



კავკასიის უნივერსიტეტი
CAUCASUS UNIVERSITY

Caucasus University (CU)



Tbilisi 2018



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Using Moodle: What is Moodle?

- Moodle is an international learning platform designed to provide comprehensive, in depth toolset for managing and directing learning environment for educators, administrators and students.
- Moodle is a flexible, up-to-date multilingual platform (including Georgian) supporting variety of files and formats, allowing for customization and adaptation of learning environment.
- Moodle is supported and used by Caucasus University and it provides opportunities to use modern, flexible tools for advancing learning environment at the CU.



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Moodle Homepage

Title

Course Homepage

Course Content

Administrative Tools

Linked Add-on Content

The screenshot shows a Moodle course page titled "An example course" in a "Sandbox" environment. The page is annotated with four numbered callouts: 1. "NAVIGATION" sidebar with a list of site pages and course sections. 2. "ADMINISTRATION" sidebar with options for course administration and role switching. 3. "News forum" section displaying a calendar of dates from 9 November to 13 December. 4. "SEARCH FORUMS" section with a search box and "Go" button. Below the search box are sections for "LATEST NEWS" (no news posted yet) and "UPCOMING EVENTS" (no events). At the bottom right, there is a "RECENT ACTIVITY" section showing no recent activity.



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New Course

You are logged in as Admin User (Logout)

Demo Site » CF101

Turn editing off Turn student view on

People

X ↓ ↑

Participants

Activities

X ↑ ↓

Forums

Search Forums

X ↑ ↓

Advanced search

Administration

X ↑ ↓

Courses

X ↑ ↓

New Course
Moodle Features
mo
All courses...

Topic outline



News forum → ↓ ↵ X

Add a resource... Add an activity...

1

Add a resource... Add an activity...

2

Add a resource... Add an activity...

3

Add a resource... Add an activity...

Latest News

X ← ↓

Add a new topic...
(No news has been posted yet)

Upcoming Events

X ← ↑ ↓

Recent Activity

X ← ↑

Activity since Saturday, 2 September 2006, 12:27 AM
Full report of recent activity...

Nothing new since your last login

Blocks

Add...



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Using Moodle: Setting up a course

- Moodle requires CU administration to set up a blank course for you and grant per specific lecturer Teacher Privileges, which is the duty of site administration.
- Courses are organized by sections that can be formatted, rearranged and edited according to your preferences. Course sections can be displayed all at once or revealed one at a time.
- Before using Moodle both teachers and students must be registered at the Moodle platform and be able to access CU Moodle web address.
 - ✓ Registration: <https://moodle.cu.edu.ge/login/sigp.php?>
 - ✓ CU Moodle: <https://moodle.cu.edu.ge/>



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Caucasus University

New account

Choose your username and password

Username

- Missing username

The password must have at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphabetic character(s) such as *, -, or #

Password

- Missing password

More details

Email address

Email (again)

First name

Surname

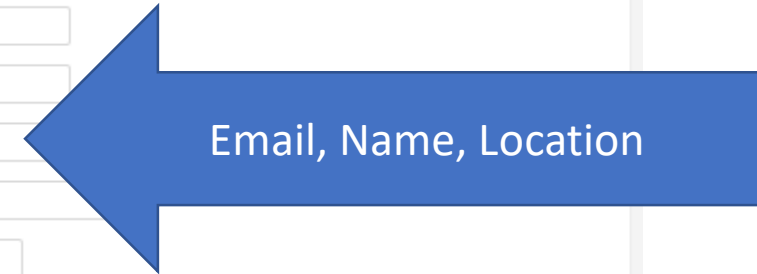
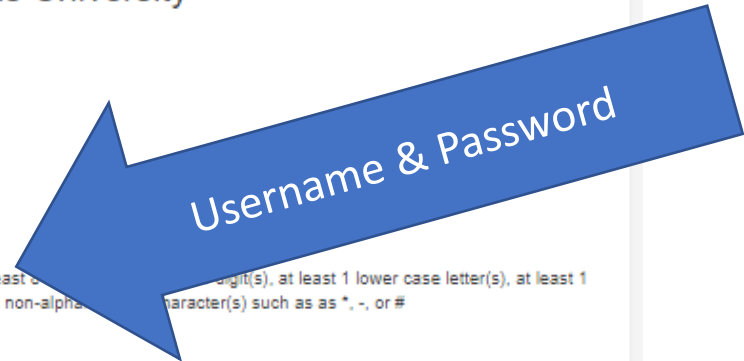
City/town

Country

Create my new account

Cancel

There are required fields in this form marked *.



