Republic of the Philippines Camarines Sur Polytechnic Colleges Nabua, Camarines Sur





Learning Online Space



Contents

GETTING STARTED	5
Visit the WEBSITE	5
LOG-IN TO YOUR ACCOUNT	6
TAKE A TOUR	7
GETTING TO KNOW YOUR ACCOUNT	8
YOUR ACCOUNT PREFERENCE	8
EDIT YOUR PROFILE	9
CHANGING YOUR PASSWORD	14
COURSE / SUBJECT	15
CREATE A COURSE / SUBJECT	15
COURSE MANAGEMENT	20
GO TO YOUR COURSE	20
ENROLLING STUDENTS	22
CREATING CLASS SECTION	24
ADD / EDIT TOPICS	29
ADDING RESOURCES / MATERIALS	
ADDING ACTIVITIES	40
Creating course announcements	67
GRADEBOOK SETUP	71
What is Moodle Gradebook?	71
Suggestions in setting up Gradebook	71
Gradebook Components	71
Gradebook Structure	71
Aggregation	72
Aggregation Methods	72
Aggregation Methods Example	73
Gradebook Setup	76
Adding Grade Items Manually	82
Changing the Placement of the Gradebook Items	84
Entering Grades	85
Manually Created Grade Items	85
Grading Online Activities	87
Creating Assignment Activity	
Creating Forum Activity	90

Opening Gradebook Setup to View Changes	
Grading	
Grading Forum Submission	
Grading via Gradebook	
Entering Grades	

GETTING STARTED

Visit the WEBSITE

1. Open your web browser

G Google		× +						-	٥	×
$\leftarrow \ \rightarrow \ G$	google.com/	?hl=en-US						Ť	¢۲ 🖌	:
							Gmail Images		Sign in	
				Go	ogle					
			٩			Ļ				
				Google Search	I'm Feeling Lucky					
				Google offered i	n: Filipino Cebuano					
Philippines										
Advertising	Business A	bout How Search wor	ks				Privacy	Terms	Setting	js

2. Type in the URL: <u>http://leons.cspc.edu.ph</u> and press enter on your keyboard

🧟 Learning Online Space (LeOnS) - 🗙	+	– 0 ×
\leftrightarrow \rightarrow C (i) Not secure leave	ns.cspc.edu.ph	☆ 🛛 :
LeOnS-CSPC		You are not logged in. (Log in)
Learning Onli Home	ne Space (LeOnS) - Camarines Sur Polytechnic Colleges	
Navigation Home Site announcements Courses 	Site announcements (There are no discussion topics yet in this forum) Search courses Go • Course categories • General Education • Master of Arts in Nursing	► Expand all

LOG-IN TO YOUR ACCOUNT

1. Click the "Log in" link at the top-right of the page

Learning Online Space (LeOnS) - ×	+	– ø ×
\leftarrow \rightarrow C (i) Not secure leons.	cspc.edu.ph	☆ 🔒 :
LeOnS-CSPC		You are not logged in. (Log in)
Learning Onlin	e Space (LeOnS) - Camarines Sur Polytechnic Colleges	
Navigation Home G Site announcements Courses 	Site announcements (There are no discussion topics yet in this forum)	
	Search courses Go Ø Course categories	
	 General Education Master of Arts in Nursing 	▶ Expand all

2. Enter your log-in credentials: username and password, and click the "Log in" button

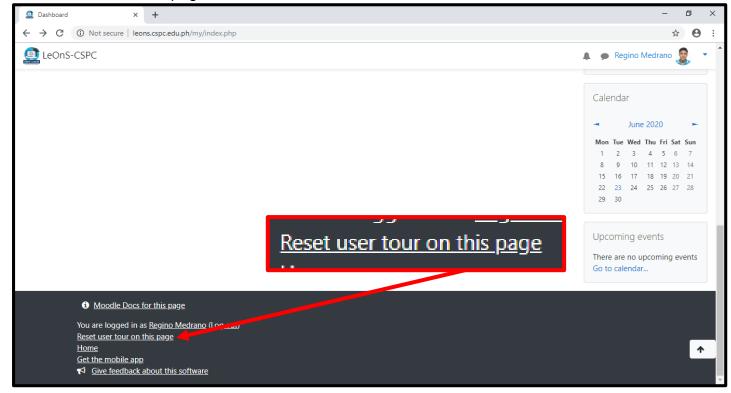
Learning Online Space (LeOnS) - × +	– 0 ×
← → C ③ Not secure leons.cspc.edu.ph/login/index.php	☆ 😝 :
Vou ve	☆ ♥ :
Home Get the mobile app	

TAKE A TOUR

1. Tours are for first time users only, you can immediately end the tour by clicking the "End tour" button, click "Next" button to go through the basic system guide

Dashboard ×	+	- 0 ×
← → C ③ Not secure leo	ns.cspc.edu.ph/my/index.php	☆ 😝 :
LeOnS-CSPC		🌲 🍺 Regino Medrano 🧕 🔹
		Customise this page
Navigation	Recently accessed courses	
 Site home Site pages Courses 	Your Dashboard ×	
	Your new Dashboard has many features to help you easily access the information most important to you.	No upcoming activities due
	Course overview Next End tour All (except removed from view) Card Card	Private files
		No files available
		Manage private files
	No courses	Online users
		1 online user (last 5 minutes)

2. You can reset the user tour by clicking the "Reset user tour on this page" at the bottom or footer of the page



GETTING TO KNOW YOUR ACCOUNT

YOUR ACCOUNT PREFERENCE

1. Open your account options by clicking the inverted triangle button at the top-right of your page

Dashboard × (G command and conquer generals 🗙 🛛 🖸 Guide: Installing C&C Generals Z 🗴 🛛 🎆 Downloads: Patches - Legionnairi 🗴 🕇 🕇	- 0 ×
← → C ③ Not secure leons.	cspc.edu.ph/my/index.php	☆ \varTheta :
🗟 LeOnS-CSPC		A p Regino Medrano
		Customise this page
Navigation Dashboard Site home Site pages	Recently accessed courses	ano 🧕 🕤
> Courses	No recent courses	No upcoming activities due
	Course overview T All (except removed from view) *	Private files
		No files available
		Manage private files
	No courses	Online users

2. Open your account preferences by clicking the "Preferences" on the list

Dashboard ×	+	- 0 ×
← → C ① Not secure leo	ns.cspc.edu.ph/my/index.php	☆ \varTheta :
LeOnS-CSPC		Regino Medrano Regino Medrano Dashboard Profile
Navigation	Recently acce Preferences No recent courses	Timel Grades → Messages → Preferences ← Log out & Switch role to
	Course overview ▼ All (except removed from view) ▼ III Card ▼ III Card ▼	No upcoming activities due Private files
		No files available Manage private files
leons.cspc.edu.ph/my/index.php#	No courses	Online users

EDIT YOUR PROFILE

1. Under your account preferences, you can open your personal information by clicking the "Edit profile"

2 Preferences X	+		– 0 ×
← → C ③ Not secure leon	s.cspc.edu.ph/user/preferences.php		☆ ⊖ :
🗟 LeOnS-CSPC			🌲 🍺 Regino Medrano 🧟 🔹 🕯
Dashboard / Preferences	o Medrano 🕈 Message		
Navigation Dashboard Site home Site pages Courses 	Preferences User account Edit profile Change password Preferred language Forum preferences Editor preferences Course preferences Calendar preferences Message preferences Notification preferences Linked logins	Edit profile Permissions Check permissions	Blogs Blog preferences External blogs Register an external blog

2. Edit your personal information

🚨 LeOnS-CSPC: Edit profile 🛛 🗙	+					-	٥	×
\leftrightarrow \rightarrow C (i) Not secure leons.	<mark>cspc.edu.ph</mark> /user/edit.php?id=5&cou	urse=1				☆	Θ	:
LeOnS-CSPC					🌲 🍺 Regino Me	drano 🧃		
Dashboard / Preferences / User a) Medrano • Mes account / Edit profile	ssage						
Navigation Dashboard Site home Site pages 	Regino Medran	0				Expand	all	
> Courses	First name	0	Regino					
	Surname	0	Medrano					
	Email address	0	medranoregino@gmail.com					
	Email display	0	Allow only other course members to se	ee my email address 🗢				
	MoodleNet profile							•

3. Under the same page, you can scroll down to Change your Profile Picture. Drag and Drop a picture or you can click the file button to manually upload a picture

LeOnS-CSPC: Edit profile ×	+	- 0	×
\leftrightarrow \rightarrow C (i) Not secure leons.	cspc.edu.ph/user/edit.php?id=5&course=1	*	Э:
LeOnS-CSPC		🔔 🗩 Regino Medrano 🧕	•
	User picture Current picture New picture	Maximum file size: 100MB, maximum number of files: 1	
	Picture description	Files You can drag and drop files here to add them. Accepted file types: Image files used on the web .gif jpe .jpeg .jpg .png .svg .svgz	*

LeOnS-CSPC: Edit profile X	ł		– 0 ×
\leftrightarrow \rightarrow C (i) Not secure leons.c	spc.edu.ph/user/edit.php?id=5&course=1		☆ 😬 :
LeOnS-CSPC		A 🦔 Reg	ino Medrano 🧕 🔹
	MoodleNet profile		
	City/town	Nabua	
	Select a country	Philippines \$	
	Timezone	Server timezone (Asia/Manila) 🗘	
	Description 🕜		2 H-9
			1.

LeOnS-CSPC: Edit profile × + ٥ \times ← → C ③ Not secure | leons.cspc.edu.ph/user/edit.php?id=5&course=1 ☆ \varTheta : LeOnS-CSPC 🌲 🌘 Regino Medrano 0 File picker × III 🗏 🖿 m Server files m Recent files 🏝 Upload a file 🏝 Upload a file A URL downloader maximum number of files: 1 m Private files ## III III 🗐 Wikimedia m Content bank Ϯ

3.1 Click on the "Upload a file" in the file picker window

3.2 then click the "Choose File" button

LeOnS-CSPC: Edit profile × +		-	٥	\times
\leftrightarrow \rightarrow C (i) Not secure leons.cspc.edu.ph/use	r/edit.php?id=5&course=1	\$	Θ	:
LeOnS-CSPC	A	Regino Medrano	8	•
File picke	r ×			
<mark>fn</mark> Server files <mark>fn</mark> Recent file <u>≩</u> Upload a f	s Attachment			
کے پی کہ	loader Choose File No file chosen s Save as	maximum number of file	s: 1	
n Content ba	Author Choose File No file chose	en		
	Choose licence 🕢			^
			_	

3.3 Browse through your computer directories to look for your picture and click the open button at the bottom of the window

2 LeOnS-CSPC: Edit profile × +	_	٥	\times
← → C A Not secure leons.cspc.edu.ph/user/edit.php?id=5&course=1	\$	Θ	:
LeOnS-CSPC Open	× pino Medrano		•
$\leftarrow \rightarrow \checkmark \uparrow$ \square > This PC > Pictures > my pic $\checkmark \heartsuit$ Search my pic \Rightarrow	Q		
Organise 🔻 New folder	0		
Open Cancel	number of fi	les: 1	
Upload this file			^

3.4 Click on the Upload this file button to save the picture you opened

LeOnS-CSPC: Edit profile X	+		- 0	×
← → C ▲ Not secure lea	ons.cspc.edu.ph/user/edit.php?id=58	&course=1	☆	Θ:
LeOnS-CSPC		A 🦔 Regin	no Medrano	-
	File picker	×		
	fn Server files			
	 m Recent files ▲ Upload a file ▲ URL downloader m Private files ④ Wikimedia m Content bank 	Attachment Choose File regz_2x2 pds.jpg Save as Author Regino Medrano Choose licence @ Licence not specified	umber of files:	1

LeOnS-CSPC: Edit profile × +			- 0 ×
← → C ▲ Not secure leons.cspc.edu.ph/user/edit.php?id	=5&course=1		☆ 🛛 :
eons-cspc		A 9	Regino Medrano 🧕 🔹
User picture Current picture		Delete picture	
New picture	Ø	Maximum file size: 100MB, ma Files regz_2x2 pds Accepted file types:	aximum number of files: 1
Picture description		Image files used on the web .gif jpe jpg jpg .png .svg .svgz	^

3.5 Now, you must click the "Update profile" button at the bottom of the page to save your profile settings and you will be redirected back at your Account Preferences page

LeOnS-CSPC: Edit profile × +	- 0	×
← → C ▲ Not secure leons.cspc.edu.ph/user/edit.php?id=5&course=1	*) €) :
Page LeOnS-CSPC	🜲 🍺 Regino Medrano 🧕	•
	regz_2x2 pds	
	Accepted file types:	
	Image files used on the web .gif .jpe .jpg .jpg .svg .svg .svgz	
Picture description		
Additional names		
▶ Interests		
Update profile	Update profile Cancel	
There are required fields in this form	marked 🚺 .	
Moodle Docs for this page		
You are logged in as <u>Regino Medrano</u> (<u>Log out</u>)		
<u>Home</u> <u>Get the mobile app</u>		^
Give feedback about this software		

1. To change your account password, go to your account preferences, click on the "Change password"

Preferences X	+	- 0 ×
\leftrightarrow \rightarrow C (i) Not secure leons.	cspc.edu.ph/user/preferences.php?userid=5	☆ ⊖ :
LeOnS-CSPC		🌲 🍺 Regino Medrano 🧟 🔻
Dashboard / Preferences	o Medrano ^{● Message}	
Navigation Dashboard Site home Site pages Courses 	Preferences User account Edit profile Change password Preferred language Forum preferences Editor preferences Course preferences Calendar preferences Message preferences Notification preferences Linked logins	Roles Blogs Change password

2. Enter your *Current password* for verification, then enter your *New password* and retype your password in *New password (again)*, then click the "Save changes" to update your account

Change password ×	+		– 0 ×
\leftrightarrow \rightarrow C (i) Not secure lear	ns.cspc.edu.ph/login/change_password	l.php?id=1	☆ \varTheta :
LeOnS-CSPC			🌲 🗩 Regino Medrano 🧕 🝷
Dashboard / Preferences / Use	o Medrano • Me er account / Change password	ssage	
Navigation Dashboard Site home Site pages Courses 	Change passwo Username Current password	regino2020 The password must have at least 6 characters	
Save changes	New password New password (again)	Save changes Cancel	

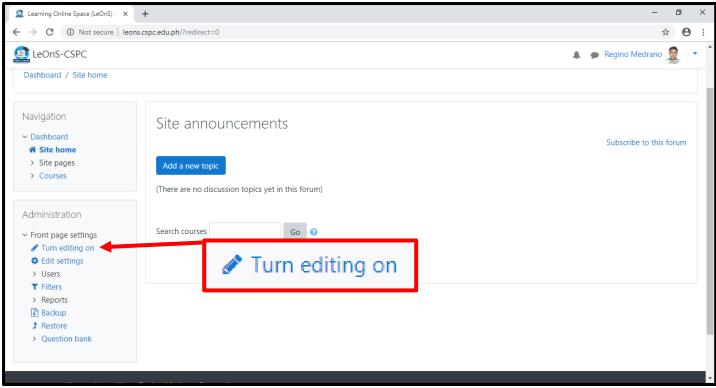
COURSE / SUBJECT

CREATE A COURSE / SUBJECT

1. In your dashboard's navigation, click on the "Site home"

Dashboard X	+			- 0 ×
\leftrightarrow \rightarrow C (i) Not secure leons	.cspc.edu.ph/my/			☆ \varTheta :
LeOnS-CSPC				🌲 🍺 Regino Medrano 🧟 🝷
				Customise this page
Navigation	Recently accessed courses			Timeline
 Dashboard Site home Site pages Courses 		🕷 <u>Site ho</u>	o <u>me</u>	·=
		No recent courses		<u> </u>
	Course overview			No upcoming activities due
	▼ All (except removed from view) ▼		↓ Course name ▼ Card ▼	Private files
				No files available
				Manage private files
		No courses		Online users
				1 online user (last 5 minutes)

2. Under the Administration block, click on the "Turn editing on"



Version 1, Current Release 3.9+

3. You will see a button "Add a new course", click on that button to create a new course

🧟 Learning Online Space (LeOnS) - 🗙	+	- 0	×
← → C ③ Not secure leons.	sspc.edu.ph/?redirect=0	☆ \varTheta	:
(LeOnS-CSPC	4	🗩 Regino Medrano 🧕	•
Learning Onlin Dashboard / Site home	e Space (LeOnS) - Camarines Sur Polytechnic Colleges		
Navigation	Site announcements Add a new topic (There are no discussion topics yet in this forum)	Subscribe to this forum	
Administration $• • • • •$ • Front page settings Turn editing off Edit settings Users Filters Reports Backup Restore	Search courses Go O		

4. You can now enter the details of your new course by filling-up the essential fields. If you miss some details, you can always change the settings of your course.

LeOnS-CSPC: Add a new course ×	+		- 0 ×
\leftrightarrow \rightarrow C (i) Not secure leons.	cspc.edu.ph/course/edit.php?category=108	returnto=topcat	☆ 🛛 :
LeOnS-CSPC		A :	Regino Medrano 🧟 🔻
Learning Onlin Dashboard / Add a new course	e Space (LeOnS)	- Camarines Sur Polytechnic Colleges	
Navigation	Add a new course • General Course full name • • •		Expand all
Administration $+ * -$ ~ Category: Bachelor of Science in Information	Course short name Course category	Bachelor of Science in Information Technology	\$
Technology Manage this category Permissions Check permissions	Course visibility 2 Course start date 2	Show ◆ 25 ◆ June ◆ 2020 ◆ 00 ◆ 100 ◆	Enable
CohortsFilters	Course end date (2)	25 ¢ June ¢ 2021 ¢ 00 ¢ ∰ ⊮ Enable	

	.cspc.edu.ph/course/edit.php?catego	ory=10&retu	irnto=topcat 🙀	e
LeOnS-CSPC			🌲 🍺 Regino Medrano	
•	 Description 			Chore.
.dd a block	Course summary	0		
Add 🜩				
				11
	Course image	0	Maximum file size: 100MB, maximum number of fil	
			□ III III III III III III III III III I	
			Vou can drag and drop files here to add them	
LeOnS-CSPC: Add a new course 🗙	+		-	٥
	s.cspc.edu.ph/course/edit.php?categ	jory=10&reti		_
LeOnS-CSPC				
			Image (JPEG) .jpg Image (PNG) .png	
	Course format			
	Appearance			
		-1		
	Files and upload			
	Completion trac	cking		
	Groups			
	Della service en la service	0		
	Role renaming			
	 Role renaming (Tags 			
			Save and return Save and display Cancel	
	► Tags	his form ma		
		his form ma		
Moodle Docs for	• Tags There are required fields in the	this form ma		
<u>Moodle Docs fo</u>	• Tags There are required fields in the	his form ma		
<u>Moodle Docs fo</u>	• Tags There are required fields in the	his form ma		

- 4.1 Fill up necessary fields to get started through the following:
 - a. Course full name
 - b. Course short name
 - c. Select a Course Category (the actual course / degree)
 - d. Course start date (by default it is set to the current date)
 - e. Course end date (uncheck the "Enable" checkbox to disable Course End Date so that the course will always be available or open)
 - f. Course summary (it is recommended to put a course summary coming from your syllabi)
 - g. Course image (optional, you can add image similar to the steps on changing your profile picture)
- 4.2 Leave the rest unchanged and click on the "Save and return" or "Save and display" button (see figure of the previous page).
 - a. Save and return It will redirect you on the course List of Categories
 - b. Save and display It will redirect you to your course's content

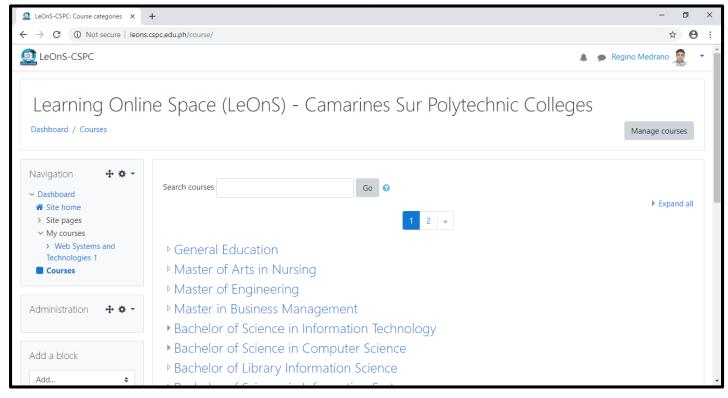
*There are instances that a course/subject may be handled by multiple teachers. Be sure that if you are having the same Course Full Name, you must provide a very unique Course Short Name to avoid conflicts. Teacher's name are indicated for every course once the students look for their subjects.

