



# User Guide for Moodle System: HR Role

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# 1. Introduction

This guide explains how HR professionals can login to the platform to access key features. With Moodle, HR professionals can efficiently manage courses, quizzes, assignments, and grading by creating and overseeing training modules, assigning quizzes and assignments, and tracking employee performance. They can also upload course materials, including documents, presentations, and videos, to support employee training. Additionally, Moodle provides tools for evaluating employee learning progress through quizzes and assignments, ensuring an effective assessment process.

# 2. HR Role

### 2.1. Logging In

### 1. Visit the Homepage

Navigate to the LMS platform's home page using your browser.

- 2. Click on "Login"
  - Find the **Login** button on the top-right corner of the page.
  - Click to open the login form.



- 3. Enter Your Credentials: Enter your HR email address and the password you set during registration.
- 4. Click "Login": Press the Login button to access the HR dashboard.





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5. Forgot Your Password: If you forgot your password, click on the "Lost Password?"

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You'll be directed to the password recovery page. Recover your password by:

- Searching via Username
- Searching via Email Address



### User Guide for Moodle System: HR Role



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# 3. Access the HR Home Screen

Once logged in, you'll be directed to the HR home screen.







### 3.1. AI Chatbot Feature

Click the **chat icon** at the bottom right, as shown in below image:



#### After clicking on the chatbot icon, the chatbot will open and display a welcome message.







• Interacting with the Chatbot, type your query in the chatbot. The chatbot provides answers accordingly.



#### **Rating the Chatbot Response:**

• Click the menu (three dots) icon inside the chatbot window.







• Select "Rate this conversation."



• Choose from **Poor, Average, or Great**, and submit feedback.







### Adjusting Chatbot Settings:

- Click the menu (three dots) icon.
- Select "Turn off text to speech" if you want to disable voice responses.



### 3.2. Enabling Edit Mode

On the top-right corner, locate the **"Edit mode"** toggle, as highlighted in the image below:



### 1. Enable Edit Mode:

- Click the toggle switch to turn on **Edit Mode**.
- The interface will update, allowing you to modify course content, layout, or other editable elements.







#### **Actions in Edit Mode**

- Add or Edit Course Content: Customize lessons, quizzes, and assignments directly.
- **Reorganize Layout**: Drag and drop modules or adjust the appearance of course materials.
- Save Changes: Ensure all changes are saved before disabling Edit Mode.

#### **Disabling Edit Mode**

- 1. Once editing is complete, click the "Edit mode" toggle again to disable it.
- 2. This will lock the content from further unintended modifications.

### 3.3. Managing Notifications

1. Accessing Notifications: Locate the Notification Bell Icon in the top-right corner, as highlighted below:



2. Click the Bell Icon: A dropdown menu will appear, listing all recent notifications.







- 3. Managing Notifications
  - View Details: Click on the notification title to view more details directly.
  - Mark All as Read: Click the "Mark all as read" option at the top of the dropdown to clear unread notifications:



• View All Notifications: Click on "See all" at the bottom of the dropdown to open the full notification history in a dedicated page:







4. **Access Notification Preferences:** Access the **Preferences** menu from the left-hand navigation panel.



Navigate to the Notification Preferences section. Adjust the toggles for:

- Web notifications
- Email notifications





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To completely disable notifications, check the "Disable notifications" option at the top.

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5. **Viewing Notification Details:** On the Notifications page, a list of all available notifications will appear on the left-hand side.



### User Guide for Moodle System: HR Role



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• **Detailed View:** Click on any notification to see its full details on the right-hand side of the page.

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It will display the selected notification details as shown in below image:





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This feature ensures all essential details are readily available for users to stay informed about courses, updates, or system messages.

# 4. How to Access HR Site

1. **Navigate to the Settings Icon**: Locate the gear icon on the top-right corner of the screen. Click on the icon to access the **Site HR** page.



## 4.1. Steps to Add and Update Course Content

HR can add and update the content to the courses added by admin.

- 1. Activate Edit Mode: Toggle the Edit mode switch located at the top-right corner of the page.
- 2. Edit Section Names: Each section header has a pencil icon. Click the pencil icon to rename a section directly.
- 3. Add Resources or Activities: Click the + Add an activity or resource button under any section to include files, forums, assignments, quizzes, etc.





- 4. **Bulk Actions**: Use the **Bulk actions** button (left corner) to manage multiple sections or activities simultaneously.
- 5. **Additional Settings**: The three-dot menu on the far-right side of each section offers customization options.

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### 4.1.1. Adding Course Details Block

- Navigate to the course page where you wish to add a block.
- At the **bottom-right corner**, click the **"Add a Block"** button.

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• A pop-up window will appear with a list of available blocks. Select "[Edma] Course Details" from the list to add course-specific information.





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### • The selected block will appear on the course page, allowing you to manage its settings.

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This course is designed to equip educators with the knowledge and skills necessary to master the art of pedagogy and instructional design. Pedagogy is at the heart of effective teaching, and instructional design content is delivered in ways that foster student engagement, retention, and success.	ensures that
Throughout this course, you will explore the theory and practice behind creating student-centered learning experiences, effective lesson planning, and designing impactful assessments. By understanding the prince learning, differentiated instruction, and modern educational technologies, you will enhance your ability to create diverse learning environments that support all students.	iples of adult
What you'll learn in this course:	
- Key principles of effective pedagogy	
- Designing and structuring lessons that cater to different learning styles	
- Best practices for developing and implementing instructional strategies	
- Techniques for evaluating student progress and using assessments to inform teaching	
- Integrating technology and multimedia in the classroom	
· Crafting engaging curriculum and learning experiences for various subjects and grade levels	
- Strategies for fostering an inclusive classroom environment	
Options     dult learning theory and its application in continuing education and professional development for teachers     Centification	
Bulk actions 🖉 this course, you will receive a certificate in Master Pedagogy and Instructional Design, demonstrating your proficiency in creating and delivering high-quality educational experien + Add a	block n will

# 4.1.2. Editing Section Titles

• Identify the section you want to edit section name (e.g., General).





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- Click the **pencil icon** next to the section name.
- Type in the new name (e.g., "Quizzes") and press **Enter** to save changes.
- If you want to discard changes, press **Escape**.

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# 5. Adding a Quiz to a Course

- 1. Locate the Section: Go to the course page and identify the section where you want to add the quiz. For instance, you may choose a section named **Quizzes** or create a new section.
- 2. Click on "Add an Activity or Resource": Within the desired section, click the "+ Add an activity or resource" button.





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### 3. Choose the Quiz Option

- A pop-up menu will appear showing a list of activities and resources.
- $\circ$   $\;$  Scroll through the options or use the search bar to find "Quiz."
- Click on the **Quiz** option to select it.

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4. **Configure Quiz Settings**: After selecting the Quiz option, you will be redirected to the **Quiz Settings** page.





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### 5.1. General Section

- 1. Fill in the following fields:
  - Name: Enter a meaningful name for the quiz.

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Private files	New Quiz	Expand all
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	+ Ad	d a block

• **Description**: Add a brief description of the quiz to guide participants. Use the text editor to format the description or include multimedia elements if necessary.





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### 5.2. Timing Section

After creating a new quiz or editing an existing one, scroll to the **"Timing"** section within the quiz settings.

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<ul><li>Reports</li><li>Preferences</li></ul>	When time expires	Open attempts are submitted automatically	٠
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- 1. Enable Quiz Open and Close Dates:
  - Check the **"Enable"** box next to **Open the Quiz** and **Close the Quiz**.
  - Set the desired **start and end date/time** using the dropdown menus for day, month, year, hour, and minute.

### 2. Set a Time Limit

- Enable the **Time Limit** option by checking the box.
- Enter the duration (in minutes) to limit how long participants can spend on the quiz.





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- 3. **Configure "When Time Expires":** Use the dropdown to select what happens when the time expires:
  - **Open attempts are submitted automatically**: Automatically submits ongoing attempts.
  - There is a grace period when open attempts can be submitted: Allows a short grace period for submissions.
  - Attempts must be submitted before time expires: Participants must submit manually before the timer ends.

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### 5.3. Quiz Grade Settings

Navigate to the "Grade" section within the quiz settings.

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#### **Configure Grade Options**:

- 1. **Grade Category:** Select a category for the quiz (e.g., "Uncategorized" or any predefined grade category in your system). This helps organize quizzes within the grade book.
- 2. **Grade to Pass:** Set a numeric grade that participants must achieve to pass the quiz. For Example: Enter 50 for a passing score of 50%.
- 3. Attempts Allowed: Define how many attempts a participant can make:
  - **Unlimited**: Participants can attempt the quiz as many times as they want.
  - Numbered Options: Limit the number of attempts (e.g., 1, 2, 3, etc.).
- 4. Grading Method: Choose how the grade is calculated if multiple attempts are allowed:
  - Highest Grade: The highest score from all attempts is recorded.
  - Average Grade: The average of all attempts is used.
  - First Attempt: The score from the first attempt is recorded.
  - Last Attempt: The score from the most recent attempt is recorded.





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# 5.4. Layout Section

Access the Layout Section, Expand the Layout section.

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	Restrict access	
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• Set the **New page** option, Choose to display every question on a new page or multiple questions together on one page.



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	Restrict access				
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### 5.5. Question Behavior Section

Accessing Question Behavior Settings.

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Profile     Grades	Question behaviour         Shuffle within questions       Yes •         How questions behave       Deferred feedback •	
<ul> <li>Calendar</li> <li>Private files</li> <li>Reports</li> </ul>	Show more_ Review options  Appearance	
Preferences	<ul> <li>Safe Exam Browser</li> <li>Extra restrictions on attempts</li> </ul>	
<ul><li>Log out</li><li>Edma Options</li></ul>	<ul> <li>Overall feedback •</li> <li>Common module settings</li> </ul>	
	<ul> <li>Restrict access</li> <li>Completion conditions</li> </ul>	+ Add a block

1. Shuffling Questions: Locate the "Shuffle within questions" option. Toggle this setting to "Yes" to randomize questions within the quiz.





Home III Home	Courses Resources Help & Support Webinar Contact Us How To Use VATT English (en) 🗸 Edit mode 💽  🙆 💌 🔌 `
	Question behaviour
Profile	Shuffle within questions Ves a
Grades	How questions behave Deferred feedback •
🗢 Calendar	Show mote_
Private files	Review options o
Reports	Appearance
Preferences	📀 Safe Exam Browser
<b>A+</b> Switch role to	Extra restrictions on attempts
E Log out	Overall feedback
Edma Options	
	Common module settings
	Restrict access
	Completion conditions + Add a block

- 2. Setting Feedback Behavior: Under "How questions behave," select the desired feedback behavior from the dropdown menu. Options include:
  - Deferred feedback
  - Adaptive mode
  - Interactive mode, etc.

Home ::: Home	Courses Resources Help & Support	Webinar Contact Us How To Use VATT English (en) 🗸	Edit mode 💽 🛕 🗊 🚳 MA 🗵
Profile	© Question behaviour Shuffle within questions	• Yes •	
A Grades	How questions behave Show more	Deferred feedback     Adaptive made     Adaptive made (no penalties)	
Private files     Reports     Preferences	Appearance	Deferred feedback Deferred feedback with CBM Immediate feedback Immediate feedback with CBM	
<ul> <li>Switch role to</li> <li>Log out</li> </ul>	Extra restrictions on	Interactive with multiple tries attempts	
Edma Options	Common module sett	tings	
	<ul> <li>Restrict access</li> <li>Completion condition</li> </ul>	15	+ Add a block





### 5.6. Review Options Section

Accessing Review Options From the course settings menu, expand the "Review options" section.

Home III Home	Courses Resources Help & Support	Webinar Contact Us How To Use VATT	「 English (en) ↓	Edit mode 💽
<ul> <li>Profile</li> <li>Grades</li> <li>Calendar</li> <li>Private files</li> </ul>	Review options      During the attempt     The attempt     Whether correct      Maximum marks      Marks      General feedback      Right answer      Overall feedback	Immediately after the attempt The attempt Whether correct Maximum marks Marks General feedback Right answer Overall feedback	Later, while the quiz is still open The attempt Whether correct Maximum marks Marks Specific feedback General feedback Right answer Overall feedback	After the quiz is closed The attempt Whether correct Maximum marks Marks Specific feedback General feedback Right answer Overall feedback
<ul><li>Reports</li><li>Preferences</li></ul>	Appearance			
Switch role to	<ul> <li>Safe Exam Browser</li> <li>Extra restrictions or</li> </ul>	n attempts		
Edma Options	Overall feedback •			
	<ul> <li>Common module se</li> <li>Restrict access</li> </ul>	ttings		+ Add a black

**Setting Review Preferences**: Review options determine what students can see during and after their quiz attempts. The settings are divided into four phases:

- During the attempt: Information visible while students are taking the quiz.
- Immediately after the attempt: Details visible right after students finish.
- Later, while the quiz is still open: Information shown until the quiz closes.
- After the quiz is closed: Details visible after the quiz is officially closed.

Check or uncheck options accordingly like:

- The attempt
- Whether answers are correct
- Maximum marks
- Specific feedback
- General feedback
- Right answers
- Overall feedback





### 5.7. Appearance Setting Section

Accessing Appearance Setting section, from the course settings menu, expand the **"Appearance"** section.

iii Home Co	ourses Resources Help & Support Webinar Contact Us How To Use VATT English (en) 🗸 Edit mode 🌑  🕼 🐣
Frofile	Show the user's picture  No image
<b>A</b> Grades	Decimal places in grades 2 ¢
😂 Calendar	Decimal places in marks for questions  Some as for overall grades
Private files	Show more_
Reports	📀 Safe Exam Browser
Preferences	Extra restrictions on attempts
<b>Switch role to</b>	Overall feedback
E Log out	
Edma Options	Common module settings
	Restrict access
	Completion conditions
	Tags

- 1. Customizing Appearance Options: Options available include:
  - Show the user's picture: Choose whether to display user profile pictures (e.g., "No image").
  - **Decimal places in grades:** Define the number of decimal places shown for grades (e.g., "2").
  - Decimal places in marks for questions: Set it as "Same as for overall grades" or customize it.

