








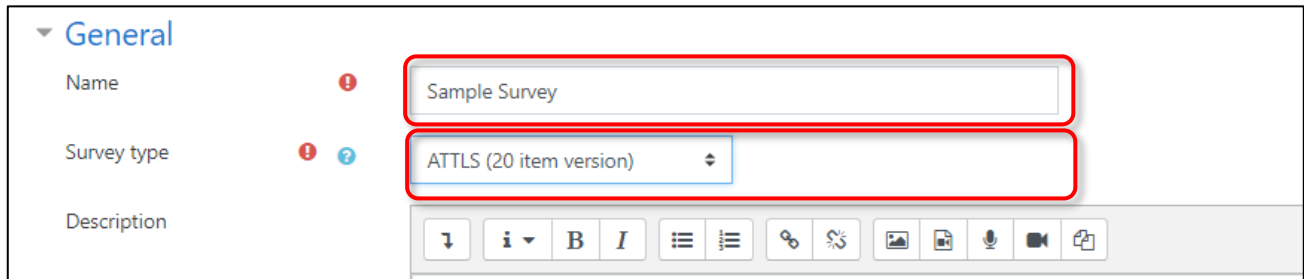
List of Accompanying Materials

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Adding Activity Items (Survey)



The "Survey" function is one that allows you to conduct three kinds of questionnaires that have been prepared in advance.

1. Click "Add an activity or resource" and select "Survey."
2. Select a name and survey type, and then click "Save and return to course."















General

Name  Sample Survey

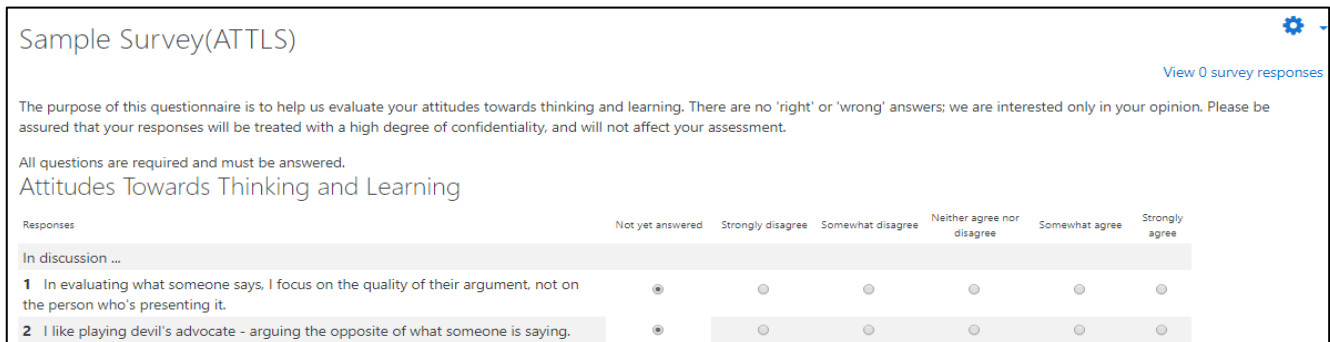
Survey type   ATTLS (20 item version)


Description

ATTLS (Attitudes to Thinking and Learning Survey)

This survey investigates whether students are cooperative or critical in discussions.



Sample Survey(ATTLS)  [View 0 survey responses](#)

The purpose of this questionnaire is to help us evaluate your attitudes towards thinking and learning. There are no 'right' or 'wrong' answers; we are interested only in your opinion. Please be assured that your responses will be treated with a high degree of confidentiality, and will not affect your assessment.

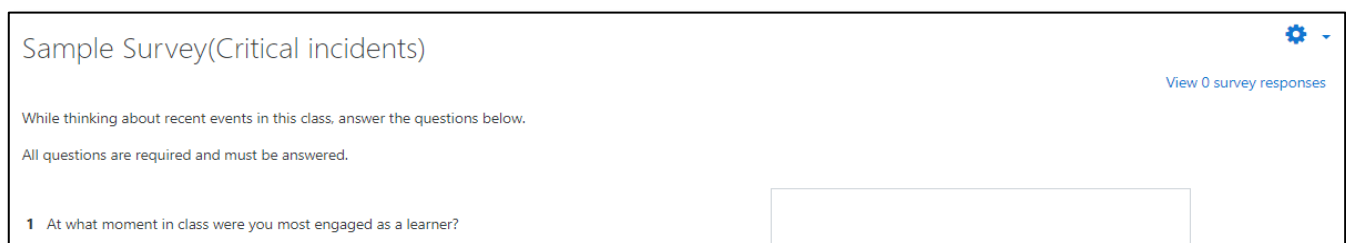
All questions are required and must be answered.


