Chiba University

Moodle Manual

Moodle Manual

This manual is a PDF version of the "Chiba University Moodle Manual" which is available on the web. (Information as of April 1, 2022)
Please refer to the web version for the latest information.
https://sites.google.com/office.gs.chiba-u.jp/moodle-userguide-facutly-e/top

01. Basic operation

Moodle provides students with a learning environment to prepare for and review lectures by preparing lecture materials and various other teaching materials assigned for each lesson in their course. This section provides information on how to "Accept students into a course", "Edit a course", and "Confirm a course from the students' perspective", all of which is essential for faculty members to become a course administrator and manage their course.

When using Moodle, users are assigned a role for each course, namely a teacher or student role. Instructors who have been assigned a teacher role have the authority to edit the course they are in charge of and prepare various contents for the course. Meanwhile, students are assigned a student role. The student role does not generally have editing authority, and is mainly for students to access content provided by an instructor.

1.1 What is Moodle?

Moodle is a software for creating lesson web pages called a Learning Management System (LMS). It is used mainly by educational institutions around the world as a useful tool and supplement to face-to-face classes that promotes students' voluntary learning on the web outside of class, and communication between teachers and students. Moodle is also an open-source software that is constantly being improved by volunteers.

Moodle enables the following.

- Presentation of lecture materials
- Presentation of assignments and submission of reports
- Quizzes
- Questionnaires
- Provision of a forum for discussions
- Collaboration using Wikis
- Communication with students in the class

Moodle has various other features, but this manual explains only its basic uses.

Chiba University Moodle can be accessed from the following URL.

https://moodle3.chiba-u.jp/moodle/

1.2 Logging into Chiba University Moodle

Chiba University Moodle accounts are managed using Chiba University's integrated authentication system managed by the Institute of Management and Information Technologies.

Please prepare in advance your user number (the ID used for educational devices), which is the ID of the information infrastructure system, and password.

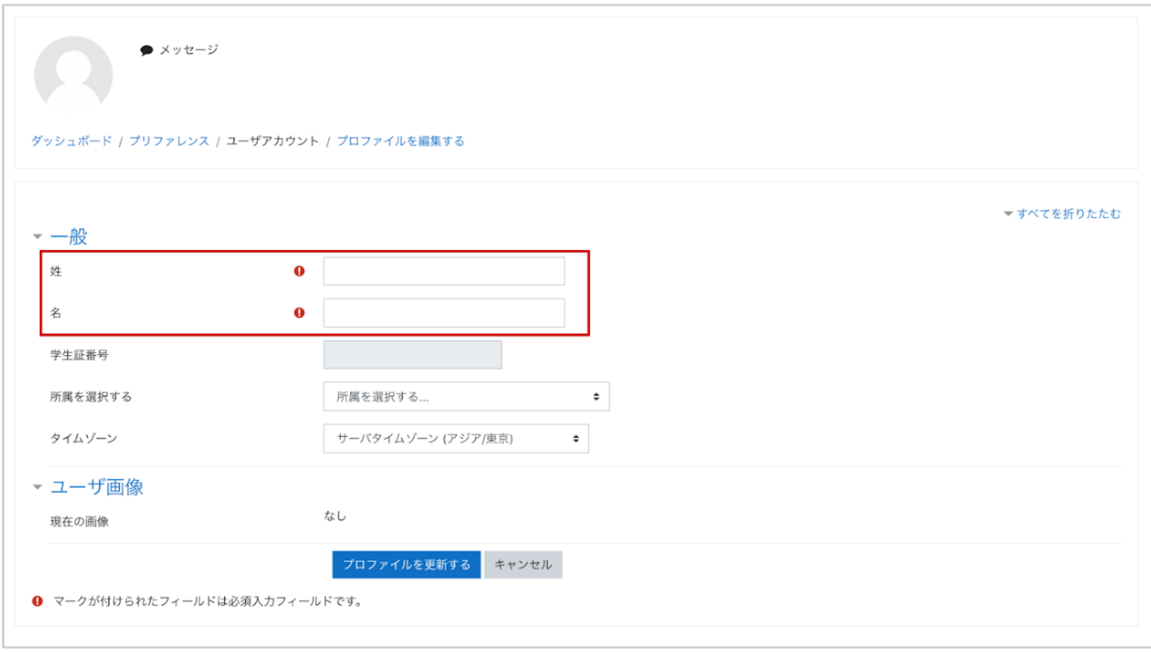
Chiba University Moodle login

Access **https://moodle3.chiba-u.jp/moodle/** on your browser.

Enter your "**User number**" and password in the "**Login**" block on the top left of the screen and click "Login".

User information registration

If your account is not registered in Moodle, you will be prompted to enter your user information (profile) when you log in for the first time. After setting the following three items, click "Update profile" at the bottom of the screen to update your registered information.



Please contact Moodle support (moodle-support◆chiba-u.jp). (please change◆to @ when sending an email).

(1) Enter last and first name

Please enter your last name and first name that is on file at the university. If your last name or first name changed at a later date, please contact Moodle Support (moodle-support◆chiba-u.jp). (please change◆to @ when sending an email) .

(2) Select affiliation

Select your affiliation from the pull-down menu.

About e-mail addresses

When using Chiba University Moodle, system notifications and messages from other users can be checked via your Chiba University email address ("... @chiba-u.jp" or "... @faculty.chiba-u.jp", Gmail address, etc.). You cannot change the email address in Moodle. If you wish to receive notifications with another e-mail address, please adjust the forwarding settings on your page in the Chiba University web mail system.

1.3 Chiba University Moodle course creation

1. Creating a course

With Chiba University Moodle, the administrator creates a course upon receiving an application.

Course application methods are roughly divided into the following two. For details, please see "Applying for and using courses (for faculty members)".

1. If applying for a course
   Following an update to the student portal, the application method using the "Moodle course creation flag" in the student portal is no longer an option as of June 27 (Note: The option to apply for a Moodle course from the student portal will be made available again for courses starting in 2022 academic year).
2. To register a course after June 28, please apply using a form. For details, please see "Applying for and using courses (for faculty members)".

Applications other than class courses and for other uses
Please refer to "Applying for and using courses (for faculty members)" and apply through Moodle support.

Class courses refers to classes registered in the syllabus of the student portal.

To troubleshoot problems when creating a course, please refer to "Q3-1. Course creation/settings" in the "Q&A" section of the manual.

Course registration for TF/TA students

Please apply from "2-4. Registering a TF/TA student course" in Moodle course “For faculty members: Course application/course usage information”

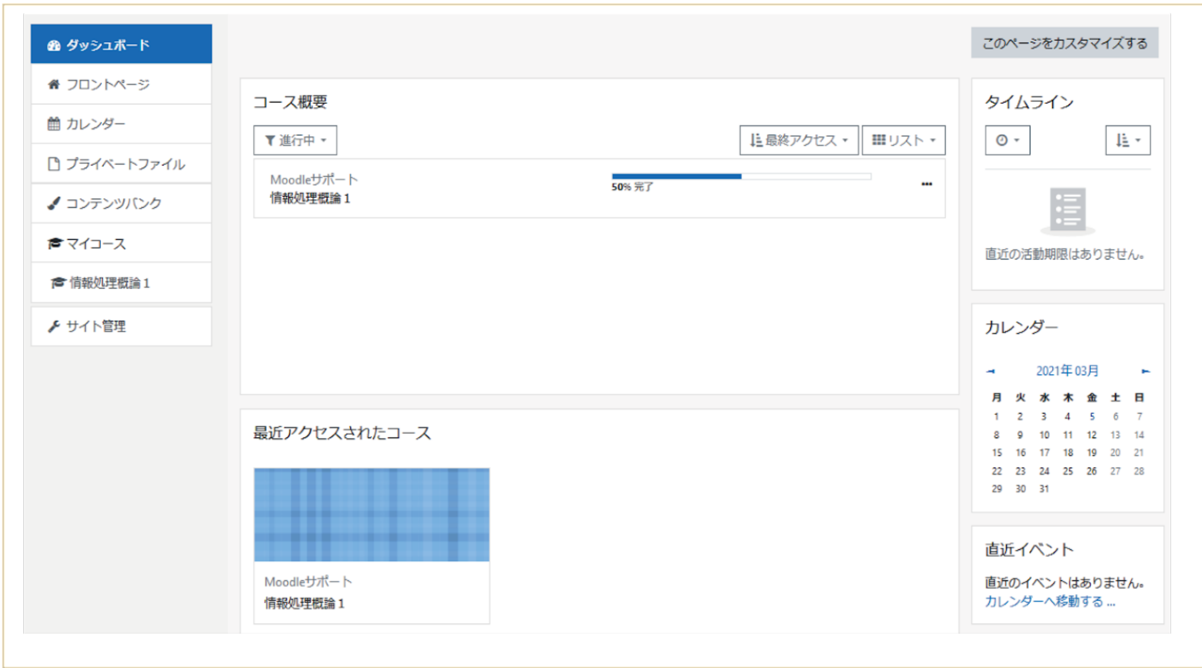
2. Importing past course content into a new course

You can import course content from a previous year and from another course of the year into a new course.

For details, please refer to "14. Importing" in the manual.

1.4 Dashboard

When you log in to Moodle, you will first see a screen called the "Dashboard". The dashboard shows a list of available courses, such as courses you applied for with the "Moodle course creation flag" when you registered your syllabus.



All courses

"Overview of courses" in the dashboard shows all available registered courses. They are classified as follows according to the course period.

- In progress: Displays courses that are currently in progress.
- Future: Displays courses that will be held in the future.
- Past: Displays past courses.
- Starred: Displays courses that have been marked with a star.
- Deleted from display: Displays courses that have been deleted from the dashboard display.

These classifications are set by the "Start date" and "End date" in the settings screen of each course (displayed from "Course management" > "Edit course settings" in the management block) (Refer to 1-6 course preparation "Course settings"). Note that **even when a course has ended, this does not mean that you will not be able to access the course.**

Timeline

The "Timeline" in the dashboard displays schedules, such as deadlines for submitting assignments given by the teacher.

My Course

"My Course" displays courses currently in progress. It does not display past classes or courses that have not started; such classes are displayed in the dashboard. Select "Future" or "Past" from "Overview of courses" in the dashboard.

Course search

You can search for a course from "Search for a course".

In the menu bar at the top of Moodle, from "Search for a course," click "Course search".

Enter the course name and class code on the search screen to search for it.

(If it does not appear, please try partially entering the course name)

1.5 Course home screen layout

When you log in to Moodle and access a course for which you have been assigned a teacher role, the following course home screen will be displayed. By default, the home screen consists of three parts.

The left side contains "Navigation", which displays a variety of information. The right side contains the "Management block," which offers management commands necessary for operating the course.

A : You can adjust your profile settings by clicking your first and last name displayed in the upper right corner of the screen. You can also log out from here.

B : You can check system notifications and messages.

C : This button is used to toggle edit mode on/off. You can use edit mode to add various contents to the course.

D : This space is used for listing and adding lesson content.

1.6 Course preparation

This section explains "Course settings" and "Student registration to a course" in preparation for students to use the course.

Confirming and editing course settings

To adjust course settings, use the "Management" block displayed on the right side of the screen or the "Gear icon" in the upper right.

- If adjusting from the management block, select "Edit settings" from the menu displayed in the block.
- If adjusting from the gear icon, click the gear icon to display the menu, and then select "Edit settings".

A course setting screen labeled as "Edit course settings" will then be displayed.

A : Set by administrator, so please use as is.

B : Set "Course Visibility" to "Display" so that students can access the course. If it is set to "Hide", the course will not be displayed nor available to students. If you want to prepare a 4th term course during the 2nd term, you can temporarily hide it so that it cannot be accessed by students during the period.

C : Please indicate the start date and end date of the class.

D : Set by administrator, so please use as is.

E : By default, the course format is the "Topic format" separated by course topic. A "Weekly format" that divides the course into weeks is also a convenient setting for weekly lessons. When using the weekly format, set the "Start date" in addition to the "Number of sections".

ウィークリーフォーマット

トピックフォーマット

Tabs other than those for main settings are closed and hidden within. To set the hidden items, click the category name to display the settings.

Registering students in a course

Automatic registration through enrollment

In Chiba University Moodle, students are automatically registered for a course after enrolling in it. Therefore, it is generally unnecessary to register for a course with a registration key.

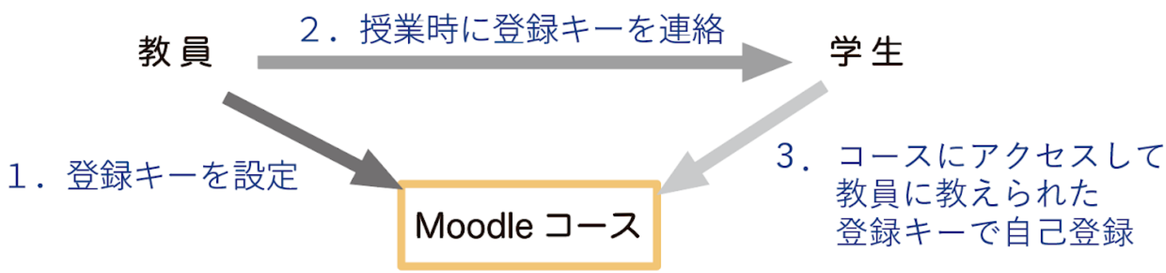
When registration is not automatic (course registration with a registration key)

If students are not registered automatically, they can register on their own. In this case, it will be necessary to set a password known as the "Registration key" to access the course. Please refer to "Registration key" below for details on the process covering registration key setting to student self-registration in a course.

When registration is not automatic (manual registration)

If students are not registered automatically, they can be registered manually. Please refer to "Manual registration" below.

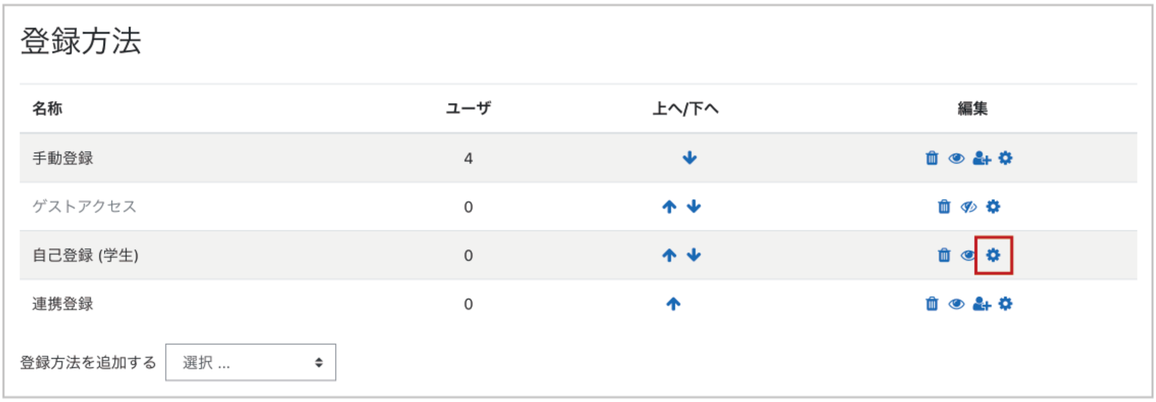
Registration key



登録キーの入力画面

1． From the "Management" block on the right side of the course screen, click on **Users > Registered users > Registration method**.

2． Click on the gear icon to the right of self-registration (students) to display the settings screen.



3. Set the "Registration key" (click the eye icon to display the entered characters).
Also make sure that "Allow new registrations" is set to "Yes" so that the new registrations are valid.

Disabling self-registration

If you wish to prohibit student self-registration, click the "Eye" icon in step 2 above to show a slash over the icon (the eye icon is next to the gear icon). The self-registration option will then be grayed out and the feature will be disabled.

《Setting the registration period》

If you wish to limit the period during which self-registration is possible to a certain range, check "Yes" for "Start date" and "End date" in the "Self-registration" settings, and set each date. Meanwhile, there is also a similar option labeled "Registration period" which is for setting the period during which users who have self-registered for the course can access it. Therefore, please note that if the registration period is set to four weeks for example, self-registration will become disabled (paused) four weeks after self-registration, and students will not be able to access the course even if class is still in progress.

Manual registration

Students can be registered manually from "Participants" on the left side of the course.

→


参加者
ユーザを登録する
合致
どれか
選択
条件を追加する
フィルタをクリアする
フィルタを適用する

↓

Under "Search," enter either the student's user number, student ID number, or name (insert a space between their last name and first name), make a selection and then click "Register user".

1 .7 Editing a course

When you click the "**Launch edit mode**" button at the top right of the course home screen and switch to edit mode, an editing icon will be displayed on the screen and you will be able to edit the course. To start editing, first try entering text in the topics section (editing using the "**Add activity or resource**" feature will be introduced in the following chapters).

1． Click "**Launch edit mode**" to switch to edit mode.

2． The editing menu will be displayed on the screen. Click "**Edit**" for the topic you wish to edit and select "**Edit topic**".

3. Enter a name for the topic in the "Custom name" field and click "**Save changes**" to save your edited content.

You can set the "Section name" in the box below by checking the "Custom" box. Enter the lesson unit etc. in the section name.

1.8 Description of editing icons

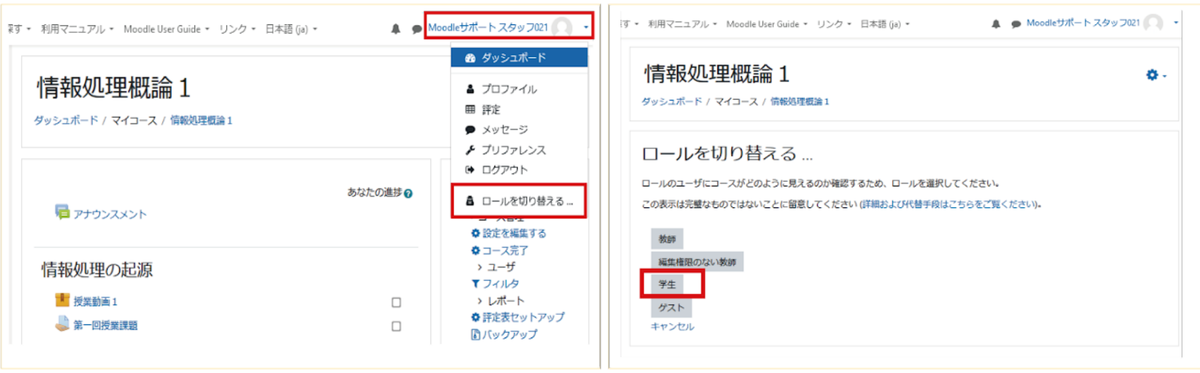
In Moodle, you can edit a course using various editing menus (editing icons). The main editing icons are introduced below.

アイコン	説　明
	コースやコンテンツの設定を編集します.
	コンテンツを削除します. なお, 後々利用するかもしれないコンテンツは削除せずに, 次に説明する非表示を用いてください.
	学生ロールのユーザに対して, コンテンツの表示・非表示を切り替えます. 目の開いた状態 が「表示」, 斜線のある状態 が「非表示」です. 非表示状態に設定したコンテンツは, 教師ロールではグレーで表示されますが, 学生ロールでは非表示となって利用できません.
	コンテンツの位置を変更します. アイコンをドラッグ ＆ ドロップして変更したい位置に移動します. またアイコンをクリックした場合は, 移動可能な場所が示されますので移動先を選択します.
	コンテンツを左右に移動します.
	グループ設定を変更します. 左から順に「グループなし」「分離グループ」「可視グループ」を表します. 詳しくは8章「グループの活用」で説明します.
	コンテンツのタイトルを編集します（コンテンツ全体の設定変更として からでも編集可能ですが, タイトルのみを変更する場合に便利です）.
	設定情報も含めてコンテンツを複製します. ただし, 学生が提出したファイルやアンケートの回答などのユーザ情報は含まれません.
	直近に位置するコンテンツのヘルプを表示します. 分からないことがありましたら, まずはこちらを確認してみてください.
	必須入力フィールドです.

1.9 Confirming a course from the students’ perspective

Courses are set up and their content is added from the instructor's perspective, but in managing the course, it is also important to confirm how the course appears to students. Teachers and students in the course differ in what they can do in the course due to the differences in authority. This section explains how to confirm the course from the students’ perspective to ensure the content you want to show is visible not only to instructors but also to students.

Click "Switch roles" from the menu under your user name in the upper right corner of the screen, and select "Student".

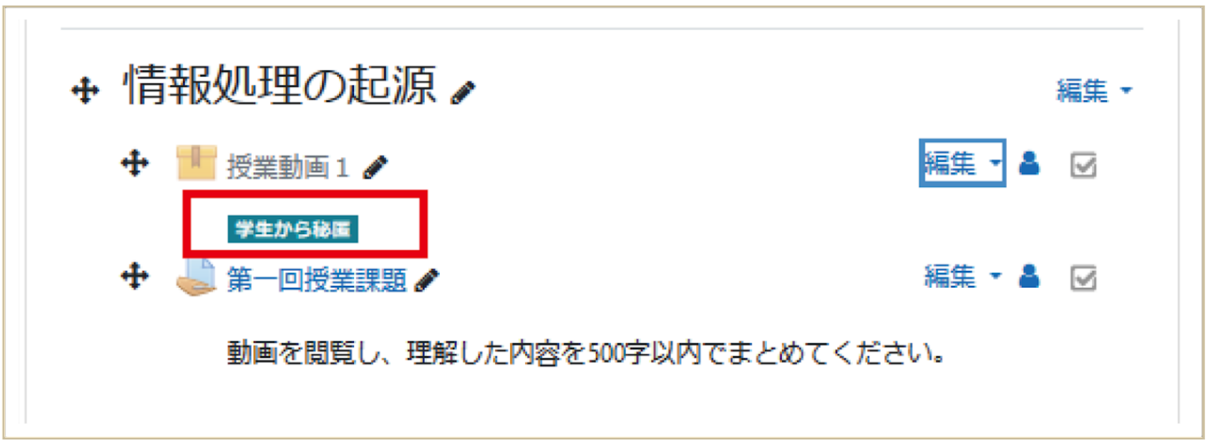


You will be switched to the student role, so check if files etc. posted in the topics section can be accessed from the students' perspective. To return to your original teacher role, click "**Return to normal role**" from the menu at the top right of the screen.

It is also possible to temporarily hide content from students by taking advantage of the difference in authority between the teacher role and the student role in the course.

教員視点（グレーで表示） **学生視点（非表示）**

You can hide materials posted in the course that are not published for students from the "Edit" menu. Such content will be displayed as "Hidden to students".



《Confirmation of graded activities from the students' perspective》

When you wish to confirm graded activities such as assignments and quizzes (explained in Chapters 3 and 4, respectively) from the students’ perspective, you will need to set yourself as a "Student" who is subject to grading. To do so, it is necessary to set up an actual student role, as it is not sufficient to simply switch to the student role. Here, confirmation of an assignment will be used as an example. Click on the assignment you wish to confirm from the students’ perspective, and "Manage assignment" will be displayed in the management block on the left side of the screen. By selecting "Locally assigned role" here, you will be able to set a new role for the current assignment only, so select "Student" to set a student role for yourself. This will allow yourself to be subject to grading, just like the other students are, and receive a grade and feedback after submitting the assignment. After confirming, exit the student role in the same way.

02 . Uploading files

In Moodle, content intended mainly for viewing, such as lesson material files and websites related to lessons, are called "Resources".

By using the modules included in the resource, you can edit text in Moodle, as well as present materials in various file formats such as PDF files, Word files, and PowerPoint files to students, and link to useful websites.

［リソースの一覧］	
ファイル	ファイルをアップロードします.
URL	Webサイトへのリンクを作成します.
フォルダ	フォルダを作成し，その中に複数ファイルをまとめて表示します.
ページ	Webページ（1 ページのみ）を作成します.
ブック	章，節といった階層構造を持つ Web ページを作成します.

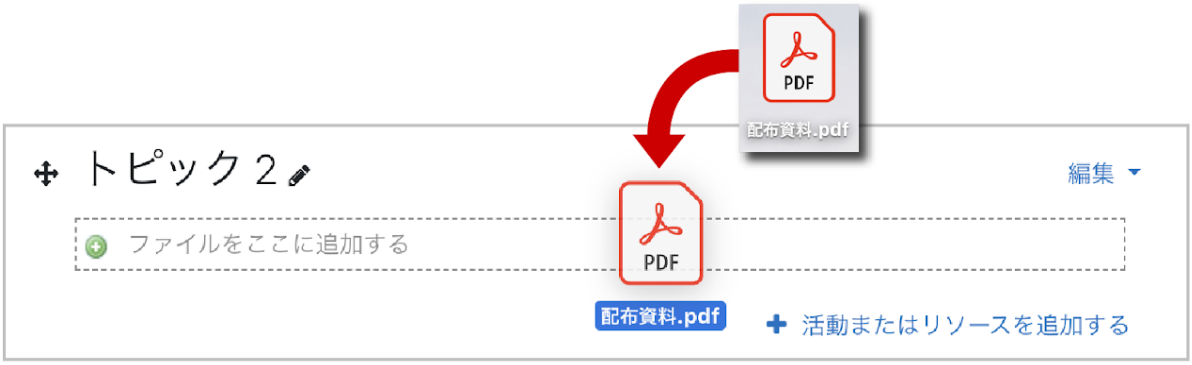
2 . 1 Uploading files

This section explains how to post lesson material files to a course. There are two ways to upload a file. One is to drag and drop the file to upload it (Method 1). If the browser you are using does not support drag and drop, from "Add activity or resource", select "File" and upload the file (Method 2).

Method 1: Upload using drag and drop

1. Click the "**Launch edit mode**" button at the top right of the course screen to switch to edit mode.

2. Drag and drop the file you wish to upload to the topic area in the course. After the progress is displayed, the file upload will complete.



３． The file has been uploaded.

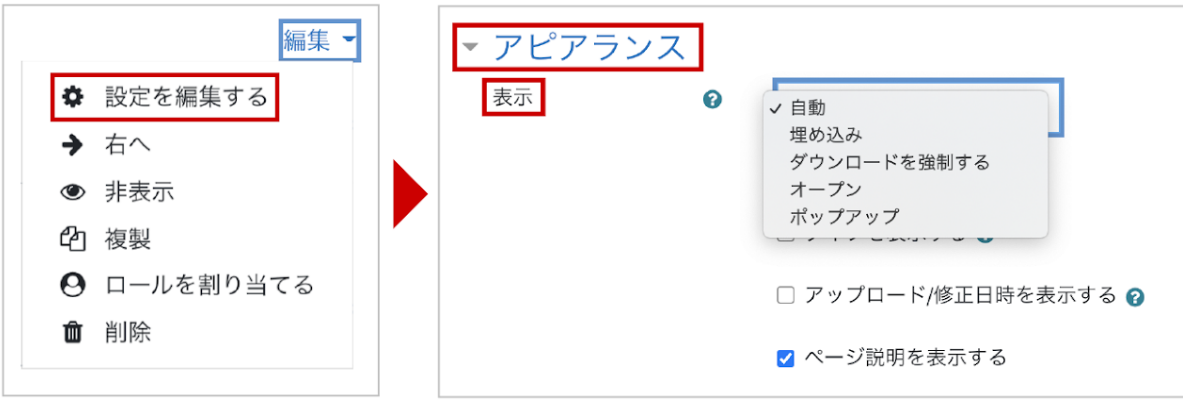
You can also upload multiple files using drag and drop. However, when uploading an entire folder, it is convenient to do so using a Zip file described later.

《A cautionary note about file names》

To prevent printing errors on educational devices, if you use Japanese for the name of the file to be uploaded to Moodle, please keep the file name within 27 characters.

Changing the display method

If you wish to change the settings such as the display method after uploading a file, click "Edit" on the right side of the file you just uploaded and then "**Edit settings**". You can adjust various settings as needed such as the file name and description. The display method can be changed from "**Display**" under "**Appearance**". By default, it is set to "Open". Others possible selections include "Automatic", "Embed", "Force Download", and "Pop-up". However, caution must be used with "Automatic" and "Embed" because the file may not scroll properly when being viewed on a tablet, etc.



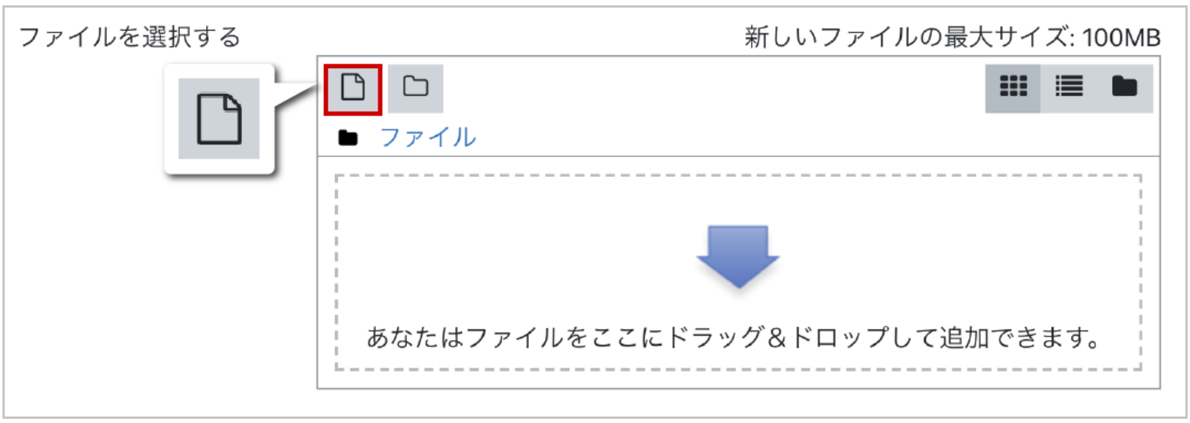
If you select "Hide" under "Edit", the file will not be visible to students. When selected, the file name will be grayed out on the teacher's screen, and it will be labeled as "Hidden to students".

Method 2: Upload by selecting a file from resources

After launching edit mode, click the topic "**Add activity or resource**" to display available activities/resources. Select "**File**" from the menu and click "**Add**" to display the file upload settings screen.

1. Enter the file name to display in the course from "**Name**" under "**General**".

2. Click the icon to add a file.



3.The file picker will be displayed. After selecting A. "**Upload file**", select the file to be published from B. "**Attachment**". If you wish to change the file name when uploading, choose "**Save As**" and enter the new name. After selecting the file, click C. "**Upload this file**".

4. Confirm that the file has been added to the file field, and click "**Save and return to course**" at the bottom of the screen.

5. The file is posted to the course topic.

2.2 Uploading videos

Video files (MP4 format, etc.) cannot be uploaded to Moodle as they are. Be sure to use the HLS video management site to create a SCORM package before uploading videos to Moodle.

HLS video management site

You can log in to the HLS video management site **with the same ID and password (user number and password for the integrated authentication system) you use for Chiba University Moodle**.

The manual of the HLS video site can be viewed from the top page after logging in to the HLS video site once. > **HLS video management site**

HLS video management site point of contact

The Smart Office is the contact point for inquiries regarding how to use the HLS video management site. > Point of contact

Uploading to Moodle

SCORM packages can be downloaded as a Zip file from the HLS video management site.

Please upload such files to Moodle as they are without decompressing them.

Usage precautions

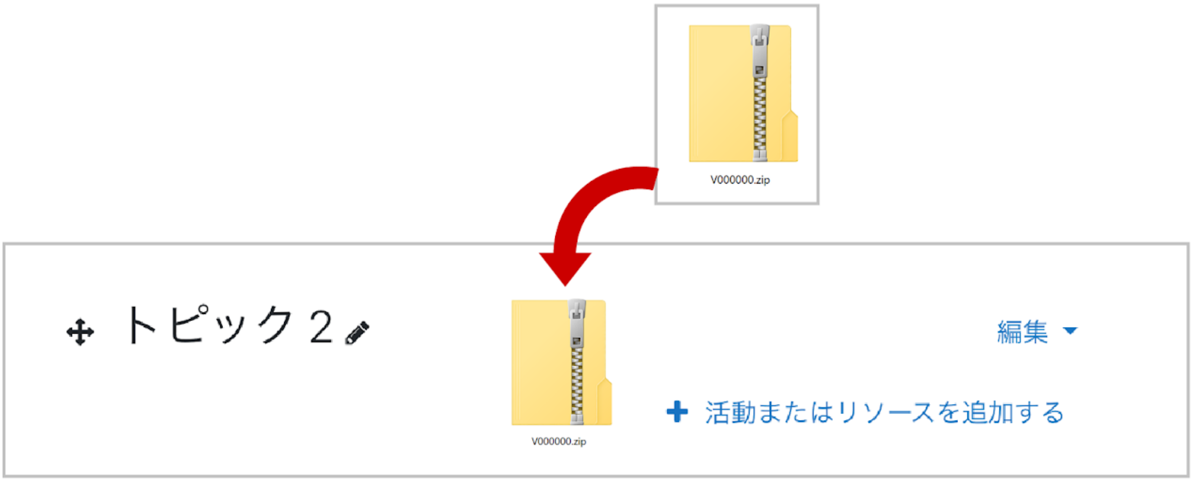
- If you need to check the viewing status such as when making the viewing of a video an attendance requirement, **be sure to publish the video as a "SCORM package"**. Viewing status is only recorded when viewed as a SCORM package.
  Please note that viewing status is not recorded for "Privately published URLs".

→ **How to check viewing status of videos (SCORM packages)**

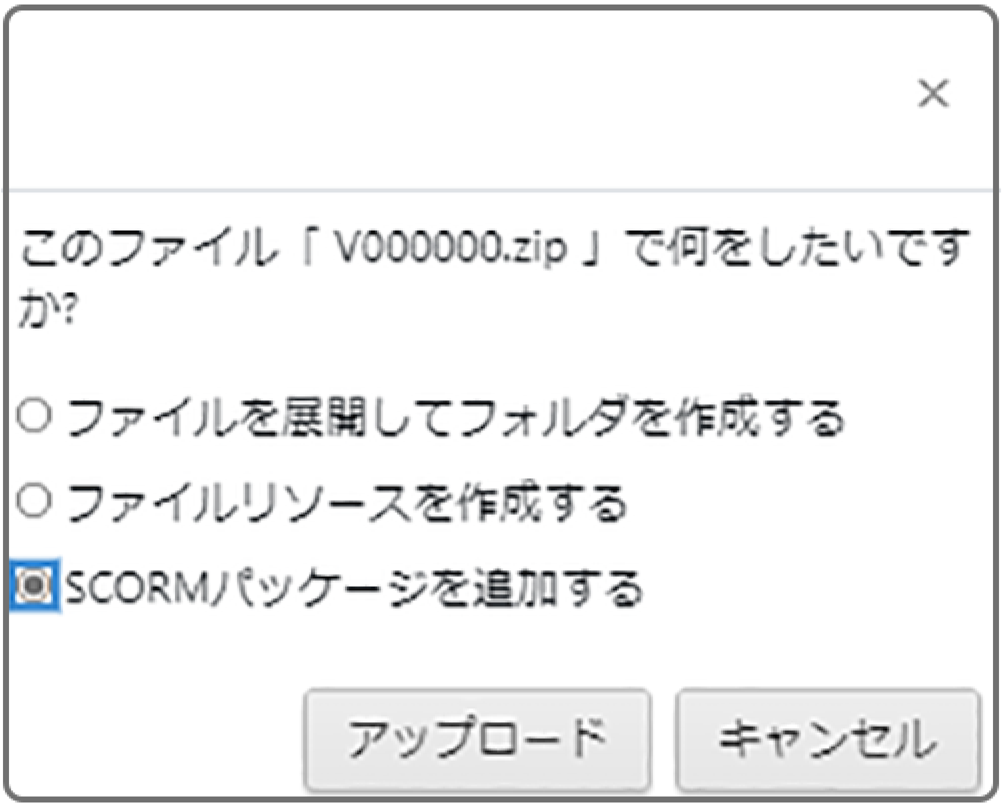
Method 1: Upload using drag and drop

1. Click the "**Launch edit mode**" button at the top right of the course screen to switch to edit mode.

2. Drag and drop the SCORM package created on the HLS video management site to the topic area of the course. **Upload the SCORM package as a Zip file without decompressing it.**



The progress will be displayed. Select "**Add SCORM package**" and then click the upload button to complete the file upload.



