



Intermediate Moodle “How to” instructions



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Intermediate Moodle “How to” instructions

Preliminary Note:

- All these instructions assume you have either a ‘teacher’ or ‘course creator’ level of authority within the Moodle program. This means you have the ability to create and edit courses.
- These instructions refer to Moodle 2.0 or equivalent versions. This means that some elements may be out of date for newer versions, or slightly too advanced or different from older versions
- All instructions will go over the basics and not consider higher levels of intricacy within Moodle
- Further information can be found at <http://moodle.org/> by searching for the relevant information, or videos can be found on public databases such as YouTube
- Personal guidance, questions and further information can be obtained from the author of these instructions at either perianath@hotmail.com or asher.fryer@education.wa.edu.au

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The screenshot shows the Moodle.org homepage. At the top, there's a yellow header with the Moodle logo on the left and a language selector on the right. Below the header is a navigation bar with links for About, News, Support, Community, Development, and Downloads. The main content area starts with a 'Welcome to the Moodle community!' message, followed by a brief description of Moodle as a Course Management System (CMS) or Learning Management System (LMS). Below this is a grid of six icons: 'About Moodle' (graduation cap), 'News' (megaphone), 'Support' (three people), 'Community' (group of people), 'Development' (tree), and 'Downloads' (box with arrow). To the right of the grid is a sidebar with a 'Navigation' section containing links to Home, Site pages, Courses, Developer credits, and Plugins. Below this is a section for 'Official Moodle Partner: Human Logix', which lists services like Support, Development, Hosting, Training, Consulting, Integration, and Themes. At the bottom of the sidebar is a 'Latest news' section with a date and a brief announcement about Moodle versions 2.3.2, 2.2.5, and 2.1.8.



Intermediate Moodle

“How to” instructions

How to create a Poll/Vote

1. Log into Moodle
2. Go to the course you want to add the poll/vote to
3. Click “turn editing” on
4. In the topic or week you wish to add the feature to, click “add an activity” and click on “Choice”
5. A new page will appear in which you must set the basic parameters you want. You must fill out the places which are indicated by red text and an asterix plus any others you like:
 - a. There are varying options you may enable for your poll/vote. Each may enhance or detract from your own purposes
6. In the “Choice Name” section, write the name of your Poll/Vote. This is what your students will see. It could be the name of the poll, or the name of the question, etc.
7. In the “Introduction text” section write the question or statement you wish your students to respond to: this is what your students will be voting on
8. Tick “Display description on course page” if you want students to see the question before they enter the poll/vote
9. Limit: this limits the amount of votes available to a student. If you enable it, they can vote both ways up to the number you assign. Once that limit is reached, no one else can vote on that option. If you enable this, you will have to add specific limits to the options you choose to add (see next step). If you disable it, they only get one choice (vote) per student
10. Options 1, 2, 3, etc: these are the choices each student gets when participating in your poll/vote. For example, if you only want a Yes or No answer, you would only use two options, Option 1 and Option 2. You can have as many options (choices) as you like
11. Restrict answering to this time period: this is to enable you to put a limit on the response time, if, for example, you have a date your students must vote by. Simply click the “Restrict answering to this time period” icon and set the date and time.
12. Miscellaneous settings: these are settings to enable differing presentation of results. You can choose to display results horizontally or vertically, publish the results or not, allow students to change their choice (updating) and show how many students have not answered at all. Simply click the icon and change the settings to suit yourself.
13. Ignore, for the moment, the common module settings
14. Restrict access: this allows you to set a time limit on access to your poll/vote. Simply click “Enable” first to change the time and date.
15. Press “Save and Return to course” once you have done this. Your poll/vote should be ready for students to work with. Only enrolled students in your course will have access to this poll/vote