Attitudes Towards Thinking and Learning

Responses	Not yet answered	Strongly disagree	Somewhat disagree	Neither agree nor disagree	Somewhat agree	Strongly agree
In discussion ...						
1 In evaluating what someone says, I focus on the quality of their argument, not on the person who's presenting it.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2 I like playing devil's advocate - arguing the opposite of what someone is saying.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

CIS (Critical Incident Survey)

This survey collects critical moments that happen during learning and allows for free answers to five questions.



Sample Survey(Critical incidents)  [View 0 survey responses](#)

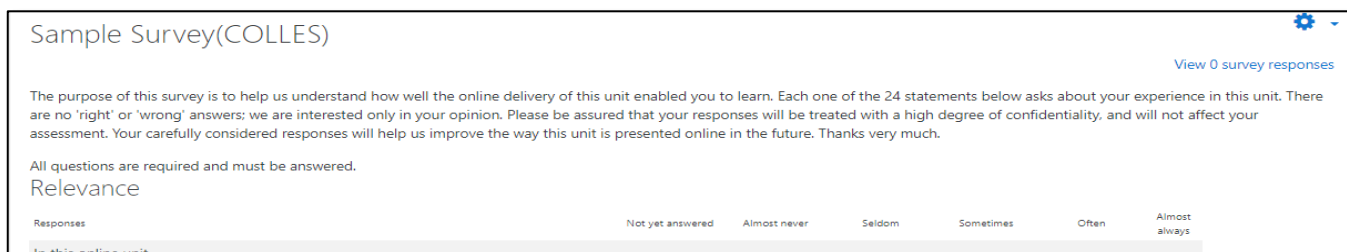
While thinking about recent events in this class, answer the questions below.


All questions are required and must be answered.

1 At what moment in class were you most engaged as a learner?

COLLES (Constructivist On-Line Learning Environment Survey)

This survey is one to evaluate the online material.



Sample Survey(COLLES)  [View 0 survey responses](#)

The purpose of this survey is to help us understand how well the online delivery of this unit enabled you to learn. Each one of the 24 statements below asks about your experience in this unit. There are no 'right' or 'wrong' answers; we are interested only in your opinion. Please be assured that your responses will be treated with a high degree of confidentiality, and will not affect your assessment. Your carefully considered responses will help us improve the way this unit is presented online in the future. Thanks very much.

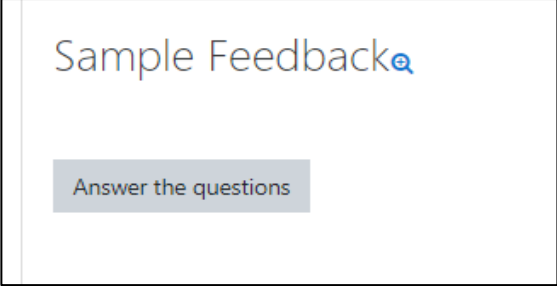
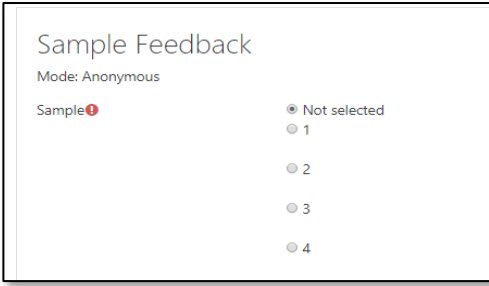
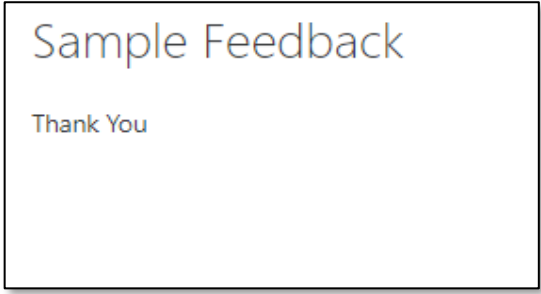
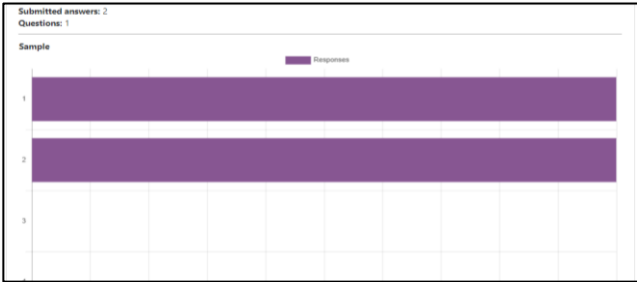
All questions are required and must be answered.

Relevance

Responses	Not yet answered	Almost never	Seldom	Sometimes	Often	Almost always
In this online unit...						

