



جامعة الكويت
KUWAIT UNIVERSITY

Moodle Guide

Electronic Learning Center

Academic Systems Department



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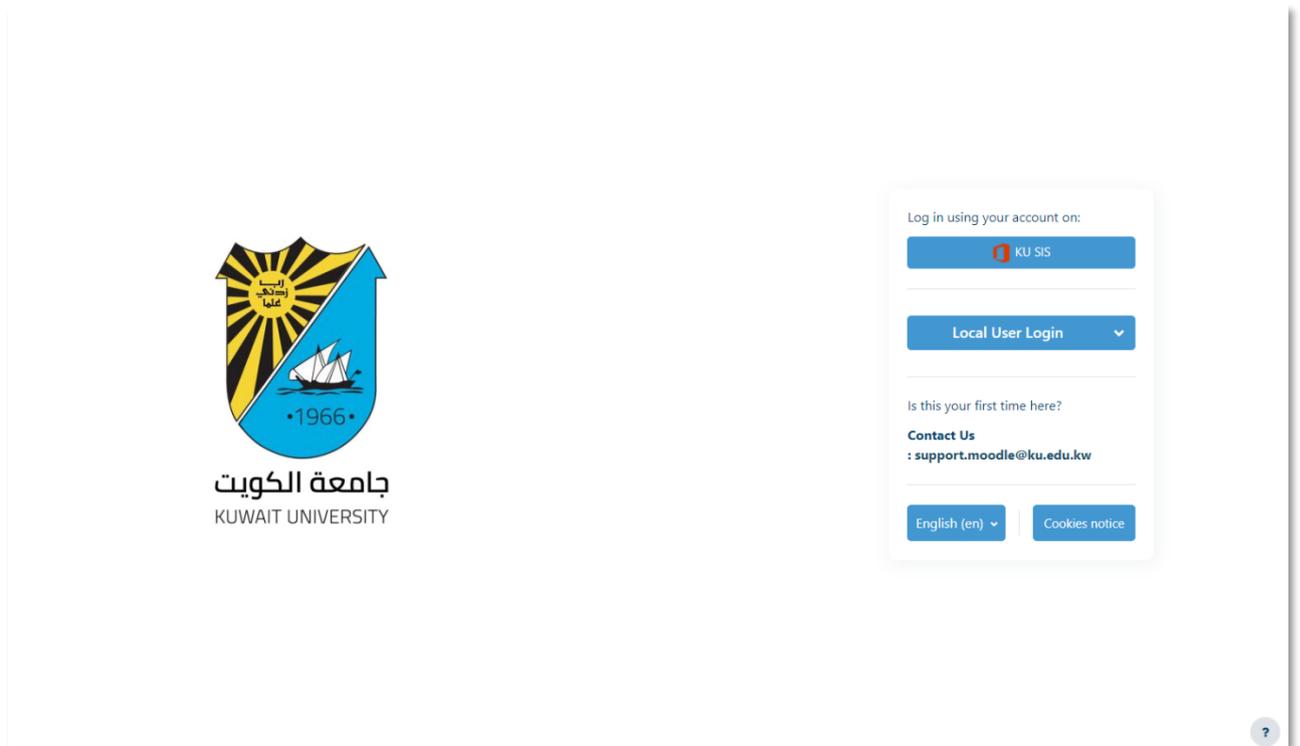
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Log in to Moodle

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

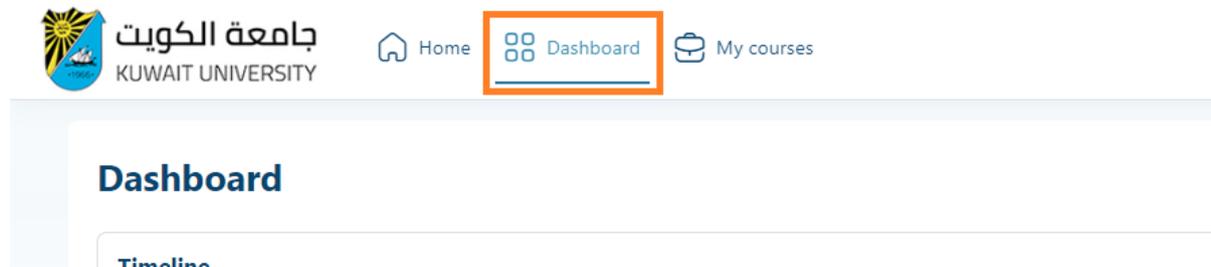
You can reset your password using this link: <https://mspwdreset.ku.edu.kw/> and follow the instructions:

- 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

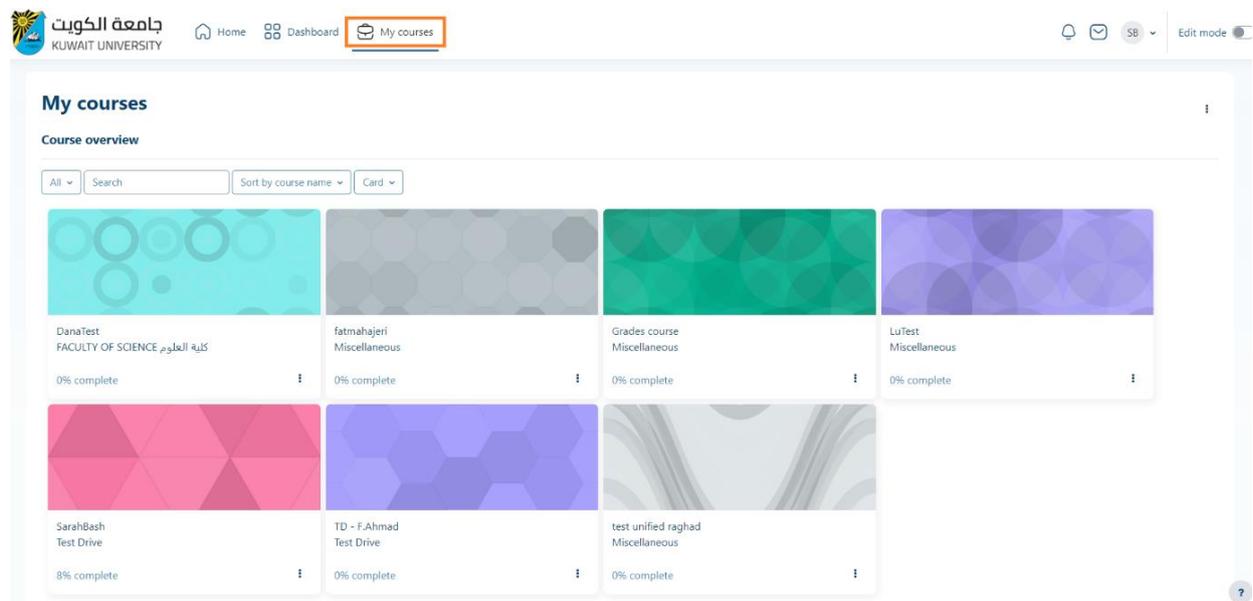
All courses ▾

← January
February 2023

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

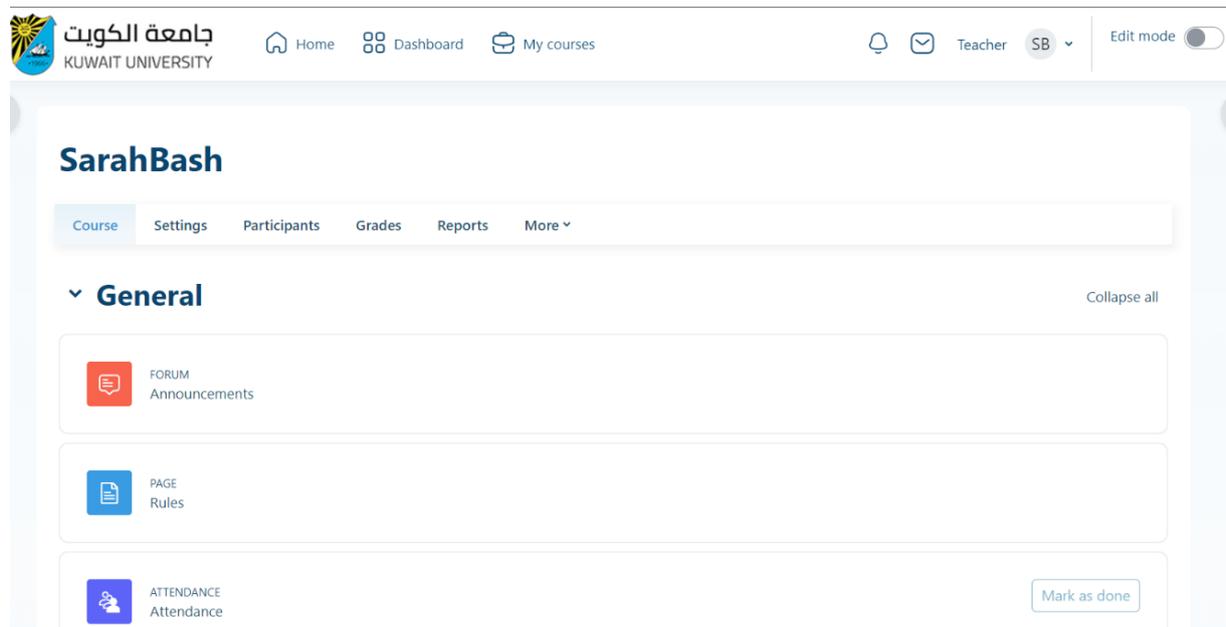
My courses

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.



The screenshot shows the Moodle 'My courses' page. The top navigation bar includes the Kuwait University logo, 'Home', 'Dashboard', and 'My courses' (highlighted with an orange box). The main content area is titled 'My courses' and shows a 'Course overview' section with a search bar and sorting options. Below this, there is a grid of course cards. Each card displays the course name, category, and completion percentage. The courses shown are: DanaTest (0% complete), fatmahajeri (0% complete), Grades course (0% complete), LuTest (0% complete), SarahBash (8% complete), TD - F.Ahmad (0% complete), and test unified raghad (0% complete).

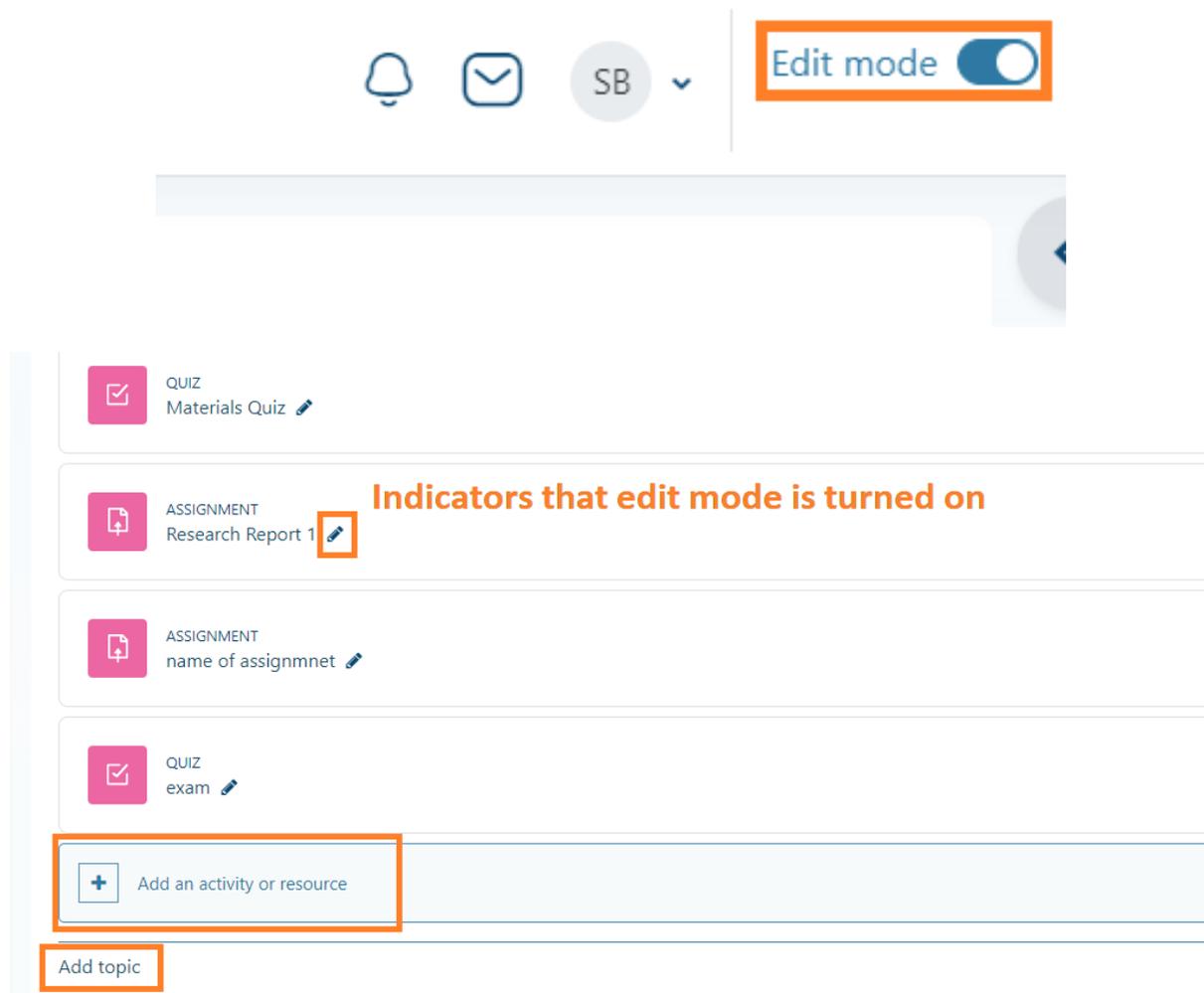
Clicking on one of the courses will open the course page with all its content added by the faculty members.



The screenshot shows the Moodle course page for 'SarahBash'. The top navigation bar includes the Kuwait University logo, 'Home', 'Dashboard', and 'My courses'. The main content area is titled 'SarahBash' and shows a navigation menu with options: Course, Settings, Participants, Grades, Reports, and More. The 'General' section is expanded, showing 'FORUM Announcements', 'PAGE Rules', and 'ATTENDANCE Attendance' with a 'Mark as done' button.

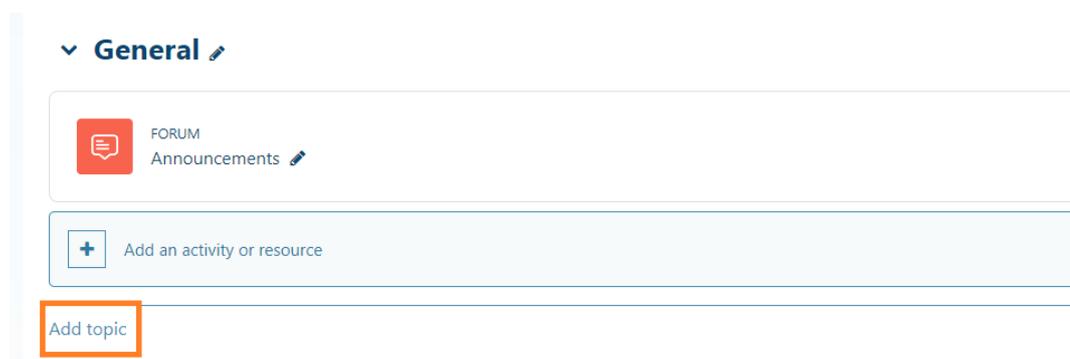
Content Addition

- 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.



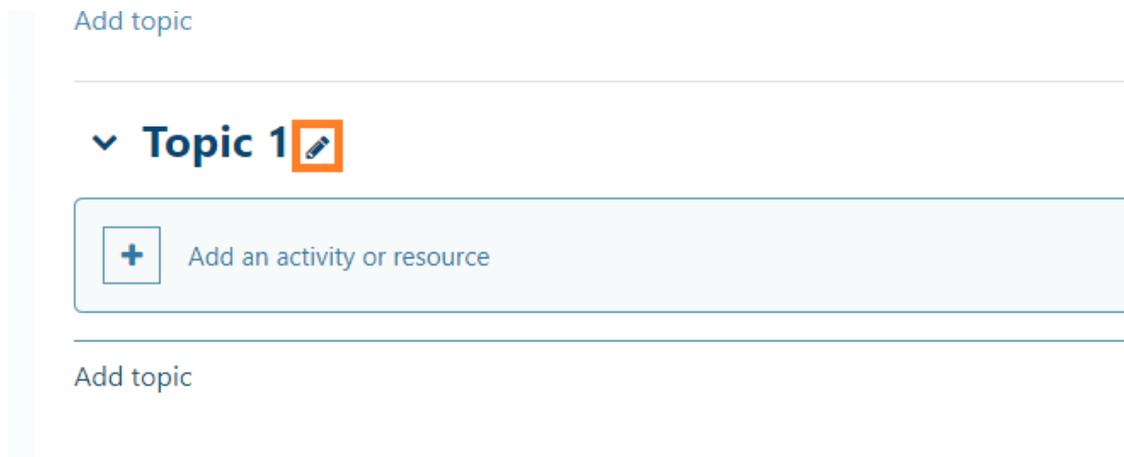
The screenshot shows the Moodle course page interface. At the top right, there is a navigation bar with icons for notifications, messages, and a user profile (SB). An orange box highlights the "Edit mode" toggle switch, which is currently turned on. Below this, a list of course activities is displayed, including a quiz, an assignment, and another quiz. An orange box highlights the "Add an activity or resource" button at the bottom of the list. Below this button, another orange box highlights the "Add topic" button.

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

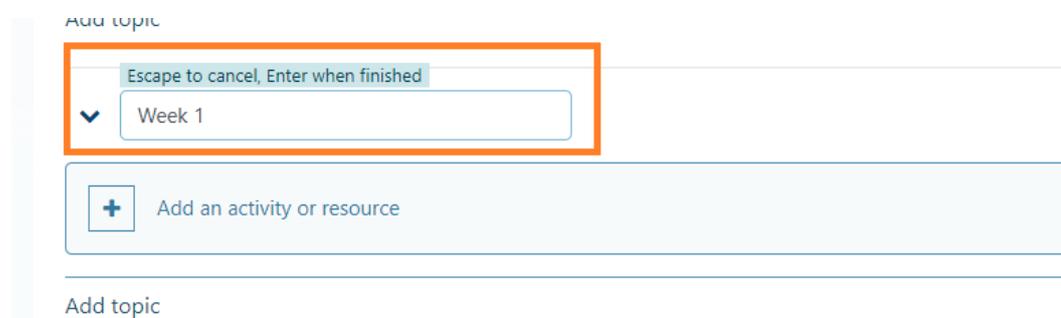


The screenshot shows a section of the Moodle course page. The section is titled "General" and contains a forum activity named "Announcements". Below the forum activity, there is a button labeled "Add an activity or resource". At the bottom of the section, there is a button labeled "Add topic", which 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.



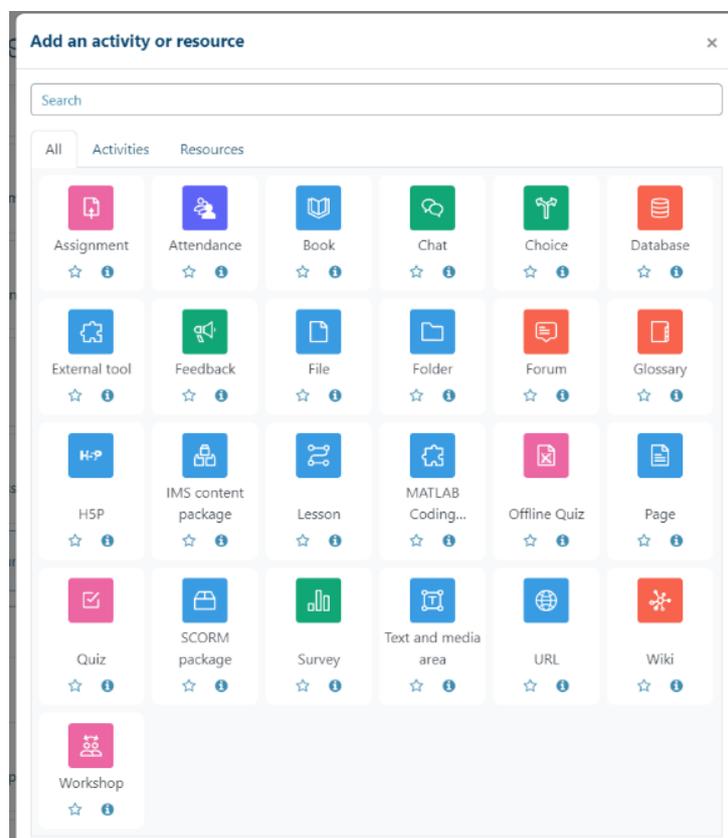
- 5- Click on "Add an activity or resource" to start adding content to your Moodle course.

Week 1



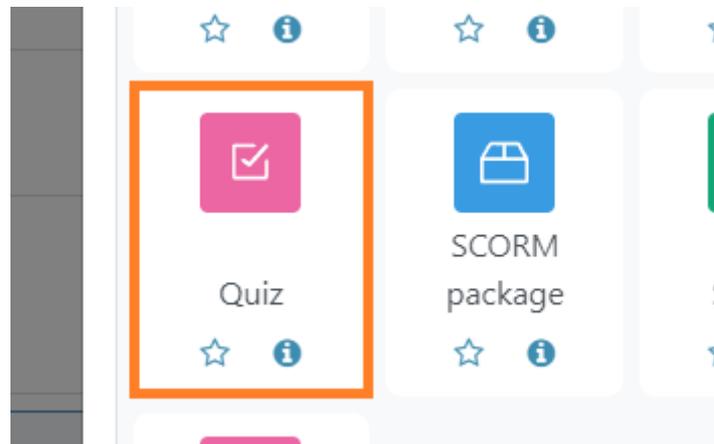
Add topic

- 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.

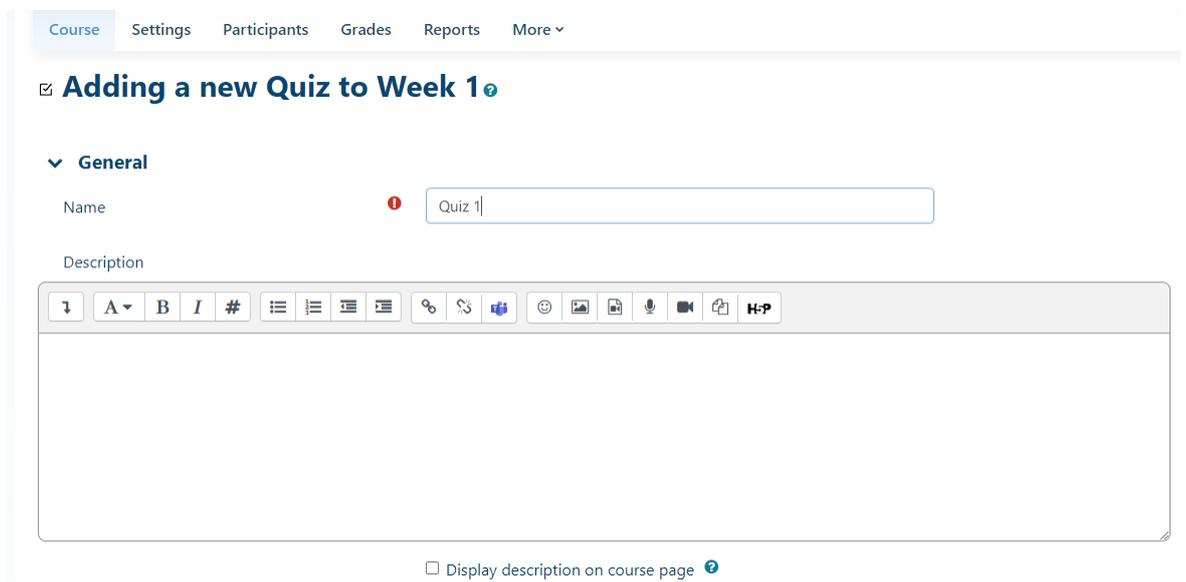


Quiz

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

A screenshot of the Moodle 'Adding a new Quiz to Week 1' form. The form is titled 'Adding a new Quiz to Week 1' and has a 'General' section expanded. The 'Name' field contains 'Quiz 1' and has a red error icon to its left. The 'Description' field is empty and has a rich text editor toolbar above it. The toolbar includes icons for undo, font color, bold, italic, link, unlink, list, ordered list, table, link, unlink, image, video, audio, and help. At the bottom of the form, there is a checkbox labeled '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 Uncategorized

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

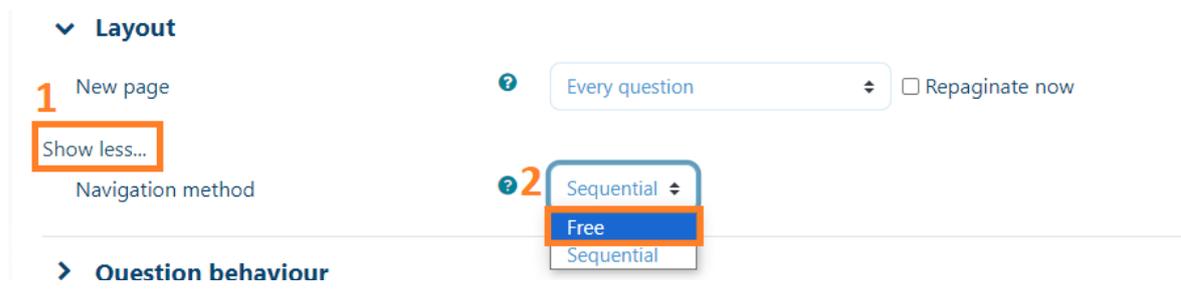
Show more...

> Question behaviour

> Review options

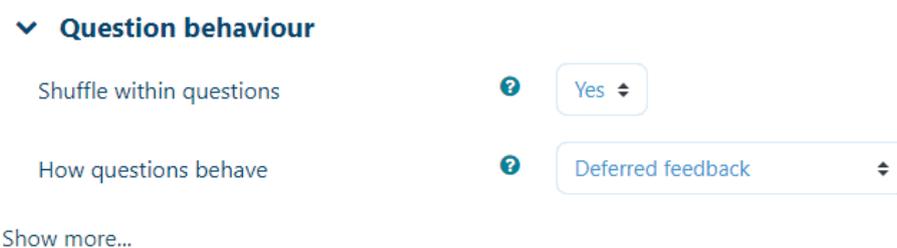
- Never, all questions on one page
- Every question
- Every 2 questions
- Every 3 questions
- Every 4 questions
- Every 5 questions
- Every 6 questions

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”.



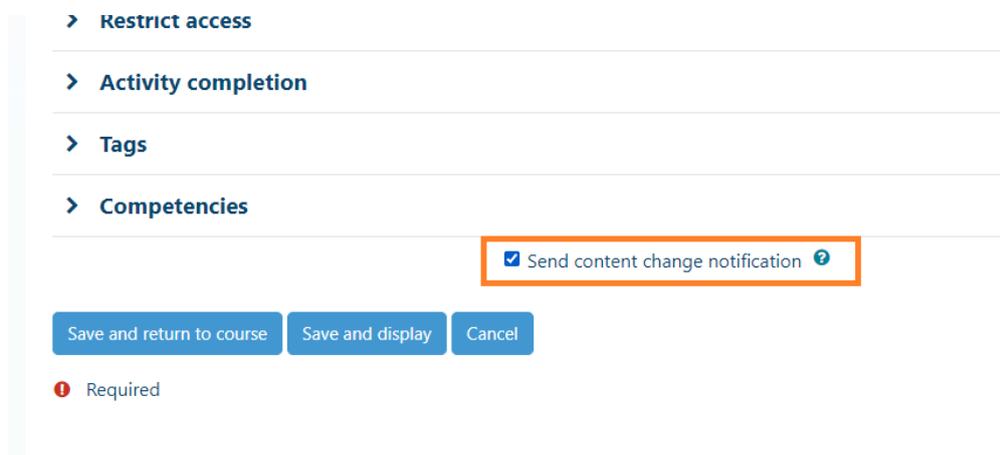
The screenshot shows the Moodle 'Layout' settings section. A red box highlights the 'Show less...' link next to the 'New page' setting. Below it, the 'Navigation method' dropdown menu is open, showing 'Sequential', 'Free', and 'Sequential' options. A red box highlights the 'Free' option. The 'Every question' dropdown and the 'Repaginate now' checkbox are also visible.

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



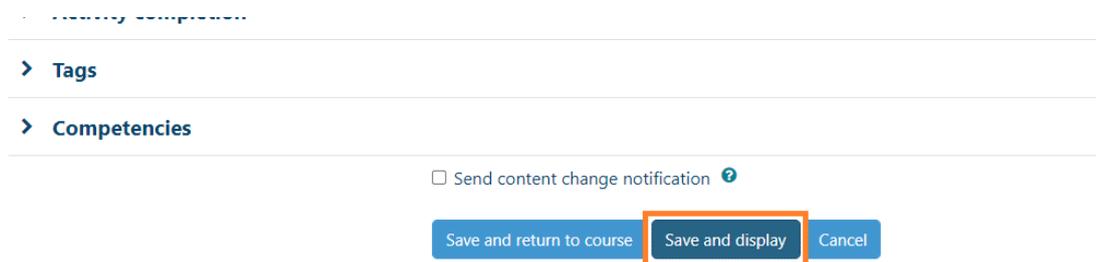
The screenshot shows the Moodle 'Question behaviour' settings section. The 'Shuffle within questions' dropdown is set to 'Yes'. The 'How questions behave' dropdown is set to 'Deferred feedback'. A 'Show more...' link is visible below the settings.

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

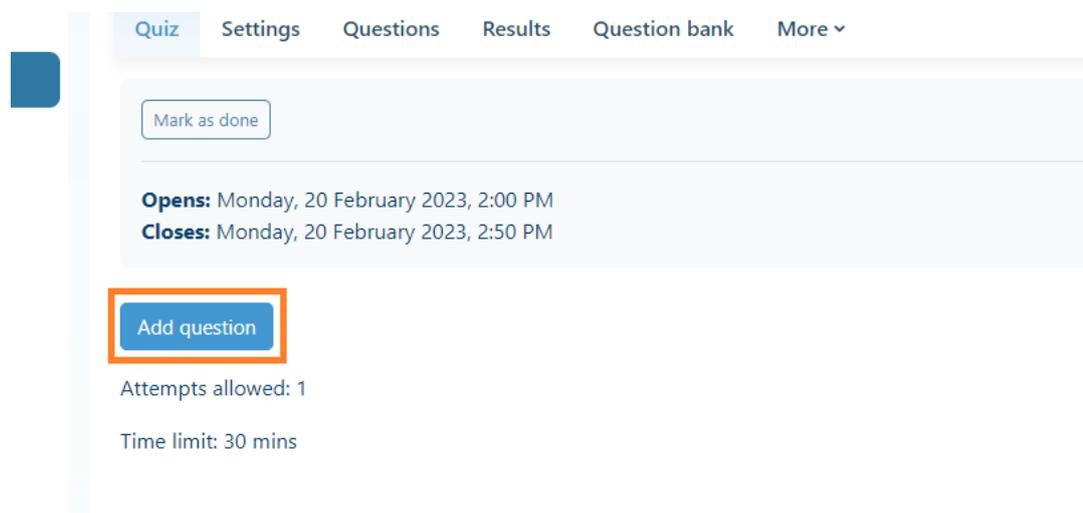


The screenshot shows the Moodle 'Restrict access' settings section. The 'Send content change notification' checkbox is checked and highlighted with a red box. Below the settings are three buttons: 'Save and return to course', 'Save and display', and 'Cancel'. A red circle with an exclamation mark and the word 'Required' is visible at the bottom.

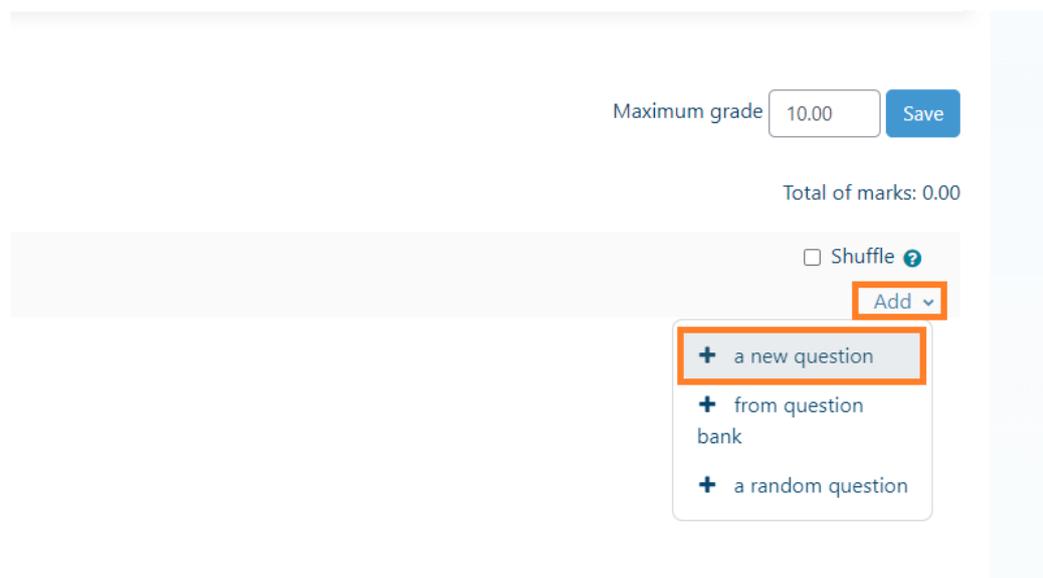
- Click on “Save and display” so you can start adding questions to the quiz/exam.



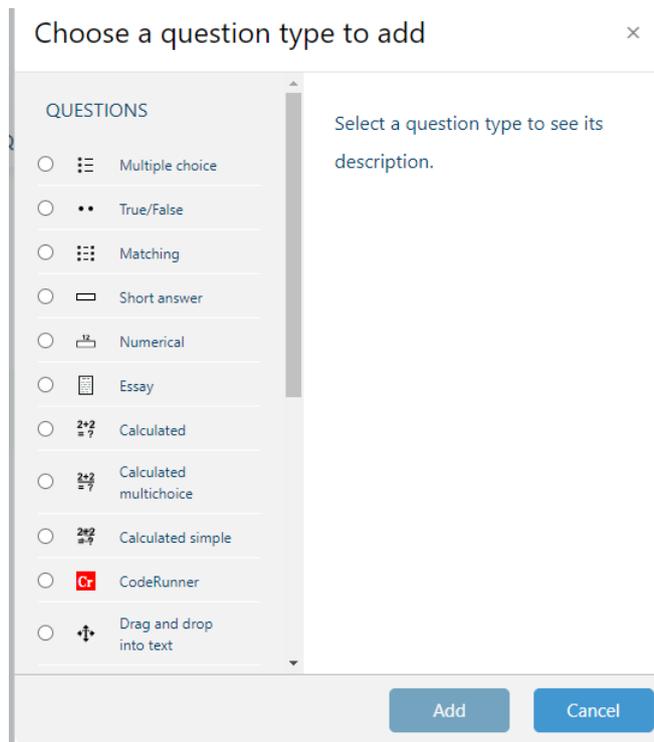
- Click on “Add Question”.



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



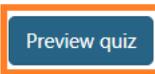
Quiz 1

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



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

Question name

Question text

Question status

Default mark

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

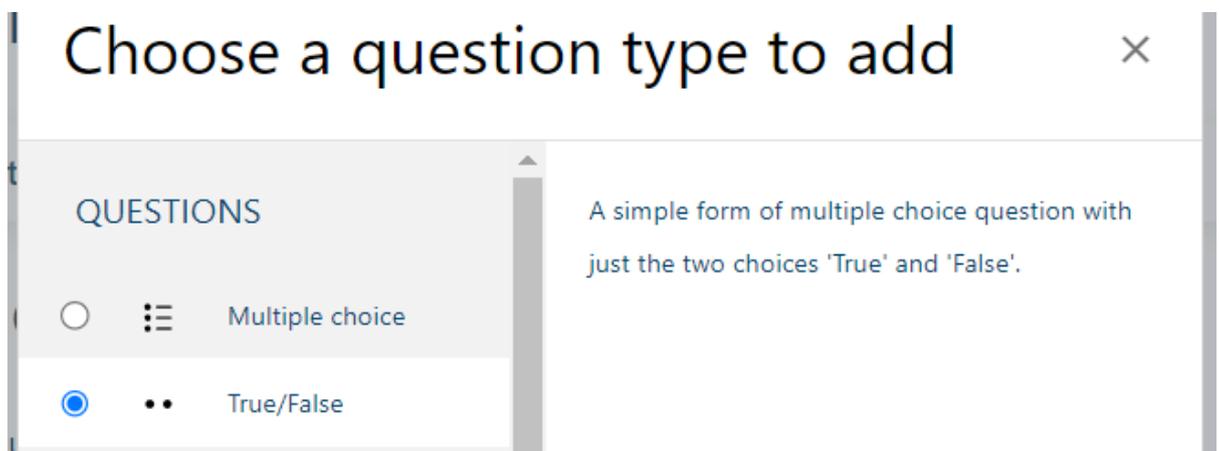
Grade **None**

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.

Question name !

Question text !

English is the official language of Kuwait.

