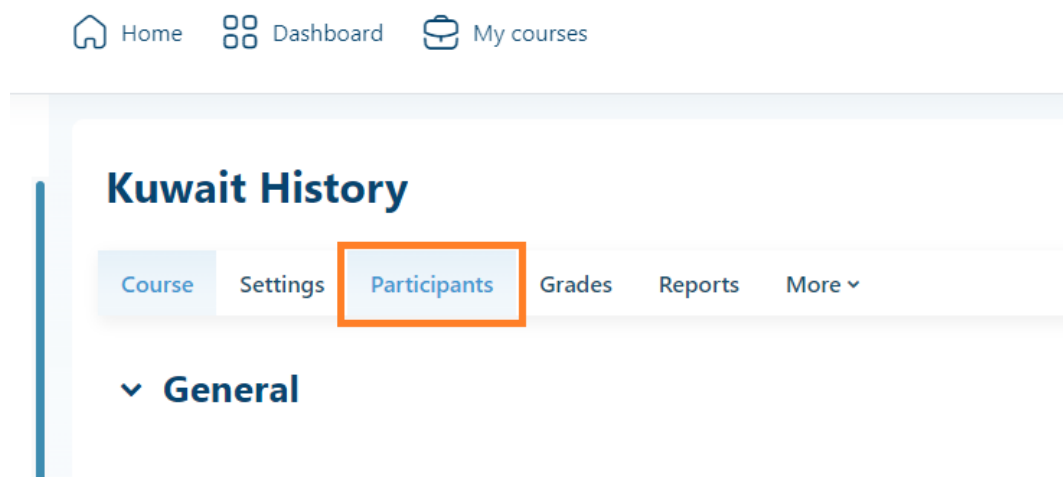
3 participants found

7- Click on “Apply filter” and view the results in the table below.

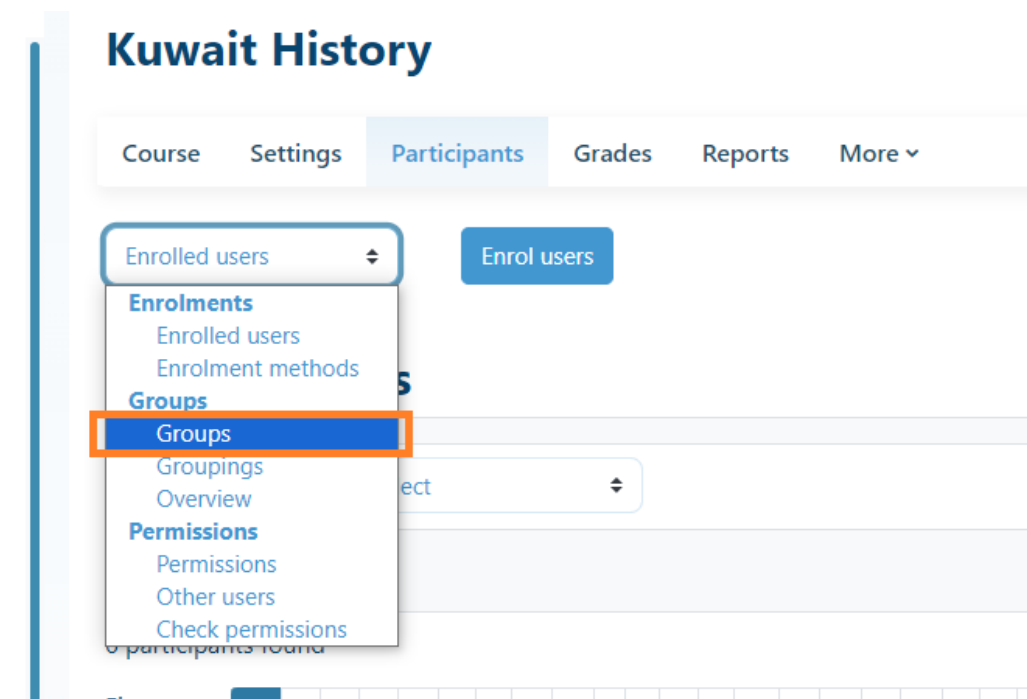
Creating Groups

You can create groups for group project submissions and assignments in the Participants tab.

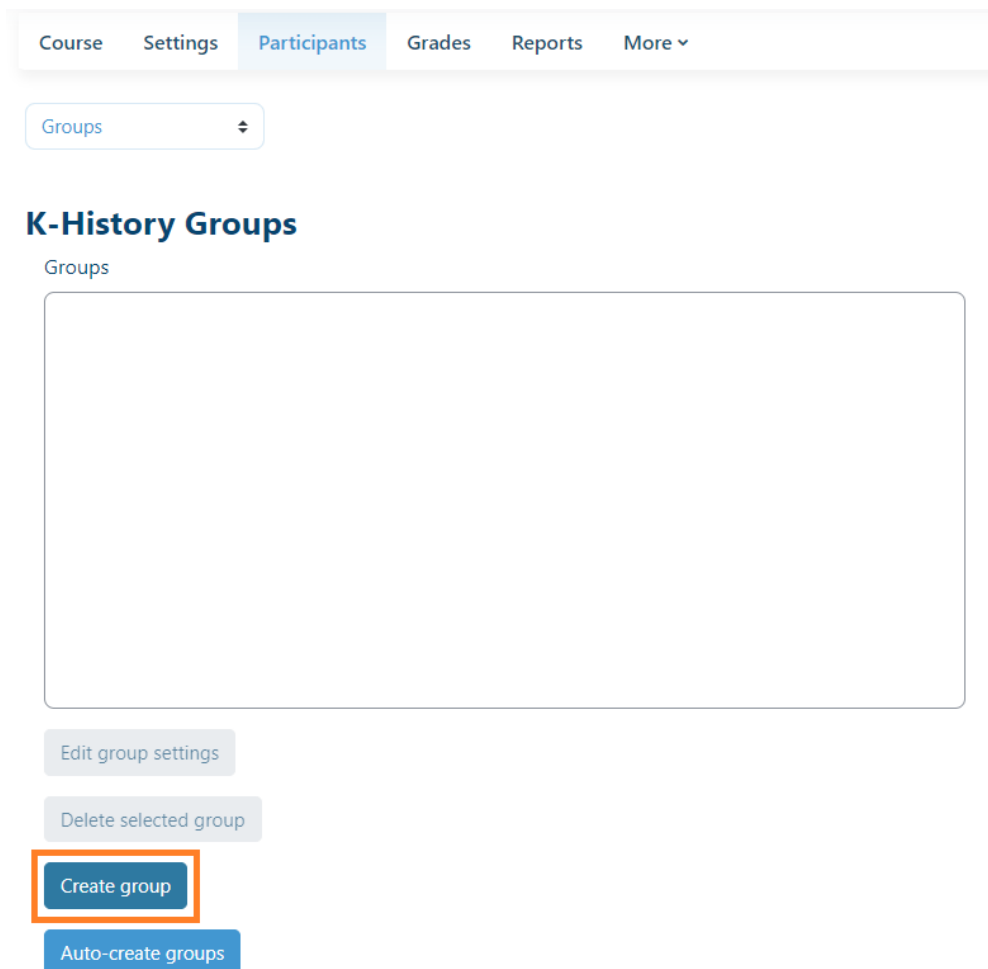
- 1- On the course page click on the "Participants" tab.



- 2- From the participants drop-down menu, choose "Groups".

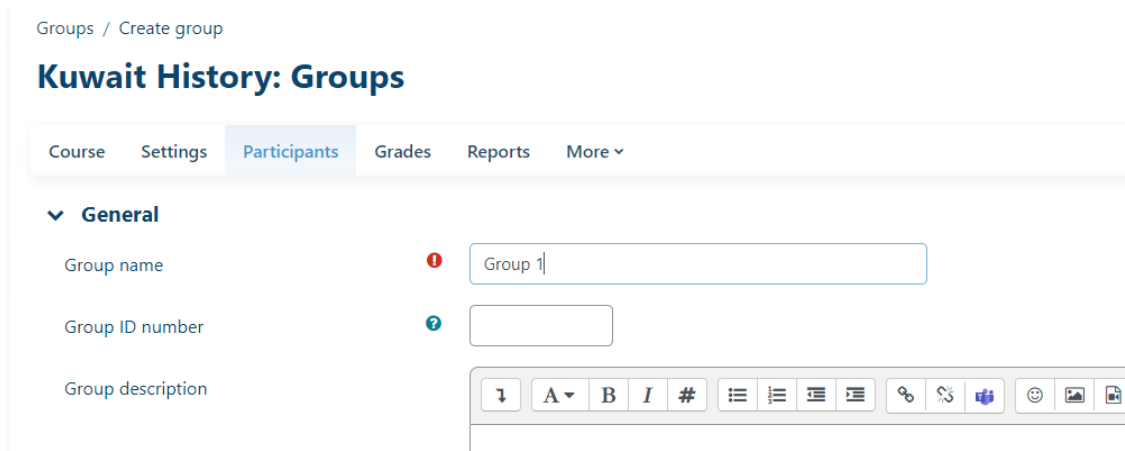


3- At the bottom of the Groups page, click on "Create Group".



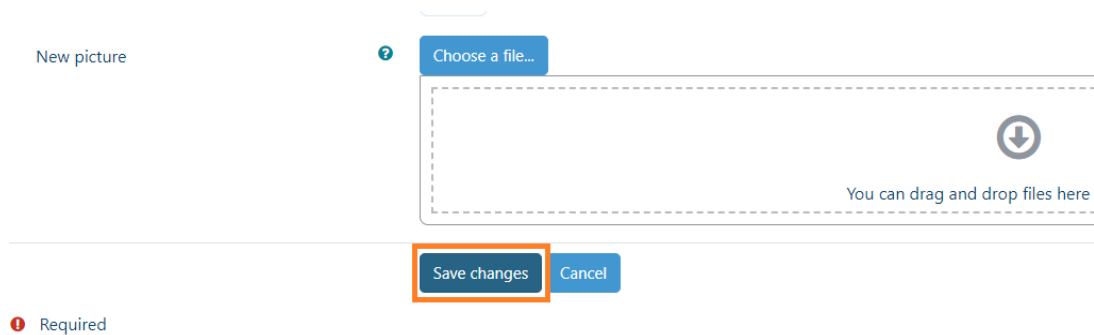
The screenshot shows the Moodle Groups page. At the top, there is a navigation bar with tabs: Course, Settings, Participants (selected), Grades, Reports, and More. Below the navigation bar, there is a dropdown menu labeled 'Groups'. The main content area is titled 'K-History Groups' and contains a large empty box for group management. At the bottom of the page, there are four buttons: 'Edit group settings', 'Delete selected group', 'Create group' (highlighted with an orange box), and 'Auto-create groups'.

4- Write the name of the group, group description is optional.



The screenshot shows the Moodle Groups 'Create group' page. The page title is 'Kuwait History: Groups'. Below the title, there is a navigation bar with tabs: Course, Settings, Participants (selected), Grades, Reports, and More. The main content area is titled 'General' and contains three fields: 'Group name' (filled with 'Group 1'), 'Group ID number' (empty), and 'Group description' (empty). The 'Group name' field has a red error icon next to it. The 'Group ID number' field has a blue question mark icon next to it. The 'Group description' field has a rich text editor toolbar with various icons for text formatting and media insertion.

5- Click on save changes at the bottom of the page.



The screenshot shows the 'New picture' form in Moodle. It includes a 'Choose a file...' button, a dashed box for file upload with a download icon and the text 'You can drag and drop files here', and 'Save changes' and 'Cancel' buttons at the bottom. The 'Save changes' button is highlighted with an orange box. A red 'Required' indicator is visible at the bottom left.

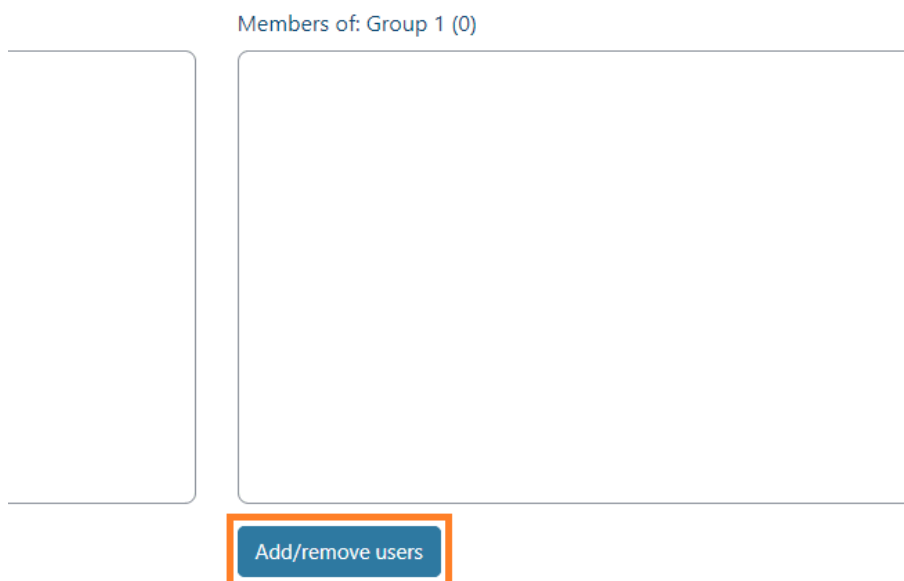
After creating the first group, notice above the table on the right will say “Members of:(Name of the group)”

K-History Groups



The screenshot shows the 'K-History Groups' page. It features a 'Groups' section with a table containing 'Group 1 (0)'. To the right, the text 'Members of: Group 1 (0)' is highlighted with an orange box.

6- Under the right-side table click on “Add/remove users”.



The screenshot shows the 'Members of: Group 1 (0)' table. It is an empty table with two columns. Below the table, the 'Add/remove users' button is highlighted with an orange box.

- 7- Start adding students to the group, you can add them one at a time or by holding “Ctrl” on the keyboard and choosing the students, then click on “Add”.

Course Settings Participants Grades Reports More ▾

Add/remove users: Group 1

Group members

None

2

→ Add

Remove ▸

Potential members

Student (2)

Learner 2 (@grad.ku.edu.kw) (0)

Fatmah (@ku.edu.kw) (0)

Fatmah (@ku.edu.kw) (0)

Fatmah (@ku.edu.kw) (0)

1

Lulwah (@ku.edu.kw) (0)

Sarah (@ku.edu.kw) (0)

Course Settings Participants Grades Reports More ▾

Add/remove users: Group 1

Group members

None

2

→ Add

Remove ▸

Potential members

Holding "CTRL" and selecting students

Student (3)

1

Learner 2 (@grad.ku.edu.kw) (0)

Fatmah (@ku.edu.kw) (0)

Fatmah (@ku.edu.kw) (0)

Fatmah (@ku.edu.kw) (0)

Lulwah (@ku.edu.kw) (0)

Sarah (@ku.edu.kw) (0)

- 8- After adding the students, click on “Back to groups” at the bottom of the page.

Group members

Student (1)

Learner 2 (.com) @ku.edu.kw

Fatmah @ku.edu.kw

Lulwah @ku.edu.kw

Search Clear

Search options ▾

- ☐ Keep selected users, even if they no longer match the search
- ☐ If only one user matches the search, select them automatically
- ☐ Match the search text anywhere in the displayed fields

Back to groups

Potential members

Student (1)

Fatmah @grad.ku.edu.kw (0)

Fatmah @ku.edu.kw (0)

Sarah @ku.edu.kw (0)

Search Clear

- 9- Repeat the same steps for each group.

The numbers in brackets next to the users' names mean that this user is part other groups.

: Group 2

Potential members

Student (2)

Learner 2 (.com) (1)

Fatmah @grad.ku.edu.kw (0)

Fatmah @ku.edu.kw (0)

Fatmah @ku.edu.kw (1)

Lulwah @ku.edu.kw (1)

Sarah @ku.edu.kw (0)

Grades

Grades are accessed by clicking on the “Grades” tab from the course page.