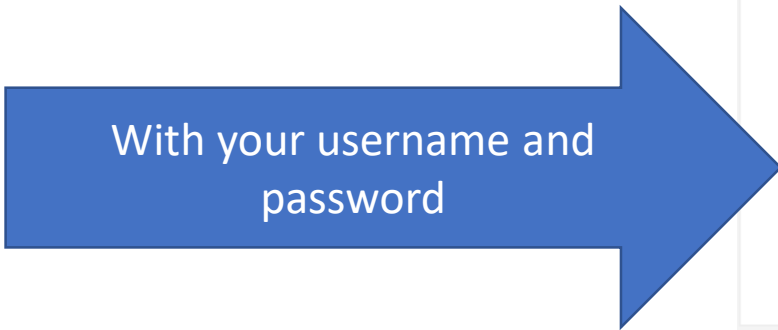
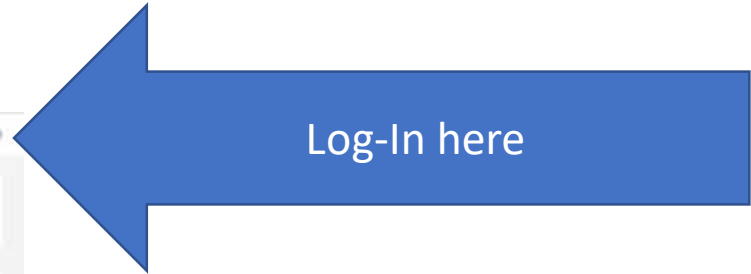
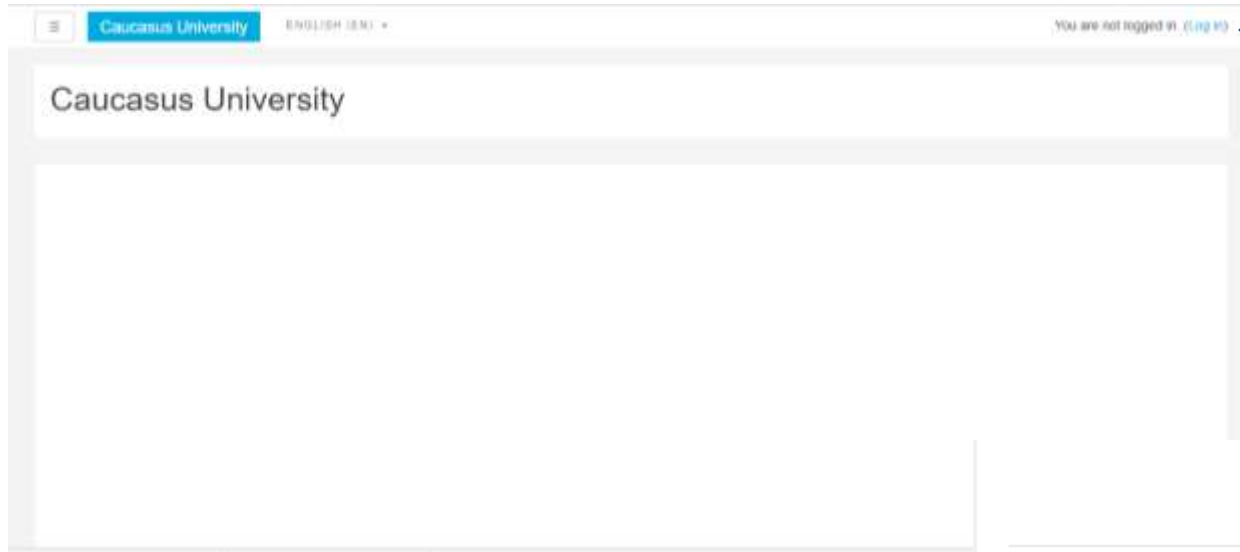
For initial registration you have to go to the link provided and enter require information.