Adding Activity Items (Feedback)

"Feedback" is a kind of survey function in which you can create your own original questions. In a Poll, there was only a single question and a single answer, but Feedback allows you to freely create and edit multiple questions.

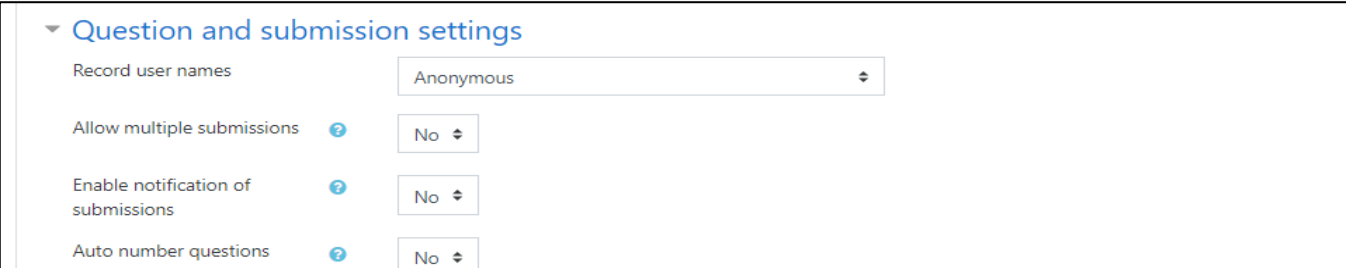
Feedback – Before Answering	Feedback – During Answering								
 <p>Sample Feedback</p> <p>Answer the questions</p>	 <p>Sample Feedback</p> <p>Mode: Anonymous</p> <p>Sample</p> <p><input checked="" type="radio"/> Not selected</p> <p><input type="radio"/> 1</p> <p><input type="radio"/> 2</p> <p><input type="radio"/> 3</p> <p><input type="radio"/> 4</p>								
Feedback – After Answering	Example Feedback Analysis								
 <p>Sample Feedback</p> <p>Thank You</p>	 <p>Submitted answers: 2 Questions: 1</p> <p>Sample</p> <p>Responses</p> <table border="1"><thead><tr><th>Sample</th><th>Responses</th></tr></thead><tbody><tr><td>1</td><td>2</td></tr><tr><td>2</td><td>2</td></tr><tr><td>3</td><td>0</td></tr></tbody></table>	Sample	Responses	1	2	2	2	3	0
Sample	Responses								
1	2								
2	2								
3	0								

Feedback Creation Procedure

1. Create a feedback framework.
2. Create questions.

Step 1 Add Feedback

1. Click "Add an activity or resource" and select "Feedback," then click "Add."
2. Enter a "Name." Entry of a "Description" is optional.
3. In the "Question and submission settings" section, input settings for recording user names, multiple answers, outbound notifications, and automatic numbering of questions.
4. In the "After submission" section, create the settings for the message to display after voting is complete, as well as regarding whether answers and an analysis of the results will be shown to Students.
5. Click "Save and display."