LuTest

Course
Settings
Participants
Grades
Reports
More ▾

General
Collapse all

 FORUM
Announcements

 GLOSSARY

You will be able to view the “Grader Report” which is a table of the students with the grades of each activity they have attempted and submitted.

Course
Settings
Participants
Grades
Reports
More ▾

Grader report ▾

Grader report

All participants: 2/2

First name **All** 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

Last name **All** 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

				Exams—		Homework—	
First name / Last name ▲		ID number	Email address	☑ Exam ▴ ▾ ✎	📊 Exams total ▴ ▾ ✎	📄 Homework 1 ▴ ▾ ✎	📄 Homework 3 ▴ ▾ ✎
FA	📅 ✎	22	@ku.edu.kw	✓ 7.78Q	77.78	-	-
SB	📅 ✎	22	@ku.edu.kw	✓ 8.89Q	88.89	-	-
Overall average				8.33	83.33	-	-

Gradebook Setup

- 1- From the grades page at the top left drop-down menu, choose “Gradebook Set Up”.

The screenshot shows the Moodle interface with the 'Grades' tab selected. A dropdown menu is open under the 'Grader report' button, which is highlighted with an orange box and labeled '1'. The menu options include 'View', 'Grader report' (selected), 'Grade history', 'Outcomes report', 'Overview report', 'Single view', 'Grade summary', and 'User report'. Below the menu, the 'Setup' section is visible, with 'Gradebook setup' highlighted by an orange box and labeled '2'. The background shows a gradebook table with columns for ID number, Email address, Exam scores, and Exams total.

ID number	Email address	Exam	Exams total
22	@ku.edu.kw	7.78	77.78
22	@ku.edu.kw	8.89	88.89

- 2- Click on “add category” from the top of the page.

The screenshot shows the 'Gradebook setup' page. At the top, there are buttons for 'Add grade item', 'Add outcome item', and 'Add category'. The 'Add category' button is highlighted with an orange box. Below the buttons, a table lists the categories in the gradebook.

Name	Weights	Max grade	Actions
Exams	50.0	-	Edit

3- Write the name of the category you want to add.

New category

Grade category

Category name



In-class Assignment

Aggregation



Natural

Show more...

> Category total

4- Choose the aggregation you want to use to calculate the grades of the course or leave it as the Moodle default “Natural”.

Grade category

Category name



In-class Assignment

Aggregation



Natural

Show more...

> Category total

> Parent category

Mean of grades
Weighted mean of grades
Simple weighted mean of grades
Mean of grades (with extra credits)
Natural

Save changes

Cancel

You can visit the official documentation of grade aggregation for additional information:

https://docs.moodle.org/401/en/Grade_aggregation#Weighted_mean

5- Click on “Save changes”.

New category

Grade category

Category name

In-Class Assignment

Aggregation

Natural

Show more...

Category total

Parent category

Save changes

Cancel

6- After adding the grades categories, you can write the weight of each category. After adding the numbers press “Enter” on your keyboard.

Gradebook setup

Name	Weights	Max grade	Actions	Select
	-	-	Edit ▾	☐
↓  Exams	50	-	Edit ▾	☐ Exams
↓ ☒ Exam	10.0	10.00	Edit ▾	☐
⌘ Exams total Weighted mean of grades.		100.00	Edit ▾	
↓  Homework	20.0	-	Edit ▾	☐ Homework
↓  Homework 1	5.0	100.00	Edit ▾	☐
↓  Homework 3	5.0	100.00	Edit ▾	☐
⌘ Homework total Weighted mean of grades.		100.00	Edit ▾	

- 7- Then you can distribute the weight to the activities you add to each category.

 Exams total Weighted mean of grades.	100.00	Edit ▾
↑  Homework	20.0	- Edit ▾ ☐ Homework
↑  Homework 1	5	100.00 Edit ▾ ☐
↑  Homework 3	5	100.00 Edit ▾ ☐
 Homework total Weighted mean of grades.	100.00	Edit ▾
↑  Quizzes	5.0	- Edit ▾ ☐ Quizzes

- 8- Click on save changes at the bottom of the Gradebook Setup page.

↑  In-Class Assignment	20.0	-
↑  Assignment 1	5.0	
 In-Class Assignment total Weighted mean of grades.		100.00
 Course total Weighted mean of grades.		100.00

- 9- When adding an activity in the course, under the Grade setting, you will see a drop-down menu next to “Grade category” in which you can add the activity in one of the categories you added in the Gradebook Setup.

➤ Turnitin plagiarism plugin settings

▼ Grade

Grade 

Type Point ▾

Maximum grade

100

Grading method  Simple direct grading ▾

Grade category  Uncategorised ▾

Grade to pass  Uncategorised

Anonymous submissions  Exams

Hide grader identity from  Homework

In-Class Assignment

Quizzes

- 10- You will have to go to the “Gradebook Setup” and add the weight of the new activity you added.

↑  Homework	20.0	-	Edit ▾	☐ Homework
↑  Homework 1	5.0	100.00	Edit ▾	☐
↑  Homework 3	5.0	100.00	Edit ▾	☐
↑  Homework 2	5	100.00	Edit ▾	☐
 Homework total	100.00		Edit ▾	
Weighted mean of grades.				

Move Activity

If you want to relocate an activity to a category, click on the arrow on the far left of the activity name.

↑  Homework	20.0	-	Edit ▾	☐ Homework
↑  Homework 1	5.0	100.00	Edit ▾	☐
↑  Homework 3	5.0	100.00	Edit ▾	☐
↑  Homework 2	5.0	100.00	Edit ▾	☐

You will be able to move the activity to one of the categories you have created and then click on “Save changes” at the bottom of the page.

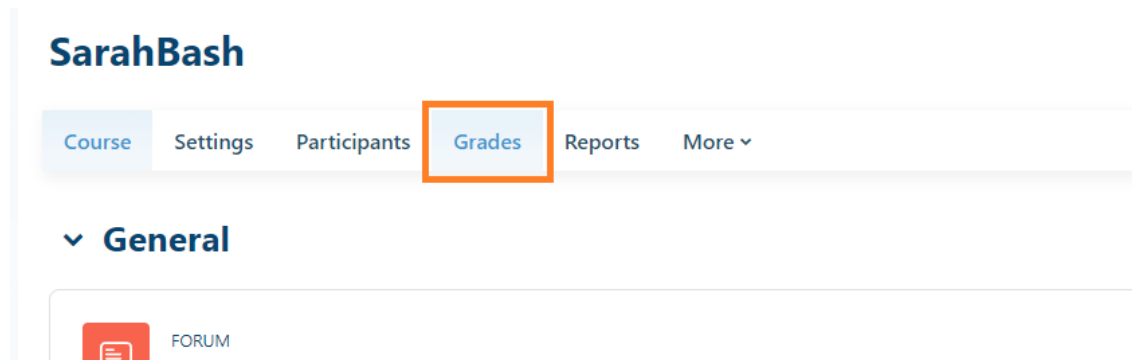
↑  Homework	20.0	-	Edit ▾	☐ Homework
↑  Homework 1				
↑  Homework 3				
 Homework 2 (Move)				

↑  Homework	20.0	-	Edit ▾	☐ Homework
↑  Homework 1	5.0	100.00	Edit ▾	☐
↑  Homework 2	5.0	100.00	Edit ▾	☐
↑  Homework 3	5.0	100.00	Edit ▾	☐
⌘ Homework total		100.00	Edit ▾	
Weighted mean of grades.				

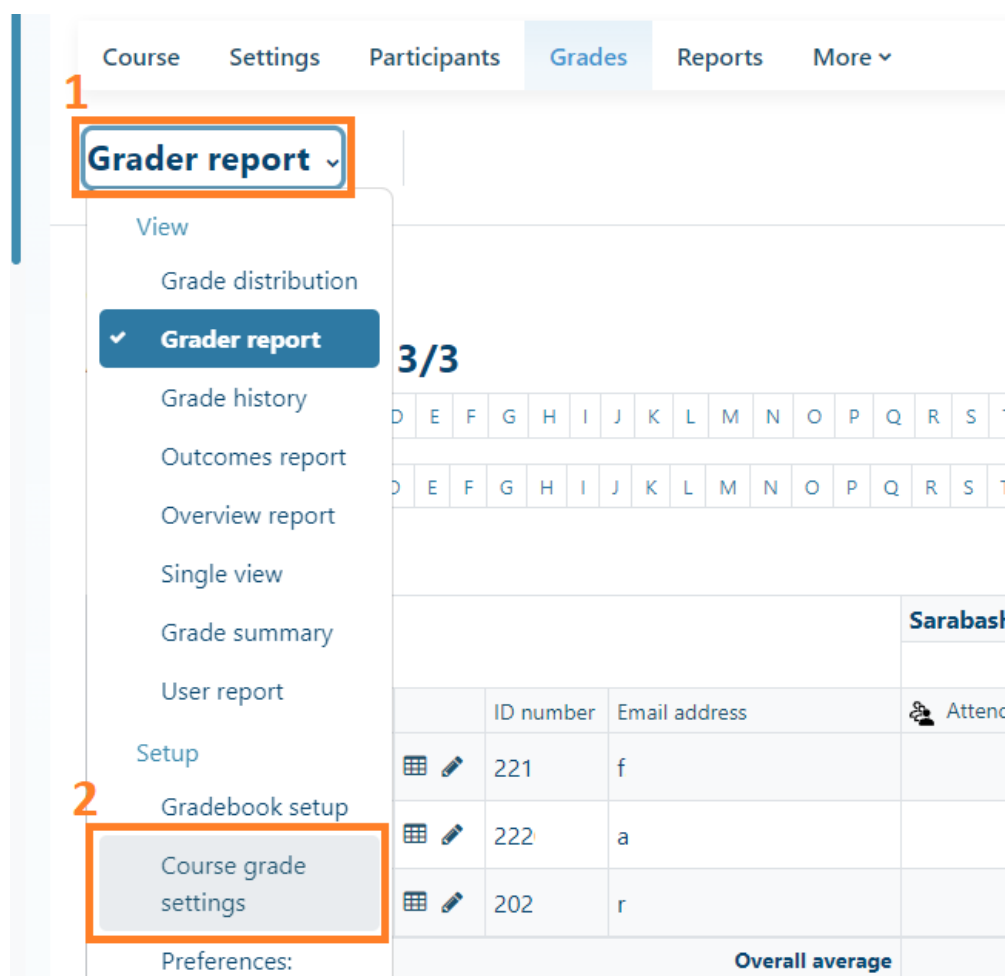
Grades View Type

You can change the grades' view type in the gradebook to percentage, letter, or both from "Course Grade Settings".

- 1- Open "Grades" tab from the course page.



- 2- From the Grades drop-down menu choose "Course Grade Settings".



- 3- In “Grade Item Settings”, next to “Grade Display Type” choose how students can view their grades from the menu.

The screenshot shows the 'Grade item settings' section of the Moodle interface. On the left sidebar, a vertical list of settings is shown. Item 1 points to the 'Grade item settings' header, and item 2 points to the 'Grade display type' option. In the main content area, the 'Grade display type' dropdown menu is open, showing a list of options: 'Default (Real)', 'Real', 'Real (percentage)', 'Real (letter)', 'Percentage', 'Percentage (real)', 'Percentage (letter)', 'Letter', 'Letter (real)', and 'Letter (percentage)'. The 'Real (letter)' option is highlighted in blue. Other settings visible include 'Aggregation position' (Default (Last)), 'Min and max grades used in calculation' (Default (Min and max grades as specified in grade item settings)), and 'Overall decimal places' (Default (2)).

Change defaults

Aggregation position ? Default (Last) ▾

Min and max grades used in calculation ? Default (Min and max grades as specified in grade item settings) ▾

1

2

Grade display type

Overall decimal places

Grade display type ?

Overall decimal places ?

▼ Overview report

Show rank ?

Default (Real) ▾

Default (Real)

Real

Real (percentage)

Real (letter)

Percentage

Percentage (real)

Percentage (letter)

Letter

Letter (real)

Letter (percentage)

- 4- Click on “Save Changes” at the bottom of the page.

The screenshot shows the bottom of the Moodle Grade Item Settings page. It includes the 'Hide totals if they contain hidden items' setting with a dropdown menu set to 'Default (Hide)'. Below this, the 'Save changes' button is highlighted with an orange box.

Hide totals if they contain hidden items ? Default (Hide) ▾

Save changes

Hide/Show Grade

If you want to hide/show a grade from the gradebook, you can use the hide option in the Gradebook Setup.

1. Open the Gradebook Setup from the Grades tab.
2. Click on “Edit” next to the activity you want to hide/show.
3. From the drop-down menu, you can click on the hide option or show if you already had it hidden.

Gradebook setup

Name	Weights	Max grade	Actions	Select
	-	-	Edit ▾	☐
1  Attendance	4.0	100.00	1 Edit ▾	☐
1  Kuwait in the 50's whole forum	1.0		2 Edit settings Hide	☐

You can also choose “Edit settings” to enable or disable the hidden option.

Edit grade item

Grade item

Item name

Show more...

Grade type  Value

Maximum grade 

Minimum grade 

☒ Hidden 

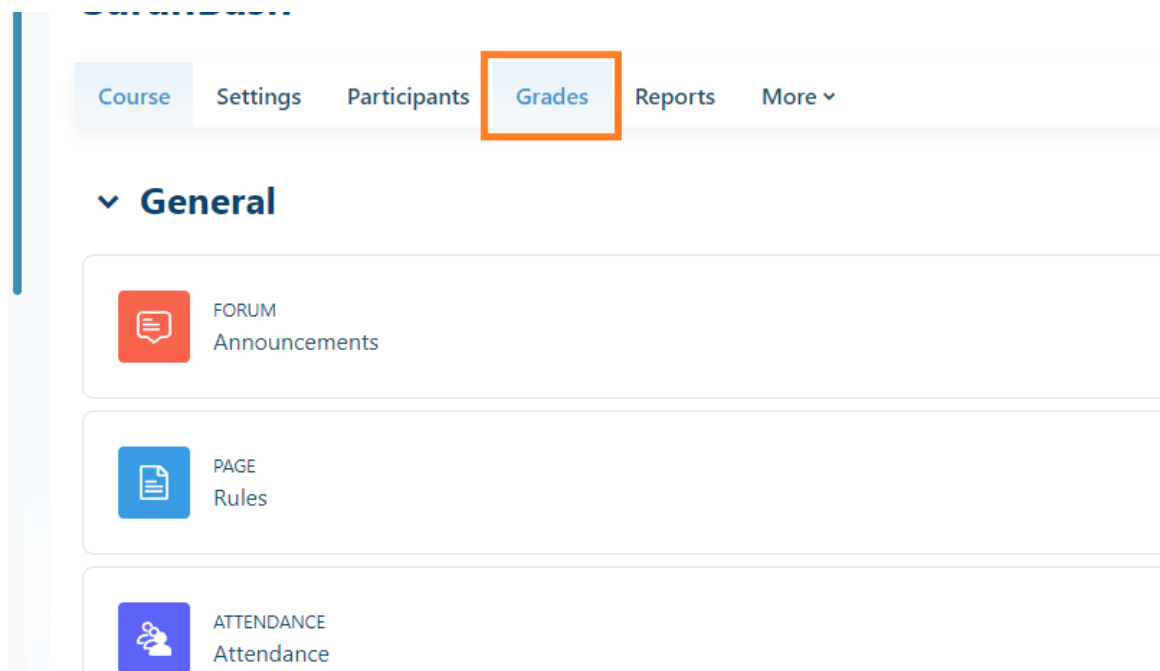
☐ Locked 

Drop Lowest Grade

KU Moodle enables you to drop the lowest grade of activities in one category you add for the students on the Moodle course. For instance, you can add 7 quizzes that students can attempt during the course and choose to include only 5 quizzes in the course total.

You must first create the categories and move the activities related to the category in the Gradebook Setup to be able to use “Drop the Lowest” feature in KU Moodle.