You will need to enter your Username and Password that will be used later for accessing your courses.

Furthermore, you need to enter information detailing your email, name and surname and city you are in, Tbilisi for our case.



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Username

Password

Remember username

[Forgotten your username or password?](#)

Cookies must be enabled in your browser [?](#)

Some courses may allow guest access

Is this your first time here?

For full access to this site, you first need to create an account.



Dashboard

Site home

Calendar

Private files

Caucasus University

ENGLISH (EN)

Merab Tavartkiladze

Courses

Miscellaneous

Demo Courses

Moodle Demonstration

You are logged in as Merab Tavartkiladze (Log out)

After registering as on the system, the lecturer may open a new course:

- Enter the Moodle system and choose 'Site Home' on the left.
- Choose the category of the courses desirable.
- You will be redirected after clicking it.



Caucasus University: De

moodle.cu.edu.ge/course/index.php?categoryid=2

Caucasus University ENGLISH (EN) Merab Tavartkiladze

Dashboard
Site home
Calendar
Private files


Caucasus University

Dashboard / Courses / Demo Courses

Course categories: Demo Courses



N/A

Search courses Go

 Moodle Demonstration

N/A

Request a course



Click the button „Request a course”. Your request must be reviewed and approved by CU.



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▼ Description

Course summary ⓘ

Add a description of your course here

Course summary files ⓘ

Maximum size for new files: Unlimited, maximum attachments: 1

Add an image for your course here
(The admin must enable other file types)

You can drag and drop files here to add them.

Short description of a course

Files attached to summary, like syllabus

Appearance is controlled through different menu

▼ Appearance

Force theme

Force language

News items to show ⓘ

Show gradebook to students ⓘ

Show activity reports ⓘ



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Course request

moodle.cu.edu.ge/course/request.php

Caucasus University ENGLISH (EN) Merab Tavartkiladze

Course request

Dashboard / Course request

Course request

[Details of the course you are requesting](#) ▼ Collapse all



Course full name * ?

Course short name * ?

Summary ?

[Reasons for wanting this course](#)

Supporting information to help the administrator evaluate this request * ?



Please fill out all the required fields in course creation form. After you receive the electronic notification on your email, approving your course, students can be added. The lecturer should pass the pre-created electronic key-code to the students. Key code can be changed later without dropping the students, while ensuring no outsiders enroll in the course.



Using Moodle: Editing a course

- Moodle is an extremely flexible platform supporting modification and change of nearly all of its aspects. The files can be uploaded, edited, removed and moved around. Background, course tools and design of the page, as well as calendar and the extent of the content visible to the students.
- Moodle course topics support export and import of Microsoft Office, video and audio files. Moodle also allows real time recording by the lecturer and creation of online quizzes, databases, surveys, forums, etc., which involves grade and progress real-time tracking. All these files can be added and edited through MOODLE system.



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The image shows a screenshot of a course editing interface. At the top, there is a grey header bar with an 'Edit' button on the right. Below this, there are several elements: a plus sign icon, a checkmark icon, and a plus sign icon followed by the text '+ Add an activity or resource'. Three blue callout boxes with white text and arrows point to specific features:

- Callout 1: 'Elements can be moved around' points to a plus sign icon.
- Callout 2: 'Audio files can be added' points to a checkmark icon.
- Callout 3: 'New resources and activities' points to the '+ Add an activity or resource' text.