Home III Home	Courses Resources Help & Support Webinar Contact Us How To Use VATT English (en) 🗸 Edit mode 💽 🗘 D 🚳 MA 🗸	, <b>^</b>
Profile	Show the user's picture No image •	
<ul> <li>Grades</li> <li>Calendar</li> </ul>	Decimal places in grades     2 •       Decimal places in marks for questions     Same as for overall grades •	
<ul> <li>Private files</li> <li>Reports</li> <li>Preferences</li> </ul>	Show more Show more Safe Exam Browser	
Switch role to	Overall feedback   Common module settings	
Edma Options	Completion conditions	
	Tags + Add a block	-





### 5.8. Safe Exam Browser Section

#### Access the Quiz Settings Section.

Home III Home	Courses Resources Help & Support Webinar Contact Us How To Use VATT English (en) 🗸 Edit mode 💽 🗘 🗋 🚳 🗠
Profile	Require the use of Safe Exam Browser     No
A Grades	Extra restrictions on attempts
😇 Calendar	Require password O Click to enter text 🖉 💿
Private files	Show more
😥 Reports	🕑 Overall feedback 🛛
Preferences	Grade boundary 100%
Switch role to	Feedback Edit View Insert Format Tools Table Help
E Log out	か ♂ B I 図 D H≠P & 淡 罰 声 吾 吾 J¶ ¶k 値 垣 注 注 ■
Edma Options	
	p Owords v
	Grade boundary + Add a block

- 1. Set Up the Safe Exam Browser Requirement: Choose one of the options from the dropdown menu:
  - No: Safe Exam Browser is not required for the quiz.
  - Yes Configure Manually: You manually set the parameters for SEB.
  - Yes Upload My Own Config: You upload a pre-configured SEB file.
  - Yes Use SEB Client Config: Use the SEB client configuration file.

Home III Home	Courses Resources Help & Support Webinar Contact Us How To Use VATT English (en) 🗸 Edit mode 💽 🗛 🖓 🗋 🚳 MA 🗠	
	Safe Exam Browser	
Profile	Require the use of Sofe Exam Browser  No	
Grades	Extra restrictions on atte Yes - Configure manually	
😂 Calendar	Require password Ves - Upload my own config Yes - Use SEB client confia	
Private files	Show more_	1
Reports	🛇 Overall feedback 🛛	
Preferences	Grade boundary 100%	
<b>8+</b> Switch role to	Feedback Edit View Insert Format Tools Table Help	
Log out	か  B I 図 D HeP & 淡 III 톰 홈 페 Nk  個 垣 III III 📾	
Edma Options		
	p O words	4
	Grade boundary + Add a block	





### 5.9. Setting Extra Restrictions on Attempts

Scroll down to locate the "Extra Restrictions on Attempts" section in the settings page.

iii Home C	Courses Resources 🗸 Help & Support Webinor Contact Us How To Use VATT English (en) 🗸 Edit mode 🂽  🖗 🗠 🗸
	© Extra restrictions on attempts
Profile	Require password Click to enter text 2
R Grades	Show more
😇 Calendar	🕗 Overall feedback 🛛
Private files	Common module settings
Reports	Restrict access
Preferences	Completion conditions
<b>8+</b> Switch role to	Tags
Cog out	
Edma Options	Competencies
	Send content change notification
	Save and return to course Save and display Cancel
	Required     the second s

- 1. **Enable or Set Restrictions**: Click the dropdown icon beside **"Extra Restrictions on Attempts"** to expand the options.
- 2. Require Password: If you want to set a password for accessing the quiz:
  - Click the field labeled "Click to enter text".
  - Enter your desired password.
  - Use the **eye icon** to toggle visibility for confirming the password.

Home III Home	Courses Resources 🗸 Help & Support Webinar Contact Us How To Use VATT English (en) 🗸 Edit mode 🂽 🗘 🔯 MA 🗸
	Extra restrictions on attempts
Profile	Require password  Click to enter text  Click to ent
A Grades	Show more
😇 Calendar	🕗 Overall feedback 🛛
Private files	Ocommon module settings
8 Reports	Restrict access
Preferences	Ompletion conditions
& Switch role to	Tras
Log out	
Edma Options	Competencies
-	Send content change notification 9
	Save and return to course Save and display Cancel
	Required     + Add a block





### 5.10. Overall Feedback in Moodle

Scroll down and locate the "Overall Feedback" section. Click on the dropdown arrow to expand it.

🕅 III Home C	Courses Resources 🗸 Help & Support	Webinar Contact Us How To Use VATT English (en) 🗸 Edit mode 🂽 🚨	
Profile	Coverall feedback @ Grade boundary	100%	
<ul> <li>Grades</li> <li>Calendar</li> </ul>	Feedback	Edit View Insert Format Tools Table Help 5	:= ₩
<ul><li>Private files</li><li>Reports</li></ul>		p	0 words 🙆 tiny 🛷
<ul> <li>Preferences</li> <li>Switch role to</li> </ul>	Grade boundary Feedback	Edit View Insert Format Tools Table Help	
<ul><li>Log out</li><li>Edma Options</li></ul>		か /> B I 図 D ♥ ■ H+P 2 淡 II 声音 著 机 Tk 信道 Ⅲ	≣
	Grade boundary	p 0%	0 words

- 1. Set Grade Boundaries: For each feedback entry, specify a Grade Boundary as a percentage. For example:
  - **100%**: Feedback for users scoring full marks or close to it.
  - **0%**: Feedback for users scoring no marks.
  - Add grade boundaries as needed.
- 2. Enter Feedback Text: In the Feedback field corresponding to each grade boundary:
  - Use the text editor to input the feedback you want students to see based on their performance.
  - You can format text, insert images, links, or multimedia using the available editor tools.
- 3. Add Additional Feedback Fields (Optional): Click "Add 3 more feedback fields" to create more grade boundary-feedback pairs if needed.

Home	Courses Resources 🗸 Help & Suppo	rt Webinar Contact Us How To Use VATT English (en) 🗸	Edit mode 💽 🛕 🕞 🛞 🔺 -
	Overall feedback		
Profile	Grade boundary	100%	
<b>R</b> Grades	Feedback	Edit View Insert Format Tools Table Help	: = = <mark></mark>
😇 Calendar			
Private files			
8 Reports		p	0 words 🔂 tiny 🖉
Preferences	Grade boundary		
<b>R+</b> Switch role to	Feedback	Edit View Insert Format Tools Table Help	
🕣 Log out		५२ B I 🕢 🕨 🔮 🖿 H≠P & ⅔ 📰 ≣	ः इन्ह 📶 🇤 विवः 🗄 🗎 🏛
Edma Options			
		p	0 words
	Grade boundary	0%	
		Add 3 more feedback fields	+ Add a block





### 5.11. Common Module Settings

Scroll down to locate the **"Common Module Settings"** section. Click on the dropdown arrow to expand it.

	Common modul	e settings	
Profile	Availability	Show on course page	
<b>Q</b> Grades	ID number	•	
S Calendar	Force language	Do not force \$	
Private files	Group mode	No groups	
Reports			
Preferences		Add group/grouping access restriction	
Switch role to	Restrict access		
Log out	Completion con	ditions	
Edma Options	Tags		
	Tags		
	Competencies		

**Set Availability**: In the **Availability** dropdown, Choose **"Show on course page"** to make the quiz visible to students. Choose **"Hide on course page"** to keep it hidden from students.

	Common mod	ule settings	
Profile	Availability	Show on course page o	
Grades	ID number	Show on course page     Hide on course page	
Colendar	Force language	Do not force \$	
Private files			
Reports	Group mode	No groups     e	
Preferences		Add group/grouping access restriction	
Switch role to	Restrict acces	s	
Log out	Completion of	anditions	
Edma Options	Completion co		
	Tags		_
	Competencies		<u>^</u>
			+ Add a black

- 1. Add an ID Number (Optional): Use the ID Number field to assign a unique identifier to the quiz.
- 2. Force Language: In the Force Language dropdown, select a specific language to display the quiz in that language. Choose "Do not force" to display the activity in the course's default language.
- 3. Configure Group Mode: In the Group Mode dropdown:
  - No Groups: All participants work together.
  - Separate Groups: Participants can only interact with members of their assigned group.
  - Visible Groups: Participants can see other groups but can only interact with their own.





2. Add Group/Grouping Access Restriction: Click on "Add group/grouping access restriction" if you want to restrict access to specific groups or groupings.

iii Home C	Courses Resources ∨ Help & Si	upport Webinar Contact Us How To Use VATT English (en) 🗸	Edit mode 💽 🗛 📭 🛞 🖌 👗
	Common module	e settings	
Profile	Availability	Show on course page \$	
<b>R</b> Grades	ID number	•	
🔁 Calendar	Force language	Do not force ¢	
Private files	Group mode	No groups	
Reports		Add group/grouping access restriction	
Preterences		nod groups grouping access rearrenon	
	Restrict access		
Edma Options	Completion cond	ditions	
	Tags		_
	Competencies		-
		Send content change notification	+ Add a block

## 5.12. Configuring Access Restrictions

Scroll down and locate the "Restrict Access" section. Click on the dropdown arrow to expand it.

Home III Home	Courses Resources 🗸 Help & Suppor	t Webinar Contact Us How To Use VATT English (en) ↓	Edit mode 💽  🕼 🗸	ŕ
_	Restrict access			
Profile	Access restrictions	None		
A Grades	/	Add restriction		
😂 Calendar				
Private files	Completion condition	ons		
8 Reports	Tags			
Preferences	Competencies			
A+ Switch role to		Send content change notification		
E Log out		Save and return to course Save and display Cance	et	
Edma Options			-	
	Required			
			+ Add a block	





1. Add Access Restrictions: Click on the "Add restriction" button to configure access rules.

iii Home C	ourses Resources → Help & S	upport Webinar Contact Us How To Use VATT	English (en) 🗸	Edit mode 🌑	4 📭 🛞 M ×
	Restrict access				
Profile	Access restrictions	None			
<b>A</b> Grades		Add restriction			
😇 Calendar					
Private files	Completion con	ditions			
🕸 Reports	Tags				
Preferences	Competencies				
A+ Switch role to		Send content change notification			
🔁 Log out		Save and return to course Save a	ind display Cancel		
Edma Options					
	Required				
					+ Add a block

You can choose from various restriction types, such as:

- **Date**: Specify a date range during which the activity/quiz is accessible.
- Grade: Restrict access based on the user's grade in another activity.
- User Profile: Restrict access based on user profile.
- **Completion**: Make the activity accessible only after completing another activity.

	WResifici access			
Profile	Access restrictions	None		
Grades		Add restriction		
Calendar	Completion conditions	Date	Prevent access until (or from) a specified date and time.	
Private files		Grade	Require students to achieve a specified grade.	
Reports		User profile	Control access based on fields within the student's	
Preferences	Tags	Restriction set	protile. Add a set of nested	
Switch role to	Compotencies		logic.	
Log out	Competencies	c	ancel	
Edma Options		Send content change no	tification 🕤	
		Save and return to cour	se Save and display Cancel	





# 5.13. Completion Conditions in Moodle

Scroll down and locate the "Completion Conditions" section. Click on the dropdown arrow to expand it.

💮 III Home	Courses Resources ∽ Help & Sup	port Webinar Contact Us How To Use VATT English (en) 🗸	Edit mode 💽  🕼 🗸
Profile	Completion cond	tions None	
<ul> <li>Grades</li> <li>Calendar</li> </ul>	Tags	<ul> <li>Students must manually mark the activity as done</li> <li>Add requirements</li> </ul>	
<ul> <li>Private files</li> <li>Reports</li> <li>Preferences</li> </ul>	Competencies	Send content change notification	
<ul> <li>Switch role to</li> <li>Log out</li> </ul>	Required	Save and return to course Save and display Cancel	
Edma Options	. Kedanaa		

- 1. Select Completion Tracking Option: Choose one of the following options:
  - **None**: No completion tracking is applied.
  - **Students must manually mark the activity as done**: Allow students to mark the activity as complete themselves.
  - Add requirements: Set specific conditions that must be met for the activity to be marked as complete.

Home ::: Home	Courses Resources 🗸 Help &	Support Webinar Contact Us How To Use VATT English (en) 🗸	Edit mode 💽 🛕 📑 🚳 MA 👻
	Completion cor	nditions	
Profile		None	
<b>R</b> Grades		<ul> <li>Students must manually mark the activity as done</li> </ul>	
😇 Calendar		Add requirements	
Private files	Tags		
Reports	Competencies		
Preferences		Send content change notification	
<b>Switch role to</b>		Save and return to course Save and display Cancel	
Log out	Required		
Edma Options			

- 2. Add Requirements: If you select Add requirements, you can define the conditions, such as:
  - View the activity: Mark as complete when students view the activity.
  - **Minimum attempts:** Require a minimum number of attempts to mark the activity as complete.
  - **Receive a grade:** Completion is tied to receiving a grade for the activity.
- 3. Set a Reminder:
  - Enable the "Set reminder in Timeline" option to set a deadline or reminder for students to complete the activity.
  - Use the date picker to specify the timeline.





Home :::	Courses Resources 🗸 Help & Supp	oort Webinar Contact Us How To Use VATT English (en) ↓ Edit mode	• • • • • • • •
	W Restrict access		
Profile	Access restrictions	None Add restriction	
Calendar	Completion condi	tions	
Private files		O None	
8 Reports		Students must manually mark the activity as done     Add requirements	
Preferences		Activity is completed when students do all the following:	
<b>R+</b> Switch role to		□ View the activity	
Log out		Minimum attempts	
Edma Options		🗆 Receive a grade	
	Set reminder in Timeline	● □ Enable 7 € February € 2025 € 12 € 13 € 篇	
	Tags		+ Add a block

# 5.14. Adding Tags

Scroll down to locate the "Tags" section. Click on the dropdown arrow to expand it.

