



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

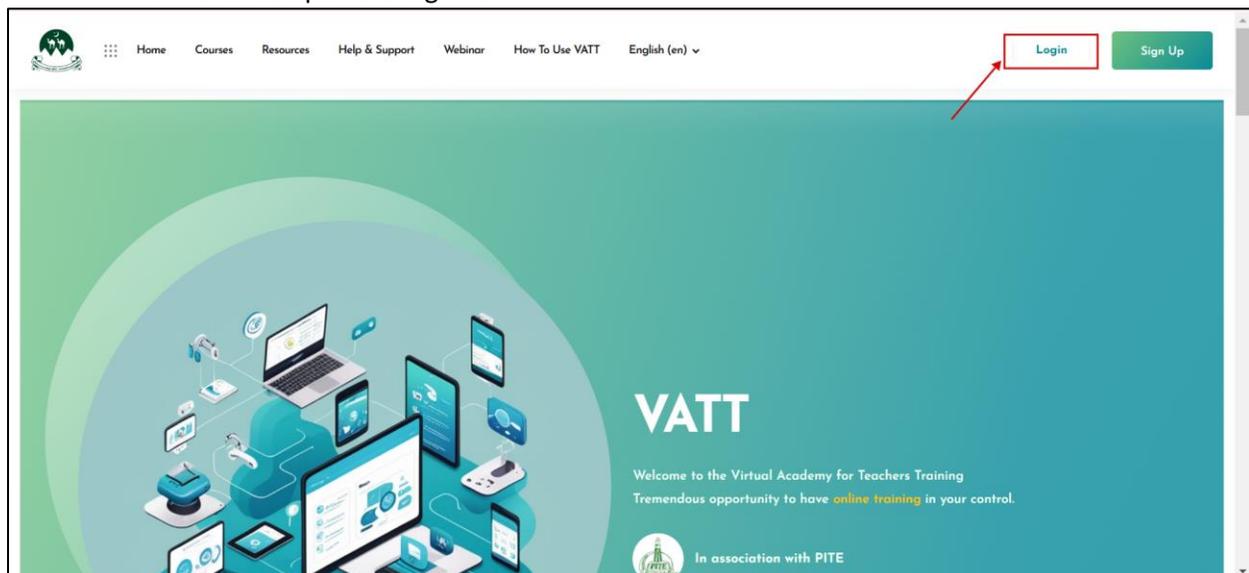
2.1. Logging In

1. Visit the Homepage

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

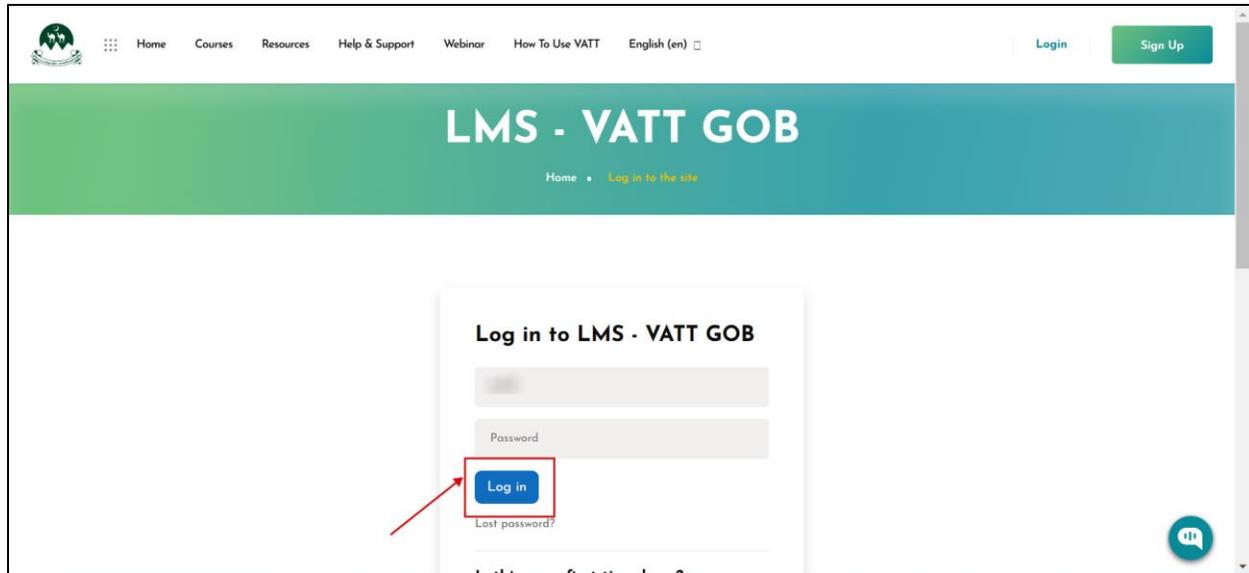
2. Click on "Login"

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

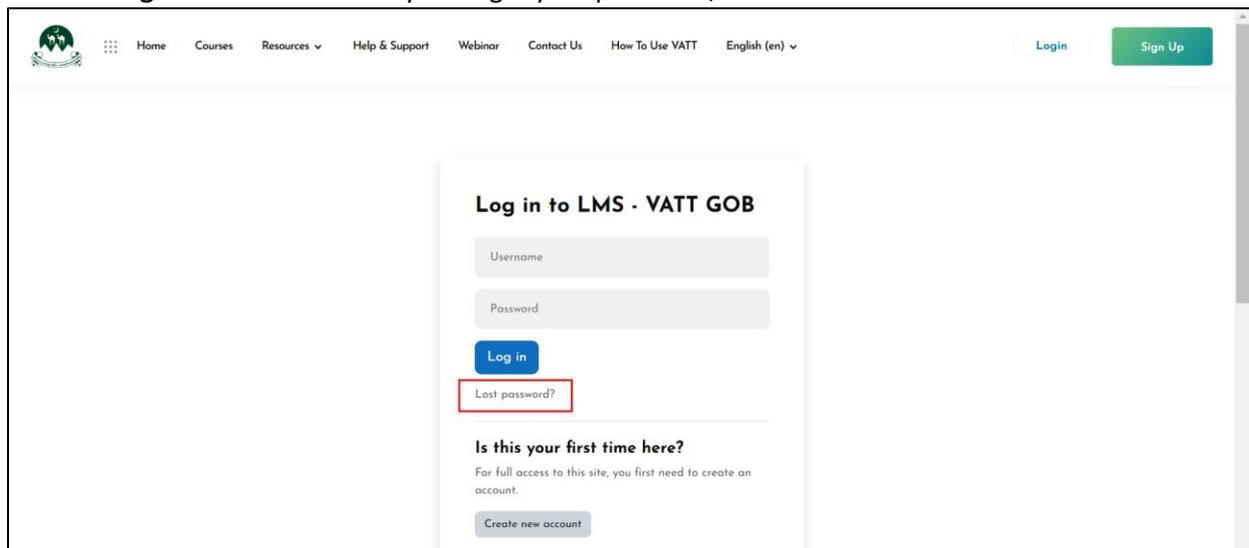


3. **Enter Your Credentials:** Enter your **HR email address** and the **password** you set during registration.

4. **Click "Login":** Press the **Login** button to access the HR dashboard.

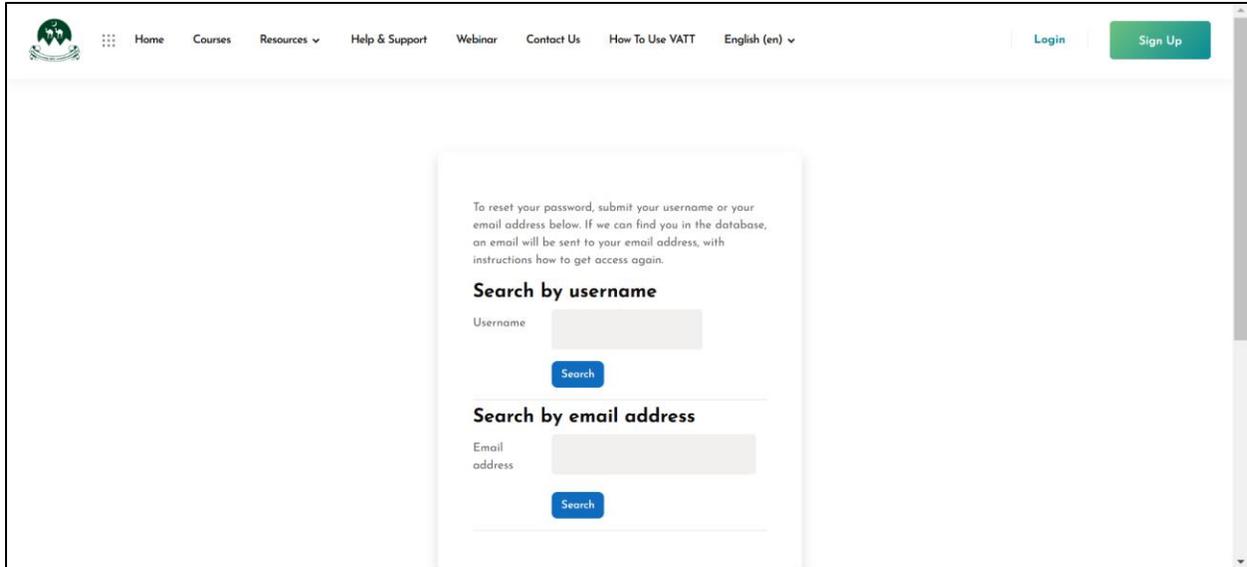


5. **Forgot Your Password:** If you forgot your password, click on the “**Lost Password?**”



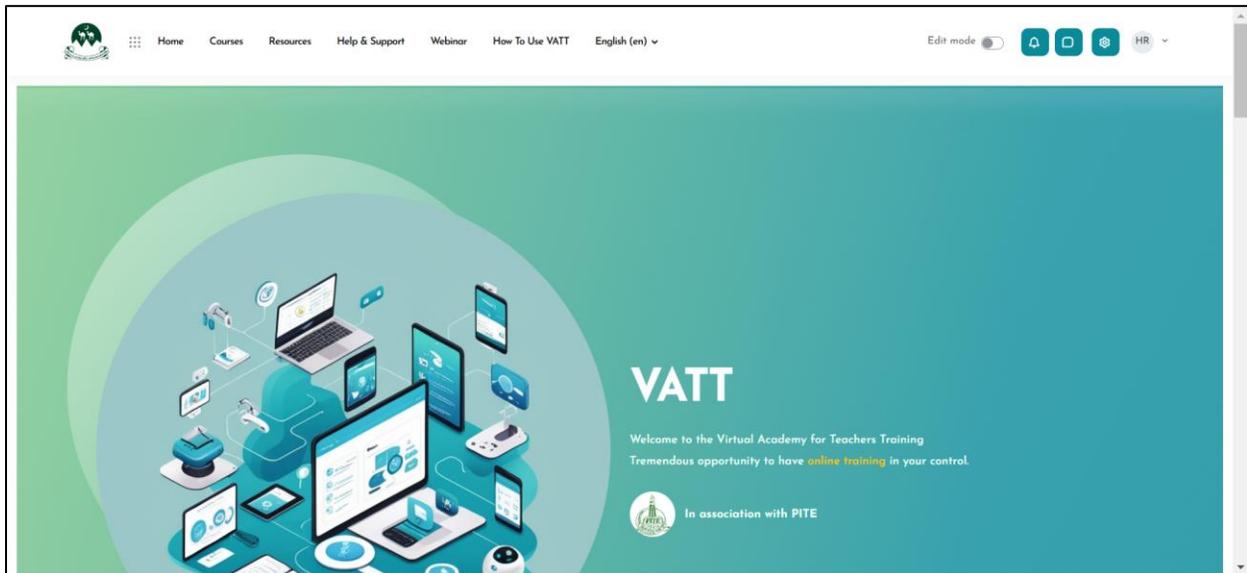
You'll be directed to the password recovery page. Recover your password by:

- Searching via **Username**
- Searching via **Email Address**



3. Access the HR Home Screen

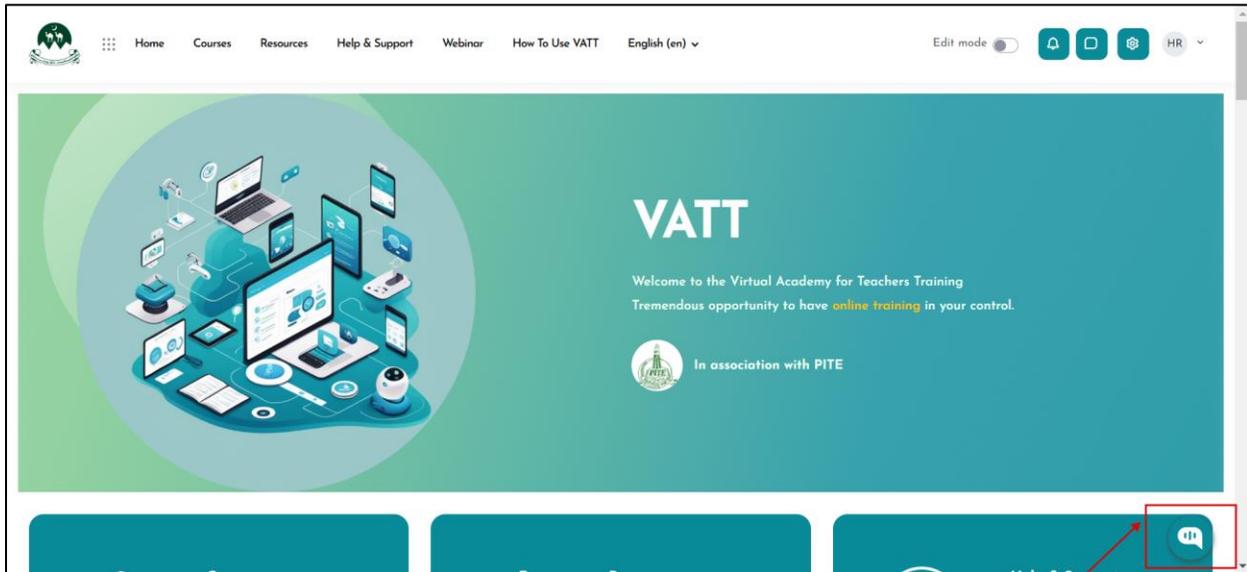
Once logged in, you'll be directed to the HR home screen.



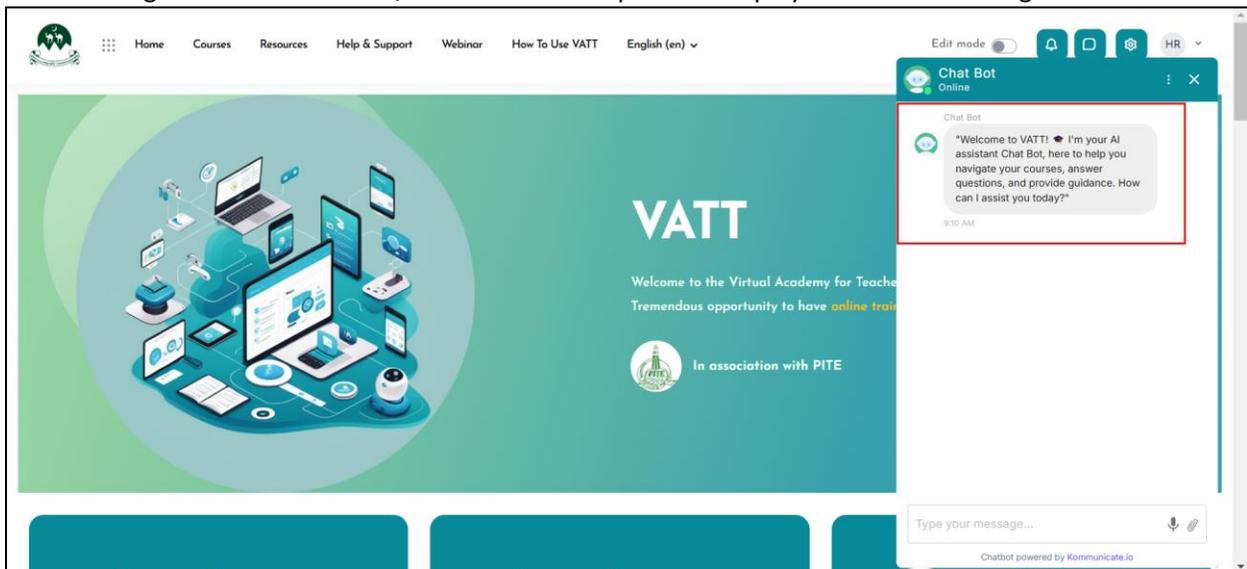


3.1. AI Chatbot Feature

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

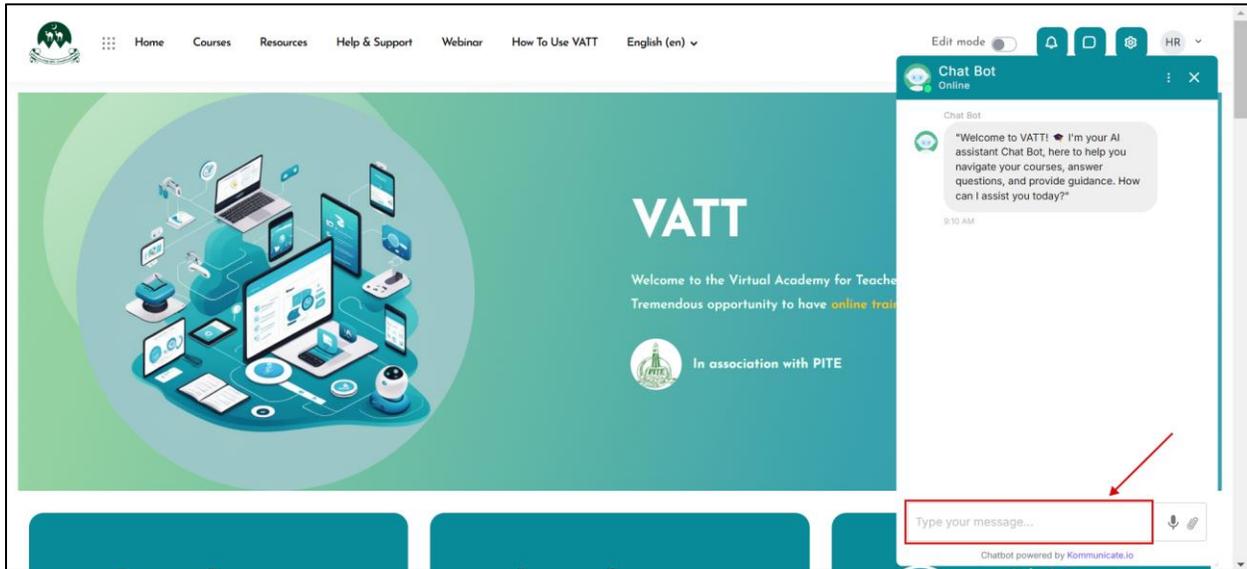


After clicking on the chatbot icon, the chatbot will open and display a welcome message.



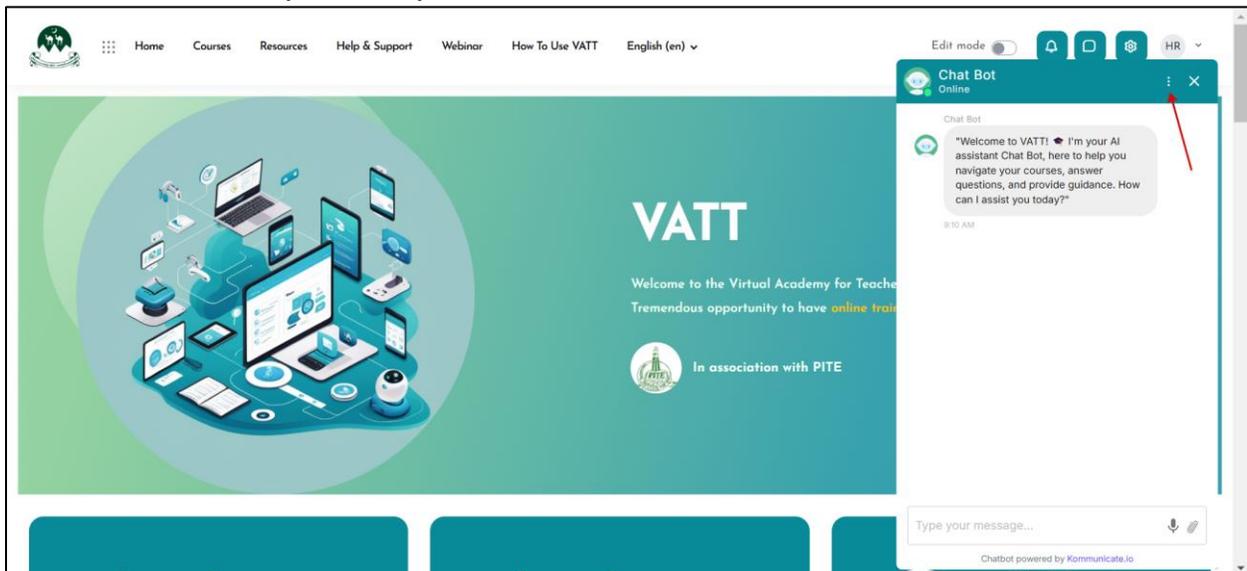


- **Interacting with the Chatbot**, type your query in the chatbot. The chatbot provides answers accordingly.



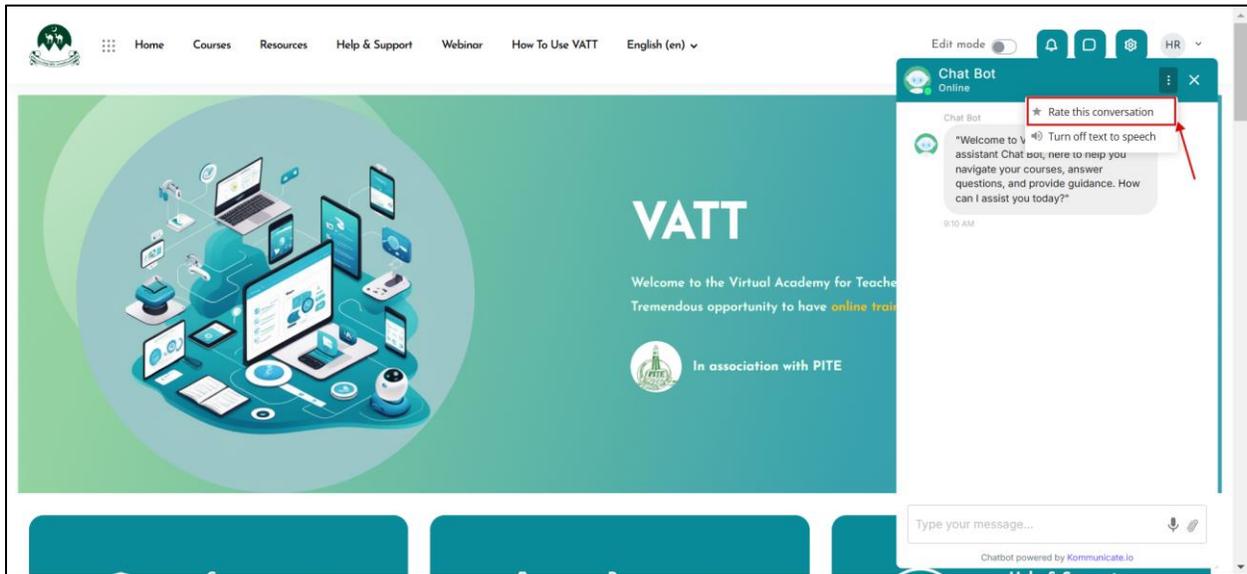
Rating the Chatbot Response:

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

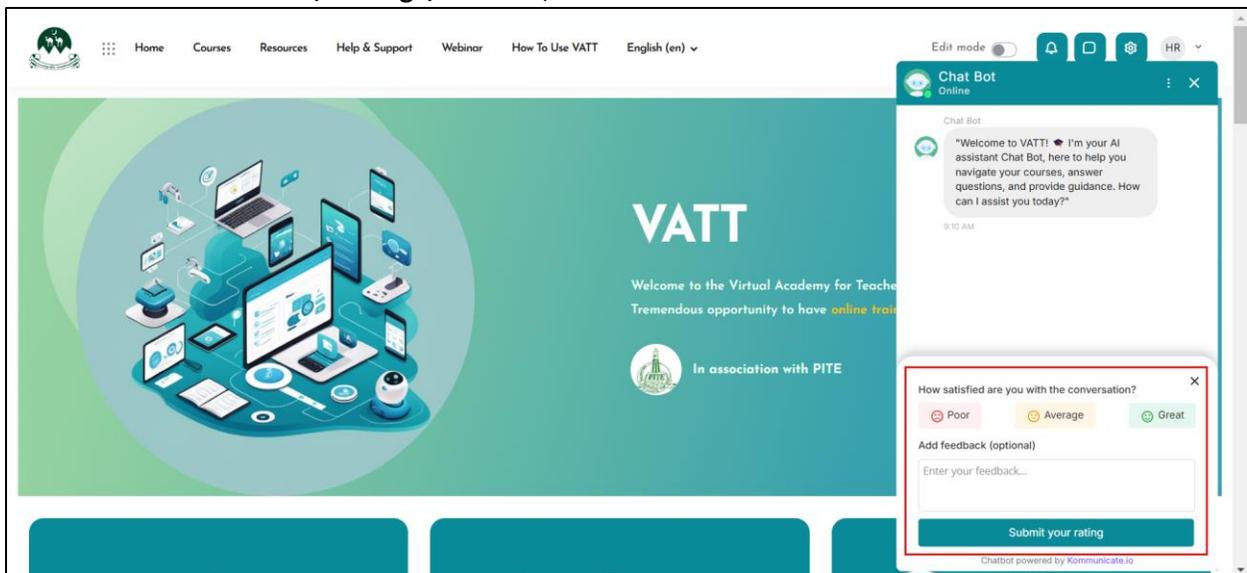




- Select **"Rate this conversation."**

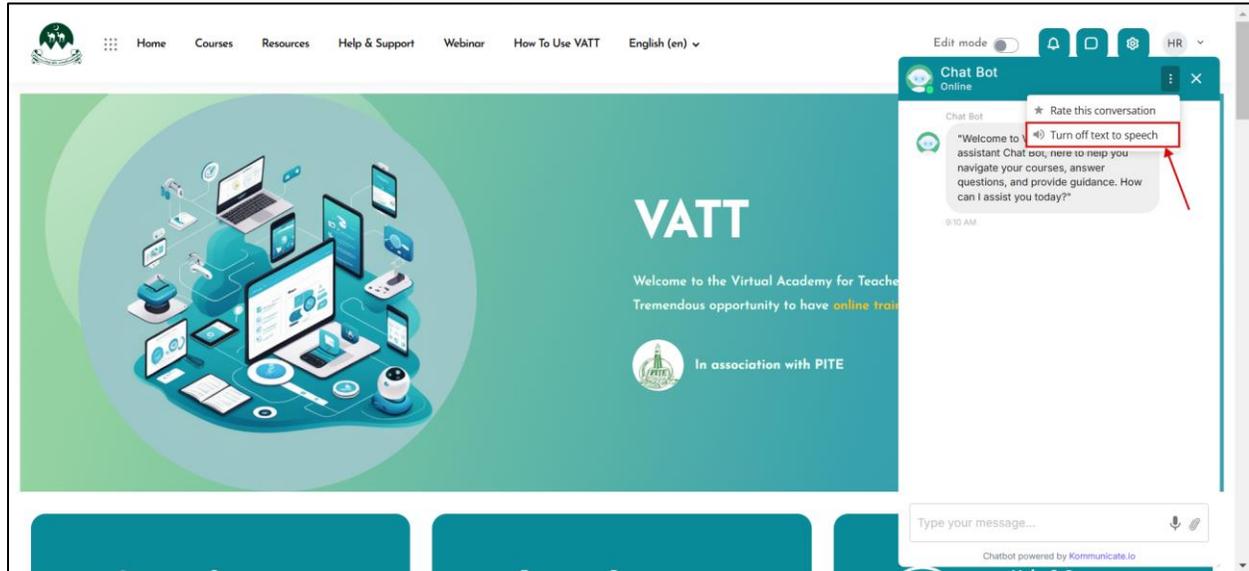


- Choose from **Poor, Average, or Great**, and submit feedback.



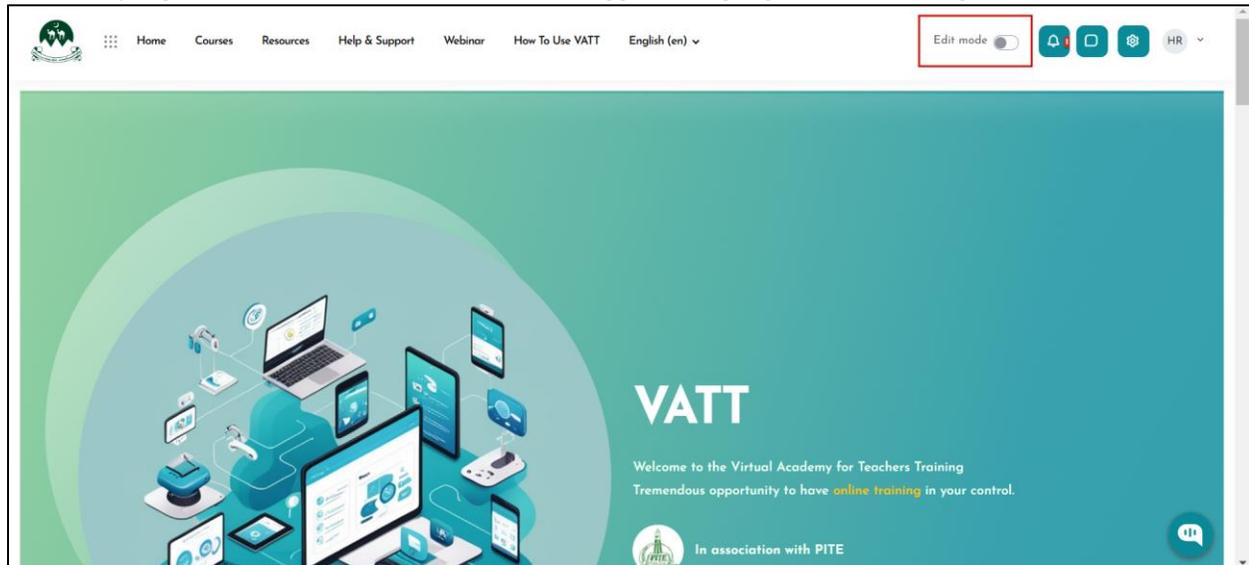
Adjusting Chatbot Settings:

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



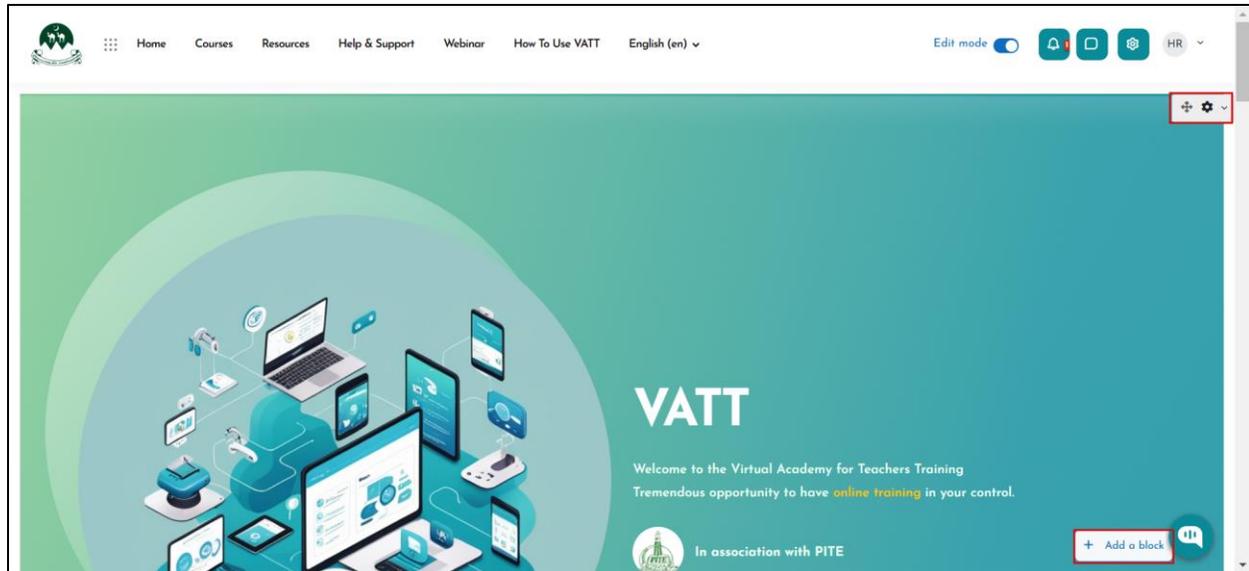
3.2. Enabling Edit Mode

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

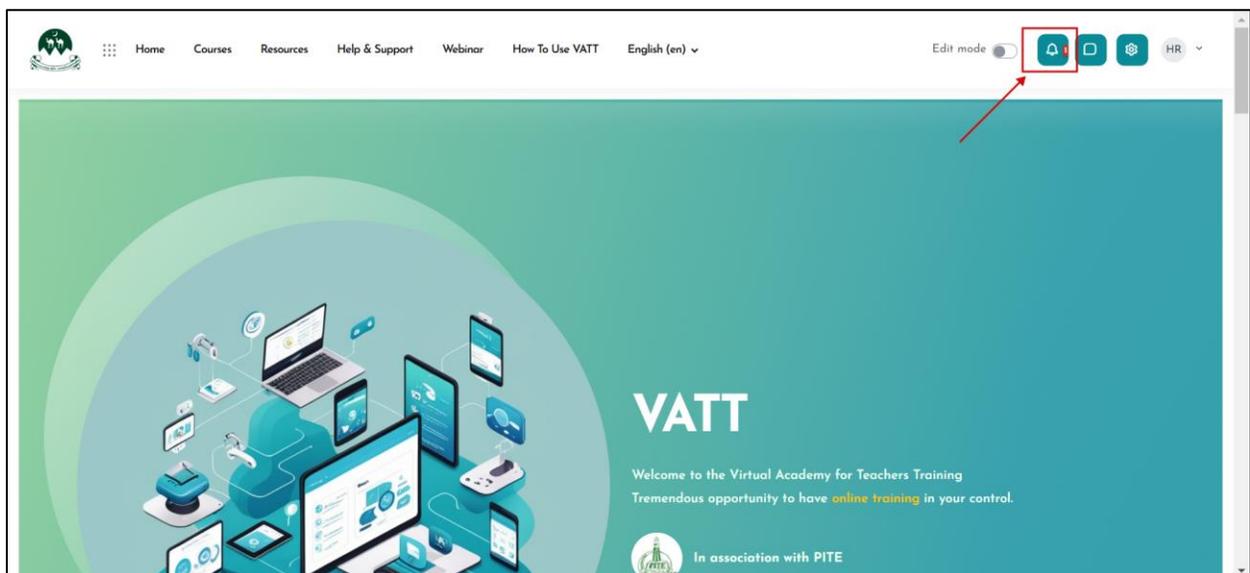
- **Add or Edit Course Content:** Customize lessons, quizzes, and assignments directly.
- **Reorganize Layout:** Drag and drop modules or adjust the appearance of course materials.
- **Save Changes:** Ensure all changes are saved before disabling Edit Mode.

Disabling Edit Mode

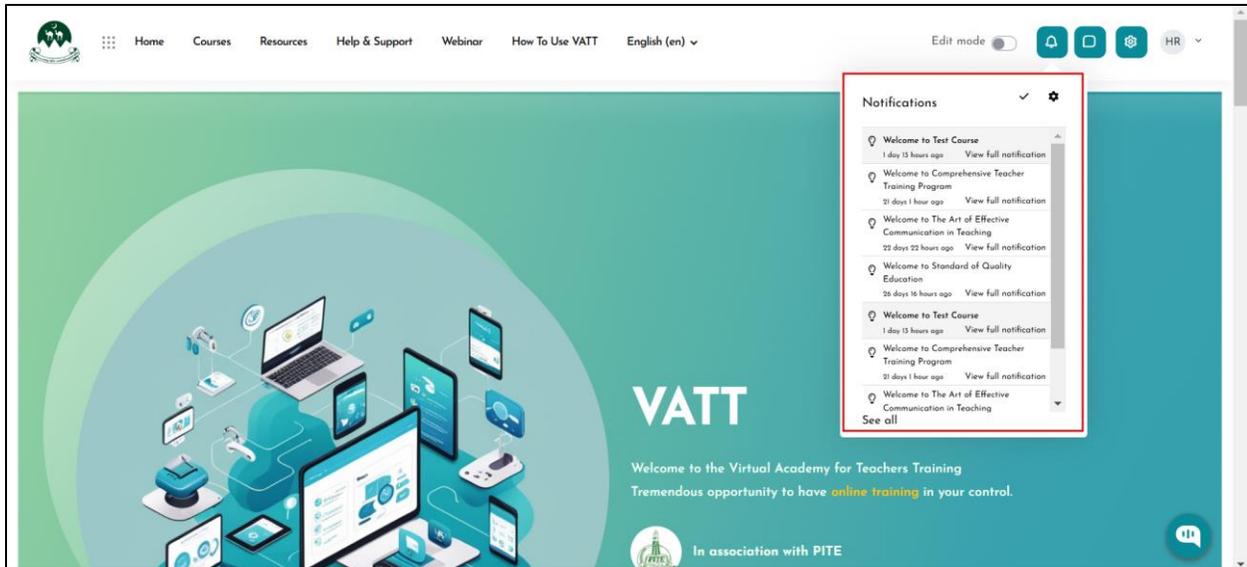
1. Once editing is complete, click the **"Edit mode"** toggle again to disable it.
2. This will lock the content from further unintended modifications.

3.3. Managing Notifications

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

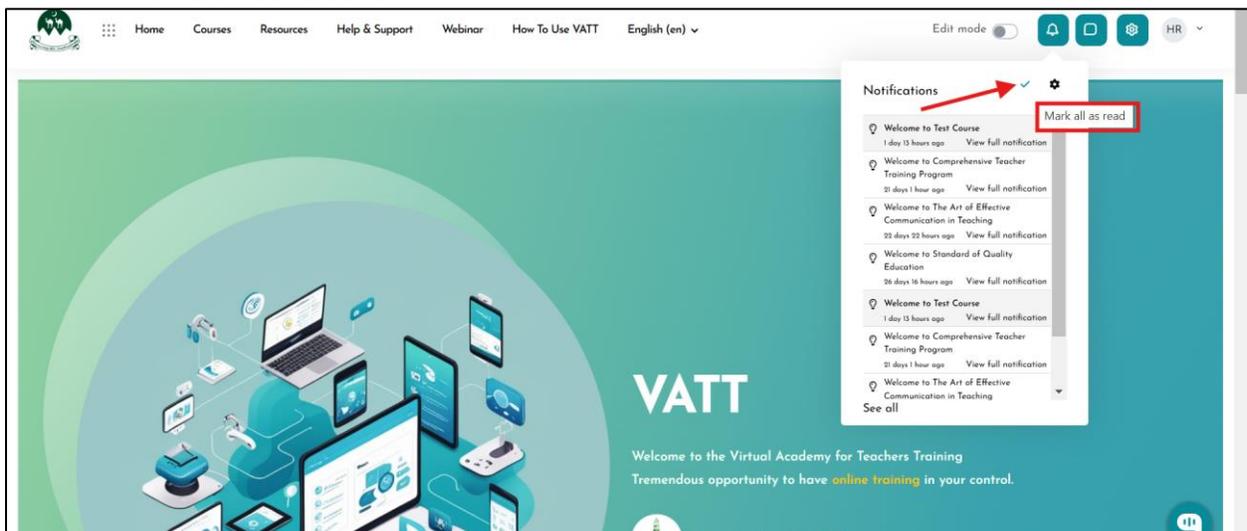


2. **Click the Bell Icon:** A dropdown menu will appear, listing all recent notifications.

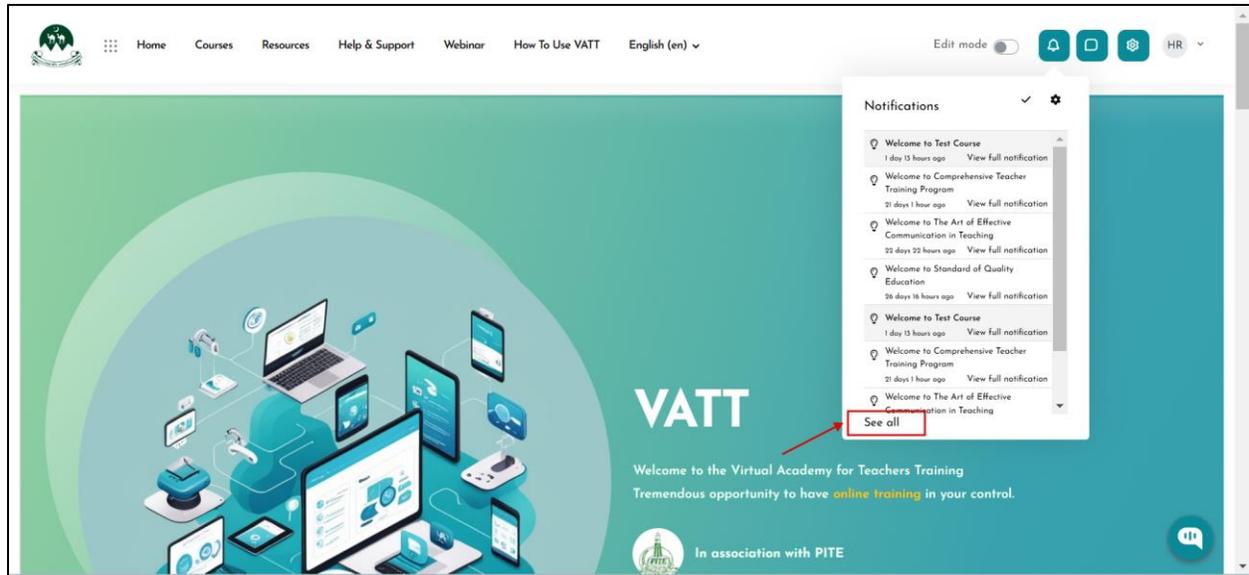


3. Managing Notifications

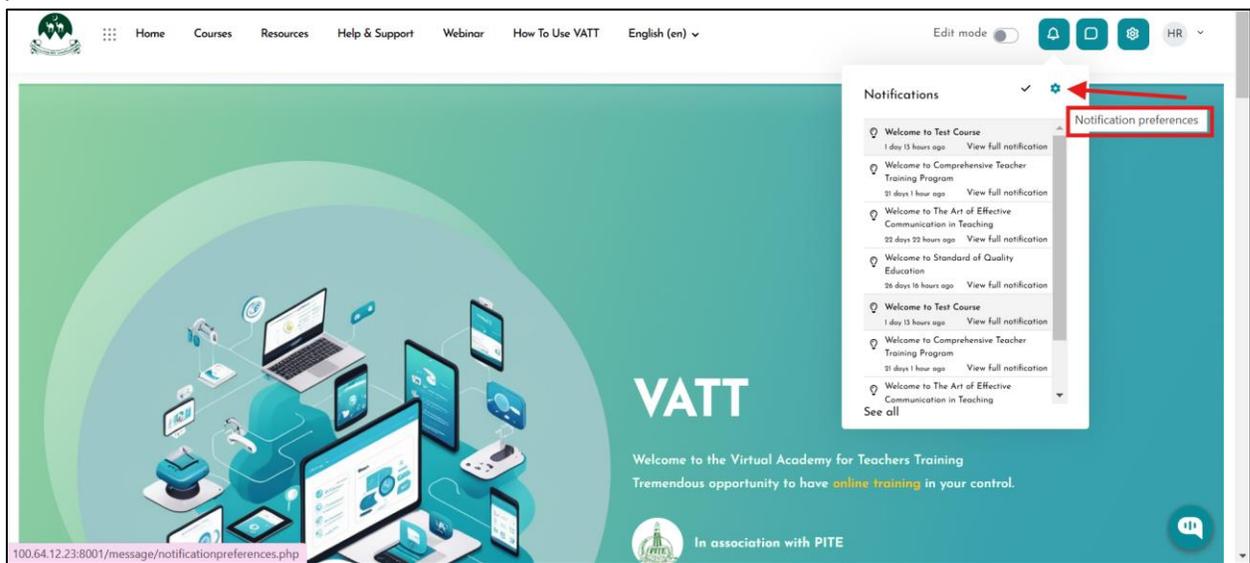
- **View Details:** Click on the notification title to view more details directly.
- **Mark All as Read:** Click the "Mark all as read" option at the top of the dropdown to clear unread notifications:



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

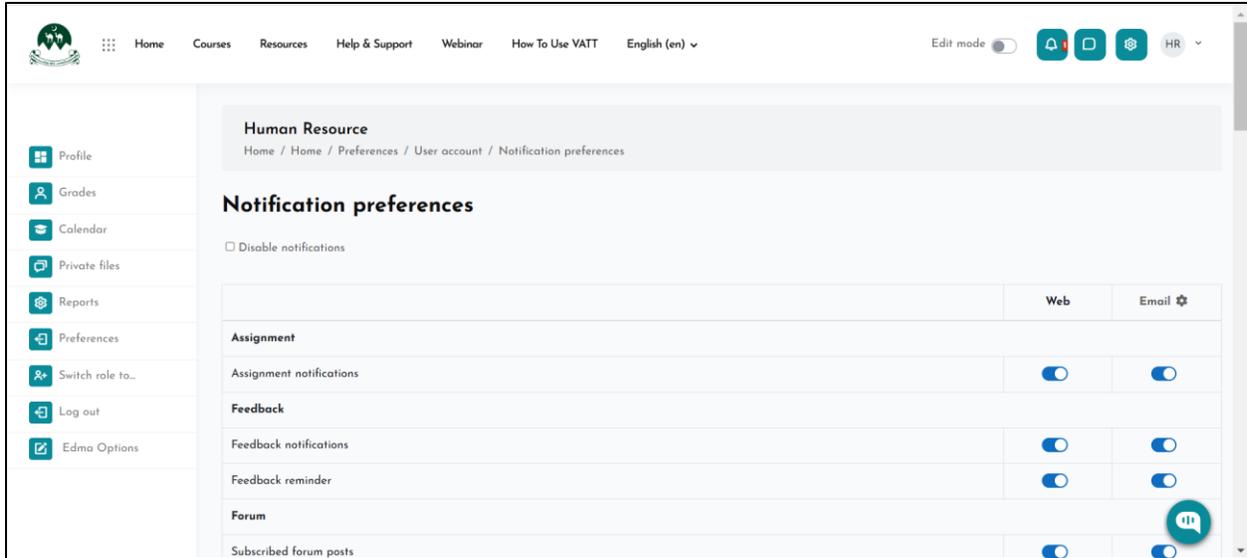


4. **Access Notification Preferences:** Access the **Preferences** menu from the left-hand navigation panel.

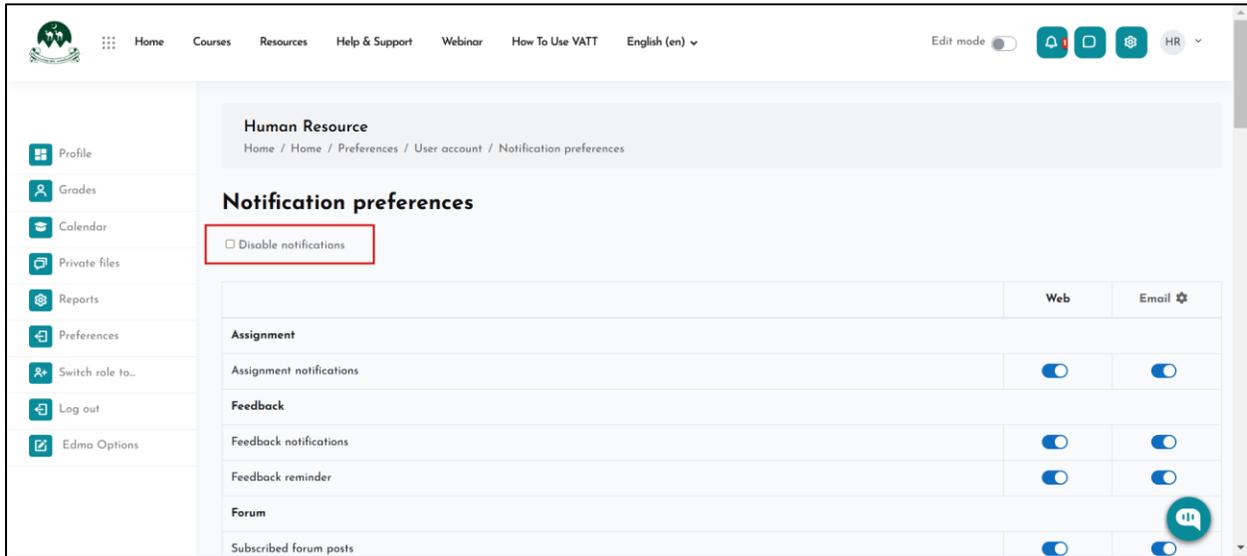


Navigate to the **Notification Preferences** section. Adjust the toggles for:

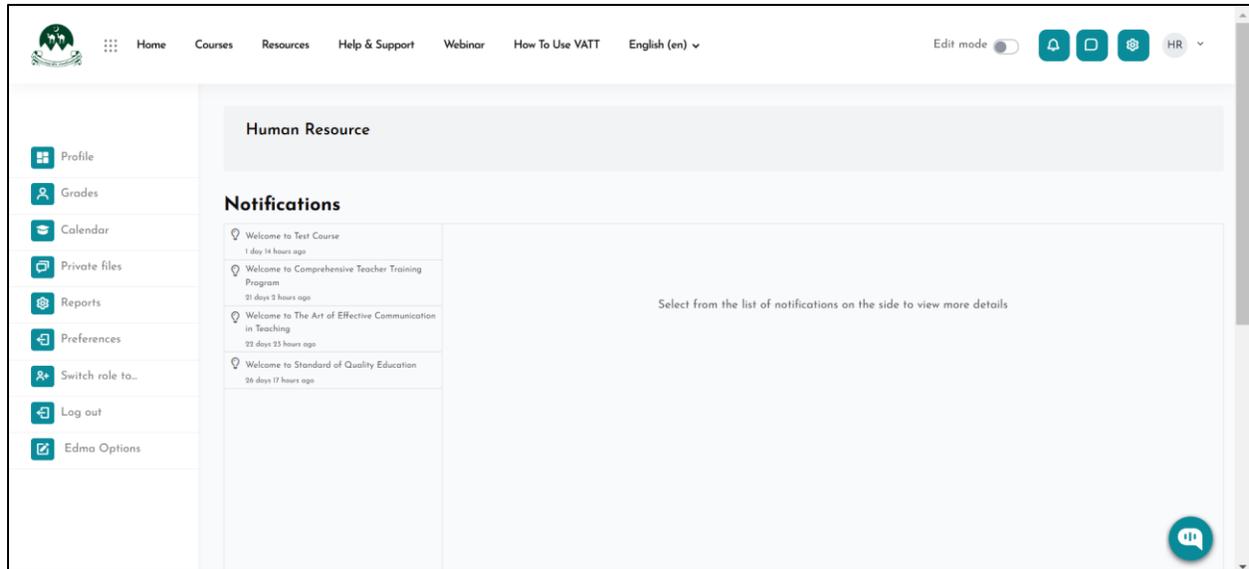
- Web notifications
- Email notifications



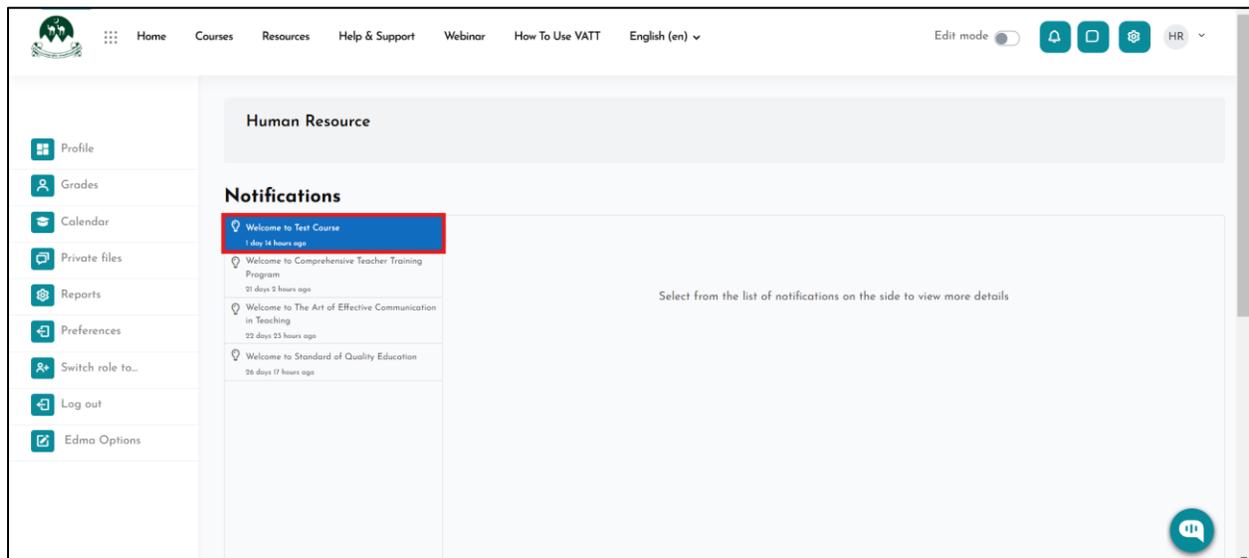
To completely disable notifications, check the "Disable notifications" option at the top.



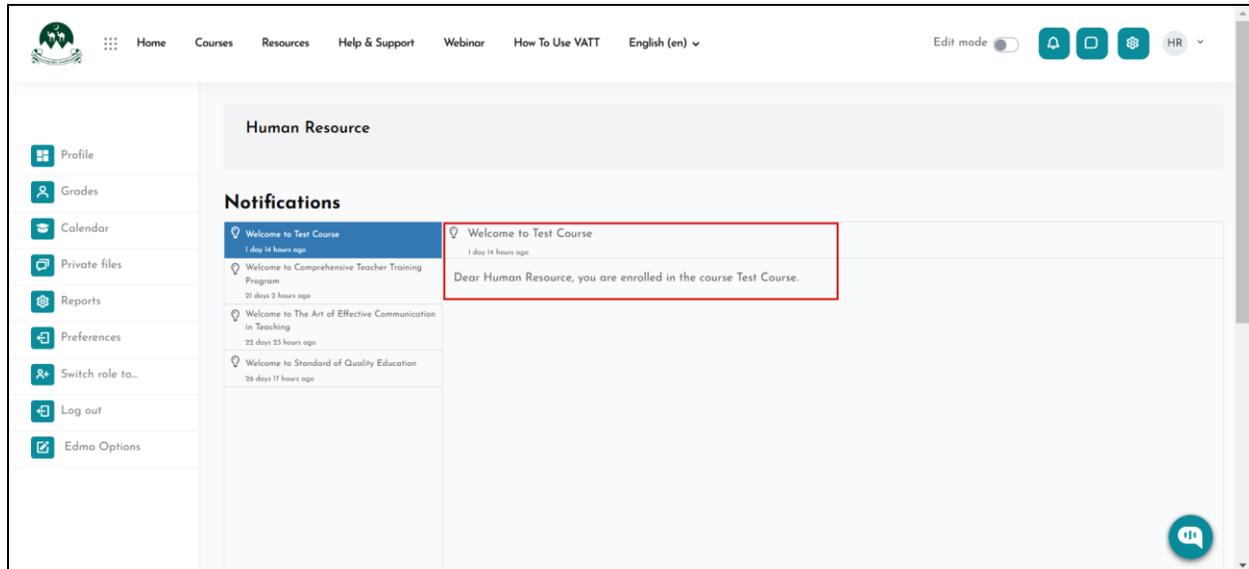
5. **Viewing Notification Details:** On the Notifications page, a list of all available notifications will appear on the left-hand side.



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



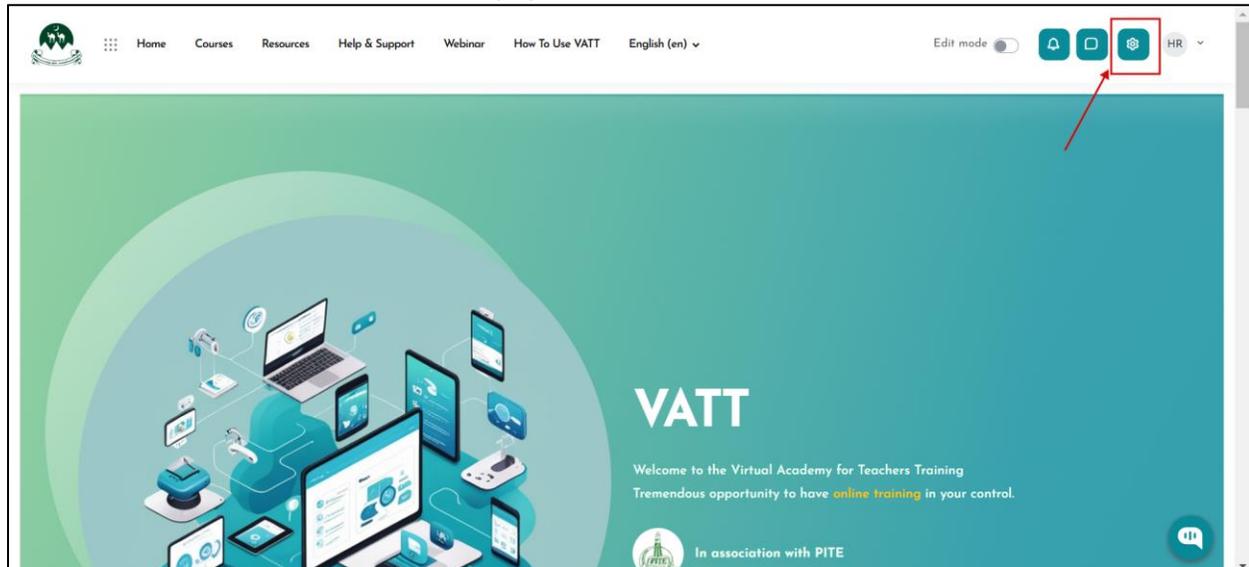
It will display the selected notification details as shown in below image:



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.



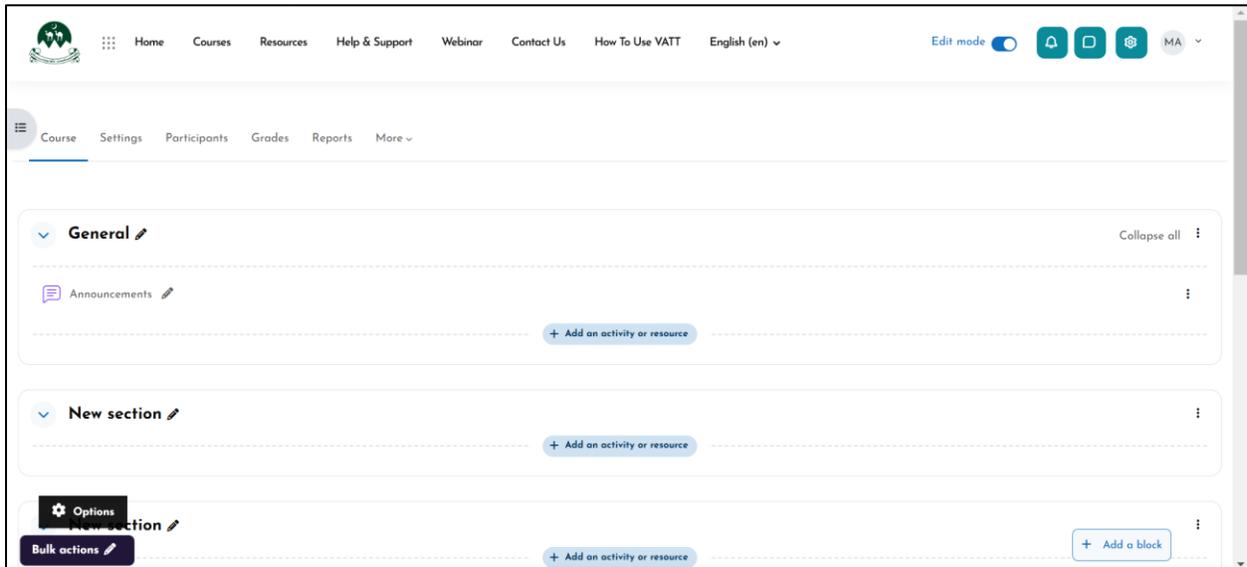
4.1. Steps to Add and Update Course Content

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.

