

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



CSPC-LeOnS

Learning Online Space

FOR TEACHERS

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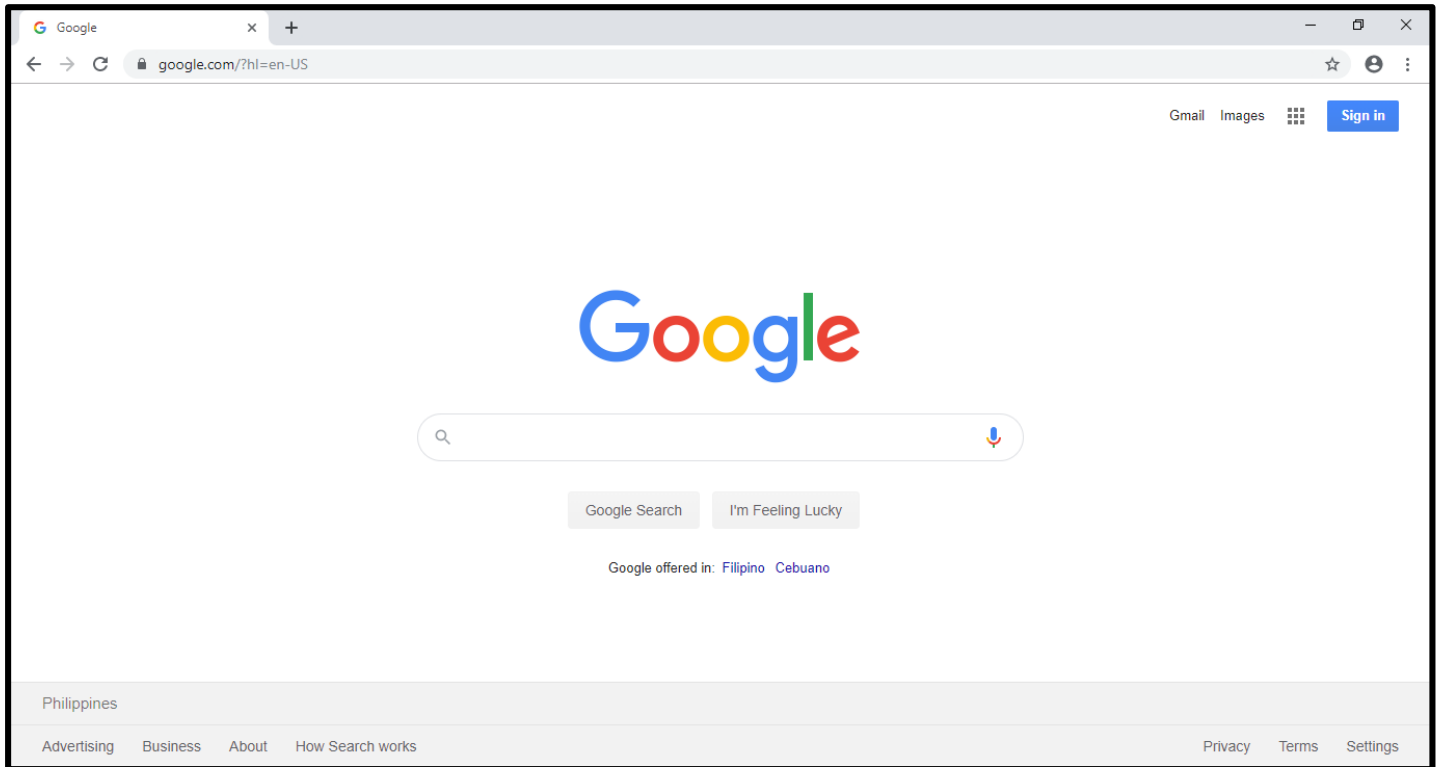
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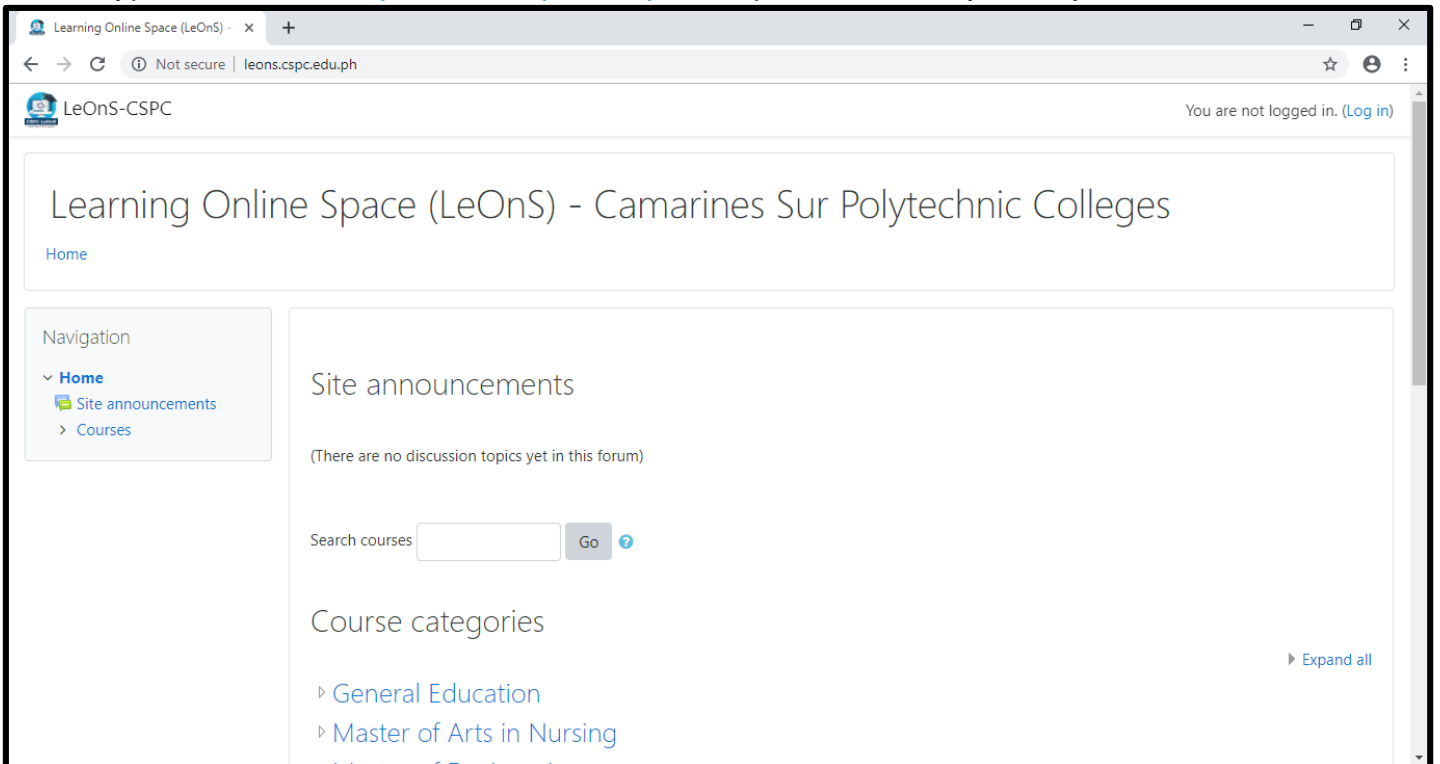
GETTING STARTED

