

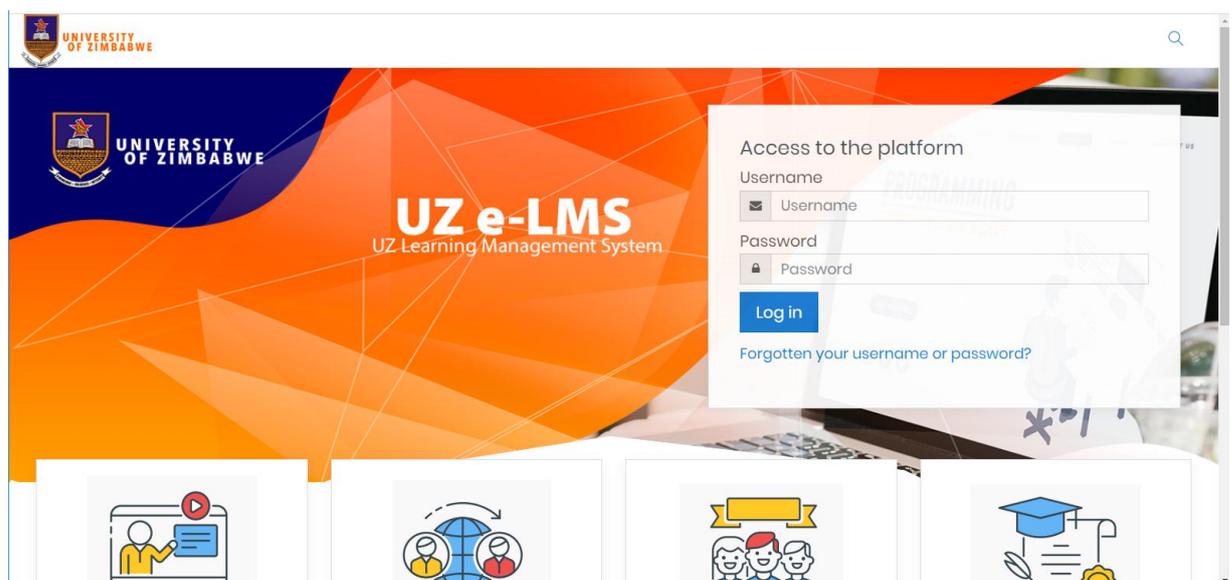
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Course Settings, Course Introductions and Announcements

Log in to your account

Enter the lms URL: lms.uz.ac.zw on your web browser



Default, login credentials are set to:

Username: your firstinitialsurname in lowercase

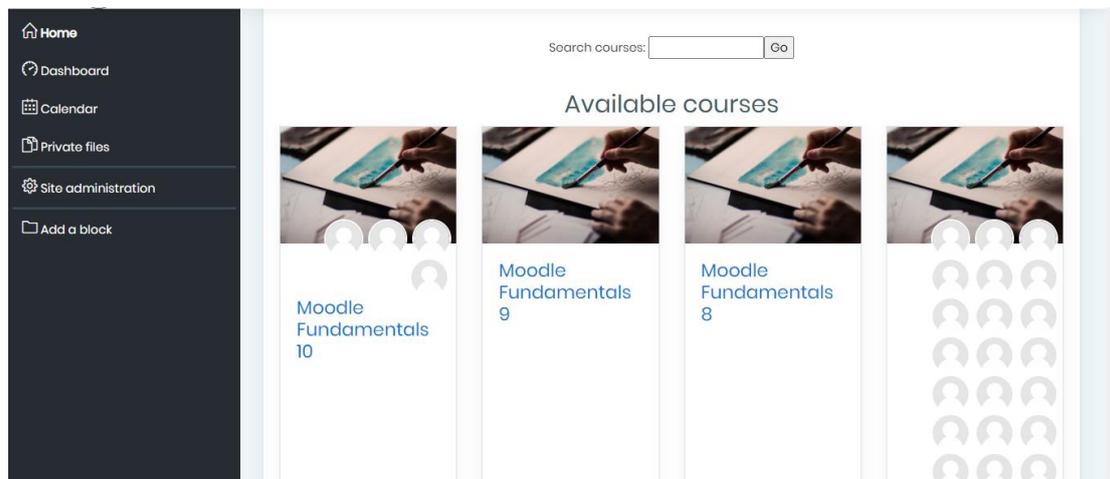
Password: your ECNumber

Click “Log in”

Search for your course

After logging in, you will find your courses that the chairperson has assigned to you.

Click on a course to start adding Course Content.



Announcements

What is an Announcement?

The course Announcements Forum is a special forum for announcements and is automatically created when a course is created. A course can have only one announcement forum. Only teachers and administrators can post announcements.

It can be used to post course welcomes, course outlines, assignment announcements and other notifications.

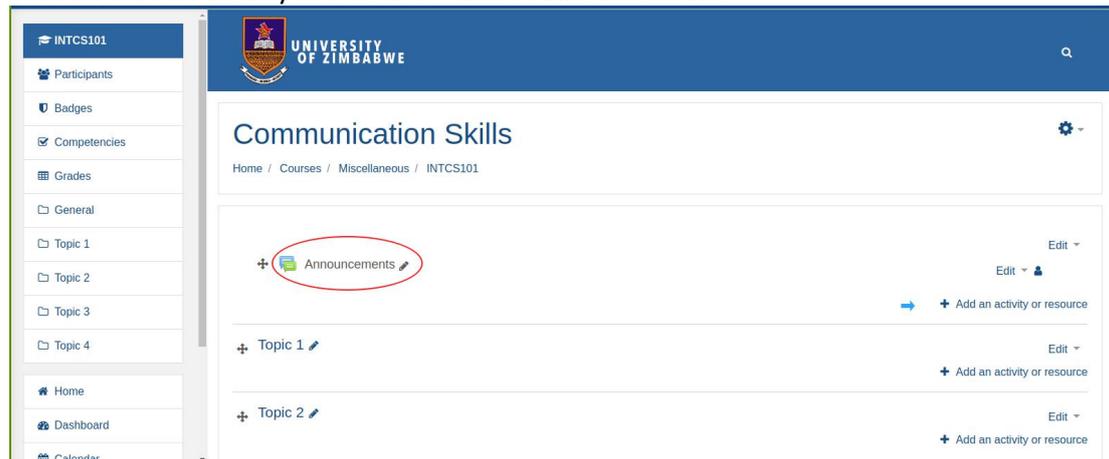
How to make Announcements

Enable Editing

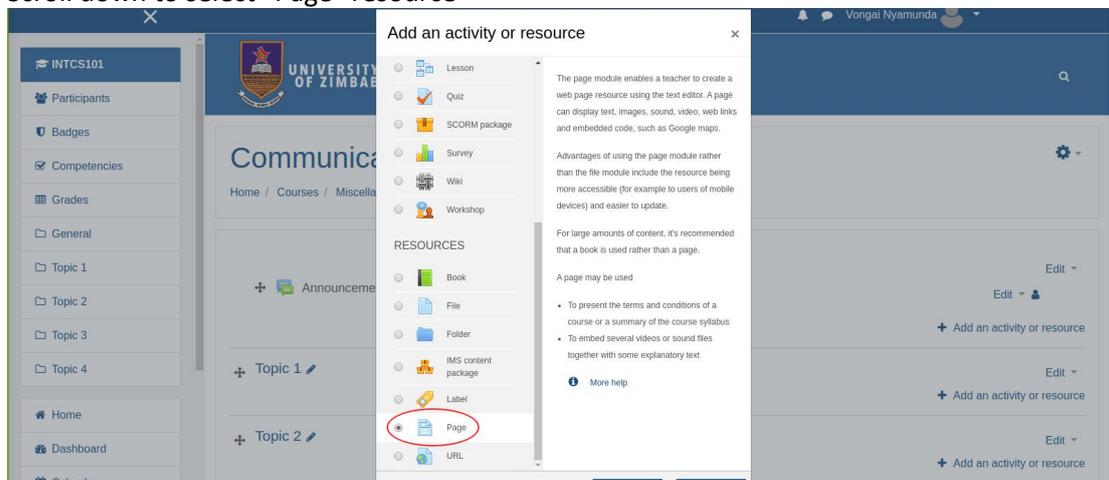
Click gear icon and "Turn editing on"



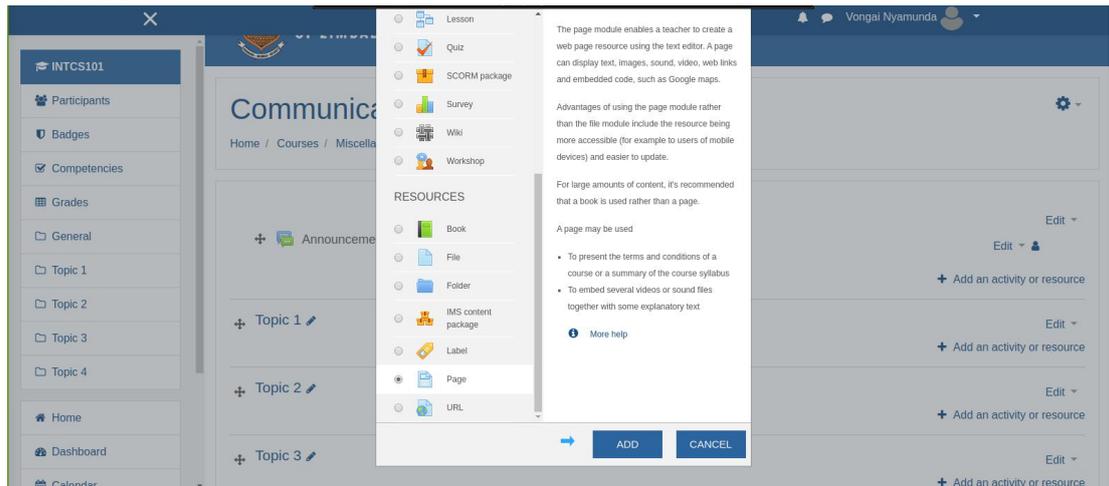
Click on "Add an activity or resource" under Announcements



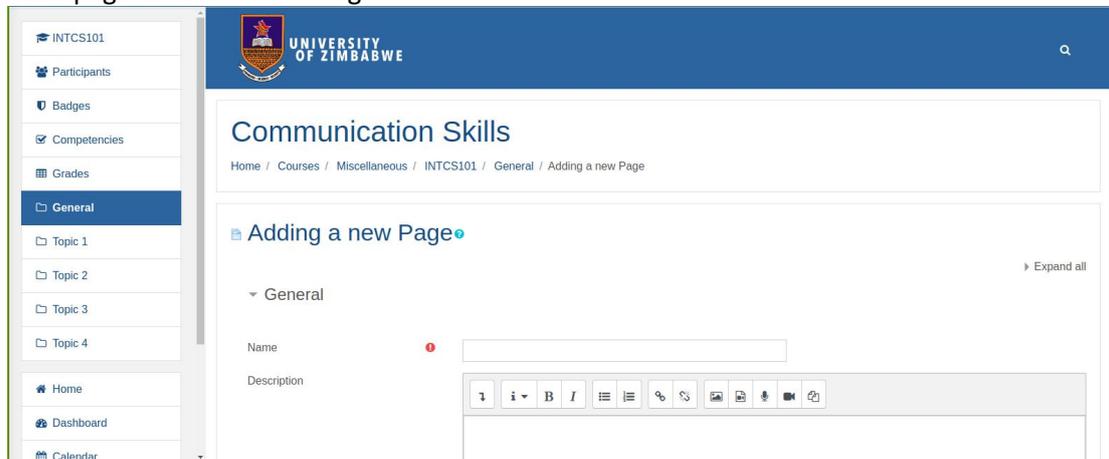
Scroll down to select "Page" resource



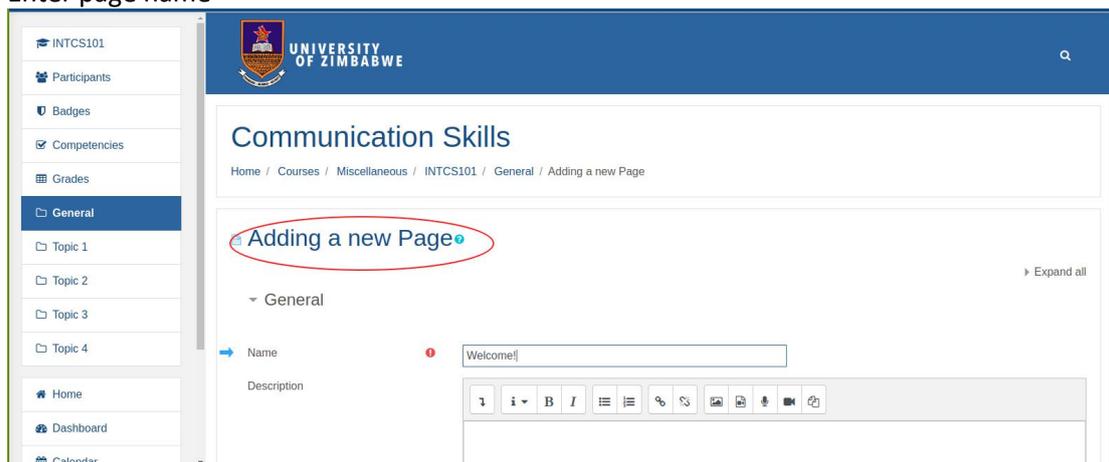
Click "ADD"



View page to "Add a new Page"



Enter page name



Enter Page Content

The screenshot shows the course editor interface. On the left is a sidebar with navigation options: INTCS101, Participants, Badges, Competencies, Grades, General (selected), Topic 1, Topic 2, Topic 3, Topic 4, Home, Dashboard, and Calendar. The main area is divided into sections: 'Name' with a text input containing 'Welcome!'; 'Description' with a rich text editor and a checkbox for 'Display description on course page'; and 'Page content' with another rich text editor containing the text: 'Welcome to Communication Skills. Visit the Course Information section for information about the course.'

Click "SAVE AND RETURN TO COURSE"

This screenshot shows the bottom of the course editor form. The 'Activity Completion' section is partially visible. Below it are sections for 'Tags' and 'Competencies'. At the bottom of the form are three buttons: 'SAVE AND RETURN TO COURSE' (highlighted with a red circle), 'SAVE AND DISPLAY', and 'CANCEL'. A message below the buttons reads: 'There are required fields in this form marked [red dot]'.

View newly created Welcome! page

Click on "Welcome!" to view how it will appear to the student

The screenshot shows the course page for 'Communication Skills' in the University of Zimbabwe system. The page header includes the university logo and name, a search bar, and a breadcrumb trail: 'Home / Courses / Miscellaneous / INTCS101'. The main content area displays a list of items: 'Announcements' and 'Welcome!' (highlighted with a green circle). Below these are 'Topic 1' and 'Topic 2'. On the right side, there are 'Edit' buttons for each item and a '+ Add an activity or resource' button.

Student View

The screenshot displays a student's view of a course page. On the left is a vertical navigation menu with the following items: INTCS101, Participants, Badges, Competencies, Grades, General (highlighted), Topic 1, Topic 2, Topic 3, Topic 4, Home, Dashboard, and Calendar. The top header is blue and features the University of Zimbabwe logo and name, along with a search icon. The main content area has a title 'Communication Skills' and a breadcrumb trail: Home / Courses / Miscellaneous / INTCS101 / General / Welcome!. Below the title is a 'Welcome!' section with a gear icon for settings. The text in this section reads: 'Welcome to Communication Skills. Visit the Course Information section for information about the course. Last modified: Sunday, 10 May 2020, 5:03 PM'. At the bottom of the main content area, there is a link for 'ANNOUNCEMENTS' and a 'Jump to...' dropdown menu.

Course Resources

Labels

A 'Label' enables text and multimedia to be inserted into the course page in between links to other resources and activities. 'Labels' are very versatile and can help to improve the appearance of a course if used thoughtfully.