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

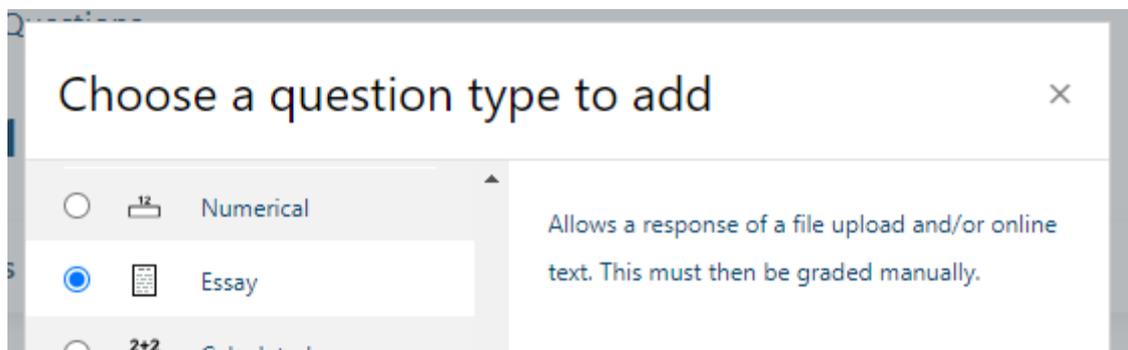
Correct answer

Show standard instructions

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)

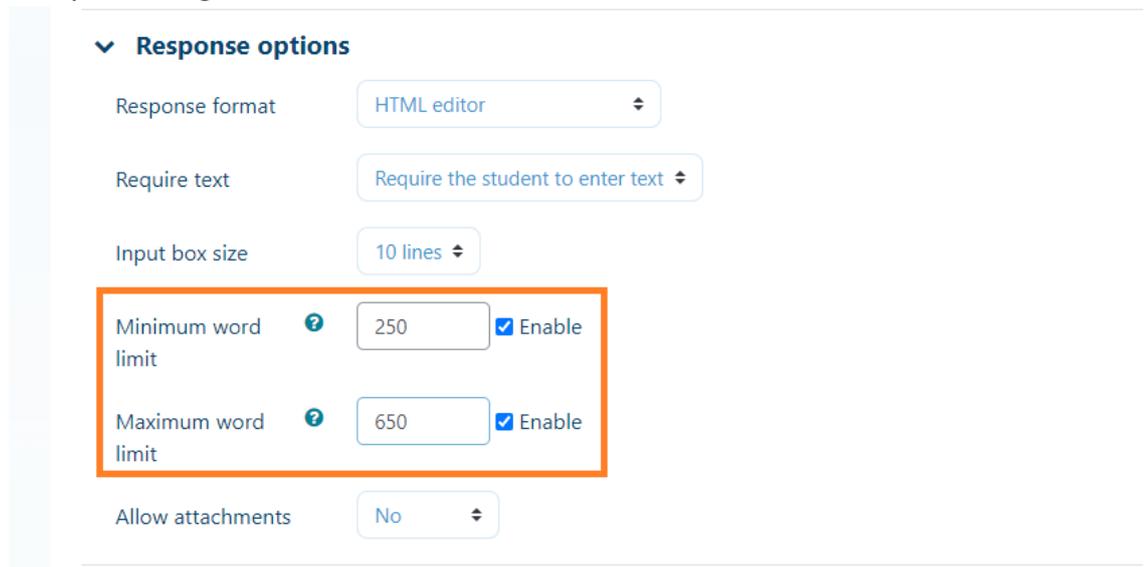
Question name: Q4

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

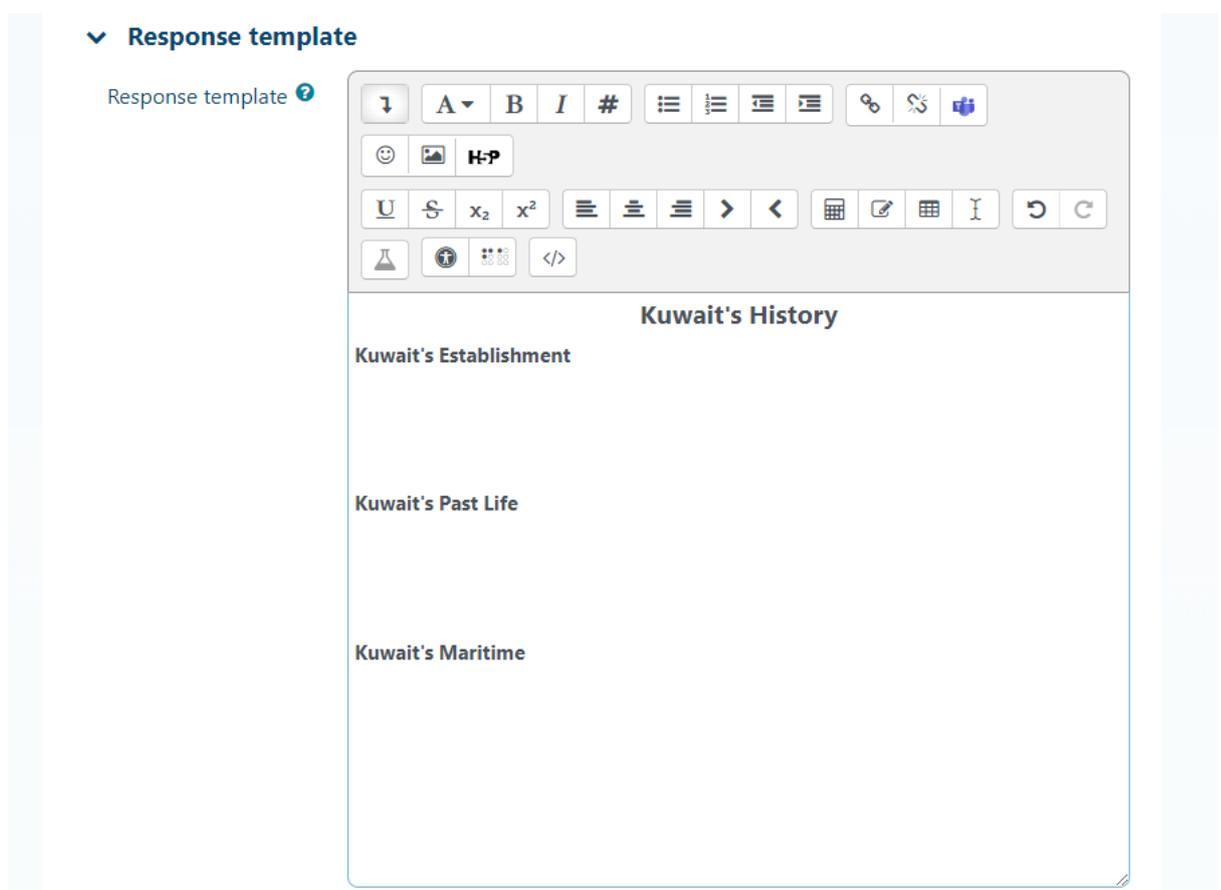
Input box size: 10 lines

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

Kuwait's History

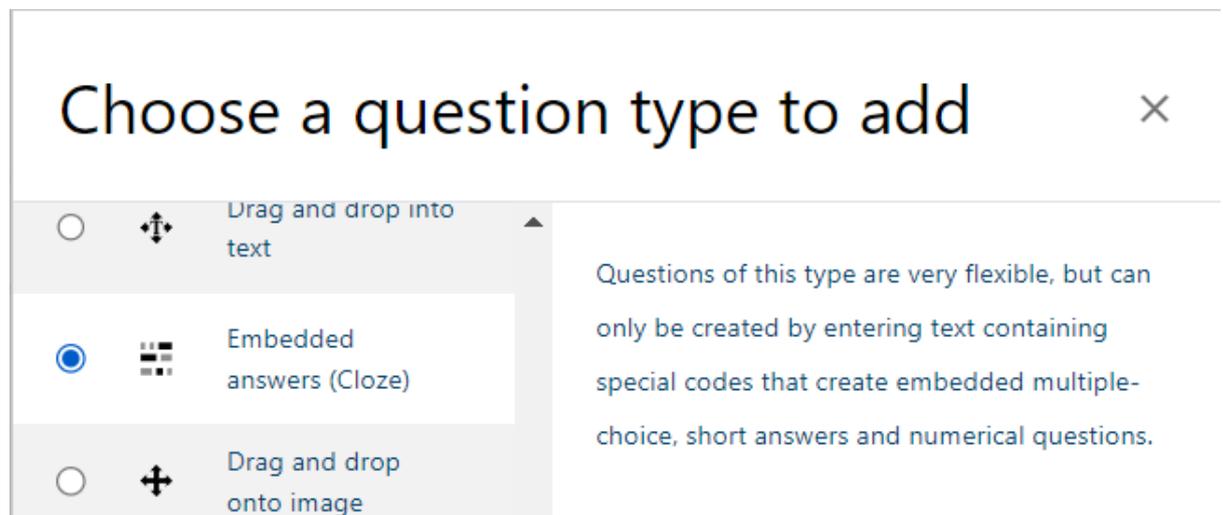
Kuwait's Establishment

Kuwait's Past Life

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 shows a Moodle question interface. On the left, a sidebar for 'Question 5' indicates it is 'Not yet answered', 'Marked out of 4.00', and provides options to 'Flag question' and 'Edit question'. The main question area is titled 'Answer the following:' and contains three items: '* Shumaymah:' with a dropdown menu, '* Bayan:' with a radio button, and '* Sharq:' with a radio button. A dropdown menu is open over the 'Shumaymah' dropdown, showing two options: 'Al Ahmadi' and 'AL Jahra'. Below these items is a text input field with the prompt 'The capital of Kuwait is'. 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.
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:

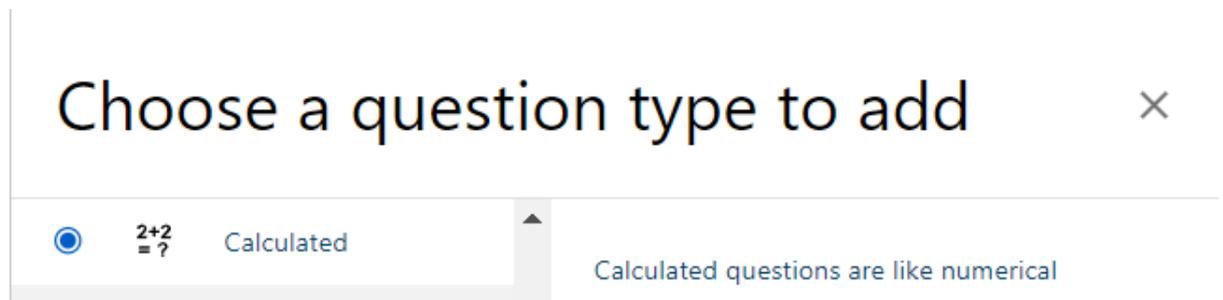
1. multiple choice (MULTICHOICE_S or MCS), represented as a dropdown menu in-line in the text.
2. multiple choice (MULTICHOICE_VS or MCVS), represented as a vertical column of radio buttons.
3. multiple choice (MULTICHOICE_HS or MCHS), represented as a horizontal row of radio-buttons.
4. multiple choice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

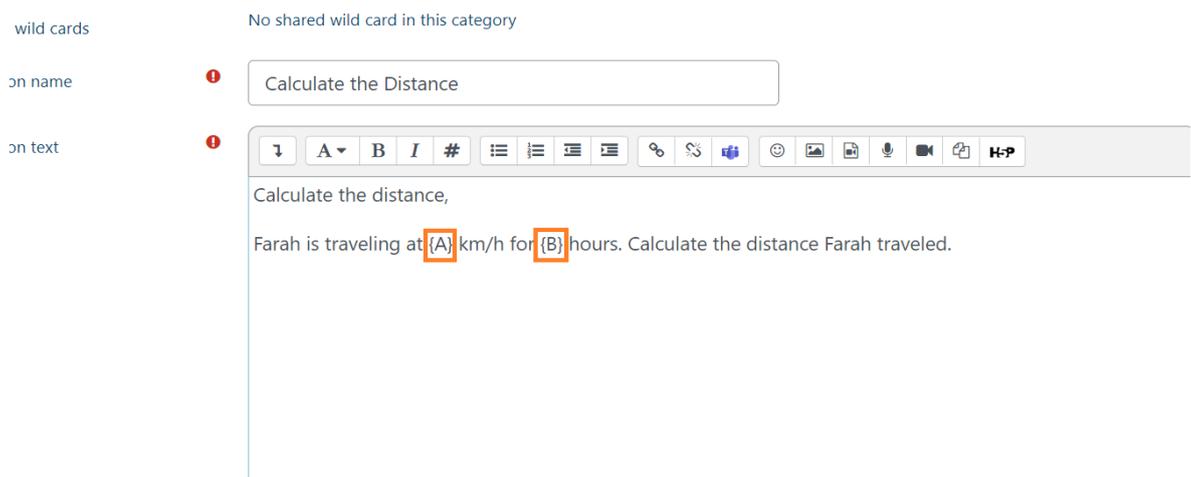
No shared wild card in this category

question name

Calculate the Distance

question text

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 = Grade

2 Tolerance ± Type

Answer display Format

Feedback

Rich Text Editor: [B] [I] [U] [List] [Link] [Image] [Video] [Help]

- 5- Click on save and continue.

Tags

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](#)

Shared wild cards: No shared wild card in this category

Question stored name: Calculate the Distance

Question name:

- 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

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

Wild card {B}

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

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
		Calculate the Distance	0
B	5	Calculate the Distance	0
		Calculate the Distance	0

Update the datasets parameters

Item to add

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

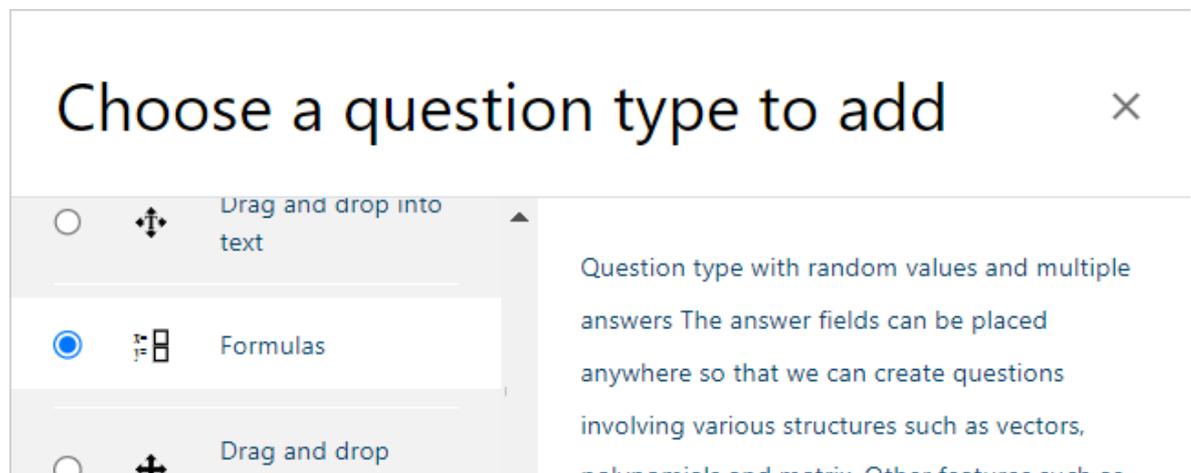
Submit and finish

Close preview

▶ Comments

Formulas

Choose “Formulas” from the menu.



Choose a question type to add

Drag and drop into text

Formulas

Drag and drop

Question type with random values and multiple answers. The answer fields can be placed anywhere so that we can create questions involving various structures such as vectors, polynomials and matrix. Other features such as

1. Write the question's name and main text

Adding a formulas question

Expand all

General

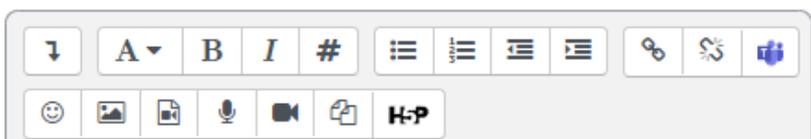
Category

Question name 

Variables

Main question

Question  
text



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

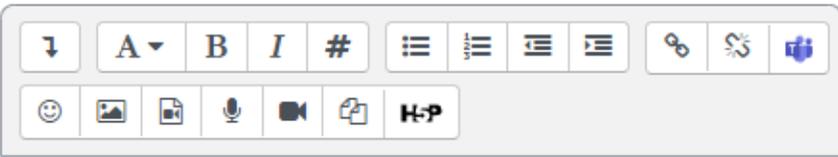
Global variables 

- 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*  $l*h$

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

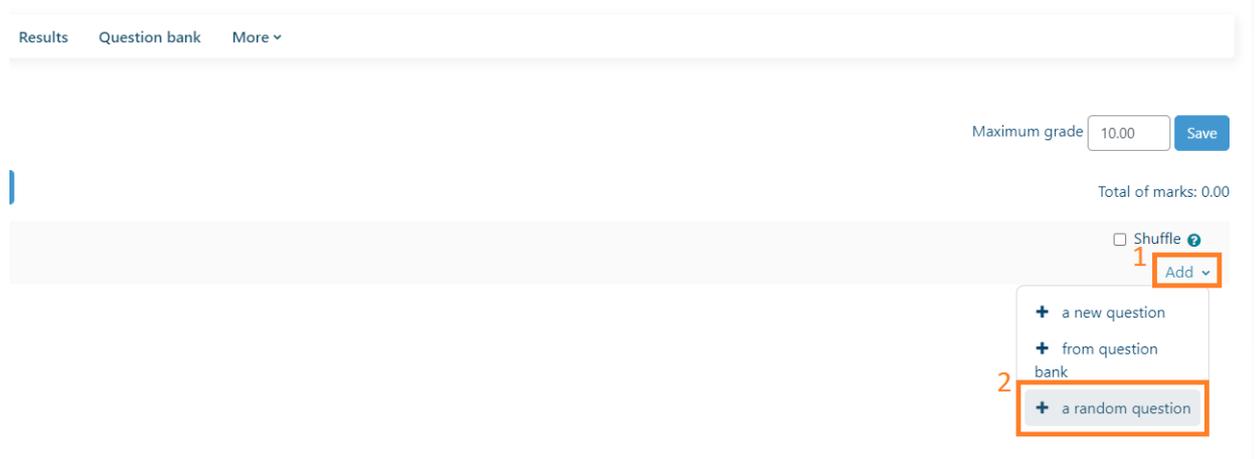
▶ **Preview options**

▶ **Display options**

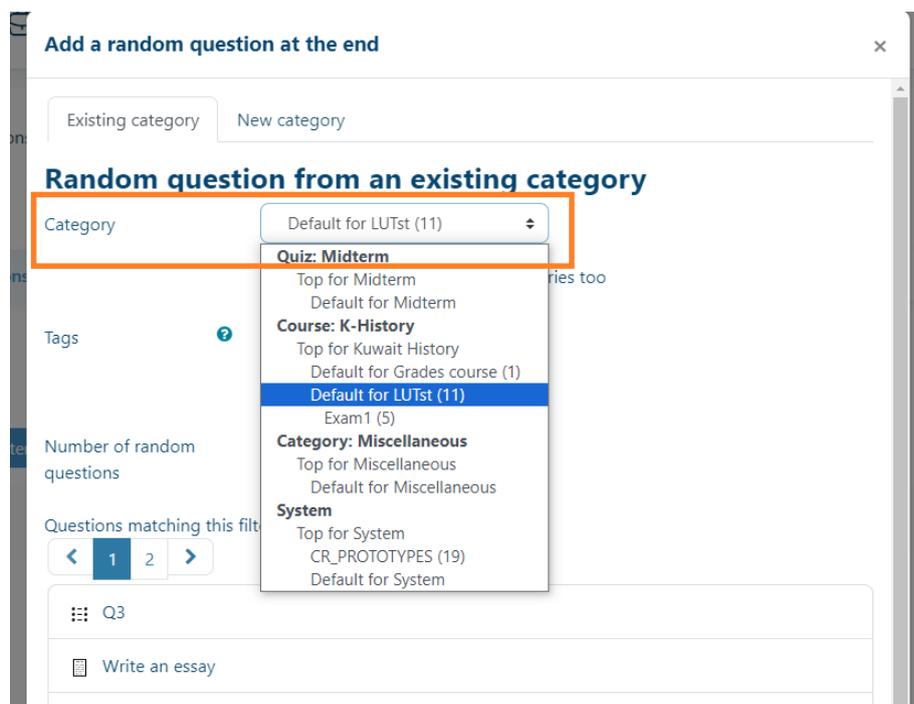
Random Question Generator

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

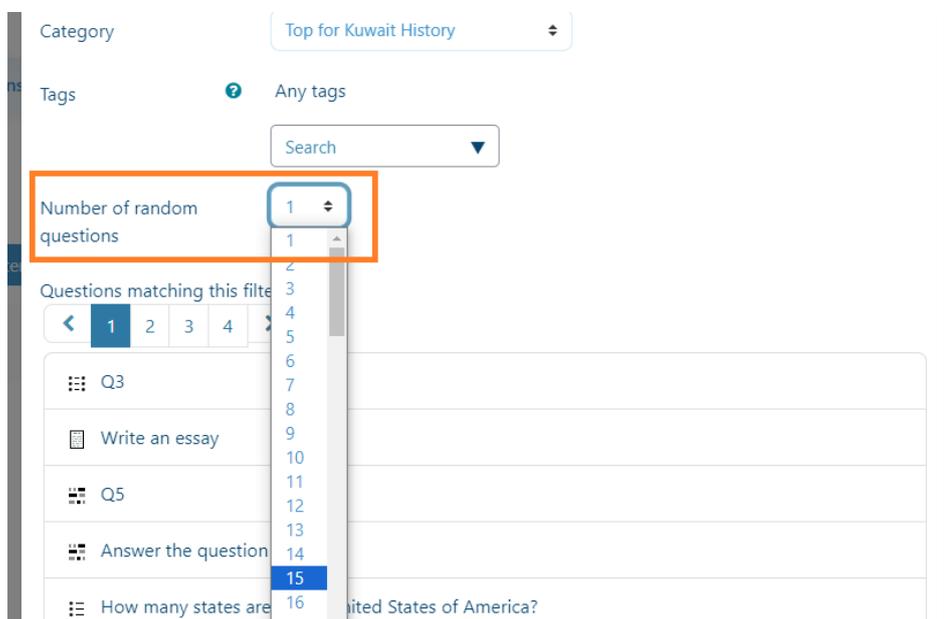
1. In the quiz\exam “Questions” page, click on add in the right side of the page and choose “Add a random question”.



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

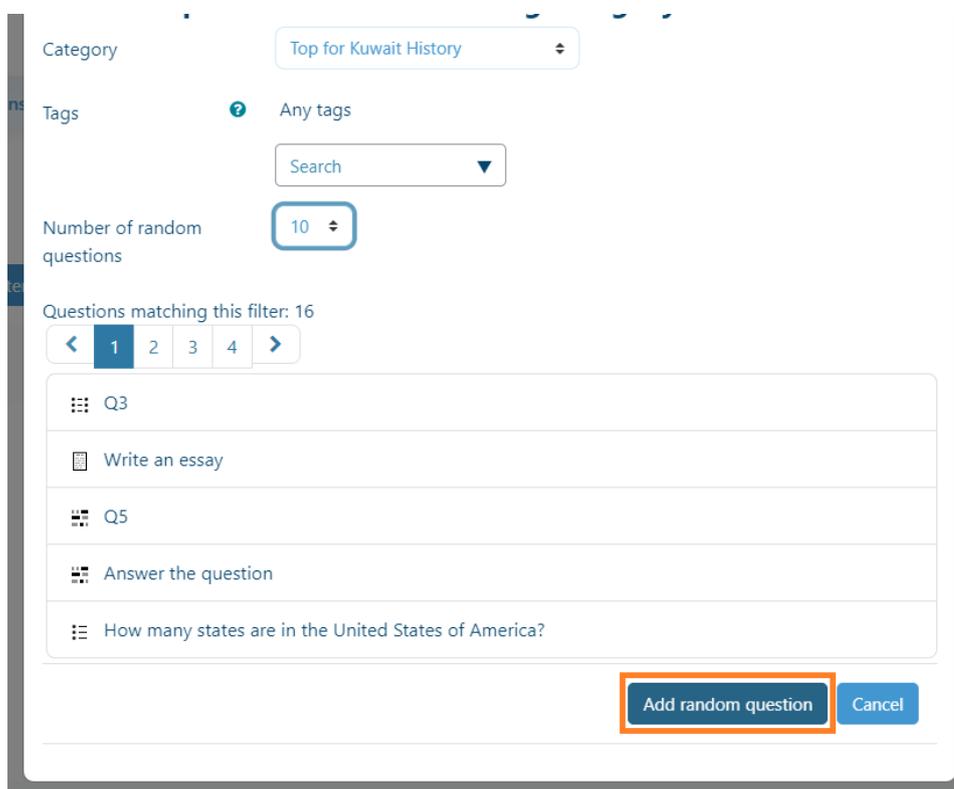


- Specify how many questions you want to add to the exam in the drop-down menu of “Number of random questions”.



The screenshot shows the Moodle question selection interface. The 'Category' is set to 'Top for Kuwait History'. The 'Tags' are set to 'Any tags'. The 'Number of random questions' dropdown menu is open, showing a list of numbers from 1 to 17. The number '1' is selected and highlighted in blue. Below the dropdown, there are several question cards, including 'Q3', 'Write an essay', 'Q5', 'Answer the question', and 'How many states are in the United States of America?'. The 'Number of random questions' dropdown is highlighted with an orange box.

- Click on “Add random question”.



The screenshot shows the Moodle question selection interface. The 'Category' is set to 'Top for Kuwait History'. The 'Tags' are set to 'Any tags'. The 'Number of random questions' dropdown menu is set to '10'. Below the dropdown, there are several question cards, including 'Q3', 'Write an essay', 'Q5', 'Answer the question', and 'How many states are in the United States of America?'. The 'Add random question' button is highlighted with an orange box.

- 5. 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

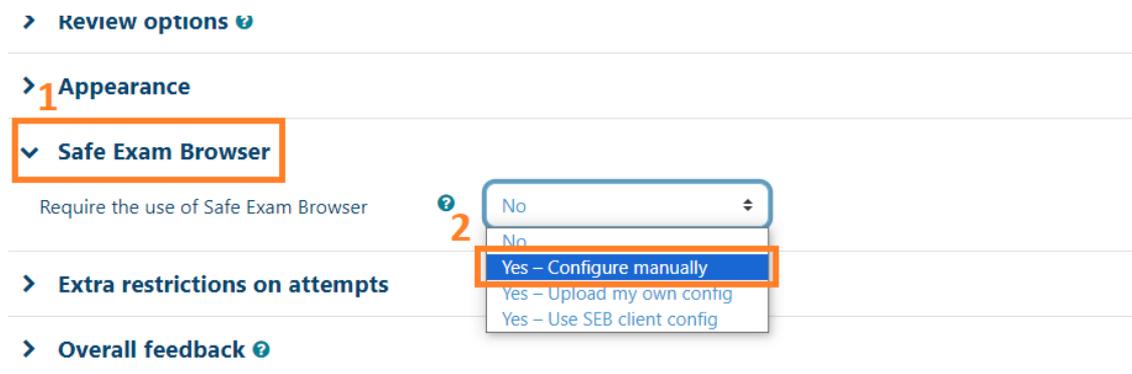
Page 1

+	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

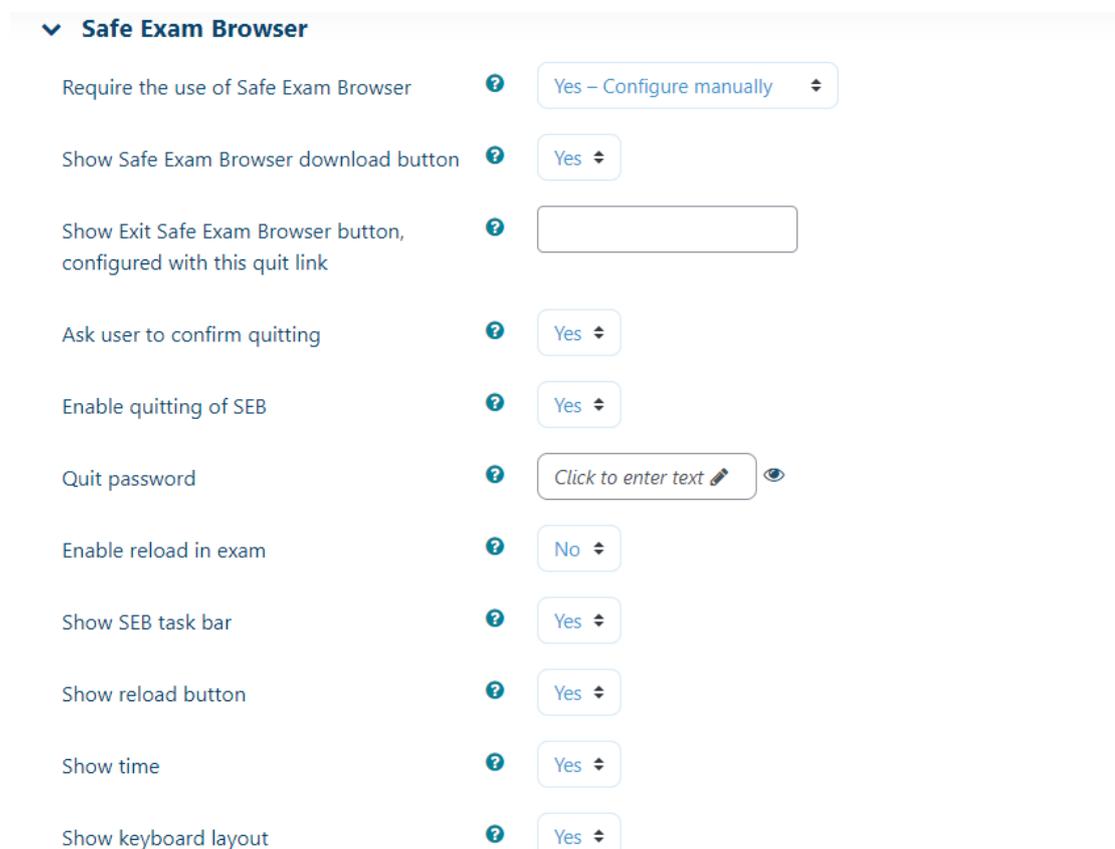
Safe Exam Browser

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.



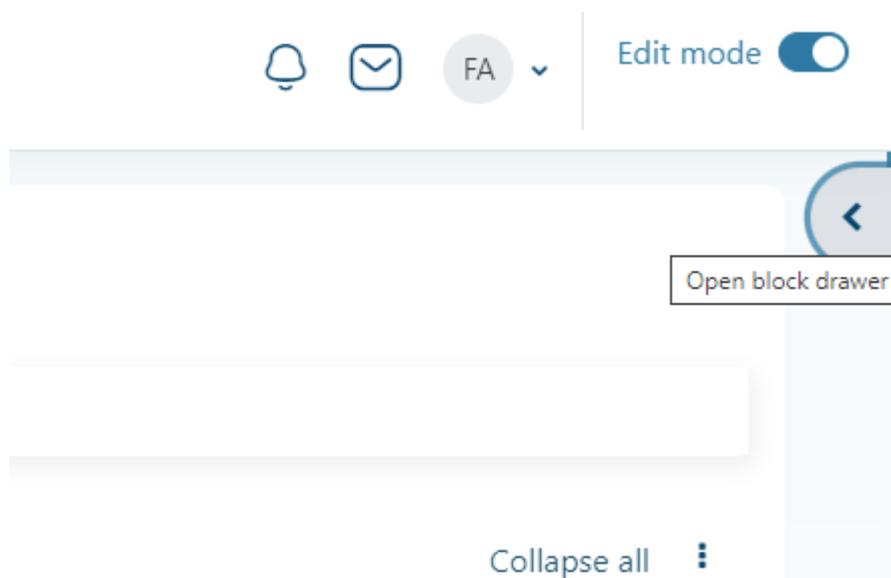
- 2- You can start setting the rest of the “Safe Exam Browser” settings as you prefer.



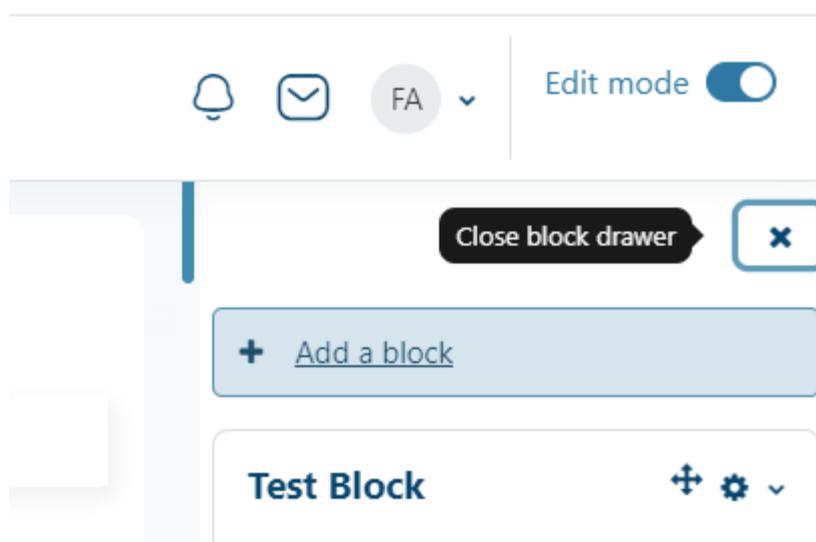
Respondus

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.

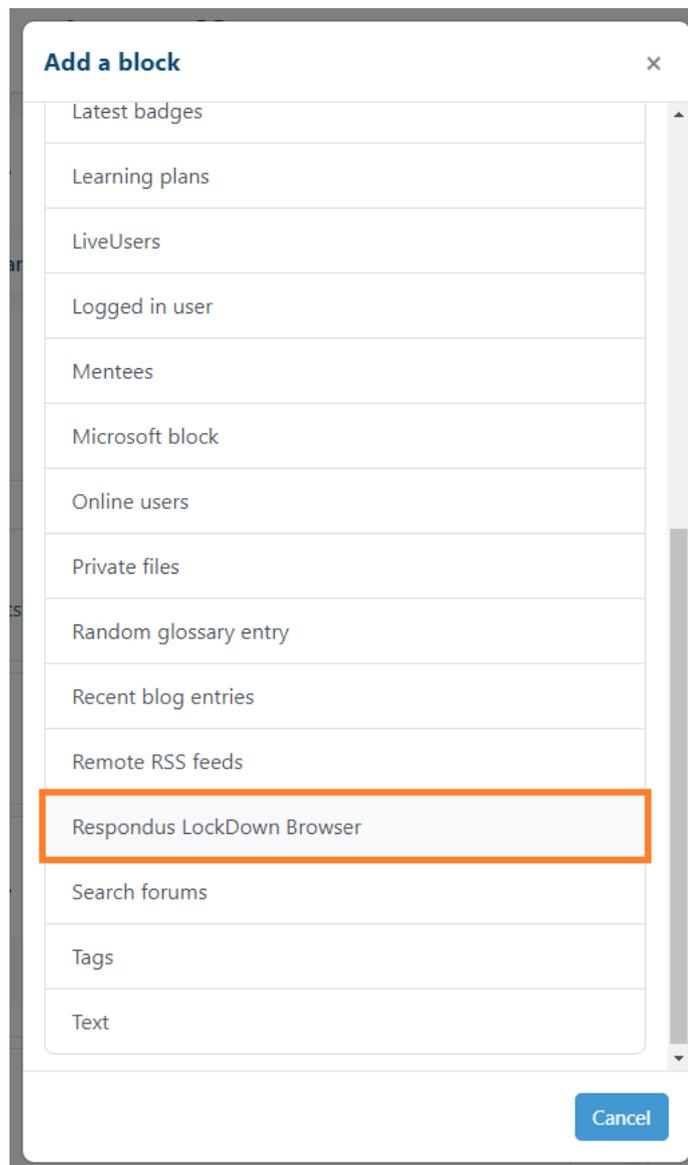
- 1- Turn the edit mode on, from your course page. On the top right corner open the course Block Drawer.



- 2- Click on add a block.



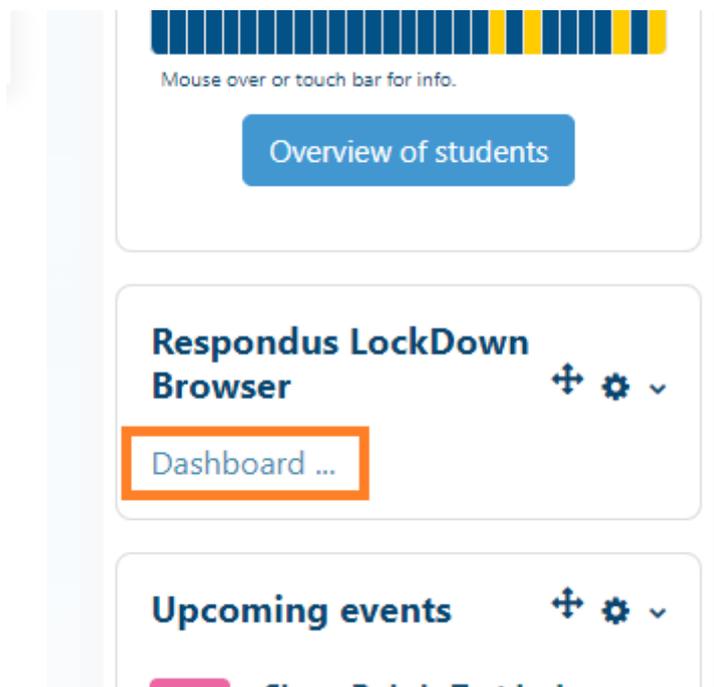
3- Choose Respondus Lockdown Browser.



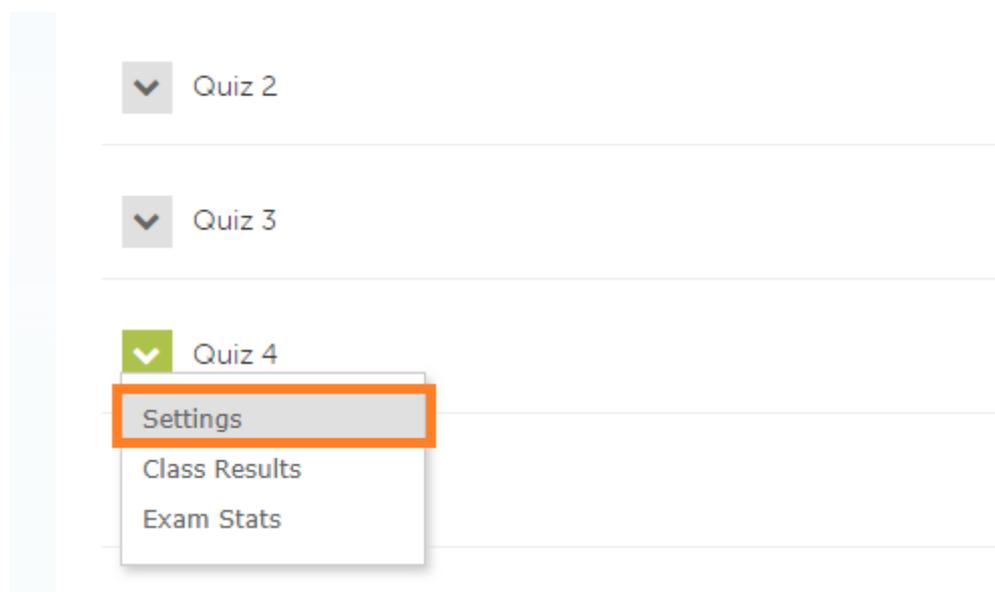
4- Create the Quiz in your course as usual.

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

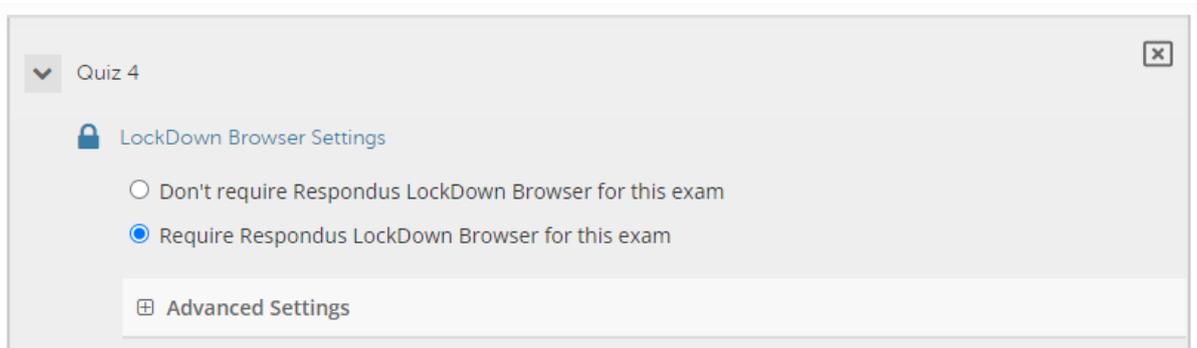
5- Click on the Dashboard under the Respondus Block.



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

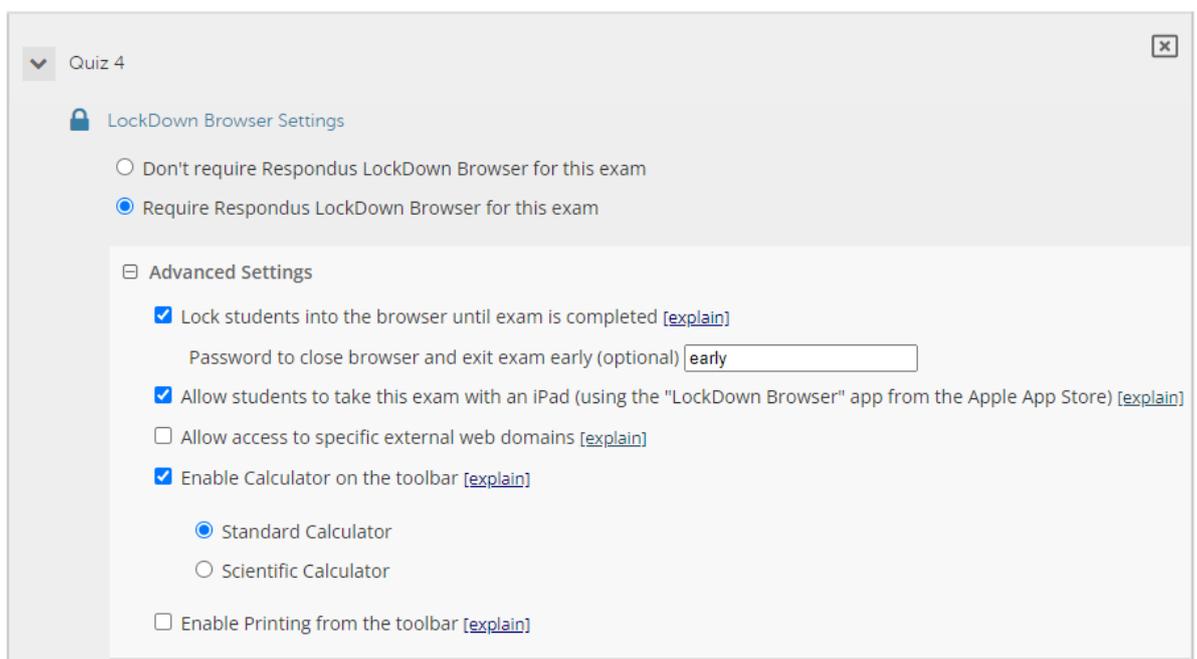


- 7- From the settings select "Require Respondus LockDown Browser for this exam".