See figures below for the sample filled-up course fields for new course creation

LeOnS-CSPC: Add a new course × +			- 0	\times
← → C ▲ Not secure leons.cspc.edu	ph/course/edit.php?category=10&retu	rnto=topcat	☆ 0	:
🗟 LeOnS-CSPC		🌲 🍺 Regino N	Aedrano 🧟 🔹	-
Learning Online S Dashboard / Add a new course	pace (LeOnS) -	Camarines Sur Polytechnic Colleges		
 Dashboard M Site home > Site pages 	dd a new course General ^{Course full name}		Expand all	
	Course short name 0 0	Web Systems and Technologies 1 websystech1		
Administration 🕂 🌣 -	Course category 🕜	Bachelor of Science in Information Technology \$		
	Course visibility 🕜	Show 🗢		
 Permissions Check permissions 	Course start date 🛛 🔞	25 ¢ June ¢ 2020 ¢ 00 ¢ mm		
 Cohorts Filters 	Course end date 🕜	25 ♦ June ♦ 2021 ♦ 00 ♦ 00 ♦ 🛗 🗆 Enable		•

LeOnS-CSPC: Add a new course × +			-	٥	×
← → C ▲ Not secure leons.cs	pc.edu.ph/course/edit.php?catego	ry=10&retur	nto=topcat	☆ 0) :
(a) LeOnS-CSPC			🌲 🍺 Regino Medrano		• ^
	Description				
Add a block	Course summary	0	1 A- B I ≔ ≡ ≡ ∞ % © ■ ₽ ₽ ₩ ₽ ₩₽		
Add			This course covers the design, implementation and testing of web-based applications and social softwa and the incorporation of a variety of digital media into these applications. Students are exposed to a ra of web technologies, both client-side and server-side.		
	Course image	0	Maximum file size: 100MB, maximum number o		
			 Files 		
				1	•
			You can drag and drop files here to add them.		-

(below is the redirected page after clicking the "Save and return" button)



GO TO YOUR COURSE

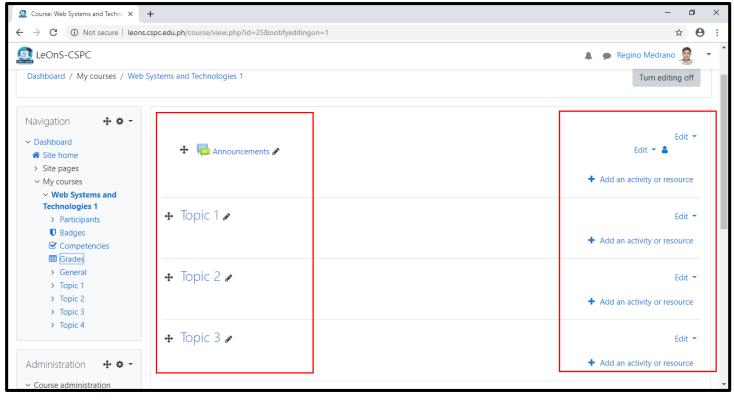
1. In your Navigation block, under the "My courses" list, select the course you want to open

, ,		
LeOnS-CSPC: Course categories ×		- 0 ×
\leftrightarrow \rightarrow C (i) Not secure leons.c	pc.edu.ph/course/	☆ 🙂 :
🙍 LeOnS-CSPC	A	🗩 Regino Medrano 🧕 🔹
Learning Onlin Dashboard / Courses Navigation + • • • • Dashboard • Site home • Site pages • My courses • Web Systems and Technologies 1 • Courses	e Space (LeOnS) - Camarines Sur Polytechnic Colleges	Manage courses
Administration 🛛 🕂 🌣 🗸	 Master of Engineering Master in Business Management Bachelor of Science in Information Technology 	
Add a block	 Bachelor of Science in Computer Science Bachelor of Library Information Science Bachelor of Library Information Science 	

2. If you do not see a crosshair-like symbols, it means that you cannot edit your course contents. To edit your course contents, click the button "Turn editing on" at the bottom of your course's heading

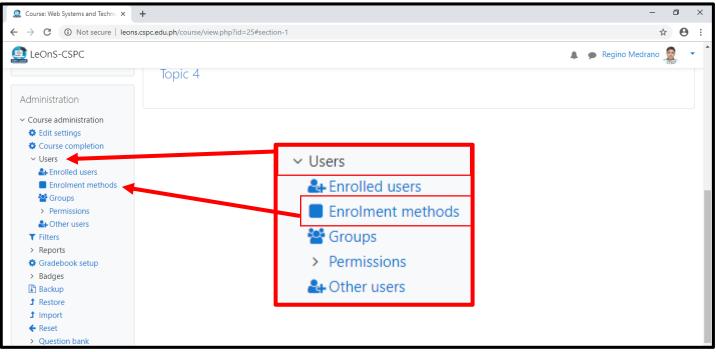
Course: Web Systems and Techno ×	+	- 0 ×
\leftrightarrow \rightarrow C (i) Not secure leons.c	spc.edu.ph/course/view.php?id=25	☆ ⊖ :
LeOnS-CSPC		🌲 🍺 Regino Medrano 🧟 👻 📍
Web Systems a Dashboard / My courses / Web S	and Technologies 1	Turn editing on
Navigation Dashboard Site home Site pages 	nnouncements	
 Site pages My courses Web Systems and Technologies 1 Participants Badges Competencies 	Topic 1	
	Topic 2	Turn editing on
GradesGeneralTopic 1	Торіс 3	
> Topic 2> Topic 3> Topic 4	Торіс 4	

- 2.1 Once you opened your course, you will see the following as part of your course's options:
 - a. Participants (shows the participant or students of your course)
 - b. Badges (if you use badges, by default are currently no badges available from the system)
 - c. Competencies (current system competency frameworks are applicable for K-12 program only, therefore it cannot be used yet for the college's implementation)
 - d. Grades (it refers to the grade report on Gradebook)
 - e. Topics list (by default you have 4 Topics listed for editing, you can remove or add Topics later)
- 3. As soon you clicked on the "Turn editing on", you will now see a crosshair-like symbols then you can now modify the contents of your course



- 3.1 Upon activating the editing function, you will see different parts in your course outline, these are:
 - Left side
 - a. Announcements where you can post an announcement for your course
 - b. Topic where you must create your actual course contents aligned with the topics to be discussed
 - Right side
 - a. Edit a function for editing the details of your course contents
 - b. Add an activity or resource where you add course activity like quizzes or assignment and many more
 - c. Add topics placed at the bottom, to add more topics for your course

1. Go to your course **Administration** block, it can be found below your **Navigation** block. Click on the "Users" under the list as it will show you the options, and click on the "Enrolment methods"



2. You will now be redirected to the Enrolment methods page with the table. You have 3 enrolment options: **Manual enrolments**, **Guest access**, and **Self enrolment**. Currently, only Self enrolment can be used to lessen the enrolment job of the teacher

Enrolment methods ×	+			- 0 ×
← → C ③ Not secure leor	ns.cspc.edu.ph/enrol/instances.php?id=25			☆ 😝 :
LeOnS-CSPC				🜲 🍺 Regino Medrano 🧟 🔻
5	and Technologies 1 b Systems and Technologies 1 / Users / Enrolm	ent methods		
Navigation Dashboard Site home 	Enrolment methods			
> Site pages	Name	Users	Up/Down	Edit
 My courses Web Systems and 	Manual enrolments	1	*	
Technologies 1 Participants	Guest access	0	↑ ↓	ŵ
 Badges Competencies 	Self enrolment (Student)	0	^	â 🕫 🌣
General General HTML Topic 2 Topic 3 Topic 4	Add method Choose \$			

2.1 Self enrolment – by setting-up self enrolment, you will be providing your students the enrolment key or access key. Click on the crossed-out eye symbol under the Edit column of the self enrolment method to enable the function

Enrolment methods ×	+			- 0 ×
← → C ③ Not secure leon	ns.cspc.edu.ph/enrol/instances.php?id=25			☆ \varTheta :
LeOnS-CSPC				🌲 🍺 Regino Medrano 🧝 🔹
-	and Technologies 1 b Systems and Technologies 1 / Users / Enrolment me Enrolment methods	thods		
Site homeSite pages	Name	Users	Up/Down	Edit
 My courses Web Systems and 	Manual enrolments	1	¥	
Technologies 1 Participants 	Guest access	0	↑ ↓	û
Badges Competencies	Self enrolment (Student)	0	•	û 1 0 4
	Add method Choose 🜩			
> HIML > Topic 2 > Topic 3 > Topic 4		I.		۵

2.2 Now click on the gear symbol as shown in the figure above. It will open the settings of your course's self enrolment

2.2.1 Fill-out the **Enrolment key**, scroll down and click on the save changes at bottom of this page, after which you will go back to your course contents again

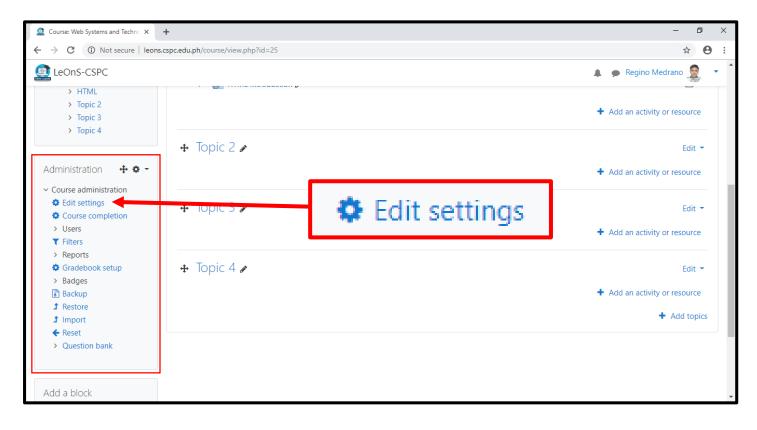
Self enrolment ×	+		- 0 ×
← → C ③ Not secure leons	.cspc.edu.ph/enrol/editinstance.php?cou	eid=25&id=74&type=self	☆ \varTheta :
(a) LeOnS-CSPC			🌲 🍺 Regino Medrano 🧟 🔻 🕯
5	and Technologie Systems and Technologies 1 / Users	S 1 Enrolment methods / Self enrolment (Student)	
Navigation Dashboard Site home 	Self enrolment	Er	nter key
 Site pages My courses 	Custom instance name		Change to "Vee"
 Web Systems and Technologies 1 	Allow existing enrolments	Ø Ves ≑	Change to "Yes"
 Participants Badges 	Allow new enrolments	ℓ Yes ¢	
Competencies 🖽 Grades	Enrolment key	😧 Click to enter text 🖋 👁	
> General > HTML	Use group enrolment keys	2 No 🗢	Save changes
> Topic 2> Topic 3	Default assigned role	Student ¢	
> Topic 4	Enrolment duration	O days	-

A teacher usually have multiple classes with the same subject. In LeOnS, you can use one course/subject only for all your class sections by means of grouping them.

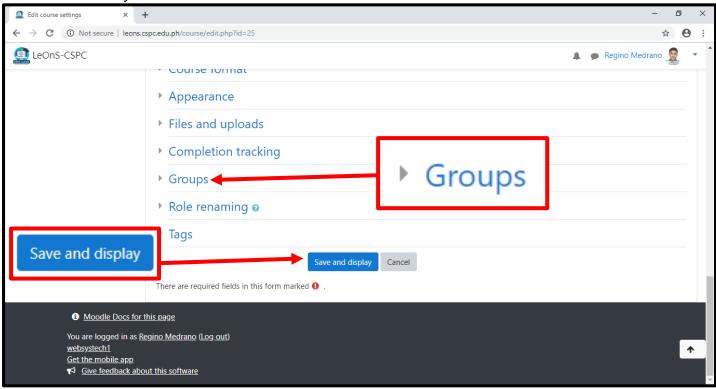
1. Enable your course group mode. It is important that you have to group your students according to their class sections.

To start, open your course and click on the "Edit settings" under your course **Administration** block below the **Navigation** block of your page.

It will look like you are creating a new course, but rather you are updating the details of your course in this particular procedure



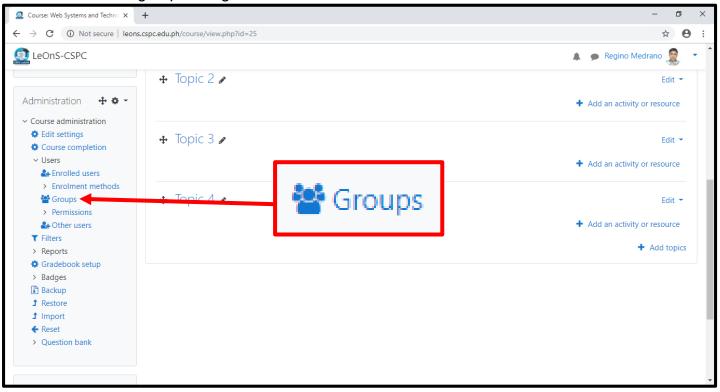
 Scroll down until the bottom of your page, and you will see a list included in the course settings named "Groups". Groups are particularly used to separate students or for groupings as part of their activity



2.1 Click on the "Groups" to expand its contents. Select the "Separate groups" from the drop down menu, then click the "Save and display" button

Edit course settings × +		- 0 ×
\leftrightarrow \rightarrow C (i) Not secure leons.cspc	edu.ph/course/edit.php?id=25	☆ ❷ :
← → C ③ Not secure leons.cspc ▲ LeOnS-CSPC	 Appearance Files and uploads Completion tracking Groups Groups Force group mode No No No No No	
	Default grouping None ÷ Role renaming • Tags Save and display Cancel	

3. In your course **Administration** block, click on the "Users", then click on the "Groups" to open the course's group settings



3.1 When the your Group setting page loads, you will already be in the "Groups" tab where the sections will be set.

🧟 Groups 🛛 🗙 🕂		– 0 ×
\leftrightarrow \rightarrow C (i) Not secure leons.csp	c.edu.ph/group/index.php?id=25	☆ 🛛 :
LeOnS-CSPC		🌲 🍺 Regino Medrano 🧟 🔹
	nd Technologies 1 tems and Technologies 1 / Users / Groups	
Navigation	Groups Groupings Overview Websystech1 Groups Groups	Members of:

3.2 Scroll down and you will some buttons, look for the "Create group" button and click that button to start creating your sections

🧟 Groups 🛛 🗙	+	– Ø ×
← → C (i) Not secure leons	cspc.edu.ph/group/index.php?id=25	☆ ⊖ :
LeOnS-CSPC		🜲 🍺 Regino Medrano 🧟 🔻 🕯
 > HTML > Topic 2 > Topic 3 > Topic 4 Administration	Edit group settings Add/remove users Delete selected group Create group Auto-create groups Import groups	

3.3 You will be now redirected to page where you will set up your section, fill-out the "Group name" field, you may some description

🧟 Groups 🛛 🗙 🕇			- 0 ×
← → C ▲ Not secure leons.cs	pc.edu.ph/group/group.php?courseid=25		☆ \varTheta :
LeOnS-CSPC			🌲 🍺 Regino Medrano 🧟 🔻 🕯
Web Systems at Dashboard / My courses / Web Sy Navigation	nd Technologies 1 stems and Technologies 1 / Users / Gro Group name Group ID number Group description	: Groups ups / Participants / Groups / Create group BSITIA BSITIA A B I I I I B S S O I I	
Competencies Grades General HTML Topic 2 Topic 3 Topic 4			

3.4 Scroll down and Enter an "Enrolment key", make up an enrolment key for every group section you will create. Click on the "Save changes" button to finish your section

← → C ▲ Not secure leons.cspc.edu.ph/group.php?courseid=25 ▲ ● Regino Medrano ▲ ● Cluck to enter text ④ ● ▲ ● Cluck to enter text ④ ● ▲ ● ● Cluck to enter text ● ● ▲ ● Enrollnent methods ▲ ● Enrollnent methods ▲ ● Enrollnent methods ▲ ● Brobletion ▲ ● Enrollnent methods ▲ ● Brobletion ▲ ● Enrollnent methods ▲ ● Brobletion ▲ ● Brobletion		- 0	\times
Administration	ph/group/group.php?courseid=25	* 6	€ :
 Course administration ♦ Edit settings Enrolment key Click to enter text Click to enter text Click to enter text No ÷ Enrolment methods Hide picture No ÷ 		🌲 🍺 Regino Medrano 🧝	•
 > Permissions > Other users T Filters > Reports © Gradebook setup > Badges Backup 1 Restore 1 Import • Reset > Question bank New picture I Choose a file Maximum size for new files: 100MB I Choose a file Maximum size for new files: 100MB New picture I Choose a file Maximum size for new files: 100MB I Choose a file Maximum size for new files: 100MB I Choose a file Maximum size for new files: 100MB I Choose a file Maximum size for new files: 100MB I Choose a file Maximum size for new files: 100MB I Choose a file Maximum size for new files: 100MB I Choose a file Maximum size for new files: 100MB I Choose a file Maximum size for new files: 100MB I Choose a file Maximum size for new files: 100MB I Choose a file Maximum size for new files: 100MB I Choose a file Maximum size for new files: 100MB I Choose a file Maximum size for new files: 100MB I Choose a file Maximum size for new files: 100MB I Choose a file Maximum size for new files: 100MB I Choose a file Maximum size for new files: 100MB I Choose a file Maximum size for new files: 100MB I Choose a file Maximum size for new files: 100MB I Choose a file Maximum size for new files: 100MB I Choose a file Maximum size for new files: 100MB I Choose a file Maximum size for new files: 100MB I Choose a file Maximum size for new files: 100MB I Choose a file Maximum size for new files: 100MB I Choose a file Maximum size for new files: 100MB I Choose a file Maximum size for new files: 100MB I Choose a file Maximum size for new files: 100MB I Choose a file Maximum size for new files: 100MB 	Group messaging No Hide picture No Choose a file Maximum size for new files: 100MB You can drag and drop files here to add Save changes Cancel		

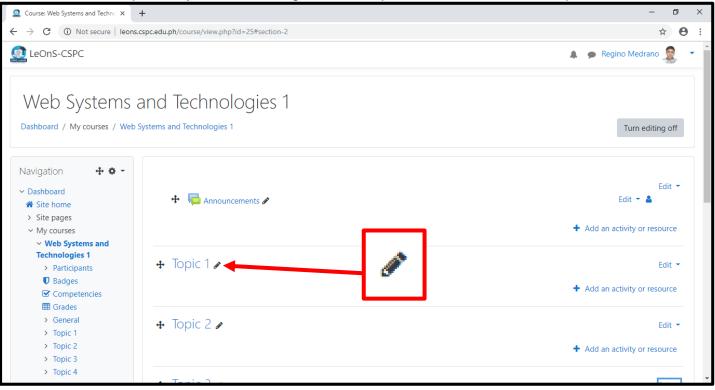
What happens to the Course's Enrolment key?