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How to create a Chat Room

1. Log into Moodle
2. Go to the course you want to add the chat room to
3. Click “turn editing” on
4. In the topic or week you wish to add the feature to, click “add an activity” and click on “Chat”
5. Give your chat room a name or title
6. Give your chat room a description, and click “Display description on course page” if you wish your students to see your description
7. Ignore other options for the moment, except for the following:
 - a. Click ‘No’ on the option “Everyone can view past sessions”
 - b. If you wish, you can specify the amount of time to save past chat messages, which will then be deleted. If you need records, leave this option as “Never delete messages”
8. Ignore all other options and click “save and return to course” –your chat room should be ready to go
9. When your students log in and enter the chat, they will be prompted to click on “click here to enter the chat now” which they must click to enter.
10. Usually a second window will open, which is the chat mainframe. This is where they can chat to each other, and which you must enter as well in order to watch them chat or participate.
 - a. On the main screen will be the time of entry of each participant, as well as the conversations. On the right will be the participants who are in the chat room at the time.
 - b. Down the bottom of the window is a small space where you write your messages. You must press “Send” in order to let others read your messages.
 - c. You can also change the style the messages are received: bubble or compact, which means: a speech bubble or a simple line of speech. To change this, simply click on “Themes” and then on the style you want
11. Chat rooms tend to be difficult to manage with less mature students, so you must make your conditions clear before they enter. If they don’t cooperate as you see fit, you can always shut down the chat. To do so :
 - a. Go back to the main page, click “turn editing on” and then click on the ‘X’ icon which appears next to the Chat Room title. If you hover your mouse pointer over it, it should say ‘delete’. Press this to delete the chat room and press ‘OK’ when a small window appears questioning your action.
 - b. All students will be forcefully exited upon your deleting the chat room.

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Intermediate Moodle

“How to” instructions

How to create a Forum

1. Log into Moodle
2. Go to the course you want to add the forum to
3. Click “turn editing” on
4. In the topic or week you wish to add the feature to, click “add an activity” and click on “Forum”
5. Enter the “Forum name” you wish your students to see
6. Enter the “Forum introduction”, usually a short description of the forum’s purpose.
7. Click “Display description on course page” if you wish your students to see this description on the main page
8. Ignore the other aspects you can configure, except for attachment size and number of attachments. Set the “Maximum attachment size” to 1GB or the largest number. Set the “Maximum number of attachments” to whatever number you think is appropriate.
9. Ignore the other options and scroll down to the bottom of the page and click “Save and return to course”.
10. Your forum should be ready to use:
 - a. All your students must do is log on, navigate to your page, and click on the forum.
 - b. They must then add a new thread (a thread is a ‘conversation’) by clicking “Add a new discussion topic” and then adding a Subject title, the message itself and any attachments they may want to add (this is optional). They then must click “Post to forum” for it to be sent to the forum and for other students to see it.
 - c. They will be taken to a page which will let you know you have 30 minutes to change your post, and you can either click “continue” or it will automatically take you to the forum main page.
 - d. To read or add to a discussion, simply click on the title of the discussion you would like to read. To reply, click “reply” in the bottom right hand corner.

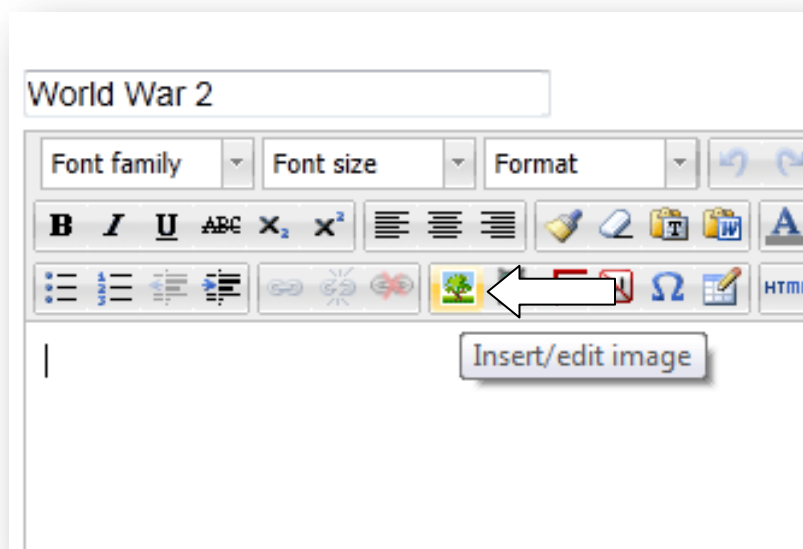
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How to create Moving Pictures

