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# **Course Settings, Course Introductions and**

# Announcements

# Log in to your account

Enter the lms URL: <a href="mailto:lms.uz.ac.zw">lms.uz.ac.zw</a> on your web browser



Default, login credentials are set to:

Username: your firstinitalsurname 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"

🗢 INTCS101		٩
Participants	OF ZIMBABWE	
J Badges		
Competencies	Communication Skills	Edit settings
Grades	Home / Courses / Miscellaneous / INTCS101	Turn editing on
ר General		Course completion
D Galera		<b>T</b> Filters
Topic 1	Reg Announcements	Gradebook setup
Topic 2		🖁 Backup
Tonic 3		1 Restore
D Topic 0	Topic 1	Ĵ Import
□ Topic 4		And the state of t
	Topic 2	← Reset
Home		More
🚯 Dashboard	Topic 3	
Calendar		

Click on"Add an activity or resource" under Announcements

≓ INTCS101		
Participants		
U Badges		
Competencies	Communication Skills	Q -
I Grades	Home / Courses / Miscellaneous / INTCS101	
🗅 General		
🗅 Topic 1		Edit 👻
C Topic 2	+ ( Announcements 🖉	Edit 👻 🛔
🗅 Topic 3		➡ + Add an activity or resource
🗅 Topic 4	🕂 Topic 1 🖋	Edit 👻
M Hanna		+ Add an activity or resource
w Home	👍 Topic 2 🖋	Edit 👻
B Dashboard		+ Add an activity or resource
m Calendar	¥	

×		Add an activity or re	source ×	
➢ INTCS101 ➢ Participants		Elesson     Quiz	<ul> <li>The page module enables a teacher to create a web page resource using the text editor. A page</li> </ul>	
Badges		SCORM package	can display text, images, sound, video, web links and embedded code, such as Google maps.	
Competencies	Communica	Survey	Advantages of using the page module rather than the file module include the resource being	\$*
I Grades	Home / Courses / Miscella	Workshop	devices) and easier to update.	
C General		RESOURCES	For large amounts of content, it's recommended that a book is used rather than a page.	Edit -
C Topic 2	🕂 👼 Announceme	<ul> <li>Book</li> <li>File</li> </ul>	A page may be used To present the terms and conditions of a	Edit 🕆 🛓
🗅 Topic 3		Folder	course or a summary of the course syllabus     To embed several videos or sound files	+ Add an activity or resource
🗅 Topic 4	🕂 Topic 1 🌶	IMS content     package	More help	Edit 👻
# Home		Contraction     Contracti		Add an activity or resource
B Dashboard	♣ Торіс 2	0 OURL		Edit - + Add an activity or resource
m Calendar	-			

## Scroll down to select "Page" resource

## Click "ADD"

×		Elesson	The page module enables a teacher to create a	🜲 🗩 Vongai Nyamunda 🐣 🔫
€ INTCS101		Quiz	web page resource using the text editor. A page can display text, images, sound, video, web links	
		SCORM package	and embedded code, such as Google maps.	
Participants	Communica	Survey	Advantages of using the page module rather	Ø -
Badges	Home / Courses / Miscella	O Wiki	than the file module include the resource being more accessible (for example to users of mobile	
Competencies		Workshop	devices) and easier to update.	
I Grades		RESOURCES	For large amounts of content, it's recommended that a book is used rather than a page.	
🗅 General	🕂 📑 Announceme	Book	A page may be used	Edit 👻
Co Topic 1		File	To present the terms and conditions of a	Edit 🕆 🛔
		Folder	Course or a summary of the course syllabus     To embed several videos or sound files	+ Add an activity or resource
C Topic 2	🕂 Topic 1 🖋	IMS content package	together with some explanatory text	Edit 👻
		Abel	<b>W</b> ore help	+ Add an activity or resource
C Topic 4	🚓 Topic 2 🖋	Page		Edit *
# Home		🛛 👌 URL		+ Add an activity or resource
B Dashboard	🕂 Topic 3 🖋			Edit 👻
🛱 Calendar 👻				+ Add an activity or resource

## View page to "Add a new Page"

F INTCS101	UNIVERSITY OF ZIMBABWE	
Participants		
Badges		
Competencies	Communication Skills	
I Grades	Home / Courses / Miscellaneous / INTCS101 / General / Adding a new Page	
🗅 General		
🗅 Topic 1	Adding a new Page	
🗅 Topic 2		Expand all
🗅 Topic 3	▼ General	
C Topic 4	Name	
# Home	Description	
Dashboard		
m Calendar		

#### Enter page name

F INTCS101		۹
Participants		
Badges		
Competencies	Communication Skills	
I Grades	Home / Courses / Miscellaneous / INTCS101 / General / Adding a new Page	
🗅 General		
🗅 Topic 1	Adding a new Page	
C Topic 2	- Coperal	▶ Expand all
🗅 Topic 3	General	
🗅 Topic 4	→ Name • Welcome	
# Home	Description	
Dashboard		
🛗 Calendar	•	

#### **Enter Page Content**

F INTCS101	→ Name ● Welcome!
Participants	
Badges	
Competencies	
I Grades	
🗅 General	
🗅 Topic 1	
C Topic 2	Display description on course page 2
🗅 Topic 3	- Content
🗅 Topic 4	1
# Home	
B Dashboard	Welcome to Communication Skills.
A Calendar	visit the Course information section for information about the course.

#### Click "SAVE AND RETURN TO COURSE"



#### View newly created Welcome! page

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

➢ INTCS101 ➢ Participants	UNIVERSITY OF ZIMBABWE	Q Search
Badges     Competencies	Communication Skills	<b>0</b> -
I Grades	Home / Courses / Miscellaneous / INTCS101	
🗅 General		
🗅 Topic 1		Edit 👻
🗅 Topic 2	+ 🖶 Announcements 🖋	Edit 👻 🛔
🗅 Topic 3	👎 🖻 Welcome! 🖌	Edit ~
C Topic 4		+ Add an activity or resource
	4. Topic 1 /	Edit ~
A Home		+ Add an activity or resource
<ul> <li>Dashboard</li> <li>Calendar</li> </ul>	+ Topic 2 ₽	Edit -

#### Student View

S INTCS101	UNIVERSITY OF ZIMBABWE		م
Participants			
Badges			
Competencies	Communication	n Skills	
Grades	Home / Courses / Miscellaneous /	INTCS101 / General / Welcome!	
) General			
Topic 1	Welcome!		Q -
Topic 2	Welcome to Communication Skills.		
Topic 3	Visit the Course Information section for	information about the course.	
Topic 4	Last modified: Sunday, 10 May 2020, 5:	03 PM	
Home	ANNOUNCEMENTS	Jump to	\$
Dashboard			
Calendar	-		

# **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





Course sections <	÷	TOPIC 1 /	Edit 🝷	flower.jpg
R Badges	🕂 🎳 E	agle Hunting 🖉	Edit 👻 🐷	
රු Competencies			Add an activity or resource	
目 orades	+	×	Edit *	THIS IS HOW EAGLES
icocephalus) is a bird of prey found 🖓 Home		What do you want to do with the file 'flower.jpg'? Add media to course page	Add an activity or resource	
🖽 Calendar	+	Create file resource	Edit *	Jah Prayzah -
D Private files			① Add an activity or resource	KuMahu
Add a block	÷	TOPIC 4 0	Edit -	
Find			Add an activity or resource     Add topics	

View added file				
다 Course sections < 와 Participants	÷	TOPIC 2 /	Edit •	lower.jpg
& Badges		Add an activity or	resource	
Competencies	+	TOPIC 3 /	Edit 👻	THIS IS
ucocephalus) is a bird of prey found	*	Edit -	V F	AGLES Jah Prayzah - KuMahu
		Add an activity or     Add an activity or     Add an activity     O	resource	
X Find	+	TOPIC 4 0	Edit -	