The screenshot shows the Moodle interface for Quiz 4. Under the "LockDown Browser Settings" section, the option "Require Respondus LockDown Browser for this exam" is selected with a blue radio button. The "Advanced Settings" section is collapsed, indicated by a plus sign in a square icon.

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



The screenshot shows the Moodle interface for Quiz 4 with the "Advanced Settings" section expanded. Under "LockDown Browser Settings", "Require Respondus LockDown Browser for this exam" is selected. In the "Advanced Settings" section, the following options are checked: "Lock students into the browser until exam is completed" (with a password field containing "early"), "Allow students to take this exam with an iPad (using the 'LockDown Browser' app from the Apple App Store)", "Enable Calculator on the toolbar" (with "Standard Calculator" selected), and "Enable Printing from the toolbar".

- 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
<input checked="" type="checkbox"/> Additional Instructions	Preview Edit Text
<input checked="" type="checkbox"/> Guidelines + Tips	Preview
<input type="checkbox"/> Student Photo	Preview
<input type="checkbox"/> Show ID	Preview Edit Text
<input type="checkbox"/> 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) [\[explain\]](#)

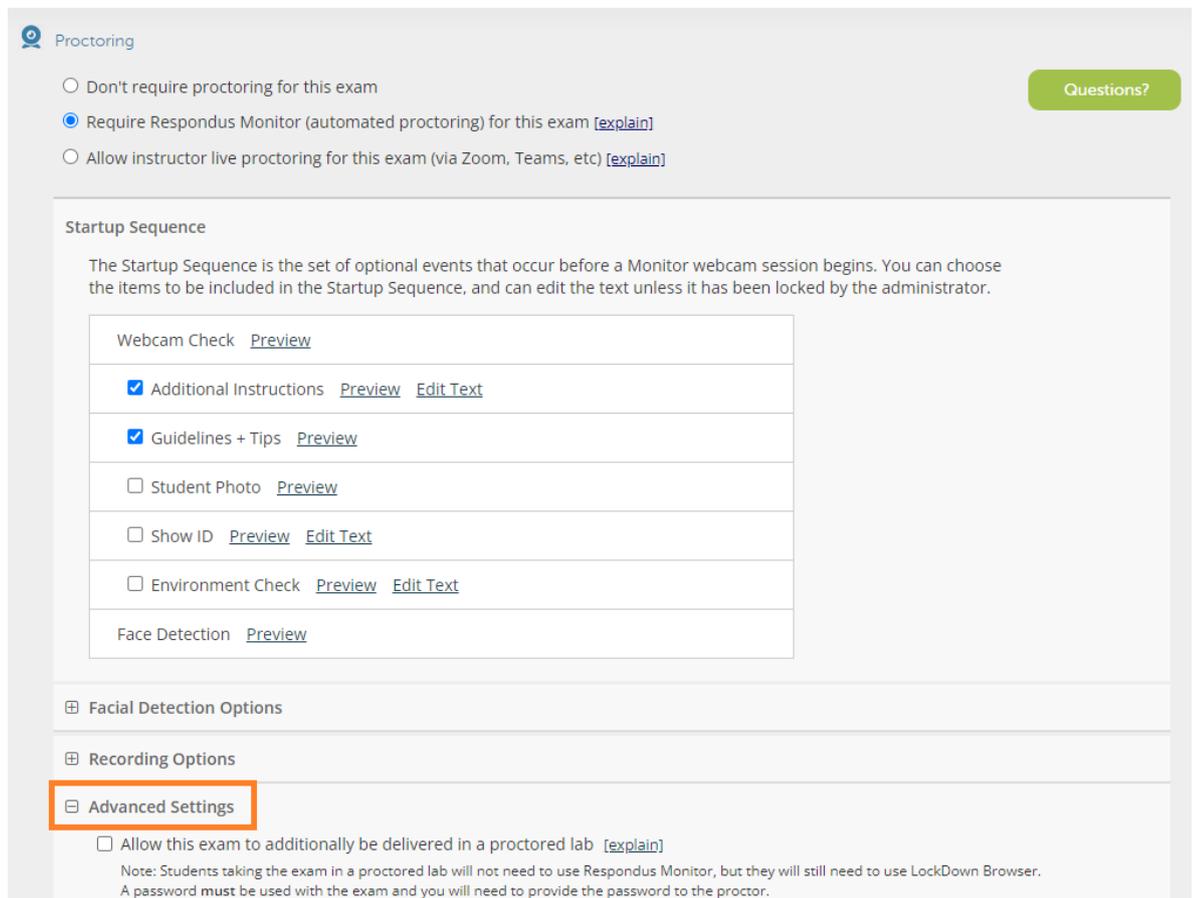
Recording Options

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

Respondus Lockdown Browser for Labs

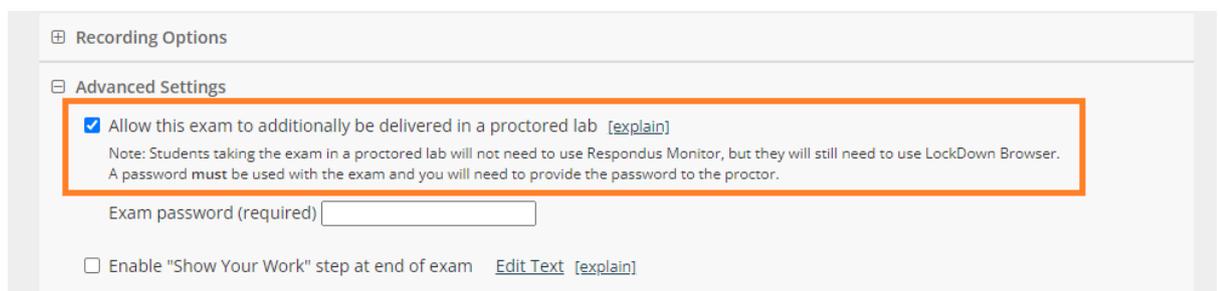
You can use Respondus Lockdown Browser in Kuwait University lab by preparing the Respondus settings as follows:

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



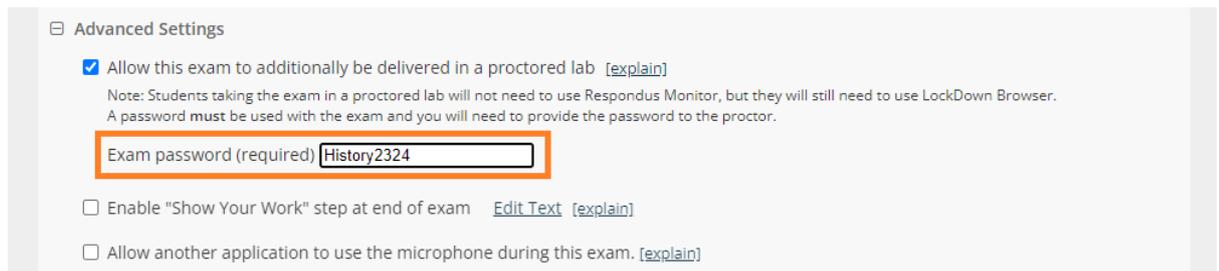
The screenshot shows the Moodle Proctoring settings page. At the top, there are three radio button options: "Don't require proctoring for this exam", "Require Respondus Monitor (automated proctoring) for this exam" (which is selected), and "Allow instructor live proctoring for this exam (via Zoom, Teams, etc)". A "Questions?" button is in the top right. Below is the "Startup Sequence" section with a description and a list of items: Webcam Check, Additional Instructions (checked), Guidelines + Tips (checked), Student Photo, Show ID, Environment Check, and Face Detection. Further down are sections for Facial Detection Options, Recording Options, and Advanced Settings. The "Advanced Settings" section is highlighted with a red box and contains the option "Allow this exam to additionally be delivered in a proctored lab" (checked), with a note about using LockDown Browser and a password requirement.

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" option checked. Below it is a text box for "Exam password (required)". There are also links for "Edit Text" and "explain" next to the option.

3. Write a password for the quiz.

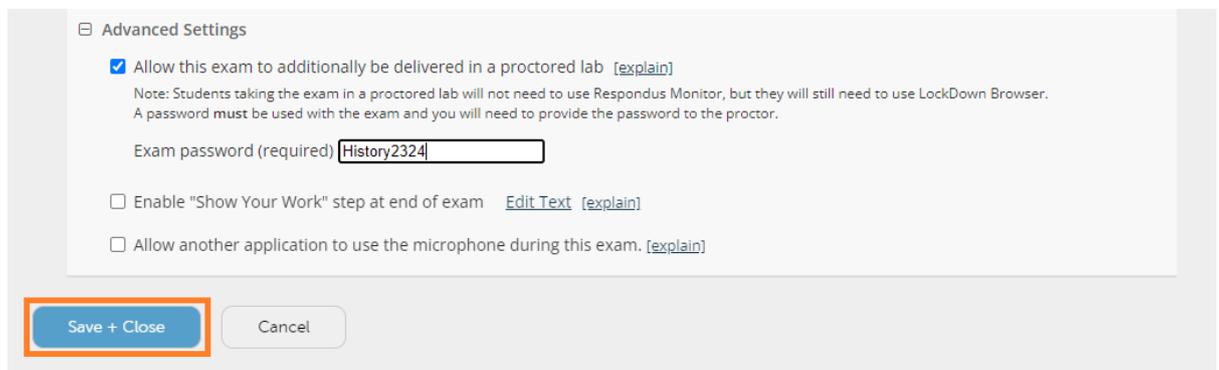


Advanced Settings

- 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

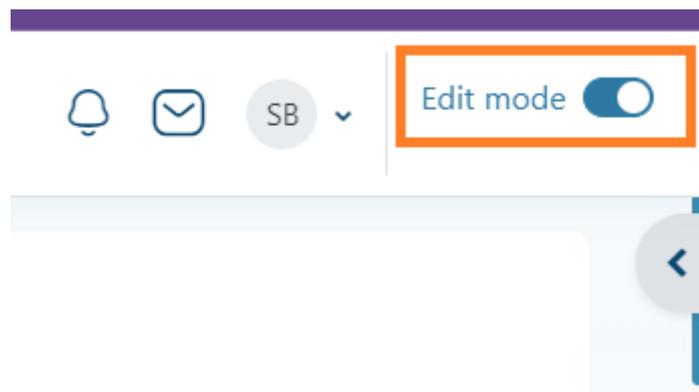
- Allow this exam to additionally be delivered in a proctored lab [\[explain\]](#)
Note: Students taking the exam in a proctored lab will not need to use Respondus Monitor, but they will still need to use LockDown Browser. A password must be used with the exam and you will need to provide the password 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. [\[explain\]](#)

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.

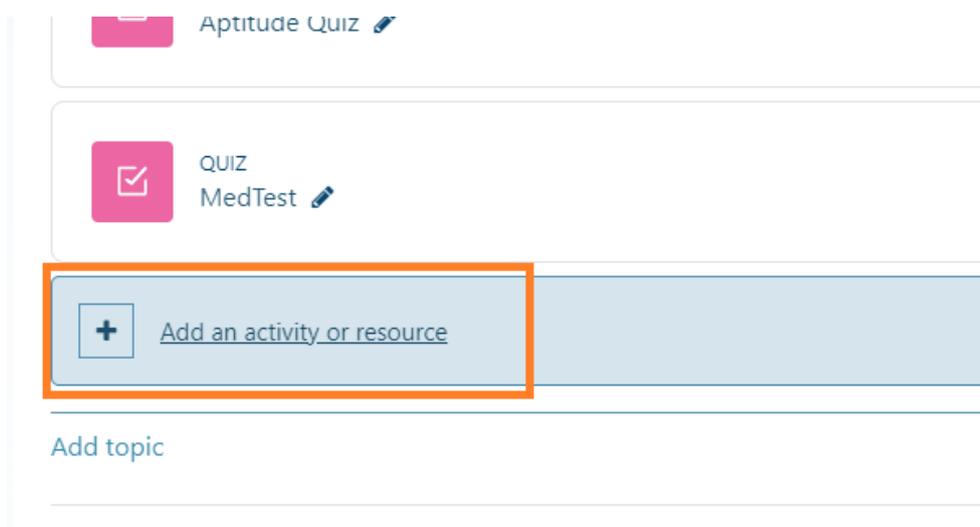
Proctorio

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.

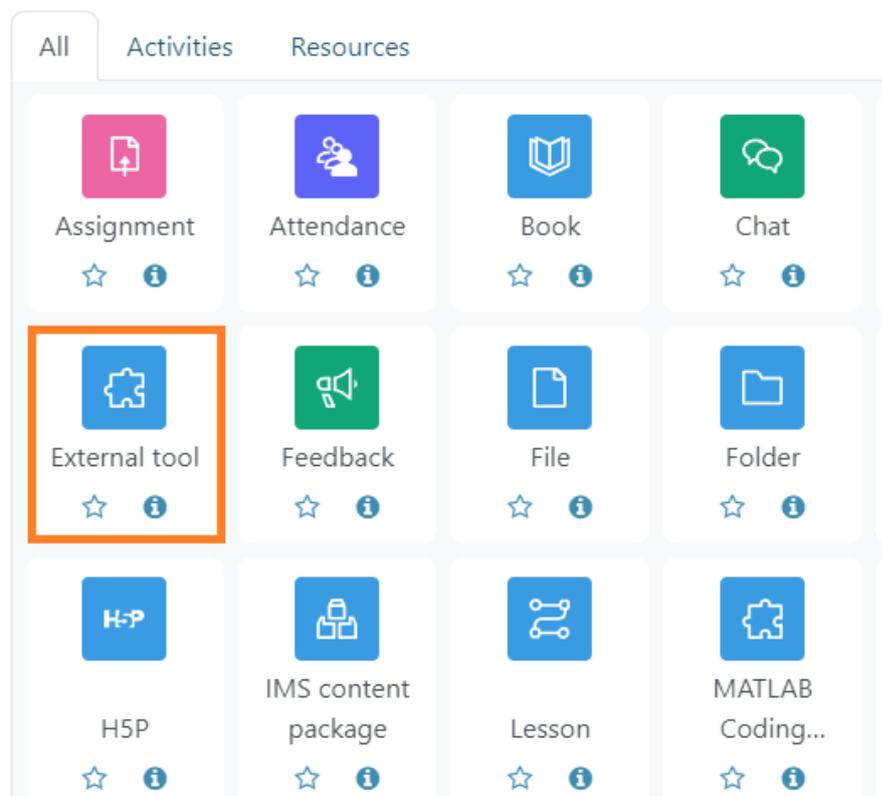
1. In you course, turn the edit mode on in the top right corner of the page



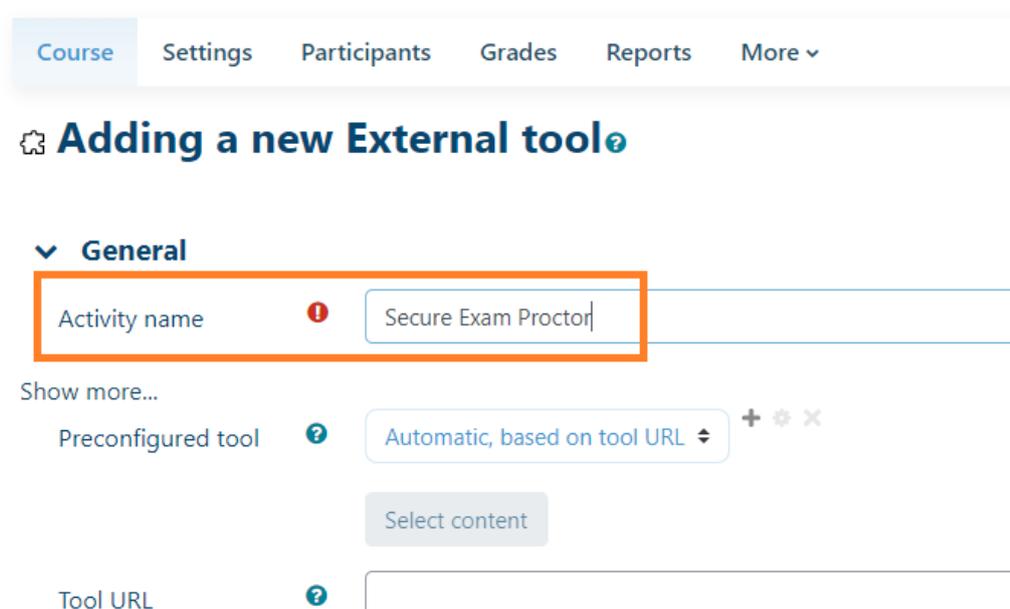
2. Click on add an activity or resource.



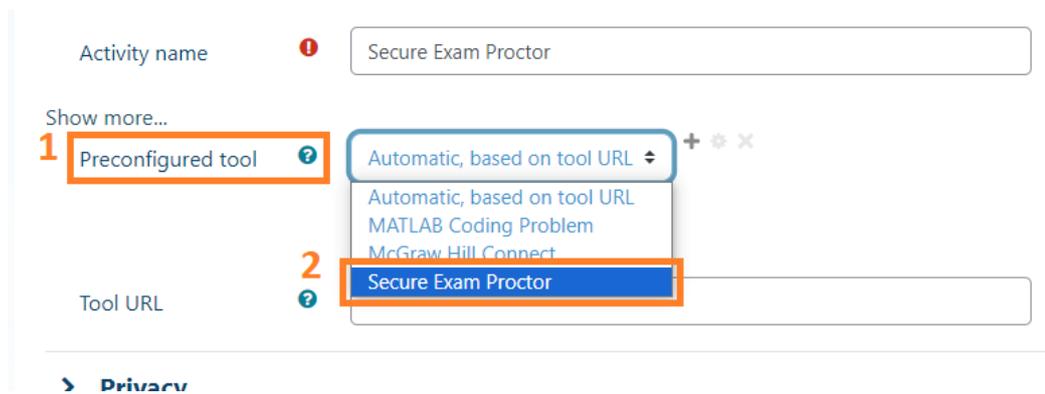
3. Choose the external tool in the menu.



4. The external tool name must be "Secure Exam Proctor".

A screenshot of the Moodle 'Adding a new External tool' form. The form is titled 'Adding a new External tool' and is located under the 'Course' tab. The 'General' section is expanded. The 'Activity name' field is highlighted with an orange border and contains the text 'Secure Exam Proctor'. Below it, the 'Preconfigured tool' dropdown menu is set to 'Automatic, based on tool URL'. There is a 'Select content' button below the dropdown. The 'Tool URL' field is empty.

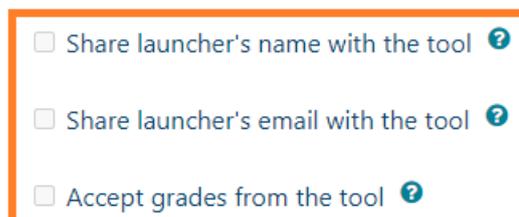
5. In Preconfigured tool choose “Secure Exam Proctor”.



The screenshot shows the Moodle activity configuration interface. The 'Activity name' field is set to 'Secure Exam Proctor'. Below it, the 'Show more...' section is expanded to show the 'Preconfigured tool' dropdown menu. The menu is open, displaying four options: 'Automatic, based on tool URL', 'Automatic, based on tool URL', 'MATLAB Coding Problem', and 'McGraw Hill Connect'. The 'Secure Exam Proctor' option is highlighted in blue. The 'Tool URL' field is empty. A red '1' is next to the 'Preconfigured tool' label, and a red '2' is next to the 'Secure Exam Proctor' option in the dropdown. A red information icon is visible next to the 'Activity name' field.

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

▼ Privacy



The screenshot shows the 'Privacy' settings section. Three options are listed, each with an unchecked checkbox and a help icon: 'Share launcher's name with the tool', 'Share launcher's email with the tool', and 'Accept grades from the tool'. The entire section is enclosed in an orange rectangular box.

7. Click on “Save and display”.

> Competencies

Send content change notification ?

Save and return to course

Save and display

Cancel

! Required

8. 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.

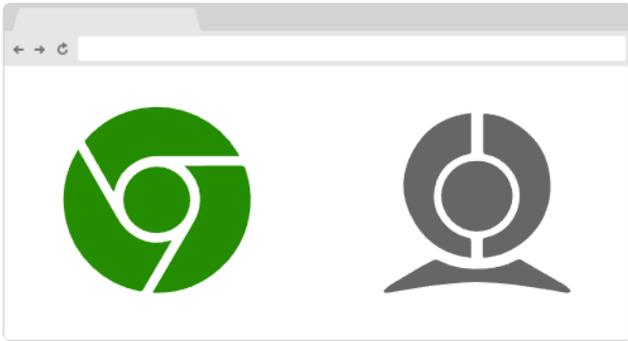
EXTERNAL TOOL
Secure Exam Proctor

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!

9. 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.”.

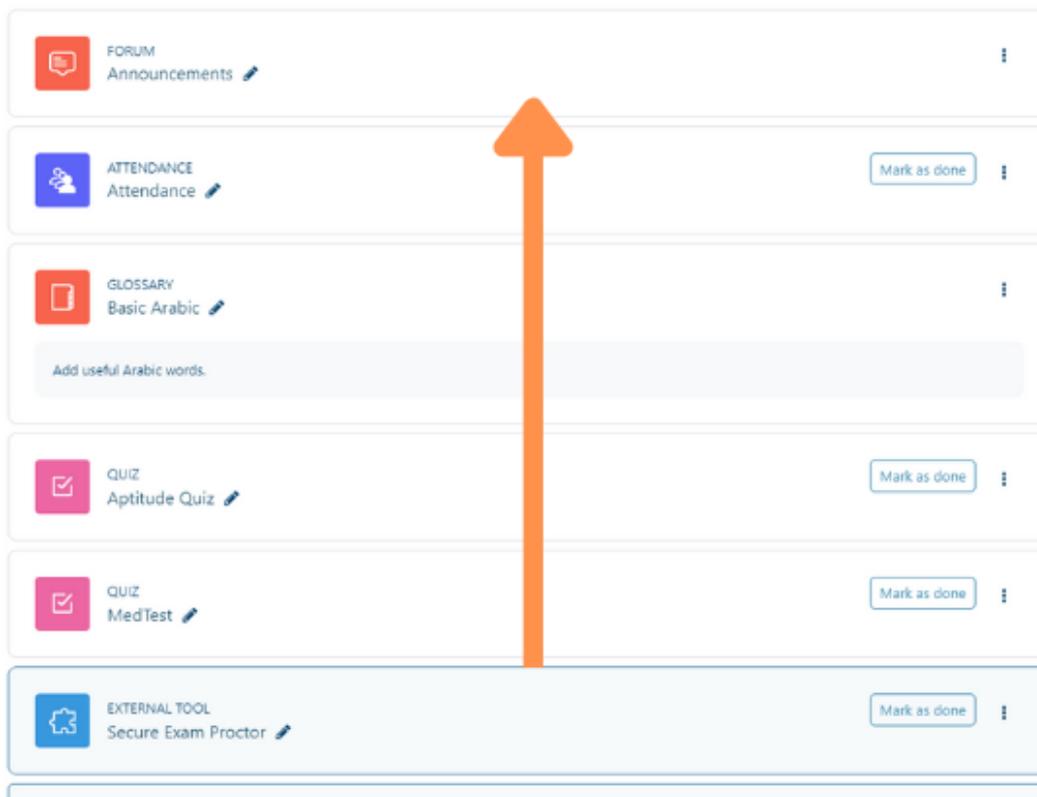
EXTERNAL TOOL Secure Exam Proctor

External tool Settings More ▾

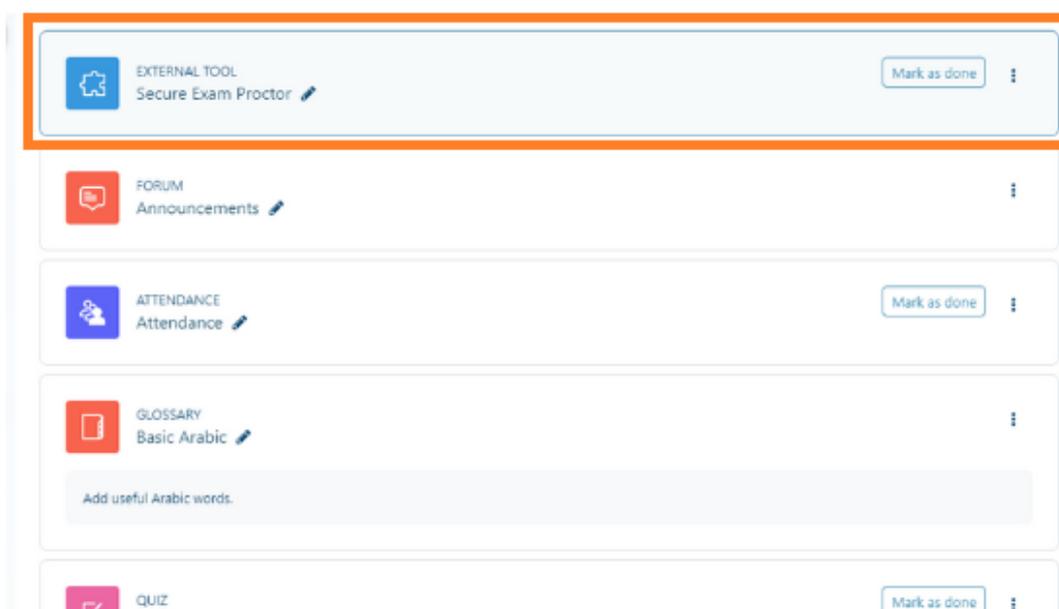
Mark as done

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

- 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.



The screenshot shows a Moodle course page in edit mode. The activity blocks are listed from top to bottom: FORUM Announcements, ATTENDANCE Attendance, GLOSSARY Basic Arabic, QUIZ Aptitude Quiz, QUIZ MedTest, and EXTERNAL TOOL Secure Exam Proctor. An orange arrow points upwards from the 'EXTERNAL TOOL Secure Exam Proctor' block to the 'GLOSSARY Basic Arabic' block, indicating the direction of the drag operation.



The screenshot shows the same Moodle course page in edit mode. The 'EXTERNAL TOOL Secure Exam Proctor' block is highlighted with an orange border, indicating it is the activity being dragged.

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

☑ **Updating: Quiz** Expand all

▼ **General**

Name !

Description

↵
A
B
I
#
☰
☰
☰
☰
🔗
🔄
🗨️

😊
🖼️
📄
🎤
🎥
📎
H-P

The midterm will be 50 minutes long

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

▼ **Timing**

Open the quiz ? Enable

Close the quiz Enable

Time limit ? Enable

When time expires ?

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.

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)

<input type="checkbox"/>	Name	Submission	Availability						
<input type="checkbox"/>	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.

<input type="checkbox"/>	Name	Submission	Availability						
<input type="checkbox"/>	2, Learner	12/11/2023	6 Months	1	2.00	0	0	20%	

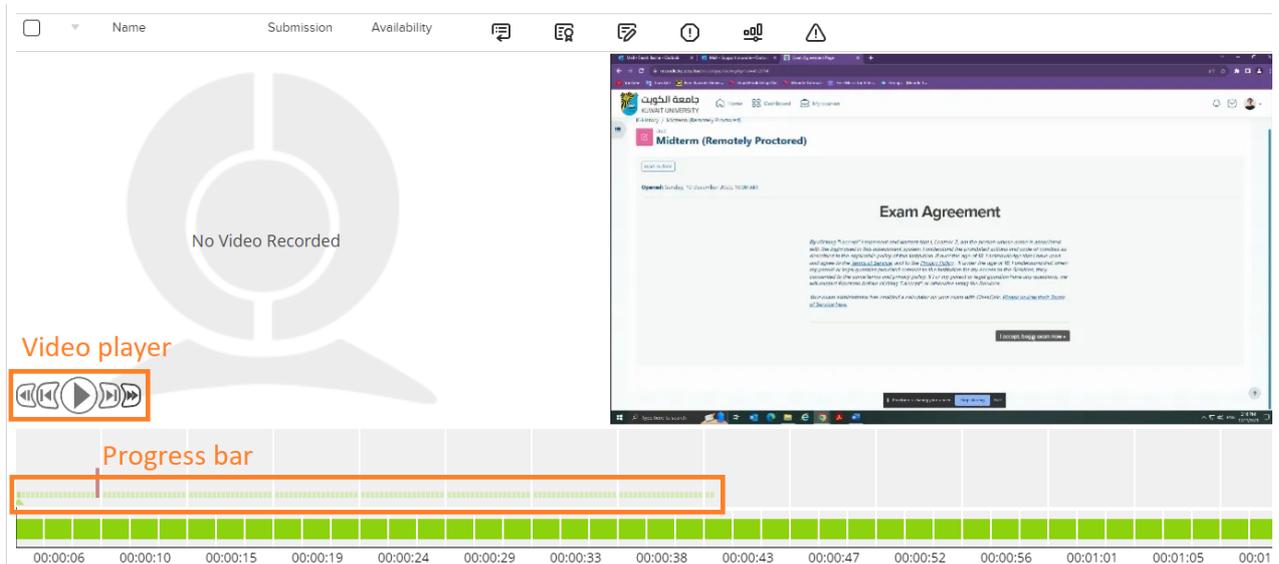
Webcam Recording

No Video Recorded

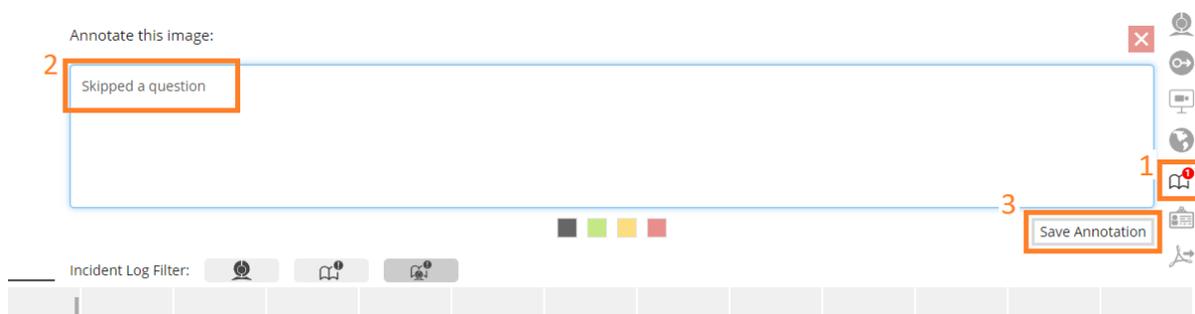
Types of data

- 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.

- You can use the video player to view the video recording or go through the progress bar.



- 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.



- 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)

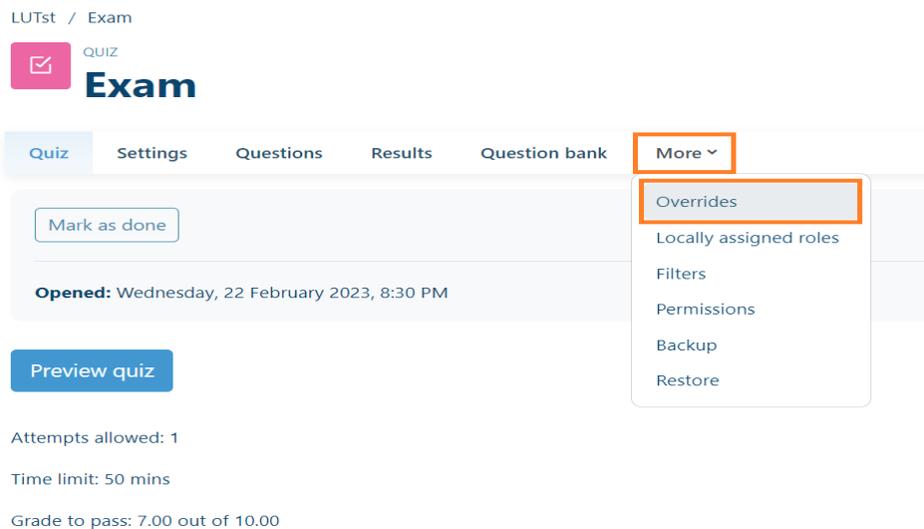
-  Test taker had decent overall performance
-  Test taker had poor internet performance
-  Test taker had good computer performance
-  Test taker had good video quality throughout the exam
-  The exam was taken using Windows 10 on Chrome 119
-  The exam was taken using 1.5.23307.11 extension version with an ID: fpmapakogndmenjcfajifaaonnpkpei
-  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”



LUTst / Exam

QUIZ **Exam**

Quiz Settings Questions Results Question bank More ▾

Mark as done

Opened: Wednesday, 22 February 2023, 8:30 PM

Preview quiz

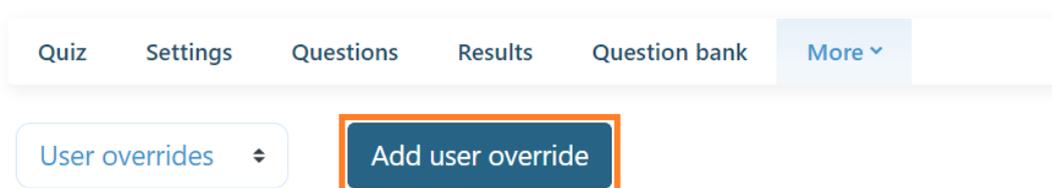
Attempts allowed: 1

Time limit: 50 mins

Grade to pass: 7.00 out of 10.00

The 'More' dropdown menu is open, showing options: Overrides, Locally assigned roles, Filters, Permissions, Backup, and Restore. The 'Overrides' option is highlighted with an orange box.

2. Click on “Add user override”.



Quiz Settings Questions Results Question bank More ▾

User overrides ▾ Add user override

The 'Add user override' button is highlighted with an orange box.

User overrides

No user settings overrides have been created for this quiz.

3. Choose the student you want to add.

Exam

▼ Override

Override user 

▼

Require password  

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

Open the quiz  Enable

Close the quiz  Enable

Time limit  Enable

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

Attempts allowed 

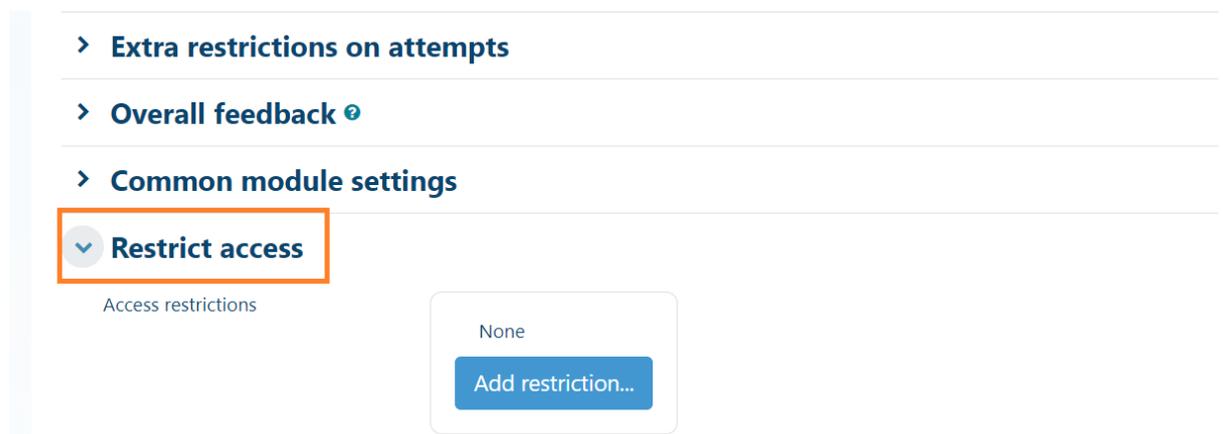
6. Click on “Save” or “Save and enter another override” to add another student.

Make up Quiz/Exam

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



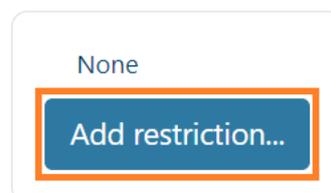
2- Scroll down to the "Restrict Access" setting and expand it.



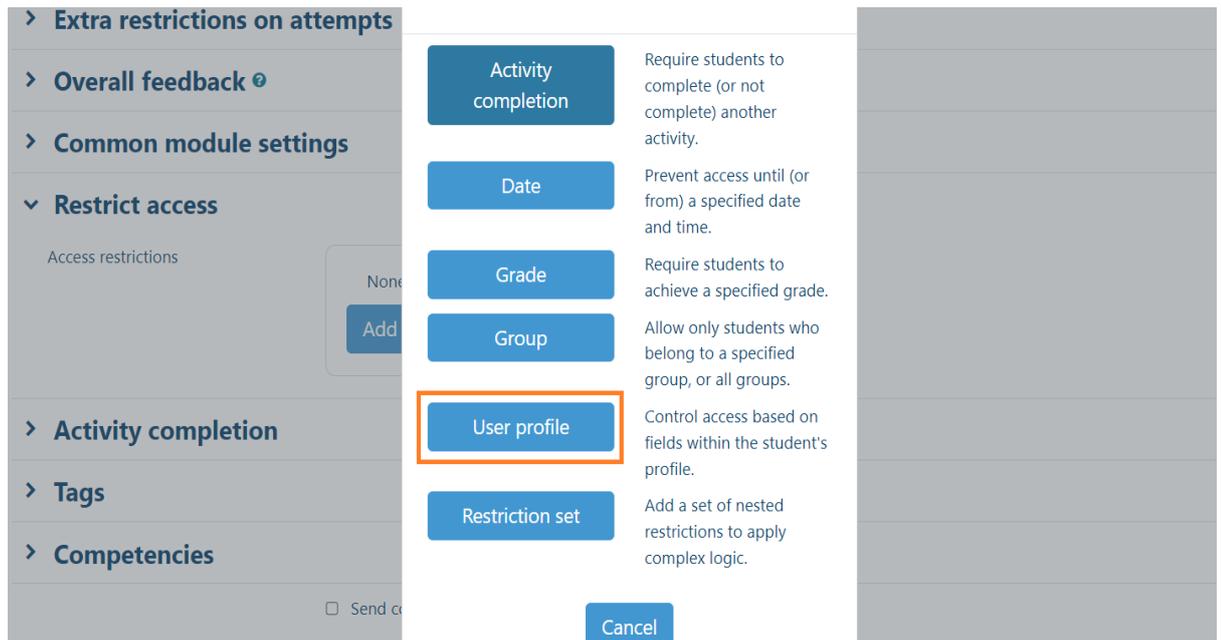
3- Click on "Add restriction".