▼ Question and submission settings

Record user names

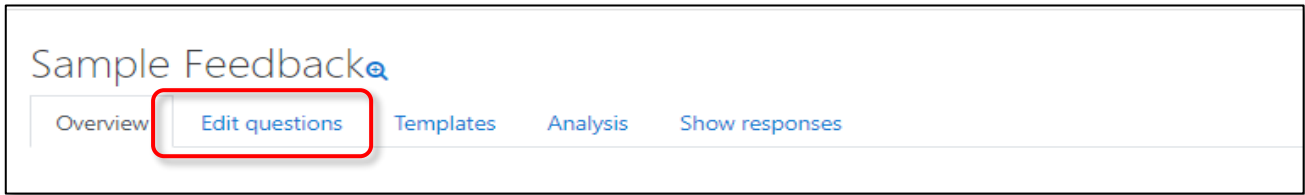
Allow multiple submissions No

Enable notification of submissions No

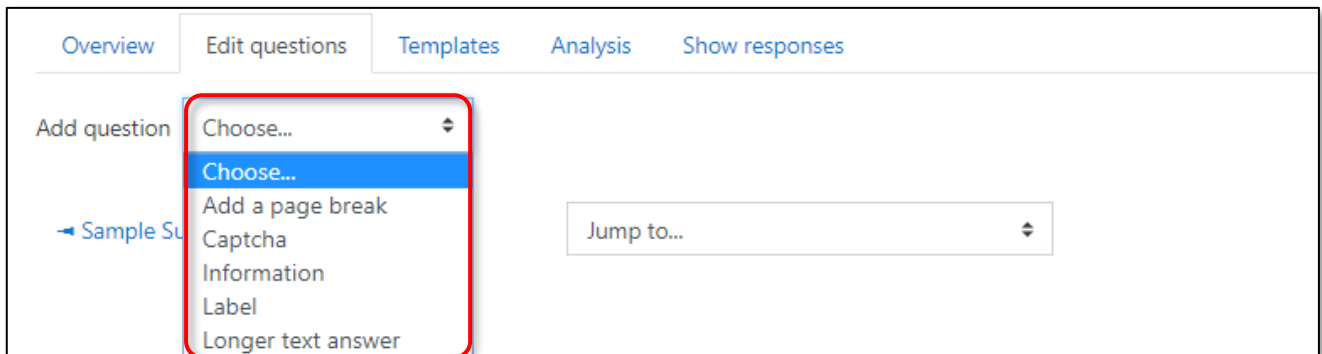
Auto number questions No

Step 2 Add Questions

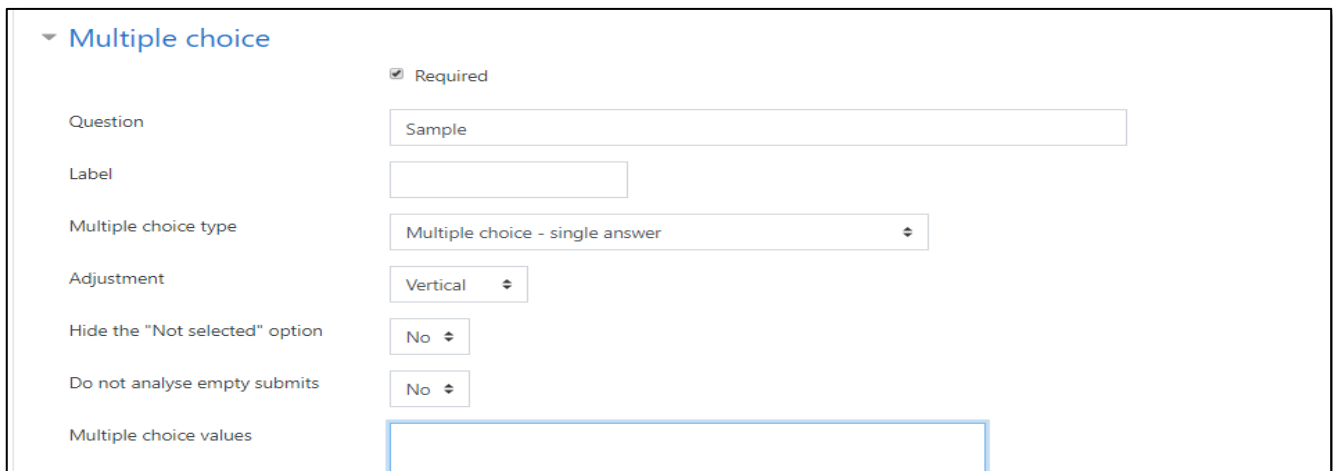
1. Click "Edit questions."



2. In the "Add question" section, select the answer format for the survey.



3. Depending on the question and answer format, enter your choice(s) and click "Save question."

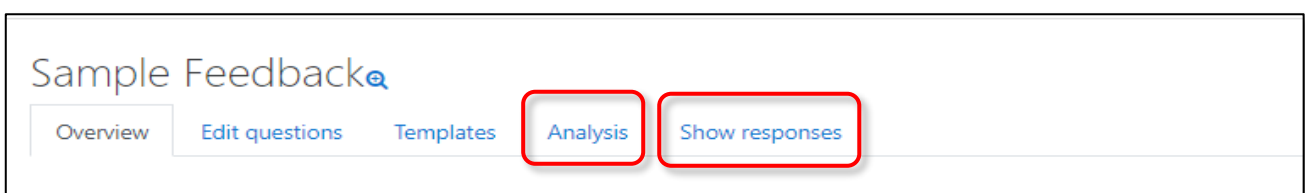


4. Answers to questions can also be descriptive. You can set one line for short answers, and the number of lines for long answers.

From the second question onwards, a "Position" option will be displayed on the setting screen. You can set the position you want the feedback questions to appear in.

Checking Feedback Answers

1. Clicking the "Show responses" tab will enable you to see the answer details.
Clicking the "Analysis" tab will display the voting answers as a graph and the input format as a list.