- DO NOT remove your course's enrolment key.
- Create a group Enrolment key unique from other groups and also from the course's Enrolment key
- The Enrolment key for this group setting should be specifically provided for the students that belongs to that group section, so that when the student enrols in your subject, they will automatically be classified into that section you named.
- Make sure that you provide only the student's specific group Enrolment key so that they will be enrolled in their correct sections.

*FOLLOW THE SAME PROCEDURE TO CREATE ANOTHER CLASS SECTION

ADD / EDIT TOPICS

1. Click on the pencil symbol on the right of the Topic to edit the unnamed topic

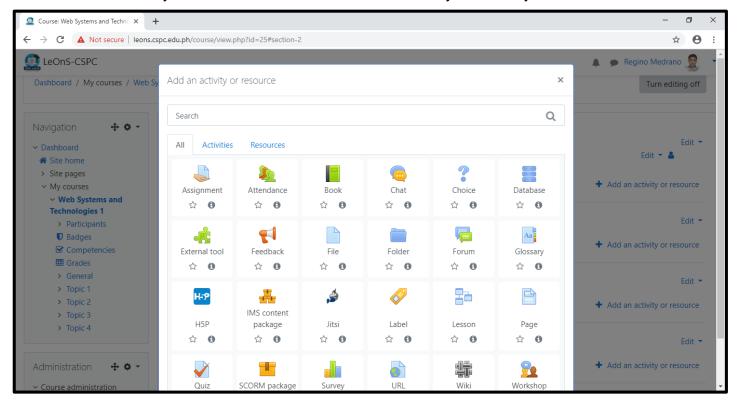


2. and type in your new topic. To save the new topic, press the Enter key on your keyboard or Esc key to cancel the editing. You can edit again by following these procedures

Course: Web Systems and Techno ×	+	– 0 ×
← → C ▲ Not secure leons	.cspc.edu.ph/course/view.php?id=25#section-2	☆ ⊖ :
LeOnS-CSPC		🌲 🍺 Regino Medrano 🧟 🔻 🕯
Web Systems Dashboard / My courses / Web	and Technologies 1 Systems and Technologies 1	Turn editing off
Navigation	🕂 👼 Announcements 🖋	Edit ▼ Edit ▼ ▲
 Web Systems and Technologies 1 Participants Badges Competencies 	Escape to cancel, Enter when finished	Edit - Add an activity or resource
 Grades General Topic 1 Topic 2 Topic 3 Topic 4 	✤ Topic 2	Edit Add an activity or resource

There are different ways of adding your learning materials, you may choose from the following that suits you:

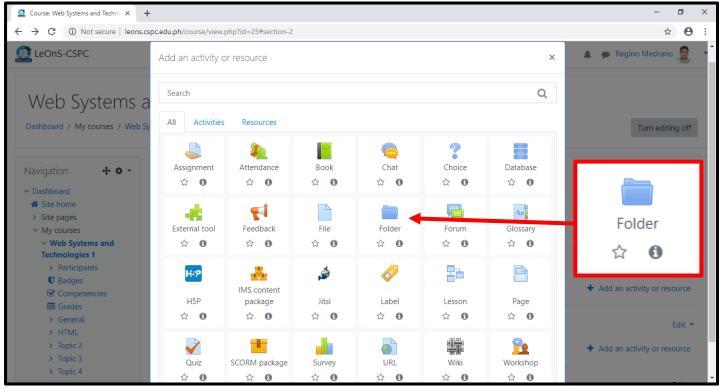
 Folder – you can create a file folder under each topics to organize its contents. To create a folder, click on the "Add an activity or resource" at the right side of your topic as it will show you the list of available modules in the system that you can use



There are 3 parts on this window:

- Search box to search an activity or resource module
- Tabs for the module list
 - a. All tab it list all available system modules merging activities and resources
 - b. Activities tab it list all course activities module only
 - c. Resources tab it list all course resources module only
- The module list

1.1 Look for the module named "Folder" and click on the box where it resides



1.2 You will now be redirected to a page "Adding a new Folder to HTML". Enter a name for your folder and you may optionally put some Description

-		- 0	×
spc.edu.ph/course/modedit.php?add=folder&typ	pe=&course=25§ion=1&return=0&sr=	☆ 0	:
	🌲 🦔 Reg	ino Medrano 🧕	•
	r to HTMLo	Expand all	
	 and Technologies 1 stems and Technologies 1 / HTML / Adding Adding a new Folde General Name 	pc.edu.ph/course/modedit.php?add=folder&type=&course=25§ion=1&return=0&sr= Ind Technologies 1 rstems and Technologies 1 / HTML / Adding a new Folder to HTML Adding a new Folder to HTML General Name Ebooks Folder Description	ppcedu.ph/course/modedit.php?add=folder&type=&course=25§ion=1&treturn=0&ser=

*Scroll down to add your files or contents, this is similar to adding your profile picture and it is faster if you could just drag and drop your files on the box

Editing Folder ×	+	- 0	×
← → C ▲ Not secure leons.	cspc.edu.ph/course/modedit.php?add=folder8	type=&course=25§ion=1&return=0&sr=	• •
LeOnS-CSPC		🜲 🌘 Regino Medrano 🧝	•
Administration 🛛 🕂 🌣 🗸		Display description on course page 📀	
 Course administration Edit settings 	- Content		
 Course completion Users Filters Reports Gradebook setup Badges Backup Restore Import Reset 	Files Display folder contents	Maximum size for new files: 100MB	
> Question bank Add a block Add \$	 Common module setti Restrict access 	On a separate page	Ţ

*It shows below the added files, be aware that the maximum file size allowed for new files are 100mb only. You can re-add your files after by clicking the "Edit" link of your folder

Editing Folder ×	+		– 0 ×
← → C ▲ Not secure leons	.cspc.edu.ph/course/modedit.php?add=folder8	ttype=&course=25§ion=1&return=0&sr=	☆ ⊖ :
LeOnS-CSPC			🌲 🍺 Regino Medrano 🧟 🔻 1
Administration 🛛 🕂 🌣 👻		Display description on course page ?	
 Course administration Course administration 	 Content 		
Course completion	Files		Maximum size for new files: 100MB
> Users Filters 		C ▲ Files	III II 🖬 🖿
> Reports			
Gradebook setup			
> Badges			
Backup Backup Bestore			
1 Import			
← Reset		web dev less WEB DEV_PR	
> Question bank	Display folder contents (2)	On a separate page 🕈	
		Show subfolders expanded (?)	
Add a block		Show download folder button (?)	
Add 🗢			
	Common module setti	ngs	
	Restrict access		

1.3 Now click on the "Save and return to course" or "Save and display".

*If you clicked on the "Save and return to course", it will redirect you to your course contents. *If you clicked on the "Save and display", it will redirect you to your opened folder.

Editing Folder ×	+	- 0	×
← → C ③ Not secure leons.	cspc.edu.ph/course/modedit.php?update=119&return=0&sr=0	\$ 9	:
LeOnS-CSPC		Regino Medrano 🧝 🔹	^
Add a block	Show download folder button @		
	Common module settings		
	Restrict access		
	Activity completion		
	▶ Tags		
	 Competencies 		
	Save and return to course Save and display Cancel		1
	There are required fields in this form marked $oldsymbol{0}$.		1
Moodle Docs for	this page		
You are logged in as <u>F</u> websystech1	legino Medrano (Log out)		
Get the mobile app Give feedback abo	out this software	· · · · · · · · · · · · · · · · · · ·	I.

 File – as the word implies, you can simply upload a file directly into your Topics. Click on "Add an activity or resource" and select the File box and it will redirect you into the file setting.

Course: Web Systems and Techno × +							-	٥	×
← → C ③ Not secure leons.cspc	.edu.ph/course/view	.php?id=25#section-2					\$	Θ	:
LeOnS-CSPC	Add an activity	or resource				×	A 🗩 Regino Medrano		-
Web Systems a	Search					Q			
Dashboard / My courses / Web Sy	All Activitie	s Resources					Turn editin	g off	L
Navigation 🕂 🌣 👻	Assignment	المي Attendance ☆ ئ	Book	🧓 Chat ☆ 🚯	了。 Choice 公 ①	Database			
Site home Site pages	.	1				Aa			
 My courses Web Systems and 	External tool	Feedback	File	Folder	Forum	Glossary	File		L
Technologies 1 > Participants U Badges	Har		á				☆ 0		l
Competencies Grades > General	Н5Р ☆ 0	IMS content package ☆ 🚯	Jitsi ☆ 0	Label ☆ 🚯	Lesson ☆ 🚯	Page ☆ 🚯	 Add an activity or reso 	urce dit 🔻	l
> HTML > Topic 2 > Topic 3 > Topic 4	Quiz	SCORM package	Survey 会 の	URL ☆ ❹	₩iki ☆ 1	© Workshop ☆ ❸	+ Add an activity or reso		

2.1 Fill-up the Name for the file as it will represent your file to be uploaded

Editing File	+	- 0 >	×
← → C ▲ Not secure leons.	cspc.edu.ph/course/modedit.php?add=resource8	ktype=&course=25§ion=1&return=0&sr=	:
LeOnS-CSPC		🌲 🍺 Regino Medrano 🧝 👻	•
5	and Technologies 1 Systems and Technologies 1 / HTML / Addir	ig a new File to HTML	
Navigation + • • •	Adding a new File to	D HTMLe ▶ Expand all	l
 Site home Site pages 	▼ General		
 My courses Web Systems and 	Name 🔒	HTML Sample Source Code	
Technologies 1 > Participants Badges Competencies Grades > General < HTML	Description		
Ebooks FolderTopic 2		Display description on course page	
> Topic 3	Select files	Maximum size for new files: 100MB	-

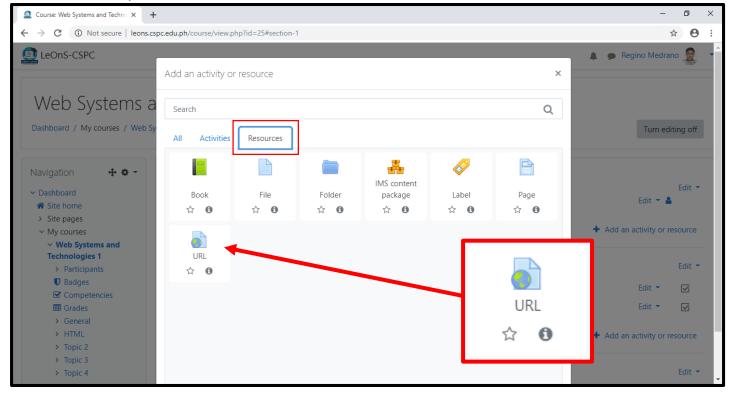
2.2 Scroll down and place your files in the file uploading box, and you can actually put multiple files as long each file does not exceed 100mb in file size.

Editing File × +			— ć	ס	×
← → C ▲ Not secure leons.cs	pc.edu.ph/course/modedit.php?add=resourc	e&type=&course=25§ion=1&return=0&sr=	☆	θ	:
LeOnS-CSPC		🌲 🏓 Regino Me	edrano 🧝	•	^
 > Topic 3 > Topic 4 Administration	 Select files Appearance Common module setti Restrict access Activity completion Tags 	Files			
Add a block	Competencies				
Add 🜩		Save and return to course Save and display Cancel			-

2.3 Leave the rest unmodified, then click on the "Save and return to course" button to go back your course contents or the "Save and display" button to immediately view your files

 URL – stands for Uniform Resource Locator, or simply used for web links. You can add your external links or materials coming from other sites or system like YOUTUBE, GOOGLE, YAHOO, and many other learning resources you may get online.

To begin, click on the "Add an activity or resource", look for the box with "URL" and click it to add your URL or links



***IMPORTANT NOTE!**

Do not use any links that may contain:

- -Spams
- -Fraud
- -Pornographic Contents
- -Viruses
- -Malwares
- -Spywares
- or Online tools that may disrupt the LeOns System

LeOns is Equipped with in-inline antivirus protection to prevent the system from storing malicious contents and or links. If you are experiencing difficulties uploading links, you may contact the MICT division to seek for advice.

3.1 Once the URL page setting loads, you can now set-up your link. It only requires the **Name** for the link and the **External URL** or the actual link you will be using, just copy and paste it in the input field.

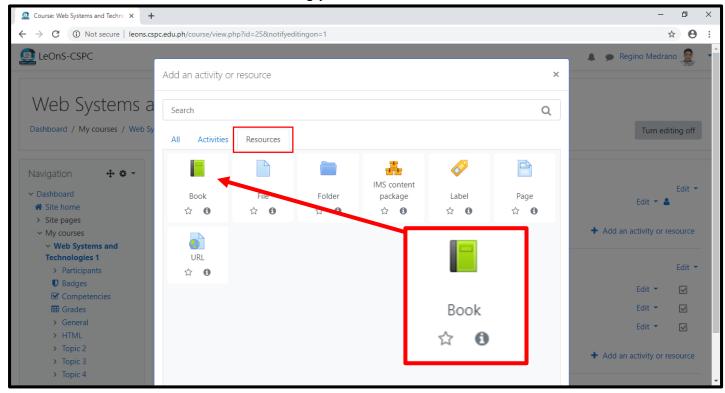
Editing URL ×		× +		– o ×
← → C ▲ Not secure leons.	.cspc.edu.ph/course/modedit.php	?add=url&type	=&course=25§ion=1&return=0&sr=	☆ 🖰 :
LeOnS-CSPC				🌲 🍺 Regino Medrano 🧝 🝷
Web Systems a Dashboard / My courses / Web :		0	ig a new URL to HTML	
Navigation 🕂 🏶 👻	Adding a ne	w URL t	o HTMLo	Expand all
 Site home Site pages 	▼ General			y Expand an
✓ My courses	Name	0	HTML Introduction	
 Web Systems and Technologies 1 Participants 	External URL	0	https://www.w3schools.com/html/html_intro.asp	Choose a link
 Badges Competencies Grades 	Description			■ ● ● ● ← H-P
Grades > General				
HTML Ebooks Folder				
Ebooks Folder HTML Sample				11
Source Code			Display description on course page	

.2 Leave the rest unmodified, scroll down and click on "Save and return to course" button or the "Save and display" button to immediately view your link

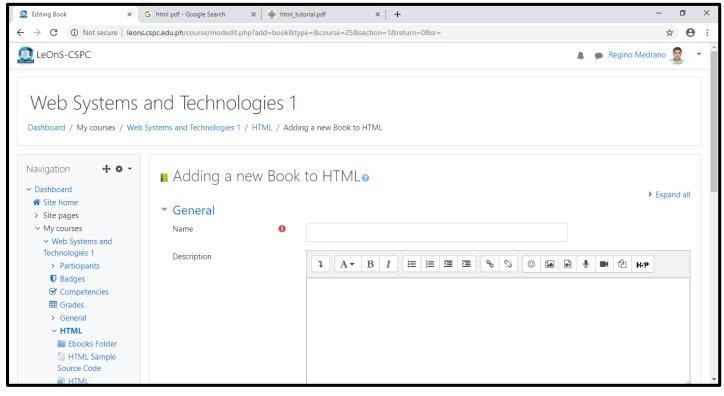
Editing URL ×	₩3 Introduction to HTML × +	-	٥	×
← → C ▲ Not secure leo	ns.cspc.edu.ph/course/modedit.php?add=url&type=&course=25§ion=1&return=0&sr=	\$	Θ	:
LeOnS-CSPC	A 🦻 Reg	gino Medrano 🦼		. 1
 Ebooks Folder HTML Sample Source Code Topic 2 Topic 3 	Display description on course page		11	
 > Topic 4 Administration Course administration Edit settings Course completion > Users 	 Appearance URL variables Common module settings Restrict access Save and return to course Save and di 	splay		
 > Osers Filters > Reports Gradebook setup > Badges Backup Restore Import Reset > Question bank 	 Activity completion Tags Competencies Save and return to course Save and display Cancel 	spidy		

4. Book – this module lets you publish a basic electronic book where you can put your lessons as a reference for your topics.