# Add an activity or resource method



Click "Add an activity or resource"

### Click icon to add media

Course sections < & Participants & Badges	RESEARCH PROJECT           Home         Courses         Agriculture         Animal Science         AS460         Topic 4         Adding a new Label to Topic 4	
公 competencies 即 Grades	Adding a new Label to Topic 4₀	Expand all
ि Home ? Dashboard		Expand di
⊞ Calendar D Private files		
Site administration		
🗖 Add a block	Common modulo softings	

#### Select media

Course sections <	Adding a new Label to Topic	40	
<b>B</b> Participants	5		► Expand all
& Badges	General Insert media	×	
රි Competencies		× 20	
I Grades	Link Video Audio		
ப் Home	Video source URL		
() Dashboard		Browse repositories	
🖽 Calendar	Add alternative source <sup>®</sup> Display options		
D Private files			
Site administration	Common     Advanced settings		
🗆 Add a block	Restrict a	0	
	Activity co	ert media	
	▶ Tags		

#### Paste video URL

Course sections <	Adding a new Label to Topic 40	
<b>B</b> Participants	,	Expand all
& Badges	General     Insert media     X	
රි Competencies	K 2	
I Grades	Link Video Audio	
டு Home	Video source URL	
(?) Dashboard	https://www.youtube.com/watch?v=YTR2los8gTA Browse repositories	
🖽 Calendar	Add alternative source ()  Display options	
D Private files	Advanced settings	
🛱 Site administration	Common	
🗅 Add a block	Restrict a	
	Activity or     Insert media	
	→ Tags	

## Click "Save and return to course"

Course sections <	✓ General
& Badges	
☆ Competencies	
锢 Grades	
டு Home	
(?) Dashboard	
🖽 Calendar	Common module settings
Private files	Restrict access
🕸 Site administration	Activity completion
	> Tags
	Competencies
	Save and return to course Cancel

#### View label of embedded youtube video

Course sections <				
<b>B</b> Participants			Add an activity or resource	flower.jpg
& Badges	+		Edit 🔻	H. S.
☆ Competencies				
I Grades	+		Edit 🔻 🔽	THIS IS HOW EAGLES
டு Home		Nature short clip video		HUNTIMPA
(?) Dashboard				JJ mp3
🗰 Calendar				Jah Prayzah - KuMahu
Private files		- Varithe		
Site administration		II • •		
🗅 Add a block			Add an activity or resource	
	÷	TOPIC 5 /	Edit 🔻	•

# **Files and URLs**

# How to add a File

Under a topic click "Add an activity or resource"

F INTCS101	UF ZIMBABWE	^
Participants	Communication Skills	0
D Badges		
Competencies	Home / Courses / Miscellaneous / INTCS101	
Grades		
General	+ 👼 Announcements 🖌	Edit -
Course Information	+ 🖻 Welcome! 🌶	Edit 👻 🖾
⊐ Topic 2		+ Add an activity or resource
Topic 3	Course Information	
D Topic 4	+ Course Information ₽ +  Course Outline ₽	Edit -
Home		+ Add an activity or resource
Dashboard	- Topic 2. 4	
1 Calendar		Edit *

# Select and add a "File" resource Add an activity or resource

		Add all activity of resource	Edit -
F INTCS101	🕂 👼 Announceme	Lesson     The file module anables a teacher to provide a	Edit 👻 🛔
Participants	🕂 📄 Welcome! 🌶	Quiz     Quiz     Quiz	Edit ~ 🖾
U Badges		SCORM package     otherwise students will be prompted to download	+ Add an activity or resource
Competencies	. Course Information	Survey     It. The file may include supporting files, for     example an HTML page may have embedded	Edit -
I Grades	🕂 🗎 Course Outlin	Wiki Images or Flash objects.	Edit v 🗹
🗅 General		Workshop Workshop software on their computers in order to open the	+ Add an activity or resource
Course Information		A file may be used	
🗅 Topic 2	🕂 Topic 2 🖋	Book     To share presentations given in class     To include a mini vebsite as a course	Edit * + Add an activity or resource
🗅 Торіс З	• Topic 3 #	Folder     Folder     To provide draft files of certain software	
🗅 Topic 4	te ropic o a	IMS content programs (eg Photoshop.psd) so students     package can edit and submit them for assessment	Add an activity or resource
# Home	🕂 Topic 4 🖋	Kore help	Edit -
B Dashboard			+ Add an activity or resource
			+ Add topics

#### Enter Name as Course Outline

F INTCS101	UNIVERSITY OF ZIMBABWE	٩
Badges		
Competencies	Communication Skills	
I Grades	Home / Courses / Miscellaneous / INTCS101 / Course Information / Adding a new File to Course Information	
🗅 General		
Course Information	Adding a new File to Course Information	
🗅 Topic 2		Expand all
🗅 Topic 3	✓ General	
🗅 Topic 4	→ Name O Course Outline	
# Home	Description 1 i → B I I I = I = Po SS I → III (2)	
Bashboard		
Calendar		

To select files click the highlighted icon

F INTCS101	▲ Name	Course Outline
Participants	Description	1 i - B I ≔ ⊨ % % m ₽ ♦ ₩ Ø
Badges		
Competencies		
I Grades		
🗅 General	Select files	Maximum size for new files: I Inlimited
Course Information	, ocider nies	
🗅 Topic 2		■ Files
C Topic 3		
🗅 Topic 4		You can dran and dran files have to add them
# Home		
B Dashboard	Appearance	
dalendar	•	

# Select "Upload a file"

F INTCS101	Name File picker	×
Participants	De	
U Badges	n Server files	=== <b>b</b>
Competencies	Upload a file	
I Grades	CURL downloader	
🗅 General	m Private files Se	Maximum size for new files: Unlimited
Course Information	) Wikimedia	H = •
C Topic 2		
🗅 Topic 3		
🗅 Topic 4		em.
# Home		
B Dashboard		
🛗 Calendar		

F INTCS101	De	File picker			×	
Participants		Server files		 1000		
<b>♥</b> Badges		m Recent files		 		
Competencies		Upload a file	Attachment			
I Grades		Survey URL downloader	Choose File No file chosen			
🗅 General	Se	n Private files	Save as			Maximum size for new files: Unlimited
🗅 Course Information		🏐 Wikimedia				
🗅 Topic 2			Author			
🗅 Topic 3			Vongai Nyamunda			
🗅 Topic 4			Choose license All rights reserved	\$		om
# Home	-		UPLOAD THIS FILE			
8 Dashboard						
m Calendar						

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

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

F INTCS101	File picker			×	
Participants					
U Badges	fn Server files		=	•	
Competencies	Upload a file				
I Grades	URL downloader     Choose File	ourse Outline.docx		- 1	
🗅 General	m Private files Save as				Maximum size for new files: Unlimited
Course Information	J Wikineura				III II 🖿 🖿
C Topic 2	Author				
C Topic 3	Vongal Nyamuna	1			
🗅 Topic 4	Choose license	All rights reserved ÷		e	m.
# Home	-	UPLOAD THIS FILE			
& Dashboard	·			_	

### View Uploaded file

F INTCS101	→ Name	0	Course Outline	
Participants	Description		1 i - B I ≔ ⊨ % % m @ * ■ 2	
Badges				
Competencies				
Grades				
General	⇒Select files		🖬 Display description on course page 😈	Maximum size for new files: Unlimite
□ Course Information			B B 🛓	
Topic 2			<ul> <li>Files</li> </ul>	
Topic 3				
□ Topic 4				
Home			Course	
Dashboard	Appearance			