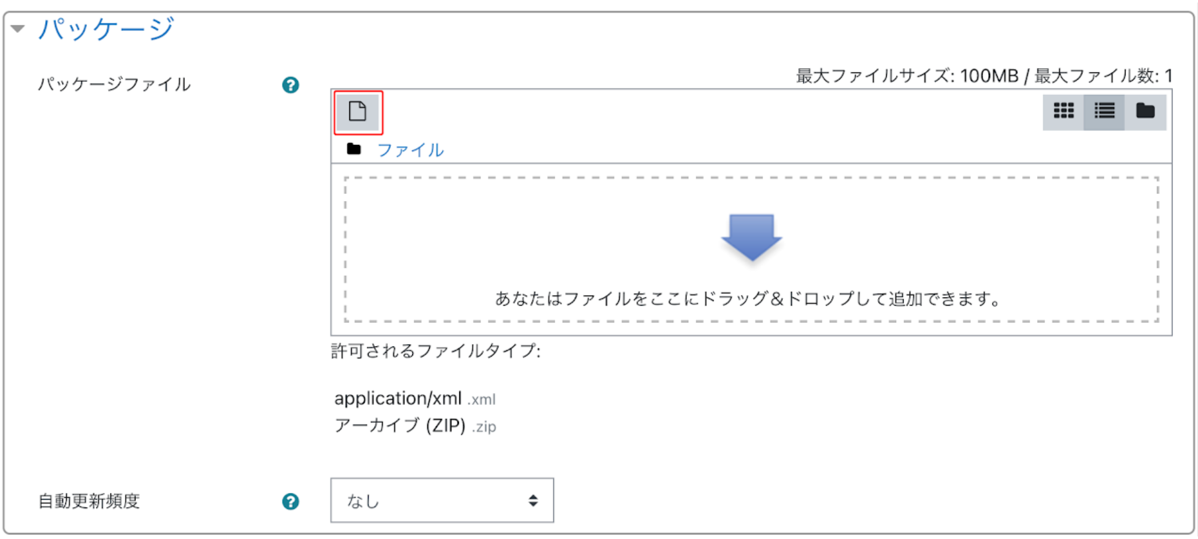
3. The file has been uploaded.

Method 2: Upload by selecting a file from resources

After launching edit mode, click the topic "**Add activity or resource**" to display available activities/resources. Select "**SCORM Package**" from the menu and click "**Add**" to display the file upload settings screen .

1. Enter the file name to display in the course from "**Name**" under "**General**".

2. Click the icon to add a file.



3.The file picker will be displayed. After selecting A. "**Upload file**", select the file to be published from B. "**Attachment**".

After selecting the file, click C. "**Upload this file**".

Select the SCORM package as a Zip file without decompressing it.

4. Confirm that the file has been added to the file field, and click "**Save and return to course**" at the bottom of the screen.

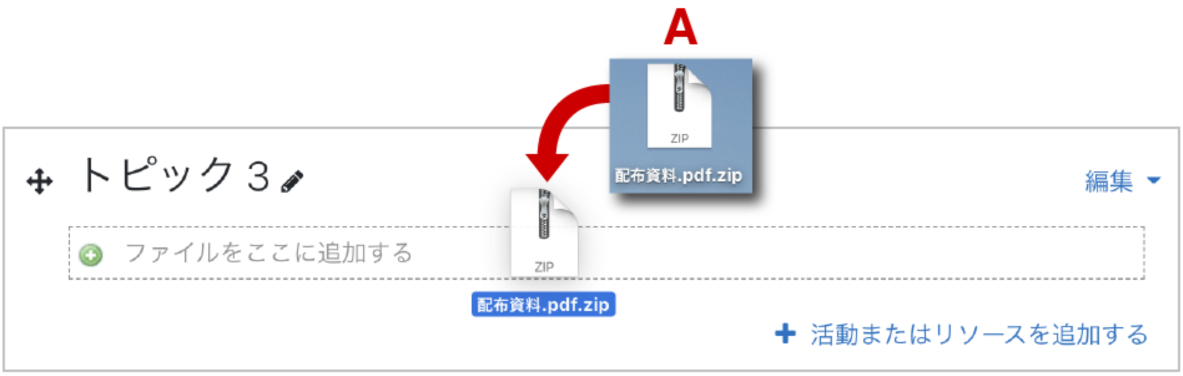
5. The file is posted to the course topic.

2.3 Uploading folders

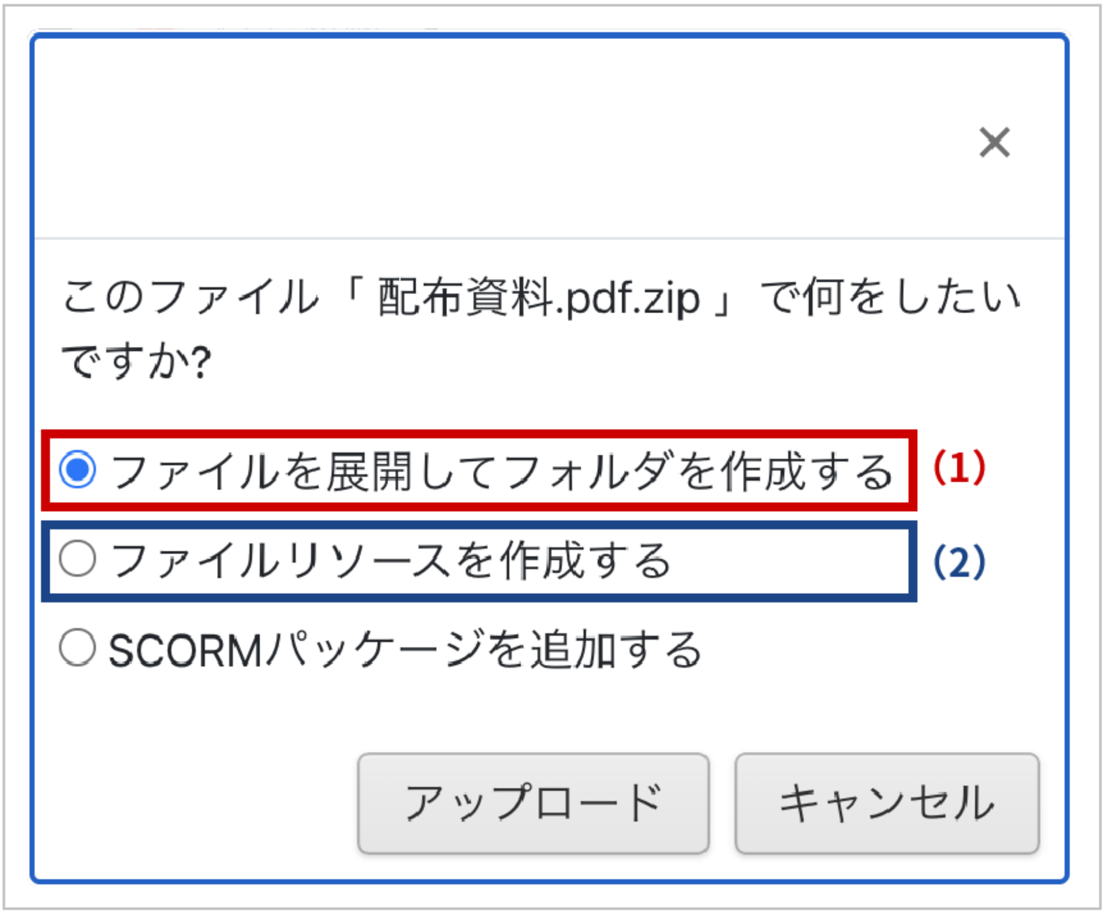
You cannot upload folders directly with Moodle, but you can compress and decompress them on the server using Zip files, enabling you to upload them to Moodle by preparing the folder you want to upload as a Zip file in advance. This method allows batch uploading of multiple files organized in folders.

Upload Zip files by drag and drop

Click the "**Launch edit mode**" button at the top right of the course screen to switch to edit mode. Drag and drop the Zip file prepared in advance to the course and upload the file (**A**). When you upload the file, you will be prompted to select a process (**B**).



B



If you **select "Extract files and create a folder"** (1), a folder generated after extracting the Zip file will be posted in the course.

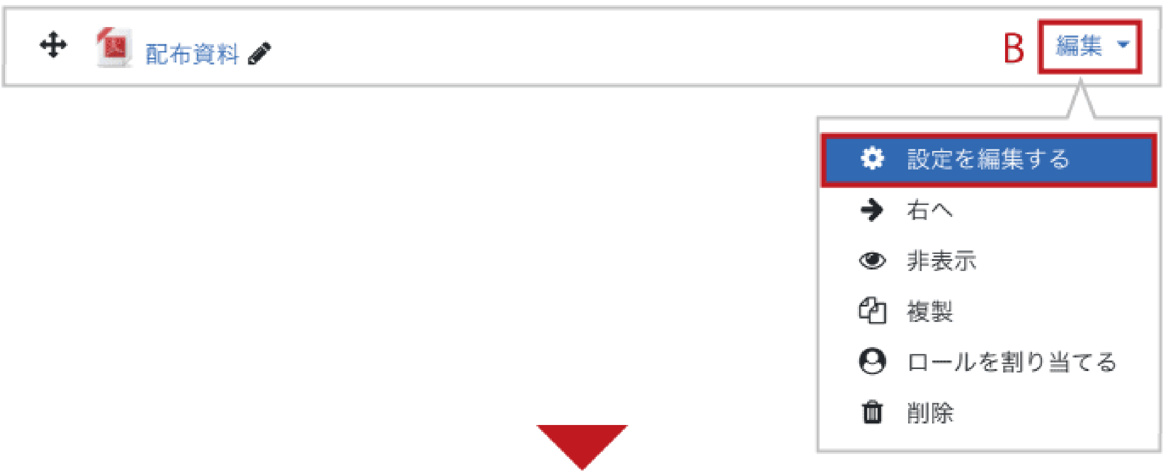
On the other hand, if you **select** "**Create file resource"** (2), the Zip file will be posted as it is.

2.4 Usage restrictions

There is an option labeled as "Usage restrictions" on the settings screen of posted materials (select "Edit"> "Edit settings"), and it allows you to set usage conditions for content such as materials. In the condition settings for restricting usage, you can select and set "Date", "Scoring", "Group", "User profile", and "Restriction set", but this section will explain how to use "**Date**" to set the usage period of content.

A. Click "**Launch edit mode**" at the top right of the screen.

B. Click "**Edit**" to the right of the content such as the material, and select the "**Edit settings**" gear mark from the displayed menu.

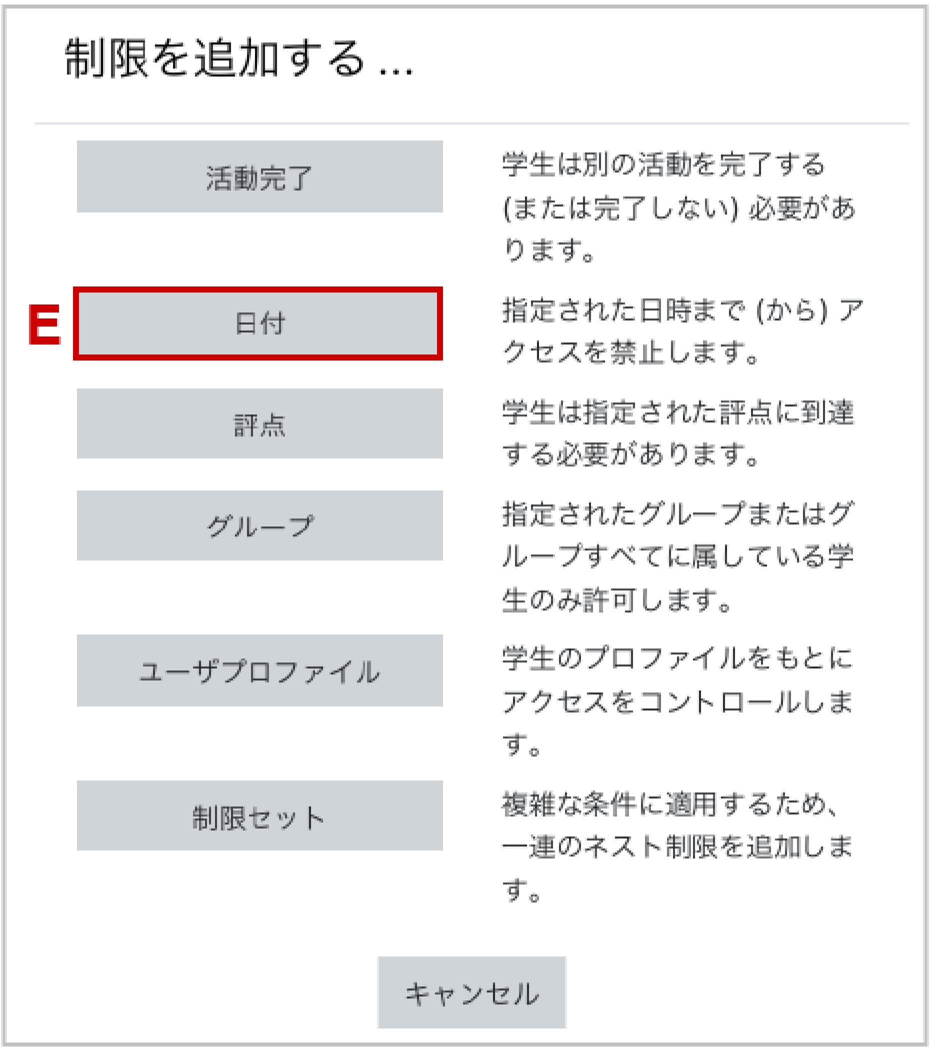


C. Click "**Usage restrictions**" from the displayed screen.

D. Click "**Add restriction** ...".

E. You can limit the timing of the publication/end date and time of an assignment for students by clicking "**Date**" and setting the "**Start**" and "**End**" dates and times in the Date field.

* "Activity completed" is displayed only when there is a module for which "Activity completed" is set in the course.



F. Set the start date and time field by selecting "**Start**" from the pull-down menu.

G. Click "**Add restriction** ...".

H. Set the date and time field to "**End**" from the pull-down menu to set the end date and time.

I. Click "**Save and display**".

J. "Start date and time" and "End date and time" will be displayed on the teacher's screen.

K. Prior to the start date and time, only "start date and time" is displayed on the student screen. When the start date and time has passed, the "start date and time" display will disappear.

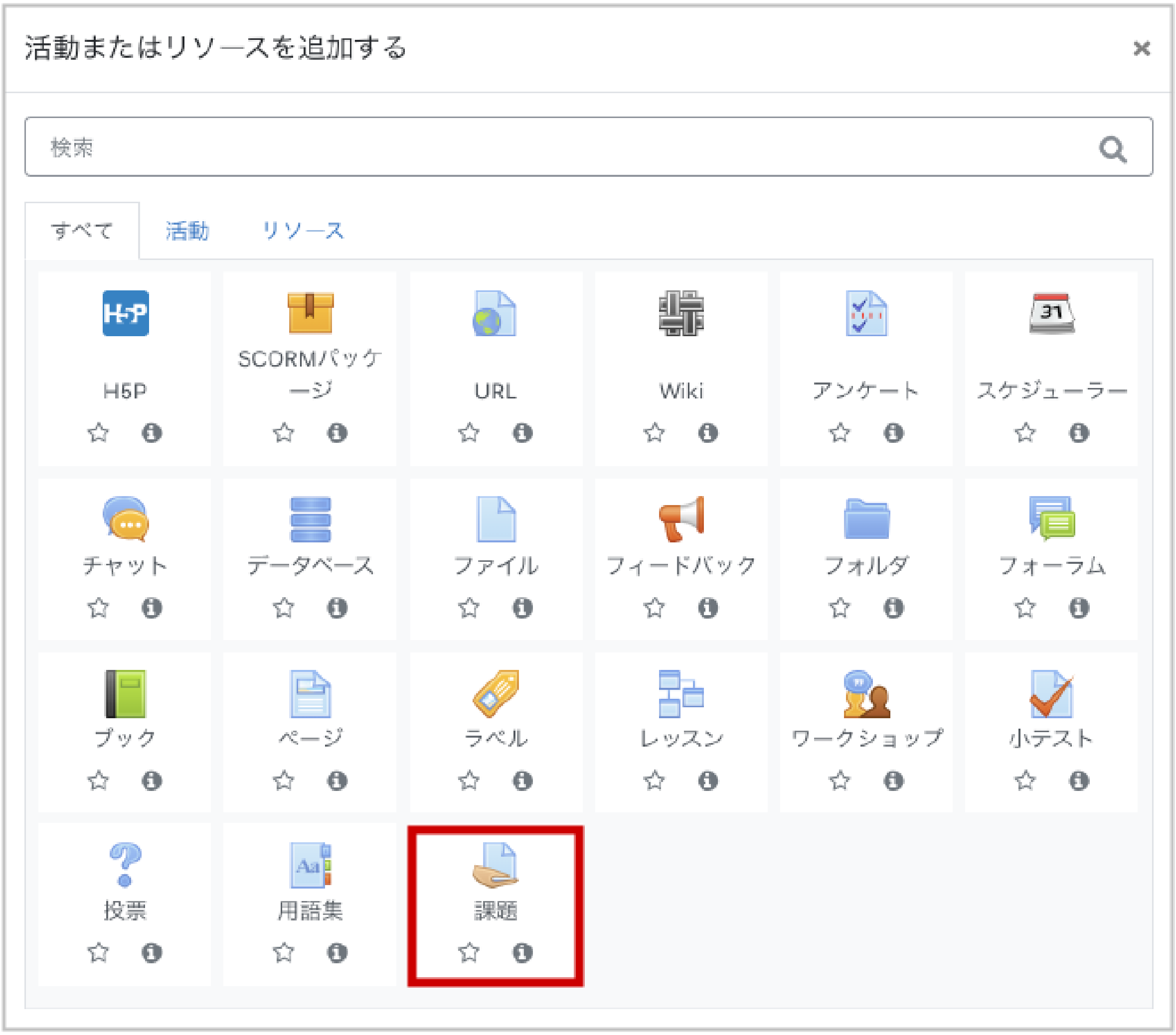
***Note:** On the student screen, the "**End date and time**" will not be displayed until it has passed. Therefore, it is recommended to indicate the end date and time in the "Explanation" section and to check the option for "**Display explanation on course page**" to make students aware of the display period on the screen.

03. Using Assignments

Moodle makes it easy to assign reports and receive submissions. It may be worthwhile to use Moodle to centrally manage reports. In Moodle, you can check report submission status as a list, as well as set report submission deadlines. It is also possible to give feedback by adding comments to submitted reports and returning them.

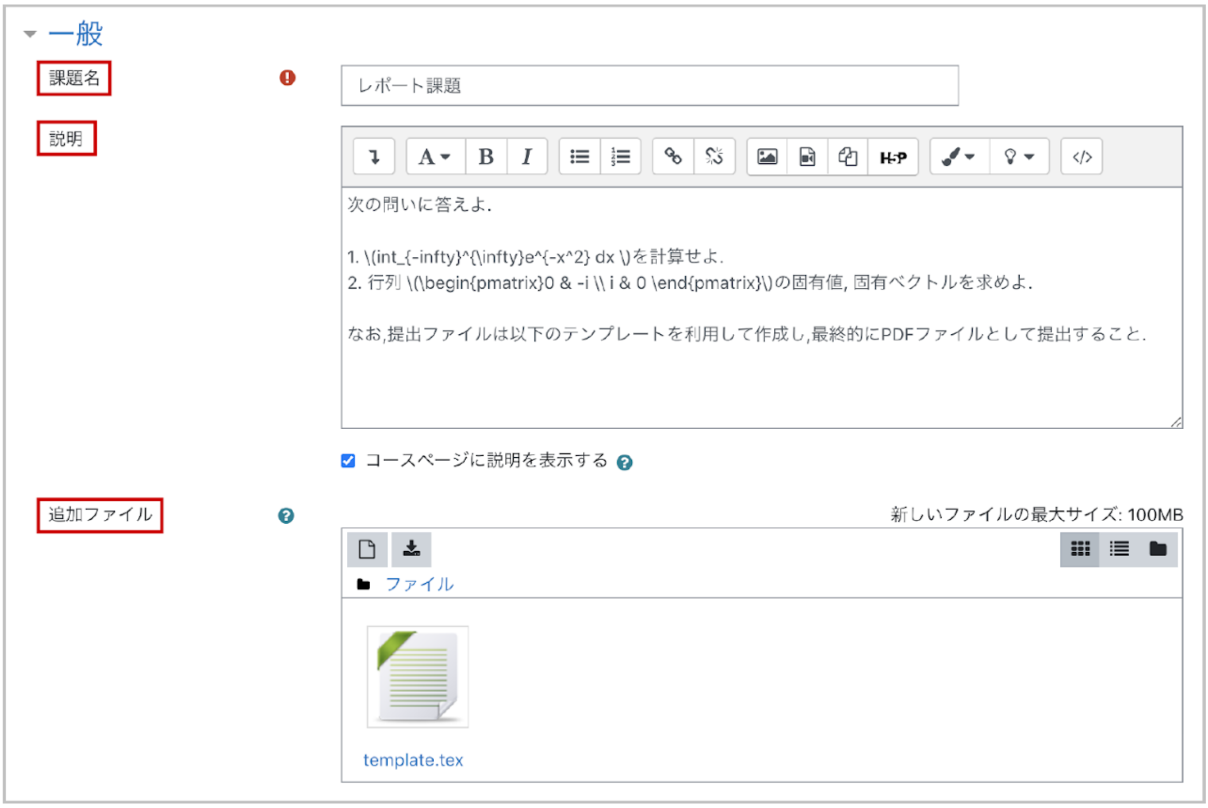
3.1 Creating assignments

Click "Launch edit mode" at the top right of the screen, click "**Add activity or resource**" in the topic area, select "**Assignment**" from the list of available activities/resources displayed, and click "**Add**".



Adding an assignment and adjusting its settings

First, enter the "**Assignment name**" and "**Assignment description**". In the assignment description, enter the details of the assignment and any necessary notes. If you wish to present an additional file related to the details of the assignment or a template for file submissions, upload the file from "**Additional file**". The uploaded file will be presented to students along with the description of the assignment.



Usage

In the "Usage" field, you can set periods such as "Start date and time", "End date and time", and "Cutoff date and time" for an assignment.

The "**Start date and time**" **is when students can submit files** (please also see "Always show description" below). If it is not set, it will become available immediately after doing so. "**End date and time**" indicates the **deadline for submitting assignments**. The end date and time that you set is what students will see as the deadline for submitting the assignment, so when informing the students of a submission deadline, make sure it is the date and time set as the end date and time.

"End date and time" represents the submission deadline, while "C**utoff date and time**" **represents the final deadline of the assignment** (**the cutoff date and time must be set after the end date and time**). When the end date and time and the cutoff date and time are set to different dates and times, students can submit late assignments even if it is passed the end date and time, up until the cutoff date and time (you can confirm late assignments on the submission confirmation screen mentioned below). **If you do not wish to allow late submissions, set the end date and time and the cutoff date and time to the same values.**

If you check "**Always show description**", the description of the assignment including additional files will be displayed even before the start date and time set above (in such cases, the start date and time will only apply to submissions).

<End date and time and cutoff date and time>

When an assignment becomes available, the "End date and time" will be presented to students as the deadline for submitting the assignment. Even if the end date and time has passed, it will still be possible to submit the assignment up until the "Cutoff date and time" (late submission). The deadline for late submissions set by the cutoff date and time is displayed as "Submissions accepted up to XX" in the "Submission past the submission deadline" field of the grading summary. If the cutoff date and time has passed, students are still able to submit an assignment when the teacher enables the "Allow extension" setting.

If you do not wish to allow late submissions, set the end date and time and the cutoff date and time to the same values. In such case, although you might think that you only need to set the cutoff date and time since it is the final deadline without setting the end date and time, the end date and time is what is displayed as the submission deadline to students, therefore, you must still set both the end date and time and the cutoff date and time.

Submission type

"Submission type" is for setting the submission method of an assignment.

If you wish to make students edit the text of their assignment directly on Moodle and submit it, check "Online text". On the other hand, if you wish to make them upload a file created in advance in Word format etc. to Moodle, check "File submission".

Feedback type

"Feedback type" is for setting the method of feedback for a submitted assignment.

You can also allow to students view online comments (feedback comments) and files uploaded by the teacher (feedback files). A feedback file can also be used to correct and return a student's submitted file. In addition, if you have required students to submit the assignment as a PDF file, you can check its contents and give feedback on Moodle by enabling PDF annotations.

Notifications

In "Notifications", you can set whether or not to receive a notification when a student submits an assignment or when the teacher grades it.

If you set "Notify grader of submissions" to "Yes", an email will be sent to the teacher every time a student submits an assignment, so it is likely better to leave the default setting as "No".

"Notify grader of late submissions" is set to "Yes" by default, but if you do not wish to be notified, change it to "No".

"Notify students" is set to "No" by default.

The default setting for "Notify students" will determine the default setting for "Notify students" on the grading screen. If it is set to "Yes", students will be notified of their assignment has been graded (here, you only decide the default setting, and you can set whether or not to actually notify them on the grading screen).

《Student replacement of submitted reports》

If you set "Require students to click the submit button" to "Yes", a submission status labeled as "Draft" will be added. An "Edit submission" button will also be displayed on the student screen. When a student uploads a file and clicks "Edit submission", it will be counted as a "Draft". Students will be able to replace their submitted report as it is not yet considered a submission. When the student clicks the "Submit assignment" button, the status will change to "Submitted for grading" and the student will no longer be able to replace the submission.

This function is usually used "When you want to keep track of the reports submitted prior to the submission deadline" or "When you want to be able to send back submitted reports and allow them to be resubmitted". If you want to check submitted reports and start scoring them before the submission deadline, you can use the "Require students to click the submit button" feature to prevent students from replacing a graded report, as submitted files will not be able to be replaced. When requesting a resubmission, you can allow the student to replace the file by clicking the "Return submission to draft" button on the teacher screen. In addition, since the student will not be notified that the status has changed to "Draft", you will need to keep "Notify students" checked and request them to resubmit by updating the "Feedback comments" or sending them a message.

○Precautions

- Sometimes students may forget to click "Submit for grading" and leave the assignment as a draft.
- It is possible to confirm submitted files even if the submission status remains as a draft after the assignment deadline.
- If a student wishes to resubmit, use "Unlock submission" below to unlock the submission (see "Explanation of settings" in section 3.2).

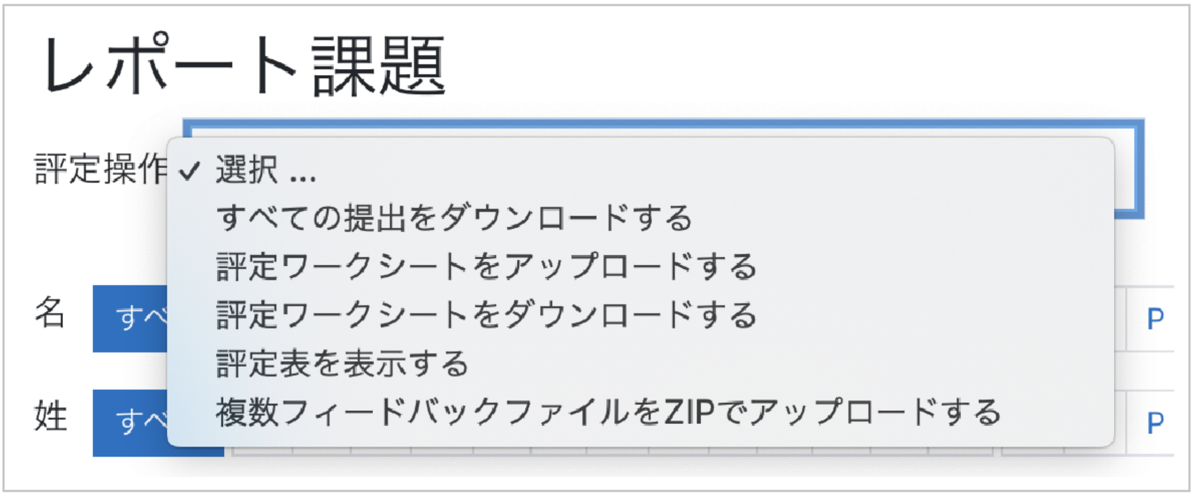
○If "Require students to click the submit button" is set to "No", students can replace their assignment during the submission period.

3.2 Confirming and grading submitted reports

When you click on an assignment set for the course, a screen showing the description of the assignment, the number of participants (students), the number of submitters, the end date and time of the assignment and the remaining period, etc. will be displayed. Click "**Show all submissions**" under the grade summary to move to the submission status list page. You can check and grade submitted reports from here.

Batch download of submitted files

You can individually check files submitted by students, but it is also possible to download them all at once by using "**Download all submissions**" from "Grading operation" at the top left of the screen. The "Upload multiple Zip feedback files" option for uploading feedback files all at once is displayed when "Feedback files" is enabled in the feedback type explained in section 3.1. Similarly, "Upload (download) grading worksheets" for batch grading of assignments will be displayed when "Offline grading worksheets" is enabled.



《 Corruption of file names for submitted assignments downloaded in bulk 》

When downloading submitted assignments in bulk, you can do so as a compressed file (Zip file), but when decompressing the compressed file, if you use the decompression feature provided in Windows or decompression software that does not support UTF-8 character codes, the file name of the submitted assignment may appear corrupt. In such case, you can decompress the submitted assignment file without corrupt characters by using UTF-8 compatible file decompression software (for example, "7-Zip").

Grading

To perform grading (input of grades and feedback), click the blue "**Grade**" button on the submission status list screen of the previous page (you can also select "Update grade" from "Edit"). If the menu of options such as "Save changes" at the bottom of the screen is not displayed, use the "Change user" button at the top right of the screen to change the user once and the menu will appear.

A: You can change the user.

B: Enter a score in "Score out of 100".

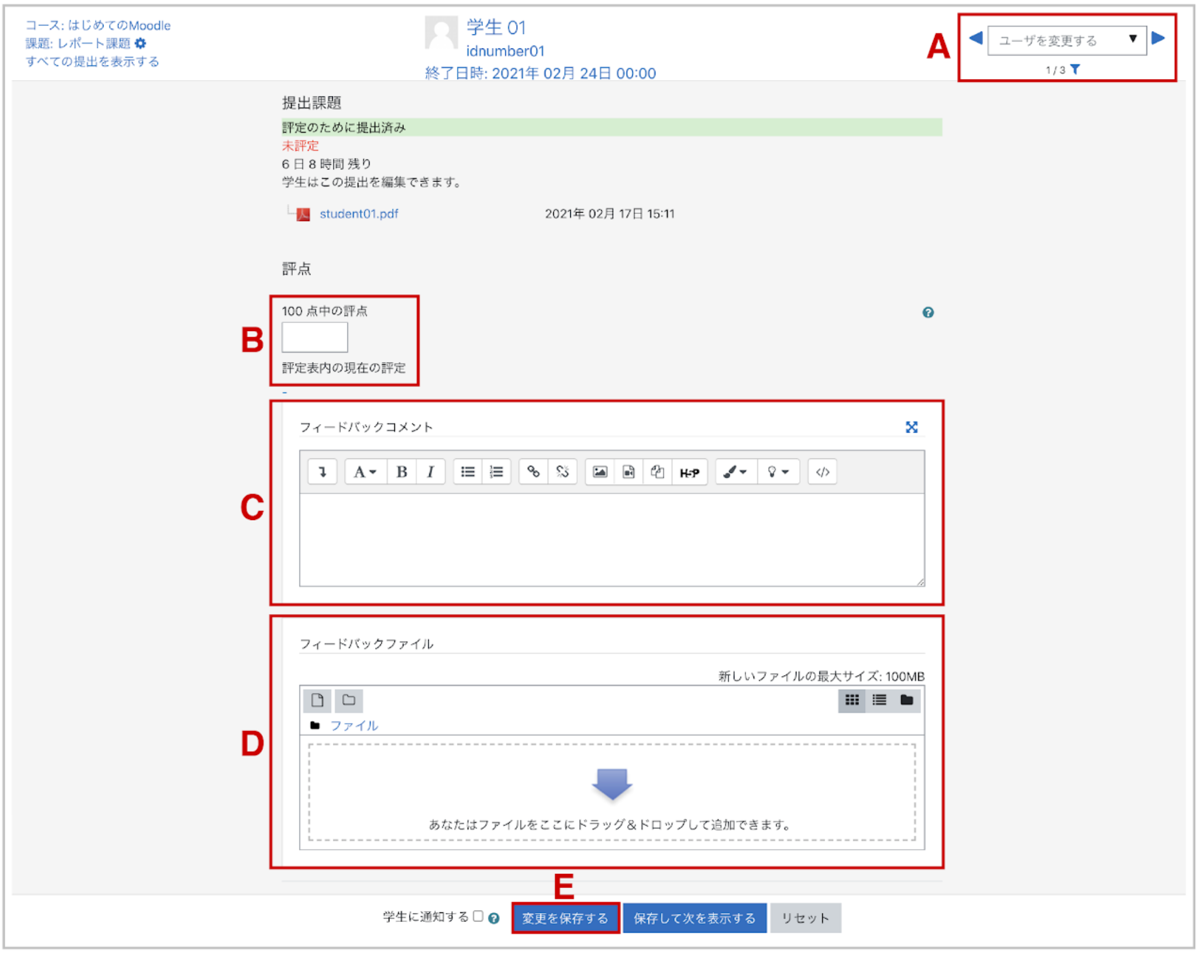
C: You can give feedback to students here if you have enabled the use of feedback comments and feedback files.

D: To upload a feedback file, drag and drop the file onto the arrow on the screen (see Manual 2 for uploading files).