1. From the course page click on the Grades tab.



2. Open the Grades drop-down menu and choose "Gradebook Setup".

1

Course Settings Participants **Grades** Reports More ▾

Grader report ▾

- View
- Grade distribution
- ✓ Grader report**
- Grade history
- Outcomes report
- Overview report
- Single view
- Grade summary
- User report

2

Setup

Gradebook setup

Course grade

3. Navigate to the category you want to drop the lowest grade in.

Dashboard					My courses	SB		
Assignment 1					1.0	100.00	Edit	☐
home works total						100.00	Edit	
Weighted mean of grades.								
Quizzes					5.0	-	Edit	☐ Quizzes
Materials Quiz					1.0	10.00	Edit	☐
Quiz2					1.0	10.00	Edit	☐
Pop Quiz					1.0	10.00	Edit	☐
Pop Quiz					1.0	10.00	Edit	☐
Pop Quiz					1.0	10.00	Edit	☐
Quizzes total						100.00	Edit	
Weighted mean of grades.								

4. Click on the category "Edit" on the right side of the page and from the drop-down menu choose "edit setting".

Weighted mean of grades.

1	Quizzes	5.0	-	2	1	Edit	☐
	Materials Quiz	1.0	10.0			Edit settings Delete Hide	☐
	Quiz2	1.0	10.0				☐
	Pop Quiz	1.0	10.00			Edit	☐
	Pop Quiz	1.0	10.00			Edit	☐
	Pop Quiz	1.0	10.00			Edit	☐
	Quizzes total		100.00			Edit	

Weighted mean of grades.

5. In the Grade Category setting click on "Show More".

Gradebook setup / Edit category

SarahBash: Setup: Edit category

Course Settings Participants **Grades** Reports More

Edit category

Grade category

Category name

Aggregation

Show more...

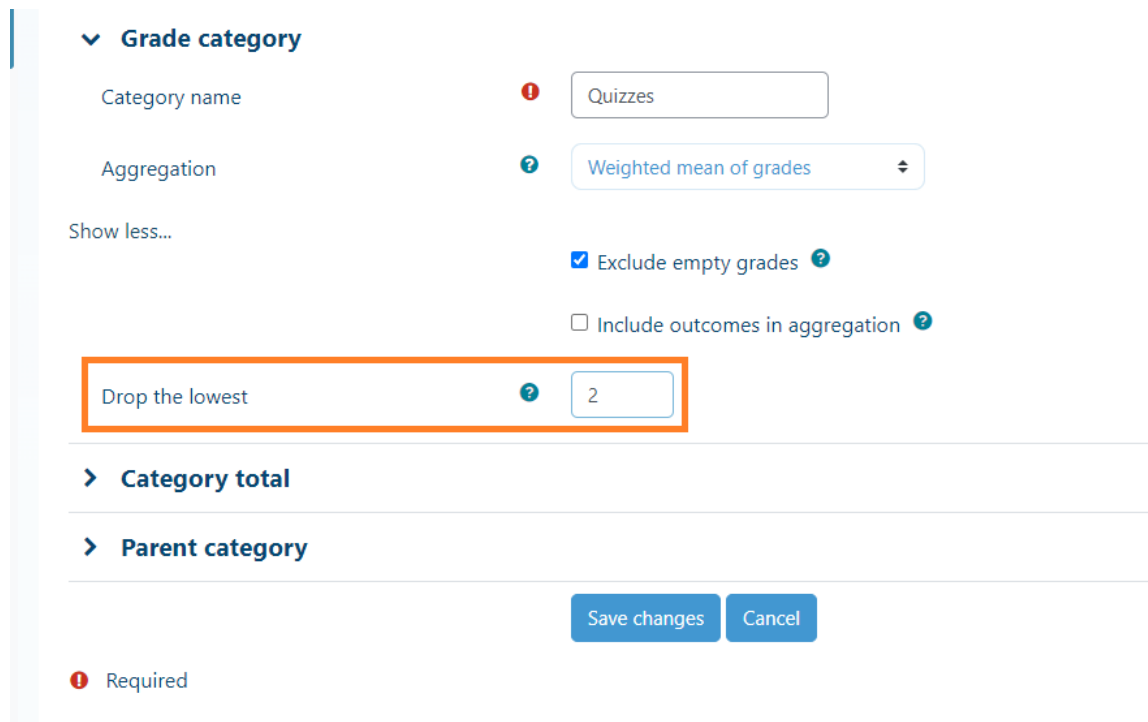
> Category total

> Parent category

Save changes Cancel

Required

6. Next to the "Drop the Lowest" setting, write how many items you want to drop the lowest grade of.



The screenshot shows the 'Grade category' settings in Moodle. The 'Category name' is 'Quizzes' (marked as required with a red exclamation mark). The 'Aggregation' is 'Weighted mean of grades'. There are checkboxes for 'Exclude empty grades' (checked) and 'Include outcomes in aggregation' (unchecked). The 'Drop the lowest' setting is highlighted with an orange box, showing a value of '2'. Below this are expandable sections for 'Category total' and 'Parent category'. At the bottom are 'Save changes' and 'Cancel' buttons. A legend indicates that a red exclamation mark means 'Required'.

Grade category

Category name ❗ Quizzes

Aggregation ? Weighted mean of grades

Show less...

☒ Exclude empty grades ?

☐ Include outcomes in aggregation ?

Drop the lowest ? 2

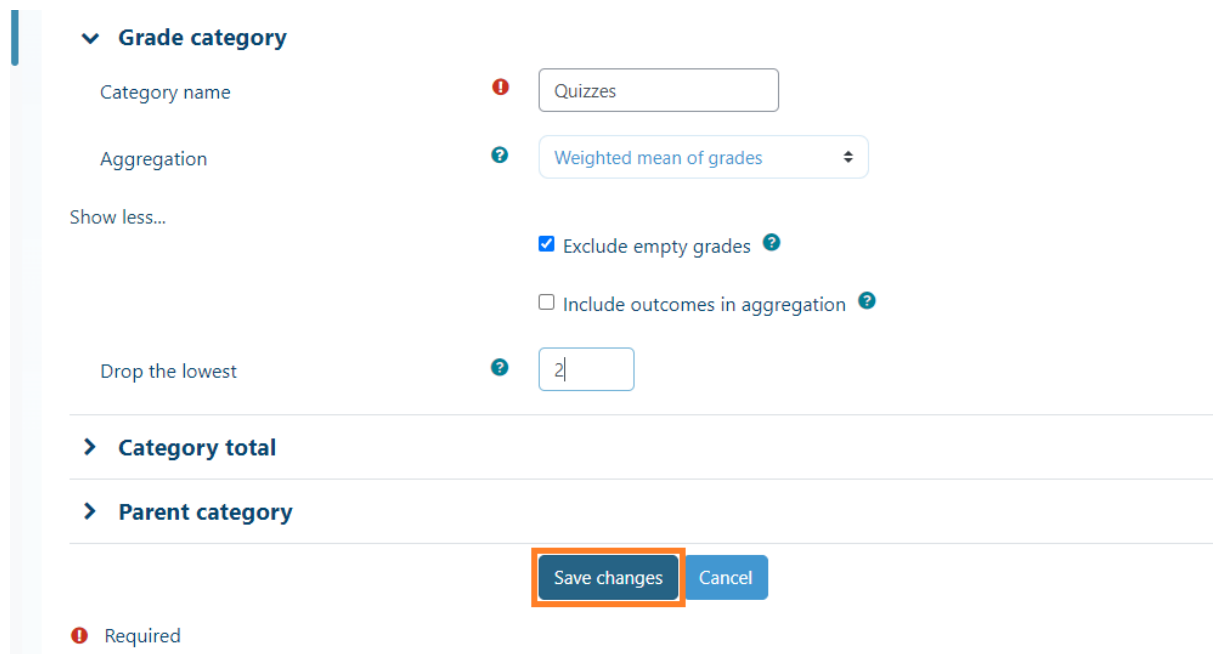
> Category total

> Parent category

Save changes Cancel

❗ Required

7. Click on "Save Changes" and "Continue".



This screenshot is identical to the previous one, showing the 'Grade category' settings. In this version, the 'Save changes' button at the bottom is highlighted with an orange box, indicating the next step in the process.

Grade category

Category name ❗ Quizzes

Aggregation ? Weighted mean of grades

Show less...

☒ Exclude empty grades ?

☐ Include outcomes in aggregation ?

Drop the lowest ? 2

> Category total

> Parent category

Save changes Cancel

❗ Required

Export and Import Gradebook

You can download the Moodle Gradebook as an excel spreadsheet to grade the students instead of using Moodle to grade.

It is best to have all the activities or grade items already in the gradebook setup before exporting the gradebook.

Export Gradebook

- 1- Open the “Grades” tab and from the drop-down menu choose “export”.

Kuwait History: View: Preferences: Grader

Course Settings Participants **Grades** Reports More ▾

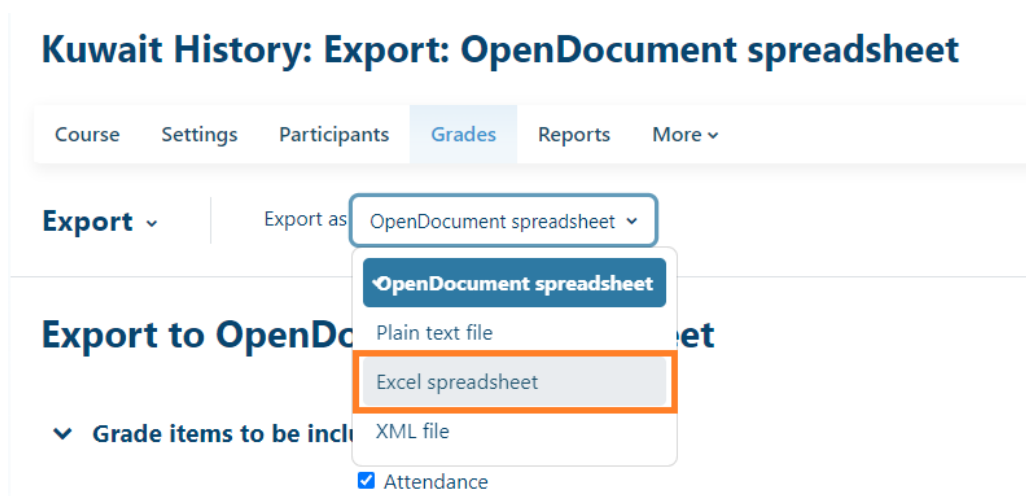
Grader report ▾

- View
 - Grade distribution
 - Grader report**
 - Grade history
 - Outcomes report
 - Overview report
 - Single view
 - Grade summary
 - User report
- Setup
 - Gradebook setup
 - Course grade settings
 - Preferences: Grader report
- More
 - Scales
 - Outcomes
 - Grade letters
 - Import
 - Export**

8/8

	ID number	Email address
 		20
 		,fa
 		(
 		f
 		l
 		s
 		y
 		i

- 2- In “Export as” menu choose “Excel Spreadsheet”.



- 3- Select the activities/items you want included in the excel sheet.

Export to Excel spreadsheet

Grade items to be included

- ☐ Attendance
- ☐ Kuwait in the 50's whole forum
- ☐ Lesson 2
- ☒ Exam
- ☐ Category total
- ☒ Homework 1
- ☒ Homework 2
- ☒ Homework 3
- ☒ Homework 4
- ☒ Final Homework
- ☐ Category total
- ☒ Quiz 1
- ☒ Quiz 1_EC
- ☐ Category total

- 4- Open the “export format options” settings, you can enable feedback if you want to add comments for the students’ grade.

☐ Course total

Select all/none

▼ **Export format options**

☐ Include feedback in export

☒ Exclude suspended users ?

Grade export display types ☒ Real ☐ Percentage ☐ Letter

Grade export decimal places

You can only write comments in the “feedback column” any other column must be numerical, or Moodle will not be able to upload the grades when you import the file.

- 5- Click on “Download”.

▼ **Export format options**

☒ Include feedback in export

☒ Exclude suspended users ?

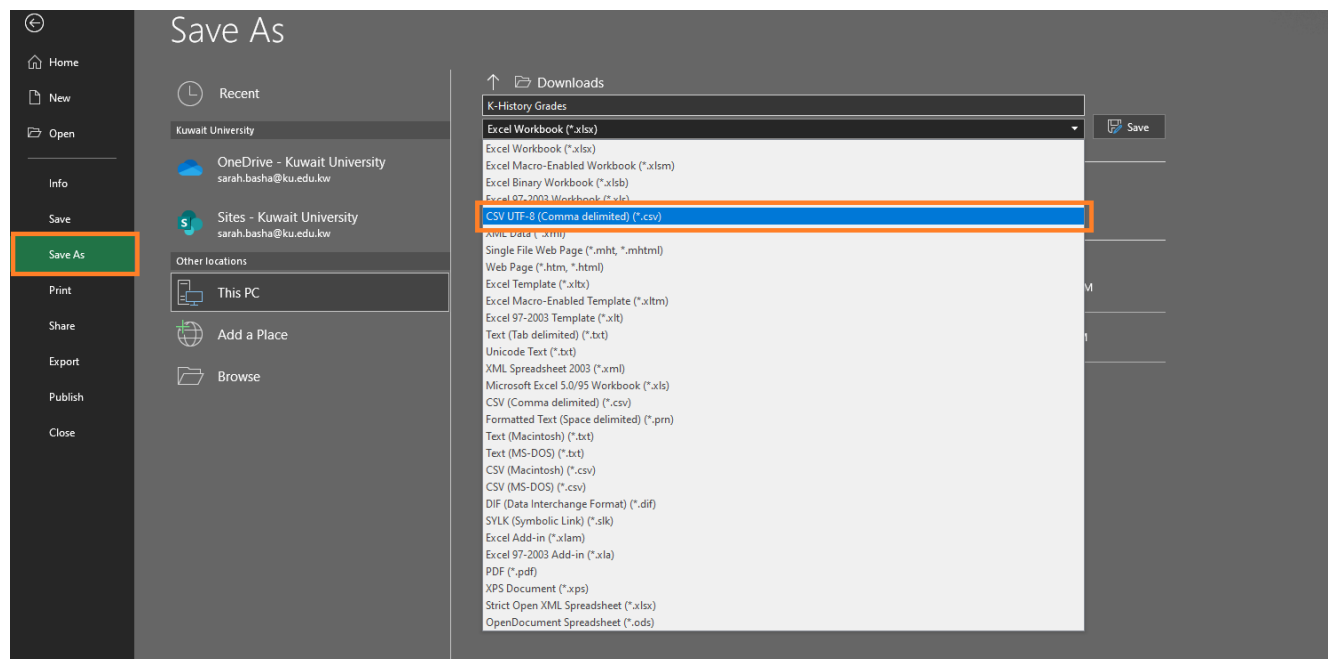
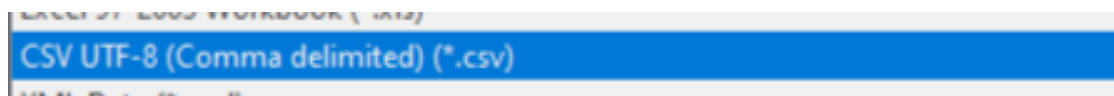
Grade export display types ☒ Real ☐ Percentage ☐ Letter

Grade export decimal places

6- Open the excel file you downloaded from KU Moodle and grade the students.

	A	B	C	D	E	F	G	H	I	J
	First name	Last name	ID number	Department	Email	Quiz: Exam	Assignment: Homework 1	Assignment: Homework 2	Assignment: Homework 3	
2	Learner						60	100	66	
3	Fatmah						83	66	90	
4	Fatmah			Center of			62	98	45	
5	Fatemah			Center of			54	95	86	
6	Lulwah						0	0	70	
7	Sarah			Center of			89	90	63	
8	Raghad						78	90	90	
9	Hanan						0	0	0	

7- After you are done with grading the students save the file as “CSV UTF-8 (Comma Delimited”.