 Below the header, there are two white boxes with 'Edit' buttons. The left box has a callout '2' and contains a menu with options: 'Edit topic', 'Highlight', 'Hide topic', and 'Delete topic'. The right box has a callout '3' and contains a menu with options: 'Edit week', 'Hide week', and 'Delete week'. A large blue callout box with white text and an arrow points to the 'Hide topic' option, stating 'Topics can be hidden from the students'.

To begin editing a course, you must first enter editing mode by pressing 'edit' at the top right corner of the page (1). Editing options will be brought forward as a result (2&3)



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Using Moodle: Activities & Resources

When clicking 'Add Activity or Resource' you are presented with a list of possible choices that include 14 main classes, ranging from simple chat to voice recorded feedback and grading. Most commonly used of those are:

- Assignments – Allows to upload and later grade and assignment within given time frame.
- Database – Allows to provide a bank of recoded entries and files to aid students in completing assignments.
- Lesson – Allows the creation of integrated text, audio and visual segment to deliver required information.
- Quiz – Allows creation of automatically graded tasks with accompanying feedback and correct answers.



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Add an activity or resource

ACTIVITIES

- Assignment
- Chat
- Choice
- Database
- External Tool
- Feedback
- Forum
- Glossary
- Lesson
- Quiz
- SCORM package
- Survey
- Wiki
- Workshop

RESOURCES

- Book
- File
- Folder
- IMS content package
- Label
- Page
- URL

Add

The choice activity module enables a teacher to ask a single question and offer a selection of possible responses.

Choice results may be published after students have answered, after a certain date, or not at all. Results may be published with student names or anonymously.

A choice activity can be used to stimulate thinking about a topic.

- To quickly test students' understanding
- To facilitate student decision-making, for example allowing students to vote on a direction for the course

 [More help](#)

Many new activities and resources can be added to a segment

Activities and resources are divided by category

Each one has description of what it is and how to use it

Help features are available as needed

Use this button to add selected activity



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Module1

Home ▶ Courses ▶ Module1

Navigation

Home

- My home
- Site pages
- My profile
- Courses

Settings

- Course administration
- Switch role to...
- My profile settings
- Site administration

Search

Example of a time oriented segment

Weekly outline

News forum

19 October - 25 October

What I did in my Holidays

26 October - 1 November

Homework: Ja
Tsunami Resources online

2 November - 8 November

Student Council Meeting
Learning Styles discussion
Learning Styles evaluation

Time Limit

Checklist marking completed sections

List of topics and resources for a week

Recent activity

Activity since Wednesday, 19 October 2011, 10:09 AM
[Full report of recent activity...](#)

Course updates:

Deleted Forum

Updated URL:
[Tsunami Resources online](#)

Messages

No messages waiting
[Messages](#)

Logged in user



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Using Moodle: Enrollment

There are several way of enrolling students to the course. The most widespread and the easiest are as follows:

- Students enroll themselves – In this case students enroll by themselves, sometimes using a numerical key provided by the teacher.
- Teachers manually enroll students – In this option, teachers manually look up students and add them to their course.
- Adding students in bulk – Which means the administration themselves adding students in groups.
- Registered students can farther be subdivided into groups and cohorts



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Enrolment options

 **English Studies**

Teacher: Mrs Peacock

Course Name and Lecturer

Enrollment Type

▼ Self enrolment (Student)

No enrolment key required.