Home III Home	Courses Resources 🗸 Help & Support	Webinar Contact Us How To Use VATT English (en) 🗸	Edit mode 💽 🗛 🗖 🚳 MA 👻
Profile	<b>₹ Tags</b>	Manage standard tags	
<ul> <li>Grades</li> <li>Calendar</li> </ul>		Enter tags_	
Private files	Competencies		
🔞 Reports		Send content change notification	
Preferences		Save and return to course Save and display Cancel	
Switch role to	Required		
Log out			
Edma Options			




1. Select from suggestions (if available) if no tags are pre-set, it will display No selection.



2. Click on the Manage Standard Tags to add new tags.

Hor	ne Courses Resources Help & Support	t Webinar Contact Us How To U	ie VATT English (en) 🗸	Edit mode 🕥 📿	
Profile	<ul> <li>Groups</li> <li>Tags</li> </ul>	Manage standard tags			
<ul> <li>Grades</li> <li>Calendar</li> <li>Private files</li> <li>Reports</li> </ul>		Enter tags.	el		
<ul> <li>Preferences</li> <li>Switch role to</li> <li>Log out</li> </ul>	Required			5 · · · ·	
Z Edma Options	YATT Take the first step towards becoming a confident and successful educator.	Top Courses Features Blogs FAQs	Theip Center Support Get Help Privacy Policy Terms and Conditions	Contact Us	
		© 2025 Virtual Acad	emy for Teachers Training		





# 3. Click + Add Standard Tags to add new tag.

iii Home Courses Resour	ces Help & Support Webinar Conto	ct Us How To Use VATT English (en) ↓	Edit mode 🀑 🛕 🖸 🔕 MA 👻
General Users Courses Grades Plugins	Appearance Server Reports Develop	ment	Admin bookmarks
Default collection		+ Add standard tags	Bookmark this page
Nothing to display		▼ Filters	
VATT	Quick Links	Help Center	Contact Us
Take the first step towards becoming a confident and successful educator.	Top Courses Features Blags FAQs	Support Get Help Privacy, Policy Terms and Conditions	Contact Us
	¢	2025 Virtual Academy for Teachers Training	
Search Q			

# 4. Add tag and click on "Continue" to save tag.

III Home Courses Resource	is Help & Support Webin	Add standard tags =	Edit mode 🐑 🔕 🖸 🙆 MA 👻
General Users Courses Grades Plugins A Default collection	ppearance Server Reports	Enter commo-separated list of new tags •	Admin bookmarks Bookmark this page
Nothing to display	_	Cancel Continue	ihers
VATT	Quick Links	Help Center	Contact Us
Take the first step towards becoming a confident and successful educator.	Top Courses Features Blogs FAQs	Support Get Help Privacy Policy Terms and Conditions	Contact Us
		© 2025 Virtual Academy for Teachers Training	
Search Q			





## 5. After adding tags, View them listed under **Default Collection**.

Home Courses	Resources Help & Support	Webinar Contact Us How To Use VA	TT English (en) ↓	Edit mode 🐑  🕼 🐨 MA 👻	-			
General Users Courses Grades	Plugins Appearance Server	Reports Development		Admin bookmarks Bookmark this name	1			
Standard tag(s) added				booking in page				
Default collection	Default collection + Add standard tags							
Tag name     First name / La	st name Count	Flag 🗸 Time modified	Standard					
🗆 new tag 🖋 🦷 Muhammad Ali	0	D 1 sec	✓ \$ ~					
Delete selected Combine selected								
VATT	Quick Links		Help Center	Contact Us				
Take the first step towards becoming a confident successful educator.	Top Courses and Features Blogs FAQs		Support Get Help Privacy Policy Terms and Conditions	Contact Us				
Search Q								

## 6. Use the **Edit** option to modify tags or the **Delete** option to remove them.

III Home Courses Resource	es Help & Support Webinar Cont	act Us How To Use VATT English (en) 🗸	Edit mode 💽   🙆 MA 👻
General Users Courses Grades Plugins	Appearance Server Reports Deve	lopment	Admin bookmarks
Standard tag(s) added			Bookmark this page
Default collection		+ Add standard tags	
Tag name     First name / Last name	Count Flag 🗸	Time modified Standard	
🗆 new tag 🖋 🦳 Muhammad Ali	c 1	1 sec 🗸 🌣 🗸	
Delete selected Combine selected		♥ Edit	
VATT	Quick Links	Help Center	Contact Us
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Additional actions include combining or deleting multiple tags.





## 5.15. Competencies Section

Scroll down under "Course competencies" to select or add competencies section.

Home ::: Home	Courses Resources 🗸 Help	& Support Webinar Cont	act Us How To Use VATT English (en) 🗸	Edit mode 🌑	
Profile	Competencies	<ul> <li>No selection</li> </ul>			
<ul><li>Grades</li><li>Calendar</li></ul>	Upon activity completion:	Search Do nothing	•		
<ul><li>Private files</li><li>Reports</li></ul>		□ Send conte	nt change notification 💿 eturn to course Save and display Cc	incel	
<ul> <li>Preferences</li> <li>Switch role to</li> </ul>	Required			_	
<ul><li>Edma Options</li></ul>	-r	Quick Links	Help Center	Contact Us	
	first step towards becoming a t and successful educator.	Top Courses Features Blogs FAQs	Support Get Help Privacy Policy Terms and Conditions	Contact Us	+ Add a block

- 1. Activity Completion Options: Under "Upon activity completion", choose an action:
  - **Do nothing**: No further action is required.
  - Attach evidence: Upload relevant documents or files to support competency achievement.
  - Send for review: Notify an assigned reviewer for assessment.
  - **Complete the competency**: Mark the competency as achieved once the activity is completed.

Home ::: Home	Courses Resources 🗸 Help	o & Support Webinar	Contact Us How	To Use VATT	English (en) 🗸	Edit mode 💽	4	10 MA ~
Profile	Course competencies	5 3 No	selection					
<ul> <li>Grades</li> <li>Calendar</li> <li>Private files</li> </ul>	Upon activity completion	: Do At	nothing ¢ nothing tach evidence	action <b>9</b>				
<ul> <li>Reports</li> <li>Preferences</li> <li>Switch role to</li> </ul>	Required	Se	nd for review mplete the competency	Save and	display Cancel			
<ul><li>Log out</li><li>Edma Options</li></ul>	r	Quick Links		Help Center		Contact Us		
	first step towards becoming a t and successful educator.	Features Blogs FAQs		Get Help Privacy Policy Terms and Cond	itions	Contact Us	+ A	d a block





# 5.16. Save Options

At the bottom of the settings page, three buttons are available to finalize your changes:

- 1. **Save and Return to Course**: Click this button to save all the changes made to the activity or resource and return directly to the course homepage.
- 2. **Save and Display**: Use this option to save your changes and immediately view the activity or resource.
- 3. **Cancel**: Selecting this will discard any changes made during the current session and return to the previous page.

Home ::: Home	Courses Resources v Help	& Support Webinar Cont	act Us How To Use VATT English (en) 🗸	Edit mode	
	Competencies	;			
Profile	Course competencies	No selection			
<b>A</b> Grades		Search	Y		
🗢 Calendar	Upon activity completion:	Do nothing	\$		
Private files		□ Send conte	nt change notification 🟮		
Reports		Save and r	eturn to course Save and display (	Cancel	
Preferences	<ol> <li>Required</li> </ol>				
ℜ Switch role to					
Log out	-				
Edma Options	r	Quick Links	Help Center	Contact Us	
	first step towards becoming a + and successful educator.	Top Courses Features Blogs FAQs	Support Get Help Privacy Policy Terms and Conditions	Contact Us	+ Add a block

# 6. Viewing the Added Quiz

Once a quiz is successfully created and saved, the quiz will appear within the selected module or section on the course page. In this, the newly created **Test Quiz** is displayed under **Module 5: Teacher Assessment and Evaluation**.

1. Details Displayed: The quiz title (Test Quiz) is shown, along with its opening and closing dates.

<b>@</b> "	Home Courses Resources - Help & Support Webinar Contact Us How	v To Use VATT	English (en) 🗸	Edit mode 🌑	
I	✓ Module 5: Teacher Assessment and Evaluation 𝖋	I	+ Add section		
		:			
	Topica: Designing Effective Assessments Formative vs. Summative Assessments Feedback Mechanisms				
	Assignment 1 🎤 Opened: Thursday, 23 January 2025, 12.00 AM Due: Thursday, 30 January 2025, 12.00 AM	I			
	Quiz Opened: Friday, 24 January 2025, 901 AM Closes: Monday, 24 February 2025, 901 AM	i			
	Test Quiz Opened: Friday, 7 February 2025, 124 PM Closex: Friday, 7 March 2025, 124 PM	:			
Coptions	+ Add an activity or resource				
Bulk actions 🖋					+ Add a block





## 6.1. Adding Questions to a Quiz

Navigate to the Quiz Interface from the course dashboard, locate the newly created quiz. Click on the quiz title to enter its settings.

	Home Courses Resources - Help & Support Webinar Contact Us How	v To Use VATT	English (en) 🗸	Edit mode 🌑	
=	✓ Module 5: Teacher Assessment and Evaluation 𝖋	:	+ Add section		
	Topics: Designing Effective Assessments	I			
	Formative vs. Summative Assessments Feedback Mechanisms Assignment 1 Opened: Thursday, 23 January 2025, 12:00 AM Due: Thursday, 30 January 2025, 12:00 AM	i			
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## 6.2. Access the Questions Tab

Once inside the quiz interface, click on "Add Questions" as shown below:

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	Add question Grading method: Highest grade	
	No questions have been added yet	
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## 6.3. Adding a New Question

After clicking on "Add Questions" it will navigate to the "Questions" tab. This tab allows you to manage, add, or organize questions within the quiz.

• Click the "Add" dropdown menu on the bottom right of the Questions section.

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It will display three options to add question:

- "A new question" to create a completely new question.
- "From question bank" to reuse previously created questions.
- "A random question" to add a question selected randomly from a category in the question bank.

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## 1. Select "a new question" to create a completely new question.

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		+ a random question	

- 2. **Choose the Question Type:** After selecting **"a new question"**, a pop-up window appears listing the available question types. Choose from options such as:
  - Multiple Choice
  - True/False
  - Matching
  - Short Answer
  - Essay, etc.

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# Click the **"Add"** button after selecting your desired question type.

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## 3. It will navigate to the "Question Bank" tab.

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# 4. General Section: The general section has following options:

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- 1. **Category**: Assign the question to the desired category. For example, use "Default for Teacher Training Program."
- 2. **Question Name**: Provide a clear and descriptive name for the question.
- 3. **Question Text**: Enter the main content of the question.
- 4. Default Mark: Assign the number of points this question will be worth.
- 5. General Feedback: Provide feedback that students will see after answering.
- 6. **ID Number**: This field to uniquely identify the question for tracking purposes.
- One or Multiple Answers: Select whether the question will allow one correct answer only or multiple correct answers. For standard multiple-choice questions, the default is "One answer only."
- 8. **Shuffle the Choices**: Tick the checkbox to shuffle the order of the answer choices for each attempt.
- 9. Number the Choices: Select how you want the answer choices to be labeled:
  - a., b., c., ... (default)
  - 1. 2., 3...
  - Or no numbering at all.
- 10. **Show Standard Instructions**: Select **"Yes"** to display default instructions (e.g., "Select the correct answer"). Choose **"No"** to hide these instructions if they are not necessary or you've provided custom instructions elsewhere.

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- 5. Setting Up the Answer Options: Scroll down to the "Answers" section. For each choice:
  - Enter the **answer text** in the input field.
  - Specify the **grade** percentage for correct answers (e.g., 100% for the correct answer, none for incorrect answers).
  - Add optional **feedback** for each choice to guide students after they select an option.





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You can add more answer choices by clicking the "Add another choice" button.

- 6. **Steps to Save Question:** Review all fields and settings for accuracy.
  - Select the appropriate save option based on your needs.
  - The system will confirm the action, and you will either stay on the editing page or return to the main question view.

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# 7. Adding Assignment to Course

Navigate to the Course Page, go to the course where you want to add an activity or resource.

- Scroll to the desired section in the course.
- Click the + Add an activity or resource button at the bottom of the section.

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• Select an Activity or Resource, A pop-up menu will appear displaying a variety of options. Click on the activity you want to add (e.g., **Assignment**).

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- 1. General Section: Fill in the details of the activity in the General section:
  - Assignment Name: Provide a meaningful name for the activity.
  - **Description**: Add instructions or details about the activity. You can use the editor to format the text or add media.





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Add Instructions and Additional Files to General Section:

- 1. Activity Instructions:
  - In the "Activity instructions" section, provide detailed instructions or guidelines for the assignment.
  - Use the text editor to format your content. You can include links, images, or other multimedia to make the instructions clear and engaging.
  - If you want these instructions to appear on the course page, select the checkbox labeled "Display description on course page."

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### 2. Add Additional Files:

- In the "Additional files" section, you can upload any supporting documents or files related to the assignment.
- Drag and drop files into the designated area or use the **File Picker** to upload from your device.





• Uploaded files will appear below the drag-and-drop area. You can choose to only show these files during submission by checking the appropriate box.

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- 2. Availability Section:
  - Allow Submissions From: Enable this option by checking the box. Set the start date and time when students can begin submitting their assignments.
  - **Due Date**: Check the box to enable this option. Set the deadline for submissions. Assignments submitted after this time may be marked as late, depending on the grading policy.
  - **Cut-off Date**: Optionally, enable this to specify a final date for submissions. After this date, no further submissions will be allowed.
  - **Remind Me to Grade By**: Enable this option to set a reminder for grading. This date will appear on your calendar as a reminder.
  - Always Show Description: If this option is checked, the assignment's description will always be visible.







- 3. Submission Types Section
  - **Submission Types**: Choose the types of submissions allowed for the assignment:
  - **Online Text**: Allows students to type directly into a text editor.
  - File Submissions: Allows students to upload files (e.g., PDFs, Word documents).
  - **Maximum Number of Uploaded Files**: Set the maximum number of files each student can upload (default is 20).
  - Maximum Submission Size: Define the file size limit for uploads. You can select from preset options like "Site upload limit" or set a specific size.

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A pop-up window will appear listing various file types categorized by their usage. **Select Specific File Types.** You can select specific categories or individual file types such as:

- Archive Files (e.g., .zip, .rar)
- Audio Files (e.g., .mp3, .wav)
- Document Files (e.g., .doc, .pdf)
- Other types like HTML, images, or video files.
- Allow All File Types: If you want to accept all file types, check the "All file types" option.

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Save Changes: Once you've made your selection, click "Save changes" to apply.





- 4. **Feedback Types Section:** Enable Feedback Options, Under the **Feedback types** section, you can enable the following options:
  - Feedback comments: Allows you to leave inline comments on student submissions.
  - **Offline grading worksheet**: Enables the download of a grading worksheet for offline grading.
  - Feedback files: Allows uploading of feedback files.
  - Comment Inline:
    - Select **"Yes**" if you want to include inline comments directly within the text of student submissions.
    - Select **No** if you prefer not to use this feature.

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- 5. Submission Settings:
  - **Require Students to Click the Submit Button**: Choose **Yes** if you want students to confirm their submission by clicking a "Submit" button. Choose **No** if you want submissions to be automatically saved as final.
  - **Require That Students Accept the Submission Statement**: Select **Yes** to display a submission statement (e.g., academic honesty declaration) that students must agree to before submitting. Select **No** to skip this requirement.
  - Additional Attempts: Define how additional attempts are handled:
    - Never: Students cannot resubmit after their first submission.
    - Manually: Additional attempts can only be allowed by the instructor.
    - **Automatically Until Pass**: Students can continue submitting until they pass the assignment.

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 Group Submission Settings Section: Students Submit in Groups, Select Yes if you want submissions to be made on behalf of a group rather than individuals. Select No to disable group submissions.

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- 7. Notifications Section:
  - Notify Graders About Submissions: Select "Yes" to send notifications to graders when students submit assignments. Select No to disable notifications for submissions.
  - Notify Graders About Late Submissions: Choose "Yes" to notify graders when a student submits after the due date. Choose No to turn off these notifications.
  - **Default for 'Notify Students'**: Set this to **"Yes"** if you want to notify students automatically when feedback or grades are released. Set to **No** if you prefer not to notify students by default.