Import Gradebook

Before starting to import the grades file, make sure that only numerical data is written in the spreadsheet, and it is saved as “CSV UTF-8 (Comma Delimited)”.

If you have exported the file to include feedback to each activity/grade item, you can write comments only in the feedback column.

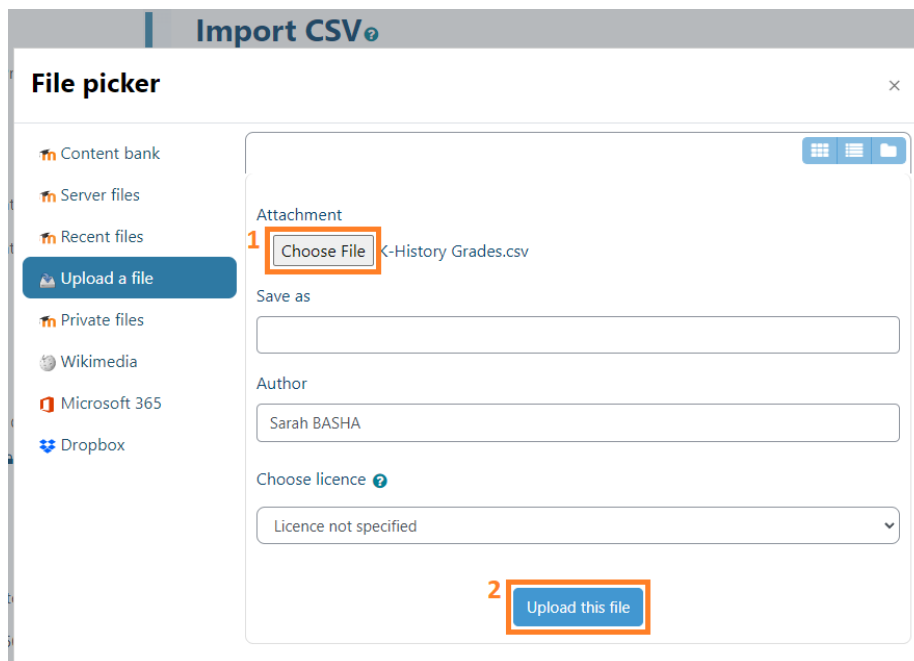
- 1- Open the “Grades” tab and from the drop-down menu choose “Import”.

Kuwait History: View: Preferences: Grader report

The screenshot shows the Moodle interface for the 'Kuwait History' course. The 'Grades' tab is selected (1). The 'Grader report' dropdown menu is open (2), showing options like 'View', 'Grade distribution', 'Grader report' (selected), 'Grade history', 'Outcomes report', 'Overview report', 'Single view', 'Grade summary', 'User report', 'Setup', 'Gradebook setup', 'Course grade settings', 'Preferences: Grader report', 'More', 'Scales', 'Outcomes', 'Grade letters', 'Import' (highlighted with an orange box and number 3), and 'Export'.

	ID number	Email address

- 2- From file picker, choose the grades file you saved and click on “Upload this file”.



- 3- Click on “Upload grades”.

K-History Grades.csv

Accepted file types:

Comma-separated values .csv
Text file .txt

Encoding ? UTF-8

Separator ? ☐ Tab ☒ Comma ☐ Colon ☐ Semicolon

Verbose scales ? Yes

Preview rows ? 10

☐ Force import ?

Upload grades

4- Under the preview table, For Identify user by settings choose:

- a. Map From: ID Number
- b. Map To: ID Number

Collapse all

▼ Identify user by

Map from

?

ID number

⌵

Map to

?

ID number

⌵

5- For Grade Item Mappings settings:

- a. For the first six grade items “First name, Last name, ID number, Institution, Department, Email address” keep as **Ignore**.
- b. All the other activities/grade items, **match to the corresponding** in the gradebook.
- c. If you added a new column in the exported file, choose “New grade item”.

ID number	Ignore	⌵
Institution	Ignore	⌵
Department	Ignore	⌵
Email address	Ignore	⌵
Quiz: Exam (Real)	Quiz: Exam	⌵
Assignment: Homework 1 (Real)	Assignment: Homework 1	⌵
Assignment: Homework 2 (Real)	Assignment: Homework 2	⌵
Assignment: Homework 3 (Real)	Assignment: Homework 3	⌵

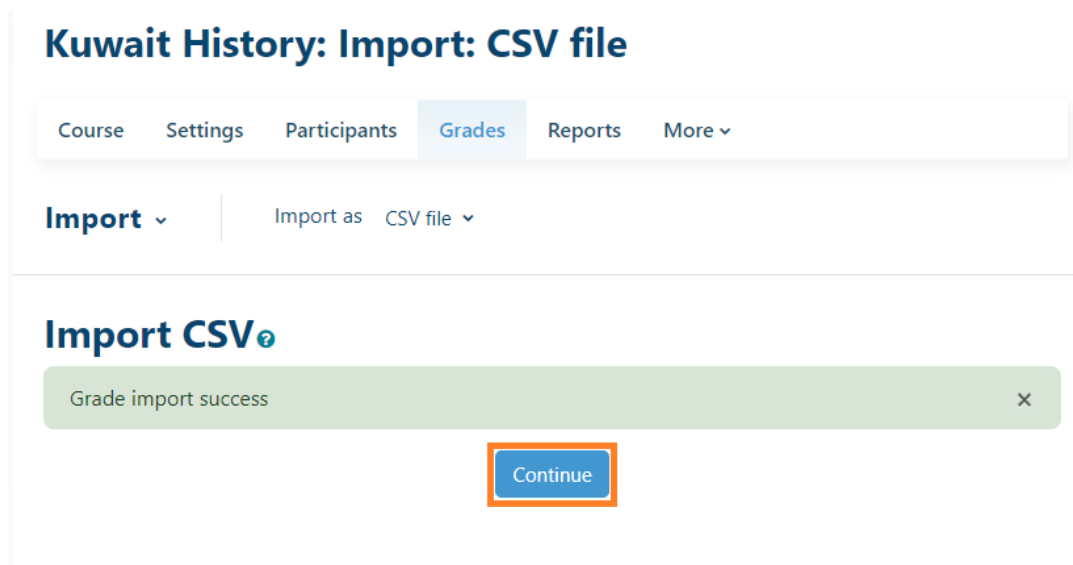
6- Click on “Upload grades”.



Quiz: Quiz 2 (Real)	Quiz: Quiz 2
Quiz: Quiz 3 (Real)	Quiz: Quiz 3
Quiz: Quiz 4 (Real)	Quiz: Quiz 4
Assignment: Assignment 1 (Real)	Assignment: Assignment 1
Quiz: Kuwait History Final (Real)	Quiz: Kuwait History Final
Last downloaded from this course	Ignore

Upload grades

7- You will receive a green message if the import was successful, click on continue.



Kuwait History: Import: CSV file

Course Settings Participants **Grades** Reports More ▾

Import ▾ | Import as CSV file ▾

Import CSV?

Grade import success ×

Continue

If you receive a user mapping error, please contact us on:
support.moodle@ku.edu.kw

Question Bank

Question Bank can be accessed by clicking on the “More” tab in the course page. From the drop-down menu, Choose “Question Bank”.

LuTest

Course Settings Participants Grades Reports **More**

General Collapse all

FORUM Announcements

Question bank

Select a category: Default for LUTst (6)

The default category for questions shared in context 'LUTst'.

No tag filters applied

Filter by tags...

☐ Show question text in the question list

Search options

☒ Also show questions from subcategories

☐ Also show old questions

Create a new question ...

Question	Actions	Status	Version	Created by	Comments	Needs checking?	Facility index	Discriminative efficiency	Usage	Last used
Calculate the Distance	Edit	Ready	v5	18 February 2023, 1:48 AM	0	-	N/A	N/A	1	Never
Q4	Edit	Ready	v1	19 February 2023, 10:20 AM	0	-	N/A	N/A	1	Never
Solve the questions	Edit	Ready	v3	20 February 2023, 11:42 AM	0	-	N/A	N/A	1	Never
Q3	Edit	Ready	v2	12 February 2023, 3:20 AM	0	-	N/A	N/A	1	Never

Question Column

You can edit the question name by clicking on the Pen icon.

Question

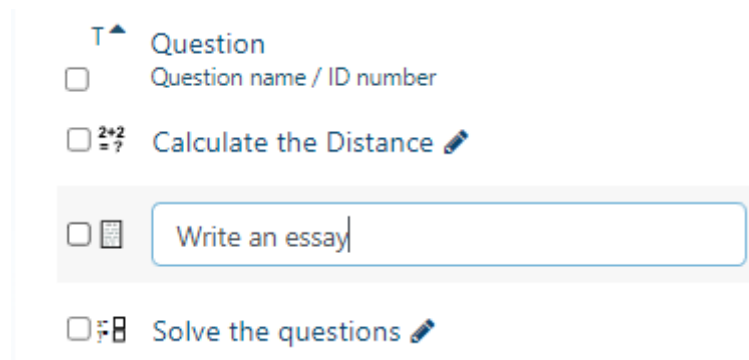
Question name / ID number

Calculate the Distance

Q4

Solve the questions

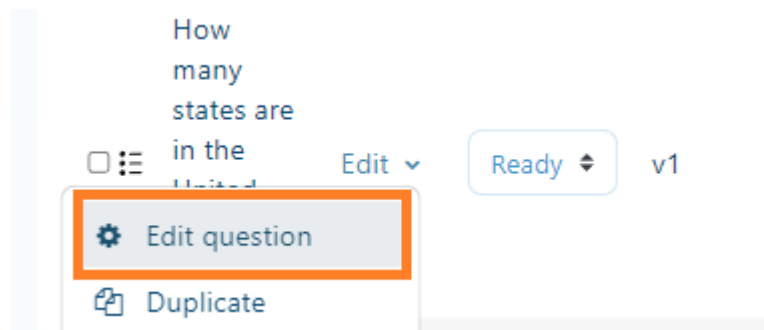
Write the new name and click enter to save it.



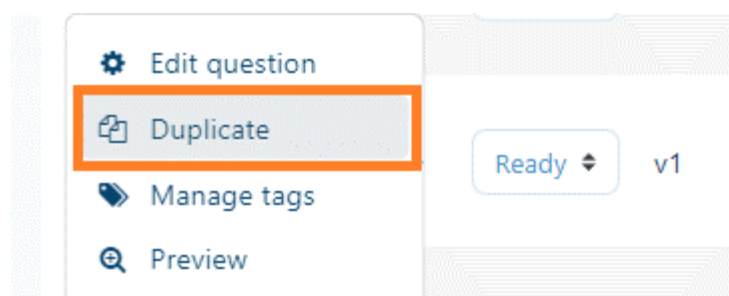
Action Column

Next to each question name you will find an “Edit” drop-down menu on what you can do with the question.

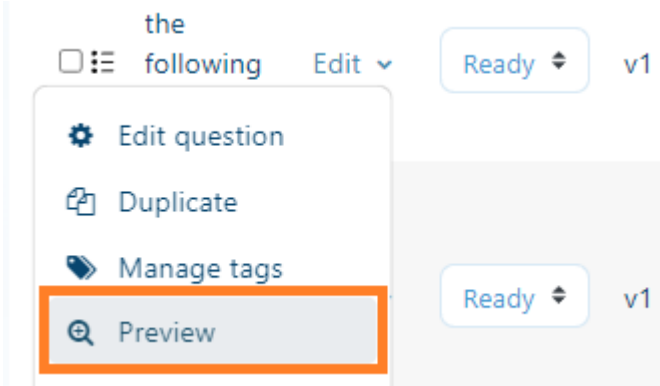
If you click on edit question, it will open the question page and you can alter the question.



You can duplicate a question and change its name and context.



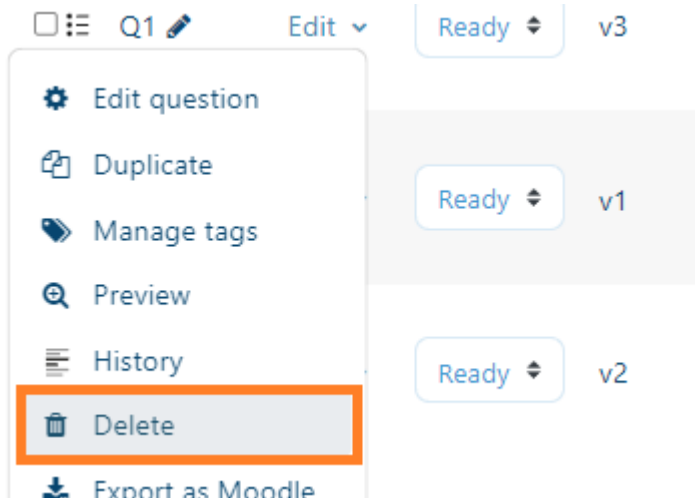
The preview option is also in the action column where you can see the students' view of a question.



The screenshot shows the Moodle question editor interface. At the top, there is a question title "the following" and an "Edit" dropdown menu. The dropdown menu is open, showing options: "Edit question", "Duplicate", "Manage tags", and "Preview". The "Preview" option is highlighted with an orange border. To the right of the dropdown menu, there are two "Ready" status buttons, each with a version number "v1".

Below the editor, there is a preview section titled "Answer the following multiple choice" with a "Version 1 (latest)" badge. The preview shows a question: "What is the longest river in the world?" with four multiple-choice options: a. Yellow, b. Congo, c. Amazon, and d. Nile. On the left side of the preview, it says "Question 1" and "Not yet answered". At the bottom of the preview, there are five buttons: "Start again", "Save", "Fill in correct responses", "Submit and finish", and "Close preview".

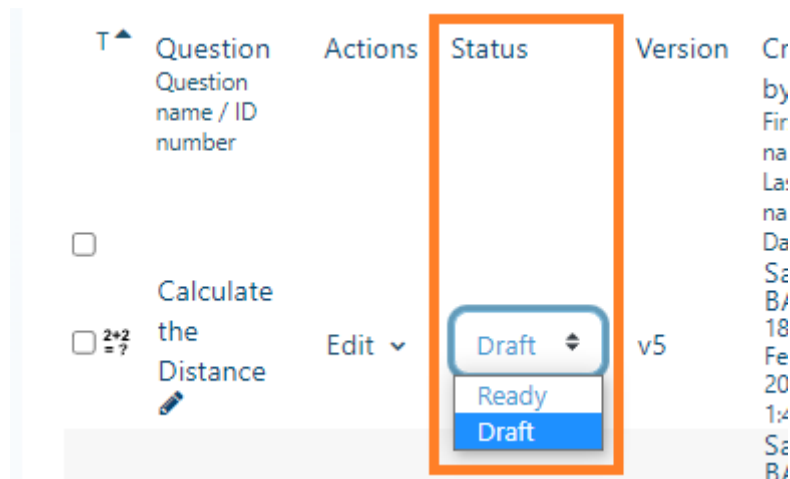
You can also "Delete" a question from the Edit drop-down menu.



The screenshot shows the Moodle question editor interface. At the top, there is a question title "Q1" and an "Edit" dropdown menu. The dropdown menu is open, showing options: "Edit question", "Duplicate", "Manage tags", "Preview", "History", and "Delete". The "Delete" option is highlighted with an orange border. To the right of the dropdown menu, there are three "Ready" status buttons, each with a version number: "v3", "v1", and "v2".

Status Column

You can decide if the question is ready for use or still a draft. This option is especially useful for courses with groups, so teachers can work on one question together.