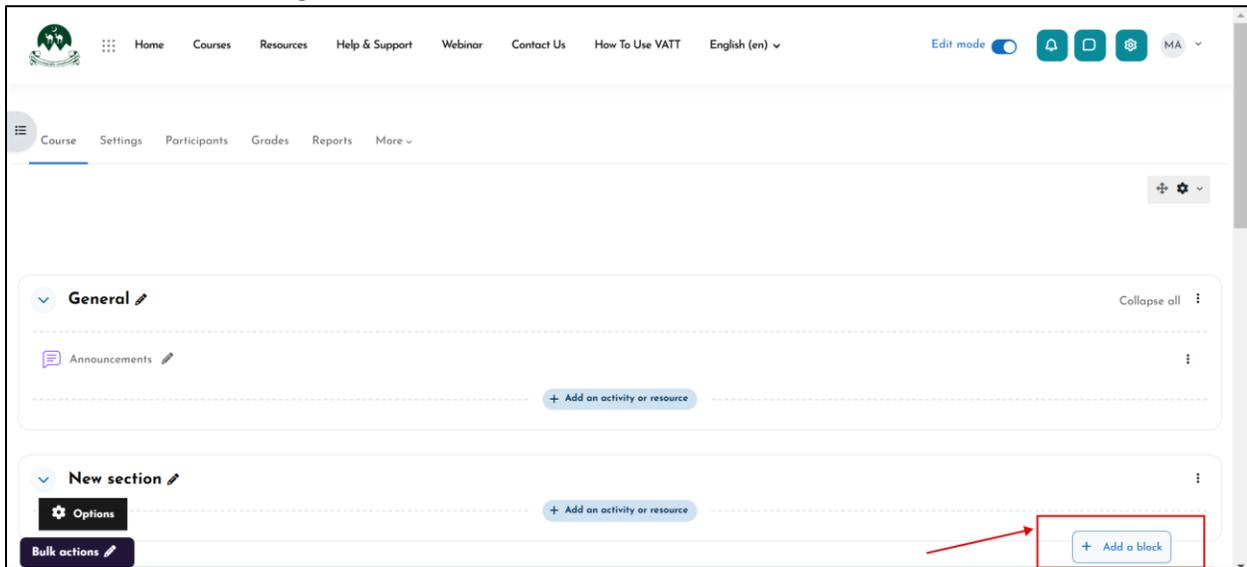


4. **Bulk Actions:** Use the **Bulk actions** button (left corner) to manage multiple sections or activities simultaneously.
5. **Additional Settings:** The three-dot menu on the far-right side of each section offers customization options.

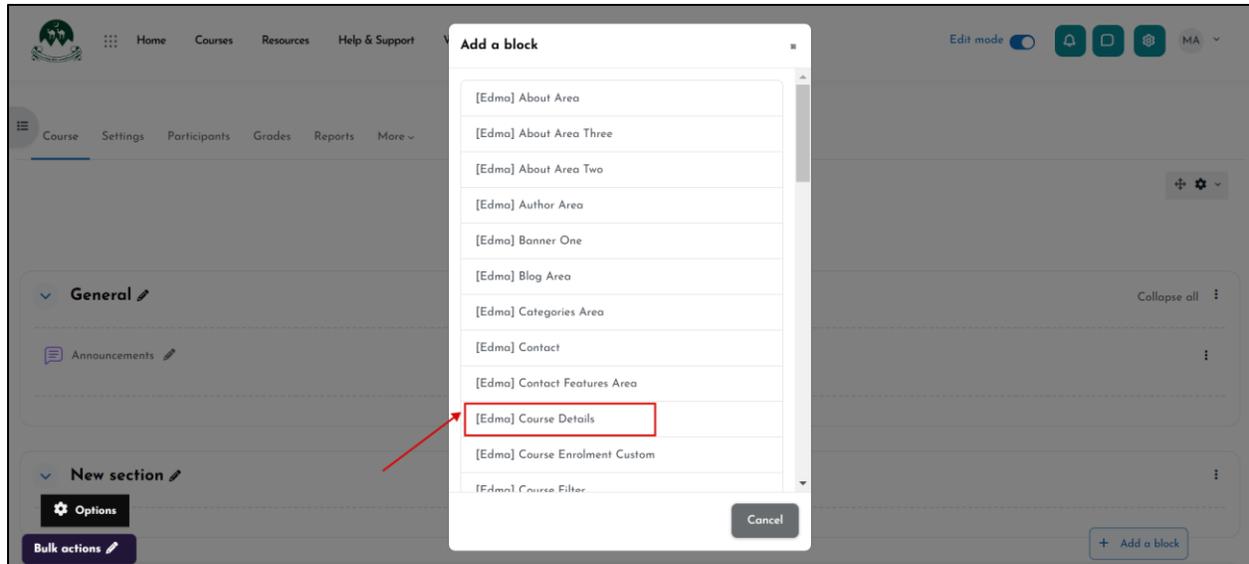


4.1.1. Adding Course Details Block

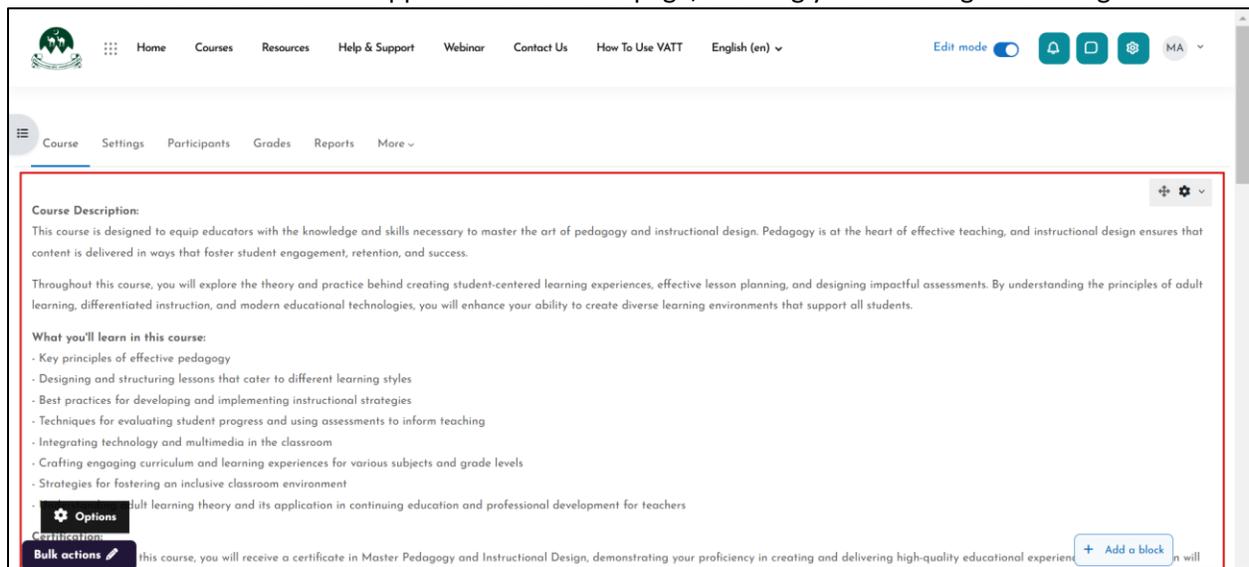
- Navigate to the course page where you wish to add a block.
- At the **bottom-right corner**, click the **“Add a Block”** button.



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

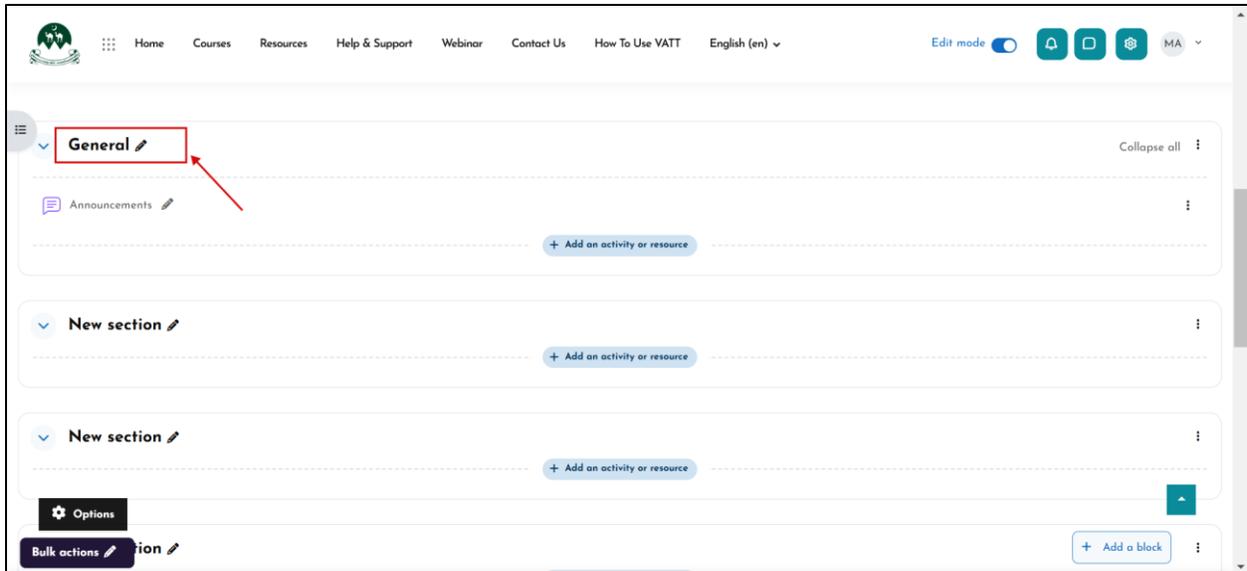


- The selected block will appear on the course page, allowing you to manage its settings.

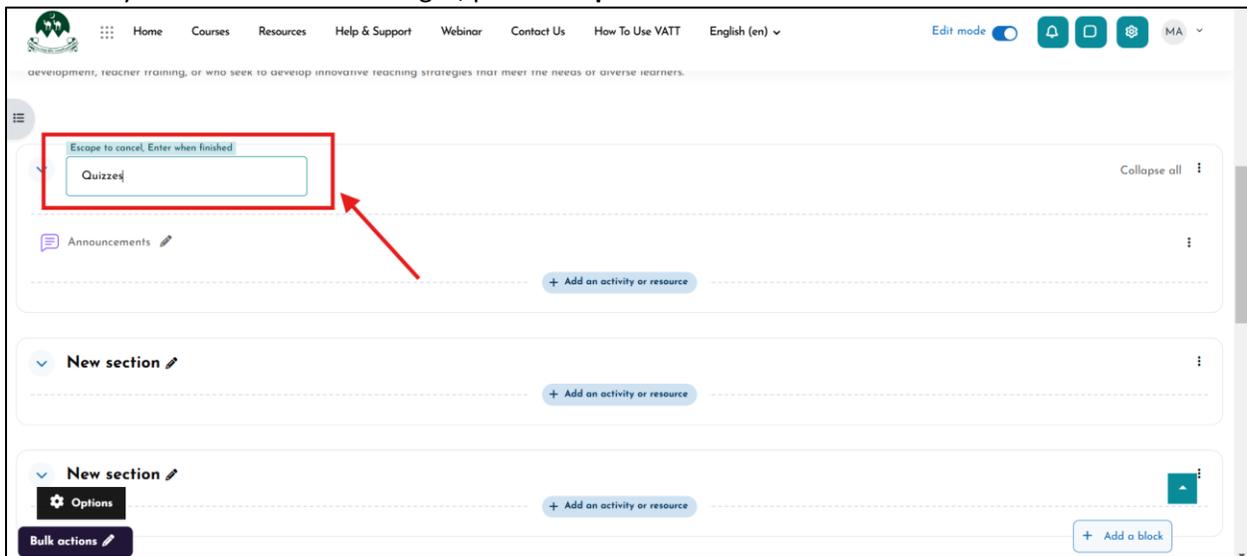


4.1.2. Editing Section Titles

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

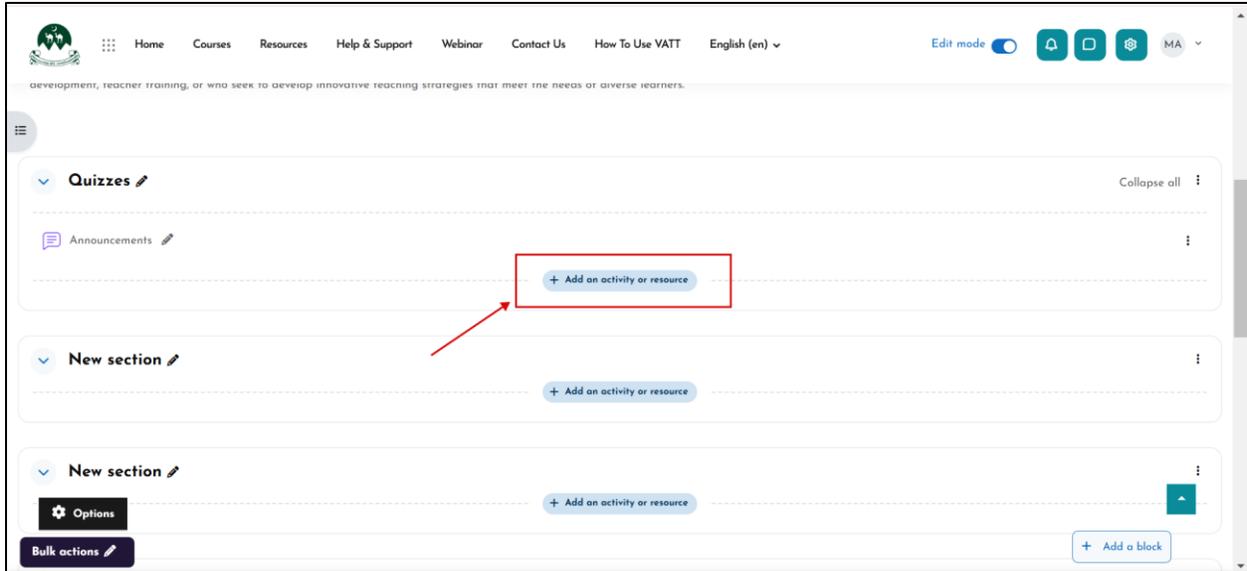


- Click the **pencil icon** next to the section name.
- Type in the new name (e.g., "Quizzes") and press **Enter** to save changes.
- If you want to discard changes, press **Escape**.



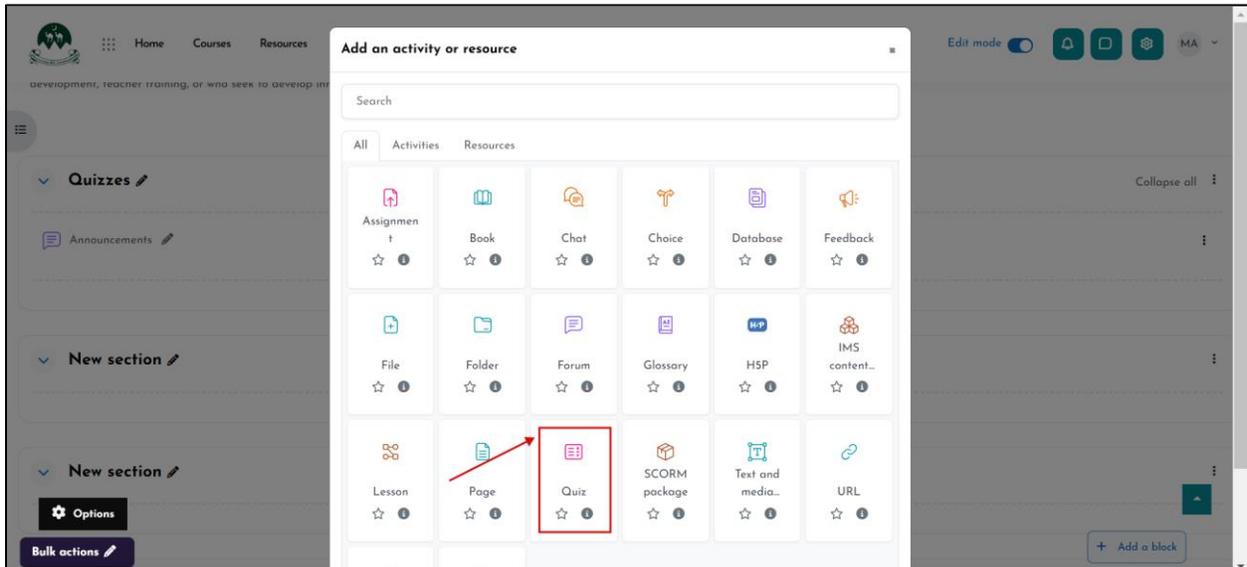
5. Adding a Quiz to a Course

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.

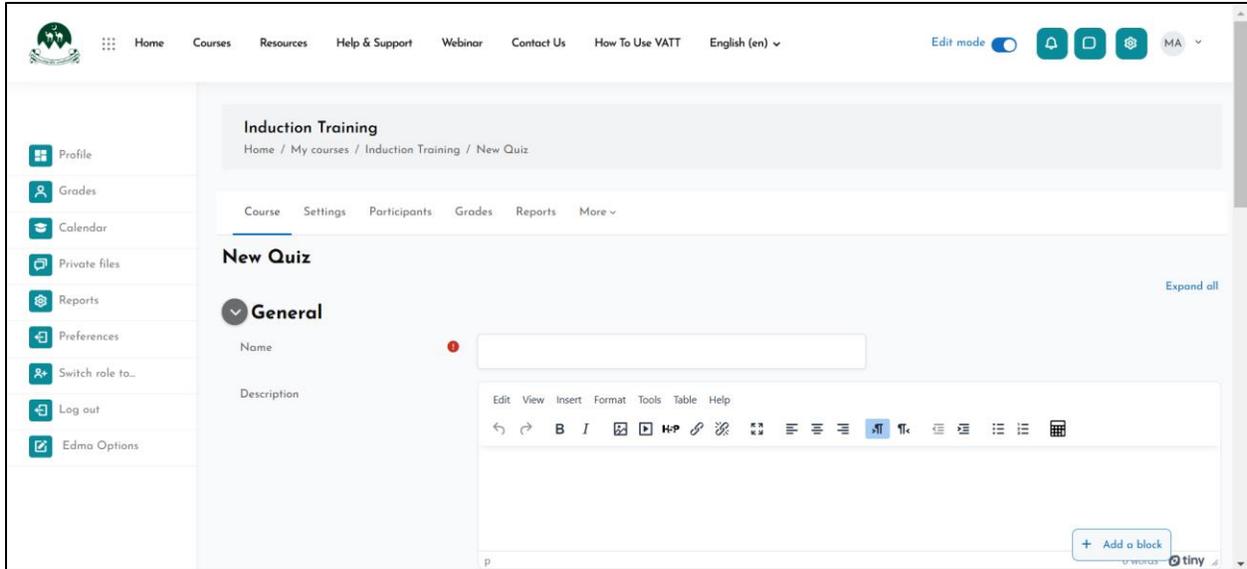


3. Choose the Quiz Option

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



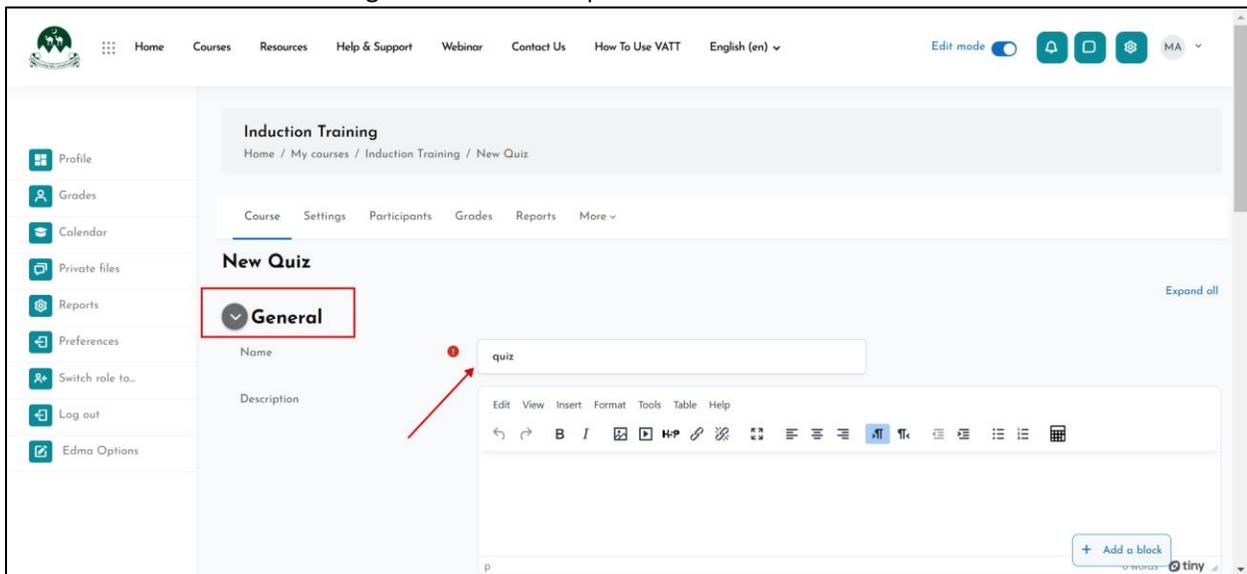
4. Configure Quiz Settings: After selecting the Quiz option, you will be redirected to the Quiz Settings page.



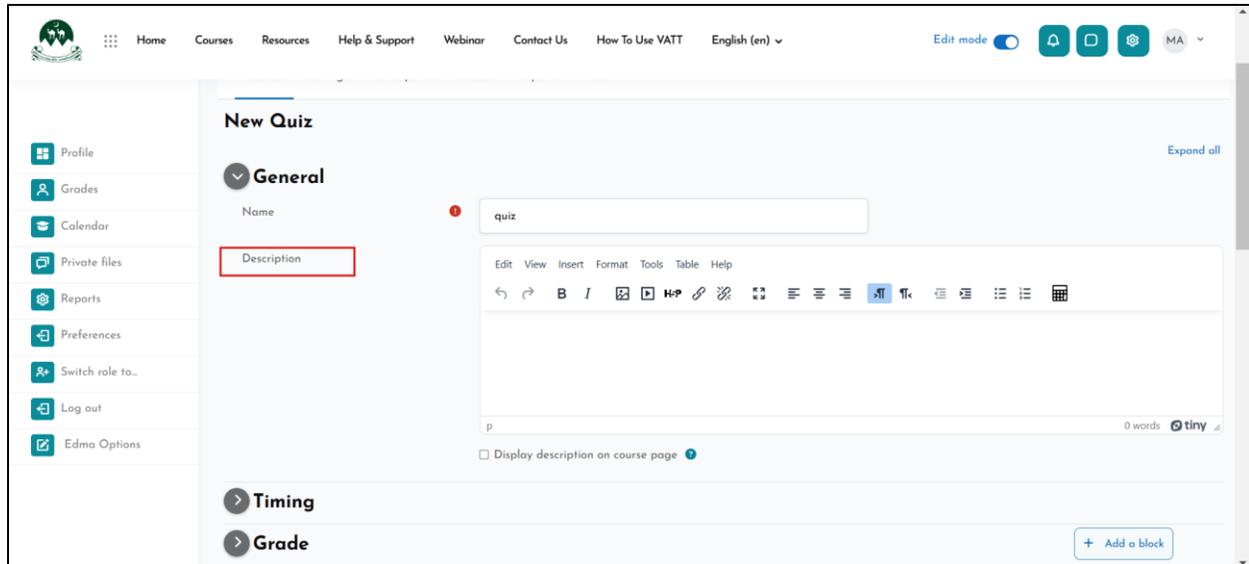
5.1. General Section

1. Fill in the following fields:

- **Name:** Enter a meaningful name for the quiz.

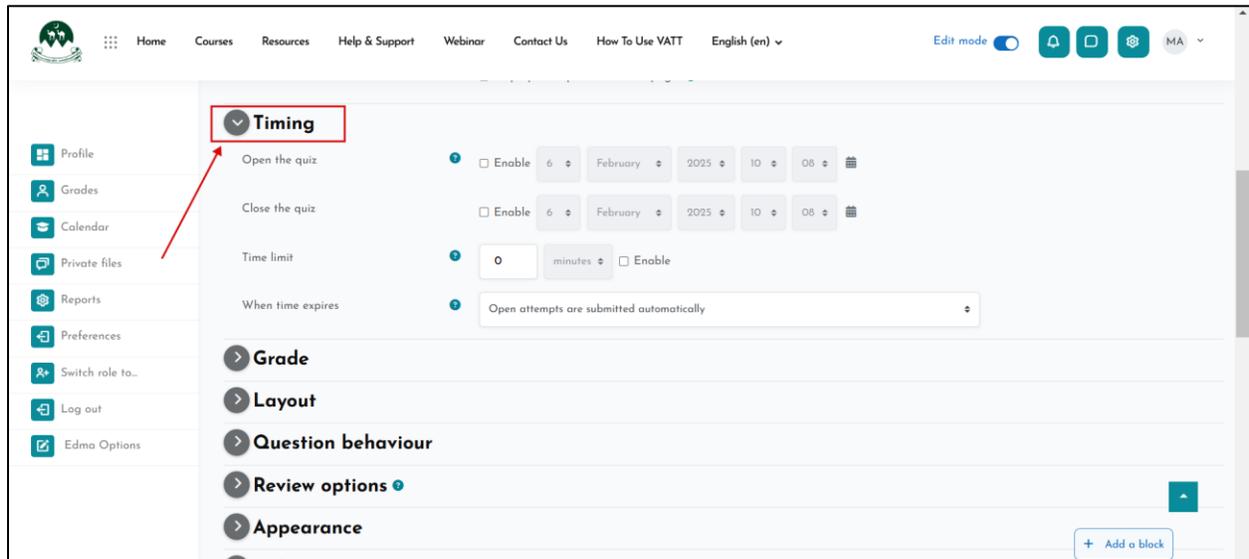


- **Description:** Add a brief description of the quiz to guide participants. Use the text editor to format the description or include multimedia elements if necessary.



5.2. Timing Section

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

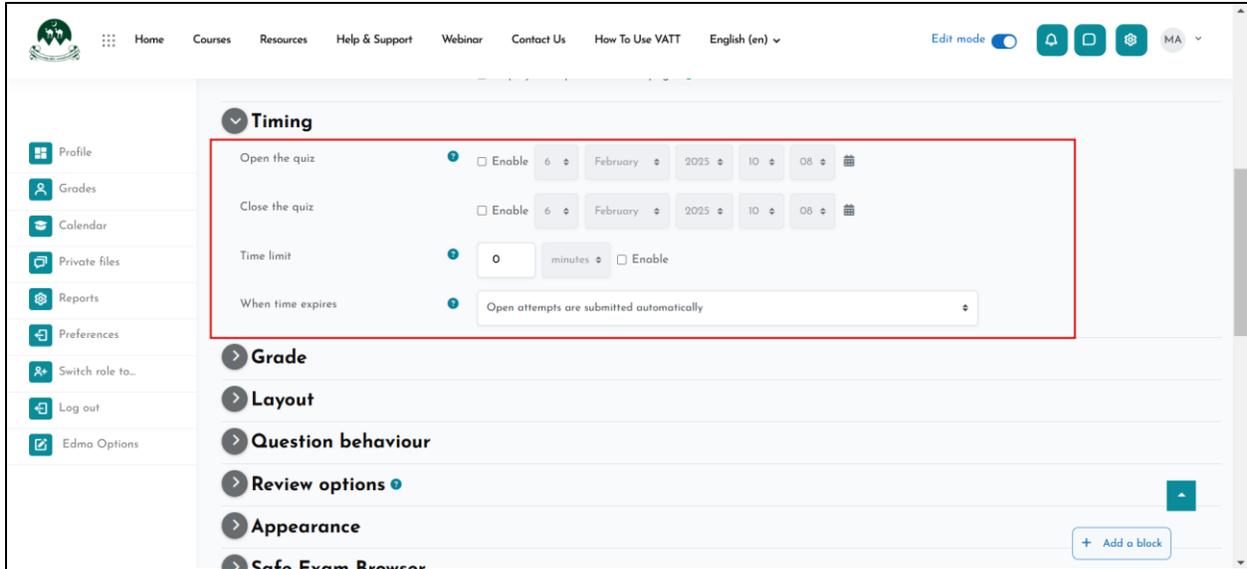


1. Enable Quiz Open and Close Dates:

- 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.

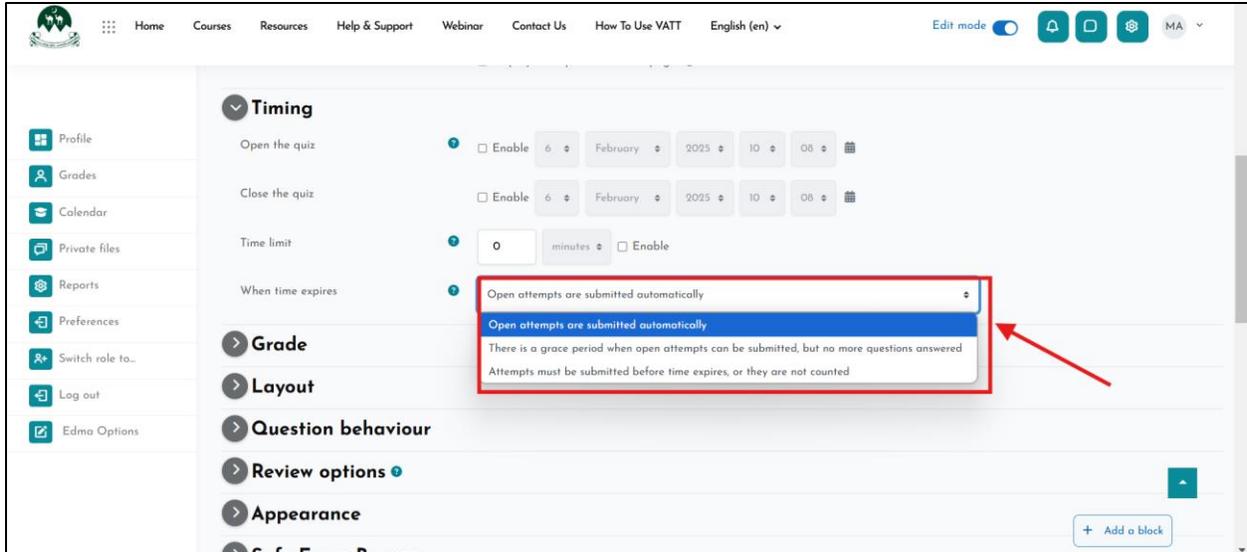
2. Set a Time Limit

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



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.



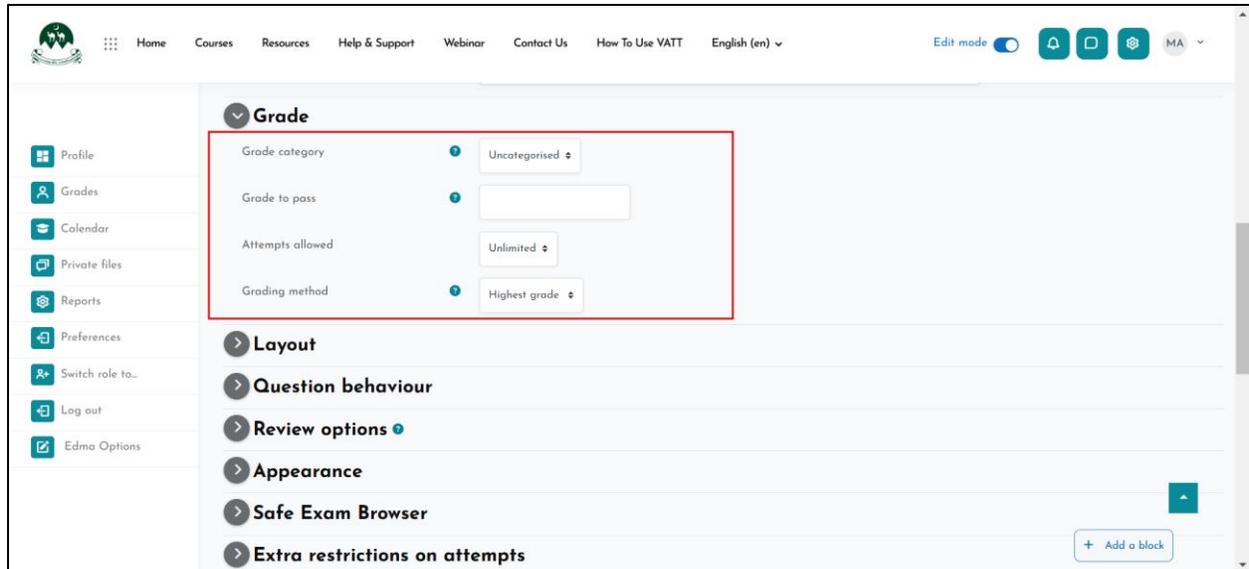
5.3. Quiz Grade Settings

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

The screenshot shows the Moodle Quiz Grade Settings page. The 'Grade' section is highlighted with a red box and a red arrow. The settings include: Grade category (Uncategorised), Grade to pass (empty input field), Attempts allowed (Unlimited), and Grading method (Highest grade). Below these are expandable sections for Layout, Question behaviour, Review options, Appearance, Safe Exam Browser, and Extra restrictions on attempts. An 'Add a block' button is visible at the bottom right.

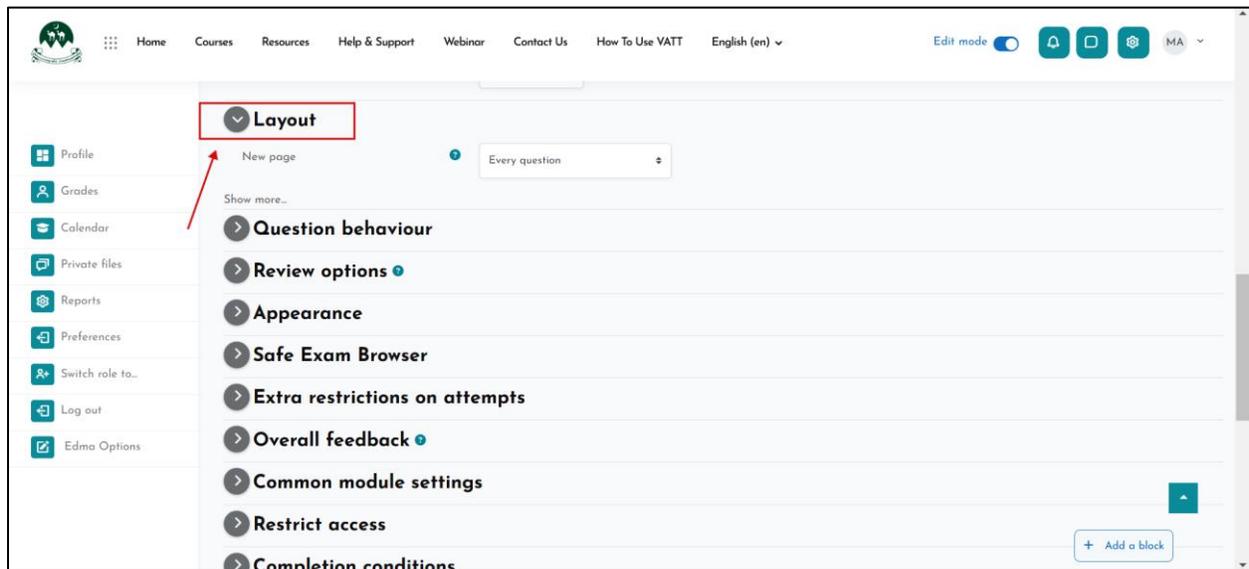
Configure Grade Options:

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.

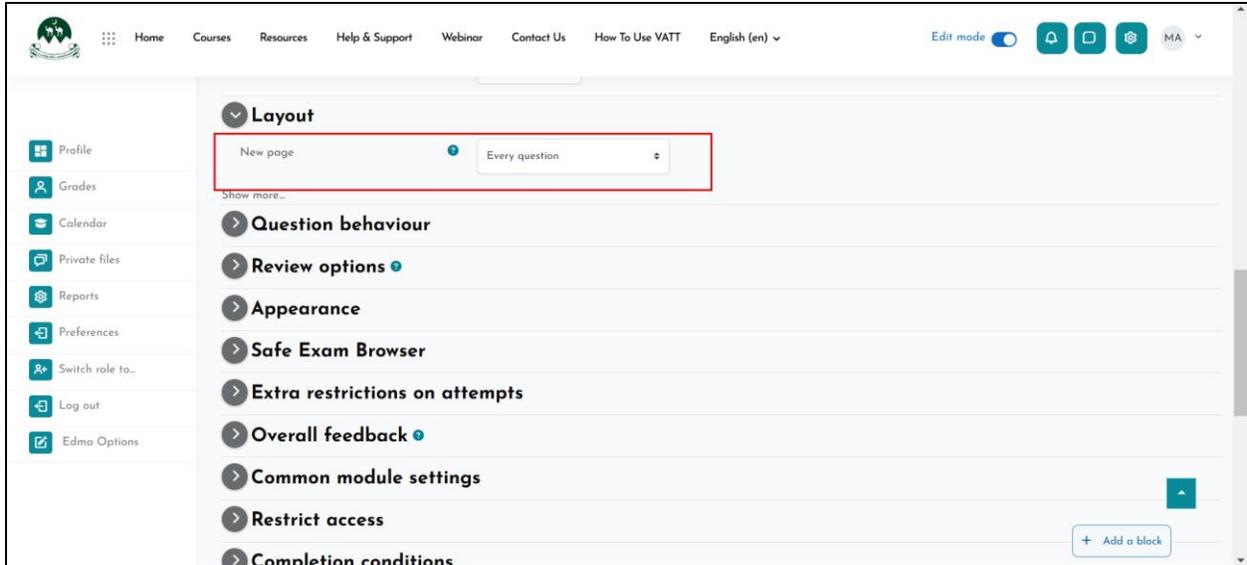


5.4. Layout Section

Access the Layout Section, Expand the **Layout** section.

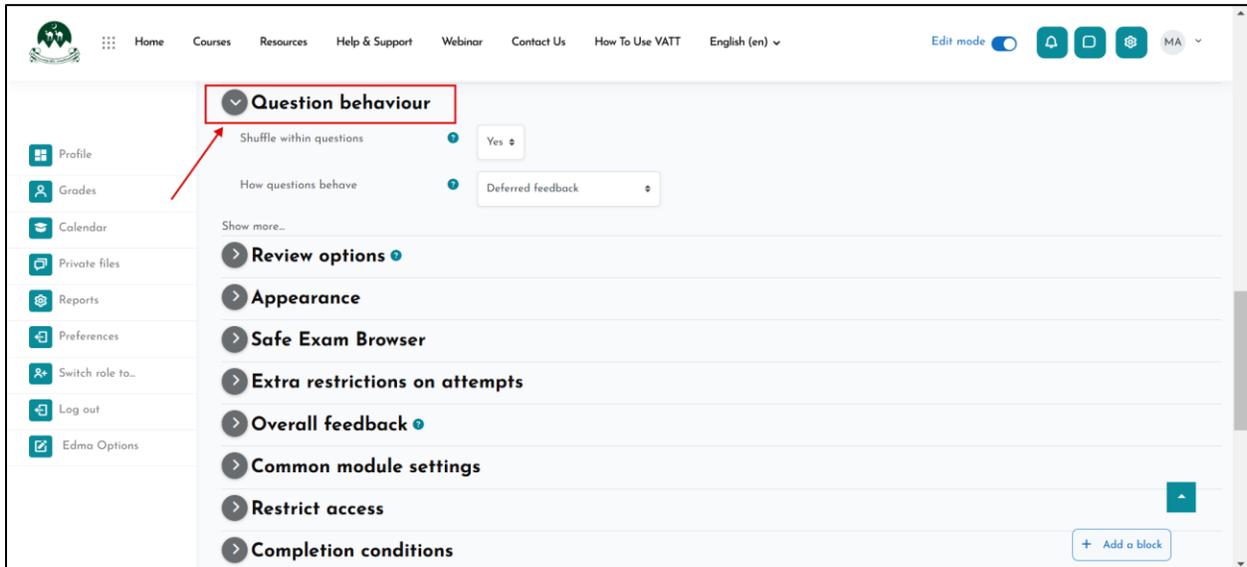


- Set the **New page** option, Choose to display every question on a new page or multiple questions together on one page.

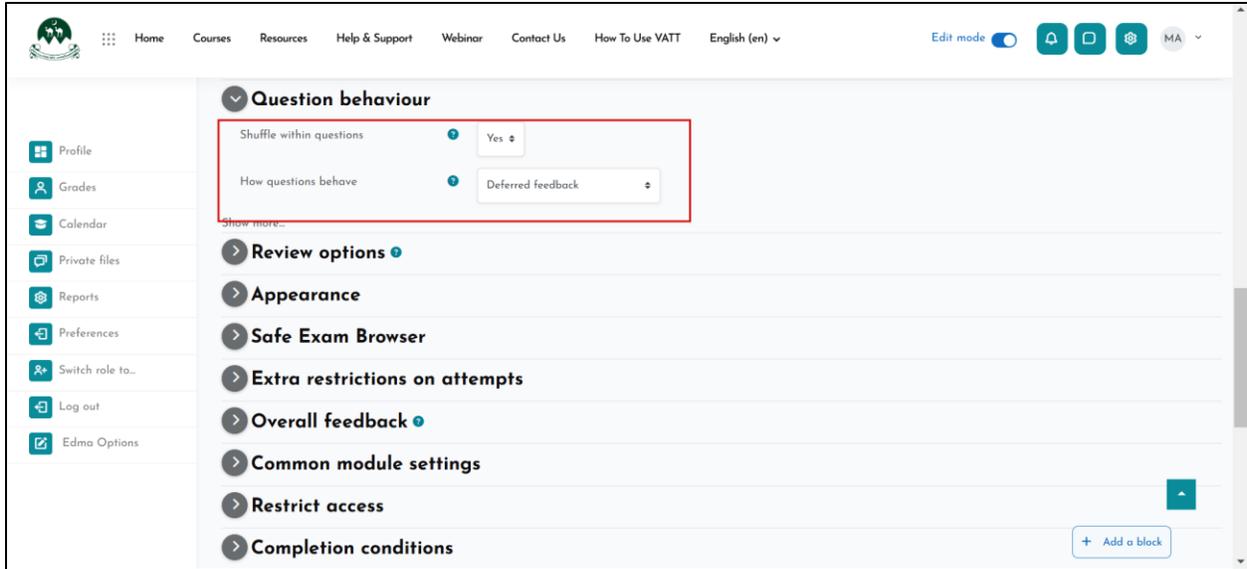


5.5. Question Behavior Section

Accessing Question Behavior Settings.

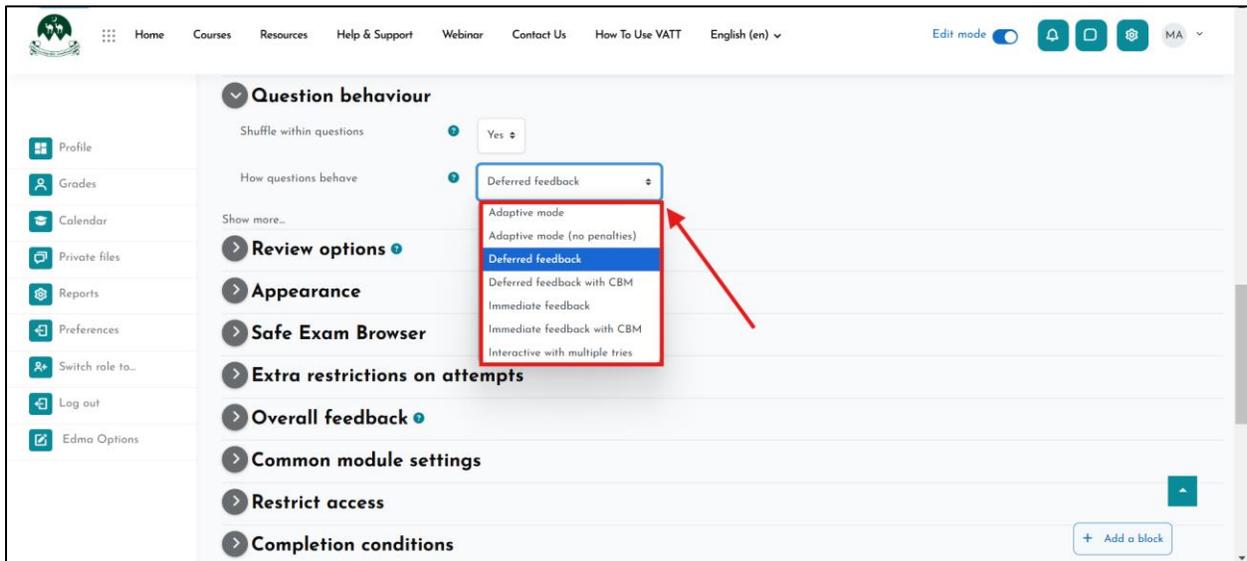


1. **Shuffling Questions:** Locate the "Shuffle within questions" option. Toggle this setting to "Yes" to randomize questions within the quiz.



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.



5.6. Review Options Section

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

Phase	Option	Status
During the attempt	<input type="checkbox"/> The attempt	Off
	<input type="checkbox"/> Whether correct	Off
	<input checked="" type="checkbox"/> Maximum marks	On
	<input type="checkbox"/> Marks	Off
	<input type="checkbox"/> Specific feedback	Off
	<input type="checkbox"/> General feedback	Off
	<input type="checkbox"/> Right answer	Off
	<input type="checkbox"/> Overall feedback	Off
Immediately after the attempt	<input checked="" type="checkbox"/> The attempt	On
	<input checked="" type="checkbox"/> Whether correct	On
	<input checked="" type="checkbox"/> Maximum marks	On
	<input checked="" type="checkbox"/> Marks	On
	<input checked="" type="checkbox"/> Specific feedback	On
	<input checked="" type="checkbox"/> General feedback	On
	<input checked="" type="checkbox"/> Right answer	On
	<input checked="" type="checkbox"/> Overall feedback	On
Later, while the quiz is still open	<input checked="" type="checkbox"/> The attempt	On
	<input checked="" type="checkbox"/> Whether correct	On
	<input checked="" type="checkbox"/> Maximum marks	On
	<input checked="" type="checkbox"/> Marks	On
	<input checked="" type="checkbox"/> Specific feedback	On
	<input checked="" type="checkbox"/> General feedback	On
	<input checked="" type="checkbox"/> Right answer	On
	<input checked="" type="checkbox"/> Overall feedback	On
After the quiz is closed	<input checked="" type="checkbox"/> The attempt	On
	<input checked="" type="checkbox"/> Whether correct	On
	<input checked="" type="checkbox"/> Maximum marks	On
	<input checked="" type="checkbox"/> Marks	On
	<input checked="" type="checkbox"/> Specific feedback	On
	<input checked="" type="checkbox"/> General feedback	On
	<input checked="" type="checkbox"/> Right answer	On
	<input checked="" type="checkbox"/> Overall feedback	On

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.

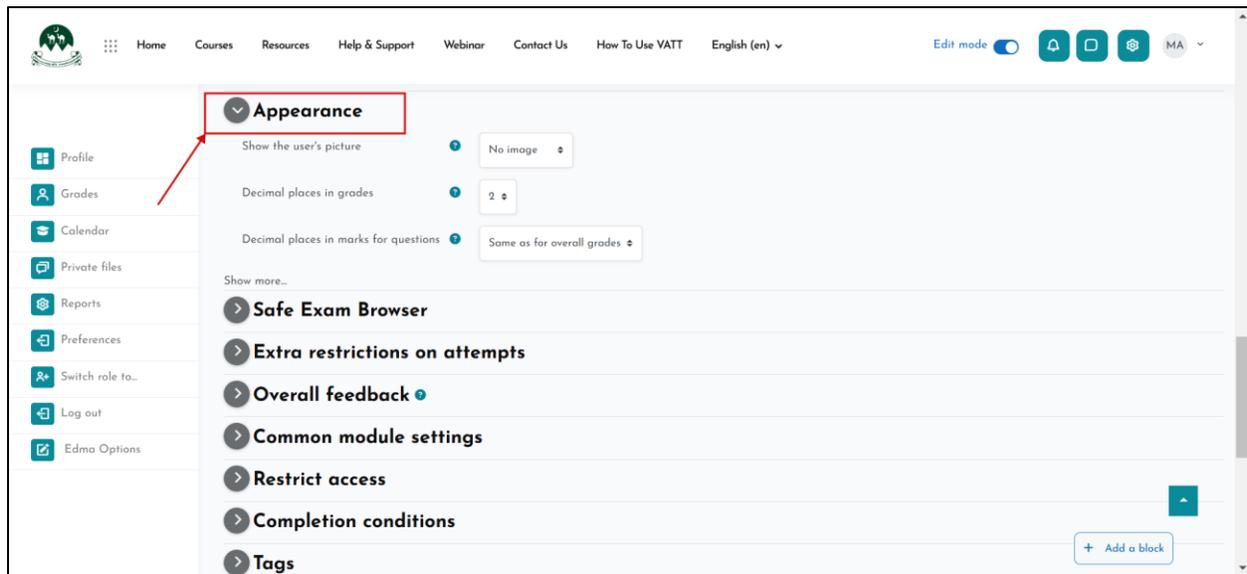
Check or uncheck options accordingly like:

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



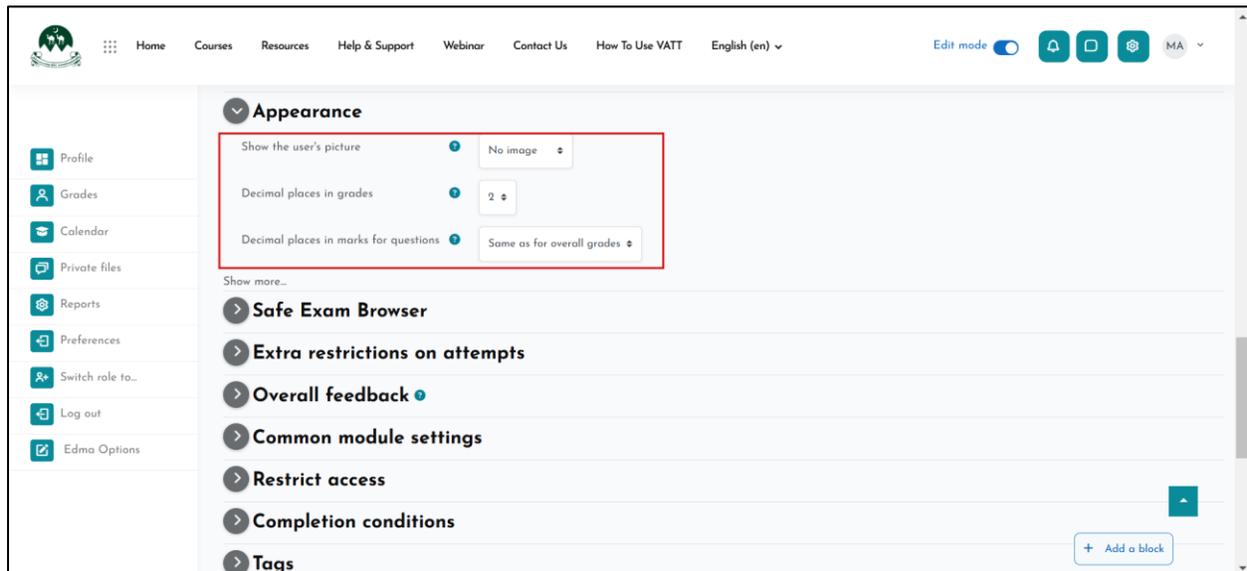
5.7. Appearance Setting Section

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



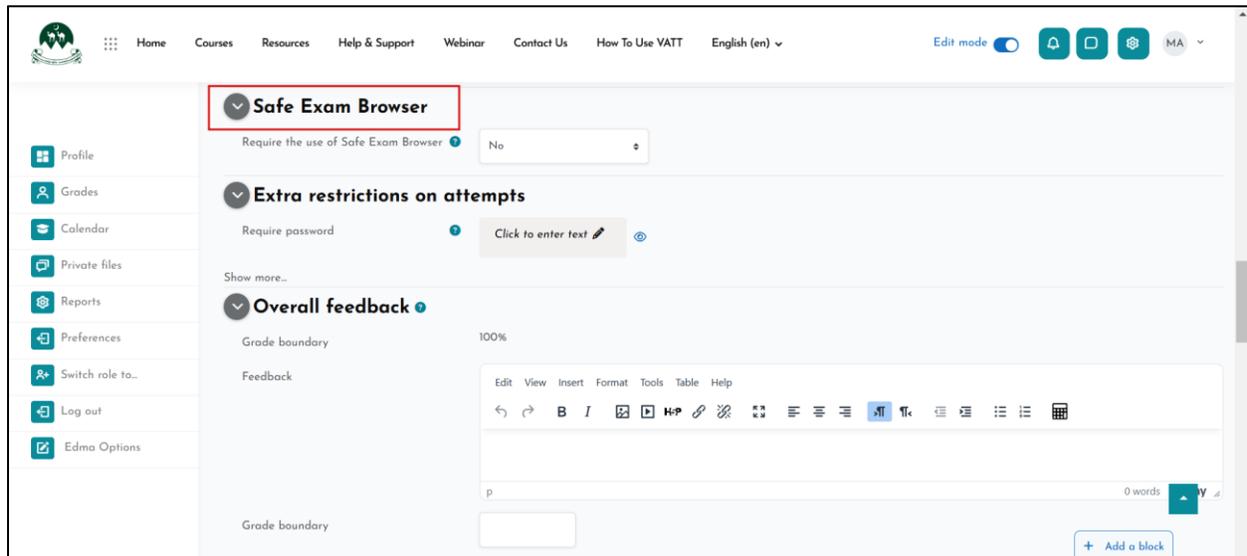
1. Customizing Appearance Options: Options available include:

- **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.



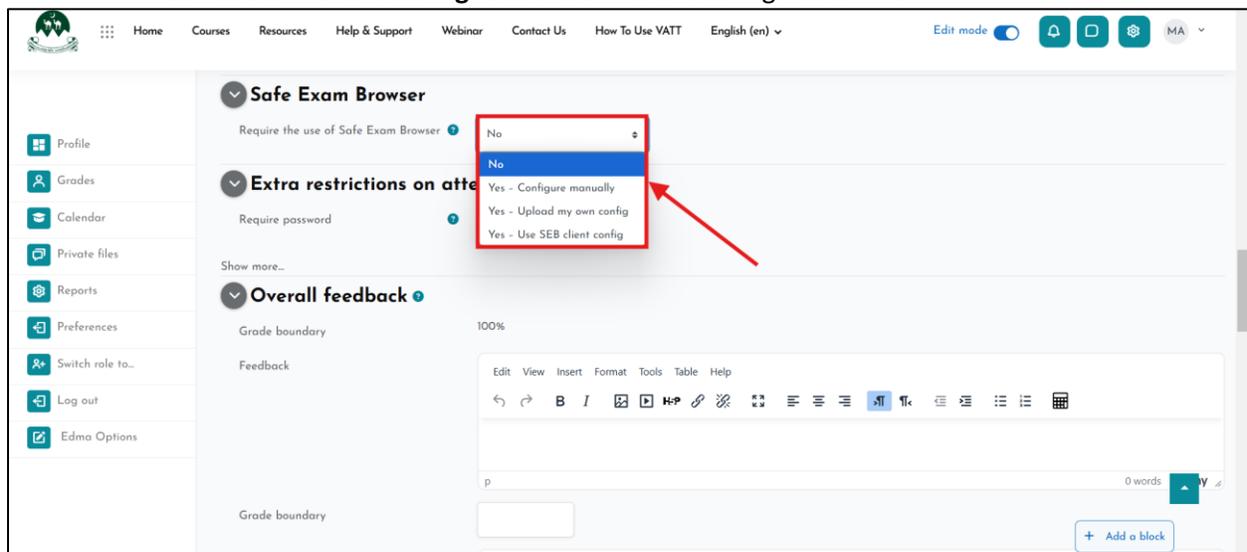
5.8. Safe Exam Browser Section

Access the Quiz Settings Section.



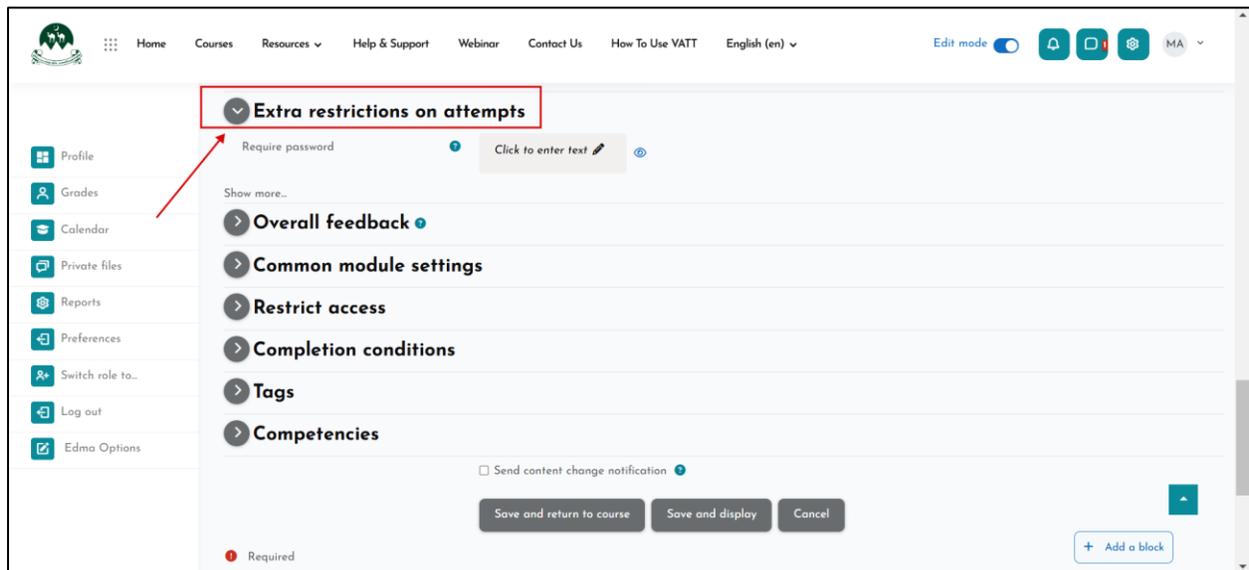
1. **Set Up the Safe Exam Browser Requirement:** Choose one of the options from the dropdown menu:

- **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.