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- 9. Grade Settings Section:
  - Grade Type: Select the type of grading you want:
    - **Point**: Assign a numerical grade (e.g., 0-100).
    - **Scale**: Use a predefined grading scale (e.g., Pass/Fail).
    - **None**: No grade will be assigned for this activity.
  - Maximum Grade: If Point is selected, enter the maximum grade (e.g., 100).
  - **Grading Method**: Choose a grading method:
    - Simple direct grading: Grade directly without advanced criteria.
    - **Marking guide**: Use a marking guide to score the assignment.
    - **Rubric**: Use a rubric for structured grading.
  - **Grade Category**: Assign the assignment to a specific grade category (e.g., "Quizzes," "Assignments"). Default is **Uncategorized**.
  - **Grade to Pass**: Set a minimum grade required to pass. This value is used to highlight pass/fail grades in reports.
  - Anonymous Submissions: Choose Yes to hide student identities during grading. Choose No to allow graders to see student names.
  - **Hide Grader Identity From Students**: Select **"Yes"** to anonymize grader information in feedback. Select **No** to display the grader's identity.
  - **Use Marking Workflow**: Enable this option to manage the release of grades in stages. For example, you can delay grade visibility until all submissions are graded.





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- 10. Common Module Settings Section
  - Availability: Choose Show on course page to make the activity visible to students. Choose Hide from students to keep the activity hidden.
  - **ID Number**: Enter an ID number to identify this activity in grade calculations (optional).
  - Force Language: Select a specific language for this activity (e.g., English). Choose "Do not force" to keep the default course language.
  - Group Mode:
    - Select **No groups** if the activity doesn't require group work.
    - Choose **Separate groups** to restrict group members to their submissions.
    - Choose "Visible groups" to allow group members to see other groups' submissions.
  - Group/Grouping Access Restriction: Add restrictions based on groups or groupings if necessary.

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	Common module	e settings	
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Calendar	Force language	Do not force	
Private files			
😰 Reports	Group mode	No groups	
Preferences		Add group/grouping access restriction	
A+ Switch role to	Destrict access		
E Log out	Resinct access		
Edma Options	Completion cond	ditions	
	Tags		
	Competencies		
		Send content change notification	+ Add a block





### 11. Access Restrictions Section

• Access Restrictions: Click on Add restriction... to set specific conditions for accessing this activity or resource.

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Profile     Grades     Calendar	Cess restrict access	None Add restriction_		
<ul> <li>Private files</li> <li>Reports</li> </ul>	Completion condition Tags	ions		
<ul> <li>Preferences</li> <li>Switch role to</li> </ul>	Competencies	□ Send content change notification ●		
Edma Options	<ol> <li>Required</li> </ol>	Save and return to course Save and	display Cancel	
				+ Add a block

### • **Restriction Options** are following:

- Date: Restrict access until or from a specific date.
- o **Grade**: Restrict access based on students' grades in other activities.
- User Profile: Restrict access based on specific user profile fields (e.g., department).
- Restrict Access Set: Add a set of nested restrictions to apply complex logic.

	Restrict access			
Profile	Access restrictions	Add restriction		
Calendar		Date	Prevent access until (or from)	
Private files	Completion conditions	Grade	Require students to achieve a specified arade.	
Reports	Tags	User profile	Control access based on fields within the student's	
Preferences Switch role to	Competencies	Restriction set	profile. Add a set of nested restrictions to apply complex	
Log out			Cancel	
Edma Options		Sove and retain to coa	Cancel	
	Required			

- 12. Completion Conditions Section
  - Completion Tracking Options:
    - **None**: No tracking for completion.
    - **Students must manually mark the activity as done**: Enables students to mark the activity as completed themselves.





• Add requirements: Add automated completion criteria.

Home :::	Courses Resources Help & Support W	Yebinar How To Use VATT English (en) ↓	Edit mode 💽 🕻	
<ul> <li>Profile</li> <li>Grades</li> <li>Calendar</li> <li>Private files</li> </ul>	Completion conditions	<ul> <li>None</li> <li>Students must manually mark the activity as done</li> <li>Add requirements</li> </ul>		
<ul><li>Reports</li><li>Preferences</li></ul>	Competencies	□ Send content change notification ●		
&     Switch role to       C     Log out       C     Edma Options	Required	Save and return to course Save and display Cancel		
	Quick Links	Help Center	Contact Us	+ Add a block
	ng a confident and Top Courses	Support	Contact Us	

If selected, specify the conditions under which the activity is marked as completed, such as:

- View the activity: Check this option if students must view the activity for it to be marked complete.
- **Make a submission:** Selected in this case; students must submit their assignment to meet this condition.
- **Receive a grade:** Select if grading is required for completion.
- **Enable Reminder in Timeline:** You can set a reminder for students by enabling the Set reminder in Timeline option and choosing a date and time.

13. Adding Tags: Scroll down to locate the "Tags" section. Click on the dropdown arrow to expand it.





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	ng a confident and	Top Courses Features Blogs		Support Get Help Privacy Policy		Contact Us	+ A4	dd a block	•

14. **Competencies Section:** Scroll down under **"Course competencies"** to select or add competencies section.

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<ul> <li>Profile</li> <li>Grades</li> <li>Calendar</li> </ul>	Course competencies	<ul> <li>No selection</li> <li>Search</li> <li>Do nothing</li> </ul>	<b>v</b>		
<ul> <li>Private files</li> <li>Reports</li> <li>Preferences</li> <li>Switch role to</li> </ul>	Required	Send control Save and	ent change notification 🔮 return to course Sove and display Cc	ancel	
<ul> <li>Log out</li> <li>Edma Options</li> </ul>	Quick I ng a confident and Top Caur Features Blogs	<b>-inks</b>	<b>Help Center</b> Support Get Help Privacy Policy	Contact Us Contact Us	+ Add a block





Activity Completion Options, Under "Upon activity completion", choose an action:

- **Do nothing**: No further action is required.
- Attach evidence: Upload relevant documents or files to support competency achievement.
- Send for review: Notify an assigned reviewer for assessment.
- **Complete the competency**: Mark the competency as achieved once the activity is completed.

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<ul> <li>Profile</li> <li>Grades</li> <li>Calendar</li> <li>Private files</li> <li>Reports</li> <li>Preferences</li> <li>Switch role to</li> </ul>	Course competencies Course competencies Upon activity completion:	<ul> <li>No select</li> <li>Search</li> <li>Do nothin</li> <li>Ob nothin</li> <li>Attach e</li> <li>Send for</li> <li>Complete</li> </ul>	on T ng nd indence review e the competency Sove and display Canc	d	
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	ng a confident and Top Courses Features Blogs FAQs		Support Get Help Privacy Policy Terms and Conditions	Contact Us	+ Add a block

## 7.1. Save Changes

The "Save and return to course," "Save and display," and "Cancel" buttons allow you to finalize or discard changes made in the Competencies section:

- 1. Save and return to course: Save your changes and return to the course main page.
- 2. Save and display: Save your changes and view the updated page for the specific activity or course.
- 3. **Cancel**: Discard all changes made during this session and return to the previous page without saving.

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	Competencies		
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<ul><li>A Grades</li><li>➡ Calendar</li></ul>	Upon activity completion:	Do nothing •	
<ul><li>Private files</li><li>Reports</li></ul>		Send content change notification Cancel Save and display Cancel	]
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After clicking "**Save and display**." the screen will show the details of the assignment Here's a breakdown:

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Assignment Settings	Advanced grading M	ore ~							
To do: Make a submission									
Opened: Monday, 10 Februa Due: Monday, 17 February 20	iry 2025, 12:00 AM 025, 12:00 AM								
Assignment I.docx	10 Februa	ry 2025, 1:01 PM							
View all submissions Grade									
Grading summary									
Hidden from students	No								
Participants	0								
Submitted	0								
Page Settings	0						+ Add	a block	

- Assignment Details:
  - **To do**: Indicates the action required (e.g., "Make a submission").
  - **Opened**: The date and time the assignment became available for students.
  - **Due**: The submission deadline for the assignment.
  - **File Attached**: Shows the attached file(s) for the assignment (e.g., "Assignment 1.docx").
- Grading Summary:
  - **Hidden from students**: Indicates if the assignment is visible to students.
  - **Participants**: Total number of students enrolled in the course.
  - **Submitted**: Number of students who have submitted their assignments.
  - **Needs grading**: Number of submissions awaiting evaluation.
  - **Time remaining**: Remaining time for students to submit their work.





Actions: Add submission, Allows manual submission or testing from the instructor's side.

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Assignment 1.docx	10 Februa	ary 2025, 1:01 PM							
View all submissions Grade									
Hidden from students	No								
Participants	0								
Submitted	0								
Needs grading	0								
Time remaining	6 days 10 hours								
Add submission									
Page Settings							+ A	dd a block	Ţ

The **"Save and return to course"** button finalizes the assignment creation process and redirects you to the main course page.

Home ::: Home	Courses Resources Help & Sup	port Webinar How To	Use VATT English (en) 🗸	Edit mode 💽 🕻	
	Competencies				
Profile	Course competencies	No selection			
Grades		Search	<b>v</b>		
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	Blogs FAQs		Terms and Conditions		

Here's what happens next:

- **Assignment Display:** The new assignment, "Assignment 1," is visible under the relevant section of the course. The opening and due dates are clearly shown.
- Editing Options: You can edit or manage the assignment by clicking the pencil icon or accessing the dropdown menu (usually represented by three dots) next to the assignment.





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Assignment 1 Opened: Monday, 10 February 2025, 12:00 AM Due: Ma	onday, 17 February 2025, 12:00 AM	ivity or resource	To do 🗸 🕴
✓ New section ≠			:
Options	+ Add an ac	livity or resource	•
Bulk actions /			+ Add a block

# 8. Managing Announcements

### 1. Accessing the Announcements Section

- Navigate to your course page.
- Locate the **Announcements** section under the course content.
- Click on the **Announcements** link to open the forum.

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≡ ✓ Quiz ≠		Collapse all
Announcements		:
Assignment 1 / Opened: Monday, 10 February 2025, 12:00 AM Due: Monday, 17 February 2025, 12:00 AM	+ Add an activity or resource	(To do ~) :
New section      Options Bulk actions	+ Add an activity or resource	:

### 2. Adding a New Announcement

• Inside the Announcements forum, click on the "Add discussion topic" button.





Forum       Settings       Advanced grading       Subscriptions       Reports       More v         General news and announcements	iii Home Courses Resources	Help & Support Webinar	How To Use VATT	English (en) 🗸	Edit mode 🌑 🕻	
General news and announcements         Search forums       Idd discussion topic         (No announcements have been posted yet.)         VATT       Quick Links         Take the first step towards becoming a confident and Tap Courses       Support         Take the first step towards becoming a confident and Tap Courses       Support         Contact Us         Take the first step towards becoming a confident and Tap Courses       Support         Contact Us	E Forum Settings Advanced grading Subsci	riptions Reports More ~				
Search forums     Add discussion topic      (No announcements have been posted yet.)      VATT     Quick Links     Help Center     Contact Us     Take the first step towards becoming a confident and     Top Courses     Support     Contact Us     Contact Us	General news and announcements					
VATT     Quick Links     Help Center     Contact Us       Take the first step towards becoming a confident and weccessful educator.     Tap Courses Features     Support Get Help     Contact Us	Search forums Q Add discussion t	lopic				
VATT     Quick Links     Help Center     Contact Us       Take the first step towards becoming a confident and wareas/ful educator.     Top Courses     Support     Contact Us       Take the first step towards becoming a confident and wareas/ful educator.     Top Courses     Support     Contact Us	(No announcements have been posted yet.)					
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Blogs Privacy Policy FAQs Terms and Conditions	Take the first step towards becoming a confident and successful educator.	Top Courses Features Blogs FAQs		Support Get Help Privacy Policy Terms and Conditions	Contact Us	

### You will be redirected to the post creation page.

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Page Settings		+ Add a block

#### 3. Composing an Announcement

- In the **"Subject"** field, enter the title of your announcement.
- In the "Message" field, type the announcement content using the available formatting tools.

### 4. Posting the Announcement

- After entering the message, scroll down to the bottom of the page.
- Click on "Post to forum" to publish the announcement or click on "Cancel" to discard.





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(No an	nouncement	s have	been poste	ed yet.)										
🏚 Pag	e Settings											+ Add	a block	

If you click on "Post to forum" Your announcement will now be visible in the course.

# 9. Adding a File in Moodle

- 1. Accessing the Course Page
  - Navigate to the course where you want to add a file.
  - Ensure that **Edit mode** is enabled (toggle switch at the top right).
- 2. Adding an Activity or Resource
  - Click on "+ Add an activity or resource" under the desired section.

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### 3. Selecting the File Resource

• In the Activity and Resource selection window, locate and click on the File option.

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	Search						
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- 4. Configuring the File
  - Enter a Name for the file (e.g., "Lecture Notes" or "Assignment Guidelines").
  - Add a **Description** (optional).
  - Scroll down to the **Select files** section.
  - Click on the **File Upload** button to select and upload a file from your computer.

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Private files	New File		Expand all
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<ul> <li>Switch role to_</li> <li>Log out</li> </ul>	Description	Edit View Insert Format Tools Table Help	
🖸 Edma Options			
		<ul> <li>Display description on course page</li> </ul>	0 words 🕲 tiny 🏾
	Select files		Maximum size for new files: Unlimited + Add a block





- 5. **Appearance Settings:** Click the **arrow** next to "Appearance" to expand the settings. Customizing Display Options:
  - Show Size Check this option to display the file size to users.
  - Show Type Enabled by default; this displays the file type (e.g., PDF, Word document).
  - Show Upload/Modified Date Enable this to show the last modified date.
  - **Display Resource Description** If checked, the description entered earlier will be shown on the course page.

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- 6. **Common Module Settings:** Accessing Common Module Settings, Click the **arrow** next to "Common module settings" to expand the options.
  - Availability:
    - Choose "Show on course page" if you want students to see the activity.
    - Choose "Hide from students" to make it invisible.
  - ID Number:
    - Enter a unique ID number if required for tracking and reporting purposes.
  - Force Language:
    - Select a specific language to force the content to be displayed in that language.
    - Default option "Do not force" will keep the course's existing language settings.





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	Common module settings		
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Private files	Restrict access		
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		Save and return to course Save and display Cancel	
	<ol> <li>Required</li> </ol>		
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7. Access Restrictions: Accessing the Restrict Access Settings, Click the **arrow** next to "Restrict access" to expand the settings.

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- Adding an Access Restriction
  - Click on the **"Add restriction..."** button.