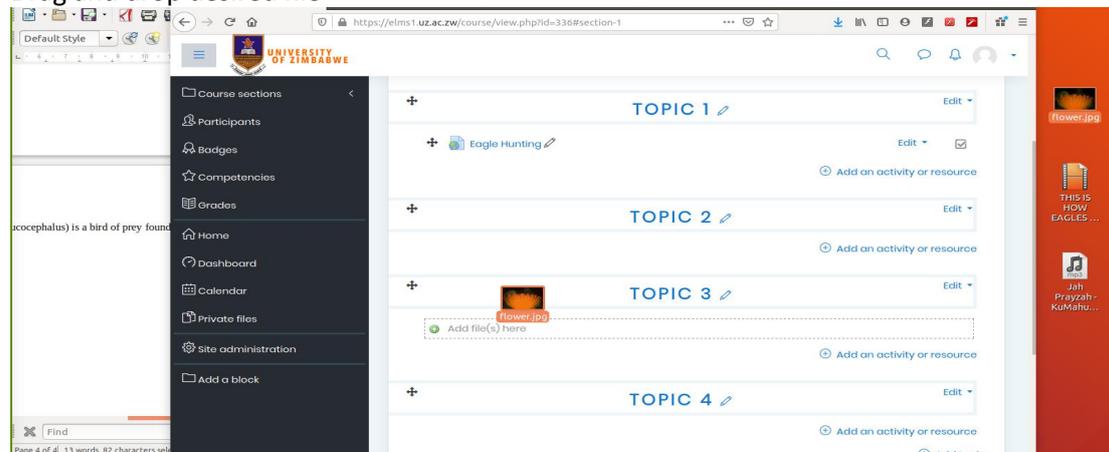
Labels may be used:

1. To split up a long list of activities with a sub-heading or an image.
2. To display embedded content such as a video directly on the course page.
3. To add a short description to a course section.

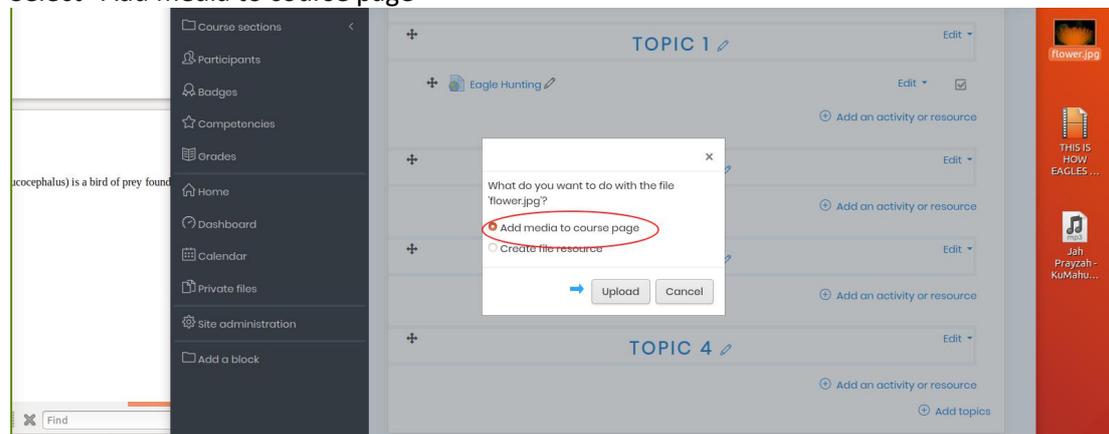
Drag and Drop method

Resize browser window to view desktop with files

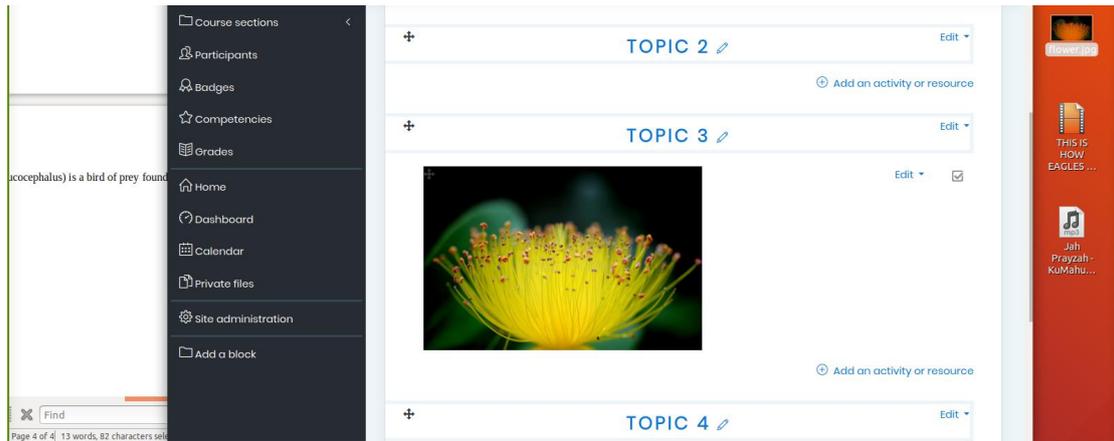
Drag and drop desired file



Select "Add media to course page"

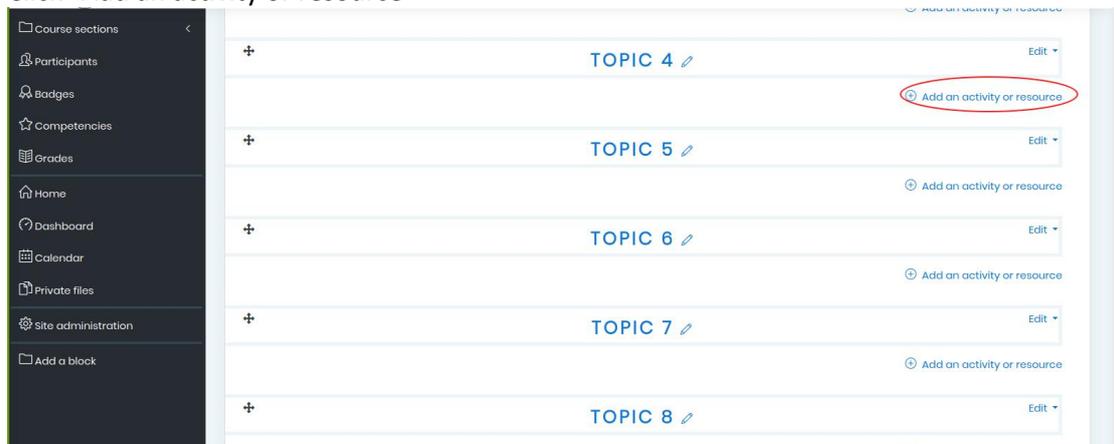


View added file

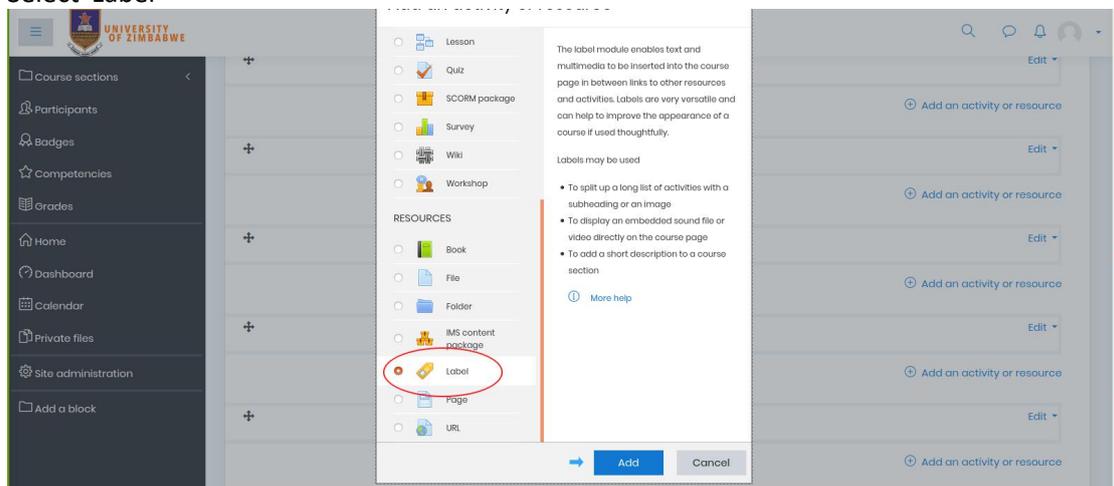


Add an activity or resource method

Click "Add an activity or resource"



Select "Label"



Click icon to add media

RESEARCH PROJECT

Home > Courses > Agriculture > Animal Science > AS460 > Topic 4 > Adding a new Label to Topic 4

Adding a new Label to Topic 4 Expand all

General

Label text

Common module settings

Select media

Adding a new Label to Topic 4 Expand all

General

Label text

Insert media

Link Video Audio

Video source URL

Browse repositories...

Add alternative source?

Display options

Advanced settings

Subtitles and captions

Insert media

Paste video URL

Adding a new Label to Topic 4 Expand all

General

Label text

Insert media

Link Video Audio

Video source URL

https://www.youtube.com/watch?v=YTR2los8gTA

Browse repositories...

Add alternative source?

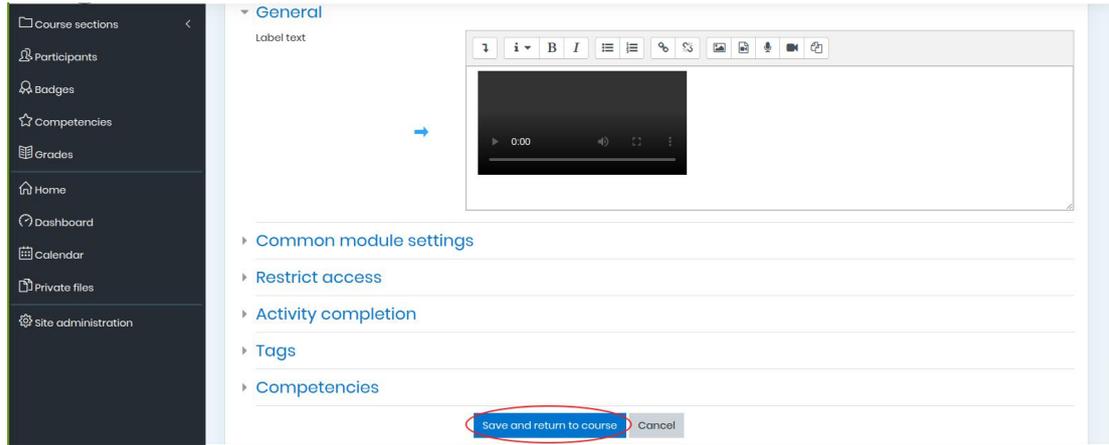
Display options

Advanced settings

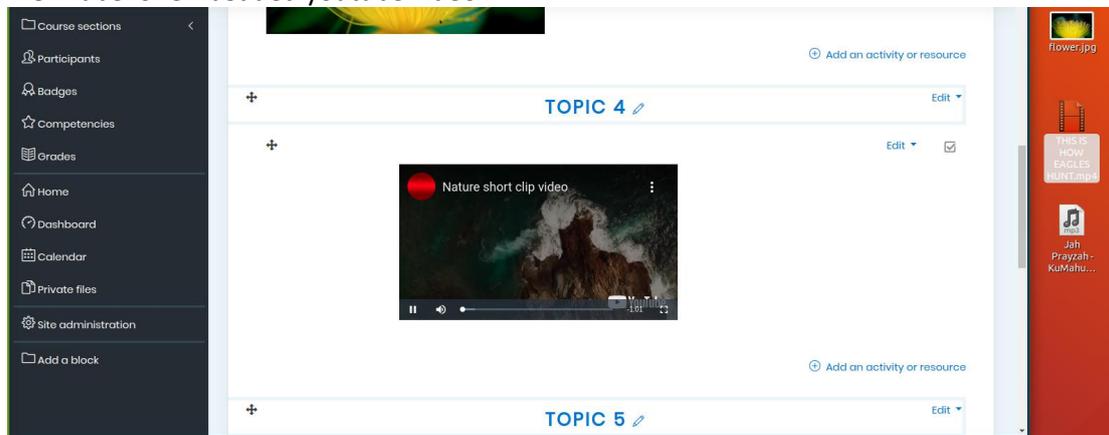
Subtitles and captions

Insert media

Click "Save and return to course"



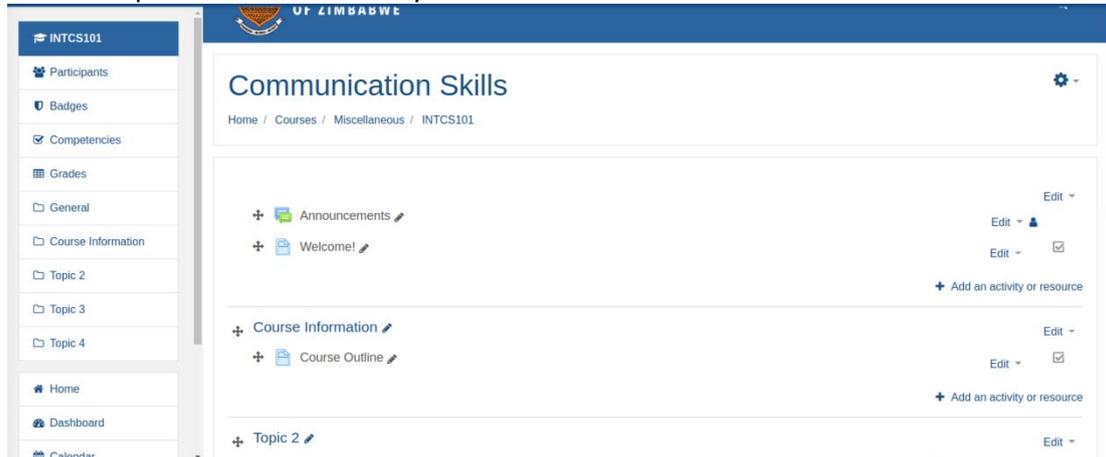
View label of embedded youtube video



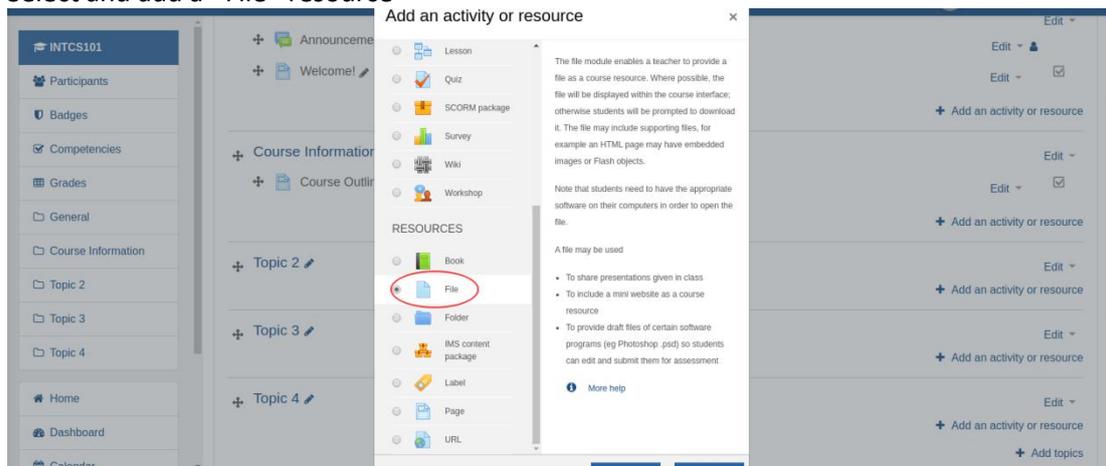
Files and URLs

How to add a File

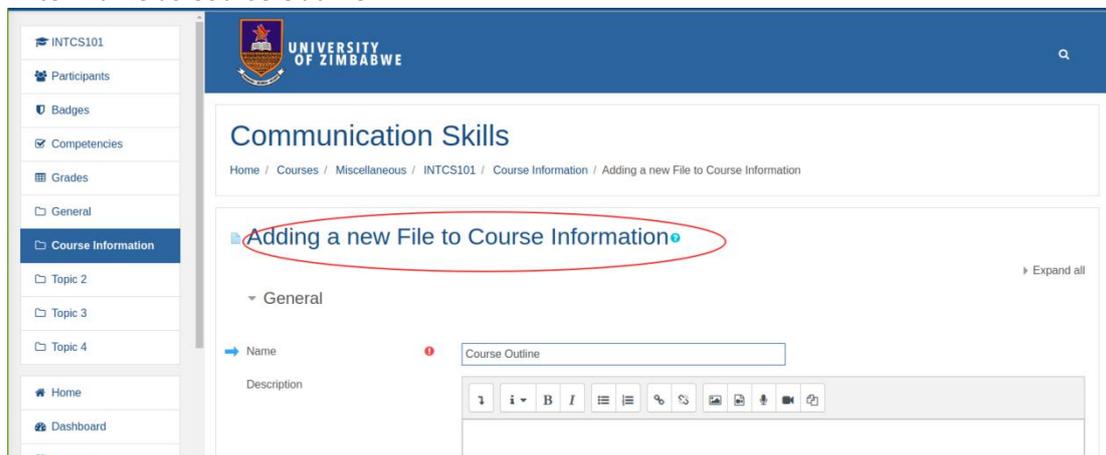
Under a topic click “Add an activity or resource”