To begin, click "Add an activity or resource" in your course topic, look for the box with "Book" and click it to start drafting your book



4.1 Once the Book setting page loads, you can now start adding contents to your book



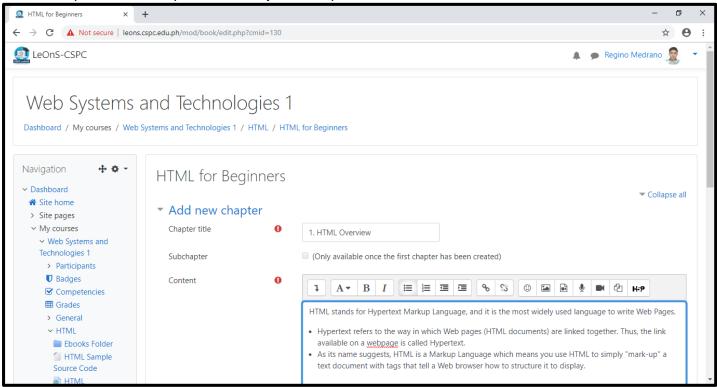
4.2 Provide the Name of your book and also put some description about your book

Editing Book ×	+	-	٥	×
← → C ▲ Not secure leons.	.cspc.edu.ph/course/modedit.php?add=book&typ	e=&course=25§ion=1&return=0&sr=	θ	:
LeOnS-CSPC		🌲 🍺 Regino Medrano	JUNE -	•
Dashboard / My courses / Web	and Technologies 1 Systems and Technologies 1 / HTML / Addin	-		
Navigation $• • • • • • • • • • • • • • • • • • •$	 Adding a new Book General 	to HTML@	ind all	ł
 My courses Web Systems and Technologies 1 Participants 	Name 0 Description	HTML for Beginners		
 ♥ Badges ♥ Competencies ♥ Grades > General > HTML ■ Ebooks Folder ④ HTML Sample Source Code ● HTML 		HTML stands for Hyper Text Markup Language, which is the most widely used language on Web to deve web pages. HTML was created by <u>Berners</u> -Lee in late 1991 but "HTML 2.0" was the first standard HTML specification which was published in 1995. HTML 4.01 was a major version of HTML and it was published late 1999. Though HTML 4.01 version is widely used but currently we are having HTML-5 version which i extension to HTML 4.01, and this version was published in 2012.	in	*

4.3 Scroll down your page and leave the rest unmodified, click on "Save and return to course" button or "Save and display" to immediately open your book

Editing Book ×	+	– 0 ×
← → C ▲ Not secure leon	ns.cspc.edu.ph/course/modedit.php?add=book&type=&course=25§ion=1&return=0&sr=	☆ \varTheta :
(LeOnS-CSPC	A 9	🕨 Regino Medrano 🧟 🔹
Introduction > Topic 2 > Topic 3	 Display description on course page (2) 	///
> Topic 4	Appearance	
Administration 🛛 🕂 🌣 👻	Common module settings	
 Course administration Edit settings 	Restrict access	
Course completion	Activity completion Save and return to course Save	e and display
 Filters Reports 	▶ Tags	
Gradebook setup	Competencies	
Backup 1 Restore	Save and return to course Save and display Cancel	
 Import € Reset > Question bank 	There are required fields in this form marked $oldsymbol{0}$.	
Add a block		

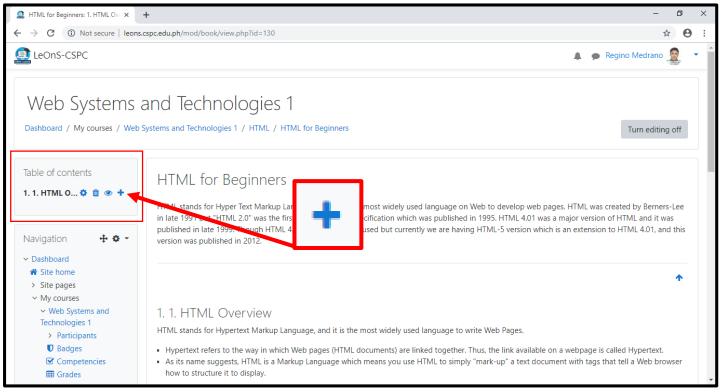
4.4 Now, open your Book and start adding your book's chapter contents. You only have to provide a Chapter title and your Chapter content



4.5 Scroll down, and click the "Save changes" button and it will display your added chapter

HTML for Beginners: 1. HTML Ove ×	+	- 0 ×
← → C () Not secure leons	.cspc.edu.ph/mod/book/view.php?id=130	☆ 🛛 :
(a) LeOnS-CSPC	🌲 🗩 R	egino Medrano 🧝 🔹
, , , , , , , , , , , , , , , , , , ,	and Technologies 1 Systems and Technologies 1 / HTML / HTML for Beginners	Turn editing off
Table of contents 1. 1. HTML 0 ✿	HTML for Beginners HTML stands for Hyper Text Markup Language, which is the most widely used language on Web to develop web pages. HTML was cr in late 1991 but "HTML 2.0" was the first standard HTML specification which was published in 1995. HTML 4.01 was a major version of published in late 1999. Though HTML 4.01 version is widely used but currently we are having HTML-5 version which is an extension t version was published in 2012.	f HTML and it was
 Dashboard Site home Site pages My courses Web Systems and Technologies 1 Participants Badges Competencies Grades 	 HTML Overview HTML stands for Hypertext Markup Language, and it is the most widely used language to write Web Pages. Hypertext refers to the way in which Web pages (HTML documents) are linked together. Thus, the link available on a webpage is construction. As its name suggests, HTML is a Markup Language which means you use HTML to simply "mark-up" a text document with tags the how to structure it to display. 	* ·

4.6 To add another chapter, click on the "+" symbol under your table of contents or beside a chapter to insert a new book chapter. Just follow the same Procedure above and you are good in adding chapters to your book



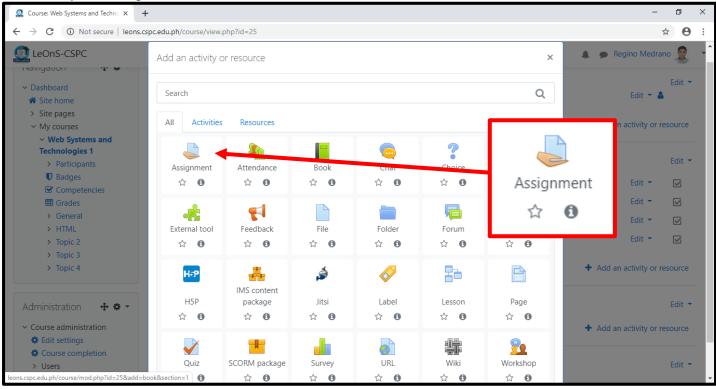
ADDING ACTIVITIES

You can add online class activities such as Assignments, Quizzes, Tests, Survey, or a Video Conference!

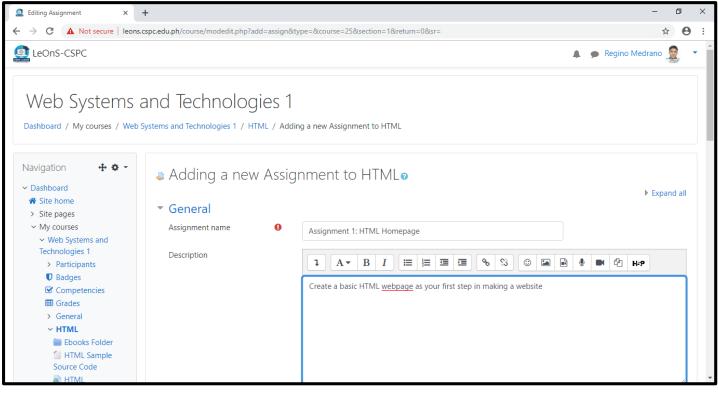
- 1. **Assignment** allows your students to submit their works through file upload. You may also use this activity to collect projects as it support making Rubrics that works with our OBE!
- 2. **Quizzes** you may conduct a quiz on your course to test the student's comprehension with different type of question sets that may fit to your needs.
- 3. **Tests** this is also in a form of quiz, but may be longer in set of questions and you have to change name of your quiz as Test!
- 4. Video Conference this activity allows you to have a virtual meeting with your students through the Jitsi module and it has a capacity of 75 persons per meeting.

To add your activities, just click on the "Add an activity or resource" in your course content's topic and select one of the above modules

1. To add an Assignment, click on the box with "Assignment" and it will show you the page setting for your assignment



1.1 Start editing your assignment details. Put an Assignment name and Description



- 1.2 Scroll down to see more of the settings.
 - You can put Additional files to provide some example for the required output
 - Set your submission dates under the Availability section:
 - a. Allow submissions from it the start date when you will be accepting submissions of the assignments. You can also put an ante date here
 - b. **Due date** it is the period on when is the last date of submission
 - c. **Cut-off date** if checked, it is a period for the extension of submission, all submission inside this period are marked as late
 - d. **Remind me to grade by** it is a date when the system will remind you that you have a pending submissions to be graded

Editing Assignment × -				- 0
→ C ③ Not secure leons.c	<pre>spc.edu.ph/course/modedit.php?upc</pre>	late=1358	s&return=0&sr=0	☆ 8
LeOnS-CSPC			🦧 🙍 Regino Medra	ano 🧝
OI HIWL				1
Introduction			Display description on course page	
Beginners				
🌡 Assignment 1:	Additional files	0	Maximum size for new fil	
HTML Homepage				
> Topic 2			Files	
> Topic 3				7
> Topic 4				
dministration 🛛 🕂 🌣 🚽			You can drag and drop files here to add them.	
unninistration 🕂 🛠 -				
Assignment administration				
Edit settings	 Availability 			
Group overrides	Allow submissions from	~		
User overrides	Allow submissions from	0	26 ♦ June ♦ 2020 ♦ 00 ♦ 00 ♦ m 🗹 Enable	
Locally assigned roles Permissions				
 Permissions Check permissions 	Due date	0	3 \$ July \$ 2020 \$ 00 \$ m imes Enable	
Filters				
Competency breakdown	Cut-off date	0	26 ♦ June ♦ 2020 ♦ 10 ♦ 16 ♦ 🛗 🗆 Enable	
Backup	Remind me to grade by	0	10	
Restore				
			Always show description ?	

- **Submission types** you can choose from "Online text" or "File submissions"
 - a. If you checked Online text, the students will input their submissions as plain texts. A word limit can also be set
 - b. If you checked File submissions, the student will upload a file as submission
 - c. You can check both of the options if you want to accommodate the two modes of submission

*The maximum file size for file submissions is 100mb only, and a maximum of 20 files per submission. By default a student can only submit once

- By default, grades per submission are set to maximum of 100 Points

Editing Assignment ×	+	- 0 >	×
\leftrightarrow \rightarrow C (i) Not secure leons	.cspc.edu.ph/course/modedit.php?update=135&return=0&sr=0	☆ \varTheta	:
LeOnS-CSPC	1	🗜 🍺 Regino Medrano 🧝 🔹	•
View gradebook View all submissions Download all submissions	 ✓ Submission types ✓ Submission types ✓ Online text ② ✓ File submissions ② 		
> Course administration	Word limit 🕜 🔲 Enable		
	Maximum number of 20 ¢		
Add a block	Maximum submission size 📀 Site upload limit (100MB) 🗢		
Add ¢	Accepted file types 🕢 Choose No selection		ł
	Feedback types		l
	Submission settings		l
	Group submission settings		ł
	Notifications		
	▶ Grade	^	

1.3 Scroll down until the bottom of your page, leave the rest unmodified and you can click on the "Save and return to course" button or the "Save and display" button to open your assignment

Editing Assignment ×	+	– Ø ×
\leftrightarrow \rightarrow C (i) Not secure le	ons.cspc.edu.ph/course/modedit.php?update=135&return=0&sr=0	☆ ⊖ :
LeOnS-CSPC	 Grade Common module settings Restrict access Activity completion Tags Competencies Save and return to course Save and display Cancel 	Regino Medrano
<u>websystech1</u> <u>Get the mobile ap</u>	as <u>Regino Medrano</u> (Log out)	*

1.4 Create an Assignment for Project Submission with RUBRIC for rating

A rubric based assignment are typically used for project submissions or activities that have corresponding rubric for checking. A simple assignment uses the default grading points provided by LeOns. Whilst a rubric based assignment uses the "rubric" in order to rate the submissions of the students.

To start, follow the same procedure above in creating assignment, the difference is that you are going to tweak on the Grade part of the assignment settings. Then click on the "Grade"

2 Editing Assignment × +	- 0 ×
← → C 🔺 Not secure leons.cspc.edu.ph/course/modedit.php?add=assign&type=&course=25§ion=1&return=0&sr=	☆ \varTheta :
LeOns-CSPC A	🗩 Regino Medrano 🧝 🔹
Feedback types	
Submission settings	
Group submission settings	
Notifications	
Frade ← Grade	
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 9	
▼ Grade	
Grade 💡	
Type Point 🗢	
Maximum grade	
100	

Simple direct grading 🗢

Uncategorised 🗢

No 🗘

No ≑

No 🕈

Grading method

Grade category

Grade to pass

Blind marking

students

Hide grader identity from

Use marking workflow

0

0

0

0

0

0

ŧ

Rubric

In the Grading method shown previously, choose the "Rubric" from the dropdown list. Then, scroll down at the bottom of your page to click the button "Save and return to course" or the button "Save and display"

Editing Assignment ×	G moodle 3.9 how to add rubric on X M Grade with Rubrics or Grading GL X +	- 0	×
← → C ▲ Not secure leons	s.cspc.edu.ph/course/modedit.php?update=143&return=1	☆ 0	:
LeOnS-CSPC		🌲 🍺 Regino Medrano 🧝 🔹	-
	Blind marking Image: No the students Hide grader identity from students Image: No the students Use marking workflow Image: No the students Common module settings		
	 Restrict access Activity completion Save and return to course Save and return to course 	ve and display	
	▶ Tags		
	Competencies		ł
	Save and return to course Save and display Cancel		
		^	
 Moodle Docs for 	or this page		

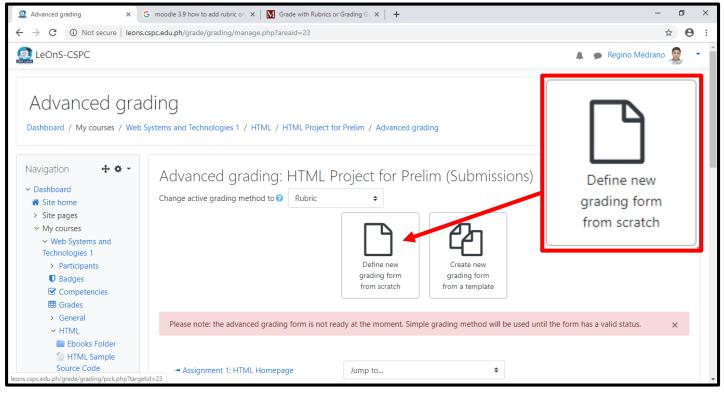
1.5 Open your assignment activity that has been set with rubric, it should look like below

🧟 websystech1: HTML Project for Pr 🗙 G	moodle 3.9 how to add rubric on $$ X $$ $$ X $$ Grade with Rubrics or Grading Gu X $$ $$	+	- 0 ×
← → C ③ Not secure leons.cs	pc.edu.ph/mod/assign/view.php?id=143&forceview=1		☆ \varTheta :
LeOnS-CSPC			🌲 🗩 Regino Medrano 🧟 🔻 🕯
5	nd Technologies 1 stems and Technologies 1 / HTML / HTML Project for Prelim		
Navigation	HTML Project for Prelim Separate groups All participants 🕈 Grading summary		
ParticipantsBadges	Hidden from students	No	
Competencies Grades	Participants	0	
> General ~ HTML	Submitted	0	
Ebooks Folder	Needs grading	0	
Source Code	Due date	Friday, 3 July 2020, 12:00 AM	•

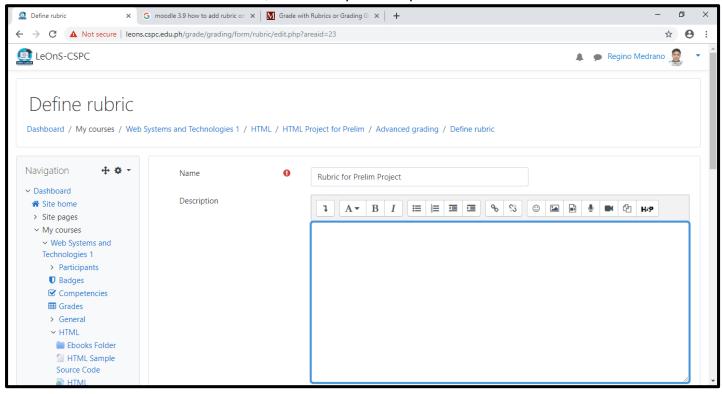
1.6 Scroll down to your **Administration** block. Look for the "Advance grading" in the list, and click that link to redirect you into the assignment's rubric management page

🧟 websystech1: HTML Project for Pr 🗙 G	moodle 3.9 how to add rubric on 🗙 📔 M Grade with Rubrics or G	Grading Gu 🗙 📔 🕂	- 0 ×
← → C ③ Not secure leons.cs	spc.edu.ph/mod/assign/view.php?id=143&forceview=1		☆ 🛛 :
LeOnS-CSPC			🌲 🍺 Regino Medrano 🧟 🔻
> Topic 3 > Topic 4	- Assignment 1: HTML Homepage	Jump to	÷
Administration 🕂 🕈 👻			
 Assignment administration 			
Edit settings			
Group overrides			
User overrides			
Locally assigned roles			
 Permissions Check permissions 			
Filters			
Competency breakdown			
Logs			
Backup	> Adva	nced grading	
Restore	· / /u/u	leea graanig	
> Advanced grading			
View gradebook			
View all submissions			
Download all			
submissions			4
> Course administration			

1.7 Once the page loads, click on the box with the "Define new grading form from scratch"



1.8 A rubric creation page will appear, so that you can already craft your rubric for grading. First enter the rubric name, the Description is optional



1.9 Scroll down below the page and you see the rubric guide. There three parts in this form, the **Rubric table**, the **Add level** button and the **Add criterion** button

Define rubric × G	moodle 3.9 how to add rubric on 🗙 🛛 M Grade with Rubrics or Grading Gu 🗙 🛛 🕇	– 0 ×
← → C ▲ Not secure leons.cs	spc.edu.ph/grade/grading/form/rubric/edit.php?areaid=23	☆ \varTheta :
LeOnS-CSPC	A 9	🗩 Regino Medrano 🧟 🔹 🕇
Introduction	Rubric	
Beginners	Click to edit Click to edit level Click to edit level Click to edit level + Add level c opoints 1 points 2 points ×	
HTML Project for Prelim	+ Add criterion Rubric options	
 Topic 2 Topic 3 Topic 4 	Sort order for levels: Ascending by number of points + Calculate grade having a minimum score of the minimum achievable grade for the rubric ?	
Administration 🕂 🕈 🗸	 Allow users to preview rubric (otherwise it will only be displayed after grading) Display rubric description during evaluation 	
 Assignment administration Edit settings Group overrides 	 Display rubric description to those being graded Display points for each level during evaluation 	
 User overrides Locally assigned roles 	 Display points for each level to those being graded Allow grader to add text remarks for each criterion Time and the state of the state	
 Permissions Check permissions Filters 	Show remarks to those being graded	
Competency breakdown Logs Backup	Save rubric and make it ready Save as draft Cancel There are required fields in this form marked • .	