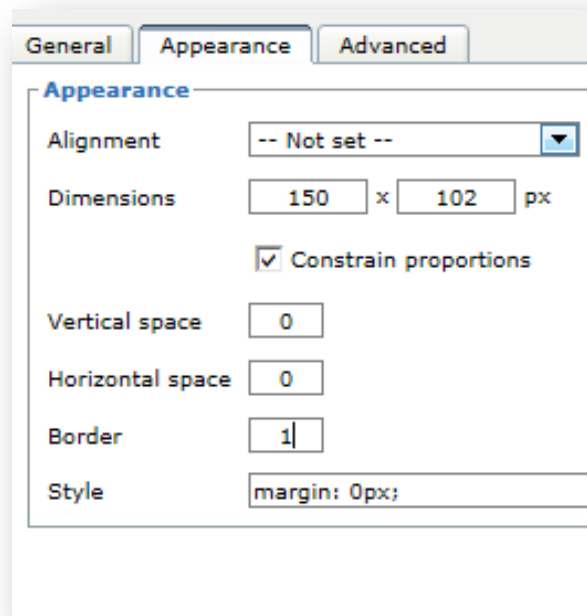
1. Note: Moving pictures are pictures that move to reveal another picture ‘behind’ the original picture once you scroll your mouse pointer over the original. They are fun and useful ways to provide extra insight and interactivity to your course
2. Log into Moodle
3. Go to the course you want to add the moving pictures to
4. Click “turn editing” on
5. In the topic or week you wish to add the feature to, click on the “Edit summary” icon which is a little hand holding a pen, which appears underneath the title
6. In the control panel of the description window, click the “Insert Image” icon which looks like a small tree surrounded by yellow





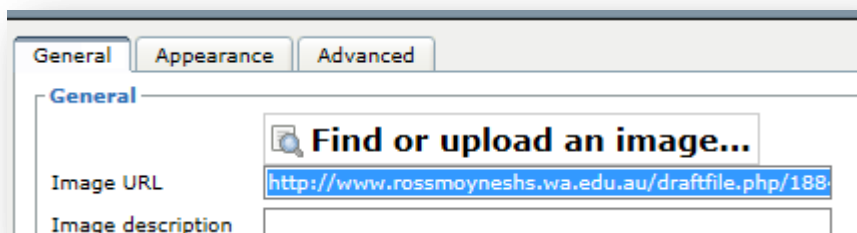
Intermediate Moodle “How to” instructions

7. A new window will open, prompting you to make a choice
 - a. Click “Find or upload an image”, then, in the next window that opens, click on “Upload a file” on the left, then “Browse” on right when it appears. This will link you to your computer (or whichever pathway you want to search for an image) and you can click on the image you want uploaded
 - b. Search for and find the image you want to upload
 - c. Once you have found the image you want, click “Open” in the search window to link it to your Browse window, then click on “Upload this file” to attach it to your command window
 - d. The next window will have your image in place. However, you must now decide what size and position to place it. Follow these steps:
 - i. At the top of the command window, click on “Appearance”
 - ii. In “Dimensions”, put a number between 100-250 in the left-hand box. I often use 150 as it is an appropriate size. Then click on the right-hand box which will automatically update the pictures’ dimensions.
 - iii. In the three boxes below, put the numerals 0, 0, and 1 in descending order:

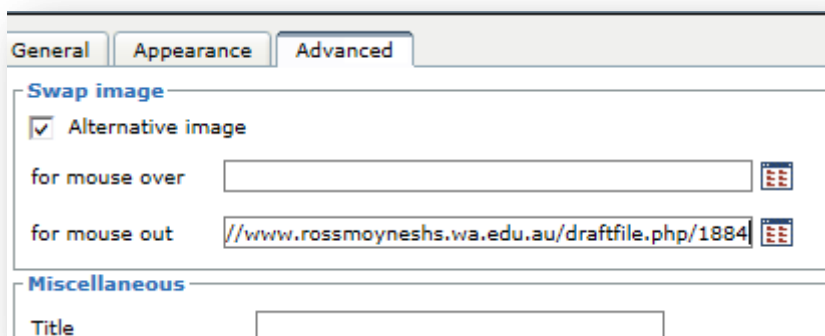


Intermediate Moodle “How to” instructions

- iv. Once you have done this, go back to the top of the command window and click on “General”. Once you have done this, highlight and copy (right click ‘copy’ or ‘control c’) the URL of the picture you have just added:



- v. Once you have done this, click on “Advanced” and then click “Alternative Image” and then right click and ‘paste’ (or ‘control v’) the URL of the original image onto the space entitled “for mouse out”. This means that when your mouse pointer moves away from the image, the original image will return



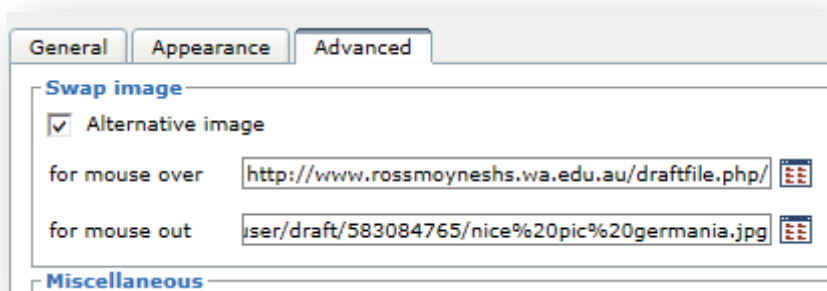
- vi. On the right-hand side of the space entitled “for mouse over” there is a small box with red ‘blips’ on it. This is simply a doorway to find your second picture to create your ‘moving picture’. Click on it
- vii. Once again, click “Upload a file”, then “Browse” to find your picture, then “open” then “upload this file”. Occasionally, the upload window will continue even though the uploading has occurred. The way to check this is to move it out the way by clicking on its side and dragging it slightly out the way, which will allow you to see if it has uploaded to the ‘for mouse over’ space. If it has, simply exit the upload window by clicking on the ‘X’ in the right hand corner.



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viii. Once this is done, it should look like this:



- ix. Press “Insert” at the bottom right of the window
- x. Once this is done, you will be prompted to make a choice about whether to add a title to the picture or not. I choose not to usually, although it can be useful. If you choose to add it, it simply means that if you scroll your mouse pointer over the picture, a small box with the title of the picture will open. If you want to add a title, go to “General” and under “Image description”, give the picture a title
- xi. Assuming you don’t want a title, simply click ‘OK’ and you will be redirected to the main screen of your image
- e. At this point, you can add any text or description you want next to the image. This might be a good time to add colour, bold, italics, etc using the choices in the image window, exactly like you would in a Word document
- f. You can test your picture’s ‘movability’ by placing your mouse pointer over the original image and waiting for it to change
- g. When you are satisfied and have added any text you wish to, simply click “Save changes” and you will be directed to the main page again. Once there, test your new moving picture to see if it works by moving your mouse pointer in and out over the picture. Remember to click “turn editing off”