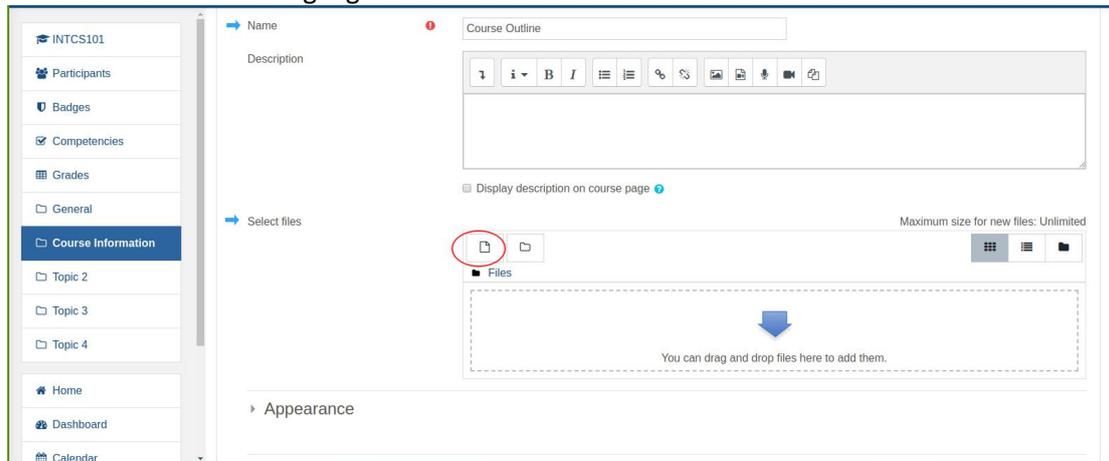
Select and add a “File” resource



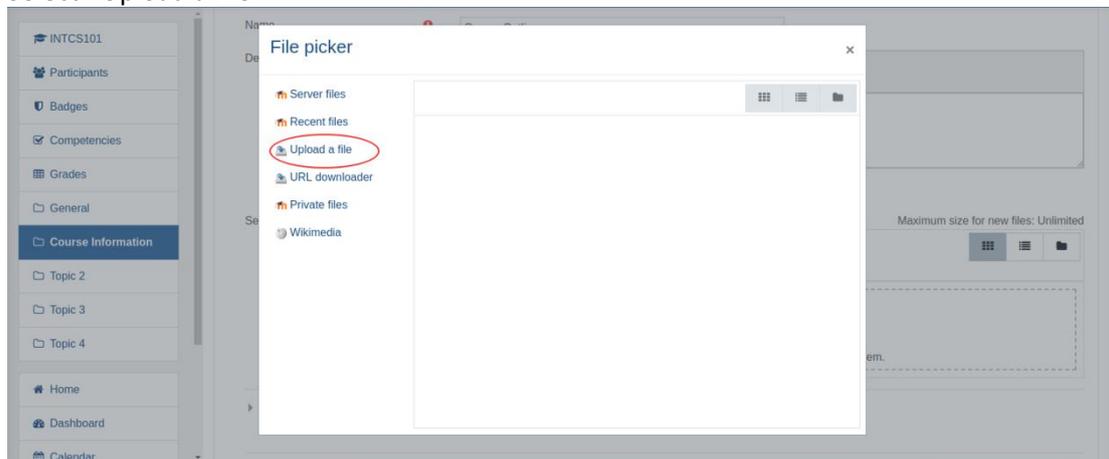
Enter Name as Course Outline



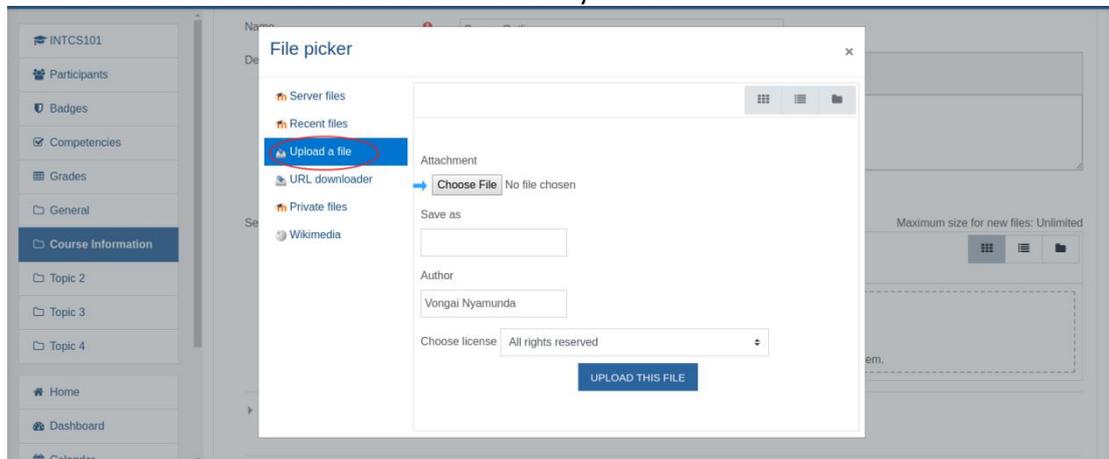
To select files click the highlighted icon



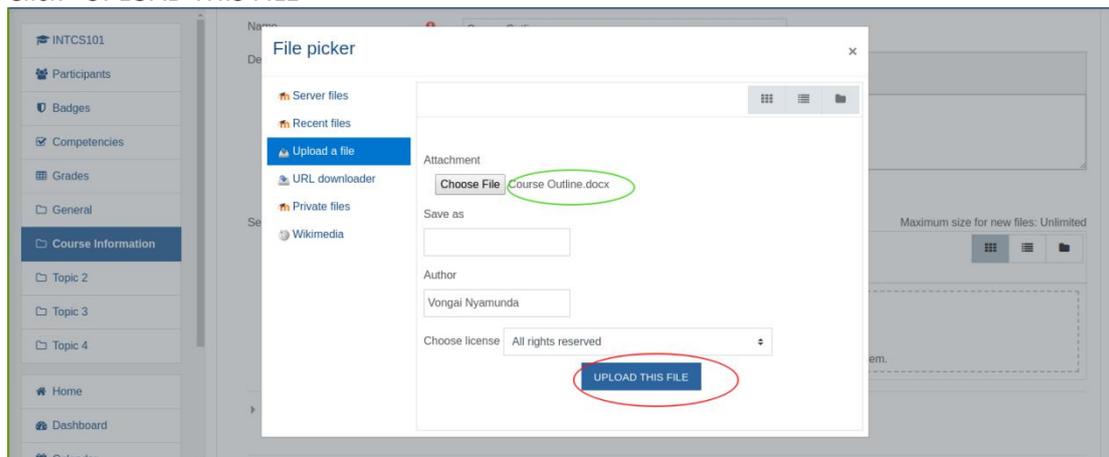
Select "Upload a file"



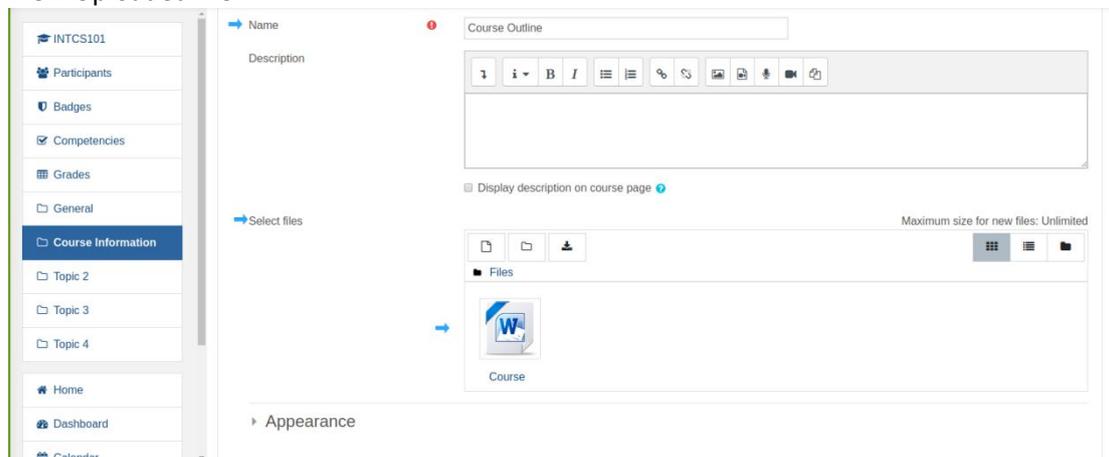
Click "Choose File" to browse for document on your PC



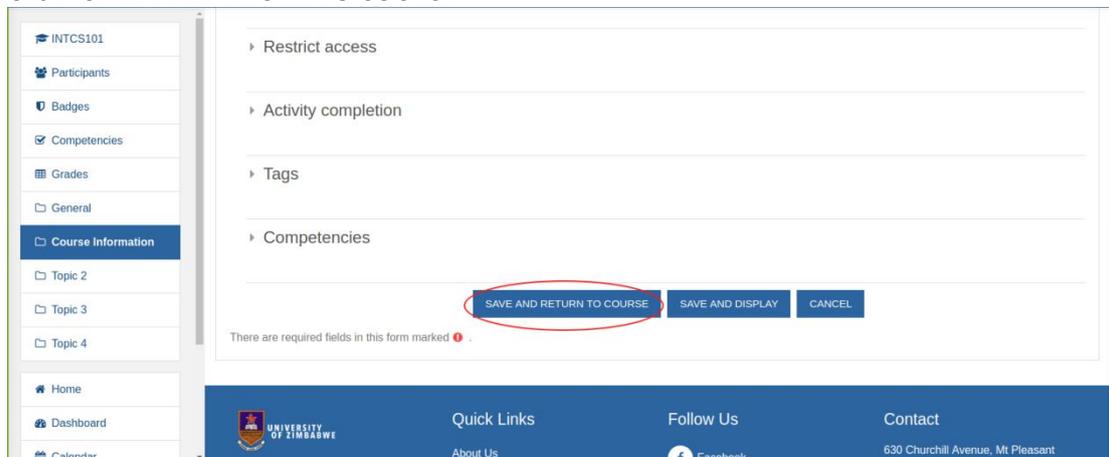
Selected file appears as highlighted in green
Click "UPLOAD THIS FILE"



View Uploaded file



Click "SAVE AND RETURN TO COURSE"



View newly uploaded file

The screenshot shows the Moodle course interface for 'Communication Skills'. On the left is a navigation menu with options like Participants, Badges, Competencies, Grades, General, Course Information, and Topics. The main content area shows a list of course items: Announcements, Welcome!, Course Information, Course Outline (circled in green), and Topic 2. Each item has an 'Add' icon (+) and an 'Edit' icon (pencil). The 'Course Outline' item is highlighted with a green circle, indicating it is the newly uploaded file.

How to add a URL

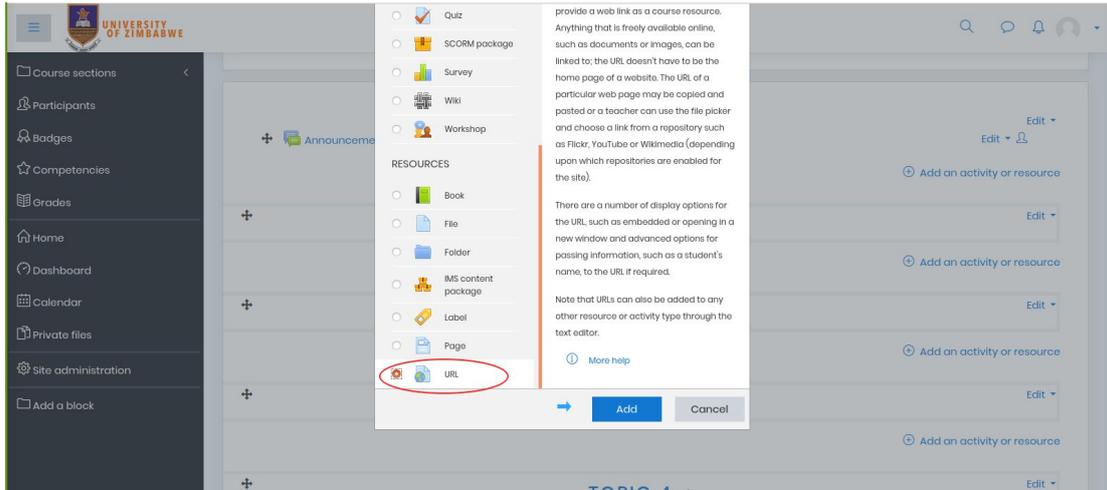
Enable editing

The screenshot shows the Moodle course interface for 'RESEARCH PROJECT'. The left navigation menu is visible. The main content area shows a list of topics: TOPIC 1, TOPIC 2, and TOPIC 3. A settings menu is open on the right, and the 'Turn editing on' option is circled in red, indicating that editing is being enabled for the course.

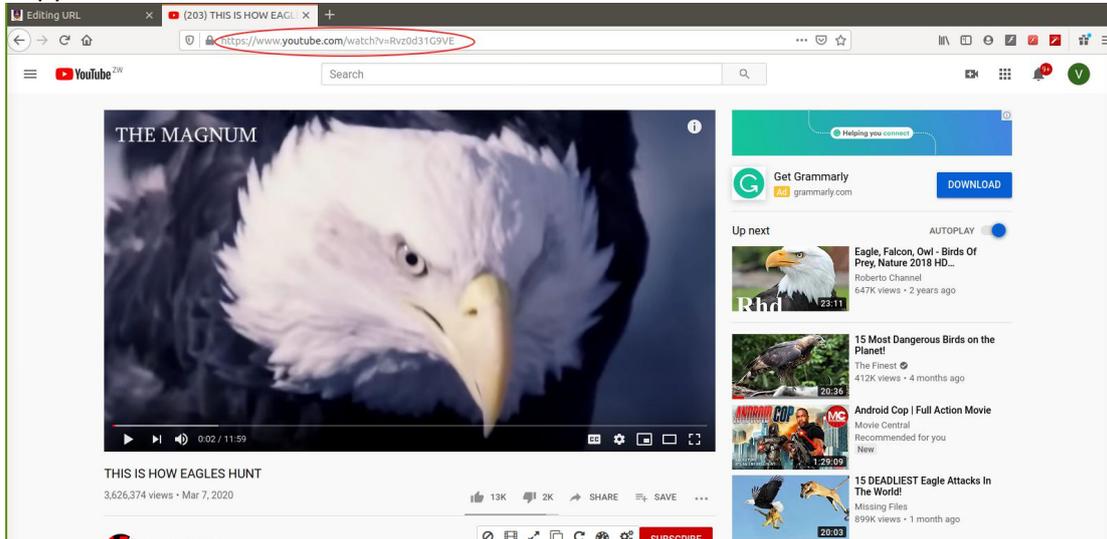
Click "Add an activity or resource"

The screenshot shows the Moodle course interface for 'RESEARCH PROJECT' after editing has been enabled. The left navigation menu is visible. The main content area shows a list of topics: TOPIC 1, TOPIC 2, and TOPIC 3. Below each topic, there is a blue button labeled 'Add an activity or resource', which is circled in red, indicating that the user should click this button to add a new activity or resource to the course.