Enrollment Password

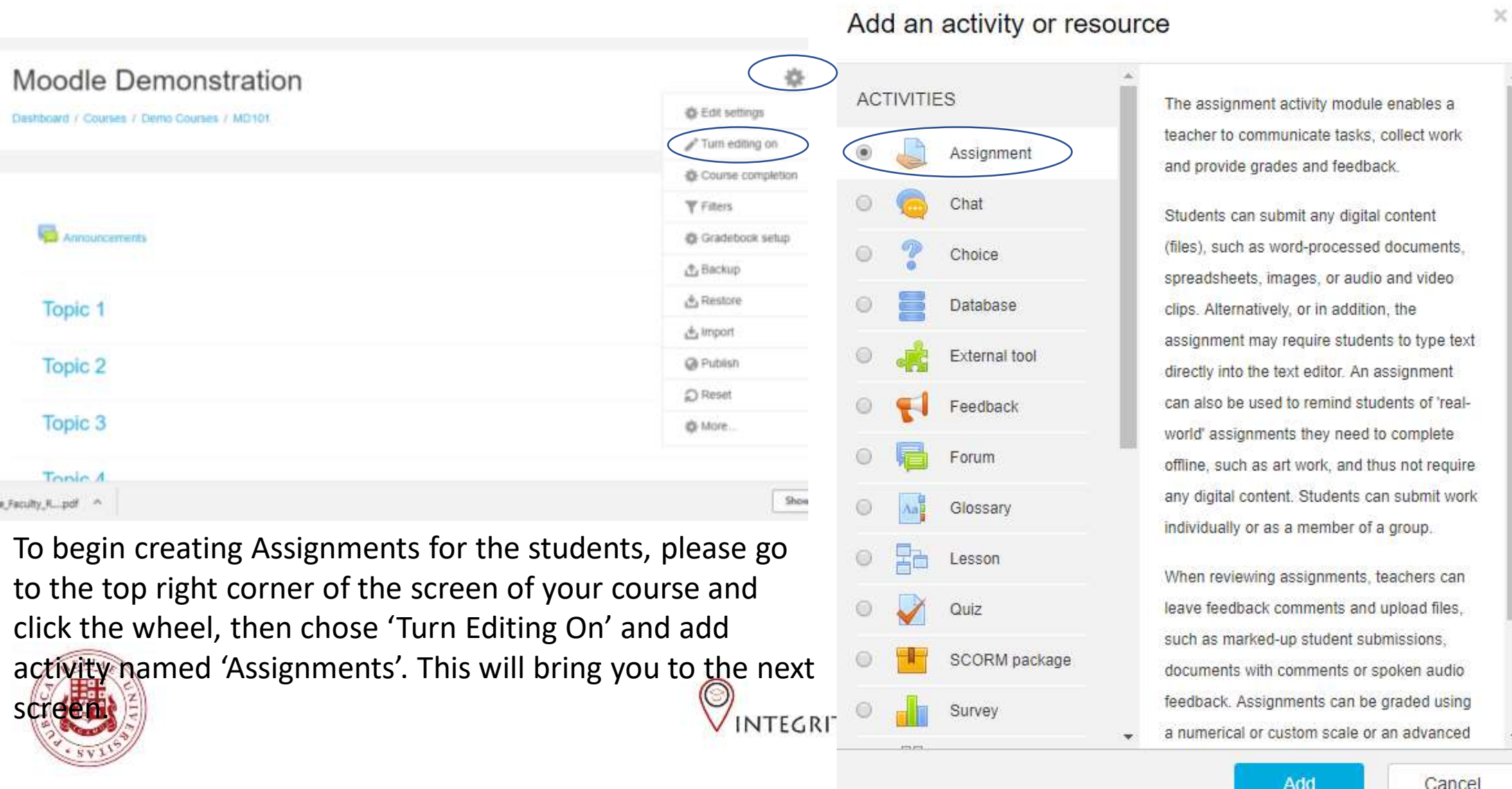
Enrol me



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Using Moodle: Assignments



The screenshot shows the Moodle course interface. On the left, the course page is titled "Moodle Demonstration" and includes a sidebar with "Announcements" and "Topic 1" through "Topic 4". A settings menu is open, with "Turn editing on" selected. A modal window titled "Add an activity or resource" is displayed, showing a list of activities. The "Assignment" activity is selected and circled. The dialog box contains the following text:

ACTIVITIES

- Assignment
- Chat
- Choice
- Database
- External tool
- Feedback
- Forum
- Glossary
- Lesson
- Quiz
- SCORM package
- Survey

The assignment activity module enables a teacher to communicate tasks, collect work and provide grades and feedback.

Students can submit any digital content (files), such as word-processed documents, spreadsheets, images, or audio and video clips. Alternatively, or in addition, the assignment may require students to type text directly into the text editor. An assignment can also be used to remind students of 'real-world' assignments they need to complete offline, such as art work, and thus not require any digital content. Students can submit work individually or as a member of a group.