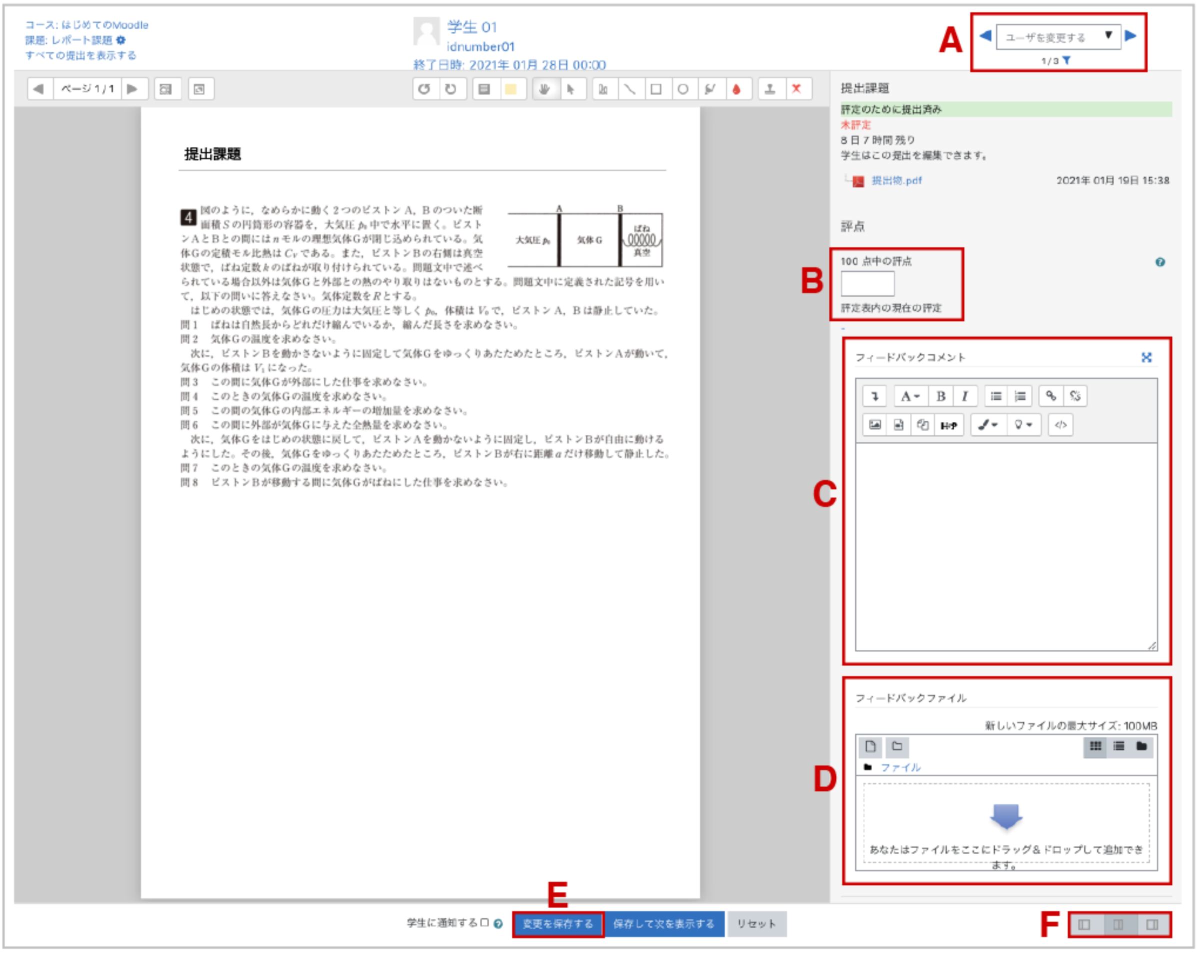
E: Lastly, don't forget to click "Save changes" at the bottom of the screen to save your editing.

F: You can click here to try out three screen layout patterns and change the screen to make it easier to see and work.

Screen when "PDF annotations" are disabled



Screen when "PDF annotations" are enabled

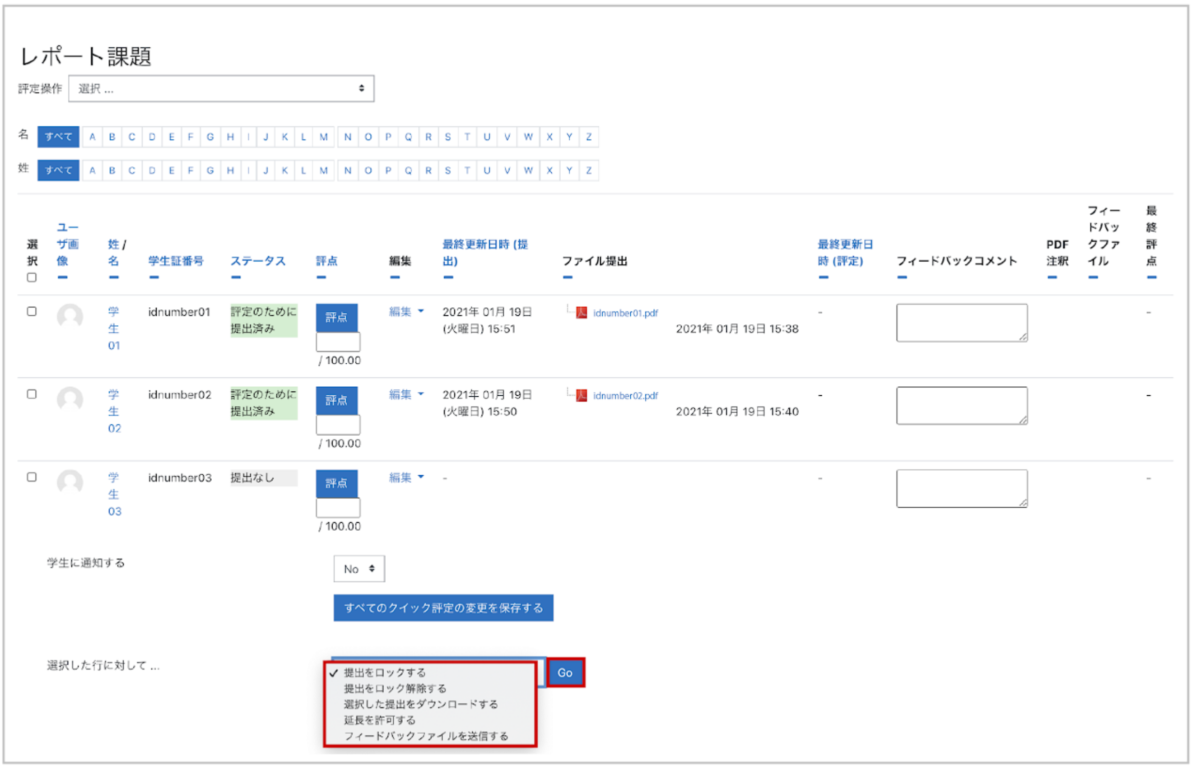


Quick grading

In addition to the grading method explained in "Grading" above, you can enter grades and feedback comments on the list screen by checking "Quick grading". By checking this option, you are able to enter information into the grade and feedback comment fields, so enter the grade and any comments. After grading, click "Save all quick grading changes" at the bottom of the list to save the grade and feedback comments. To finish quick grading, uncheck "Quick grading".

Batch settings for selected rows

It is possible to change settings for the locking, unlocking, and allowing extension of assignment submissions all at once. The method is as follows. After selecting the user in the selection field at the left end of the list, select the item you want to set from "**For the selected row**" and click "**Go**". If you want to adjust these settings individually, you can also set them from "Edit" in the list.



《When grading a submitted assignment, is there a way to only give feedback without notifying students of the grade? 》

Since the grade and the feedback comments are published at the same time, it is not possible to give only feedback without publishing the grade.

For this reason, many teachers do not enter scores in Moodle and instead manage them separately in Excel etc., entering only feedback and uploading files in Moodle when they want to only give feedback without notifying students of the grade.

Explanation of settings

Lock submission

When you lock a submission, students will not be able to submit (or change) the assignment report. You can use this to prevent the replacement of submissions after they have been graded.

Unlock submission

Unlocks a locked submission.

Allow extension

Students are not able to submit a report after the cutoff date and time. If you select "Allow extension", they will once again be able to submit it.

04. Using quizzes

4-1. Using quizzes: Settings

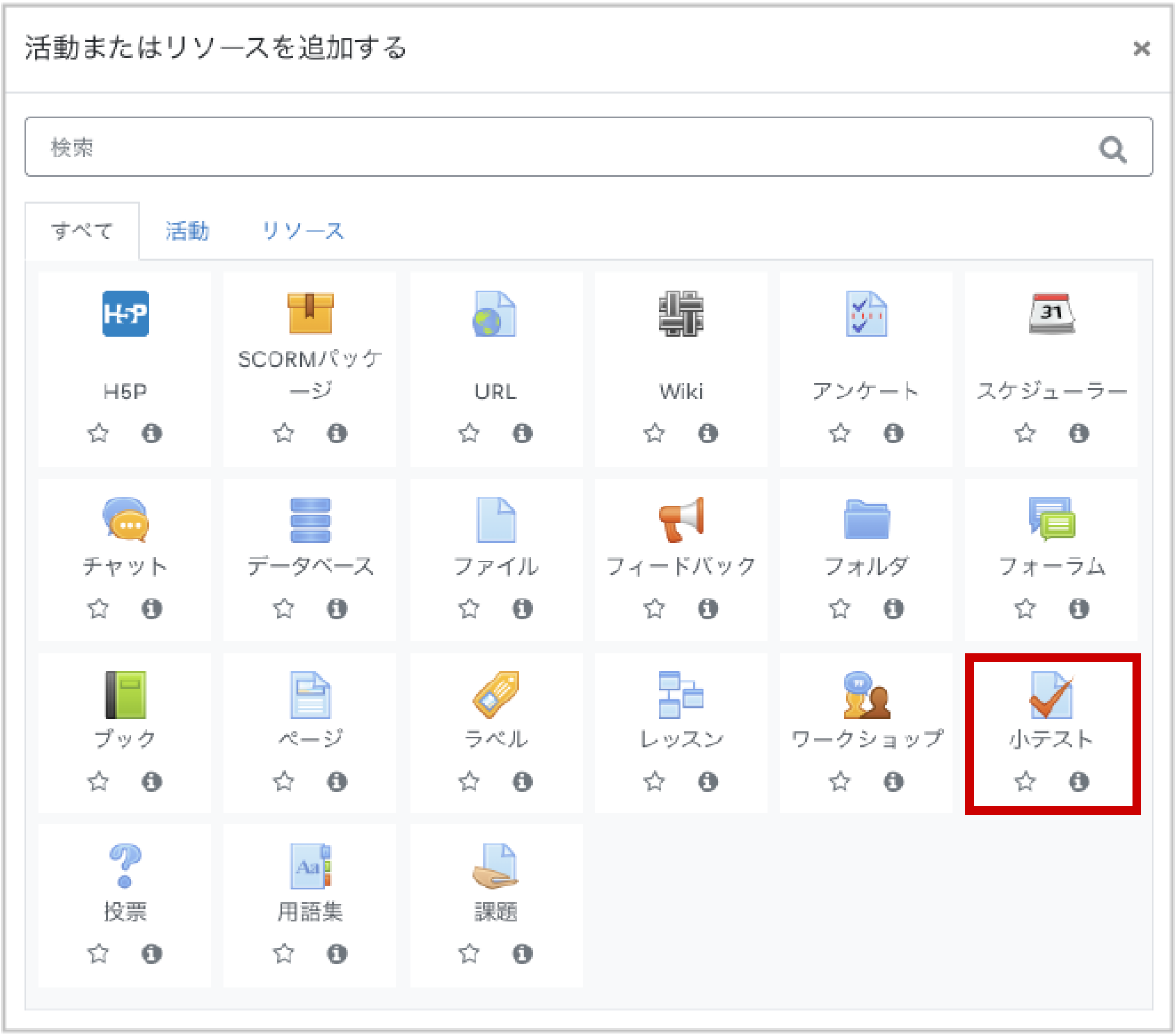
Quizzes in Moodle can be automatically graded online. Automatic grading also allows you to instantly grasp response status and check quiz results before class so that you can go over the most missed problems in class.

Moodle supports a variety of problem types, as shown in the table on the right. Since it is assumed that students will use the online grading feature in their studies, the types of problems that will likely be used the most include those where a response is chosen from a list such as "**Multiple choice**", "**True/false**", and "**Combination**", as well as "**Cloze (embedded answers)**".

小テストの種類	内　容
多肢選択問題	複数の選択肢から正解を選択する問題です.
◯/× 問題	質問の内容が正しいか間違っているかを答える二者択一の問題です.
組み合わせ問題	正しい組み合わせとなるように，複数の選択肢から正解を選択する問題です.
Cloze（穴埋め問題）	問題文の一部を空欄とし，その部分に適切な語句を記入する問題です.
記述問題	自由記述にて解答する問題です.
数値問題	数値を入力して解答する問題です.
ドラッグ＆ドロップを利用して解答する形式の問題	テキストまたはイメージをドラッグ＆ドロップして解答する問題です.

4-1.1 Creating and setting up quizzes

After launching edit mode, click "**Add activity or resource**" in the topic section to display a list of available activities/resources. From the options, select "**Quiz**" and click "**Add**".



The settings screen will open, allowing you to set up the quiz. First, enter the name and description of the quiz to be conducted in "**General**".

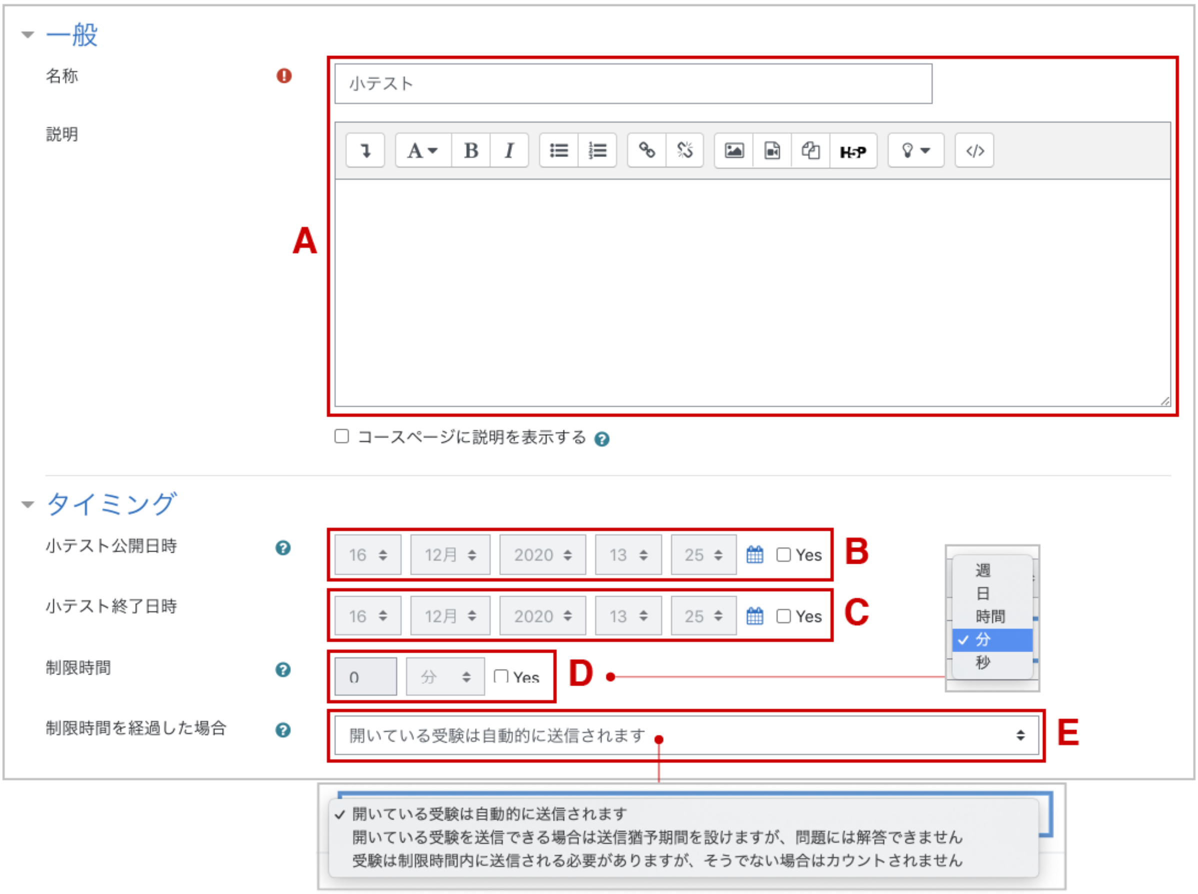
A: Enter the "**Name**" of the quiz and its "**Description**".

B: You can set the open date and time of the quiz (it can be set by checking "Yes". The same applies below).

C: You can set the end date and time of the quiz. The quiz can only be taken up until the "**Quiz end date and time**".

D: You can assign a quiz with a time limit during the above quiz period by setting the "**Time limit**". Since students will not be able to continue taking a quiz past its end date and time, actual test times may be shorter than the time limit depending on when exactly the student starts taking it.

E: You can choose how to treat incomplete quizzes in "**When time runs out**".



《The "When time runs out" setting 》

If a student is in the middle of a quiz (on the page where the countdown timer is displayed) when the **quiz end date and time** (or **time limit**) is reached, responses will automatically be submitted at the end date and time when the quiz is over. Conversely, if the student is away from the quiz page (logged out, etc.) and has not submitted the quiz when the end date and time (or **time limit**) is reached, you can choose how to treat the quiz by adjusting the "**When time runs out**" setting. The setting options are shown below.

1. If you select "**Automatically submit open quizzes**", responses will be automatically submitted at the end date and time.

2. If you select "**Allow grace period for open quizzes that can be sent but do not allow further responses**", you can adjust the "**Submission grace period**" setting to allow students to submit their responses within the grace period (new responses cannot be submitted).

3. If you select "**Quizzes must be submitted within the time limit and they will not be counted if not submitted on time**", students will not be able to submit responses after the **quiz end date and time** (responses will not be submitted and the quiz will be treated as untaken).

Grading settings

The **Grading** field is for setting the "**Number of times quiz can be taken**" and the "**Grading method**". "**Grading method**" is set when the quiz can be taken two or more times.

「評定方法」の選択肢

最高評点	受験した中で，最も高い得点のときを評点とします．
平均評点	受験した各回得点の平均点を評点とします．
最初の受験	1回目の受験の得点を評点とします．
最後の受験	最後の受験の得点を評点とします．

Setting problem actions

The **Problem action** field is used for adjusting "Problem action" settings. By default, this is set to "Delayed feedback" which allows students to receive correct answers and feedback after submitting their responses. After adjusting the settings, click "**Save and return to course**" at the bottom of the screen to save the settings.

"Problem action" settings

Delayed feedback (default setting)

Displays correct answers and feedback after all quiz responses have been submitted.

Immediate feedback

Judges whether a response is correct or incorrect and displays the correct answer and feedback when students submit each response and click the "Check" button. Responses cannot be resubmitted even if they are incorrect, and the quiz will proceed to the next problem.

Adaptive mode

Judges whether a response is correct or incorrect and displays feedback when students submit each response and click the "Check" button. Responses can be resubmitted if they are incorrect. However, students’ scores will be penalized every time an incorrect response is submitted.

Adaptive mode (no penalties)

Judges whether a response is correct or incorrect and displays feedback when students submit each response and click the "Check" button. Responses can be resubmitted if they are incorrect. There are no penalties for resubmitting responses.

Interactive multiple attempts

Judges whether a response is correct or incorrect when students submit each response and click the "Check" button. When a response is incorrect, a "Retry" button will be displayed with a hint, and students can re-answer the problem. A hint is displayed on each attempt, and students can retry the problem as many times as the number of hints set for the problem (set in "Multiple attempts"). However, students’ scores will be penalized every time an incorrect response is submitted.

(CMB)

Stands for Certainty-Based Marking. When submitting a response, students select the degree of certainty for their response from three levels in addition to their answer. The higher their confidence, the higher their score will be when their response is correct, but if it is incorrect, the student’s score will be greatly deducted.

Review option settings

Used for setting the information presented to the user in a quiz review.

When to display a review

During the student’s quiz

Displays each time a problem is answered (can be set only for adaptive mode and interactive multiple attempts).

Displays each time a problem is answered (can be set only for adaptive mode and interactive multiple attempts).

Displays within two minutes after the quiz is completed (after responses are submitted).

After the student completes the quiz, and until the quiz is closed

Displays when the quiz is accessed again within the quiz period (the period set for the timing) after the student completes the quiz.

After the quiz closes

Displays when the quiz is accessed after the quiz period set in "**Timing**" (can be set only when the quiz end date and time is enabled).

Feedback types

Specific feedback

Feedback displayed according to the response selected by the student. Corresponds to the following two kinds of feedback. Both can be set from the edit screen of the problem.

1. One is feedback that is set for the response options in the problem. It is displayed when the response is selected.
2. The other is feedback set in the "Comprehensive feedback" for the problem. It is displayed according to correct and incorrect responses.

General feedback

Feedback set in "General feedback" on the problem edit screen. It is displayed for each problem after the quiz regardless of whether a response is correct or incorrect. It can be used to give an explanation of the problem.

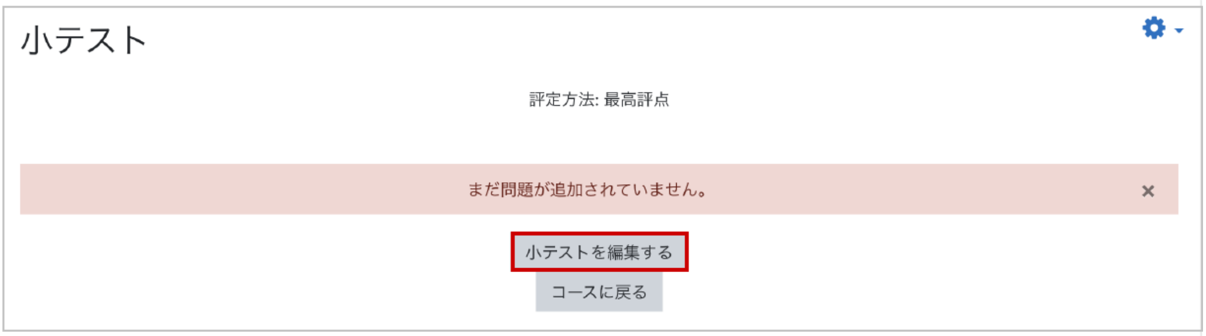
Overall feedback

Feedback set in "Overall feedback" on the quiz edit screen. It is displayed after the quiz. You can change the feedback according to the student's grade.

4-1.2 Creating problems

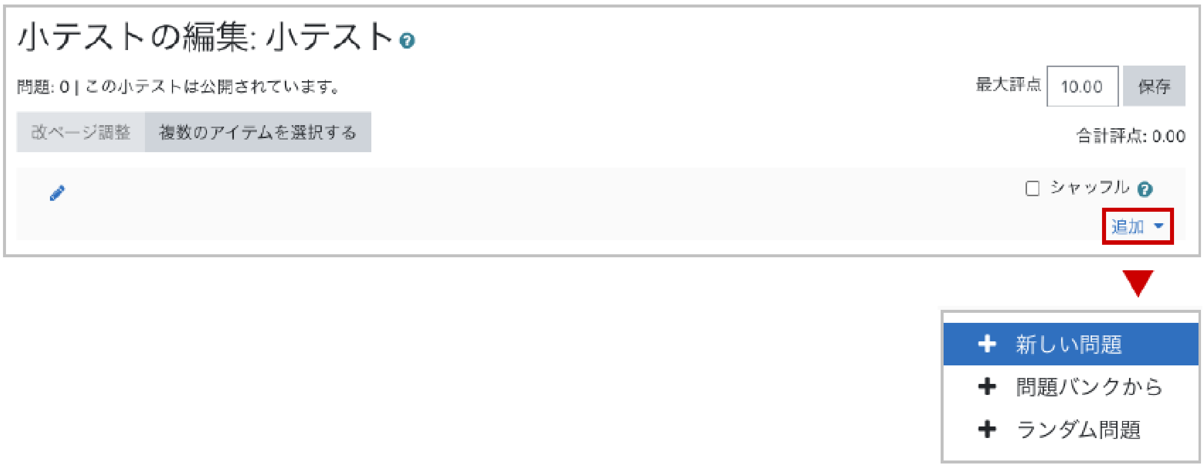
This section explains how to create problems: "**Multiple choice**," "**Cloze (embedded answers)**," and "**Problems answered using drag and drop**."

When you view a quiz set up for the course, a message reading "No problems have been added" is displayed since no problems have been added yet. Here, click "**Edit quiz**" to create and select problems to add to the quiz



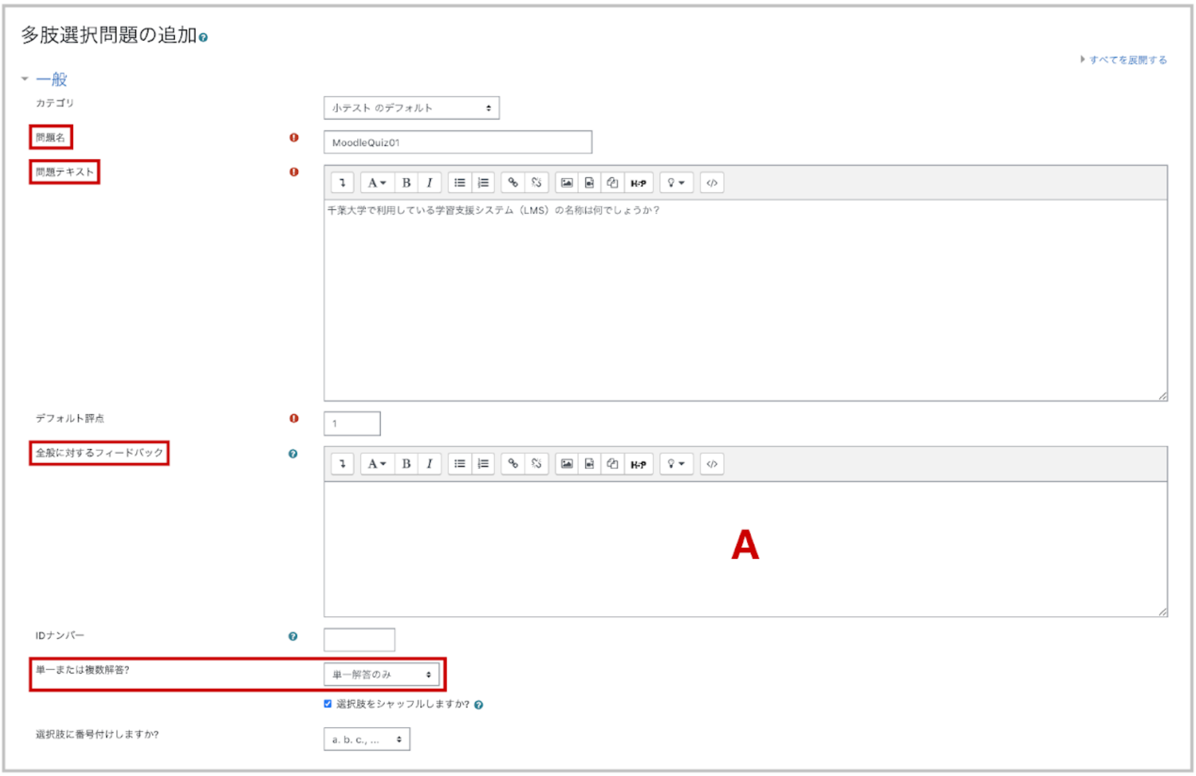
Creating multiple choice problems

If a problem is already saved in the problem bank (the storage location of problems created for the course), you can select the problem from the problem bank or designate problems from the problem bank at random, but here we will select "**New problem**" to create a new problem (the created problem will be saved in the problem bank).



Select the type of problem you want to create. Here, we have selected "**Multiple choice**." Then click "**Add**".

The multiple choice creation screen will be displayed, so enter the title of the problem in “**Problem name**" and the content of the problem in the "**Problem text**". Also select whether it is a single-answer problem or a multiple-answer problem in "**Single or multiple answers?**"



Set the choices in "**Answer**."

A: Enter the "Answer" in the choices and give a "Score" for that answer.

B: Enter "Feedback" for the answer.

C: In the case of a single answer, the score of the correct answer will be 100%. In the case of multiple answers, the total score of the multiple correct answers will be 100%.

D: Continue setting the "Answer", "Score", and "Feedback" for each choice.

Initially, there are five choice input fields, but blank choices will be ignored. If you want to create a problem with more than five choices, click "Add three more choice input fields" under "Choice 5" to add the choices.

If you have selected "Adaptive mode" or "Interactive multiple attempts" in "Problem actions" when setting the quiz, students will be able to answer multiple times during a single quiz. In such a case, you can set the percentage of points that will be deducted for each mistake as a penalty for incorrect answers in "Multiple attempts". The penalty is set to 33.3% on the screen, meaning 0.67 points will be given for the correct response after responding incorrectly once. 0 points will be given for the correct response after responding incorrectly three times in a row instead of a negative score.

***If the testing mode is set to "Interactive multiple attempts", responses can be resubmitted for as many hints provided.**

Click "**Save changes**" at the bottom of the screen to save the created problem, and the problem you just created will be added to the quiz being edited.

Previewing quizzes

You can check the created quiz from "Management" > "Manage a quiz" > "Preview" displayed on the left side of the screen (here, two problems are shown on separate pages).

問題は複数のページに分かれています．

4-1.3 Checking quiz results

To check quiz results, you can use the quiz result list sorted by students and the statistical information of quiz results.

If you click the icon of the quiz added to the course, "**Number of quizzes taken**" will be displayed as a link. Clicking on this will display a list of test results by student.

A: You can download quiz results as a "**CSV file**" or in "**Excel format**".

B: Click "**Review quiz**" to see a detailed review of the quiz results for the selected student.

You can sort items into descending/ascending order by clicking on headings such as "Student ID number" or "Score" on the list screen.

The above can also be confirmed from "Quiz results" > "Grade" displayed by clicking the gear mark to the right of the quiz. From here, you can also access features such as "Answers", "Statistics", "Manual grading", etc.

04-2. Using quizzes – Creating problems

Cloze (embedded answers)

As with the explanation on creating multiple-choice problems, select "**Cloze (embedded answers)**" from "**Select the type of problem to add**" and click "**Add**".

For Cloze problems, you can create "Multiple-choice," "Short-answer," and "Numerical" problems by providing blanks in the text. You can have multiple blanks for one problem. However, when creating a problem, you need to write a code for creating the problem in "Problem text".


追加する問題タイプを選択する
シンプル計算問題
ドラッグ＆ドロップイメージ
ドラッグ＆ドロップテキスト
ドラッグ＆ドロップマーカー
ミッシングワード選択
ランダム記述組み合わせ問題
計算問題
穴埋め問題 (Cloze)
多肢選択計算問題
その他
説明
このタイプの問題は非常に柔軟性がありますが埋め込み式の多肢選択問題、記述問題および数値時問題を作成できる特別なコードを含んだテキストを入力する必要があります。
追加
キャンセル

Below are concrete examples which explain how to create Cloze problems.

Multiple-choice problems

■ **Problem types**

MULTICHOICE (or MC; MCS when shuffling choices)

Choices are displayed in a drop-down menu, and select the correct answer from the menu.

MULTICHOICE_V (or MCV; MCVS when shuffling choices)

Choices are lined up vertically. The radio button displayed next to the choices is used to respond.

MULTICHOICE_H (or MCH; MCHS when shuffling choices)

Choices are lined up horizontally. The radio button displayed next to the choices is used to respond.

When using the created problems in a quiz, choices will not be shuffled when using "MC", "MCV", and "MCH" even if shuffle is enabled in the quiz settings ("Problem actions"> "Shuffle problem contents" set to Yes). Use "MCS", "MCVS" and "MCHS" to shuffle choices.

Format

{1: MC: **= Correct choice #Correct response feedback ~Incorrect choice 1 #Incorrect response feedback 1 ~Incorrect choice 2 #Incorrect response feedback 2**… (Repeat thereafter)…}

Enclose the problem type symbol (MC, etc.) in a colon (:). Change the "MC" portion to "MCV", "MCH", "MCS", "MCVS", or "MCHS" according to the type of problem being created. It does not matter whether the incorrect or correct answer choices are entered first. For example, if the correct answer is attributed to the second choice, it will look as follows.

{1: MC: **Incorrect choice 1#Incorrect response feedback 1 ~= Correct choice #Correct response feedback ~Incorrect choice 2 #Incorrect response feedback 2**… (Repeat thereafter)…}

Explanation of symbols

Explanation of symbols

～

Each choice is separated by "~"**.**

＝

Indicates the correct answer by adding it just before the correct answer choice.

#

Indicates the start of feedback (optional).

The number just before ":MC:"

Represents the weight of the score (optional). If there is one blank in the problem, or if there are multiple blanks but the weights of each grade are equal, the numbers can be omitted.

Specific examples

Ex 1: Inline, weighted scoring

Chiba University {2:MCS: ~ = **Moodle** #correct ~**Sakai** #incorrect ~**Blackboard Learn** #**incorrect**} started operation in the academic year {1:MC:~= **2009** ~**2010**, ~**2011**}.

If there are multiple blanks in the problem, you can change the weight of each point. The ratio of each score of {1:MC: …} and {2:MCS: …} is 1:2.

Ex 2: Display choices vertically

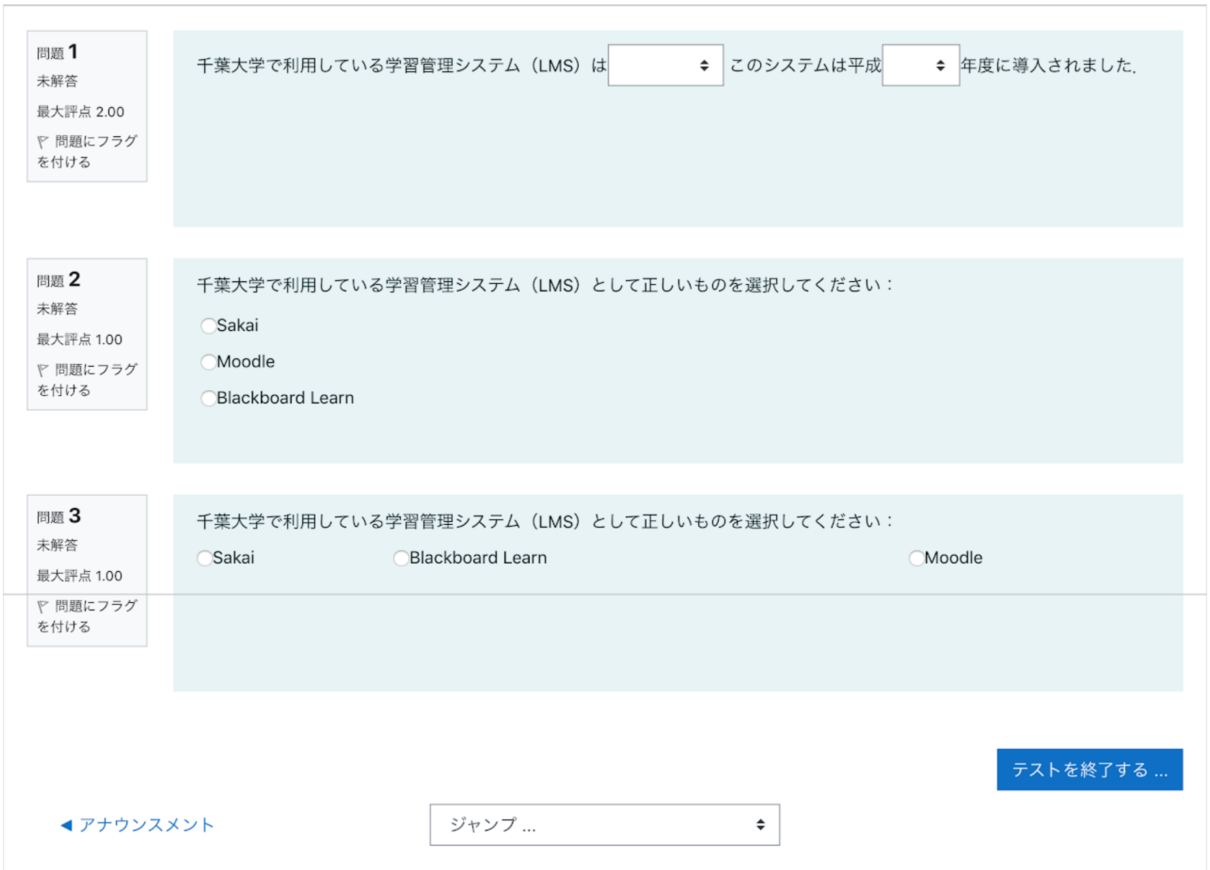
Select the correct Learning Management System (LMS) used at Chiba University:

{:MCVS:~=**Moodle** #correct~**Sakai** #incorrect~**Blackboard Learn** #incorrect}

Ex 3: Display choices horizontally

Select the correct Learning Management System (LMS) used at Chiba University:

{:MCHS:~=**Moodle** #correct~**Sakai** #**incorrect**~**Blackboard Learn** #incorrect}



例１，２，３の問題画面

Short-answer problems

Problem types

SHORTANSWER (or SA, MW)

Used when not distinguishing between capital and lower-case letters

SHORTANSWER_C (or SAC, MWC)

Used when distinguishing between capital and lower-case letters

Format

{:**SA:=Correct choice #Correct response feedback ~% Score percentage% Partial point choice #Partial point response feedback ~ * #Feedback other than the displayed choices**}

Multiple partial point choices can be provided.