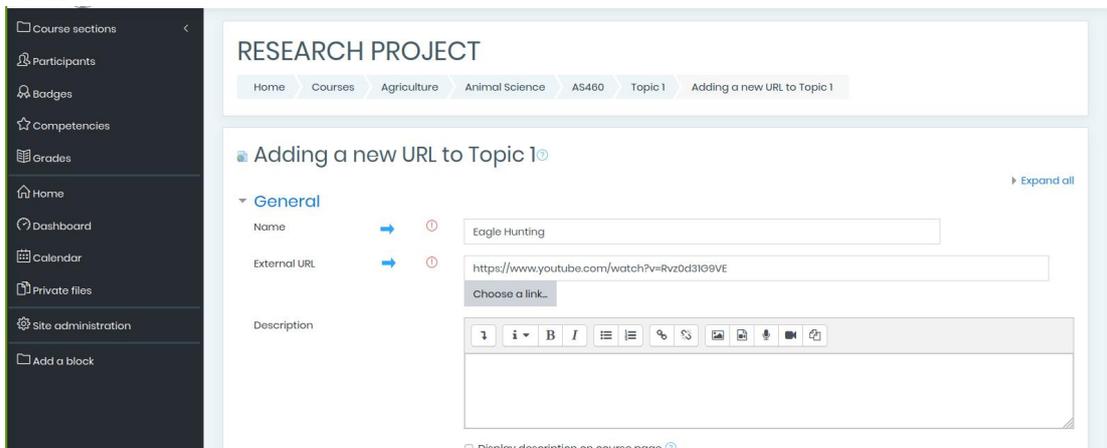
Select "URL" resource



Copy desired URL



Paste URL



Edit Appearance settings

UNIVERSITY OF ZIMBABWE

Course sections

Participants

Badges

Competencies

Grades

Home

Dashboard

Calendar

Private files

Site administration

Add a block

Choose a link...

Description

Display description on course page

Appearance

Display In pop-up

Pop-up width (in pixels) 620

Pop-up height (in pixels) 450

Display URL description

URL variables

Common module settings

Click "Save and return to course"

UNIVERSITY OF ZIMBABWE

URL variables

Common module settings

Restrict access

Activity completion

Tags

Competencies

Save and return to course

Save and display

Cancel

There are required fields in this form marked *

Stay in touch

UZ e-LMS Learning Portal

http://www.uz.ac.zw

Phone: +263303212

View newly created URL

UNIVERSITY OF ZIMBABWE

RESEARCH PROJECT

Home Courses Agriculture Animal Science AS480

Announcements

TOPIC 1

Eagle Hunting

TOPIC 2

Pages

Click "Add an activity or resource"

The screenshot shows the Moodle course page editor for 'INTCS101'. The left sidebar contains navigation options: Participants, Badges, Competencies, Grades, General, Course Information, Topic 2, Topic 3, Topic 4, Home, Dashboard, and Calendar. The main area displays a list of course sections: 'Announcements', 'Welcome!', 'Course Information', 'Topic 2', 'Topic 3', and 'Topic 4'. Each section has an 'Add an activity or resource' button. The button for 'Course Information' is circled in red.

Select and add "Page" resource

The screenshot shows the Moodle resource selection dialog. The 'RESOURCES' list includes: Lesson, Quiz, SCORM package, Survey, Wiki, Workshop, Book, File, Folder, IMS content package, Label, Page, and URL. The 'Page' resource is selected and circled in red. The dialog also displays a description of the Page module and an 'ADD' button.

Enter Page name as e.g. Course Outline

The screenshot shows the Moodle 'Adding a new Page to Course Information' form. The title 'Adding a new Page to Course Information' is circled in red. The form includes a 'Name' field with the text 'Course Outline' entered. Below the name field is a 'Description' field with a rich text editor toolbar.

Enter Page content as the Course Outline content

The screenshot shows the course editing interface. On the left is a sidebar with navigation options: INTCS101, Participants, Badges, Competencies, Grades, General, Course Information (selected), Topic 2, Topic 3, Topic 4, Home, Dashboard, and Calendar. The main area is divided into sections. The 'Name' field contains 'Course Outline'. Below it is a 'Description' field with a rich text editor toolbar. A checkbox labeled 'Display description on course page' is checked. The 'Content' section is expanded, showing a 'Page content' field with a rich text editor toolbar. The content entered is: 1. Introduction
2. Non-Verbal Communication
3. Effective Communication|

Click "SAVE AND RETURN TO COURSE"

The screenshot shows the course editing interface with various settings sections: Appearance, Common module settings, Restrict access, Activity completion, Tags, and Competencies. At the bottom, there are three buttons: 'SAVE AND RETURN TO COURSE' (circled in red), 'SAVE AND DISPLAY', and 'CANCEL'. Below the buttons, a message reads: 'There are required fields in this form marked [red dot]'.

View Course Outline page created

The screenshot shows the course page for 'Communication Skills' under the course 'INTCS101'. The page header includes the University of Zimbabwe logo and the course title. The breadcrumb trail is 'Home / Courses / Miscellaneous / INTCS101'. The main content area lists several activities: 'Announcements', 'Welcome!', 'Course Information', 'Course Outline' (circled in green), and 'Topic 2'. Each activity has an 'Add' icon, an edit icon, and a checkmark icon. There are also 'Add an activity or resource' buttons between the activity lists.

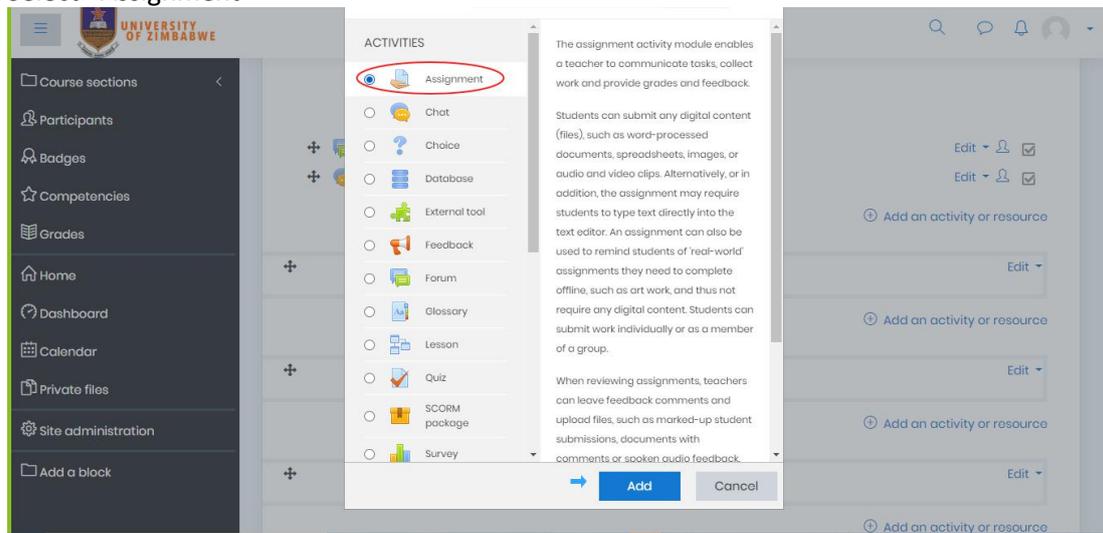
Course Activities

Assignment

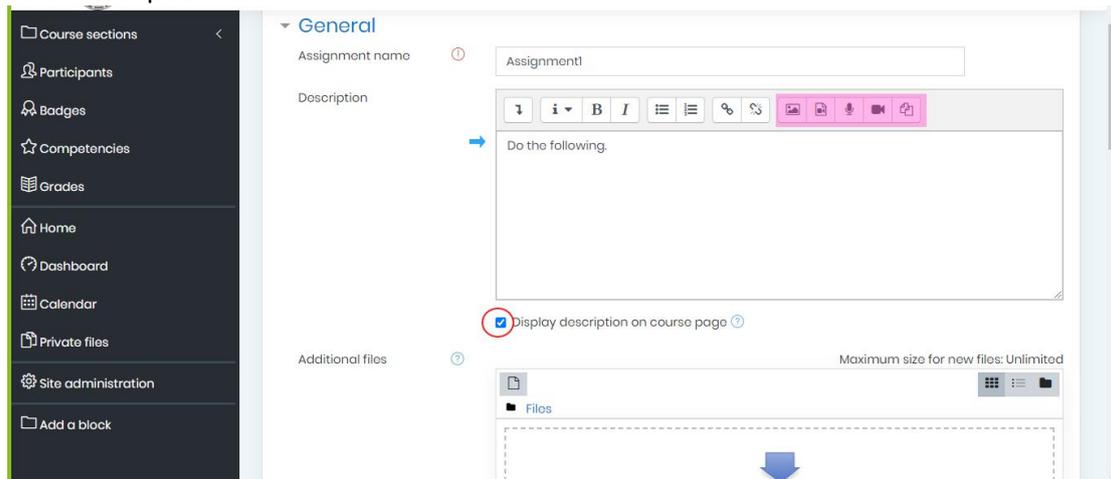
Enable editing

Click “Add an activity or resource”

Select “Assignment”

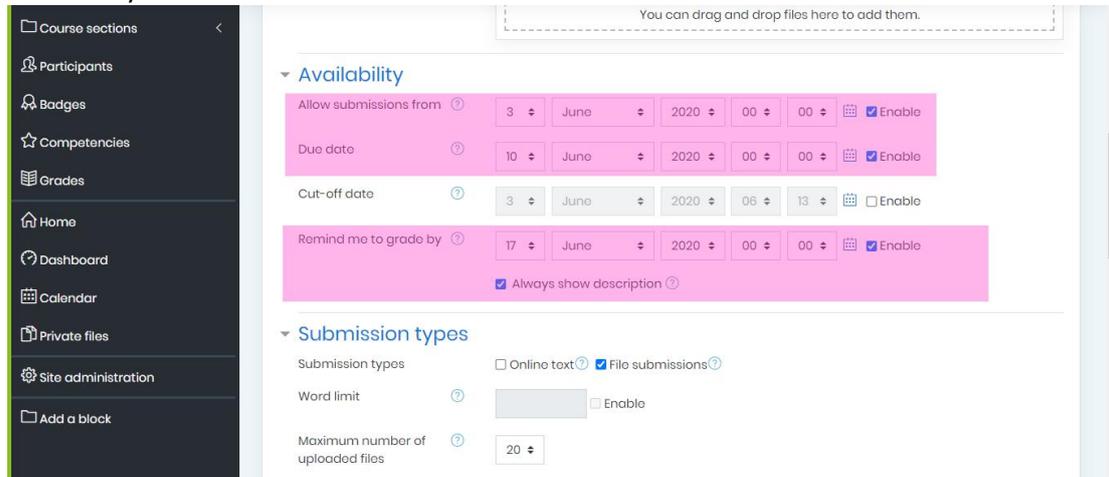


Edit “Description”



Edit Assignment settings

Availability



You can drag and drop files here to add them.

Availability

Allow submissions from 3 June 2020 00:00 Enable

Due date 10 June 2020 00:00 Enable

Cut-off date 3 June 2020 06:13 Enable

Remind me to grade by 17 June 2020 00:00 Enable

Always show description

Submission types

Submission types Online text File submissions

Word limit Enable

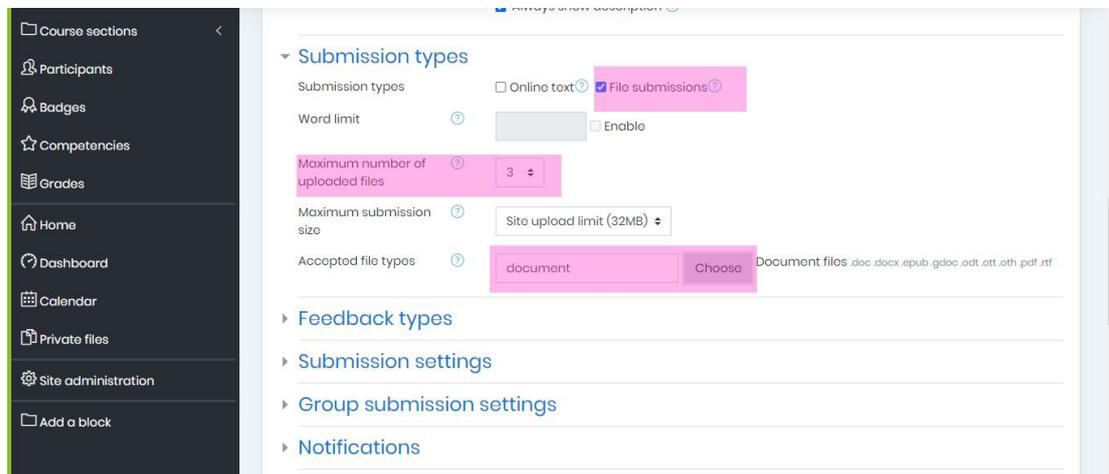
Maximum number of uploaded files 20

Submission types

Select “File submissions” if you was to upload one or more files

Choose “Maximum number of uploaded files”

Specify “Accepted file types”



Submission types

Submission types Online text File submissions

Word limit Enable

Maximum number of uploaded files 3

Maximum submission size Site upload limit (32MB)

Accepted file types document Document files .doc .docx .epub .gdoc .odt .ott .oth .pdf .rtf

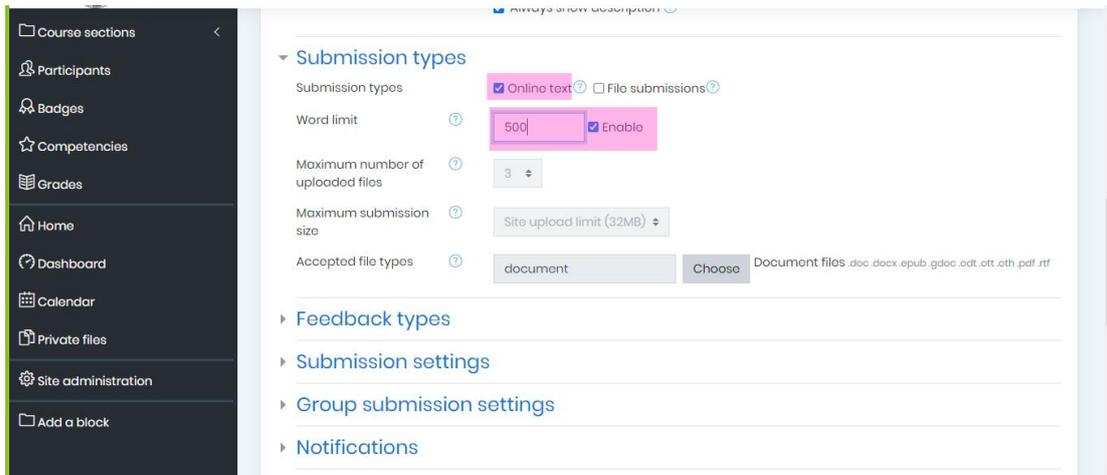
Feedback types

Submission settings

Group submission settings

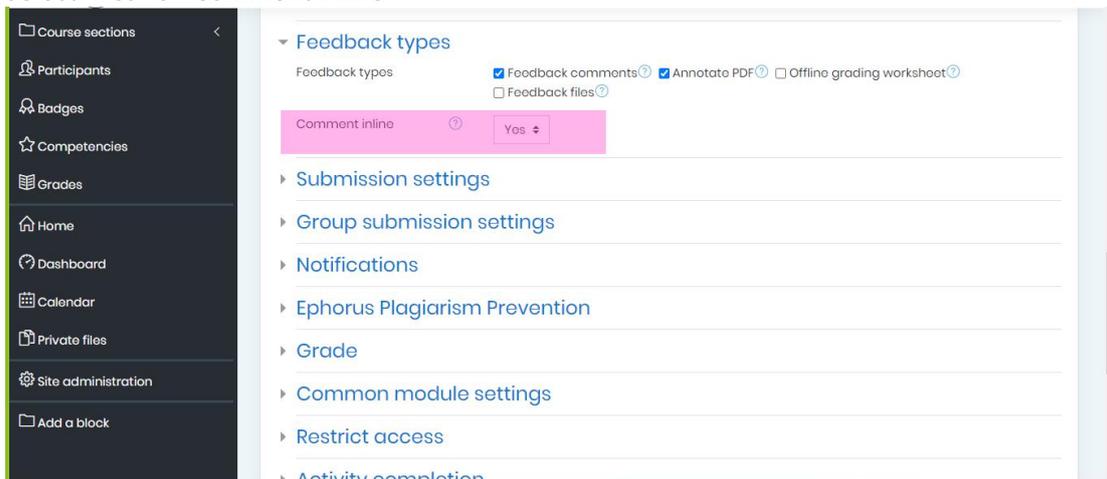
Notifications

Select submission type "Online text" if you want student to type their responses on the assignment page and submit
Set "Word Limit"