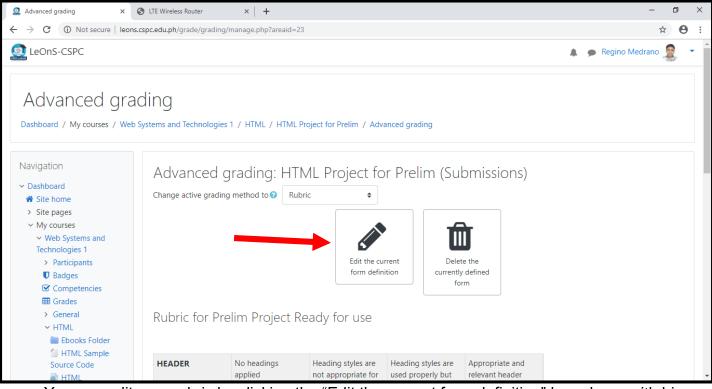
1.10 Just click on the table to add your criterion, it should be based on your approved course syllabi if available. To add another column or level of points click on the button "Add level", to add another row or criterion just click on the "Add criterion" button

Define rubric X	G moodle 3.9 how to add rubric on X	Grade with Rubrics or	Grading G 🗙 🕇 🕂				-	٥	×
- > C 🔺 Not secure lec	ons.cspc.edu.ph/grade/grading/form/r	ubric/edit.php?areaid=23					☆	Θ	:
						🌲 🍺 Regino Me	edrano		•
Introduction	Rubric								
HTML for Beginners Assignment 1: HTML Homepage HTML Project for Prelim > Topic 2	× HEADER ↓ ℃	Appropriate and relevant header styles were applied, well in-place and not scattered 25 points X	Heading styles are used properly but heading contents are not properly organized 17 points X	Heading styles are not appropriate for the chosen theme of design 10 points	No headings applied 0 points	+ Add level			
 Administration Adsignment administration Edit settings Group overrides User overrides Locally assigned roles 	়া BODY ২ ে	Web page document body contains organized content of Paragraph, Multimedia if combination, Table and HTML Form with appropriate contents 25 points X	HTML Body needs improvement on plotting the tags in an organized way with appropriate contents 17 points X	HTML Body does contain organized contents using appropriate tags but does not provide relevant presentation on the subject matter being developed 10 points X	No HTML Body included <i>0 points</i>	* Add level			
Permissions Check permissions Filters Competency breakdown Logs	+ Add criterion Rubric options Sort order for levels: A	scending by number of p	points 🗢						

1.11 To save your rubric, leave the rest unmodified, and scroll down at the bottom of your page and click on the button "Save rubric and make it ready" or the button "Save as draft" to temporarily save your rubric

Define rubric ×	G moodle 3.9 how to add rubric on 🗙 📔 🕅 Grade with R	ubrics or Grading Gu 🗙 📔 🕇		-	- 0	×
← → C ▲ Not secure leons	.cspc.edu.ph/grade/grading/form/rubric/edit.php?are	aid=23			☆ 0	:
LeOnS-CSPC				🌲 🍺 Regino Medrar	no 🧝 🔹	•
 Restore Advanced grading Define rubric View gradebook View all submissions Download all submissions 	 Allow users to preview rubric (otherw Display rubric description during eval Display rubric description to those be Display points for each level during e Display points for each level to those Allow grader to add text remarks for 	luation eing graded valuation being graded	ding)			
> Course administration	 Allow grader to add text remarks for Show remarks to those being graded 					
Add a block	There are required fields in this form marked		Save as draft Cancel			
	- Assignment 1: HTML Homepage	Jump to	\$			
Moodle Docs for	<u>this page</u>					
You are logged in as <u>j</u> <u>websystech1</u> <u>Get the mobile app</u>	-		make it ready	Save as draft	1	
€ <u>Give feedback ab</u>	out this software	-				v

1.12 Your saved rubric will look like the below figures



You can edit your rubric by clicking the "Edit the current form definition" box above with big pencil symbol

	-spc.edu.pn/grade/grad	ding/manage.php?areaid=2	20			☆ 😶
LeOnS-CSPC						🌲 🍺 Regino Medrano 🧟
Badges			ionn acim			
Competencies				for	rm	
III Grades						
> General	Rubric for	Prelim Project F	Readv for use			
✓ HTML						
🚞 Ebooks Folder						
HTML Sample		Ne headings	Lingding styles are	Linding styles are	American and	
Source Code	HEADER	No headings applied	Heading styles are not appropriate for	Heading styles are used properly but	Appropriate and relevant header	
HTML Introduction		0 points	the chosen theme of		styles were applied,	
HTML for		opoints	design	are not properly	well in-place and	
Beginners			10 points	organized	not scattered	
Assignment 1:				17 points	25 points	
HTML Homepage	BODY	No HTML Body	HTML Body does	HTML Body needs	Web page	
븛 HTML Project for		included	contain organized	improvement on	document body	
Prelim		0 points	contents using	plotting the tags in	contains organized	
> Topic 2			appropriate tags but		content of	
> Topic 3			does not provide	with appropriate	Paragraph, Multimedia if	
> Topic 4			relevant presentation on the	contents	combination, Table	
			subject matter being	17 points	and HTML Form	
			developed		with appropriate	
Administration			10 points		contents	
Assignment administration			-		25 points	

1.13 View / Grading of Submissions

In this part, you are going view the submissions and give the points for the submissions. We have two form here, grading for the **Simple Assignment Activity** and the **Assignment Activity with Rubric for Grading.**

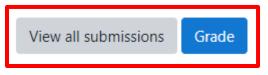
1.13.1 Simple Assignment Activity

Open your created simple activity

🧟 websystech1: Assignment 1: HTM 🗙 🗕	+	- 0 ×
\leftrightarrow \rightarrow C (i) Not secure leons.c	spc.edu.ph/mod/assign/view.php?id=135&g	roup=12 😒 😵 🗄
LeOnS-CSPC		🌲 🍺 Regino Medrano 🧟 🝷
Navigation	Assignment 1: HTML Create a basic HTML webpage as your Separate groups BSIT1A + Grading summary	
Competencies	Hidden from students	No
⊞ Grades > General ~ HTML	Participants	1
🚞 Ebooks Folder	Submitted	0
Source Code	Needs grading	0
HTML Introduction	Due date	Friday, 3 July 2020, 12:00 AM
HTML for Beginners	Time remaining	5 days 9 hours
Assignment 1 HTML Homepage HTML Project for Decline		View all submissions Grade

You have 3 parts in that page as shown above:

- Separate groups these are the group sections you created, it opens only the Grading summary of the section you selected
- **Grading summary** it displays the information of the submission of that particular group section you selected above
- **Buttons for grading** the "View all submissions" button allows you to see the list of your students and their submissions before grading, the "Grade" button allows you to immediately grade all current submissions one by one



*The Grade button is the same with process when you grade your students through the View all submissions button, the only difference is that it will start from the first student enrolled or in an alphabetical order. 1.13.1.1 View all submissions.

In the figure below, you will see a table where your students are listed with their submission. Click on the "Grade" for each student and it will open a grading page where the submitted assignment were also displayed.

🧟 websystech1: Assignment 1: HTM 🗙 -	+										- 0	1	\times
\leftrightarrow \rightarrow C (i) Not secure leons.c	cspc.edu.ph/mo	od/assign/vi	ew.php?id=13	5&action=grading							\$	θ	:
LeOnS-CSPC										🖡 🗩 Regino	Medrano 🧕	•	•
 Dashboard Site home Site pages My courses Web Systems and Technologies 1 Participants Badges 	Grading a Separate <u>c</u> First name	ction Characteria	oose Il participants B C D E	VL Homepa s F G H I J K	K L M N								
Competencies Grades Seneral HTML	Select	User picture	First name / Surname	Email address	Status —	Grade	Edit	Last modified (submission) —	Online text	File submissions	Submission comments		
 Ebooks Folder HTML Sample Source Code HTML Introduction 	•	0	Student One	s1@example.com	No submission	Grade	Edit 👻	-				•	
HTML for Beginners Assignment 1: HTML Homepage HTML Project for Prelim > Topic 2	With	n selected		Lock sub	missions	¢	Go						
> Topic 2	 Opt 	ions											-

Here, review first the submitted assignment. However, on your discretion, you may add a points to students who might not have a submitted assignment

🧟 websystech1: Assignment 1: HTM 🗙 🕂		– a ×
← → C ③ Not secure leons.cs	pc.edu.ph/mod/assign/view.php?id=135&rownum=0&action=grader&userid=7	☆ 😝 :
Course: Web Systems and Technologies Assignment: Assignment 1: HTML Hom View all submissions		Change user
	Submission	A
	No attempt Not graded 4 days 14 hours remaining Student can edit this submission	
c [Grade Grade out of 100 Current grade in gradebook	0
	Feedback comments	
	Notify students 🗹 🥑 Save changes Save and show next Reset	

Now click on the "Save changes" button to save the points or the "Save and show next" button to review the next student. To go back to your list of submission. You might want to add some feedback according for their submitted assignment

🧟 websystech1: Assignment 1: HTM 🗙 🗕	+	-	٥	×
\leftrightarrow \rightarrow C (i) Not secure leons.c	zspc.edu.ph/mod/assign/view.php?id=135&rownum=0&action=grader&userid=7	☆	Θ	:
Course: Web Systems and Technologi Assignment: Assignment 1: HTML Hor View all submissions		•		
	Submission No attempt Not graded 4 days 14 hours remaining Student can edit this submission Grade Grade Grade out of 100 Current grade in gradebook			
	Notify students 🗹 😮 Save changes Save and show next Reset			*

To go back to the list of submissions, click on the "View all submissions" link at the Top-Left of the page or click on the assignment title, or you can go back to your course contents by clicking your course title also at the top-left of your page

websystech1: Assignment 1: HTM × +				- 0 ×
\leftarrow \rightarrow C (i) Not secure leons.cspc.edu.ph/mod/a	assign/view.php?id=135&rown	um=0&action=grader&userid=7		☆ 🛛 :
Course: Web Systems and Technologies 1 Assignment: Assignment 1: HTML Homepage 🌣 View all submissions	s1@e	ent One xample.com July 2020, 12:00 AM		Change user
Sumission				
No attempt Not graded 4 days 14 hours Student can edit Grade	remaining t this submission	Course: Web Systems a Assignment: Assignmen View all submissions		-
Grade out of 10			0	
Feedback co		I I & % () & A & 4 & A	¥	
	Notify students 🗷 🍘	Save changes Save and show next Reset	t	

Follow the same procedure of the Simple Assignment Activity on grading, the difference only is that instead of giving a direct points, you will be using the created RUBRIC for Grading

← → C C O Not secure leons.cspc.edu.ph/mod/assign/view.php?id=143&trownum=0&taction=grader&userid=7 ★ P C Student One s1@example.com Due date: 3 July 2020, 12:00 AM 1of2 Course: Web Systems and Technologies 1 Assignment: HTML Project for Prelim Student One s1@example.com Due date: 3 July 2020, 12:00 AM 1of2 Submission
Assignment: HTML Project for Prelim St@example.com Due date: 3 July 2020, 12:00 AM I of 2 Change user I of 2 I
Submission No attempt Not graded 4 days 11 hours remaining Student can edit this submission
0 points the chosen theme of design applied, well inplace and not scattered organized 10 points points properly organized BODY No HTML Body included HTML Body does contain Web page document body Notify students ☑ ② Save changes Save and show next Reset

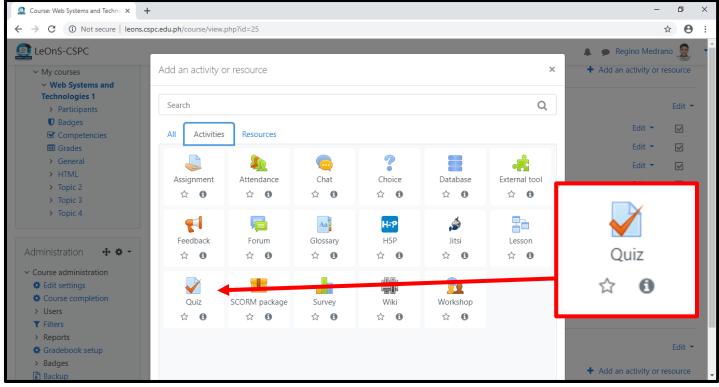
Click on the grading criteria to give points for the submitted output

🧟 websystech1: HTML Project for Pr 🗙 🕂								- 0	×
\leftrightarrow \rightarrow C (i) Not secure leons.cspc.e	edu.ph/mod/assign/view.	.php?id=143&rownu	m=0&action=grade	er&userid=7				☆	9 :
Course: Web Systems and Technologies 1 Assignment: HTML Project for Prelim ‡ View all submissions		s1@ex	ent One ample.com July 2020, 12:00	AM		-	Change user	▼ ►	
	HEADER	No headings applied 0 points	Heading styles are not appropriate for the chosen theme of design 10 points	Heading styles are used properly but heading contents are not properly organized 17 points	Appropriate and relevant header styles were applied, well in- place and not scattered 25 points				
	BODY	No HTML Body included 0 points	HTML Body does contain organized contents using appropriate tags but does not provide relevant presentation on the subject matter being developed 10 points	way with					Ţ
	N	otify students 🗹 💡	Save changes	Save and show	w next Reset				

The blank box at the end of each row are for giving feedback or comments if you want to. The score will automatically be calculated based on the selected grading criteria. You also have a general feedback box below the page. Save your changes.

websystech1: HTML Project for Prove +		- 0 ×					
\leftrightarrow \rightarrow C (i) Not secure leons.cs	← → C ③ Not secure leons.cspc.edu.ph/mod/assign/view.php?id=143&rownum=0&action=grader&userid=7						
Course: Web Systems and Technologie: Assignment: HTML Project for Prelim K View all submissions	State in Change u s1@example.com Due date: 3 July 2020, 12:00 AM	of 2 T					
	Feedback comments						
	Notify students 🗹 🤪 Save changes Save and show next Reset						

 To add Quizzes / Tests, click on the box with "Quiz" and it will show the page to create a quiz. This method also applies on Creating Tests, but instead of using a name for "Quiz", you put "Test" or "Exam"



Version 1, Current Release 3.9+

Fill in the "Name" as shown below. The "Description" is optional

Editing Quiz ×	+		- 0 ×
← → C ▲ Not secure leons	.cspc.edu.ph/course/modedit.php?add=quiz&type	e=&course=25§ion=1&return=0&sr=	☆ ⊖ :
🗟 LeOnS-CSPC			🌲 🍺 Regino Medrano 🧟 🔻
5	and Technologies 1 Systems and Technologies 1 / HTML / Addin	ig a new Quiz to HTML	
Navigation	 Adding a new Quiz t General 	to HTML•	Expand all
 Site pages My courses Web Systems and Technologies 1 Participants 	Name () Description	Prelim Quiz 1	e en ea estatuar estatu estatuar estatuar est
 Badges Competencies Grades General HTML Ebooks Folder HTML Sample Source Code HTML 			

Scroll down the page to see more other important settings: Timing, Grade, Layout, Question behaviour, and Review options

🧟 Editing Quiz 🛛 🗙	+	– ø ×
← → C ▲ Not secure leons	.cspc.edu.ph/course/modedit.php?add=quiz&type=&course=25§ion=1&return=0&sr=	☆ \varTheta :
LeOnS-CSPC		🌲 🍺 Regino Medrano 🧟 🔻 🕈
HIVE Introduction HTML for Beginners	Display description on course page	<i>M</i>
Assignment 1: HTML Homepage	▶ Timing	
HTML Project for Prelim	▶ Grade	
> Topic 2> Topic 3> Topic 4	Layout	
7 Topic 4	Question behaviour	
Administration 🛛 🕂 🌣 👻	Review options options	
 Course administration Edit settings 	Appearance	
Course completionUsers	Safe Exam Browser	
 Filters > Reports 	Extra restrictions on attempts	
 Gradebook setup Badges 	Overall feedback o	
 Backup Restore Import 	Common module settings	

2.1 Timing

Editing Quiz ×	+		- 0	
→ C ▲ Not secure leons	.cspc.edu.ph/course/modedit.php?a	add=quiz&ty	pe=&course=25§ion=1&return=0&sr=	9
LeOnS-CSPC			🌲 🍺 Regino Medrano 🧕	•
Introduction HTML for Beginners			Display description on course page ?	
Assignment 1: HTML Homepage	 Timing 			
HTML Project for Prelim	Open the quiz	0	28 ◆ June ◆ 2020 ◆ 12 ◆ 43 ◆ m □ Enable	
> Topic 2> Topic 3	Close the quiz		28 June	
> Topic 4	Time limit	0	0 minutes 🗢 🗆 Enable	
dministration 🛛 🕂 🌣 👻	When time expires	0	Open attempts are submitted automatically +	
Course administration Course completion	• Grade		Open attempts are submitted automatically There is a grace period when open attempts can be submitted, but no more questions answered Attempts must be submitted before time expires, or they are not counted	
Users Filters	Layout			
Reports Gradebook setup	Question behav	viour		
> Badges	Review options	0		
Restore Import	Appearance			

Click on the "Timing" option as it will expand and display the timing setting

The timing settings allows you to set a specific schedule on when the quiz or test ends. With the "Time limit" option, you may set a number of minutes on how much time a student should complete the quiz or test.

- 1. Open the quiz set a date/time when the quiz or test should start
- 2. Close the quiz set a date/time when the quiz or test should end or due
- 3. Time limit set a certain time constraints (minutes) when answering the quiz or test
- 4. When time expires set an option on what LeOnS will do if the student failed to finish the quiz

When time expires	0	Open attempts are submitted automatically
		Open attempts are submitted automatically
Grade		There is a grace period when open attempts can be submitted, but no more questions answered Attempts must be submitted before time expires, or they are not counted

- Open attempts are submitted automatically this means that when a student has meet the deadline or time limit, LeOnS will automatically submit the answers.
- There is a grace period when open attempts can be submitted, but no more questions answered this means that it will let the student to manually submit the quiz or test attempt after the quiz or test duration runs out. You may set it as week, day, hour, minute, or seconds

When time expires	0	There is a grace period when open attempts can be submitted, but no more questions answered 🗢			
Submission grace period	0	1 days 🗢 Enable			

 Attempts must be submitted before time expires, or they are not counted – this means that the student must manually submit the answers or the score will not be counted. This is strict but may be disadvantageous to those who have slow internet connectivity

2.2 Grade

It allows you to set the grading behaviour you want for your quiz or test

▼ Grade		
Grade category	0	Uncategorised 🗢
Grade to pass	0	
Attempts allowed		Unlimited \$
Grading method	0	Highest grade 🗢

Grade category – this refers to the grading method you will be using with the Gradebook if available, leave it Uncategorised if you have not done setting-up your gradebook *Grade to pass* – this is by far the percentage on at what grade should the student must obtain in order to pass. By default it is blank to set it to zero, maximum of 100 *Attempts allowed* – set a certain number of attempts or chances on how many times a student can take the guiz or test

Grading method – it will tell LeOnS on what score result it will record such as: Highest grade, Average grade, First attempt, or Last attempt depending on the number of attempts allowed or made by the student

2.3 Layout

Under the layout options, it allows you to set the number of questions that will display per page of attempts. Click on the "Show more" link to open advance option for the Layout

 Layout 			
New page	0	Every question	\$
Show more			

The Navigation method is set to "Free" by default, you can set it to "Sequential" to make the pages open incremental manner

 Layout 			
New page	0	Every question	\$
Navigation method	! @	Free 🗢	
Show less			

The "New page" options will tell LeOnS on how many questions per page should display, by default it is set to "Every question" to display one (1) question per page only. To apply number of questions per page, select an appropriate numbers under the drop down button with a maximum of 50 questions per page, or "Never, all questions on one page"

 Layout 		
New page 🕜	Every question	÷
	Never, all questions on one page	_
Navigation method	Every question	
	Every 2 questions	
Show less	Every 3 questions	
	Every 4 questions	
Question behaviour	Every 5 questions Every 6 questions	
Review options g	Every 7 questions	
	Every 8 questions	

2.4 Question behaviour

Under Question behaviour, it allows you to set on how your questions behave. Click on the "Show more" link similar with the previous option to view the advance option.

 Question behaviour 	
Shuffle within questions 🕜	Yes 🗢
How questions behave 🕜	Deferred feedback 🗢
Each attempt builds on the 惧 🕜 last	No 🕈
Show less	

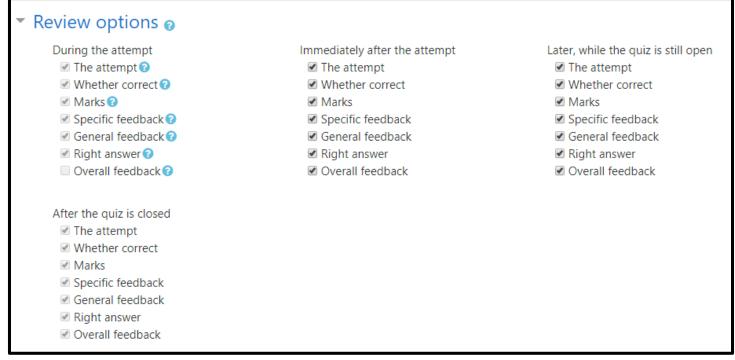
- You can shuffle your questions every time a student attempts the quiz.

- For simplicity, set "How questions behave" to default "Deferred feedback" as it will show only the result of the submissions after the student has submitted the answer

- If "Each attempt builds on the last" is enabled, it will allow the students to only answer the incorrect questions attempted and can only be enabled with multiple or more than one attempts allowed. This might be an advantage for students with low scores

2.5 Review options

You can control how the details of the submitted quiz or test reveals to the students



- **During the attempt settings** are only relevant for some question behaviours like "interactive with multiple tries" which may display feedback during the quiz or test attempt
- *Immediately after the attempt* settings apply for the first 2 minutes after finishing the quiz or test
- Later, while the quiz is still open settings apply after this, and before the quiz close date
- *After the quiz is closed* settings apply after the quiz close date has passed. If the quiz does not have a close date, this state is never reached or happens.