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"How to" instructions

How to create Hyperlinked Pictures

1. Note: Hyperlinked pictures are pictures that link the reader to another page or window simply by clicking on the picture rather than having to open a new tab or window, or search for the page separately. They are useful to reduce time searching and enable you to manage more than one window more easily
2. Log into Moodle
3. Go to the course you want to add the hyperlinked pictures to
4. Click "turn editing" on
5. In the topic or week you wish to add the feature to, click on the "Edit summary" icon which is a little hand holding a pen, which appears underneath the title. Add your picture by clicking the "insert image" icon and following the steps of:
 - a. Click 'Find or upload an image'
 - b. Click 'Upload a file'
 - c. Click 'Browse'
 - d. Once you have found your image, click 'open'
 - e. Click 'Upload this file'
 - f. Click on "Appearance"
 - g. Alter the size of the image by changing it to a number between 100-250 in the left-hand box of the "Dimensions" section
 - h. Click on the right-hand box of the "Dimensions" section to allow Moodle to automatically update the other dimensions
 - i. In the three boxes below, put the numerals 0, 0, and 1 in descending order:

A screenshot of the Moodle 'Appearance' tab for image settings. The tab is titled 'Appearance' and has three sub-tabs: 'General', 'Appearance', and 'Advanced'. The 'Appearance' sub-tab is selected. The settings include: 'Alignment' set to '-- Not set --', 'Dimensions' set to '150 x 102 px' with a 'Constrain proportions' checkbox checked, 'Vertical space' set to '0', 'Horizontal space' set to '0', 'Border' set to '1', and 'Style' set to 'margin: 0px;'.

General	Appearance	Advanced
Appearance		
Alignment	-- Not set --	
Dimensions	150 x 102 px	
<input checked="" type="checkbox"/> Constrain proportions		
Vertical space	0	
Horizontal space	0	
Border	1	
Style	margin: 0px;	

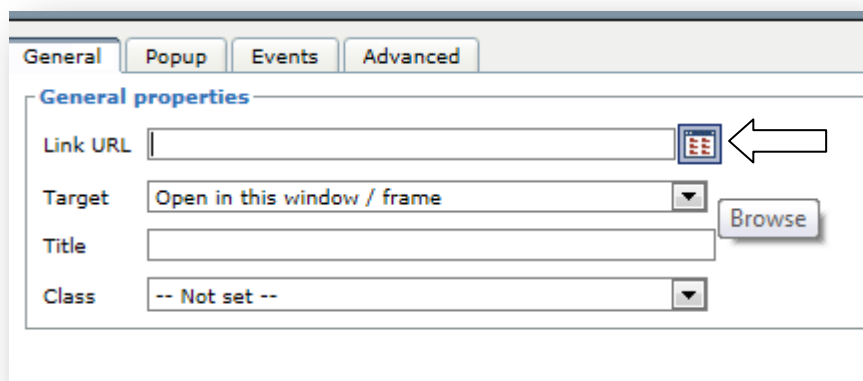


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- j. Click “Insert”
- k. Click “OK”
- l. Once you are back to the main command window, click on the picture you have just uploaded, then click on the ‘hyperlink’ icon, which looks like a small chain:



- m. A new window will open. In the “Link URL” space, click the “browse” icon on the right (the little box with red blips) to find the page, picture, link etc you want to hyperlink to

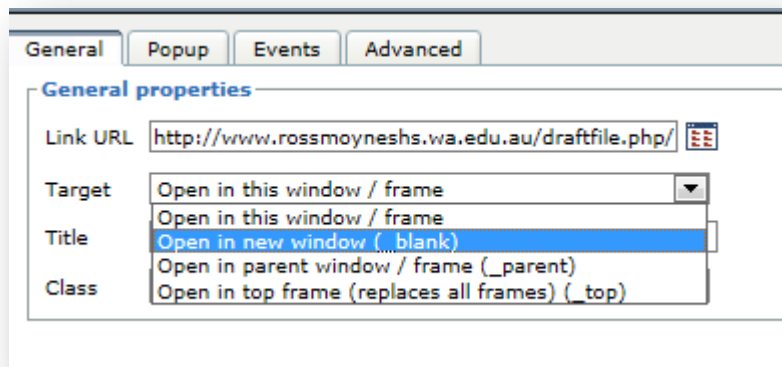


- n. This will take you to the normal ‘Upload file’ window, through which you find the page, picture, document etc you want to hyperlink to