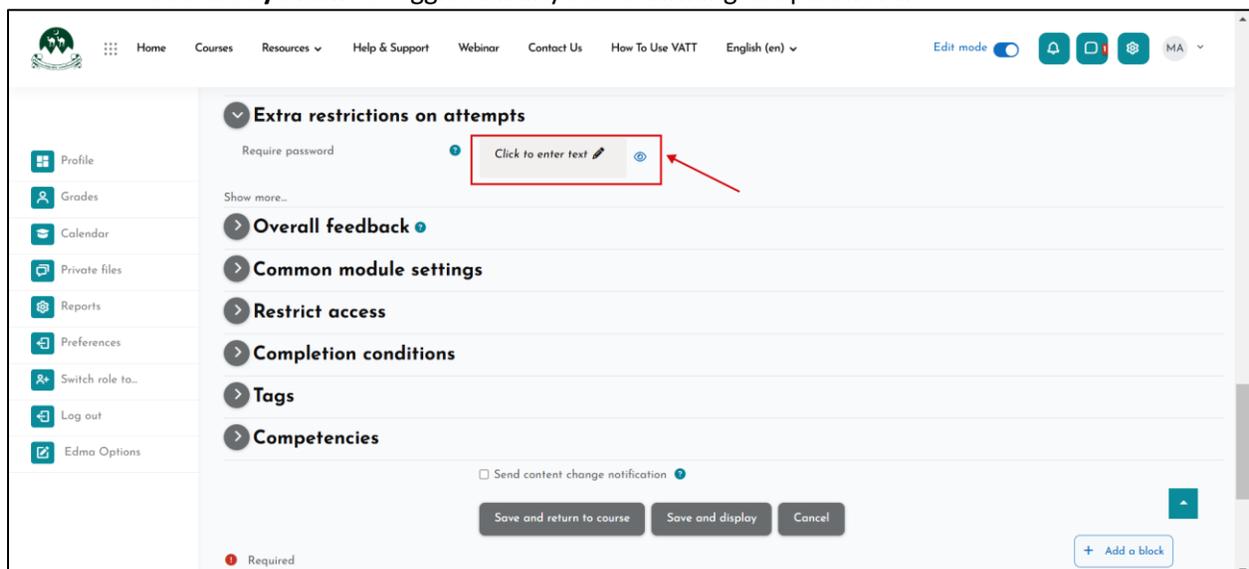


5.9. Setting Extra Restrictions on Attempts

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



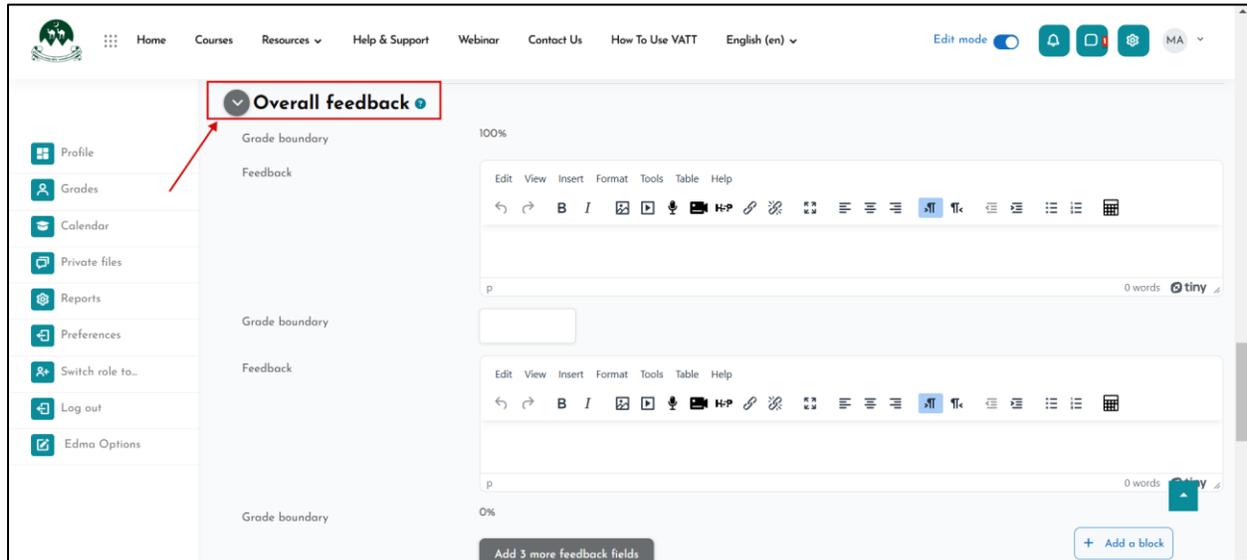
1. **Enable or Set Restrictions:** Click the dropdown icon beside "Extra Restrictions on Attempts" to expand the options.
2. **Require Password:** If you want to set a password for accessing the quiz:
 - Click the field labeled "Click to enter text".
 - Enter your desired password.
 - Use the **eye icon**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



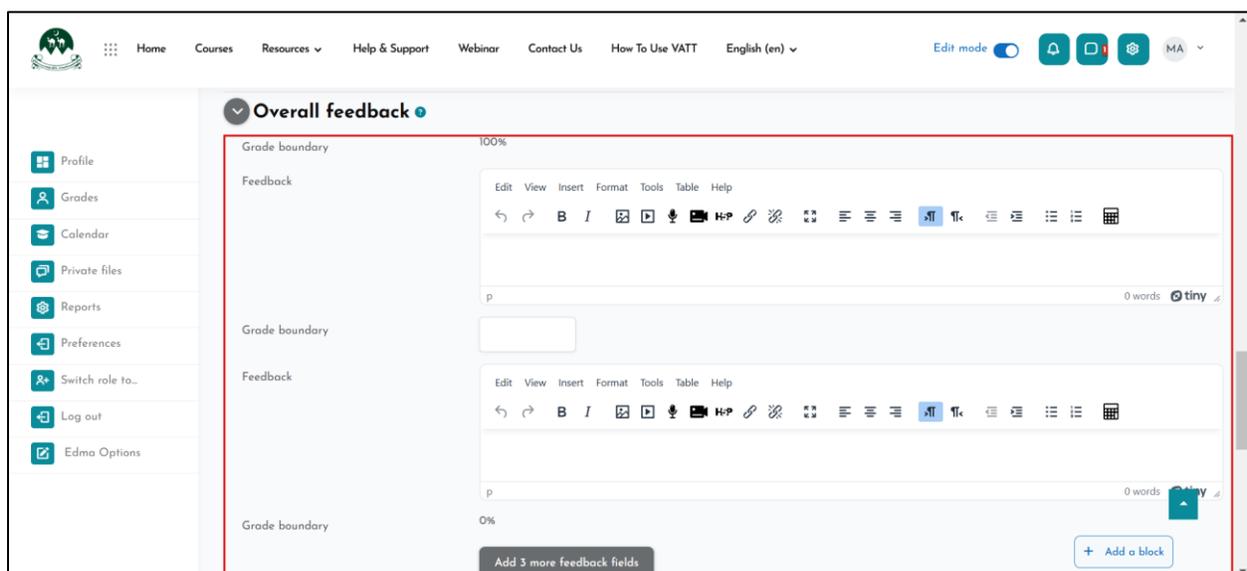


5.10. Overall Feedback in Moodle

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



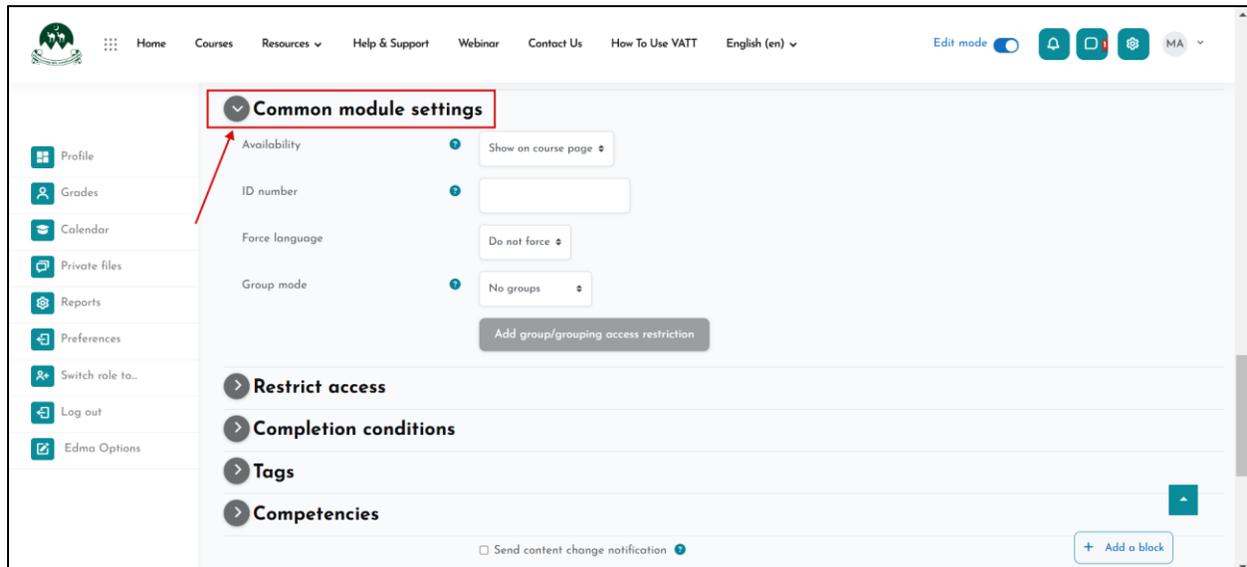
1. **Set Grade Boundaries:** For each feedback entry, specify a **Grade Boundary** as a percentage. For example:
 - **100%:** Feedback for users scoring full marks or close to it.
 - **0%:** Feedback for users scoring no marks.
 - Add grade boundaries as needed.
2. **Enter Feedback Text:** In the **Feedback** 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.



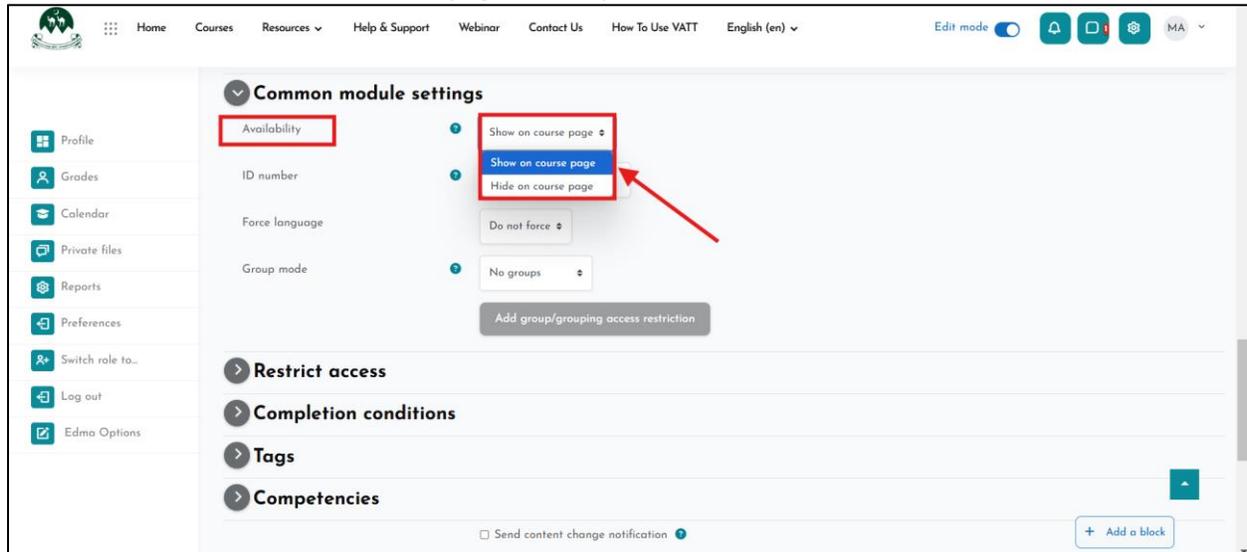


5.11. Common Module Settings

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



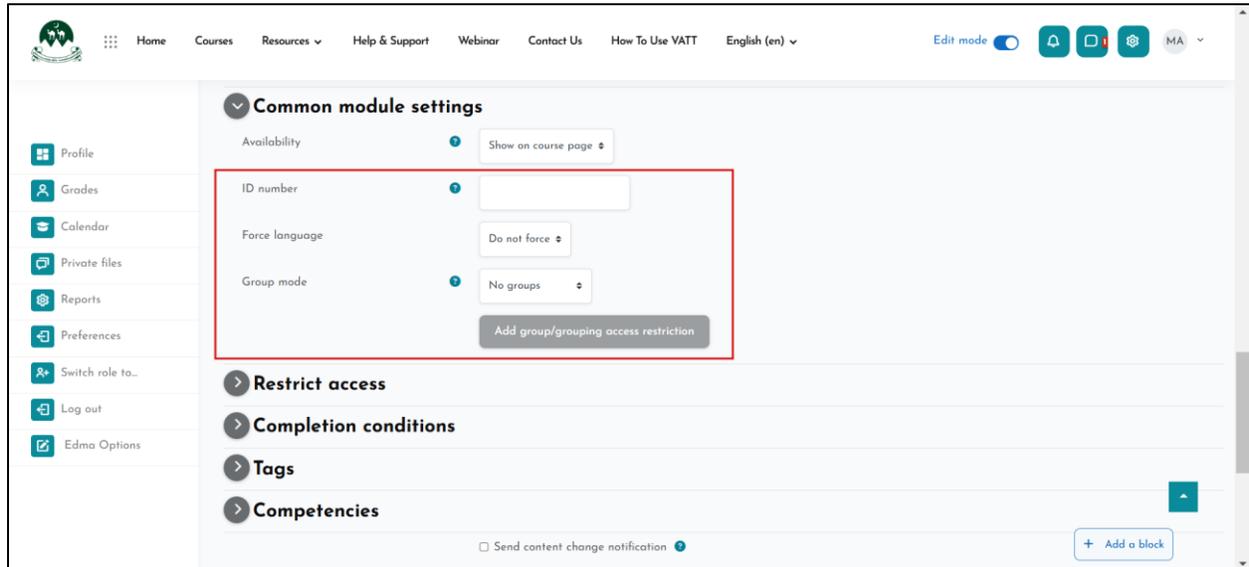
Set Availability: In the **Availability** dropdown, Choose "**Show on course page**" to make the quiz visible to students. Choose "**Hide on course page**" to keep it hidden from students.



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.

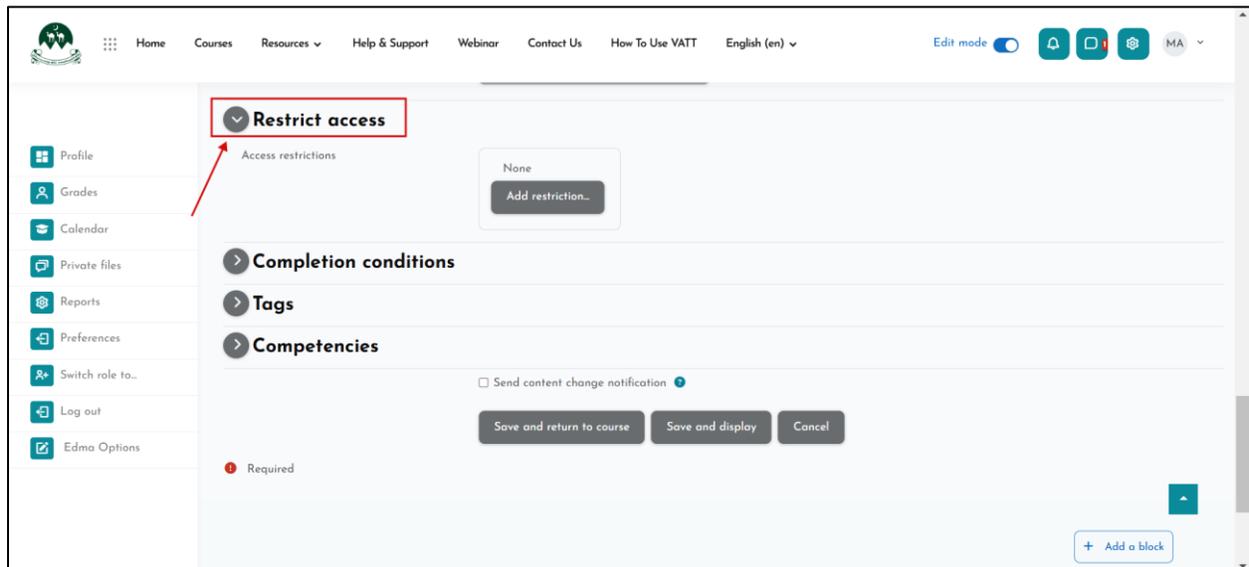


2. **Add Group/Grouping Access Restriction:** Click on **"Add group/grouping access restriction"** if you want to restrict access to specific groups or groupings.



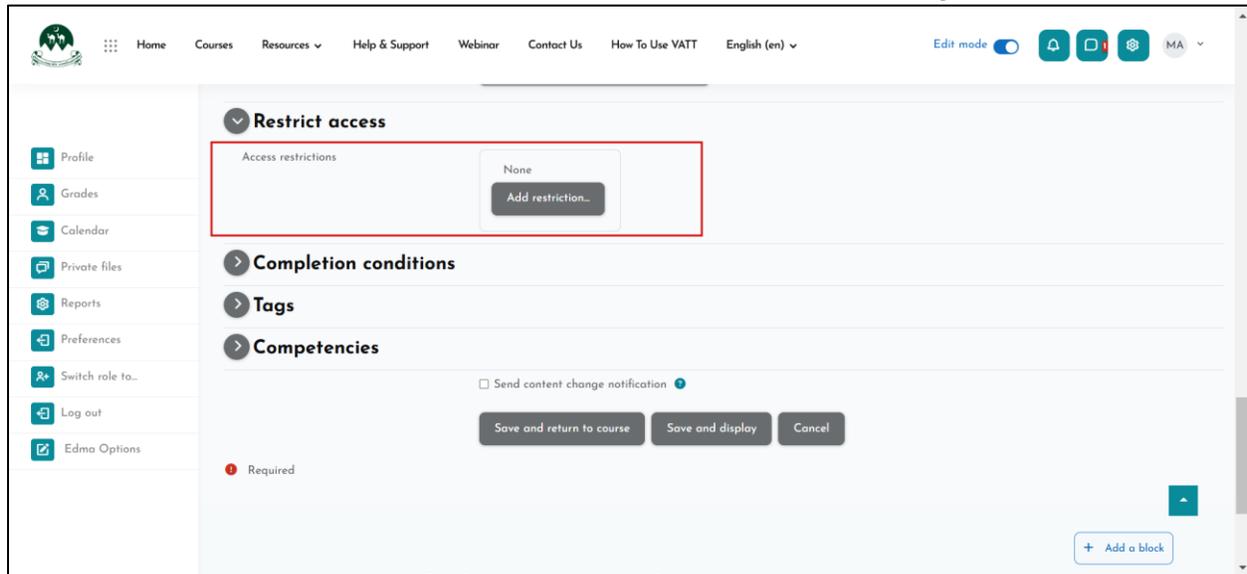
5.12. Configuring Access Restrictions

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



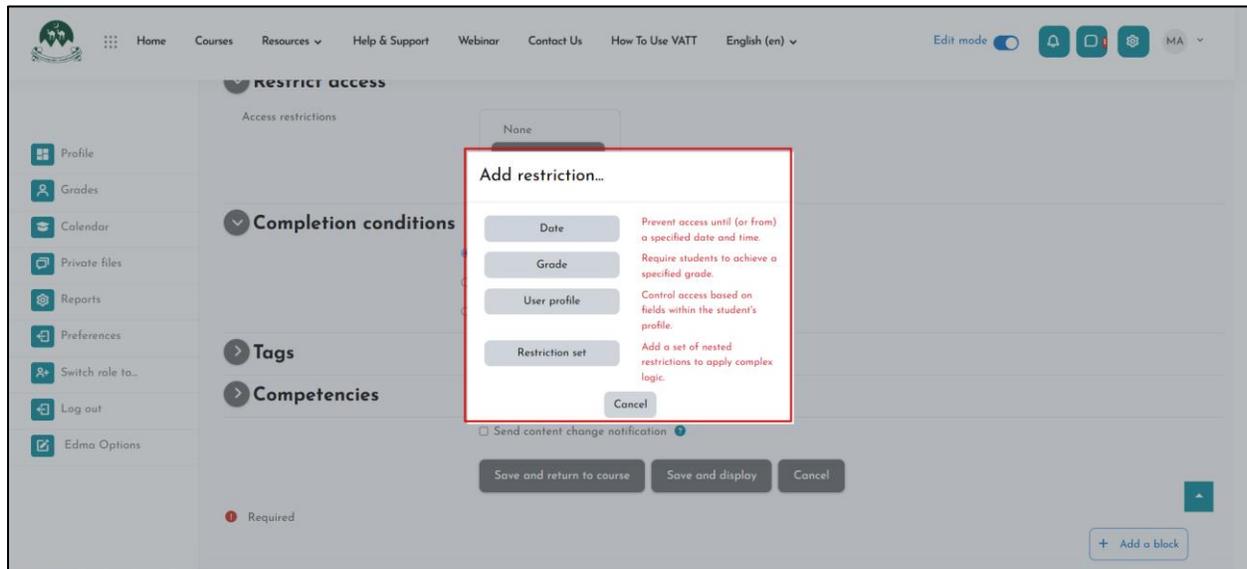


1. **Add Access Restrictions:** Click on the "Add restriction" button to configure access rules.



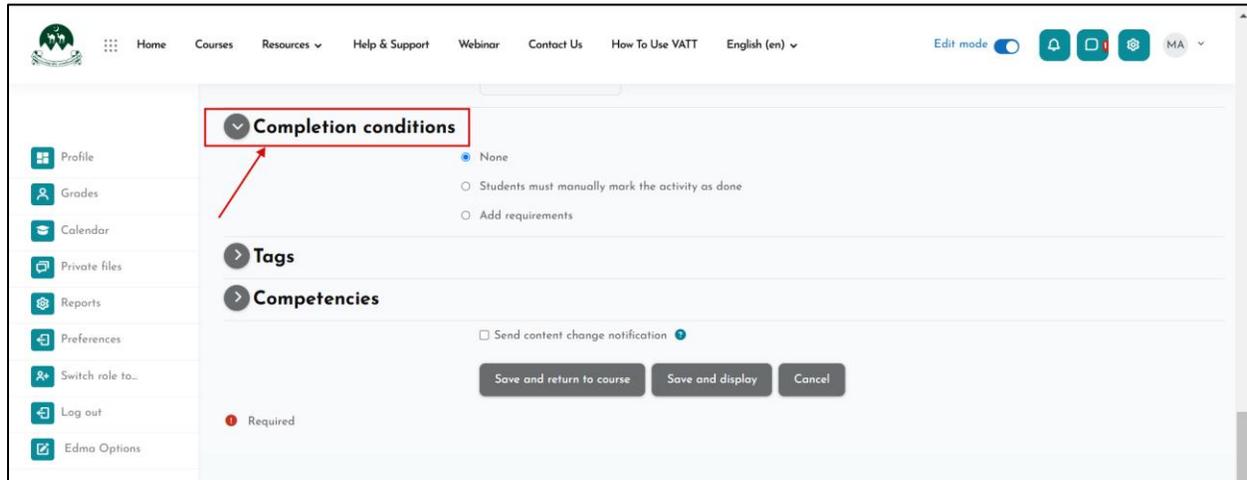
You can choose from various restriction types, such as:

- **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.



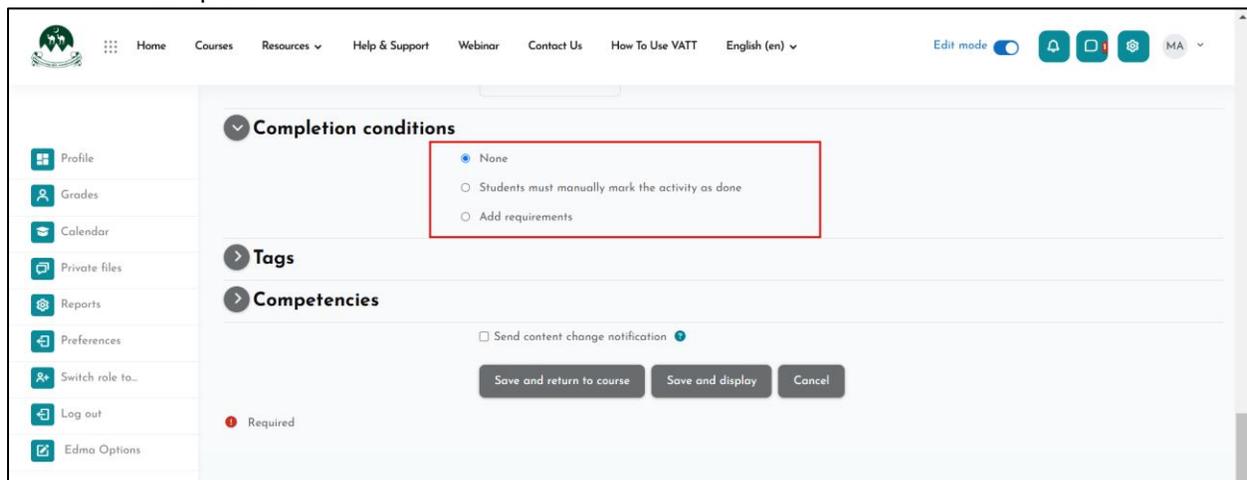
5.13. Completion Conditions in Moodle

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



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.

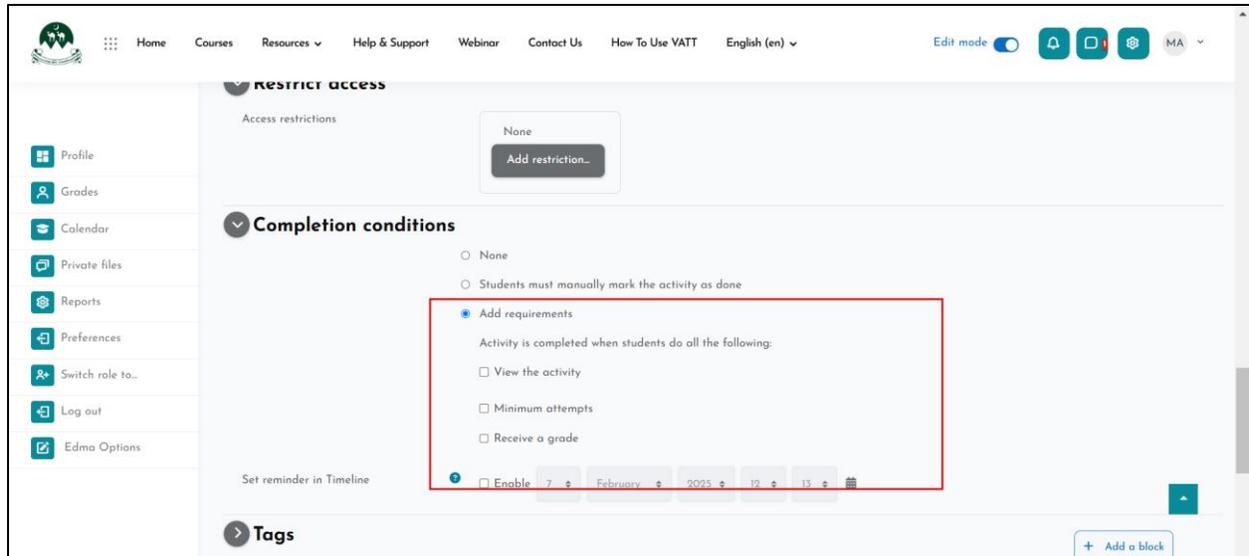


2. **Add Requirements:** If you select **Add requirements**, you can define the conditions, such as:

- **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.

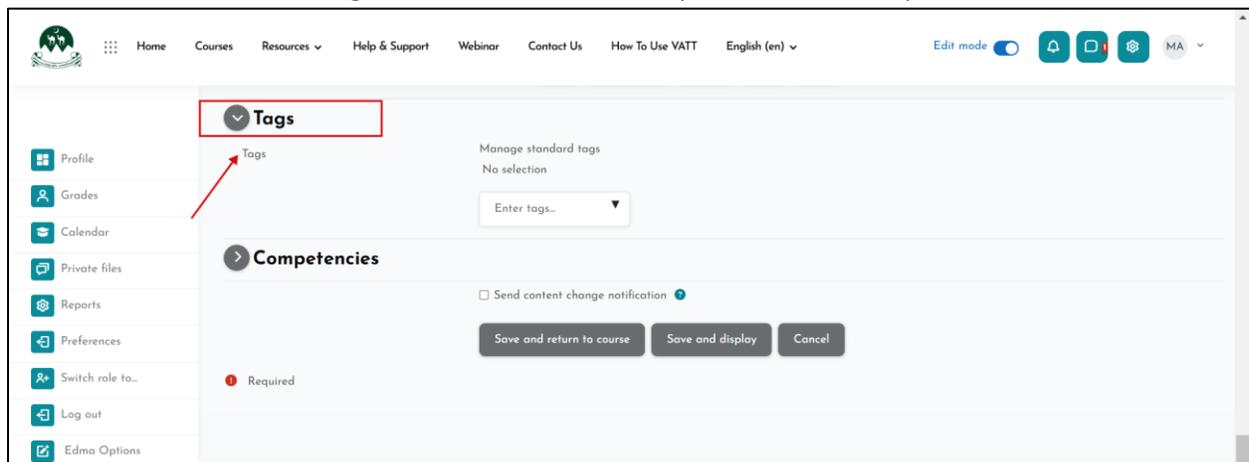
3. **Set a Reminder:**

- 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.



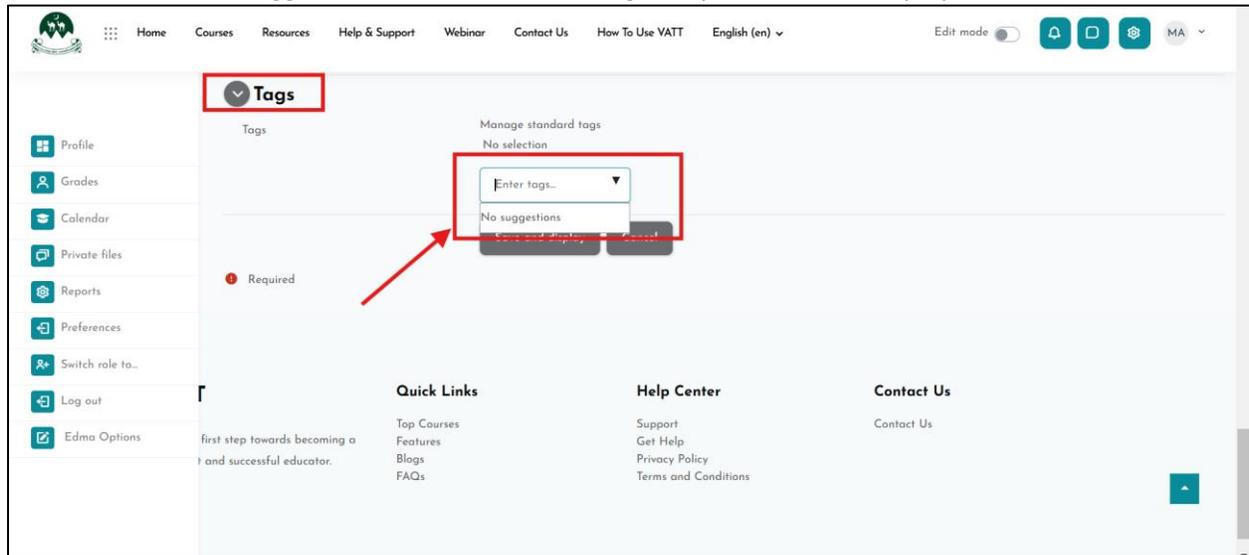
5.14. Adding Tags

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

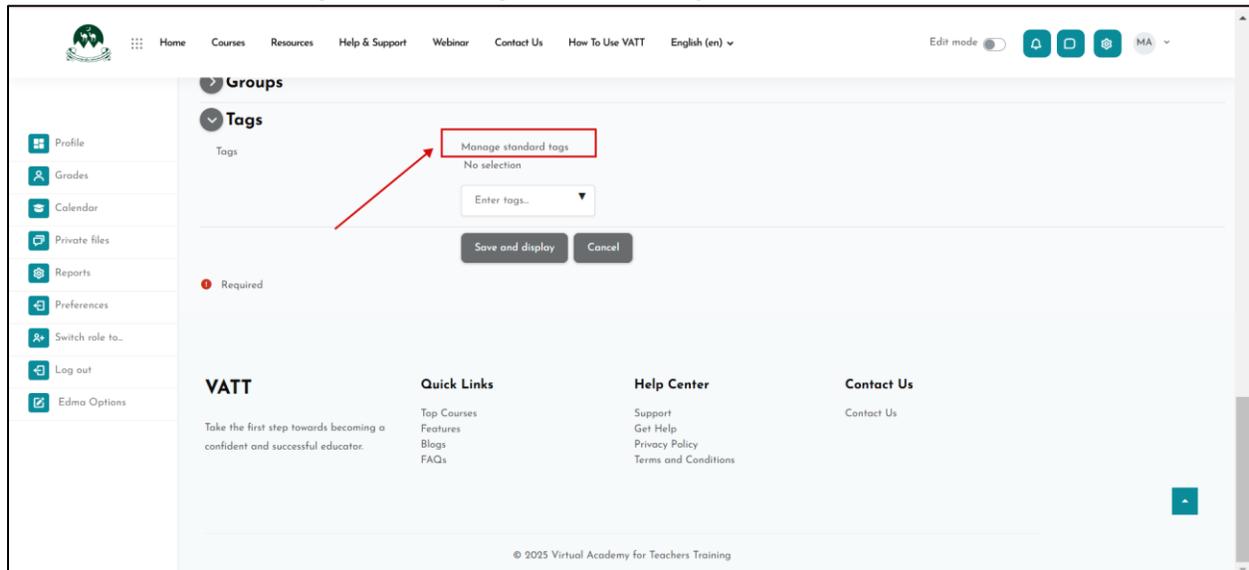




1. Select from suggestions (if available) if no tags are pre-set, it will display **No selection**.

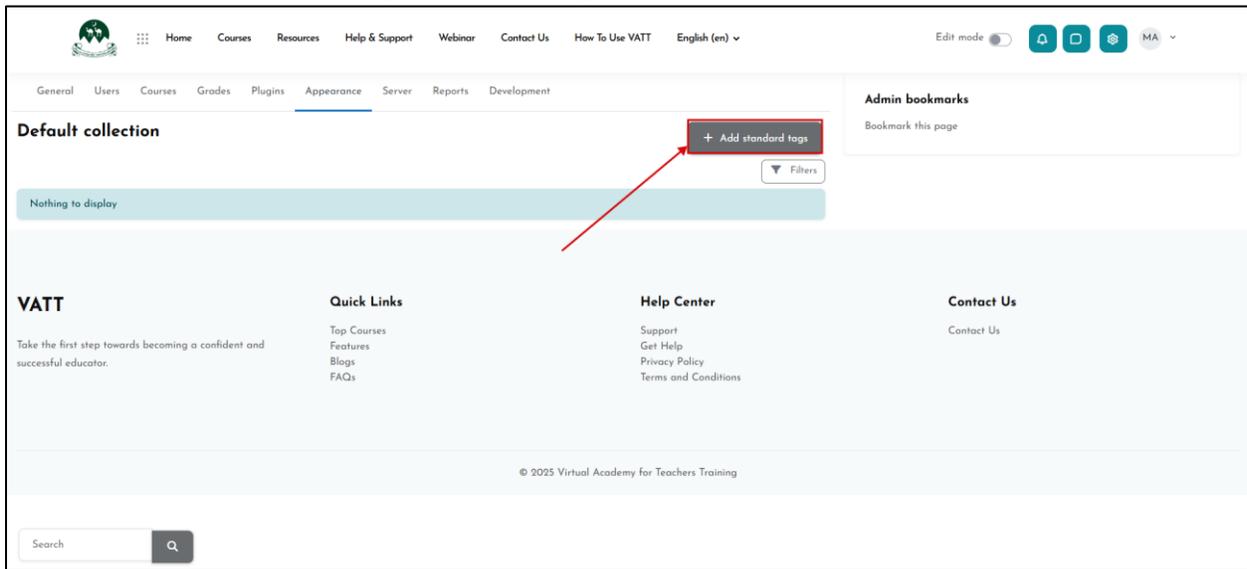


2. Click on the **Manage Standard Tags** to add new tags.

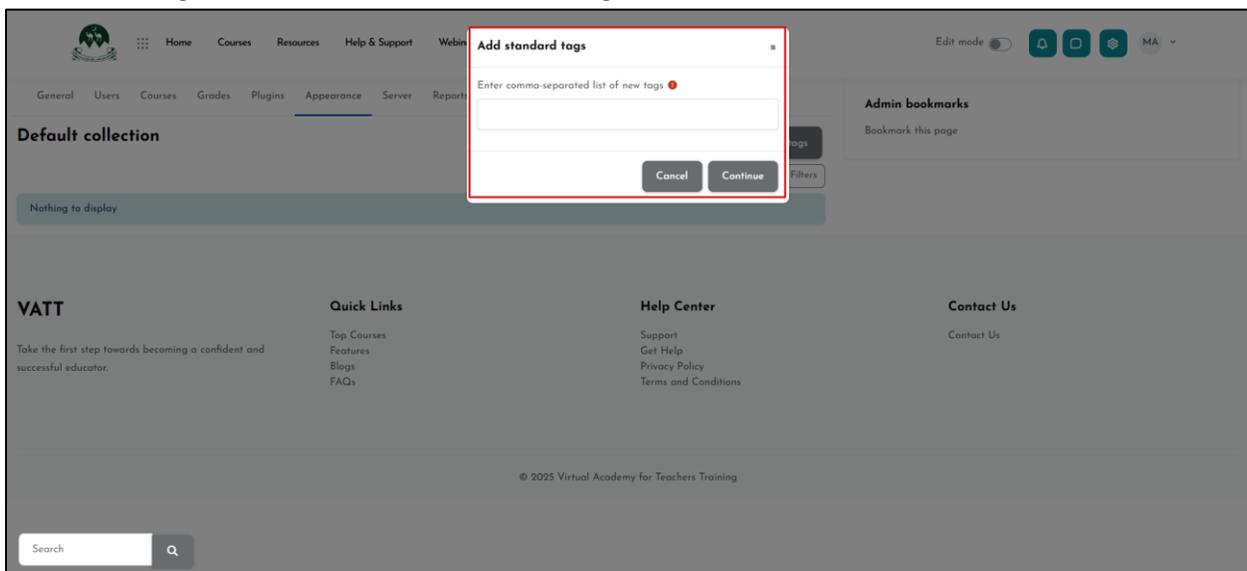




3. Click + Add Standard Tags to add new tag.



4. Add tag and click on “Continue” to save tag.





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

Standard tag(s) added

Default collection + Add standard tags Filters

<input type="checkbox"/>	Tag name	First name / Last name	Count	Flag	Time modified	Standard
<input type="checkbox"/>	new tag	Muhammad Ali	0		1 sec	✓

Delete selected Combine selected

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

Standard tag(s) added

Default collection + Add standard tags Filters

<input type="checkbox"/>	Tag name	First name / Last name	Count	Flag	Time modified	Standard	
<input type="checkbox"/>	new tag	Muhammad Ali	0		1 sec	✓	<input type="checkbox"/> Edit <input type="checkbox"/> Delete

Delete selected Combine selected

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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.

The screenshot shows the Moodle user interface. At the top, there is a navigation bar with links like Home, Courses, Resources, Help & Support, Webinar, Contact Us, and How To Use VATT. On the left, there is a sidebar menu with options like Profile, Grades, Calendar, Private files, Reports, Preferences, Switch role to..., Log out, and Edma Options. The main content area is titled 'Competencies' and shows 'Course competencies' with a 'No selection' status. Below this, there is a search dropdown and a dropdown menu for 'Upon activity completion' which is currently set to 'Do nothing'. There is also a checkbox for 'Send content change notification' and three buttons: 'Save and return to course', 'Save and display', and 'Cancel'. A red box highlights the 'Competencies' menu item in the sidebar, and another red box highlights the 'Upon activity completion' dropdown menu.

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.

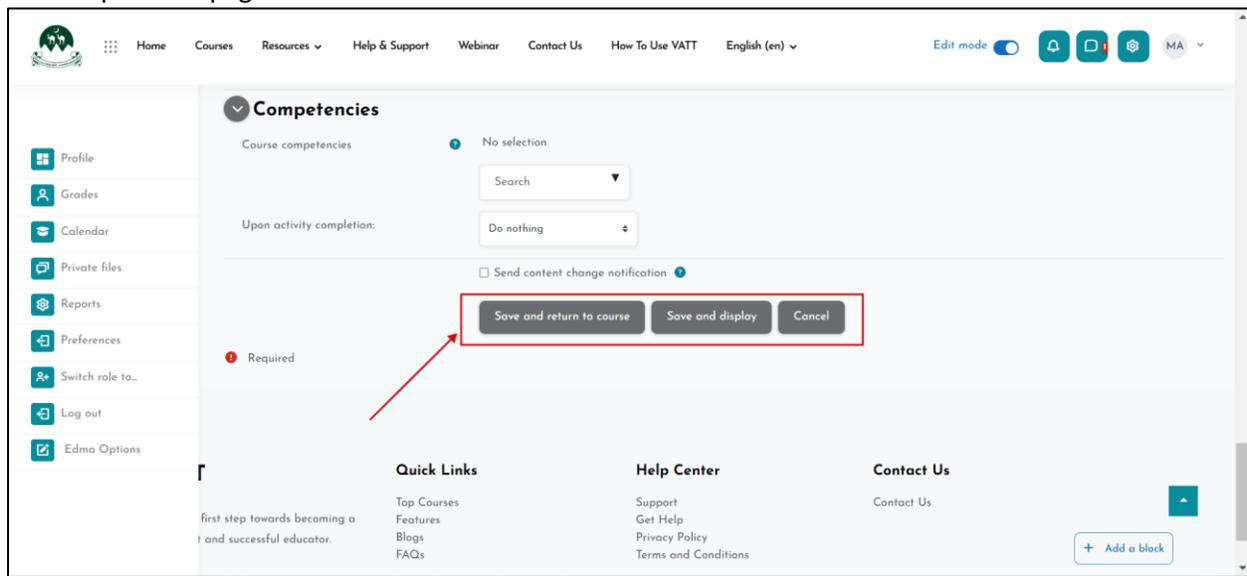
This screenshot is similar to the previous one, but the 'Upon activity completion' dropdown menu is open, showing four options: 'Do nothing', 'Attach evidence', 'Send for review', and 'Complete the competency'. A red box highlights the entire dropdown menu, and a red arrow points to the 'Complete the competency' option. The 'Save and display' button is also visible next to the dropdown menu.



5.16. Save Options

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

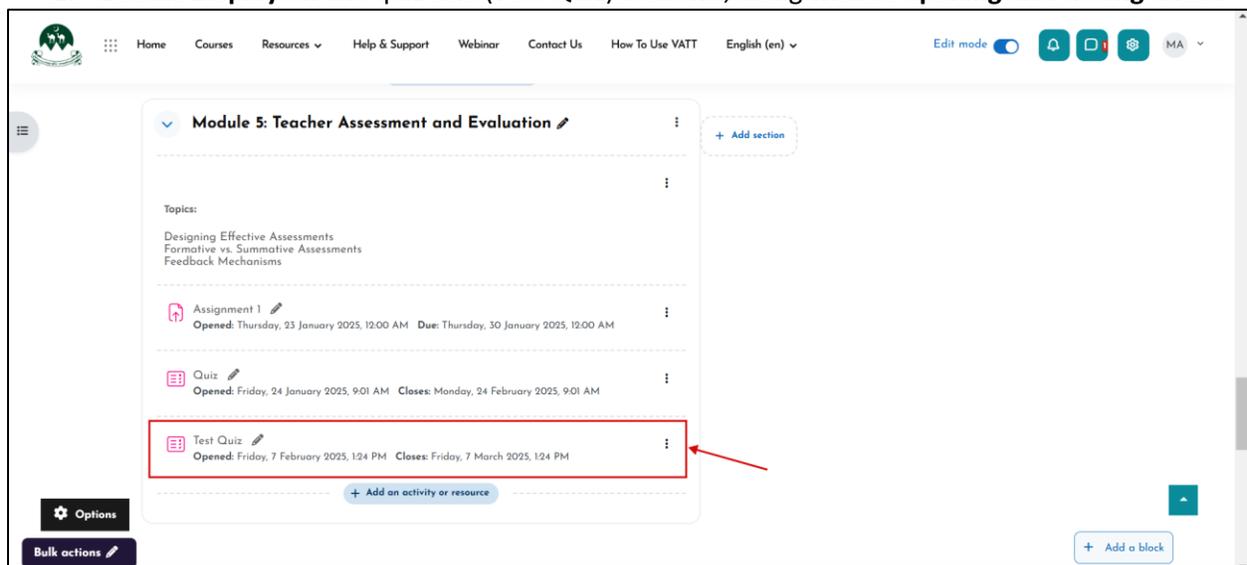
1. **Save and Return to Course:** Click this button to save all the changes made to the activity or resource and return directly to the course homepage.
2. **Save and Display:** Use this option to save your changes and immediately view the activity or resource.
3. **Cancel:** Selecting this will discard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



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**.

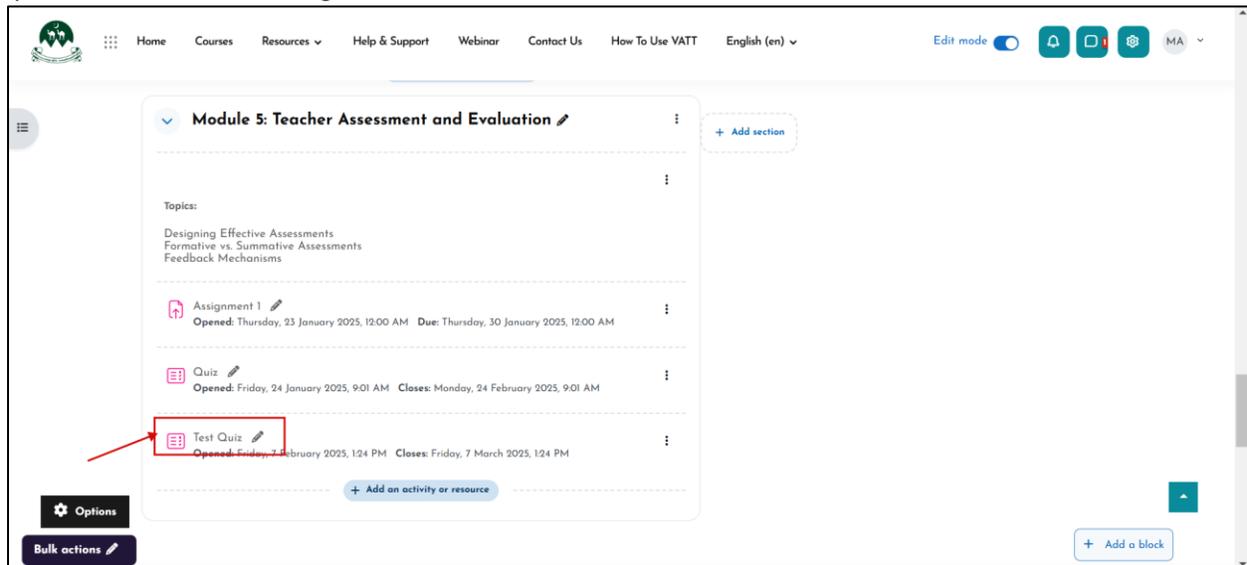
1. **Details Displayed:** The quiz title (**Test Quiz**) is shown, along with its **opening and closing dates**.





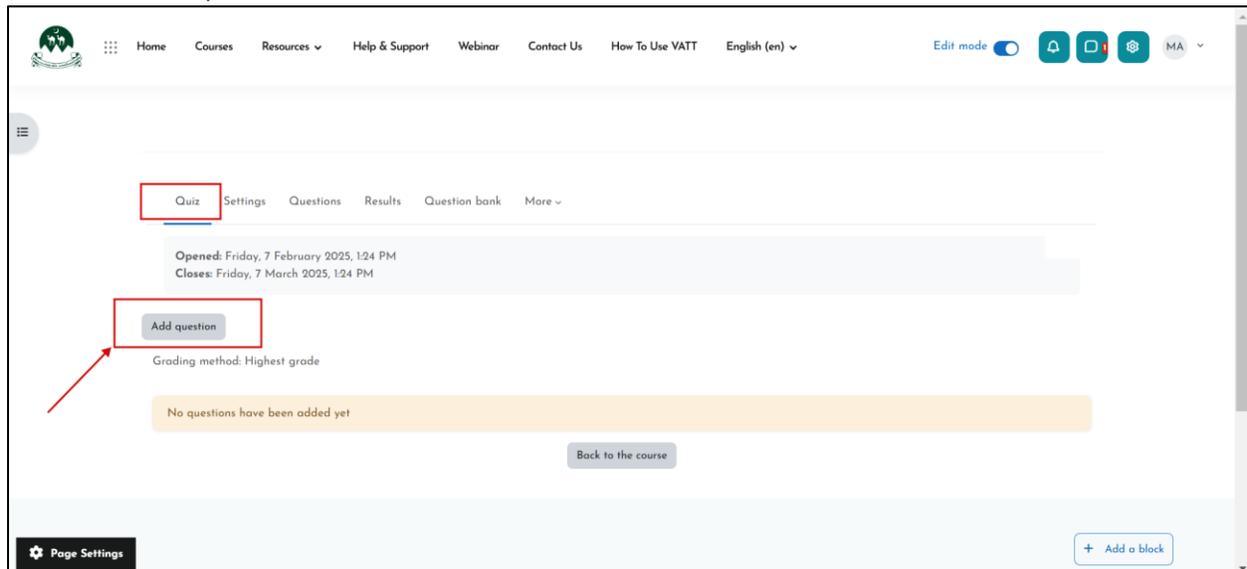
6.1. Adding Questions to a Quiz

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



6.2. Access the Questions Tab

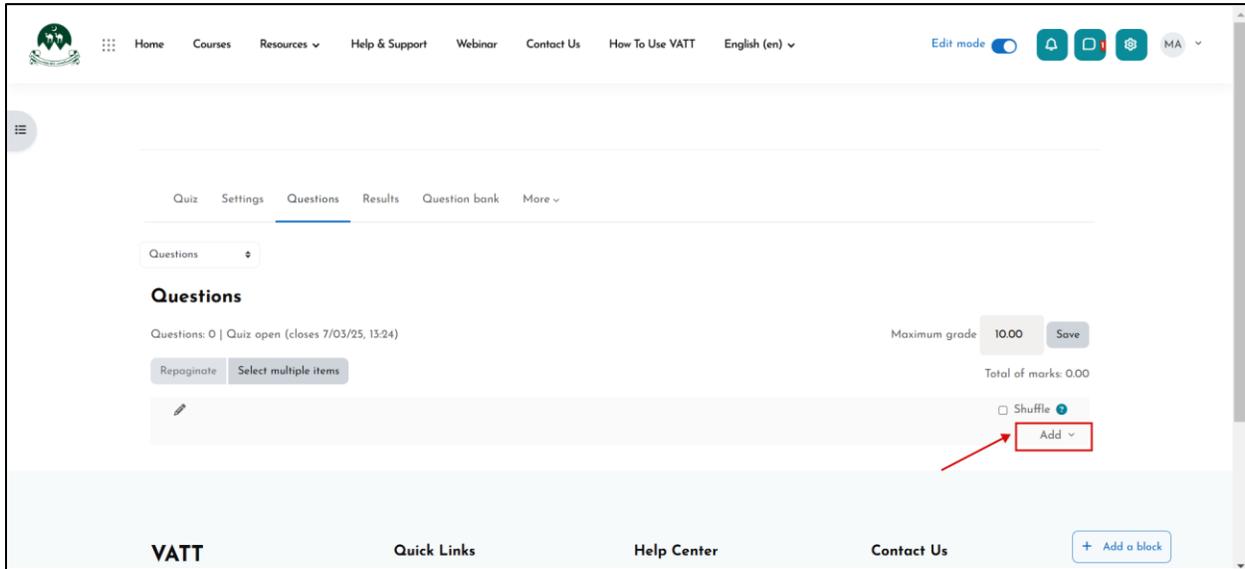
Once inside the quiz interface, click on “Add Questions” as shown below:



6.3. Adding a New Question

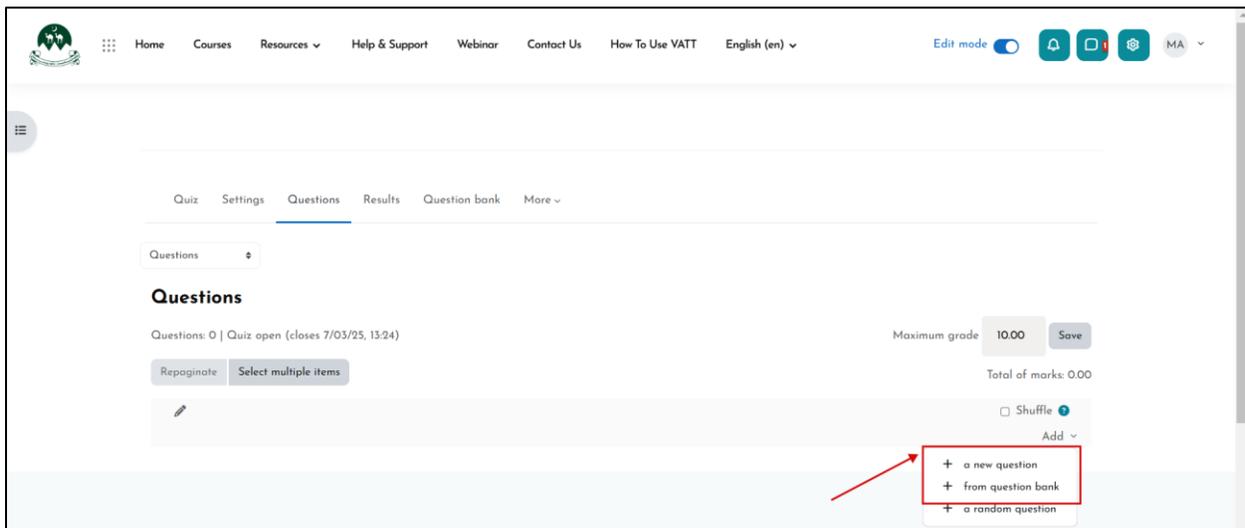
After clicking on **"Add Questions"** it will navigate to the **"Questions"** tab. This tab allows you to manage, add, or organize questions within the quiz.

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



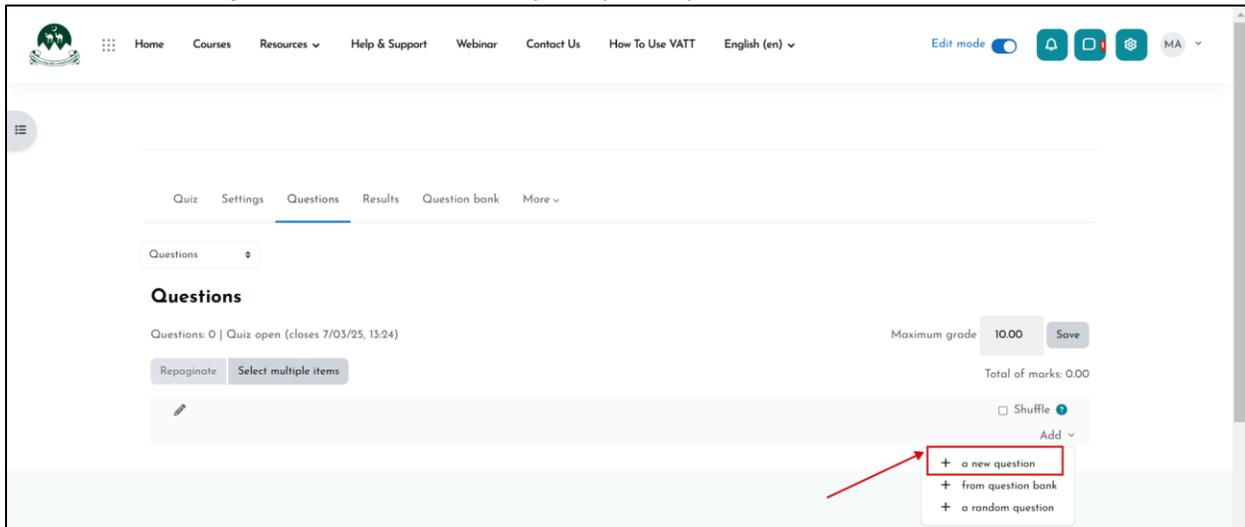
It will display three options to add question:

- **"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.



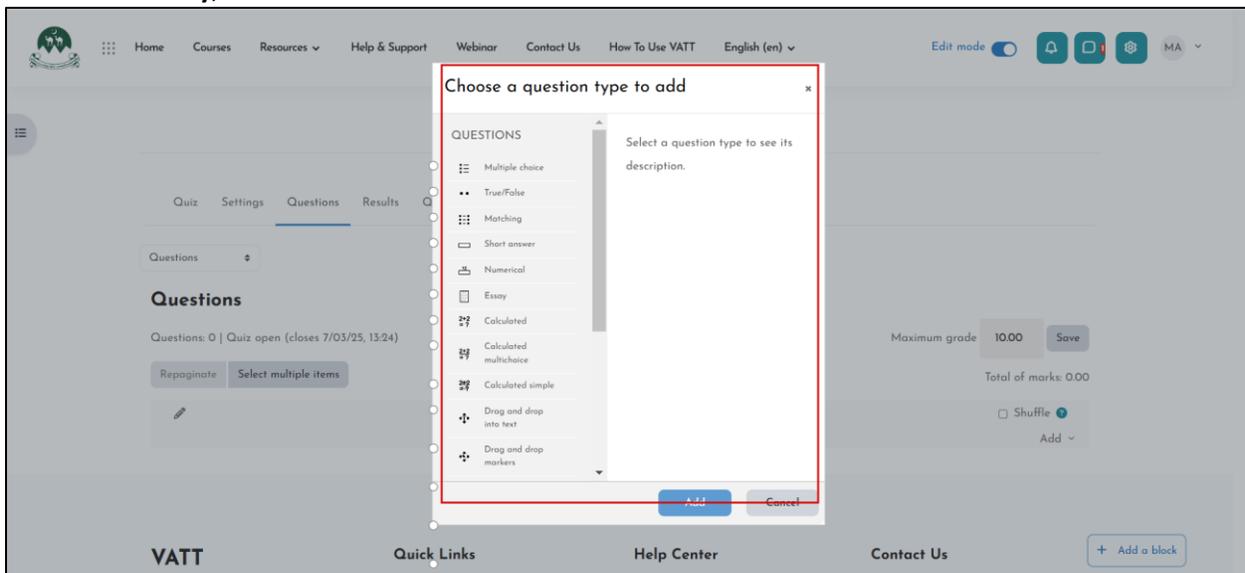


1. Select "a new question" to create a completely new question.



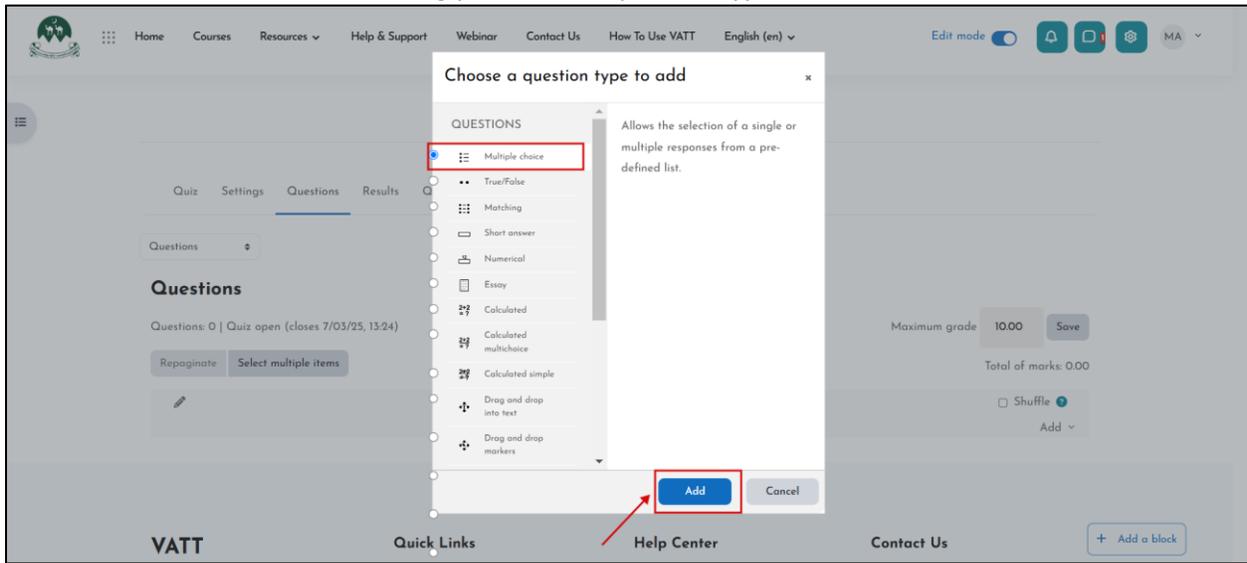
2. **Choose the Question Type:** After selecting "a new question", a pop-up window appears listing the available question types. Choose from options such as:

- **Multiple Choice**
- **True/False**
- **Matching**
- **Short Answer**
- **Essay, etc.**

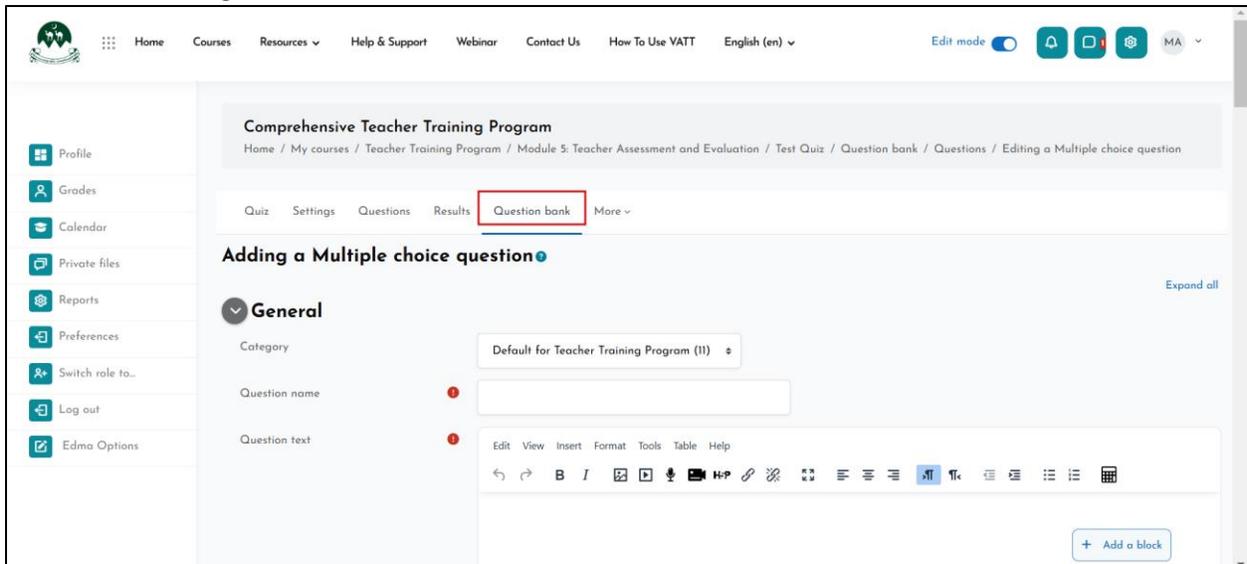




Click the "Add" button after selecting your desired question type.