# Click "SAVE AND RETURN TO COURSE"

FINTCS101	<ul> <li>Restrict access</li> </ul>			
Participants				
Badges	<ul> <li>Activity completion</li> </ul>	on		
Competencies				
I Grades	▶ Tags			
🗅 General	· · · · · · · · · · · · · · · · · · ·			
Course Information	<ul> <li>Competencies</li> </ul>			
🗅 Topic 2	· · · · · · · · · · · · · · · · · · ·		_	
🗅 Topic 3		SAVE AND RETURN TO	COURSE SAVE AND DISPLAY C	CANCEL
🗅 Topic 4	There are required fields in this f	form marked 🚺 .		
# Home	1.00			
2 Dashboard		Quick Links	Follow Us	Contact
ff Calendar		About Us	F Facebook	630 Churchill Avenue, Mt Pleasant

## View newly uploaded file

INTCS101 Participants	Communication Skills	0 -
D Badges	Home / Courses / Miscellaneous / INTCS101	
Competencies		
3 Grades		Edit *
General	🕂 🍋 Announcements 🖋	Edit 👻 🛔
Course Information	🕂 📄 Welcome! 🌶	Edit -
Tapia 2		+ Add an activity or resource
Topic 2	🕂 Course Information 🖋	Edit -
Topic 4	🕂 📄 Course Outline 🖋	Edit -
TOPIC 4	🖸 🖸 Course Outline 🖌	Edit -
Home		+ Add an activity or resource
Dashboard		
1 Calendar	+ Topic 2 d	Edit =

# How to add a URL

## Enable editing

Course sections <		
<b>B</b> Participants	RESEARCH PROJECT	· 锐
& Badges	Home Courses Agriculture Animal Science AS460	<ul> <li>Edit settings</li> <li>Turn editing on</li> </ul>
☆ Competencies		Course completion     Silters
1 Grades		@ Gradebook setup
☐ ноте	Contraction of the second seco	Backup Restore
(?) Dashboard		(†) Import
m	TOPIC 1	🗠 Share
📖 Calendar		A Reset
D Private files		@ More
🛱 Site administration	TOPIC 2	
	TOPIC 3	

# Click "Add an activity or resource"

Course sections <		
	RESEARCH PROJECT	Q -
& Badges	Home Courses Agriculture Animal Science A\$460	
公Competencies		
I Grades		Edit -
ப் Home	🕂 👼 Announcements 🖉	Edit - 🕰
(?) Dashboard		Add an activity or resource
🖽 Calendar	+ TOPIC 1 /	Edit 🝷
D Private files		
邻 Site administration		Add an activity or resource
Add a block	* TOPIC 2 //	Edit 👻
		Add an activity or resource
	+ TOPIC 3 /	Edit 🝷

#### Select "URL" resource

	🔿 🏹 Quiz	provide a web link as a course resource.	0 0 0 0 -
OF ZIMBABWE	SCORM package	such as documents or images can be	~ V 4 · ·
		linked to; the URL doesn't have to be the	
Course sections <	O Jana Survey	home page of a website. The URL of a	
A	Wiki	particular web page may be copied and	
25 Participants		pasted or a teacher can use the file picker	E-dit -
	🔿 🎅 Workshop	and choose a link from a repository such	Edit *
An 🕂 🖓 🖾 An	nounceme	as Flickr, YouTube or Wikimedia (depending	Edit * 25
\$↑ Competencies	RESOURCES	upon which repositories are enabled for	
		the site).	Add dri detivity or resource
I Grades	O Book	There are a number of display options for	
<del>+</del>	O Elle	the URL such as embedded or opening in a	Edit 🝷
G Home		new window and advanced options for	
	O 🪞 Folder	passing information, such as a student's	
🗇 Dashboard	T B/C content	name, to the URL if required.	The Add an activity of resource
📖 Calendar 🔶 🕂		Note that URLs can also be added to any	Edit 🔻
63		other resource or activity type through the	
□J Private files	O Page	text editor.	
**		① More help	Add an activity or resource
양? Site administration	🧐 🎳 URL 🔵		
~ +			Edit *
L Add a block		Add Cancel	
			Add an activity or resource
÷		TOPIC 4	Edit 👻



#### Paste URL

Course sections < 요 Participants & Badges	RESEARCH PROJECT           Home         Courses         Agriculture         Animal Science         A5460         Topic 1         Adding a new URL to Topic 1	
☆ Competencies		
I Grades	Adding a new URL to Topic 10	
ப் Home	- General	Expand all
(?) Dashboard	Name   Eagle Hunting	
🖽 Calendar	External URL	
Private files	Choose a link_	
袋 Site administration	Description	
🗅 Add a block	Display description on course name ?	

Edit	Appearance settings	

	ettings		Q Q Q .
Course sections <		Choose a link	
	Description	1 i • B I = = % % A • ?	
& Badges			
☆ Competencies			
I orades		Display description on course page ?	
ப் Home			
(?) Dashboard			
🖽 Calendar		In pop-up 🗘	
D Private files	Pop-up width (in pixels)	620	
🛱 Site administration	Pop-up height (in pixels)	450	
Add a block		S Display URL description	
	URL variables		
	Common module setting	gs	

# Click "Save and return to course"

	Q	•
□Course sections < & Participants A Badges ☆ Competencies ■ Grades	<ul> <li>&gt; URL variables</li> <li>&gt; Common module settings</li> <li>&gt; Restrict access</li> <li>&gt; Activity completion</li> </ul>	
요 Home		
Image: Stee administration         Image: Description of the stee administration         Image: Description of the stee administration         Image: Description of the stee administration	Stay in touch JZ e-LMS Learning Portal #http://www.uzac.zw %Phone: +263303212	ST HAND

View newly create	ed URL		Q 0 4 A .
Course sections < 윤 Participants 윤 Badges 값 Competencies	RESEARCH PROJECT	A\$460	@ •
即 Grades 命 Home の Dashboard	🕂 👼 Announcements 🖉		Edit + Edit + 윤 ④ Add an activity or resource
Calendar	÷	TOPIC 1 /	Edit *
Site administration	+ Tragle Hunting		Edit • 😡
L Add a block	+	TOPIC 2 /	Edit 👻
			① Add an activity or resource

# Pages

F INTCS101	Í	
Participants		Edit 👻
C Badges	🕂 👼 Announcements 🖋	Edit 👻 🛔
Competencies	🕂 📄 Welcome! 🌶	Edit -
I Grades		+ Add an activity or resource
🗅 General	+ Course Information 🖌	Edit ~
Course Information		Add an activity or resource
C Topic 2	4. Topic 2 /	Edit ~
🗅 Topic 3		+ Add an activity or resource
🗅 Topic 4	🕂 Topic 3 🖌	Edit -
# Home		+ Add an activity or resource
Dashboard	🕂 Topic 4 🖋	Edit ~
m Calendar		+ Add an activity or resource

# Click "Add an activity or resource "

# Select and add "Page" resource

			The page module enables a teacher to create a	
F INTCS101		Quiz	web page resource using the text editor. A page	Edit *
Service Participants	🕂 👼 Announceme	SCORM package	and embedded code, such as Google maps.	Edit 👻 🛔
-	🕂 📄 Welcome! 🌶	G J Survey	Advantages of using the page module rather	Edit - 🖾
<b>V</b> Badges		I Wiki	than the file module include the resource being more accessible (for example to users of mobile	Add an activity or recourse
Competencies		i 🔮 Workshop	devices) and easier to update.	
I Grades	🕂 Course Information	RESOURCES	For large amounts of content, it's recommended	Edit ~
🗅 General		Book	A page may be used	+ Add an activity or resource
Course Information	+ Topic 2 /	File	To present the terms and conditions of a	Edit -
Ch Topic 2		Folder	course or a summary of the course syllabus <ul> <li>To embed several videos or sound files</li> </ul>	+ Add an activity or resource
	Topic 2 4	IMS content	together with some explanatory text	· · · · · · · · · · · · · · · · · · ·
		package	More help	Edit -
🗅 Topic 4		Laber		
	🕂 Topic 4 🖋	Page		Edit -
A Home		IRL IRL		+ Add an activity or resource
B Dashboard				+ Add topics
All Calmadas				