Restrict access

Access restrictions

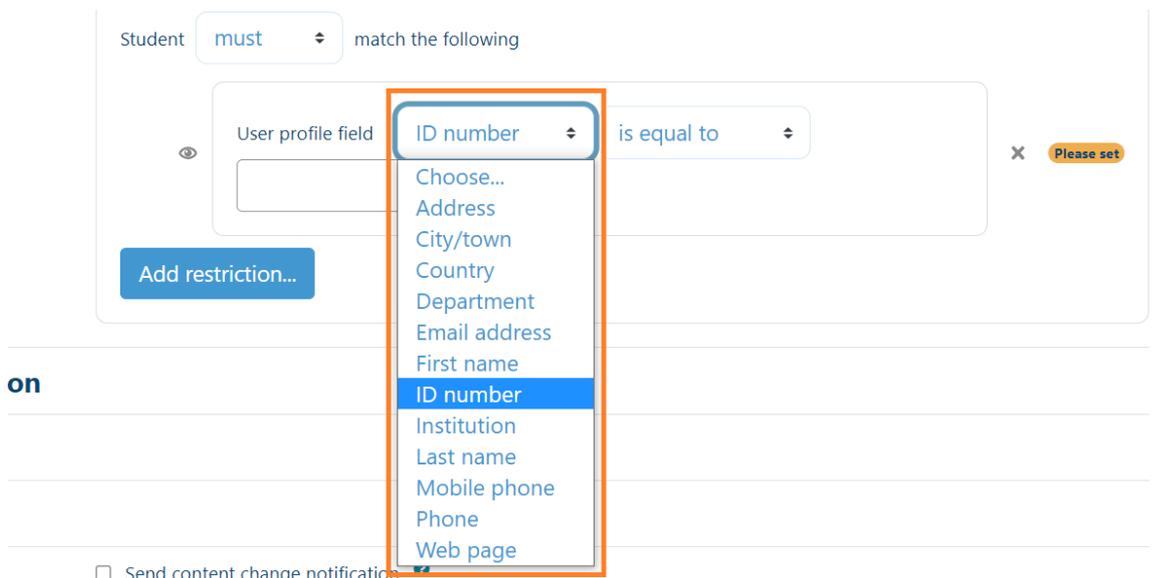


4- Choose the restriction “User Profile”.



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.

Student **must** match the following

User profile field **ID number** is equal to

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

Student **must** m

User profile field

Access restrictions

Student **must** |

User profile fie

- 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”.

Save and return to course Save and display Cancel

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.



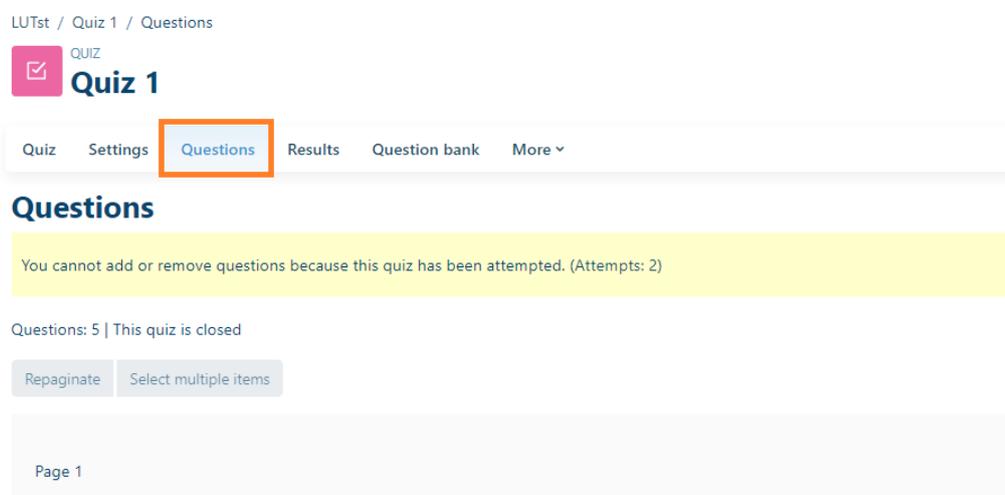
QUIZ
Q1

 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.



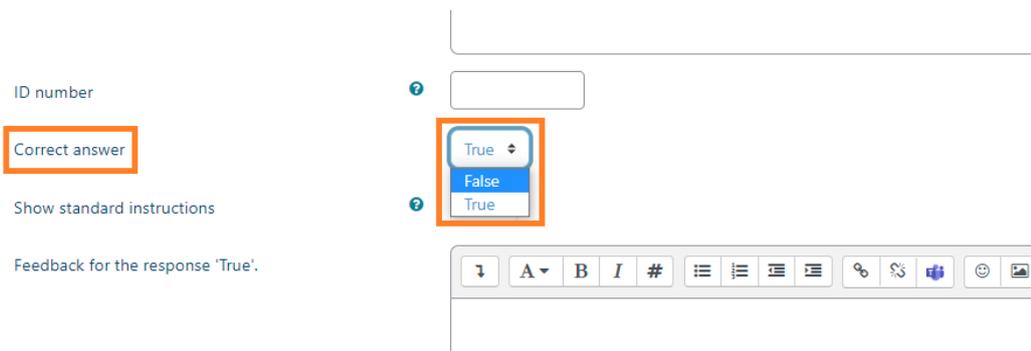
The screenshot shows the Moodle interface for a quiz. At the top, the breadcrumb path is 'LUTst / Quiz 1 / Questions'. Below this is a navigation bar with tabs: 'Quiz', 'Settings', 'Questions' (highlighted with an orange box), 'Results', 'Question bank', and 'More'. The main heading is 'Questions'. A yellow message box states: 'You cannot add or remove questions because this quiz has been attempted. (Attempts: 2)'. Below the message, it says 'Questions: 5 | This quiz is closed'. There are two buttons: 'Repaginate' and 'Select multiple items'. At the bottom, it says 'Page 1'.

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



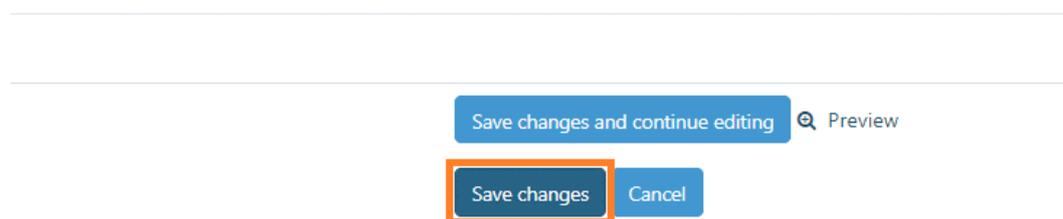
The screenshot shows a list of questions in a quiz. The questions are grouped by page. Page 1 contains questions 1 and 2. Question 2 is highlighted with an orange box, and its gear icon is also highlighted. Page 2 contains questions 3 and 4. Page 3 contains question 5. The questions are: Q1: 'When did Kuwait gets its independence from ...', Q2: 'English is the official languaage of Kuwait.', Q3: 'Match', Q4: 'Write an essay Write an essay on Kuwait's century ...', and Q5: 'Answer the following: * Shumaymah: {#1} * ...'.

4. Scroll down to the answer and correct it.



The screenshot shows the Moodle question editing interface. On the left, there are labels for 'ID number', 'Correct answer', 'Show standard instructions', and 'Feedback for the response 'True''. The 'Correct answer' label is highlighted with an orange box. On the right, there is a dropdown menu for the correct answer, also highlighted with an orange box. The dropdown menu is open, showing 'True' (selected), 'False', and 'True'. Below the dropdown is a rich text editor toolbar with various icons for text formatting and insertion.

5. Click on save changes.

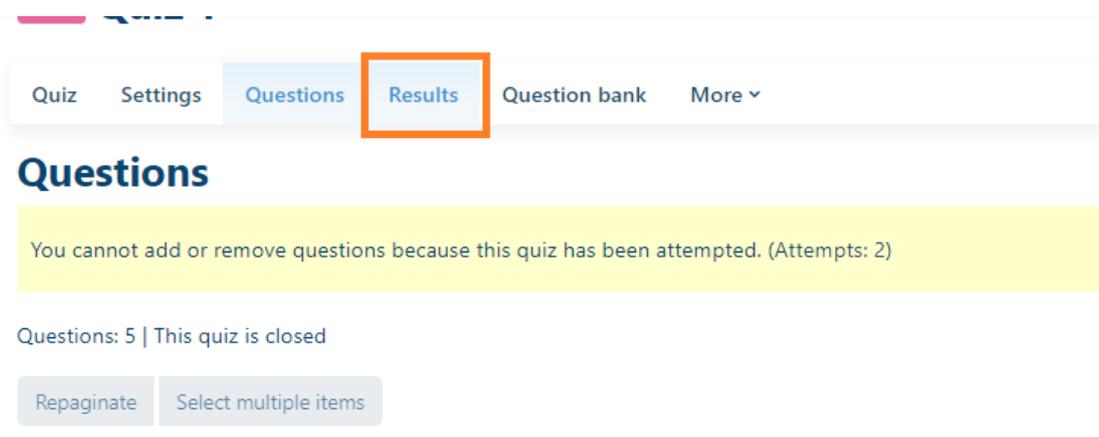


The screenshot shows the bottom of the Moodle question editing interface. There are three buttons: 'Save changes and continue editing' with a magnifying glass icon and the word 'Preview' next to it, 'Save changes' (highlighted with an orange box), and 'Cancel'.

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



The screenshot shows the Moodle quiz results page. At the top, there is a navigation bar with tabs: 'Quiz', 'Settings', 'Questions', 'Results' (highlighted with an orange box), 'Question bank', and 'More'. Below the navigation bar is the heading 'Questions'. A yellow warning box states: 'You cannot add or remove questions because this quiz has been attempted. (Attempts: 2)'. Below the warning box, it says 'Questions: 5 | This quiz is closed'. At the bottom, there are two buttons: 'Repaginate' and '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

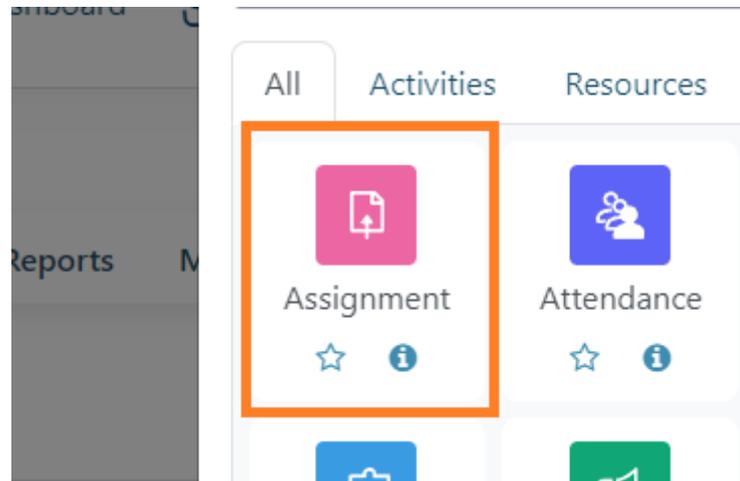
a as [Download](#)

	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
<input type="checkbox"/>	FA Fatemah Review attempt	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
<input type="checkbox"/>	Fatemah Review attempt			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
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 !

Description !

↓ **A** **B** **I** **#** **☰** **☰** **☰** **☰** **✂** **↺** **☰** **😊** **🖼** **📄** **🎤** **📺** **📄** **🔗** **🔗**

Kuwait Independence Report

Display description on course page ?

Activity instructions ?

↓ **A** **B** **I** **#** **☰** **☰** **☰** **☰** **✂** **↺** **☰** **😊** **🖼** **📄** **🎤** **📺** **📄** **🔗** **🔗**

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 Enable

Due date Enable

Cut-off date Enable

Remind me to grade by 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

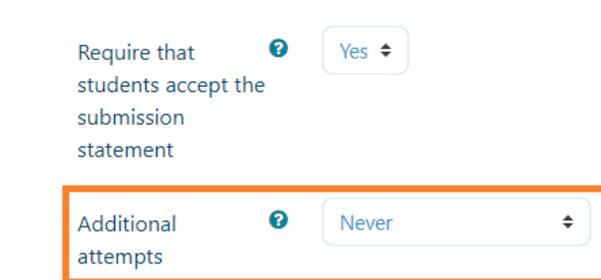
Comment inline

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

- 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

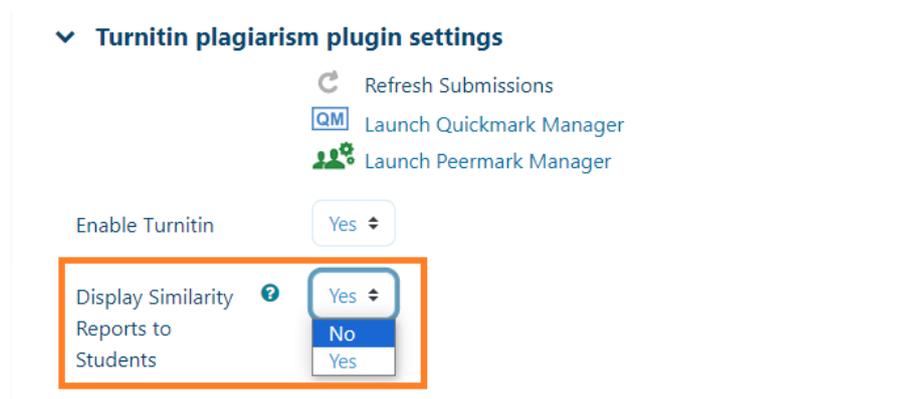


Launch Quickmark Manager

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

Refresh Submissions

Launch Quickmark Manager

Launch Peermark 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

i 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

Our user agreement has been updated. Please read our user agreement below and agree or disagree to its terms and conditions:

(g) Turnitin's performance of this User Agreement is subject to existing laws and legal process, and nothing contained in this User Agreement is in derogation of Turnitin's right to comply with law enforcement requests or requirements relating to Your use of the Site or the Services or information provided to or gathered by Turnitin's with respect to such use.

(e) To the fullest extent permitted under applicable law, You agree that any claim or cause of action arising out of or related to the Site or the Services must be commenced within one (1) year after the cause of action arose. Otherwise, such claim or cause of action is barred forever.

(f) You agree that Turnitin may provide You with notices, including those regarding changes to the Terms, by email, regular mail, or postings on the Services.

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(h) **The Site is controlled by Turnitin from its offices within the State of California, United States of America and the papers and personal data and any other information You submit to Turnitin may be**

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 ▾

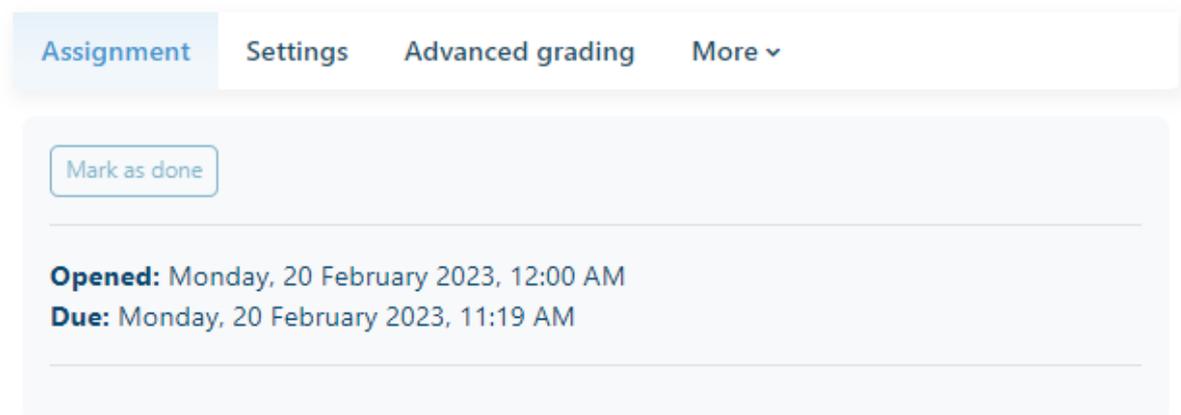
Require group to make submission  Yes ▾

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”.



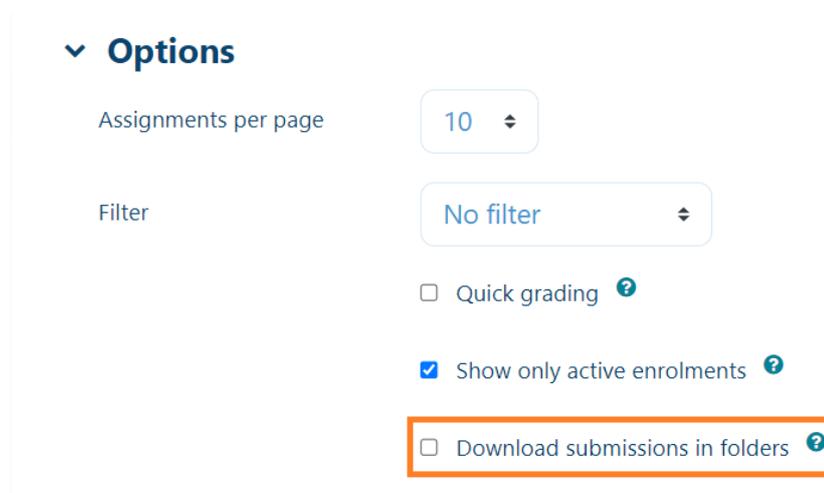
The screenshot shows the Moodle assignment page navigation tabs: "Assignment", "Settings", "Advanced grading", and "More". Below the tabs is a "Mark as done" button. The submission details are displayed below a horizontal line: "Opened: Monday, 20 February 2023, 12:00 AM" and "Due: Monday, 20 February 2023, 11:19 AM".



The screenshot shows two buttons: "View all submissions" (highlighted with an orange border) and "Grade".

Grading summary

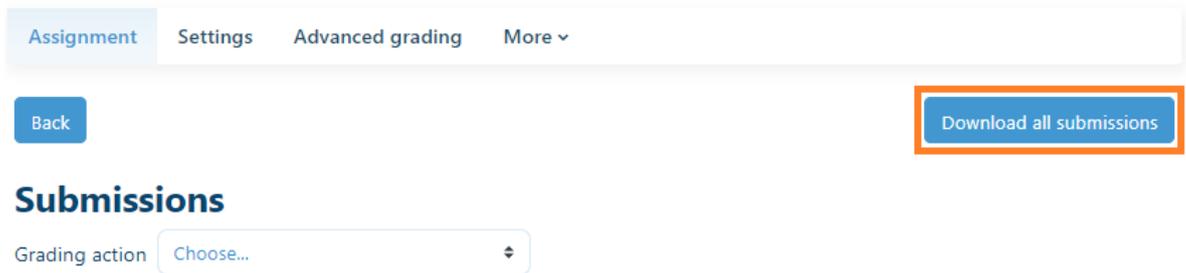
1. If you will include feedback in the submitted file, scroll down in the submissions page to the options setting and remove the “Download submissions in folders” option.



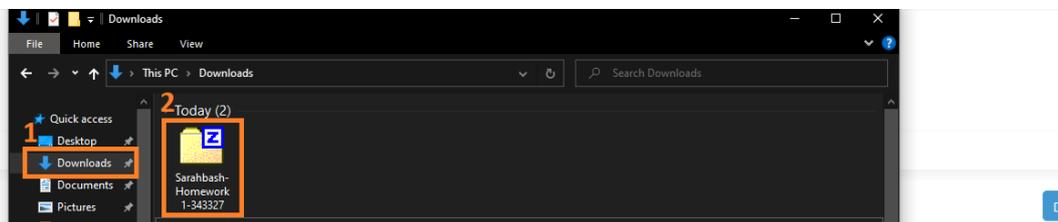
The screenshot shows the "Options" section of the Moodle assignment page. The "Options" section is expanded, showing the following settings:

- Assignments per page: 10
- Filter: No filter
- Quick grading
- Show only active enrolments
- Download submissions in folders (highlighted with an orange border)

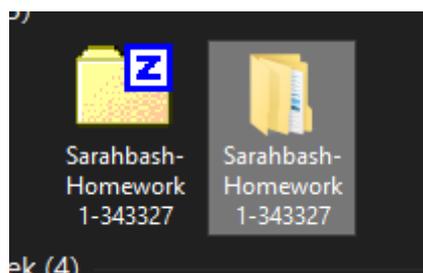
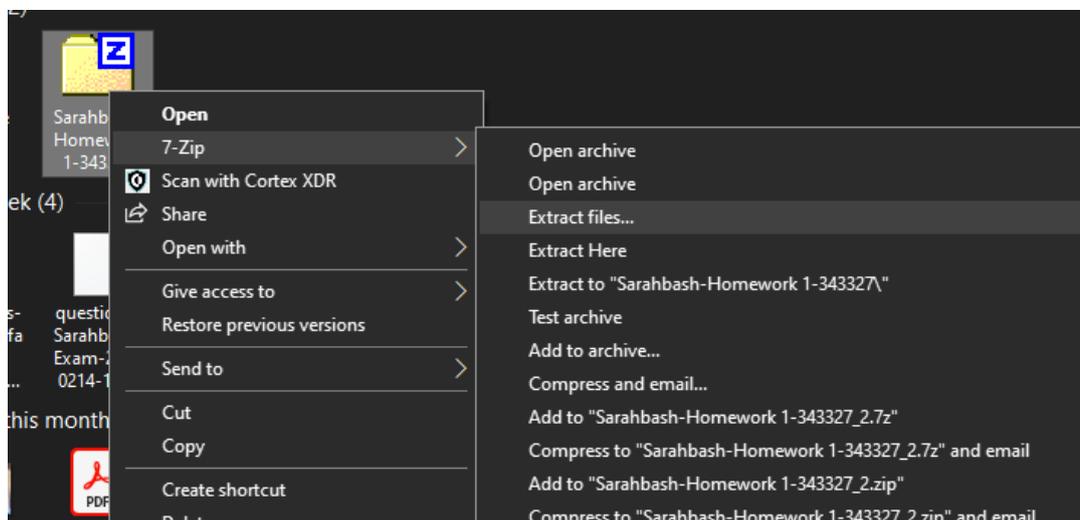
2. On the top right of the page click on “Download all submissions”.



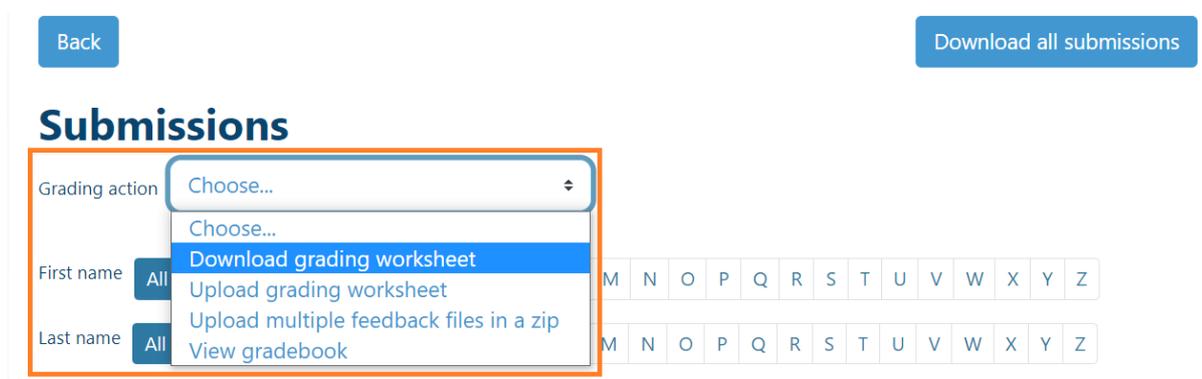
3. A zip folder will be downloaded into your computer, you can find it in the “Downloads folder”.



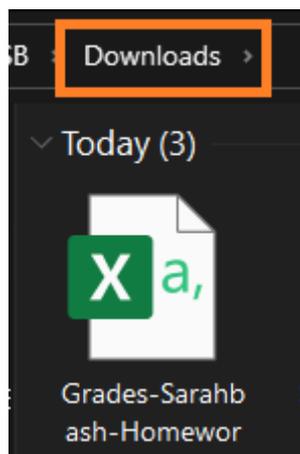
4. Right click the folder and from 7-Zip choose extract files and then click on “ok” to start evaluating the students’ submissions.



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



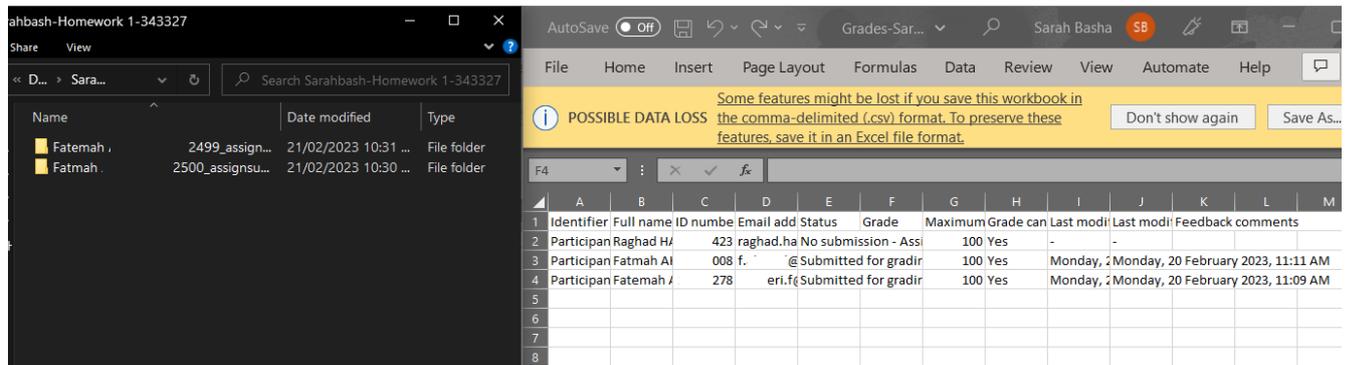
A CSV file will be downloaded into your computer in the downloads folder. Open the file and do **NOT** change its type, keep it as CSV comma delimited.



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

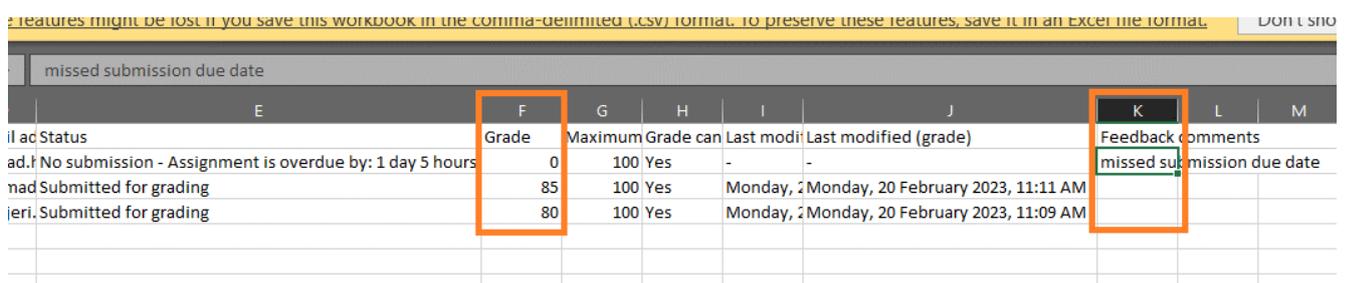
Upload Grading worksheet

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.



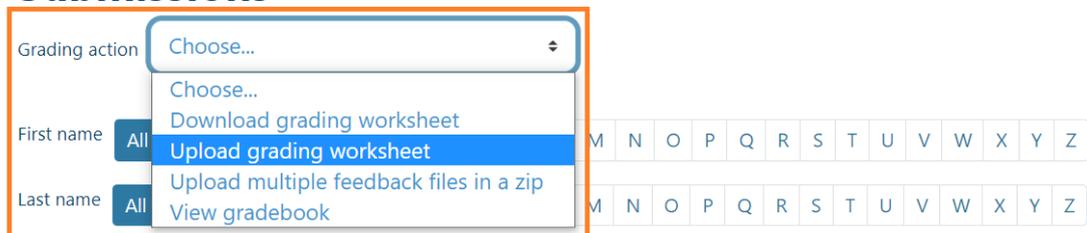
Do **not** rearrange or rename the rows and columns of the grading worksheet.

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



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

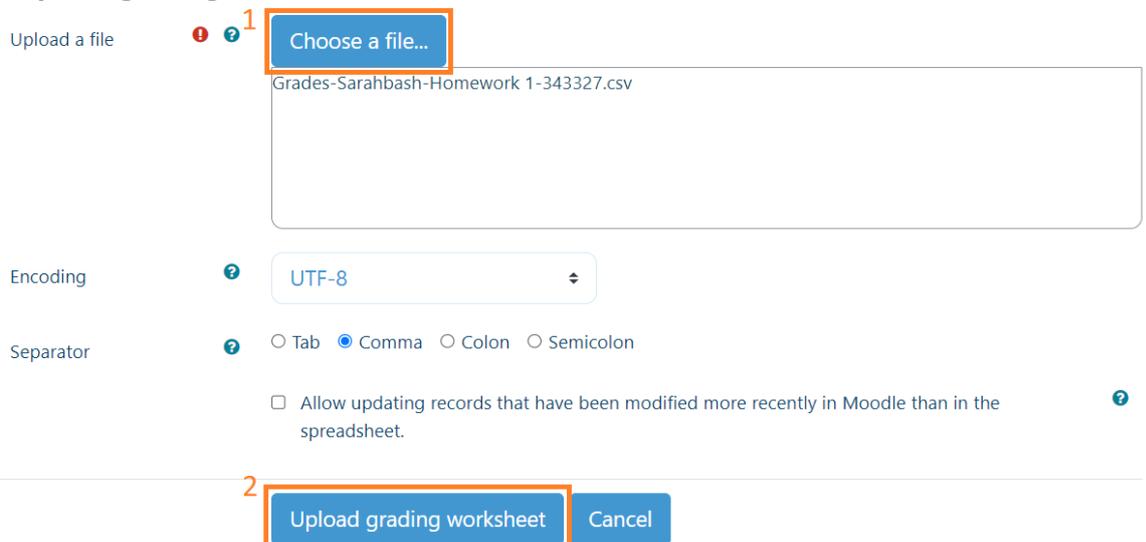
Submissions



The screenshot shows the 'Submissions' page with a 'Grading action' dropdown menu open. The menu options are: 'Choose...', 'Download grading worksheet', 'Upload grading worksheet' (highlighted in blue), 'Upload multiple feedback files in a zip', and 'View gradebook'. The 'Upload grading worksheet' option is the one to be selected according to the instructions. Below the dropdown, there are search filters for 'First name' and 'Last name', both set to 'All', and two rows of alphabetical navigation buttons (M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z).

- 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



The screenshot shows the 'Upload grading worksheet' form. The 'Upload a file' section has a 'Choose a file...' button highlighted with an orange box and a red '1' next to it. Below this is a file list showing 'Grades-Sarahbash-Homework 1-343327.csv'. The 'Encoding' section has a dropdown menu set to 'UTF-8'. The 'Separator' section has radio buttons for 'Tab', 'Comma' (selected), 'Colon', and 'Semicolon'. There is a checkbox for 'Allow updating records that have been modified more recently in Moodle than in the spreadsheet.' At the bottom, there are two buttons: 'Upload grading worksheet' (highlighted with an orange box and a red '2' next to it) and '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



5. Finally click on continue.

Updated 3 grades and 1 feedback instances.

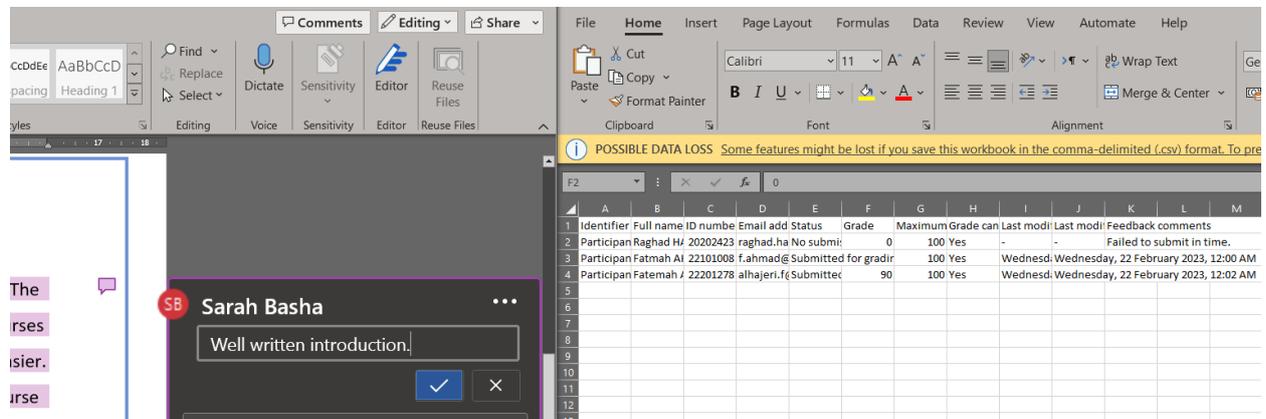


6. You will be redirected to the assignment page and in the table below, you will see the “grade”, “feedback comments” and “final grades” all updated according to what you have written in the CSV file for each student.

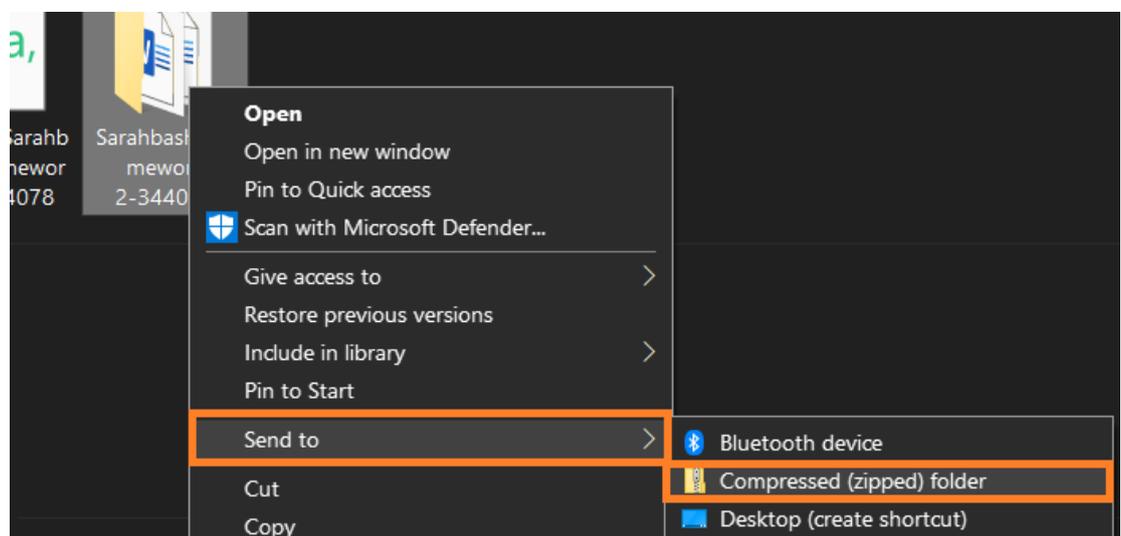
Address	Status	Grade	Edit	Last modified (submission)	File submissions	Submission comments	Last modified (grade)	Feedback comments	Annotate PDF	Feedback files	Final grade
@ku.edu.kw	No submission Graded	Grade 0.00 / 100.00	Edit	-		Comments (0)	Tuesday, 21 February 2023, 9:46 PM	Missed submission due date			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.

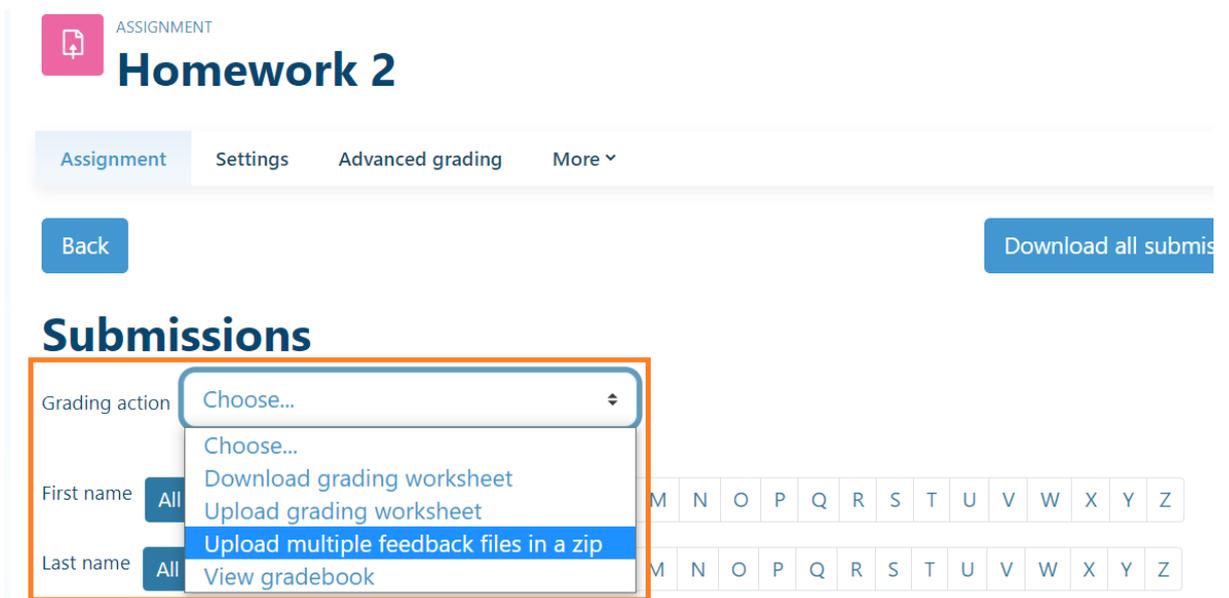


1. Once you evaluated the submissions and added feedback save all files and right click the folder, from “send to” choose “compressed (zipped) folder”.



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

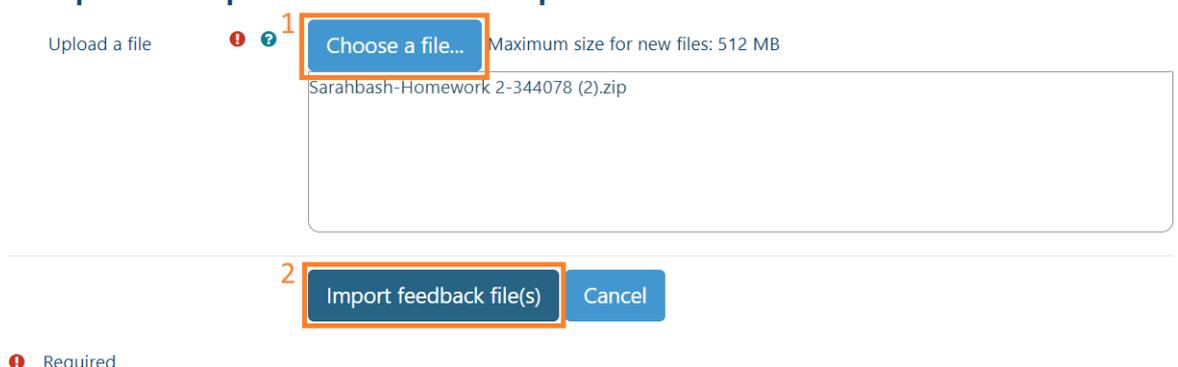
- Go back to the “Submissions” page and choose “Upload multiple feedback files in zip” from the grading action.



The screenshot shows the Moodle interface for an assignment titled "Homework 2". The page has a navigation bar with "Assignment", "Settings", "Advanced grading", and "More" options. Below this are "Back" and "Download all submissions" buttons. The main heading is "Submissions". A dropdown menu for "Grading action" is open, showing options: "Choose...", "Download grading worksheet", "Upload grading worksheet", "Upload multiple feedback files in a zip" (highlighted in blue), and "View gradebook". The "First name" and "Last name" fields are set to "All".