[Visit the WEBSITE](#)

1. Open your web browser

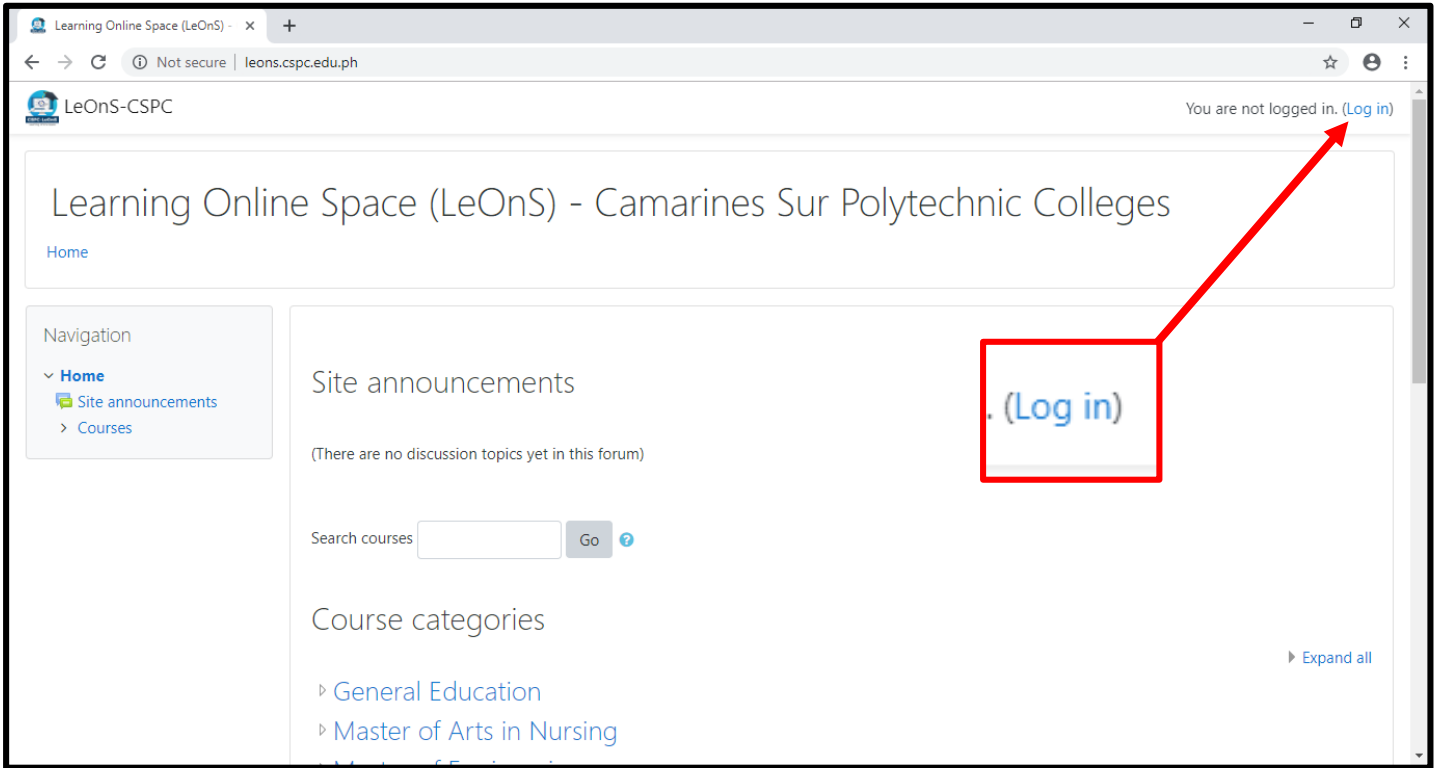


2. Type in the URL: <http://leons.cspc.edu.ph> and press enter on your keyboard

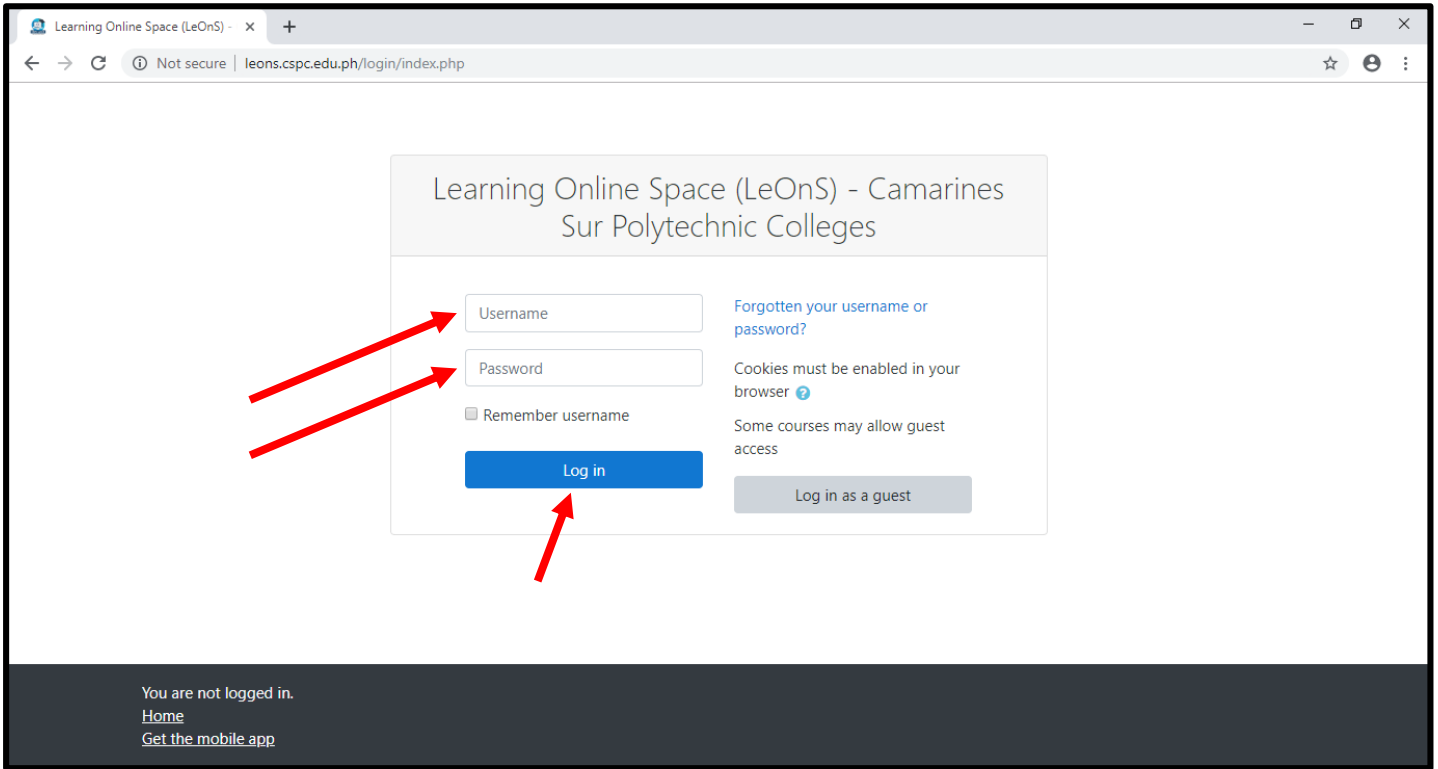