# Enter Page name as e.g. Course Outline

FINTCS101		
Participants		
Ø Badges		
Competencies	Communication Skills	
I Grades	Home / Courses / Miscellaneous / INTCS101 / Course Information / Adding a new Page to Course Information	
🗅 General		
Course Information	Adding a new Page to Course Information	
🗅 Topic 2		Expand all
🗅 Topic 3	- General	
🗅 Topic 4	Name     Course Outline	
# Home	Description	
Dashboard		
🛗 Calendar		

Enter Page	content	as the	Course	Outline	content
------------	---------	--------	--------	---------	---------

F INTCS101	→ Name	0	Course Outline
Participants	Description		1 i • B I ≔ ⊨ % % ⊆ € ♣ ₩ Ø
Badges			
Competencies			
I Grades			
🗅 General			
Course Information			
🗅 Topic 2			Bisplay description on course page 🥑
🗅 Topic 3	- Content		
🗅 Topic 4	➡ Page content	0	
# Home			1 i * B I ⊞ ⊟ % % ⊠ ₽ ♥ ₩ Ø
Dashboard			Introduction     Non-Verbal Communication     Steffective     Communication
🛗 Calendar	*		

### Click "SAVE AND RETURN TO COURSE"

F INTCS101	Appearance
Participants	
U Badges	Common module settings
Competencies	
I Grades	Restrict access
🗅 General	
Course Information	Activity completion
C Topic 2	> Tags
🗅 Topic 3	
🗅 Topic 4	Competencies
# Home	
a Dashboard	SAVE AND RETURN TO COURSE SAVE AND DISPLAY CANCEL
🛗 Calendar	There are required fields in this form marked 0.

## View Course Outline page created

F INTCS101					
Participants	Communication Skills	0			
D Badges					
Competencies					
Grades					
General	🕂 晴 Announcements 🖋	Edit -			
Course Information	🕂 📄 Welcome! 🌶	Edit ~ 🗵			
Topic 2		+ Add an activity or resourd			
Topic 3	+ Course Information &	Edit -			
Topic 4	Course Outline	Edit -			
Home		+ Add an activity or resource			
Dashboard	+ Topic 2 /	Edit			
Calendar		Edit			

# **Course Activities**

# Assignment

#### Enable editing

Click "Add an activity or resource"

#### Select "Assignment"



#### Edit "Description"

Course sections <	- General	0	
요 Participants	Assignment name	U	Assignment1
& Badges	Description		1 i • B I 🖽 🗏 % 🕉 🖬 🔒 🕊 🕸
☆ Competencies		<b>→</b>	Do the following.
留 Grades			
ப் Home			
(?) Dashboard			
🖽 Calendar		(	
D Private files	Additional files	0	Maximum size for new files: Unlimited
贷 Site administration		Ŭ.	
🗅 Add a block			Filos

### Edit Assignment settings

#### Availability

Course sections <		1			Yo	u can drag (	and drop	files her	e to add them.	
& Participants	ilability									
& Badges	submissions from 💿	3	¢	June	¢	2020 \$	00 \$	00 \$	🛗 🗹 Enable	
☆ Competencies Due de	ate 💿	10	¢	June	¢	2020 \$	00 \$	00 \$	🟥 🗹 Enable	
I Grades Cut-of	ff date 📀	3	¢	June	¢	2020 \$	06 \$	13 🗢	□ Enable	
分 Home ⑦ Dashboard	d me to grade by 💿	17	¢	June	\$	2020 \$	00 \$	00 \$	🛗 🗹 Enable	
🖽 Calendar			ways	snow ae	scriptio	10				
	mission types ssion types imit ⑦	0 Or	nline t	:oxt 🕜 🗹 🗆 E	File subi nable	missions⑦				
L Add a block Maxim upload	um number of 🛛 💿 ded 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"

Course sections <							
岛 Participants	Submission typ	es					
ୟ Badges	Submission types	(?)	Online text Z File submissions				
☆ Competencies		0					
囯 Grades	Maximum number of uploaded files		3 🕈				
பி Home	Maximum submission size	0	Site upload limit (32MB) \$				
(?) Dashboard	Accepted file types	0	document files.doc.docx.epub.gdoc.odt.ott.oth.pdf.rtf				
🖽 Calendar	Foodback typo	0					
D Private files							
贷 Site administration	Submission set	tings	gs				
Add a block	Group submission settings						
Þ	Notifications						

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

		Amaya anon description 💿
Course sections <		
身 Participants	<ul> <li>Submission types</li> </ul>	
R Badges	Submission types	Conline text C File submissions
숪 Competencies	word in the	500 C Enable
田 Grades	Maximum number of ③ uploaded files	3 ¢
டு Home	Maximum submission ⑦ size	Site upload limit (32MB) 🗢
(?) Dashboard	Accepted file types (?)	document Choose Document files.doc.docx.epub.gdoc.odt.ott.oth.pdf.rtf
🗰 Calendar	Eoodback types	
D Private files		
🛱 Site administration	<ul> <li>Submission setting</li> </ul>	JS
Add a block	<ul> <li>Group submission</li> </ul>	settings
	<ul> <li>Notifications</li> </ul>	

#### Feedback types

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

Course sections <	- Feedback types
A Participants	Feedback types Z Feedback comments Z Annotate PDF O Offline grading worksheet O
& Badges	
☆ Competencies	Comment inline Ves ¢
⊞ Grades	Submission settings
ப் Home	Group submission settings
(?) Dashboard	Notifications
🗰 Calendar	Ephorus Plagiarism Prevention
D Private files	> Grade
贷 Site administration	Common module settings
Add a block	Restrict access
	Activity completion

#### Ephorus Plagiarism Prevention

Course sections <	Feedback types
岛 Participants	Submission settings
A Badges	Group submission settings
☆ Competencies	Notifications
1 Grades	- Enhorus Plagiarism Provention
යි Home	
(?) Dashboard	Processtype () (Private +
🖽 Calendar	
Private files	> Grade
贷 Site administration	Common module settings
🗅 Add a block	Restrict access
	Activity completion

#### Click "Save and return to course"

Course sections	Grade
요 Participants	Common module settings
& Badges	
分Competencies	Restrict access
<b>卸</b> Grades	Activity completion
டி Home	Tags
(?) Dashboard	Competencies
🖽 Calendar	Save and return to course Save and display Cancel
D Private files	There are required fields in this form marked ${igodot}$ .
贷 Site administration	NA BE REALD AND THE ALL THE
🗅 Add a block	Stay in touch
	UZ e-LMS Learning Portal

## View assignment created

Course sections <			① Add an activity or resource
<b> </b>			Edit T
& Badges		TOPIC 5	
公Competencies	Research Methods		Edit 🔻 🚨 🔽
田 Grades			Add an activity or resource
ப் Home	+	TOPIC 6	Edit 🔻
(?) Dashboard			
🖽 Calendar			Add an activity or resource
D Private files	+	TOPIC 7	Eclit 👻
贷 Site administration			① Add an activity or resource
🗅 Add a block			Tolit w
		TOPIC 8 0	Edit
	Mail		