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

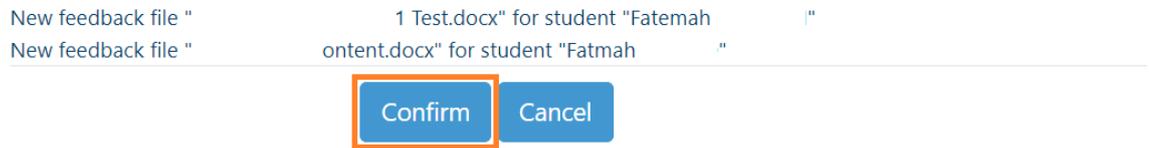
Upload multiple feedback files in a zip



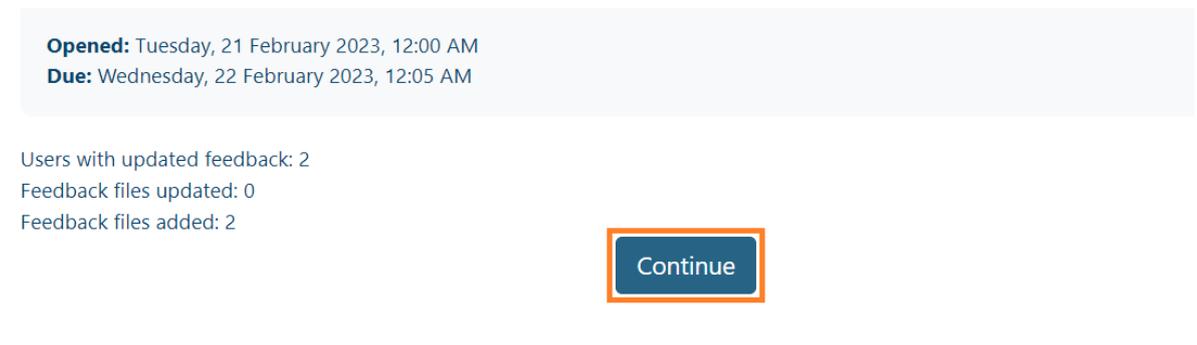
The screenshot shows the file upload interface. The label "Upload a file" is followed by a red exclamation mark icon and a question mark icon. A blue button labeled "Choose a file..." is highlighted with a red box and a red number "1". To the right of the button, it says "Maximum size for new files: 512 MB". Below the button is a text input field containing "Sarahbash-Homework 2-344078 (2).zip". At the bottom, a blue button labeled "Import feedback file(s)" is highlighted with a red box and a red number "2", next to a "Cancel" button. A red exclamation mark icon and the word "Required" are at the bottom left.

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

▼ **Confirm zip upload**

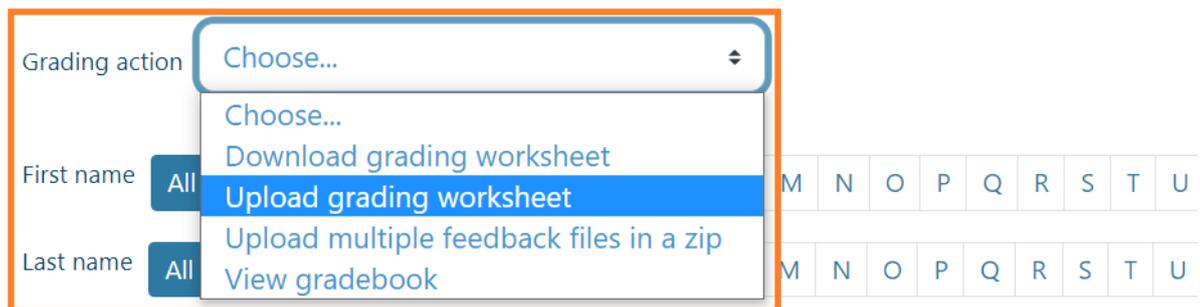


6. Then click on “Continue”



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

Submissions



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

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.



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

First name 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 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)
<input type="checkbox"/>	2423	raghad.l...@ku.edu.kw	No submission Graded		<input type="button" value="Edit"/>	-
<input type="checkbox"/>	1008	f...@ku.edu.kw	Submitted for		<input type="button" value="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

Allow submissions from

Due date

Extension due date Enable

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

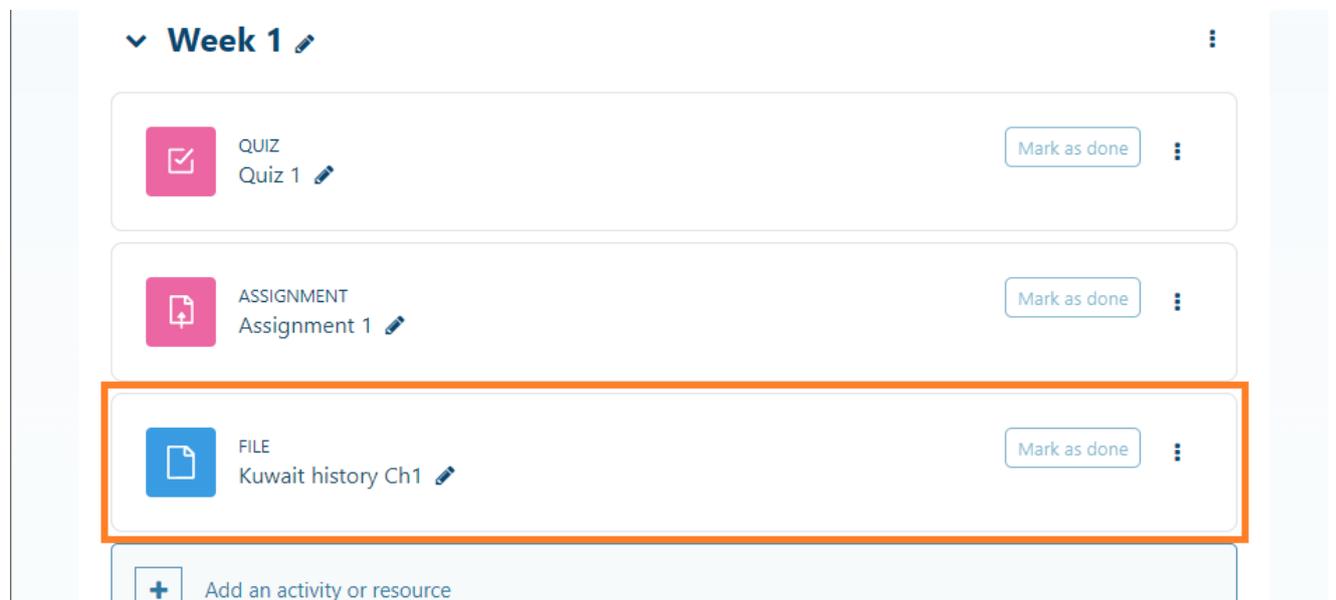
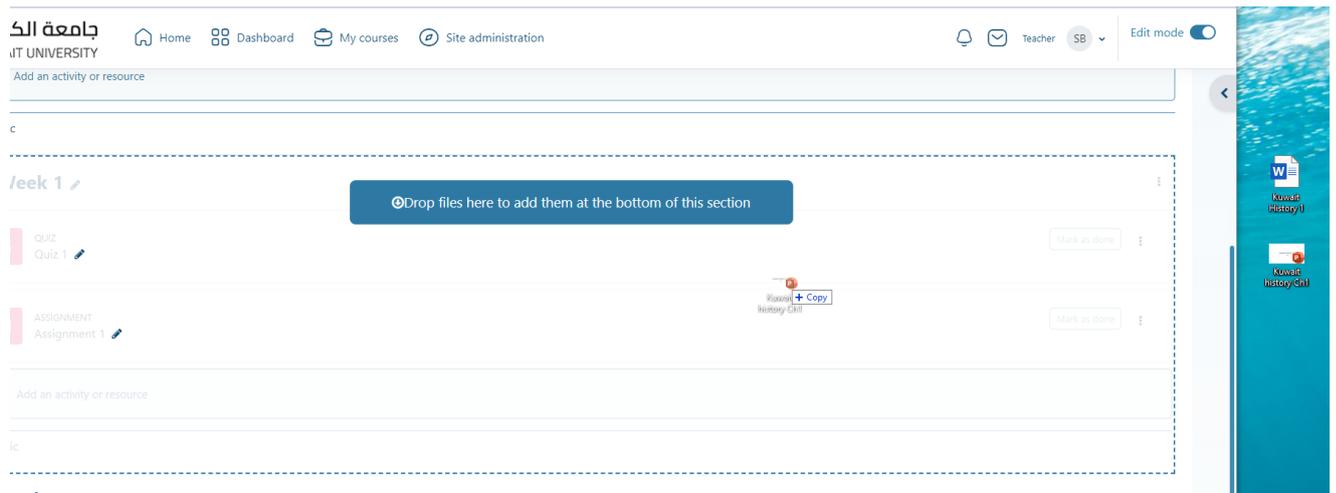
<u>Number</u>	<u>Email address</u>	<u>Status</u>	<u>Grade</u>	<u>Edit</u>
102423	raghad. @ku.edu.kw	No submission Graded Extension granted until: Thursday, 23 February 2023, 12:00 AM	Grade 0.00 / 100.00	Edit ▾

File

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

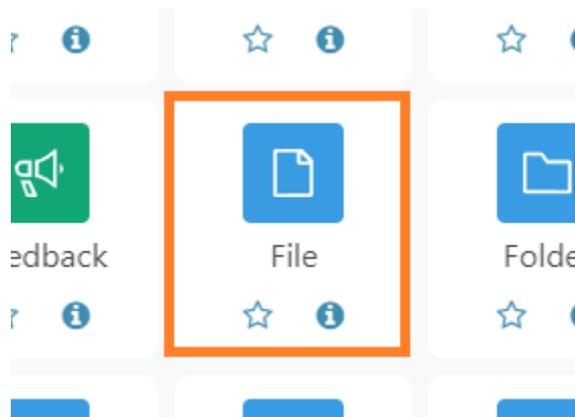
Drag and Drop:

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 ? ▾

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 ?

▼ **Week 2** ✎ ⋮

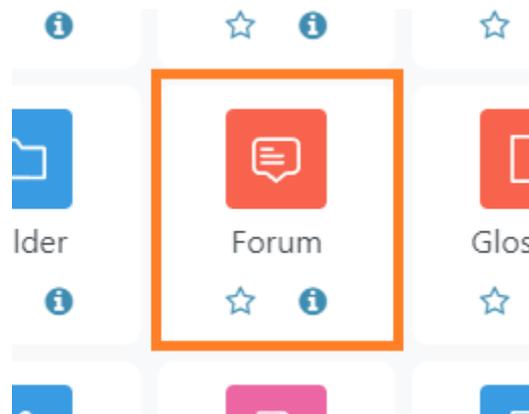
 FILE Chapter 1 Content ✎ Word 2007 document ⋮

 FILE Chapter 1 content ✎ PDF document ⋮

Add an activity or resource

Forum

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

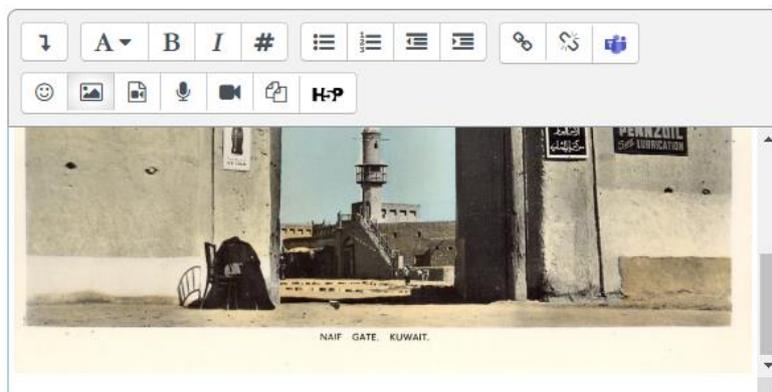


1. Start by writing a name for the forum and its description.

General

Forum name

Description



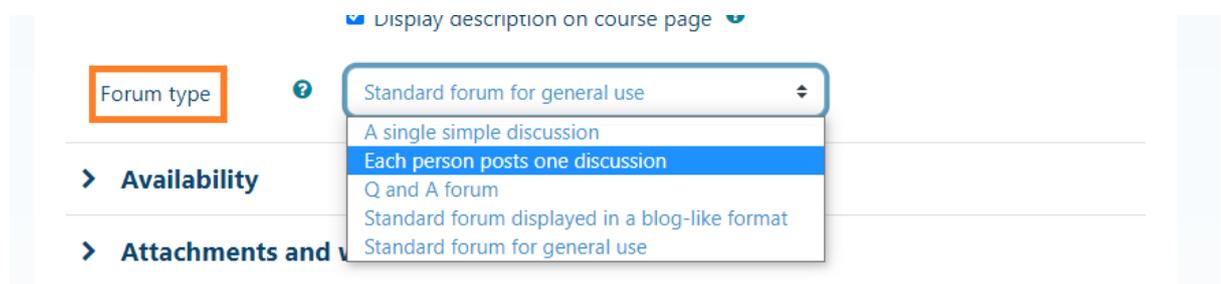
Display description on course page [?](#)

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

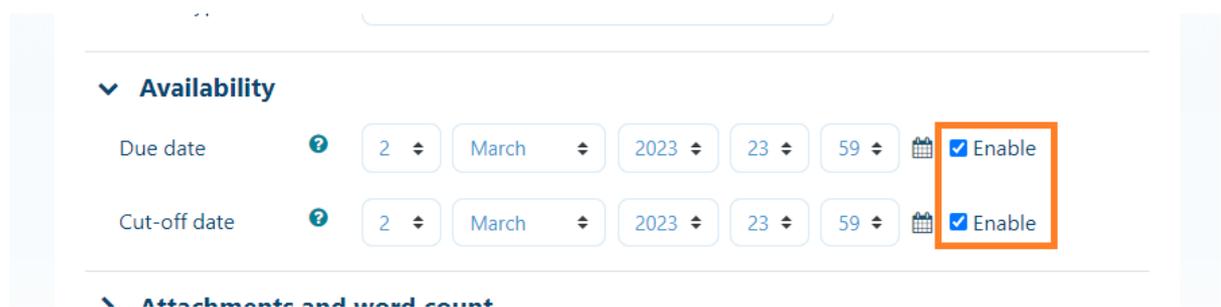
There are five types that Moodle offers:

- 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.



- 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.



4. Set the attachments and word count setting.

▼ **Attachments and word count**

Maximum attachment size

Maximum number of attachments

Display word count

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

Grading method

Grade category

Grade to pass

Default setting for "Notify students"

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 ?

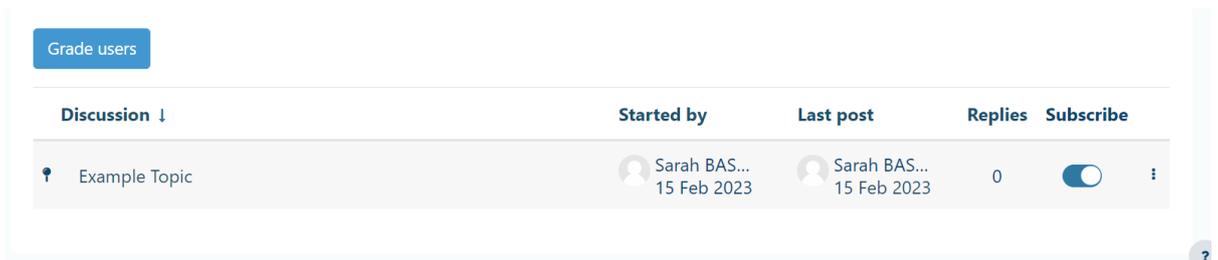
Send forum post notifications with no editing-time delay

> **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, there 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 named "Example Topic". The "Started by" column shows a user profile icon and the name "Sarah BAS..." with the date "15 Feb 2023". The "Last post" column shows the same user profile icon and name with the date "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 vertical ellipsis menu icon to its right.

Discussion ↓	Started by	Last post	Replies	Subscribe
 Example Topic	 Sarah BAS... 15 Feb 2023	 Sarah BAS... 15 Feb 2023	0	<input checked="" type="checkbox"/> 

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 interface. At the top, there is a navigation bar with the following 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 the following 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'."

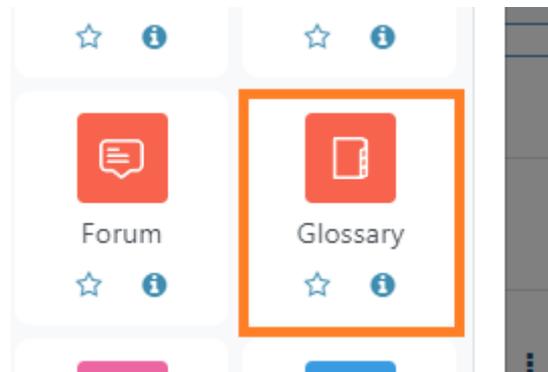
Forum Settings Advanced grading Subscriptions Reports More ▾

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

Description

Rich text editor toolbar: **A** **B** *I* # [List icons] [Link icon] [Image icon] [Video icon] [H-P icon]

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

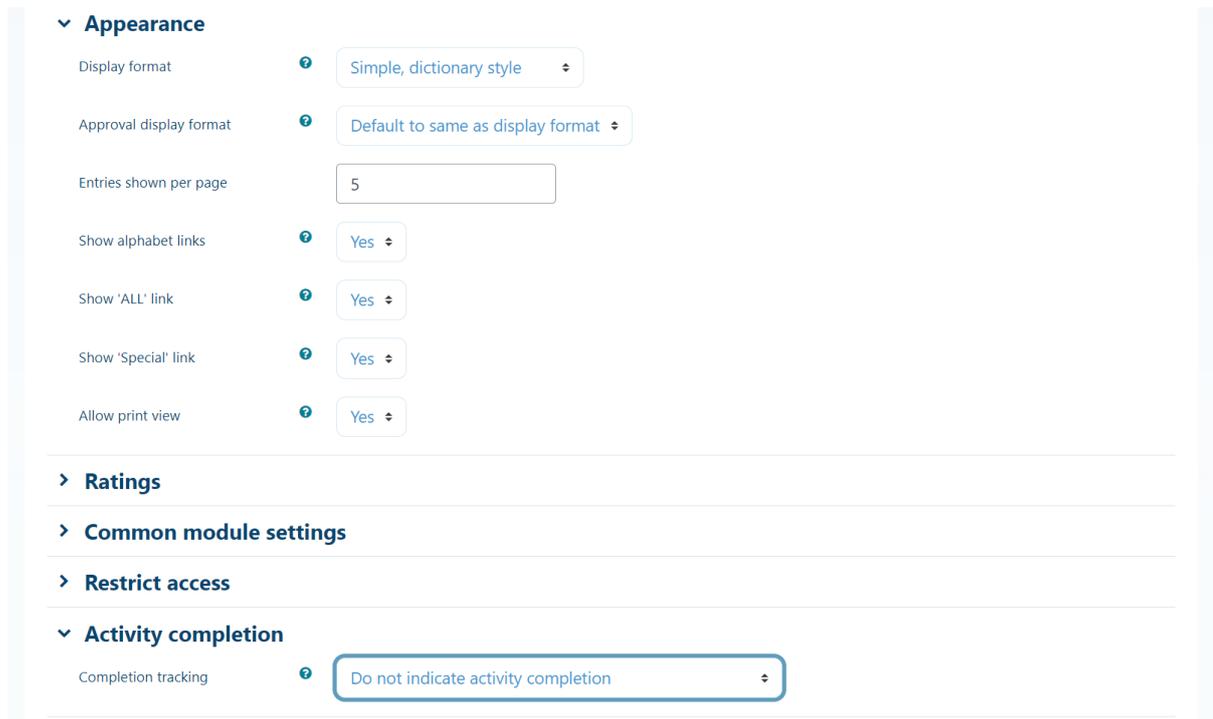
Approved by default

Always allow editing

Duplicate entries allowed

Allow comments on entries

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



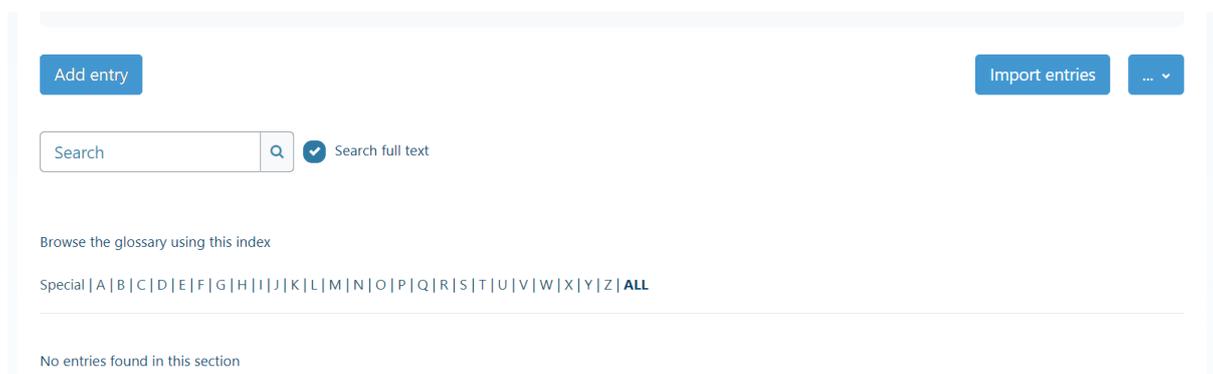
The screenshot shows the Moodle Glossary settings page. The 'Appearance' section is expanded, showing the following settings:

- 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

Below the 'Appearance' section are three collapsed sections: 'Ratings', 'Common module settings', and 'Restrict access'. The 'Activity completion' section is expanded, showing the following setting:

- Completion tracking: Do not indicate activity completion

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

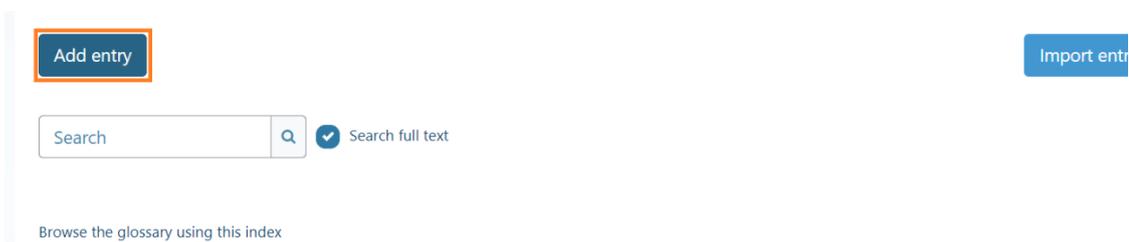


The screenshot shows the Moodle Glossary main page. At the top, there is an 'Add entry' button on the left and 'Import entries' and a dropdown menu on the right. Below these buttons is a search bar with the text 'Search' and a magnifying glass icon. To the right of the search bar is a checked checkbox labeled 'Search full text'. Below the search bar, there is a link that says 'Browse the glossary using this index'. Underneath that link is a horizontal list of letters: 'Special | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z | ALL'. At the bottom of the page, there is a message that says '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.

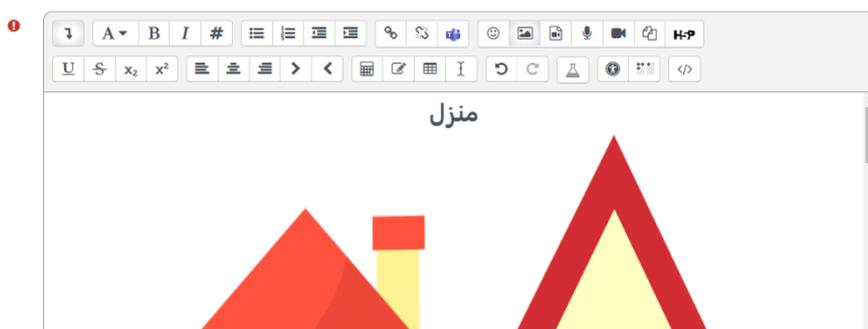
Add entry

Expand all

General

Concept

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



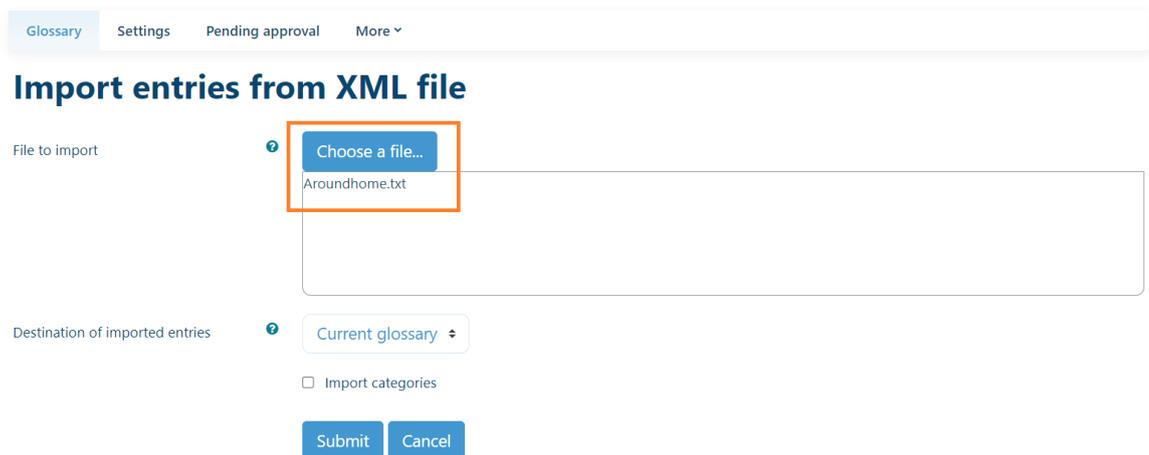
Import a file

1. Click on “Import entries”



The screenshot shows the Moodle glossary interface. At the top left is an 'Add entry' button. At the top right is an 'Import entries' button, which is highlighted with an orange border. Below these buttons is a search bar with a search icon and a checked checkbox for 'Search full text'. Underneath the search bar, there is a link to 'Browse the glossary using this index' and a list of alphabetical links: 'Special | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z | ALL'. At the bottom of the section, 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' form in Moodle. At the top, there are tabs for 'Glossary', 'Settings', 'Pending approval', and 'More'. The main heading is 'Import entries from XML file'. Below this, there are two main sections: 'File to import' and 'Destination of imported entries'. In the 'File to import' section, there is a 'Choose a file...' button highlighted with an orange box, and a text input field containing 'Aroundhome.txt'. In the 'Destination of imported entries' section, there is a dropdown menu set to 'Current glossary', a checkbox for 'Import categories' which is unchecked, and two buttons: 'Submit' and 'Cancel'.

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):

apartment
شقة (ج) شقق
Keyword(s):

apartment building
عمارة (ج) عمارات
Keyword(s):

ashtray
مطفاة السجائر

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

airconditioner

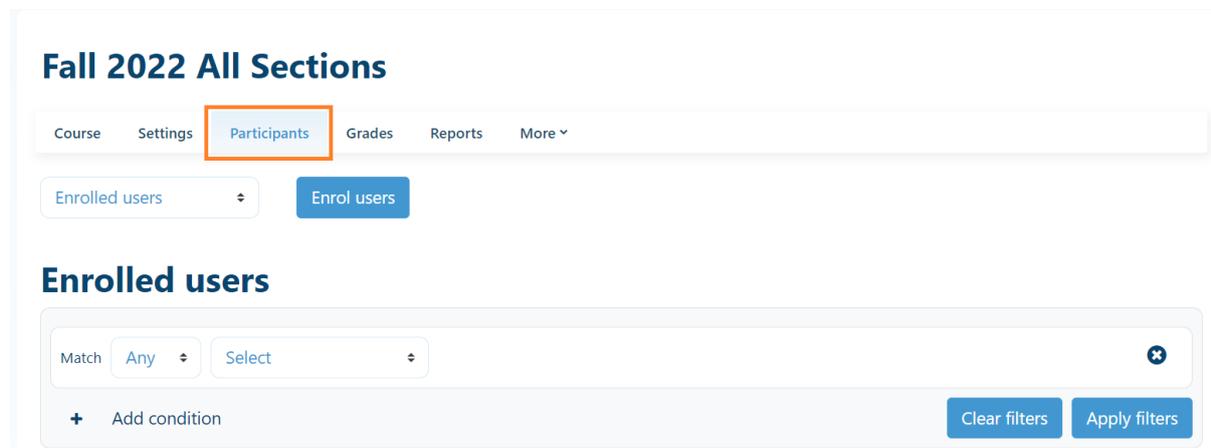
جهاز تكييف الهواء

Keyword(s):



Participants

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



Fall 2022 All Sections

Course Settings **Participants** Grades Reports More ▾

Enrolled users ▾ Enrol users

Enrolled users

Match Any ▾ Select ▾

+ Add condition Clear filters Apply filters

One section course

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



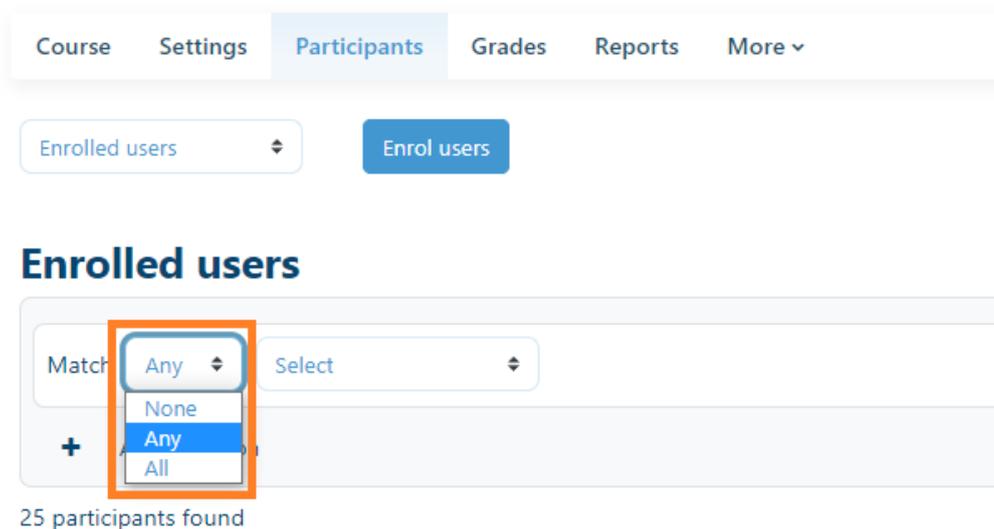
1 2 »

<input type="checkbox"/>	<u>F</u> irst name / <u>L</u> ast name ^	<u>I</u> D number	<u>E</u> mail address	<u>R</u> oles	<u>G</u> roups	<u>L</u> ast access to course	<u>S</u> tatus
--------------------------	--	-------------------	-----------------------	---------------	----------------	-------------------------------	----------------

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.

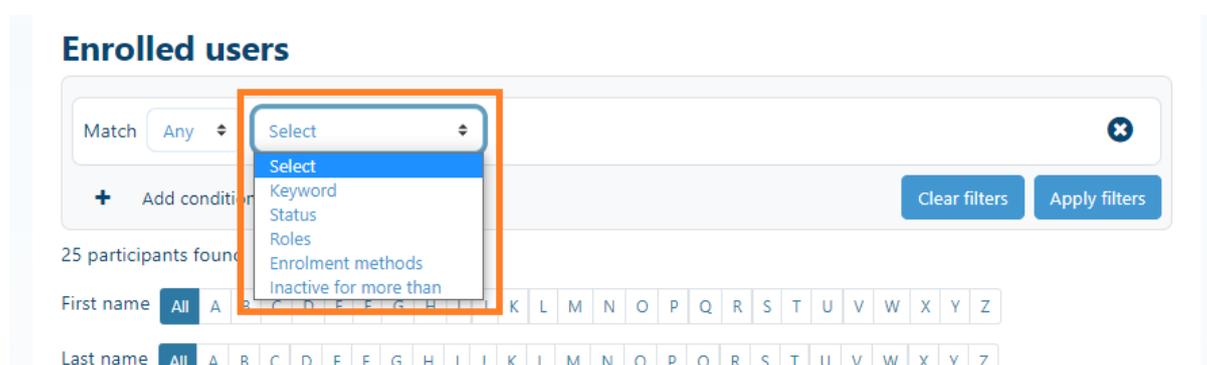
2- From the first drop-down menu next to match, choose a condition.

FALL 2021/2022



The screenshot shows the Moodle course interface for 'FALL 2021/2022'. At the top, there are navigation tabs: 'Course', 'Settings', 'Participants' (which is selected), 'Grades', 'Reports', and 'More'. Below these tabs, there is a dropdown menu for 'Enrolled users' and an 'Enrol users' button. The main heading is 'Enrolled users'. Below this, there is a filter section with a 'Match' dropdown menu set to 'Any' and a 'Select' dropdown menu. The 'Match' dropdown is highlighted with an orange box, and its options are: 'Any', 'None', 'Any', and 'All'. Below the filter section, it says '25 participants found'.

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



The screenshot shows the Moodle course interface for 'Enrolled users'. The 'Match' dropdown is set to 'Any'. The 'Select' dropdown is highlighted with an orange box, and its options are: 'Select', 'Keyword', 'Status', 'Roles', 'Enrolment methods', and 'Inactive for more than'. Below the filter section, it says '25 participants found'. There are also 'Clear filters' and 'Apply filters' buttons. At the bottom, there are two rows of filters: 'First name' and 'Last name', each with an 'All' button and a list of letters from A to 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

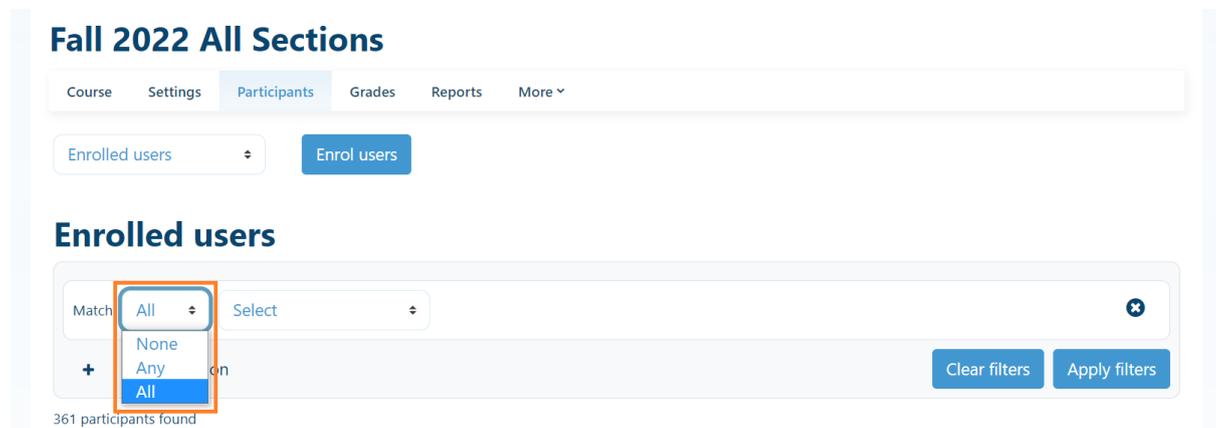
First name /
Last name **ID number** **Roles** **Groups** **Last access to course** **Status**

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

Multiple sections course

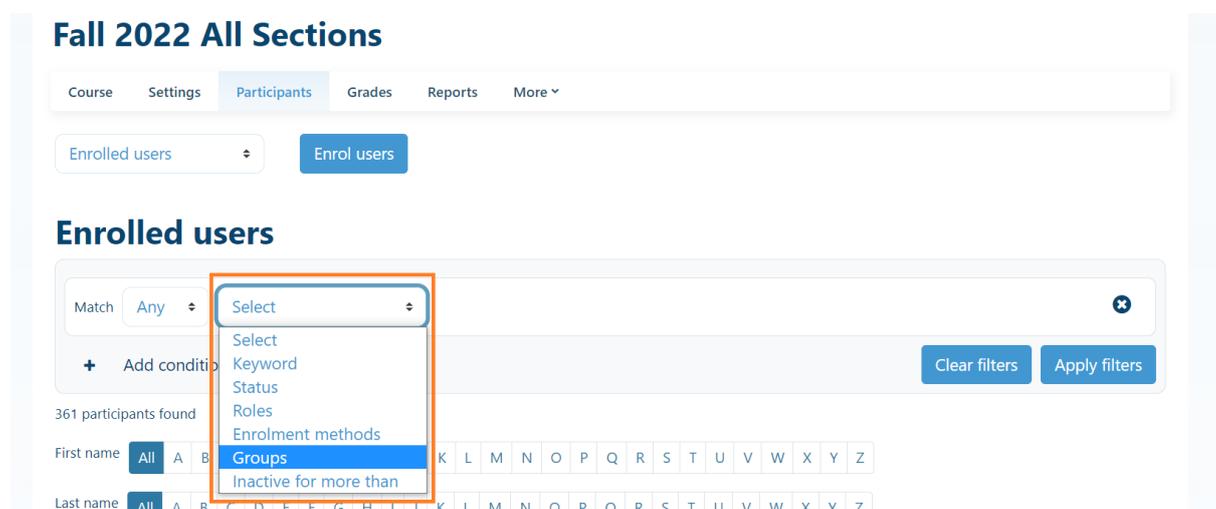
You can filter the participants according to each group.

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 selected. Below the navigation tabs, there is a section for "Enrolled users" with a dropdown menu currently set to "Enrolled users" and an "Enrol users" button. The "Enrolled users" section has a search bar with a "Match" dropdown menu. The "Match" dropdown is open, showing options: "All", "None", "Any", and "All". The "All" option is highlighted. Below the search bar, it says "361 participants found". There are "Clear filters" and "Apply filters" buttons.

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 selected. Below the navigation tabs, there is a section for "Enrolled users" with a dropdown menu currently set to "Enrolled users" and an "Enrol users" button. The "Enrolled users" section has a search bar with a "Match" dropdown menu set to "Any" and a "Select" dropdown menu. The "Select" dropdown is open, showing options: "Select", "Keyword", "Status", "Roles", "Enrolment methods", "Groups", and "Inactive for more than". The "Groups" option is highlighted. Below the search bar, it says "361 participants found". There are "Clear filters" and "Apply filters" buttons. Below the search bar, there are filters for "First name" and "Last name", both set to "All".