When reviewing assignments, teachers can leave feedback comments and upload files, such as marked-up student submissions, documents with comments or spoken audio feedback. Assignments can be graded using a numerical or custom scale or an advanced

Add **Cancel**

To begin creating Assignments for the students, please go to the top right corner of the screen of your course and click the wheel, then chose 'Turn Editing On' and add activity named 'Assignments'. This will bring you to the next screen.



Adding a new Assignment

General

Assignment name:

Description:

აღწერა

Display description on course page

Additional files:

Files

You can drag and drop files here to add them.

Next you will have to fill out the name and description of the assignment. Including instructions and descriptions of the task. On the bottom you can upload any supporting files for the Assignment.

Next you can set the time frame of the assignment

You must also specify the type of accepted response. Would you like an online text or uploaded files? What format?

This menu regulates feedback format

Availability

Allow submissions from: 2 March 2018 00:00 Enable

Due date: 9 March 2018 00:00 Enable

Cut-off date: 2 March 2018 13:20 Enable

Always show description

Submission types

Submission types: Online text File submissions

Word limit: Enable

Maximum number of uploaded files: 1

Maximum submission size: Site upload limit (32MB)

Feedback comments: Feedback comments Off

No



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Submission settings

Require students click submit button Yes

Require that students accept the submission statement Yes

Attempts reopened Manually

Maximum attempts

This menu regulates submission options. You may add requirement to click 'submit' button and to regulate student attempts at completing the assignment.

Grade

Grade

Type

Scale

Maximum grade

Grading method

Grade category

Grade to pass

Blind marking

Use marking workflow

Use marking allocation

This part regulates the grading options available for you, including what is the passing grade for the students and what format the grading will take.

Restrict access

Access restrictions

Activity completion

Completion tracking Students can manually mark the activity as completed

Require view Student must view this activity to complete it

Require grade Student must receive a grade to complete this activity

Student must submit to this activity to complete it

Expect completed on Enable

This menu controls progress of the task, as in when does it count as 'Completed'



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There are re

sample

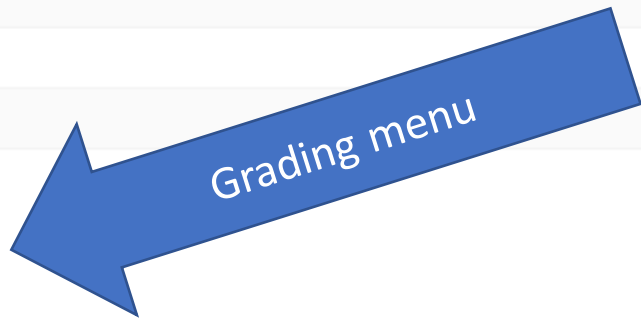


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Grading summary

Participants	0
Drafts	0
Submitted	0
Needs grading	0
Due date	Friday, 9 March 2018, 12:00 AM
Time remaining	6 days 10 hours

[View all submissions](#) [Grade](#)



At the end, you may always click on the assignment link and go to the grading menu. In there you will see the summary of submissions and will be able to access both group submissions and individual grading.



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Using Moodle: Grading

- Moodle allows its users to grade students in several different ways, including multiple choice and essay format, providing feedback from both teacher and other students.
- Grading is available in several formats, including percentages, point distributions, letters, etc., left to the preferences of the teacher if not regulated by administration. Feedback options are available.
- Graded assignments are automatically summarized and displayed in Moodle Gradebook, which is automatically visible to students if not hidden by the instructor.



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Assignment 1

Grading summary

Participants	0
Submitted	0
Needs grading	0
Due date	Tuesday, 27 October 2015, 12:00 AM
Time remaining	6 days 9 hours

[View/grade all submissions](#)

Grading tools

Grading action

Choose...
Choose...
Download all submissions
View gradebook

First name : All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
Surname : All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
Page: 1 2 3 (Next)

The assignments are summarized and can be managed from a general menu.