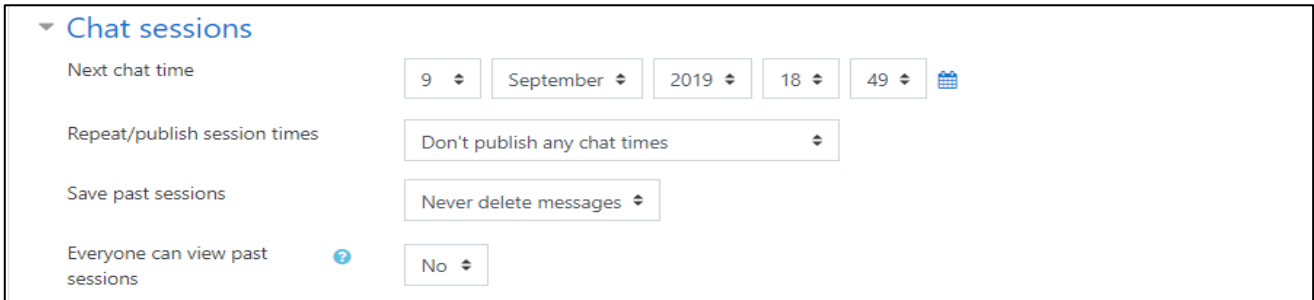


Adding Activity Items (Chat)

A “Chat” is a real-time discussion system used via the web. The words “chat,” “Chat sessions,” and “session” are all used, but they all have the same meaning.

Adding a Chat

1. Click “Add an activity or resource” and select “Chat.”
2. Enter a “Name of this chat room” and “Description.”
3. In the “Chat sessions” section, you can set the date and time the chat is to be held, as well as time settings for viewing past logs.



▼ Chat sessions

Next chat time: 9:49 AM, September 18, 2019

Repeat/publish session times: Don't publish any chat times

Save past sessions: Never delete messages

Everyone can view past sessions: No

Hint: Chat Sessions

Next chat time

The chat time you set will appear on the front page of the chat room and in the "Calendar" and "Upcoming events" sections. The actual chat is always open and is not opened or closed with this setting. It is like calling for a group of people to set a time to make it easier for them to get together.

Repeat/publish session times

You can set whether to repeat the chat on the same date and time (shown here as the session time), and whether the set date is made public.

Save past sessions

Select the number of days that you want to save the session for. Please note that the longer the retention period is, the more logs will accumulate and the larger the load will be on the server.

Everyone can view past sessions

Select whether Students can view past sessions. Sessions that have exceeded their retention period cannot be checked.

Hint: Second and Subsequent Chat Sessions

In second and subsequent chat sessions, you can choose to enter a previous session or create a new chat room.

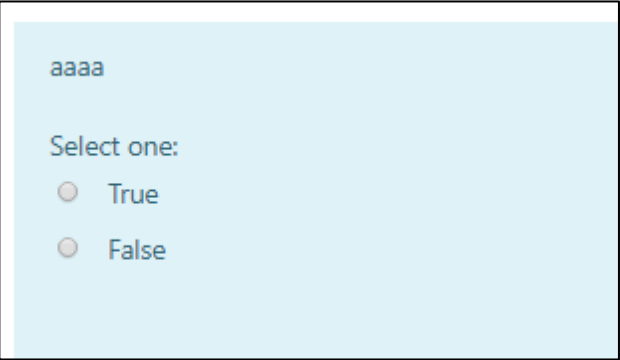
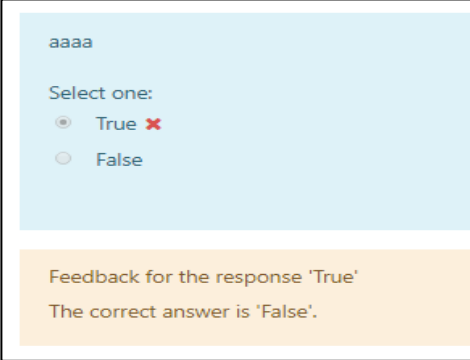
[Click here to enter the chat now](#)

[Use more accessible interface](#)

[View past chat sessions](#)

Creating a True/False Question

A “True/False” is one where the set question is answered with either “O(True)” or “×(False).”