•



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	ng a confident and	Top Courses	Support	Contact Us	+ Add a block

A pop-up window will appear with different restriction options.

- Choosing a Restriction Type, You can choose from the following restriction options:
  - Activity completion Restrict access until a student completes another activity.
  - **Date** Set a specific date and time when the resource becomes available.
  - **Grade** Require students to achieve a certain grade to access the content.
  - User profile Restrict access based on student profile details (e.g., group, role).
  - **Restriction set** Create a combination of multiple restrictions for advanced access control.

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8. **Completion Conditions**: Accessing Completion Conditions, Click the **arrow** next to "Completion conditions" to expand the settings.

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- None (Default Setting): No completion tracking will be applied.
- **Students Must Manually Mark the Activity as Done:** Students will see a checkbox next to the activity and must manually click it to mark it as complete.
- Add Requirements: You can set specific conditions that students must meet for the activity to be marked as complete:
  - View the activity Students must open the activity at least once.
  - Enable a deadline Set a date by which the activity must be completed.

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	Completion conditions		
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Private files		□ View the activity	
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9. Adding Tags: Scroll down to locate the "Tags" section. Click on the dropdown arrow to expand it.





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9. **Competencies Section:** Scroll down under **"Course competencies"** to select or add competencies section.

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Activity Completion Options, Under "Upon activity completion", choose an action:

- **Do nothing**: No further action is required.
- Attach evidence: Upload relevant documents or files to support competency achievement.
- Send for review: Notify an assigned reviewer for assessment.
- **Complete the competency**: Mark the competency as achieved once the activity is completed.

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#### Save Changes

The "Save and return to course," "**Save and display**," and "Cancel" buttons allow you to finalize or discard changes made in the Competencies section:

- 1. Save and return to course: Save your changes and return to the course main page.
- 2. Save and display: Save your changes and view the updated page for the specific activity or course.
- 3. **Cancel**: Discard all changes made during this session and return to the previous page without saving.

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# 10. Adding a Lesson in Course

Navigate to Course Content, Click on "Add an activity or resource" in the respective section.

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- Select Lesson Activity, in the "Add an activity or resource" window, a list of activities and resources will appear.
- Scroll down or use the search bar to find "Lesson".
- Click on **Lesson** to add it.

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- 1. General Section: A new window will open with the Lesson settings. Under the General section:
  - Enter a Lesson Name.
  - Add a **Description** (optional).
  - Check the box if you want to **display the description on the course page**.





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2. Appearance Setting Section: Accessing Appearance Setting section, expand the "Appearance" section.

Configure the following options:

- **Progress bar:** Select yes to show students a progress bar tracking their lesson completion.
- **Display menu:** Choose yes if you want students to see a table of contents for easy navigation.
- If additional options are available, click "Show more..." to access them.

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- 3. **Configuring Lesson Availability in Course:** Expand the **Availability** section. Configure the following options:
  - Available from: Enable this option and set a date/time to control when students can access the lesson.
  - **Deadline**: Enable this option and set a date/time to define when the lesson must be completed.





- **Time limit**: Enable and specify a duration (in minutes) if you want to impose a time limit for students to complete the lesson.
- Click **Show more...** if additional options are available.

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- 4. Configuring Flow Control: Expand the Flow control section. Configure the following options:
  - Allow student review: Set to yes if you want students to review the lesson after completion.
  - **Provide option to try a question again**: Set to **yes** if students should be allowed to reattempt incorrect answers.
  - **Maximum number of attempts per question**: Define how many times a student can retry each question.
  - Click **Show more...** if additional options are available.

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- 5. **Configuring Grade Setting:** Expand the **Grade** section. Configure the following options:
  - **Type**: Choose the grading type (e.g., **Point**).
  - Maximum grade: Set the highest possible score for the lesson (default is 100).
  - **Grade category**: Assign the lesson to an existing **grade category**, if applicable.
  - Grade to pass: Enter the minimum score required to pass the lesson.
  - **Practice lesson**: Set to **yes** if this is a non-graded practice lesson.
  - **Re-takes allowed**: Enable this option if students can retake the lesson for a new grade.

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6. **Common Module Settings in Moodle:** Scroll down to locate the **"Common Module Settings"** section. Click on the dropdown arrow to expand it.

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15. **Set Availability**: In the **Availability** dropdown, Choose **"Show on course page"** to make the quiz visible to students. Choose **"Hide on course page"** to keep it hidden from students.





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- 16. Add an ID Number (Optional): Use the ID Number field to assign a unique identifier to the quiz.
- 17. Force Language: In the Force Language dropdown, select a specific language to display the quiz in that language. Choose "Do not force" to display the activity in the course's default language.
- 18. Configure Group Mode: In the Group Mode dropdown:
  - **No Groups**: All participants work together.
  - Separate Groups: Participants can only interact with members of their assigned group.
  - Visible Groups: Participants can see other groups but can only interact with their own.
- 19. Add Group/Grouping Access Restriction: Click on "Add group/grouping access restriction" if you want to restrict access to specific groups or groupings.

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7. **Configuring Access Restrictions in Moodle:** Scroll down and locate the **"Restrict Access"** section. Click on the dropdown arrow to expand it.





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Add Access Restrictions: Click on the "Add restriction" button to configure access rules.

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You can choose from various restriction types, such as:

- **Date**: Specify a date range during which the activity/quiz is accessible.
- Grade: Restrict access based on the user's grade in another activity.
- User Profile: Restrict access based on user profile.
- **Completion**: Make the activity accessible only after completing another activity.



### User Guide for Moodle System: HR Role



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8. **Completion Conditions in Moodle:** Scroll down and locate the **"Completion Conditions"** section. Click on the dropdown arrow to expand it.

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Select Completion Tracking Option: Choose one of the following options:

- **None**: No completion tracking is applied.
- **Students must manually mark the activity as done**: Allow students to mark the activity as complete themselves.
- Add requirements: Set specific conditions that must be met for the activity to be marked as complete.





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Add Requirements: If you select Add requirements, you can define the conditions, such as:

- View the activity: Mark as complete when students view the activity.
- **Minimum attempts:** Require a minimum number of attempts to mark the activity as complete.
- **Receive a grade:** Completion is tied to receiving a grade for the activity.
- Enable the "Set reminder in Timeline" option to set a deadline or reminder for students to complete the activity.

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• Use the date picker to specify the timeline.

**9.** Adding Tags in Moodle: Scroll down to locate the "Tags" section. Click on the dropdown arrow to expand it.





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10. **Competencies Section:** Scroll down under "**Course competencies**" to select or add competencies section.

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Activity Completion Options: Under "Upon activity completion", choose an action:

- **Do nothing**: No further action is required.
- Attach evidence: Upload relevant documents or files to support competency achievement.
- Send for review: Notify an assigned reviewer for assessment.
- **Complete the competency**: Mark the competency as achieved once the activity is completed.





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### Save Options

At the bottom of the settings page, three buttons are available to finalize your changes:

- 4. **Save and Return to Course**: Click this button to save all the changes made to the activity or resource and return directly to the course homepage.
- 5. **Save and Display**: Use this option to save your changes and immediately view the activity or resource.
- 6. **Cancel**: Selecting this will discard any changes made during the current session and return to the previous page.

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# 11. Adding Activities or Resources (Interactive Content)

Click on the **"Courses"** option in the top navigation menu.



- After clicking on **Courses**, the **LMS VATT GOB** page appears.
- To explore a course, click on the right arrow button on the course card or select "Enroll Now".







- Once inside the course, you will see the **course description** and learning objectives.
- To enable editing and modify content, toggle the **"Edit mode"** button in the top-right corner.

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Through	out this co	urse, you v	will explore t	ne theory and p	practice behind crea	ting student-	entered learning expe	riences, effective lesson planni	ng, and designing impactful assessments. By understanding the principles of adult
learning,	differenti	ated instru	uction, and m	odern educatio	onal technologies, yo	u will enhand	e your ability to creat	e diverse learning environment	s that support all students.
What yo	u'll learn	in this co	urse:						
- Key pri	nciples of	effective p	oedagogy						
<ul> <li>Designi</li> </ul>	ng and st	ructuring l	essons that a	ater to differen	nt learning styles				
- Best pr	actices for	developin	ng and imple	menting instruc	tional strategies				
- Techniq	ues for ev	aluating s	tudent progr	ess and using c	assessments to inform	n teaching			
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- Scroll to the desired section within the course.
- Click on "Add an activity or resource" (highlighted in the image).
- A selection menu will appear with various activity and resource options.

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• Select the appropriate activity (Interactive Content).

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### 11.1. Adding a New Interactive Content

After selecting **Interactive Content**, enter a **Title** and **Description** in the provided fields. If you want the description to be visible on the course page, check the **"Display description on course page"** box.

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- Click on the **Editor** section to choose the type of interactive content.
- From the list, select "Interactive Video" to create videos with interactive elements.



# User Guide for Moodle System: HR Role



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			Fill in the Create a	task with missing words in a text		Details

Wait for the "Loading, please wait..." message to complete the setup.

Home III Home	Courses Resources Help & Support	Webinar How To Use VATT English (en) v	Edit mode 💽 🛕 🗋 🚳 HR 👻
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Once loaded, click on "Upload/embed video" to add a video.

1. Click the **"+" button** to upload a video from your device.

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Log out		versions of the video with different qualities. To ensure maximum support	rt in browsers at least add a version in webm and mp4 formats.
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- 2. Alternatively, paste a **YouTube or other video URL** in the provided field.
- 3. Click "Insert" to add the video.

iii Home O	Courses Resources Help & Support N	Webinar How To Use VATT Er	ıglish (en) ∨		Edit mode 💽 📮	
<ul> <li>Profile</li> <li>Grades</li> <li>Grades</li> <li>Calendar</li> <li>Private files</li> <li>Reports</li> <li>Preferences</li> </ul>		Deplete the second seco	a wish to use in your lerent qualities. To e	Sup 2     Add interactions  Interactive video. You can add a video link or u resure maximum support in browsers at least at  Paste YouTube link or other video su      Enter video URL  HSP supports all external video sources form  HSP supports all external video sources form      For and has support for YouTube and Panepel	Disp.3 Summary task plead video files. It is possible dd a version in webm and mp4 source URL	to add several formats.
<ul> <li>Switch role ta_</li> <li>Log out</li> <li>Edma Options</li> </ul>	Display Options	Behavioural settings     Text overrides and trans	nslations		Insert	Cancel + Add a block





**Configuring Additional Settings**: Expand the **Interactive Video, Text Tracks, Behavioral Settings, and Text Overrides & Translations** sections to adjust these settings according to your needs.

Home III	Courses Resources Help & Support Webinar	How To Use VATT English (en) 🗸		Edit mode 🌑		HR Y
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		Text overrides and translations				
	Display Options				+ Add o	block

## Click **"Next Step"** to proceed with adding interactions.

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Edma Options				
		R      Prevoc trp      er Upload/embed video	COO / DOM 29 4)	+ Add a block





- After uploading an interactive video, a toolbar appears at the top of the video.
- This toolbar contains options for adding text, tables, links, images, buttons, and other interactive elements.
- The highlighted section shows various editing tools available for enhancing the video with interactive content.



• Selecting the "List" Interaction Option, Click the **single choice set** from the toolbar to add a interaction to the video.







### 1. Setting the Display Time for the Interaction

- Define the **display time** for the interaction.
- The interaction can be shown between specific time frames within the video.
- For example, setting **0:00 0:04** ensures the interaction appears within the first 4 seconds of the video.

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	Used for searching, reports and copyright information	
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	ž Colla	pse all content

#### 2. Choosing the Display Type

- Select whether the interaction should be displayed as a **button** or a **poster**.
- A **button** requires the user to click it to open the interaction.
- A **poster** is displayed directly on top of the video.

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<ul><li>Log out</li><li>Edma Options</li></ul>		List of questions *     Question & alternatives	Textual Default
		Question	

- 3. Adding a Question to the Video
  - Instructors can add a **question** as part of the interaction.
  - The system allows entering a question along with multiple answer choices.





The first answer is considered the correct one by default.

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				Add answer					~	
				✓ Question & altern	natives			⊗ Ĵ	•	

#### 4. Providing Feedback Based on Score Range

- Define **custom feedback** based on the learner's score.
- The score range can be adjusted, and specific feedback can be provided for each range.
- This feature enables personalized responses based on learner performance.

Home III Home	Courses Resources Help & Suppo	rt Webinar	How To Use VATT	English (en) 🗸	Edit mode 💽		R ¥
			✓ Overall Feedback	,			
Profile			Define custom feed Click the "Add range" bu	dback for any score range itton to add as many ranges as you need. E	ixample: 0-20% Bad score. 21-91% Average Score	. 91-100% Great Score!	
Srades			Score Range*	Feedback for defined score r	ange		
Calendar			0 % - 100 9	% Fill In the feedback		0	
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### 5. Saving or Deleting the Interaction

- Click "Done" to save the interaction.
- Click "Delete" to remove it if needed.
- Once saved, the interaction will appear in the designated time frame within the video.



# User Guide for Moodle System: HR Role



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• Click the "Summary Task" step in an interactive video editor.

iii Home (	Courses Resources	Help & Support	Webinar	How To Use VATT	English (en) 🗸		Edit mode 🌑	<b>4 D</b>	\$	HR ~	Â
				Step 7 Upload/embed	video	Add interactions	Step 3 Summar	ry task			l
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Preferences								- Collance all	contant		
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E Log out				<ul> <li>Summary</li> </ul>				Textual	Default		
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				List of stateme	nts for the summar	y - the first statement is cor	rect. *				
				Statement				6	) (	•	
				Yes						۹	





- The "Introduction Text" field asks as you need, for example: "Have you submit your answer?"
- The "Summary" section contains a "Set of Statements" where the first statement is correct.

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E Log out				→ Set of statem	ents				8	^		
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				Statement Yes		ary - the f			0		•	+

- Displays the "**Overall Feedback**" section in an interactive video editor.
- Allows defining custom feedback for different score ranges (e.g., 0%-100%).
- Includes an "Add Range" button and a field for feedback input.
- Shows the "Overall Feedback" section with an additional field for setting a "Display At" time.
- Specifies the number of seconds before the video ends when the feedback should appear (set to "3" seconds).

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				<ul> <li>Overall Feedback</li> </ul>				1
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<b>A</b> Grades				Score Range*	Feedback for defined score range			
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Private files				ADD RANGE	× Distribute Evenly			
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For the following section details (Click Here).

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Profile	Display Options	
A Grades	Copyright button	
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Private files	♥ Grade	
Reports	Common module settings	
Preferences	Restrict access	
Switch role to	Completion conditions	
Log out	Tags	
Edma Options	Competencies	_
	Send content change notification I	
	Save and return to course Save and display Cancel	+ Add a block

Save Your Changes: At the bottom of the settings page, you will see three buttons:

- 1. Save and return to course: Saves changes and redirects you back to the course page.
- 2. Save and display: Saves changes and immediately shows the updated module.
- 3. Cancel: Discards any unsaved changes.