Comments Column

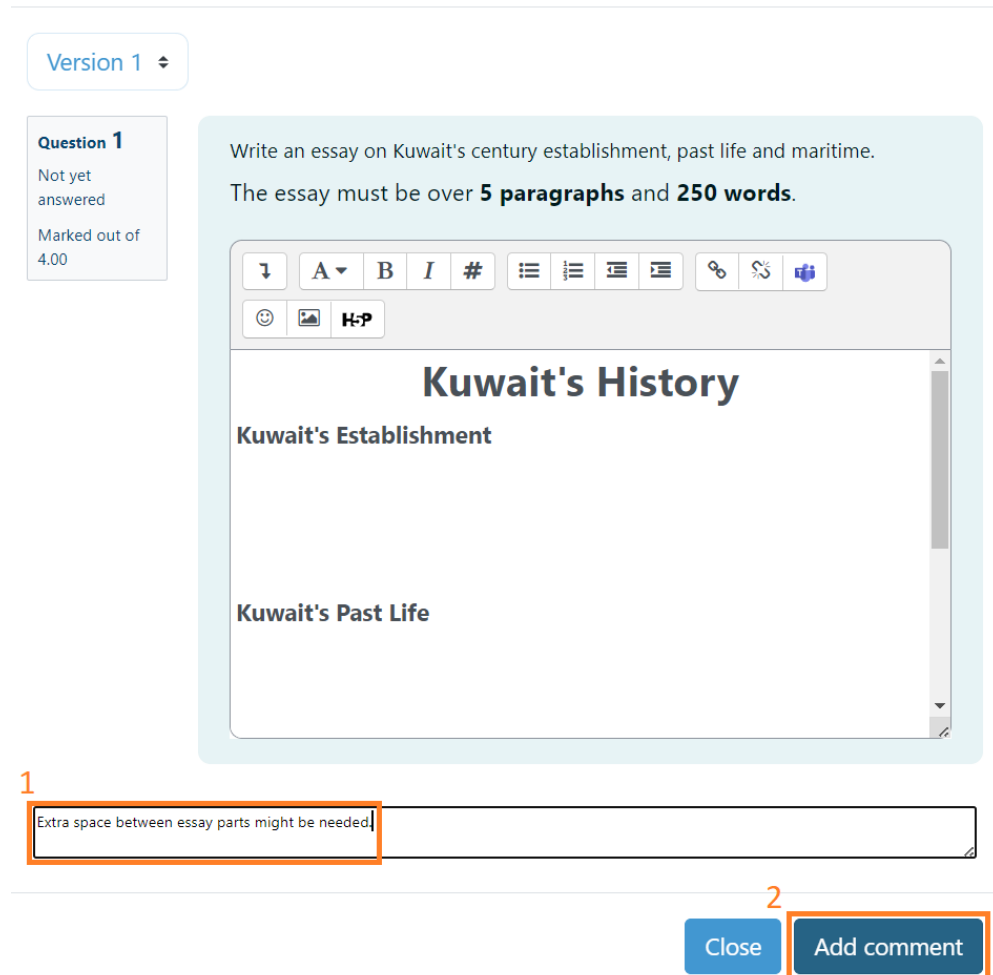
Teachers in one course can view and add comments to the questions.

- 1- Click on the number under the “comments column” next to the question you want to add a comment in.

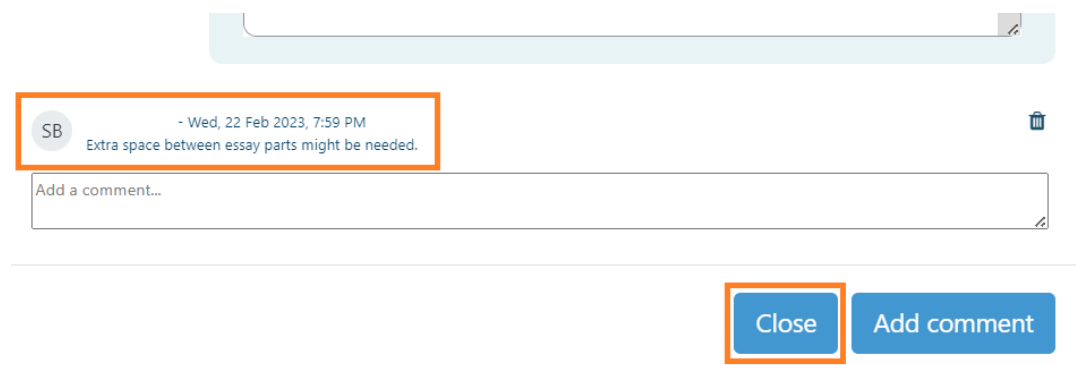
Question	Actions	Status	Version	Created by	Comments
Question name / ID number				First name / Last name / Date	
☐ Calculate the Distance	Edit ▾	Draft ▾	v5	18 February 2023, 1:48 AM	0
☐ Write an essay	Edit ▾	Ready ▾	v1	14 February 2023, 10:20 AM	0
☐ Solve the questions	Edit ▾	Ready ▾	v3	20 February 2023, 11:42 AM	0

- 2- It will open a “Question comments” page where you write you comment then click on “Add comment”.

Question comments



- 3- The comment will be posted under the question preview you can then click “Close”.



Adding Questions to the Question Bank

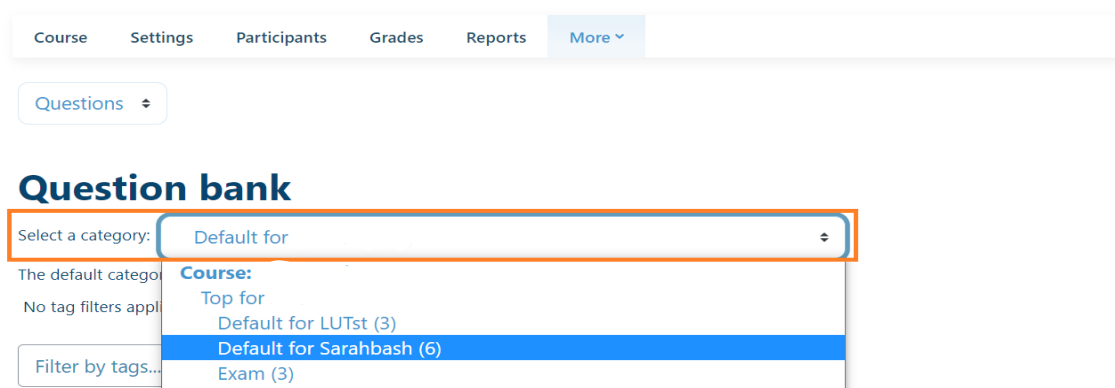
You can add questions to your question bank by importing questions from an old course, creating new questions manually, or importing an Aiken format file.

Export/Import from an Old Moodle Course

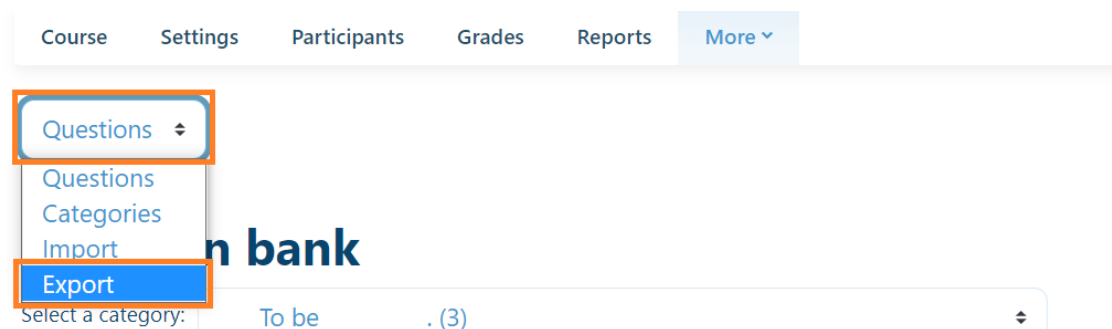
You can import questions from your old Moodle courses to use the questions in your current course.

- 1- Go to your old/archived course and open the question bank from the more tab.
- 2- From “Select a category” choose which category has the questions you want to import.

SarahBash



- 3- Then from the top left drop-down menu choose “Export”.



- 4- Choose “GIFT format” option in the File format then click on “Export questions to file”. Next page, click on “Continue”.

Export questions to file

▼ **File format**

1 ☐ Aiken format ?
☒ **GIFT format ?**
☐ Microsoft Word 2010 table format (wordtable) ?
☐ Moodle XML format ?
☐ XHTML format ?

▼ **General**

Export category ? To be . (3)

☒ Write category to file ☒ Write context to file

2 **Export questions to file**

The file will be downloaded into your computer, you can find it in the downloads folder”.

- 5- Go to the “Question bank” page in your new course and choose “Import” from the top left drop-down menu.

LuTest

Course Settings Participants Grades Reports **More ▼**

Questions ▼
Questions
Categories
Import
Export

Question bank

Select a category: Default for LUTst (13) ▼

- 6- Choose “GIFT format” and upload the recently downloaded file from the file picker and click on “Import”. Next page, click on “Continue”.

Import questions from file

File format

- 1
- ☐ Aiken format
 - ☐ Blackboard
 - ☐ Embedded answers (Cloze)
 - ☒ GIFT format
 - ☐ Microsoft Word 2010 table format (wordtable)
 - ☐ Missing word format
 - ☐ Moodle XML format

General

Import questions from file

Import

2

1

Choose a file...

questions-S...-h-To be imported.-20230222-2132.txt

3

Import

The category and sub-categories will be imported to your Question bank with all the questions.

Adding Questions Manually

You can add questions to the question bank following the same steps of adding questions to the Quiz activity.

1- Click on “Create a new question”, from the list choose a question type.

☐ Show question text in the question list

Search options ▼

☒ Also show questions from subcategories

☐ Also show old questions

Create a new question ...

T ▲	Question	Actions	Status	Version
☐	Question name / ID number			

2- Write the question name and context and click on save changes.

Question name ⓘ

Question text ⓘ

↕ A ▼ B I #

 ☺ 🖼️ 📎 🎤 🎥 📄 📄

Bader has 25 KD, he bought pens for 1.200 KD.

How much money does Bader have left?

{2:N:M:%100%23.8:0.1#Correct~%50%23.8:2.0#Close, half credit}

3- You will see the new question added in the table.

☐ Q3	Edit	Ready	v2	12 February 2023, 3:20 AM	0	-	N/A	N/A	1
☐ Answer the question	Edit	Ready	v2	22 February 2023, 11:18 AM	0	-	N/A	N/A	0
☐ Q5	Edit	Ready	v1	14 February 2023, 1:54 PM	0	-	N/A	N/A	1

Importing Aiken Format File

1- Start with writing your Aiken Format file.

How many states are in the United States of America?

- A. 49
- B. 52
- C. 50
- D. 48

ANSWER: C



Each answer must start with a single uppercase letter followed by a period and then space before writing the answer(A. , B. , C. , D. , ETC).

What is the capital of Kuwait?

- A. Riyadh
- B. Kuwait City
- C. Abu Dhabi
- D. Doha

ANSWER: B



Answer must be written capitalized followed by a colon (:), space and then the letter for the correct answer.

How many countries are in the Asia continent?

- A. 46
- B. 20
- C. 22
- D. 48

ANSWER: D



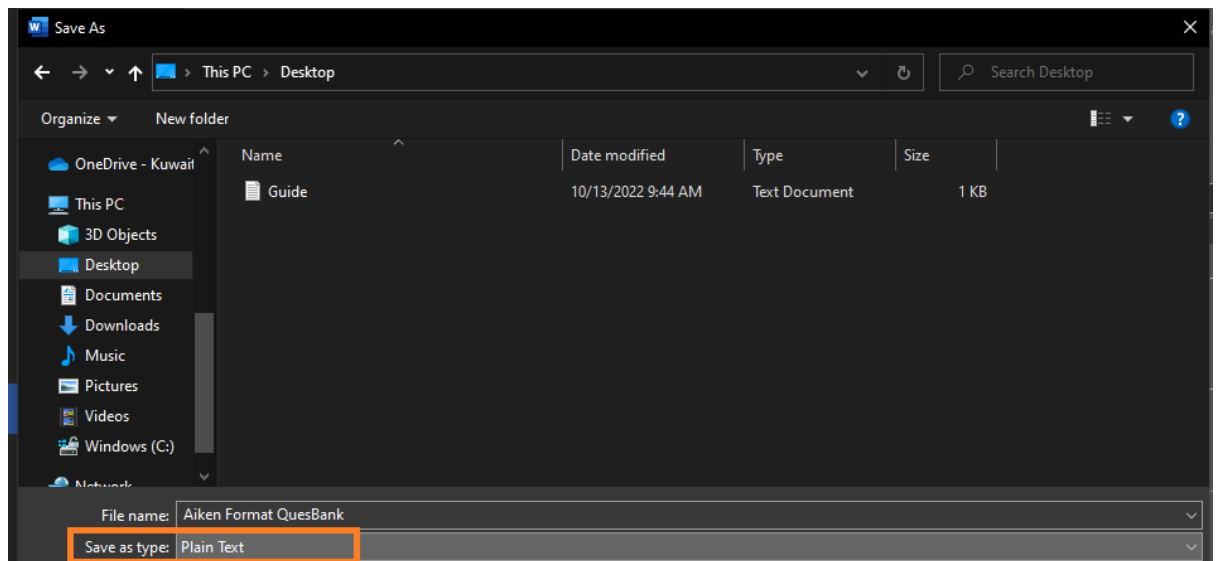
Between each question there must be one line space.

How would you travel from United Arab Emirates to Australia?

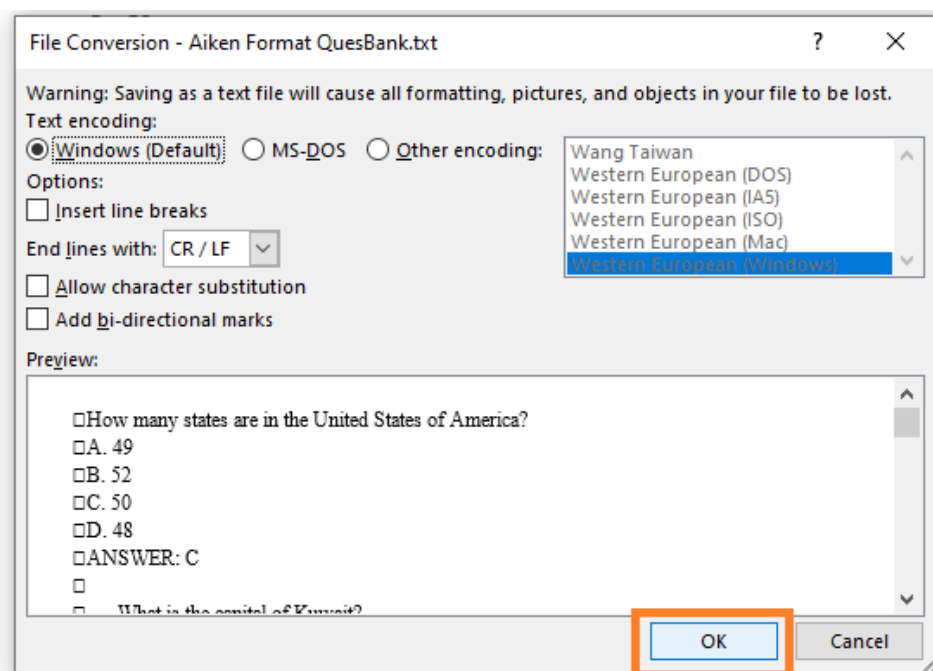
- A. Car
- B. Boat
- C. Plane
- D. Buss

ANSWER: C

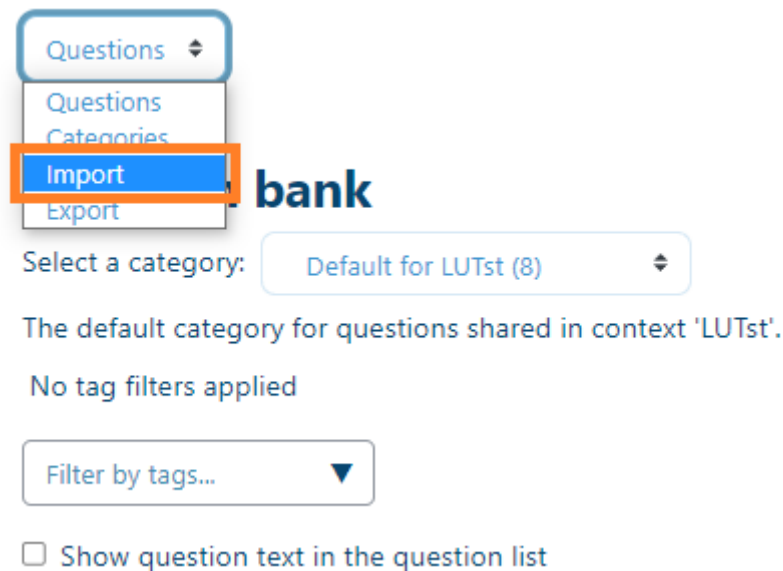
- 2- You must save the file as “Plain Text” type (UTF-8) so it can be imported properly to Moodle.