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 Clear filters Apply filters

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

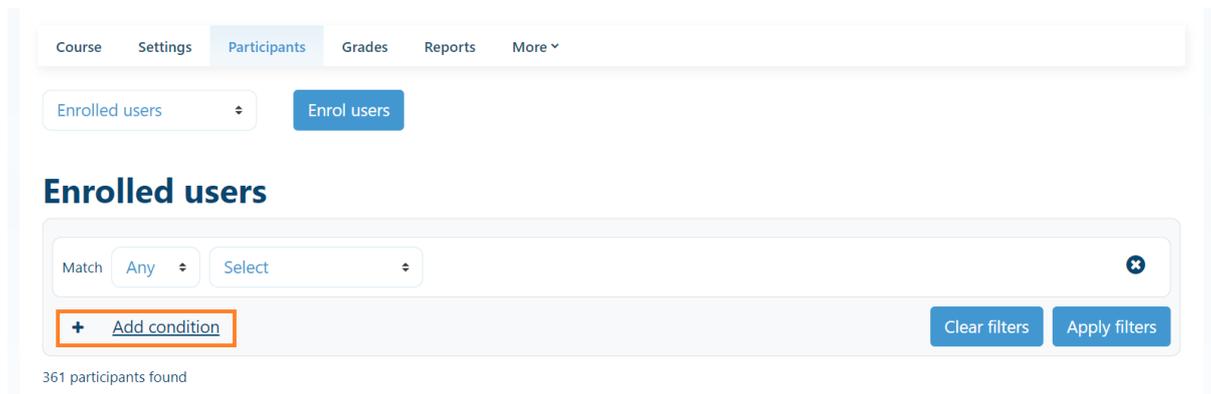
Enrolled users

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

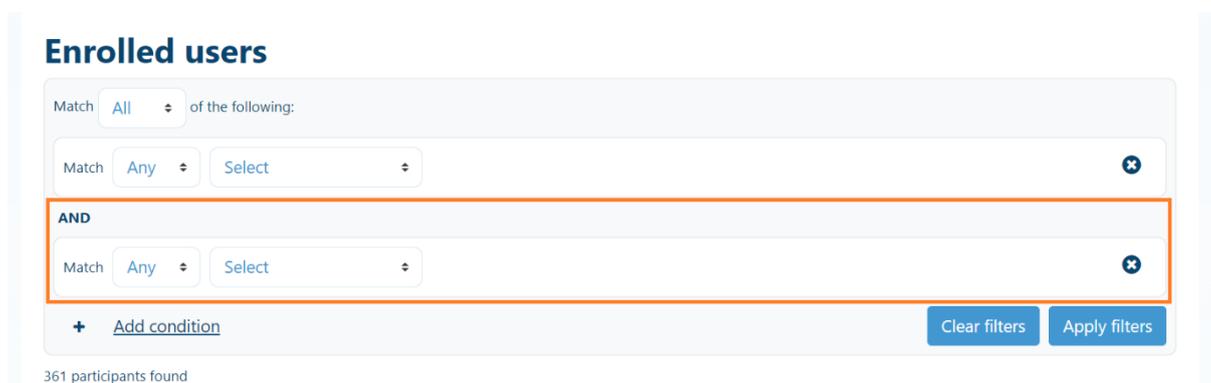
+ Add condition Clear filters Apply filters

76 participants found

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

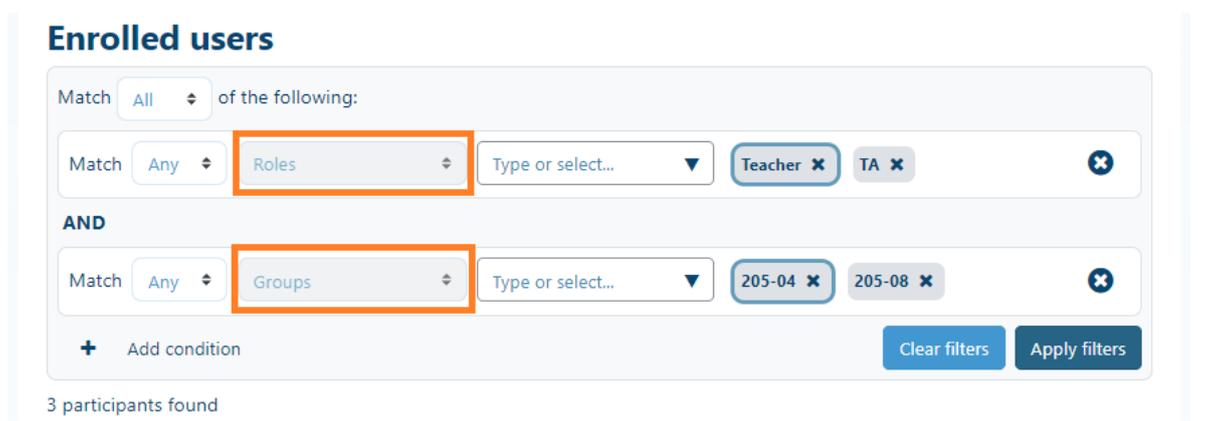


The screenshot shows the Moodle interface for viewing enrolled users. At the top, there are navigation tabs: Course, Settings, Participants (selected), Grades, Reports, and More. Below the tabs, there is a dropdown menu for 'Enrolled users' and an 'Enrol users' button. The main heading is 'Enrolled users'. Below this, there is a search bar with 'Match Any' and 'Select' dropdowns. A red box highlights the '+ Add condition' button. To the right of the search bar are 'Clear filters' and 'Apply filters' buttons. Below the search bar, it says '361 participants found'.



The screenshot shows the Moodle interface for viewing enrolled users with two filter conditions. The search bar now shows 'Match All of the following:'. Below the search bar, there are two filter conditions, each with 'Match Any' and 'Select' dropdowns. A red box highlights the second filter condition. To the right of the search bar are 'Clear filters' and 'Apply filters' buttons. Below the search bar, it says '361 participants found'.

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



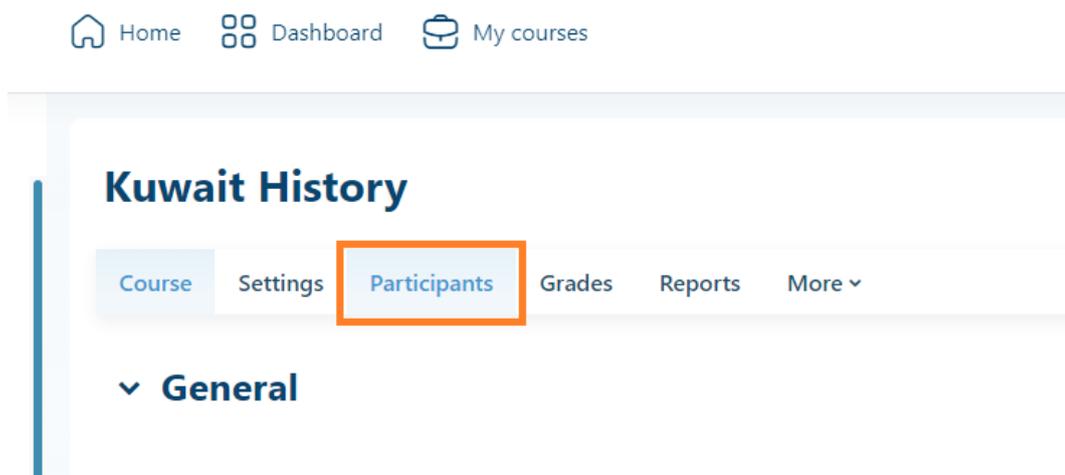
The screenshot shows the Moodle interface for viewing enrolled users with specific filter conditions. The search bar shows 'Match All of the following:'. Below the search bar, there are two filter conditions. The first condition has 'Match Any' and 'Roles' selected, with 'Teacher' and 'TA' tags. The second condition has 'Match Any' and 'Groups' selected, with '205-04' and '205-08' tags. Red boxes highlight the 'Roles' and 'Groups' dropdowns. To the right of the search bar are 'Clear filters' and 'Apply filters' buttons. Below the search bar, it says '3 participants found'.

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

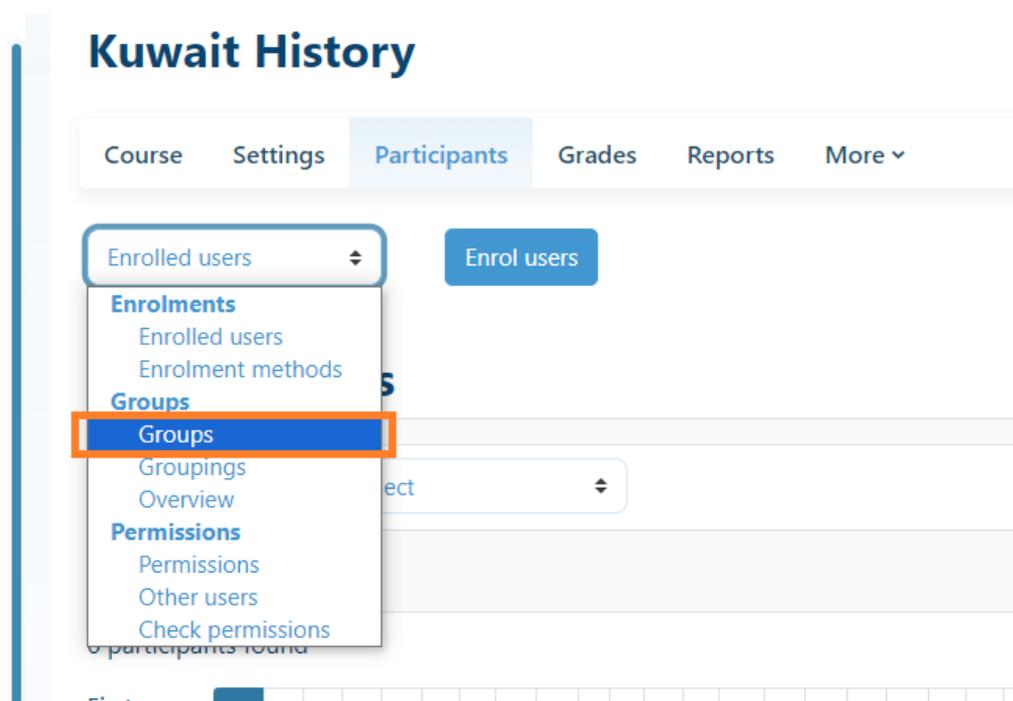
Creating Groups

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

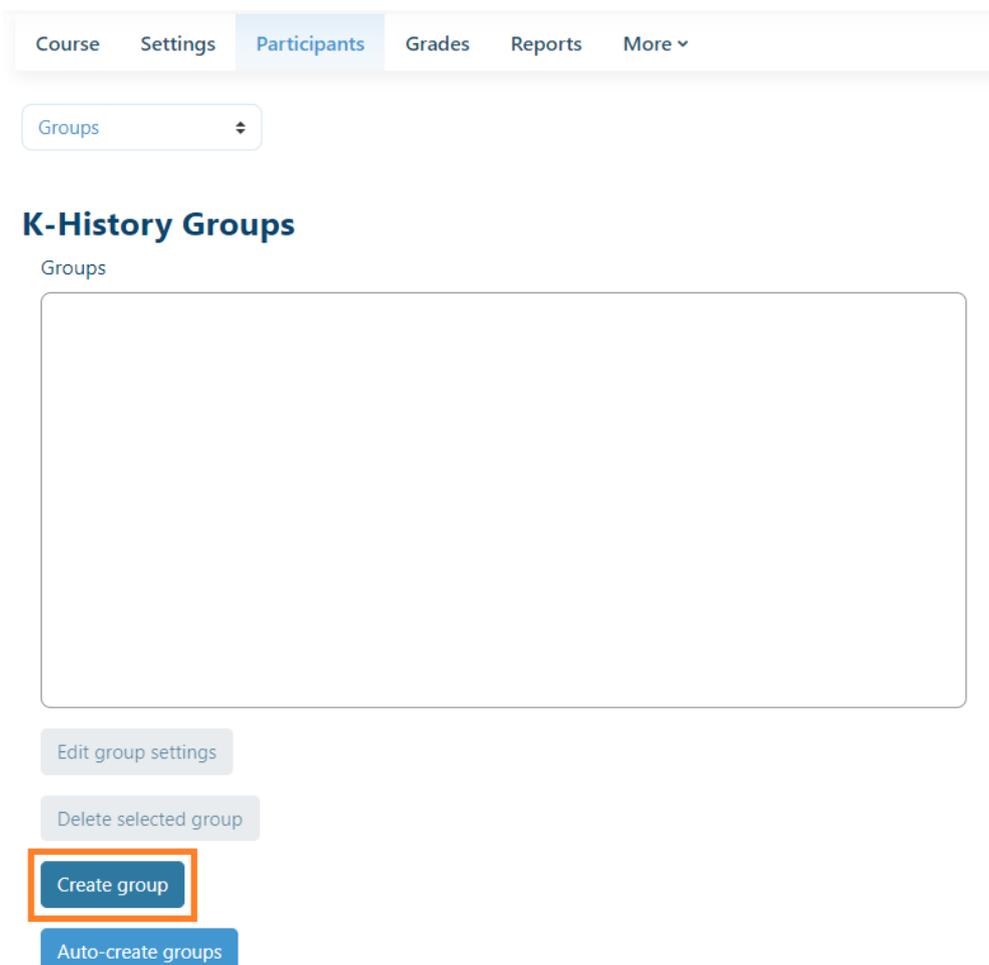
- 1- On the course page click on the "Participants" tab.



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

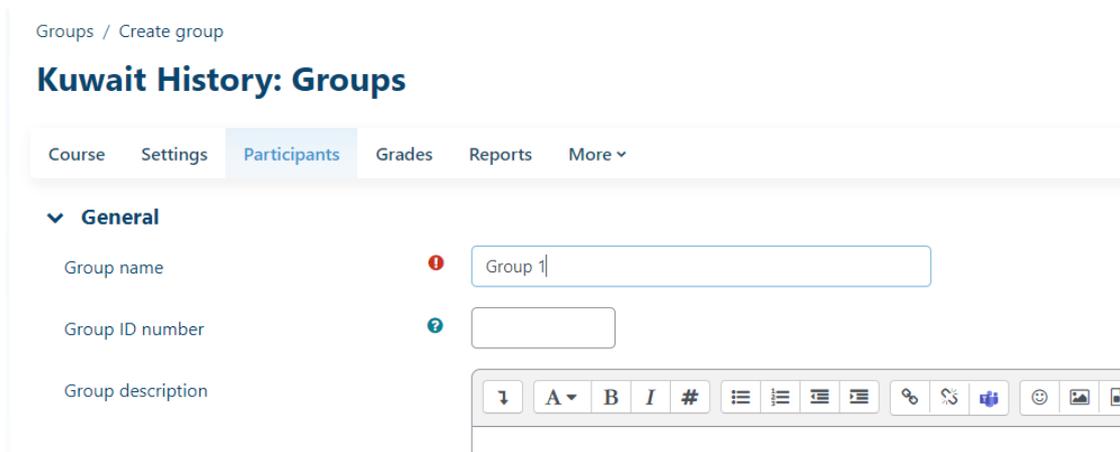


3- At the bottom of the Groups page, click on "Create Group".



The screenshot shows the Moodle interface for managing groups. At the top, there are navigation tabs: Course, Settings, Participants (selected), Grades, Reports, and More. Below the tabs is a dropdown menu labeled 'Groups'. The main heading is 'K-History Groups' with a sub-heading 'Groups'. A large empty rectangular box is present. Below this box are four buttons: 'Edit group settings', 'Delete selected group', 'Create group' (highlighted with an orange border), and 'Auto-create groups'.

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



The screenshot shows the 'Create group' form in Moodle. The breadcrumb is 'Groups / Create group'. The heading is 'Kuwait History: Groups'. Below the heading are navigation tabs: Course, Settings, Participants (selected), Grades, Reports, and More. The form is titled 'General' and contains three fields: 'Group name' with a red error icon and the text 'Group 1', 'Group ID number' with a blue question mark icon and an empty field, and 'Group description' with a rich text editor toolbar containing icons for undo, bold, italic, link, list, and other formatting options.

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

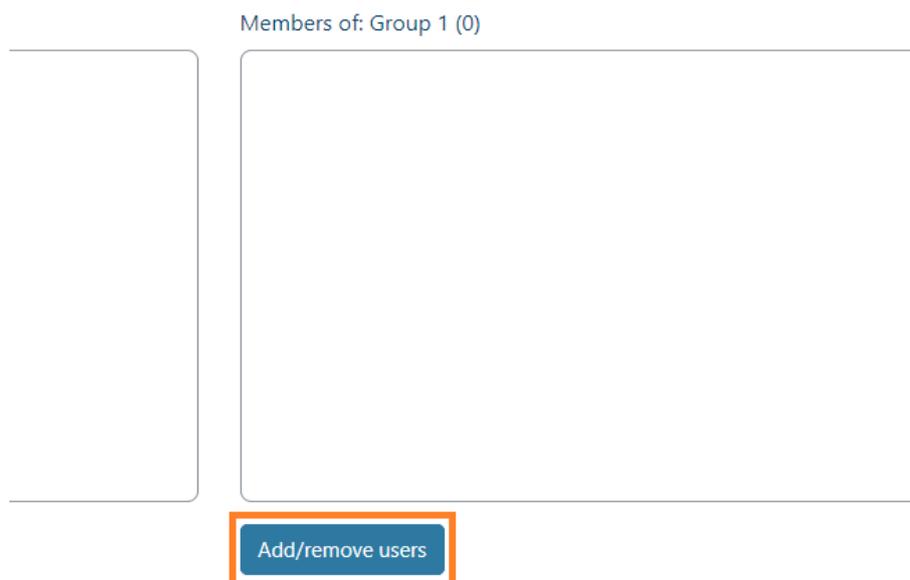


After creating the first group, notice above the table on the right will say “Members of:(Name of the group)”

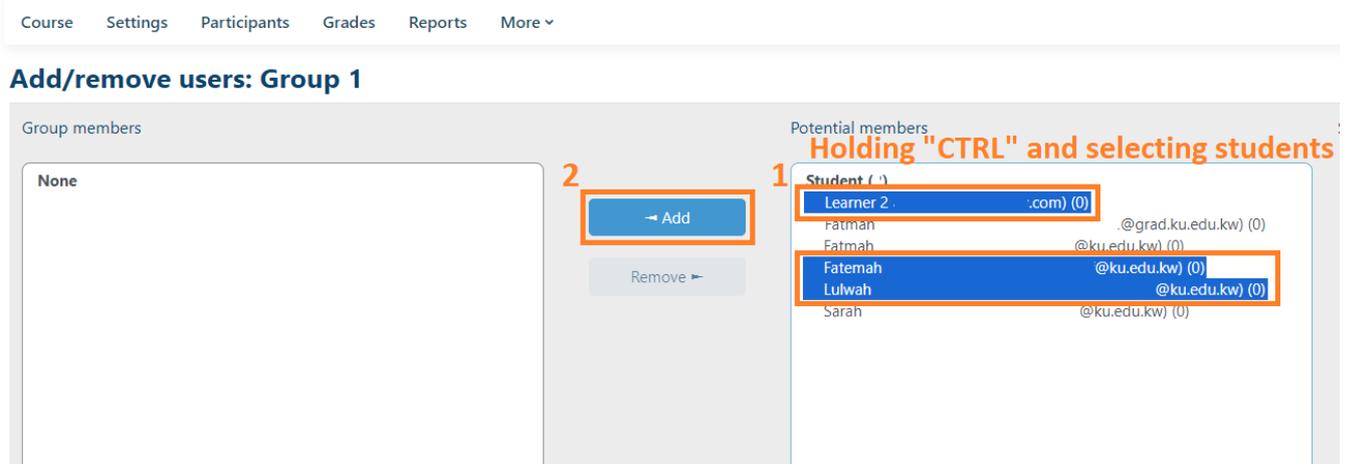
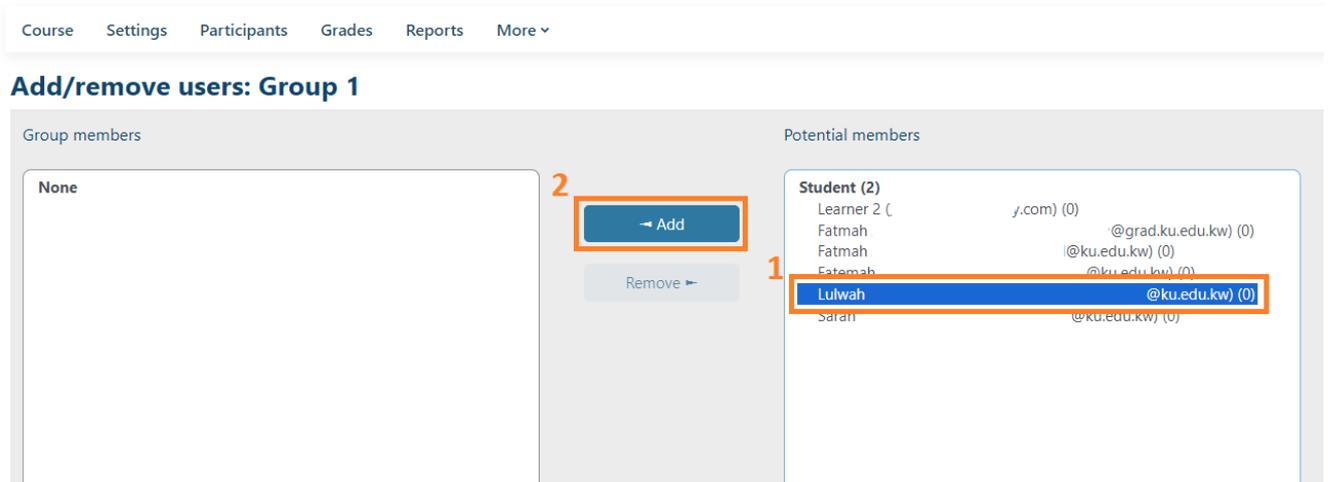
K-History Groups



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



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”.



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

The screenshot shows the Moodle group management interface. It is divided into two main sections: 'Group members' on the left and 'Potential members' on the right. Each section has a search bar and a 'Clear' button. Below the search bars are 'Search options' with three checkboxes: 'Keep selected users, even if they no longer match the search', 'If only one user matches the search, select them automatically', and 'Match the search text anywhere in the displayed fields'. At the bottom left, a 'Back to groups' button is highlighted with an orange box.

- 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

The screenshot shows the 'Potential members' panel for Group 2. It lists five students with their names and the number of other groups they belong to in brackets. The numbers are highlighted with orange boxes:

Student Name	Other Groups
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

First name / Last name ^	ID number	Email address	Exams—		Homework—	
			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 'Grader report', and 'Gradebook setup' is highlighted with an orange box. A red '1' is next to the dropdown, and a red '2' is next to 'Gradebook setup'.

		Exams	
		Exam	Exams total
ID number	Email address		
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 with three buttons: 'Add grade item', 'Add outcome item', and 'Add category'. The 'Add category' button is highlighted with an orange box.

Name	Weights	Max grade	Actions
		-	Edit
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

Natural

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 ▾	<input type="checkbox"/>
↓ Exams	50	-	Edit ▾	<input type="checkbox"/> Exams
↓ <input checked="" type="checkbox"/> Exam	10.0	10.00	Edit ▾	<input type="checkbox"/>
⌘ Exams total Weighted mean of grades.		100.00	Edit ▾	
↓ Homework	20.0	-	Edit ▾	<input type="checkbox"/> Homework
↓ <input checked="" type="checkbox"/> Homework 1	5.0	100.00	Edit ▾	<input type="checkbox"/>
↓ <input checked="" type="checkbox"/> Homework 3	5.0	100.00	Edit ▾	<input type="checkbox"/>
⌘ Homework total Weighted mean of grades		100.00	Edit ▾	

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

\bar{x} Exams total Weighted mean of grades.	100.00	Edit ▾
↑ Homework	<input type="text" value="20.0"/>	- Edit ▾ <input type="checkbox"/> Homework
↑ Homework 1	<input type="text" value="5"/>	100.00 Edit ▾ <input type="checkbox"/>
↑ Homework 3	<input type="text" value="5"/>	100.00 Edit ▾ <input type="checkbox"/>
\bar{x} Homework total Weighted mean of grades.	100.00	Edit ▾
↑ Quizzes	<input type="text" value="5.0"/>	- Edit ▾ <input type="checkbox"/> Quizzes

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

↑ In-Class Assignment	<input type="text" value="20.0"/>	-
↑ Assignment 1	<input type="text" value="5.0"/>	
\bar{x} In-Class Assignment total Weighted mean of grades.		100.00
\bar{x} 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

Maximum grade

Grading method ?

Grade category ?

- Uncategorised
- Uncategorised
- Exams
- Homework
- In-Class Assignment
- Quizzes

Grade to pass ?

Anonymous submissions ?

Hide grader identity from ?

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

↓ Homework	<input type="text" value="20.0"/>	-	Edit ▾	<input type="checkbox"/> Homework
↓ Homework 1	<input type="text" value="5.0"/>	100.00	Edit ▾	<input type="checkbox"/>
↓ Homework 3	<input type="text" value="5.0"/>	100.00	Edit ▾	<input type="checkbox"/>
↓ Homework 2	<input type="text" value="5"/>	100.00	Edit ▾	<input type="checkbox"/>
Homework total Weighted mean of grades.		100.00	Edit ▾	

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 ▾	<input type="checkbox"/> Homework
↑	Homework 1	5.0	100.00	Edit ▾	<input type="checkbox"/>
↑	Homework 3	5.0	100.00	Edit ▾	<input type="checkbox"/>
↑	Homework 2	5.0	100.00	Edit ▾	<input type="checkbox"/>

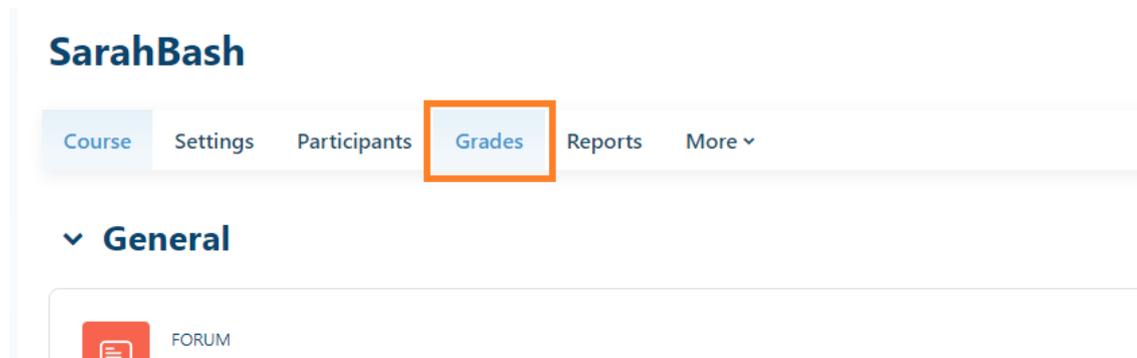
You will be able to move the activity to one of the categories you have created and then click on “Save changes” at the bottom of the page.

↑ Homework		20.0	-	Edit ▾	<input type="checkbox"/> Homework
↑	Homework 1	5.0	100.00	Edit ▾	<input type="checkbox"/>
↑	Homework 3	5.0	100.00	Edit ▾	<input type="checkbox"/>
↑	Homework 2 (Move)	5.0	100.00	Edit ▾	<input type="checkbox"/>
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.



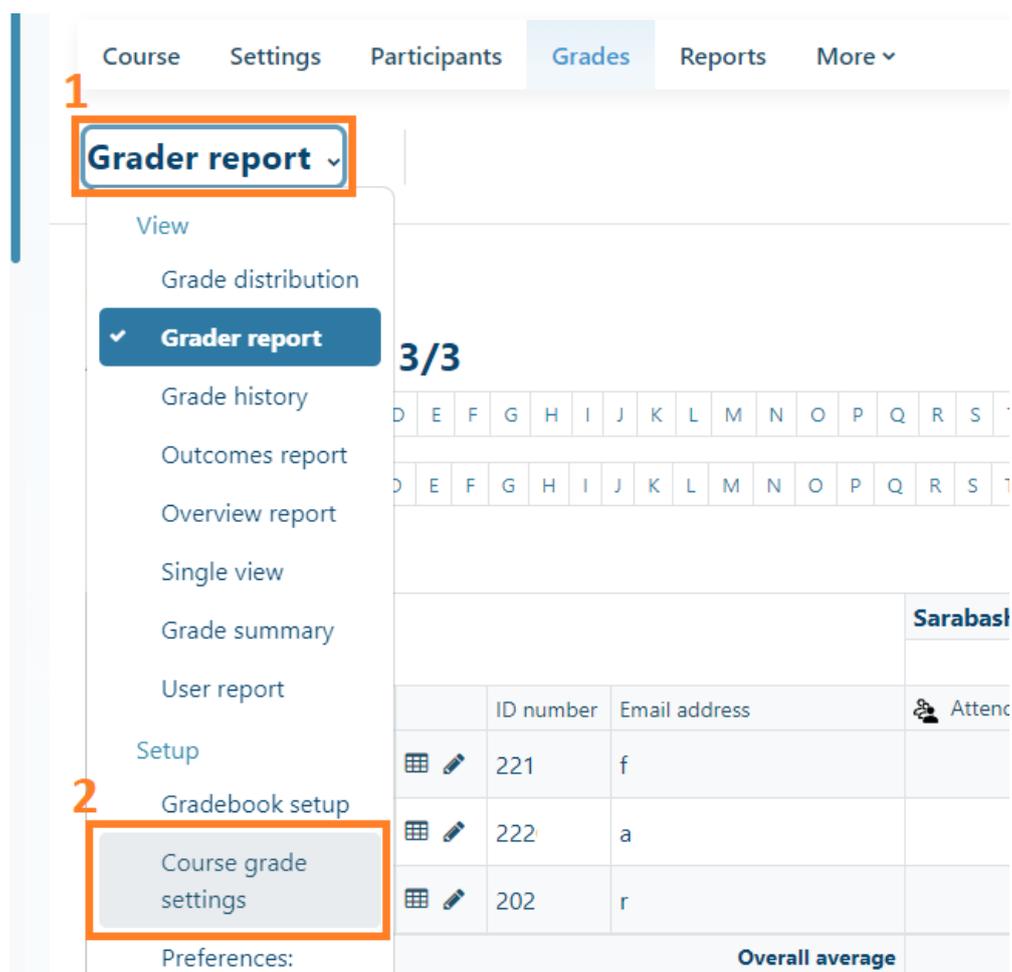
SarahBash

Course Settings Participants **Grades** Reports More ▾

▼ **General**

 FORUM

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



Course Settings Participants **Grades** Reports More ▾

1 **Grader report** ▾

View

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

Setup

- Gradebook setup
- 2 **Course grade settings**
- Preferences:

3/3

	ID number	Email address	Attendance
 	221	f	
 	222	a	
 	202	r	
			Overall average

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

The screenshot displays the Moodle Grade Item Settings interface. It is divided into sections: 'Change defaults' (top), 'Grade item settings' (middle), and 'Overview report' (bottom). In the 'Grade item settings' section, the 'Grade display type' dropdown menu is open, showing options: Default (Real), Real, Real (percentage), Real (letter) (highlighted), Percentage, Percentage (real), Percentage (letter), Letter, Letter (real), and Letter (percentage). The 'Grade item settings' section is highlighted with a red box and labeled '1'. The 'Grade display type' dropdown is highlighted with a red box and labeled '2'. The 'Overview report' section is also visible, with a red box around the 'Save changes' button at the bottom.

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 **Grade item settings**

2 Grade display type

Overall decimal places ? Default (?) ▾

Grade display type ? Default (Real) ▾

Overall decimal places ?

Overview report

Show rank ?

Save changes

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

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

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

Save changes

Grade Lock

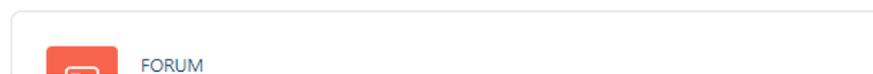
You can lock the grades of an activity in the grader report so no one can change/edit the grade of an activity but the **Teacher** role.

1. Open “Grades” tab from the course page.

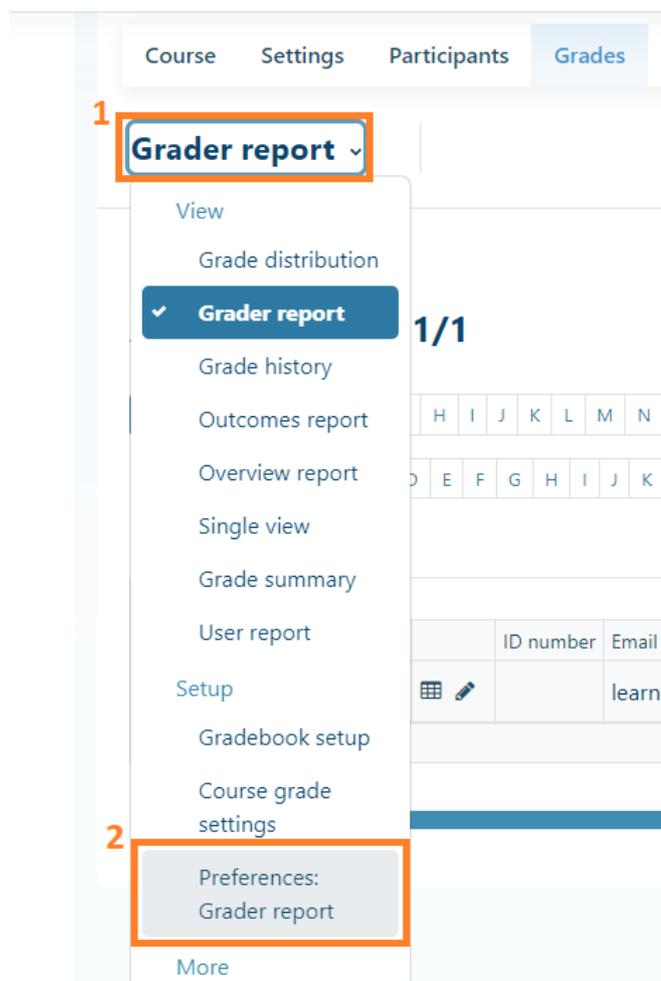
Geography



General



2. From the Grades drop-down menu choose “Preferences: Grader report”.



3. In “Show Lock” settings choose “Yes”.

Grader report preferences

Change report defaults

1

▼ Show/hide toggles

Show calculations ⓘ Report default (Yes) ▾

Show show/hide icons ⓘ Report default (No) ▾

Show column averages ⓘ Report default (Yes) ▾

2

Show locks ⓘ

Show user profile images

Show activity icons ⓘ Report default (Yes) ▾

Report default (No) ▾
Report default (No)
No
Yes

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

Show more...

Enable AJAX ⓘ Report default (No) ▾

Save changes

Once you return to the grader report page and turn the edit mode on you will be able to view the lock next to each grade category and grade items.

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 ▾	<input type="checkbox"/>
Attendance	4.0	100.00	Edit ▾	<input type="checkbox"/>
Kuwait in the 50's whole forum	1.0		<input checked="" type="checkbox"/> Edit settings <input type="checkbox"/> Hide	<input type="checkbox"/>

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

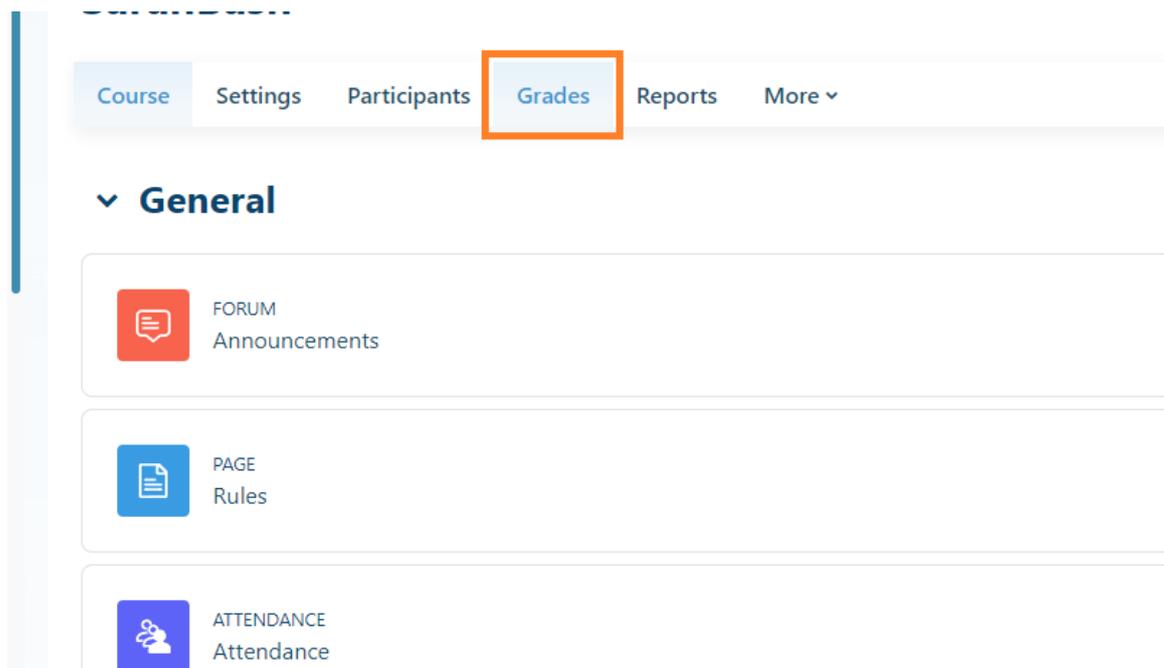
Locked

Drop Lowest Grade

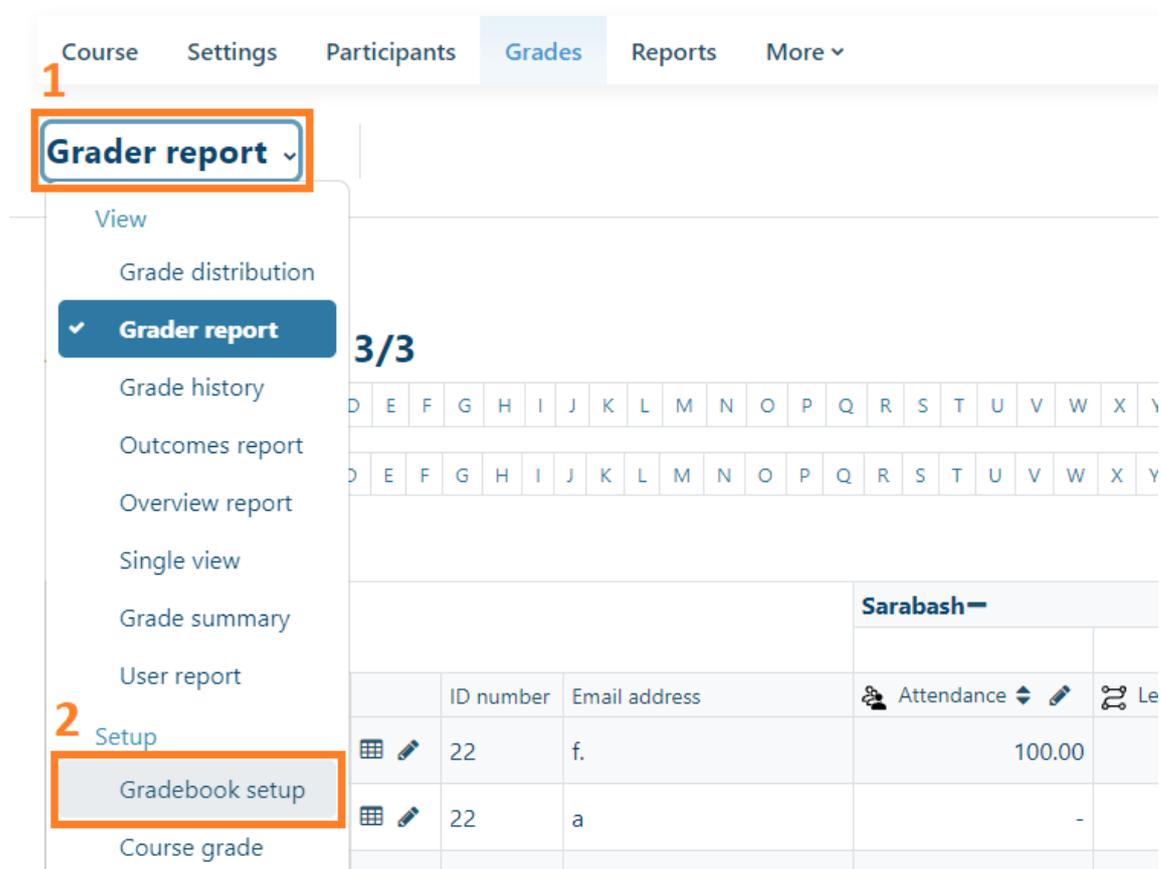
KU Moodle enables you to drop the lowest grade of activities in one category you add for the students on the Moodle course. For instance, you can add 7 quizzes that students can attempt during the course and choose to include only 5 quizzes in the course total.

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.