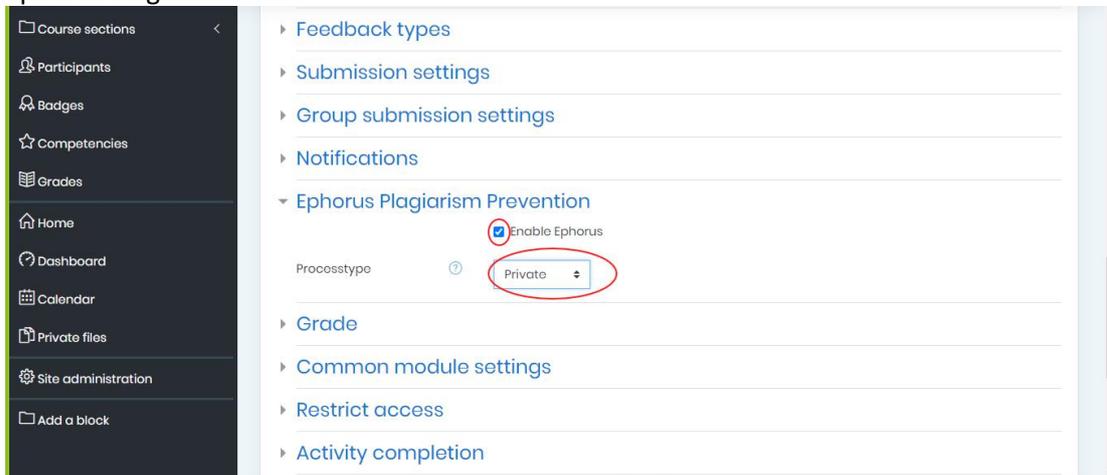


Feedback types

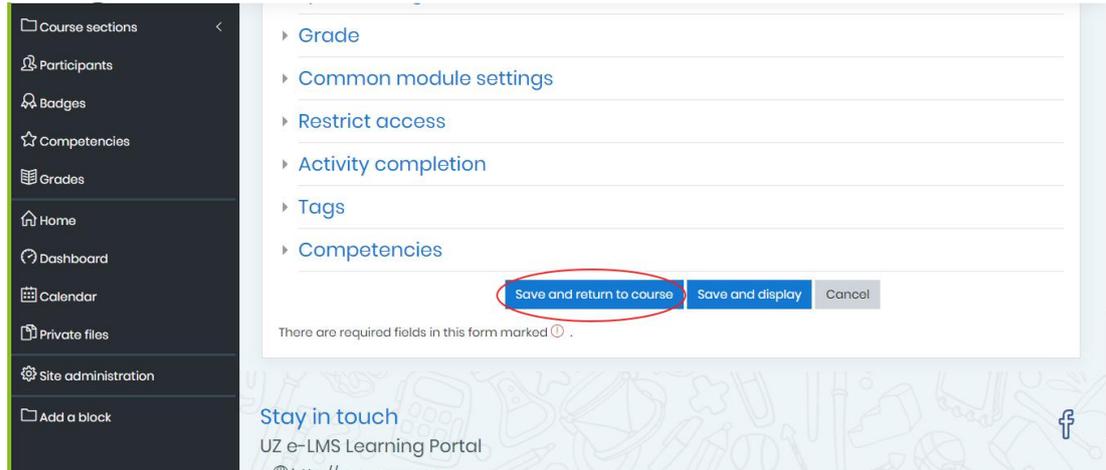
This allows you to type directly on the student's work as you mark
Select "Yes" on Comment inline



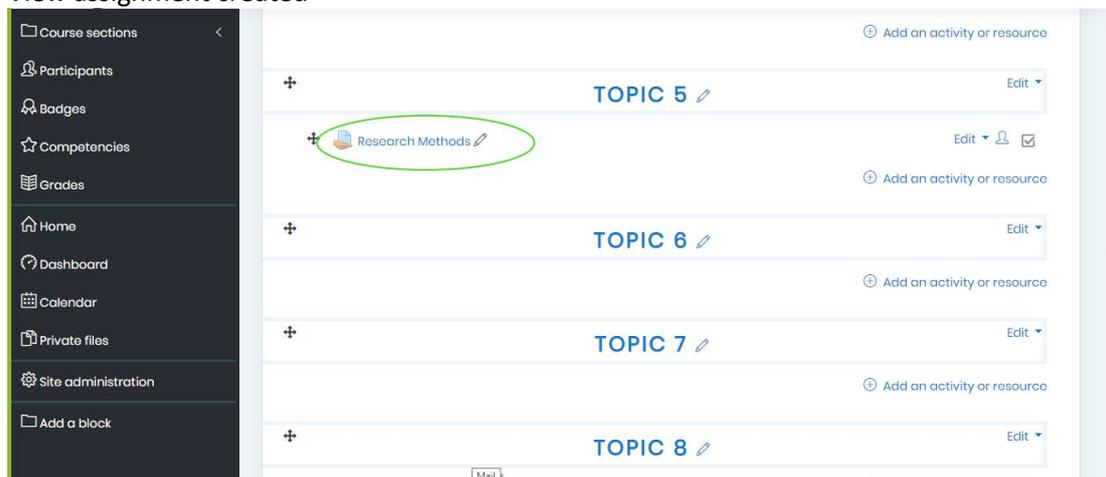
Ephorus Plagiarism Prevention



Click "Save and return to course"



View assignment created



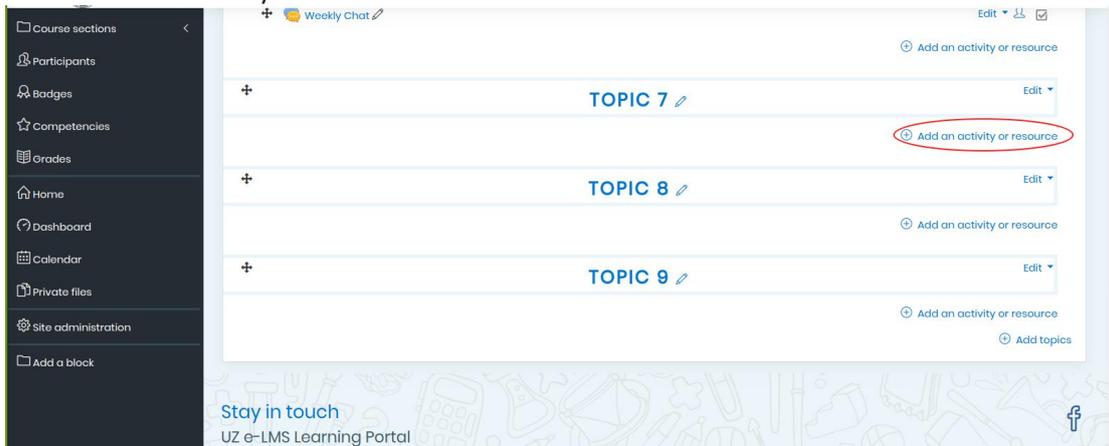
Create a Quiz

Creating a new quiz is a two-step process.

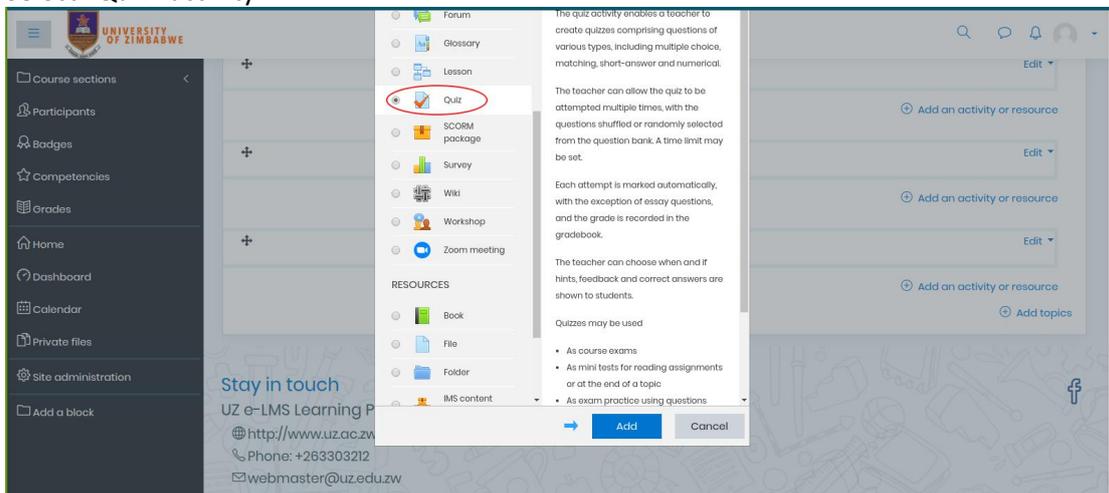
1. Create the quiz category
2. Add questions to the quiz category.

Create quiz category

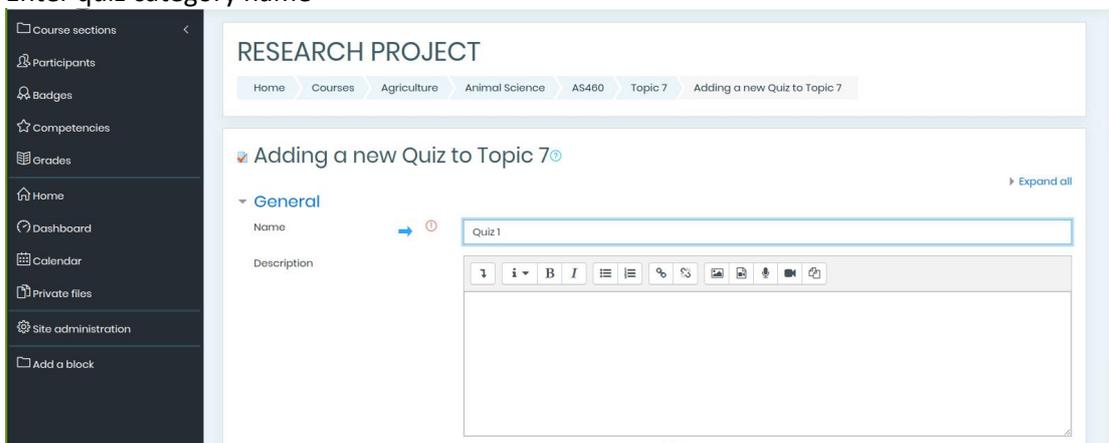
Select “Add an activity or resource”



Select “Quiz” activity



Enter quiz category name



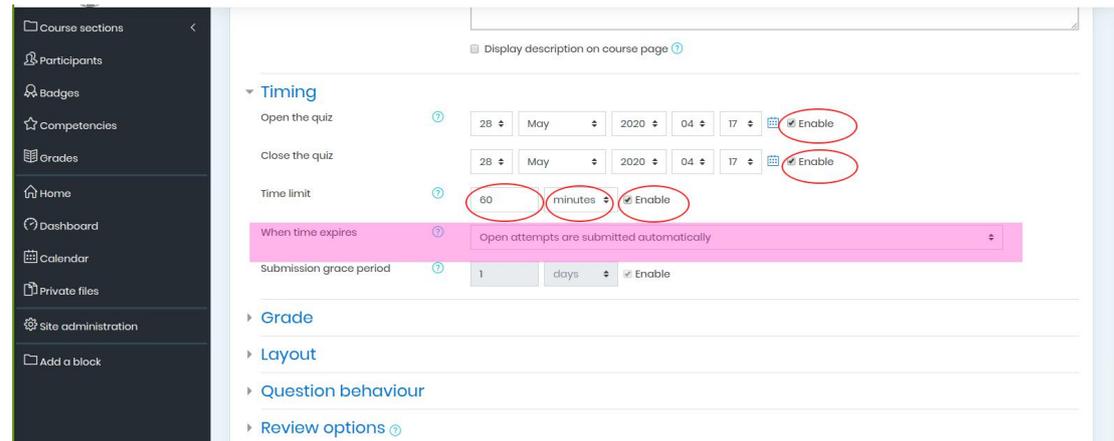
Edit quiz settings

Timing

Edit Timing Settings with desired dates and time limit as shown below

N.B. If "Time limit" is enabled, ensure "When time expires" is set to **Open attempts are submitted automatically** always!!!

When the time limit expires before student submits their work it will be deleted if this is not set.

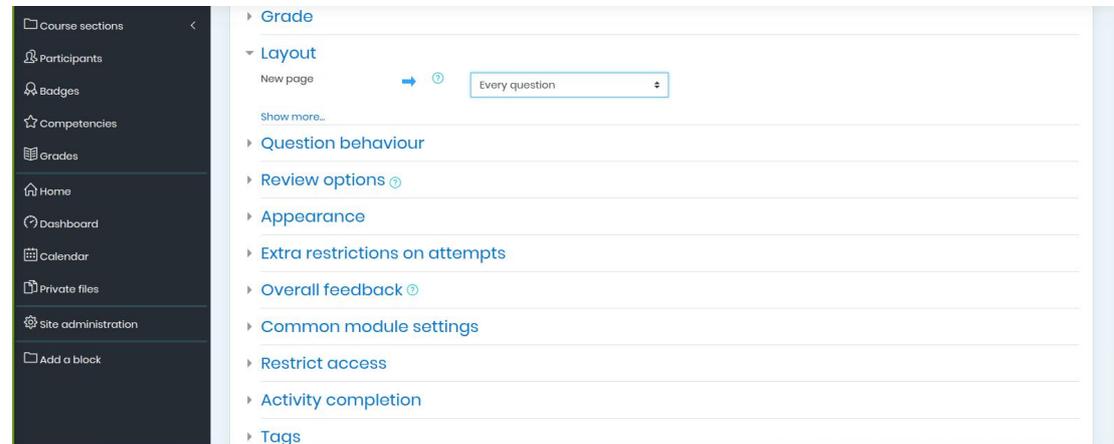


The screenshot shows the 'Timing' section of the Moodle quiz settings. The 'Open the quiz' and 'Close the quiz' dates are set to 28 May 2020 at 04:17, with 'Enable' checkboxes checked. The 'Time limit' is set to 60 minutes, also with 'Enable' checked. The 'When time expires' dropdown is set to 'Open attempts are submitted automatically'. The 'Submission grace period' is set to 1 day, with 'Enable' checked. Other sections like 'Grade', 'Layout', 'Question behaviour', and 'Review options' are visible but not expanded.

Layout

Default is one question per page as shown below.

Recommended is the default.

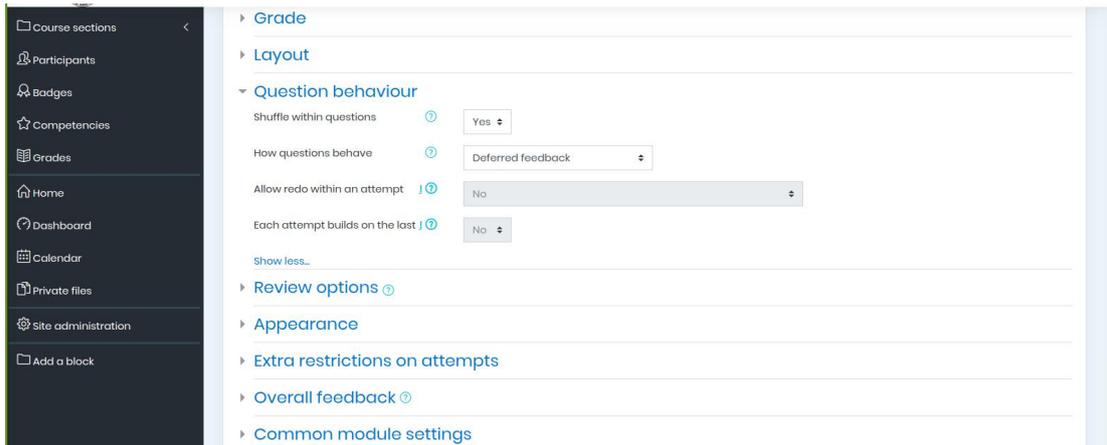


The screenshot shows the 'Layout' section of the Moodle quiz settings. The 'New page' dropdown is set to 'Every question'. Other sections like 'Question behaviour', 'Review options', 'Appearance', 'Extra restrictions on attempts', 'Overall feedback', 'Common module settings', 'Restrict access', 'Activity completion', and 'Tags' are visible but not expanded.