		Text overrides and translations	
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Grades		Display action bar and frame     Convribit button	
Calendar			
Private files	Grade		
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Click on "Save and display" as show in below image:

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		Send content change notification Save and return to course Save and display Cancel	+ Add o block

The added video activity will display as shown in below image:

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Module 4: Classroom M X Section 1: Classroom Ma Section 3: Classroom Ma Section 4: Classroom Ma V Module 5: Assessment an Section 1: Assessment an Section 3: Assessment an Section 4: Assessment an V Module 6: Teachers as Pr Section 1: Teachers as Pr Section 3: Teachers as Pr Section 4: Teachers as Pr Section 4: Teachers as Pr Course Discussion Forum Course Discussion Forum		RURAL/METRO		





# 12. Add Workshop Activity

Scroll to the section where you want to add an activity. Click "+ add an activity or resource" button.

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		+ Add an activity or resource			
∨ Module 1: Minimum Sta ×					
Section 1: Minimum Stan					
Section 3: Minimum Sta	<ul> <li>Discussion <i>A</i></li> </ul>		:		
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Section 5: Minimum Sta	🚍 Course Discussion Forum 🥔		1		
Section 2: Minimum Sta		+ Add an activity or resource			
∨ Module 2: Pedagogy &					
Section 1: Pedagogy & In	V Test &		1		
Section 3: Pedagogy & I		+ Add an activity or resource	<b>K</b>		
Section 4: Pedagogy & I	L				
∨ Module 3: Classroom E		+ Add section			
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Section 4: Classroom En					-
Coptions	VATT	Quick Links	Help Center	Contact Us	
Bulk actions 🖋	Take the first step towards becoming a confident	Courses	Help and Support	Contact Us	<u> </u>

Choose the Activity or Resource Type. A pop-up window will appear listing all available activities and resources. Click on "**Workshop**".

Home	Courses Resources Hel;	Add an activity	or resource				*	Edit mode 🜑 🗘 🖸 💿 🕅 ~
		Search						
✓ Module I: Minimum Sta x		All Activities	Resources					
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Section 2: Minimum Sta		Ð		E	•	H-P		
∨ Module 2: Pedagogy &		File	Folder	Forum	Glossary	H5P	IMS content	
Section 1: Pedagogy & In Section 3: Pedagogy & I	🗸 Test 🖉	☆ <b>0</b>	☆ 6	☆ <b>0</b>	☆ <b>0</b>	☆ <b>0</b>	☆ 0	
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Section 3: Classroom En				ĸ				
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Bulk actions 🥒	Take the first step towards bec							Contact Us

After selecting, you will be redirected to the settings page.



•



1. **General Section:** Adjust settings under the General section such as a Workshop Name and Description.

Hor	ie Courses Resources Help&Support Webinar HowToUseVATT English (en) ↓	<b>A D (\$</b>	MM ~
Profile	Induction Training Home / My courses / IT / New Workshop		
<ul><li>A Grades</li><li>Calendar</li></ul>	Course Settings Participants Grades Reports More -		
Private files Reports	New Workshop		Expand all
Preferences     Switch role to	Workshop name       Description       1       A = B Z III III III III III III IIII IIII		
Cog out			
	□ Display description on course page ●		

- 2. Access the Grading Settings: Click on the Grading settings section to expand it.
  - Set the Grading Strategy: Choose a grading method from the dropdown menu.
    - Accumulative grading: Assigns scores based on multiple criteria.
    - **Comments**: Provides qualitative feedback without numeric grades.
    - **Number of errors**: Uses predefined error categories for grading.
    - **Rubric**: Evaluates submissions against set criteria in a rubric format.

	ome Courses Resources Help & Suppo	ort Webinar How To Use VATT English (en) 🗸	
	Grading settings		
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Grades	Grade for submission	Accumulative grading	
😊 Calendar	Cubmining much to much	Number of errors	
Private files	Submission grade to pass	Rubric	
😥 Reports	Grade for assessment	20 ¢ Uncategorised ¢	
Preferences	Assessment grade to pass	0	
A+ Switch role to	Decimal places in grades	0 +	
Cog out	Schwinzing antiques		
	Submission settings		
	Assessment settings		
	Feedback		_
	Example submissions		
	Availability		

- Define Grade Values
  - Grade for submission: Enter the maximum grade for submitted work.
  - **Submission grade to pass**: (Optional) Define the minimum passing grade.
  - Grade for assessment: Assign a grade for the assessment process.
  - Assessment grade to pass: (Optional) Define a passing grade for assessment.
  - **Decimal places in grades**: Choose the number of decimal places displayed in grades.





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🚦 Profile	Grading settings	Accumulative grading \$	
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Preferences	Assessment grade to pass		
Switch role to	Decimal places in grades	0 \$	
_	Submission settings		
	Assessment settings		
	Feedback		_
	Example submissions		
	Availability		•

- 3. **Submission Settings:** Enter instructions for submission, Use the **text editor** to provide guidelines on how to submit their work.
  - 1. Select Submission Types
    - **Online text**: Allows students to submit text directly in Moodle.
    - File attachment: Enables students to upload files as submissions.
    - Check the box **required** if the submission type is mandatory.
  - 2. Configure Attachment Settings
    - Maximum number of submission attachments: Set the number of allowed files.
    - **Submission attachment allowed file types**: Specify allowed file formats (optional).
    - Maximum submission attachment size: Adjust file size limits.
  - 3. Allow Late Submissions (Optional): Check Allow submissions after the deadline if you want to permit late submissions.

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	Submission settings		
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Private files			
8 Reports			
Preferences			
Switch role to_			4
E Log out	Submission types	Online text  Required File attachment Required	
	Maximum number of submission attachments	1 •	
	Submission attachment allowed file types	Choose No selection	
	Maximum submission attachment size	Site upload limit (512 MB) ¢	· •
	Late submissions	□ Allow submissions after the deadline ●	





- 4. **Assessment Settings:** Assessment settings allow instructors to define how submissions will be evaluated.
  - Enter Instructions for Assessment: Use the text editor to provide details about how students' submissions will be assessed.
  - Enable Self-Assessment (Optional): Check Students may assess their own work if you want students to evaluate their own submissions.

🦗 III на	ome Courses Resources Help & Support	Webinar How To Use VATT English (en) 🗸	
	Assessment settings		
Profile	Instructions for assessment		
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E Log out	Use self-assessment	Students may assess their own work	
	Feedback		
	Example submissions		
	Availability		_
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	Restrict access		•

- 5. **Configuring Feedback Settings:** Feedback settings allow instructors to provide overall feedback on submissions.
  - Set the Overall Feedback Mode: Click on the Overall feedback mode dropdown and select one of the following options:
    - **Disabled**: No overall feedback is allowed.
    - **Enabled and optional**: Instructors can provide feedback, but it is not required.
    - Enabled and required: Instructors must provide feedback before finalizing the assessment.

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	Seedback		
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😂 Calendar	attachments	Enabled and optional Enabled and required	
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Reports			
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<b>&amp;</b> Switch role to			
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	Example submissions		
	Availability		
	Common module setting	S	9





- **Define Maximum Feedback Attachments:** Set the number of allowed feedback attachments (e.g., files, images, PDFs).
- Enter a Conclusion (Optional): Use the text editor to provide a concluding message for students regarding their assessment.

Profile  Calendar  Calendar  Private files  Reports  Preferences  Statistic role to.	Cverall feedback Overall feedback mode Maximum number of overall feedback attachments Conclusion	Enabled and optional a  0 c A * B I II	
C Log out	<ul> <li>Example submissions</li> <li>Availability</li> </ul>		

6. Example Submissions: Enable Example Submissions. Check the box **Example submissions are provided for practice in assessing** to allow practice assessment using example submissions.

Hon	e Courses Resources Help & Support Webinar How To Use VATT English (en) 🗸	
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Grades	Availability	
😇 Calendar	Common module settings	
Private files	Restrict access	
19 Reports	Completion conditions	
Preferences		
Log out	© Competencies	
-	Send content change notification •	
	Sove and return to course Sove and display Cancel	
	Required	
		-





- 7. Availability Settings: Availability settings allow instructors to define when students can submit and assess assignments. Set submission and assessment dates.
  - **Open for submissions from**: Enable and select the date/time when students can start submitting their work.
  - Submissions deadline: Enable and set a deadline for submissions.
  - **Open for assessment from**: Enable and specify when peer or instructor assessments can begin.
  - **Deadline for assessment**: Enable and define the final date for assessment completion.

	Availability						
Profile	Open for submissions from	🗆 Enable 28	February ¢	2025 ¢	13 ¢	40 ¢	•
Grades	Submissions deadline	🗆 Enable 28	February +	2025 e	13 ¢	40 ¢	• = =
Calendar	Open for assessment from	🗌 Enable 28	February \$	2025 ¢	13 ¢	40 ¢	• #
Private files Reports	Deadline for assessment	🗆 Enable 28	e February e	2025 ¢	13 ¢	40 ¢	
Preferences	Common module sett	ings					
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	Competencies						
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### For the rest of sections details (Click Here).

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	Use examples	🗆 Exampl	e submis	sions are provided	for practice	in assessi	ng 🔞	
	Availability							
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log Reports	Deadline for assessment	Enable	28 💠	February 😄	2025 🛊	13 ¢	40 ¢	<b>#</b>
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Click on "Save and display" as show in below image:

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Reports	Completion conditions								
Preferences	Tags								
Log out	Competencies								
	Required	□ Send cor	ntent chi	to course	⑦ ave and dis₁	olay	Cancel		•

# 13. Viewing and Managing Grades in Moodle HR Portal

### 13.1. Accessing the Grades Section

Accessing the **Grades Section**, click on the **HR** dropdown menu in the top-right corner. Select **Grades** from the list.







1. Selecting a Course, you will see a list of courses you are teaching. Click on the course name (e.g., **Induction Training**) to proceed.

Home Courses Resources	Help & Support Webinar	How To Use VATT English (en) 🗸	Edit mode 💿 🗛 🖸 🚳	HR ~
	Hu	man Resource		
Courses I am teaching				
demo course Test Course				
Induction Training				
VATT	Quick Links	Help Center	Contact Us	

2. Viewing the Grader Report, The **Grader Report** displays an overview of student grades for various assessments. You can search for a specific user using the **Search users'** bar. Use the **Filter by name** option to refine your search.

Home III Home	Courses Resources Help (	& Support Webinar H	How To Use VATT English	(en) v	Edi	t mode 💽 🗛 🗖	1 (1) (1) (1) (1) (1) (1) (1) (1) (1) (1
•		Indu Home • My caurses •	Iction T	raining	uder report		
Grader report ~	Search users	Filter by name ~					
		Induction Training 🚥					
First name / Last name 🔺 🚥	Email address ***	[]]         [Deletion in progress] quiz	(T) [Deletion in progress] Assignment OI	<ul> <li>[Deletion in progress] asdfedf</li> </ul>	E test quiz	Snakes and Ladders	[Deletion in progress] Testing workshop (submission)
	Overall average				6.59		
Show 20 +	Overall average	4			6.59		(submission)





## 13.2. Viewing and Analyzing Individual Student Grades

Accessing Single View for a Grade Item, Locate the assessment in the Grader Report (e.g., **Test Quiz**). Click the three-dot menu next to the grade item. Select **Single view for this item** to see detailed grades.

Induction Training Home · My courses · IT · Grades · Grader report									
Grader report ~ Search users	Filter by nome ~								
	Induction Training			/	/				
First name / Last name 🛎 🚥 Email address	••• (E) [Deletion in •• progress] quiz	• (T) [Deletion in ••• progress] Assignment 01	<ul> <li>[Deletion in progress] asdfedf</li> </ul>	El test quiz	Snakes and Ladders gle view for this item ending	For progress] Testing workshop (submission)			
MM Mahad Mansoor ••• mahadmanso	bor667@gmail.com			Coll	lapse .	53.33			

Viewing Individual Grades, The **Single View** page displays student grades for a specific assessment. You can **select a different grade item** from the dropdown. View additional details such as grade range, feedback, override options, and exclusions.

Home Courses	Resources Help & Support Webinar	How To Use VATT	English (en) 🗸	Edit mode 🌒	
•	Ind	luctio	n Training		
	Home	<ul> <li>My courses</li> </ul>	IT • Grades • Single view		
Warning: Activity deletion in progress! Som	e grades are about to be removed.				*
Single view ~ Select a grade item test quiz					VIEW BY Users Grade items
Viewing grades for test qu	ıiz				
User full name	Grad	e Rang	je Feedba	ck Override	Exclude
MM Mahad Mansoor		0.00	- 10.00		
Show 20 ¢	◀ [Deletion in progress] asdfedf		Snakes and Ladders 🕨		





### 1. Checking Individual Student Grades:

- In the **Single View** page, locate the student whose grades you want to view.
- Click on the **three-dot menu** next to their grade.
- Select **Show all grades** to see detailed grading information.

iii Home Courses Re	sources Help & Support Webina	r How To Use VATT	English (en) 🗸	Edit mode	
	ln.	duction ne . My courses .	n Trainin IT - Grades - Single view	g	
Single view v Select o grade item test quix v					VIEW BY Users Grade items
Viewing grades for test quiz	z.				
User full name	Gr	ade Ran	ge Fe	edback Override	Exclude
MM Mahad Mansoor		0.00	- 10.00		
UW Ubaida Waheed	6.5	9 0.00	- 10.00		
Show 20 ¢		:	Snakes and Ladders 🕨		•

Viewing a Student's Full Grade Report. After clicking **Show all grades**, you will be directed to the student's grade report.

iii Home Courses Resou	rrces Help & Support Webinar How 1	To Use VATT English (en) 🗸		Edit mode 🌒		
E 					VIEW BY Users Grade iter	ems
Viewing grades for test quiz						
User full name	Grade	Range	Feedback	Override	Exclude	
MM Mahad Mansoor		0.00 - 10.00				
UW Ubaida Waheed	••• 6.59 Show all grades	0.00 - 10.00				
						- 1
Show 20 ¢	◀ [Deletion in progress] asdfedf	Snakes a	ind Ladders 🕨		•	





The report includes:

- Quizzes
- Assignments
- Games
- Workshops
- Interactive content

Each grade item is listed with the corresponding grade category.

iii Home Courses Resources Help & Su	upport Webinar How To Use VATT En	glish (en) 🗸	Edit mode 💽 🗘	
UW Ubaida Waheed □ 🖻				
Grade item	Grade category	Grade	Range Feedback	Override Exclude
[Deletion in progress] quiz	Induction Training	<b>a</b>	0.00 - 10.00	
ASSIGNMENT [Deletion in progress] Assignment 01	Induction Training	۵	0.00 - 100.00	
(Deletion in progress) asdfedf	Induction Training	۵	0.00 - 10.00	
EI duiz test quiz	Induction Training	6.59	0.00 - 10.00	
GAME Snakes and Ladders	Induction Training		0.00 - 100.00	
WORKSHOP [Deletion in progress] Testing workshop (submission)	Induction Training	۵	0.00 - 80.00	
WORKSHOP	Induction Training	<b>A</b>	0.00 - 20.00	•
4 Ma	shad Mansoor			

### 2. Analyzing a Specific Grade

- Locate the grade you want to analyze.
- Click on the **three-dot menu** next to the grade.
- Select **Grade analysis** to see further details.

