

Administration

Turn on editing: This allows you to switch roles from teacher to student or non editing teachers. You can activate the on and off editing function here too.

Settings: Allows you to set up the main ingredients of the course. The text box here lets you showcase what the course is about.

Assign Roles: See page 12

Groups: Allows you to create groups and add or subtract members.

Backup and Restore: Allows you to do just that. Backup and restore information.

Imports: This lets you import activities from another course or you can import groups.

Reset: This page allows you to empty a course of user data, while retaining the activities and other settings. Please be warned that by choosing items below and submitting this page you will delete your chosen user data from this course forever!

Reports: You can choose which logs you want to see or watch current activity.

Questions: This section is a great bank for questions. You may add and edit question categories and create questions by type, Essay, True or False, Multiple guess, etc.

Scales: Scales are a way of evaluating or rating a students' performance. Moodle offers a standard set of numeric scales. It is also possible to create custom scales which can be available on the site. For example, you can give the student a word or small phrase as a way of rating or giving a student feedback.

Files: Here you can upload files and find Moodle created files here.

Grades: General grade settings allow you to enable or disable various features to suit your specific needs. Start at the set preference tab and follow the prompts. After using each tab make sure to click on save.