Question behaviour

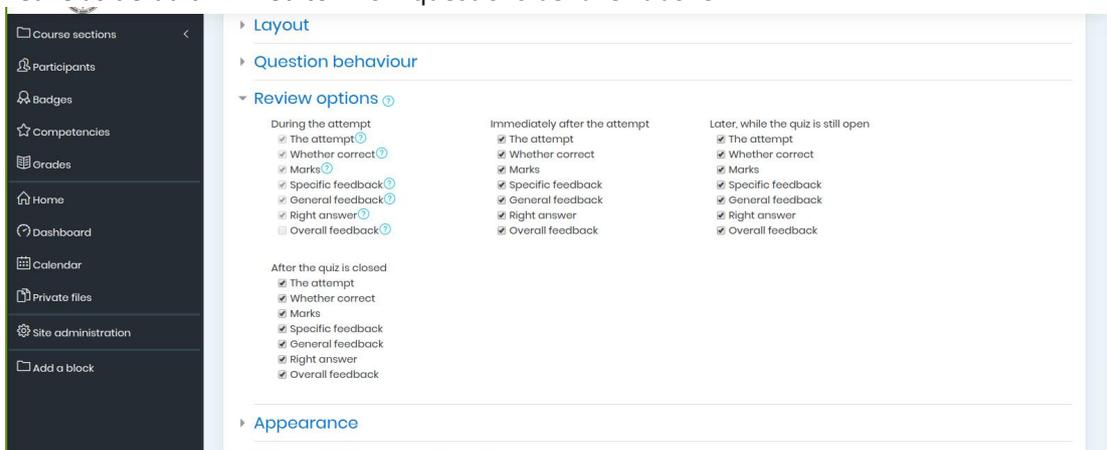
Edit Question behaviour Settings with recommended settings as below.

N.B "How questions behave" is set by default as "Deferred feedback" - grading will be done at the end of the quiz.

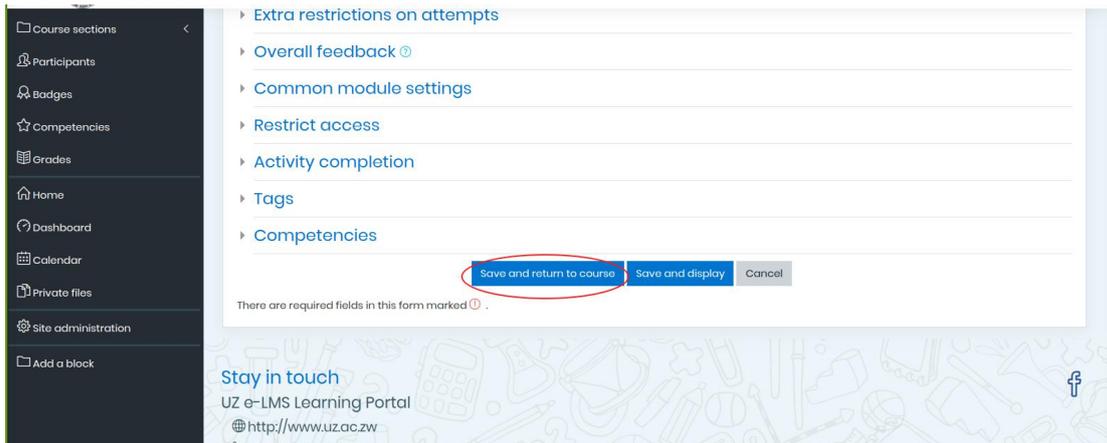


Review options

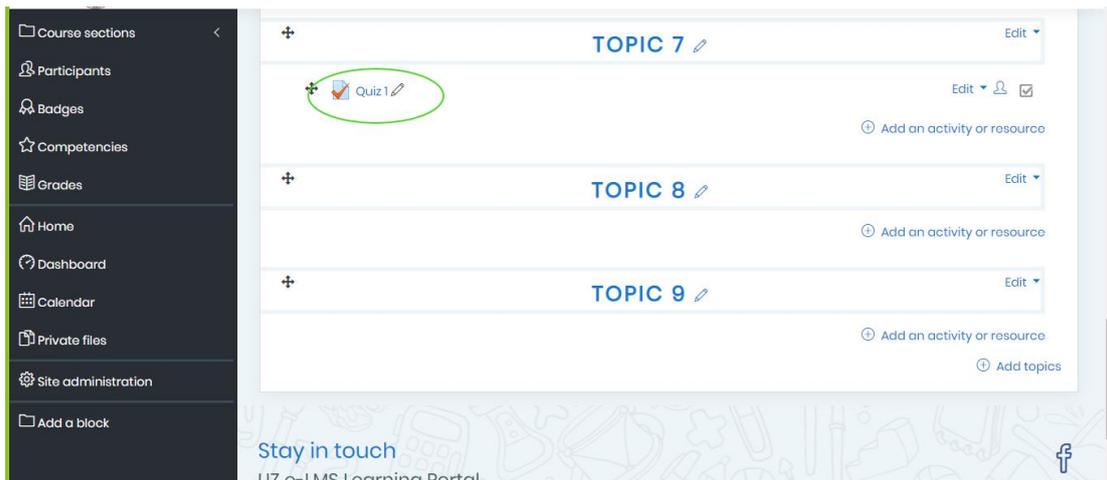
Leave as default. Linked to "How questions behave" above.



Click "Save and return to course"



View newly created quiz category

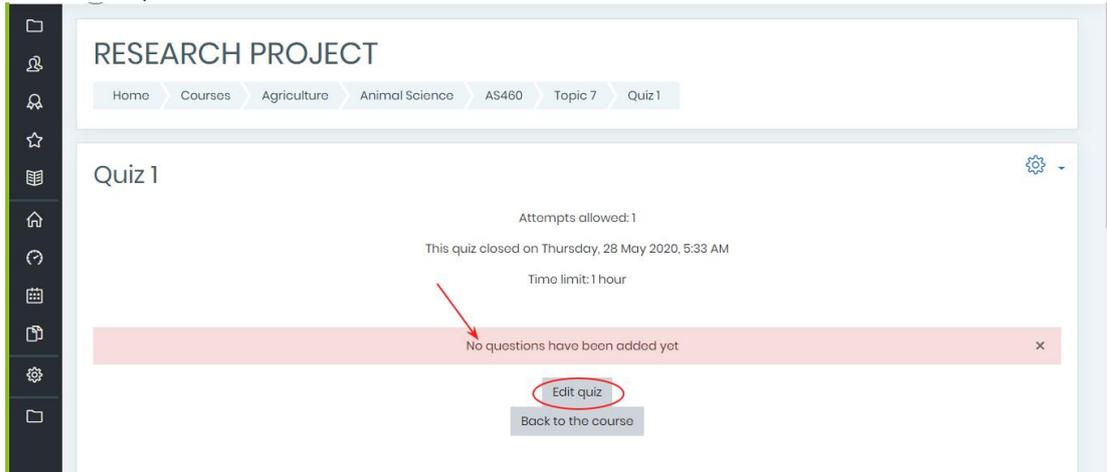


Add questions to quiz

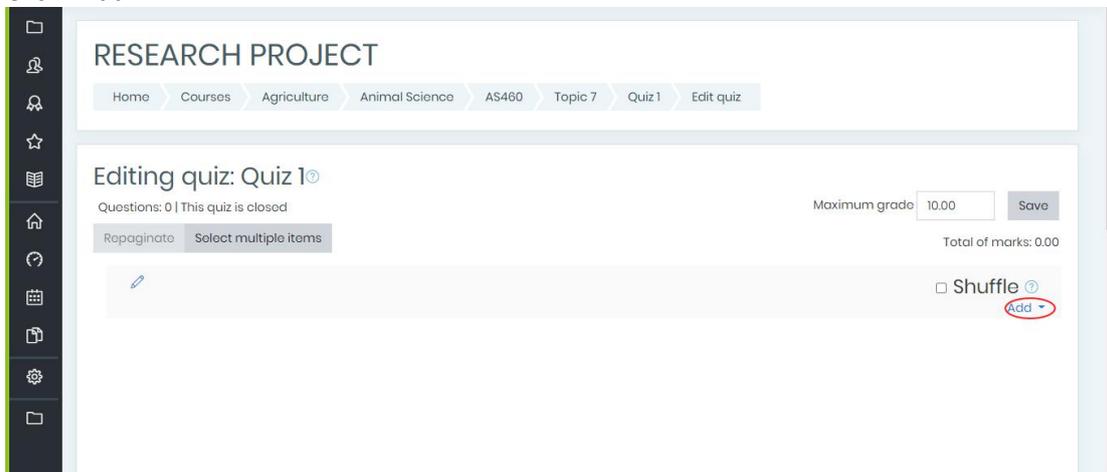
Click on quiz category



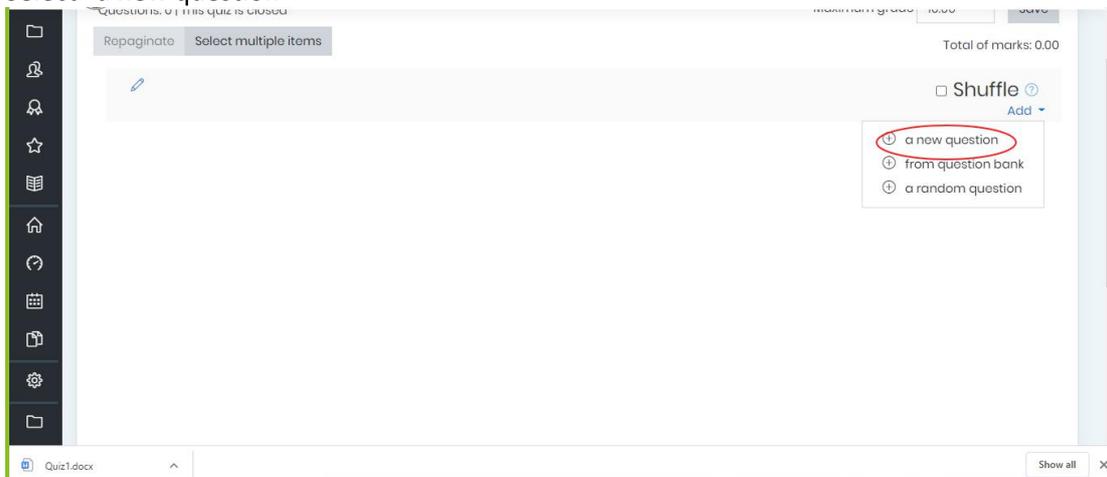
Click "Edit quiz"



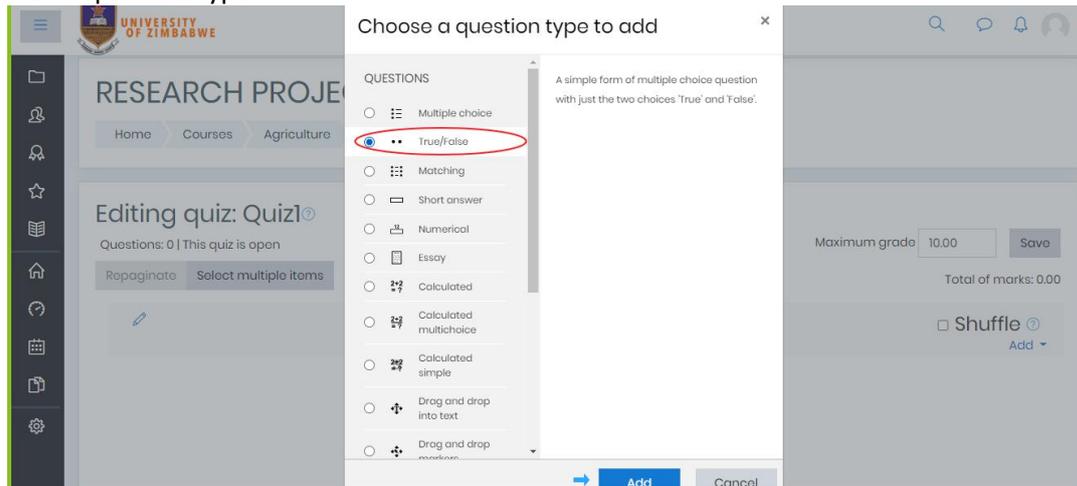
Click "Add"



Select "a new question"



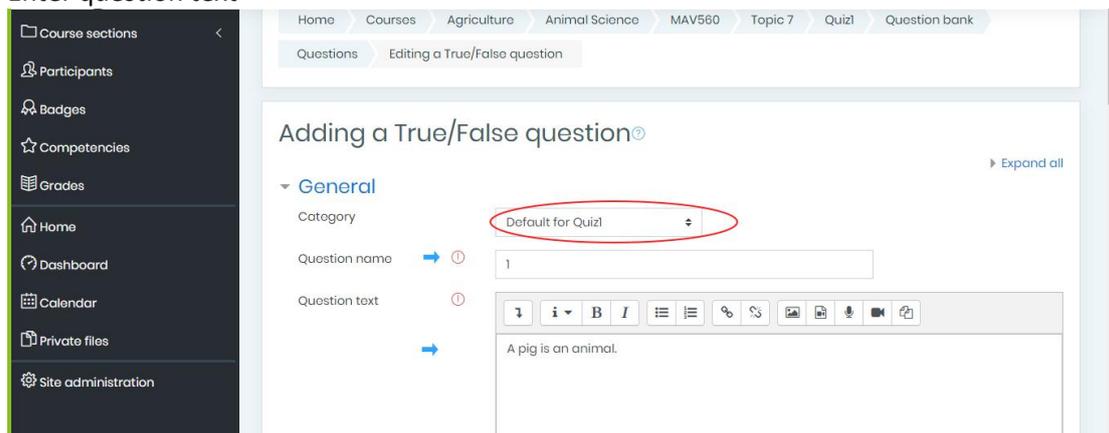
Select question type



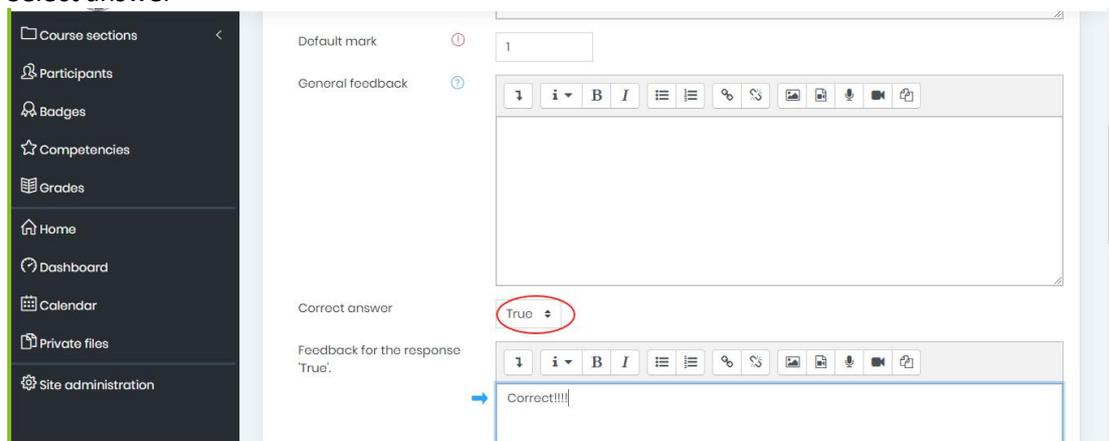
Select "Category" to match quiz category you created

Enter question number as the "Question name"

Enter question text



Select answer



Enter feedback

UNIVERSITY OF ZIMBABWE

Course sections

Participants

Badges

Competencies

Grades

Home

Dashboard

Calendar

Private files

Site administration

Feedback for the response 'True':

Correct!!!!

Feedback for the response 'False':

Try again...

Click "Save changes"

UNIVERSITY OF ZIMBABWE

Course sections

Participants

Badges

Competencies

Grades

Home

Dashboard

Calendar

Private files

Site administration

Save changes and continue editing

Save changes Cancel

There are required fields in this form marked with a red circle icon.