Individually submitted files are grouped by students.



1 Submitted for grading - Edit ▾ Thursday, 20 study spanish quizzes.docx

Submitted for grading - Edit ▾ Tuesday, 18 March 2014, 3:52 pm I got an average of ...

Grade

- Prevent submission changes
- Edit submission

Submission status

Submission status	Submitted for grading
Grading status	Not graded
Editing status	Student can edit this submission
Last modified	Thursday, 13 March 2014, 9:41 am
File submissions	Average quiz grades 3-11-14.docx
Submission comments	0 Comments (0)

Grade

Grade

Grade out of 100

Current grade in gradebook

Grading student: 1 out of 22

Feedback comments

Notify students

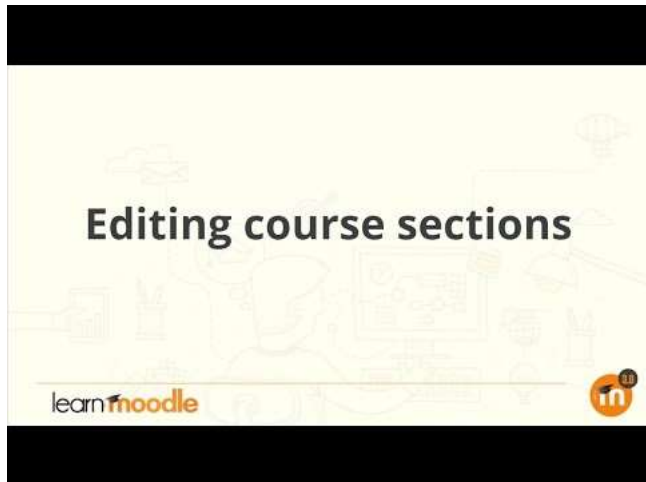
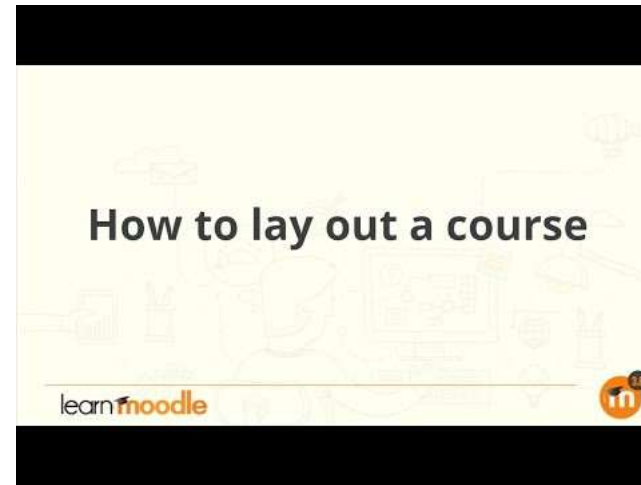
Separate groups All participants ▾

First name: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
 Surname: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
 Page: 1 2 3 (Next)


Select	User picture	First name / Surname	Email address	Status	Grade	Edit	Last modified (submission)	File submissions	Submission comments	Grading status (grade)	Comments
<input type="checkbox"/>				Submitted for grading	-	Edit ▾	Thursday, 13 March 2014, 9:41 am	Average quiz grades 3-11-14.docx	0 Comments (0)	-	
<input type="checkbox"/>				Submitted for grading	-	Edit ▾	Thursday, 20 March 2014, 12:35 pm	study spanish quizzes.docx	0 Comments (0)	-	
<input type="checkbox"/>				Submitted for grading	-	Edit ▾	Tuesday, 18 March 2014, 3:52 pm	I got an average of 95.docx	0 Comments (0)	-	