Intermediate Moodle “How to” instructions

- o. Once you have found the file you want (Upload file-browse-open-upload this file) you must then click on the “Target” option, and choose the way your new document will appear. I usually choose ‘open in new window’ otherwise you will lose the page you are on when you open the hyperlink and it could get confusing



- p. Click “Insert”
- q. Click “Save changes”
- r. You will be redirected back to the main page, where you can test your new hyperlinked picture by clicking on the picture itself. If the file is a PDF, it will open automatically. If it is a Word document, it will prompt you to choose to open or save the document. Obviously, PDFs can also be saved

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“How to” instructions

How to create a Quiz with *true/false* and *multiple choice* questions

1. Log into Moodle
2. Go to the course you want to add the forum to
3. Click “turn editing” on
4. In the topic or week you wish to add the feature to, click “add an activity” and click on “Quiz”
5. Give your quiz a title and a description, and click “Display description on course page” if you wish your students to see one
6. Under “Open the quiz” and “Close the quiz”, set a time limit to the student’s use of the quiz should you wish to have one. If you don’t, simply leave it
7. Under “Attempts allowed”, click either a number of attempts or “unlimited”, depending on how many attempts you wish your students to have. If you are using this quiz as an assessment, click ‘1’
8. Under “Grading method” click the option you wish to use:
 - a. Highest grade=best score of all the attempts made
 - b. Average grade=average score of all the attempts made
 - c. First attempt=first attempt, ignores all others
 - d. Last attempt=last attempt, ignores all others
9. Under “Layout”:
 - a. You can change the question order to ‘random’ to make it harder for students to work out the order of answers after multiple attempts. If you don’t want to do this, simply leave it as “As shown on the edit screen”
 - b. You can choose how many questions you want per question screen. I usually choose 4, but that is up to you
10. Under “Question behaviour”:
 - a. You can shuffle the order of appearance of the possible answers within multiple choice questions, so that A,B,C,D would become B,D,A,C etc. If you would like to add this option, click “Yes”
 - b. You can change the timing in which the students get the answers from their total attempt, such as after each question, at the end of the quiz, and so on. For now, choose “Deferred feedback” to get the answers at the end of the quiz
 - c. You can set the option that allows students to build their end result over several attempts, but this only works if you set the quiz to “multiple attempts” (see point 7). If you set this to “Yes”, then the students can log out or leave at any point and re-enter at the point they left off. If you would rather they complete the test in one sitting, select “No”
11. For the moment, ignore “Review options”
12. Under “Display”, change the “Decimal places in grades” to the point you would like displayed



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13. For the moment, ignore “Extra restrictions on attempts”
14. Under “Overall feedback” you can add personal or standardised comments for each grade the students gain. For example, after gaining 100% you can add “Well done, a perfect score”.
 - a. If you would like to add something like this, simply type into the space provided the comments you would like displayed.
 - b. The first score is 100% and is set as standard. You may enter whichever percentage you like, such as 90, 80, 70% etc. You must enter these numbers in the “Grade boundary” space
15. For the moment, ignore “Common module settings”
16. Under “Restrict access” you can set the date and time boundaries for the students to access and attempt the quiz. Simply click “Enable” and add your date and times
17. Click “Save and return to course”. You will be taken back to the main page. Once you are there, click on your quiz and then click “Edit quiz”
18. The next few steps to creating a quiz for our purposes are as follows:
 - a. **Step 1:** Create a quiz question category (this enables you to manage your quiz questions)
 - b. **Step 2:** Adding multiple choice questions to your question bank
 - c. **Step 3:** Adding your questions to your quiz
 - d. **Step 4:** Adding true/false questions to your question bank
 - e. **Step 5:** Testing your quiz