View question added to quiz

RESEARCH PROJECT

Home Courses Agriculture Animal Science MAV560 Topic 7 Quiz Edit quiz

Editing quiz: Quiz1

Questions: 1 | This quiz is open

Maximum grade 10.00 Save

Repaginate Select multiple items

Total of marks: 100

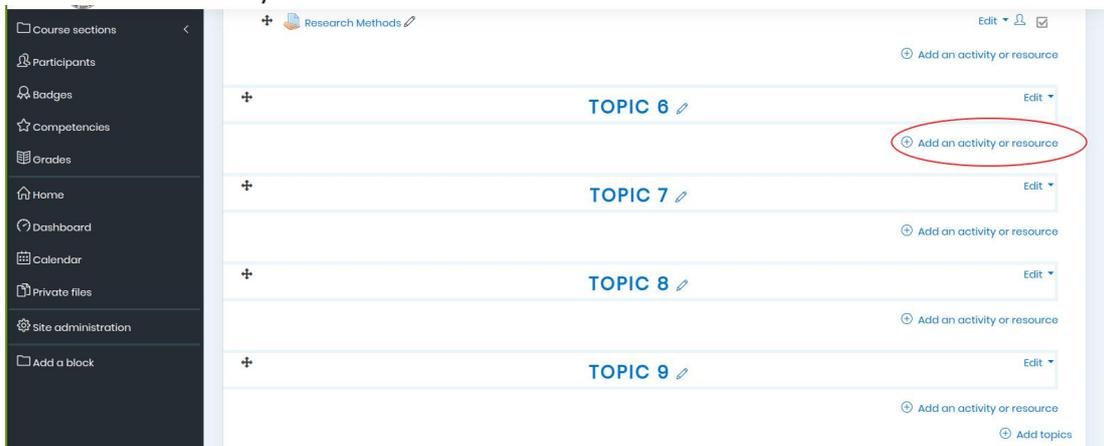
Shuffle

Page 1

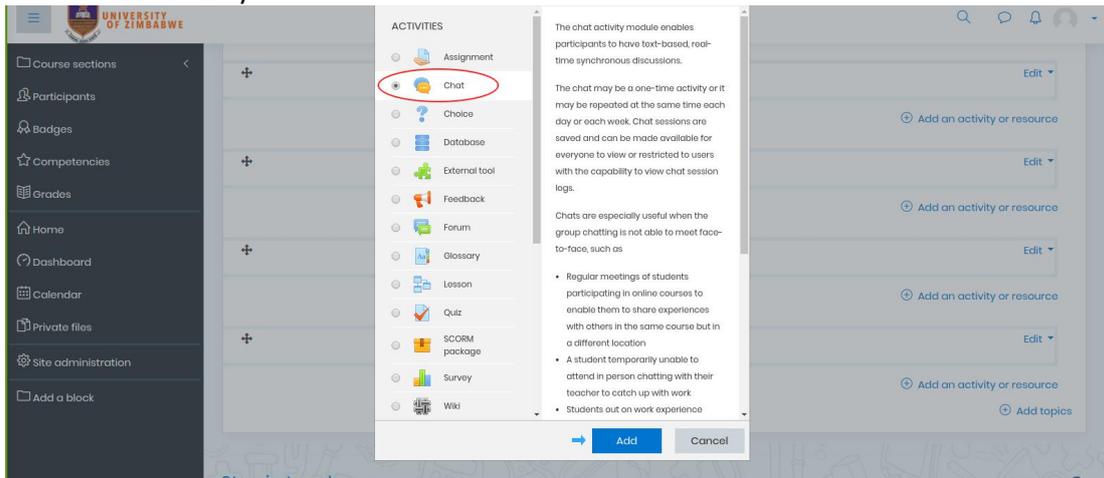
1 A pig is an animal. 100

Chats

Select “Add an activity or resource”



Select “Chat” activity



Enter chat name

RESEARCH PROJECT

Home Courses Agriculture Animal Science AS480 Topic 6 Adding a new Chat to Topic 6

Adding a new Chat to Topic 6

▼ Collapse all

General

Name of this chat room → Weekly Chat

Description

Display description on course page

Click "Save and return to course"

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Chat sessions

Common module settings

Restrict access

Activity completion

Tags

Competencies

Save and return to course Save and display Cancel

There are required fields in this form marked

Stay in touch
UZ e-LMS Learning Portal
http://www.uz.ac.zw
Phone: +263 20 291

View newly created chat

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TOPIC 6

Weekly Chat

TOPIC 7

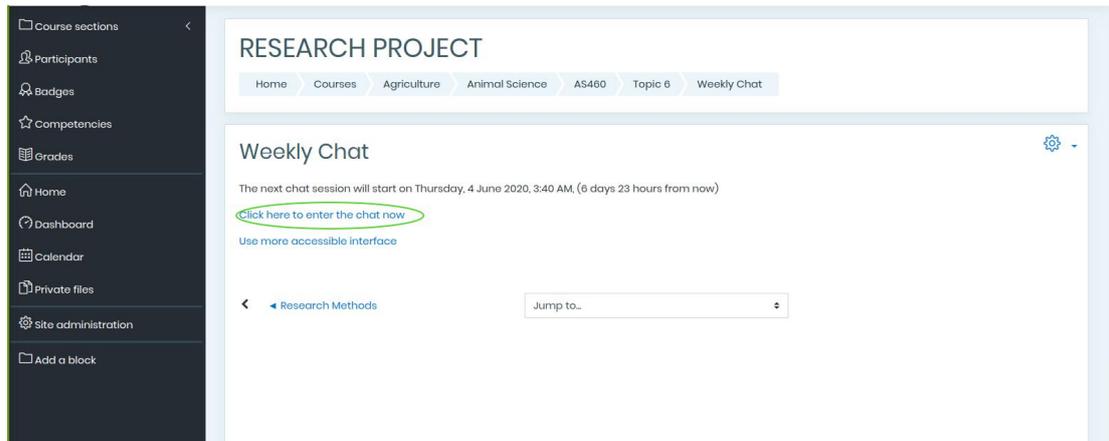
TOPIC 8

TOPIC 9

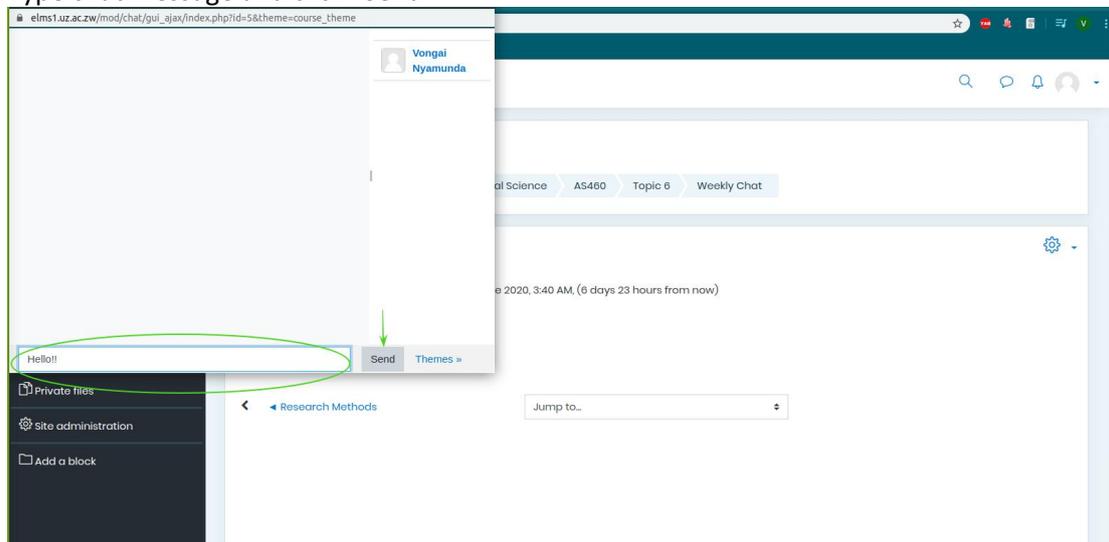
Add an activity or resource

Add topics

Click “Click here to enter the chat now”



Type chat message and click “Send”



Forums

What is a Forum?

An activity enabling participants to have asynchronous discussions i.e. discussions that take place over an extended period of time.

Uses of Forums

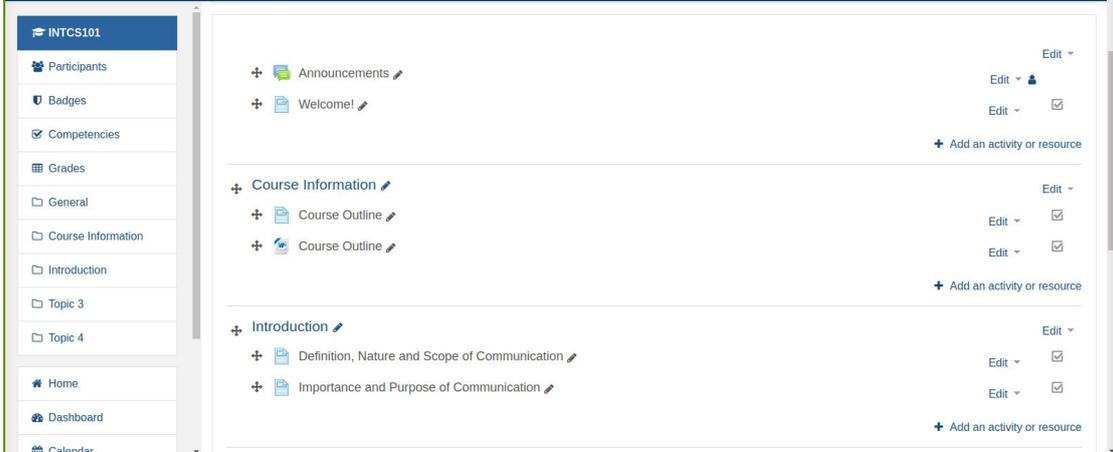
Forums can be used as the following:

1. A social space for students to get to know each other
2. For course announcements (using a news forum with forced subscription)
3. For discussing course content or reading materials
4. For continuing on-line an issue raised previously in a face-to-face session
5. For teacher-only discussions (using a hidden forum)
6. A help centre where tutors and students can give advice
7. A one-on-one support area for private student-teacher communications (using a forum with separate groups and with one student per group)
8. For extension activities, for example 'brain teasers' for students to ponder and suggest solutions to

How to add a Forum

Enable editing

View course editing page

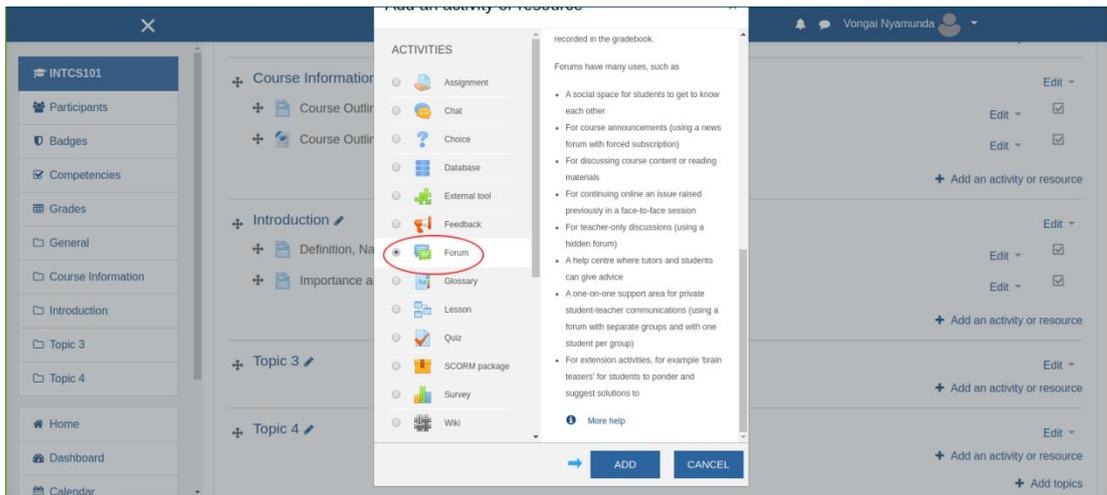


The screenshot displays the course editing interface for 'INTCS101'. On the left is a sidebar with navigation options: Participants, Badges, Competencies, Grades, General, Course Information, Introduction, Topic 3, Topic 4, Home, Dashboard, and Calendar. The main content area is organized into sections:

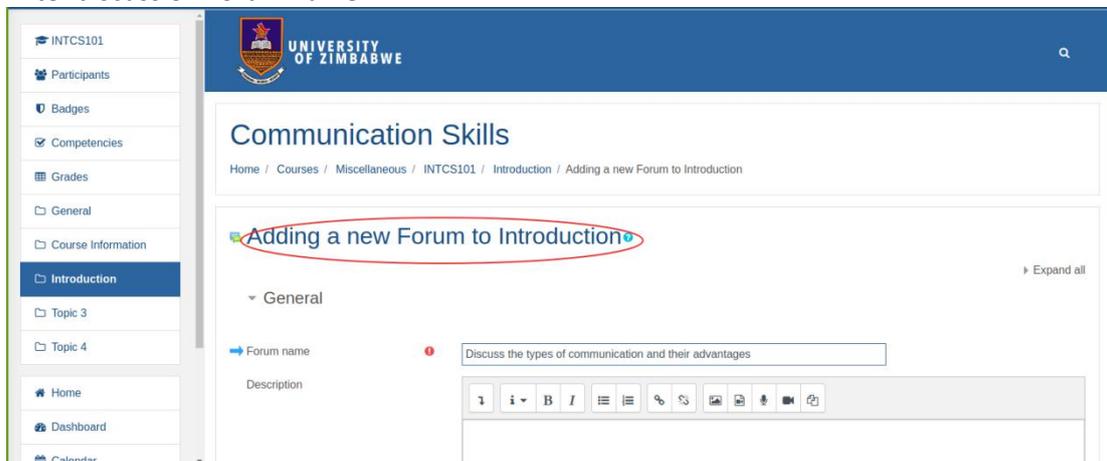
- Announcements**: Contains 'Announcements' and 'Welcome!' items, each with an 'Edit' button and a checkmark icon.
- Course Information**: Contains two 'Course Outline' items, each with an 'Edit' button and a checkmark icon.
- Introduction**: Contains two items: 'Definition, Nature and Scope of Communication' and 'Importance and Purpose of Communication', each with an 'Edit' button and a checkmark icon.

Each section has a '+ Add an activity or resource' button at the bottom right.