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



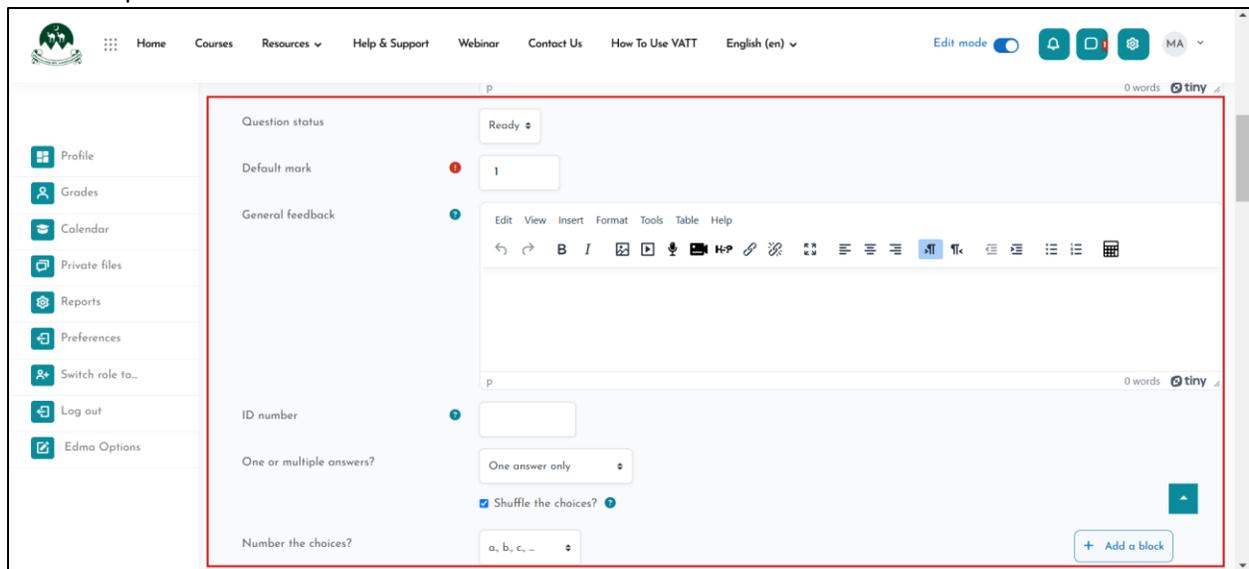


4. **General Section:** The general section has following options:

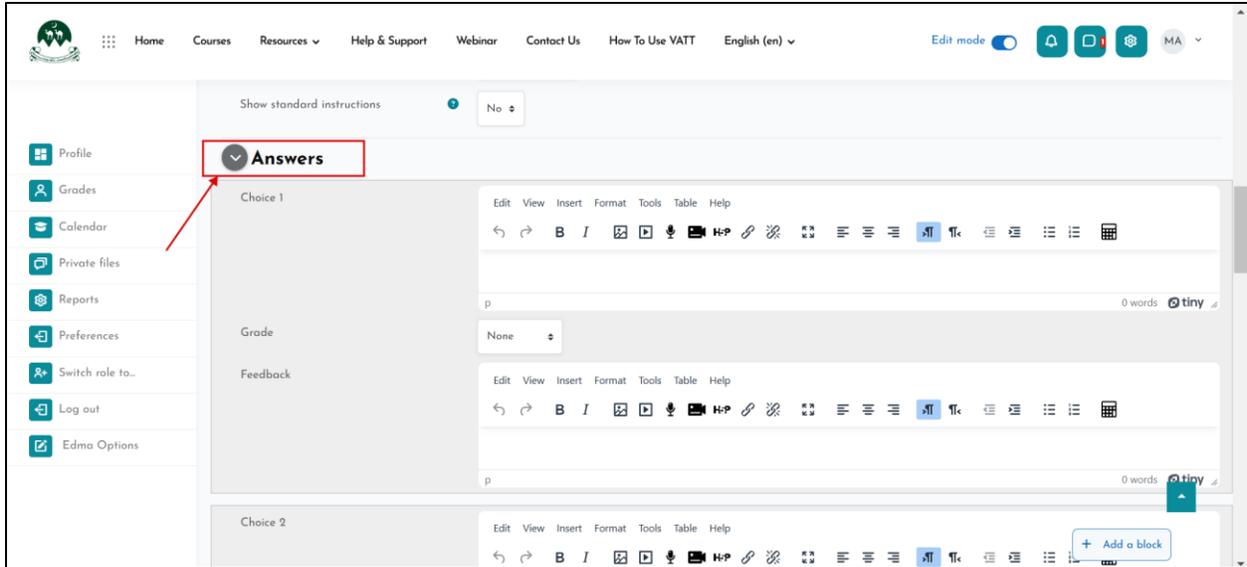
The screenshot displays the Moodle interface for adding a multiple-choice question. The page title is "Adding a Multiple choice question". The breadcrumb trail is: Home / My courses / Teacher Training Program / Module 5: Teacher Assessment and Evaluation / Test Quiz / Question bank / Questions / Editing a Multiple choice question. The navigation menu includes: Quiz, Settings, Questions, Results, Question bank, and More. The "General" tab is selected and highlighted with a red box and an arrow. The form fields are: Category (Default for Teacher Training Program (11)), Question name (with a red error icon), and Question text (with a red error icon). The Question text field has a rich text editor toolbar with options: Edit, View, Insert, Format, Tools, Table, Help. The toolbar includes icons for undo, redo, bold, italic, text color, background color, link, unlink, list, ordered list, table, and a grid icon. There is a "+ Add a block" button at the bottom right.



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.
7. **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.



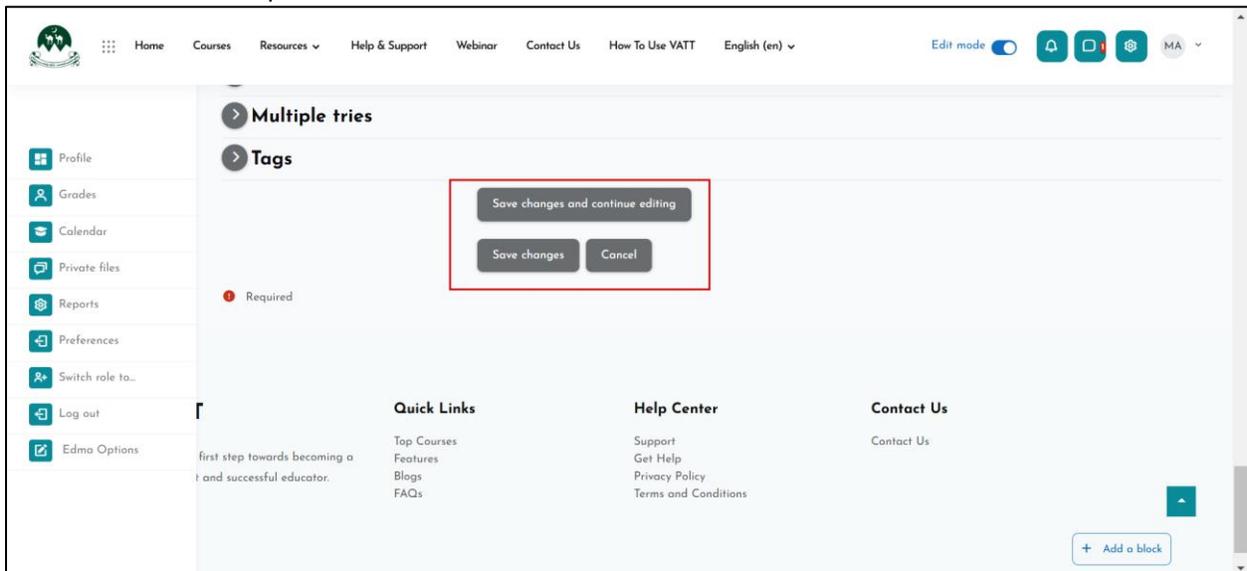
5. **Setting Up the Answer Options:** Scroll down to the "**Answers**" section. For each choice:
 - Enter the **answer text** in the input field.
 - Specify the **grade** percentage for correct answers (e.g., 100% for the correct answer, none for incorrect answers).
 - Add optional **feedback** for each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



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.

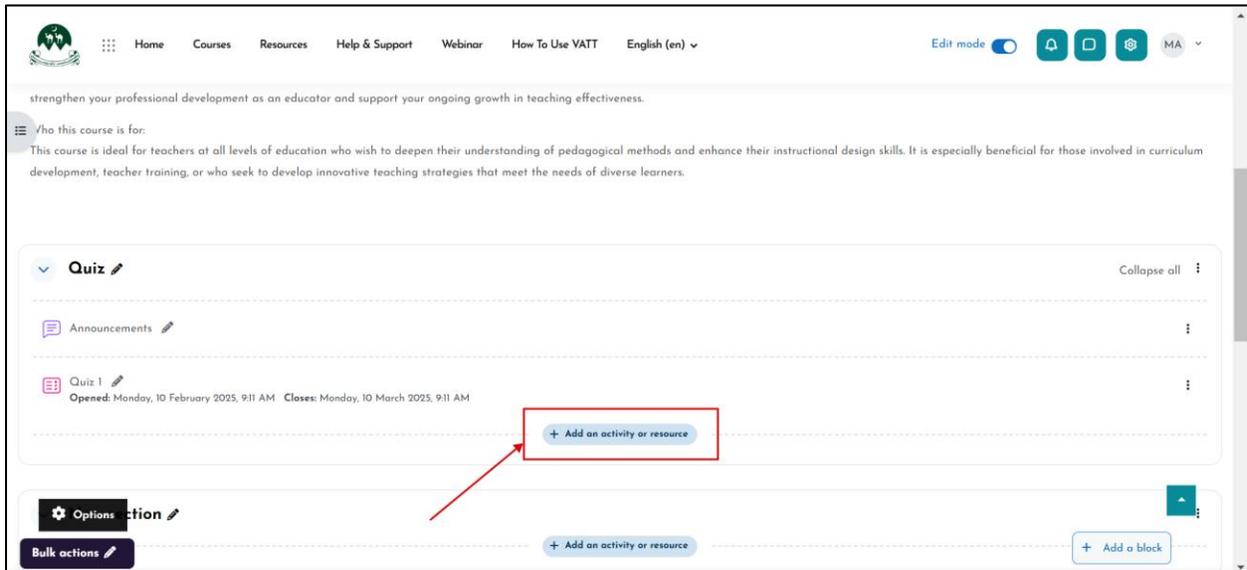




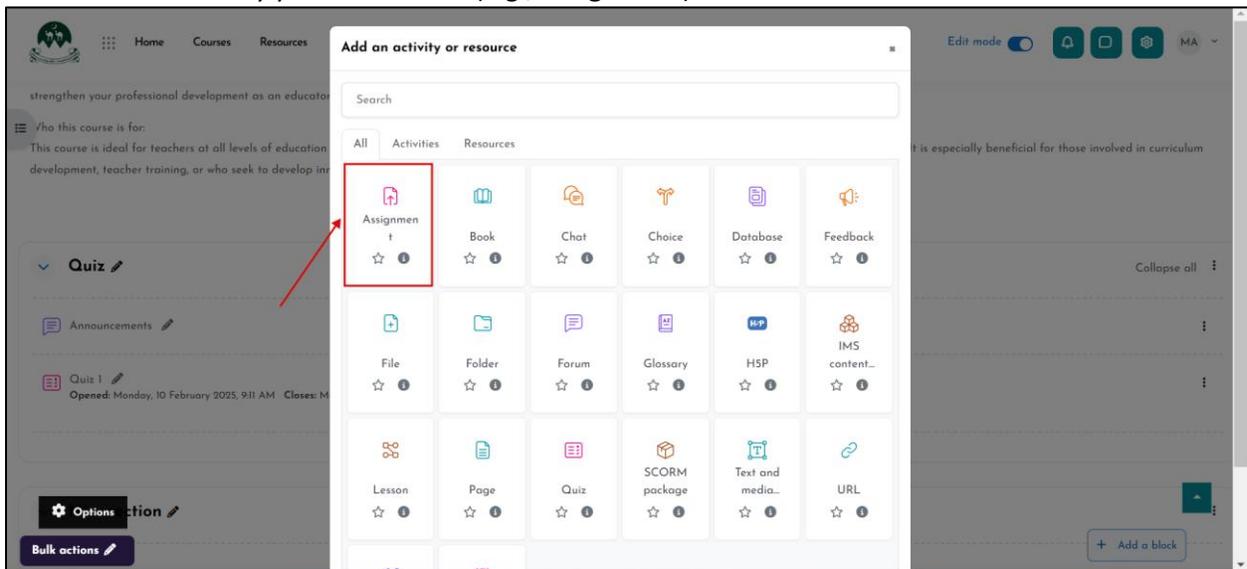
7. Adding Assignment to Course

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.

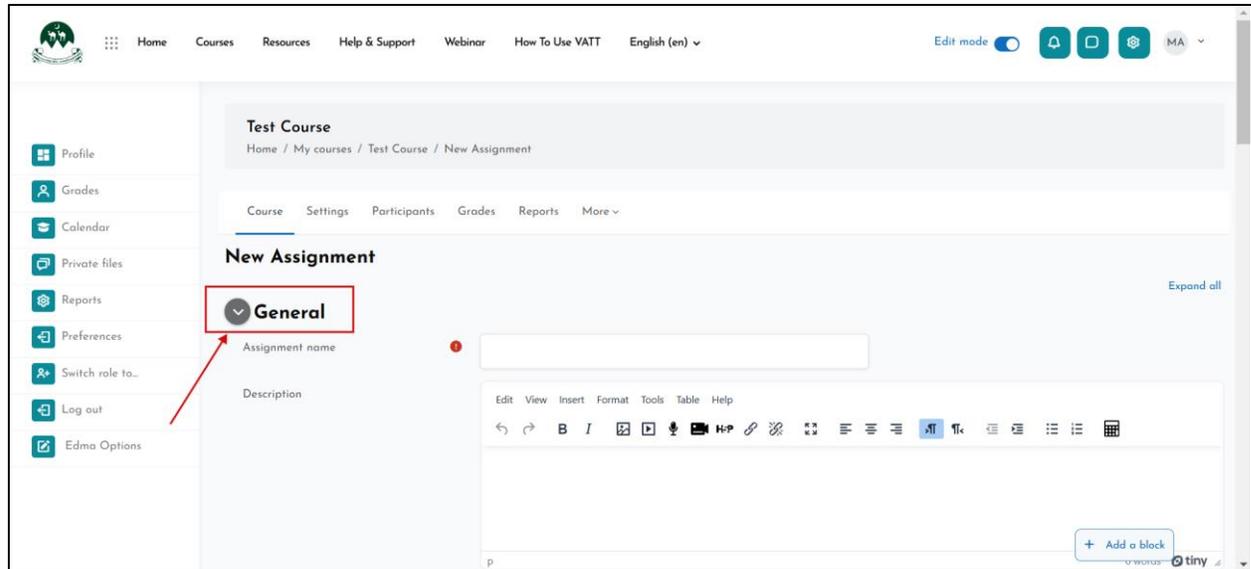


- Select an Activity or Resource, A pop-up menu will appear displaying a variety of options. Click on the activity you want to add (e.g., **Assignment**).



1. **General Section:** Fill in the details of the activity in the **General** section:

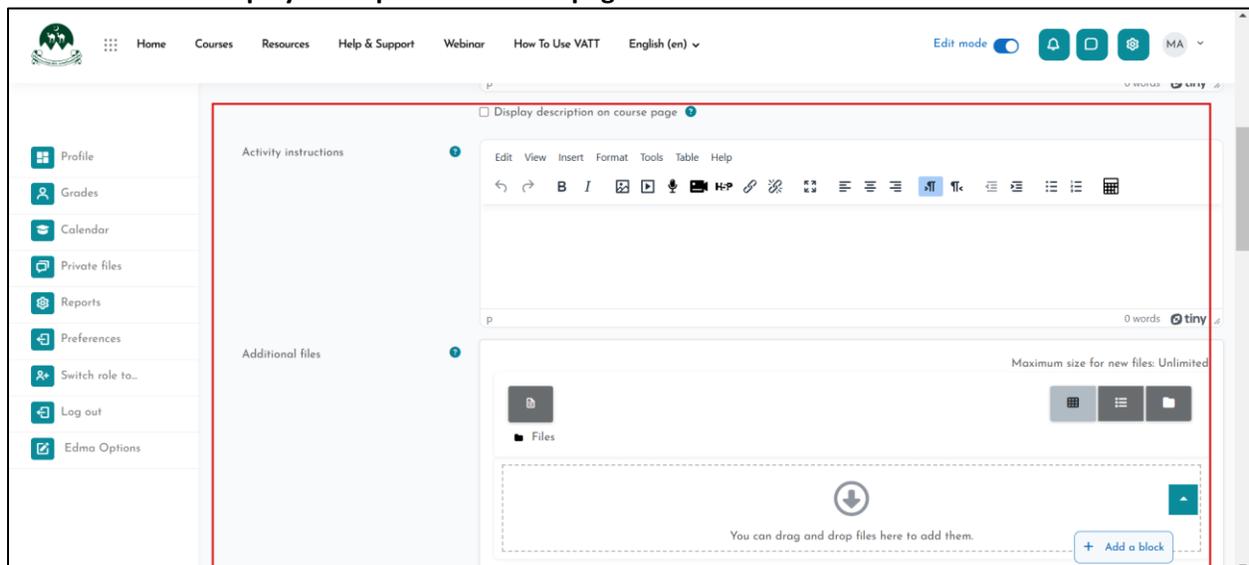
- **Assignment Name:** Provide a meaningful name for the activity.
- **Description:** Add instructions or details about the activity. You can use the editor to format the text or add media.



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."

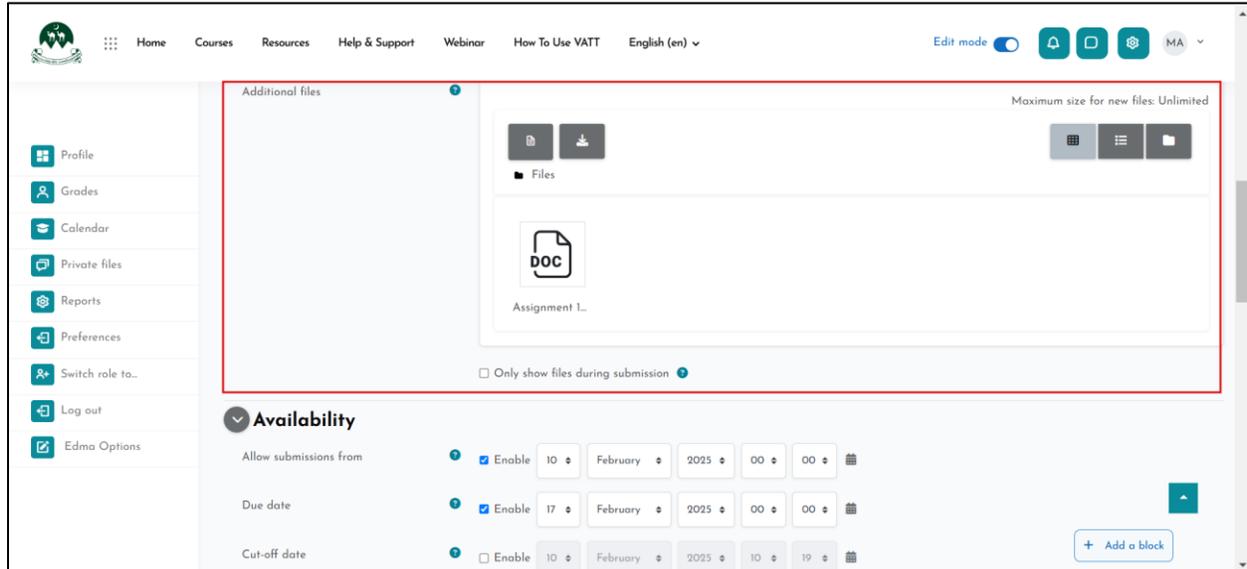


2. Add Additional Files:

- 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.

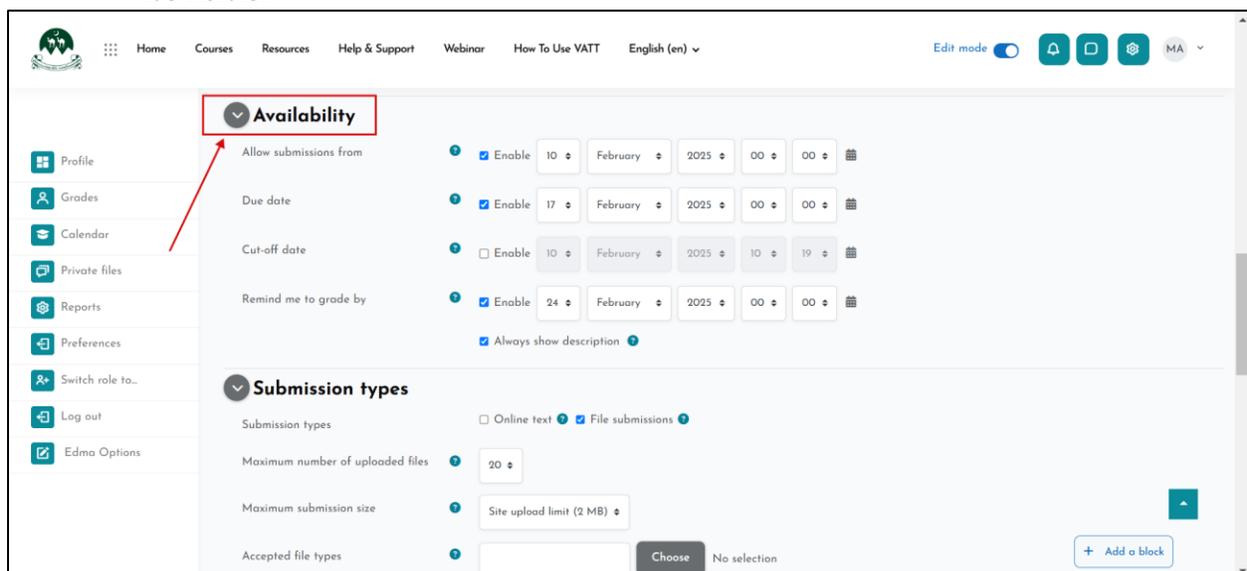


- Uploaded files will appear below the drag-and-drop area. You can choose to only show these files during submission by checking the appropriate box.



2. Availability Section:

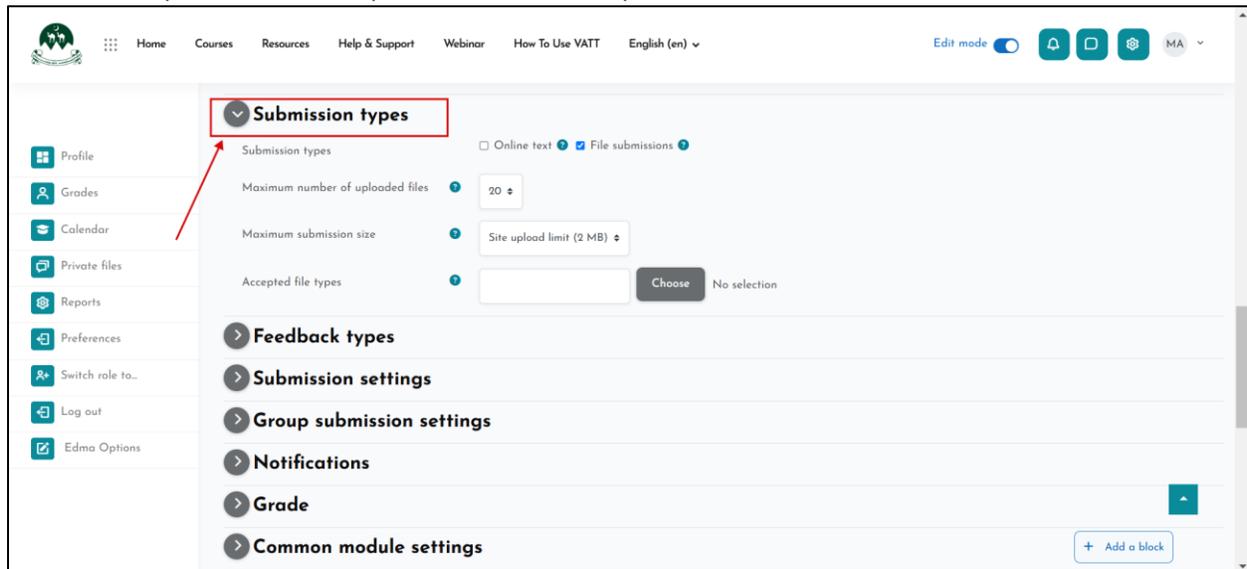
- **Allow Submissions From:** Enable this option by checking the box. Set the start date and time when students can begin submitting their assignments.
- **Due Date:** Check the box to enable this option. Set the deadline for submissions. Assignments submitted after this time may be marked as late, depending 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.



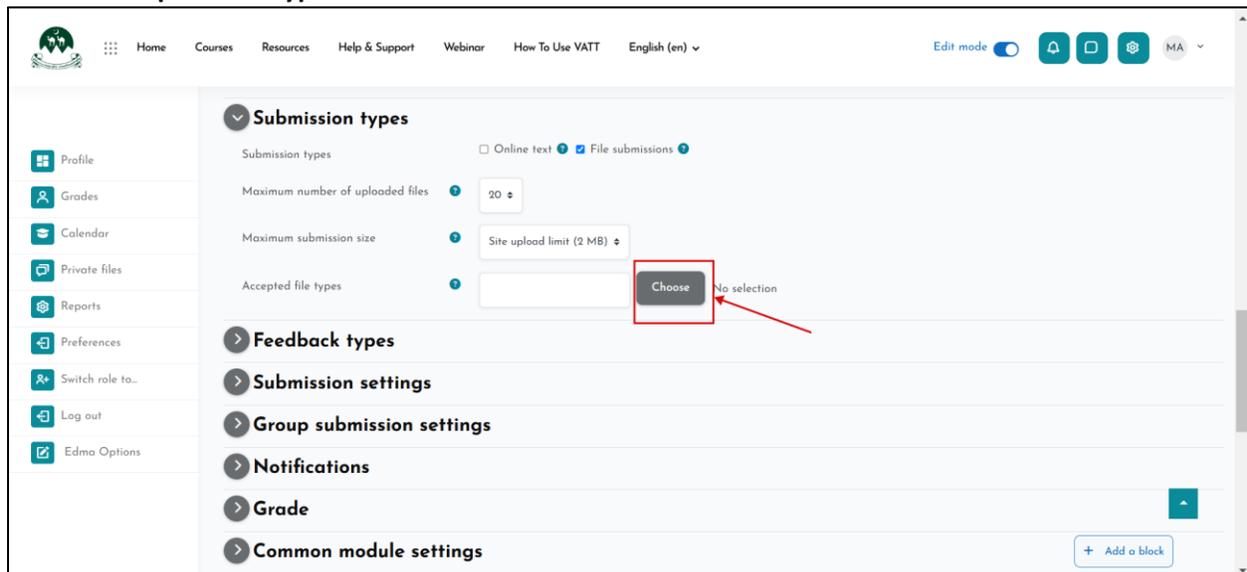


3. Submission Types Section

- **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.

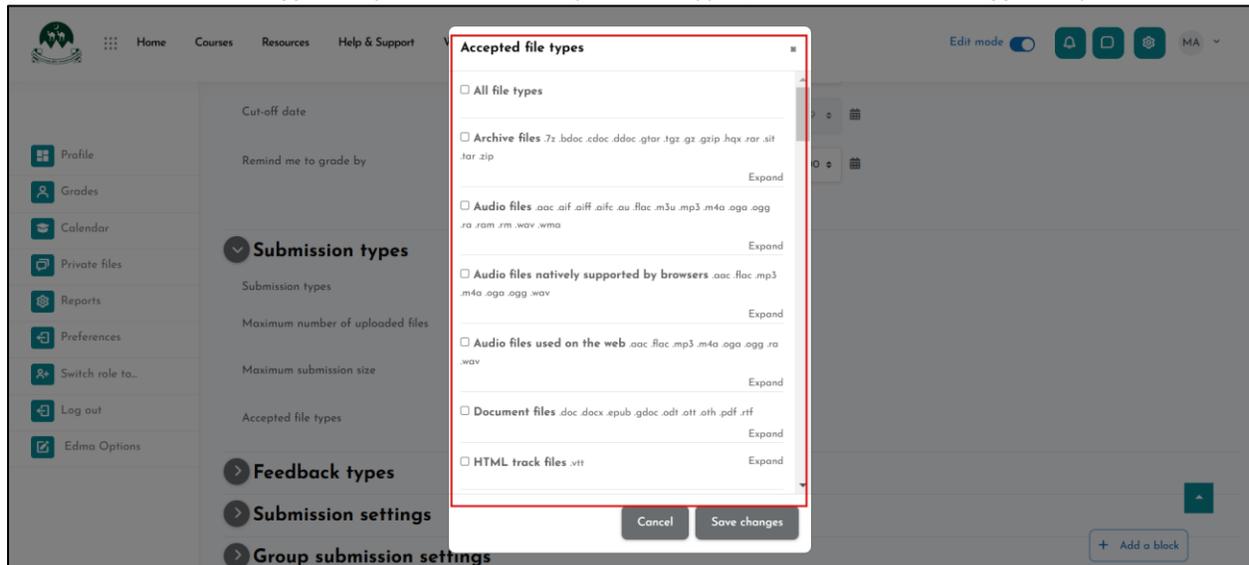


- **Accepted File Types:** Click on “Choose” button:



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.

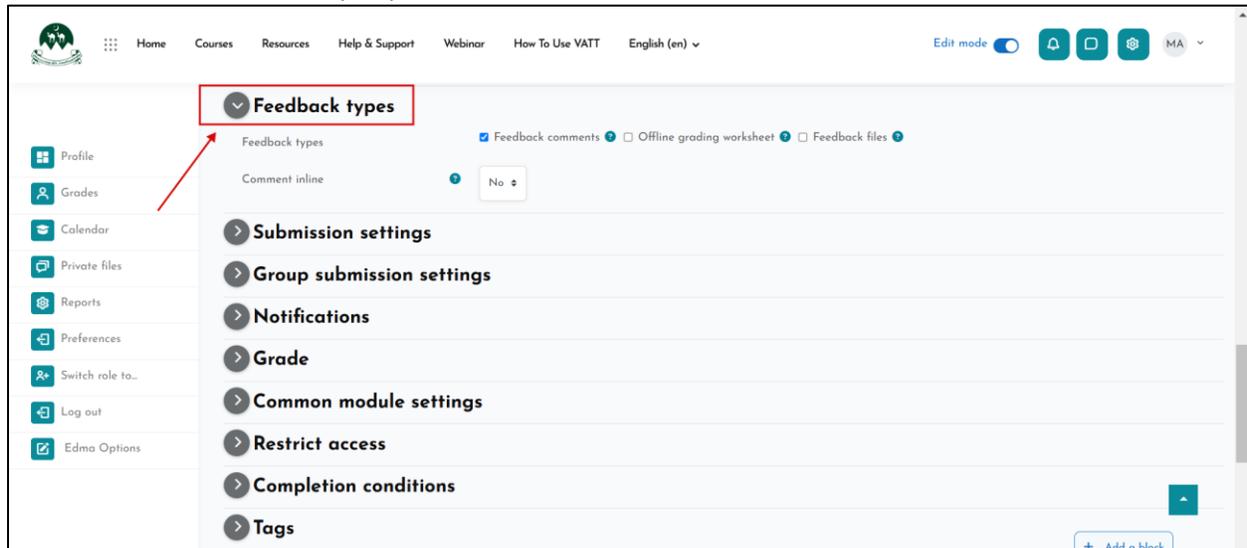


Save Changes: Once you've made your selection, click **“Save changes”** to apply.



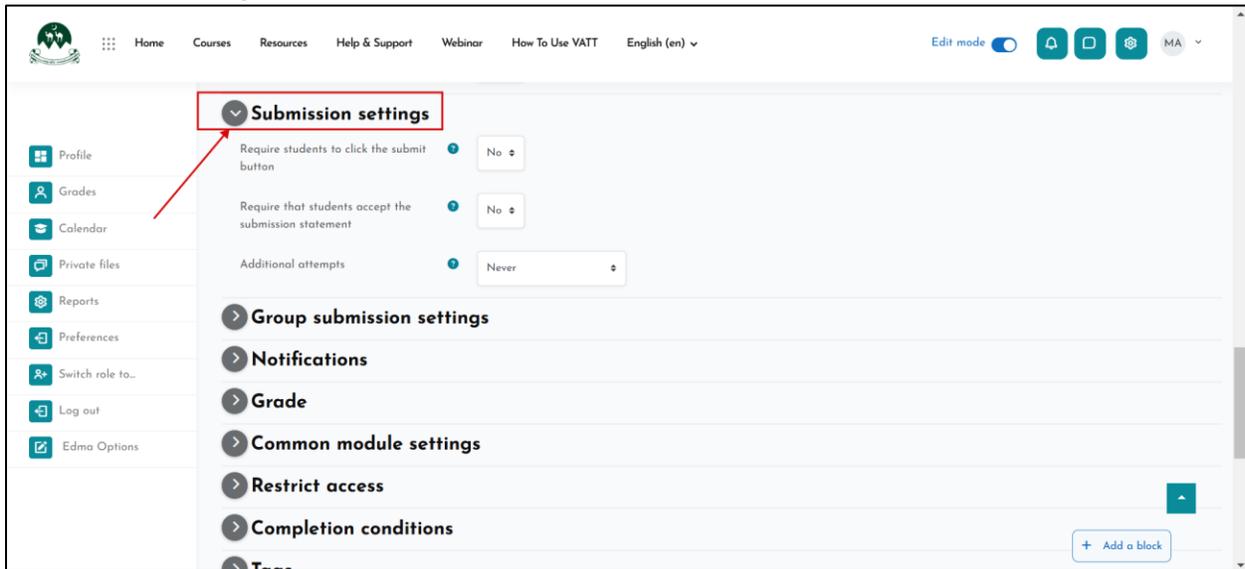
4. **Feedback Types Section:** Enable Feedback Options, Under the **Feedback types** section, you can enable the following options:

- **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.

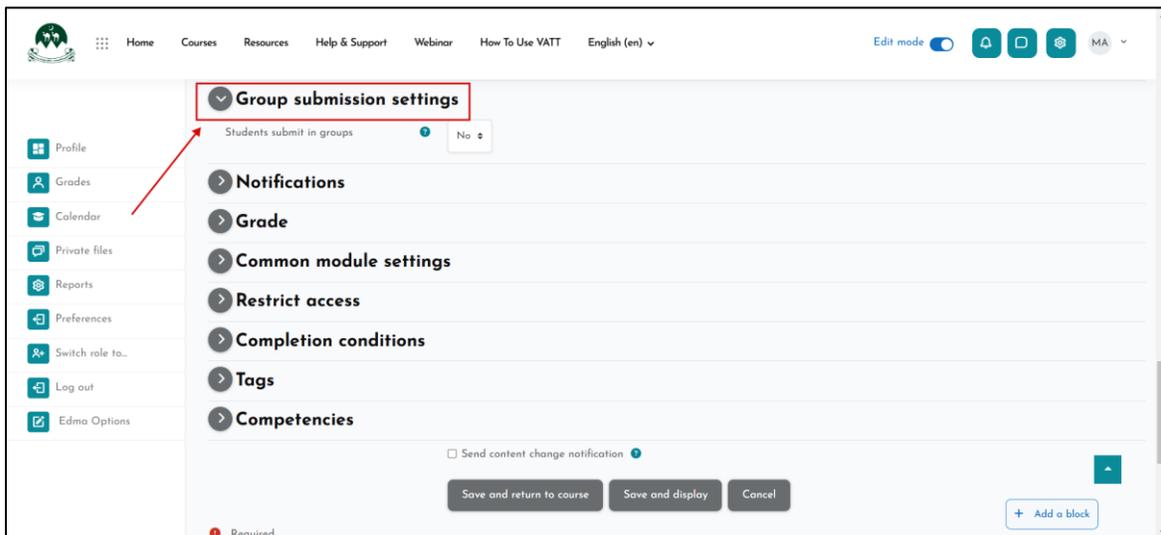


5. Submission Settings:

- **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.



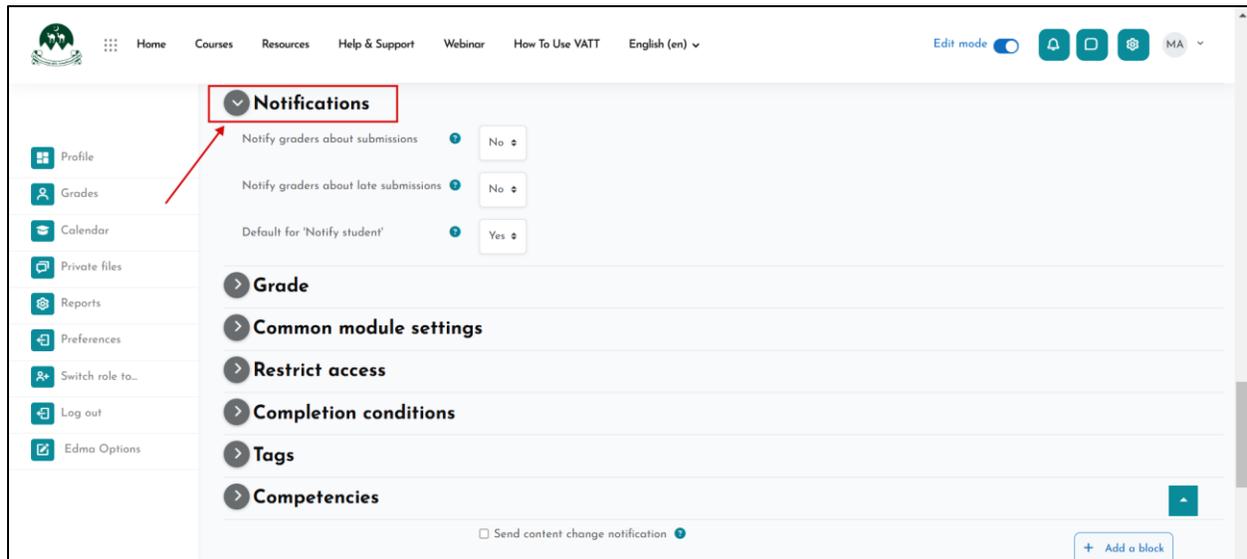
- ### 6. Group Submission Settings Section:
- Students Submit in Groups, Select **Yes** if you want submissions to be made on behalf of a group rather than individuals. Select **No** to disable group submissions.





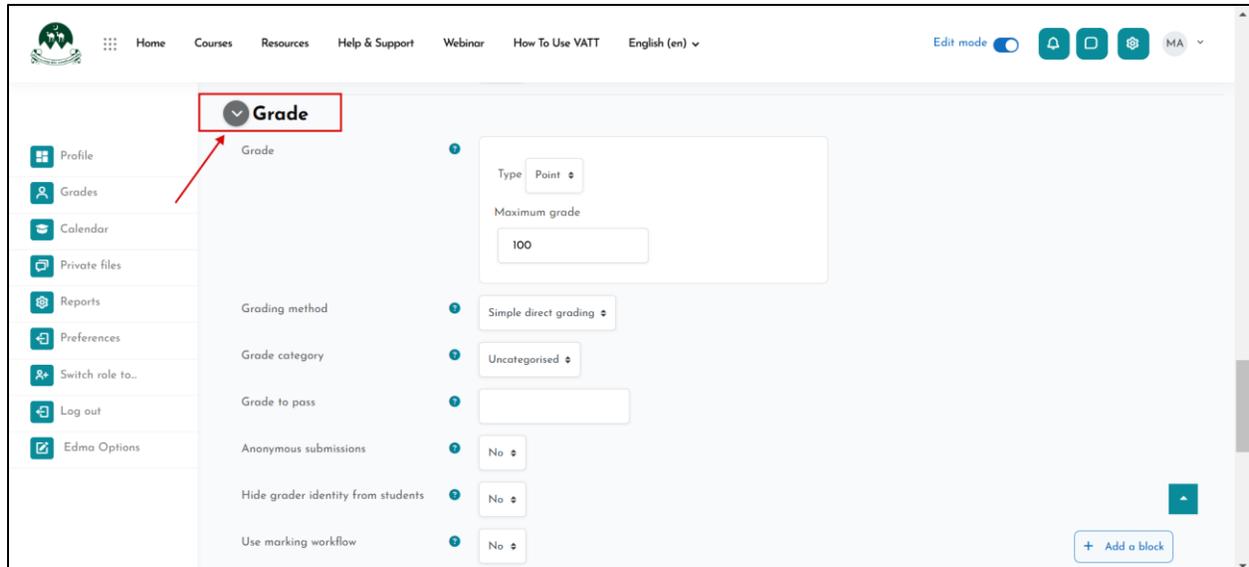
7. Notifications Section:

- **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.



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.



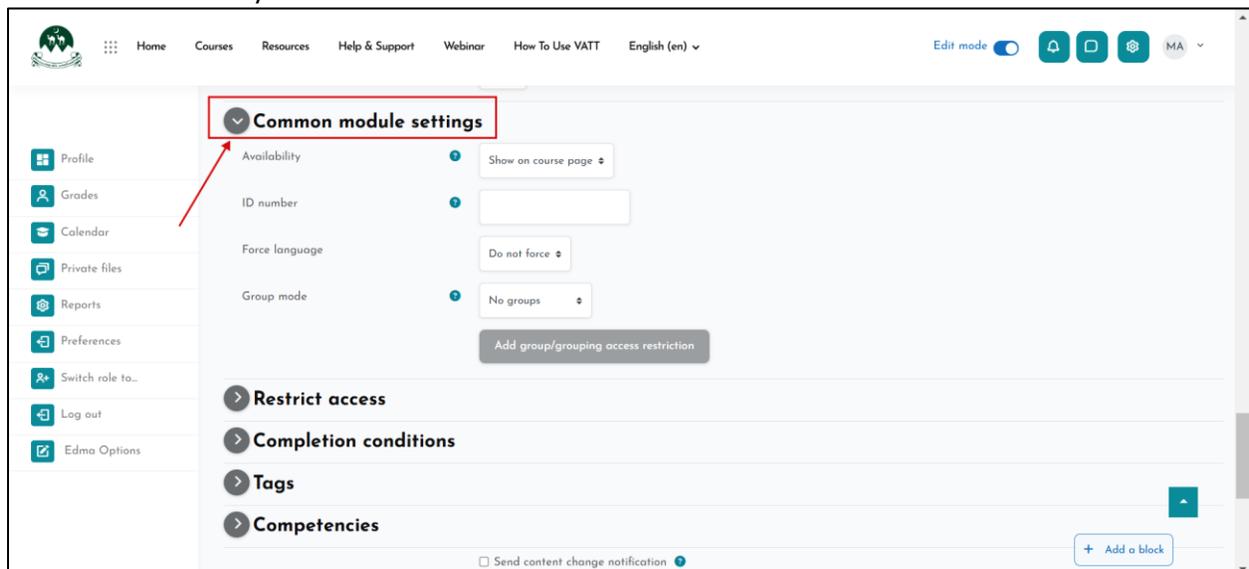
The screenshot shows the Moodle Grade settings page. The 'Grade' menu item in the left sidebar is highlighted with a red box and an arrow. The main content area displays various settings for the grade activity, including:

- Type: Point
- Maximum grade: 100
- Grading method: Simple direct grading
- Grade category: Uncategorised
- Grade to pass: (empty field)
- Anonymous submissions: No
- Hide grader identity from students: No
- Use marking workflow: No

At the bottom right, there is a '+ Add a block' button.

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.



The screenshot shows the Moodle Common module settings page. The 'Common module settings' menu item in the left sidebar is highlighted with a red box and an arrow. The main content area displays various settings for the common module settings, including:

- Availability: Show on course page
- ID number: (empty field)
- Force language: Do not force
- Group mode: No groups

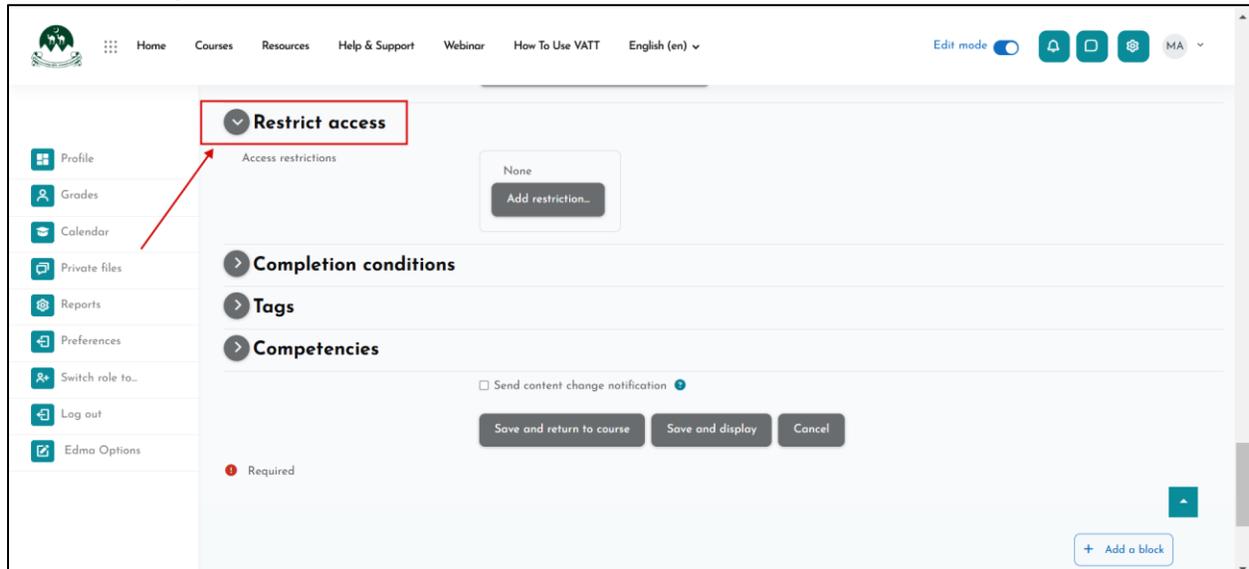
Below these settings, there is a button labeled 'Add group/grouping access restriction'. At the bottom, there are expandable sections for:

- Restrict access
- Completion conditions
- Tags
- Competencies

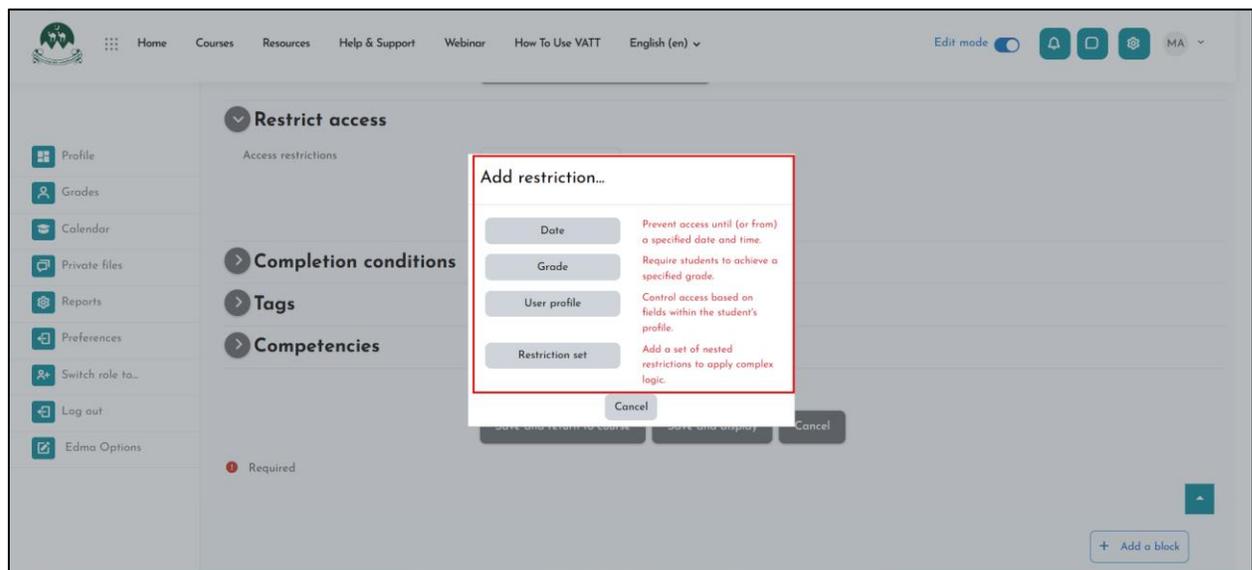
At the bottom right, there is a '+ Add a block' button and a checkbox for 'Send content change notification'.

11. Access Restrictions Section

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



- **Restriction Options** are following:
 - **Date:** Restrict access until or from a specific date.
 - **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.



12. Completion Conditions Section

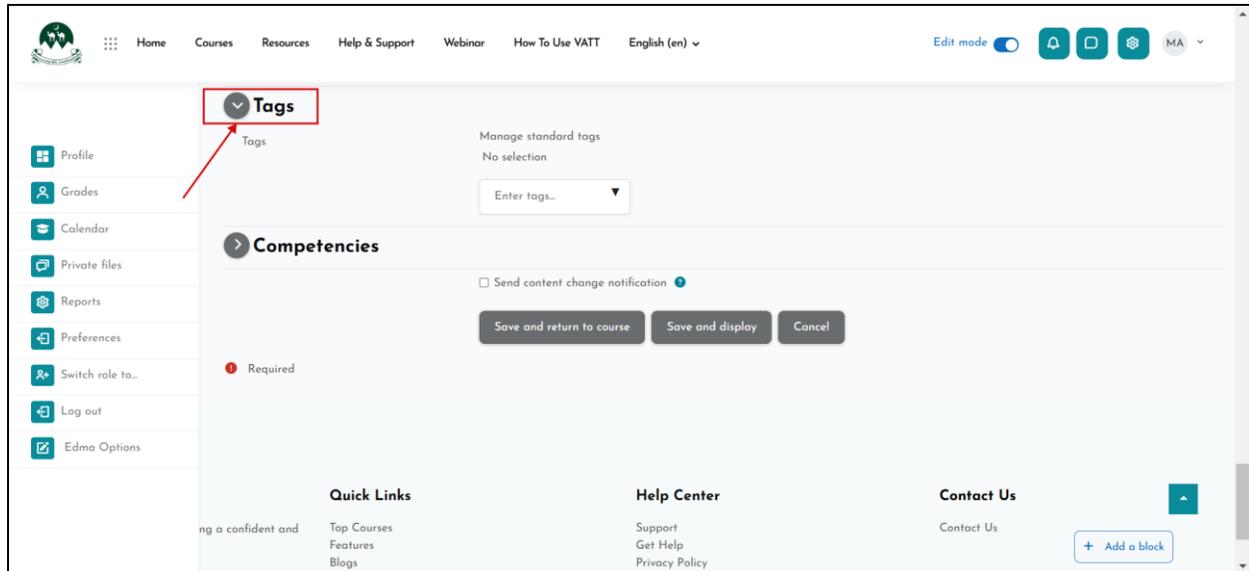
- **Completion Tracking Options:**
 - **None:** No tracking for completion.
 - **Students must manually mark the activity as done:** Enables students to mark the activity as completed themselves.

- **Add requirements:** Add automated completion criteria.

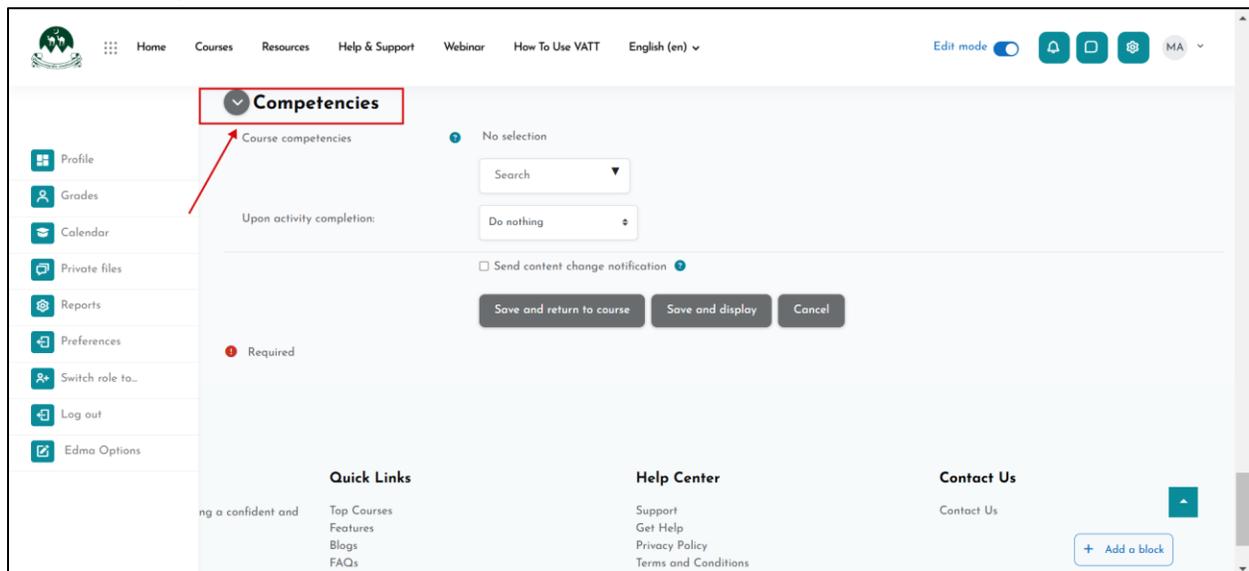
If selected, specify the conditions under which the activity is marked as completed, such as:

- **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.



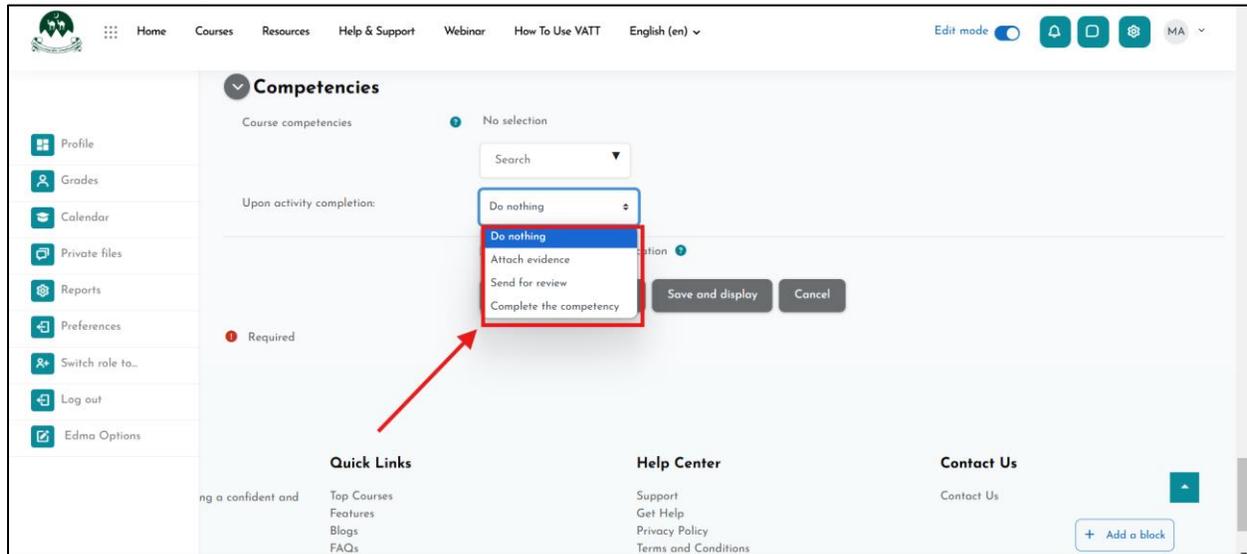
14. **Competencies Section:** Scroll down under "Course competencies" to select or add competencies section.





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

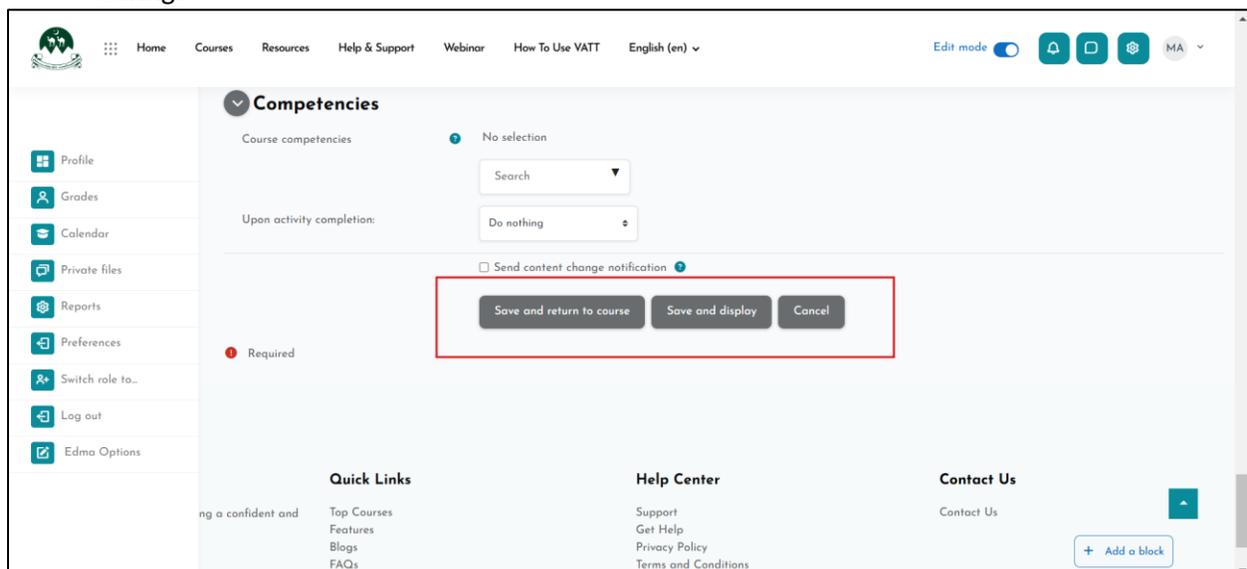
- **Do nothing:** No further action is required.
- **Attach evidence:** Upload relevant documents or files to support competency achievement.
- **Send for review:** Notify an assigned reviewer for assessment.
- **Complete the competency:** Mark the competency as achieved once the activity is completed.