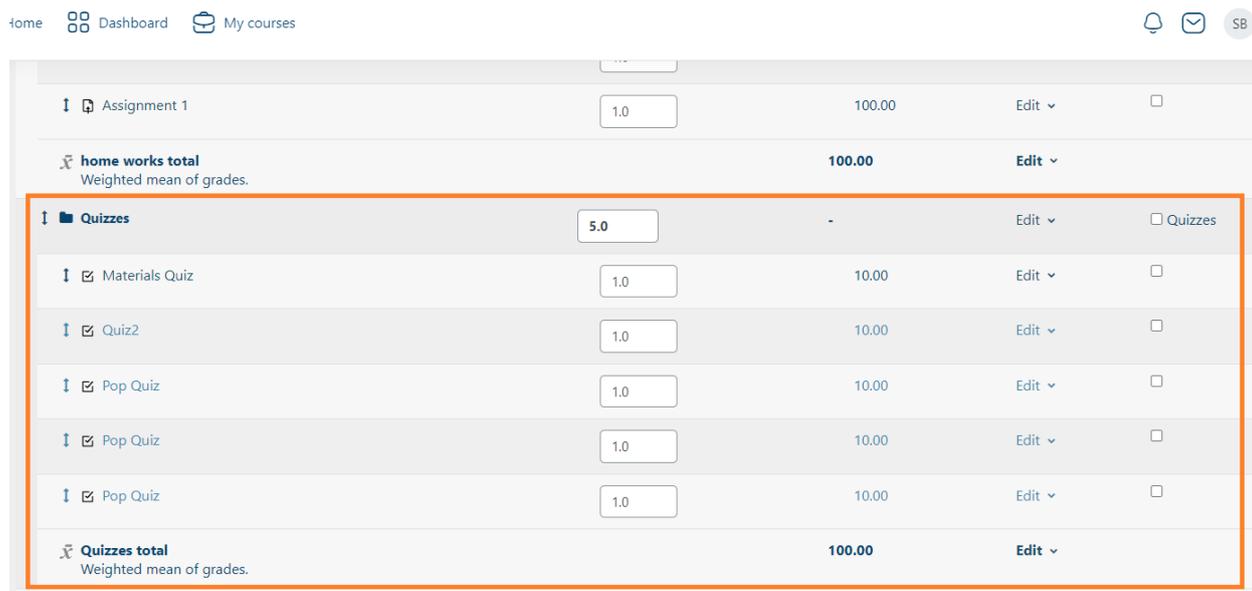
1. From the course page click on the Grades tab.



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



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



- 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.

<ul style="list-style-type: none"> Quizzes 	5.0	-	<ul style="list-style-type: none"> Edit 	<input type="checkbox"/> Quizzes
<ul style="list-style-type: none"> Materials Quiz 	1.0	10.0	<ul style="list-style-type: none"> Edit settings Delete Hide 	<input type="checkbox"/>
<ul style="list-style-type: none"> Quiz2 	1.0	10.0		<input type="checkbox"/>
<ul style="list-style-type: none"> Pop Quiz 	1.0	10.00	<ul style="list-style-type: none"> Edit 	<input type="checkbox"/>
<ul style="list-style-type: none"> Pop Quiz 	1.0	10.00	<ul style="list-style-type: none"> Edit 	<input type="checkbox"/>
<ul style="list-style-type: none"> Pop Quiz 	1.0	10.00	<ul style="list-style-type: none"> Edit 	<input type="checkbox"/>
<ul style="list-style-type: none"> Quizzes total <p>Weighted mean of grades.</p>		100.00	<ul style="list-style-type: none"> Edit 	

- 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**

! Required

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

Grade category

Category name ?

Aggregation ?

Show less...

Exclude empty grades ?

Include outcomes in aggregation ?

Drop the lowest ?

> **Category total**

> **Parent category**

? Required

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

Grade category

Category name ?

Aggregation ?

Show less...

Exclude empty grades ?

Include outcomes in aggregation ?

Drop the lowest ?

> **Category total**

> **Parent category**

? 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 ▾

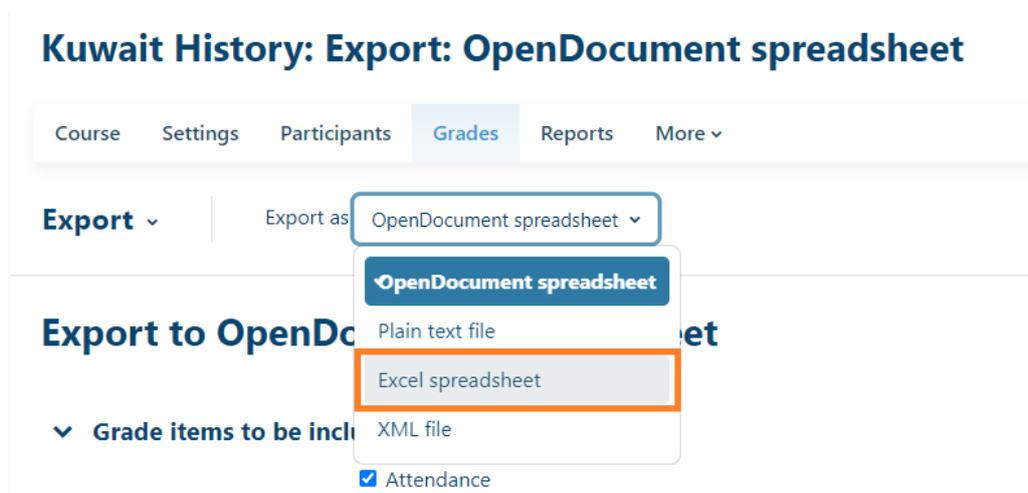
- View
 - Grade distribution
 - Grader report**
 - Grade history
 - Outcomes report
 - Overview report
 - Single view
 - Grade summary
 - User report
- Setup
 - Gradebook setup
 - Course grade settings
 - Preferences: Grader report
- More
 - Scales
 - Outcomes
 - Grade letters
 - Import
 - Export**

8/8

D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S

	ID number	Email add
		?
		.fa
		(
		f
		l
		:
		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

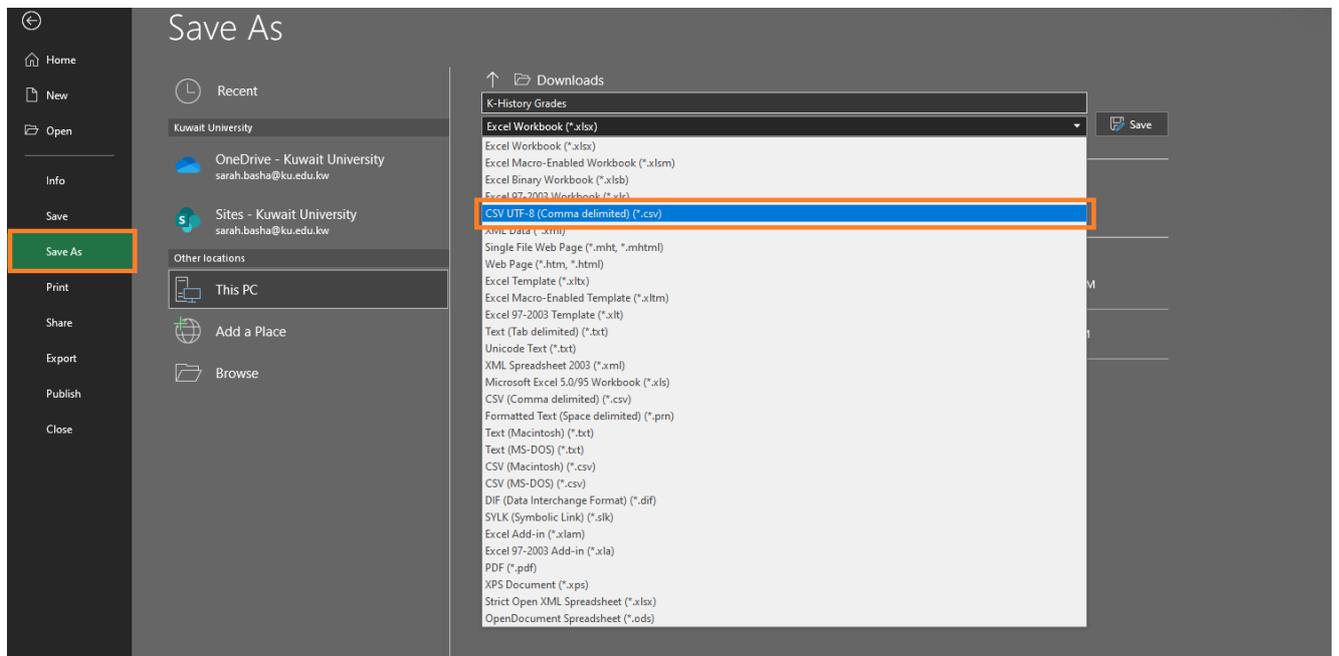
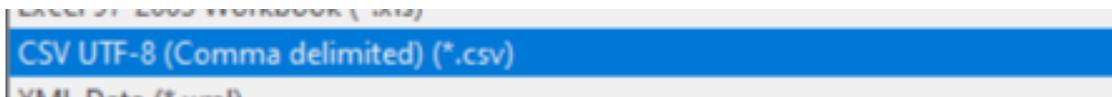
Grade export decimal places

Download

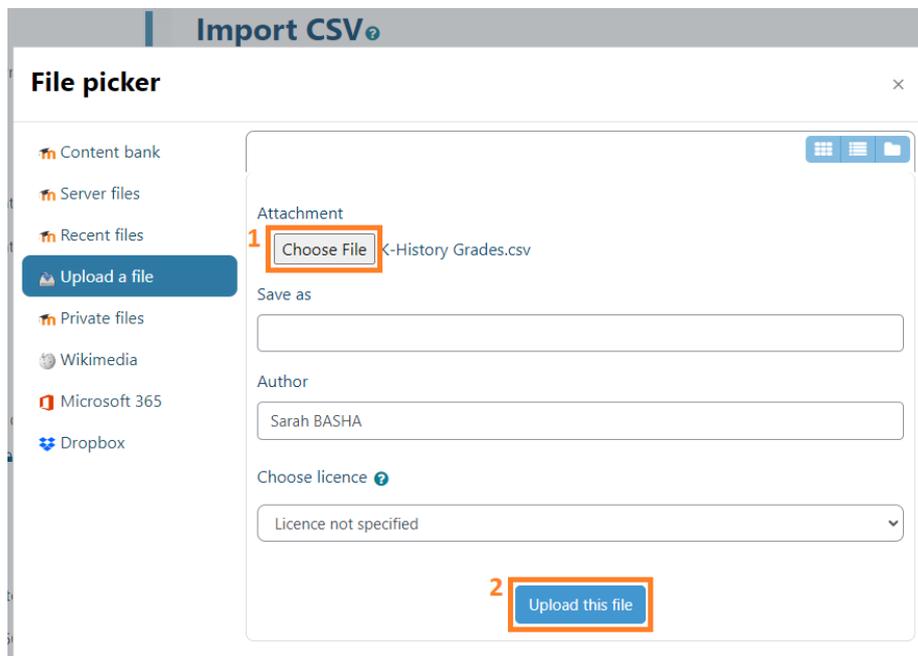
6- Open the excel file you downloaded from KU Moodle and grade the students.

	A	B	C	D	E	F	G	H	I	J
1	First name	Last name	ID number	In	Departme	Email	Quiz: Exam	(Assignment: Homework 1 (F	Assignment: Homework 2 (R)	Assignment: Homework 3 (L
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
10										
11										
12										

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



- 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

Separator Tab Comma Colon Semicolon

Verbose scales

Preview rows

Force import

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

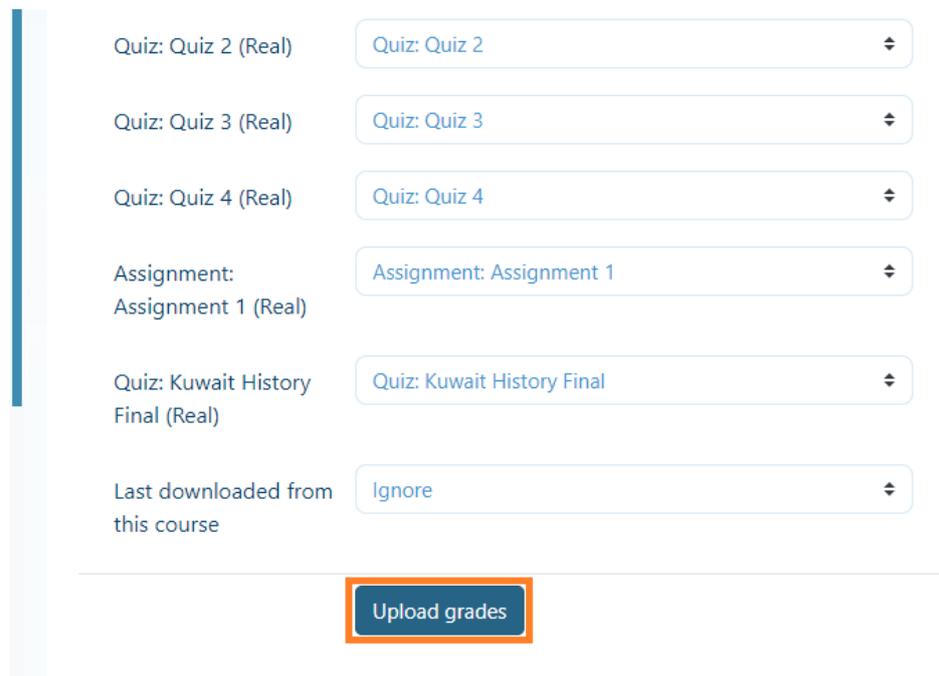
Map to ? ID number

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”.

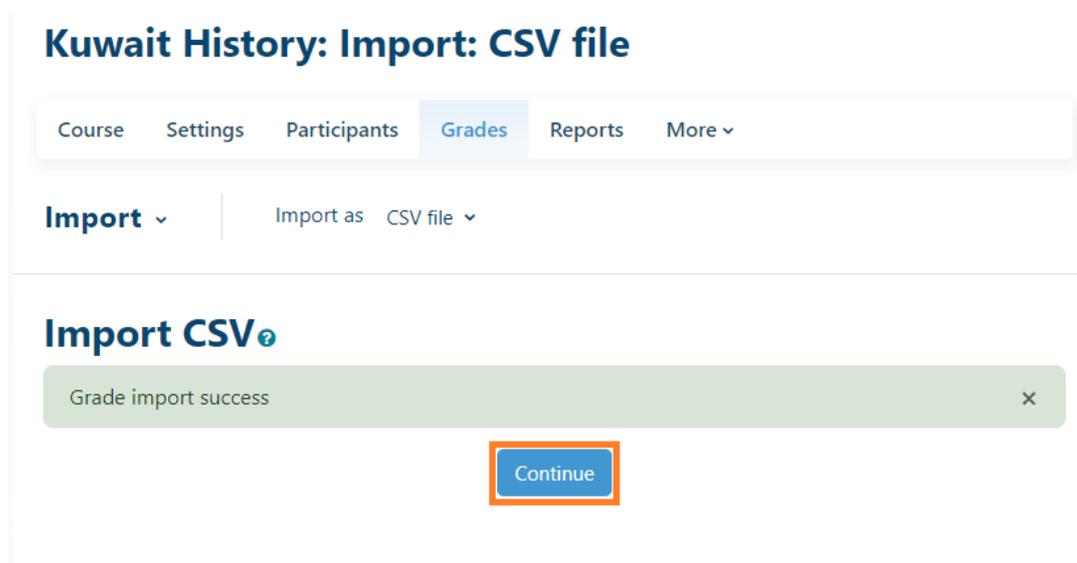
ID number	Ignore
Institution	Ignore
Department	Ignore
Email address	Ignore
Quiz: Exam (Real)	Quiz: Exam
Assignment: Homework 1 (Real)	Assignment: Homework 1
Assignment: Homework 2 (Real)	Assignment: Homework 2
Assignment: Homework 3 (Real)	Assignment: Homework 3

6- Click on “Upload grades”.



The screenshot shows a Moodle interface for selecting items to import grades. On the left, a vertical blue bar highlights the selection area. The main area contains a list of items, each with a dropdown menu to its right. The items are: 'Quiz: Quiz 2 (Real)' with 'Quiz: Quiz 2' selected; 'Quiz: Quiz 3 (Real)' with 'Quiz: Quiz 3' selected; 'Quiz: Quiz 4 (Real)' with 'Quiz: Quiz 4' selected; 'Assignment: Assignment 1 (Real)' with 'Assignment: Assignment 1' selected; 'Quiz: Kuwait History Final (Real)' with 'Quiz: Kuwait History Final' selected; and 'Last downloaded from this course' with 'Ignore' selected. At the bottom, a blue button labeled 'Upload grades' is highlighted with an orange border.

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



The screenshot shows the Moodle interface for the 'Kuwait History: Import: CSV file' page. The page title is 'Kuwait History: Import: CSV file'. Below the title, there is a navigation menu with 'Course', 'Settings', 'Participants', 'Grades', 'Reports', and 'More'. The 'Grades' tab is active. Below the navigation menu, there is an 'Import' dropdown menu and an 'Import as CSV file' dropdown menu. Below the dropdown menus, there is a green message box that says 'Grade import success' with a close button (X). Below the message box, there is a blue button labeled 'Continue' highlighted with an orange border.

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”.

The screenshot shows the Moodle course interface for 'LuTest'. At the top, there is a navigation bar with tabs: Course, Settings, Participants, Grades, Reports, and More. The 'More' tab is highlighted with an orange box and labeled with a '1'. A dropdown menu is open from the 'More' tab, with 'Question bank' selected and highlighted with an orange box and labeled with a '2'. Other options in the menu include Content bank, Course completion, and Badges. Below the navigation bar, the 'General' section is visible, containing a 'FORUM Announcements' icon. The 'Question bank' section is expanded, showing a category selector set to 'Default for LUTst (6)', a filter by tags dropdown, and search options including 'Also show questions from subcategories' (checked). Below this is a table of questions with columns for Question name, Actions, Status, Version, Created by, Comments, Needs checking?, Facility index, Discriminative efficiency, Usage, and Last used.

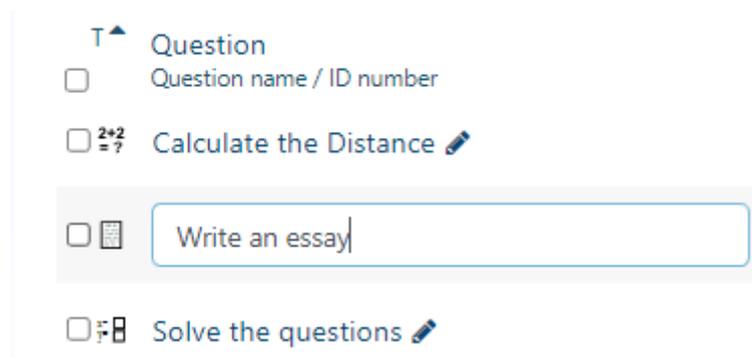
Question name / ID number	Actions	Status	Version	Created by First name / Last name / Date	Comments	Needs checking?	Facility index	Discriminative efficiency	Usage	Last used
Calculate the Distance	Edit	Ready	v5	18 February 2023, 1:48 AM	0	-	N/A	N/A	1	Never
Q4	Edit	Ready	v1	19 February 2023, 10:20 AM	0	-	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.

This close-up shows a portion of the question list. The 'Q4' question is highlighted, and its edit icon (a pen) is circled in orange. The question name 'Q4' is also visible next to the icon.

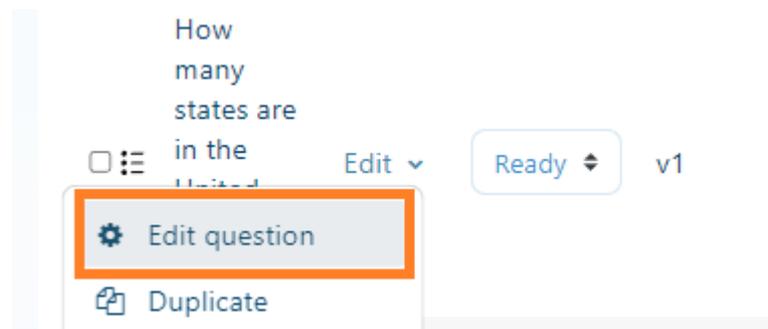
Write the new name and click enter to save it.



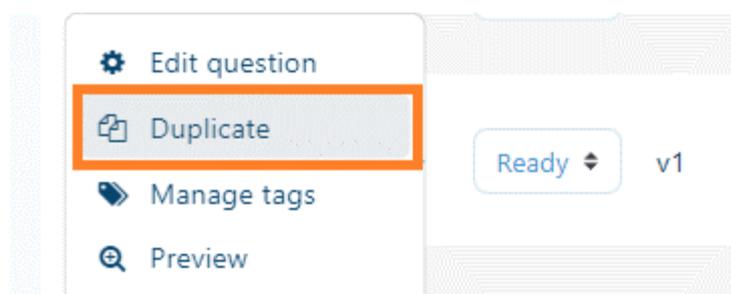
Action Column

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

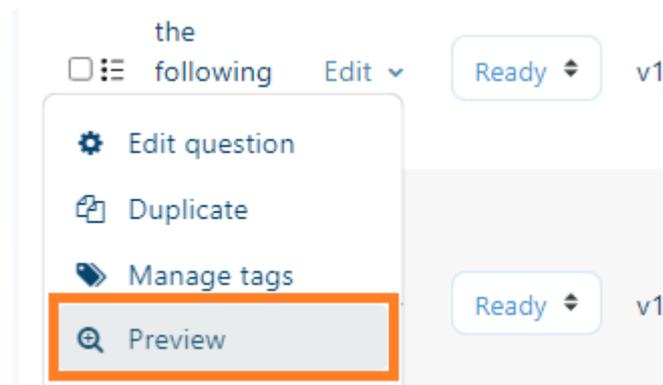
If you click on edit question, it will open the question page and you can alter the question.



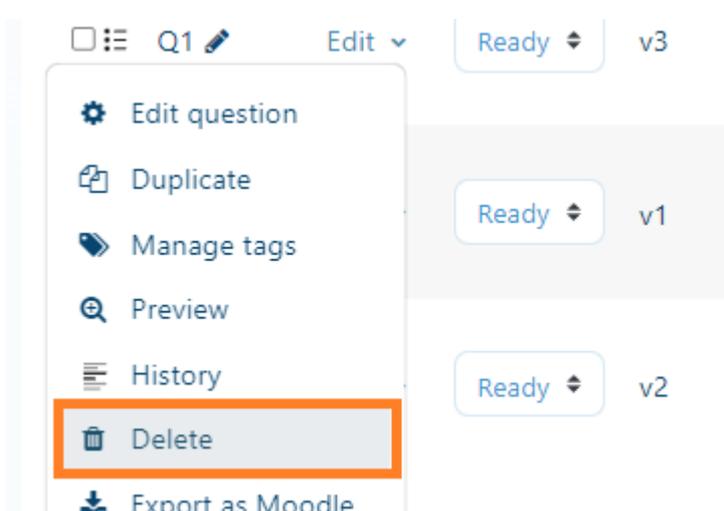
You can duplicate a question and change its name and context.



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

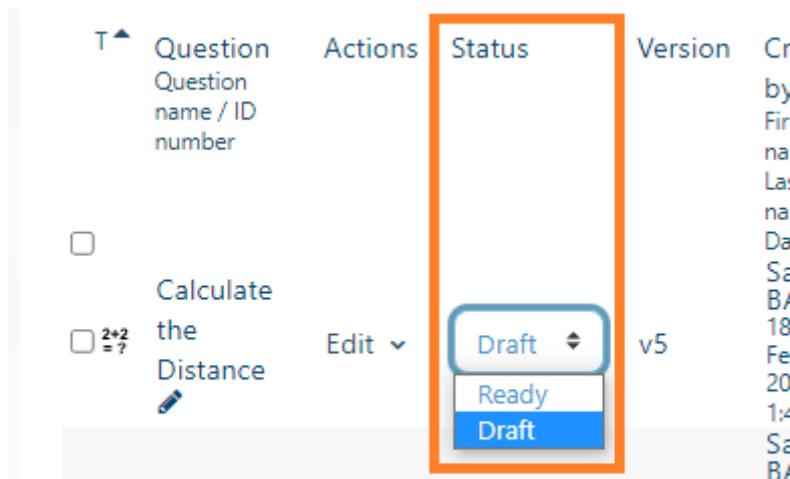


You can also "Delete" a question from the Edit drop-down menu.



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	
<input type="checkbox"/> $2+2=?$ Calculate the Distance	Edit ▾	Draft ▾	v5	18 February 2023, 1:48 AM	0
<input type="checkbox"/> Write an essay	Edit ▾	Ready ▾	v1	14 February 2023, 10:20 AM	0
<input type="checkbox"/> 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



Version 1

Question 1

Not yet answered

Marked out of 4.00

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

The image shows a rich text editor interface. At the top, there is a toolbar with icons for undo, redo, bold, italic, link, unlink, list, and image. Below the toolbar, the text reads "Kuwait's History" in a large, bold font. Underneath, there are two sub-headings: "Kuwait's Establishment" and "Kuwait's Past Life". The text is left-aligned and there is a significant gap between the two sub-headings.

1

Extra space between essay parts might be needed.

2

Close Add comment

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

The image shows a comment section. At the top, there is a comment box with a user profile picture (SB) and the text "Extra space between essay parts might be needed." The comment is timestamped "Wed, 22 Feb 2023, 7:59 PM". Below the comment is a text input field with the placeholder "Add a comment...". At the bottom right, there are two buttons: "Close" and "Add comment".

Adding Questions to the Question Bank

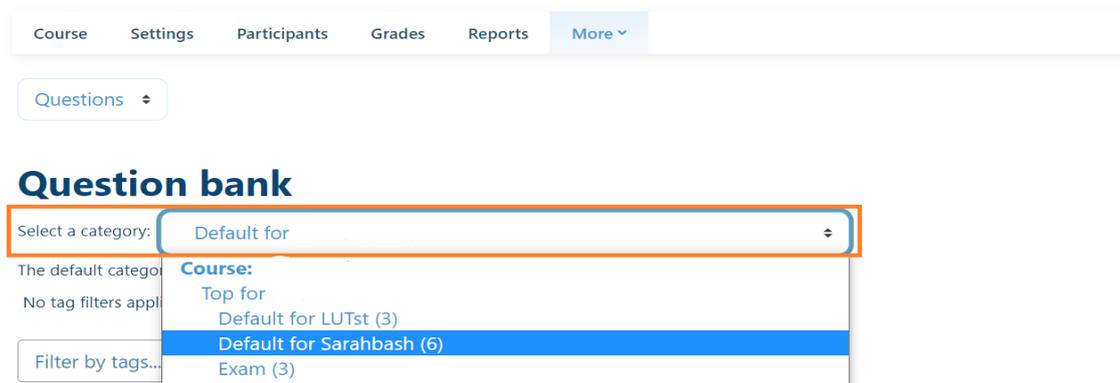
You can add questions to your question bank by importing questions from an old course, creating new questions manually, or importing an Aiken format file.

Export/Import from an Old Moodle Course

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

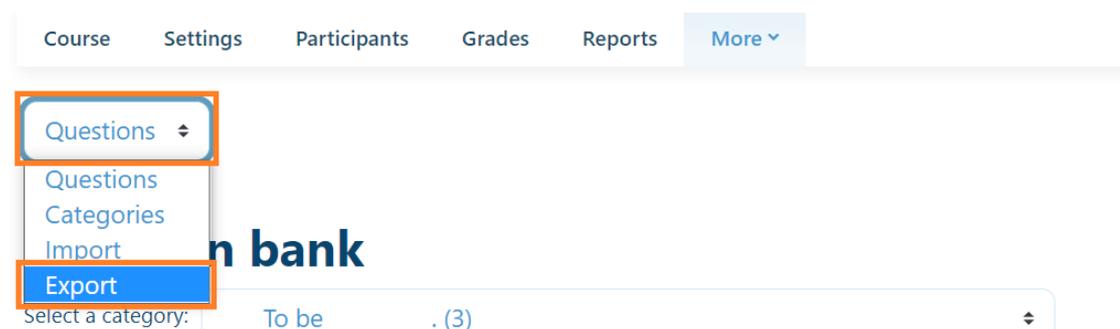
- 1- Go to your old/archived course and open the question bank from the more tab.
- 2- From “Select a category” choose which category has the questions you want to import.

SarahBash



The screenshot shows the Moodle course interface for 'SarahBash'. At the top, there is a navigation bar with tabs: Course, Settings, Participants, Grades, Reports, and More. Below this, there is a 'Questions' dropdown menu. The main content area is titled 'Question bank'. A dropdown menu is open for 'Select a category:', showing options: 'Default for', 'Course: Top for', 'Default for LUTst (3)', 'Default for Sarahbash (6)', and 'Exam (3)'. The 'Default for Sarahbash (6)' option is highlighted in blue.

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



The screenshot shows the Moodle course interface for 'SarahBash'. At the top, there is a navigation bar with tabs: Course, Settings, Participants, Grades, Reports, and More. Below this, there is a 'Questions' dropdown menu. The main content area is titled 'Question bank'. A dropdown menu is open for 'Select a category:', showing options: 'To be', and '. (3)'. The 'Export' option is highlighted in blue.

- 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

- 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

Choose a file...

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

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 ...

<input type="checkbox"/>	Question	Actions	Status	Version
<input type="checkbox"/>	Question name / ID number			

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

Question name !

Question text !

↓
A
B
I
#
☰
☰
☰
☰
🔗
🔄
👤

😊
🖼️
📄
🎤
🎥
📄
H-P

Bader has 25 KD, he bought pens for 1.200 KD.
 How much money does Bader have left?
 {2:NM:%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.

<input type="checkbox"/>	Q3	Edit ▾	Ready ▾	v2	12 February 2023, 3:20 AM	0	-	N/A	N/A	1
<input type="checkbox"/>	Answer the question	Edit ▾	Ready ▾	v2	22 February 2023, 11:18 AM	0	-	N/A	N/A	0
<input type="checkbox"/>	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



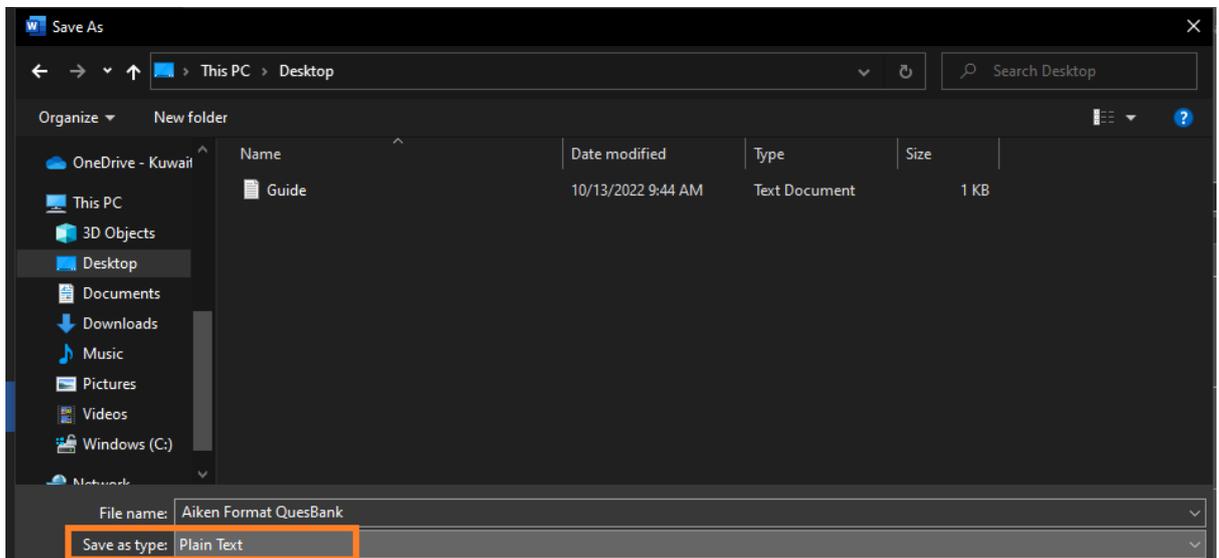
Between each question there must be one line space.

How would you travel from United Arab Emirates to Australia?

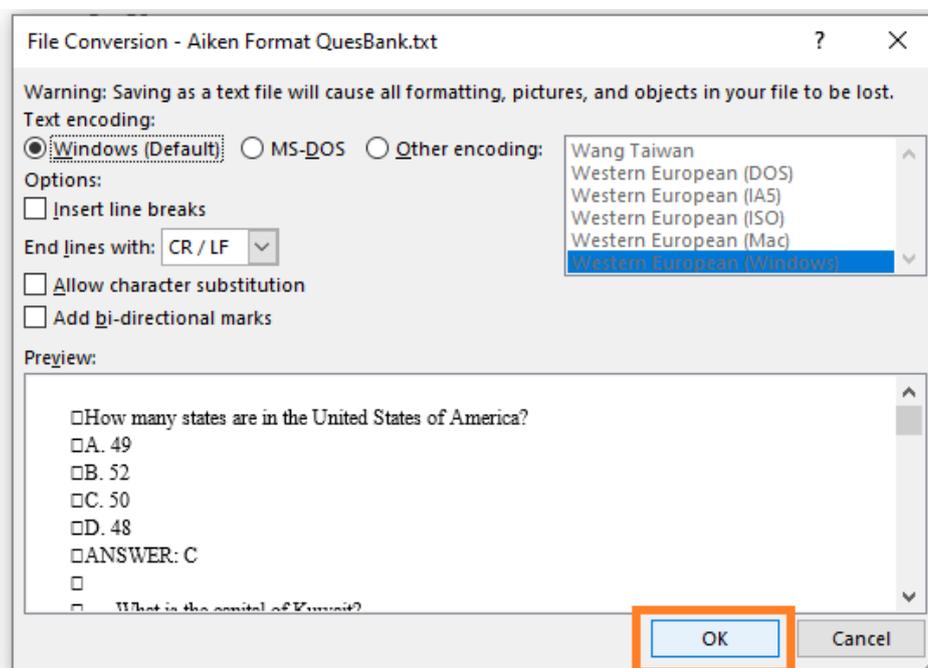
- A. Car
- B. Boat
- C. Plane
- D. Buss

ANSWER: C

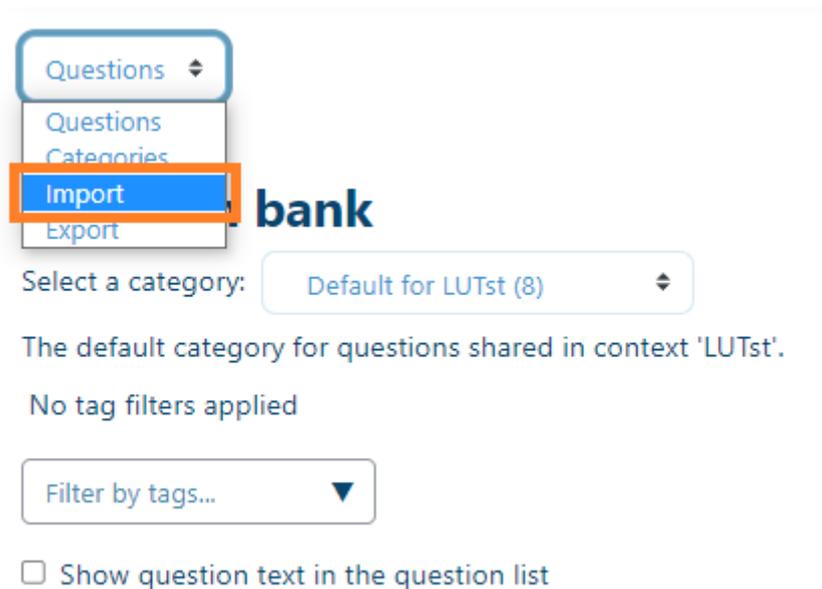
- 2- You must save the file as “Plain Text” type (UTF-8) so it can be imported properly to Moodle.



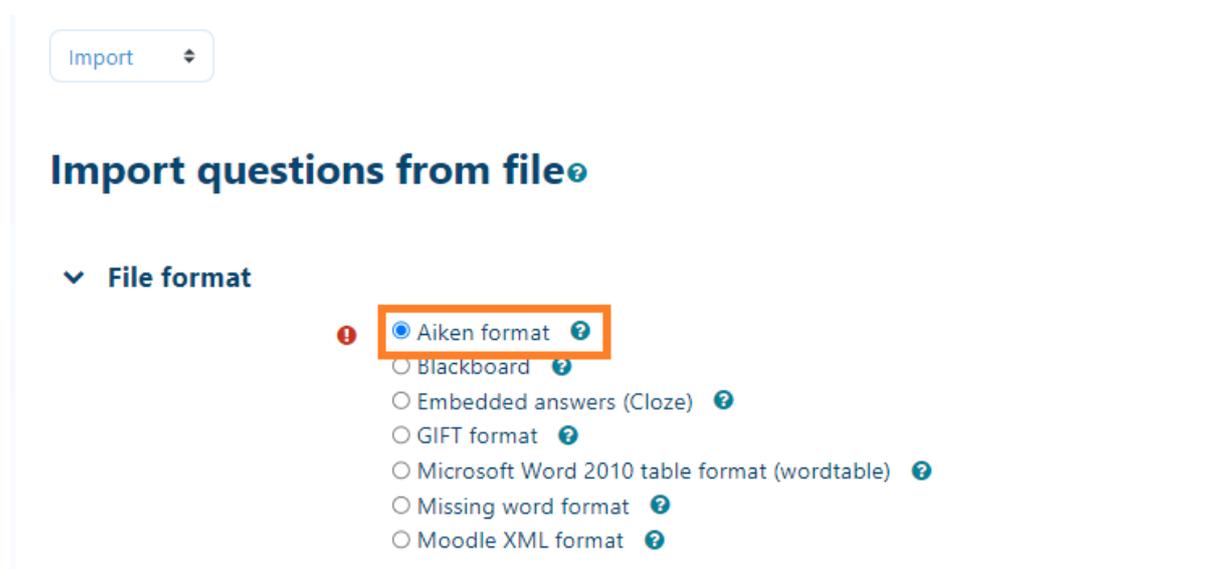
- 3- Then click on “Ok” to save the file.



- 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

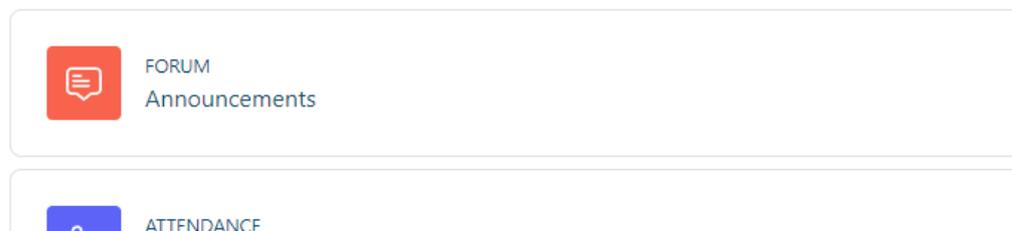
You can view the students' activities in a course using the Reports tab and choosing the "Logs" function.

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

Kuwait History



General



2- Choose "Logs" from the list.

Kuwait History



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

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

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

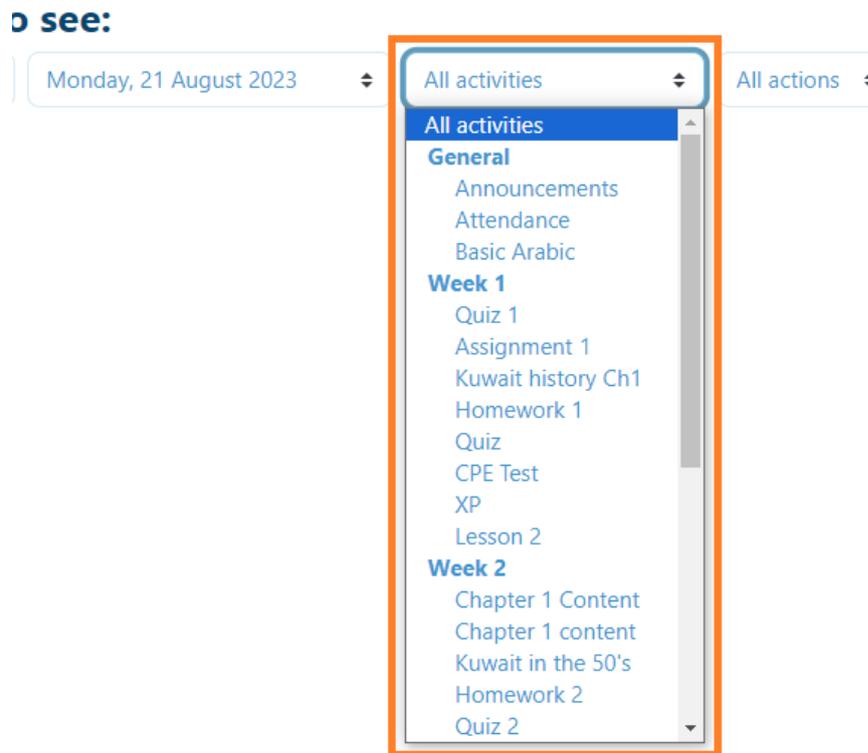
Tuesday, 8 August 2023

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.