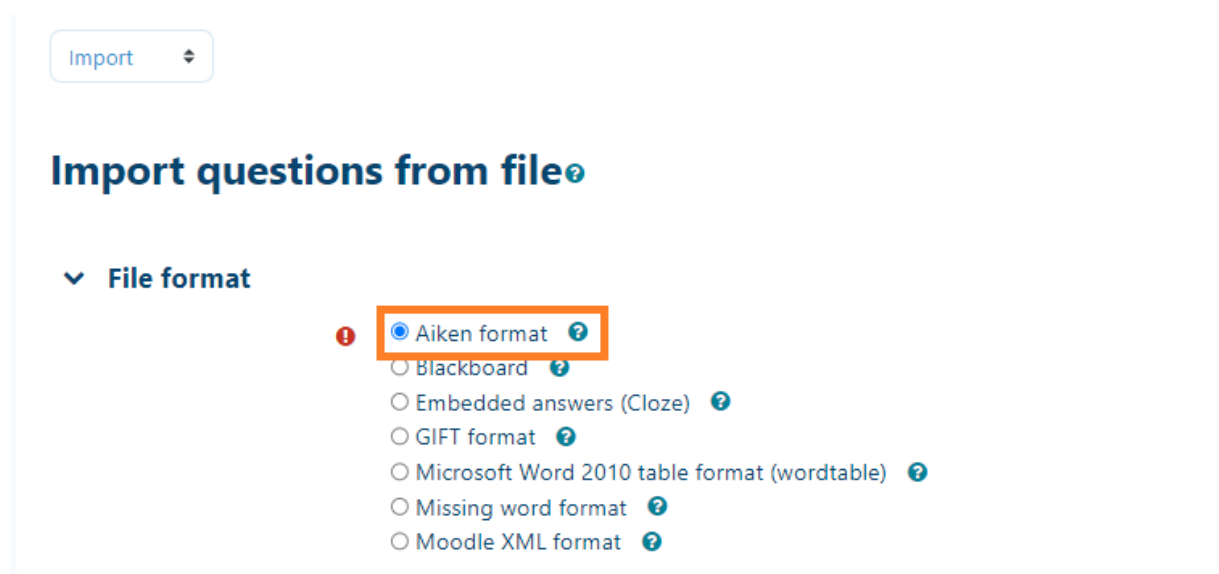
- 3- Then click on “Ok” to save the file.



- 4- From the question bank page on the top left, choose “Import” from the drop-down menu.



- 5- In the File format setting choose “Aiken format”.



6- From the file picker choose the .txt file and then click on “Import”.

▼ Import questions from file

Import

1

Choose a file...

Maximum size for new files: 512 MB

Aiken Format QuesBank.txt

2

Import

❗ Required

7- On the next page click on “Continue”.

Parsing questions from import file.

×

Importing 4 questions from file

×

1. How many states are in the United States of America?

2. What is the capital of Kuwait?

3. How many countries are in the Asia continent?

4. How would you travel from United Arab Emirates to Australia?

Continue

You will be redirected to the Question Bank page, and you will see the newly added questions.

View Course Logs

You can view the students' activities in a course using the Reports tab and choosing the "Logs" function.

1- From your course page click on "Reports".

Kuwait History

Course Settings Participants Grades **Reports** More ▾

▼ General



FORUM
Announcements



ATTENDANCE

2- Choose "Logs" from the list.

Kuwait History

Course Settings Participants Grades **Reports** More ▾

Reports

Competency breakdown

Insights

Logs

Live logs

Activity report

Course participation

Activity completion

- 3- The “Logs” page includes lists that creates a table that will assist you in finding detailed logs of students’ activities viewing and attempts.

Logs

Choose which logs you want to see:

Kuwait History [more] All participants All days All activities All actions All sources All events ⓘ

Get these logs

- 4- You can start by choosing from the participants list, you can keep it as the Moodle default “All participants” or choosing a student.

Choose which logs you want to see:

Kuwait History [more] All participants All days

Get these logs

- All participants
- Learner
- Fatmah
- Fatmah
- Fatemah
- Lulwah
- Sarah
- Hanan
- Guest

- 5- In the days list, you can view students’ activities in the course in a specific date such as a quiz day or assignments submission dates.

Choose which logs you want to see:

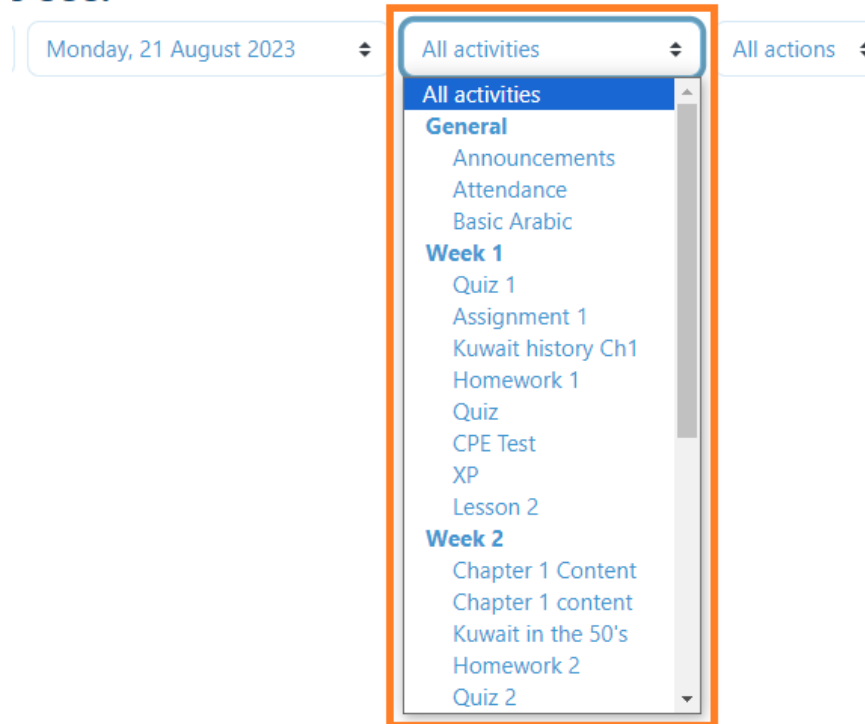
Kuwait History [more] Fatmah AHMAD All days All activities

Get these logs

- All days
- Today, 23 August 2023
- Tuesday, 22 August 2023
- Monday, 21 August 2023
- Sunday, 20 August 2023
- Saturday, 19 August 2023
- Friday, 18 August 2023
- Thursday, 17 August 2023
- Wednesday, 16 August 2023
- Tuesday, 15 August 2023
- Monday, 14 August 2023
- Sunday, 13 August 2023
- Saturday, 12 August 2023
- Friday, 11 August 2023
- Thursday, 10 August 2023
- Wednesday, 9 August 2023
- Tuesday, 8 August 2023
- Monday, 7 August 2023
- Sunday, 6 August 2023
- Saturday, 5 August 2023

- 6- Activities list includes all the activities you added to the course, you can leave it as Moodle default “All activities” or choose a specific activity you want the logs of.

see:



- 7- Click on get these logs.

Logs

Choose which logs you want to see:

Kuwait History [more] Fatmah AHMAD Monday, 21 August 2023 All activities All actions All sc

Get these logs

The table will include the exact time the student viewed/attempted an activity as well as IP address.

Logs

Kuwait History [more] Fatmah Ahmad Monday, 21 August 2023 All activities All actions All sources

All events

Get these logs

Time	User full name	Affected user	Event context	Component	Event name	Description	Origin	IP address
21 August 2023, 9:42:51 AM	Fatmah Ahmad	-	Quiz: Quiz 4	Safe Exam Browser access rules	Quiz access was prevented	The user with id '96316' has been prevented from accessing quiz with id '91116' by the Safe Exam Browser access plugin. The reason was 'مفتاح تهيئة غير صحيح'. Expected config key: '715616b16ff12cbe6f52fbc4bc561a5827100558fa9145064c794a03727044b'. Received config key: ''. Received browser exam key: ''.	ws	37.39.163.64
21 August 2023, 9:42:51 AM	Fatmah Ahmad	-	Quiz: Quiz	Safe Exam Browser access rules	Quiz access was prevented	The user with id '96316' has been prevented from accessing quiz with id '93015' by the Safe Exam Browser access plugin. The reason was 'مفتاح تهيئة غير صحيح'. Expected config key: '176e304d8d8d996a4d2770df0dec9b42231594834ec482c247e553565c780b2'. Received config key: ''. Received browser exam key: ''.	ws	37.39.163.64
21 August 2023, 9:42:45 AM	Fatmah Ahmad	Fatmah Ahmad	Quiz: App Test Quiz	Quiz	Quiz attempt submitted	The user with id '96316' has submitted the attempt with id '1290639' for the quiz with course module id '373950'.	ws	37.39.163.64
21 August	Fatmah Ahmad	Fatmah Ahmad	Course: Kuwait	System	User graded	The user with id '96316' updated the grade with id '4238453' for the user with id '96316' for the grade item with id '218067'.	ws	37.39.163.64

8- At the bottom of the page, you can choose the type of file and download the logs.

21 August 2023, 9:40:35 AM Fatmah Ahmad - Course: Kuwait History System Course viewed The user with

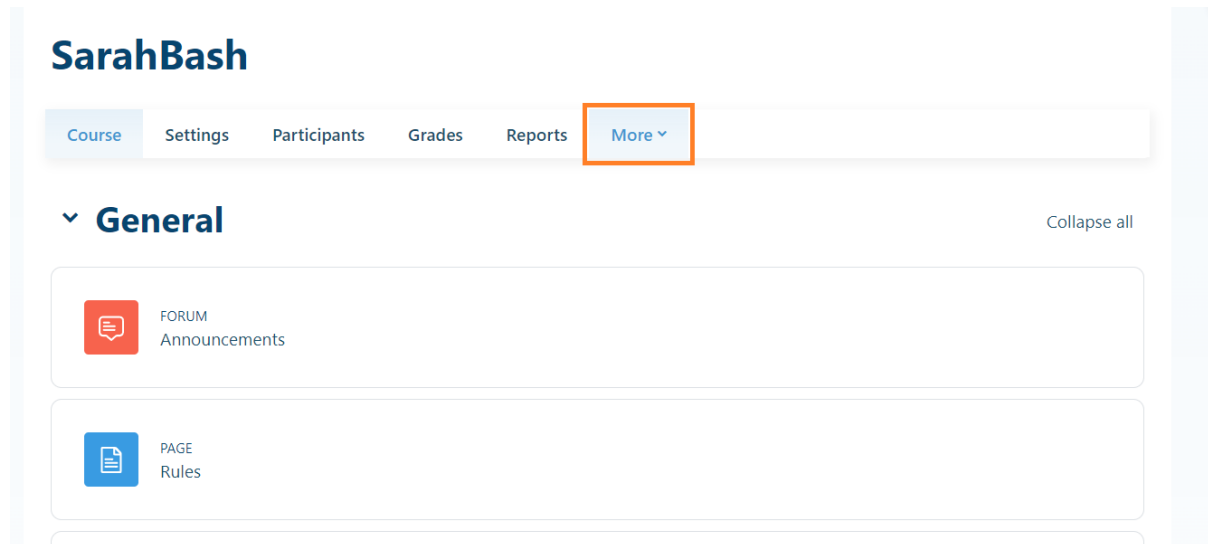
Download table data as

Microsoft Excel (.xlsx)

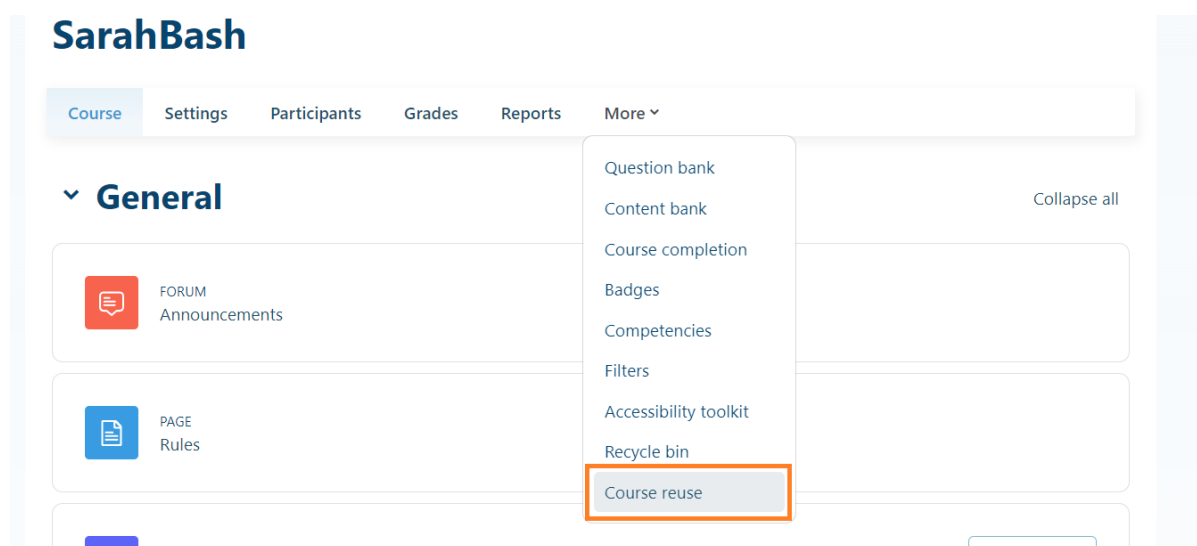
Download

Course Reuse

Course reuse can be found in the “More” tab inside of a course page. Clicking on more will open a drop-down menu.

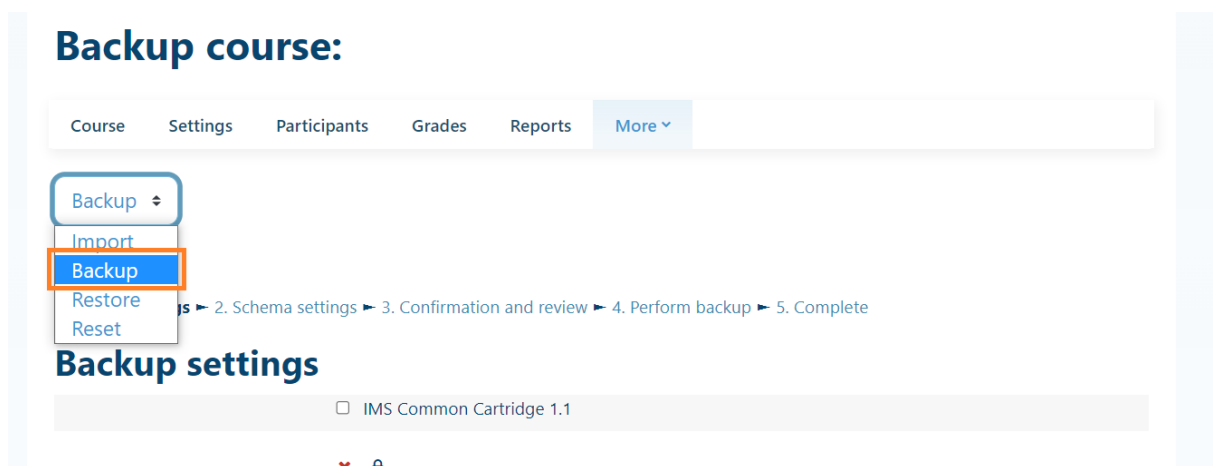


Choose “Course reuse” and it will open a page where you can back-up the course and download it and you will be able to import and old semester course it to a new course.