Explanation of symbols

%Percentage of score**%**

Represents the percentage of the score given as partial points. %50% is a half score (optional).

*

Represents all but the displayed choices (optional).

Specific examples

Ex 4: Short-answer: Not distinguishing between capital and lower-case letters

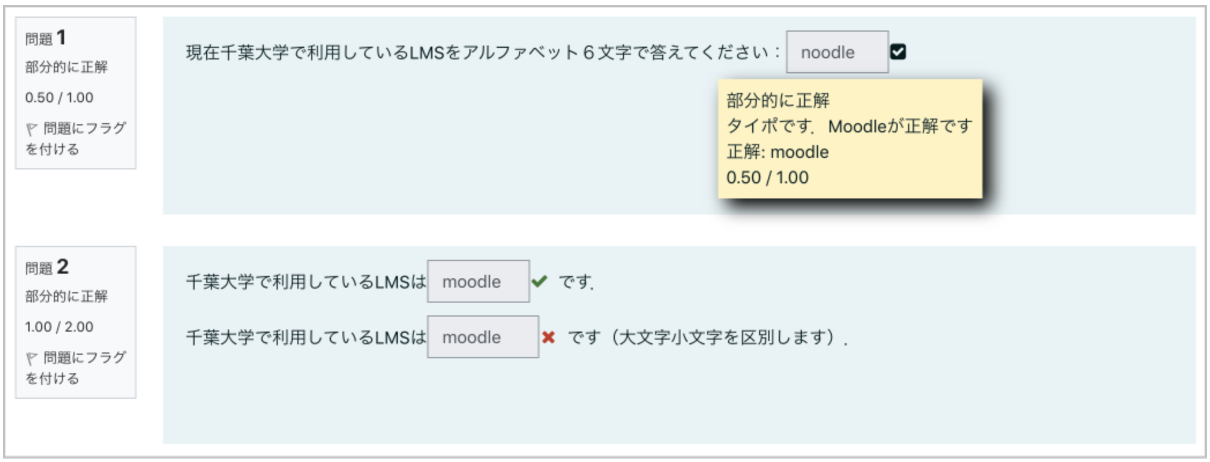
Name the six-letter LMS currently used at Chiba University:

{:SA: =**moodle #correct ~% 50% noodle #typo. Moodle is correct ~ * #incorrect. Moodle is the correct answer**}

Ex 5: Short-answer: Distinguishing between capital and lower-case letters

The LMS used at Chiba University is {:SA: = Moodle}.

The LMS used at Chiba University is {:SAC: = Moodle} (distinguish between capital and lower-case letters).



Examples 4 and 5 on the screen

Numerical problems

Problem type

NUMERICAL (or NM)

Format

{:NM: = Correct number: tolerance #Correct response feedback #Feedback}

Explanation of symbols

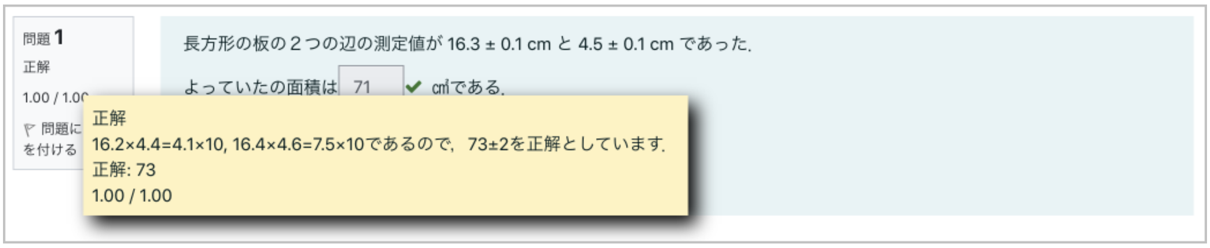
Correct number: tolerance

The method of expressing tolerance. For example, for "= 73:2", the correct answer would be "73 ± 2", and any values from 71 to 75 will be counted as correct.

Specific examples

Ex 6

The measured values on two sides of a rectangular board were 16.3 ± 0.1 cm and 4.5 ± 0.1 cm. Therefore, the area of the board is {:NM:=**73:2#16.2×4.4 = 7.1×10, 16.4×4.6=7.5×10, so 73 ± 2 is considered correct.** } cm_2.



Example 6 on the screen

Problems answered using drag and drop

There are three types of problems that can be answered by drag & drop: "**Drag and drop into text**," "**Drag and drop onto images**," and "**Drag and drop markers**."

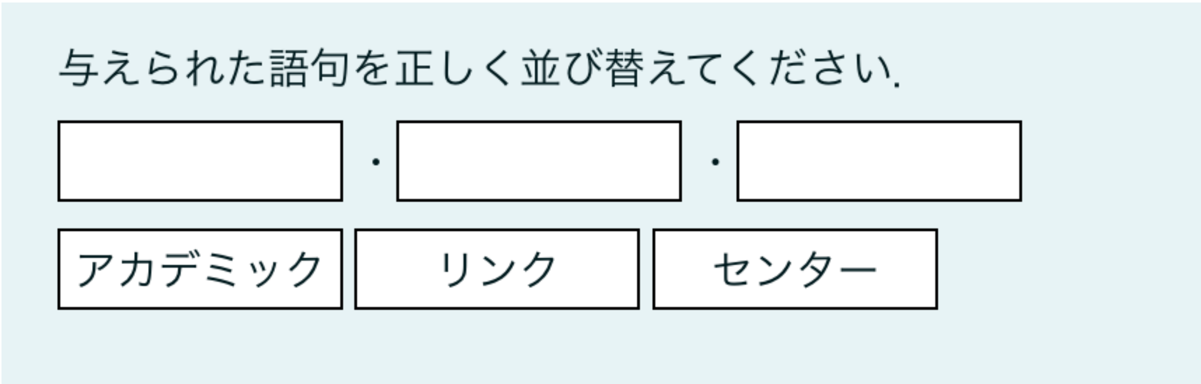
Name

Explanation

Example

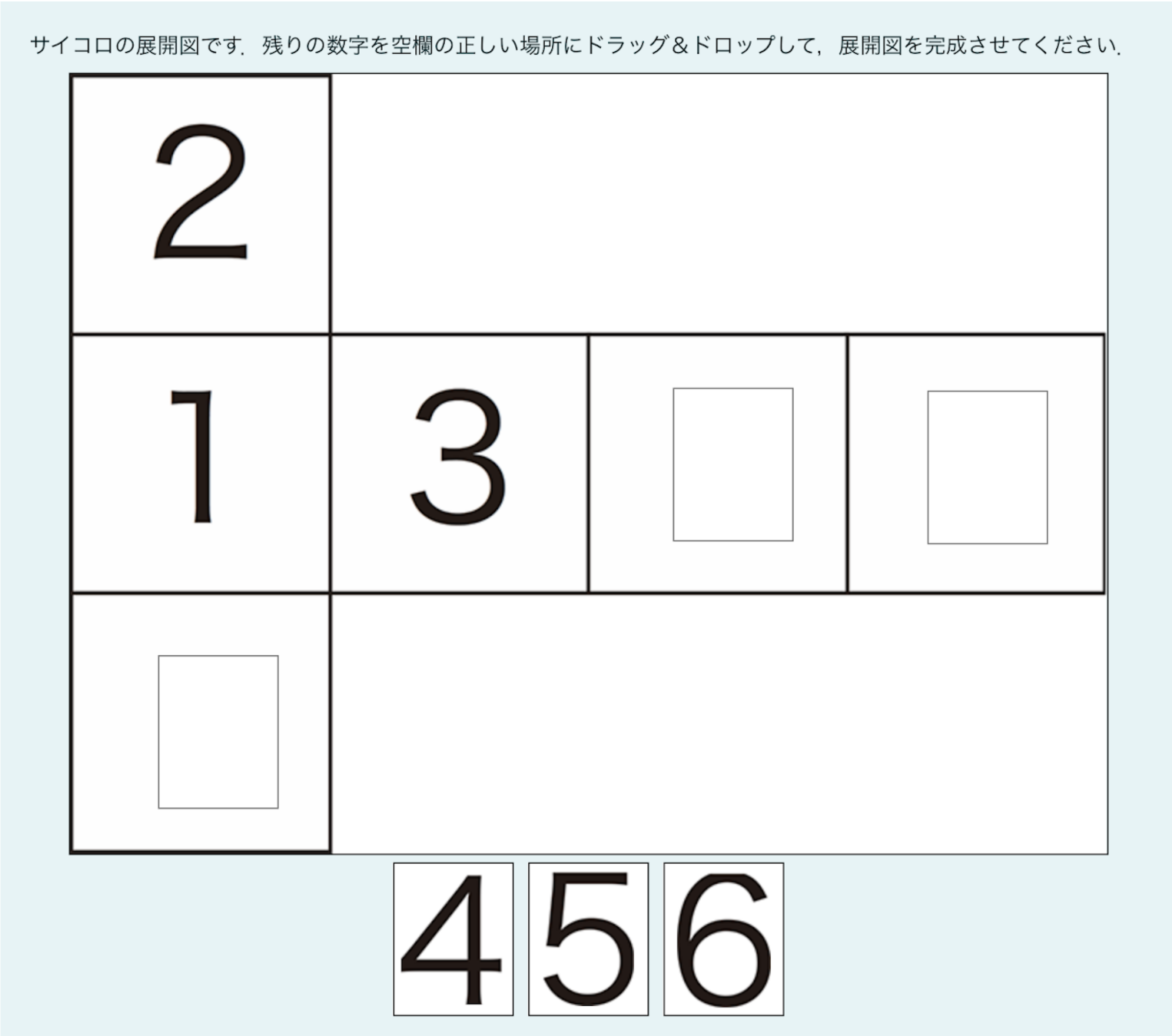
Drag and drop into text

Problems that are answered by arranging words and phrases into blanks through drag and drop.



Drag and drop onto images

Problems that are answered by dragging and dropping images or text into the appropriate blank spaces of a background image.



Drag and drop markers

Problems that are answered by dragging and dropping text into the appropriate area of a background image.

Instead of dragging text to a specified blank, it is dragged into an area set on the background image.

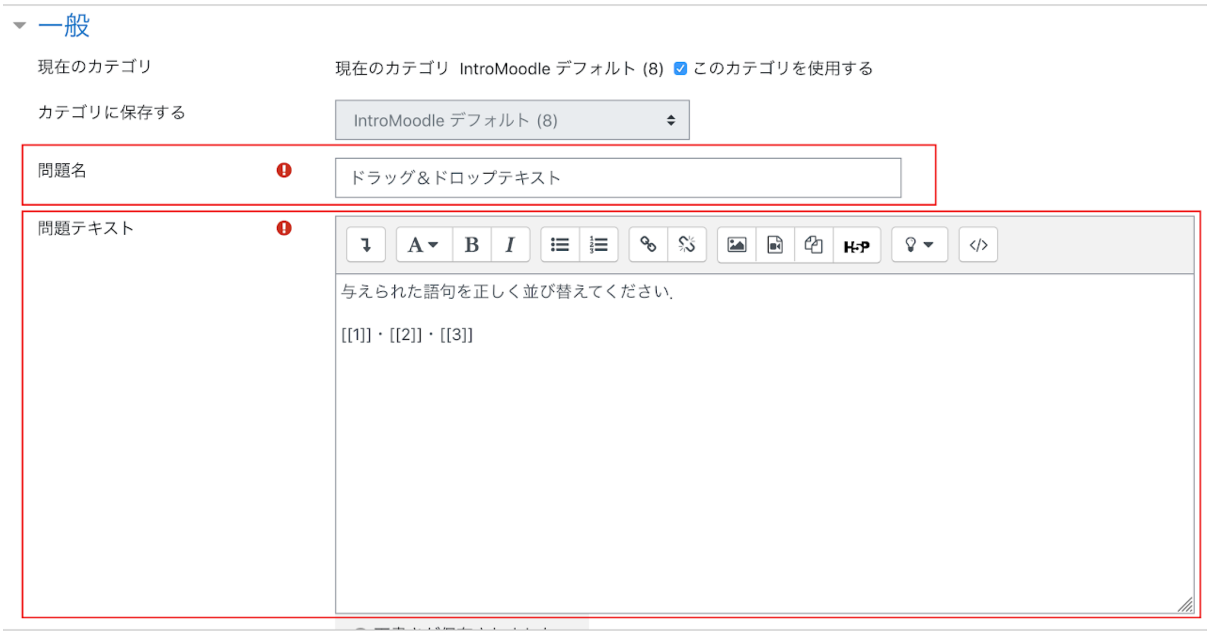
地図の下に表示されているマーカー（「工学部」「国際教養学部」「野球場」）をそれぞれ地図上の正しい領域にドラッグ＆ドロップしてください（ドラッグ＆ドロップする際は，マーカーの左上の縁の部分が領域に含まれるように移動させます）.

工学部　国際教養学部　野球場

「General」

Enter the name of the problem in "**Problem name**" and the text of the problem in "**Problem text**".

Create a fill-in-the-blank area by enclosing numbers in [[…]], such as [[1]], in the part of the problem you want students to fill in the blank for.



「Choices」

Create choices for the fill-in-the-blank part of the problem. The response to [[1]] in the above problem text corresponds to Choice 1, and each number corresponds in the same way (it is also possible to create incorrect choices by creating more choices than the created fill-in-the-blank parts).

If you check "Shuffle", the choices will be randomly shuffled and displayed each time.
By classifying choices into different groups using "Group", you can separate the range of fill-in-the-blank fields to which the choices apply.

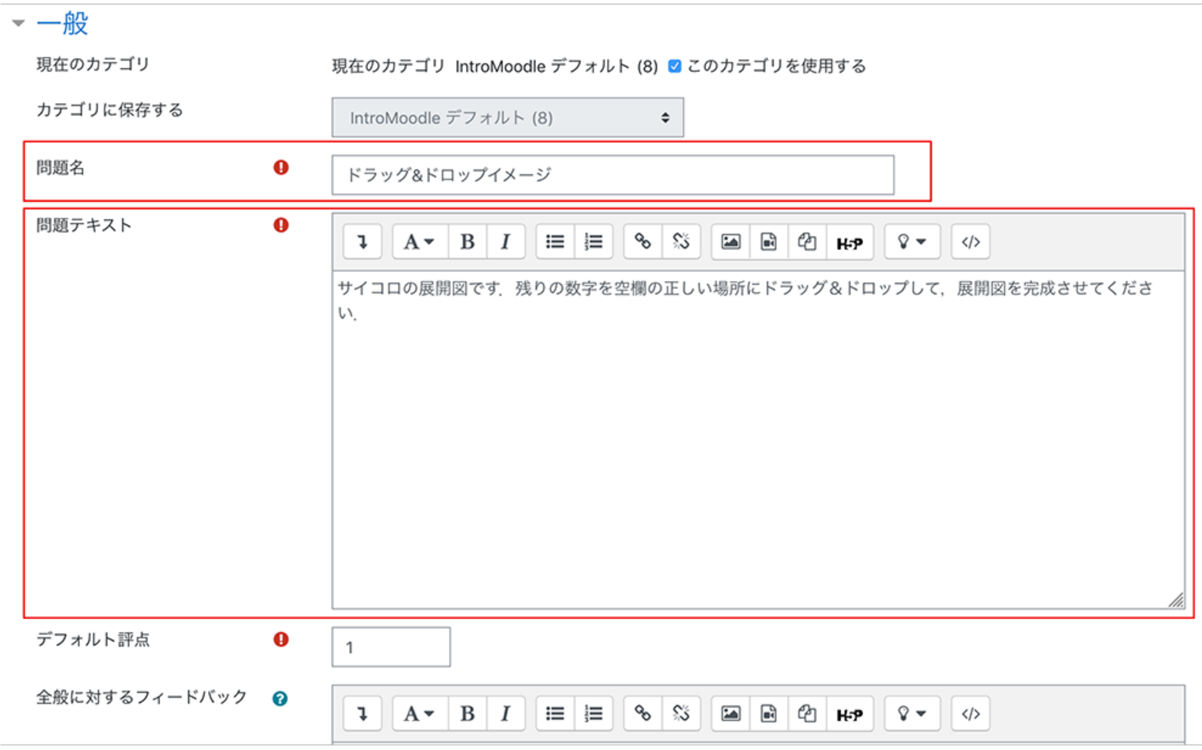
If you check "Unlimited", students will be able to use the choice as many times as they want when responding.

Finally, click "**Save changes**" to save the created problem.

Drag and drop onto images

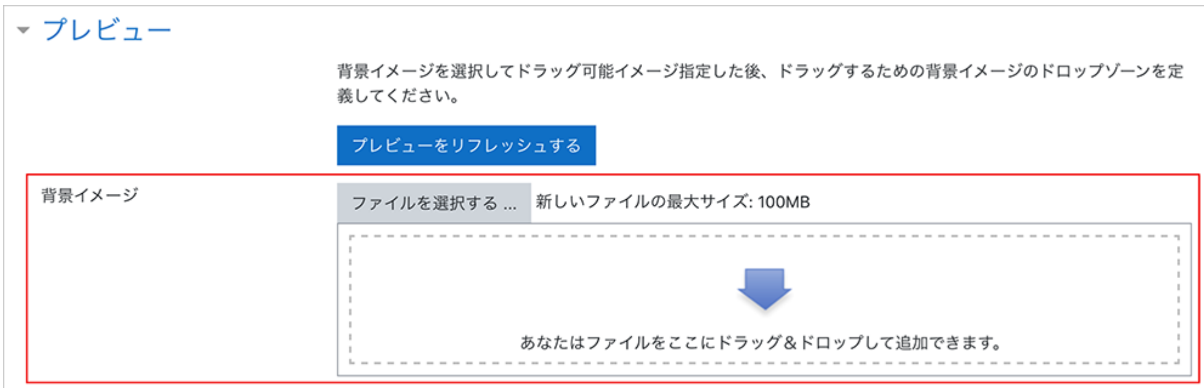
「General」

Enter the name of the problem in “**Problem name**” and the text of the problem in “**Problem text**”.

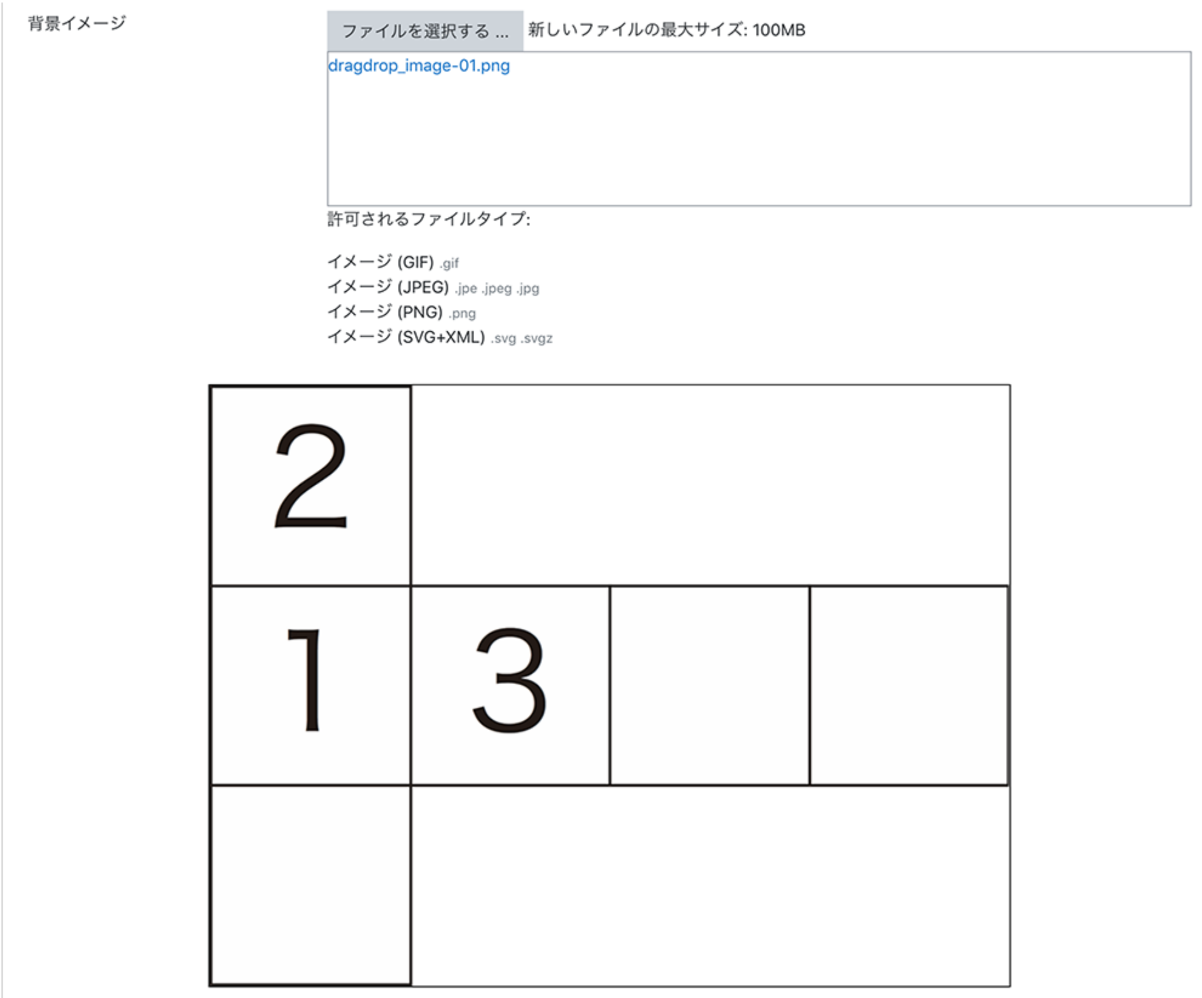


「Preview」

Upload the image file to be used as the background image.



Before uploading the image file



After uploading the image file

「Draggable items」

Set the image and text to be used for the answer.

In “**Type**”, set a “**Draggable image**” or “**Draggable text**”.

As with drag-and-drop into text, you can use "Group" to classify choices into different groups and separate the range of fill-in-the-blank fields to which the choices apply. If you check "**Unlimited**", students will be able to use the choice as many times as they want when responding. Repeat the same steps for the number of draggable items, and finally click "**Refresh preview**" in "Preview" to reflect the uploaded file.

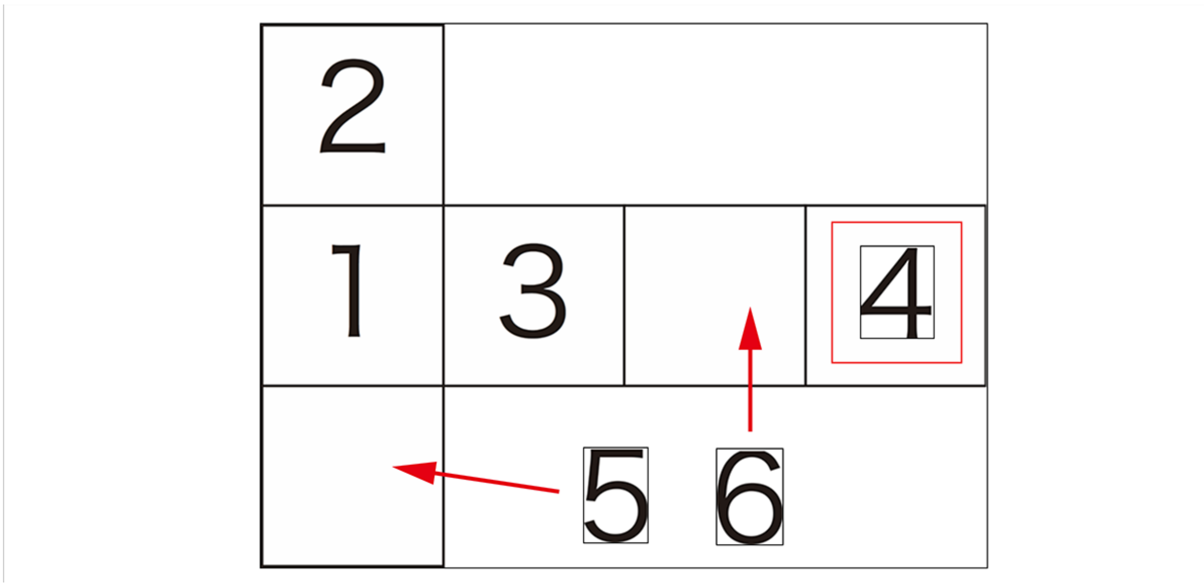
If you select **draggable image**, upload the image file (A)

If you select draggable text, enter the text (B)

「Drop zone」

Decide on which part of the background image the draggable item should be dropped to be counted as a correct answer.

First, select an item from "**Draggable items**" (❶). Next, specify the location to drag and drop the item (❷). To specify the location, you need to enter the coordinate value, but you can also drag and drop the item in "P**review**" used when uploading the background image earlier to determine the location (coordinate values are set automatically in conjunction).



Preview screen

Finally, click "**Save changes**" to save the created problem.

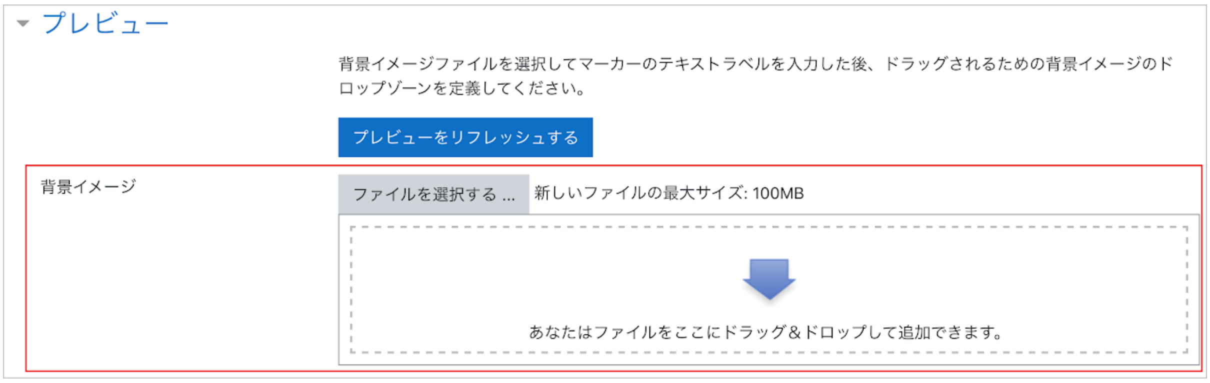
Drag and drop markers

「General」

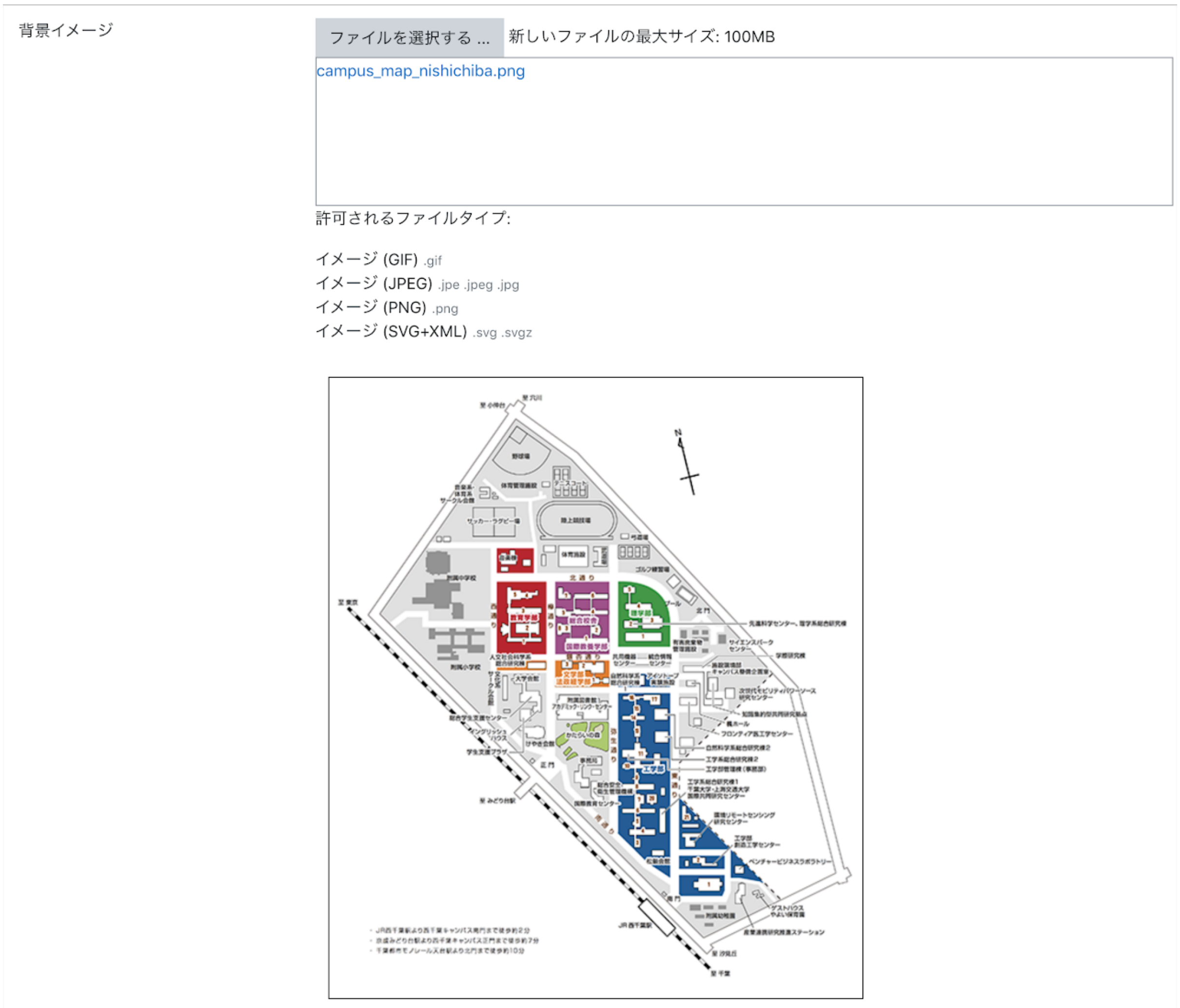
Enter the name of the problem in "**Problem name**" and the text of the problem in "**Problem text**".

「Preview」

Upload the image file to be used as the background image.



Before uploading the image file

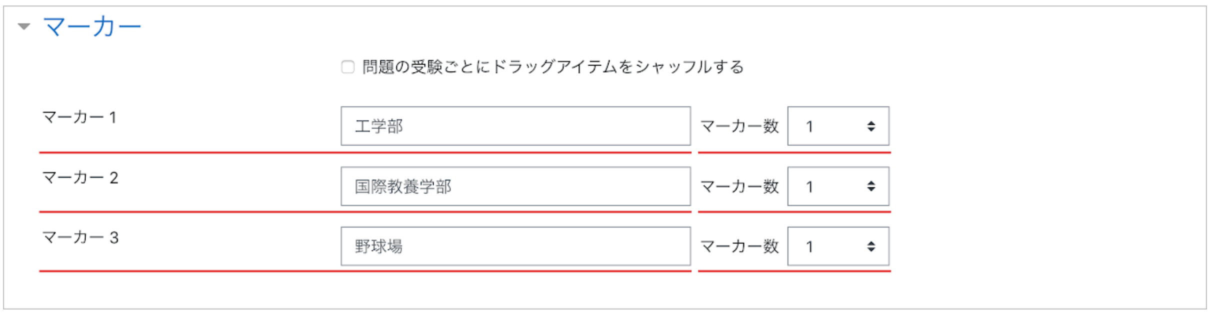


After uploading the image file

「Markers」

Enter the name of the markers to be drag and dropped when responding.

If you set the number of markers to "**Unlimited**", they can be used as many times as desired, but if set to an option other than unlimited, the markers can be used only the specified number of times.



「Drop zone」

While checking the background image in "**Preview**", set the area to be counted as a correct answer when the marker is dropped.

How to specify the area

- When coordinates are expressed as "x, y", x indicates a horizontal position and y indicates a vertical position.

- The area can be specified as three types: "Circle", "Rectangle", and "Polygon". Each of these are set as follows.

Circle

x,y;r

x and y are the coordinates of the center of the circle, and r is the radius.

Rectangle

x,y;w,h

x and y are the coordinates of the upper left corner of the rectangle, and w and h are the width and height of the rectangle, respectively.

Polygon

x1,y1;x2,y2;x3,y3; ... Repeat for the number of points.

x1 and y1 represent the coordinates of the first point, and in the case of a polygon, it is necessary to specify three or more points.

Finally, click "**Save changes**" to save the created problems.

4-2.1 Creating problems in bulk

Moodle offers several ways to create quiz problems in bulk. This section explains how to use "GIFT format", which is a format used for importing quiz problems from a text file.

Creating problems in GIFT format

GIFT format is used as follows (the method for creating individual problems will be explained later).

● Answers are represented by enclosing them with "{}" as in "{answer}".

● Insert "#" after each answer and then add a comment to provide feedback on the answer.

● Words between "::" such as in ":: problem name ::" represent the name of the problem.

● Lines starting with "//" are treated as comments.

● When inputting multiple problems, separate each problem with a blank line.

When using GIFT format, it is necessary to save the character code of the text file as UTF-8[1)] . The differences between problem types when creating problems in GIFT format are summarized below.

Multiple-choice problems

Input the correct answer after "=" and other choices after "~".

Combination problems

Input choices with "=" and the match to the choices with "->".

Numerical problems

Input the correct answer after "#".

True/false problems

If correct, enter "T", and if incorrect, enter "F".

Short-answer problems

Input the correct answers after "=". It is necessary to list all correct answers.

Please refer to "GIFT format example" below for specific details on creating problems.

1) Use caution when using "Notepad" which comes with Windows 10 to edit GIFT format because if your version of Windows 10 is 19H1 or earlier when saving a character code in UTF-8, it will be accompanied by unwanted data called a Byte Order Mark (BOM) (as of March 2021). An example of an alternative text editor is the free software "Mery", which allows you to create an appropriate text file by selecting UTF-8 (without BOM) and saving it. UTF-8 without BOM may also be expressed as "UTF-8N".