7.1. Save Changes

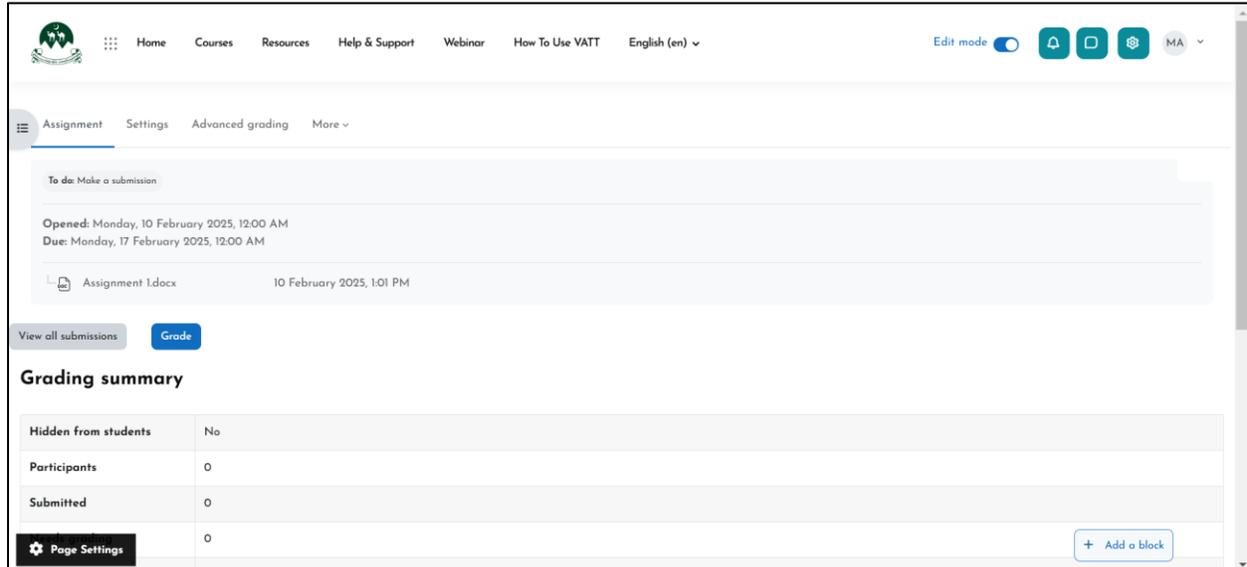
The "Save and return to course," "Save and display," and "Cancel" buttons allow you to finalize or discard changes made in the Competencies section:

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.





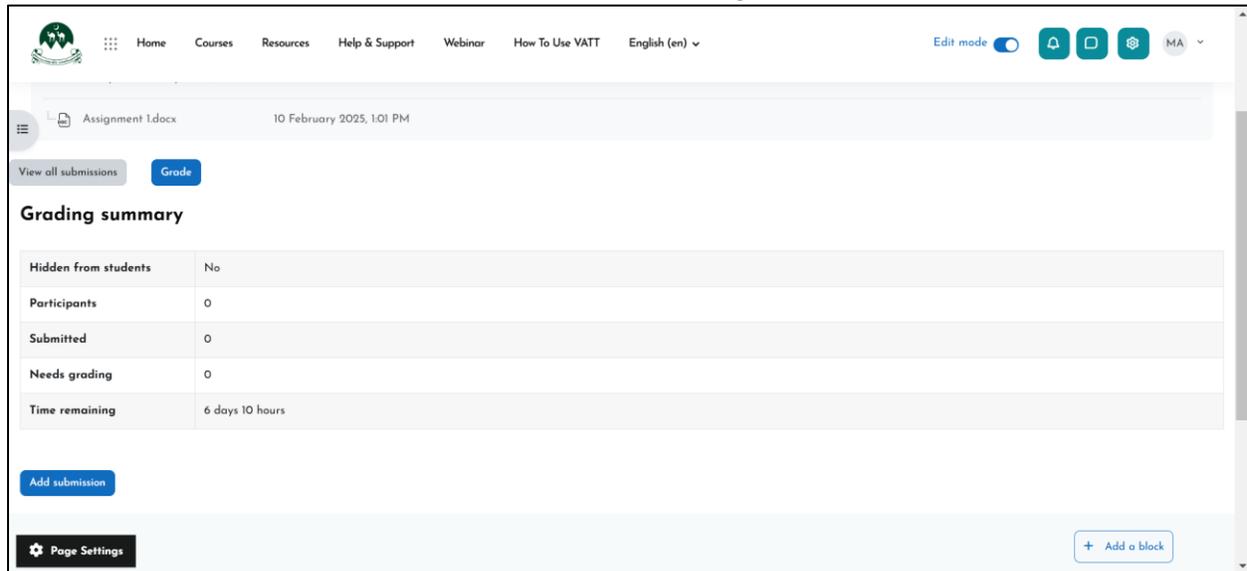
After clicking "Save and display." the screen will show the details of the assignment Here's a breakdown:



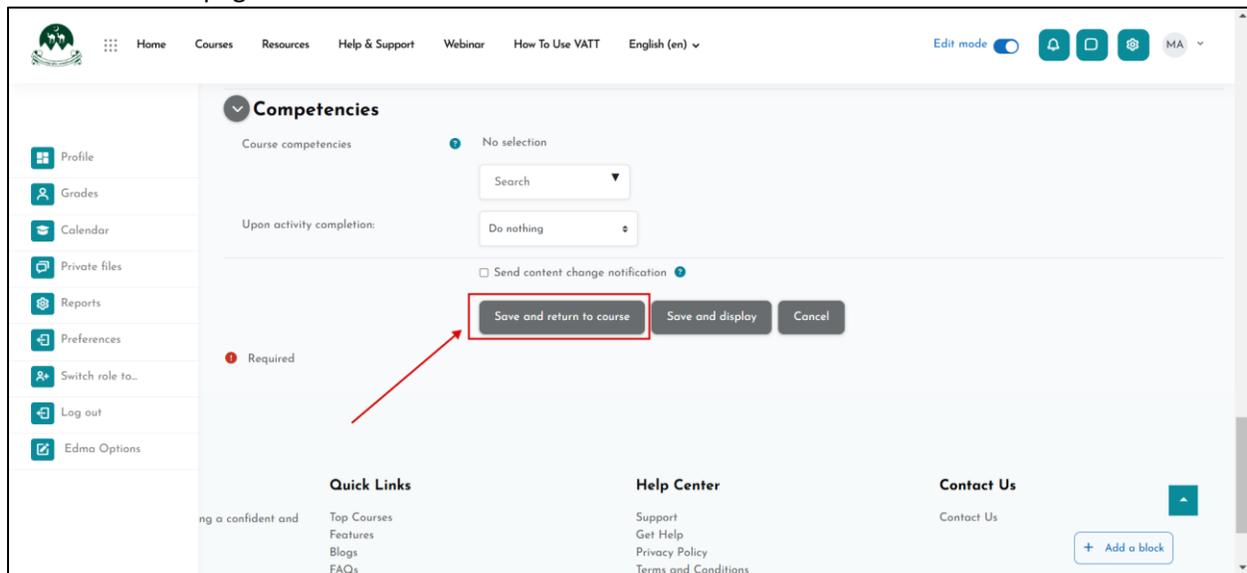
- **Assignment Details:**
 - **To do:** Indicates the action required (e.g., "Make a submission").
 - **Opened:** The date and time the assignment became available for students.
 - **Due:** The submission deadline for the assignment.
 - **File Attached:** Shows the attached file(s) for the assignment (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.

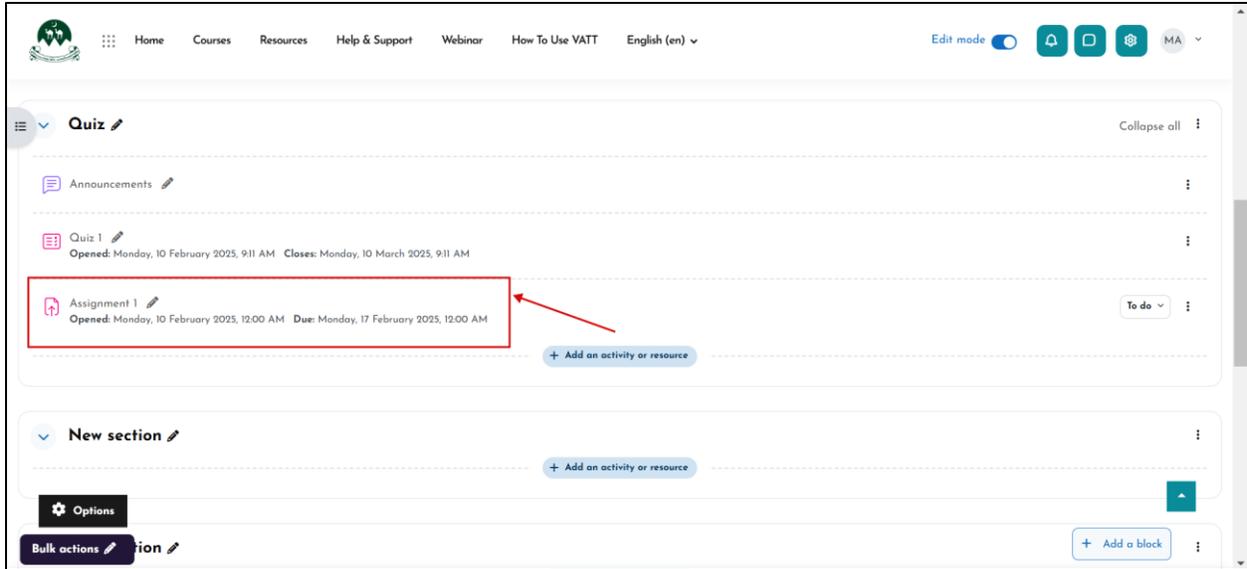


The **"Save and return to course"** button finalizes the assignment creation process and redirects you to the main course page.



Here's what happens next:

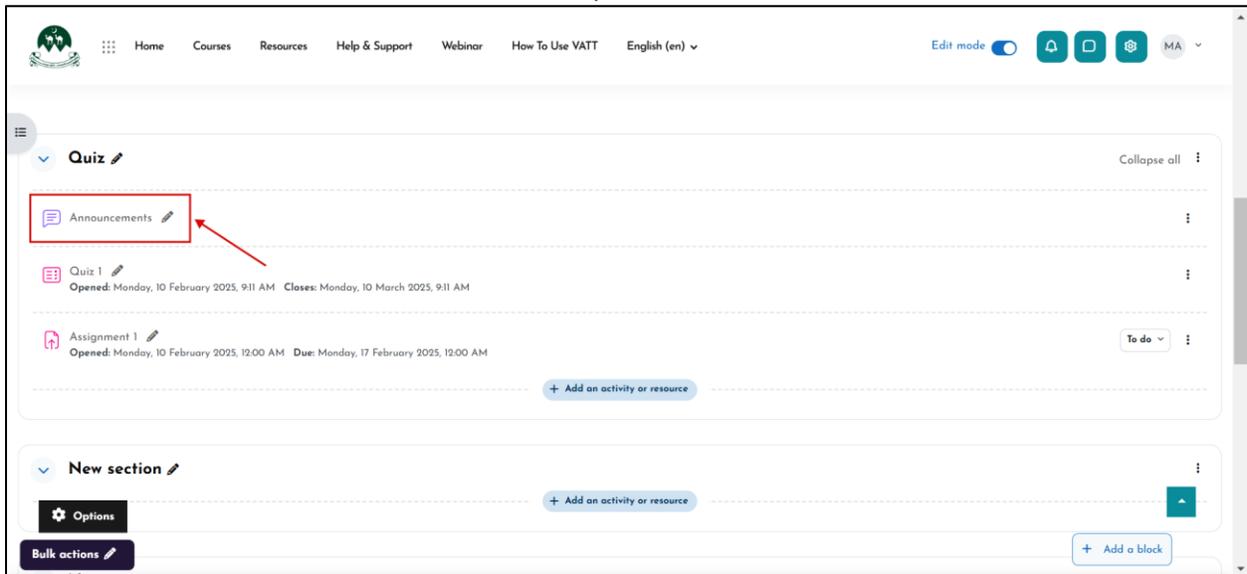
- **Assignment Display:** The new assignment, "Assignment 1," is visible under the relevant section of the course. The opening and due dates are clearly shown.
- **Editing Options:** You can edit or manage the assignment by clicking the pencil icon or accessing the dropdown menu (usually represented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



8. Managing Announcements

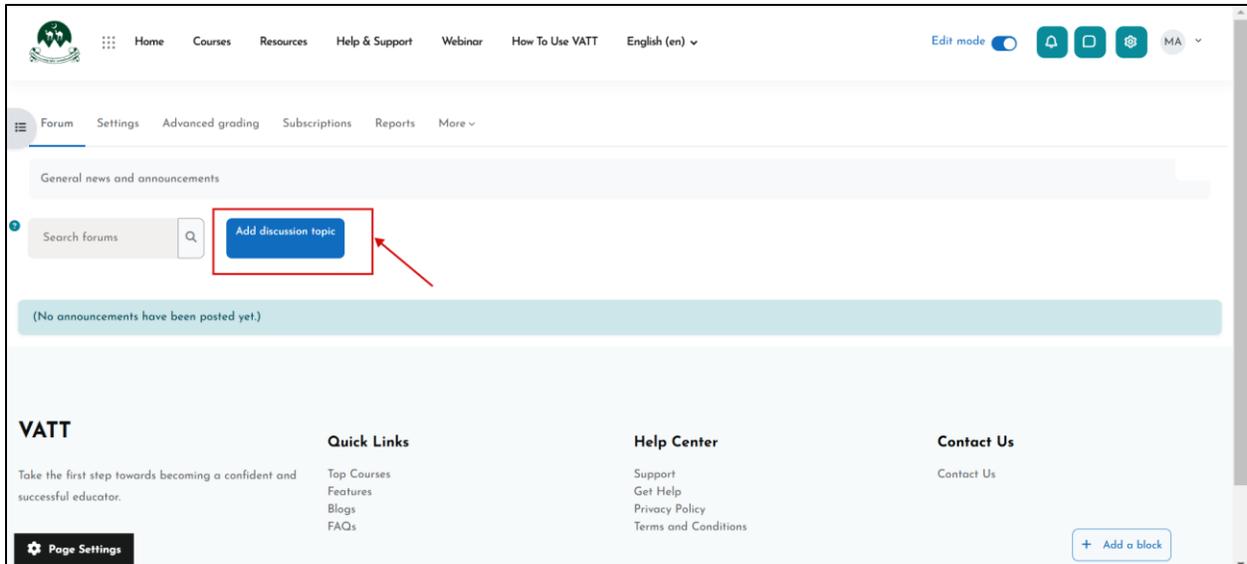
1. Accessing the Announcements Section

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

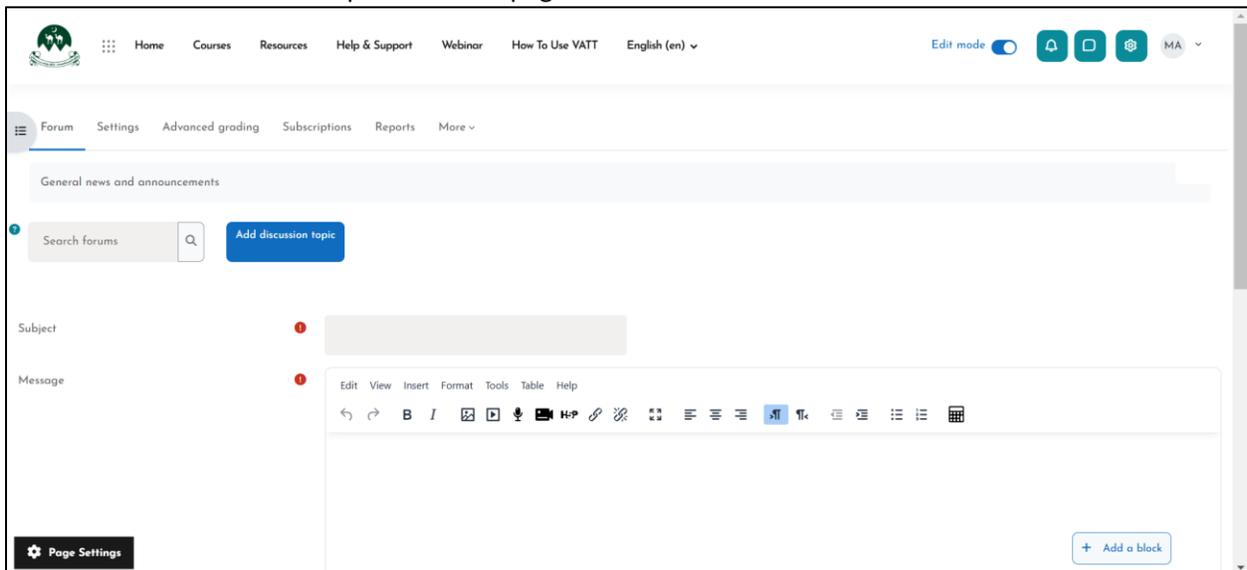


2. Adding a New Announcement

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



You will be redirected to the post creation page.

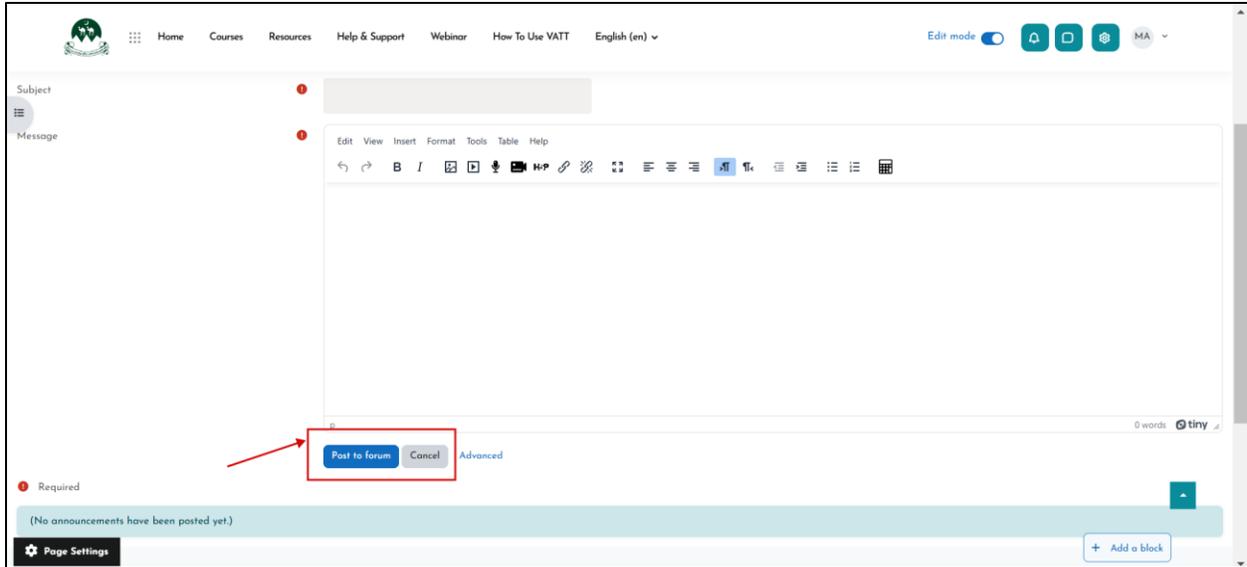


3. Composing an Announcement

- 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.



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

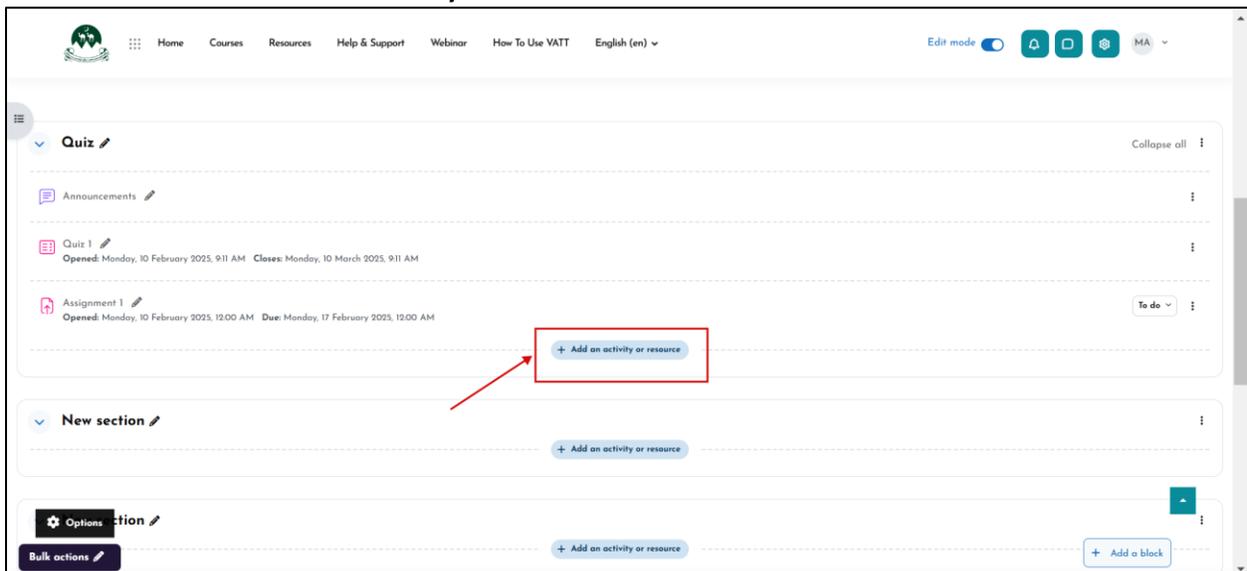
9. Adding a File in Moodle

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).

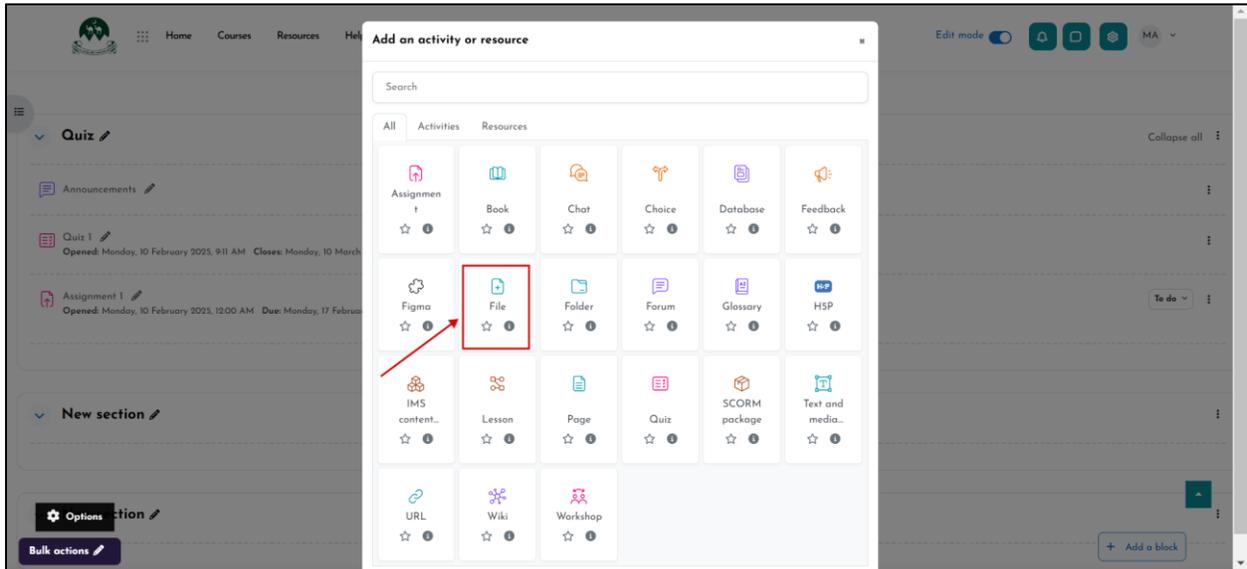
2. Adding an Activity or Resource

- Click on **"+ Add an activity or resource"** under the desired section.



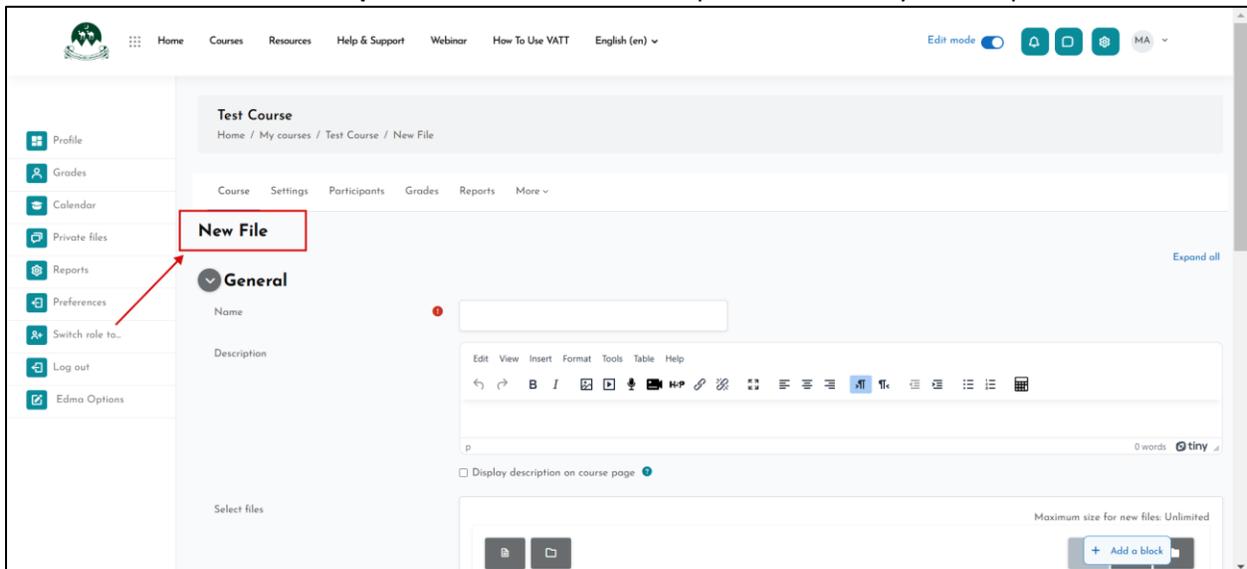
3. Selecting the File Resource

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



4. Configuring the File

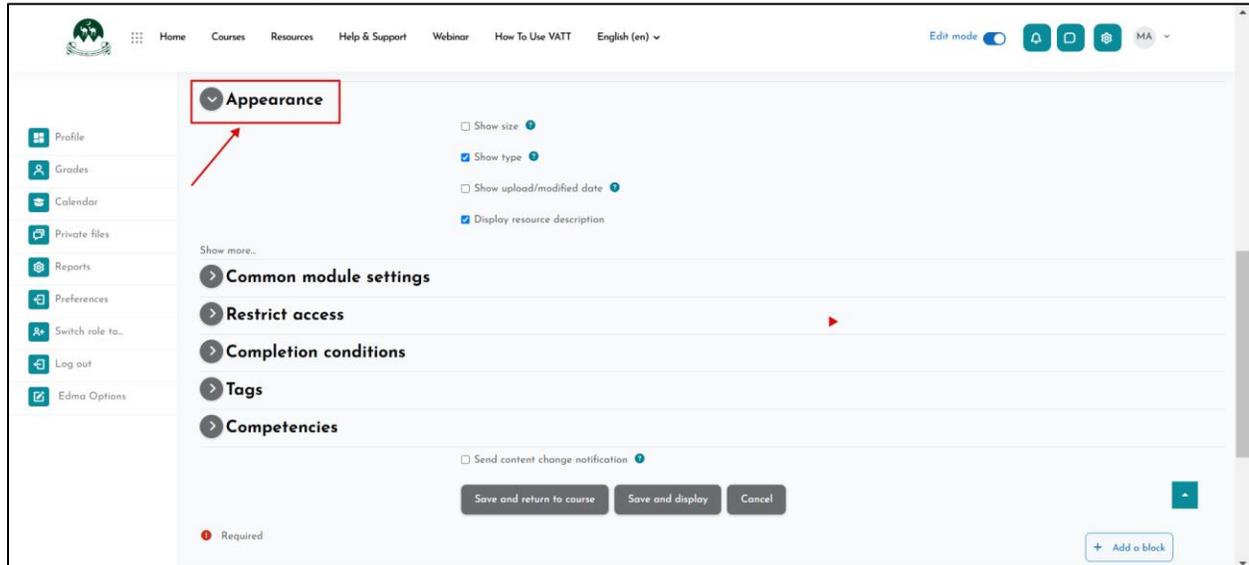
- Enter a **Name** for the file (e.g., "Lecture Notes" or "Assignment Guidelines").
- Add a **Description** (optional).
- Scroll down to the **Select files** section.
- Click on the **File Upload** button to select and upload a file from your computer.



5. **Appearance Settings:** Click the **arrow** next to "Appearance" to expand the settings.

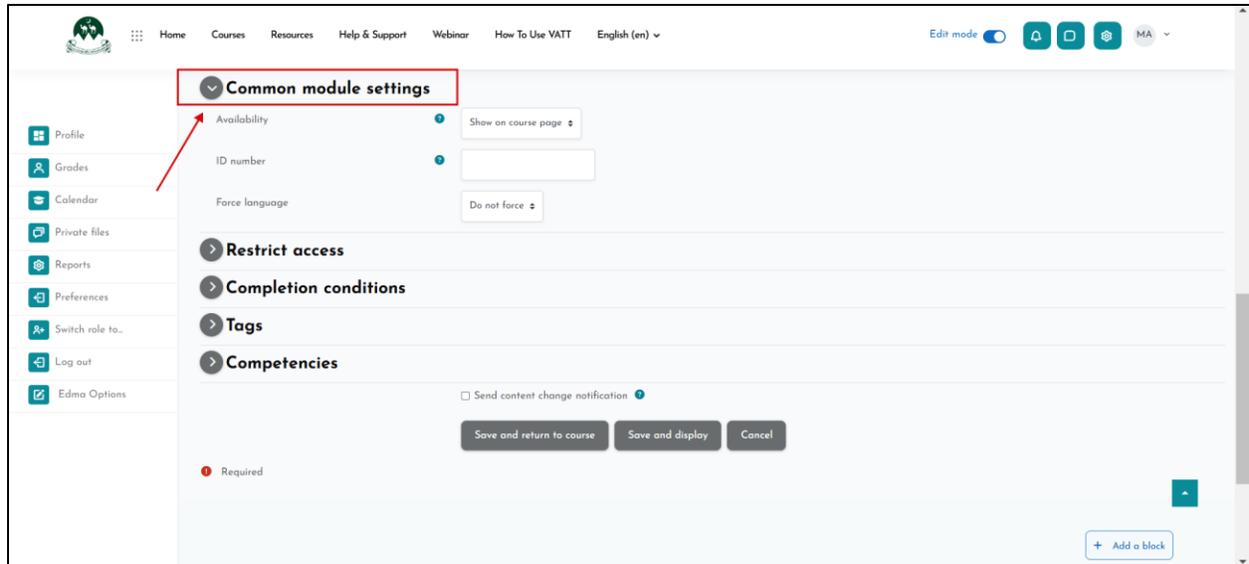
Customizing Display Options:

- **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.

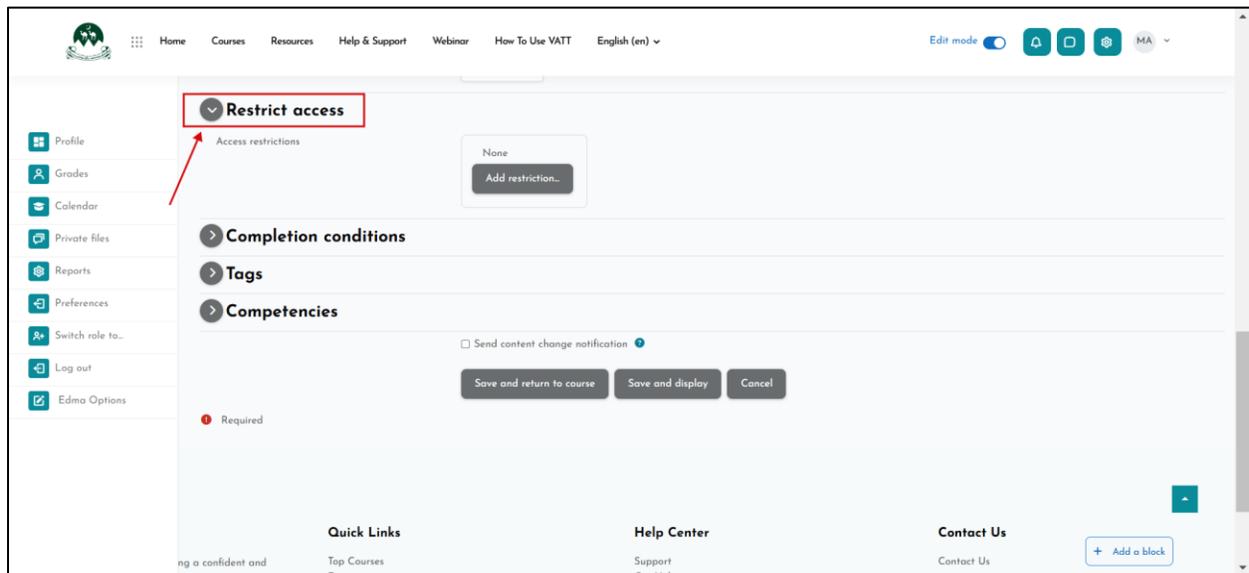


6. **Common Module Settings:** Accessing Common Module Settings, Click the **arrow** next to "Common module settings" to expand the options.

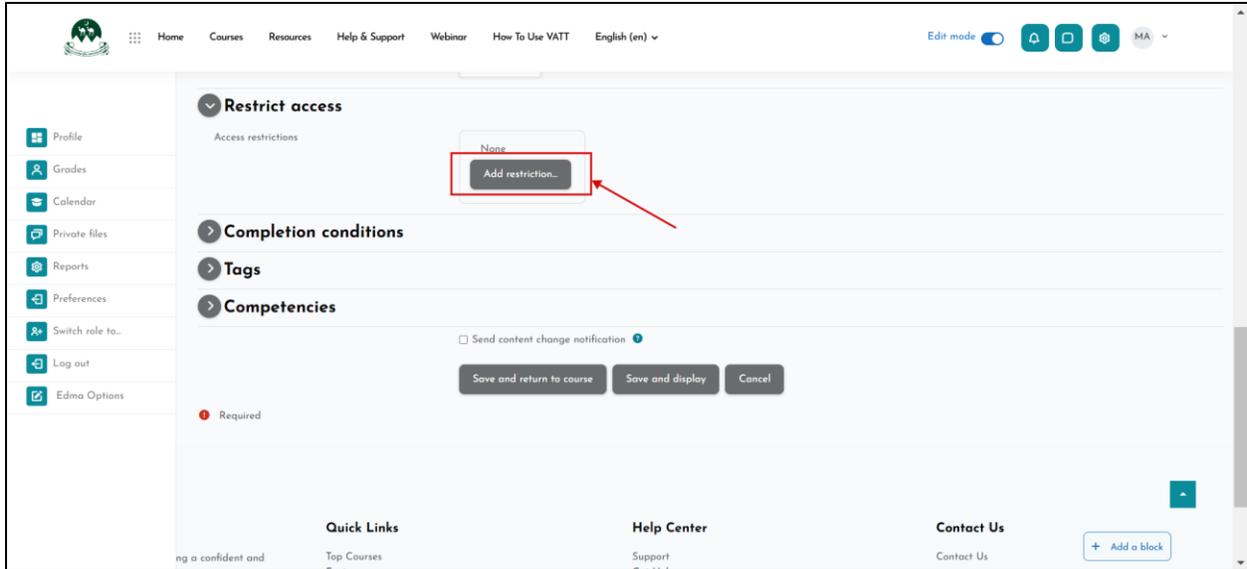
- **Availability:**
 - Choose **"Show on course page"** if you want students to see the activity.
 - Choose **"Hide from students"** to make it invisible.
- **ID Number:**
 - Enter a unique ID number if required for **tracking and reporting purposes**.
- **Force Language:**
 - Select a specific language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



7. **Access Restrictions:** Accessing the Restrict Access Settings, Click the **arrow** next to "Restrict access" to expand the settings.

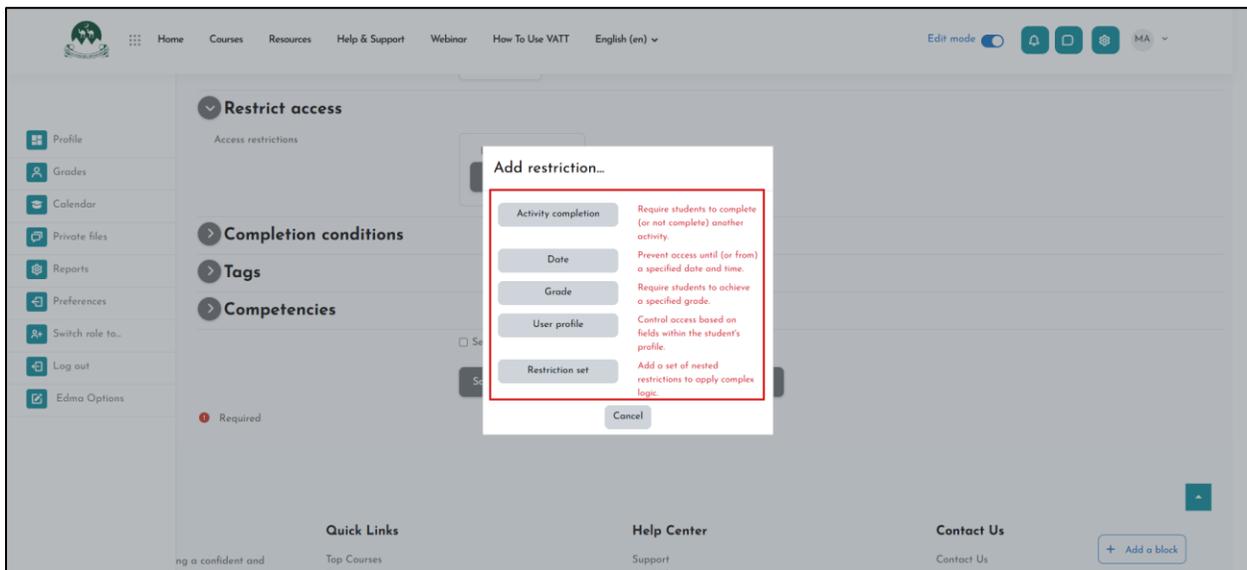


- **Adding an Access Restriction**
 - Click on the "Add restriction..." button.



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.



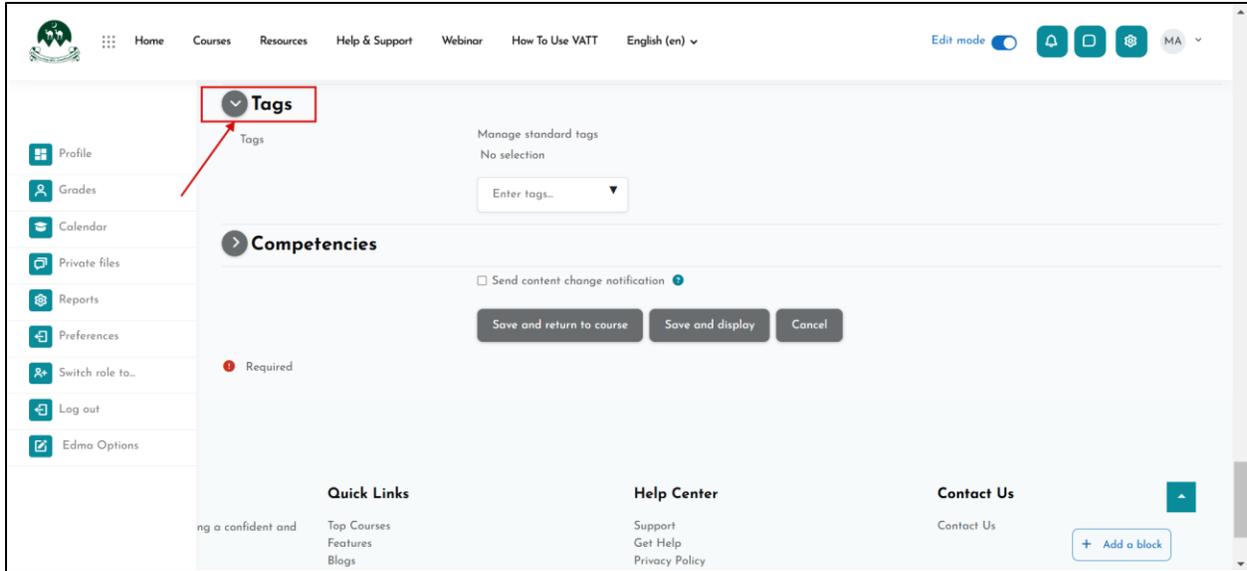
8. **Completion Conditions:** Accessing Completion Conditions, Click the **arrow** next to "Completion conditions" to expand the settings.

The screenshot shows the Moodle user interface. On the left is a navigation menu with items like Profile, Grades, Calendar, Private files, Reports, Preferences, Switch role to..., Log out, and Edma Options. The main content area is titled 'Completion conditions' and has a dropdown arrow next to it. Under this section, there are three radio button options: 'None' (which is selected), 'Students must manually mark the activity as done', and 'Add requirements'. Below these are sections for 'Tags' and 'Competencies'. At the bottom of the main content area are three buttons: 'Save and return to course', 'Save and display', and 'Cancel'. There is also a 'Required' indicator and a 'Send content change notification' checkbox.

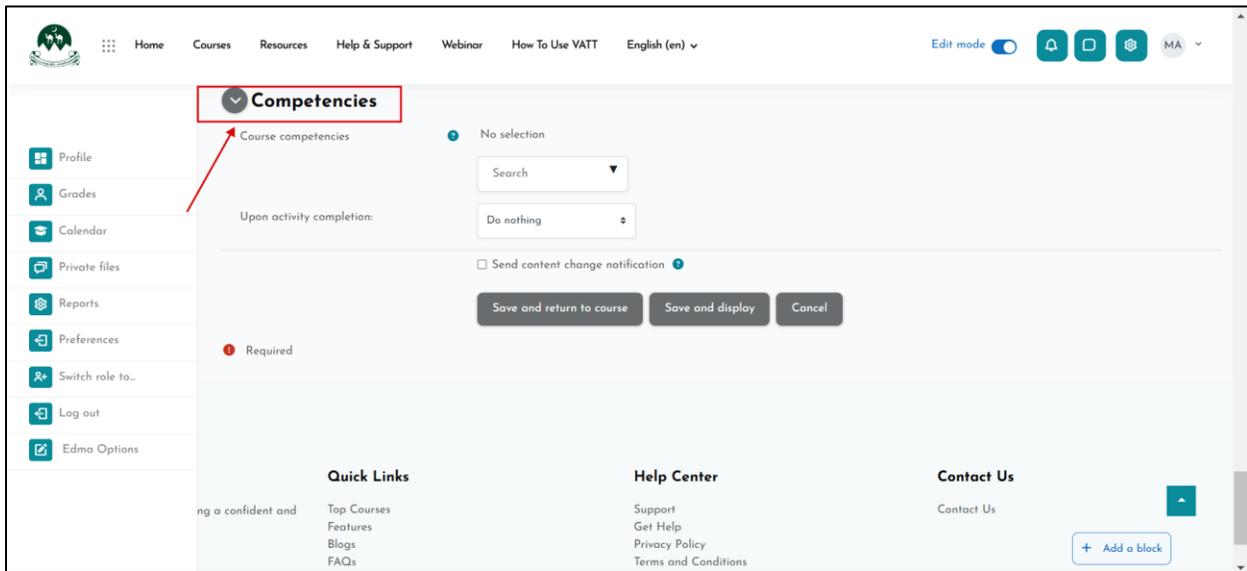
- **None (Default Setting):** No completion tracking will be applied.
- **Students Must Manually Mark the Activity as Done:** Students will see a checkbox next to the activity and must manually click it to mark it as complete.
- **Add Requirements:** You can set specific conditions that students must 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.

This screenshot is similar to the previous one, but the 'Add requirements' radio button is selected. A red box highlights the 'Add requirements' section, which includes the text 'Activity is completed when students do all the following:'. Below this text are two checkboxes: 'View the activity' and 'Enable'. The 'Enable' checkbox is checked, and next to it is a date and time picker showing '11:09' on 'February 21, 2025'. The rest of the interface, including the navigation menu and other settings sections, remains the same.

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



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



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.

The screenshot shows the Moodle interface for the 'Competencies' section. The 'Upon activity completion' dropdown menu is open, displaying four options: 'Do nothing', 'Attach evidence', 'Send for review', and 'Complete the competency'. A red arrow points to the 'Do nothing' option. The 'Save and display' and 'Cancel' buttons are visible to the right of the dropdown. The page includes a navigation menu on the left, a search bar, and various utility buttons at the top.

Save Changes

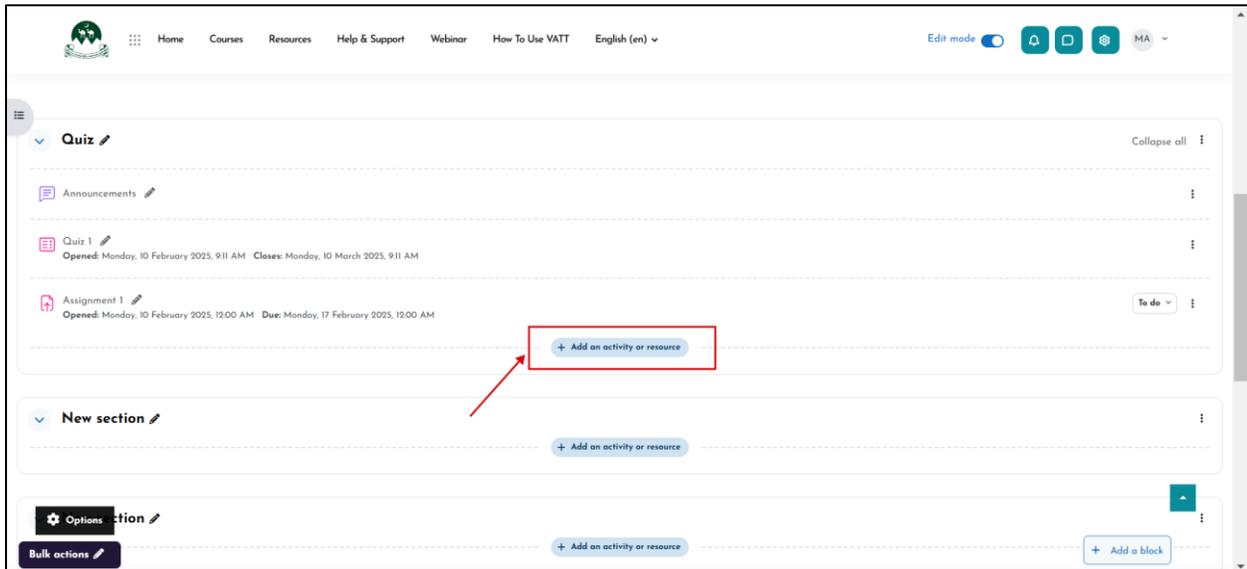
The "Save and return to course," "**Save and display**," and "Cancel" buttons allow you to finalize or discard changes made in the Competencies section:

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.

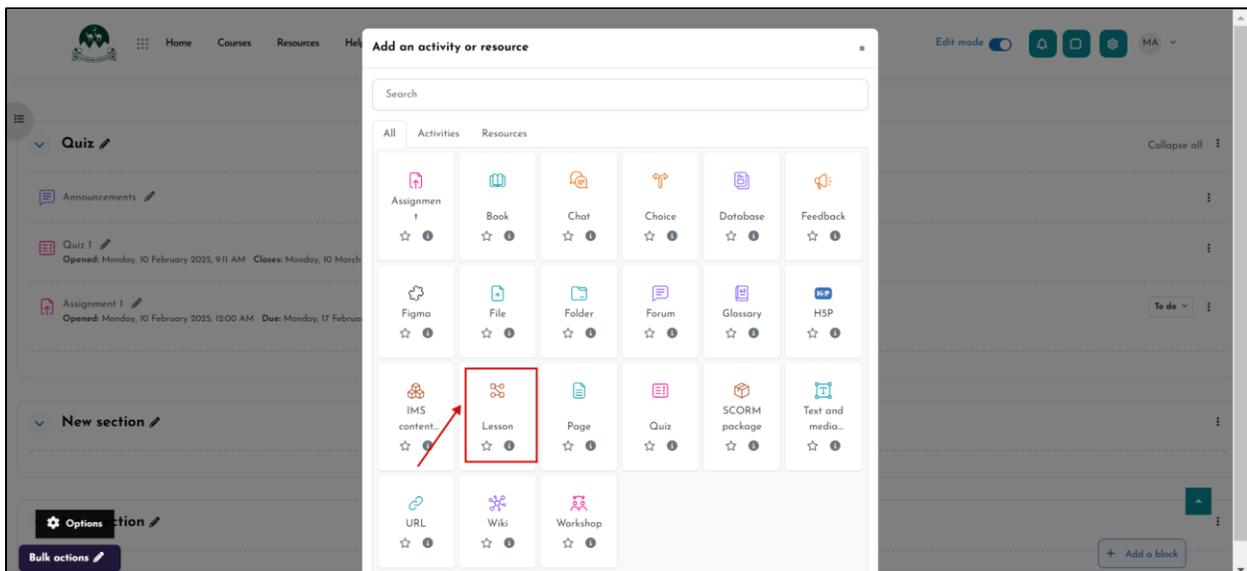
The screenshot shows the Moodle interface for the 'Competencies' section. The 'Upon activity completion' dropdown menu is closed, and the 'Save and return to course', 'Save and display', and 'Cancel' buttons are highlighted with a red box. The 'Send content change notification' checkbox is also visible. The page includes a navigation menu on the left, a search bar, and various utility buttons at the top.

10. Adding a Lesson in Course

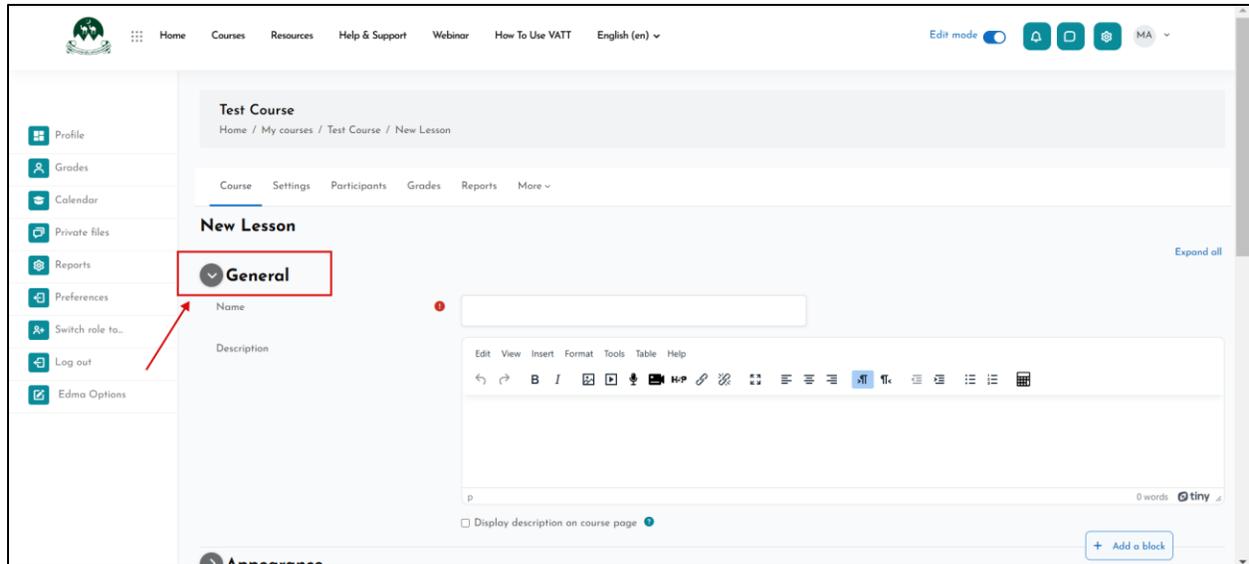
Navigate to Course Content, Click on "**Add an activity or resource**" in the respective section.



- 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.



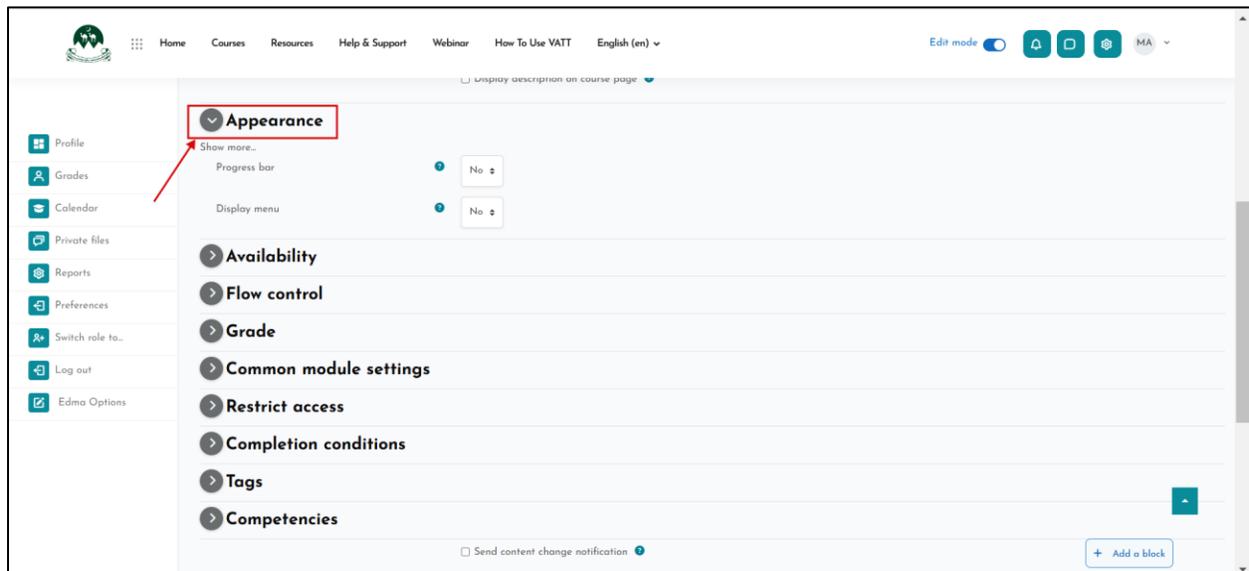
1. **General Section:** A new window will open with the **Lesson settings**. Under the **General** section:
 - Enter a **Lesson Name**.
 - Add a **Description** (optional).
 - Check the box if you want to **display the description on the course page**.



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.

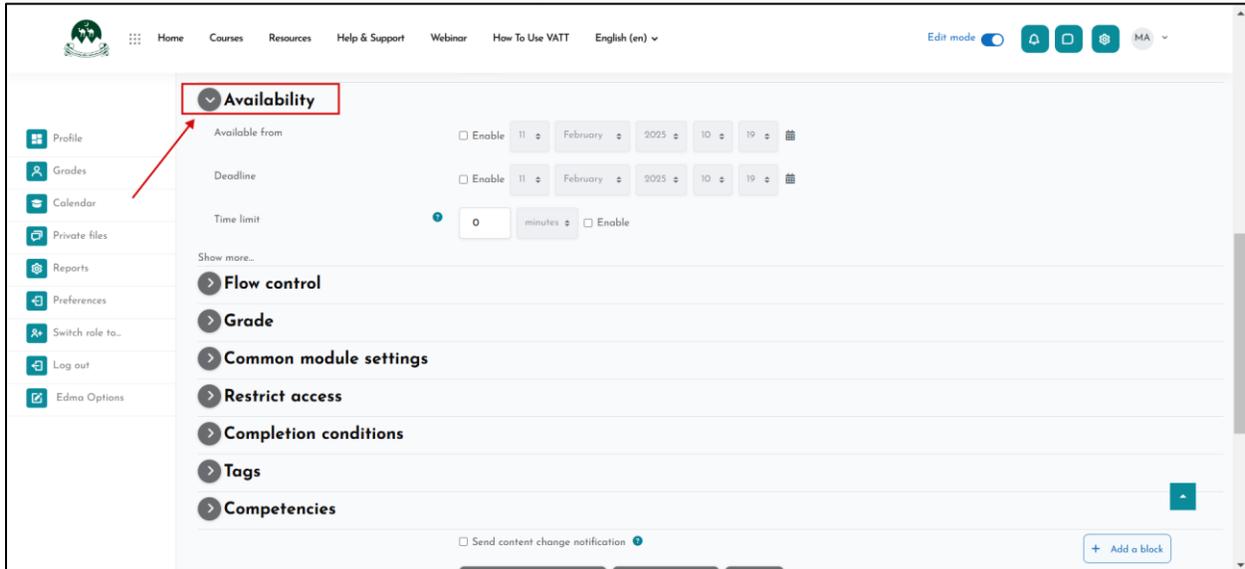


3. **Configuring Lesson Availability in Course:** Expand the **Availability** section. Configure the following options:

- **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.

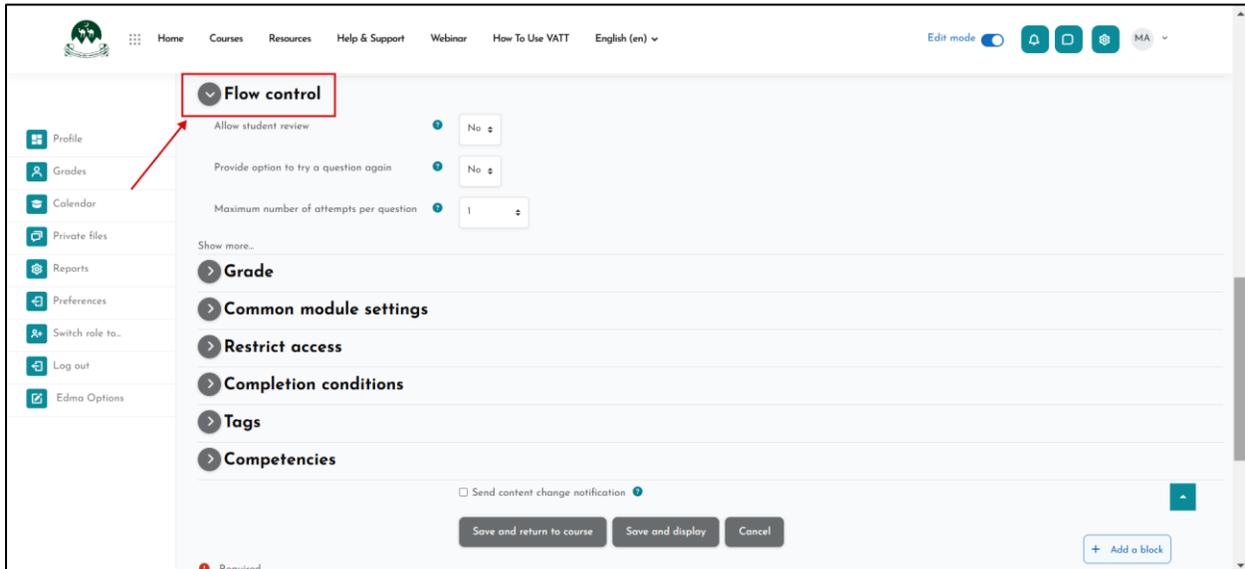


- **Time limit:** Enable and specify a duration (in minutes) if you want to impose a time limit for students to complete the lesson.
- Click **Show more...** if additional options are available.