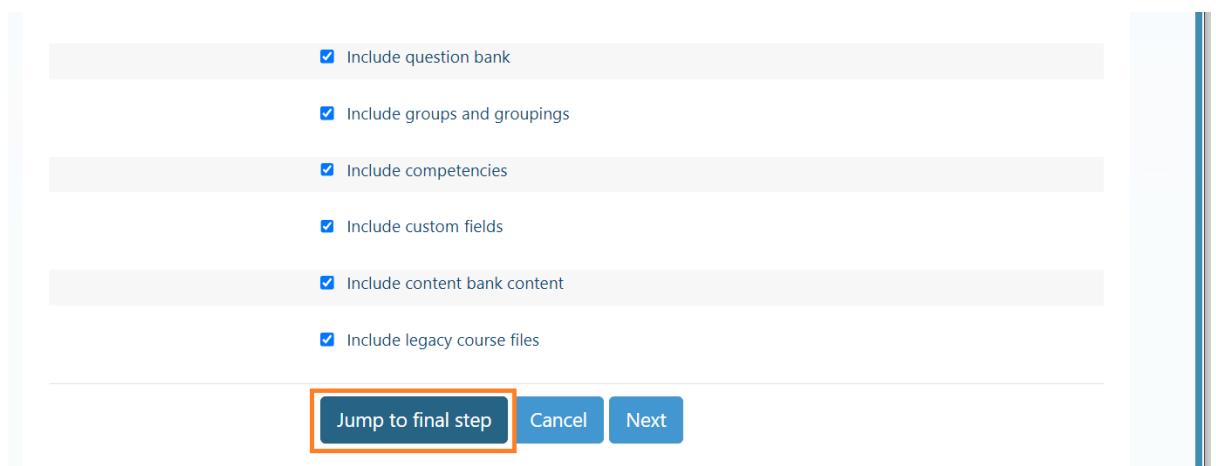


Backup

1. On the top left of the course reuse page, you can choose the option backup to start the process of backing up the course, so it is saved in the Moodle cloud



2. Scroll down to the end of the page and click on “jump to final step”



3. You can also download your course into your device from the table of

Course backup area

Filename	Time	Size	Download	Restore
backup-moodle2-course-47588-sarahbash-20230206-1240.mbz	Monday, 6 February 2023, 12:40 PM	17.9 MB	Download	Restore
backup-moodle2-course-47588-sarahbash-20230206-1236.mbz	Monday, 6 February 2023, 12:36 PM	17.9 MB	Download	Restore

Manage backup files

4. When the back-up is complete Moodle will show you a green message that it is successful, and you can click continue.

Backup course: Sarahbash

Course Settings Participants Grades Reports More ▾

Backup ▾

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

The backup file was successfully created.

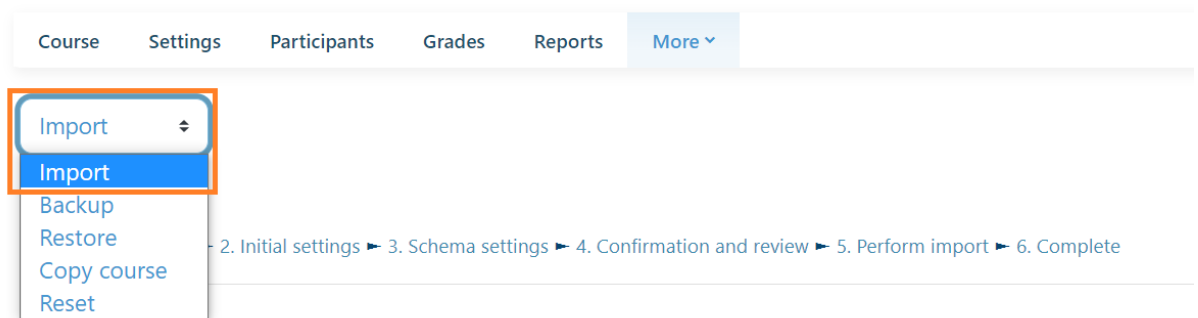
×

Continue

Import

- 1- Choose the “Import” option from the drop-down menu on the top left of the course reuse page.

LuTest



Find a course to import data from:

- 2- Scroll down the page and search the name of the old course you want to import and click on “Search”.

2022/2023

There are too many results, enter a more specific search.

3- Choose the course and then click on “Continue”.

Find a course to import data from:

Select a course

Total courses: 1

	Course short name	Course full name
☒	Test	Test

4- You can either go through the list of what you want to import by clicking next or click jump to final step if you want the entire content of the course.

1. Course selection ► **2. Initial settings** ► 3. Schema settings ► 4. Confirmation and review ► 5. Perform import ► 6. Complete

Import settings

☐ Include permission overrides

☒ Include activities and resources

☒ Include blocks

☒ Include files

☒ Include filters

☒ Include calendar events

☒ Include question bank

☒ Include groups and groupings

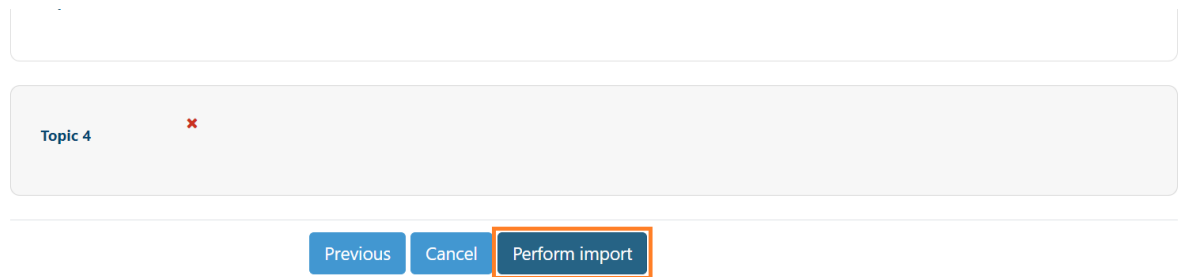
☒ Include competencies

☒ Include custom fields

☒ Include content bank content

☒ Include legacy course files

5- Click on “Perform import” then click on “continue”.



The screenshot shows a Moodle course import interface. At the top, there is a white rectangular box. Below it is a grey rectangular box containing the text "Topic 4" on the left and a red "x" icon on the right. At the bottom of the interface, there are three blue buttons: "Previous", "Cancel", and "Perform import". The "Perform import" button is highlighted with an orange border.

You will be able to see the content you imported from the old course merged with your current course content.

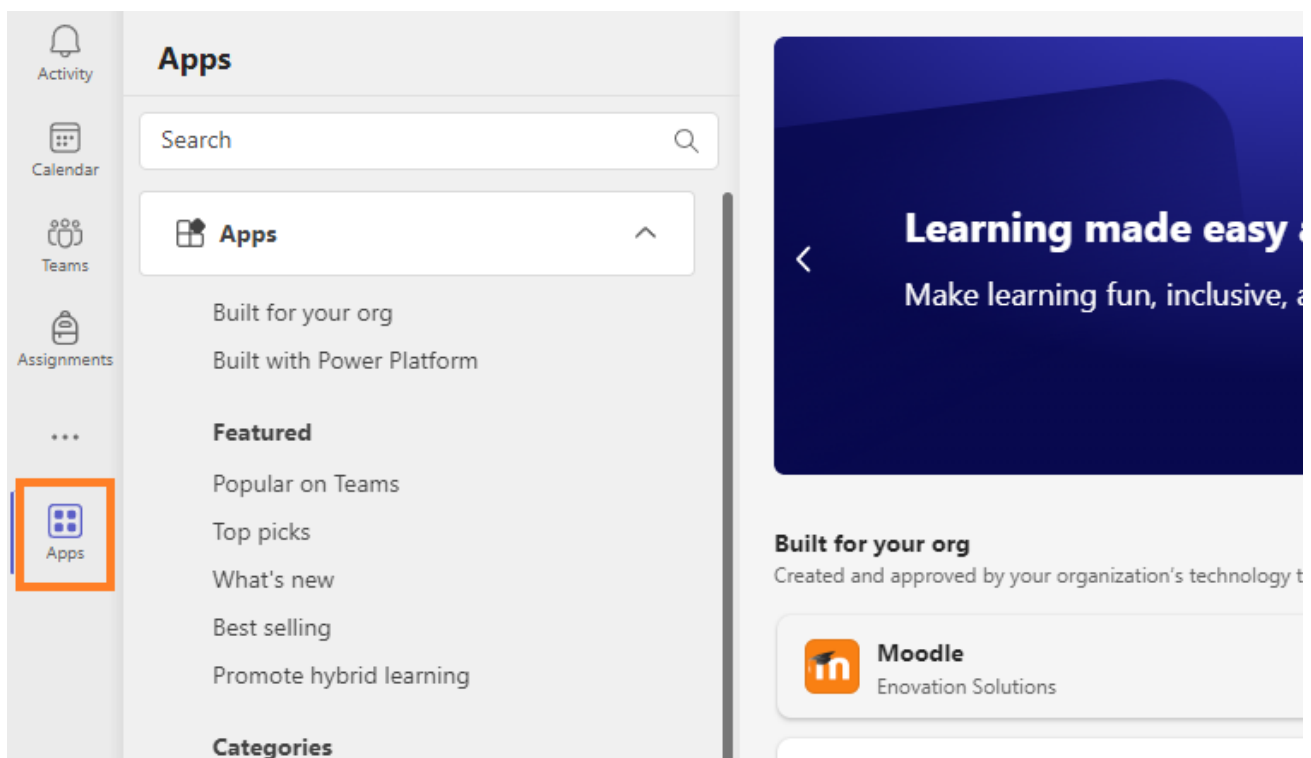
Adding Moodle Course to Teams

Faculty members can add their Moodle course page to Teams.

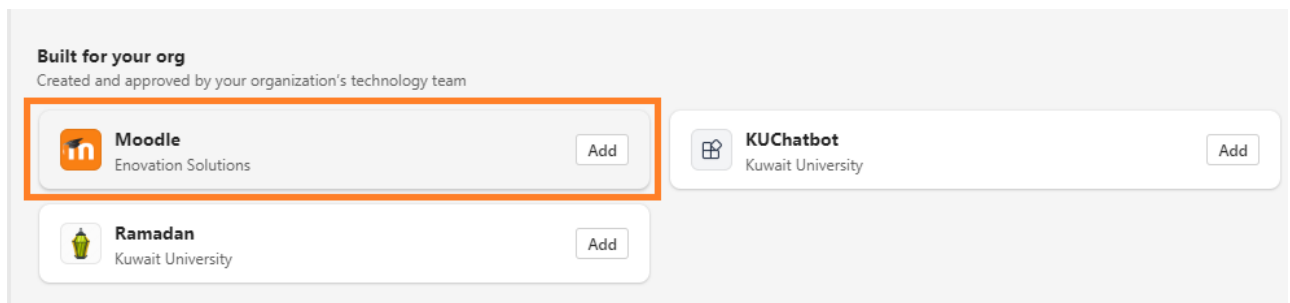
1. Open MS Teams on your computer.



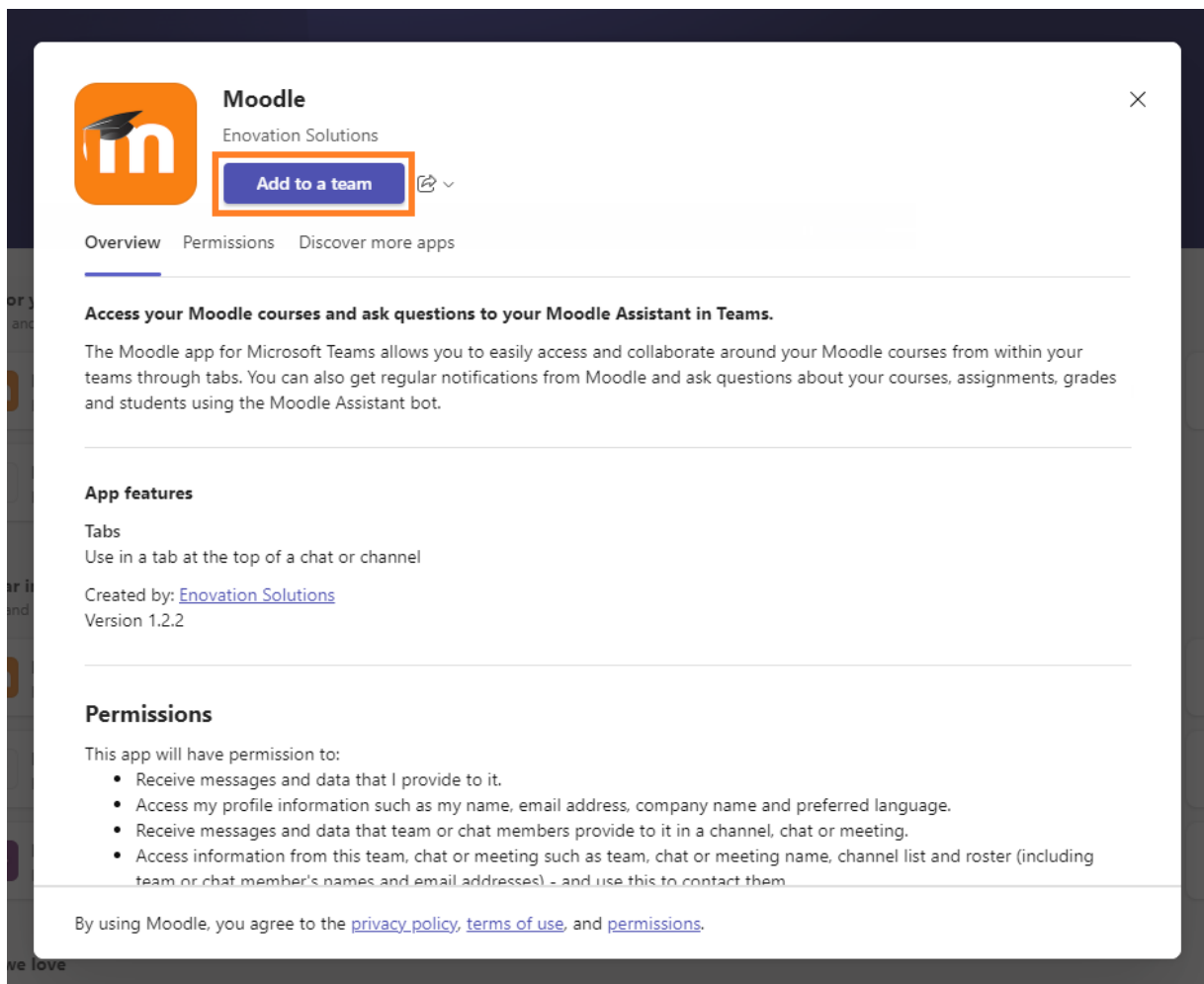
2. Click on Apps from the left side of the page.



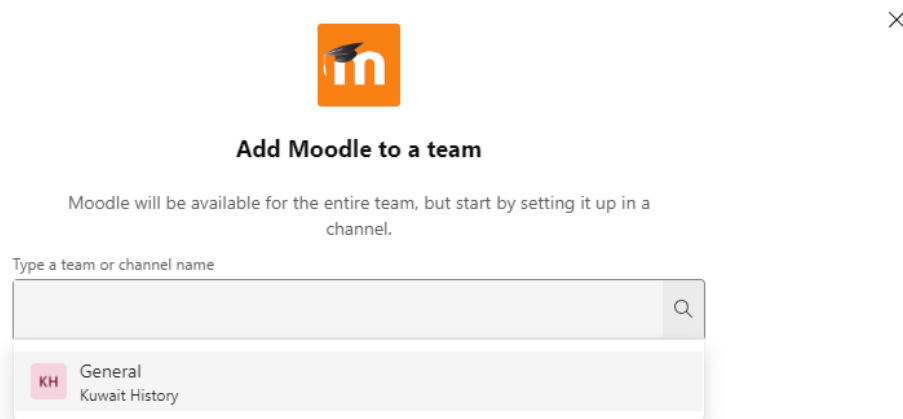
3. Select the Moodle application.