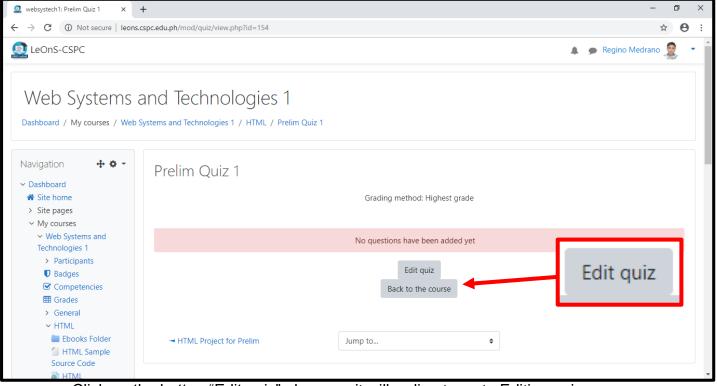
2.6 Save your work

Scroll down at the bottom of your page and click the button "Save and return to course" or the "Save and display" button to immediately set-up your questions



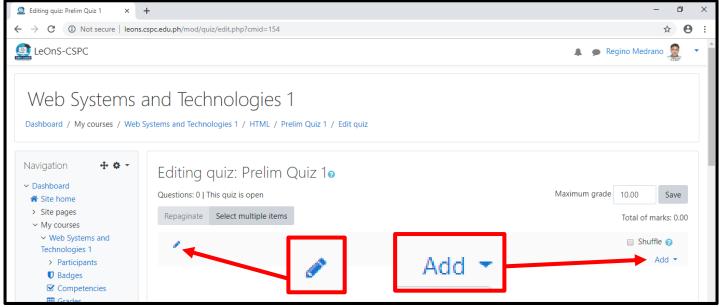
2.7 To insert the questions on your quiz or test, open your quiz or test

IMPORTANT NOTE: Set your timing properly, if your quiz or test does not have a start date or end date, LeOnS will assume that the quiz will start immediately after you inserted your questions. Therefore, once you close the quiz after adding questions and the quiz has been answered, you can no longer edit or add question items.



Click on the button "Edit quiz" above as it will redirect you to Editing quiz page

Now, here you can add your questions or question types



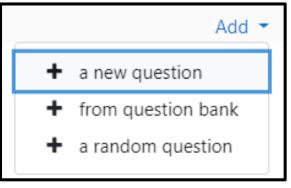
To add a title or instruction, click on the pencil symbol and press enter after entering you text. To add questions, click on the "Add" drop down tool at the right

2.7.1 Adding of Questions

You have 3 options for adding questions:

- 1. a new question
- 2. from question bank
- 3. a random question.
- If this is the first time you have added a question, you cannot use the two (2 and 3) options.
- All added questions will automatically be included in your question bank or the collection of questions. This can be an advantage when making a test out of existing quiz as you will select the questions already available in your course

To start, click the add drop down button and click on "a new question"



A window will appear and asks you to select a question type. Select from one of the question type available and click the add button and will show the to set the question

Cho	os	e a question	ty	pe to add	×
QUES	STIO	NS	Â	Select a question type to see its	
0	ŧ≡	Multiple choice		description.	
0	••	True/False			
0	:::	Matching			
0		Short answer			
0	12	Numerical			
0	80 0 40 0 40 0 40 0 40 0 40 0 40 0	Essay			
0	2+2 = ?	Calculated			
0	<u>2+2</u> = ?	Calculated multichoice			
0	2#2 ⇒ ?	Calculated simple			
0	• ‡•	Drag and drop into text			
0	\$	Drag and drop markers	Ŧ		
				Add Canc	el

In this example, Multiple Choice

Editing a Multiple choice question ×	+	- 0	×
\leftrightarrow \rightarrow C (i) Not secure leons.	cspc.edu.ph/question/question.php?cour	seid=25&sesskey=8c9zS3JMaT&qtype=multichoice&returnurl=%2Fmod%2Fquiz%2Fedit.php%3Fcmid%3D154%26a 🖈 😔	:
LeOnS-CSPC		🌲 🍺 Regino Medrano 🧟 🔻	-
5	and Technologie Systems and Technologies 1 / HTML	S 1 / Prelim Quiz 1 / Question bank / Questions / Editing a Multiple choice question	
Navigation	Adding a Multiple	choice question	
 My courses Web Systems and Technologies 1 Participants 	Category Question name	Default for websystech1	
 Badges Competencies Grades General HTML Ebooks Folder HTML Sample Source Code HTML 	Question text		

Choose a category that points to your quiz

Category Default for Prelim Quiz 1 \$

Add the questions name. The use of question name is for you to track your items listed in your question list or question bank as it is combined with previously added questions

Question name	HTML definition
---------------	-----------------

Add the question text. The question text is the actual question item

Question text	↓ A ▼ B I ≔ ≡ ≡ ∿ % © ™ ⊎ № 4 №
	What does HTML stands for?

Scroll down the page to continue editing

Editing a Multiple choice question × +			-	٥	\times
← → C ▲ Not secure leons.cs	pc.edu.ph/question/question.php?co	urseid=2	25&sesskey=Bc9zS3JMaT&qtype=multichoice&returnurl=%2Fmod%2Fquiz%2Fedit.php%3Fcmid%3D154%26a 🕁	Θ	:
LeOnS-CSPC			🌲 🍺 Regino Medrano		-
Prelim Quiz 1	Default mark	0	1		
> Topic 2					
Topic 3 Topic 4	General feedback	0	I A - B I ≔ ≡ ≡ ∞ % © ■ • • • • • • •		
					÷
Administration 🛛 🕂 🌣 👻					
 Ouiz administration 					
Edit settings					
Group overrides					- 1
User overrides					
Edit quiz					
Preview				11	
> Results	ID number	0			
 Locally assigned roles 					
Permissions	One or multiple answers?		One answer only		
Check permissions			One answer only		
Filters			Shuffle the choices? ?		
Competency breakdown					
	Number the choices?		a., b., c., 🗢		
Backup					
Restore	Show standard instructions	0	No 🗢	1	
 Question bank 		-			
Questions					-

Assign a Default mark. This will LeOnS on how many points this question will be

Defa	ult mark	0	1	

Add General feedback. This will show the students some feedback after the question has answered. This only optional

General feedback	0	I A ▼ B I <thi< th=""> I<</thi<>

Just leave blank for the ID number as it may produce undesirable result if you forgot the sequence or numbers

One or multiple answer? Allows you to set if a question can have more than 1 answers and leave the "Shuffle the choices" checked if your enable the shuffle setting in your quiz or test

One or multiple answers?	One answer only		
	Shuffle the choices? ??		

Number the choices. You can change the style of displaying choices from letters to numbers, or no numbering at all

Number the choices?	a., b., c.,	\$
---------------------	-------------	----

Define the choices and answers

Editing a Multiple choice question × +		- Ø	×
← → C ▲ Not secure leons.cspc.	edu.ph/question/question.php?courseid=25	&sesskey=Bc9zS3JMaT&qtype=multichoice&returnurl=%2Fmod%2Fquiz%2Fedit.php%3Fcmid%3D154%26a 🛧 🧲) :
LeOnS-CSPC		🌲 🍺 Regino Medrano 🧝	•
Backup Restore Question bank	Show standard instructions 🛛 💡	No 🕈	
Questions Categories	 Answers 		
ImportExport	Choice 1	1 A ▼ B I ≔ ≡ ≡ ⊗ % © ⊠ № № № № №	
> Course administration	Grade	None	l
Add a block	Feedback		
Add 🗢			
	Choice 2	Image: A ■ B I I III III III III IIII IIII III	
	Grade	None 🕈	
	Feedback		↑

Add choices and set the correct answer

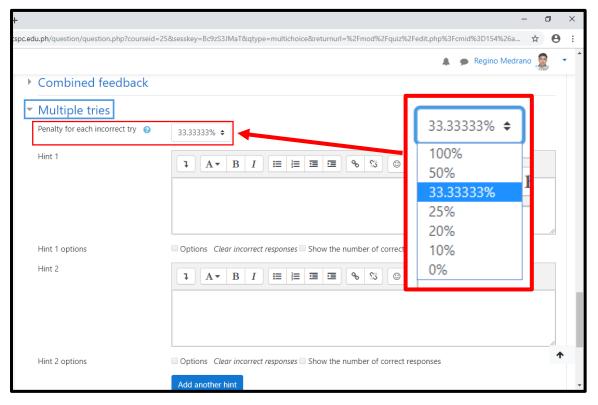
Choice 1	I A ▼ B I II II <t< th=""><th></th></t<>	
		-+ //
Grade	None 🗢	
Feedback	↓ A ▼ B I ≔ ≡ ≡ ∞ ∞ ∞ ∞ ∞ ■ ∎ ⊍ ■ 4 н.9	
		+ //
Select 100% to set as the correct answer	Add feedback if you wish Type your answer choice here	

Only add 100% Grade if that choice is the only correct answer and leave the rest as None. Assign a different percentage for every choices if you have multiple answers allowed, so that it can calculate the total points for every correct answer selected. Continue adding choice by doing the same If the 5 choices is not enough, click the button "Blanks for 3 more choices" so that it add another 3 choices in the last. If some choice form are blank, they will not display automatically once you open the quiz

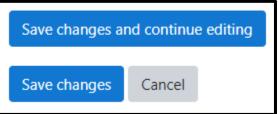
Blanks for 3 more choices

Multiple tries Setting

Click on the multiple tries option, it will allow to set some penalty or point reduction for every incorrect attempt and choose percentage in the option. Also you can add Hints. Do not add hint that shows the correct answer!



If you are done, scroll down at the bottom of the page and click on the "Save changes" button



Do the same procedure above to add more choices

Editing quiz: Prelim Quiz 1 ×	+	- 0 ×
← → C ③ Not secure leons.c	tspc.edu.ph/mod/quiz/edit.php?cmid=154&cat=51%2C643&qpage=0	☆) 😝 🗄
LeOnS-CSPC		🌲 🍺 Regino Medrano 🧟 🔹 🕯
5	and Technologies 1 jystems and Technologies 1 / HTML / Prelim Quiz 1 / Edit quiz	
Navigation Dashboard Site home Site pages My courses	Editing quiz: Prelim Quiz 10 Questions: 1 This quiz is open Repaginate Select multiple items	Maximum grade 10.00 Save Total of marks: 1.00
 Web Systems and Technologies 1 	Quiz 1: Prelim Period 🖍	📄 Shuffle 👔
 Participants Badges Competencies Grades 	Page 1 1 Image: Image Amplitude Ampl	Add マ Q 前 1.00 ♂ Add マ
General HTML Ebooks Folder HTML Sample Source Code HTML		

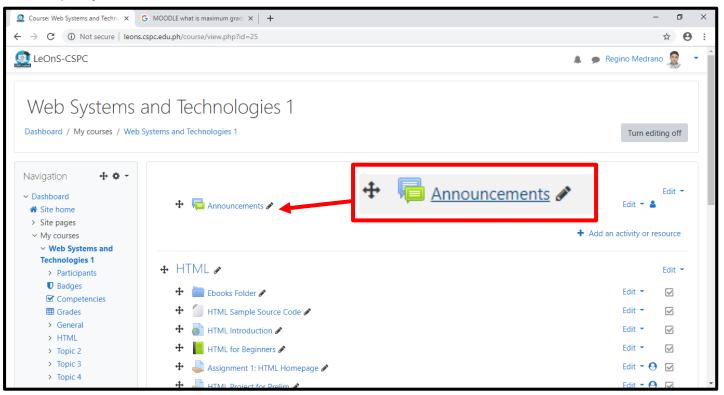
*ADDING MULTIPLE TYPES OF QUESTIONS MAY RESULT IN SHUFFLING AND MERGING DIFFERENT TYPE OF QUESTIONS PER PAGE

The maximum grade for the quiz or test is the setting for the maximum of grading or limit points that a student can achieve when attempted to answer the quiz or test. If you have 20 question items, but maximum grade is only 10, then a student will have a 100% grade since it has achieve at least 10 points

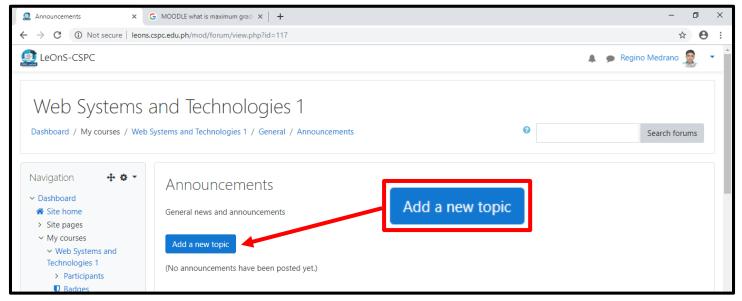


Creating course announcements

1. Open your course, click on the "Announcements"



It will redirect you to your announcement page



Click the "Add a new topic"

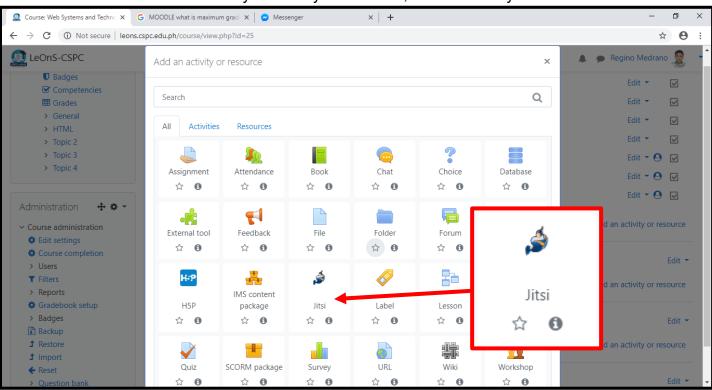
2. Fill-out the fields for "Subject" and "Message"

Announcements × G	MOODLE what is maximum grade × +	- 0 ×
← → C ▲ Not secure leons.cs	spc.edu.ph/mod/forum/view.php?id=117	☆) 0 :
🚊 LeOnS-CSPC		🌲 🍺 Regino Medrano 🧟 💌
 Site pages My courses Web Systems and Technologies 1 Participants Badges Competencies Grades General Announcements HTML Topic 2 Topic 3 	Add a new topicSubjectImage: Comparison of the state	Class suspension I A ▼ B I IIII III III IIII IIIIIIIIIIIIII
 > Topic 4 Administration	There are required fields in this form mark	Post to forum Cancel Advanced

Click the "Post to forum" button to display the announcements in your course. The Announcement also serve as way of creating forum discussions once the students are actively attending or viewing the details of the announcements you posted in a course

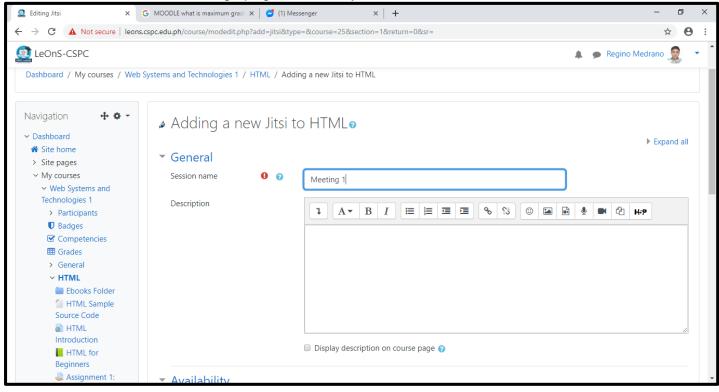
The "Site announcements" found in your site home, is used to post institutional announcements or forum for discussion that can be viewed by everyone except for the students

3. Video Conferencing



To add a virtual class activity to meet you students, add an activity called "Jitsi"

It will show the settings page to create your virtual classroom. Just add a session name



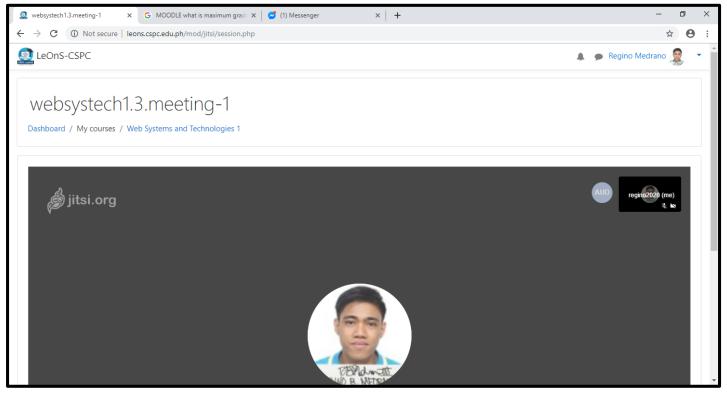
Scroll down at bottom and click the button "Save and return to course" or the button "Save and display" to immediately open the video conferencing activity



To start you virtual meeting, open your video conferencing activity and click on the "Access" button

Meeting 1			
Click the button to access		Access	
- Prelim Quiz 1	Jump to		\$

Now it will look like below and your students will join soon



GRADEBOOK SETUP

What is Moodle Gradebook?

Moodle's gradebook is a powerful tool for sharing grades and feedback with students and calculating final grades. The gradebook provides several different options on how to calculate and display grades. You may configure your gradebook before the start of the semester or build it as you teach.

Suggestions in setting up Gradebook

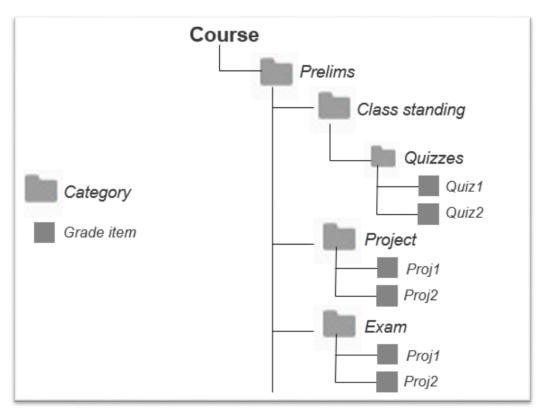
- Start with the grading system from the syllabus
- Recommended to be setup first before creating all graded activities (quiz, assignments, etc.)

Gradebook Components

- 1. Grade Categories
 - ✓ organizes grade items
 - ✓ can be nested inside categories
 - ✓ aggregated total is computer for every category
- 2. Grade Items
 - ✓ container for a mark awarded for a student's performance in an assessable activity
 - ✓ automatically created when you create assessable activity (need to have the gradebook is setup already)
 - ✓ can be manually created for activities conducted offline

Gradebook Structure

LeOnS, like all other Moodle-based LMS utilizes a file system-like structure (pretty much like the structure of folders and files in Windows). In the Gradebook, the course becomes the main container. Inside the course, you can set Grade categories. Then, you can place grade items inside the category. You can even create sub-categories in the parent category (just like subfolders in Windows). See the example figure below.