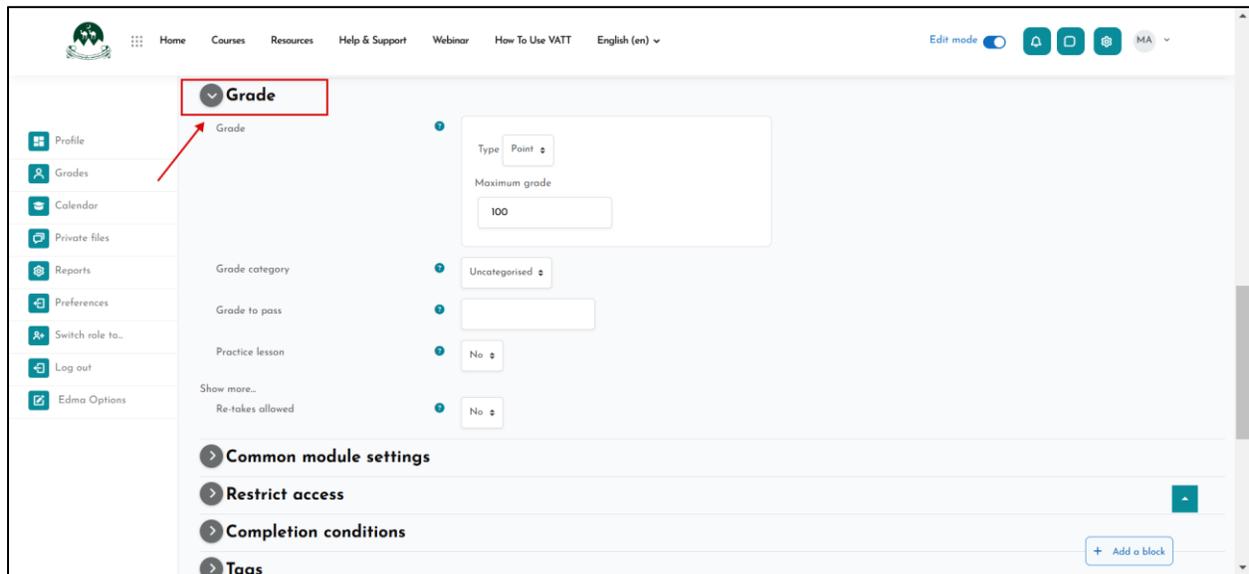
4. **Configuring Flow Control:** Expand the **Flow control** section. Configure the following options:

- **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.

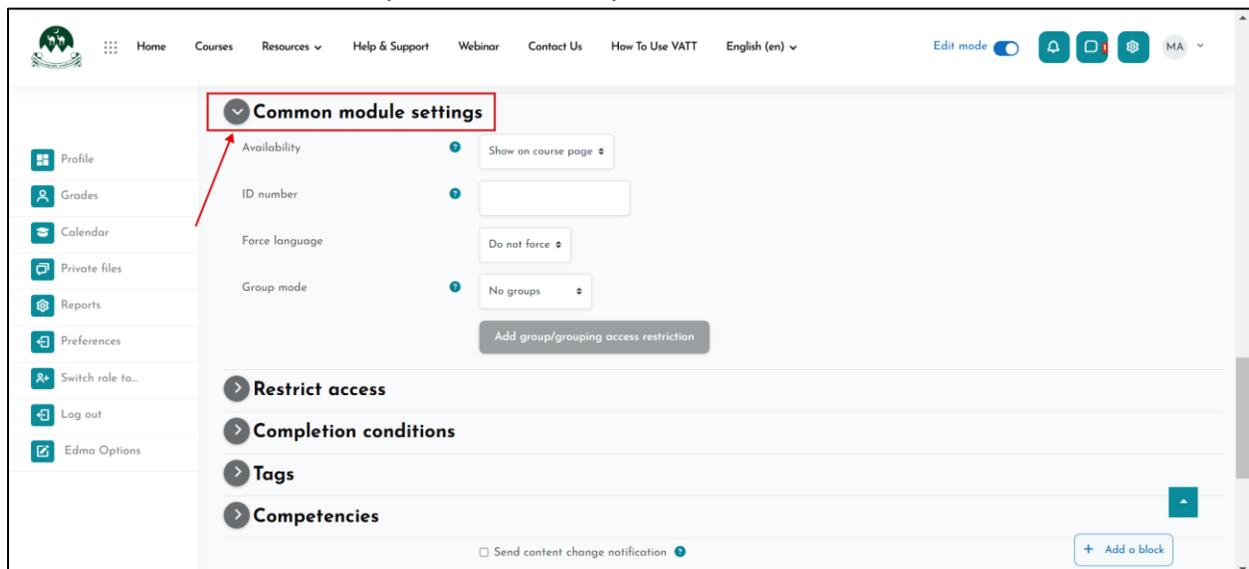




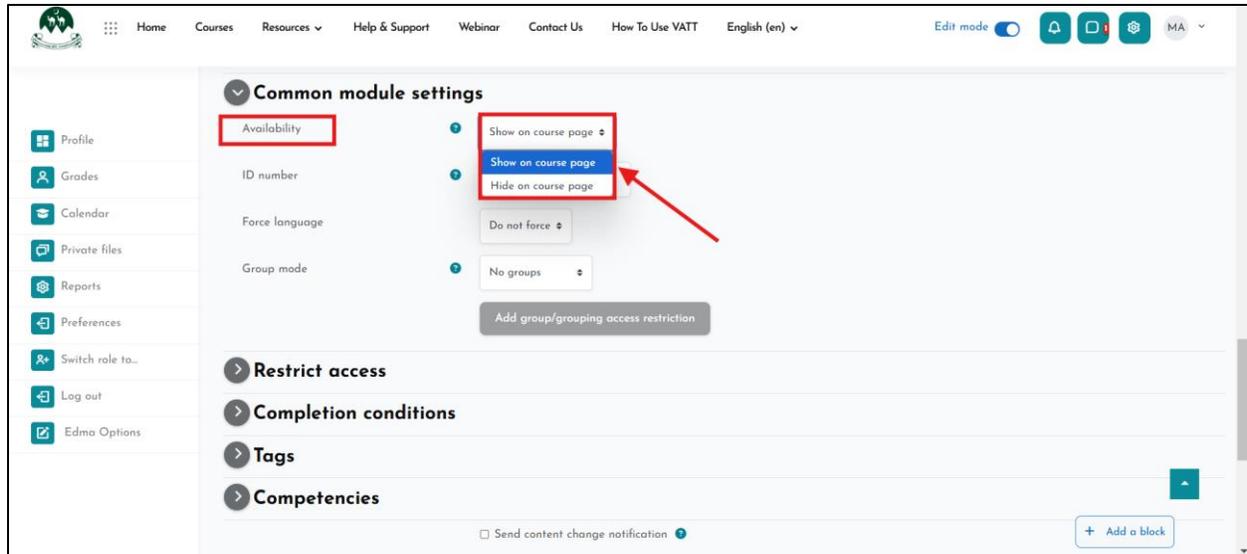
5. **Configuring Grade Setting:** Expand the **Grade** section. Configure the following options:
- **Type:** Choose the grading type (e.g., **Point**).
 - **Maximum grade:** Set the highest possible score for the lesson (default is **100**).
 - **Grade category:** Assign the lesson to an existing **grade 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.



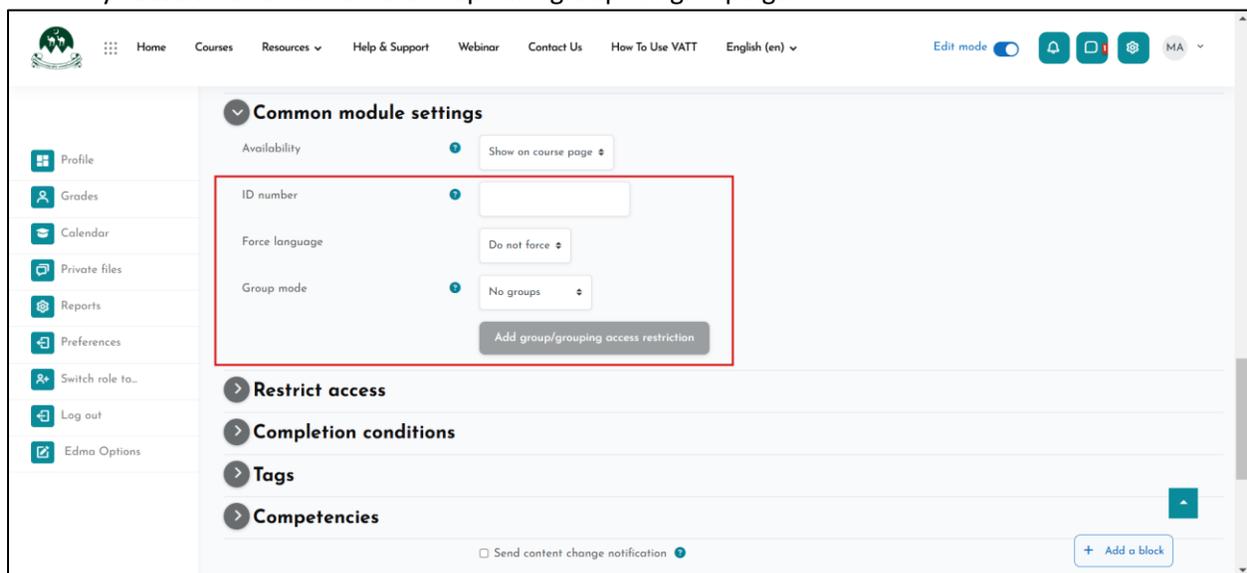
6. **Common Module Settings in Moodle:** Scroll down to locate the "**Common Module Settings**" section. Click on the dropdown arrow to expand it.



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.



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.



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

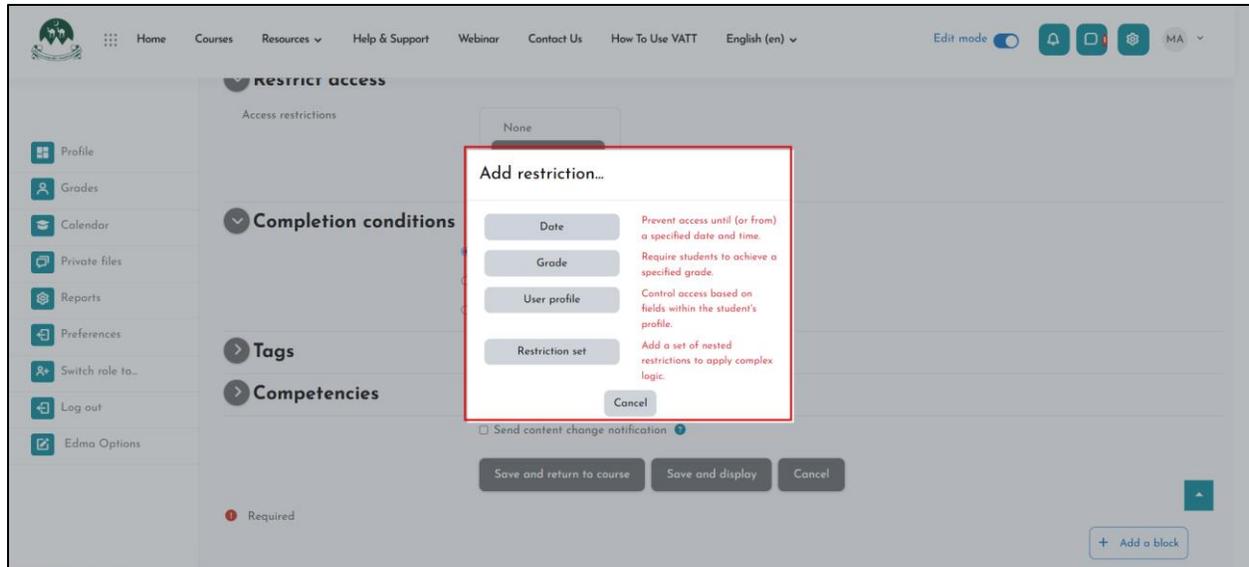
The screenshot shows the Moodle course settings page. The 'Restrict access' section is highlighted with a red box. Below it, there is a button labeled 'Add restriction...'. The page also shows other sections like 'Completion conditions', 'Tags', and 'Competencies'. At the bottom, there are buttons for 'Save and return to course', 'Save and display', and 'Cancel'. A 'Required' indicator is visible at the bottom left.

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

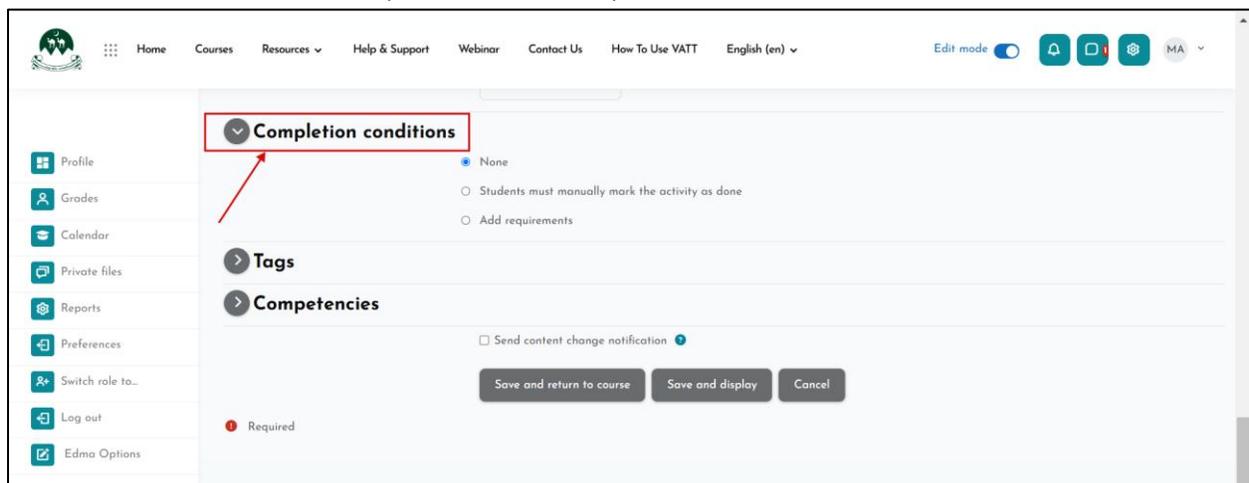
This screenshot is similar to the one above, but the 'Restrict access' section is highlighted with a red box. The 'Add restriction...' button is also visible. The page layout and other elements are the same as in the previous screenshot.

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.

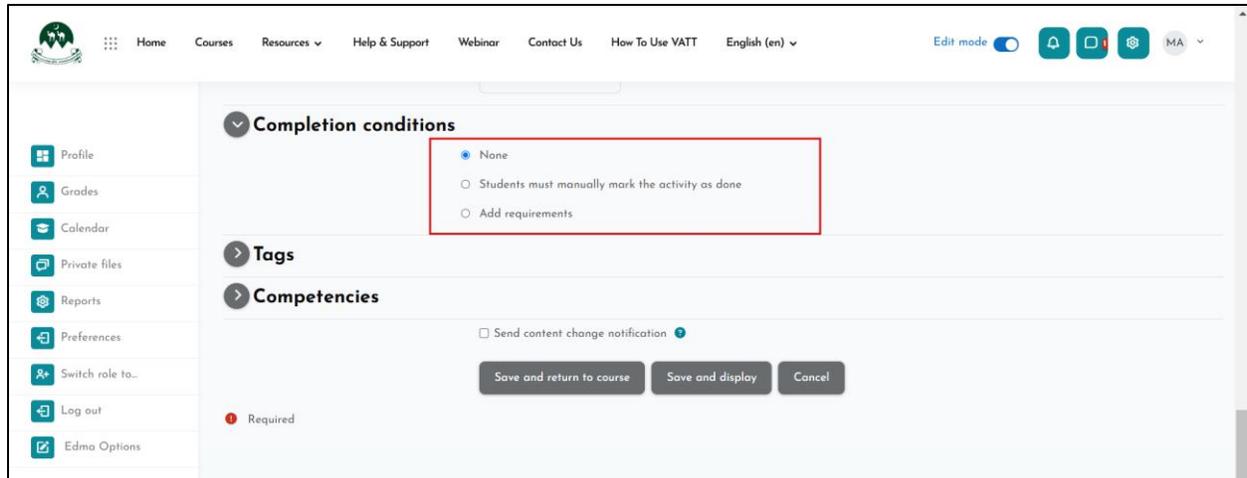


8. **Completion Conditions in Moodle:** Scroll down and locate the "**Completion Conditions**" section. Click on the dropdown arrow to expand it.



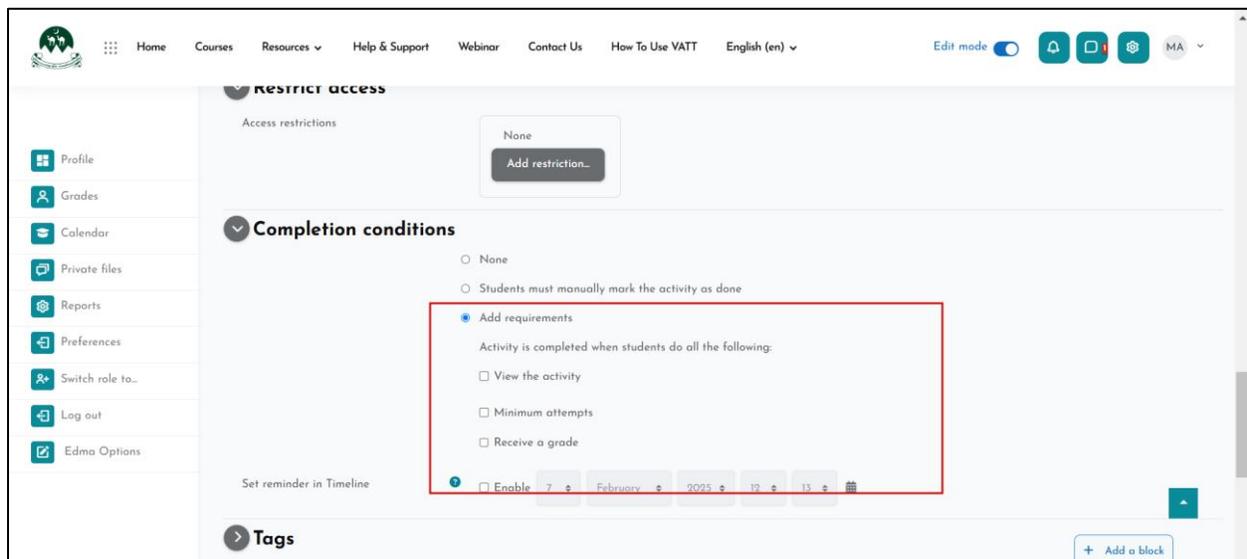
Select Completion Tracking Option: Choose one of the following options:

- **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.

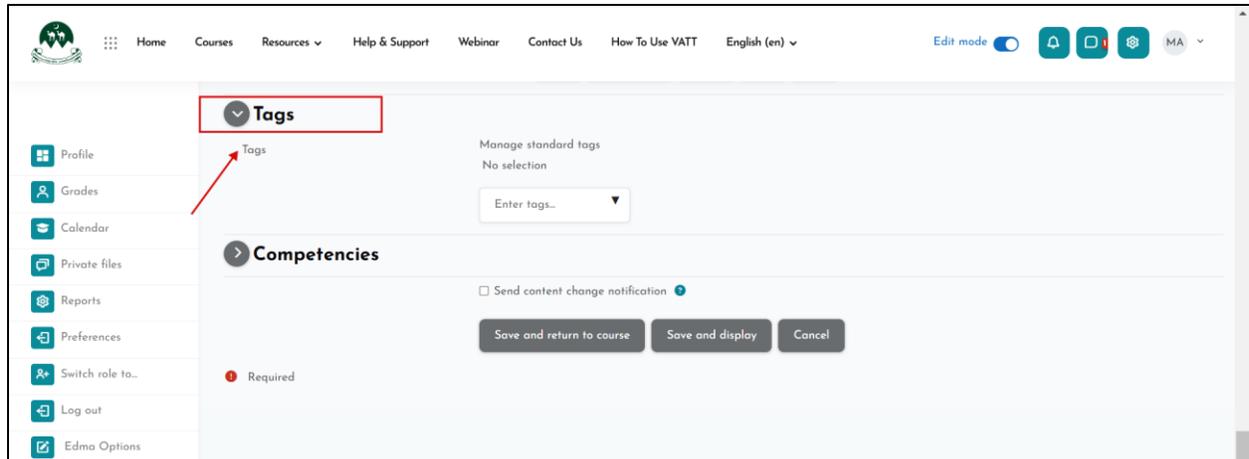


Add Requirements: If you select **Add requirements**, you can define the conditions, such as:

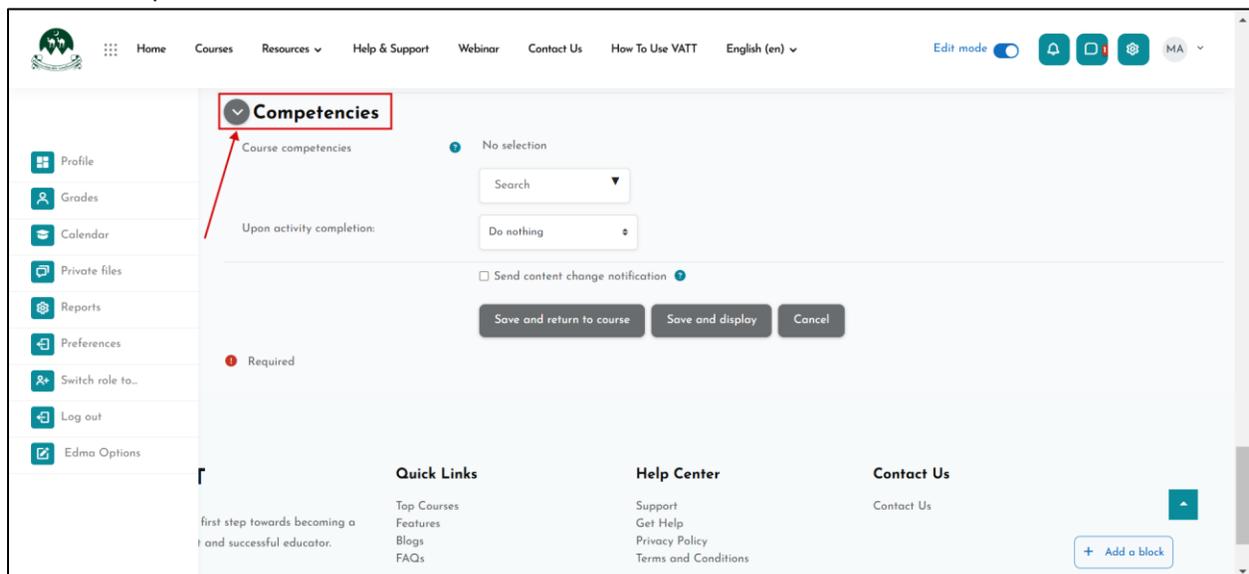
- **View the activity:** Mark as complete when students view the activity.
- **Minimum attempts:** Require a minimum number of attempts to mark the activity as complete.
- **Receive a grade:** Completion is tied to receiving a grade for the activity.
- Enable the **"Set reminder in Timeline"** option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

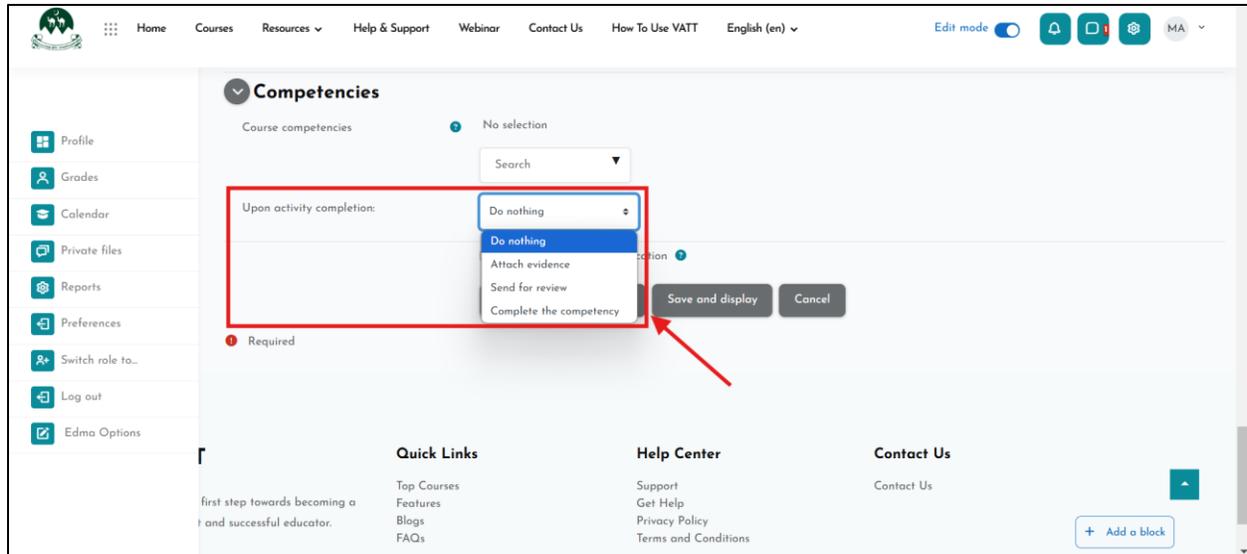


10. **Competencies Section:** Scroll down under "**Course competencies**" to select or add competencies section.



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

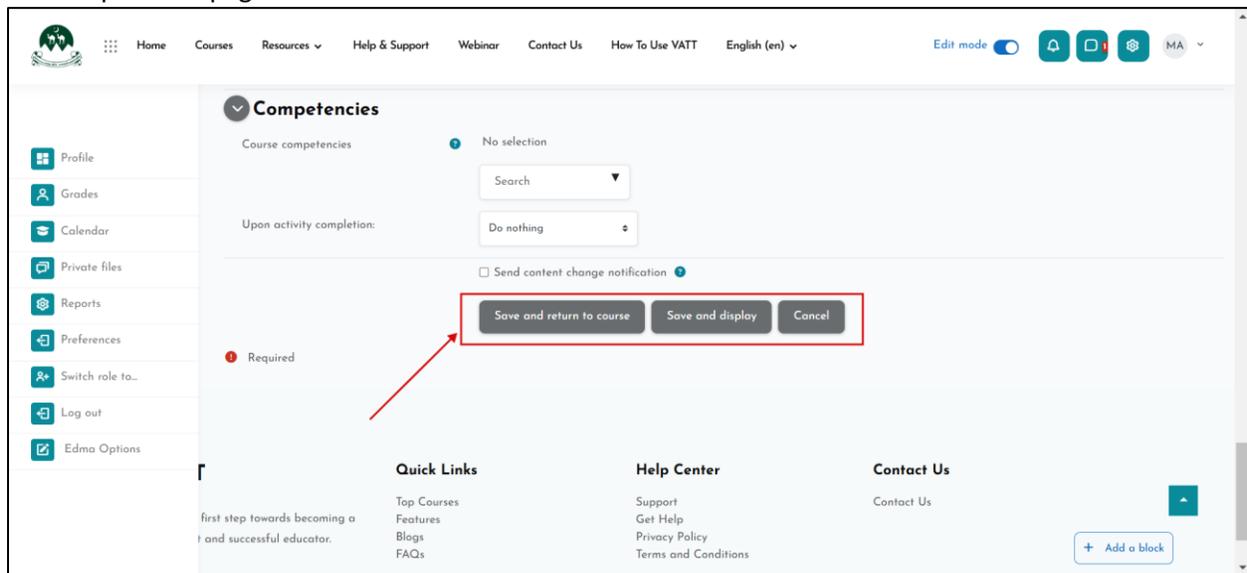
- **Do nothing:** No further action is required.
- **Attach evidence:** Upload relevant documents or files to support competency achievement.
- **Send for review:** Notify an assigned reviewer for assessment.
- **Complete the competency:** Mark the competency as achieved once the activity is completed.



Save Options

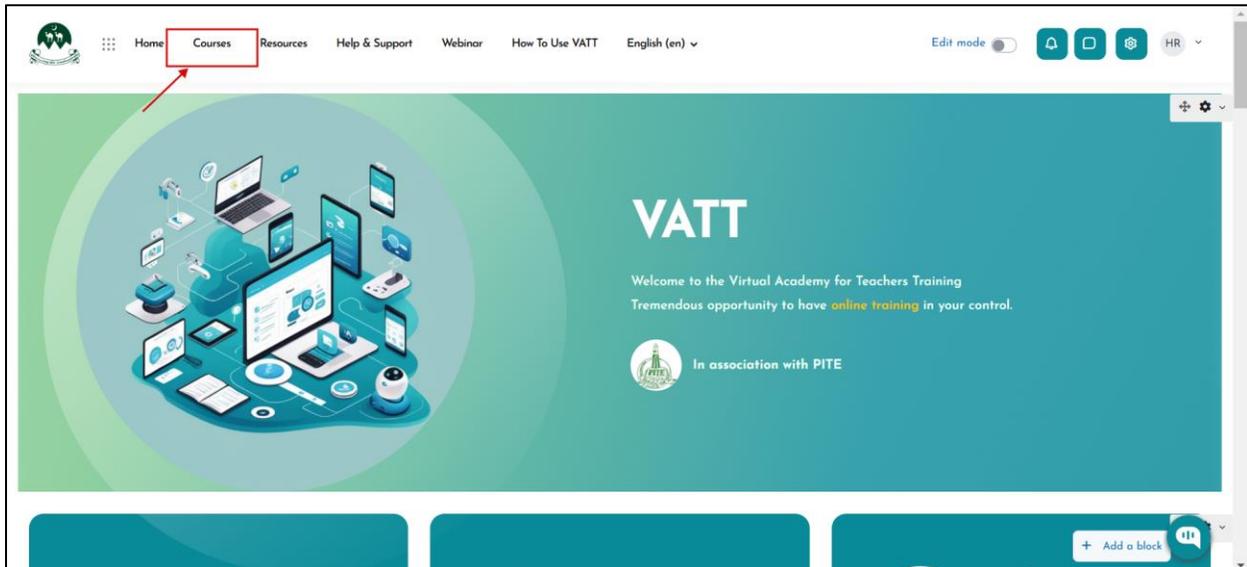
At the bottom of the settings page, three buttons are available to finalize your changes:

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.

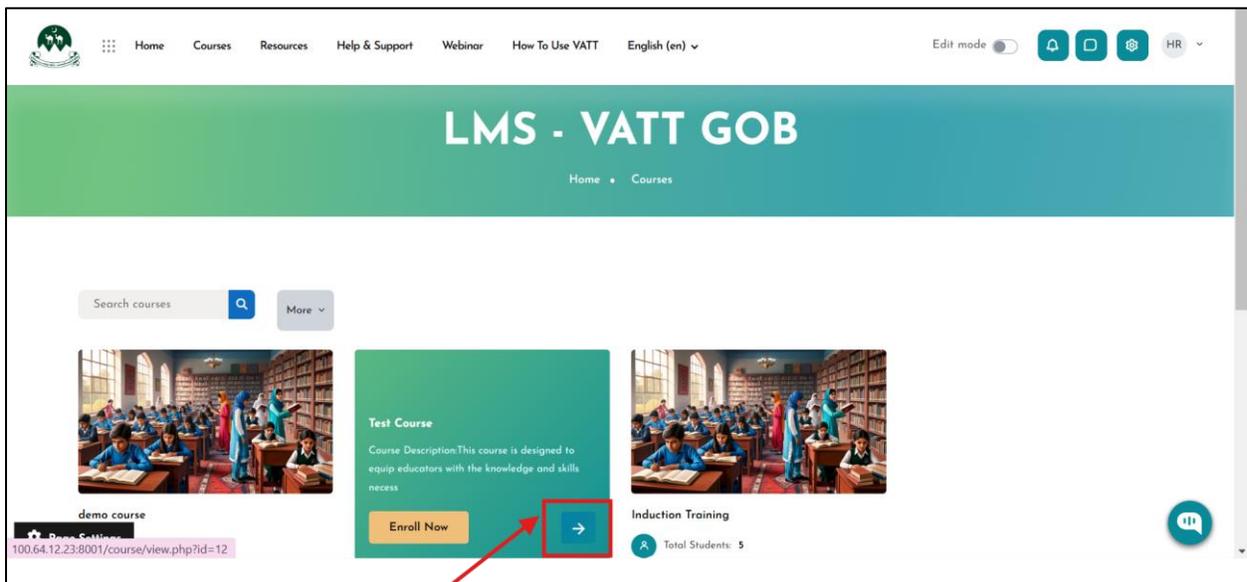


11. Adding Activities or Resources (Interactive Content)

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

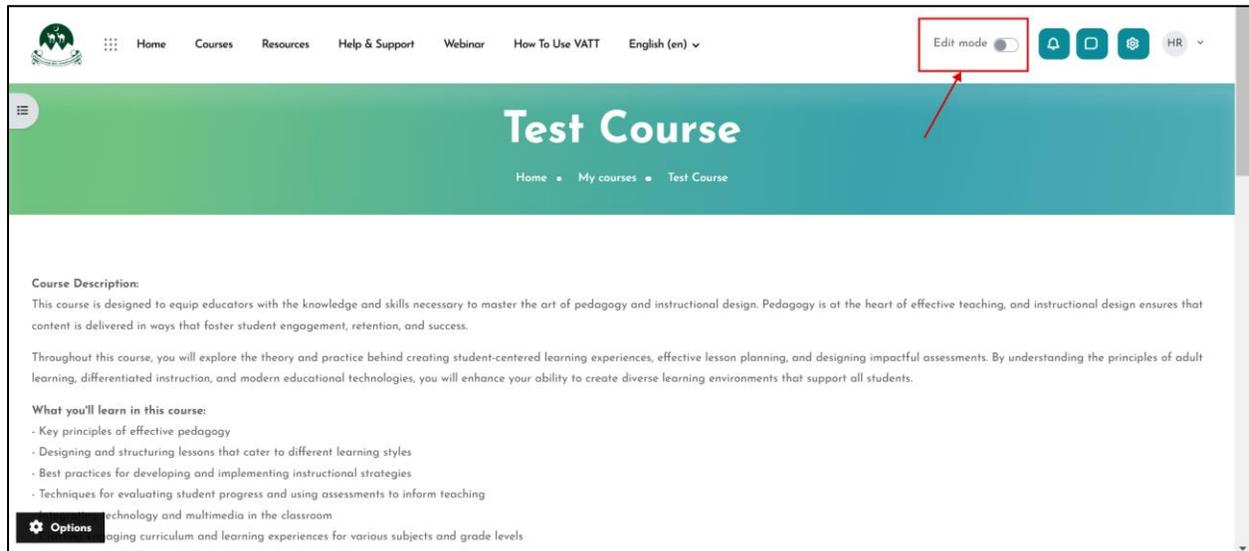


- After clicking on **Courses**, the **LMS - VATT GOB** page appears.
- To explore a course, click on the **right arrow button** on the course card or select "**Enroll Now**".

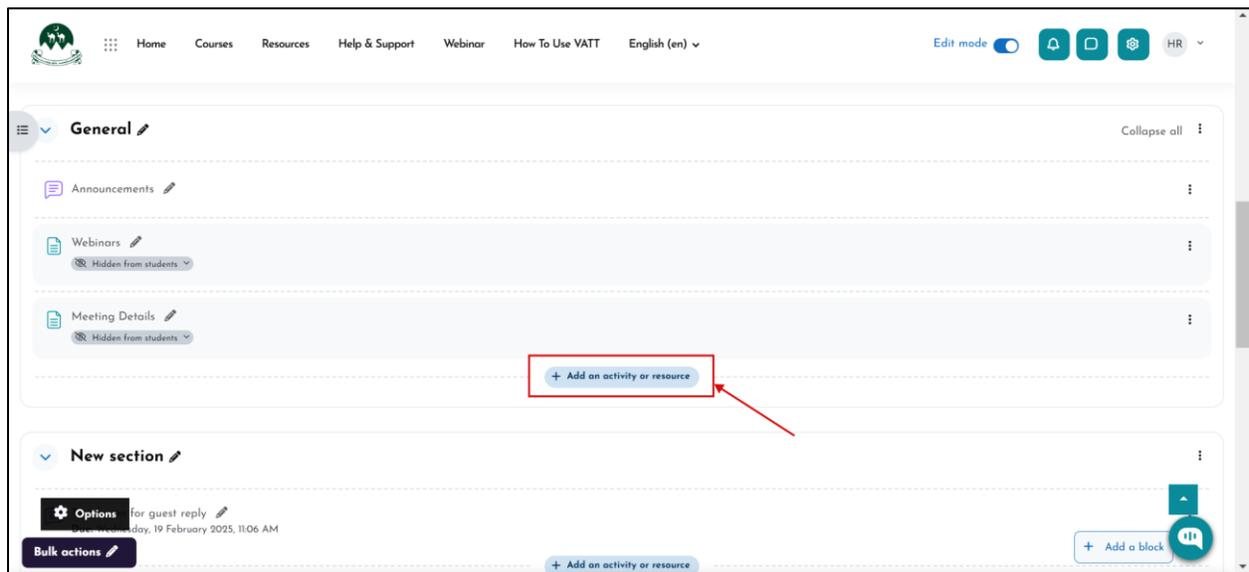




- Once inside the course, you will see the **course description** and learning objectives.
- To enable editing and modify content, toggle the **"Edit mode"** button in the top-right corner.

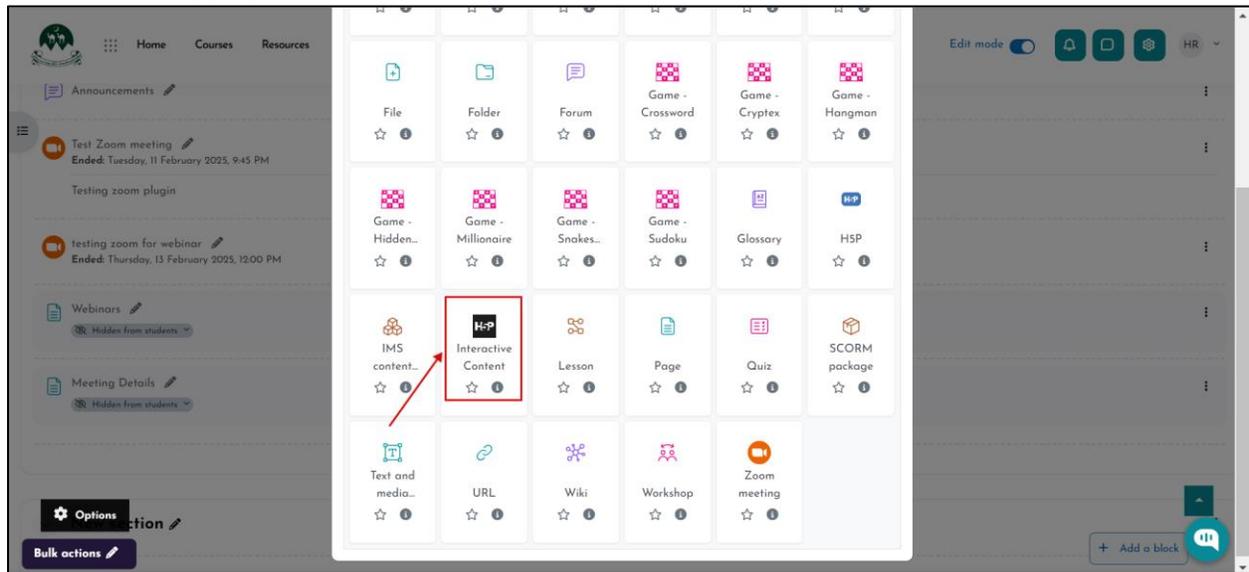


- Scroll to the desired section within the course.
- Click on **"Add an activity or resource"** (highlighted in the image).
- A selection menu will appear with various activity and resource options.



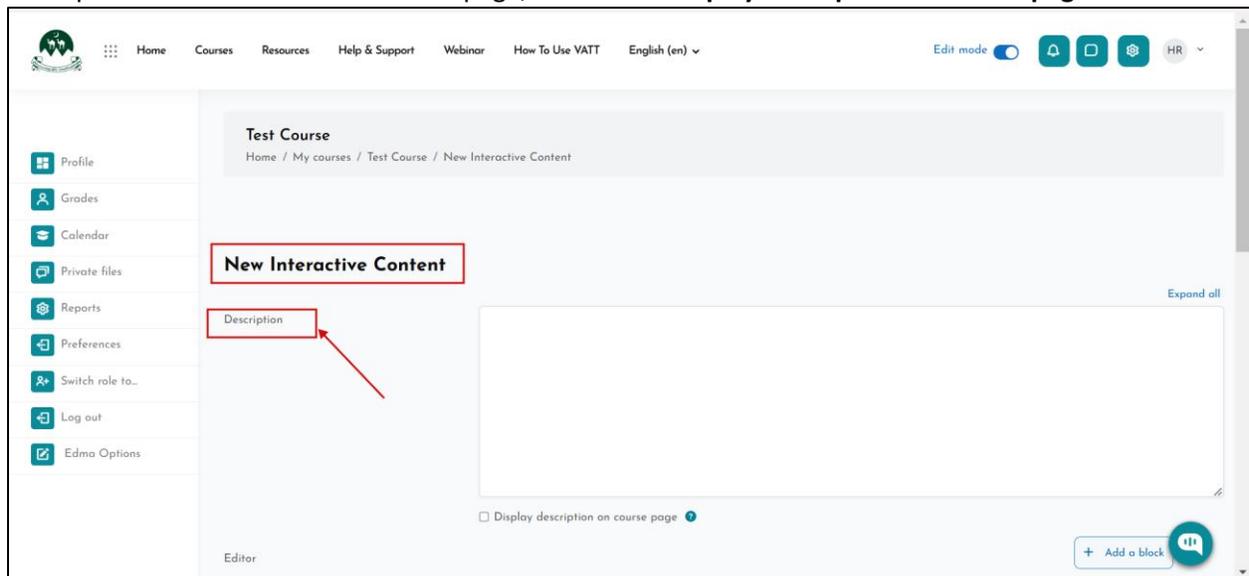


- Select the appropriate activity (**Interactive Content**).

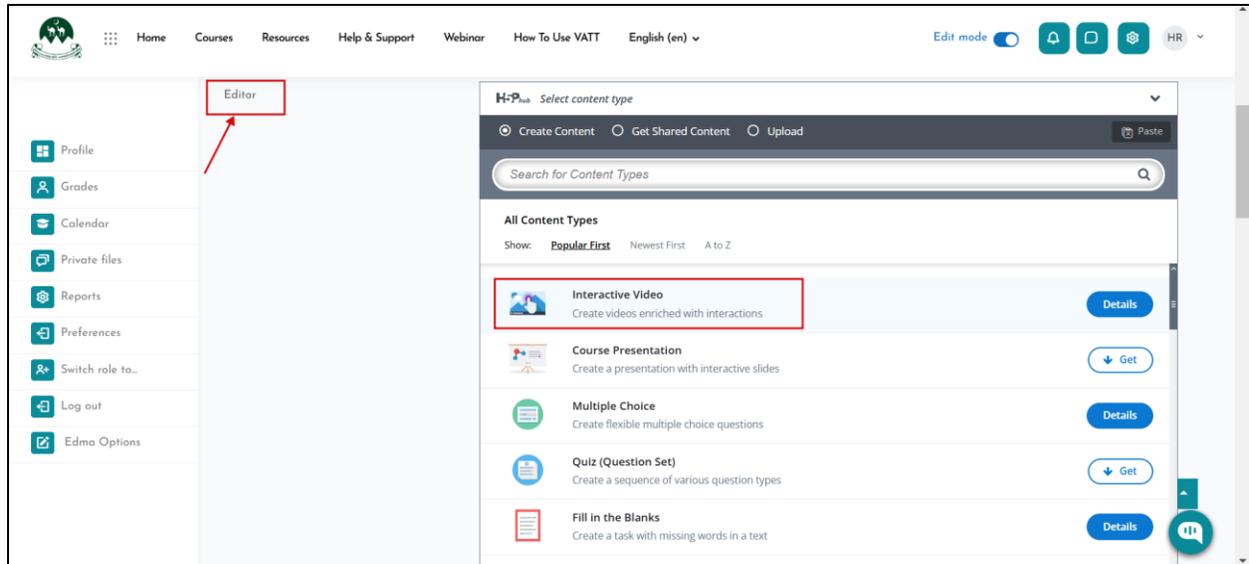


11.1. Adding a New Interactive Content

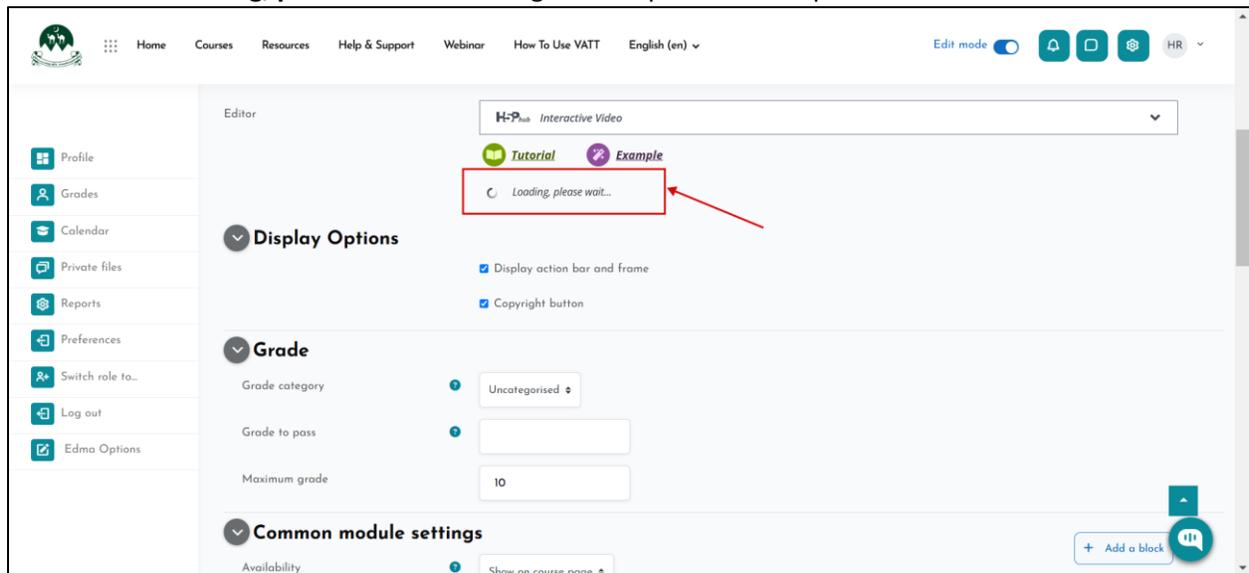
After selecting **Interactive Content**, enter a **Title** and **Description** in the provided fields. If you want the description to be visible on the course page, check the **"Display description on course page"** box.



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



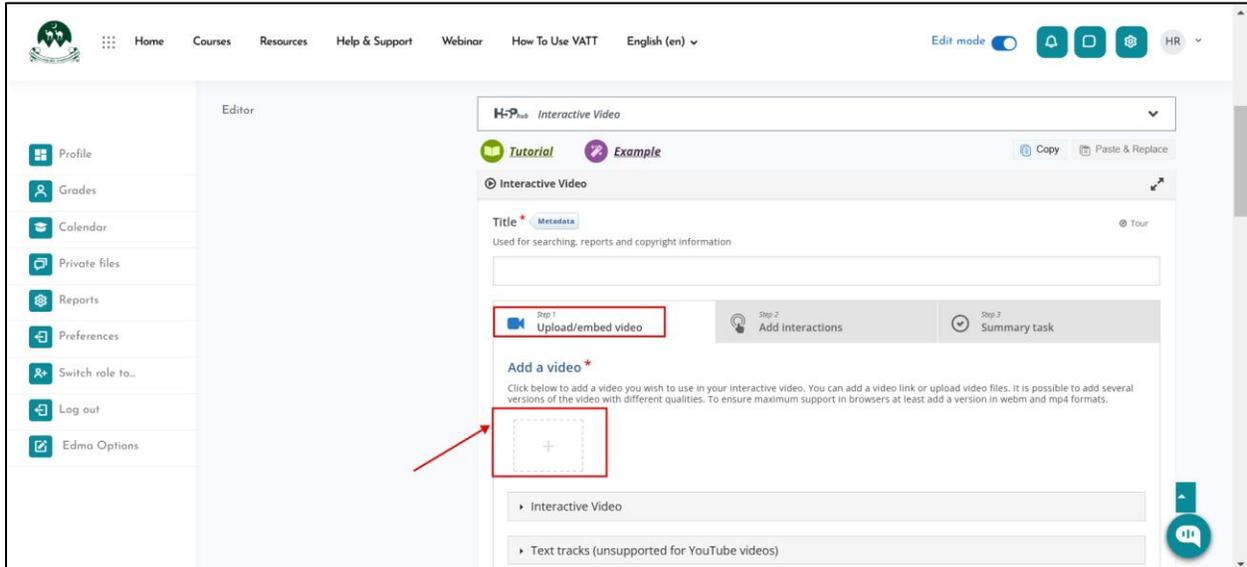
Wait for the "Loading, please wait..." message to complete the setup.





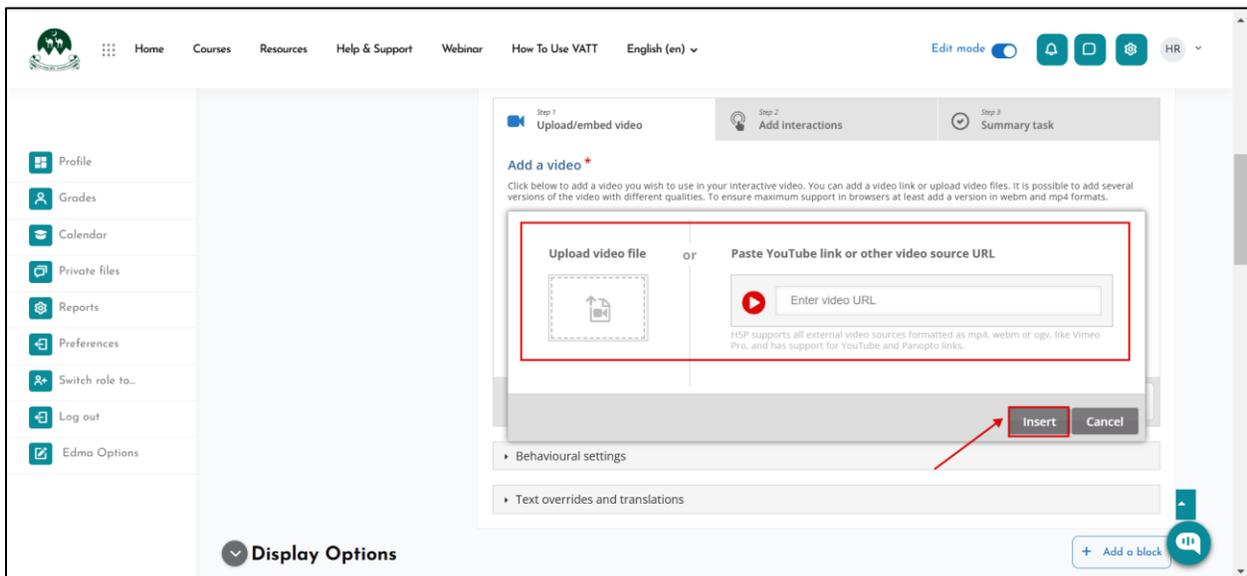
Once loaded, click on **"Upload/embed video"** to add a video.

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



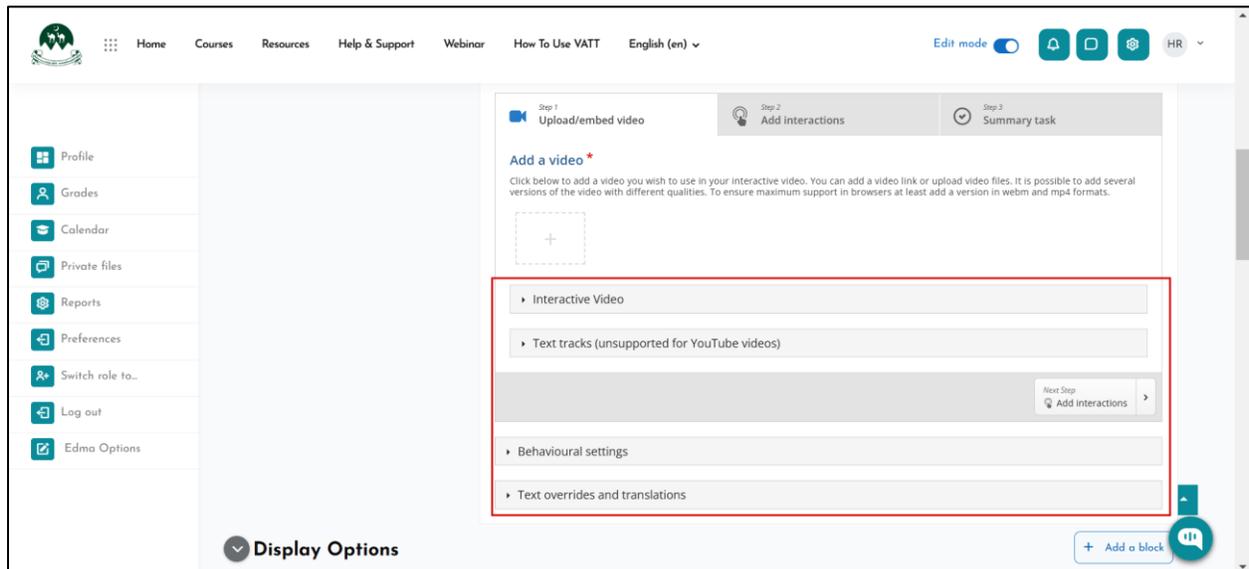
2. Alternatively, paste a **YouTube or other video URL** in the provided field.

3. Click **"Insert"** to add the video.

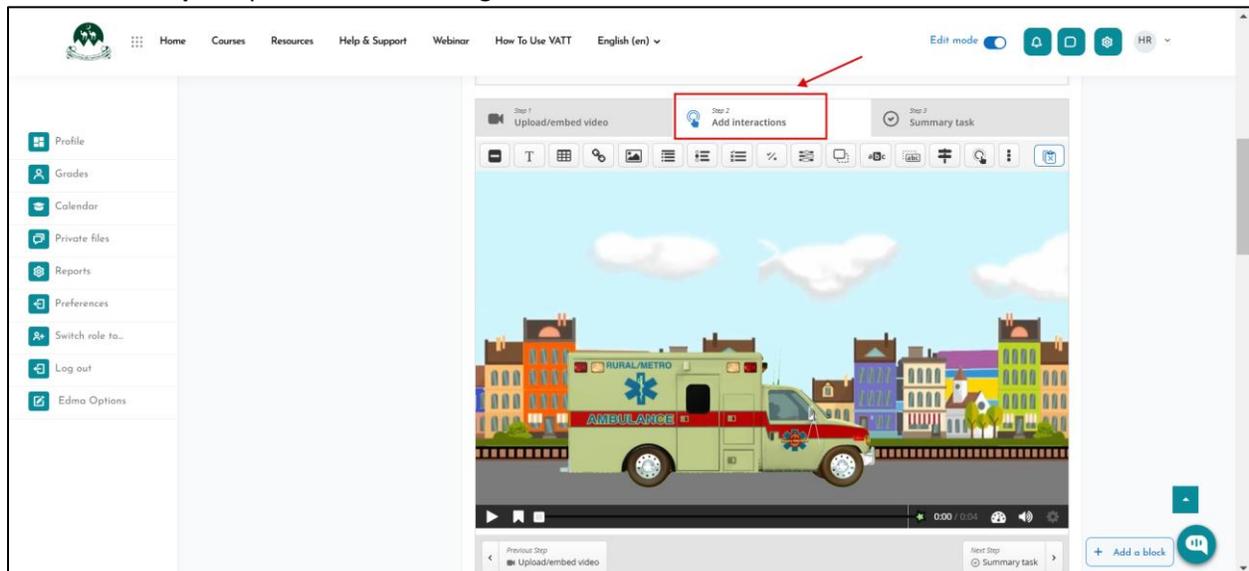




Configuring Additional Settings: Expand the **Interactive Video**, **Text Tracks**, **Behavioral Settings**, and **Text Overrides & Translations** sections to adjust these settings according to your needs.

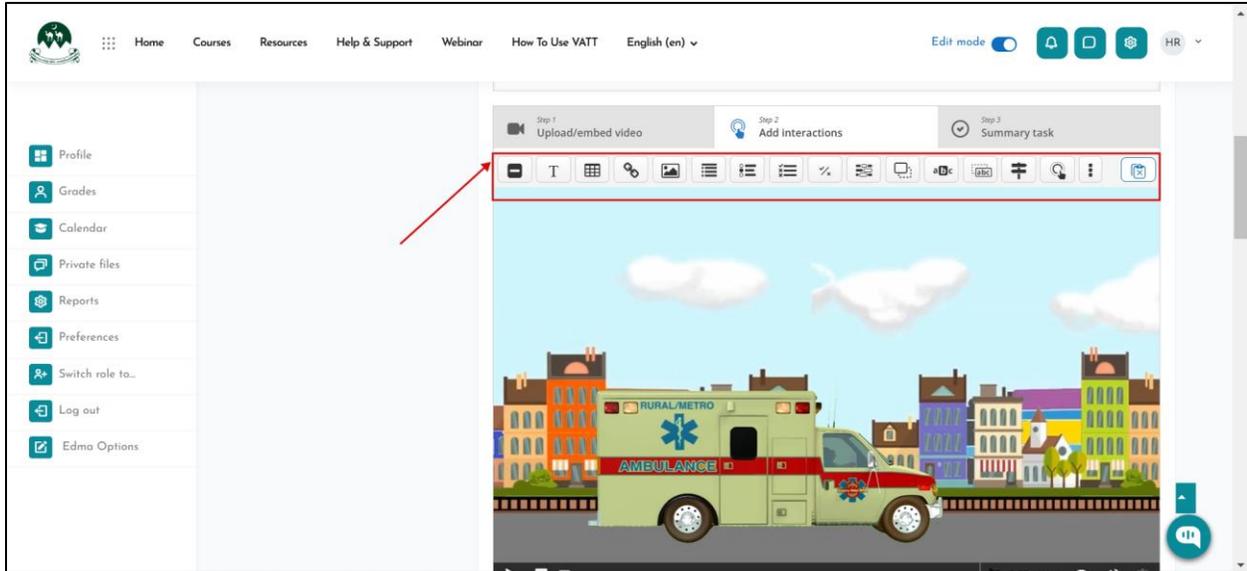


Click **"Next Step"** to proceed with adding interactions.