Click "Add an activity or resource" under desired topic

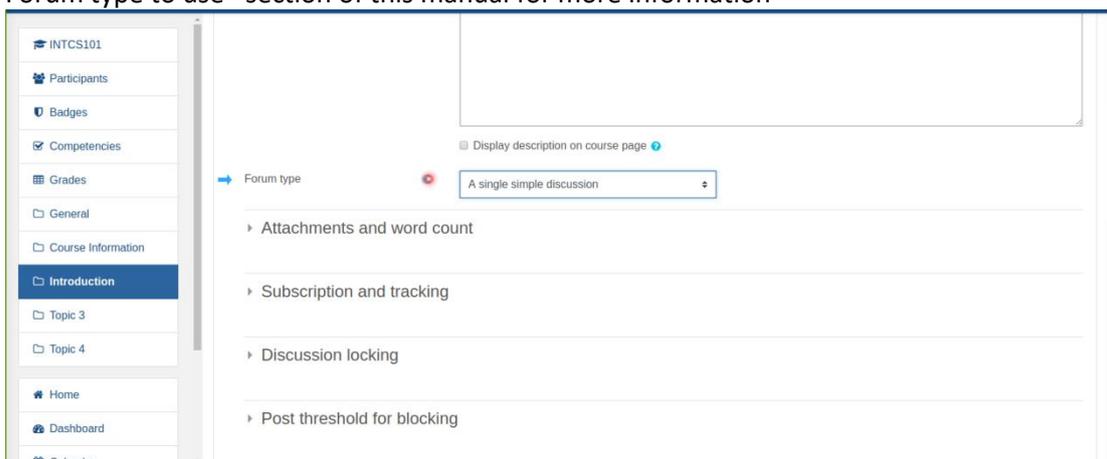


Enter discussion Forum name

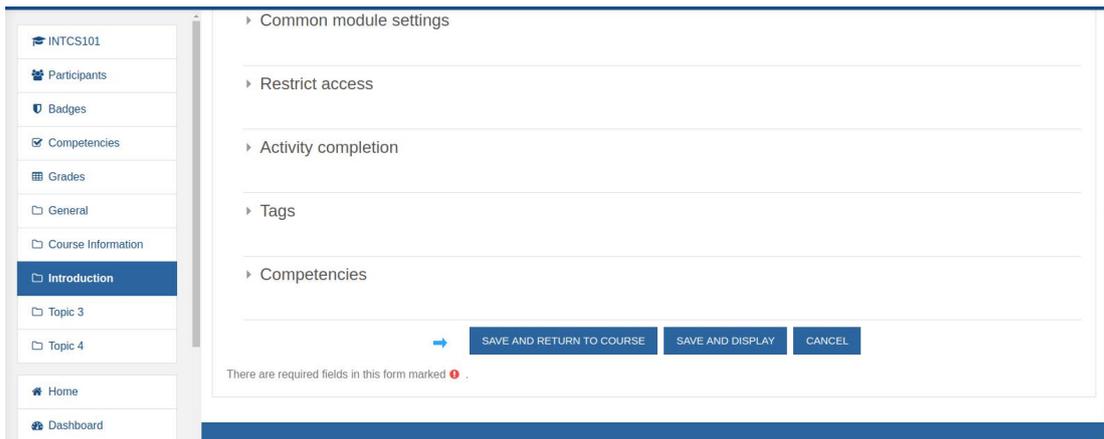


Select Forum type

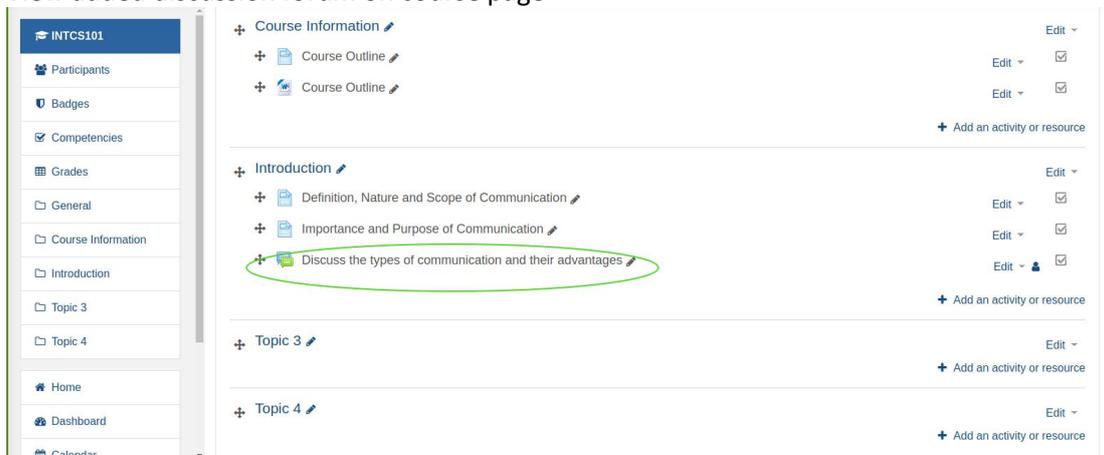
Click on question mark to show description of forum types - refer to "How to pick which Forum type to use" section of this manual for more information



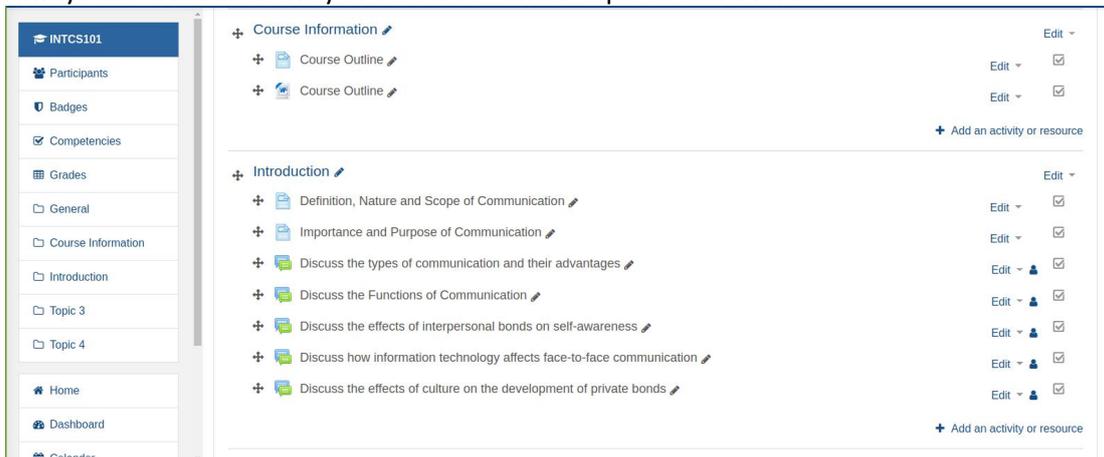
Click "SAVE AND RETURN TO COURSE"



View added discussion forum on course page



Always use "Add an activity or resource" under topic to add a forum



Student view of A single simple discussion forum

A single discussion topic which everyone can reply to (cannot be used with separate groups)

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Communication Skills

Home / Courses / Miscellaneous / INTCS101 / Introduction / Discuss the types of communication and their advantages

SEARCH FORUMS

Discuss the types of communication and their advantages

Display replies in nested form

Discuss the types of communication and their advantages

Monday, 11 May 2020, 3:03 PM

Permalink | Edit | Reply

◀ IMPORTANCE AND PURPOSE OF COMMUNICATION Jump to...

Student view of “Each person posts one discussion” forum

Each student can post exactly one new discussion topic, which everyone can then reply to

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Communication Skills

Home / Courses / Miscellaneous / INTCS101 / Introduction / Discuss the Functions of Communication

SEARCH FORUMS

Discuss the Functions of Communication

Think of a topic, say, a current event. How will communication about it change as communicators move from interpersonal to group, organizational, public, and mass communications contexts? Discuss changes in both the content and form of communication. Do you think there will also be changes in the reason the topic is discussed? Discuss the functions of communication at each level.

This forum allows each person to start one discussion topic.

ADD A NEW DISCUSSION TOPIC

(There are no discussion topics yet in this forum)

◀ DISCUSS THE TYPES OF COMMUNICATION AND THE Jump to...

LibreOffice Calc

Student view of “Q and A forum” forum

Students must first post their perspectives before viewing other students' posts

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Communication Skills

Home / Courses / Miscellaneous / INTCS101 / Introduction / Discuss the effects of interpersonal bonds on self-awareness

SEARCH FORUMS

Discuss the effects of interpersonal bonds on self-awareness

Think about the ways interpersonal bonds change self-awareness. List five people you encountered today. Did they make you aware of any aspects of yourself or your surroundings? What kinds of self-evaluations did you make on meeting them?

ADD A NEW QUESTION

(There are no questions yet in this forum)

Ubuntu Software

◀ DISCUSS THE FUNCTIONS OF COMMUNICATION Jump to...

Student view of “Standard forum displayed in a blog-like format” forum

An open forum where anyone can start a new discussion at any time, and in which discussion topics are displayed on one page with "Discuss this topic" links

The screenshot shows a forum interface for the course INTCS101. The left sidebar contains navigation links: INTCS101, Participants, Badges, Competencies, Grades, General, Course Information, Introduction (highlighted), Topic 3, Topic 4, Home, Dashboard, and Calendar. The main content area is titled "Communication Skills" and shows a breadcrumb trail: Home / Courses / Miscellaneous / INTCS101 / Introduction / Discuss how information technology affects face-to-face communication. Below the breadcrumb is a search bar and a "SEARCH FORUMS" button. The main discussion topic is "Discuss how information technology affects face-to-face communication" with a gear icon for settings. The topic text asks: "Think about how computers and wireless technology are changing the ways we communicate face-to-face. How is communication over Instant Messenger different from present communication? What challenges does it impose? How do text messages supplement face-to-face interaction? When do you text, when do you call, when do you talk in person? Why?" Below the text is an "ADD A NEW TOPIC" button and a message: "(There are no discussion topics yet in this forum)". At the bottom, there is a "Jump to..." dropdown menu with the selected option "DISCUSS THE EFFECTS OF INTERPERSONAL BONDS".

Student view of "Standard forum for general use" forum
An open forum where anyone can start a new discussion at any time

The screenshot shows a forum interface for the University of Zimbabwe. The left sidebar contains navigation links: INTCS101, Participants, Badges, Competencies, Grades, General, Course Information, Introduction (highlighted), Topic 3, Topic 4, Home, Dashboard, and Calendar. The main content area features the University of Zimbabwe logo and name at the top. Below is the title "Communication Skills" and a breadcrumb trail: Home / Courses / Miscellaneous / INTCS101 / Introduction / Discuss the effects of culture on the development of private bonds. A search bar and "SEARCH FORUMS" button are present. The main discussion topic is "Discuss the effects of culture on the development of private bonds" with a gear icon for settings. The topic text states: "Many social critics have suggested that our culture places undue emphasis on private relationships. Americans, they argue, are overly familiar. Discuss ways in which our culture encourages rapid development of private bonds (for example, the norm for clerks to tell strangers to 'Have a nice day'). Discuss advantages and disadvantages of this push toward 'instant intimacy.'" Below the text is an "ADD A NEW DISCUSSION TOPIC" button and a message: "(There are no discussion topics yet in this forum)".

How to pick which Forum type to use

Which Forum is best for you?

In order to answer this question, it is useful to think how you might lead a discussion in a normal classroom setting. Would you throw the question out to the class and sit back to observe them in their answers? Or would you break them up into smaller groups first and ask them to have discussions with a partner before bringing them back to the main group? Or perhaps you would like to keep them focused on a particular aspect of a question and ensure that they do not wander away from the topic at hand? All of the above approaches are both valid and useful, depending on your learning outcomes, and you can replicate all of them in Moodle forums.

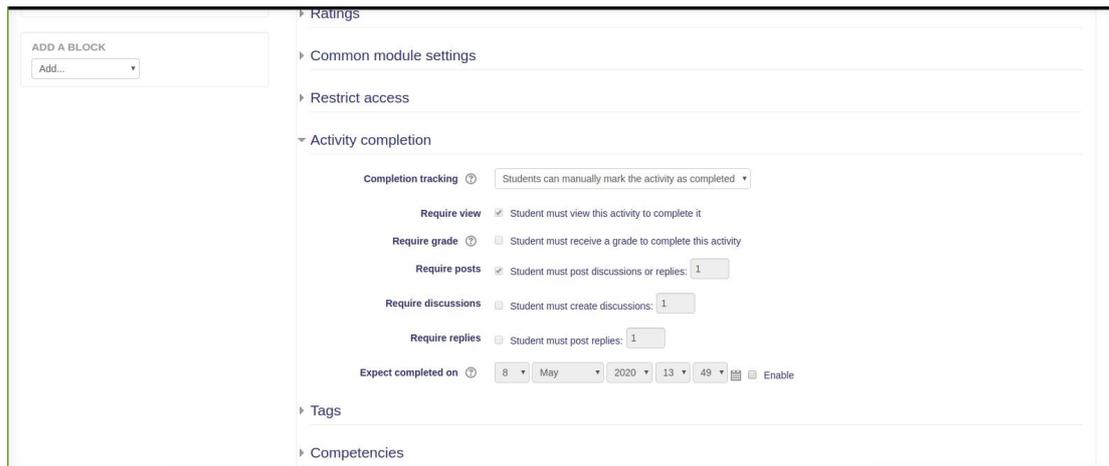
| Forum Type | Environment in which the type is most useful | How to control and use the discussion |
|-----------------------------------|--|--|
| 1. Standard forum for general use | Large discussions you intend to monitor/guide | <p><u>a) Lecturer-centred approach</u> Provide overall remarks for particular topics Monitor threads and link them together</p> <p><u>b) Student-centred approach</u> (N.B. For established community with a model for summarizing process) Ask students to summarize discussion topics at agreed points – e.g. weekly or when thread comes to an agreed conclusion</p> <p>c) Can utilize the “Activity Completion” setting to track progress and participation (See Appendix A)</p> <p>d) Can utilize “Discussion locking” setting to set deadline for responding (See Appendix B)</p> <p>e) Can utilize “Post threshold for blocking” setting that specifies the number of posts which a user can post. (Appendix C)</p> |
| 2. A Single simple discussion | Short/time-limited discussion on a single subject or topic. This kind of forum is very productive if you are interested in keeping students focused on a particular issue. | <p>a) Can rate/grade replies.</p> <p>b) Can utilize “Activity Completion” setting to track progress and participation (See Appendix A).</p> <p>c) Can utilize “Discussion locking” setting to set deadline for responding (See Appendix B)</p> |
| 3. Q and A | The Q-and-A forum is best used when you have | a) Requires students to post once before viewing other students' |

| | | |
|---|---|--|
| | <p>a particular question that you wish to have answered. Lecturers post the question and students respond with possible answers.</p> | <p>postings(default). This feature allows equal initial posting opportunity among all students, thus encouraging original and independent thinking. b)Can utilize "Activity Completion" setting to track progress and participation(See Appendix A). c)Can utilize "Discussion locking" setting to set deadline for responding(See Appendix B)</p> |
| <p>4.Each person posts one discussion</p> | <p>For between a large discussion and a short and focused discussion. Allows students a little more freedom than a single discussion forum, but not as much as a standard forum where each student can create as many topics as he or she wishes.</p> | <p>a)Inherent control in which each student can post one discussion topic which all can reply to. b)Can utilize "Activity Completion" setting to track progress and participation(See Appendix A). c)Can utilize "Discussion locking" setting to set deadline for responding(See Appendix B)</p> |

Appendices

Appendix A

Activity Completion



The screenshot shows the 'Activity completion' settings in Moodle. The 'Activity completion' section is expanded, showing the following options:

- Completion tracking:** Students can manually mark the activity as completed (dropdown menu)
- Require view:** Student must view this activity to complete it
- Require grade:** Student must receive a grade to complete this activity
- Require posts:** Student must post discussions or replies: 1 (input field)
- Require discussions:** Student must create discussions: 1 (input field)
- Require replies:** Student must post replies: 1 (input field)
- Expect completed on:** 8 May 2020 13:49 (calendar icon) Enable

Activity completion report

Lecturers (and any other users with the capability report/progress:view) have the ability to view Activity completion information.

Click gear icon of course with editing enabled

Select "More> Reports>Activity completion" (with the Boost theme) or from Administration> Course administration> Reports > Activity completion with non-Boost themes.

Lecturers can mark activities complete on behalf of students by clicking into the relevant completion boxes. This requires the capability Override activity completion status which is enabled for editing and non-editing teachers by default.

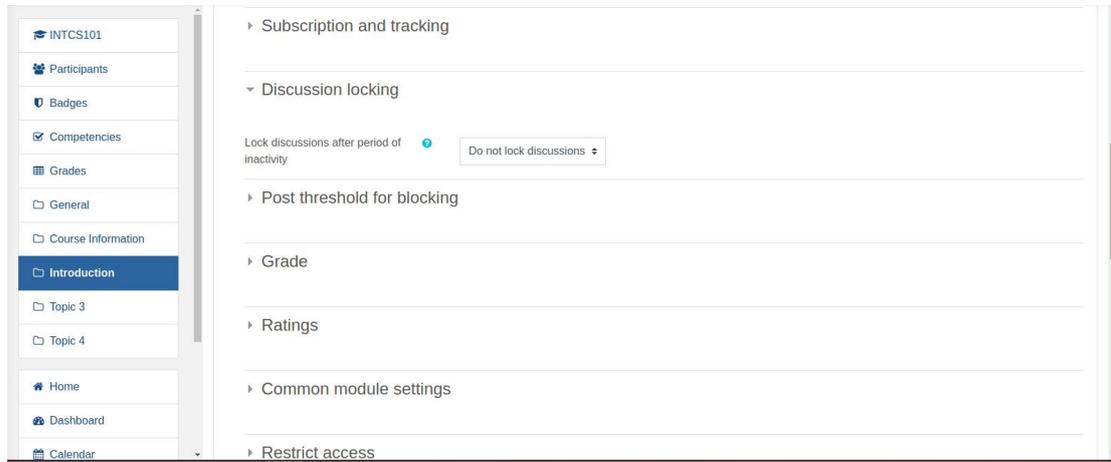


The screenshot shows a table of activity completion information. A red arrow points to the completion checkbox for the 'Announcement' activity for the student Barbara Gardner.

| First name / Surname | Announcement | Goal 14: Life |
|----------------------|-------------------------------------|-------------------------------------|
| Frances Banks | <input type="checkbox"/> | <input type="checkbox"/> |
| Mark Ellis | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Brian Franklin | <input type="checkbox"/> | <input type="checkbox"/> |
| Barbara Gardner | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Amanda Hamilton | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

Appendix B

Discussion locking



Appendix C

Post threshold for blocking