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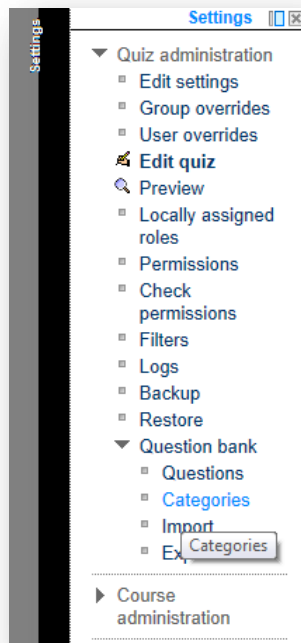
[Go to Step 5](#)



Intermediate Moodle “How to” instructions

1. Step 1: Creating a quiz question category

- a. Click on the black “Settings” bar on the left of your screen and scroll down until you find “Questions”, then click on the arrow next to it and a drop down menu should appear. Click on “Categories”



- b. In the new screen that appears, scroll down until you reach the “Add category” section and add a title under which your questions for this new quiz will be saved. Then click “Add category”.

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Intermediate Moodle “How to” instructions

1. Step 2: Adding multiple choice questions to your question bank

- Click on “Settings” and then click on the arrow next to “Question bank” then click on “Questions”
- Under “Select a category” choose the new category you created in Step 1
- Select all three options underneath

Question bank

Select a category: New Questions for test quiz

☒ Also show questions from sub-categories

☒ Also show old questions

☒ Show question text in the question list

[Create a new question ...](#)

- Select “Create a new question”
- When the option window comes up, select “Multiple Choice” then click “Next”

Choose a question type to add

<input type="radio"/> Calculated	Allows the selection of a single or multiple responses from a pre-defined list.
<input type="radio"/> Calculated multichoice	
<input type="radio"/> Calculated simple	
<input type="radio"/> Embedded answers (Cloze)	
<input type="radio"/> Essay	
<input type="radio"/> Matching	
<input checked="" type="radio"/> Multiple choice	
<input type="radio"/> Numerical	
<input type="radio"/> Random short-answer matching	
<input type="radio"/> Short answer	
<input type="radio"/> True/False	
<input type="radio"/> Description	

[Next](#) [Cancel](#)

- Give your Question a name that is easily identifiable, such as Question 1 or the topic you are referring to
- In the window for “Question text” write your question



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- h. Although this can be changed, we will leave the mark for each question as ‘1’ and only have one correct answer per multiple choice (m/c) question. Ignore the other options for the moment
- i. If it isn’t ticked, tick the option “Shuffle the choices?” to keep the questions fresh and to stop students gaining marks through simple pattern recognition instead of correct answers
- j. Under “Number the choices” you can choose which way to present your multiple choice questions, such as numbers or letters. Make a choice
- k. Let us assume you have 4 choices in your m/c question. This means only one will be correct. It also means you will have to fill out 4 choices, and select one as correct and the other three as incorrect:
 - i. It is easier to make “Choice 1” your correct answer, so in the “Grade” area select 100% and in the answer window write the correct answer. If you want to give feedback on each question, such as extra information once the student has completed the quiz, place it in the “Feedback” section
 - ii. Under Choice 2, 3, and 4 make the “Grade” area “None” and place three incorrect answers (and feedback if you want to)
- l. Ignore the other options for the moment, and scroll down to “Settings for multiple tries”. If you are giving your students multiple attempts, set it to 0%. If you are giving them a select number of attempts, you can set a penalty to their attempts so as to affect the ultimate score. If a question is worth 3 marks, and you give your students 3 attempts, you might like to set the penalty at 33.33% for each attempt. I suggest playing around with this to get it right, or if you work strictly mathematically, working on that basis also
- m. For the moment, ignore the other options and click “Save changes”
- n. You have now created your first question, but it must be added to the question category you created to begin your question bank