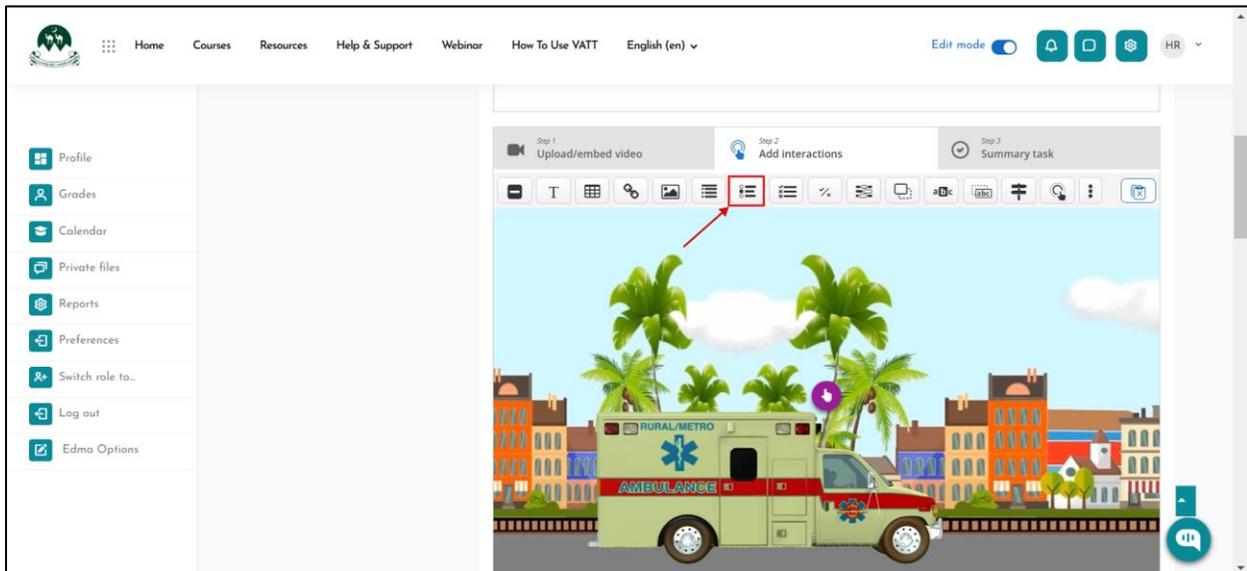




- After uploading an interactive video, a toolbar appears at the top of the video.
- This toolbar contains options for adding text, tables, links, images, buttons, and other interactive elements.
- The highlighted section shows various editing tools available for enhancing the video with interactive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



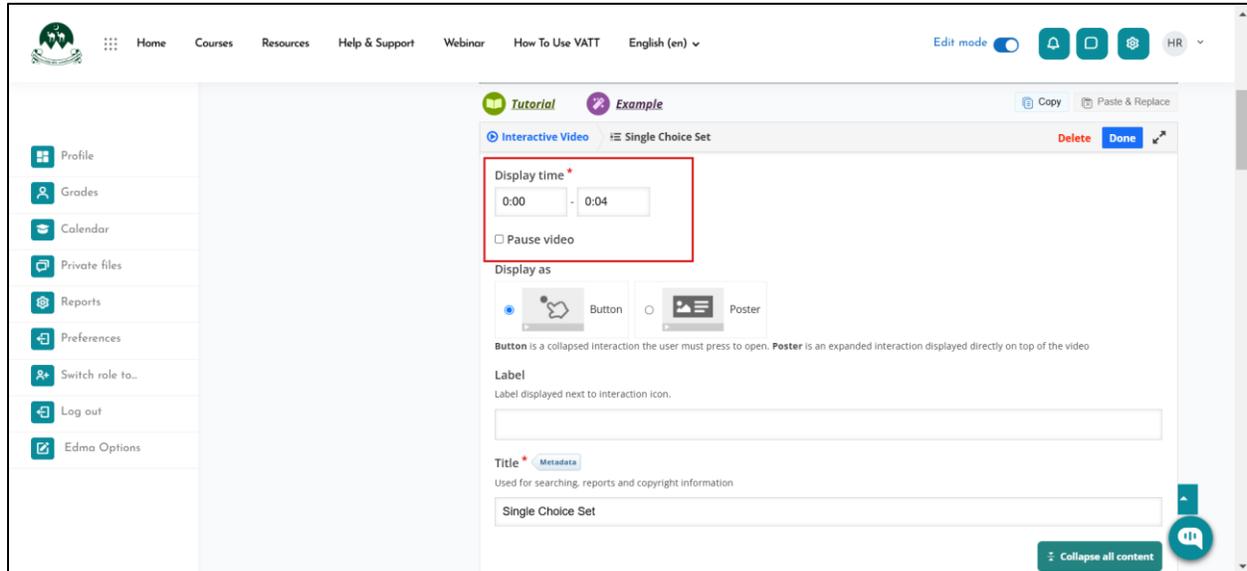
- Selecting the "List" Interaction Option, Click the **single choice set** from the toolbar to add a interaction to the video.





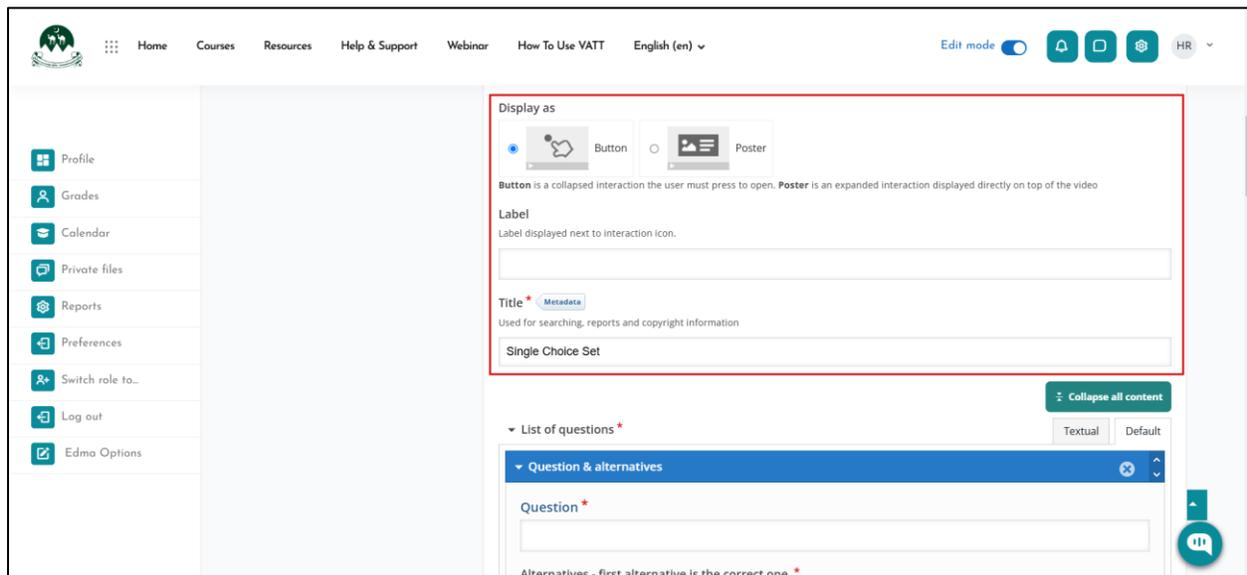
1. Setting the Display Time for the Interaction

- 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.



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.



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.

The screenshot shows the Moodle user interface for an HR role. The top navigation bar includes 'Home', 'Courses', 'Resources', 'Help & Support', 'Webinar', 'How To Use VATT', and 'English (en)'. The left sidebar contains 'Profile', 'Grades', 'Calendar', 'Private files', 'Reports', 'Preferences', 'Switch role to...', 'Log out', and 'Edma Options'. The main content area displays a 'List of questions' section with a 'Textual' and 'Default' tab. The 'Question & alternatives' section is highlighted with a red box, showing a 'Question' field and two 'Alternative' fields. The first alternative is marked as the correct one. There is an 'Add answer' button at the bottom of the section.

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.

The screenshot shows the Moodle user interface for an HR role. The top navigation bar includes 'Home', 'Courses', 'Resources', 'Help & Support', 'Webinar', 'How To Use VATT', and 'English (en)'. The left sidebar contains 'Profile', 'Grades', 'Calendar', 'Private files', 'Reports', 'Preferences', 'Switch role to...', 'Log out', and 'Edma Options'. The main content area displays an 'Overall Feedback' section with a red box highlighting the 'Define custom feedback for any score range' section. This section includes a 'Score Range' field (0% - 100%) and a 'Feedback for defined score range' field. There is an 'ADD RANGE' button and a 'Distribute Evenly' button. Below the main section are 'Behavioural settings' and 'Adaptivity' sections. At the bottom, there are 'Done' and 'Delete' buttons, and a 'Display Options' section with checkboxes for 'Display action bar and frame' and 'Copyright button'. There is also an 'Add a block' button at the bottom right.

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.



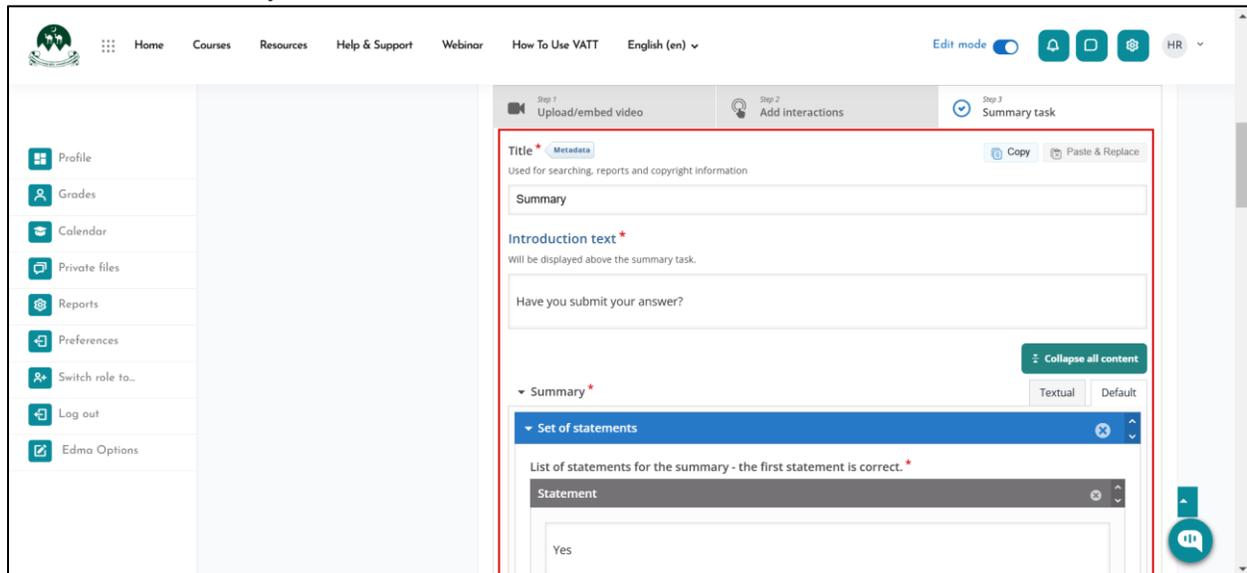
The screenshot shows the Moodle HR role interface. The top navigation bar includes Home, Courses, Resources, Help & Support, Webinar, How To Use VATT, and English (en). The left sidebar contains Profile, Grades, Calendar, Private files, Reports, Preferences, Switch role to..., Log out, and Edma Options. The main content area is titled 'Overall Feedback' and includes a section for 'Define custom feedback for any score range'. Below this, there is a 'Score Range' field with '0%' and '100%' and a 'Feedback for defined score range' text area. A red box highlights the 'Done' and 'Delete' buttons at the bottom of the 'Overall Feedback' section, with an arrow pointing to the 'Delete' button.

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

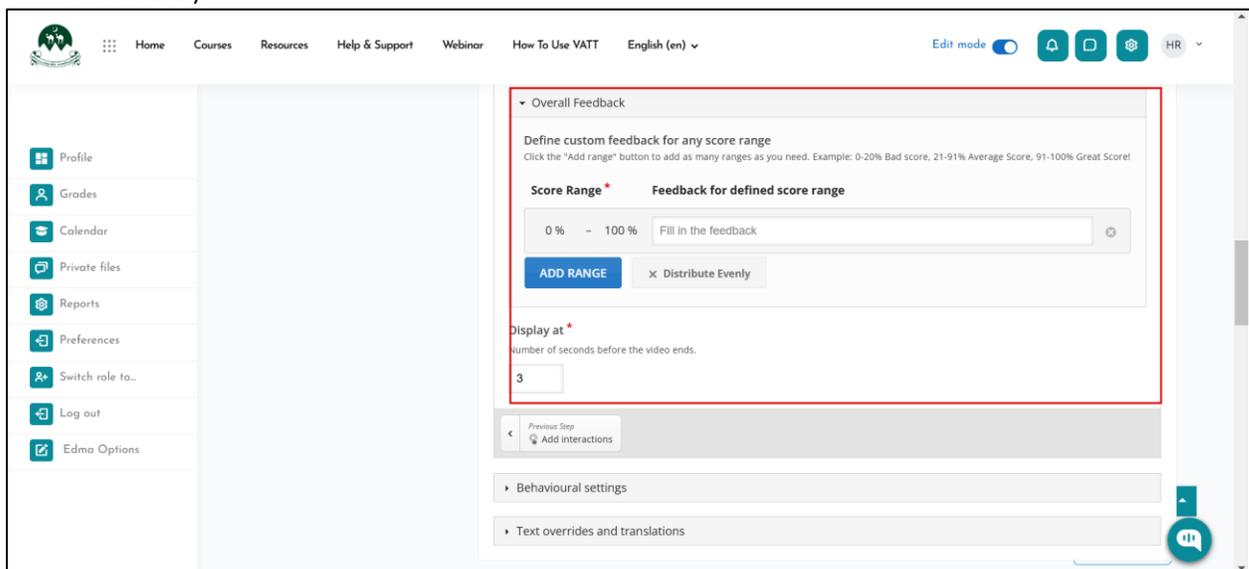
The screenshot shows the Moodle HR role interface in an interactive video editor. The top navigation bar includes Home, Courses, Resources, Help & Support, Webinar, How To Use VATT, and English (en). The left sidebar contains Profile, Grades, Calendar, Private files, Reports, Preferences, Switch role to..., Log out, and Edma Options. The main content area is titled 'Summary task' and includes a 'Title' field with 'Untitled Summary', an 'Introduction text' field with 'Have you submit your answer?', and a 'Summary' section with a 'Set of statements' field containing 'List of statements for the summary - the first statement is correct.' and a 'Statement' field with 'Yes'. A red box highlights the 'Summary task' step in the top navigation bar, with an arrow pointing to it.



- 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.

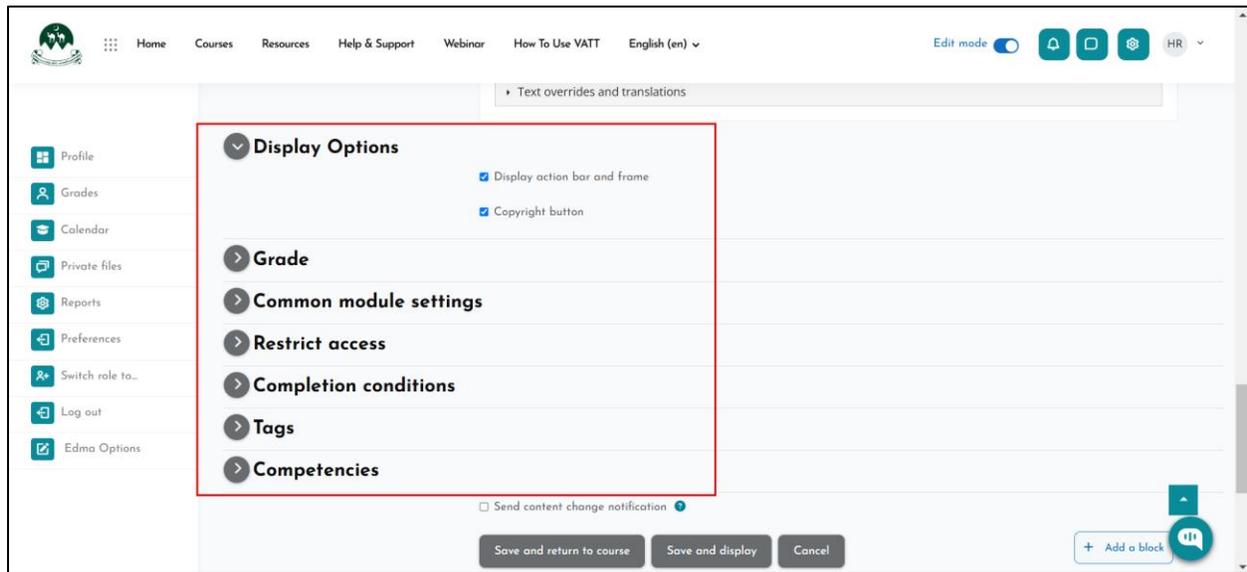


- Displays the "**Overall Feedback**" section in an interactive video editor.
- Allows defining custom feedback for different score ranges (e.g., 0%-100%).
- Includes an "**Add Range**" button and a field for feedback input.
- Shows the "**Overall Feedback**" section with an additional field for setting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



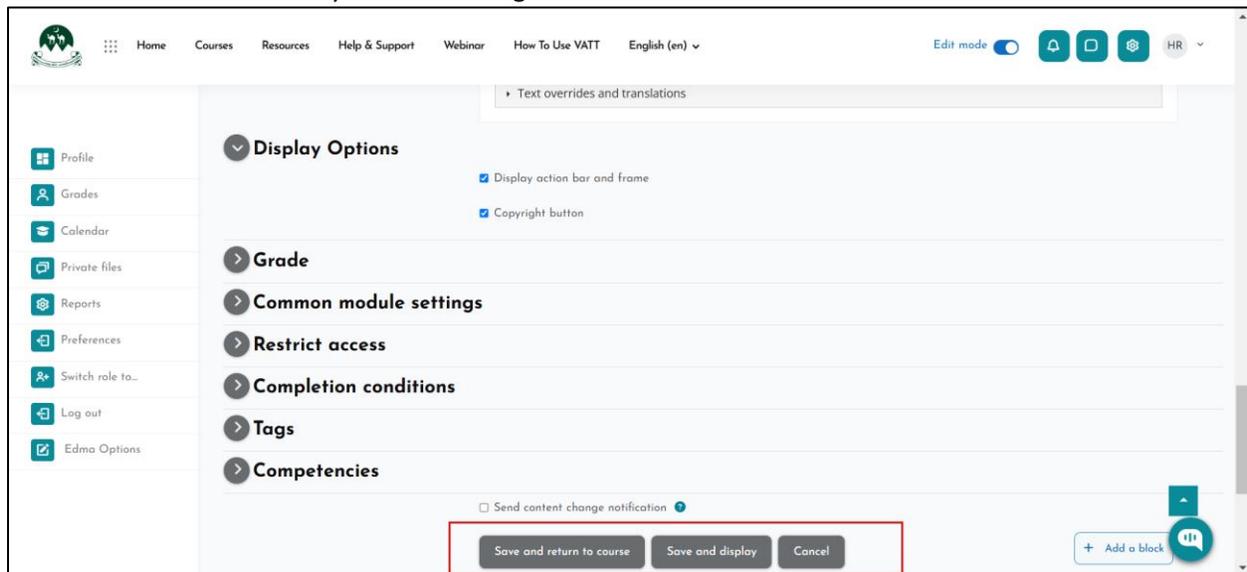


For the following section details [\(Click Here\)](#).



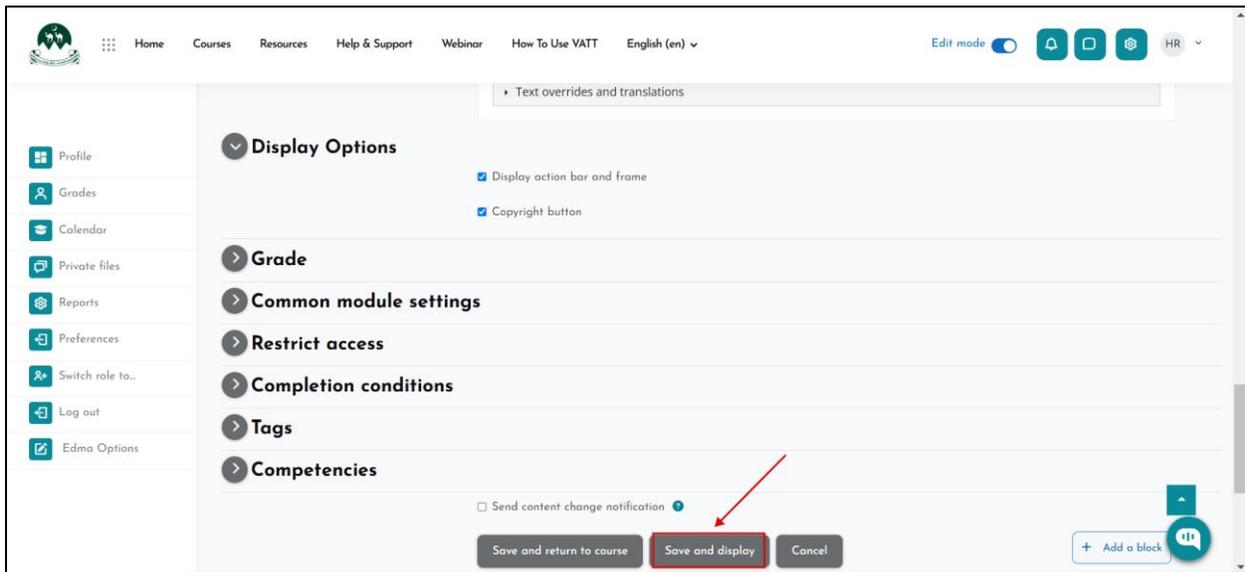
Save Your Changes: At the bottom of the settings page, you will see three buttons:

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.





Click on “Save and display” as show in below image:



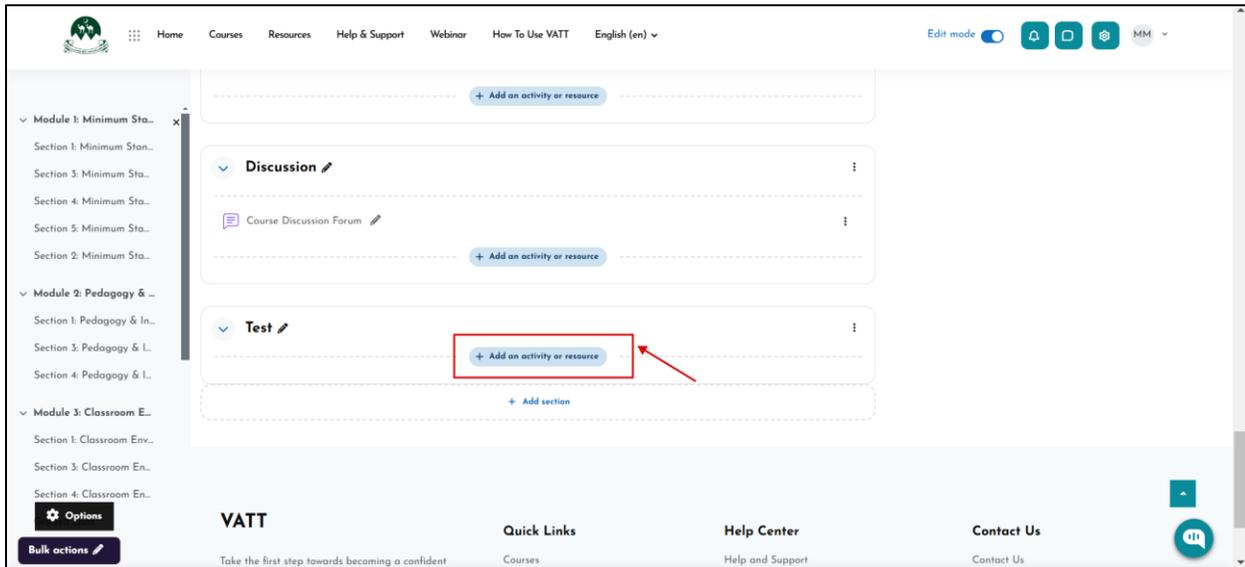
The added video activity will display as shown in below image:



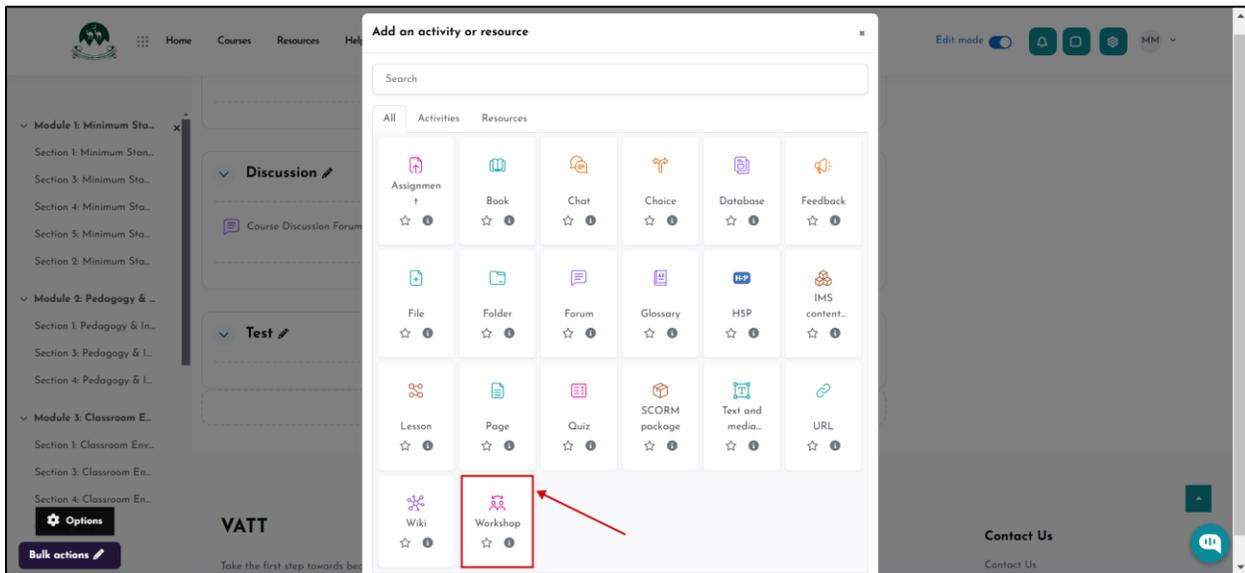


12. Add Workshop Activity

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

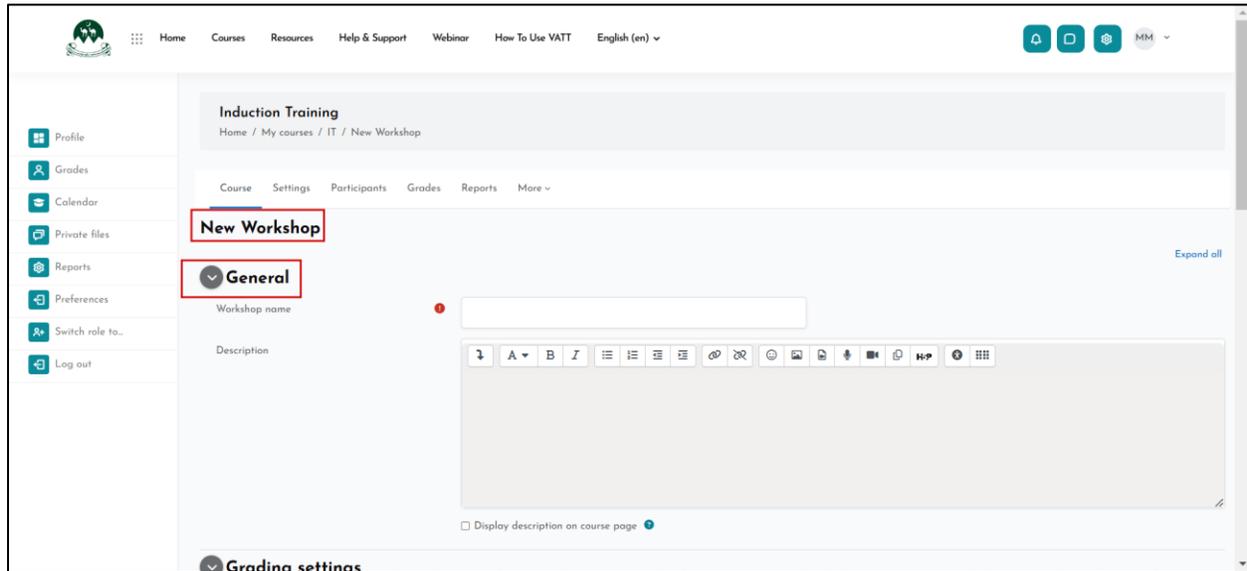


Choose the Activity or Resource Type. A pop-up window will appear listing all available activities and resources. Click on “Workshop”.



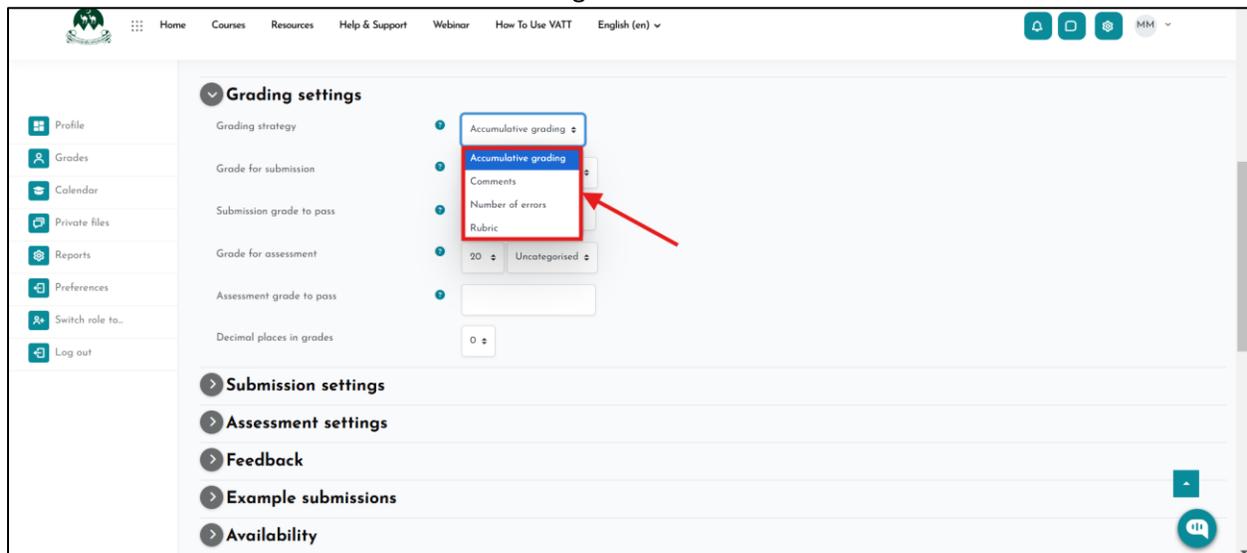
After selecting, you will be redirected to the settings page.

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

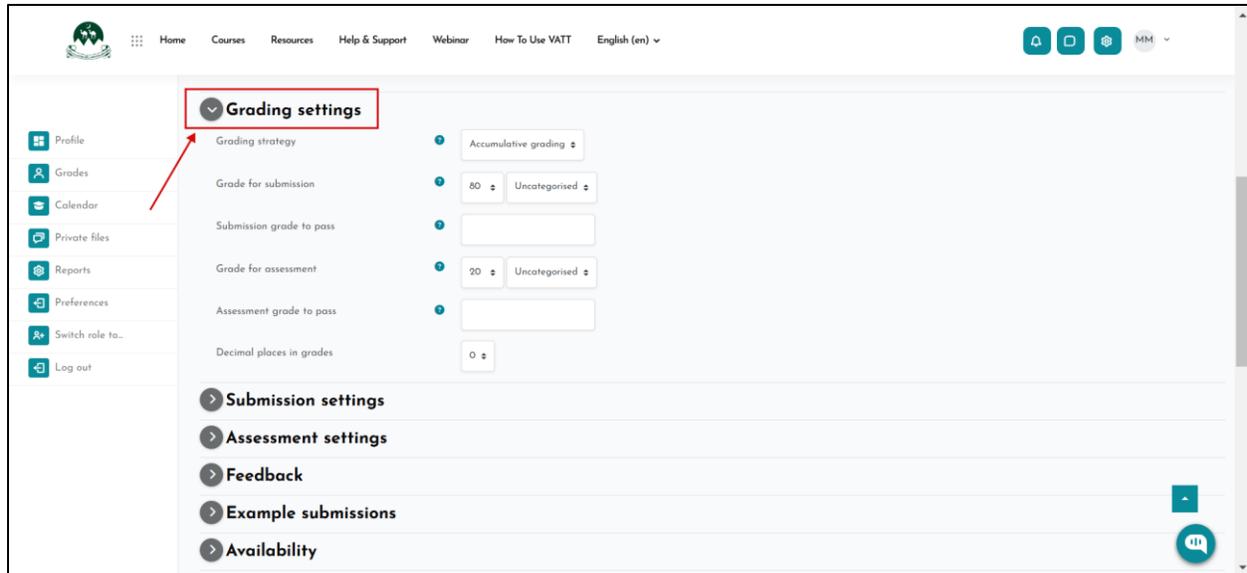


2. **Access the Grading Settings:** Click on the **Grading settings** section to expand it.

- **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.



- **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.



3. **Submission Settings:** Enter instructions for submission, Use the **text editor** to provide guidelines on how to submit their work.

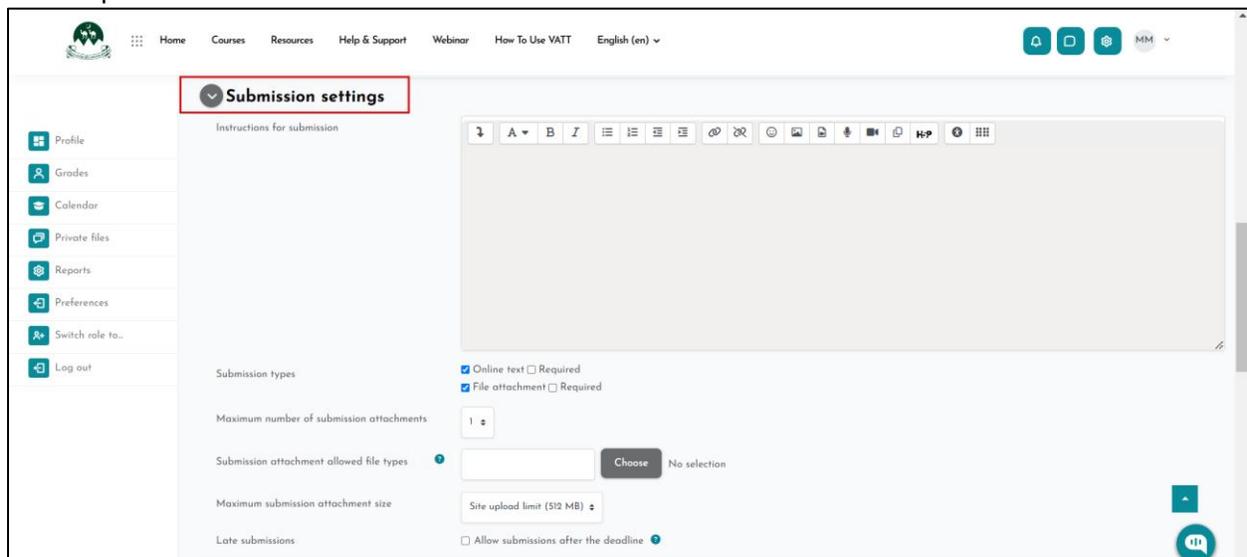
1. **Select Submission Types**

- **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.

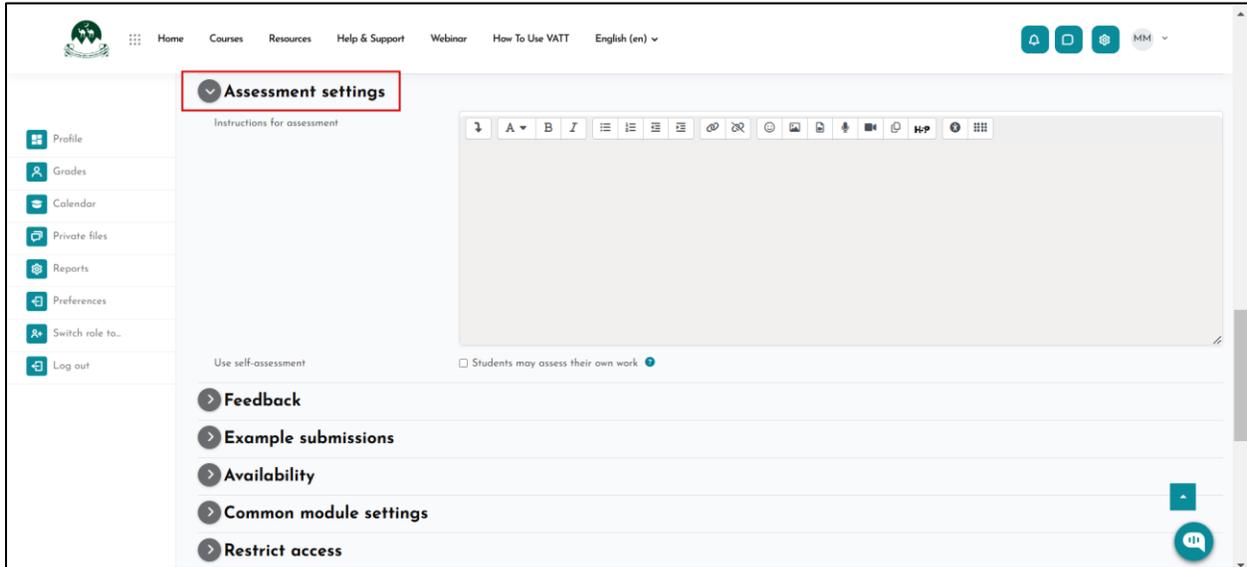
2. **Configure Attachment Settings**

- **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.

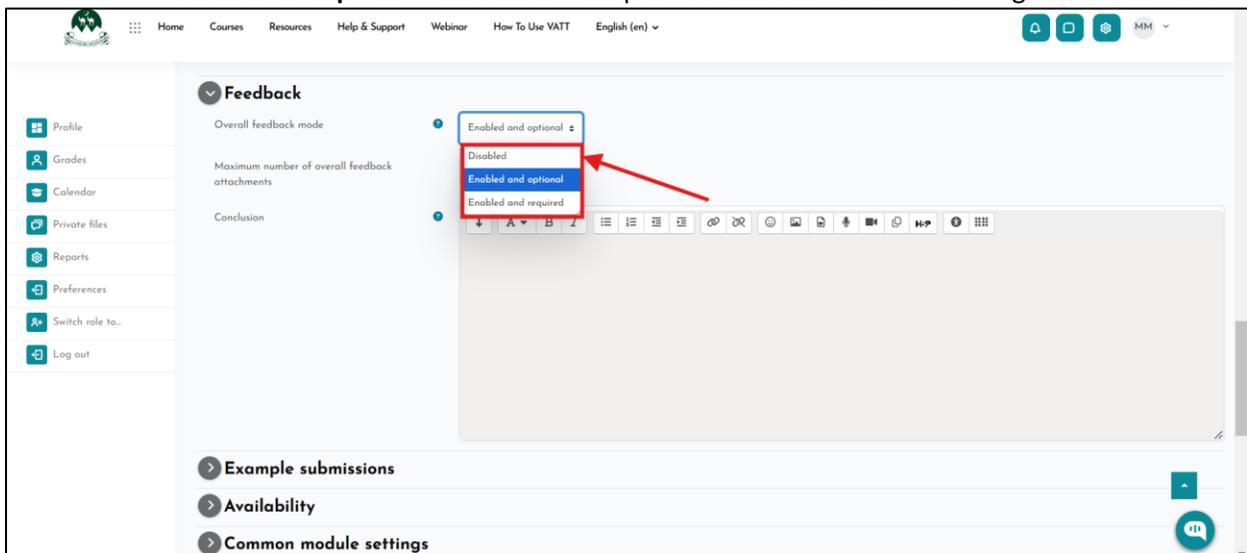
3. **Allow Late Submissions (Optional):** Check **Allow submissions after the deadline** if you want to permit late submissions.



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.

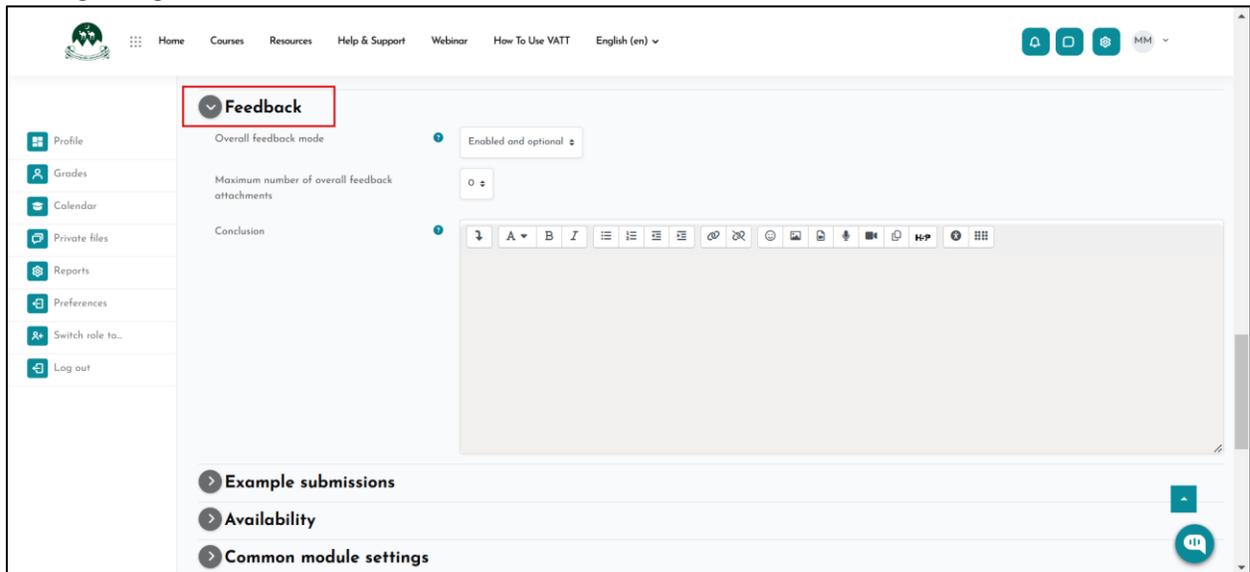


5. **Configuring Feedback Settings:** Feedback settings allow instructors to provide overall feedback on submissions.
- **Set the Overall Feedback Mode:** Click on the **Overall feedback mode** dropdown and select one of the following options:
 - **Disabled:** No overall feedback is allowed.
 - **Enabled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

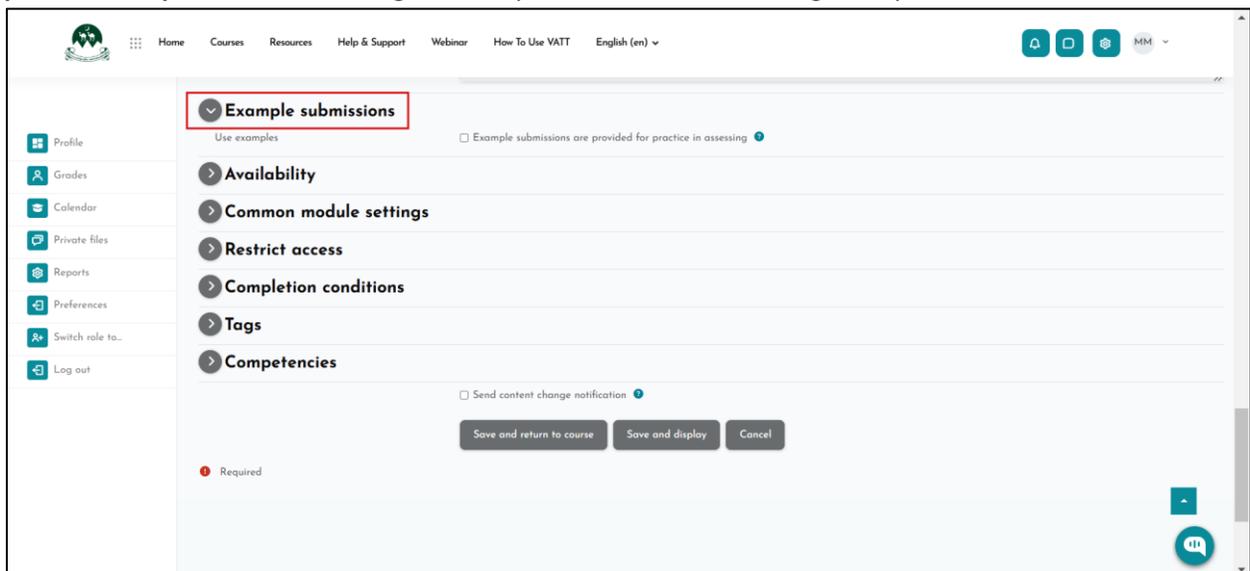




- **Define Maximum Feedback Attachments:** Set the number of allowed feedback attachments (e.g., files, images, PDFs).
- **Enter a Conclusion (Optional):** Use the text editor to provide a concluding message for students regarding their assessment.



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





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

Open for submissions from Enable 28 February 2025 13 40

Submissions deadline Enable 28 February 2025 13 40

Open for assessment from Enable 28 February 2025 13 40

Deadline for assessment Enable 28 February 2025 13 40

Common module settings

Restrict access

Completion conditions

Tags

Competencies

Send content change notification

Save and return to course Save and display Cancel

For the rest of sections details [\(Click Here\)](#).

Use examples Example submissions are provided for practice in assessing

Availability

Open for submissions from Enable 28 February 2025 13 40

Submissions deadline Enable 28 February 2025 13 40

Open for assessment from Enable 28 February 2025 13 40

Deadline for assessment Enable 28 February 2025 13 40

Common module settings

Restrict access

Completion conditions

Tags

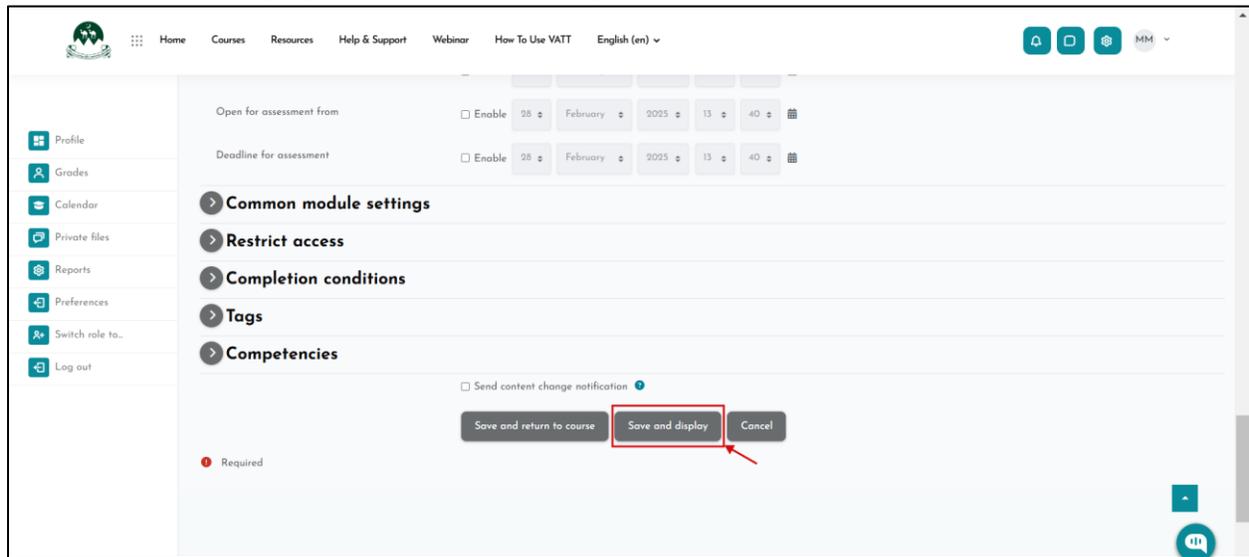
Competencies

Send content change notification

Save and return to course Save and display Cancel



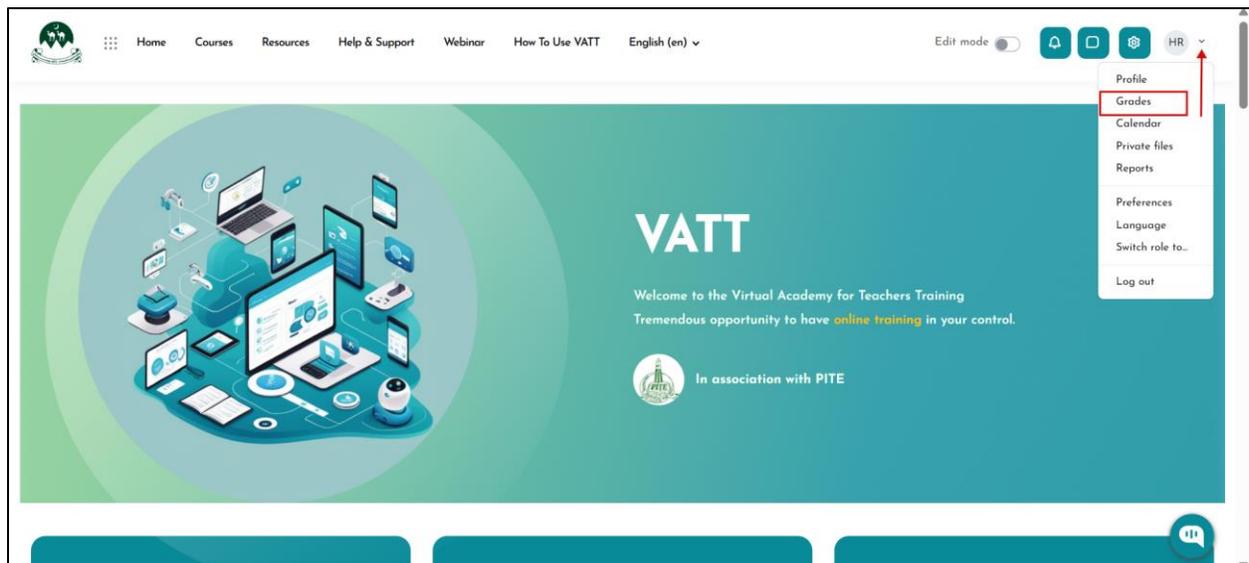
Click on “Save and display” as show in below image:



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.

The screenshot shows the Moodle HR role interface. At the top, there is a navigation menu with links for Home, Courses, Resources, Help & Support, Webinar, How To Use VATT, and English (en). The main header is green and contains the text 'Human Resource' and a breadcrumb trail: Home > Home > Grades. Below the header, there is a section titled 'Courses I am teaching'. Under this section, there is a list of courses. The first course is 'demo course'. The second course is 'Induction Training', which is highlighted with a red box and a red arrow pointing to it. At the bottom of the page, there is a footer with the text 'VATT' and 'Quick Links', 'Help Center', and '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.

The screenshot shows the Moodle Grader Report interface for the 'Induction Training' course. At the top, there is a navigation menu with links for Home, Courses, Resources, Help & Support, Webinar, How To Use VATT, and English (en). The main header is green and contains the text 'Induction Training' and a breadcrumb trail: Home > My courses > IT > Grades > Grade administration > Grader report. Below the header, there is a section titled 'Grader report'. Under this section, there is a search bar labeled 'Search users' and a dropdown menu labeled 'Filter by name'. Below the search bar, there is a table showing student grades for various assessments. The table has columns for 'First name / Last name', 'Email address', and several assessment items. The 'Overall average' row shows a score of 6.59. At the bottom left, there is a 'Show' button with a dropdown menu set to '20'. At the bottom right, there is a chat icon.

First name / Last name	Email address	[Deletion in progress] quiz	[Deletion in progress] Assignment 01	[Deletion in progress] asdfedf	test quiz	Snakes and Ladders	[Deletion in progress] Testing workshop (submission)
		-	-	-	6.59	-	53.33



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.

The screenshot shows the Moodle Grader Report for 'Induction Training'. The breadcrumb trail is: Home > My courses > IT > Grades > Grade administration > Grader report. The page has a search bar for users and a filter by name dropdown. The main table lists grade items for user MM Mahad Mansoor. The 'test quiz' item has a three-dot menu open, showing options: 'Single view for this item' (highlighted with a red box), 'Ascending', 'Descending', and 'Collapse'. Other items include '[Deletion in progress] quiz', '[Deletion in progress] Assignment DI', '[Deletion in progress] asdfedf', and '[Deletion in progress] Testing workshop (submission)'. The overall average grade is 6.59.

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.

The screenshot shows the 'Single view' page for 'Induction Training'. The breadcrumb trail is: Home > My courses > IT > Grades > Single view. A warning message states: 'Warning: Activity deletion in progress! Some grades are about to be removed.' The 'Single view' dropdown is set to 'test quiz'. The 'VIEW BY' options are 'Users' and 'Grade items'. The main content is titled 'Viewing grades for test quiz' and contains a table with the following data:

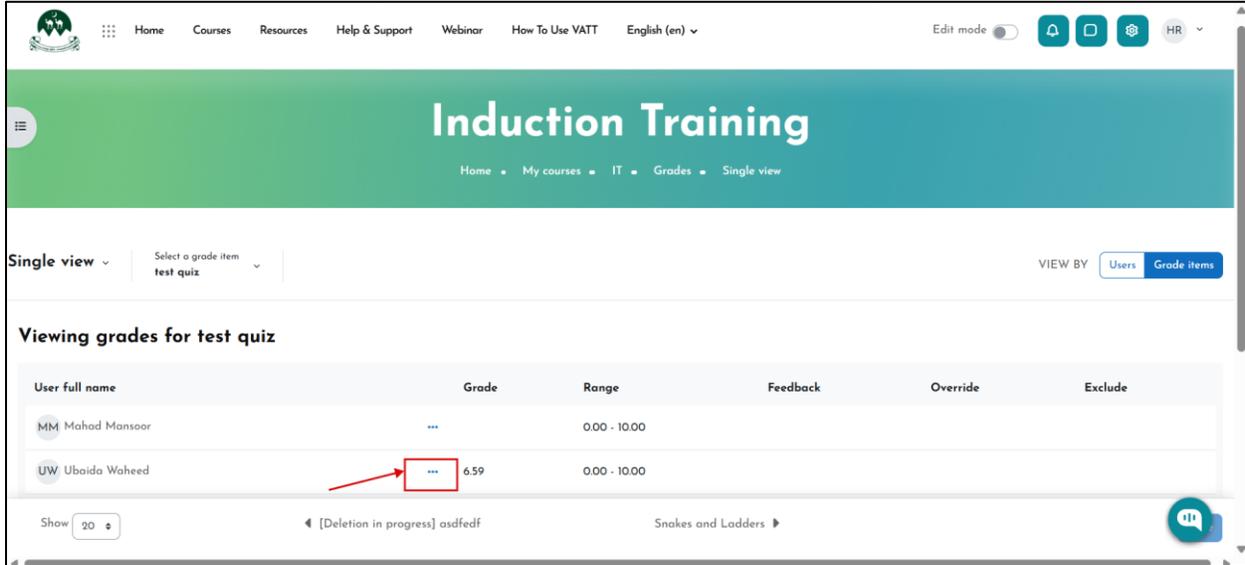
User full name	Grade	Range	Feedback	Override	Exclude
MM Mahad Mansoor	...	0.00 - 10.00			

At the bottom, there is a 'Show' dropdown set to '20' and a 'Snakes and Ladders' link.

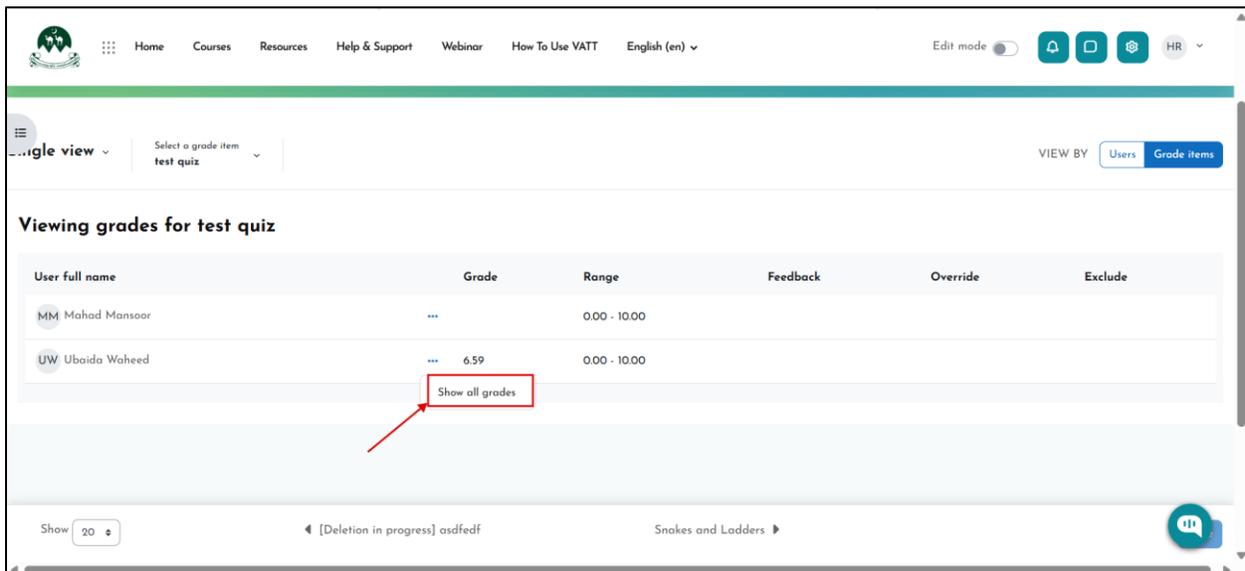


1. **Checking Individual Student Grades:**

- 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.



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





The report includes:

- Quizzes
- Assignments
- Games
- Workshops
- Interactive content

Each grade item is listed with the corresponding grade category.

Grade item	Grade category	Grade	Range	Feedback	Override	Exclude
QUIZ [Deletion in progress] quiz	Induction Training		0.00 - 10.00			
ASSIGNMENT [Deletion in progress] Assignment 01	Induction Training		0.00 - 100.00			
QUIZ [Deletion in progress] asdfedf	Induction Training		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		0.00 - 20.00			

2. Analyzing a Specific Grade

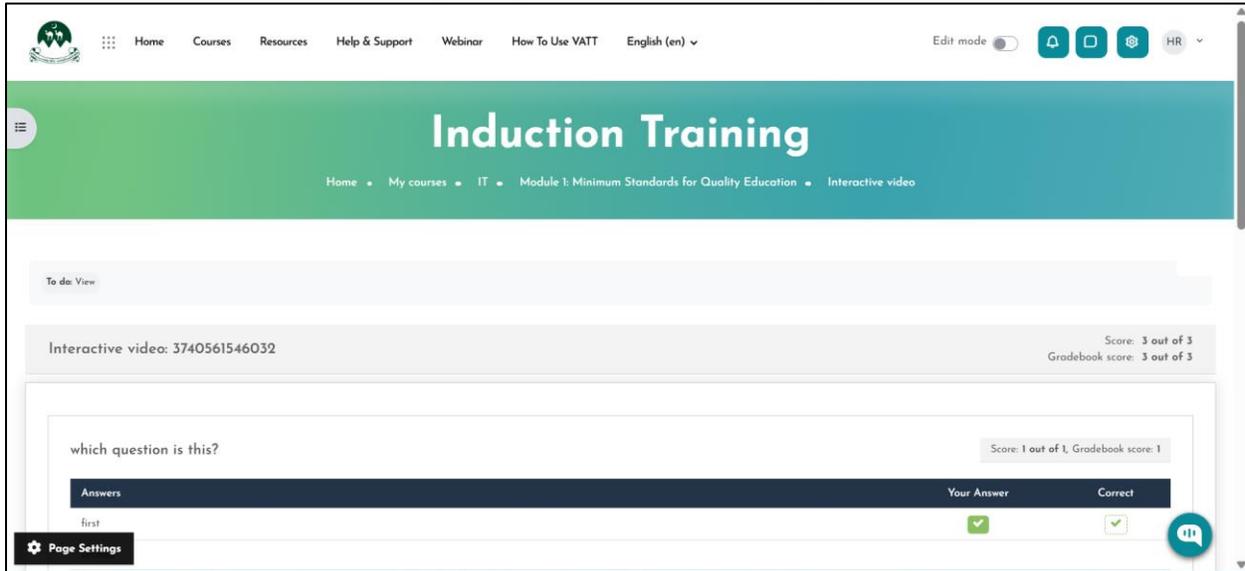
- Locate the grade you want to analyze.
- Click on the **three-dot menu** next to the grade.
- Select **Grade analysis** to see further details.