👯 III Home Courses Resources Help &	Support	Webinar How To Use VATT English (en) 🗸		Edit mode 💽
[Deletion in progress] Assignment 01		muution muning	-	
□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □		Induction Training	<b>a</b>	0.00 - 10.00
QUIZ test quiz		Induction Training	6.59	0.00 - 10.00
GAME Snakes and Ladders		Induction Training		0.00 - 100.00
WORKSHOP [Deletion in progress] Testing workshop (submission)		Induction Training		0.00 - 80.00
WORKSHOP [Deletion in progress] Testing workshop (assessment)		Induction Training	<b>a</b>	0.00 - 20.00
HS2 INTERACTIVE CONTENT		Induction Training	3.00	• 0.00 - 3.00
Z Course total		{mlang en}Induction Training{mlang} {mlang ur}آندار فی تربینَ-{mlang}	9.59	Grade analysis
4 Þ	Mahad M	nsoor		





#### 3. Interactive Content Grade Review

- Clicking on Grade analysis for interactive content leads to the Interactive Video page.
- This page displays:
  - Score details
  - Gradebook score
  - Student responses to interactive questions
- You can review and analyze responses to assess student performance.

₩ Home Courses Resources Help & Support Webinar How To Use VATT English (en) マ	Edit mode 🜒	
Induction Training		
Home • My courses • IT • Module 1: Minimum Standards for Quality Education • Interactive video		
To de View		
Interactive video: 3740561546032		Score: 3 out of 3 Gradebook score: 3 out of 3
which question is this?	Score: 1	out of 1, Gradebook score: 1
Answers	Your Answer	Correct
first  Page Settings		

## 13.3. Viewing the Grade Summary Report

Accessing the Grade Summary, Select Grade Summary from the available options.




- 1. The Grade Summary page provides an overview of all assessments in the course. It includes:
  - Quizzes
  - Assignments
  - Games
  - Workshops
  - Interactive content
- 2. Each grade item is listed along with its corresponding average score.
- 3. Using Filters for Analysis. Click on the **Filters** button to refine the displayed data. You can filter by specific categories or assessments to analyze specific performance trends.

🗰 :::: Home Courses Resources Help & Support Webinar How To Use VATT English (en) 🗸 Edit made 🇨		HR ~
Grade summary ~		
	(	▼ Filters
	Average	
UIZ           [Deletion in progress] quiz		
ASSIGNMENT [Deletion in progress] Assignment 01		
UIZ [Deletion in progress] asdfedf		
UIZ test quiz	6.59	
Snakes and Ladders		
WORKSHOP <sup>AR</sup> [Deletion in progress] Testing workshop (submission)	53.33	
WORKSHOP	+ Add a blog	

## 13.4. Viewing the User Report

Accessing the User Report, Click on **User Report** to view individual student grades. Searching for a User, Use the **Search users** bar to find a specific student. Type the student's name and select from the list.







Viewing the User Report, once a user is selected, their grades for all course assessments are displayed. The report includes:

- Grade item
- Calculated weight
- Grade
- Range
- Percentage
- Feedback
- Contribution to course total

	Courses Resources Help & Support	Webinar How To Use VATT	「 English (en) ↓		Edit mode 💽 🗛 🖸	HR v
		Inductio	n Trainin	g		
	Home .	My courses - IT - Gr	ades • Grade administration •	User report		
Warning: Activity deletion in pro	ogress! Some grades are about to be removed	£.				*
Jser report ~ Uboi	da Waheed X Clear					View report as User ∨
UW Ubaida Waheed	0 8					
Grade item	Calculated weight	Grade	Range Percentage	Feedback	Contribution to course total	
✓ Induction Training						
	4 Mahad Man	soor				

Clearing the User Selection, Click **Clear** next to the student's name to reset the view. This allows searching for a different student.

Home :::	Courses Resources Help & Support	Webinar How To U	lse VATT English (en)	v		Edit mode 🌑	40	₿ HR ×
		Induct	ion Tr	aining	3			
	Home	• My courses • IT	• Grades • Grade	administration •	User report			
Warning: Activity deletion in p	ogress! Some grades are about to be remov	ed.						×
Jser report ~ Ubo	ida Waheed × Clear							View report as <b>User</b> ~
UW Ubaida Waheed	0 60							
Grade item	Calculated weight	Grade	Range	Percentage	Feedback	Contribution to	o course total	
✓ Induction Training								
	4 Mahad Ma	insoor						





# 13.5. Setting Up and Editing the Gradebook

Accessing the Gradebook Setup, Click on the dropdown menu and select **Gradebook Setup** under the **Setup** section.

Ξ	Induction	Training		
Warning: Activity deletion in progress! Some grades are o	bout to be removed.			•
Overview report ~				
View				
Grader report				
Overview report				
Single view				I
Grade summary				
User report			Grade	
Setup				
Gradebook setup				
Course grade settings Preferences: Grader report			•	
More				
Scales				+ Add a block

Viewing Gradebook Setup, The **Gradebook Setup** page displays all grading items within the course. Each assessment has:

- Weight (%)
- Maximum grade
- Status (locked/unlocked)
- Actions menu

Home III Home	Courses Resources Help & Support Webinar How To Use V	'ATT English (en) ↓	Edit	t mode 💽 🗘	
Profile	Induction Training Home / My courses / IT / Grades / Gradebook setup / Grade	e administration / Setup / Gradebook setup			
Srades	Course Settings Participants Grades Reports	More v			
<ul><li>Private files</li><li>Reports</li></ul>	Gradebook setup v				Add ~
Preferences  Switch role to	Name	Weights 🕥	Max grade	Status	Actions
E Log out	Induction Training			Natural Exclude empty	grades
Edma Options	<ul> <li>CUIZ</li> <li>[Deletion in progress] quiz</li> </ul>	3.003 %	10.00	<b>A</b>	
4	(r) ASSIGNMENT     [Deletion in progress] Assignment 01	30.03 %	100.00	•	+ Add a block





### **Editing a Grade Item**

- 1. Locate the grade item you want to edit.
- 2. Click the three-dot menu under the Actions column.
- 3. Select Edit grade item.

	Induction Training Home / My courses / IT / Grades / Gradebook setup / Grade	administration / Setup / Gradebook setup			
	Course Settings Participants Grades Reports M	lore v			
Profile	Gradebook setup ~				Add ~
ዳ Grades					
Calendar Calendar					
Private files	Name	Weights 😢	Max grade	Status	Actions
Reports	Induction Training			Natural Exclude empty grade	· ···
Preferences     Switch role to	CUIZ [Deletion in progress] quiz	3.003 %	10.00	<b>A</b>	
Log out Edma Options	Content Assignment OI	30.03 %	100.00	<u> </u>	Edit grade item Unlock
-	Image: Course of the second	3.003 %	10.00	<b>A</b>	
	test quiz	3.003 %	10.00	+	Add a block

#### Modifying Grade Item Details

- 1. The Edit Grade Item window appears. You can modify:
  - Item Name
  - Grade Type (Value, Scale, Text)
  - Maximum and Minimum Grade
  - Visibility (Locked, Hidden, Weight Adjusted, Extra Credit)

III Home C	Courses Resources	Edit grade item			•	Edit mode 💽	
	Gradebook setup ~	ltem name	quiz				Add ~
Profile		Grade type	Value				
<b>Grades</b>	Name	Maximum grade	0.00		ra	de Status	Actions
Calendar	Induction Tr	Minimum grade	0.00			Natural Exclud	e empty grades •••
Reports	t 🗐 [Deleti	Hidden	Whether this grade i	tem is hidden is controlled by the activity setti	ings.	<b>A</b>	
Preferences	t () ASSIGNM		<ul> <li>Locked 1</li> <li>Weight adjusted 1</li> </ul>	D	_	<b>a</b>	
**     Switch role to       ••     Log out	t 🗐 (Deleti		🗆 Extra credit 🧕			۵	
Edma Options	test qu	Show more_			_		
	GAME Snakes			Cancel	Save		-
	WORKS	IOP		24.024 %	80.00	<b>A</b>	+ Add o block





Adjusting Advanced Settings: Click Show more for additional options. You can update:

- Grade display type (Real, Letter, Percentage)
- Decimal places
- Weighting for calculation
- Locking options (prevent further changes)

Home III Home	Courses Resources	Edit grade item	i.		•	Edit mode 💽		HR ~
Profile	Gradebook setup ~	Item name Grade type	0	quiz Value			Add	-
<ul> <li>Grades</li> <li>Calendar</li> <li>Private files</li> </ul>	Name	Maximum grade Minimum grade Hidden	0	0.00 Whether this grade item is hidden is controlled by the activity setting	15.	ade Status Notural Ex	Act	tions
Keports     References     Switch role to	Coliz Co			Locked  Keight adjusted  Extra credit		<u>۵</u>		
<ul> <li>Edma Options</li> </ul>	t I Courz [Deleti test qu	Show more_		Concel	Save			
	\$ 🔀 GAME Snokes	and Lodders		30.03 %	100.00		+ Add a block	

**Saving Changes**: After making adjustments, click **save changes**. The updates will reflect in the Gradebook.

Home :::	Courses Resources Help & Support	Webinar How To Use VATT English (en) 🗸	Edit mode 💽 📮 🕒 🛞 HR 🗸
	Grade display type	Default (Real)	
Profile	Overall decimal places	Default (2) •	
A Grades	Hidden	• Whether this grade item is hidden is controlled by the activity settings.	
😂 Calendar		🗆 Locked 📀	
Private files	Lock after	□ Enable 7 ♦ March ♦ 2025 ♦ 11 ♦ 01 ♦ ∰	
Reports			
Preferences	Parent category		
Switch role to		🗆 Weight adjusted 💿	
E Log out	Weight	<b>0</b> 3	
Edma Options		🗆 Extra credit 🟮	
		Save changes Cancel	+ Add a block





# 14. Peer Grading Setting

Navigate to Courses: Click on the "Courses" tab in the top menu bar to view the available courses.

iii Hame Courses Resources Help & Support Webinar Haw To Use VATT English (en) v	
LMS - VATT GOB	
Home • Courses	
Search courses Q	
Page Settings	•

Find the course you want to add workshop in. Click on the "arrow" button.

	iii Home	Courses	Resources	Help & Support	Webinar	How To Use VATT	English (en) 🗸		<b>4 D</b>	8 MM	~
	Search courses	٩									
A Page C	attings										





Once inside a course, locate the module where you want to add an activity. Click on "Add an activity or resource" under the desired module.

Home Courses Resour	rces Help & Support Webinar How To Use VA	⊤ English (en) ↓	Edit mode 💽	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
■ Module 03 🖌	+ Add	an activity or resource		I
Add section				
✓ Module 04 <i>I</i>	(+ Add	an activity or resource		1
Add section				
✓ Module 05	+ Add	an activity or resource		
Add section				I
✓ Module 06 <i>A</i> ♦ Options				
Bulk actions 🖉				

**Select an Activity Type:** A selection menu will appear with various activity options. Click on **"Workshop"** to add a workshop activity.

	All Activitie	s Resources					
iii Home Courses Resources	ĥ	Ш	ê	Ŷ	ð	<b>€</b> Ĵ÷	Edit mode 🜑 🛕 🗖 💿 🕅 👻
→ Module 03 🖋	Assignmen t ☆ 0	Book ☆ 🚯	Chat ☆ 🚯	Choice	Database ☆ 🕚	Feedback	:
Add section	÷	C	F	<b>A</b> <u></u>	нэ	&	
∨ Module 04 /	File	Folder ☆ 🚯	Forum	Glossary ☆ ❶	HSP ☆ ❹	IMS content ☆ ⑥	:
Add section		_		~			
∨ Module 05 /	らう Lesson ☆ ①	≡ Page ☆ <b>①</b>	uiz Ωuiz	SCORM package	,T, Text and media ☆ €	ି URL ☆ ❶	1
Add section			/				
✓ Module 06 <i>≥</i>	% Wiki ☆ ❹	Workshop  ☆	Zoom meeting ☆ ⑤				
Bulk actions		J					





# 14.1. Configuring Workshop Settings

General Settings: Enter the Workshop Name and Description in the provided text fields.

Home III Home	Courses Resources Help & Support Webinar How To Use VATT English (en) >	мм ~
Profile	INDUCTION TRAINING Home / My courses / INDTRAN / Module 05 / New Workshop	
Calendar	Course Settings Participants Grades Reports More -	
<ul> <li>Private files</li> <li>Reports</li> <li>Preferences</li> </ul>	New Workshop	Expand all
*     Switch role to       *     Log out	Workshop name	

**Grading Settings:** Scroll down to the **Grading Settings** section. Select the desired grading strategy from the dropdown menu. Options include:

- Accumulative grading: Assigns scores based on multiple criteria, with individual marks adding up to a final grade.
- **Comments**: Provides qualitative feedback without numerical grading.
- Number of errors: Grades based on the count of mistakes made in the submission.
- **Rubric**: Uses predefined criteria with specific performance levels to assess submissions systematically.

Home III Home	Courses Resources Help & Suppor	Webinar How To Use VATT English (en) 🗸	
	Grading settings	,	
Profile	Grading strategy	Accumulative grading	
A Grades	Grade for submission	Accumulative grading     Comments	
Calendar	Submission grade to pass	Number of errors	
Private files	Grade for assessment		
Preferences			
8+ Switch role to	Assessment grade to pass		
Log out	Decimal places in grades	0 \$	
	Submission settin	gs	
	Assessment settin	gs	
	Feedback		
			· · · · · · · · · · · · · · · · · · ·





#### **Submission Settings**

- Under **Submission Settings**, users can define how assignments or workshop submissions should be handled.
- You can enter **instructions for submission** in the text box.
- Choose the **submission type** (Online text or File attachment) and specify if it's required.
- Set the maximum number of submission attachments and the allowed file types for upload.