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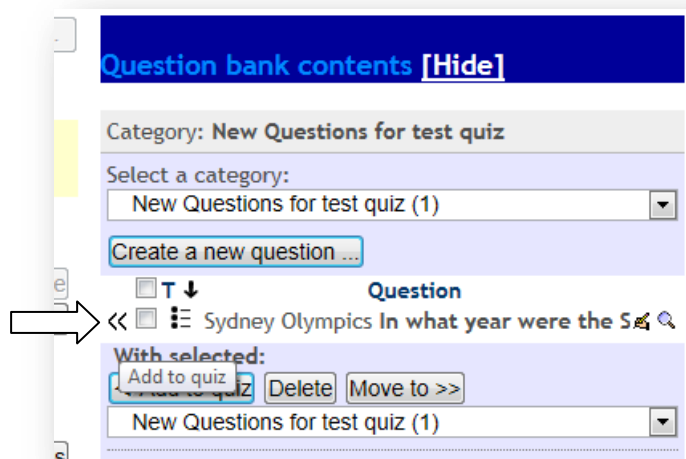
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Intermediate Moodle “How to” instructions

1. Step 3: Adding your questions to your quiz

- Go to “Settings” and click on “Edit quiz”
- On the right of the screen will be a drop-down menu for your categories. Make sure the correct question category is present, else you won’t be able to see your questions
- Next to the question you are adding to your quiz is a double arrow. Click on it to add your question to your quiz



- As you should notice, you can also remove these questions or add them to other categories you can create, by using the same technique of selecting the category and adding the question (once you have created the question). This is an easy way to fill up multiple categories

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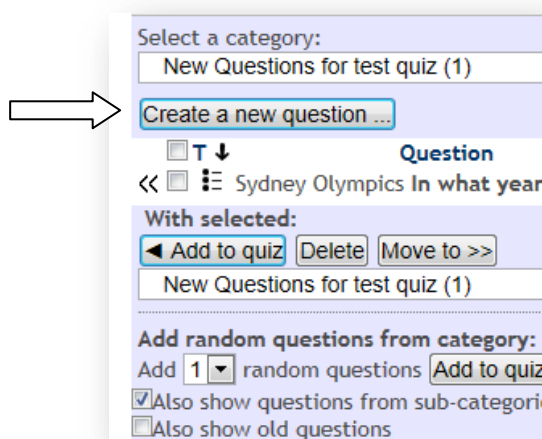


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“How to” instructions

1. Step 4: Adding true/false questions to your quiz

- a. Let us assume you are still on the “Edit quiz” page. On the right you should have an icon which says “Create a new question” : click on it and select “true/false” and then click “Next”



- b. Give your new question a Name or Title
- c. In the “Question text” write down the question or statement, making sure to ask it in a way that can be answered by ‘true’ or ‘false’
- d. Leave the “Default mark” as 1
- e. Under “Correct answer” choose the option that is correct for your question
- f. If you wish to add extra information for either the ‘true’ or ‘false’ answers, put them in the “Feedback for the response ‘True’ or ‘False’ “ section
- g. Click “Save changes”
- h. Click on the double arrows on the right hand of the page (next to the new question you have created) to add the new question to your existing quiz. If you don’t see your question, this is because you have not chosen the correct question category on the drop down menu

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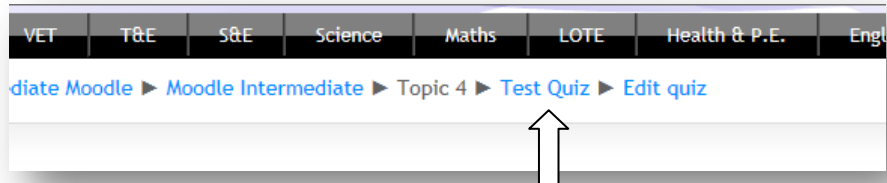
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Intermediate Moodle “How to” instructions

1. Step 5: Testing your Quiz

- a. At the top of page is your progress trail: click on the title of your quiz



- b. Click on “Attempt quiz now”
- c. Answer the questions
- d. Click “Submit all and finish” and click this again when you are prompted to make sure this is the action you want to perform
- e. You will see your answers. Then click “Finish review”
- f. If you did not score 100% you can re-attempt the quiz by clicking on “Re-attempt quiz”

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