# 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"

Course sections <	🕂 🧓 Weekly Chat 🖉		Edit 🔻 🖄 📝
<b> </b>			Add an activity or resource
A Badges	+	TOPIC 7	Edit 🔻
☆ Competencies			Add an activity or resource
I Grades			
பி Home	+	TOPIC 8 /	Edit *
(?) Dashboard			Add an activity or resource
🖽 Calendar	+	TOPIC 9	Edit 💌
D Private files		TOPIC 97	
袋 Site administration			Add an activity or resource     Add topics
🗅 Add a block			O Add topics
	Stay in touch UZ e-LMS Learning Portal		ŧ

## Select "Quiz" activity

		🔘 🔚 Forum	The quiz activity enables a teacher to	4
- UNIVERSITY		-	create quizzes comprising questions of	0 0 0 0 .
OF ZIMBABWE		Glossary	various types, including multiple choice,	
Course sections	+	Easson	matching, short-answer and numerical.	Edit 👻
		Quiz	The teacher can allow the quiz to be attempted multiple times, with the	Add an activity or resource
A Badges		SCORM package	questions shuffled or randomly selected from the question bank. A time limit may	
	. <b>1</b> .	<ul> <li>Survey</li> </ul>	be set.	Edit *
I Grades		⊙ ∰ Wiki	Each attempt is marked automatically, with the exception of essay questions,	Add an activity or resource
		Workshop	and the grade is recorded in the	
பி Home	+	Zoom meeting	gradebook.	Edit 🔻
(?) Dashboard		RESOURCES	hints, feedback and correct answers are	Add an activity or resource
🛗 Calendar		Book	Quizzes may be used	Add topics
D Private files	J - WIN N	O File	As course exams	ILLIG - I III USANANY G
🛱 Site administration	Stay in touch	Folder	<ul> <li>As mini tests for reading assignments or at the end of a topic</li> </ul>	B
	UZ O-LAC LOGENING D	👝 👱 IMS content 👻	As exam practice using questions	
L Add a block	thttp://www.uz.ac.zw     Phone: +263303212	35/20	Add Cancel	
	- webindsteil@uz.eut			

#### Enter quiz category name

Course sections		
ß Participants	RESEARCH PROJECT	
& Badges	Home         Courses         Agriculture         Animal Science         AS480         Topic 7         Adding a new Quiz to Topic 7	
슈 Competencies		
	🖉 Adding a new Quiz to Topic 70	
<sup>С</sup> Ноте	- General	Expand all
(?) Dashboard	Name 🚽 🛈 Quiz 1	
🖽 Calendar	Description	
D Private files		
🕸 Site administration		
Add a block		

#### 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.

Course sections <					
A Participants			Display description on course page 🕜		
& Badges	- Timing				
☆ Competencies	Open the quiz	0	28 ≑ May ≑ 2020 ≑ 04 ≑ 17 ≑ 🗒 🖉 Enable		
田 Grades	Close the quiz		28 + May + 2020 + 04 + 17 + M / Enable		
G Home	Time limit	0	(60) (minutes =) (* Enable		
🗘 Dashboard	When time expires	0	Open attempts are submitted automatically		
🖽 Calendar	Submission grace period		1 days • # Enable		
Private files					
🕸 Site administration	Grade				
Add a block	Layout				
	Question behaviour				
	▶ Review options <sub>⑦</sub>				

#### Layout

Default is one question per page as shown below. Recommended is the default.

Course sections <	> Grade			
ß Participants	✓ Layout			
& Badges	New page in the Every question and the Every			
☆ Competencies	Show more			
1 Grades	Question behaviour			
ப்பி Home				
(?) Dashboard	> Appearance			
🖽 Calendar	Extra restrictions on attempts			
Private files	Overall feedback			
袋 Site administration	Common module settings			
🗅 Add a block	Add a block   Restrict access			
	Activity completion			
	→ Tags			

#### 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.

Course sections <	→ Grade			
身 Participants	→ Layout			
& Badges	✓ Question behaviour			
습 Competencies	Shuffle within questions (2) Yes +			
団 Grades	How questions behave O Deferred feedback +			
ப் Home	Allow redo within an attempt 10 No +			
(?) Dashboard	Each attempt builds on the last J 💿 No 🜩			
🖽 Calendar	Show less			
D Private files	▶ Review options <sup>®</sup>			
🛱 Site administration	+ Appearance			
Add a block	Extra restrictions on attempts			
	➤ Overall feedback ②			
	Common module settings			

## Review options

Participants     > Question behaviour       Badges     > Question behaviour       Competencies     > Review options ()       Grades     > The attempt ()       Home     > Ments ()       Doshboard     > Right answer()       Calendar     > Right answer()       Private files     > After the quiz is closed	Course sections <			
adges <ul> <li>Review options ()</li> <li>During the attempt</li> <li>Immediately after the attempt</li></ul>	articipants Question behavior	our		
During the attempt     Immediately after the attempt     Later, while the quiz is still open       ades     Immediately after the attempt     Immediately after the attempt       ades     Immediately after the attempt     Immediately after the attempt       ades     Immediately after the attempt     Immediately after the attempt       ades     Immediately after the attempt     Immediately after the attempt       Immediately after the attempt     Immediately after the attempt     Immediately after the attempt       Immediately after the attempt     Immediately after the attempt     Immediately after the attempt       Immediately after the attempt     Immediately after the attempt     Immediately after the attempt       Immediately after the attempt     Immediately after the attempt     Immediately after the attempt       Immediately after the attempt     Immediately after the attempt     Immediately after the attempt       Immediately after the attempt     Immediately after the attempt     Immediately after the attempt       Immediately after the attempt     Immediately after the attempt     Immediately after the attempt       Immediately after the attempt     Immediately after the attempt     Immediately after the attempt       Immediately after the attempt     Immediately after the attempt     Immediately after the attempt       Immediately after the attempt     Immediately after the attempt     Immediately after the attempt <th>adges Review options @</th> <th>)</th> <th></th> <th></th>	adges Review options @	)		
rades Marks &	ompetencies During the attempt	Immediately after the attempt The attempt Whether correct	Later, while the quiz is still open The attempt Whether correct	
Image: Specific feedback     Image: Specific feedback     Image: Specific feedback       Image: Specific feedback     Image: Specific feedback     Image: Specific feedback       Image: Specific feedback     Image: Specific feedback     Image: Specific feedback       Image: Specific feedback     Image: Specific feedback     Image: Specific feedback       Image: Specific feedback     Image: Specific feedback     Image: Specific feedback       Image: Specific feedback     Image: Specific feedback     Image: Specific feedback       Image: Specific feedback     Image: Specific feedback     Image: Specific feedback       Image: Specific feedback     Image: Specific feedback     Image: Specific feedback       Image: Specific feedback     Image: Specific feedback     Image: Specific feedback       Image: Specific feedback     Image: Specific feedback     Image: Specific feedback       Image: Specific feedback     Image: Specific feedback     Image: Specific feedback       Image: Specific feedback     Image: Specific feedback     Image: Specific feedback       Image: Specific feedback     Image: Specific feedback     Image: Specific feedback       Image: Specific feedback     Image: Specific feedback     Image: Specific feedback       Image: Specific feedback     Image: Specific feedback     Image: Specific feedback       Image: Specific feedback     Image: Specific feedback     Image: Specific fe	Prades Marks?	✓ Marks	☑ Marks	
Deathboard     Imagine to index in any of a index in	iome Specific feedback() General feedback() Single Annual Specific feedback()	Specific feedback     General feedback     Right answer	Specific feedback     General feedback     Pidpt appwor	
Colendar After the quiz is closed Wrate files  What her correct What her correct	Dashboard Overall feedback	✓ Overall feedback	Coverall feedback	
ivate files   Marks  Marks	alendar After the quiz is closed			
	rivate files			
te administration Specific feedback	te administration & Specific feedback & General feedback			
kdd a block 🛛 🖗 Right answer Ø Overall feedback	dd a block			