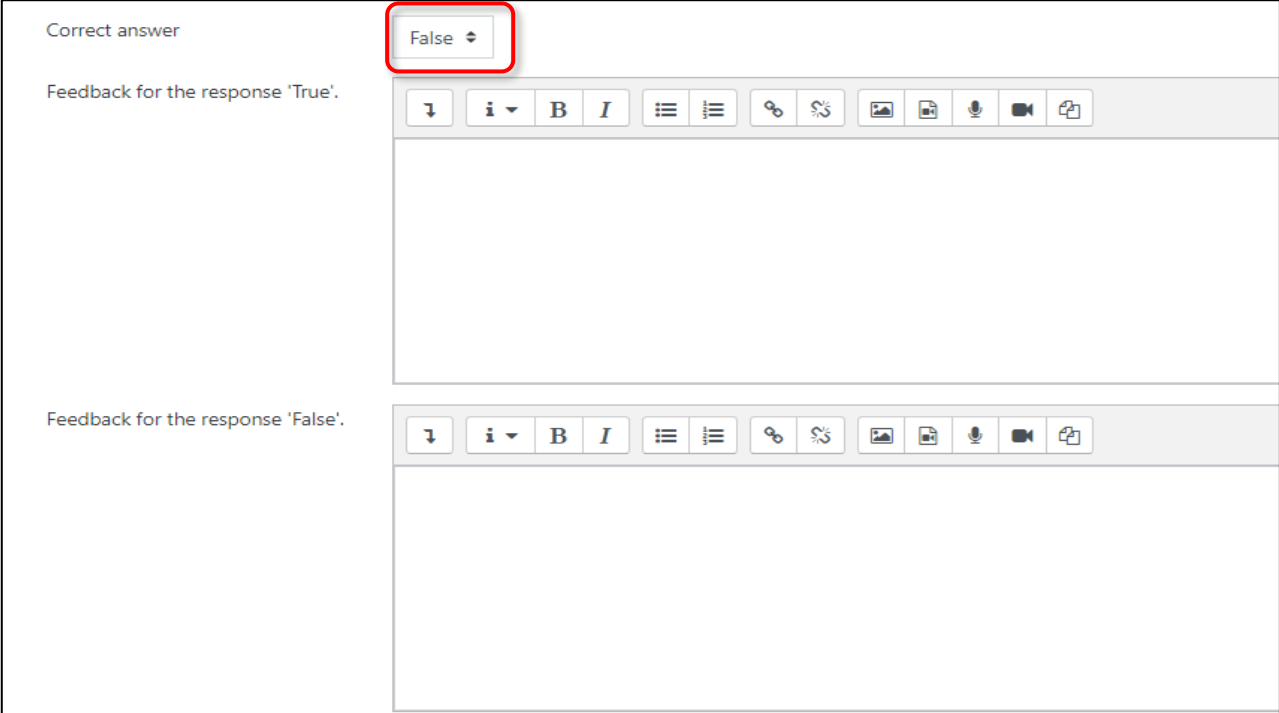
Question Text	Answer Example
	

Procedure

1. Click “a new question” and select “True/False.”
2. Enter a question name, question text, and general feedback.
3. Select the correct answer

Enter feedback as required. This is the feedback to display for respective selections of "True" and "False."

(*Please bear in mind that this is not feedback on the correct answer.)



Correct answer: False

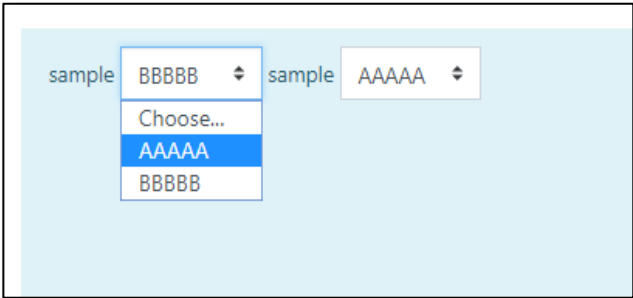
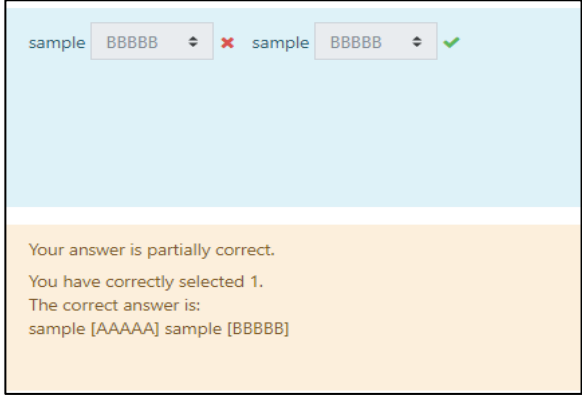
Feedback for the response 'True':

Feedback for the response 'False':

4. Click “Save changes.”

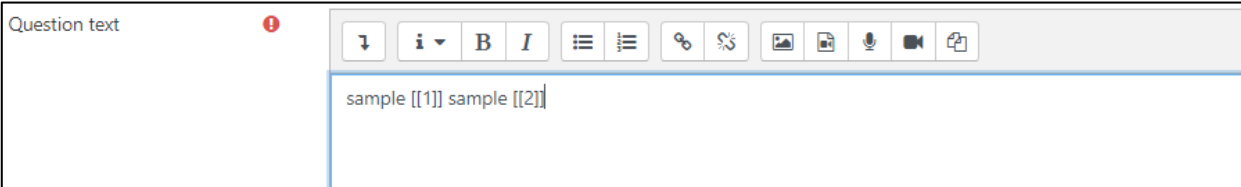
Creating Select missing words Question

A "Select missing words" is a question in which a blank space in the question text is filled with an answer selected from a drop-down menu.