GIFT format example

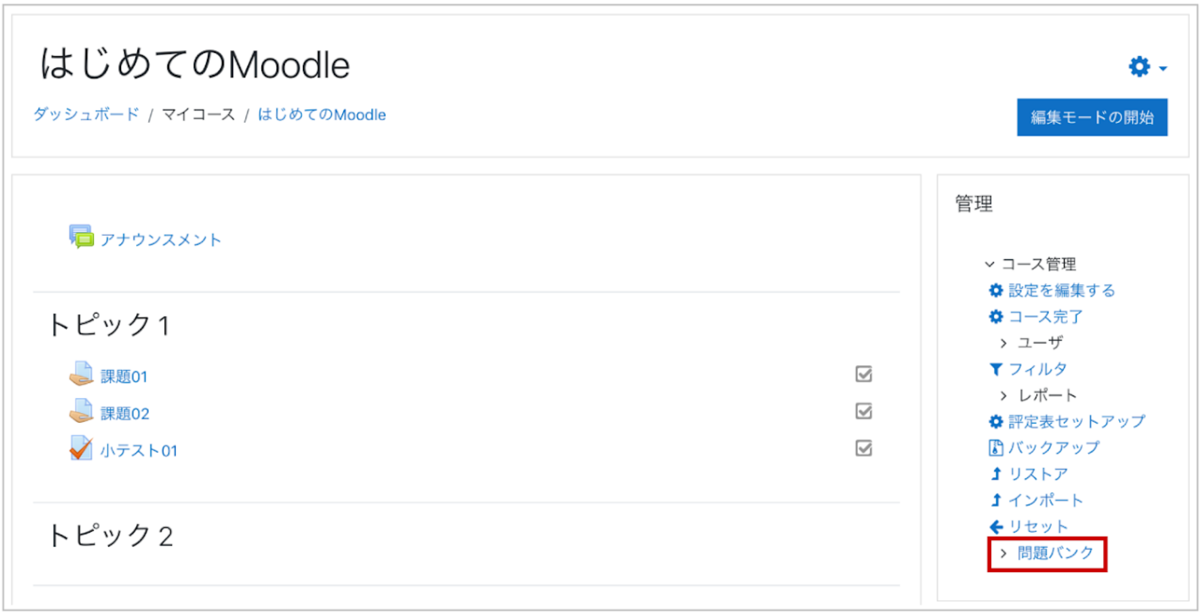
Below is an example of how to create a problem in GIFT format.

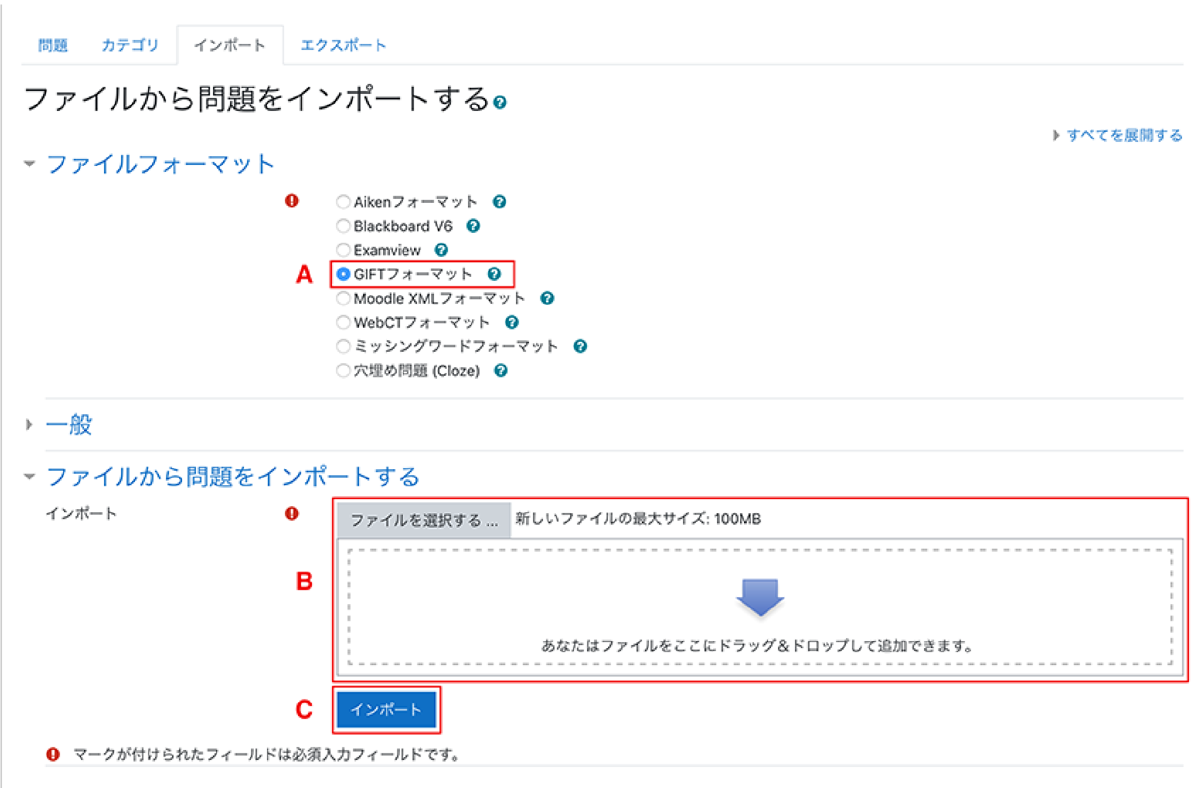
```
//*******************************************************************
// GIFTフォーマット
//*******************************************************************
// 利用出来る問題は以下のとおりです．
//
// 01. 多肢選択問題
// 02. 組み合わせ問題
// 03. 数値問題
// 04. マルバツ問題
// 05. 記述問題
//
// <注意>
//  文字コードは「UTF-8」として保存してください．
//  なお，Windows XP に付属の「メモ帳」はUTF-8で保存できませんので，
//  注意してください．一見 UTF-8 で保存できるように見えますが，
// 「Byte Order Mark (BOM)」という余計なデータが付いていますので不適当です．
//  代わりのエディタとしては「TeraPad」などがあります．
//  TeraPadを利用の場合，保存時に「UTF-8N」を選択すると，
//  BOMの付随しない適切なファイルを作成することができます．
//
//===================================================================
// 問題作成例
//===================================================================
// 以下に，問題作成の方法を示します．
//
// <共通の注意>
// (1) 解答部分を「{解答部分}」のように「{」と「}」で挟んで表します．
//       なお，問題文の途中に解答部分を設けると，問題文が穴埋め式になります  ．
// (2) 個々の解答の後に「#」を挿入し，その後にコメントを記入すると，
//       解答へのフィードバックとなります．
// (3) ::問題名:: のように「::」で挟んだ部分が問題名となります．
// (4) 複数の問題を記述する場合は，それぞれの問題を空行で区切ります．
// (5) 「//」で始まる行はコメントとして扱われます．
// (6) MathJaxフィルタを用いて数式を記述する場合，LaTeXフォーマットで書いた数式を
//        「\(」と「\)」で囲みます．
// (7) LaTeXフォーマットで数式を記述する場合，「=」「{」「}」などを用いますが，
//       PHPとLaTeXの処理順序の関係上，上記の記号をLaTeXフォーマットで用いる場合は
//       これらの記号の前に「\（バックスラッシュ）」を付けて記述します．
//        例: \( y = \int_a^b\dfrac{1}{x} dx \)
//
// 01 ---------------------------------------------------------------
// 多肢選択問題
//  [作成方法]
//   正解を「=」，その他の選択肢を「~」に続けて記述します．
// ------------------------------------------------------------------
::多肢選択問題01::
2月8日は何の日ですか?{=針供養の日#そのとおり!よくご存じで．
                       ~節分#2月3日ですね．
                       ~立春#2月4日ですね．}

::多肢選択問題02::
Moodleの開発者は{=Martin Dougiamas ~Bill Gates ~Jeff Beck}です．

// 02 ---------------------------------------------------------------
// 組み合わせ問題
//  [作成方法]
//   選択肢を「=」，選択肢への対応を「->」に続けて記述します．
// ------------------------------------------------------------------
::組み合わせ問題::
正しい組み合わせを選択せよ．{=5/4->みどりの日 =4/29->昭和の日 =11/3->文化の日}

// 03 ---------------------------------------------------------------
// 数値問題
//  [作成方法]
//   正解を「#」に続けて記述します．
// ------------------------------------------------------------------
::数値問題01::
1 + 2 + 3 + 4 + 5 + 6 + 7 + 8 + 9 + 10 = {#55}

::数値問題02::
\( \int_0^1 x^3 \mathrm\{d\}x \) ={#0.25}

// 04 ---------------------------------------------------------------
// マルバツ問題
//  [作成方法]
//   正しい場合は「T」，誤りの場合は「F」とします．
// ------------------------------------------------------------------
::マルバツ問題::
Moodleは「社会的構成主義」と呼ばれる学習スタイルをもとに作られている．{T}

// 05 ---------------------------------------------------------------
// 記述問題
//  [作成方法]
//   正解を = に続けて記述します．なお，すべての正解を列挙する必要があります．
// ------------------------------------------------------------------
::記述問題01::
現在千葉大学で利用している学習管理システム（LMS）は{=moodle =Moodle =MOODLE =ムードル}です．

::記述問題02::
\( \int_0^1 x^3 \mathrm\{d\}x \) ={=0.25 =1/4}
```

数式を扱う際の注意
PHP と LaTeX の処理順序の関係上，MathJax表記「\(… \)」に含まれる{ }や＝をバックスラッシュ「\」でクォートする必要があります．

Adding problems using GIFT format

From "Course management" in the "**Management**" block installed on the right side of the course top, select "**Problem bank**" > "**Import**" to display the screen for importing externally created problems.





A: Select **"Gift format".**

B : Upload the problem file created in Gift format to Moodle.

C: Import the file selected in A and B.

05. Using Questionnaire

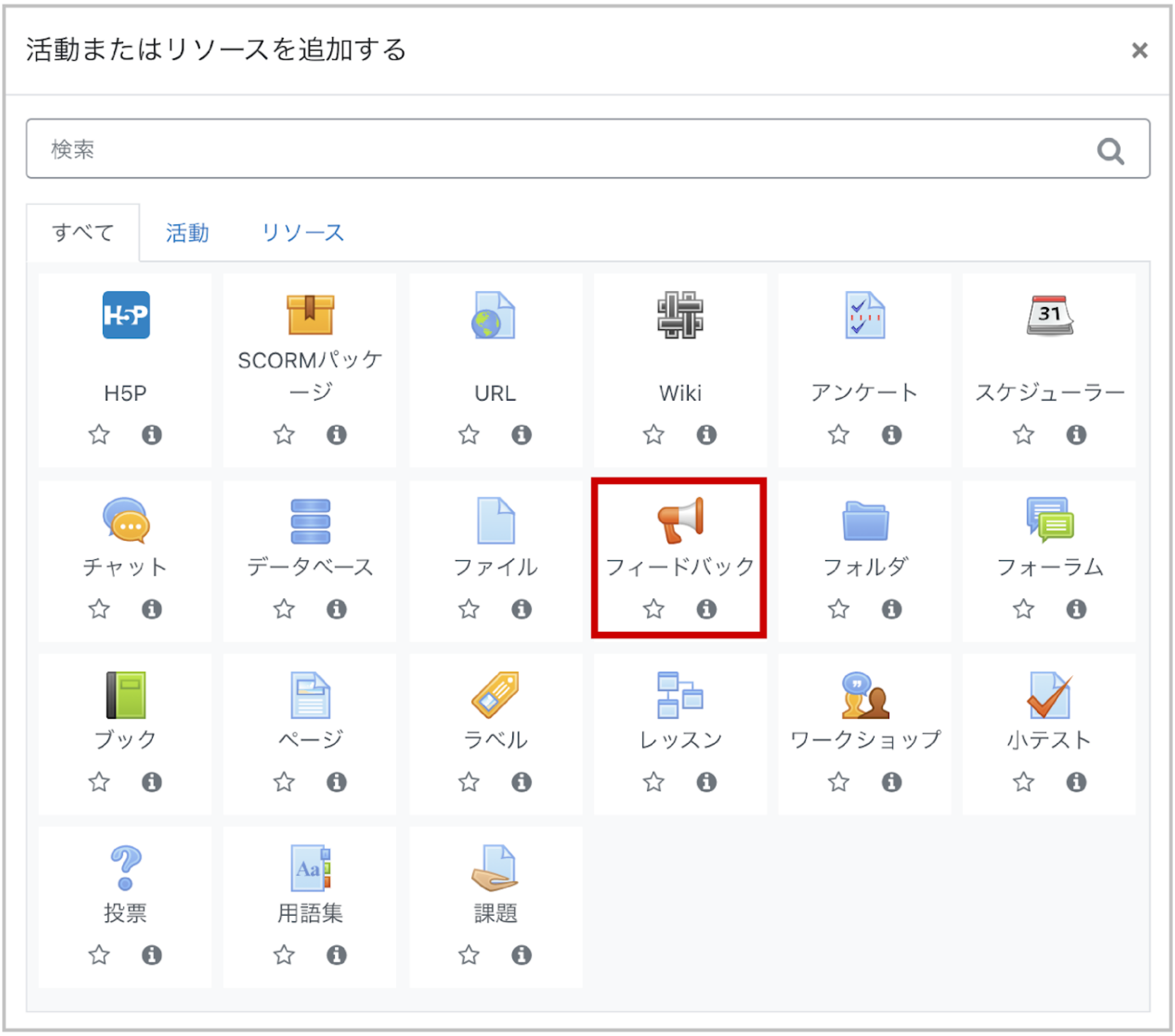
This section introduces how to conduct a questionnaire using "**Feedback**", a standard module of Moodle. With feedback, you can create not only multiple-choice questionnaires, but also free-form ones as well.

アンケートの種類	内　容
多肢選択回答	複数の回答候補の中から回答を選択する形式です.
多肢選択回答(評定)	多肢選択の選択肢に評点を設けることができるため，たとえば5段階評価の平均点を算出できます.
数値回答	数値を入力して回答する形式です.
記述回答	自由記述で回答する形式です.

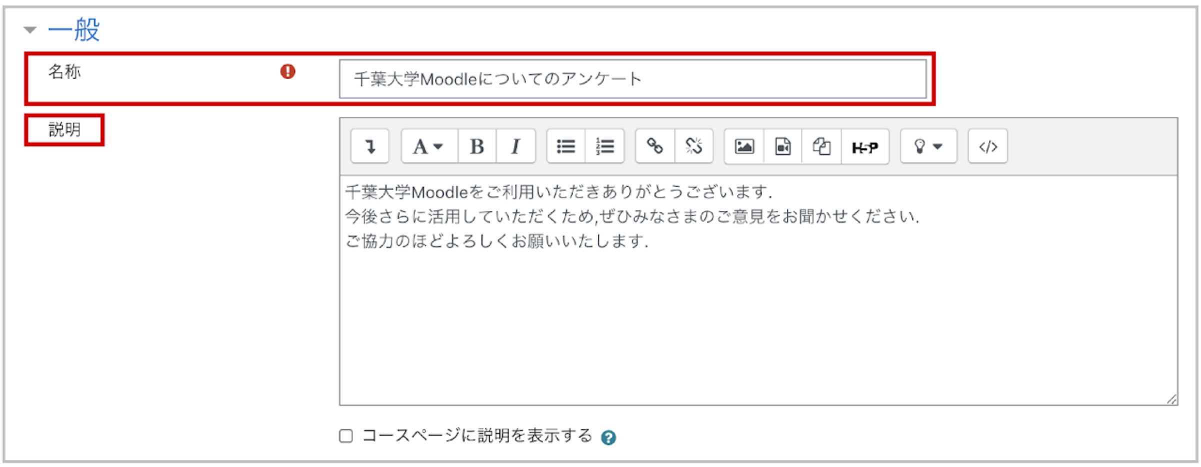
5.1 Creating a questionnaire

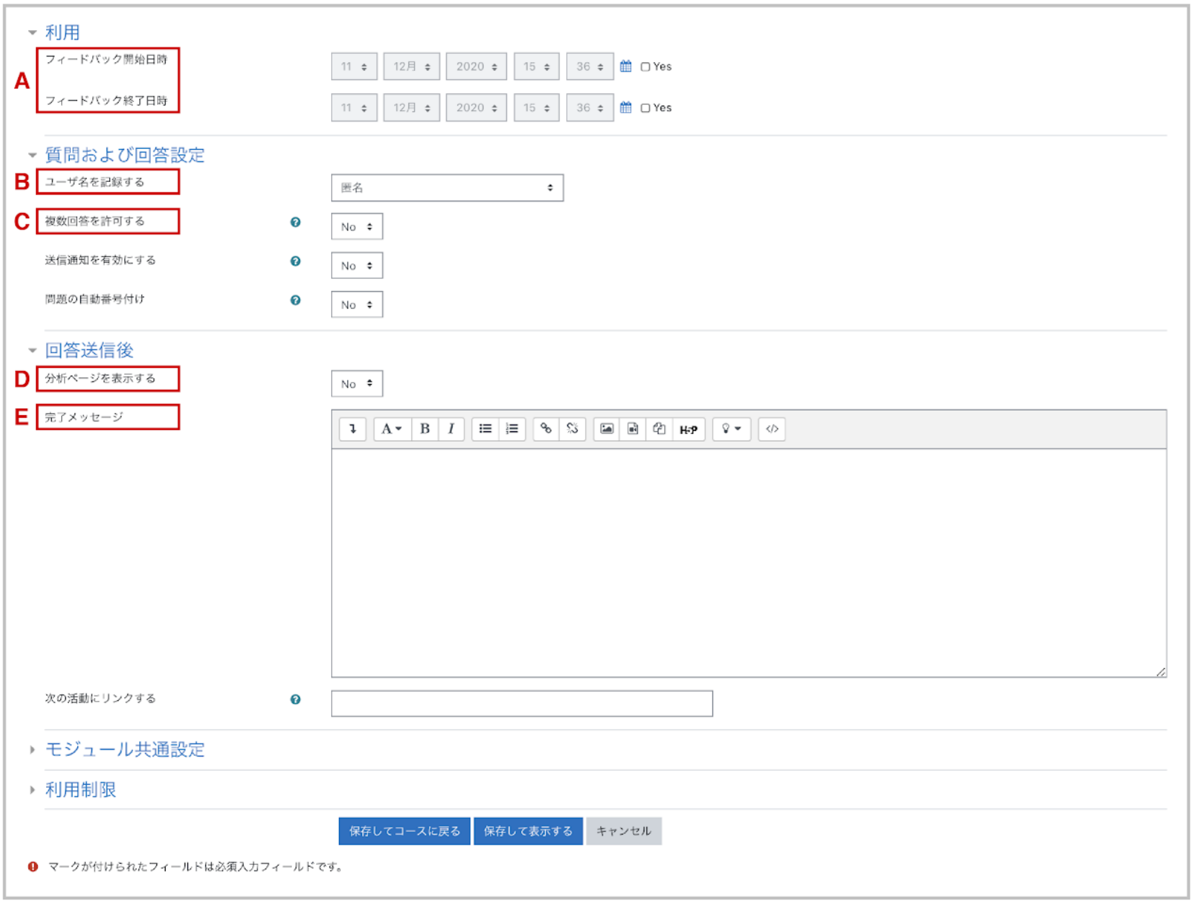
Adding feedback/advanced settings

After launching edit mode, click "Add activity or resource" in the topic section to display a list of available activities/resources. Select "**Feedback**" and click "**Add**".



Set the feedback "**Name**" and its "**Description**". Set the feedback period and implementation method (anonymous, display of results) as needed.





A: Feedback start date and time/Feedback end date and time

By checking "Yes", you can set the response period at the time of confirmation.

B: Record usernames

Select "Anonymous" if you want students to answer anonymously, or "Record usernames and display them with responses" if you want students to include their name.

C: Allow multiple answers

In the case of anonymous responses, each submission will be treated as a different response, but in the case of recorded usernames, they will be overwritten as a new response.

D: Display analysis page

Select "Yes" if you wish to display to students the aggregated results of the responses. After submitting their answers, students will be able to view the aggregated results of the responses at the time of confirmation.

E: Completion message

Input the message to display on the screen immediately after students submit a response.

Creating questions

You can add the following items to questions.

*There is a character limit of 255 characters for the question text.

Items that can be added when creating a question

Content

Label

Used when displaying the explanation etc. as a label.

Multiple choice

Creates a multiple-choice question.

Multiple choice (graded)

You can provide scores for multiple-choice options and average the results. However, this score is not reflected in the student's grade.

Information

Response time: Displays response date and time.

Course: Displays the course abbreviation (class code) of the course.

Course category: Displays the course category to which the course belongs.

Add page break

Inserts a new page.

Numerical response

Allows responses with an integer value in the given range.

Short answer

You can limit the number of characters that can be entered. The response will only be one line and cannot contain line breaks.

Note) If the return (enter) key is pressed in the short answer field, a response may be unintentionally sent. It is generally recommended to use "Long answer" and set up a free entry field.

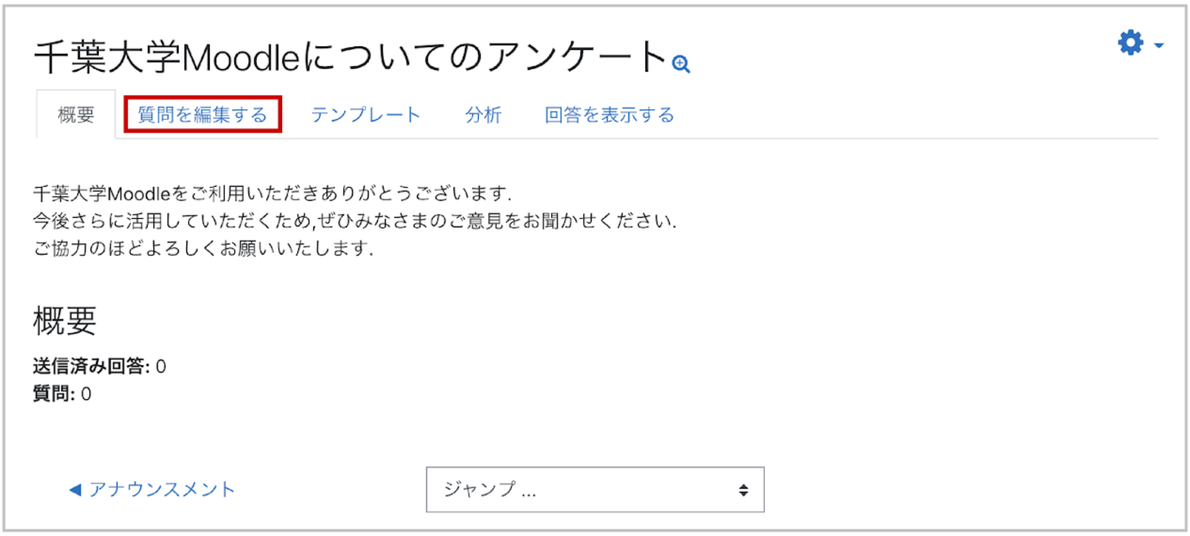
Long answer

Multiple lines of sentences can be entered. Used to provide a free entry field.

Multiple lines of sentences can be entered. Used to provide a free entry field.

1. Click the feedback icon.

2. Select the "**Edit question**" tab.



3. Select the type of question to create from "Select".

#【Example of how to create a question in multiple-choice format】

When selecting "Multiple choice" for a question, proceed as follows.

A: Enter the content of the question in "Question". You can check "Required", to make an answer required.

*There is a character limit of 255 characters for the question text.

B: Input the answer to the question. Enter one answer per line.

C: Click "Save question" to save the created question.

***:** "Label" is used to create an answer-dependent question (see "Creating an answer-dependent question" on the next page).

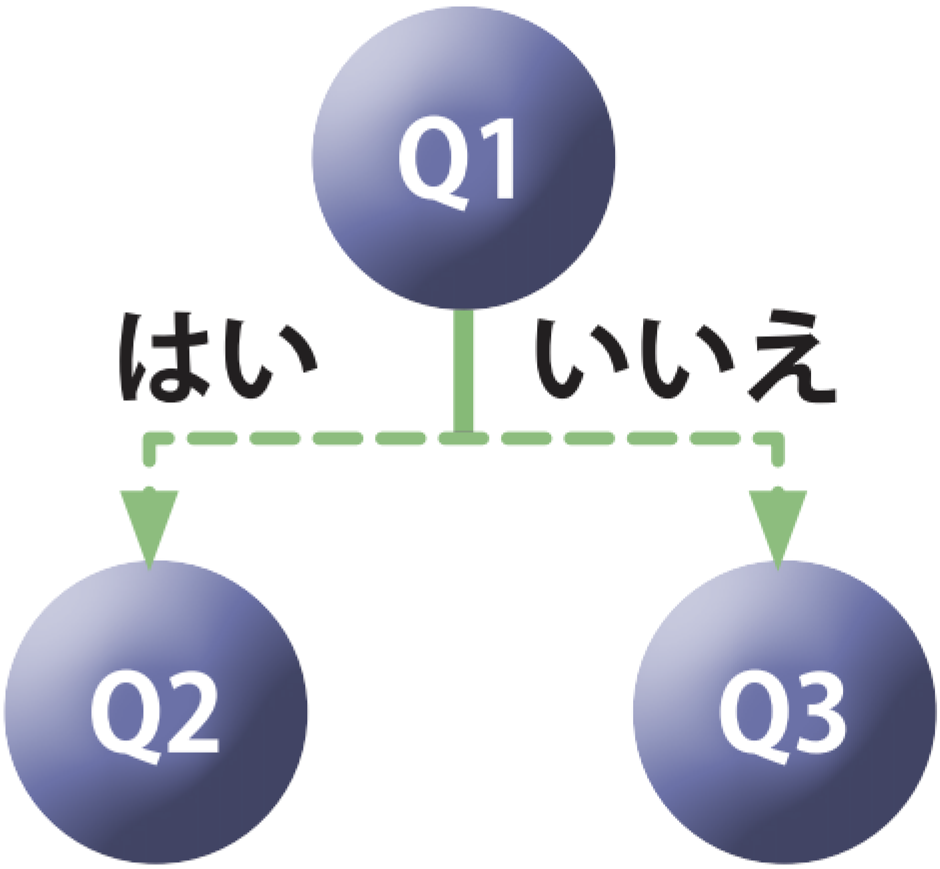
4. A preview of the question you just created will be displayed, so confirm it.

5. To add a question, select the question type and repeat the process.

Creating answer-dependent questions

The feedback module can also display subsequent questions depending on the answer to a question. As an example, here, a question is being created that leads to Q2 if the answer to Q1 is "Yes" and to Q3 if the answer is "No".

When creating a question for Q1 that is the branch source, a "**Label**" is set so that it can be referenced from other questions (Q2 and Q3 in this case). When creating questions for Q2 and Q3, which are the branch destinations, use "**Depend on the item**" so that the question branches depending on the answer to Q1.


Q1
はい
いいえ
Q2
Q3

5.2 Displaying and analyzing response results

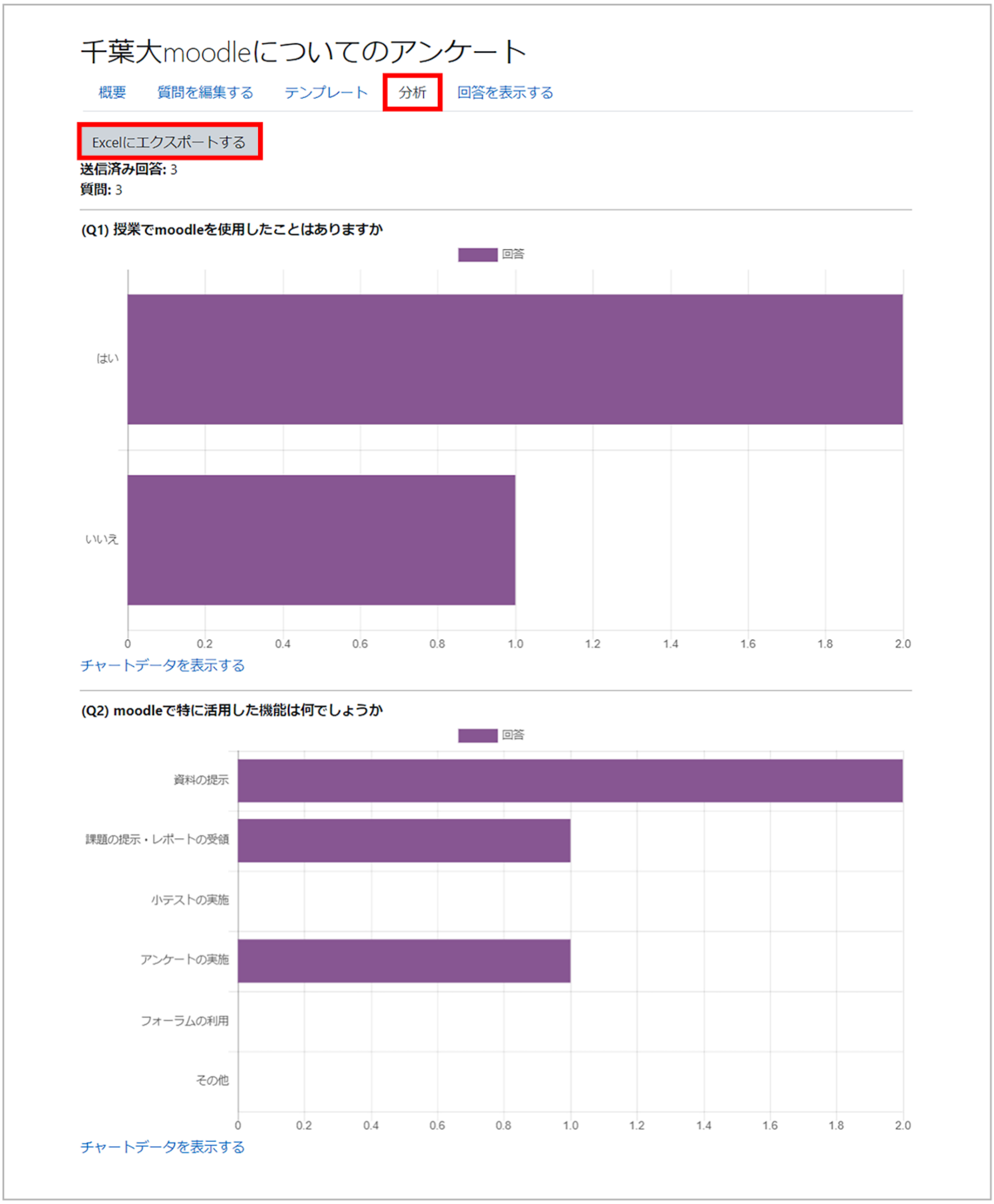
You can check aggregated response results and individual responses from each respondent in the setting screen displayed by clicking the feedback icon.

Analyzing responses

To display responses, select the "Analysis" tab on the settings screen. For multiple-choice responses, the number of responses to the choices and their ratio are displayed along with a bar graph. In addition, the content of each response is displayed for written responses. The results can be exported to an Excel file.

1. Select the "**Analysis**" tab to see the analysis of the responses.

2. You can download the analysis results as an Excel file by clicking "**Export to Excel**".



Displaying individual responses

To view individual responses from each respondent, select the "**Display responses**" tab on the settings screen. If you have changed the "Record username" setting when giving feedback, "**Non-anonymous entry**" and "**Anonymous entry**" will be displayed.

The contents of individual responses can also be downloaded as a "CSV file" or "Excel file".

Displaying non-respondents (only when recording usernames)

When using the option to record usernames, "**Display non-respondents**" tab will be added. Select this tab to view a list of students who have not yet responded. You can also select a student and send them a message reminding them to respond.

5.3 Exporting and importing questions

If you want to set the same feedback for multiple items in the course (such as for a questionnaire following every lesson), you can easily copy it by using the "Duplicate" content feature (see page 14). However, this method cannot be used to copy feedback into another other course. To use created feedback in other courses, you can use "**Export/import question**" to duplicate the feedback into the other courses.

Exporting questions

1. Click the "**Template**" tab to display the template setting screen.

2. Select "**Export question**" at the bottom of the screen to download to your PC the template file (XML file) in which the question items are set.

Importing questions

1. Navigate to the course where you want to create new feedback, create the feedback for that course, and then click "**Import questions**" in the "**Template**" tab.

2. Select how to apply the template file to be imported.

Delete old items: Overwrites existing questions with questions in the template file (existing responses are also deleted).

Add new items: Adds questions from the template file while leaving alone existing questions.

3. Upload the template file. If the questions are successfully imported, "**Imported successfully**" will be displayed on the screen.

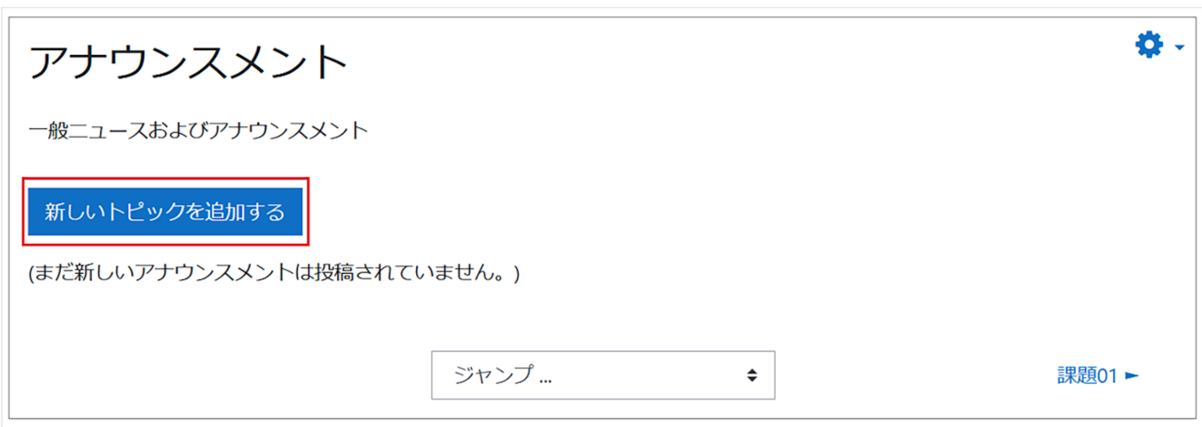
06. Contacting Students

If you want to contact all students in a course, you can use "Announcements" to do so all at once. Conversely, if you want to contact only one or some students, you can use "Message".

6.1 Contacting students all at once using announcements

Announcements refers to the forum found at the top of the course screen by default, and only teachers can make a post (students can only view them). Content posted in an announcement will be displayed in the forum and sent to the email address of the student enrolled in the course. Announcements are very convenient for contacting students all at once.

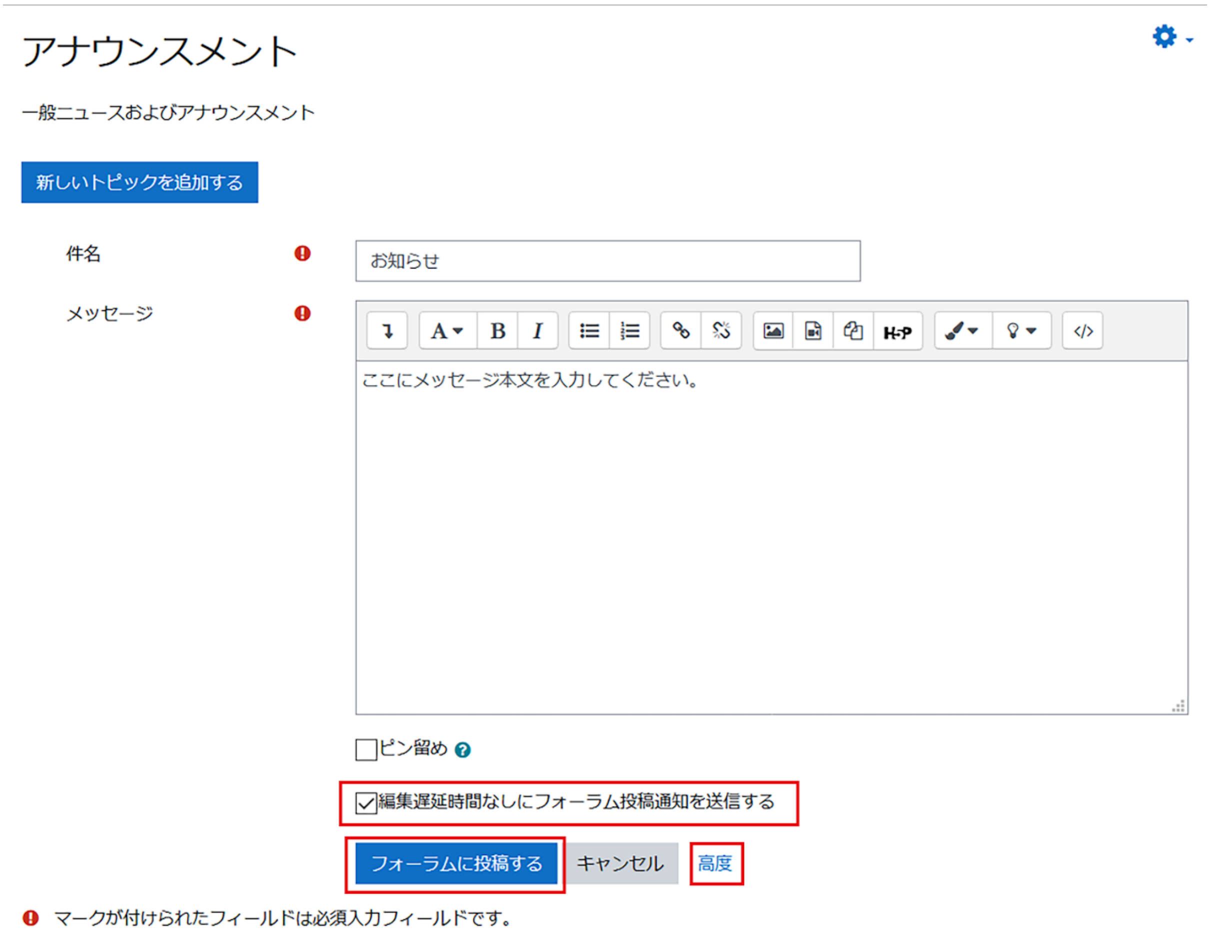
To post an announcement, click the "**Announcements**" icon on the course screen, then click "**Add new topic**" in the next screen.