QUIZ [Deletion in progress] asdfedf	Induction Training		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		0.00 - 20.00			
INTERACTIVE CONTENT Interactive video	Induction Training	3.00	0.00 - 3.00			
AGGREGATION Course total	{mlang en}Induction Training{mlang} {mlang ur}تجزیاتی تربیت{mlang}	9.59				



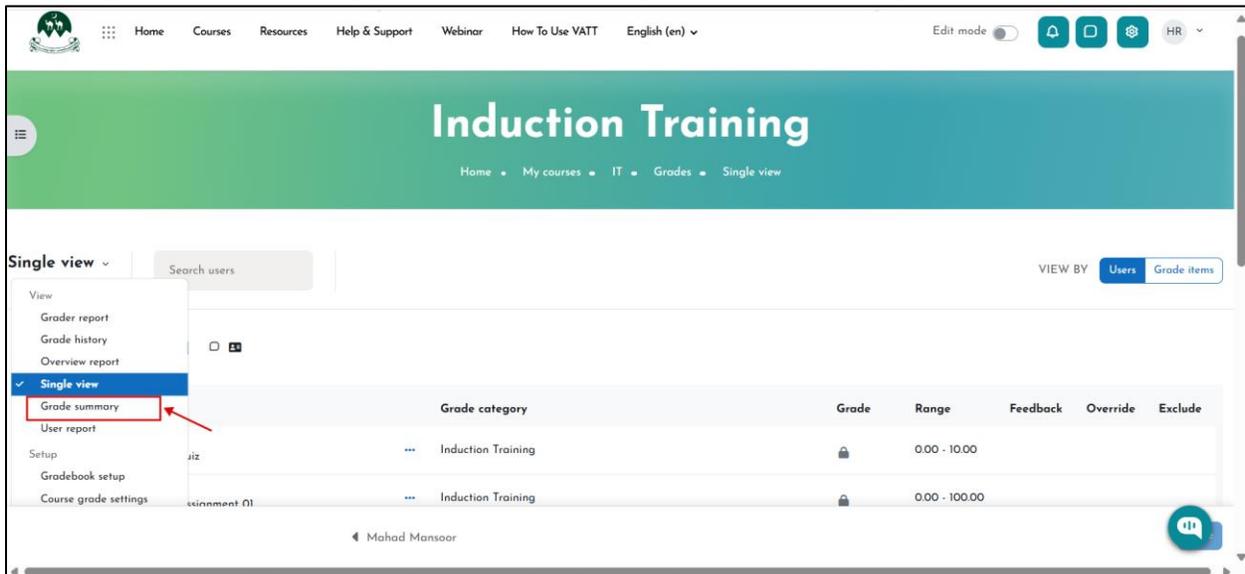
3. Interactive Content Grade Review

- 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.



13.3. Viewing the Grade Summary Report

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



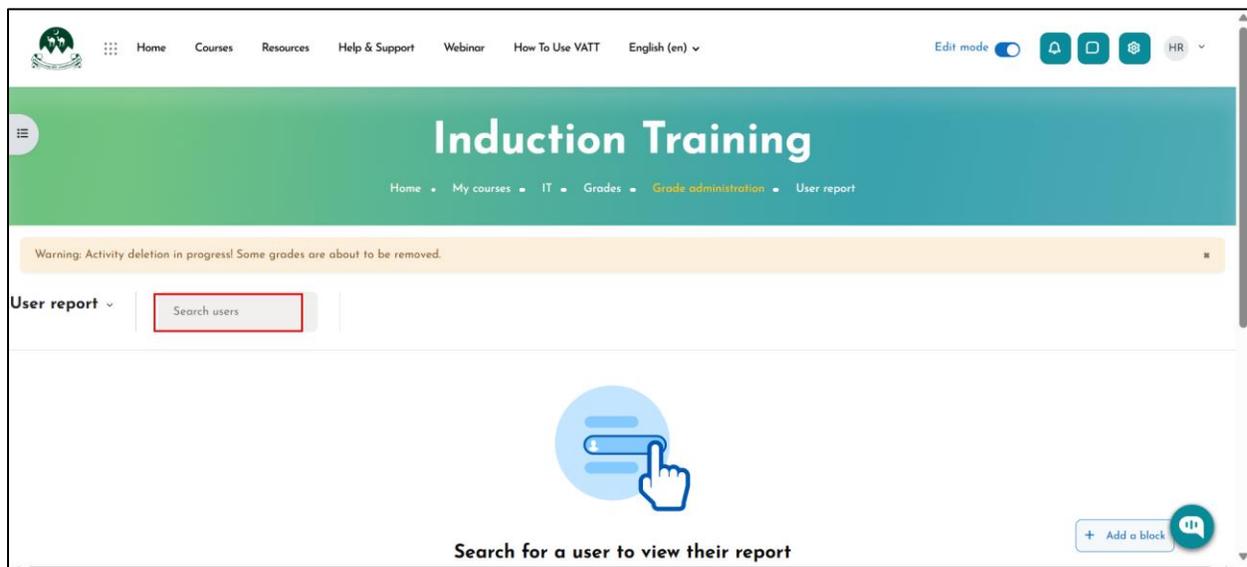


1. The **Grade Summary** page provides an overview of all assessments in the course. It includes:
 - **Quizzes**
 - **Assignments**
 - **Games**
 - **Workshops**
 - **Interactive content**
2. Each grade item is listed along with its corresponding average score.
3. Using Filters for Analysis. Click on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



13.4. Viewing the User Report

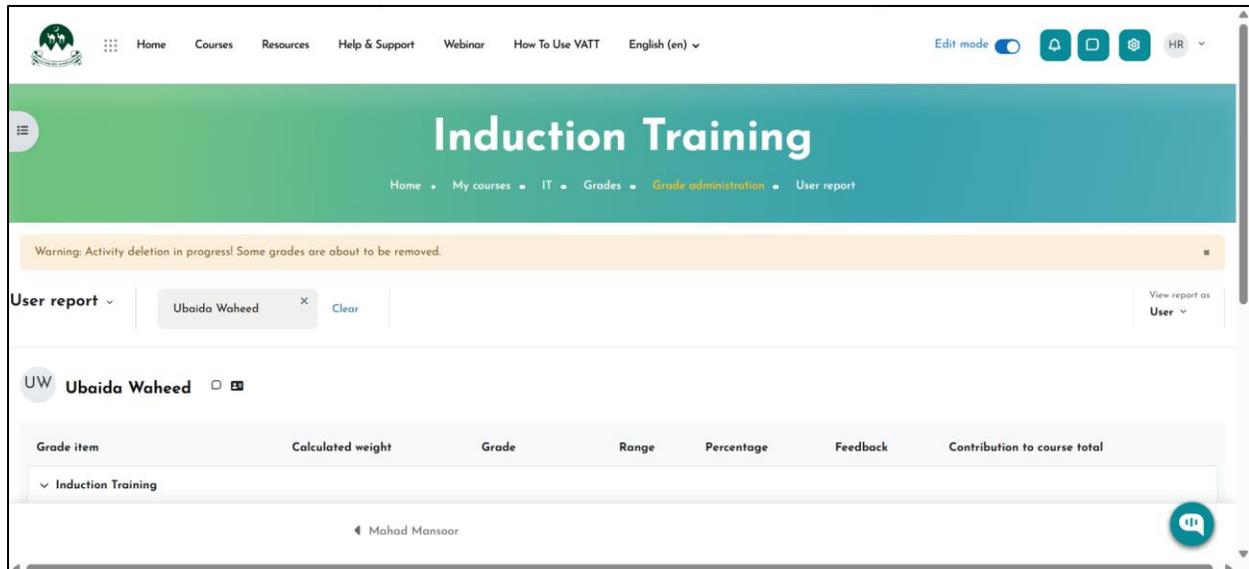
Accessing the User Report, Click on **User Report** to view individual student grades. Searching for a User, Use the **Search users** bar to find a specific student. Type the student's name and select from the list.



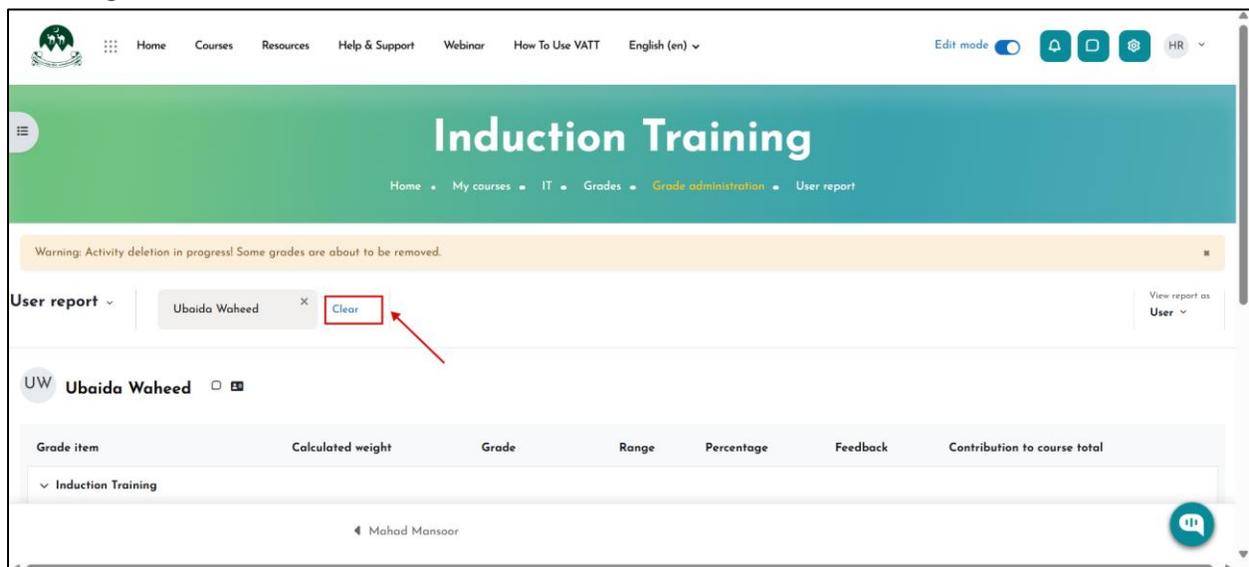


Viewing the User Report, once a user is selected, their grades for all course assessments are displayed. The report includes:

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



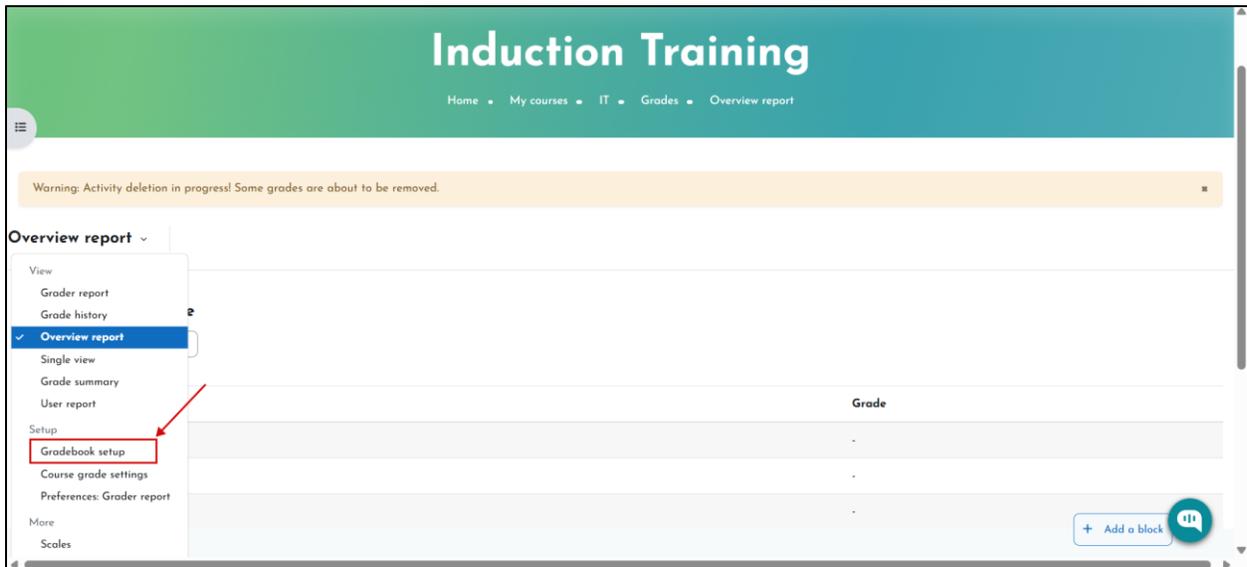
Clearing the User Selection, Click **Clear** next to the student's name to reset the view. This allows searching for a different student.





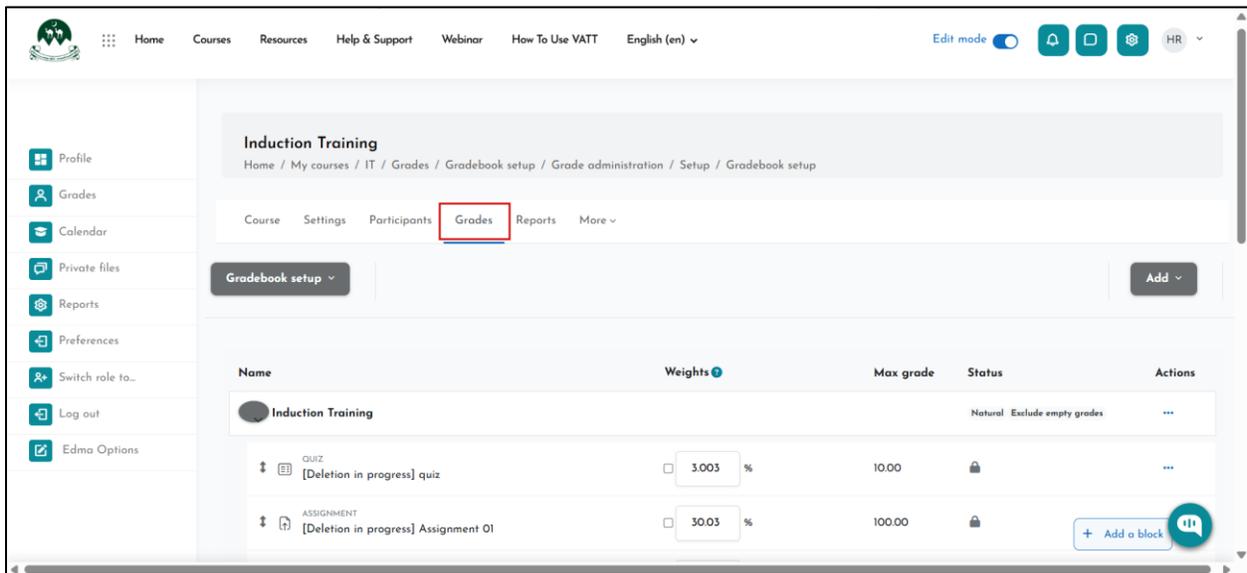
13.5. Setting Up and Editing the Gradebook

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



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



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**.

The screenshot shows the Moodle Gradebook setup page for 'Induction Training'. The page has a breadcrumb trail: Home / My courses / IT / Grades / Gradebook setup / Grade administration / Setup / Gradebook setup. Below the breadcrumb is a navigation bar with 'Course', 'Settings', 'Participants', 'Grades', 'Reports', and 'More'. A 'Gradebook setup' dropdown menu is visible. The main content is a table with columns: Name, Weights, Max grade, Status, and Actions. The table contains several rows, including 'Induction Training', 'QUIZ [Deletion in progress] quiz', 'ASSIGNMENT [Deletion in progress] Assignment 01', 'QUIZ [Deletion in progress] asdfed', and 'QUIZ test quiz'. A red box highlights the 'Edit grade item' option in the Actions column of the second row.

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)**

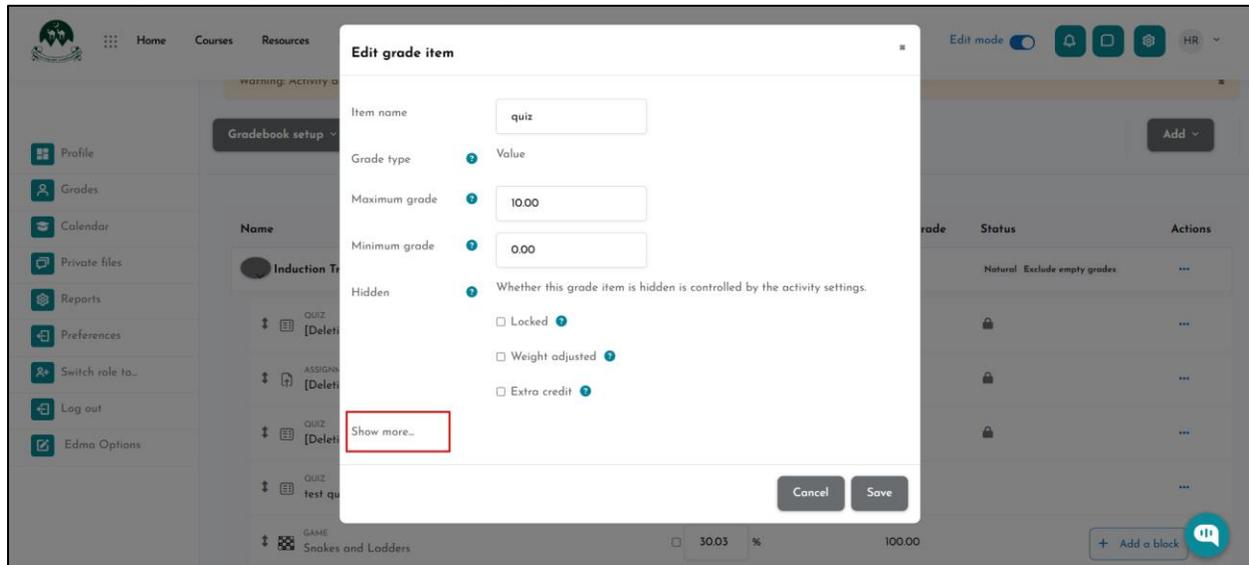
The screenshot shows the 'Edit grade item' dialog box. The dialog has a title bar 'Edit grade item' and a close button. It contains the following fields and options:

- Item name: quiz
- Grade type: Value
- Maximum grade: 10.00
- Minimum grade: 0.00
- Hidden: Whether this grade item is hidden is controlled by the activity settings.
- Locked:
- Weight adjusted:
- Extra credit:

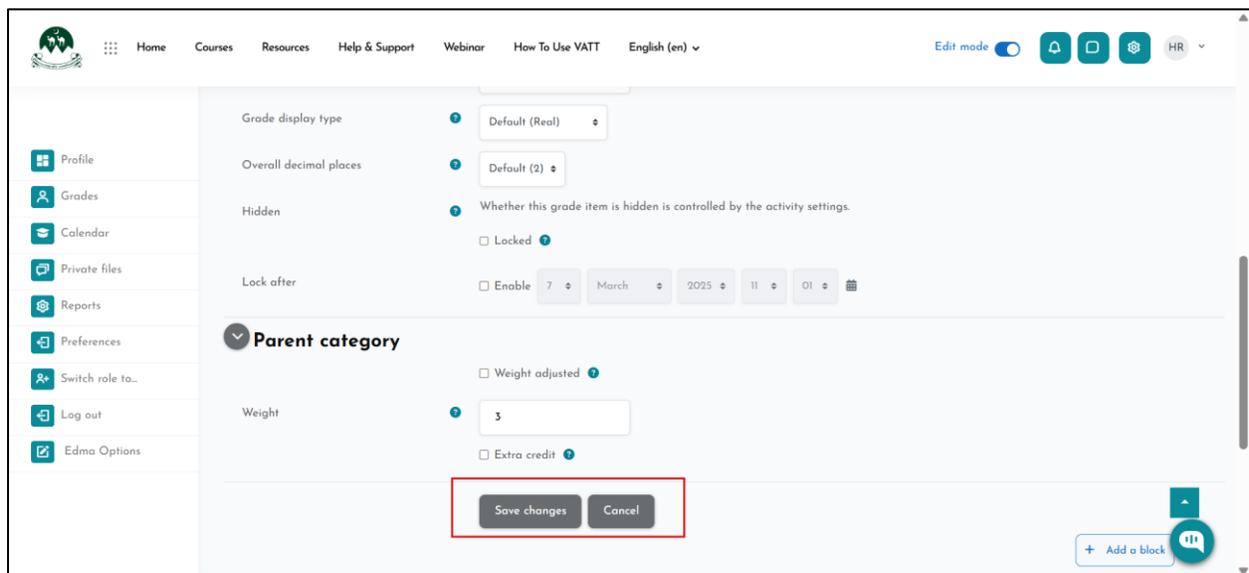
At the bottom of the dialog are 'Cancel' and 'Save' buttons. The background shows the Moodle interface with the 'Edit mode' toggle and navigation icons.

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)



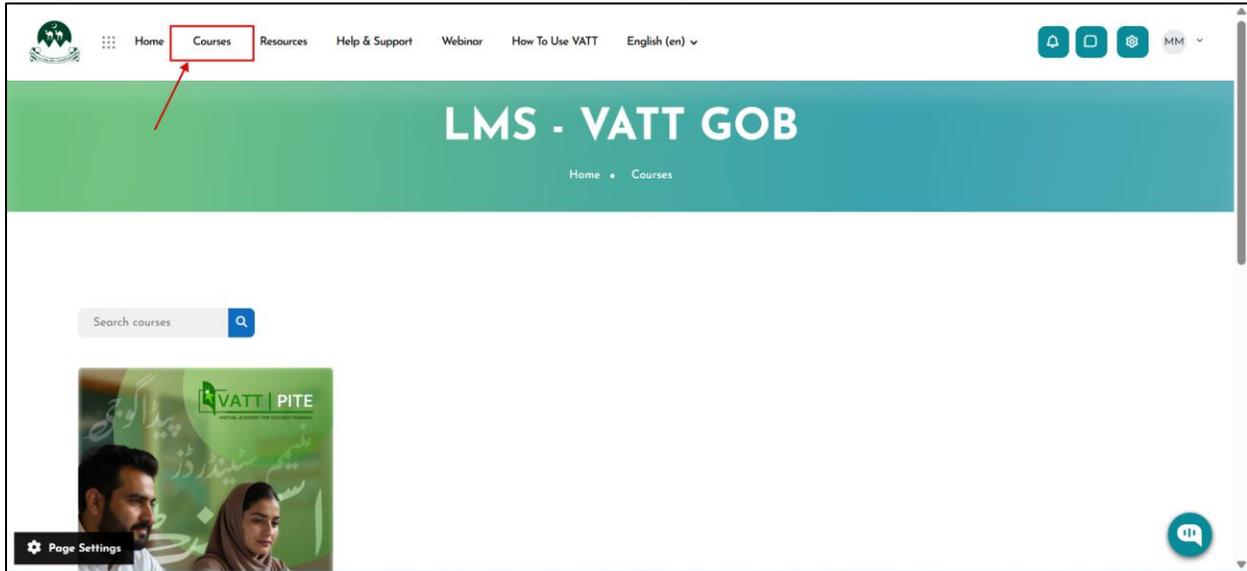
Saving Changes: After making adjustments, click **save changes**. The updates will reflect in the Gradebook.



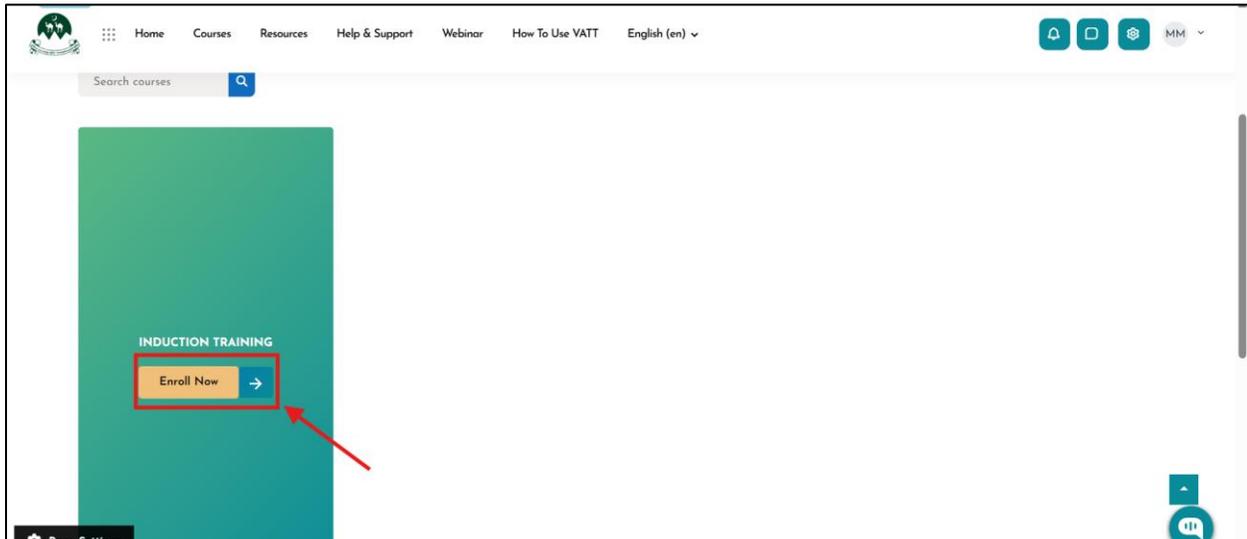


14. Peer Grading Setting

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



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

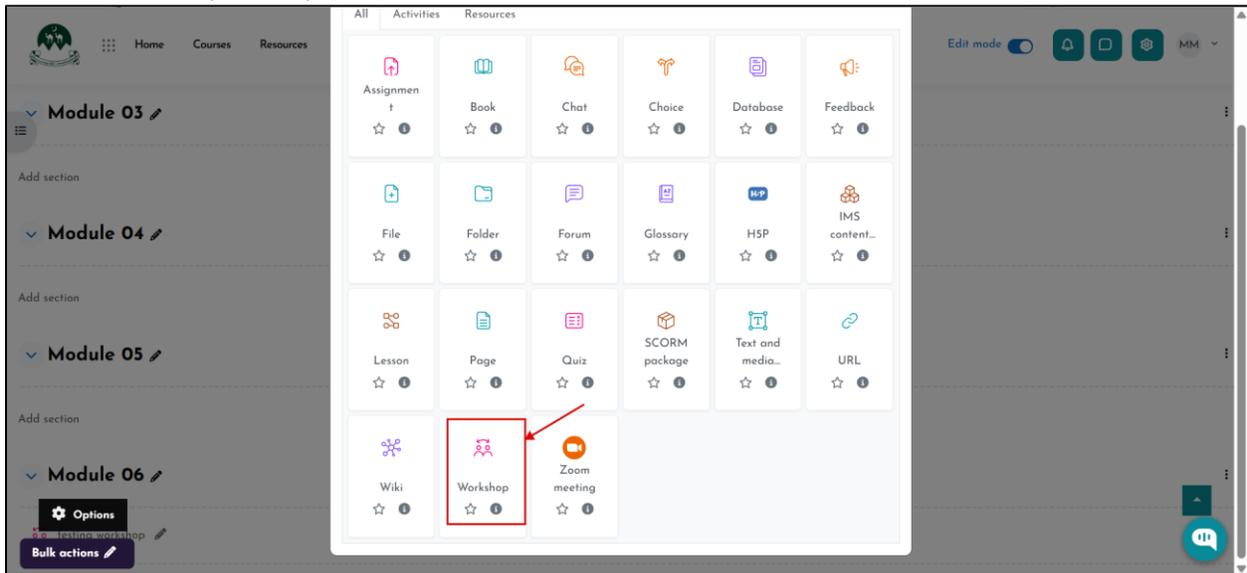




Once inside a course, locate the module where you want to add an activity. Click on **"Add an activity or resource"** under the desired module.



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



14.1. Configuring Workshop Settings

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

The screenshot shows the Moodle interface for configuring a new workshop. The page title is 'INDUCTION TRAINING' and the breadcrumb is 'Home / My courses / INDTRAN / Module 05 / New Workshop'. The 'New Workshop' section has a 'General' tab selected, which is highlighted with a red box and an arrow. Below the tab, there are two text input fields: 'Workshop name' and 'Description'. The 'Description' field has a rich text editor toolbar with various icons for text formatting and media insertion.

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

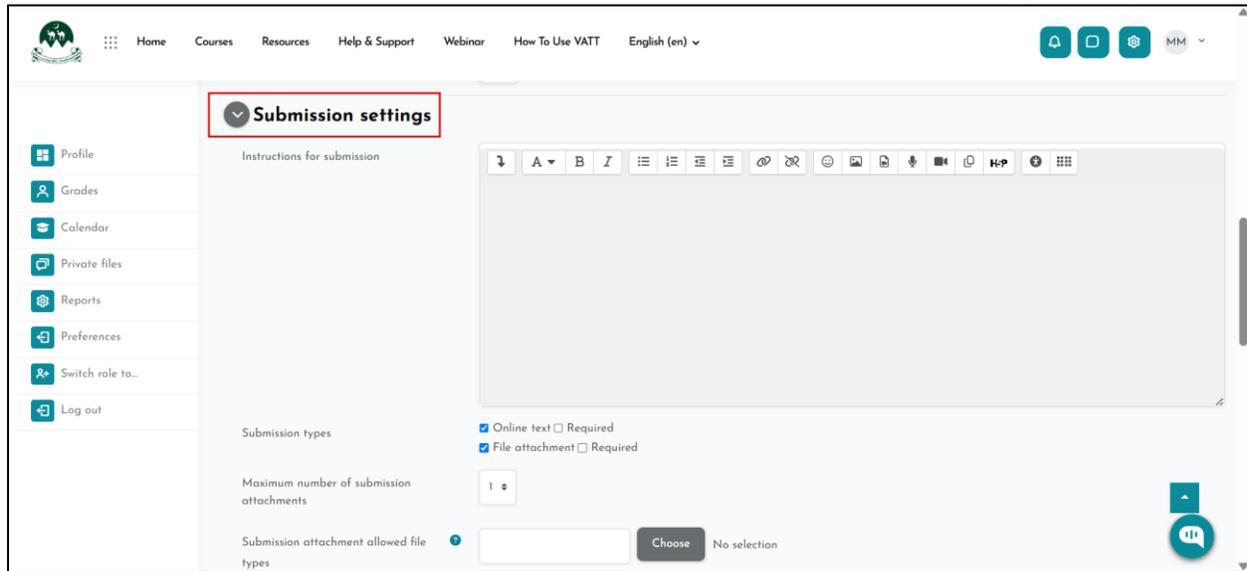
- **Accumulative grading:** Assigns scores based on multiple criteria, with individual marks adding up to a final grade.
- **Comments:** Provides qualitative feedback without numerical grading.
- **Number of errors:** Grades based on the count of mistakes made in the submission.
- **Rubric:** Uses predefined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

The screenshot shows the 'Grading settings' section of the Moodle interface. The 'Grading strategy' dropdown menu is open, displaying four options: 'Accumulative grading', 'Comments', 'Number of errors', and 'Rubric'. The 'Accumulative grading' option is highlighted with a red box and an arrow. Other settings visible include 'Grade for submission', 'Submission grade to pass', 'Grade for assessment' (set to 20), 'Assessment grade to pass', and 'Decimal places in grades' (set to 0). Below the grading settings, there are sections for 'Submission settings', 'Assessment settings', and 'Feedback'.



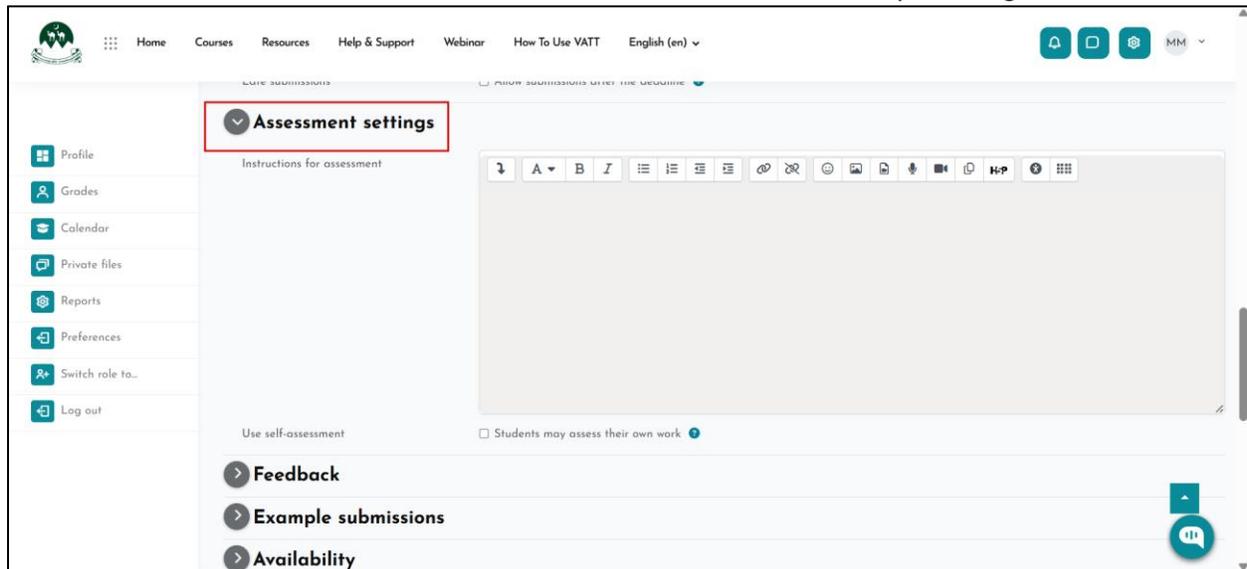
Submission Settings

- 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.



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.



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.

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

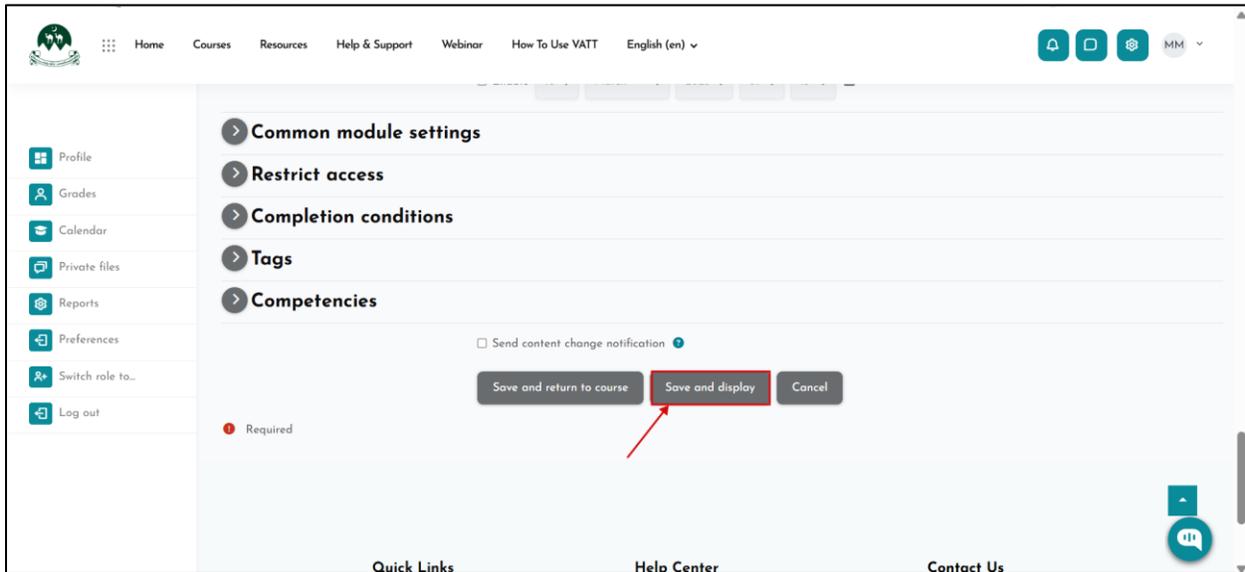
- **Open for submissions from** (date and time)
- **Submission deadline**
- **Open for assessment from**
- **Deadline for assessment**

For the remaining sections setting, [\(Click here\)](#).

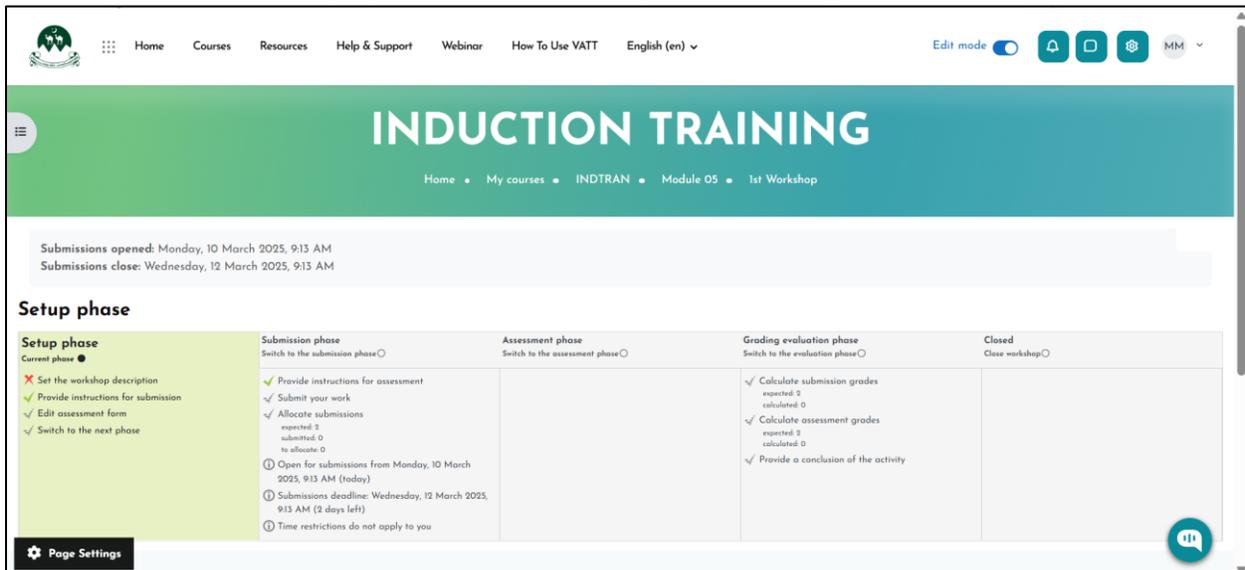


Save Options: At the bottom of the settings page, three buttons are available to finalize your changes:

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.



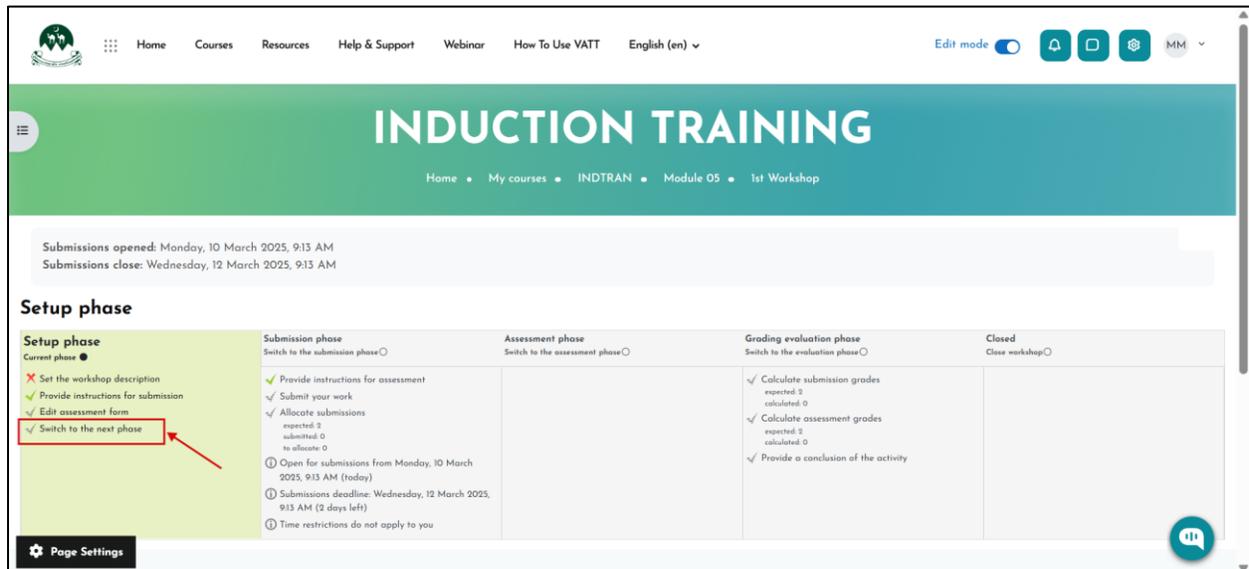
After click on “Save and display” button, this will navigate to following screen:





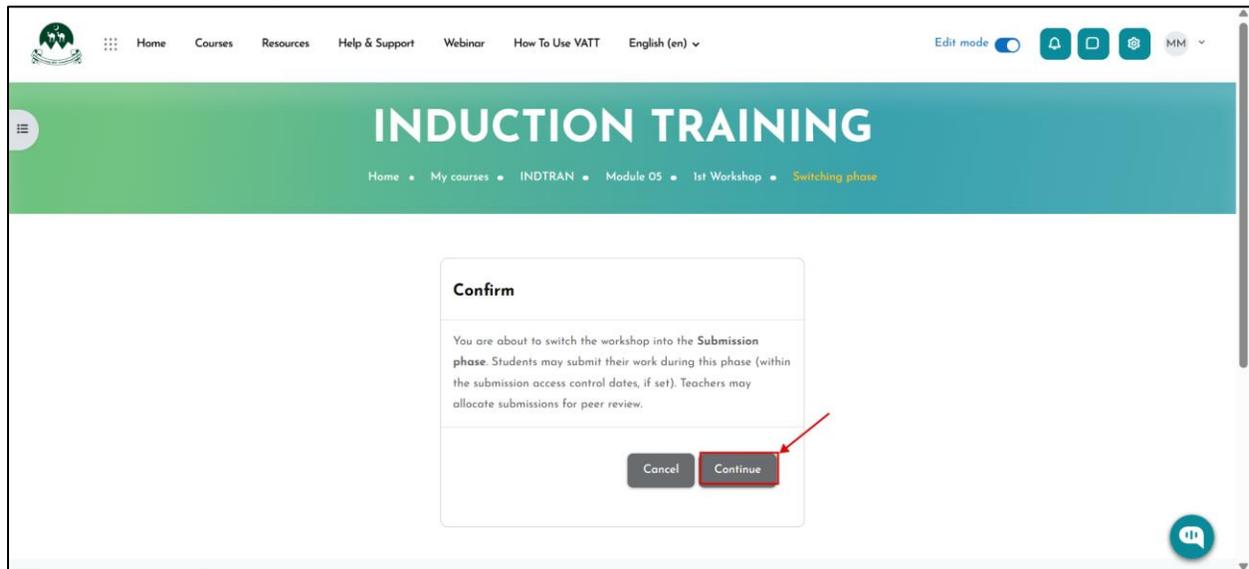
14.2. Managing Workshop Phases and Submissions

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.



The screenshot shows the Moodle interface for an 'INDUCTION TRAINING' workshop. The top navigation bar includes 'Home', 'Courses', 'Resources', 'Help & Support', 'Webinar', 'How To Use VATT', and 'English (en)'. The main header displays 'INDUCTION TRAINING' with a breadcrumb trail: 'Home > My courses > INDTRAN > Module 05 > 1st Workshop'. Below the header, submission dates are listed: 'Submissions opened: Monday, 10 March 2025, 9:13 AM' and 'Submissions close: Wednesday, 12 March 2025, 9:13 AM'. The 'Setup phase' section is active, showing a list of tasks: 'Set the workshop description' (failed), 'Provide instructions for submission' (checked), 'Edit assessment form' (checked), and 'Switch to the next phase' (checked and highlighted with a red box and arrow). Other phases like 'Submission phase', 'Assessment phase', 'Grading evaluation phase', and 'Closed' are also visible with their respective tasks and progress indicators.

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



The screenshot shows the same Moodle interface, but with a 'Confirm' dialog box centered on the screen. The dialog contains the text: 'You are about to switch the workshop into the **Submission phase**. Students may submit their work during this phase (within the submission access control dates, if set). Teachers may allocate submissions for peer review.' At the bottom of the dialog, there are two buttons: 'Cancel' and 'Continue'. The 'Continue' button is highlighted with a red box and a red arrow pointing to it.



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

The screenshot shows the 'INDUCTION TRAINING' course page in Moodle. The 'Submission phase' is active, highlighted in green. A red box highlights the 'Allocate submissions' option, with a red arrow pointing to it. The interface includes a navigation menu, submission dates, and a list of tasks for each phase.

Setup phase	Submission phase	Assessment phase	Grading evaluation phase	Closed
Switch to the setup phase	Current phase	Switch to the assessment phase	Switch to the evaluation phase	Close workshop
<ul style="list-style-type: none">Set the workshop descriptionProvide instructions for submissionEdit assessment form	<ul style="list-style-type: none">Provide instructions for assessmentSubmit your workAllocate submissionsThere is at least one author who has not yet submitted their workOpen for submissions from Monday, 10 March 2025, 9:13 AM (today)Submissions deadline: Wednesday, 12 March 2025, 9:13 AM (2 days left)Time restrictions do not apply to youSwitch to the next phase		<ul style="list-style-type: none">Calculate submission gradesCalculate assessment gradesProvide a conclusion of the activity	

Choose an allocation method:

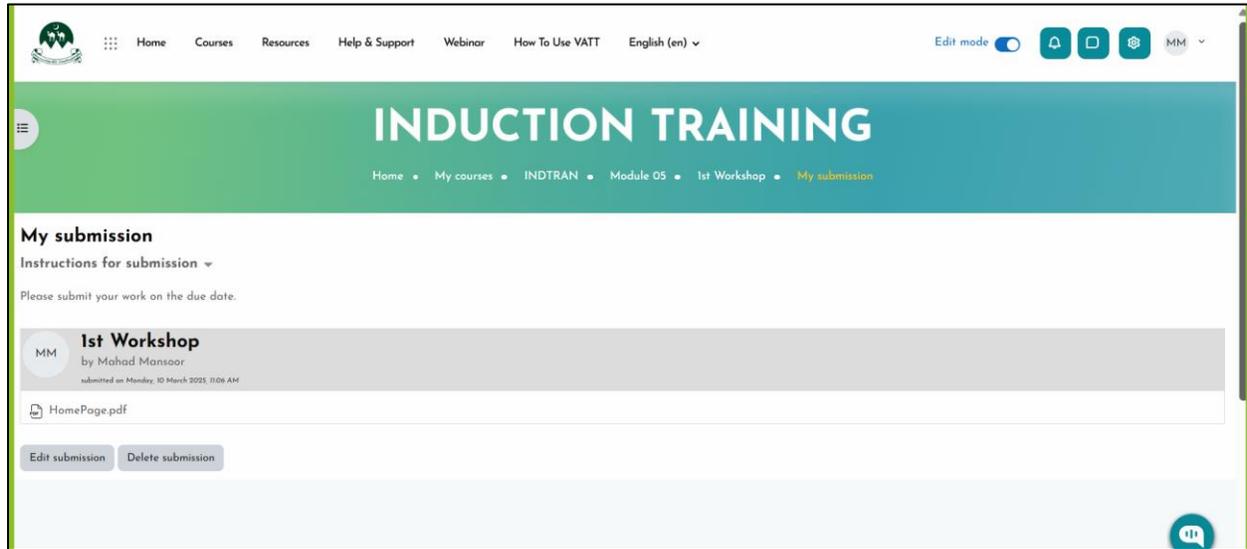
- **Manual Allocation:** Assign reviewers manually.
- **Random Allocation:** Assign reviewers automatically.
- **Scheduled Allocation:** Set up automatic allocation based on deadlines.

The screenshot shows the 'Submission allocation' page in Moodle. A dropdown menu is open, showing 'Manual allocation', 'Random allocation', and 'Scheduled allocation'. A red box highlights the 'Manual allocation' option, with a red arrow pointing to it. The page displays a table of participants and their roles as reviewers.

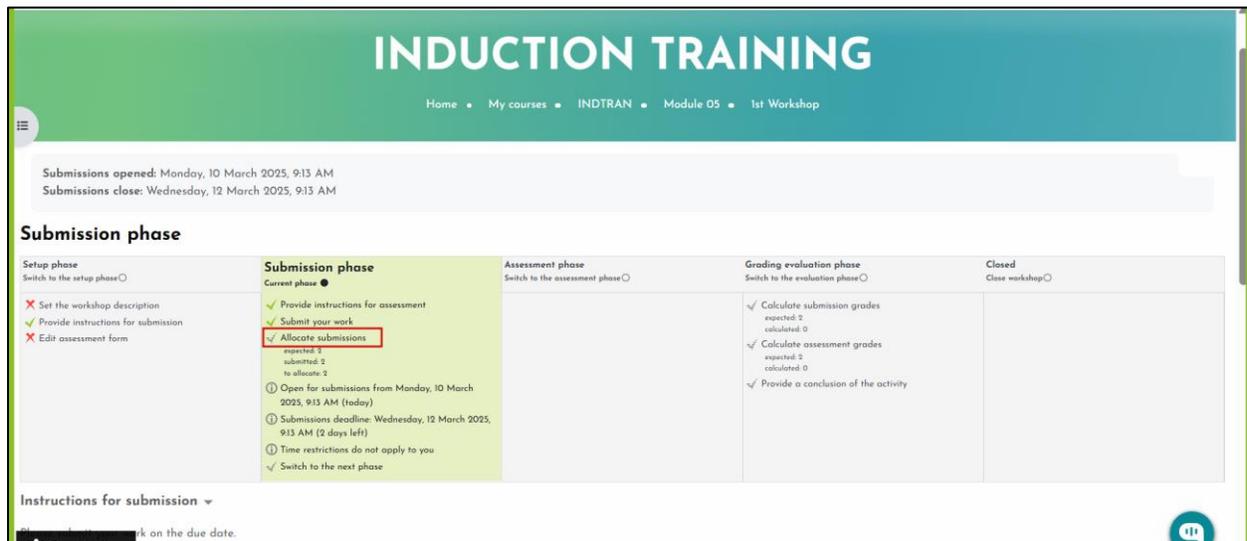
Nothing to review	Participant	Participant is reviewer of
Nothing to review	fa faizan ahmad No submission found for this user	Reviewer without own submission Self-assessment disabled Nothing to review
Nothing to review	MM Mahad Mansoor No submission found for this user	Reviewer without own submission Self-assessment disabled Nothing to review



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



Now the HR can “allocate submissions” click on “Allocate Submissions”.

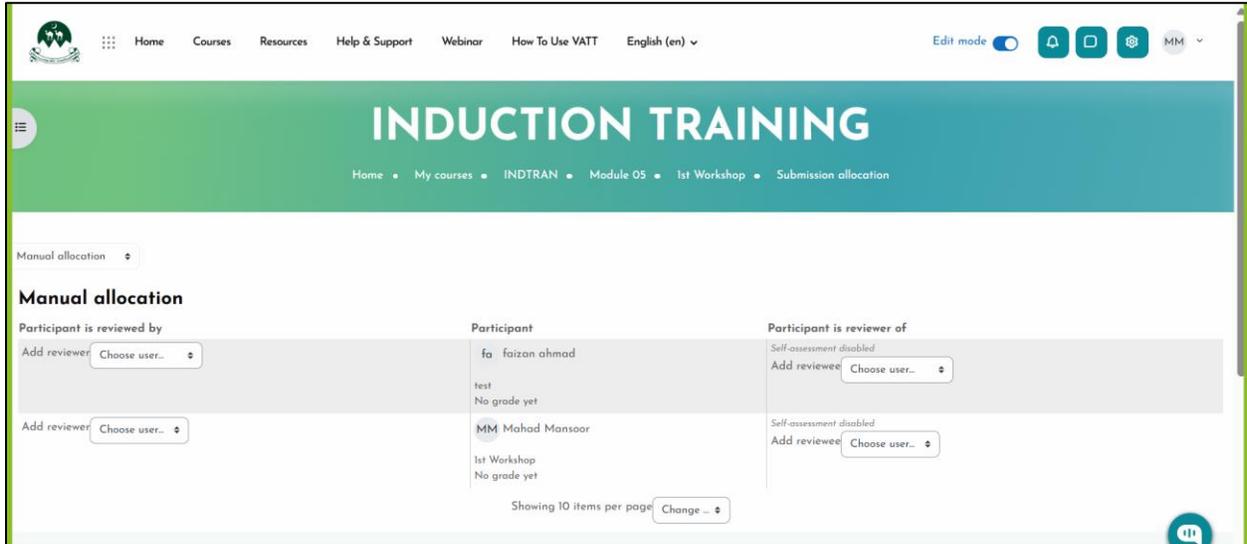




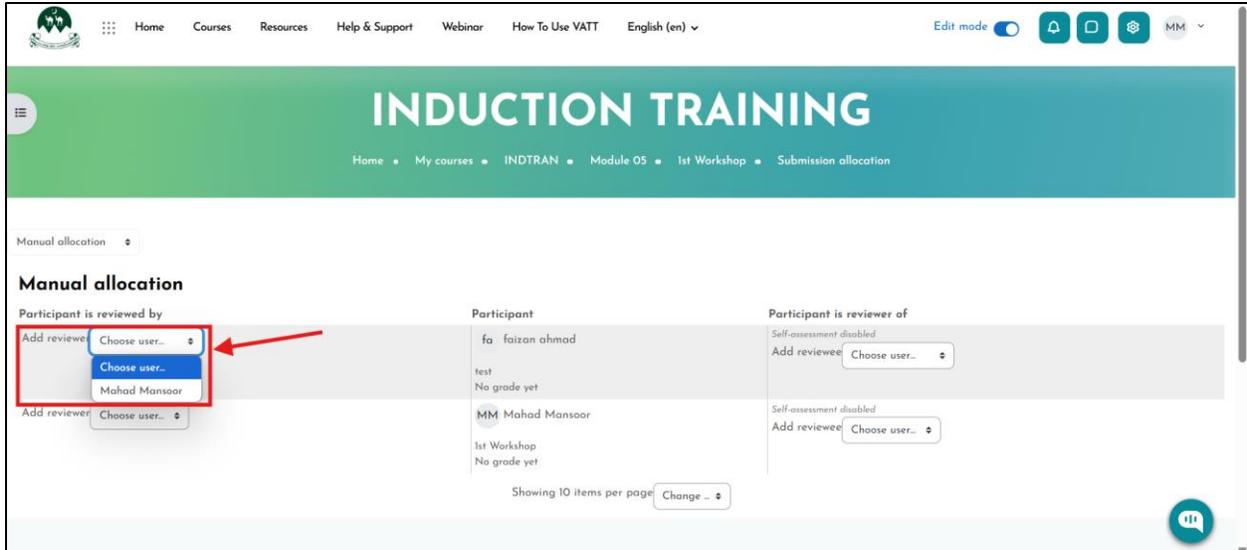
14.3. Managing Manual Allocation of Submissions

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.



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





Once selected, the reviewer will be assigned to assess the participant's submission.

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.



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

The screenshot shows the Moodle interface for 'INDUCTION TRAINING'. The breadcrumb trail is 'Home > My courses > INDTRAN > 1st Workshop'. The submission dates are: 'Submissions opened: Monday, 10 March 2025, 9:13 AM' and 'Submissions close: Wednesday, 12 March 2025, 9:13 AM'. The 'Submission phase' is the current phase, with a list of tasks including 'Provide instructions for assessment', 'Submit your work', and 'Allocate submissions'. The 'Switch to the next phase' button is highlighted with a red box.

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

The screenshot shows the Moodle interface for 'INDUCTION TRAINING' with a 'Confirm' dialog box. The breadcrumb trail is 'Home > My courses > INDTRAN > 1st Workshop > Switching phase'. The dialog box contains the following text: '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)'. At the bottom of the dialog box, there are two buttons: 'Cancel' and 'Continue'. The 'Continue' button is highlighted with a red box and a red arrow.



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

The screenshot shows the Moodle course interface for 'INDUCTION TRAINING'. The page header includes navigation links like Home, Courses, Resources, and Help & Support. Below the header, there's a green banner with the course title. A sub-header shows the breadcrumb: Home > My courses > INDTRAN > Module 05 > 1st Workshop. A notification box indicates submission dates: 'Submissions opened: Monday, 10 March 2025, 9:13 AM' and 'Submissions close: Wednesday, 12 March 2025, 9:13 AM'. The main content area is titled 'Assessment phase' and contains a table with five columns: 'Setup phase', 'Submission phase', 'Assessment phase', 'Grading evaluation phase', and 'Closed'. The 'Assessment phase' column is highlighted in green and contains a red box around the 'Switch to the next phase' button. The 'Grading evaluation phase' column lists tasks like 'Calculate submission grades' and 'Calculate assessment grades'. A 'Page Settings' button is visible at the bottom left.

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

The screenshot shows the Moodle course interface with a 'Confirm' dialog box centered on the screen. The dialog box has a title 'Confirm' and a message: 'You are about to switch the workshop into the **Grading evaluation phase**. In this phase, users cannot modify their submissions or their assessments. Teachers may use the grading evaluation tools to calculate final grades and provide feedback for reviewers.' At the bottom of the dialog box, there are two buttons: 'Cancel' and 'Continue'. The 'Continue' button is circled in red, and a red arrow points to it from the right side of the screen. The background of the course page is dimmed.



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

The screenshot shows the Moodle interface for 'Grading evaluation settings'. At the top, there is a navigation bar with 'Home', 'Courses', 'Resources', 'Help & Support', 'Webinar', 'How To Use VATT', and 'English (en)'. Below this, the 'Grading evaluation settings' section is visible, with a 'Comparison of assessments' dropdown set to 'fair' and a 'Re-calculate grades' button. The main area is titled 'Grading evaluation phase' and contains a table with five columns: 'Setup phase', 'Submission phase', 'Assessment phase', 'Grading evaluation phase', and 'Closed'. The 'Grading evaluation phase' column is highlighted in green and is the 'Current phase'. It contains a list of tasks: 'Calculate submission grades' (expected 1, calculated 0), 'Calculate assessment grades' (expected 1, calculated 1), 'Provide a conclusion of the activity' (marked with a red X), and 'Switch to the next phase' (marked with a green checkmark and highlighted by a red box). Below the table, the 'Grading evaluation method' is set to 'Comparison with the best assessment'.

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

The screenshot shows a confirmation window titled 'Confirm' overlaid on the Moodle interface. The window contains the text: '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.' At the bottom of the window, there are two buttons: 'Cancel' and 'Continue'. The 'Continue' button is highlighted with a red box and a red arrow pointing to it. The background of the Moodle page shows a course titled 'INDUCTION TRAINING' with a breadcrumb trail: 'Home > My courses > INDRAN > Module 05 > 1st Workshop > Switching phase'.



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.

The screenshot shows a Moodle workshop page titled "INDUCTION TRAINING". The page includes a navigation menu with "Home", "Courses", "Resources", "Help & Support", "Webinar", "How To Use YATT", and "English (en)". The workshop details are as follows:

- Submissions opened: Monday, 10 March 2025, 9:13 AM
- Submissions close: Wednesday, 12 March 2025, 9:13 AM

The workshop is in the "Closed" phase. The progress table is as follows:

Setup phase	Submission phase	Assessment phase	Grading evaluation phase	Closed
Switch to the setup phase	Switch to the submission phase	Switch to the assessment phase	Switch to the evaluation phase	Current phase
<ul style="list-style-type: none">✗ Set the workshop description✓ Provide instructions for submission✗ Edit assessment form	<ul style="list-style-type: none">✓ Provide instructions for assessment✓ Allocate submissions<ul style="list-style-type: none">expected: 1submitted: 2to allocate: 0🕒 Open for submissions from Monday, 10 March 2025, 9:13 AM (today)🕒 Submissions deadline: Wednesday, 12 March 2025, 9:13 AM (2 days left)🕒 Time restrictions do not apply to you	<ul style="list-style-type: none">✗ Assess peers<ul style="list-style-type: none">total: 1pending: 1	<ul style="list-style-type: none">✗ Calculate submission grades<ul style="list-style-type: none">expected: 1calculated: 0✓ Calculate assessment grades<ul style="list-style-type: none">expected: 1calculated: 1✗ Provide a conclusion of the activity	

At the bottom, there is a "Workshop grades report" link and a "Page Settings" button.