🕅 III Home C	Courses Resources Help & Support Webi	r How To Use VATT English (en) ↓	
	Submission settings		
Profile	Instructions for submission	<b>↓</b> A ▼ B <i>I</i> ≔ ≡ ≡ ∅ ∞ ∞ ☺ ⊑ ⊕ ∳ ■ 0 н•	0 ===
Grades			
🗢 Calendar			1
Private files			
Reports			
Preferences			1
Switch role to			
E Log out	Submission types	2 Online text □ Required 2 File attachment □ Required	h
	Maximum number of submission attachments	1 0	
	Submission attachment allowed file 🔹 🛿	Choose No selection	

#### **Assessment Settings**

- The Assessment Settings section allows users to configure how assessments are conducted.
- Instructions for assessors can be added in the provided text box.
- If **self-assessment** is allowed, students can assess their own work by enabling the checkbox.

Home :::	Courses Resources Help & Support	Webinar	How To U	se VATT	Engli	sh (en) 🗸							l	<b>۵</b>	) (¢	мм	1 ~
	Assessment setting:	s	w 5001115	SIGHS GIVE	r me ue	uumie (											
Profile	Instructions for assessment	1	A -	B I	: :=	1= 3	1 🗉	Ø	25	9 🖬	٠	0 н Р	0	==			
Grades																	
Calendar																	
Private files																	
Reports																	
Preferences																	
Switch role to																	
Log out																	
	Use self-assessment	🗆 Stud	lents may	y assess t	heir own	work 🔞											
	Feedback																
	Example submission	ns															
	Availability																-

۸





#### **Configuring Feedback Options**

- The **Feedback** section lets instructors enable or disable feedback for assessments.
- You can choose from the following options:
  - **Disabled** No feedback provided.
  - Enabled and optional Feedback can be given but is not required.
  - **Enabled and required** Feedback is mandatory.
  - Additionally, a maximum number of **feedback attachments** can be specified.

Home ::: Home	Courses Resources Help & Support N	Webinar	r How To U	se VATT	Engli	ish (en)	•									4	\$	мм ч	
	Use self-assessment	L	_ Students ma	y assess th	eir own	work	U												
	Feedback																		
Profile	Overall feedback mode	•	Enabled and a	otional 🔹	Ì	/	1												
Grades			Disabled			/													
😇 Calendar	Maximum number of overall feedback attachments		Enabled and a	optional	*														
Private files	Conclusion		Enabled and	equired	:=	1=	a a	Ø	200			æ	81	D I	L:0	a ===			
Reports			•	5 1						-	. 6	*	-						
Preferences																			
<b>8+</b> Switch role to																			
E Log out																			
																		-	1.
	Example submissions																		

**Setting Availability and Deadlines**: The **Availability** section defines when the submission and assessment phases will be open. Users can enable and set:

- **Open for submissions from** (date and time)
- Submission deadline
- Open for assessment from
- Deadline for assessment

Home :::	Courses Resources Help & Support	Webinar How	To Use V	ATT Er	nglish (a	2m) ~				<b>4</b>	<b>(</b>	мм ~
	Availability											
Profile	Open for submissions from	🗆 Enable	10 ¢	March	۰	2025 ¢	09 ¢	13	• #			
९ Grades	Submissions deadline	🗆 Enable	10 ¢	March	٥	2025 ¢	09 ¢	13	• #			
Calendar	Open for assessment from	🗌 Enable	10 ¢	March	٥	2025 ¢	09 ¢	13	• #			
Reports	Deadline for assessment	🗆 Enable	10 ¢	March	0	2025 ¢	09 0	13	• #			
Preferences	Common module se	ettings										
Switch role to	Restrict access											
	Completion condition	ons										
	Tags											
	Competencies											
		□ Send co	ntent cho	inge notific	ation	0						0

For the remaining sections setting, (Click here).





**Save Options:** At the bottom of the settings page, three buttons are available to finalize your changes:

- 1. **Save and Return to Course**: Click this button to save all the changes made to the activity or resource and return directly to the course homepage.
- 2. Save and Display: Use this option to save your changes and immediately view the activity or resource.
- 3. **Cancel**: Selecting this will discard any changes made during the current session and return to the previous page.

Home :::	Courses Resources Help & Support Webinar How To	o Use VATT English (en) 🗸	<b>4 0</b>	8 MM ~
# Profile	Common module settings			
<ul><li>Grades</li><li>Calendar</li></ul>	<ul> <li>Completion conditions</li> </ul>			
<ul><li>Private files</li><li>Reports</li></ul>	<ul> <li>Tags</li> <li>Competencies</li> </ul>			
<ul> <li>Preferences</li> <li>Switch role to</li> <li>Log out</li> </ul>	Save and Required	return to course Save and display Car	ncel	
	Quick Links	Help Center	Contact Us	•

After click on "Save and display" button, this will navigate to following screen:







## 14.2. Managing Workshop Phases and Submissions

**Switching to the Next Phase:** In the **Setup Phase**, ensure the required setup tasks are completed (e.g., setting a workshop description and instructions for submission). Click **"Switch to the next phase"** to move to the Submission Phase.

Home Courses	Resources Help & Support Webinar	How To Use VATT English (en) 🗸		Edit mode 💽	MM Y
	INDU Home • M	CTION TRA	INING • 1st Workshop		
Submissions opened: Manday, 10 Marc Submissions close: Wednesday, 12 Marc Setup phase Setup phase	h 2025, 913 AM :h 2025, 913 AM Submission phose	Assessment phase	Grading evaluation phase	Closed	
Verter phase X Set the workshop description √ Provide instructions for submission √ Edia assessment form √ Switch to the next phase	Settle to the submission phase.○	Switch to the assessment phose O	Switch is the evaluation phase O √ Calculate submission grades reacted 0 √ Calculate conservent grades reacted 0 reacted 0 √ Provide a conclusion of the activity	Clese workshopO	

A confirmation message will appear. Click "Continue" to proceed.

	Webinar Haw To Use VATT English (en) 🗸	Edit mode 🌑  🕼 🕬 👻
	DUCTION TRAININ	٩G
Home •	My courses • INDTRAN • Module 05 • 1st Workshop • Suite	hing phase
	Confirm	
	You are about to switch the workshop into the <b>Submission</b> <b>phase</b> . Students may submit their work during this phase (within the submission access control dates, if set). Teachers may allocate submissions for peer review.	<pre>/</pre>
	Cancel Continue	
		,





**Allocating Submissions**: Once in the **Submission Phase**, students can submit their work. To allocate submissions for peer review, click on **"Allocate submissions"**.

	INDU	CTION TI	RAINING	
			ule 05 🔹 1st Workshop	
Submissions opened: Monday, 10 Submissions close: Wednesday, 12 Add uubmission	March 2025, 9:13 AM 1 March 2025, 9:13 AM			
Setup phase Switch to the setup phase()	Submission phase	Assessment phase Switch to the assessment phase()	Grading evaluation phase Switch to the evaluation phase()	Closed Close workshap⊙
X Set the workshop description √ Provide instructions for submission X Edit assessment form	Provide instructions for assessment     Submit your work     Submit your work     respected 8     underse underseasion     underse 0     to alloade 0     There is at least one author who has not yet     submitted here work     Or por for submissions from Monday, 10 March     2025, 913 AM (roday)     Submissions denaillace Wednesday, 12 March     2025,     913 AM (2 days left)     Or Time restrictions do not apply to you <li>Submission do not apply to you     </li> <li>Submission from Monday.</li>		✓ Colculate submission grades reported 3 isolated 0 ✓ Colculate assessment grades expected 3 isolated 0 ✓ Provide a conclusion of the activity	

Choose an allocation method:

- Manual Allocation: Assign reviewers manually.
- Random Allocation: Assign reviewers automatically.
- Scheduled Allocation: Set up automatic allocation based on deadlines.

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E I Home	MDUCTION	N TRAINING			
Manual allocation  Manual allocation Random allocation Scheduled allocation i by	Participant	Participant is review	ier of		
Nothing to review	fa faizan ahmad No submission found far this user	Reviewer without own sub Self-assessment disabled Nathing to review	nission		
Nathing to review	MM Mahad Mansoor No submission found for this user Showing 10 items p	Reviewer without ann sub Self-ansesment daubled Nathing to review	nission		





After enrolled teacher submit their assignment, following screen will display:

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Home • My courses • INDTRAN • Module	TRAINING OS • 1st Workshop • My submission
My submission Instructions for submission - Please submit your work on the due date. Ist Workshop	
MM by Mahad Mansoor www.mitred w Manaday 10 March 2023, 11 Ca AM HomePage.pdf Edit submission Delete submission	

Now the HR can "allocate submissions" click on "Allocate Submissions".

	Home • M	1y courses • INDTRAN • Mod	ule 05 🔹 1st Workshop	
Submissions opened: Monday, 10 Submissions close: Wednesday, 12 Submission phase	March 2025, 9:13 AM March 2025, 9:13 AM			
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X Set the workshop description	Provide instructions for assessment     Submit your work     Allocite submissions     near-tet 3     workstd 2     to allocate 2     O Open for submissions from Monday, 10 March     2023, 913 AM (Irday)     Submissions deadline: Wednesday, 12 March 2025,     913 AM (2 days left)     O There restrictions do not apply to you <li>Submissions do not apply to you     </li>		<ul> <li>✓ Colculate submission grades executed 3 calculated 0</li> <li>✓ Colculate assessment grades expected 3 calculate do a conclusion of the activity</li> </ul>	





# 14.3. Managing Manual Allocation of Submissions

Accessing the Submission Phase: Once the workshop is in the Submission Phase, students can submit their work. To manually assign reviewers for submitted work, click "Allocate submissions". Under the Manual Allocation section. You will see a list of participants and the option to "Add a reviewer" for each submission.

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Manual allocation • Manual allocation Participant is reviewed by	Participant	Participant is reviewer of
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Add reviewer Choose user •	MM Mahad Mansoor Ist Workshop No grade yet Showing 10 items per page Chang	e _ •

Click on the **"Choose user"** dropdown under "Add reviewer". Select the user who will review the submission.

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Add reviewer Choose user_ \$		MM Mahad Mansoor Ist Workshop No grade yet	Self-assessment disabled Add reviewee Choo	ose user 🕈	
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Once selected, the reviewer will be assigned to assess the participant's submission.

INDUCTION TRAINING Home · My courses · INDTRAN · Module 05 · Ist Workshop · Submission allocation					
Manual allocation   Manual allocation  The submission has been successfully allocated					
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Add reviewe Choose user. Choose user. foizan ahmod	MM Mahad Mansoor Ist Warkshop No grade yet	Self-assessment diabled Add reviewee Choose user. fa faizan ohmad T			
Show all participants	Showing 10 items per page Change – •				

A **confirmation message** will appear, indicating that the allocation was successful. The assigned reviewers will now be displayed under each participant. HR can also remove reviewers by clicking the **trash bin icon** next to their name.

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E .	INDUCTION T	RAINING at Warkshop • Submission allocation	
Manual allocation • Manual allocation The submission has been successfully allocated			
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Show all participants	No grade yet		





Switching to the Assessment Phase: Once all submissions are completed and allocated, click "Switch to the next phase" to transition to the Assessment Phase.

INDUCTION TRAINING						
Submissions opened: Monday, 10 March 2025, 9.13 AM Submissions close: Wednesday, 12 March 2025, 9.13 AM Submission phase						
Setup phase Switch to the setup phase()	Submission phase	Assessment phase Switch to the assessment phase()	Grading evaluation phase Switch to the evaluation phase()	Closed Close workshop()		
winth the threadup blose O     Current place O     Sinth to the evaluation place O     Clase evaluation O       X Set the workshop description <ul> <li>A bases poers</li> <li>Build to assessment form</li> <li>Allerost traditions from Manday, 10 March</li> <li>D Open for submissions descriptions</li> <li>O Open for submissions from Manday, 10 March</li> <li>D Open for submissions descriptions</li> <li>O Open for submissions from Manday, 10 March</li> <li>D Open for submissions descriptions</li> <li>O Open for submissions from Manday, 10 March</li> <li>D Open for submissions descriptions</li> <li>V Submissions descriptins</li> <li>V Submissions</li> <li>V Submis</li></ul>						

### A confirmation prompt will appear. Click "Continue" to proceed.

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INDUCTION TRAINING						
	Confirm You are about to switch the workshop into the Assessment phase. In this phase, reviewers may assess the submissions they					
	have been allocated (within the assessment access control dates, if set).					
	Cancel					





After assessments are completed, click "Switch to the next phase" to move to the Grading Evaluation Phase.

	INDU	CTION T	RAINING		
Submissions opened: Monday, 10 Submissions close: Wednesday, 12 ssessment phase	March 2025, 9:13 AM : March 2025, 9:13 AM				
rtup phase itch to the setup phase()	Submission phase Switch to the submission phase()	Assessment phase	Grading evaluation phase Switch to the evaluation phase ()	Closed Close workshop	
<ul> <li>Set the workshop description</li> <li>Provide instructions for submission</li> <li>Edit assessment form</li> </ul>	<ul> <li>Provide instructions for assessment</li> <li>Submit your work</li> <li>Allocate submissions exercted 3 unlimited 2 to allocate 0</li> <li>Open for submissions from Monday, 10 March 2025, 913 AM (Indary)</li> <li>Submissions decallance Wednesday, 12 March 2025,</li> </ul>	√ Assess peers tool:1 peeding 1 √ Switch to the next phase	<ul> <li>✓ Calculate submission grades reacted 3</li> <li>colocided     <li>✓ Calculate assessment grades     <li>colocided 1     <li>colocided 1     </li> <li>✓ Provide a conclusion of the activity     </li> </li></li></li></ul>		

Confirm the transition by clicking **"Continue"** in the confirmation window.

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					Confi	rm							
					tou are evaluati submissi evaluatio for revie	about to switch the w on phase. In this pha ons or their assessmer on tools to calculate fi wers.	orksnop into the <b>Grading</b> se, users cannot modify their its. Teachers may use the grac nal grades and provide feedb	ling ack					
							Cancel						





- In the Grading Evaluation Phase, review and calculate assessment grades.
- Once evaluations are complete, click "Switch to the next phase" to proceed.

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<ul> <li>Grading evaluation</li> <li>Comparison of assessments</li> </ul>	settings fair Re-colculate grades			
Grading evaluation ph	ase			
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Grading evaluation method 🔵 Comp	arison with the best assessment \$			

A confirmation window will appear. Click **"Continue"** to finalize and close the workshop.

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E IN	DUCTION TRAINING	
	Confirm You are about to close the workshop. This will result in the calculated grades appearing in the gradebook. Students may	
	view their submissions and their submission assessments. Cancel Continue	





**Closing the Workshop**: Once all grading and assessments are completed, the workshop is marked as **Closed**. Students can now view their **final grades** and submission feedback.

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Workshop grades report – Page Settings					