1. Fill in the "Subject" and "Message". To attach files or set a display period for the announcement, click "Advanced" to display the operation screen.

2. If you check "Send notification of forum post without editing delay", the post will be sent by e-mail within about five minutes. If you do not check this option, you will be able to edit the message 30 minutes after posting it, but the email will also be sent 30 minutes later. If many people are using the feature at the same time, delivery may be delayed.

3. Click "Post to forum" at the bottom of the screen to complete the posting.



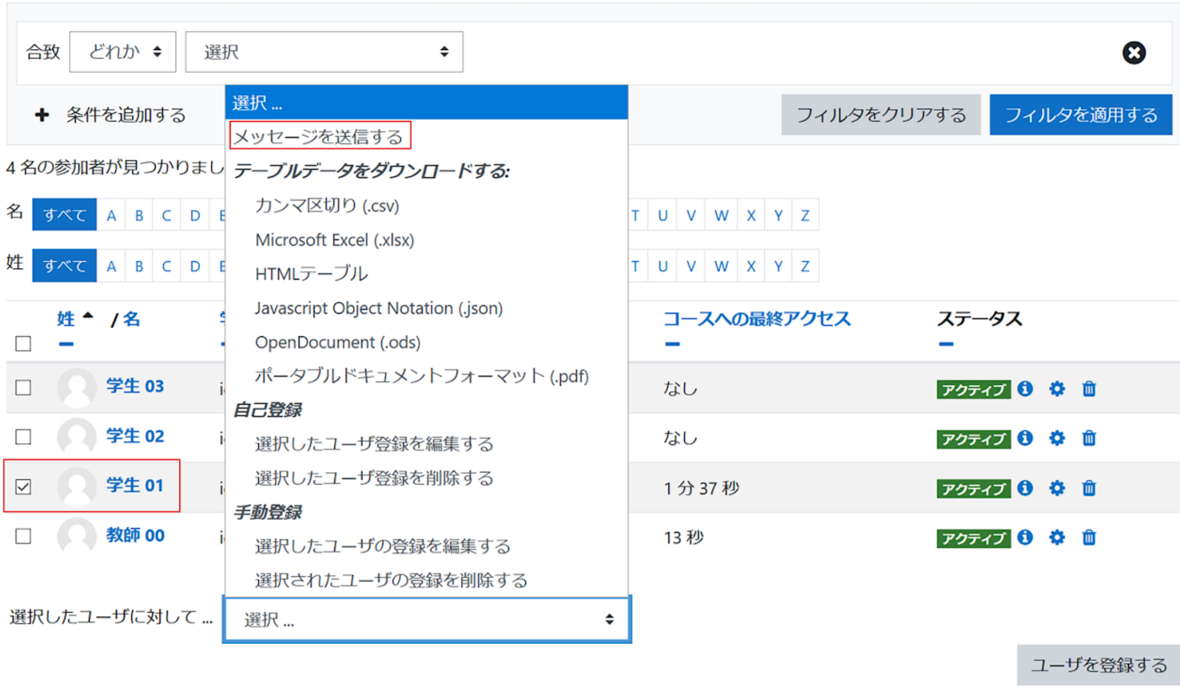
Click "Advanced" to display the screen for attaching files and setting a display period.

6.2 6.2 Individual communication using messages

If you want to contact only one or some students, you can use "**Message**" to do so.

There are several ways to select students, but here we will use "**Participants**" on the left side of the course screen. Clicking on participants will display a list of students enrolled in the course, so make a selection from there.

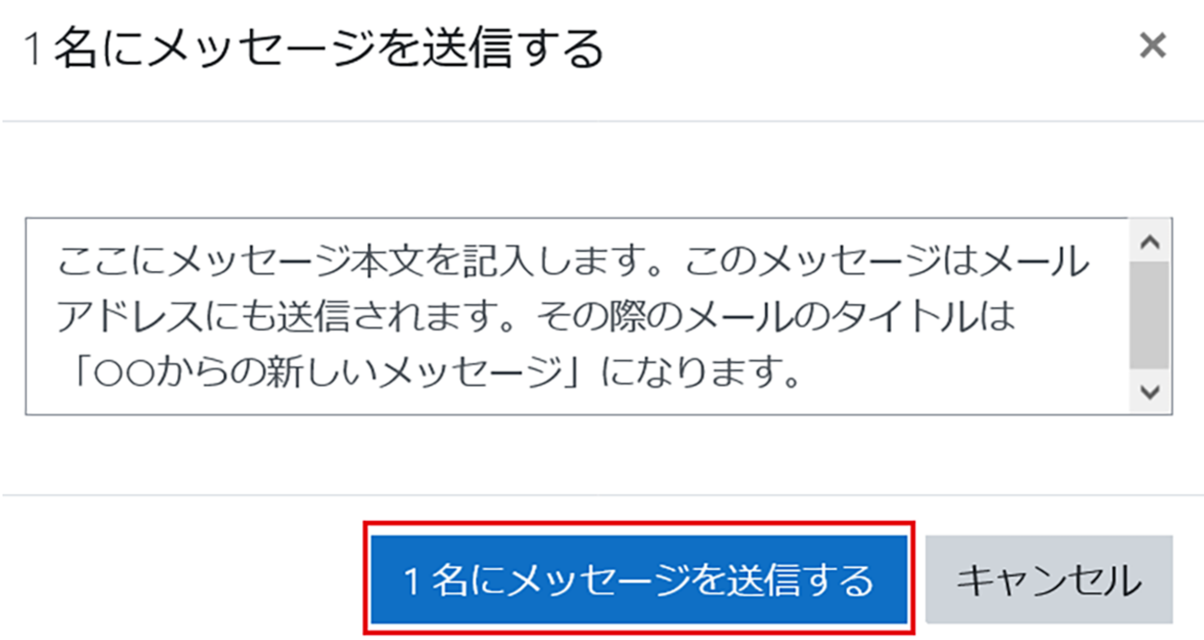
Check "**Select**" for the student you want to send a message to, and select "**Send message**" from the "**Action toward selected user(s)**" pull-down menu at the bottom of the screen.



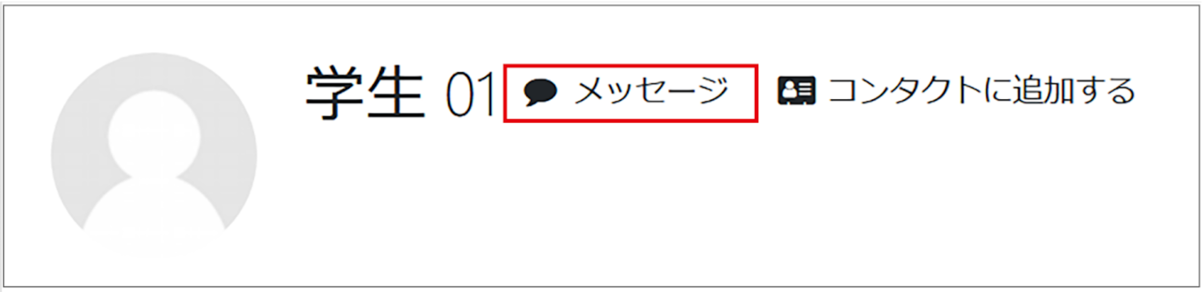
If you want to contact only one or some students, you can use "**Message**" to do so.

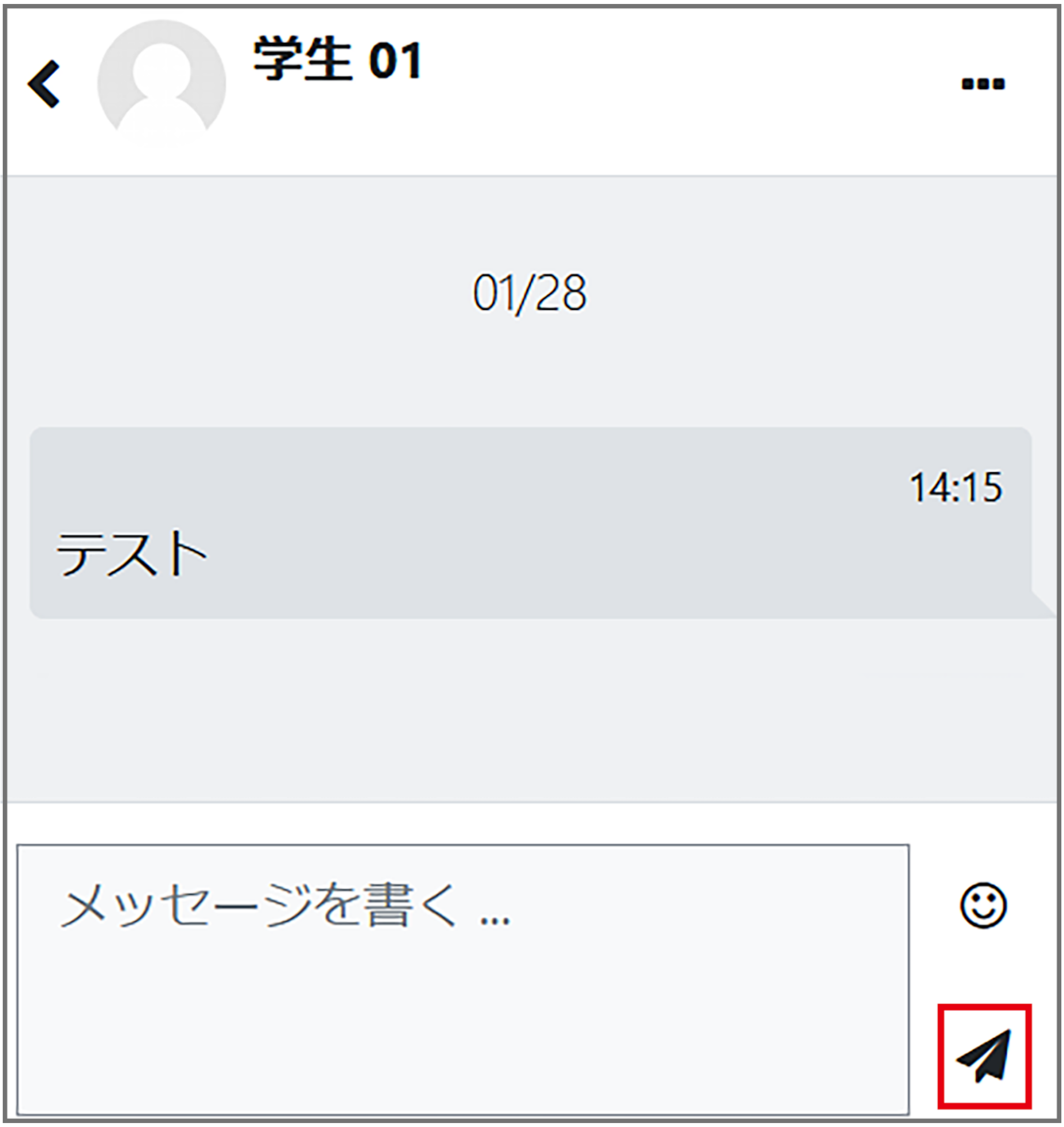
There are several ways to select students, but here we will use "**Participants**" on the left side of the course screen. Clicking on participants will display a list of students enrolled in the course, so make a selection from there.

Check "**Select**" for the student you want to send a message to, and select "**Send message**" from the "**Action toward selected user(s)**" pull-down menu at the bottom of the screen.



If you want to send a message to one student instead of multiple students, you can select the student you want to send the message to from the list of participants (their first and last name will be a link) to do so.





When a message is sent in Moodle, the sender will not receive an email

When sending a message in Moodle, it will also be sent to the recipient’s email address, but following the Moodle 2021 version upgrade, an email will no longer be sent to the sender.

Dealing with this change

- **How to check if a message has been sent**

Select the balloon icon on the upper right to open the "Message" screen, and if there is a message in "Private", it has been sent.

・ **An alternate way for sending messages to all students in the class**

You can make a post in "Announcements" instead of using the message feature to reach users (all student and teacher roles) enrolled in the course.
An email will also be sent to the sender.

また，Moodleの画面右上のからメッセージを管理する画面に移動することができ，こちらからメッセージを送ることも可能です．

07. Using Forums

Moodle has two types of forums: "Announcements," which acts as a bulletin board for contacting course students, and a regular "Forum" that provides a platform for discussions.

Posts made as an announcement will be sent to all students by e-mail, providing an efficient way to contact students participating in the course (see section 6.1). Use of the forum provides an opportunity for mutual learning to express questions and opinions about matters related to a lesson, which can help facilitate student discussions.

There are various ways to use the forum. For example, instructors can pick a topic to encourage discussion, or students can freely pick one.

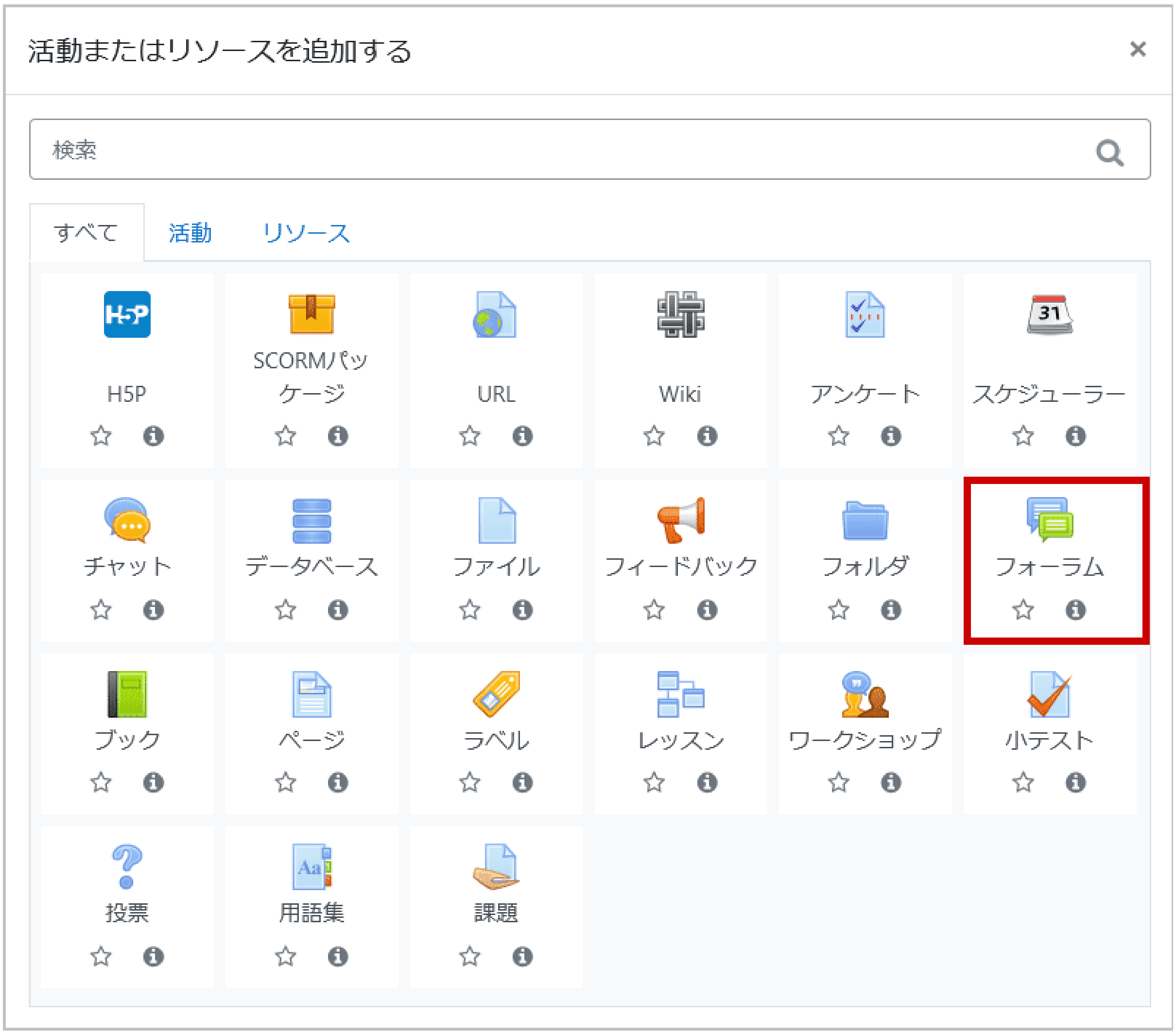
The types of forums available in Moodle are shown in the table below.

フォーラムの種類	特　徴
一般利用のための標準フォーラム	誰でも常に新しいトピックを開始することができます．通常はこちらを利用します．
ブログフォーマットで表示される標準フォーラム	表示方法が異なるだけで，機能としては「一般利用のための標準フォーラム」と同じです．
各人が１件のディスカッションを投稿する	各学生は新しいトピックを 1 件だけ開始することができます．これらのトピックに対して参加者はコメントを投稿することができますが，コメントに対する投稿制限はありません．
トピック１件のシンプルなディスカッション	教師が提供する１件のトピックについてのみ議論を行います．
Q&A フォーラム	自分が投稿するまで他の学生のメッセージを見ることができません．

7.1 Creating a forum

Adding a forum/adjusting settings

After launching edit mode, click "**Add activity or resource**" in topics to display a list of available activities/resources. Select "**Forum**" from the list and click "**Add**".



First, set the "**Forum name**", "**Description**", and "**Forum type**" of the forum being set up. In the description, enter a description for the forum being set up. There are five types of forums that can be used, but the "**Standard forum for general use**" is the most commonly used (the features of each are explained below).

After adjusting the settings, click "**Save and return to course**" at the bottom of the screen to save the settings.

7.2 Posting in a forum

The method of posting and replying to messages differs depending on the type of forum. This section explains the differences between each forum type.

Using a "Standard forum for general use", "Standard forum displayed in blog format" or "Each person posts one discussion"

First, the difference between these three forums is that in the two standard forums, users can set up as many topics as they like, whereas in "Each person posts one discussion", only one topic can be set up. Other than that, all three can be used in the same way.

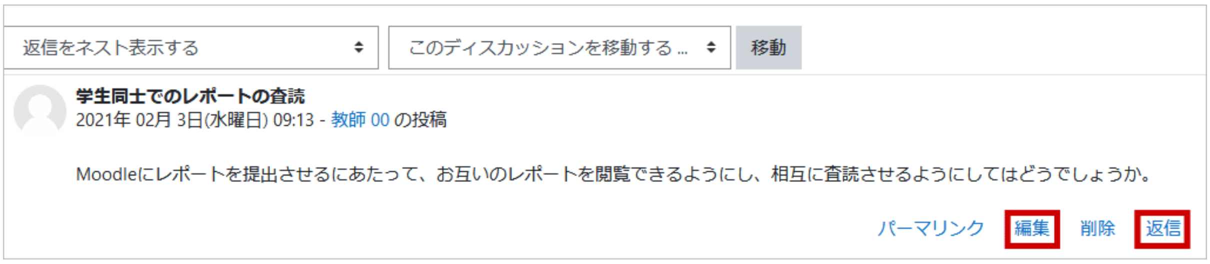
To add a new topic, first click "**Add discussion topic**", then enter the "**Subject**" and "**Message**" to make a post. To reply to a topic for which a discussion has already started, click "**Reply**" to post a reply message.

Starting a topic

Viewing and replying to messages

You can view the posts for each topic by clicking the link to each topic in the discussion field.

To edit posted content, click "**Edit**".



Using "Simple discussion of a single topic"

This is used only to reply about the topic set as the "Forum name" in the forum settings, and a new topic cannot be added (there is no "Add discussion topic" button).

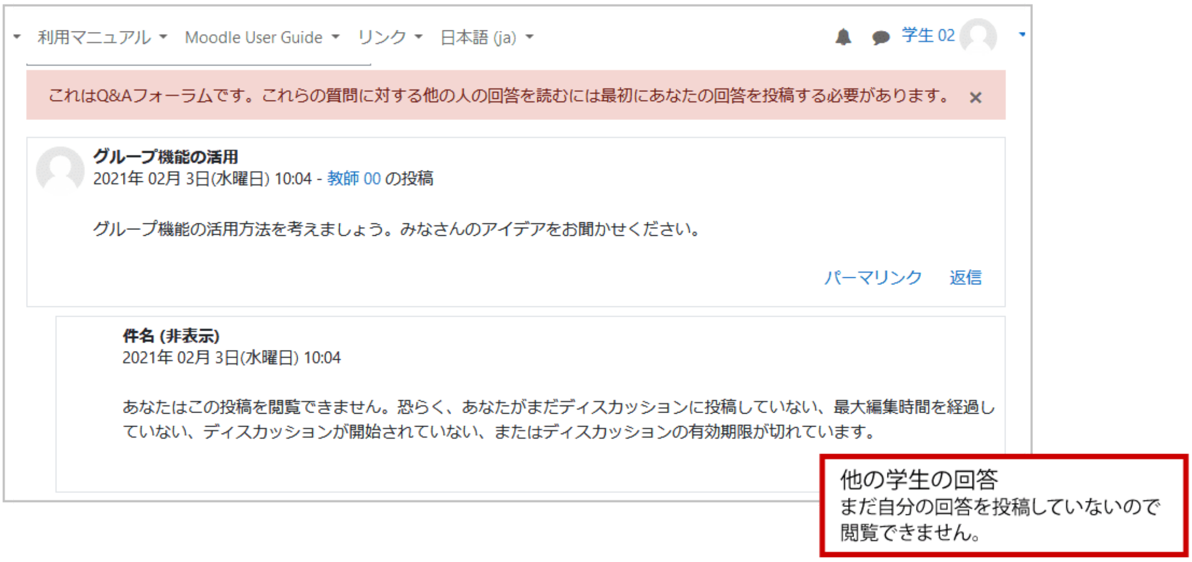
Using a "Q&A forum"

To add a new question, click "**Add new question**" and enter the "**Title**" and "**Message**" of the question.

To view responses from other students in a Q&A forum, you must first post your own response.

If the responses of the other students are not displayed immediately after posting, please check again after the editing grace period (set to 30 minutes) has passed.

Before responding



After responding

08. Using groups

You can also use Moodle to provide an opportunity for group learning by utilizing the group feature. For example, you can use a forum to hold discussions among each group, or use a Wiki to create notes (web pages) in collaboration with group members.

Types of groups in Moodle

There are three types of Moodle groups: "**No group**", "**Separate group**", and "**Visible group**". Each of which has the characteristics shown in the figure.

グループの種類	特　徴
グループなし	個別のグループはなく，コース内の学生全体で１つの大きなグループを構成します.
分離グループ	分離グループに属する学生は，自身の属するグループのコンテンツのみ編集・閲覧ができます. 一方，他のグループのコンテンツを編集・閲覧することはできません.
可視グループ	可視グループに属する学生は，自身の属するグループのコンテンツの編集・閲覧ができます. 加えて，他のグループのコンテンツも閲覧のみ可能です.

グループ設定が可能なコンテンツには，編集画面にて　　　のようなアイコンが表示されます .

The "**Usage restrictions**" of content and "**Group forum**" settings are explained below as examples of how to use groups (here, a forum with group settings is referred to as a group forum).

To use these, you first need to adjust the "**Group settings**".

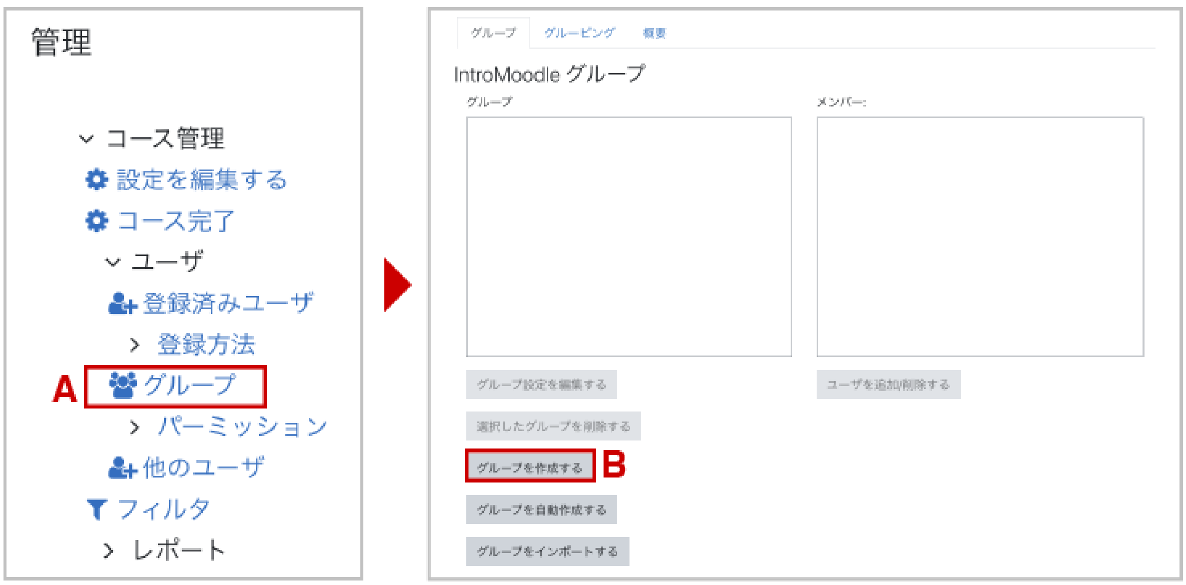
8.1 Adjusting group settings

Creating a new group

Select "**User**" > "**Group**" from "**Course Management**" in the "**Management**" block located on the right side of the course page screen to display the group settings. Click "**Create Group**" on the setting screen to create a new group.

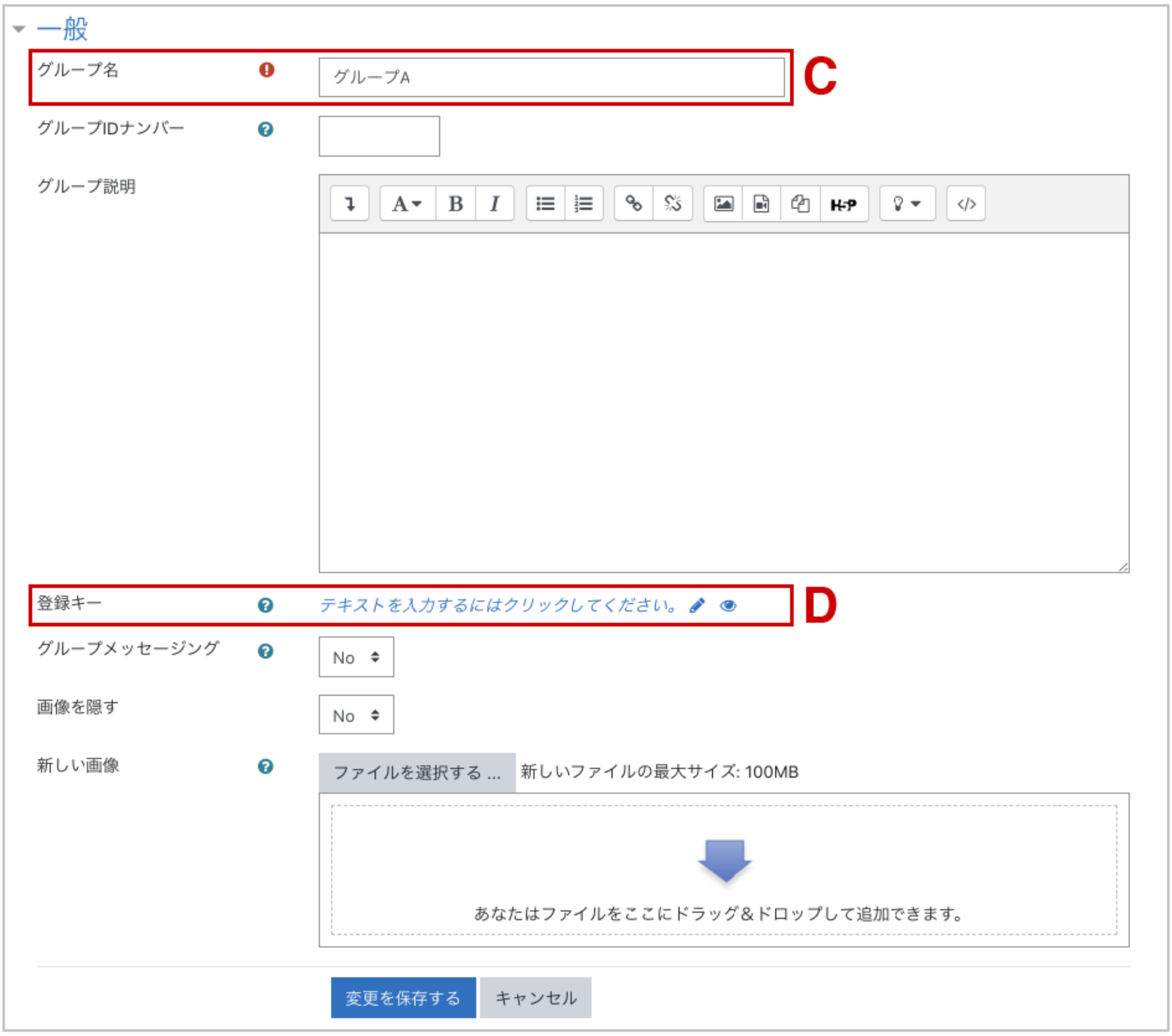
A: Click "**Group**".

B: Click "**Create group**".



C: "**General**" is displayed, then enter the "**Group name**" and, if necessary, a "**Group description**".

D: Use the "**Registration key (group registration key)**" to automate grouping for self-registration in a course. (In the example below, group members are registered manually, so the "Group registration key" is not used).



《Group registration key》

You can also set a registration key for a group (called a "Group registration key" to distinguish it from the course registration key). If you set a group registration key, participants can be automatically registered as a group member when they self-register for the course.

For example, in the registration key input screen required when joining a course for the first time, the group to which participants belong is automatically classified according to the type of registration key entered, such as:

1. "**No group**" if you enter the registration key set when setting up the course
2. "**Group A**" if you enter the group registration key set for Group A
3. "**Group B**" if you enter the group registration key set for Group B

Registering users to a group

Once the group has been created, register users to the group. Select the group to which you want to register users and click "**Add/remove users**".

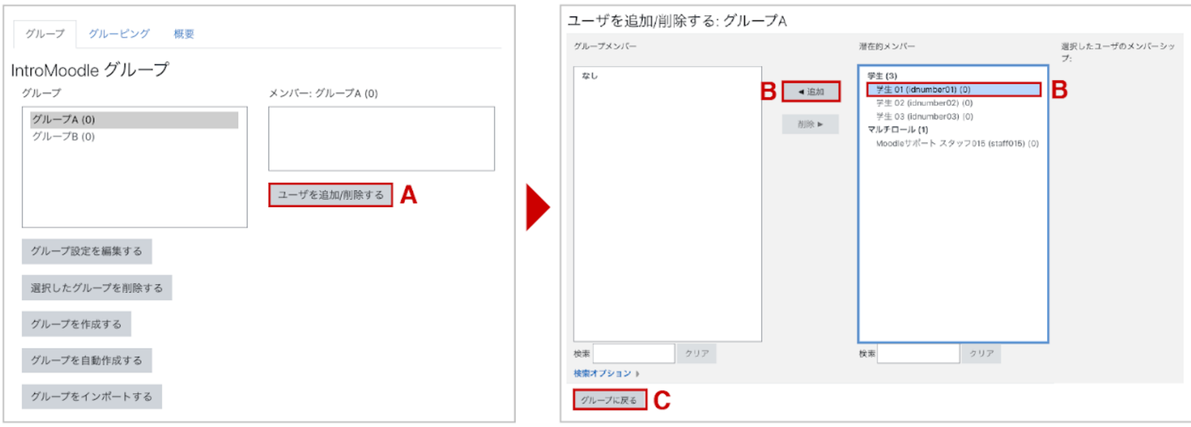
Select the user you want to register from "**Potential members**" displayed on the right side, and then click "**Add**" to add them as a group member. The registered members are displayed in "**Group members**" on the left side. After confirming, click "**Return to group**".

Repeat the previous steps for each group and register the users in each group.

A: Click "**Add/remove users**".

B: Select the users you want to add to the group from the users displayed in the box on the right, and click "**Add**".

C: Confirm that the selected users are displayed in "**Registered members**" and click "**Return to group**".



D: The member (Student 01 in this case) has been added to the group.

8.2 Group activity and resource usage restrictions

A "**Usage restriction**" field can be found in the settings for activities such as forums and assignments, resources such as files and pages, or topics in which such content is provided, **allowing you to apply group usage restrictions to specific groups in the course**.

Setting usage restrictions (when making a forum available only to Group A users)

1. Click "**Add restriction**" under "**Usage restrictions**" at the bottom of the "**Edit settings**" screen and select "**Group**" (the group must be set in advance).

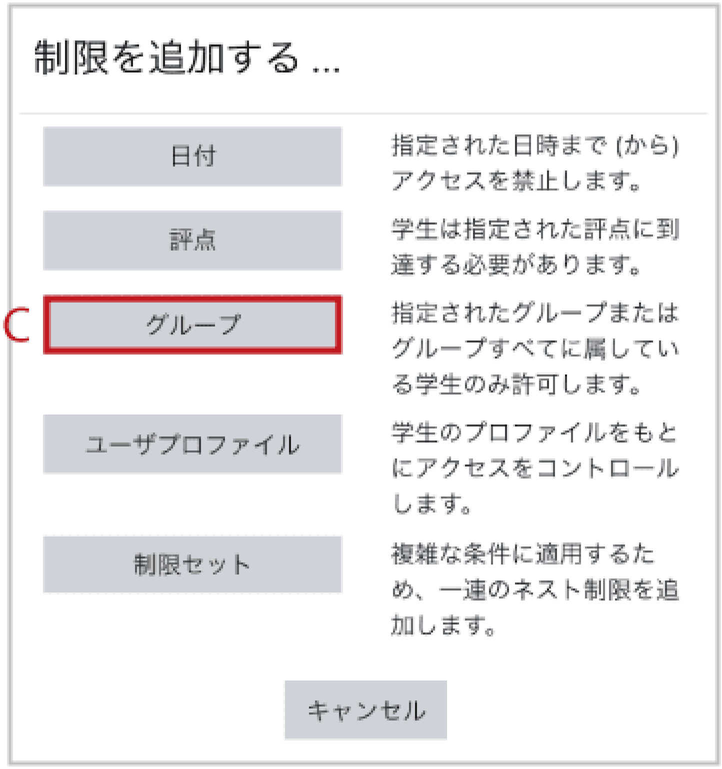
2. Select "**Must match**" from the displayed "**Student**" item, then select "**Group A**" from the "**Group**" item, and save.