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

## Click "Save and return to course"

10 XM2	
Course sections <	Extra restrictions on attempts
A Participants	Overall feedback
& Badges	Common module settings
ති Competencies	Restrict access
I Grades	Activity completion
A Home	→ Tags
(?) Dashboard	Competencies
🗰 Calendar	Source and return to general the Source and diverges and diverges
D Private files	There are required fields in this form marked 0.
🕸 Site administration	
🗅 Add a block	Stav in touch
	UZ e-LMS Learning Portal
	#http://www.uzac.zw
	2 Phones (00000000)

View newly created quiz category

	< <b>+</b>	TOPIC 7	Edit 🔻
A Participants	the Quirt R		Edit • Q
& Badges	Quizis		
分 Competencies			<ul> <li>Add an activity or resource</li> </ul>
田 Grades	÷	TOPIC 8 0	Edit 🝷
பி Home			① Add an activity or resource
(?) Dashboard			
🖽 Calendar	+	TOPIC 9 0	Edit 🔻
Private files			① Add an activity or resource
贷 Site administration			Add topics
🗅 Add a block	UN WOM (C)		
	Stay in touch		ff (
	117 o-1 MS Learning Porta		

Add questions to quiz

# Click on quiz category

Course sections <	+	TOPIC 7 0	Edit 🝷
A Participants			
& Badges	T Quiz It		Eait + 25 🗹
රි Competencies	Ť		Add an activity or resource
田 Grades	÷	TOPIC 8	Edit 🔻
டு Home			Add an activity or resource
(?) Dashboard			
曲 Calendar	+	TOPIC 9 0	Edit 🔻
D Private files			① Add an activity or resource
贷 Site administration			① Add topics
Add a block			
	Stay in touch		A A A A A A A A A A A A A A A A A A A
	117 e-1MS Learning Portal		

# Click "Edit quiz"

<b>C</b> -1				
	DESEA DOLLADDO JEOT			
ያ	RESEARCH PROJECT			
æ	Home Courses Agriculture Animal Science AS460 Topic 7 Quiz 1			
☆				
	Quiz 1	<u>نې</u> -		
ଜ	Attempts allowed: 1			
0	This quiz closed on Thursday, 28 May 2020, 5:33 AM			
曲	Timo limit: 1 hour			
ርን	No questions have been added yet	×		
¢				
Ċ	Edit quiz Back to the course			

# Click "Add"

ያ	RESEARCH PROJECT
æ	Home Courses Agriculture Animal Science AS460 Topic 7 Quiz 1 Edit quiz
숩	
⊞	Editing quiz: Quiz 10
<u>ہ</u>	Questions: 0   This quiz is closed Maximum grade 10.00 Save
0	Repaginate Select multiple items Total of marks: 0.00
(7)	
曲	
ርን	
ŝ	

## Select "a new question"



## Select question type

=		Choose a question type to add ×	Q Q Q Q
다 요 유	RESEARCH PROJE	QUESTIONS       A simple form of multiple choice question         Image: Strategy of the str	
	Editing quiz: Quiz] Questions: 0   This quiz is open Repaginato Solect multiple items	Image: Short answer       Image: Short	Maximum grade 10.00 Save Total of marks: 0.00
	0	C 24 Colculated multichoice 25 Colculated 26 Colculated 27 Colculated 28 Colculated 29 Colculated 20 Col	□ Shuffle ⑦ <sub>Add</sub> ≁
\$ <u>\$</u>		O ♣ Drog and drop → Add Cancel	

## Select "Category" to match quiz category you created Enter question number as the "Question name" Enter question text

Course sections <	Home Courses Agriculture Animal Science MAV560 Topic 7 Quiz1 Question bank	
A Participants	Questions Editing a True/False question	
& Badges		
☆ Competencies	Adding a True/False question®	h Expand all
田 Grades	- General	r capana all
G Home	Catogory Default for Quiz! +	
(?) Dashboard	Question name	
🖽 Calendar	Quostion text	
D Private files	A pig is an animal.	
袋 Site administration		

Select answer		
Course sections <	Default mark ①	
& Participants	General feedback	
& Badges		
값 Competencies		
<b>目</b> Grades		
பி Home		
(?) Dashboard		
🖽 Calendar	Correct answer	(True +
D Private files	Feedback for the response	
尊 Site administration	'True'. →	

Enter feedback				
			C	2 0 4 <b>Q</b> -
Course sections <	Feedback for the response 'True'.	1 i • B I ≡ ≡ % %	🖬 🗟 🖢 🛤 🗠	
ि Participants		Correct!!!!		
& Badges				
රූ Competencies				
田 Grades				
ப் Home				//
(?) Dashboard	Feedback for the response 'False'.	1 i • B I ≔ ≡ % %	🖬 🖻 🍨 🝽 🖄	
⊞ Calendar		→ Try again		
D Private files				
贷 Site administration				
Click "Save changes"			C	2010-
A Participants				
A Badges				
☆ Competencies				
I Grades	Multiple tries			
G Home	Tags			
(?) Dashboard		Save changes and continue editing		
🖽 Calendar				
Private files	There are required fields in this	form marked ()		
贷 Site administration	more are required holds in this			
y and y				

# View question added to quiz

ষ্ট	RESEARCH PROJECT	
<b>A</b>	Home Courses Agriculture Animal Science MAV560 Topic 7 Quizi Edit quiz	
☆		
	Editing quiz: Quiz10	
合	Questions: 1   This quiz is open Ma	ximum grade 10.00 Save
0	Ropaginate Solect multiple items	Total of marks: 1.00
ctta	0	🗆 Shuffle 💿
	Page 1	Add 👻
CD	1 •• 🕲 1 A pig is an animal.	Q 🗍 1.00 🖉
ŝ		Add 🝷

# Chats

# Select "Add an activity or resource"

Course sections <	🕂 븛 Research Methods 🖉		Edit 🔻 🚨 🗹
A Participants			Add an activity or resource
& Badges	+	TOPIC 6	Edit 🔻
☆ Competencies			
I Grades			Add an activity or resource
ப் Home	+	TOPIC 7 0	Edit 🔻
(?) Dashboard			Add an activity or resource
🖽 Calendar			
D Private files	+	TOPIC 8 /	Edit 💌
贷 Site administration			Add an activity or resource
🗅 Add a block	÷	TOPIC 9 /	Edit 🔻
			Add an activity or resource
			① Add topics

	ACTIVITIES	The chat activity module enables	Q D D (
purse sections	Assignment	participants to have text-based, real- time synchronous discussions.	Edit 🔻
irticipants	Chat	The chat may be a one-time activity or it	
idges	Choice	day or each week. Chat sessions are	Add an activity or resource
	O E Database	saved and can be made available for everyone to view or restricted to users	Edit 7
anperencies	External tool	with the capability to view chat session	Lait
ades	Feedback	Chats are especially useful when the	Add an activity or resource
me	i korum	group chatting is not able to meet face-	
shboard	🔘 🔤 Glossary	to-face, such as	Edit *
lendar		kegular meetings of students     participating in online courses to	Add an activity or resource
vate files	O 📝 Quiz	enable them to share experiences with others in the same course but in	
	SCORM package	a different location <ul> <li>A student temporarily unable to</li> </ul>	Edit 🔻
	🔘 🚽 Survey	attend in person chatting with their	Add an activity or resource
id a block	O 👫 Wiki	Students out on work experience	① Add topic

Enter chat name

Course sections <	RESEARCH PROJECT	
A Participants	Home Courses Agriculture Animal Science AS460 Topic 6 Adding a new Chat to Topic 6	
& Badges		
습 Competencies	Adding a new Chat to Topic 60	
田 Grades	* General	▼ Collapse all
G Home	Name of this chat room 😝 🔍 Weekly Chat	
(?) Dashboard	Description	
🗰 Calendar		
Private files		
袋 Site administration		
🗅 Add a block		
	Display description on course page (?)	