Grading tools and processes

Moodle Resources: Setting up a course



Moodle Resources: Elements



I understand
blocks

learnmoodle



Uploading files

learnmoodle



Activity completion:
track progress

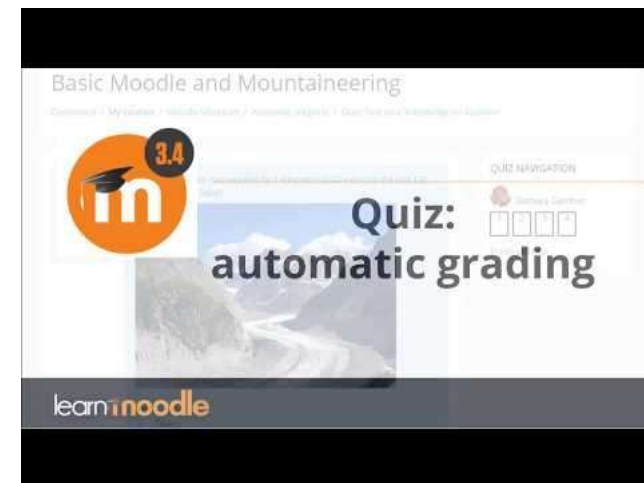
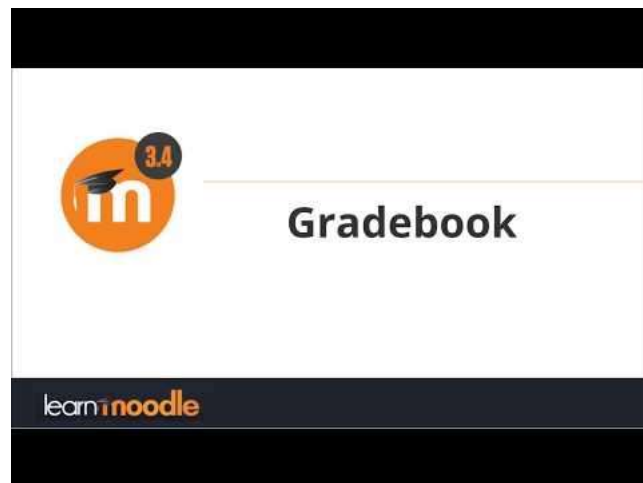
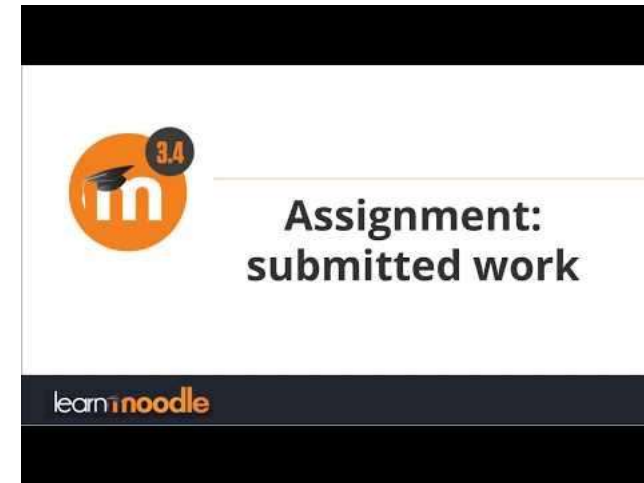
learnmoodle



Choice:
allow voting

learnmoodle

Moodle Resources: Grading & Tracking



Moodle Resources 2.0: Guides & Instructions

DESCRIPTION	LINK
Moodle	https://docs.moodle.org/32/en/Main_page
Teacher quick guide	https://docs.moodle.org/30/en/Teacher_quick_guide#Course_set_up
TeuLoop Moodle Resources	https://www.youtube.com/channel/UCfJg6pM5vs0-C8B-EZ_r7cg/videos



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Final Notice

- Please continue using MYCU for attendance, class registration (log-in and log-out class times) and syllabus upload.
- Please start using Moodle for student/lecturer interaction, assignments, quizzes, etc.
- You can continue using both systems simultaneously.

ლექციები

სილაბუსი

მიმდინარე სემესტრის მასალები

აღრიცხვა

საღიგობო საათის რეგისტრაცია

სისტემიდან გამოხვლა

MyCU

MyCU

MyCU