A: Set "**Group mode**" to "**No group**".

＊1: If you change the group mode to "Separate group/visible group" in a forum, you will be able to select the "Add group/grouping access restriction" option. If enabled, "Settings that restrict the use of users who do not belong to any group" will be added to the "Usage restrictions" immediately after. If you want to set different conditions such as limiting usage to a specific group, modify the usage restriction settings.

B: Click "**Add restrictions...**" under "**Usage restrictions**".

C: Specify "**Group**" as a condition for usage restriction.



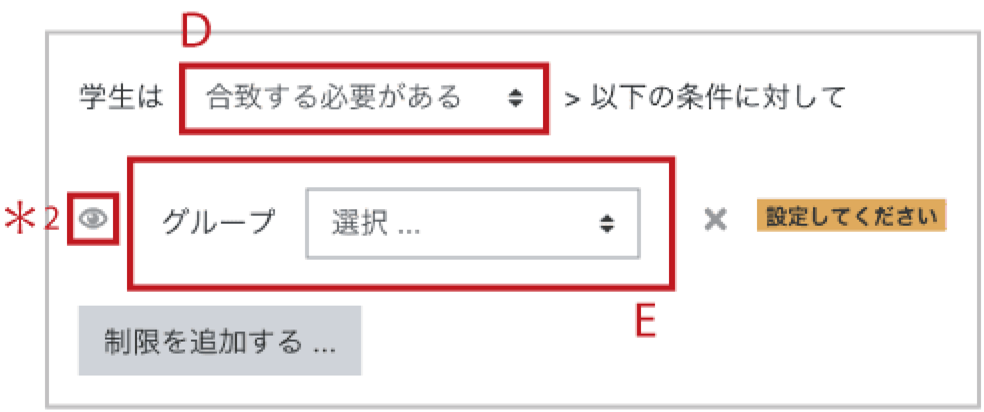
D: Set the "**Conditions**".

E: Specify the "**Groups**" that can use the forum.

＊2: Displaying to users subject to usage restrictions

"**Eye icon**": The icon is displayed in gray, but the content cannot be accessed (a usage restriction notice is displayed).

"**Slashed eye icon**": The icon is not displayed.



Displaying to teachers and students other than those in Group A

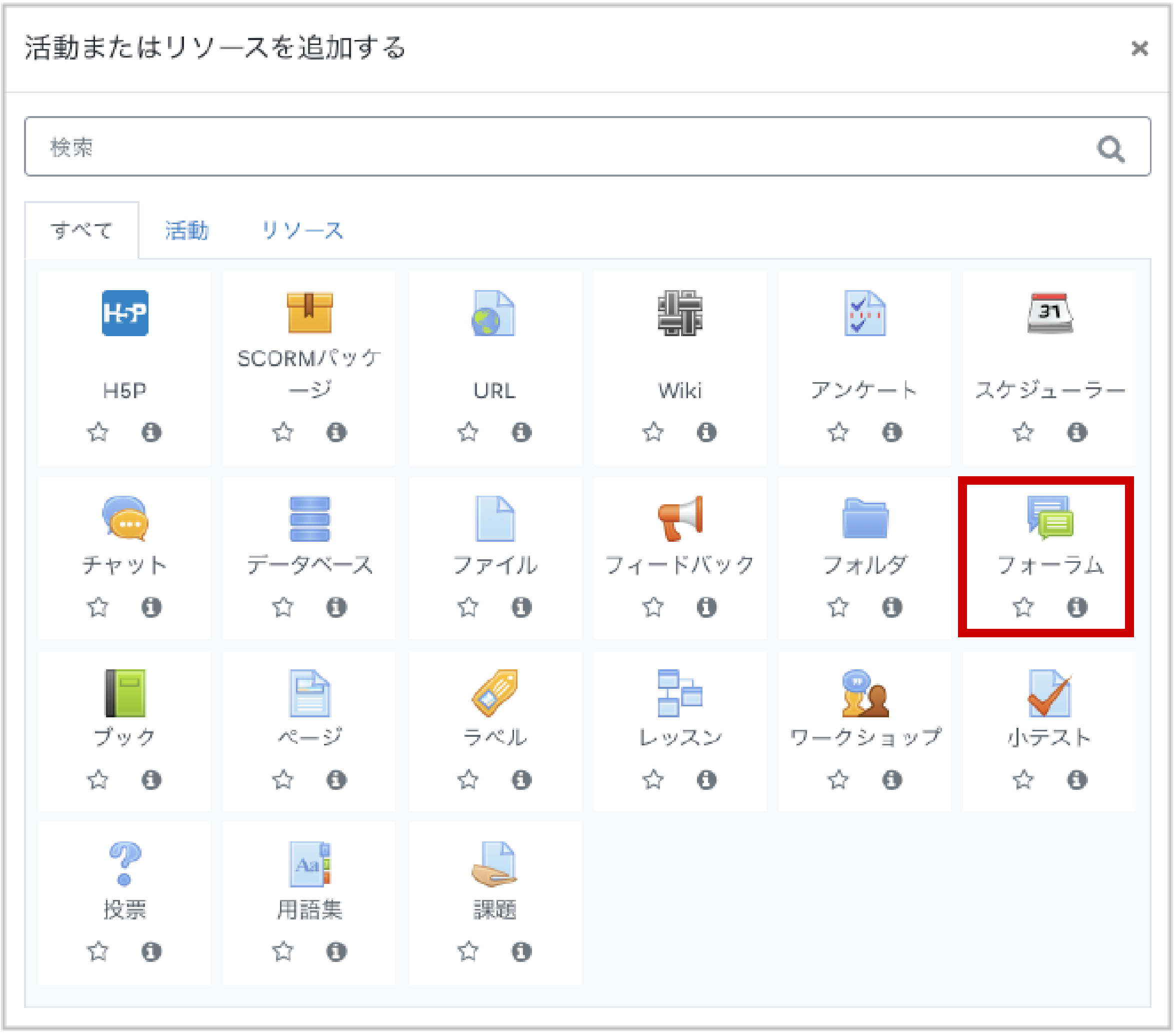
Through the above steps, this forum is restricted to use only by Group A. With this setting, group usage is restricted for the entire forum, but there is also a "Group forum" that allows separate discussions for each group within one forum. The next section will explain about the group forum.

8.3 Creating group forums

Below, a "Group forum" refers to the feature that allows each group to have separate discussions in one forum.

Adding a forum to a course

After launching edit mode, add a "**Forum**" from "**Add activity or resource**" (see Chapter 7 for forums).



Forum settings

To set up a group forum, you need to set the "**Group mode**" in addition to the "**Forum name**", "**Description**", and "**Forum type**" as required when using a normal forum (this example assumes a "**Standard forum for general use**" as the forum type). If the group mode is set to "**Separate group**", the topics of other groups cannot be viewed. On the other hand, if you want to be able to view the topics of other groups, set the group mode to "**Visible group**". Finally, select "**Save and return to course**" at the bottom of the screen to save the settings.

A: Set the "**Forum name**", "**Description**", and "**Forum type**".

B: To set up the group forum, set the group mode to "**Separate group**". In this case, you cannot view the forums of other groups. To enable viewing between other groups, set the group mode to "**Visible group**".

C: Click "**Save and return to course**".

After adjusting the settings, you can confirm that the group mode has been set to "**Separate group**" on the course edit screen.

8.4 Adding a topic to a group forum

Topics can be added from the link of the group forum set up in the previous section. When setting up a topic, teachers and students who belong to multiple groups select the group to set up the topic. In the following example, you can see that the user belongs to 3 groups: "All participants", "Group A", and "Group B". Please note that **if you set up a topic for the group "All participants" to which the teacher belongs, students will be able to view it but not reply.**

A: Enter the "**Subject**" and "**Message**" for the topic. You can also set up forum groups here as well.

＊:To display "**Attachments**", click "**Advanced**" next to "**Post to forum**" and "**Cancel**".

B/C: Treated as a post to Group A.


グループフォーラム
教師 01
グループフォーラム
分離グループ
グループA
新しいディスカッショントピックを追加する
(このフォーラムにはまだディスカッショントピックはありません。)
あなたの新しいディスカッショントピック
件名
グループ機能の活用方法について
A
メッセージ
グループ機能の活用方法について議論しましょう.
ピン留め
編集遅延時間なしにフォーラム投稿通知を送信する
ディスカッション購読
添付ファイル
最大ファイルサイズ: 500KB / 最大ファイル数: 9
ファイル
あなたはファイルをここにドラッグ＆ドロップして追加できます。
すべてのグループにコピーを投稿する
B
グループ
グループA
表示期間
フォーラムに投稿する
キャンセル
マークが付けられたフィールドは必須入力フィールドです。
グループフォーラム
分離グループ
グループA
新しいディスカッショントピックを追加する
ディスカッション
グループ
ディスカッション開始
最新の投稿
返信
購読する
グループ機能の活用方法について
C
グループA
教師 01
2021年 01月 13日
教師 01
2021年 01月 13日
0

8.5 Group forum access

This section explains the display shown when accessing a group forum.

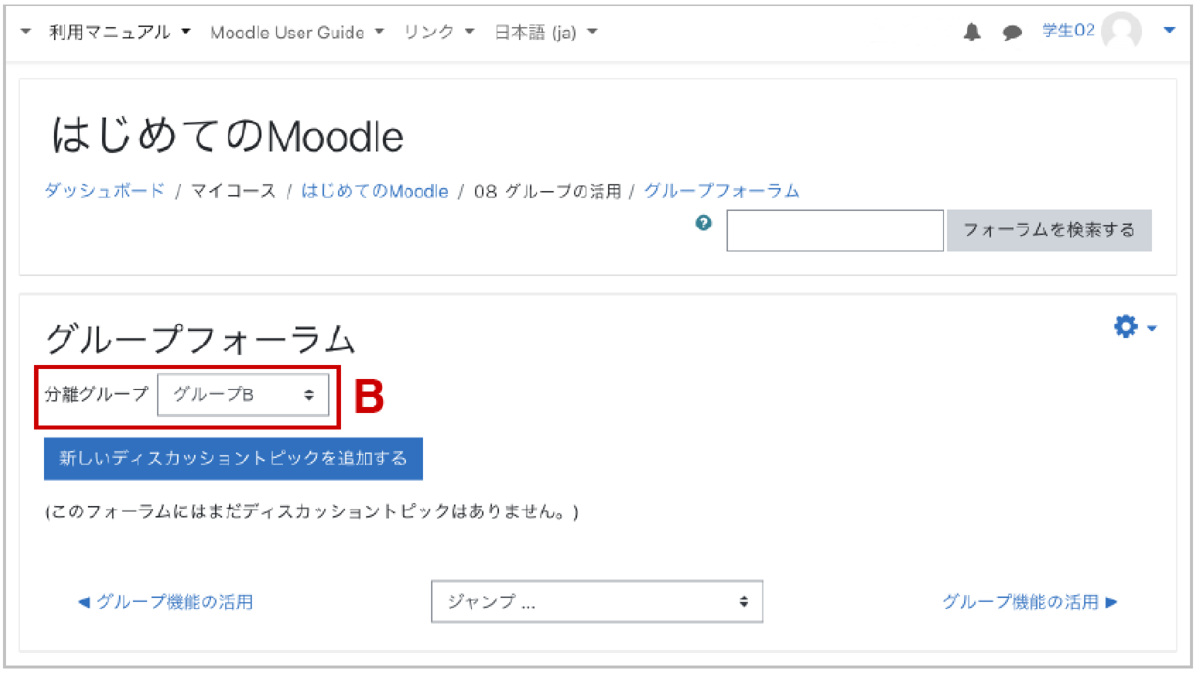
Separate groups

When the group mode is set to "**Separate group**", the user can access only the posts of the group to which he/she belongs (here, "Student 01" belongs to Group A and Group B, and "Student 02" belongs to Group B). Therefore, a different forum screen will be displayed for each group even when a user accesses the same forum.

When a Group A user (Student 01) accesses the forum

⬆ Different screens are displayed for Group A and Group B.⬇

When a Group B user (Student 02) accesses the forum



Visible groups

If you change the group mode to "**Visible group**", "Student 02" will be able to select Group A in addition to Group B, which is the group to which he/she belongs. However, although the user can view the forum of another group, he/she cannot edit it.

＊: Now that it is a visible group, other groups can be selected as well.

The student can view but not edit.


学生 02
グループフォーラム
このフォーラムにディスカッションを追加するにはグループのメンバーである必要があります。
可視グループ
グループA
すべての参加者
✓グループA
グループB
*
ディスカッション
グループ
ディスカッション開始
最新の投稿
返信
購読する
グループ機能の活用方法について
グループA
教師01
2021年 01月 13日
教師01
2021年 01月 13日
0


学生 02
グループ機能の活用方法について
2021年 01月 13日(水曜日) 14:00 - 教師 01 の投稿
グループ機能の活用方法について議論しましょう。
パーマリンク
返信

09. Using a Wiki

A Wiki allows multiple users to create common notes (web pages). This chapter introduces Wikis used by groups as a way to promote collaboration between students.

Wiki types

There are two types of Wikis in Moodle: "**Joint Wikis**" and "**Personal Wikis**". In addition, there are three types of groups in Moodle: "**No group**", "**Separate group**", and "**Visible group**" (see the previous chapter for Moodle groups). Accordingly, there are six ways to use Moodle Wikis. They are summarized in the table below.

		Moodle のグループ		
		グループなし	分離グループ	可視グループ
Wiki の分類	共同 Wiki	学生全体に1つの Wiki を提供します．誰でも編集可能です．	グループごとに1つの Wiki を提供します．所属グループの学生のみ編集可能です．	グループごとに1つの Wiki を提供します．所属グループの学生は編集可能，他のグループの学生は閲覧のみ可能です．
	個人 Wiki	学生個人に1つの Wiki を提供します．自分の Wiki のみ編集可能です．	学生個人に1つの Wiki を提供します．編集できるのは自分の Wiki のみですが，同じグループに属する学生の Wiki を閲覧可能です．	学生個人に1つの Wiki を提供します．編集できるのは自分の Wiki のみですが，学生はすべての Wiki を閲覧可能です．

教師は常にコース内の Wiki を編集可能です．次頁より□の部分の利用について説明します．

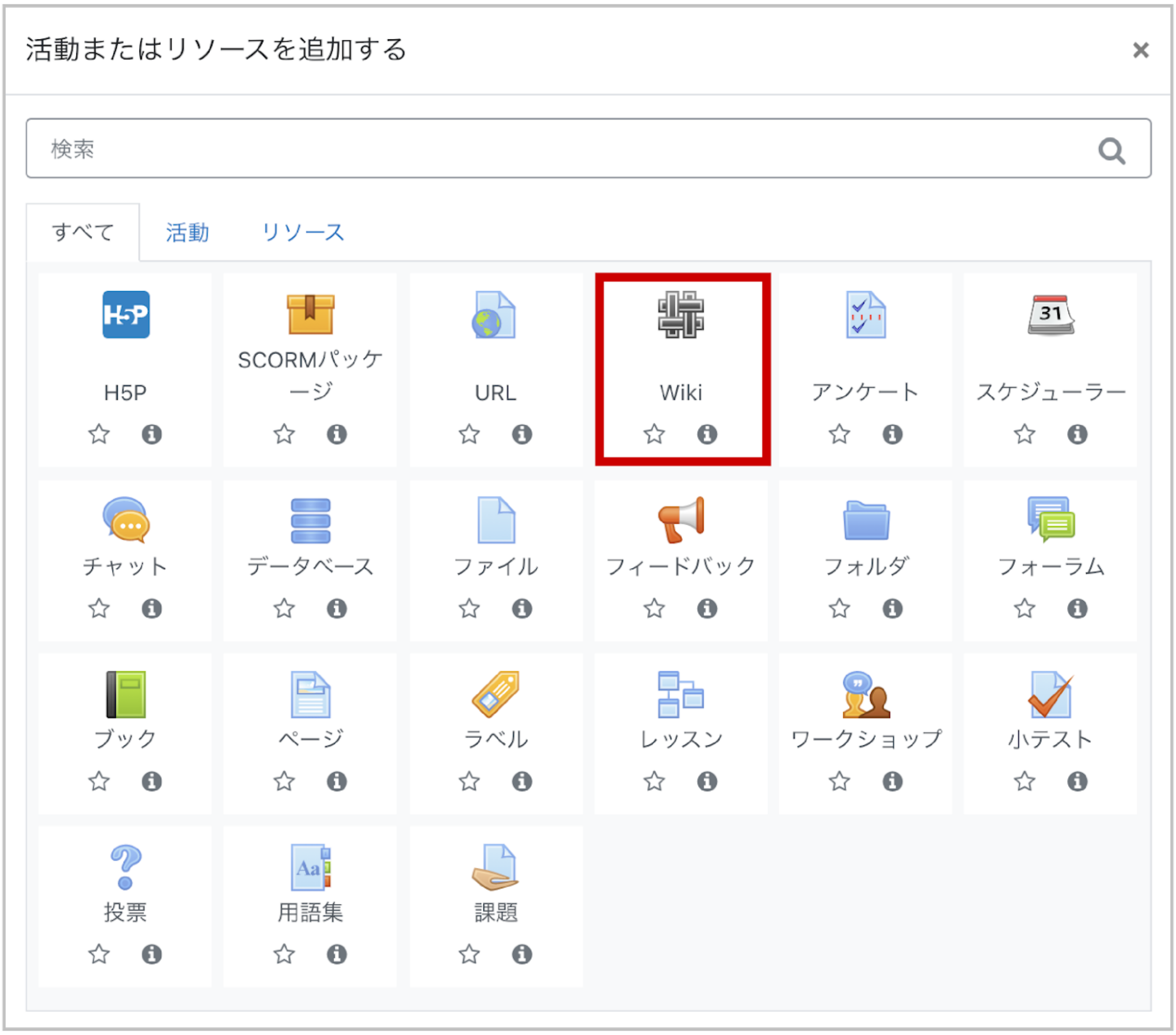
9.1 Creating a Wiki

Adding and setting up a Wiki

After launching edit mode, click "**Add activity or resource**", select "**Wiki**" from the list of available activities/resources displayed, and click "**Add**".

The Wiki settings page will open, so adjust the settings.

Enter the "**Name (displayed as Wiki name)**" and "**Description**" of the Wiki.



1. For the Wiki group, select either "**Joint Wiki**" where all users edit one Wiki, or "**Personal Wiki**" where users individually edit different Wikis. In this example, the Joint Wiki has been selected assuming group work.

2. Name the first page of the Wiki.

3. Select the Moodle group. Here, the "**Visible group**" that allows viewing of Wikis between groups is selected.

9.2 Using a Wiki

With the current settings, students can only use the Wiki of their group. Teachers and students belonging to multiple groups can use the Wiki of a certain group by switching between Wiki displays. This section assumes usage by a student belonging to two groups, Group A and Group B.

Wiki input

Click the icon of the installed Wiki to display the edit screen. A screen for creating a new page will be displayed. Confirm the "Page title", "Format" and "Group", and click "Create page".

Click the "Edit" tab and input the text.

To post a photo to the Wiki, select the photo you want to post from "**Insert/edit image**" on the toolbar.

Switching Wikis

Teachers and students belonging to multiple groups can switch Wikis to use the Wiki of each group. The Wiki being currently used is displayed in the upper right corner of the screen. **Select a group from the pull-down menu to switch to the Wiki of the group you want to use.** "All participants" is also displayed under group, but this can only be edited by the teacher. If using a visible group, students can only view the Wiki as well.

《 "All Participants" group Wikis 》

The "All Participants" Wiki that appears in the group selection can be edited at any time with the teacher role, but note that whether students can view or edit it will depend on the group mode.

1. Visible group: "All participants" is displayed in the group selection and the Wiki can only be viewed.

2. Separate group: "All Participants" is not displayed in the group selection and the Wiki cannot be viewed or edited.

3. No group: The only Wiki that can be used is the "All Participants" Wiki, which can be viewed and edited. The Wiki for each group is not displayed and cannot be viewed or edited.

Creating a page

To create a new page, **first enclose the name of the page you want to create in double square brackets "[[...]]",** such as in "[[Introduction to Moodle]]", **and save the edited content.**

When you save the edited content, the page name enclosed in [[...]] will be displayed as a link in red. Clicking this link will create a new page titled "Introduction to Moodle" and the edit screen for that page will appear. You can then edit the page the same way as before.

In this way, you can create new pages one by one.

When using multiple pages, be careful not to create unlinked pages (lost pages).

1. **Enclose the name** of the page being newly created **in [[...]] and save the edited content**.

2. The name of the newly created page will be displayed as a link in red, so click the link.

3. Confirm the "**Page title**", "**Format**" and "**Group**", and click "**Create page**".

4. A new page will be created, so edit it as before.

History

You can also manage the history of a Wiki. To check the history, open the "**History**" tab, select the version you want to compare with "**Diff**", and click "**Compare selection**".

The two versions are displayed side by side on the screen so you can see what has changed. You can also click "**Restore**" to revert to the previous version (past content will be shown, but a new page version will be created).

Map menu

If you open the "**Map**" tab and use the map menu, you can check the connection of links for pages edited so far or that are included in the Wiki you are currently using.

Map menu choices

Description of choices

Contribution: displays a list of pages edited by you.

Links: displays the link sources and link destinations for the current page.

Lost pages: displays a list of pages that are not linked from other pages.

Page index: displays the tree structure of the pages.

Page list: displays links to pages in alphabetical order.

Updated pages: displays recently updated pages and the date of the update.

Files

By default, students are not able to upload to the "Files" area of the Wiki, therefore, if you want to allow students to upload files in the "Files" field, change the permissions to allow them to do so. The steps are as follows.

1. After installing the Wiki, click the Wiki icon.
2. Select "Permissions" in Wiki management under "Management" on the right side of the screen.
3. In "Manage Wiki Files (mod/wiki: managefiles)", click the "+" under a teacher who does not have editing authority, a teacher, or a manager.
4. Select "Student" in "Select Role" and click "Allow".
5. Confirm that "Student" has been added to "Manage Wiki files (mod/wiki: managefiles)".

By following these steps, students will also be able to upload files from the "Files" field of the Wiki, allowing you to create a file-sharing environment.

9.3 Managing a Wiki

Teachers can use the "**Management**" tab to manage Wiki pages (not visible to students).

If there are multiple Wikis for each group, select the Wiki you want to use from the pull-down menu on the right side of the screen before selecting the "Management" tab.

Deleting pages

You can delete files uploaded as Wiki pages or attachments. Click "**List all**" on the screen to display a list of page names, select the page you want to delete, and click **✕**. When deleting a page, be careful not to create a page that is not linked from anywhere in the process.

Deleting a page version

You can check the contents of each page version and delete unnecessary versions. To check contents, click the numbers in the "**Version**" column. To delete a page version, select the unwanted version and click "**Delete page version**".

10. Using Glossary

A glossary is a list of terms and their definitions. In general, a teacher prepares a glossary for students to explain terms to them, but Moodle glossaries are not only unilaterally created by the teacher; instead, students can also participate in editing them. The following two types of glossaries are available in Moodle.

用語集の種類	内　　容
メイン用語集	コースに１つしか設置できません.
サブ用語集	コースに複数設置することができます．エントリをメイン用語集へエクスポートすることが可能です.

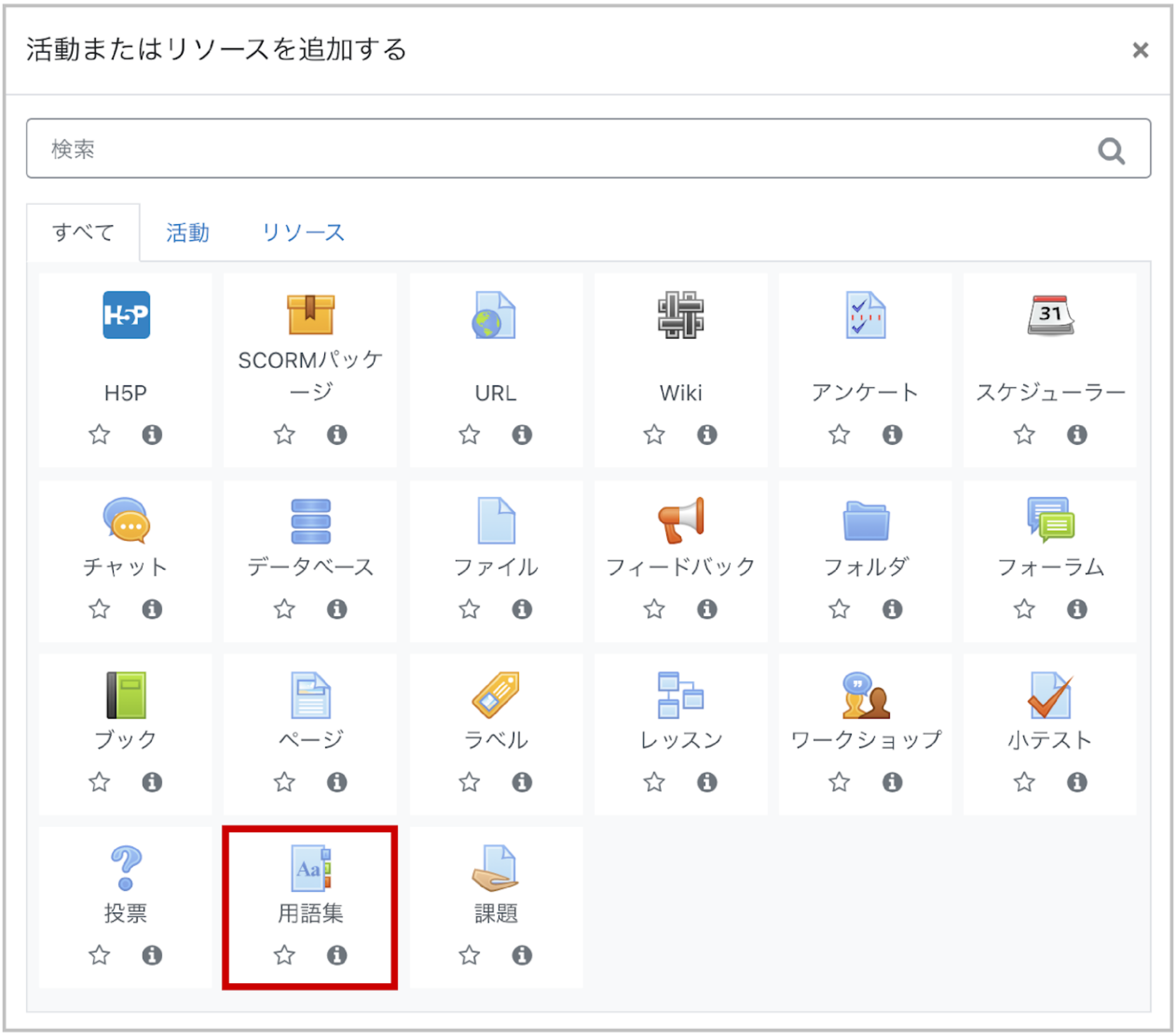
In a main glossary, not only can you can edit entries directly, but you can also export entries from a sub-glossary. Therefore, after all participants have added entries to the sub-glossary, it is possible to export the best ones to the main glossary to create a main glossary for the course. Since **only one main glossary can be set for the course**, it is recommended to place it in the topic section at the top of the course (the topic where the news forum has been set in advance).

If you prefer to set a glossary that anyone can easily edit, it is better to set up only one sub-glossary instead of a main glossary.

10.1 Creating a glossary

After launching edit mode, click "Add activity or resource", select "**Glossary**" from the list of available activities/resources displayed, and click "**Add**".

This section explains the main settings "General", "Entry", and "Appearance". There are also other additional items related to evaluation. If you want to include glossary contribution in student evaluations, set those as well.



"General" settings

Enter the "**Name**" and "**Description**" of the glossary. The ***default*** glossary type is set to ***"Sub-glossary".*** There is also a "Main glossary" that can be used by exporting the entries created in a sub-glossary, but only one can be set for the course (see previous page).

"Entry" settings

An entry refers to each item added to the glossary. If you enable "**Automatically link entries**", identical term entries in the course will be automatically linked. Note that in addition to the settings here, similar settings are required when creating entries.

"Appearance" settings

In the "Full - no author" display format, "Last updated date" is displayed in addition to "Term" and "Definition". Attached files are displayed as links. "Full - no author" will not display the author’s name, but if you also want to display it, select "Full - author".

In addition, there are also a "FAQ" that has "Question" and "Answer" headings added to the "Term" and "Definition" parts of the entry, as well as an "Entry list" that lists terms as links.

After adjusting all settings, select "**Save and return to course**" at the bottom of the screen to save the settings.

10.2 Using a glossary

Adding a category

Entries are classified by "Alphabetical order" or "Date and time order", but if you wish to perform other classifications, you need to create a category for the classification in advance (classified by "Category order").

To create a category, first click the glossary icon in the course to open the glossary, select the "**Category order**" **tab**, and select "**Edit category**". Click "**Additional category**" to proceed to the screen for adding a category, then enter the "**Name**" of the category to be added and click "**Save changes**" to display the added category on the screen.

Adding an entry

When you open the glossary of the course, the entries added so far will be displayed on the screen. To add a term, select "**Add new entry**".

In the settings screen, enter the "**Term**" and its "**Definition**". If you want to use an alphabetical order index, enter half-width alphanumerical characters in the term field. **If Japanese characters are entered, they will be classified as "Special" and the index will not be usable.** You can also select a category for classifying terms and attach a file to supplement the explanation as needed.

Importing and exporting entries

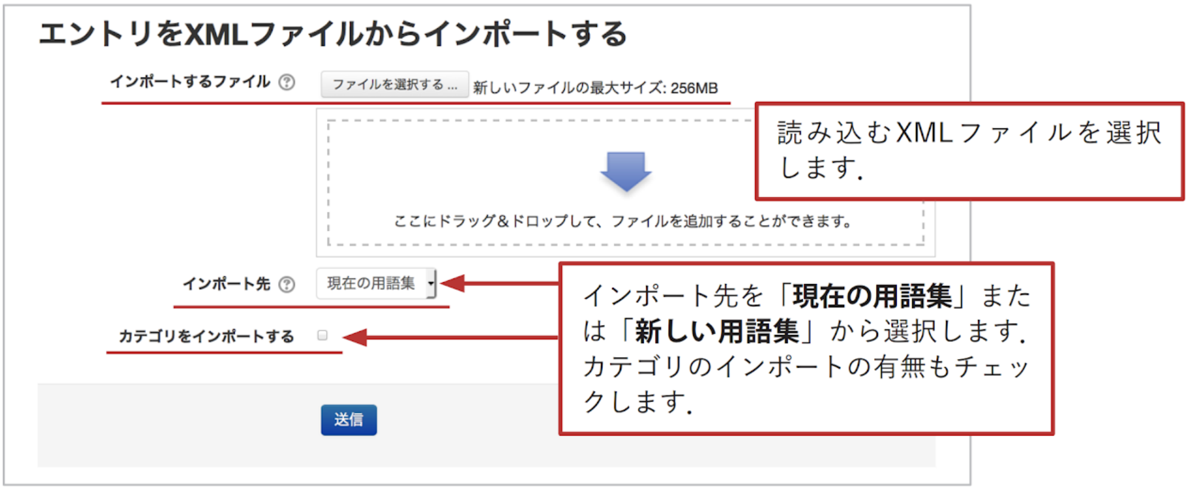
By using the import/export feature, you can link with other glossaries. When you select a glossary and display the glossary page, "**Import entry**" and "**Export entry**" are displayed in "**Glossary management**" in the "**Management**" block on the left side of the screen. Use these to import and export entries.

Exporting entries

To export an entry, select "**Export entry**" and click "**Export entry to file**". You will then be able to save entries contained in the glossary as an XML file.

Importing entries

To import an entry, select "**Import entry**" and select an XML file to load, the glossary for the import destination, and whether or not to import the category.



If the import destination glossary is set to "**New glossary**", a new glossary containing the imported data will be created in the top topic (where the news forum is located).

10.3 Linking a sub-glossary and a main glossary

With Moodle's glossary, you can export the entries contained in a sub-glossary to the main glossary. This allows outstanding entries from the sub-glossary edited by students to be reflected in the main glossary of the course. If you want to use category classification for the main glossary, you need to prepare the same category as in the sub-glossary in advance.

Exporting from a sub-glossary to the main glossary

In a sub-glossary, you can export an entry to the main glossary by clicking the icon at the bottom right of the entry. This icon **only appears if a main glossary is available in the course**.

Entries exported to the main glossary can only be edited in the main glossary and cannot be edited or deleted from a sub-glossary. However, if deleted from the main glossary (see below for how to delete), you will be able to edit and delete the entry again in the sub-glossary.

Deleting entries from the main glossary

You can delete an entry from the main glossary by clicking the icon at the bottom right of the entry.

11. Using the Greading Ttable

Each activity in Moodle is individually graded, but activities can be viewed collectively in the grading table. With the grading table, as explained in section 11.2, it is also possible to grade activities assigned in and outside of Moodle together, including activities other than those in Moodle.

11.1 Totaling and managing scores

To aggregate scores given for each assignment, use the grading table (grader report) displayed by selecting "**Grading**" in the navigation block. In addition, you can adjust grading table settings in "**Grading table setup**" found in the settings tab.

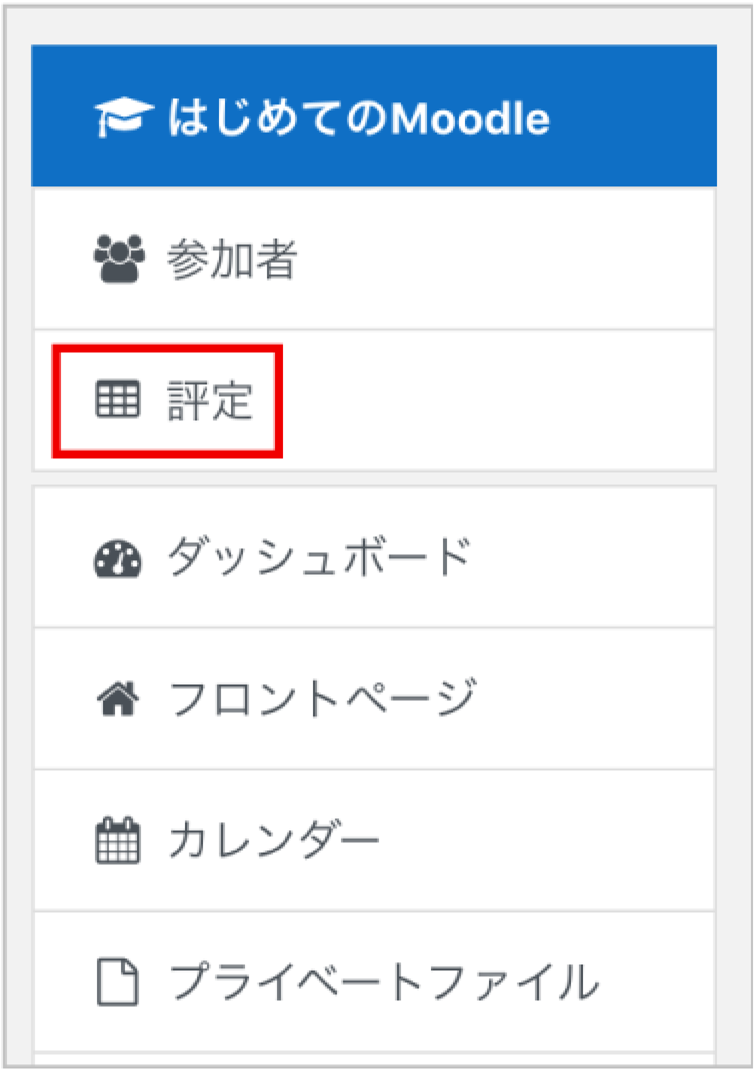
By default, Chiba University Moodle 2021 hides the grading table from students. If you want to enable students to be able to check their grades (user reports), change the settings described later (see section 11.2). However, even if the grading table is hidden, students can check their scores for individual activities (assignments, quizzes, etc.) in each assigned activity content.