# Click "Save and return to course"

	Q 0 A 风 -
Course sections < 윤 Participants 윤 Badges ☆ competencies	Chat sessions     Common module settings     Restrict access
	Activity completion
A Home	Tags
🗇 Dashboard	Competencies
⊞ Calendar ♪ Private files	Save and return to course Save and display Cancel
🛱 Site administration	
C Add a block	Stay in touch UZ e-LMS Learning Portal (a) http://www.uzaczw S) Phone: +082302312

## View newly created chat

			Q Q Q Q -
Course sections <	÷	TOPIC 6	Edit 🔻
L Participants	Weakly Chat &		Edit T & G
& Badges	· Weekiy Charz		
☆ Competencies			Add an activity or resource
即 Grades	+	TOPIC 7 0	Edit *
ப் Home			Add an activity or resource
(?) Dashboard			
🖽 Calendar	+	TOPIC 8	Edit 🔻
D Private files			Add an activity or resource
영 Site administration	+	TOPIC 9 /	Edit 🔻
🗅 Add a block			Add an activity or resource
			① Add topics

#### Click "Click here to enter the chat now"

Course sections < 윤 Participants 윤 Badges	RESEARCH PROJECT	ence AS480 Topic 6 Weekly Chat	
☆ Competencies 聞 Grades	Weekly Chat		@ -
home	The next chat session will start on Thursday, 4 June 2020	0, 3:40 AM, (6 days 23 hours from now)	
(ウ Dashboard) 曲 Calendar	Use more accessible interface		
Private files	<ul> <li>Research Methods</li> </ul>	Jump to	5
Site administration     Add a block			

## Type chat message and click "Send"

eimst.uz.ac.zw/mod/cnac/gui_ajax/moex.php?id=58	cheme=course_cheme	_	☆) 🥶 🌲 🗟 🛛 🗐 💟 🗄
	<b>Vongai</b> Nyamunda		Q Q Q .
	I	al Science AS460 Topic 6 Weekly Chat	
Hellott	Send Themes >	e 2020, 3:40 AM. (6 days 23 hours from now)	@ -
Private files  Site administration  Add a block	Research Methods	Jump to	

# 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

Barticipante		Edit ~
r ancipants	🕂 📹 Announcements 🖋	Edit 👻 🚢
D Badges	🕂 📄 Welcome!	Edit -
Competencies		+ Add an activity or resource
Grades	Course Information	Edit -
General	🕂 🖻 Course Outline 🔺	Eur
Course Information		Edit *
Introduction	+ Course Outline 🖋	Edit 👻 🗹
Topic 3		+ Add an activity or resour
Topic 4	+ Introduction /	Edit
	🕈 📄 Definition, Nature and Scope of Communication 🌶	Edit 👻 🖾
Home	Importance and Purpose of Communication <i>p</i>	Edit -
Dashboard		+ Add an activity or resour

Click "Add an activity or resource" under desired topic

		ridd an donny or n	5000100 A	
× # INTCS101 # Participants U Badges	+ Course Information + Course Outlin + Course Outlin + Course Outlin	ACTIVITIES     ACTIVITIES	recorded in the gradebook.     Forums have many uses, such as     A social space for students to get to know     each other     For course amountermits (using a news     forum with forced subscription)     For discussing course content or mading	<ul> <li>Vongai Nyamunda </li> <li>Edit -</li> <li>Edit -</li> <li>Edit -</li> <li>Edit -</li> </ul>
Competencies  Grades  Grades  Grades	<ul> <li>Introduction </li> <li>Introduction</li> <li>Definition, Na</li> </ul>	External tool      External tool      External tool      Feedback      Forum	materials For continuing online an issue raised previously in a face-to-face session For teacher-only discussions (using a hidden forum) A hejo certe where tutors and students	+ Add an activity or resource Edit ~ Edit ~
Course Information Introduction Control Contr	+ 📄 Importance a	Glossary Glossary Cuiz	can give advice A one-on-one support area for private student-teacher communications (using a forum with separate groups and with one student one onus)	Edit - 🗹 + Add an activity or resource
D Topic 4	u Topic 3 ₽	SCORM package	For extension activities, for example brain teasers' for students to ponder and suggest solutions to	Edit + + Add an activity or resource
Home     Boshboard     Calendar		O uter	ADD CANCEL	Edit + + Add an activity or resource + Add topics

#### Enter discussion Forum name

FINTCS101	UNIVERSITY OF ZIMBABWE	٩
Participants		
Badges	Communication Ckills	
Competencies	Communication Skills	
I Grades	Home / Courses / Miscellaneous / INTCS101 / Introduction / Adding a new Forum to Introduction	
🗅 General		
Course Information	Adding a new Forum to Introduction	
		▶ Expand all
🗅 Topic 3	* General	
🗅 Topic 4	Forum name     Discuss the types of communication and their advantages	
# Home	Description 1 i <b>v</b> B I ⊞ ⊟ % % ⊠ 🖗 ∯ 🛤 ⊘	
2 Dashboard		
ff Calendar		

#### 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

FINTCS101	
Participants	
♥ Badges	
Competencies	Display description on course page o
I Grades	Forum type     A single simple discussion
🗅 General	Attachments and word count
Course Information	
🗅 Introduction	Subscription and tracking
🗅 Topic 3	
🗅 Topic 4	Discussion locking
# Home	
B Dashboard	<ul> <li>Post threshold for blocking</li> </ul>
ff Calendar	

Click "SAVE AND RETURN TO COURSE"

INTCS101   Participants   I Badges   Competencies   Activity completion   Grades   Course Information   I Topic 3   Topic 4     State AND RETURN TO COURSE	Í	Common module settings
Participants   I Badges   Competencies   Activity completion   Grandes   Course Information   I Topic 3   Topic 4   SAVE AND RETURN TO COURSE   SAVE AND DISPLAY   CANCEL	F INTCS101	
© Badges   © Competencies   In Grades   In General   In Course Information   In Topic 3   In Topic 4	Participants	▹ Restrict access
	Badges	
	Competencies	<ul> <li>Activity completion</li> </ul>
□ General   □ Course Information   □ Introduction   □ Topic 3   □ Topic 4     SAVE AND RETURN TO COURSE   SAVE AND DISPLAY   CANCEL	I Grades	
Course Information     Inforduction     Competencies     Topic 3     Topic 4     SAVE AND RETURN TO COURSE     SAVE AND DISPLAY   CANCEL	🗅 General	▶ Tags
Competencies       Topic 3       Topic 4         Save and Return to course       Save and Display   Cancel	Course Information	
□ Topic 3 □ Topic 4 SAVE AND RETURN TO COURSE SAVE AND DISPLAY CANCEL	D Introduction	▹ Competencies
Control Contr	🗅 Topic 3	
	🗅 Topic 4	SAVE AND RETURN TO COURSE SAVE AND DISPLAY CANCEL
There are required fields in this form marked 0.	# Home	There are required fields in this form marked $oldsymbol{0}$ .