Gradebook Structure

Aggregation

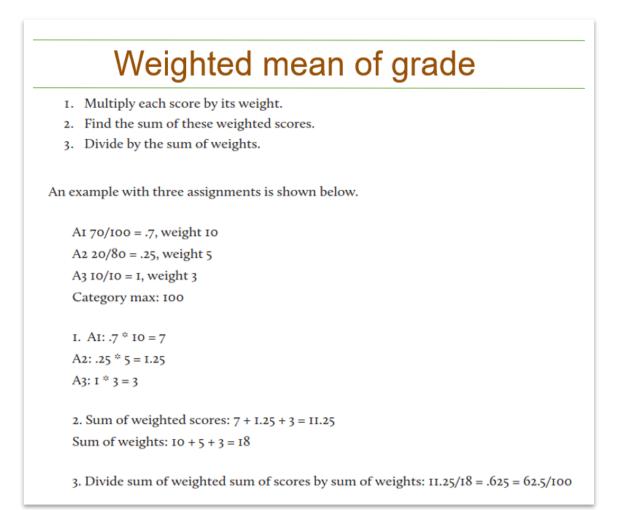
All grades are first converted to percentage values (interval from 0 to 1), then aggregated using one of the strategies below (see Aggregation methods), and finally converted to the associated category item's range (between Minimum grade and Maximum grade). Each category is aggregated and can be configured to have its own aggregation method. For example, in the figure above, if Prelims category is set to have an aggregation method of Weighted Mean of grades, and you set Class Standing as 40%, Project as 30%, and Exam as 30%, the value of Prelims category will be the weighted mean of the Class standing, Project, and Exam categories. For the Project category, if it has been set with an aggregation method of Mean of grades, its value will be the average of Proj1 and Proj2.

Aggregation Methods

- Mean of grades
- ✓ sum of all grades divided by the total number of grades
- Weighted mean of grades
- ✓ Can be given a weight that influences the importance of each item in the overall mean
- Simple weighted mean of grades
- ✓ Calculated as maximum grade for each item

- Natural
- ✓ sum of all grade values, scaled by weight (automatic weighing, but can be overridden, can do mean of grades when weights are set to 1)

Aggregation Methods Example



Simple weighted mean of grade

1. Calculate weight for each assignment by finding the difference of maximum and minimum.

- 2. Multiple each score by its weight.
- 3. Find sum of weighted scores.
- 4. Find sum of maximums.
- 5. Divide sum of weighted scores by sum of maximums

he following examples have minimum grades of 0 for all assignments.

I. AI: 70/I00 = .7, weight: I00 - 0 A2: 20/80 = .25, weight: 80 - 0 A3: I0/I0 = I, weight: I0 - 0 Category max: I00

2. AI: .7 * 100 = 70 A2: .25 * 80 = 20 A3: I * 10 = 10

3. Sum of weighted scores: 70 + 20 + 10 = 100

- 4. Sum of maximums: 100 + 80 + 10 = 190
- 5. Aggregated grade: 100/190 = 0.526 -> 52.6/100

Simple weighted mean of grade (extra credit)

When the simple weighted mean aggregation strategy is used, a grade item can act as extra credit for the category. This means that the grade item's maximum grade will not be added to the category total's maximum grade, but the item's grade will. For example, if A3 is marked as extra credit in the above calculation:

```
I. AI: 70/I00 = .7, weight = I00 - 0
A2: 20/80 = .25, weight = 80 - 0
A3: (extra credit) I0/I0, weight = I0 - 0
Category max: I00
```

2. AI: .7 * 100 = 70 A2: .25 * 80 = 20 A3: I * 10 = 10

3. Sum of weighted scores: 70 + 20 + 10 = 100

4. Sum of maximums: 100 + 80 = 180 (A3's maximum not included)

5. Aggregated grade: 100/180 = 0.556 -> 55.6/100

Natural

This is the only type that does not convert the grades to percentages internally. An example for assignments AI, A2, and A3 follows.

AI: 70/I00 A2: 20/80 A3: I0/I0 Earned: 70 + 20 + I0 = I00 Maximum: I00 + 80 + I0 = I90

Aggregated grade: 100/190

AI: 20/100 ("Act as extra credit" box checked in item's <u>grade settings</u>) A2: 70/75 A3: 19/20 Earned: 20 + 70 + 19 = 109

Maximum: 75 + 20 = 95

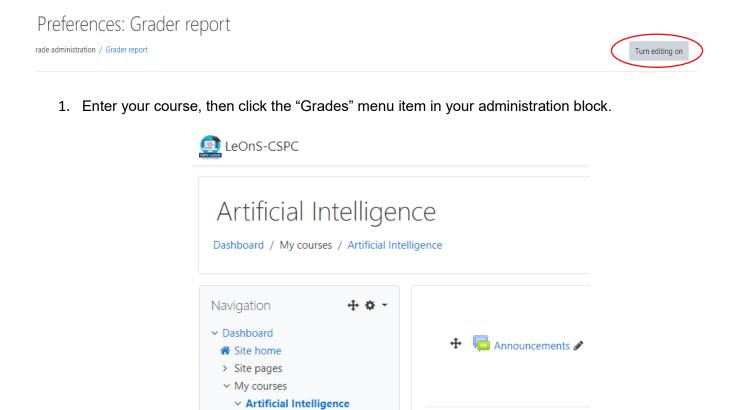
Aggregated grade: 95/95

Gradebook Setup

Adding Category

This guide covers how to enter grades for quizzes, participation, assignments, forums, and shows how to enter grades manually as well as override grades. This gradebook will be setup using our existing grading system. It is strongly recommended to do some gradebook setup before you begin adding resources and fleshing the course out. Grab your syllabus, head to your course in Moodle, and follow the steps below.

Note: Please make sure that LeOnS is in editing mode.



2. Across the top you will see your gradebook menu. From here you can also click to view your gradebook. For gradebook setup, be sure "Setup" is selected.

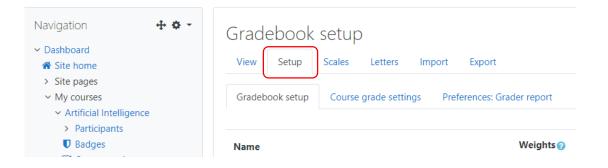
🕂 Topic 1 🖉

🕂 Topic 2 🖉

> Participants

Badges
 Competencies
 Grades
 General
 Topic 1

> Topic 2



3. The first thing you want to setup is how your grades will be aggregated. For the first item of your gradebook you should see the name of your course, this is your course category. Under the "actions" column you will see an "edit" button. Select it, and select "Edit settings".

Gradebook setup	Course grade settings	Preferences: Grader report		
Name		Weights 📀	Max grade	Actions
🖿 Artificial Intellige	ence			
∑ Course tota	al		0.00	Edit 👻

4. We're going to set this gradebook up in the way that is most common. That is, a gradebook where certain items or categories will be weighted. In this case, select "Weighted mean of grades" for Aggregation, just leave the Category name blank.

 Grade category 		
Category name		
Aggregation	0	Weighted mean of grades
Show more	ſ	Mean of grades Weighted mean of grades
 Category total 	Ĺ	Simple weighted mean of grades Mean of grades (with extra credits)
Grade type	0	Natural value 🗸
Scale	0	Use no scale 🗢
Maximum grade	0	100.00

5. After it reloads look directly under the Aggregation option. You'll see an option to **Show More**, click that. You will see additional options. The default Maximum grade is 100 while the default Minimum grade is 0. You can change the minimum grade to 50. But in this example, let's leave it as is. For everything else on this page, it is recommended to leave the default settings.

Grade type	•	Value 🗢	
Scale	0	Use no scale	÷
Maximum grade	0	100	
Minimum grade	0	0	
Grade to pass	.! 🕐	0.00	

6. Then scroll down and select the "Save changes" button.

Minimum grade	0	0	
		🗌 Hidden 👔	
		🗌 Locked 💡	
Show more			
		Save changes Cancel	

7. Now you will use your syllabus to help you create grading, or assignment categories. Using categories helps you stay organized, but it also helps your students acquire a clear picture of their progress in your course. For example, if you have three different ways to assess students in your course such as: Quizzes, Forum, and Exams (see table),

Quizzes	40%
Forum	30%
Exams	30%

then you should make a category for each. To do this, scroll all the way down to the bottom of the Gradebook setup page and select the "Add Category" button.

Gradebook setup	Course grade settings	Preferences: Grader report	
Name		Weights 💡	Max grade
🖿 Artificial Intellige	ence		
∑ Course tot	al		0.00
Save changes			
		Add grade item Add	d category

8. Now, give the category a name. Type "Quizzes". Then for Aggregation, set it to "Mean of grades."

 Grade category 			_
Category name	0	Quizzes	
Aggregation	0	Mean of grades	\$
Show more			

9. Then, scroll down and click the "Save changes" button at the bottom of the page. This category will calculate the average of student quiz scores, then Moodle will do the math to weigh that average into the total average grade.

Show less	
	Save changes Cancel
There are required fields in this form marked $oldsymbol{0}$.	

This will produce the output below.

Gradebook setup	Course grade settings	Preferences: Grader report		
lame		Weights 🕢	Max grade	Actions
Artificial Intellige	ince		-	Edit 🝷
🕽 🖿 Quizzes		□ 100.0		Edit 🝷
$ar{\chi}$ Quizzes Mean of			100.00	Edit 🝷
\sum Course tota	al		100.00	Edit 👻

10. Add another category called "Forum" and also set its aggregation type to "Mean of grades".

 Grade category 			
Category name	0	Forum	
Aggregation	8	Mean of grades	÷
Drop the lowest	! 😮	0	

11. Scroll down and in the section "Parent Category", be sure that the main course is selected. In this example, our course is "Artificial Intelligence". This will put our category in the course, not in the other category. Click Save Changes.

	Weight adjusted
Weight	0
Parent category	Artificial Intelligence \$
	Quizzes Save changes cancel

Example output is shown below.

our weights have been adjusted to total 100.					×
ame	Weights 📀	Max grade	Actions	Select	
Artificial Intelligence			Edit 🝷	□ All	
🚺 🖿 Quizzes	50.0		Edit 👻	Quizzes	
$\bar{\mathcal{K}}$ Quizzes total Mean of grades.		100.00	Edit 👻		
🖡 🖿 Forum	50.0		Edit 👻	Forum	
$ar{\mathcal{K}}$ Forum total Mean of grades.		100.00	Edit 🝷		
∑ Course total		200.00	Edit 🔻		

12. For the Quizzes category, set the weight to 40 while for the Forum category, set the weight to 30.

🕽 🖿 Quizzes	40.0
🕽 🖿 Forum	30.0

13. Add another category called "Exams" but for this category, let's assume that we have two examination items and we want to compute them in a way that exam2 has higher weight than exam1, let's say, 60% for exam2 and 40% for exam1. Set its aggregation type to "Weighted mean of grades". In the Parent Category, ensure that the course "Artificial Intelligence is selected. Then, click "Save changes".

 Grade category 		
Category name	• Exams	
Aggregation	Weighted mean of grades	\$
🕻 🗆 exam1 ————————————————————————————————————	40.0	30.00
1 🗆 exam2 —	60.0	60.00

Note that at any time, you can edit a category. You can select "edit" for any category to change the name, or aggregation type. Let's say you want to edit Quizzes category, click **Edit**.

Artificial Intelligence			Edit 🝷	
🚺 🖿 Quizzes	☑ 50.0	-	Edit 🔻	□ Quizzes
$ar{oldsymbol{\mathcal{X}}}$ Quizzes total Mean of grades.		100.00	Edit 👻	

You can also hide/unhide or lock a category or a grade item on a specified schedule. Select a category, click "Category total", Show more. Click **Enable checkbox** if you want to use these features.

Hidden until	Ţ	28 \$	June	÷	2020 🗢	00 \$	20 \$	🛗 🗆 Enable
			d 🕜					
Lock after	1	28 \$	June	÷	2020 🗢	00 \$	20 \$	🛗 🗆 Enable

14. After making all three (3) categories and setting the aggregation types, you can finalize the weight assignment. Observe the Weights for the Quizzes and Forum categories. You can manually adjust the weight by entering the desired weight, and pressing Enter or saving the changes. For the Quizzes Category, enter 40, for the Forum and Exams, enter 30 respectively.

Artificial Intelligence		-	Edit 👻
🕻 🖿 Quizzes	2 40		Edit 👻
$ar{\mathcal{K}}$ Quizzes total Mean of grades.		100.00	Edit 👻
🖡 🖿 Forum	Z 30	•	Edit 👻
$ar{\mathcal{K}}$ Forum total Mean of grades.		100.00	Edit 👻
🕻 🖿 Exams	2 30	-	Edit 🝷
∑ Exams total		0.00	Edit 👻

15. After making changes, click the "Save Changes" button to confirm.

Adding Grade Item

Now that your weights are setup, you can begin to add grade items and assign them to categories. There are two ways in which grade item can be added. When you create you can resources/assessable activities online (eg. assignments, quizzes, etc.), these are automatically placed in the gradebook. There are times though when you prepare student assessment/activities offline (in case of blended learning). In this case, you can setup a grade item manually. As stated above, it is strongly recommended that you setup your gradebook before you do anything else. That way, it is much easier to populate your categories with resources as you create them. It will also help you visualize the course as a whole.

Adding Grade Items Manually

In this section, we will add two items for each category.

1. Click Add grade item

Move selected items to	Choose	\$

2. In the Item name textbox, type quiz1.

 Grade item 		
Item name		quiz 1
Grade type	0	Value 🗢

3. Set the Minimum and Maximum grade.

Maximum grade	8	100.00
Minimum grade	0	0.00

4. In the Parent Category, make sure that Quizzes category is the parent of "quiz1"

Grade category	Artificial Intelligence 🗢
	Artificial Intelligence
	Quizzes
	Forum
	Exams

- 5. Click Save Changes button.
- 6. Repeat Step 1 to 5 to manually add more grade items to each category using the following grade item guide:

Category	Grade items
Quizzes	quiz1, quiz2
Forum	forum1, forum2
Exams	exam1, exam2

Here is an example of what an organized Gradebook should look like:

Artificial Intelligence			Edit 🝷
t 🖿 Quizzes	40.0		Edit 🝷
t 🗆 quiz1		10.00	Edit 👻
t 🗆 quiz2		40.00	Edit 👻
$ar{\mathcal{K}}$ Quizzes total Mean of grades.		100.00	Edit 🝷
1 🖿 Forum	30.0		Edit 🝷
1 🗆 forum		20.00	Edit 👻
t 🗆 forum2		30.00	Edit 👻
$ar{\mathcal{K}}$ Forum total Mean of grades.		100.00	Edit 🝷
🖡 🖿 Exams	30.0	-	Edit 👻
1 🗆 exam1	40.0	30.00	Edit 🝷
t 🗆 exam2	60.0	60.00	Edit 👻
$ar{\mathcal{K}}$ Exams total Weighted mean of grades.		100.00	Edit 🝷
$ar{\chi}$ Course total Weighted mean of grades.		100.00	Edit *

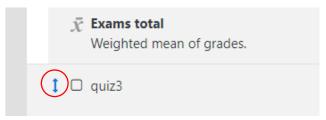
Changing the Placement of the Gradebook Items

There are times when you place a category or grade item on a specific location by mistake. You can move the items to the correct location. For example, you have added a grade item "quiz3" but place it in the wrong parent category.

In the figure below, we can see that "quiz3" is incorrectly placed inside Artificial Intelligence instead of being inside the Quizzes category.

Artificial Intelligence		-
1 Duizzes	40.0	-
🕽 🗆 quiz1		10.00
1 🗆 quiz2		40.00
$ar{\mathcal{X}}$ Quizzes total Mean of grades.		100.00
1 🖿 Forum	30.0	-
1 🗆 forum		20.00
1 🗆 forum2		30.00
$ar{m{\chi}}$ Forum total Mean of grades.		100.00
1 🖿 Exams	30.0	-
🕽 🗆 exam1	40.0	30.00
1 🗆 exam2	60.0	60.00
$ar{\chi}$ Exams total Weighted mean of grades.		100.00
t 🗆 quiz3	0.0	10.00

1. To move "quiz3" to Quizzes category, click the Move button.



2. Scroll up to Quizzes category and on the row right after "quiz2", click Move to here.

Nan	ne
	Artificial Intelligence
	→ []
	Quizzes
	→ []
	1 🛛 quiz1
	→ []
	1 🗆 quiz2
	→ [] Move to here
	E Corum

This will move "quiz3" inside the Quizzes category.

Artificial Intelligence	
1 Duizzes	40.0
1 🗆 quiz1	
1 🗆 quiz2	
t 🗆 quiz3	
$ar{\mathcal{X}}$ Quizzes total Mean of grades.	

Entering Grades

Manually Created Grade Items

You will need to enter a grade for a manually created (offline) grade items. This is through "Grading via gradebook".

1. While inside the Gradebook Setup, click on View tab.

View Setup	Scales Letters Import Export	
Gradebook setup	Course grade settings Preferences: Grader report	
Name		Weights 💡
Artificial Intellig	ence	

Here is an example of what a gradebook entry form should look like:

Students					Artificial Intelligence Grade entry								
				uizzes	-						Forum-		
First name / Surname 📤		Email address	C) quiz1	\$ 6	•	🗆 quiz2 🗢 🖋	🗆 quiz	3 🗢 🖋	求 Quizzes total 🗘 🖋	🗆 forum 🗘	e (🗆 fo
		Controls	Π		•		۵ 🖩		۰ 🖩	Ħ	0		
Daniel Craig Benitez	⊞ ∥	cherrybenitez2017@gmail.com			-	>	\$		٥	* 100.00		•	
Neil Philip Benitez	III 🖋	ianbenitez2016@gmail.com			4	>	\$		٥	•		\$	
Amiel Joshua Ignao	⊞ 🖋	ianbenitez2015@gmail.com	Ц		4	>	\$		٥	•		\$	
		Overaii average		$\overline{\ }$	10	.00	40.00		-	100.00	20	0.00	/

Be sure not to enter values on the following columns for them not to be overridden. These columns are automatically computed while entering grades.

Artificial Intellic	jence -										
Quizzes —			Forum-			Exams-					
🗆 quiz1 🗘 🧪	🗆 quiz2 🗘 🖋	🗆 quiz3 🖨 🧪	求 Quizzes total 🗘 🖋	🛛 forum 🖨 🥒	🗆 forum2 🗘 🖋	$ar{\chi}$ Forum total 🗘 🖋		exam1 🗘 🧪	🗆 exam2 🗘 🖋	🕱 Exams total 🗘 🖋	🤅 Course total 🗘 🖋
۵ 🖩	۵ 🖩	۵ 🖩	E	۵ 🖩	۵ 🖩	Ħ		۵ 🖩	۵ 🖩	Ħ	Ħ
\$	0	\$	¢ 100.00	¢	¢	* 100.00		٥	\$	* 100.00	¢ 100.00
¢	¢	\$	¢	¢	¢	*		•	•	*	•
¢	¢	\$	¢	\$	¢	*		0	•	*	\$
10.00	40.00	-	100.00	20.00	30.00	100.00	J	30.00	60.00	100.00	100.00

2. Using the following set of grade values:

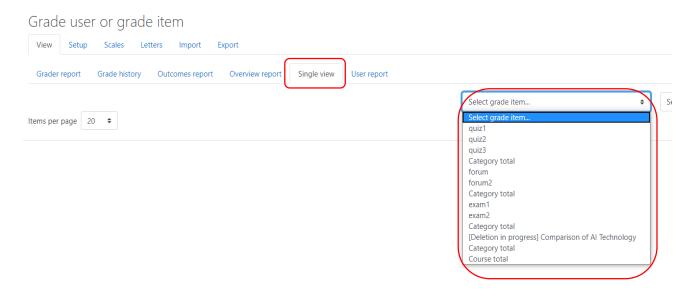
Grade Items	Grade Values
quiz1	0-10
quiz2	0-40
quiz3	0-10
forum1	0-20
forum2	0-30
exam1	0-30
exam2	0-60

Select the first student and enter grade values.