- 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' للمستعرض الاختبار الآمن. 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' للمستعرض الاختبار الآمن. Expected config key: '176e304d8d8d996a4d2770df0decb9b42231594834ec482c247e553565c780b2'. 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

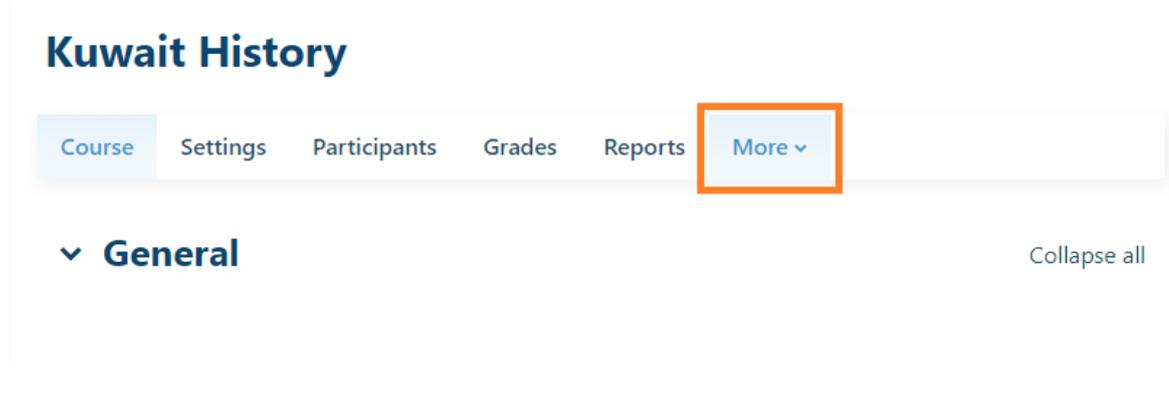
The user with

Download table data as

Restore Deleted Content

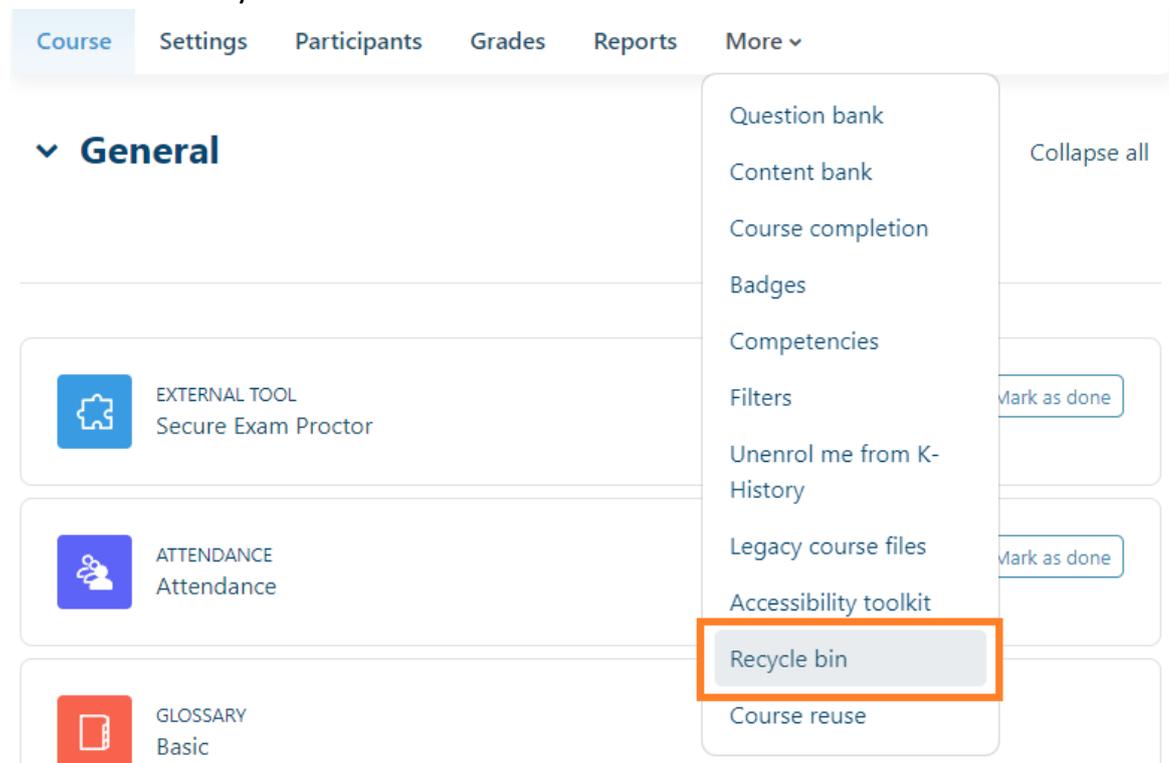
If you deleted an activity or resource you want to have back in the course, you can restore it from the “Recycle Bin” feature.

1. Open the course you deleted content from and click on the “More” Tab.



The “Recycle bin” feature will appear in the more tab within **2-4 hours** since the deletion of the content occurred.

2. Choose “Recycle Bin”.



3. You will be able to view a table of the recently deleted content.

Kuwait History: Recycle bin

Course Settings Participants Grades Reports More ▾

Kuwait History: Recycle bin

Contents will be permanently deleted after 7 days.

Activity	Date deleted	Restore	Delete
<input checked="" type="checkbox"/> Kuwait History Final	Wednesday, 7 August 2024, 12:00 PM		

Delete all

[Back to Course: Kuwait History](#)

The deleted content will be permanently deleted automatically after **7 days**, make sure to restore the content you need.

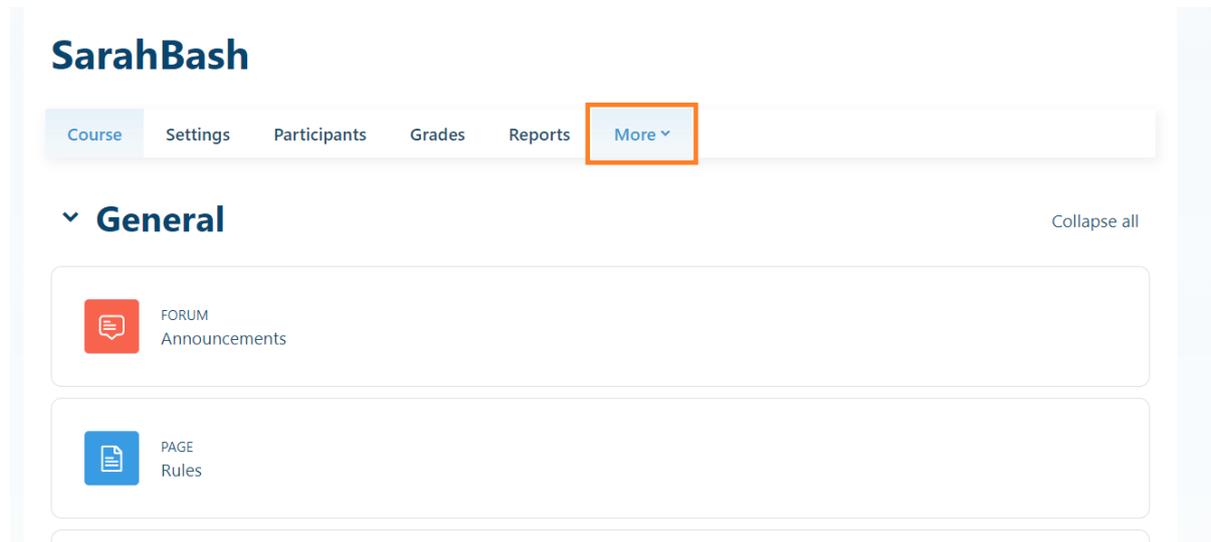
4. Click on the restore symbol next to the content you want back in the course.

Activity	Date deleted	Restore	Delete
<input checked="" type="checkbox"/> Kuwait History Final	Wednesday, 7 August 2024, 12:00 PM		

5. Go back to your course page and you will be able to see the deleted activity/resource again.

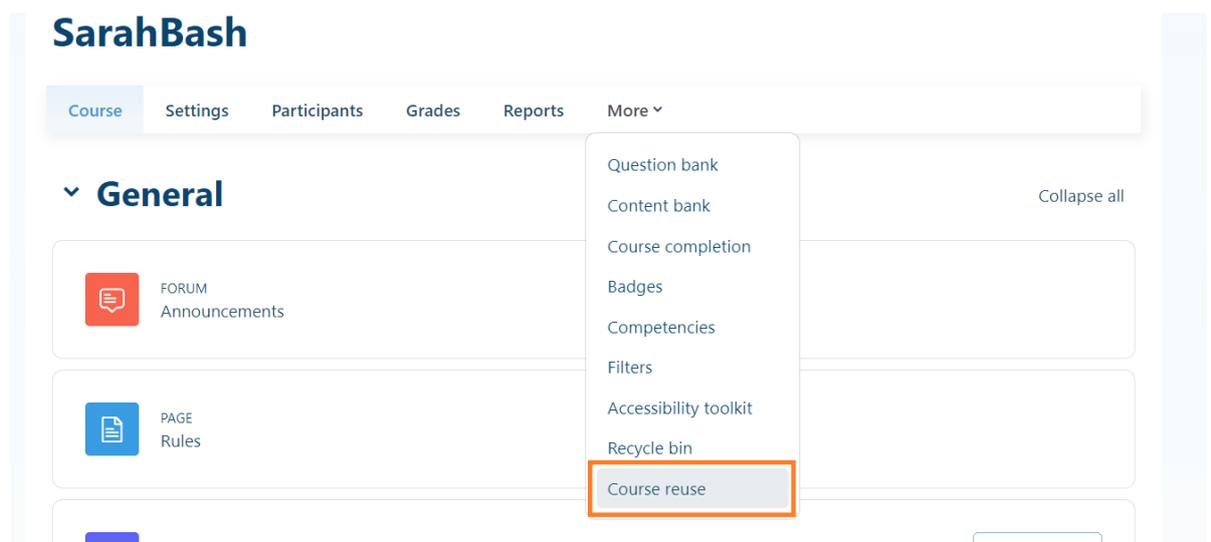
Course Reuse

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



The screenshot shows the Moodle course page for 'SarahBash'. At the top, there is a navigation bar with tabs: 'Course', 'Settings', 'Participants', 'Grades', 'Reports', and 'More'. The 'More' tab is highlighted with an orange border. Below the navigation bar, there is a section titled 'General' with a 'Collapse all' link. Under 'General', there are two items: 'FORUM Announcements' and 'PAGE Rules'.

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.



The screenshot shows the Moodle course page for 'SarahBash' with the 'More' menu open. The 'More' menu is a drop-down list containing the following items: 'Question bank', 'Content bank', 'Course completion', 'Badges', 'Competencies', 'Filters', 'Accessibility toolkit', 'Recycle bin', and 'Course reuse'. The 'Course reuse' item is highlighted with an orange border. The 'General' section is visible in the background, showing 'FORUM Announcements' and 'PAGE Rules'.

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

Backup course:

Course Settings Participants Grades Reports More ▾

Backup ▾
Import
Backup
Restore
Reset

1. Backup settings ▶ 2. Schema settings ▶ 3. Confirmation and review ▶ 4. Perform backup ▶ 5. Complete

Backup settings

IMS Common Cartridge 1.1

Jump to final step Cancel Next

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

Include question bank

Include groups and groupings

Include competencies

Include custom fields

Include content bank content

Include legacy course files

Jump to final step Cancel Next

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.

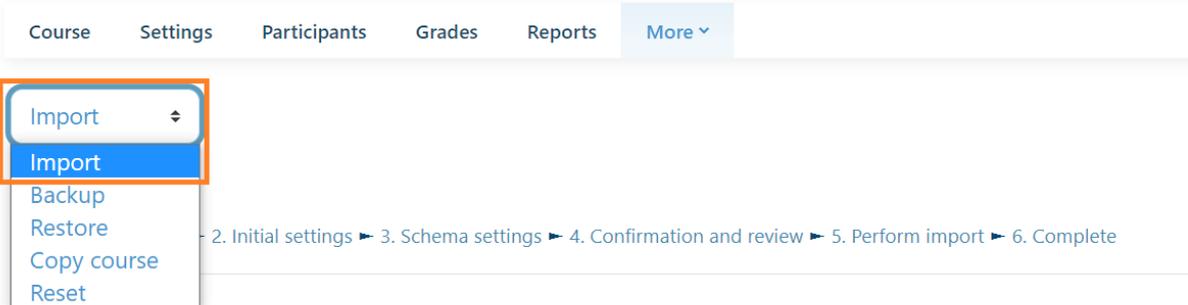
×

Continue

Import

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

LuTest



The screenshot shows the Moodle course management interface for a course named 'LuTest'. At the top, there is a navigation bar with tabs for 'Course', 'Settings', 'Participants', 'Grades', 'Reports', and 'More'. The 'More' tab is selected, and a dropdown menu is open, showing options: 'Import', 'Backup', 'Restore', 'Copy course', and 'Reset'. The 'Import' option is highlighted in blue. Below the dropdown, a progress indicator shows steps: '2. Initial settings', '3. Schema settings', '4. Confirmation and review', '5. Perform import', and '6. Complete'.

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.

Continue

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
<input checked="" type="radio"/>	Test	Test

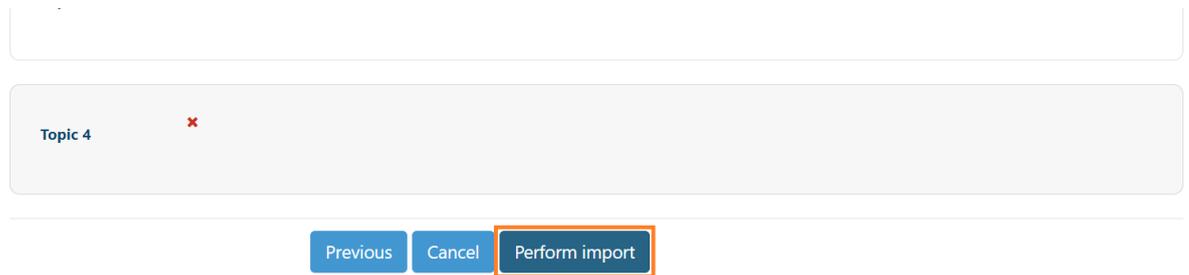
4- You can either go through the list of what you want to import by clicking next or click jump to final step if you want the entire content of the course.

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

Import settings

<input type="checkbox"/>	Include permission overrides
<input checked="" type="checkbox"/>	Include activities and resources
<input checked="" type="checkbox"/>	Include blocks
<input checked="" type="checkbox"/>	Include files
<input checked="" type="checkbox"/>	Include filters
<input checked="" type="checkbox"/>	Include calendar events
<input checked="" type="checkbox"/>	Include question bank
<input checked="" type="checkbox"/>	Include groups and groupings
<input checked="" type="checkbox"/>	Include competencies
<input checked="" type="checkbox"/>	Include custom fields
<input checked="" type="checkbox"/>	Include content bank content
<input checked="" type="checkbox"/>	Include legacy course files

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



The screenshot shows a Moodle interface for importing content. At the top, there is a search bar. Below it is a grey bar with the text "Topic 4" and a red "x" icon. At the bottom, there are three 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.

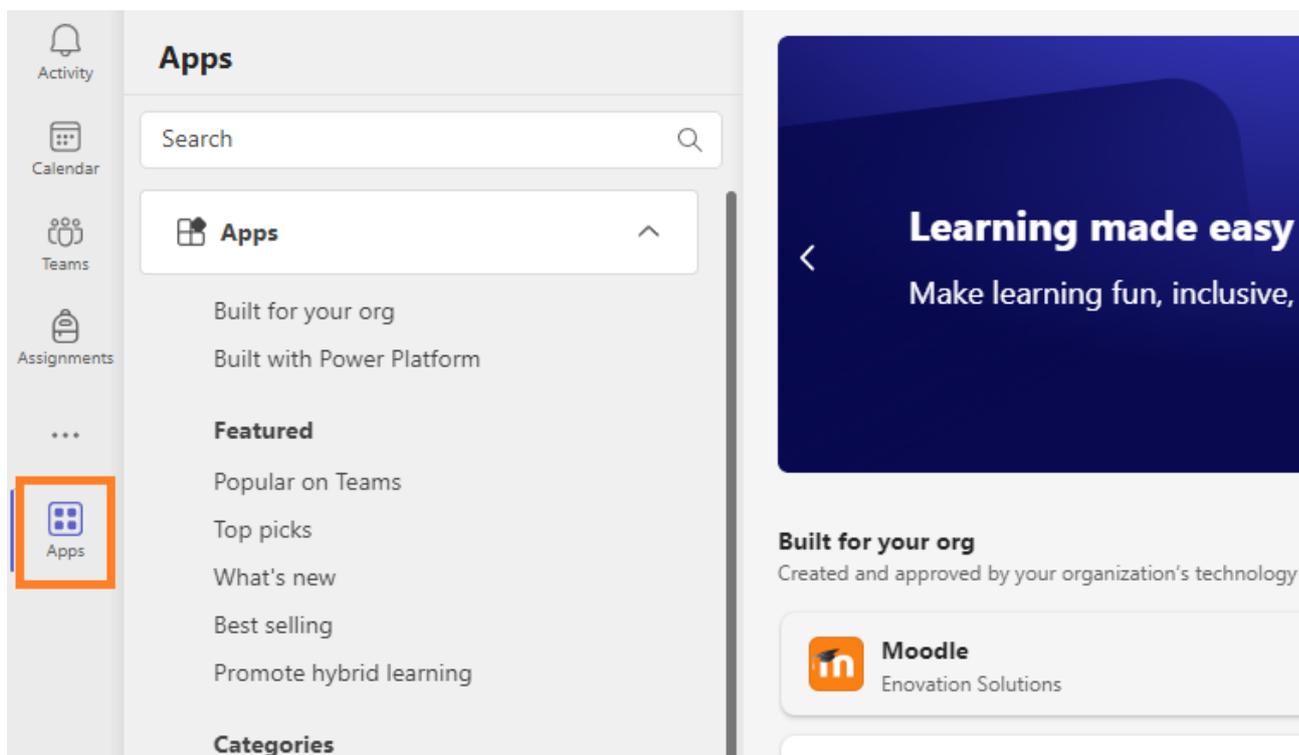
Adding Moodle Course to Teams

Faculty members can add their Moodle course page to Teams.

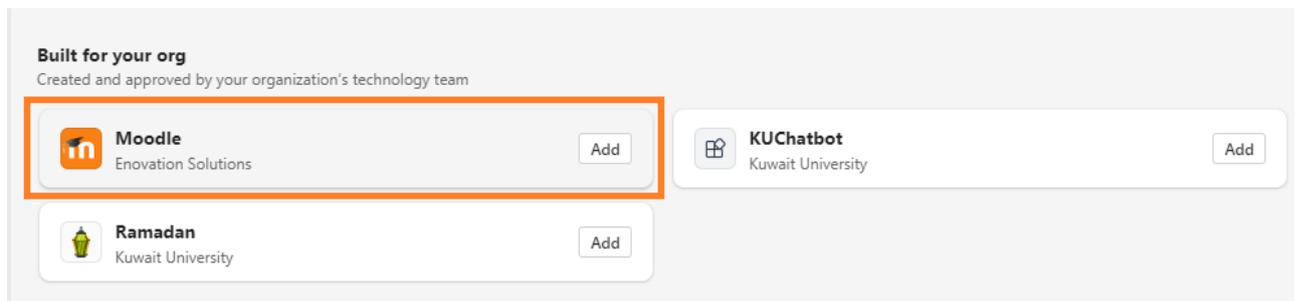
1. Open MS Teams on your computer.



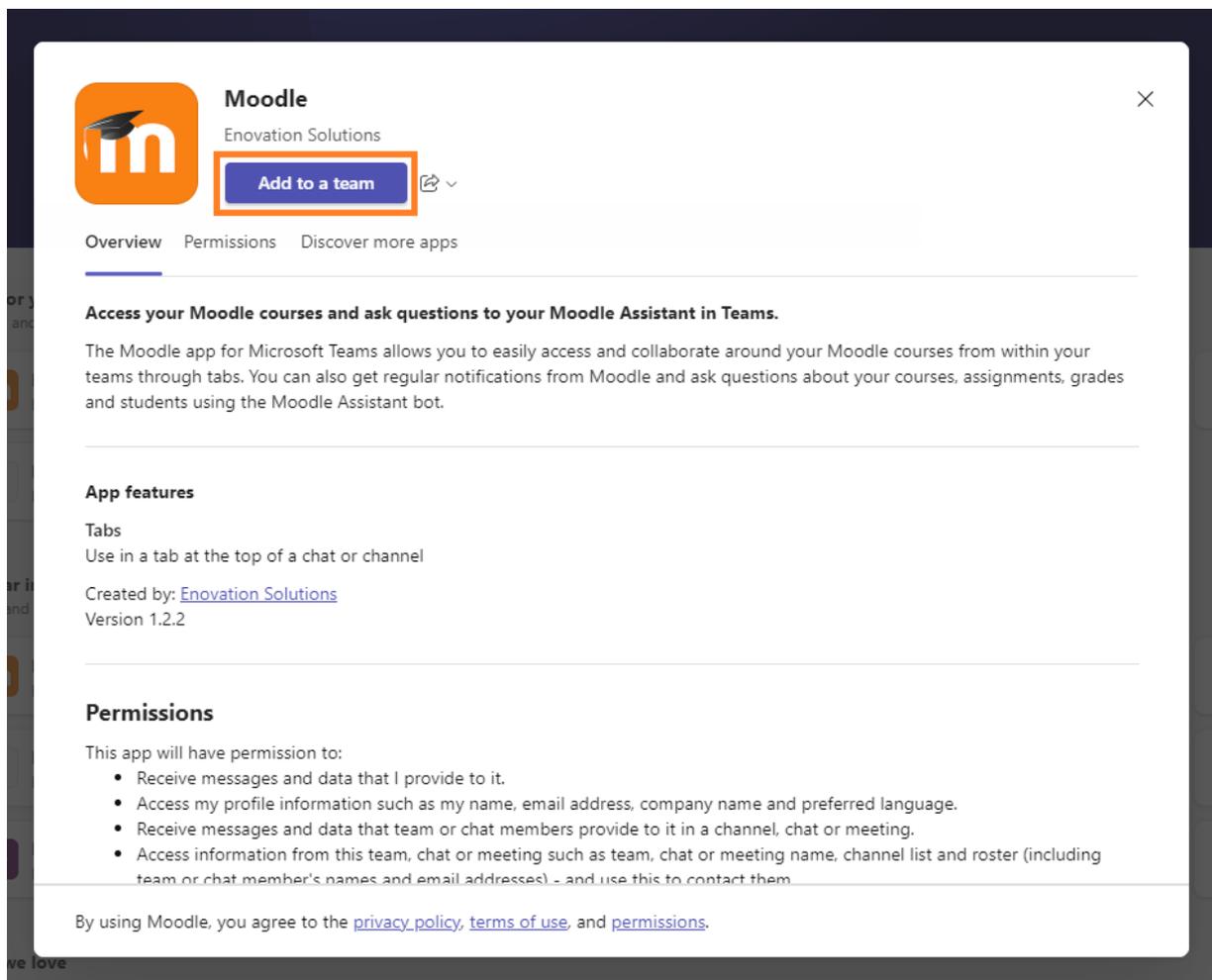
2. Click on Apps from the left side of the page.



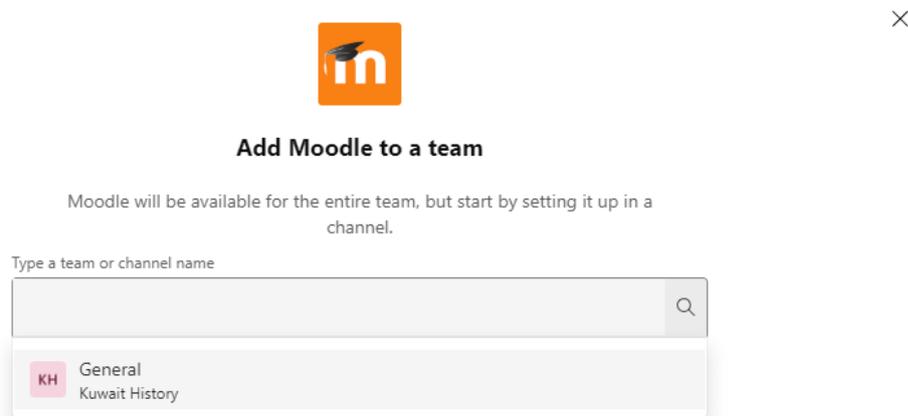
3. Select the Moodle application.



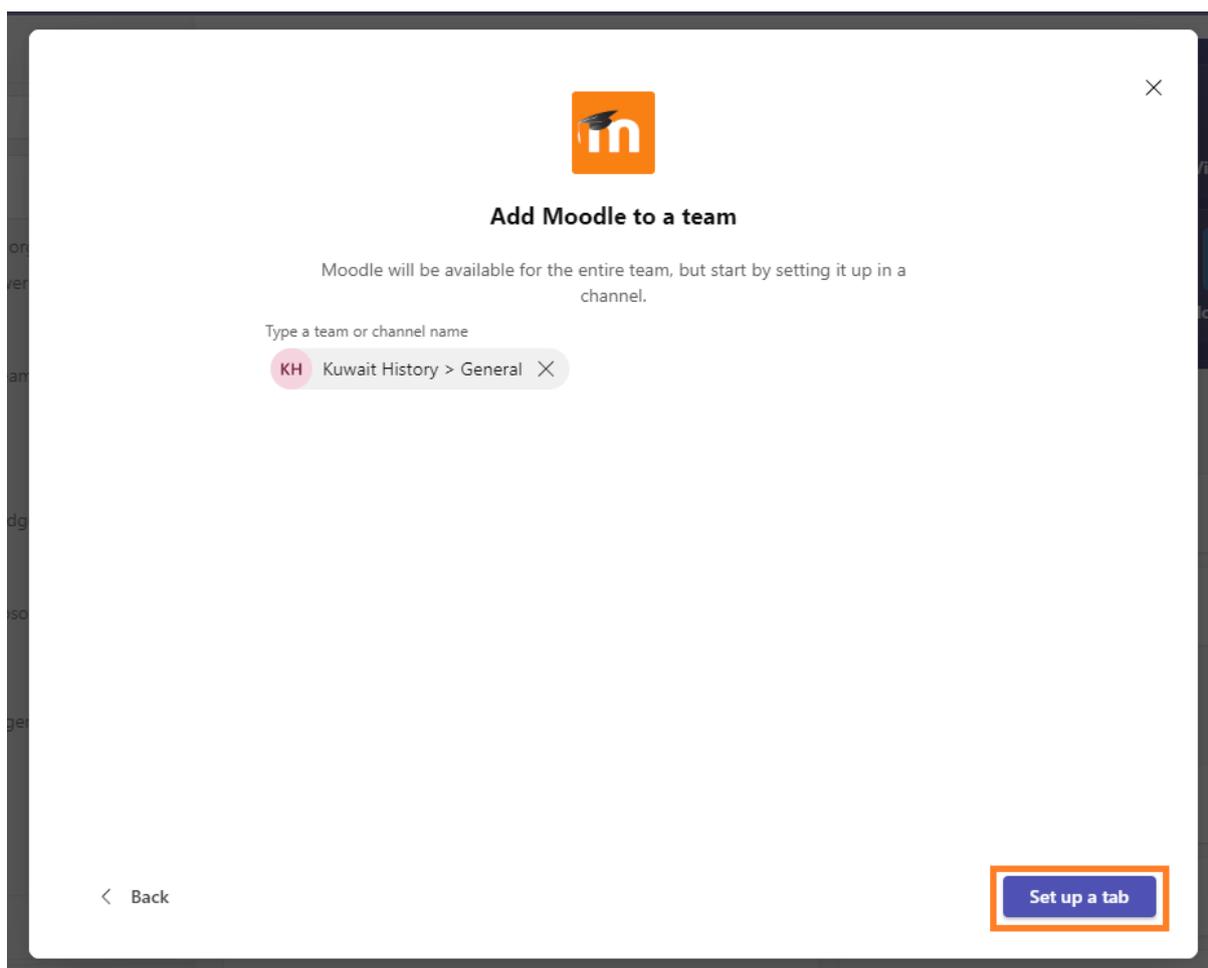
4. Click on "add to a team".



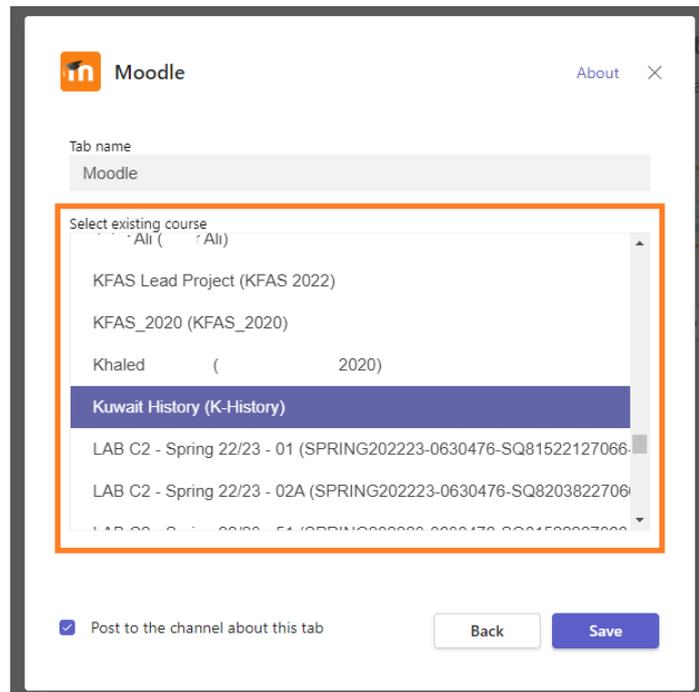
5. Select the course from the list on Teams.



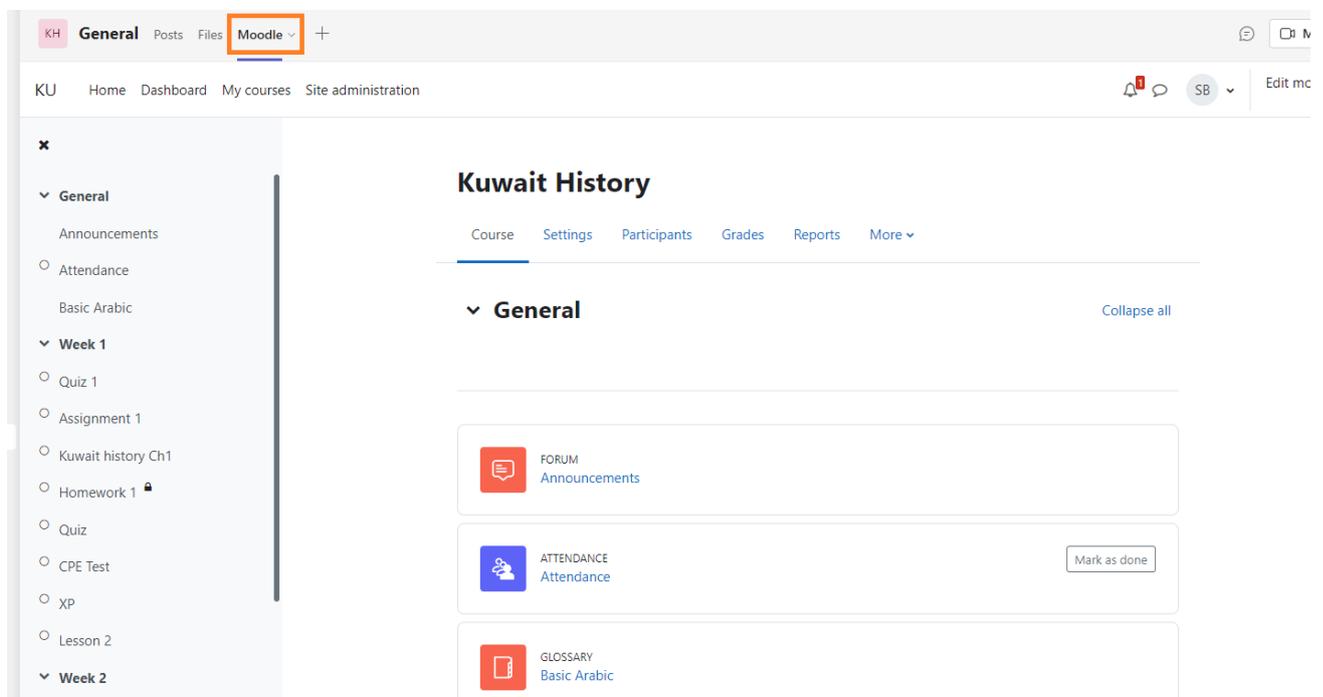
6. Click on "Set up a tap".



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



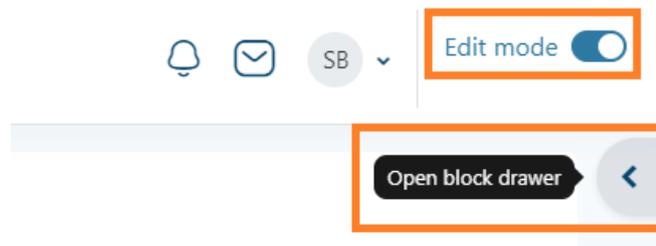
8. You can now view your Moodle page on Teams from the tab next to general.



Sharing Cart

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

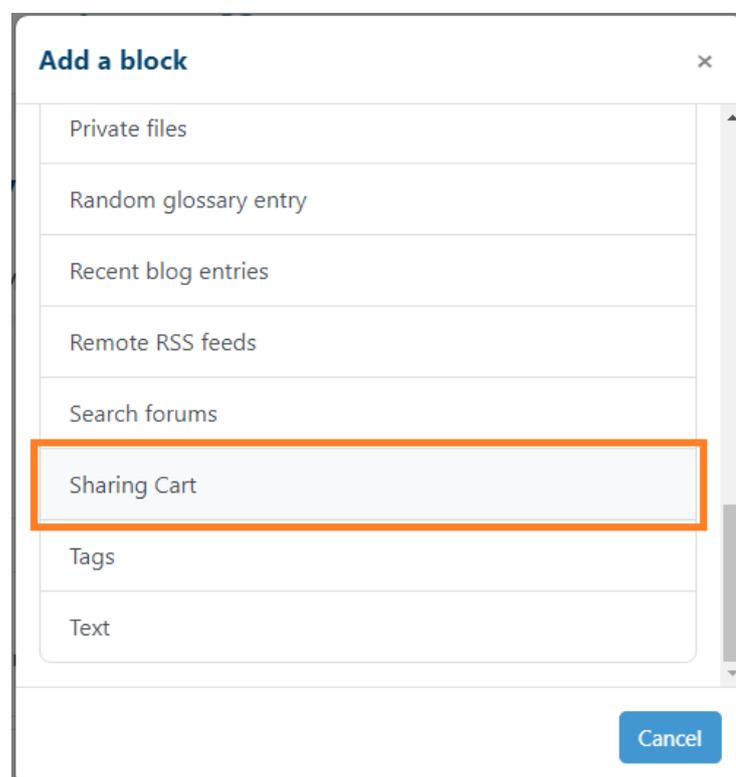
1. Enable the edit mode and open the blocks drawer in the course you want to copy content from.



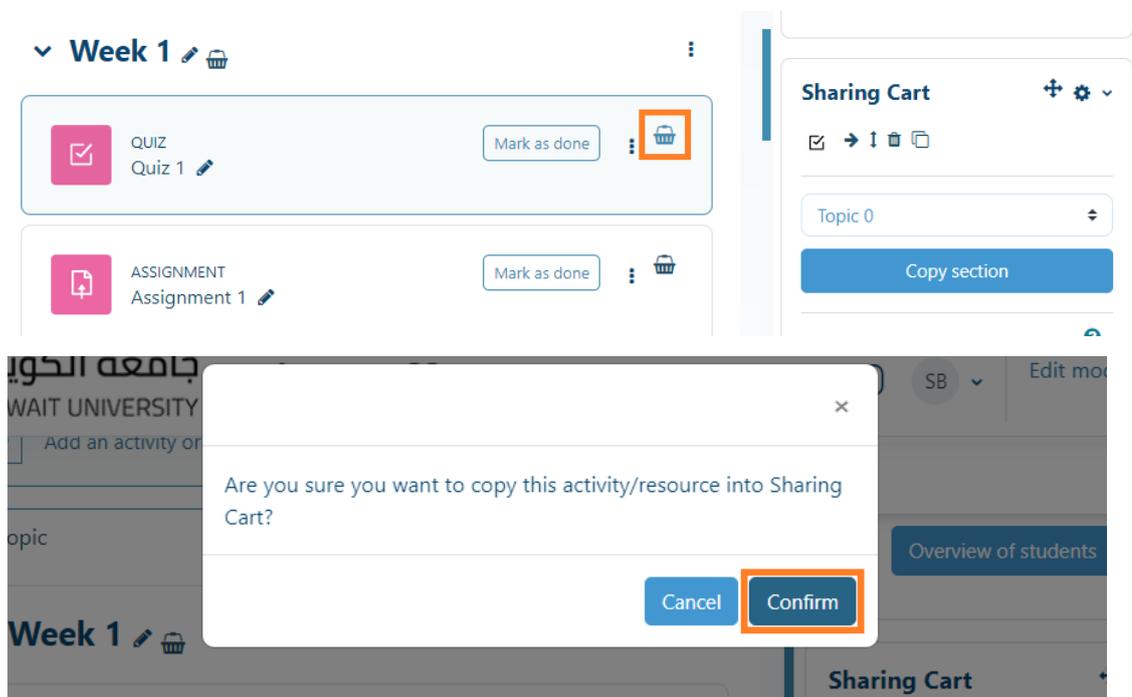
2. Click on “Add a block”.



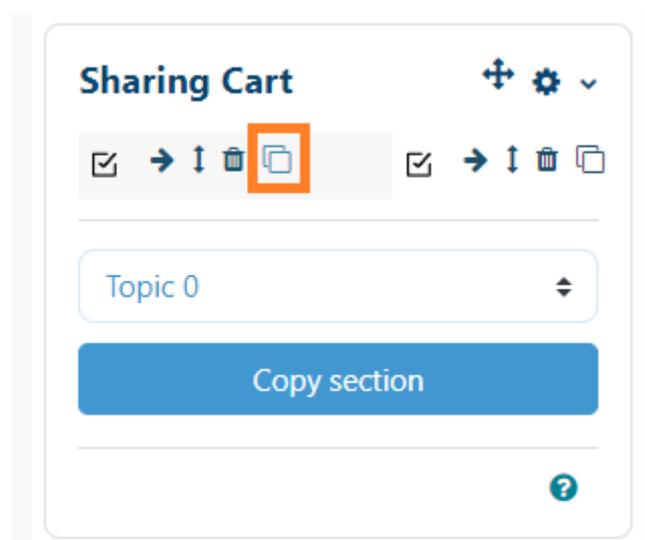
3. Choose “Sharing cart” from the list.



- 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.



- 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 in three steps:

- Step 1:** In the source course, a dashed box with a downward arrow is placed under the 'Earth Science' activity. A red '1' is next to it.
- Step 2:** The 'Sharing Cart' modal is open, showing 'Topic 0' selected and a 'Copy section' button highlighted with a red box and a red '2'.
- Step 3:** The 'Exam proctorio' activity is now copied into the new course, with a red '3' next to it.