Displaying the grading table (grader report)

1. To display the grading table, click "**Grading**" from the navigation block to display the "**Grader report**".

2. A list of users and activities that can be graded is displayed. In addition, the grade for each activity is displayed.

			はじめてのMoodle			
姓 / 名		学生証番号	課題01	課題02	小テスト01	コース合計
学生 01		idnumber01	80.00	90.00	5.00	83.33
学生 02		idnumber02	70.00	100.00	10.00	85.71
全平均		全平均	75.00	95.00	7.50	84.52



Selecting a totaling method

Select the totaling method to calculate the "Course total" which totals up the scores of each grade item. The "Simple weighted average of score" is the default setting in Chiba University Moodle. "**Exclude blank scores**" is also disabled. In this case, items that have not been graded, such as ungraded assignments or quizzes that students have not yet been taken, are treated as zero points.

1. Select "**Course management**" > "**Grading table setup**" from the management block (from a grade management screen such as the grader report, you can also navigate there from "Settings" - "Grading table setup" in the pull-down menu at the top of the screen).

2. Click "**Edit**" to the right of the column corresponding to the course name (here, "Using Moodle for the first time") and select "**Edit settings**" **(1)**. Select "**Total**" in "**Grading category**" on the displayed setting screen **(2)**. In addition to the default "Simple weighted average of score", there is also an option for "Average of score" and "Natural (meaning the total of grades)". For details, click the "?" to the right of "Total" to check the online help displayed. If you want to exclude ungraded items from the course total, check "**Exclude blank scores**" **(3)**. Finally, click "**Save changes**" at the bottom of the screen to save the settings.

《"Simple weighted average of score" and "Average of score"》

With "Simple weighted average of score", the weight when taking the weighted average is calculated as the "maximum score - minimum score" of each grade item.

For example, for grading items A1 and A2 (minimum score: 0, maximum score: 100) and A3 (minimum score: 0, maximum score: 10), the weight of A1, A2, and A3 is 100, 100, and 10, respectively.

Now, when the scores of A1, A2, and A3 are set to 80, 90, and 5, respectively, the ratio of the scores for the "Simple weighted average" is

((80/100)*100＋(90/100)*100＋(5/10)*10)/210≒0.8333

Therefore, if 100.00 is considered a perfect score for the "Course total", the "Course total" will be 83.33.

On the other hand, the ratio of scores in the case of an "Average score" is

((80/100)＋(90/100)＋(5/10))/3≒0.7333

therefore, the "Course total" is 73.33.

Adjusting settings to allow students to check their grading table (user report)

1. Select "**Edit settings**" from the "**Management**" block located in the top right of the course.

2. After setting "**Display grading table to students**" in the "**Appearance**" field to "**Yes**", click "**Save and display**" at the bottom of the screen to save the settings.

3. If you access the course with a student role, you will see "**Grading**" in the navigation block, just as you would with the teacher role. Click it to display a grading table (user report) that lists your scores in the course.


ユーザレポート - 学生 01

概要レポート　ユーザレポート

評定項目	計算済み加重	評定	範囲	パーセンテージ	フィードバック	コース合計への寄与
はじめてのMoodle						
課題01	47.62 %	80.00	0–100	80.00 %		38.10 %
課題02	47.62 %	90.00	0–100	90.00 %		42.86 %
小テスト01	4.76 %	5.00	0–10	50.00 %		2.38 %
コース合計 評点の単純加重平均値. 空白の評点を含む.	-	83.33	0–100	83.33 %		-

As seen with a student role

11.2 Managing grades of tests given outside of Moodle

It is possible to manage scores using the grading table for tests given outside of Moodle, such as mid-term exams.

Settings

1. Select "**Grading table setup**" from the "**Management**" block located on the top right of the course.

2. Click "**Add grading item**" at the bottom of the screen to display the settings for the grading item being newly added.

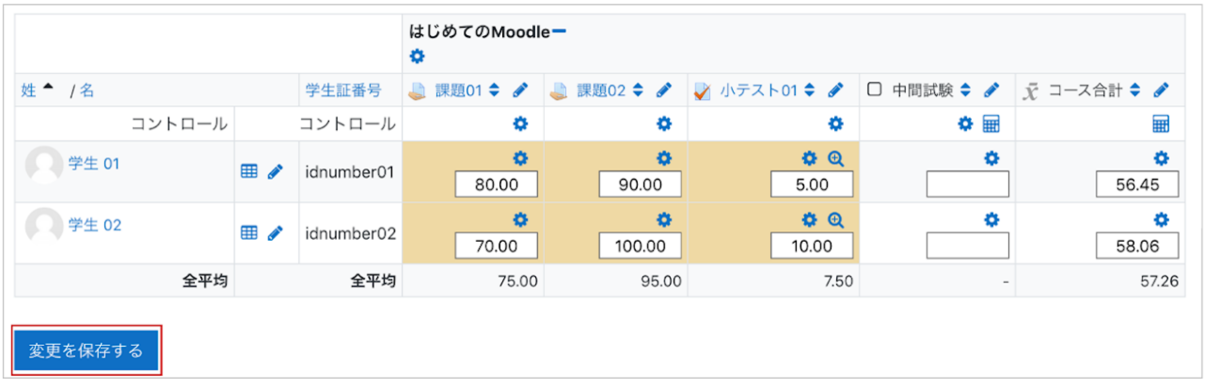
3. After setting the required items such as "**Item name**" and "**Maximum (minimum) score**", click "**Save changes**" to save the settings, and the new grading items will be added.

Inputting grades

Enter the score for the grading item (here, the mid-term exam) added to the grading table.

1. Click "**Grading**" in the navigation block to display the "**Grader report**" (from the grading table setup screen, you can also navigate there from "Display" - "Grader report" on the tab at the top of the screen).

2. Click "**Launch edit mode**" at the top right of the screen to begin editing, and then enter the score in the blank of the newly added grading item. To save the grade, click "**Save changes**" at the bottom left of the table. If you want to add a comment in addition to the score, click the gear icon on the upper right of the blank and enter it in "Feedback" on the displayed screen.



3. Click "**Exit edit mode**" at the top right of the screen to finish your input.

Overall grading changes

In the grading table, you can change not only the grading items added as described above, but also scores related to activities in Moodle and feedback comments in general. However, if you change scores or feedback comments in the grading table, the score or feedback comment added in the original activity will be overwritten and you will not be able to enter it from the activity content afterwards (grading table changes will be prioritized).

11.3 Using calculation formulas

You can also use a calculation formula to calculate the "Course total", which is the total of each grade item.

1. From the "**Management**" block located on the top right of the course, select "**Course management**" > "**Grading table setup**".

2. Select "**Edit calculation**" from "**Edit**" under "Course total".

Note) Values calculated using a calculation formula will not exceed the perfect score of the course total (100.00 on the screen).

3. When using each grading item in a calculation formula, an "**ID number**" for each item is used as the name for identification, so first determine the ID number for each grading item. After entering the name for identification in each item under "ID number", click "**Add ID number**" to save the ID number.

4. Enter the calculation formula in "Calculation" using the ID numbers set above. The formula starts with "=". ID numbers in the formula are enclosed in [[...]]. After entering the formula, click "**Save changes**" to save and the changes will be reflected in the "Course total" of the grade report. Check the changed score in the "Grader report".

Calculation formula examples

Here, it is assumed that Assignment 01 (Kadai01), Assignment 02 (Kadai02), and Quiz 01 (Quiz01) have been completed (numbers in parentheses are ID numbers; It is assumed that the perfect score for Assignment 01 and Assignment 02 is 100 points, the perfect score for Quiz 01 is 10 points, and the perfect score for the course total is 100).

Ex 1) Simple total calculation:

=[[Kadai01]]+[[Kadai02]]+[[Quiz01]]

Note) The result of the calculation does not exceed the perfect score of the "Course total".

Ex 2) Average score calculation:

=([[Kadai01]]+[[Kadai02]]+[[Quiz01]]*10)/3

Ex 3) Calculation when the average score of Assignment 01 and Assignment 02 is calculated only when Quiz 01 is a perfect score, and when 0 points are given if the Quiz 01 is not a perfect score:

=max(min([[Quiz01]]-9,1),0)*([[Kadai01]]+[[Kadai02]])/2

Main functions that can be used

Function format

Sum: sum(Value 1, Value 2, ...)

Average: average(Value 1, Value 2, ...)

Maximum value: max(Value 1, Value 2, ...)

Minimum value: min(Value 1, Value 2, ...)

Remainder: mod(Value, Divisor)

Power: power(Bottom of power, Value)

Round off: round(Value, Digits after decimal point)

Maximum integer less than or equal to a given real number: floor(Value)

Minimum integer greater than or equal to a given real number: ceil(Value)

Square root: sqrt(Value)

Absolute value: abs(Value)

Power with e as the bottom: exp(Value)

Pi: pi()

12. Checking Activity Logs

You can check activity logs saved in Moodle to grasp the activity status of students in the course. Activity logs in Moodle can also be used to check the access status of course content or the access status of students for specific content in addition to basic activity history displayed in chronological order.

12.1 Course log

This section explains the "Log", "Live log", "Activity report", "Course participants", and "Activity completion" features that show activity status in the course.

Log

Select "**Course management**" > "**Report**" > "**Log**" in the "**Management**" block on the right side of the screen to display the settings for acquiring a course activity log.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ログ
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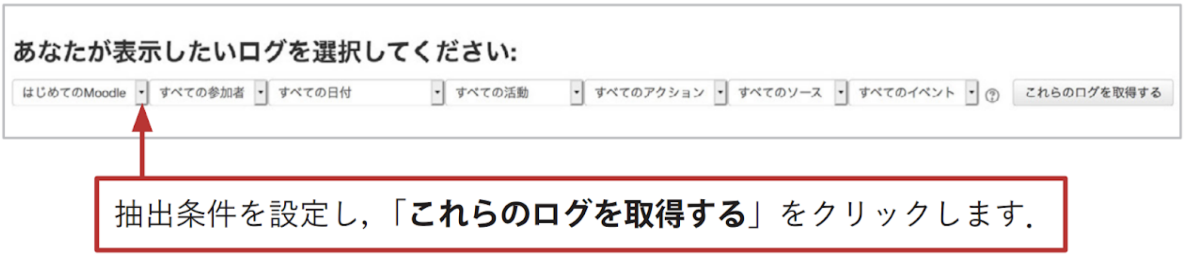
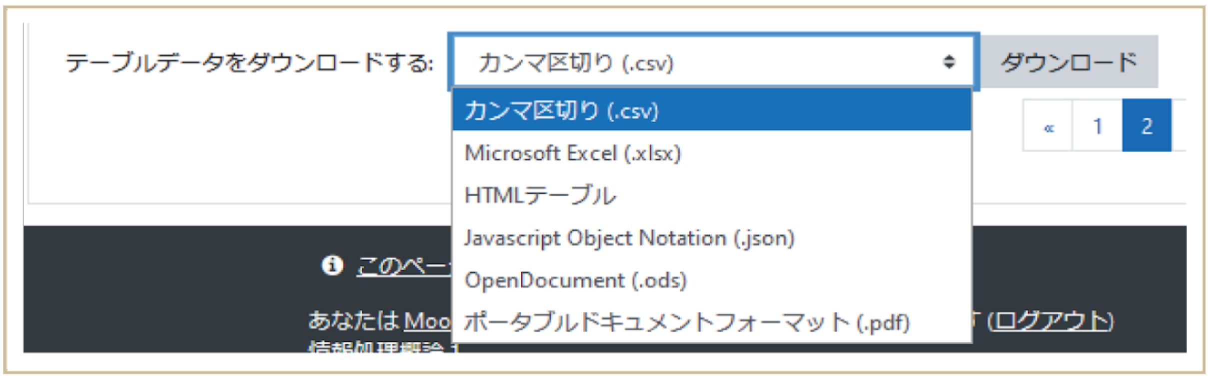
活動レポート
コース参加
活動完了
評定表セットアップ
バックアップ



In "All events", you can select "Teach", "Participate", or "Other". "Teach" extracts events and actions that encourage learning mainly by teachers, such as the adding of activities or resources, and grading, to the course. "Participate" extracts events and actions related to student learning activities, such as the viewing of course activities and resources, forum posting, and submission of assignments.

Downloading a log

You can download logs from "**Download table data**" at the bottom of the screen found by scrolling down on the screen where the log is displayed. **You can select "Comma-separated text (.csv)," "Excel (.xlsx)" or the like for the format.**



Live log

Selecting "**Live log**" will display the activity log for the past hour in the course. The content displayed is the same as that of the activity log.

You can temporarily stop the log from updating by clicking "Pause live update". The updated logs will be displayed together after you update them using "Resume live update".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Activity report

Select "**Activity report**" to display the viewing status of course content.


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活動完了
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Course participation

Select "**Course participation**" to display student participation status for specific course content.


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フィルタ
レポート
ログ
ライブログ
活動レポート
コース参加
活動完了
評定表セットアップ
バックアップ

A: Select the activity content (quiz, etc.) you want to display from the "**Activity module**" and the period you want to display for the report from "**Period**". In "**Display only**", select "Student" to display students' reports, and select "Teacher" to display the teacher's report.

In "**Display action**", select the content to be displayed in the report from "**Display**", "**View**", and "**All actions (display and view)**". After setting the criteria, click "**Go**" to display the report.
B: It is also possible to send a message to multiple selected users at once by using the "**To selected users**" option. For example, you can use this feature to send a message to students who have not taken a quiz that is due soon.

Activity completion

If you enable "Completion tracking" in "**Edit Settings**" under course management and set "**Activity completion**" for each resource/activity, you can check the completion status of activities in the students' course. There will be a check shown in the completed activity field.


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活動完了
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12.2 Activity logs of each student

The previous section showed how to acquire logs related to a course or course content, but it is also possible to display the activity status of a specific student.

Choosing a student

A: Select "My Course" > class (course) from the block on the left side of the screen.

B: From the "**Management**" block on the right side of the screen, select "**Users**" > "**Registered users**" to display the student list.

C: Click the name of the student whose activity report you want to display.

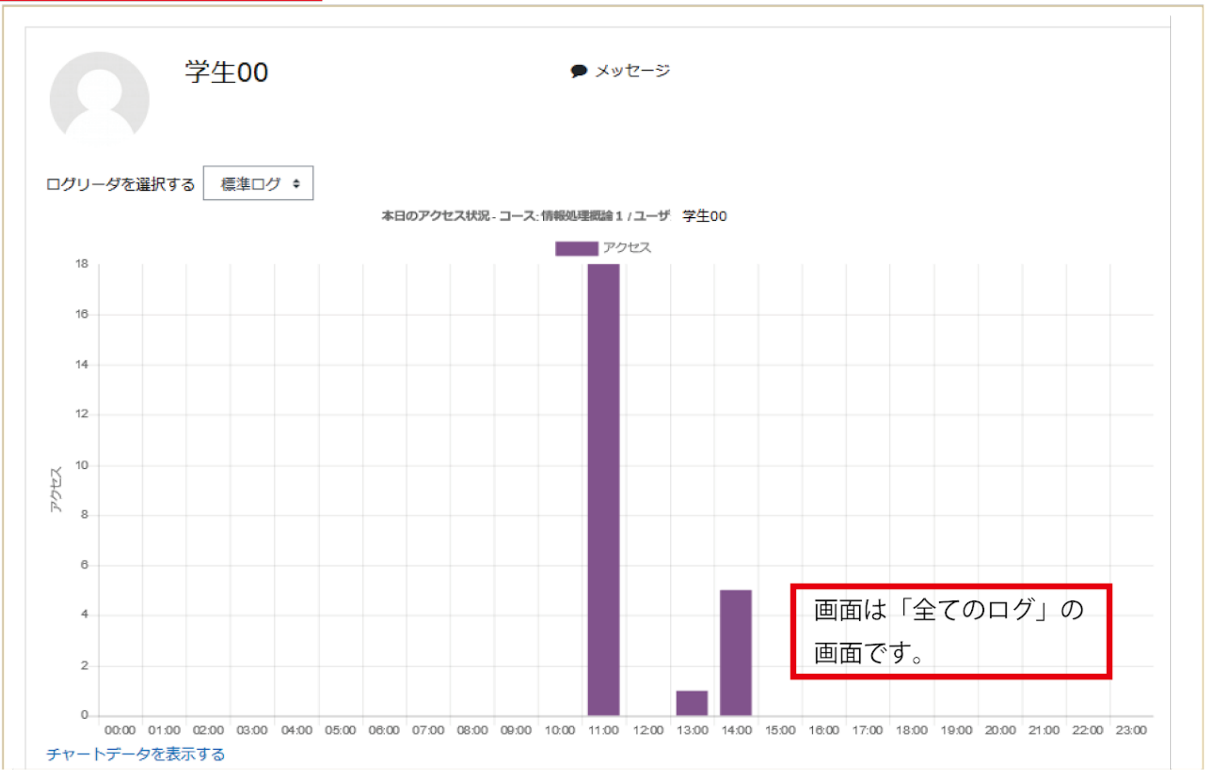
Displaying a report

Information about the student will be displayed on the screen.

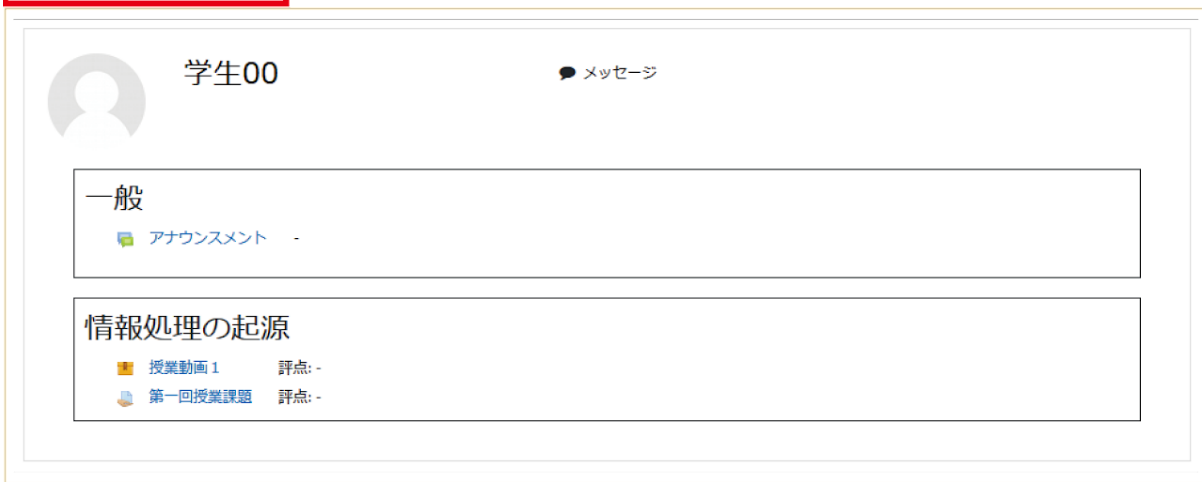
In the "**Report**" field, select the type of report you want to check. You can choose from "Today's log", "All logs", "Outline report", "Detailed report", etc. as the report type.

Today's log and all logs display course access status and activity details. Outline report displays the access status to course content. Detailed report displays submitted files and forum posts, in addition to the content of the outline report.

本日のログ・全てのログ



アウトラインレポート



Checking video (SCORM package) viewing status

1) SCORM packages used on the video management site (HLS) are given a score according to the position of the slider, and when the video is watched all the way to the end, the score will be 100, so you can check viewing status by choosing to "Prohibit" "Skip playback" in the SCORM package settings.

2) You can check viewing status by checking the score in the SCORM "Report".

13. Backups

You should back up your course on a regular basis. Backup data is useful not only for saving data, but also for preparing for the coming year's course by utilizing past resources with reference to the previous year's course.

13.1 Course backup

Select "**Backup**" from "**Course management**" in the "**Management**" block on the left side of the course screen.

Backups are performed by navigating through the following steps: "**Default settings**", "**Schema settings**", "**Confirmation and review**", "**Perform backup**", and "**Complete**".

Each procedure is explained below.

Default settings

Select the items to back up and click "**Next**" at the bottom of the screen.

Schema settings

Select the topic and items to be backed up for the activities/resources included in the topic, and click "Next" at the bottom of the screen.

Confirmation and review/Perform backup

Confirm the backup items and click "**Execute backup**" at the bottom of the screen to begin the backup.

Complete

If the backup completes successfully, the screen below will be displayed. Click "**Continue**" to confirm that the backup file has been saved in the "User private backup area". You can also navigate to this screen by selecting "Course Management" > "Restore" in the management block displayed on the left side of the screen.

If you want to restore course data used in the previous year's Moodle to the new year’s version of Moodle, first download the backup file created here to your own PC. Then, upload the downloaded file to the new year’s version of Moodle and restore it (see the next section for details).

13.2 Restoring a course

Select "**Restore**" from "**Course management**" in the "**Management**" block located on the left side of the screen to display the restore settings.

Selecting a backup file to use for a restore

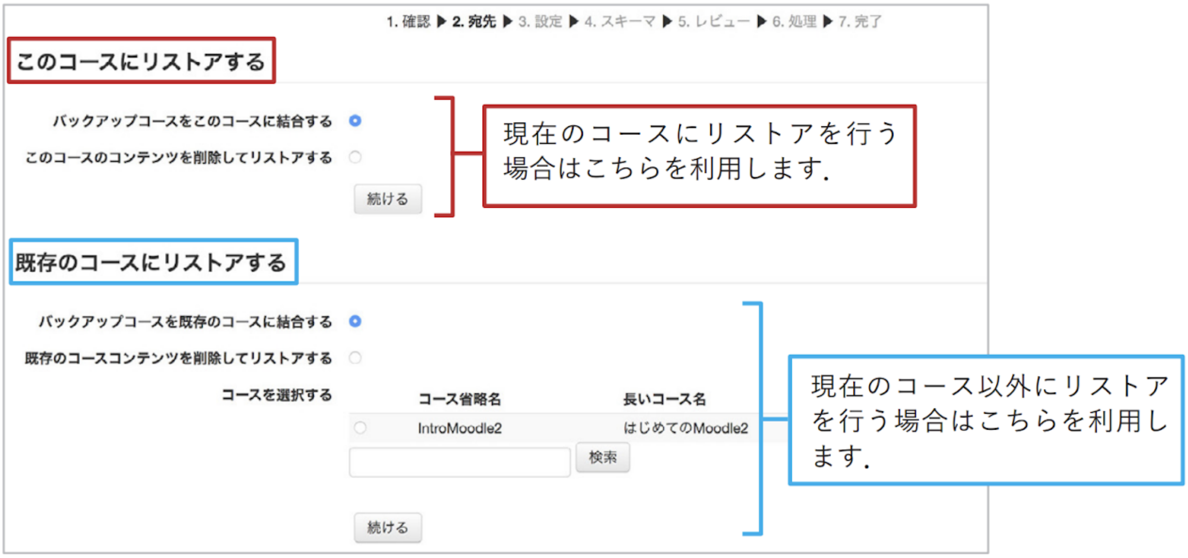
There are two types of backup files used when restoring: **(1) a backup file created with the current year's version of Moodle**, and **(2) a backup file created with a previous year's version of Moodle or another version of Moodle**.

Backup files described in (1) are saved in the "User private backup area", but to use a backup file described in (2), you must first upload the backup file to the current year's version of Chiba University Moodle.

After confirming the backup file to use, the restore will be performed by navigating through the following steps: "Destination", "Settings", "Schema", "Review", "Processing", and "Completion". Begin by confirming the contents of the backup file and then click "**Continue**" at the bottom right of the screen.

Destination

Here you will set the restore destination. You can restore the data to the current course or a different course you operate as a teacher. In addition to the restore destination, select the method of data restoration. There are two restoration methods: keep existing data and add backup data (addition), or delete existing data and add backup data (overwrite).



Settings

Select the items to restore and click "**Next**" at the bottom of the screen.

Schema

Select the topics and the items to be restored for the activities/resources included in the topics, and click "**Next**" at the bottom of the screen.

Review/Processing/Completion

A confirmation screen will be displayed. After confirming, click "Execute restore" at the bottom right of the screen to begin the restore.

If the restore is successful, the screen below will be displayed.

14. Importing

1. Overview

Using the import feature to reuse content

"Import" is a feature for adding content from other courses with a teacher role to the course currently in use. By importing, you can easily reuse content from the previous year's course.

Content that can be imported includes topics and their resources as well as activities

"Topic" refers to the area where text is displayed on the home screen of the course, and where resources such as teaching material files, pages, and images, and activities such as assignments and quizzes are placed using them as headings. Make a selection from these to import.

▽**What is a topic?**

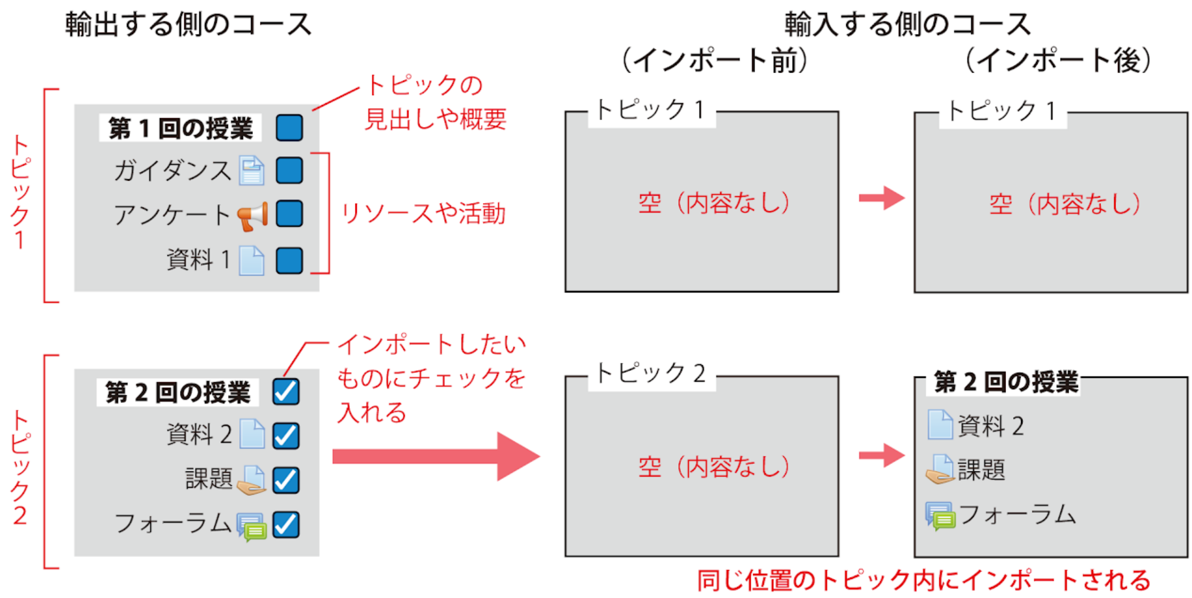
Student information and activity details cannot be imported.

Registered student information and activity details (assignment files submitted, quiz results, forum posts and uploaded files, Wiki edits, etc.) cannot be imported.

"Import for a brand-new course" - The recommended method for import beginners.

If the topics of the course to be imported are empty, they can be copied without any confusion, so it is recommended to import as a brand-new course.

1. 1. When you perform an "Import" in the course, the course list registered in the teacher role will be displayed first. This list includes not only Moodle 2021 courses, but also Moodle 2020 courses from the previous year. For the course abbreviated as "2020-G1xxxxxxx", the class code is prefixed with "2020-". Use this as a reference when selecting a course.
2. 2. From the course list in 1. above, select one course to be used for the import (the exporting course). A list of topics, resources, and activities included in the exporting course will then be displayed.
3. 3. Check the required items displayed in 2. above. As an example, suppose you have checked the second topic and its activities and resources (left side of the figure). You may choose to check all of items when actually importing.
4. 4. When you perform the import, the resources and activities are copied to the empty (no content) topic in the course to import in addition to the topic heading (including the summary text), as shown on the right side of the figure.
5. 5. Note where the imported topics (and the activities and resources contained within them) are imported to in the course. Looking at the position of the topics from the top, you can see they are imported to the same position as in the exported course.



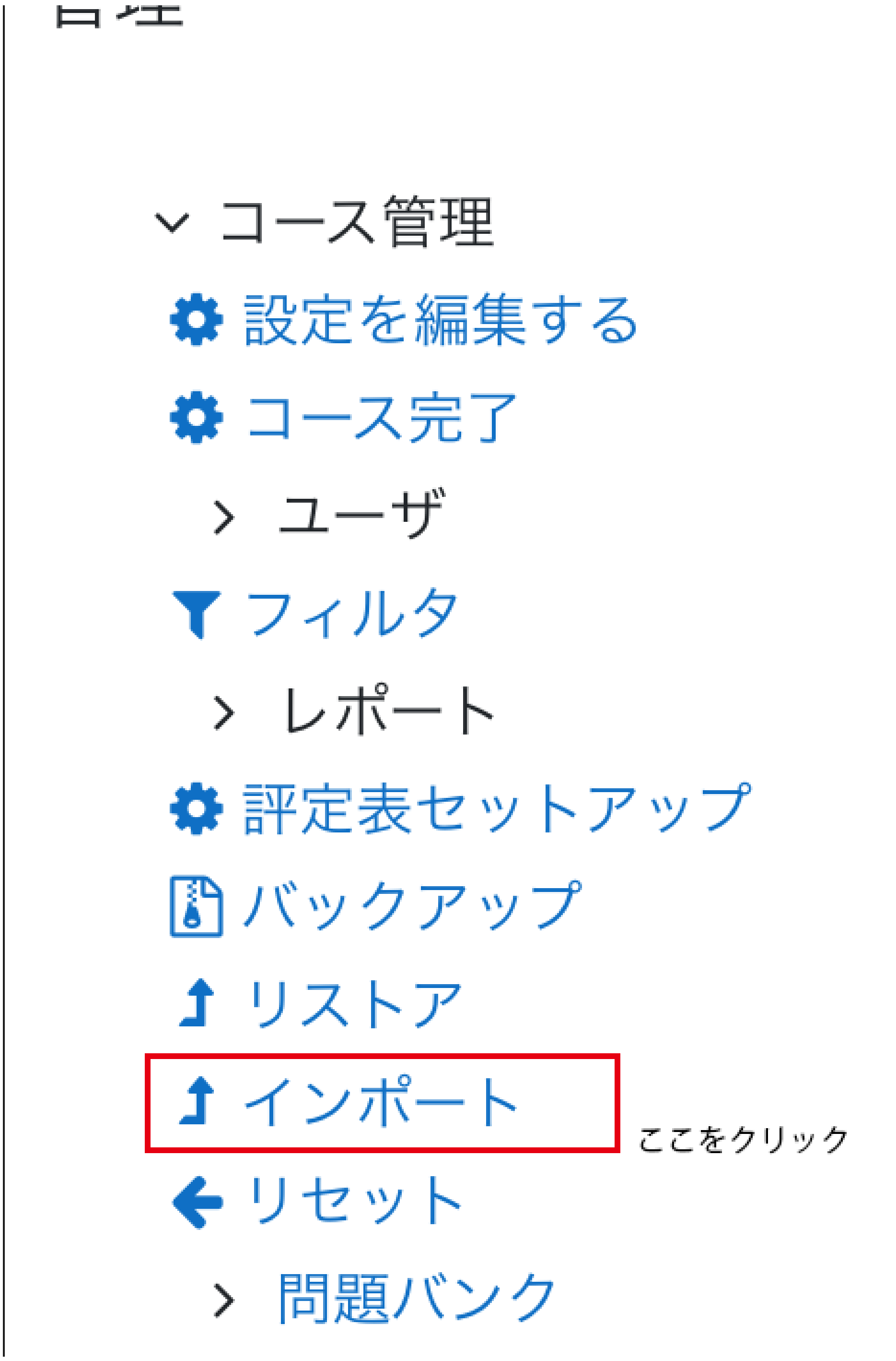
▲まっさらなコースへインポートする（推奨）

2. Specific operation

The specific operation procedure when importing is as follows.

1. It is recommended that you import the course before you have created any content for the new year's course.

2. Click "Course Management" > "Import" in the importing course.



3. Select a course to export from the displayed courses and proceed. A course with "2021-" before the course abbreviation is a course from the previous year.

If you are in charge of more than 10 courses, not all of them will be displayed, so enter the course abbreviation name (class code) or course name in the "Search" box to search for it.

4. Confirm the checked items on the "Import settings" screen. You may want to uncheck certain items as shown in the following image.

5. On the "Next" screen, select and check the items you want to import. Since there is already an "Announcements" area in the current course, uncheck it so that it will not be imported.

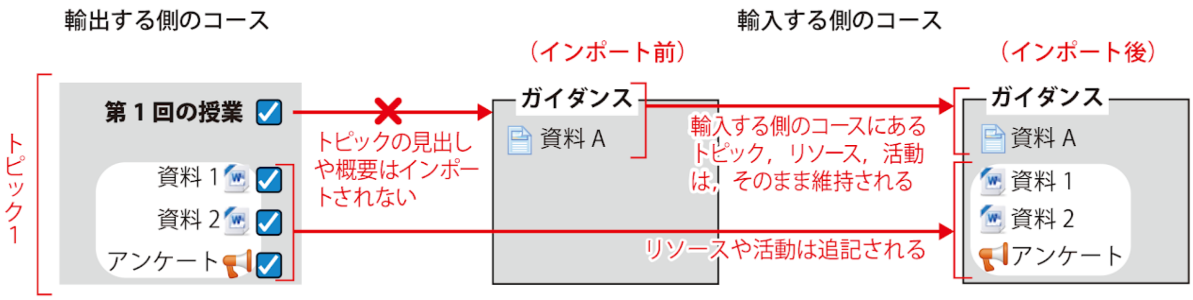
6. Proceed to the final screen and click "Execute import" to finish.

7. Make sure that the imported items are added to the imported course. As mentioned earlier, even if resources and activities are placed in the topics of the imported course, they will not be overwritten or disappear.

3. FAQ

If the course to import already has another topic, will the import be successful?

▷In this case, the topics of the exporting course are not imported (not overwritten) since the topics and the activities/resources that are originally in the course to import (including summary text) are maintained. However, activities and resources are imported in the form of additional notes within the topic at the same location.



▲すでにトピックのある位置にインポートすると……

▶To import smoothly...

As mentioned above, if the heading or summary of the topic in the course to import is being used, the parts in use will not be imported. In such a case, in preparation for executing the import, create a new topic or change the position of the topic so that the topic in the course to import is empty (contains no content).

How to add or move a topic

1. Click the "Launch edit mode" button at the top right of the course home screen.
2. Click "+ Add topic" at the bottom of the home screen to add the number of topics you need.
3. Drag the cross icon at the top of the topic heading to reposition the topic so that the course topic being imported becomes empty.