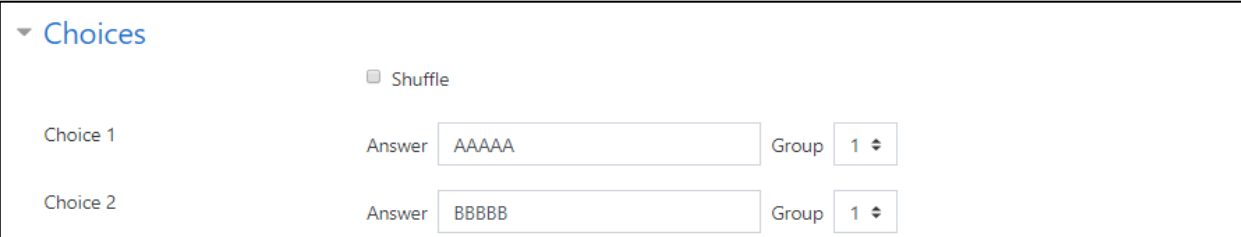
Question Text	Answer Example
	

Procedure

1. Click "a new question" and select "Select missing words".
2. Enter the question name and question text. At the location for the choices for the answer (drop-down list), input an integer in double square brackets, such as `[[N]]` (where N is an integer). This number corresponds to the "Choice-Answer" number, which is set next.



3. Enter the answers to match to each choice number. If you want to shuffle the drop-down list content, check the box next to "Shuffle."



4. Click "Save changes."

Hint: Setting Dummy Choices

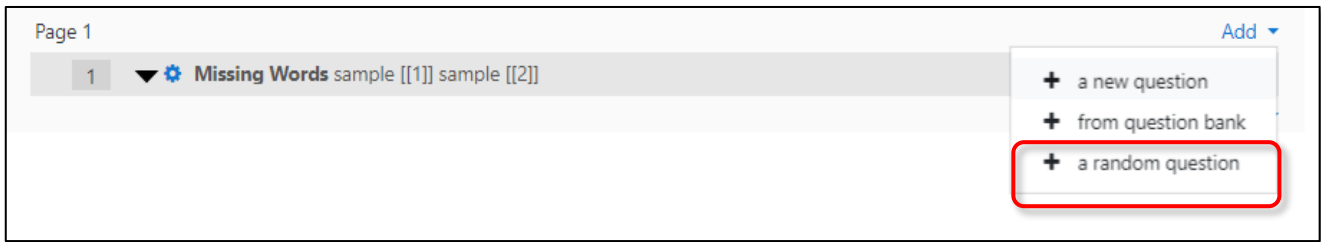
If you want to include a dummy choice for each question, use groups.

1. Input Question N so that it matches the answer for Choice N.
2. Input a dummy choice using a number not being used for a choice
3. Match the Group No. for the dummy choice to the number for Question N.

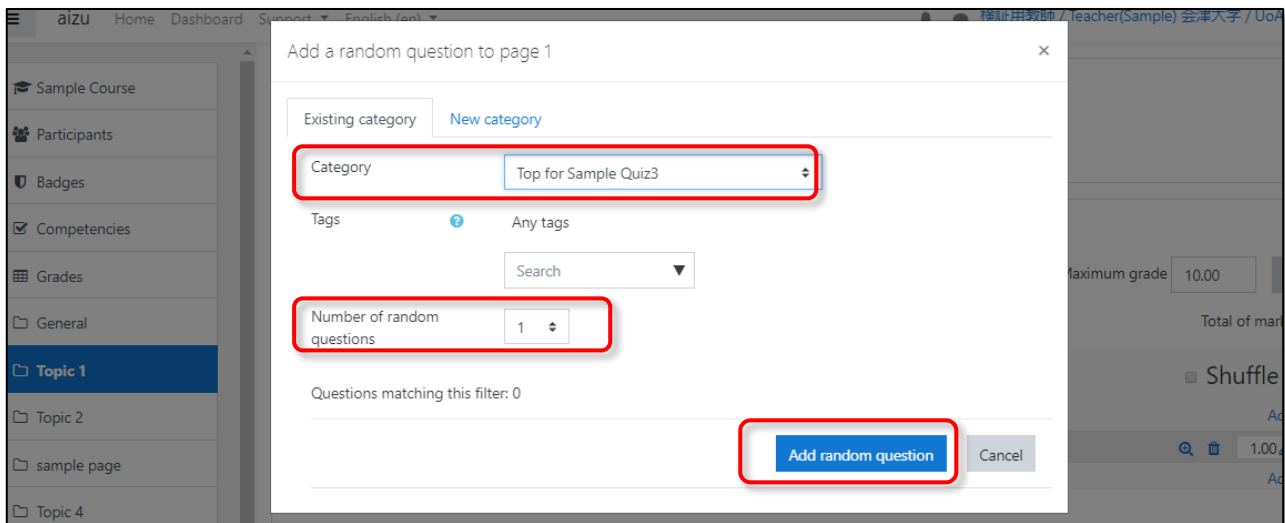
Randomly Assigning Questions to Quiz

"a random question" is a function that allows random presentation of questions within a specified category.