### View added discussion forum on course page

F INTCS101	🕂 Course Information 🌶	Edit ~
Participants	+ 🖻 Course Outline 🖌	Edit 👻 🗹
D Badges	+ 🕐 Course Outline 🖌	Edit 👻 🗹
Competencies		+ Add an activity or resource
I Grades	4 Introduction /	Edit *
General	🕂 📄 Definition, Nature and Scope of Communication 🌶	Edit -
Course Information		Edit 👻 🖾
Introduction	Discuss the types of communication and their advantages	Edit 🛩 🚨 🖾
Topic 3		+ Add an activity or resourc
Topic 4	🕂 Topic 3 🖋	Edit -
Home		+ Add an activity or resource
Dashboard	🕂 Topic 4 🖋	Edit -
Calandar		+ Add an activity or resource

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

intrestor interview inter	Course Information     Course Outline     Course Outline     Course Outline	Edit - Edit - ダ Edit - ダ
Competencies		+ Add an activity or resource
I Grades	4. Introduction 🌶	Edit 👻
🗅 General	🕂 📄 Definition, Nature and Scope of Communication 🌶	Edit 👻 🖾
Course Information	Importance and Purpose of Communication	Edit 👻 🖾
Introduction	🕂 📹 Discuss the types of communication and their advantages 🌶	Edit 👻 🛓 🗹
D Topic 3	🕂 👼 Discuss the Functions of Communication 🌶	Edit 🕆 🛔 🗹
	$\Phi$ 👼 Discuss the effects of interpersonal bonds on self-awareness $ ho$	Edit 👻 🚨 🔽
	🕂 👼 Discuss how information technology affects face-to-face communication 🌶	Edit 👻 🛓 🔽
A Home	🕂 👼 Discuss the effects of culture on the development of private bonds 🌶	Edit 👻 🛓 🖾
B Dashboard		+ Add an activity or resource
🛗 Calendar		

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

F INTCS101	UNI VERSITY WE	۹
Participants		
Badges		
Competencies	Communication Skills	
I Grades	Home / Courses / Miscellaneous / INTCS101 / Introduction / Discuss the types of communication and their advantages	
🗅 General	•	SEARCH FORUMS
Course Information	Discuss the types of communication and their advantages	¢-
Introduction	Display replies in nested form +	
□ Topic 3	Discuss the types of communication and their advantages	
🗅 Topic 4	Monday, 11 May 2020, 3:03 PM	
# Home		Permalink   Edit   Reply
B Dashboard	✓ IMPORTANCE AND PURPOSE OF COMMUNICATION Jump to ♀	
🛗 Calendar		

#### Student view of "Each person posts one discussion" forum

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



#### Student view of "Q and A forum" forum

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

F INTCS101	
Participants	
Badges	
Competencies	Communication Skills
I Grades	Home / Courses / Miscellaneous / INTCS101 / Introduction / Discuss the effects of interpersonal bonds on self-awareness
🗅 General	SEARCH FORUMS
Course Information	Discuss the effects of intermediate she of the second barrier of t
D Introduction	Discuss the effects of interpersonal bonds on self-awareness
🗅 Topic 3	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?
🗅 Topic 4	
# Home	ADD A NEW QUESTION
B Dashboard	(There are no questions yet in this forum)
Calendar Ubun	USOftware 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

Participants	Communication Skiis	
D Badges	Home / Courses / Miscellaneous / INTCS101 / Introduction / Discuss how information technology affects face-to-face communi	SEARCH FORUMS
Competencies		
∃ Grades	Discuss how information technology affects face to face commu	inication
	Discuss now information technology affects face-to-face comme	unication
J General		
□ General	Think about how computers and wireless technology are changing the ways we communicate face-to-face. How is communication over present communication? What challenges does it impose? How do text messages supplement face-to-face interaction? When do you t	r Instant Messenger different from co text, when do you call, when do you
Course Information Introduction	Think about how computers and wireless technology are changing the ways we communicate face-to-face. How is communication over present communication? What challenges does it impose? How do text messages supplement face-to-face interaction? When do you t talk in person? Why?	r Instant Messenger different from co text, when do you call, when do you
Course Information Introduction Topic 3	Think about how computers and wireless technology are changing the ways we communicate face-to-face. How is communication over present communication? What challenges does it impose? How do text messages supplement face-to-face interaction? When do you t talk in person? Why?	r Instant Messenger different from cr lext, when do you call, when do you
Course Information Introduction Topic 3 Topic 4	Think about how computers and wireless technology are changing the ways we communicate face-to-face. How is communication over present communication? What challenges does it impose? How do text messages supplement face-to-face interaction? When do you t talk in person? Why? ADD A NEW TOPIC (There are no discussion topics yet in this forum)	r Instant Messenger different from cc
Course Information  Introduction  Topic 3  Topic 4  Home	Think about how computers and wireless technology are changing the ways we communicate face-to-face. How is communication over present communication? What challenges does it impose? How do text messages supplement face-to-face interaction? When do you to taik in person? Why?           ADD A NEW TOPIC           (There are no discussion topics yet in this forum)	r Instant Messenger different from cc

# Student view of "Standard forum for general use" 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	How to control and use the
	the type is most useful	discussion
1.Standard forum for general use	Large discussions you intend to monitor/guide	a)Lecturer-centred approach Provide overall remarks for particular topics Monitor threads and link them together b)Student-centred approach (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 c)Can utilize the "Activity Completion" setting to track progress and participation(See Appendix A) d)Can utilize "Discussion locking" setting to set deadline for responding(See Appendix B) e)Can utilize "Post threshold for blocking" setting that specifies the number of posts which a user can post.(Appendix C)
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.	a)Can rate/grade replies. 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)
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'

you wish to have answered. Lecturers post the question and students respond with possible answers.	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)
For between a large	a)Inherent control in which each
discussion and a short	student can post one discussion topic
Allows students a little	b)Can utilize "Activity Completion"
more freedom than a	setting to track progress and
single discussion forum,	participation(See Appendix A).
but not as much as a standard forum where	c)Can utilize "Discussion locking" setting to set deadline for
each student can create as many topics as he or she wishes.	responding(See Appendix B)
	<ul> <li>a particular question that</li> <li>you wish to have</li> <li>answered.</li> <li>Lecturers post the</li> <li>question and students</li> <li>respond with possible</li> <li>answers.</li> </ul> For between a large <ul> <li>discussion and a short</li> <li>and focused discussion.</li> </ul> Allows students a little <ul> <li>more freedom than a</li> <li>single discussion forum,</li> <li>but not as much as a</li> <li>standard forum where</li> <li>each student can create</li> <li>as many topics as he or</li> <li>she wishes.</li> </ul>

# **Appendices**

# **Appendix A**

#### **Activity Completion**

	Ratings	
ADD A BLOCK Add	Common module settings	
	Restrict access	
	- Activity completion	
	Completion tracking ③ Students can manually mark the activity as completed 🔹	
	Require view 🧭 Student must view this activity to complete it	
	Require grade 💿 🛛 Student must receive a grade to complete this activity	
	Require posts 🛛 😵 Student must post discussions or replies;	
	Require discussions	
	Require replies Student must post replies:	
	Expect completed on 🕐 8 v May v 2020 v 13 v 49 v 🛗 🗉 Enable	
	Tags	
	Competencies	

#### 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.

	× .	nnouncerr	oal 14: Life
First name / Surname			
Frances Banks			[]
Mark Ellis			2
Brian Franklin	-		0
Barbara Gardner			
Amanda Hamilton			

# Appendix B

## **Discussion locking**

FINTCS101	Subscription and tracking
Participants	
Badges	✓ Discussion locking
Competencies	Lock discussions after period of O Do not lock discussions +
I Grades	inactivity
🗅 General	Post threshold for blocking
Course Information	
C Introduction	→ Grade
🗅 Topic 3	
🗅 Topic 4	→ Ratings
# Home	Common module settings
B Dashboard	
🛗 Calendar	<ul> <li>Restrict access</li> </ul>

# Appendix C

## Post threshold for blocking

FINTCS101	Subscription and tracking
Participants	
Badges	Discussion locking
Competencies	- Post thrashold for blocking
I Grades	- Fost the should be blocking
🗅 General	Time period for blocking Oon't block ¢
Course Information	Post threshold for blocking O 0
	Post threshold for warning 0 0
🗅 Topic 3	> Grade
🗅 Topic 4	
# Home	Ratings
B Dashboard	
m Calendar	↓ Common module settings