First name / Surname 🔺	address	🛛 quiz1 🗘 🧪	🛛 quiz2 🗘 🧪	🗆 quiz3 🗘 🧪	$\bar{\chi}$ Quizzes total 🗘 🖋	🛛 forum 🗘 🧪	🛛 forum2 🗘 🖋	$ar{\chi}$ Forum total 🗘 🖋	🛛 exam1 🗘 🧪	🗆 exam2 🗘 🧪	$\bar{\chi}$ Exams total 🗘 🖋	$\bar{\chi}$ Course total 🗘 🖋
	Controls	۵ 🖩	۵ 🖩	♦ 🖩	≣	۵ 🖩	۵ 🖩	≣	۵ 🖩	۵ 🖩		▦
Daniel Craig Benitez	benitez2017@gmail.com	¢			¢ 100.00			0.00			\$	¢ 100.00
Neil Philip Benitez	nitez2016@gmail.com	0	\$	\$	¢	0	•	•	0	0	\$	•
Amiel Joshua Ignao	nitez2015@gmail.com	0	0	0	0	\$	0	0	\$	0	\$	0
	Overall average	10.00	40.00	-	100.00	20.00	30.00	100.00	30.00	60.00	100.00	100.00

3. Perform step 2 to enter grades to the remaining students.

Note: You can also use Single View Report to display only the selected graded item.



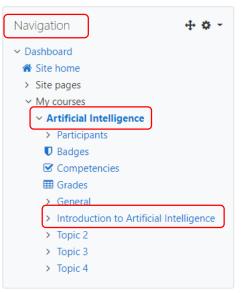
Grading Online Activities

You must have already created online activities like quizzes, assignments, and all other assessable activities available in LeOnS. As mentioned before, it is very important to setup a gradebook first before adding resources and activities. Let's create at least two online graded activities using the guide below.

Activity name	Type of activity	Category for recording of grades	Method of Grading	Grade Range
Comparing Al algorithms	Assignment	Quizzes	Direct	0-50
Discussion of various GA selection methods	Forum	Forum	Direct	0-100

Creating Assignment Activity

1. Click on the course under "My courses" from the Navigation block. Your course might be different from the course shown in picture below.



- 2. Click a topic. In this example the topic is "Introduction to Artificial Intelligence".
- 3. Click Add an activity or resource.

$lacksquare$ Introduction to Artificial Intelligence ${}_{\hspace{1em}\prime}$		Edit 🝷
🕂 🚞 Fundamentals of Al 🖋	Edit 👻	
	+ Add an activity or re	esource

4. Click Assignment.

Add an activity or resource Search All Activities Resources 5 Attendance Assignment Book Chat ☆ **0** ☆ **0** ☆ 0 ☆ **0** Þ d C File External tool Feedback Folder ☆ **0** ☆ 0 ☆ **0** ☆ 0

5. Type the assignment name.

Adding a new Assignment to Introduction to Artificial Intelligence

 General 		
Assignment name	0	Comparing AI algorithms

6. Scroll down to Submission types. Check online text.

Submission types		
Submission types		Online text ?
Word limit	0	Enable

7. Scroll down to Grade and expand it. Type the maximum grade and be sure that Simple direct grading is selected. Let's change it to 50.

Type Point 🗢		
Maximum grade		
Simple direct grading 🗢		

8. This step ensures that the grade of the activity is positioned to a right category. Choose Quizzes from the drop-down list in the grade category.

 Grade 	
Grade	Type Point ◆ Maximum grade 100
Grading method	Simple direct grading 🗢
Grade cat egory	Quizzes 💠
Grade to pass	Uncategorised Exams Excluded Grades
Blind marking	Forum Quizzes

9. Scroll down and click Save and Display button.



Creating Forum Activity

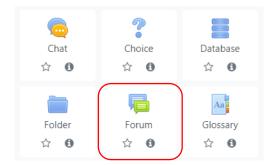
1. Click on the course under "My courses" from the Navigation block. Your course might be different from the course shown in picture below.

Navigation 🕂 🌣 🗸
✓ Dashboard
🖀 Site home
> Site pages
 My courses
 Artificial Intelligence
> Participants
Badges
Competencies
III Grades
> General
Introduction to Artificial Intelligence
> Topic 2
> Topic 3
> Topic 4

- 2. Click a topic. In this example the topic is "Introduction to Artificial Intelligence".
- 3. Click Add an activity or resource.



4. Click Forum.



5. Type the forum name.

Adding a new Forum to Introduction to Artificial Intelligence

▼ General		
Forum name	0	Discussion of various GA selection methods

- 6. Scroll down to Whole forum grading and expand it.
 - Discussion locking
 Post threshold for blocking
 Whole forum grading
 Ratings
 Common module settings
- 7. On the Grade type drop-down list, choose Point and set the Maximum Grade to 100.

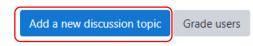
 Whole for Grade 	um grading	0	
			Type None \$ None Scale Point
	Type Point 🗢		
	Maximum grade		

8. In the Grade category, choose Forum.

Grading method	0	Simple direct grading 🗢
Grade category	0	Forum 🗢
Grade to pass	0	
Default setting for "Notify students"	0	No 🗢

- 9. Scroll down and click Save and Display button.
- 10. Click Add a new discussion topic

Discussion of various GA



11. Type the Subject and Message to the students.

Subject	0	GA Selection techniques
Message	0	
12. Click Post to forum.		
		Post to forum Cancel Advanced
13. Scroll down and click Sa	ave an	d Display button.
		Save and return to course Save and display Cancel

Opening Gradebook Setup to View Changes

After the online activities are added, let's view Gradebook setup again. The previously created online activities should be reflected on the gradebook. Open the Gradebook setup and you should see the updated gradebook setup like what is shown in the figure below.

Artificial Intelligence	-
1 D Quizzes 40.0	-
1 🗆 quiz1	10.00
1 🗆 quiz2	40.00
1 🗆 quiz3	10.00
1 🕹 Comparing Al algorithms	50.00
$ar{\chi}$ Quizzes total Mean of grades.	100.00
1 Forum 30.0	-
1 🗆 forum	20.00
1 🗖 forum2	30.00
1 🕞 Whole forum grade for Discussion of various GA	100.00
$ar{\chi}$ Forum total Mean of grades.	100.00

Grading

There are two ways to enter grades to online activities:

- 1) Grading the student's submission
- 2) Grading via the Gradebook

The students must have submitted their assignments and have posted in the forum already at this point.

Grading Assignment's Submission

1. From the Navigation block, expand the course and click the activity. In our example, click "Comparing AI algorithms".



2. Click View all submissions.

Participants	3
Submitted	1
Needs grading	1
Due date	Sunday, 5 July 2020, 12:00 AM
Time remaining	6 days 8 hours
	View all submissions Grade

You will be presented with a list of submissions.

	Amiel Joshua Ignao	ianbenitez2015@gmail.com	Submitted for grading	Grade	Edit 🔻	Sunday, 28 June 2020, 3:22 PM	🗨 Hi hello i will compare Al	▶ Comments
							algos: greedy and GA	(0)

3. Click the Grade button.



Submitted for grading
Not graded
6 days 8 hours remaining
Student can edit this submission
+
Hi hello i will compare Al algos: greedy and GA
Comments (0)
Grade
Grade out of 50
Current grade in gradebook
-
Feedback comments
I A ▼ B I II II <t< td=""></t<>
Excellent work!

4. Click Save Changes. Perform Step 1 to 3 to grade other students' submissions.

Grading Forum Submission

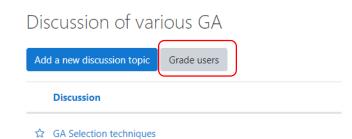
1. From the Navigation block, expand the course and click the activity. In our example, click "GA Selection Techniques".



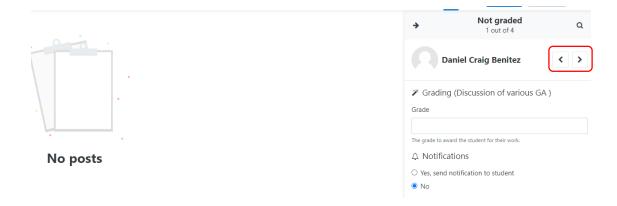
2. Click "GA Selection Techniques" to view students' submissions.

Discussion of vari	ous GA			
Add a new discussion topic	Grade users			
Discussion	Started by	Last post ↓	Replies Subscribe	
☆ GA Selection techniques	lan Benitez 28 Jun 2020	Amiel Joshua Ign 28 Jun 2020	1	
Discussion of various G GA Selection techniques	iА			
Display replies in nested form 🔶	Move this discussion to \diamondsuit	Move		
GA Selection techniques by Ian Benitez - Sunday, 28 June 2	2020, 2:22 PM			
GA selection techniques utilize va	rious strategies When the poj	pulation is more than 5000, do	pes it affect the selection pr	roces
Re: GA Selection technique by Amiel Joshua Ignao - Su	ies inday, 28 June 2020, 3:23 PM			
Sir I think no, I think it dep	ends on the enconding applied.			

3. Go back to the Discussion main and click Grade users.



4. Look for students who joined the discussion.



5. Grade the student.

Discussion started by Ian Benitez 28 June 2020 GA Selection techniques	>	Graded 3 out of 4	Q
View parent post	A	miel Joshua Ignao	< >
Re: GA Selection techniques by Amiel Joshua Ignao - Sunday, 28 June 2020, 3:23 PM	Grade 96	g (Discussion of variou	s GA) \$
Sir I think no, I think it depends on the enconding applied.	↓ Notifica		

6. Click Save.

Al1 > Discussion of various GA > Grading		€ €	Save	Close	:
Discussion started by Ian Benitez 28 June 2020 GA Selection techniques	•		Graded 3 out of 4		Q
View parent post		Amiel Jos	hua Ignao	<	>

Grading via Gradebook

- 1. Select "Gradebook Setup" from the administration block.
- 2. Select "View".



- All participants: 3/3
- 3. If not in Editing mode, select "Turn editing on" in the top right.

nce: View: Preferences: Grader report								
Intelligence / Grades / Grade administration / Grader report	Turn editing on							
Warning: Activity deletion in progress! Some grades are about to be removed.								
Grader report								
View Setup Scales Letters Import Export								
Grader report Grade history Outcomes report Overview report Single vie	w User report							
All participants: 3/3								

4. You will see a list of your students in the middle of your screen, to see all of the gradebook items, pan to the right.

	Artificial Intellig	Artificial Intelligence -								
	Quizzes -			Forum—						
First name / Surname 📤	🗆 quiz1 🗢 🖋	🗆 quiz2 🗢 🖋	🗆 quiz3 🖨 🖋	🖉 Comparing Al algorithms 🗢 💦	🗴 Quizzes total 🗢 🖋	🗆 forum 🗘 🖋	🗆 forum2 🗢 🖋	👍 Whole forum grade for Dis 🖨 💦	$\bar{\chi}$ Forum total	
Controls	۵ 🖩	۵ 🖩	۵ 🖩	۵	Ħ	۵ 🖩	۵ 🖩	٥		
Daniel Craig Benitez	¢ 10.00	4 0.00	* 10.00	*	* 100.00	¢ 20.00	\$ 30.00	*	1	
Neil Philip Benitez	0	0	•	*	•	•	•	*		
Amiel Joshua Ignao	0	0	•	45.00	\$ 90.00	¢	•	\$ 96.00	g	
Overall average	10.00	40.00	10.00	45.00	95.00	20.00	30.00	96.00		

- 5. You can override any grade by entering it in the box indicated above. If you have additional feedback you can enter it in the box with the dotted lines.
- 6. If you want to set a grade to NOT override. Select the gear called "Edit Settings for Grade" in the above image.

		Forum-	
🌏 Comparing Al algorithms 🖨 🖋	求 Quizzes total 🗢 🖋	🗆 forum 🗢 🧪	🗆 forum2 🖨 🖋
0	Ħ	۵ 🖩	۵ 🖩
	dit grade	20.00	\$ 30.00
\$	\$ 90.00	\$	*
45.00	95.00	20.00	30.00

7. Uncheck "Overridden" and hit save. The grade box will now be empty.

Edit grade	
User	Daniel Craig Benitez
Item name	Comparing Al algorithms
	Overridden 💡
Final grade	Ø

- 8. Within the edit grade settings window, you can also choose to enter the grade there (with overridden checked), exclude or hide a grade.
- 9. Make sure to select "Save changes" whenever you manually enter grades or make any changes anywhere.

Grading Raw Score of Activities (Quiz, Assignment, etc.) using "Base 50"

In Moodle, the default minimum grade is 0. There are instances when you need to enter the raw score only and get its equivalent grade, where the lowest grade is 50 and the highest is 100. You can do some workaround for this by following these steps.

1. Create a new category named "Sample Activities Base 50". Set the parent category to the main container (course).

 Grade category 	
Category name	Sample Activities Base 50
Aggregation	Mean of grades \$
Show more	
Category total	
 Parent category 	
	Weight adjusted (2)
Weight	0
Parent category	Artificial Intelligence 🗢
	Save changes Cancel

2. Create two categories and name it "Act1" and "Act2" inside "Sample Activities Base 50" category. Use the below figure as your guide in creating "Act2".

-	Grade category				
	Category name	0	Act1]	
	Aggregation	0	Mean of grades	\$	
	Drop the lowest	1	0		
	Show less				
Ŧ	Category total				
	Grade type	0	Value 🕈		
	Scale	0	Use no scale		\$
	Maximum grade	0	100		
	Minimum grade	0	0		
			🗆 Hidden 🍘		
			Locked ₃		
	Show more				
Ŧ	Parent category				
			Weight adjusted ?		
	Weight	0	0		
	Parent category		Sample Activities Base 50	-	
			Save changes Cancel		

The Gradebook should have the following additional categories:

	Set a weight value of 0.0 so it won't co	ntribute to the ove	r-all grade
Sample Activities Base 50			Edit 🝷
1 🖿 Acti		-	Edit 🝷
$ar{\mathcal{X}}$ Act1 total Mean of grades.		100.00	Edit 🝷
1 🖿 Act2		-	Edit 🝷
$ar{\mathcal{X}}$ Act2 total Mean of grades.		100.00	Edit 🝷
$ar{x}$ Sample Activities Base 50 total Mean of grades.		100.00	Edit 🝷

3. Create grade item and name it "Activity1". Set the minimum grade value to 0 and the maximum grade value to 20 (serves as raw score). Put it in "Act1" category.

•	Grade item		
	Item name		Activity1
	Grade type	0	Value 🗢
	Scale	0	Use no scale
	Maximum grade	8	20.00
	Minimum grade	0	0.00
			🗆 Hidden ?
			□ Locked ?
	Show more		
•	Parent category		
	Item weight	8	0.0000
	Grade category		Act1 ¢
			Save changes Cancel

4. Create grade item and name it "Activity2". Set the minimum grade value to 0 and the maximum grade value to 10 (raw score). Put it in "Act2" category.

•	Grade item		
	Item name		Activity2
	Grade type	0	Value 🗢
	Scale	0	Use no scale
	Maximum grade	0	10.00
	Minimum grade	0	0.00
			🗆 Hidden 💡
			□ Locked 🕜
	Show more		
•	Parent category		
	Item weight	0	0.0000
	Grade category		Act2 +
			Save changes Cancel

The Gradebook now should contain this:

1	Sample Activities Base 50	0.0	-
1	1 🖿 Acti		
	1 🗆 Activity1		20.00
	$\bar{\mathcal{X}}$ Act1 total Mean of grades.		100.00
	1 🖿 Act2		-
	1 🗆 Activity2		10.00
	$ar{\mathcal{X}}$ Act2 total Mean of grades.		100.00
	$ar{\mathcal{K}}$ Sample Activities Base 50 total Mean of grades.		100.00

5. Click Edit on Act1 total.

1 🖿 Acti	-	Edit 🝷
1 🗆 Activity1	20.00	Edit 👻
X Act1 total Mean of grades.	100.00	Edit

6. Click Edit Calculation.

1 🖿 Act1	-	Edit 🔻
1 🗆 Activity1	20.00	Edit 🝷
$\overline{\mathcal{X}}$ Act1 total Mean of grades.	100.00	Edit -
1 🖿 Act2	- ® Hide	

7. Scroll down to ID numbers, and set a value of A1 to Activity1 grade item. Click Add ID numbers. A1 will be used in our calculation (variable).

• Sample Activities Base 50	
• $\bar{\chi}$ Category total	
• 🖿 Act1	
<u>v</u> Category total	
Activity1 A1	
 Act2 	
• \bar{x} Category total	
 Activity2 	
 Excluded Grades 	
• $\bar{\chi}$ Category total	
 Leletion in progress] Comparison of AI Technology 	
	Add ID numbers



8. In the Calculation textbox, type the formula using this:

=[[A1]]/<Total no. of items> * 50 + 50 where: Total no. of items = Maximum grade item = 20 =[[A1]]/20 * 50 + 50

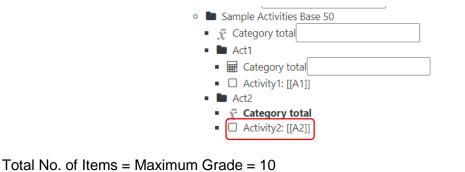
Ensure that the variable A1 is enclosed in a double bracket ([[A1]]) Click Save changes.

 Grade item 			
Item name			
Calculation	Ø	=[[A1]]/20*50+50	C,
		Save changes Cancel	

9. Follow Step 5 – 7 to compute Act2 category total.

1 🖿 Act2	-	Edit 🝷
1 🗆 Activity2	10.00	Edit 🝷
$\bar{\mathcal{X}}$ Act2 total Mean of grades.	100.00	Edit

Set ID number of Activity2 to A2.



Formula: =[[A2]]/10 * 50 + 50

Entering Grades

1. In the Gradebook, click View.

Grader report View Setup Scales Letters Import Export Grader report Grade history Outcomes report Over

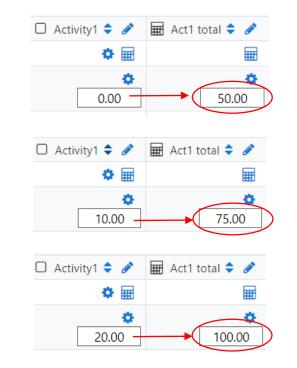
2. Head to Grader Report and scroll all the way to the right to "Sample Activities Base 50".

Grade user or grade item								
View	Setup	Scales	Letters	Import	Export			
Grader	report	Grade histo	ory Outo	comes report	Overview report	Single view	User report	

3. Experiment with Activity1 grade of the first student. In the Activity1 grade box, enter a value from 0 to 20 only (represents raw score of Activity1).

The following grade values should yield the following results:

Activity1 raw score	Equivalent grade		
0	50		
10	75		
20	100		



This process can be applied also to graded activities delivered and submitted online.