1. On the "Edit quiz" page, click "a random question" from the "Add" menu.



2. Select the category for the questions to come from, decide the number of questions in the "Number of random questions" section, and then click "Add random question."



3. Random questions have been set. Each time "Attempt quiz now" is clicked, a Question will appear randomly.



Attendance Management

Attendance Management is an additional plugin for Moodle. Setting it up as an Activity Item within a course will enable you to manage attendance. CSV downloads of attendance status are also possible.

For Teachers: Placing Attendance in a Course

Attendance Creation Procedure

1. Create an attendance framework.
2. Schedule lectures in the created framework.

Step 1 Place Attendance in Course

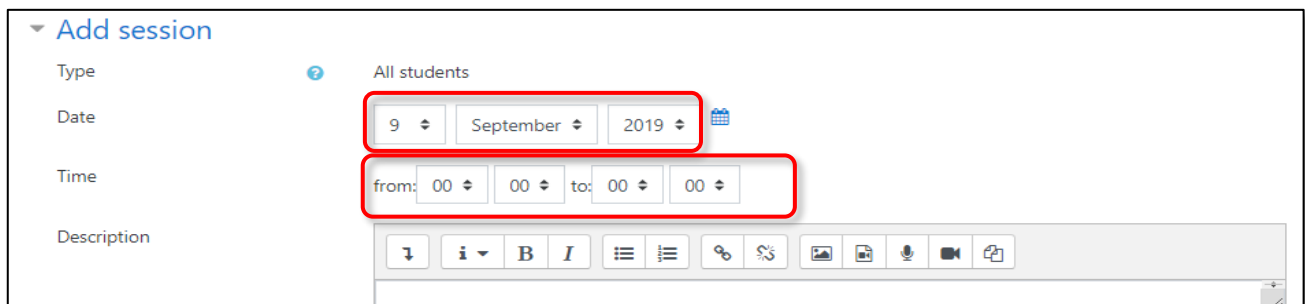
1. Click “Add an activity or resource” and select “Attendance,” then click “Add.”
2. Enter a name and description. If there is an attendance score, input the maximum score (attendance score).
3. Click “Save and return to course.”

Step 2 Set Lecture Schedule

1. View attendance and click “Add session.”

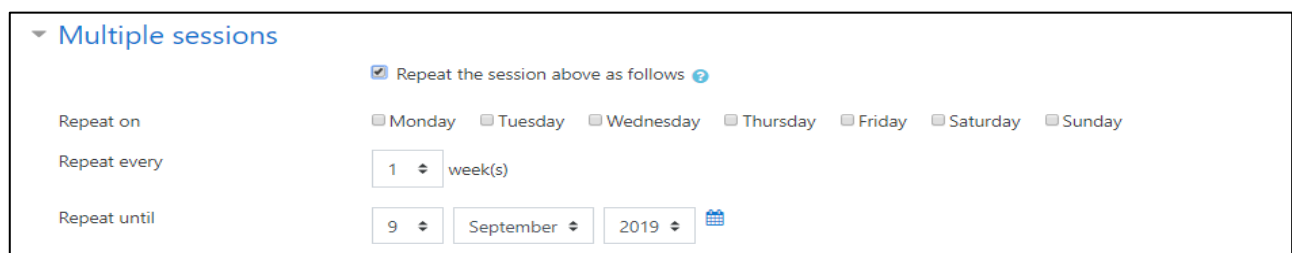


2. Enter a date, time, and description. (*If you have set up groups for a course, you can also manage attendance by group.)

A screenshot of the 'Add session' form in Moodle. The form has a dropdown menu for 'Type' set to 'All students'. The 'Date' field is set to '9 September 2019' and is highlighted with a red box. The 'Time' field is set to 'from: 00:00 to: 00:00' and is also highlighted with a red box. Below the form is a rich text editor with various icons for text formatting and media insertion.

3. Set up multiple sessions if you want to repeat attendance options.

Since you cannot set sessions for public holidays, after creating the sessions, click the trash mark for any unnecessary settings to delete them.

A screenshot of the 'Multiple sessions' form in Moodle. The form has a checkbox labeled 'Repeat the session above as follows' which is checked. Below this, there are radio buttons for the days of the week: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday. The 'Repeat every' field is set to '1 week(s)'. The 'Repeat until' field is set to '9 September 2019'.

4. The "Student recording" determines whether or not Students will be able to record their own attendance.
5. Clicking "Add" will register a lecture schedule. Using the icons on the right, you can take attendance, or change or delete the settings.

#	Date	Time	Type	Description	Actions
1	Mon 9 Sep 2019	12AM	All students	Regular class session	