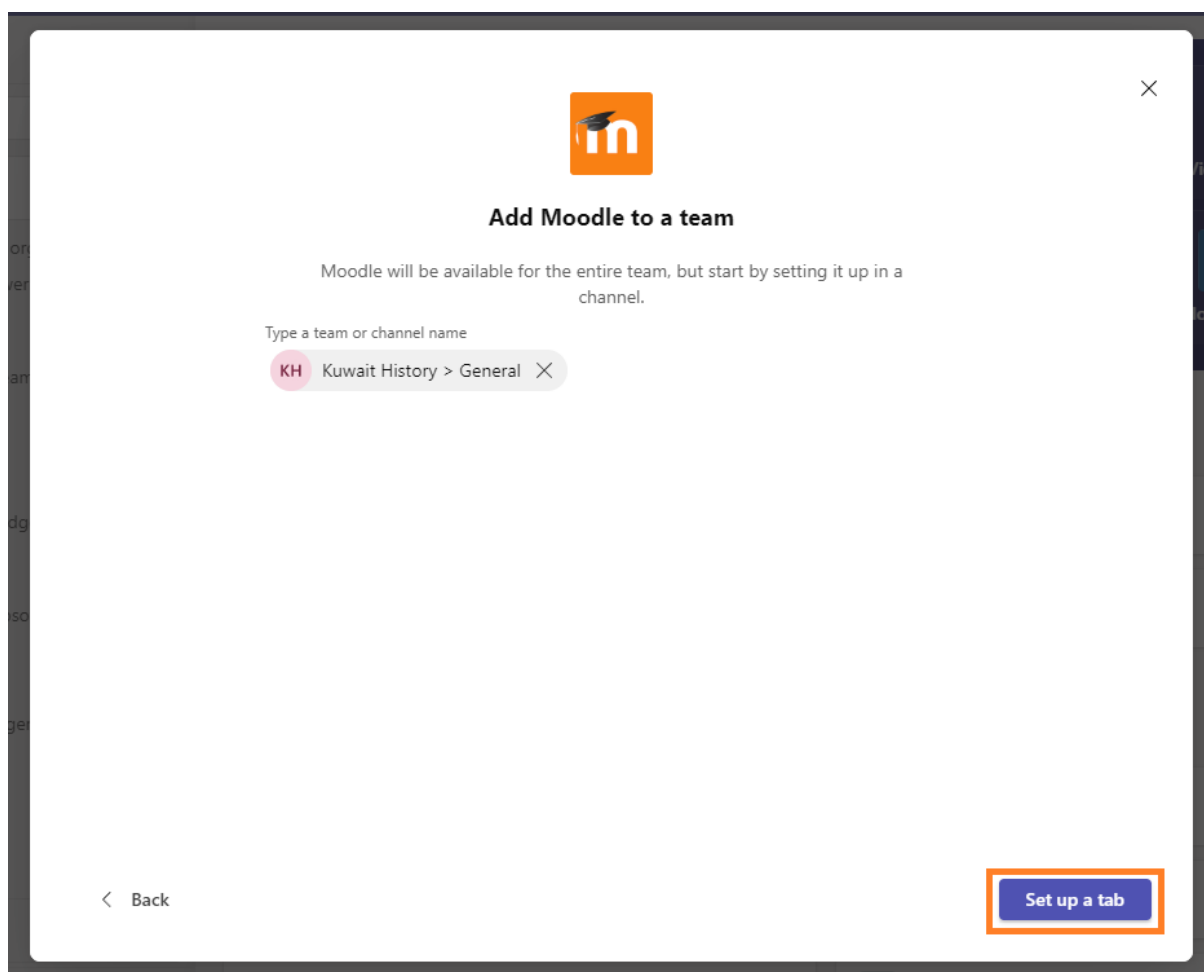
4. Click on "add to a team".



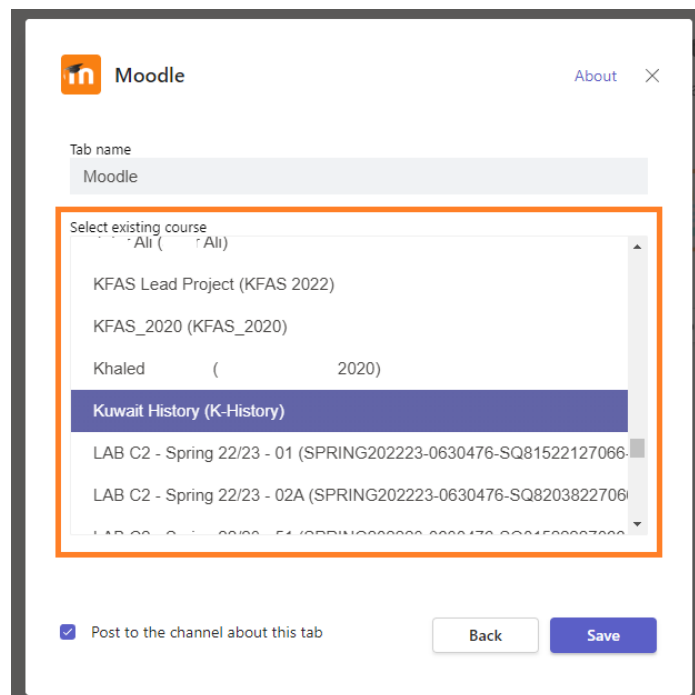
5. Select the course from the list on Teams.



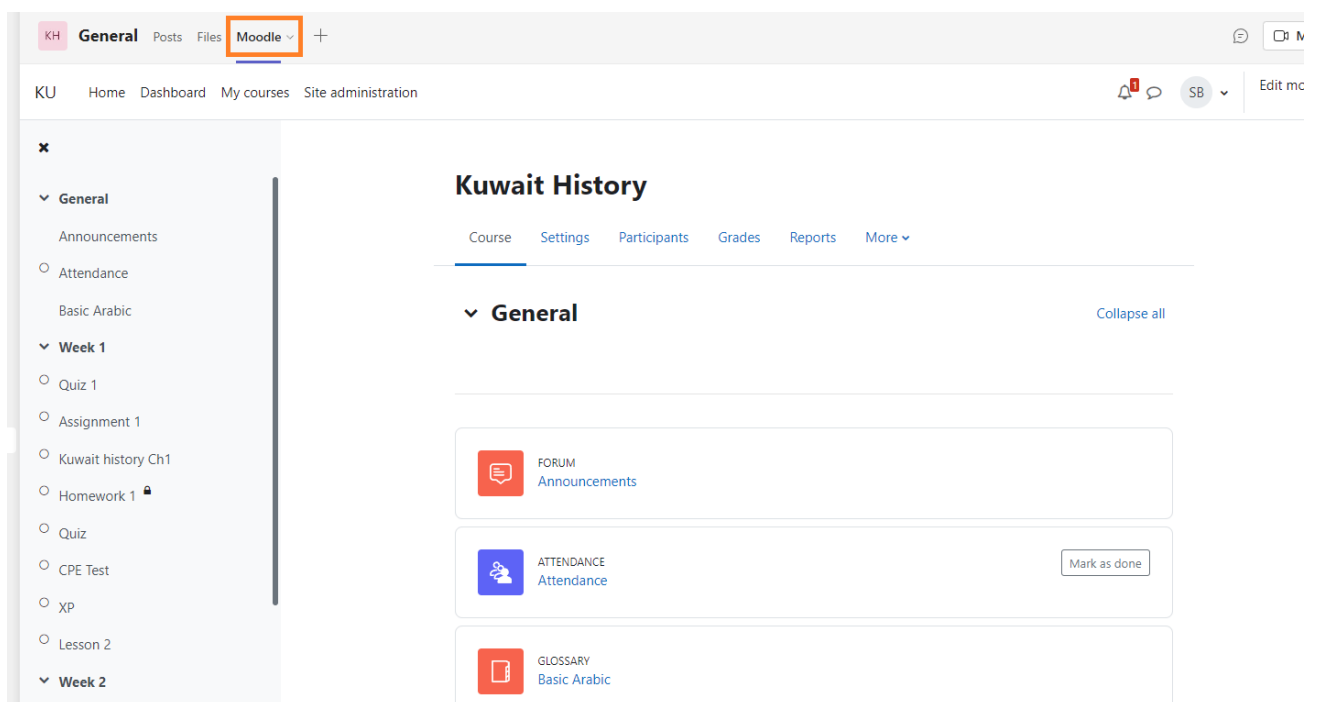
6. Click on “Set up a tap”.



7. Search for your course in the list and select it then click on save.



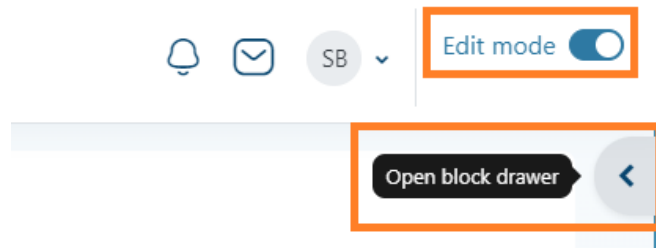
8. You can now view your Moodle page on Teams from the tab next to general.



Sharing Cart

You can copy activities and resources from past courses to new ones using “Sharing Cart”.

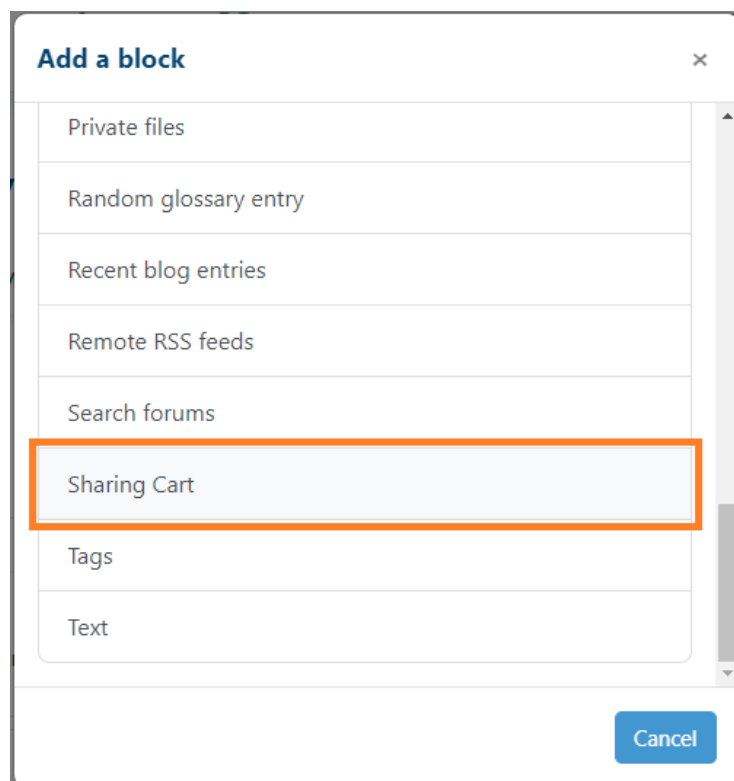
1. Enable the edit mode and open the blocks drawer in the course you want to copy content from.



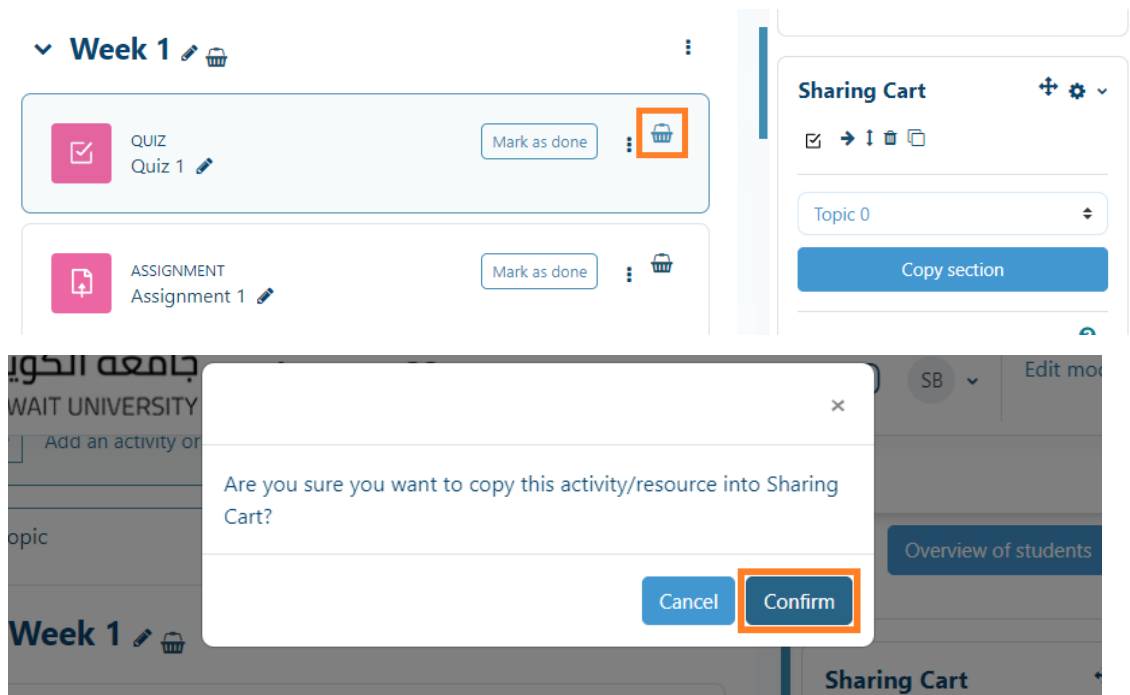
2. Click on “Add a block”.



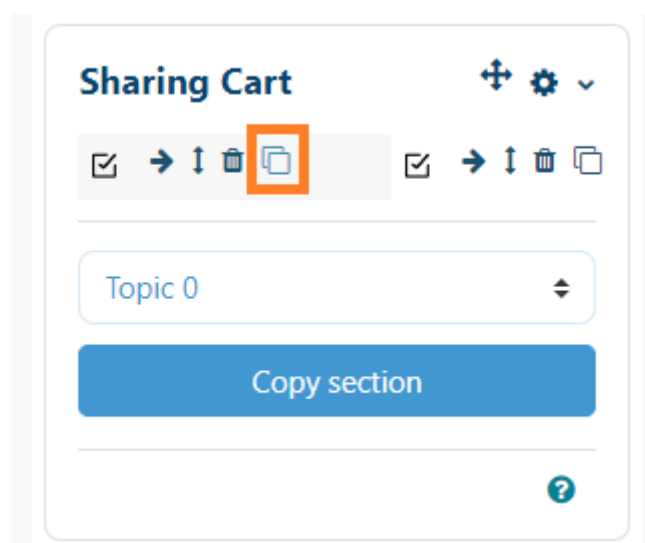
3. Choose “Sharing cart” from the list.



- Click on the “cart” symbol next to the activity/resource you want to copy and click “confirm” on the message to add it to the cart.



- Once you have chosen all the content, go to the new course.
- Add the “Sharing Cart” block in the course and click on the copy symbol next to the content.



7. An arrow symbol will appear under each topic in the course, click on where you want the content to be copied in the new course.

The image illustrates the process of copying content from one Moodle course to another, specifically focusing on the 'Sharing Cart' feature.

Step 1: In the source course, a lesson titled "Earth Science" is selected. A dashed box with a downward arrow is highlighted under the lesson, indicating the content to be copied.

Step 2: The "Sharing Cart" sidebar is open, showing the selected "Earth Science" topic in the cart. The "Copy section" button is highlighted, indicating the action to be taken.

Step 3: In the destination course, a "Quiz 1" activity is highlighted in the list, indicating where the content will be copied.