LOG-IN TO YOUR ACCOUNT

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

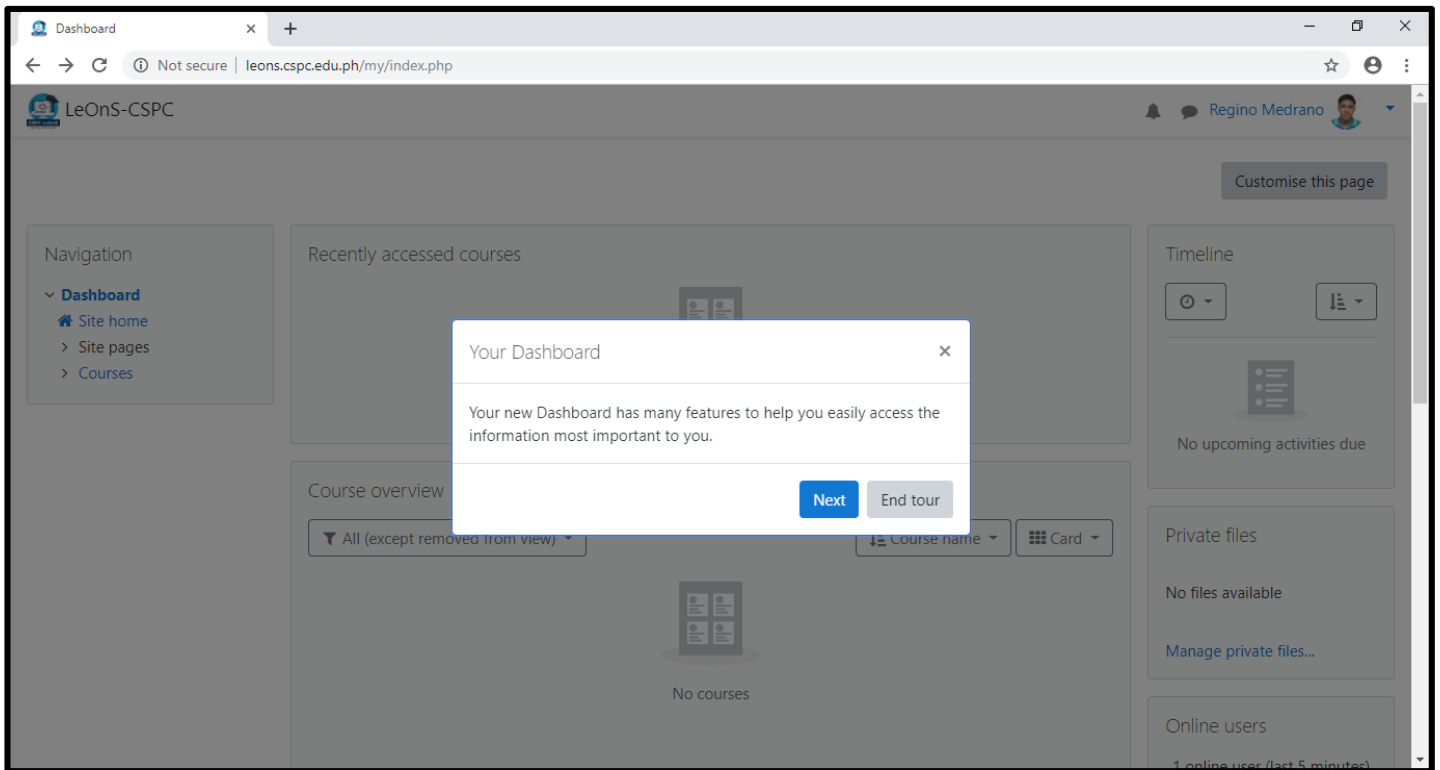


2. Enter your log-in credentials: **username** and **password**, and click the “Log in” button

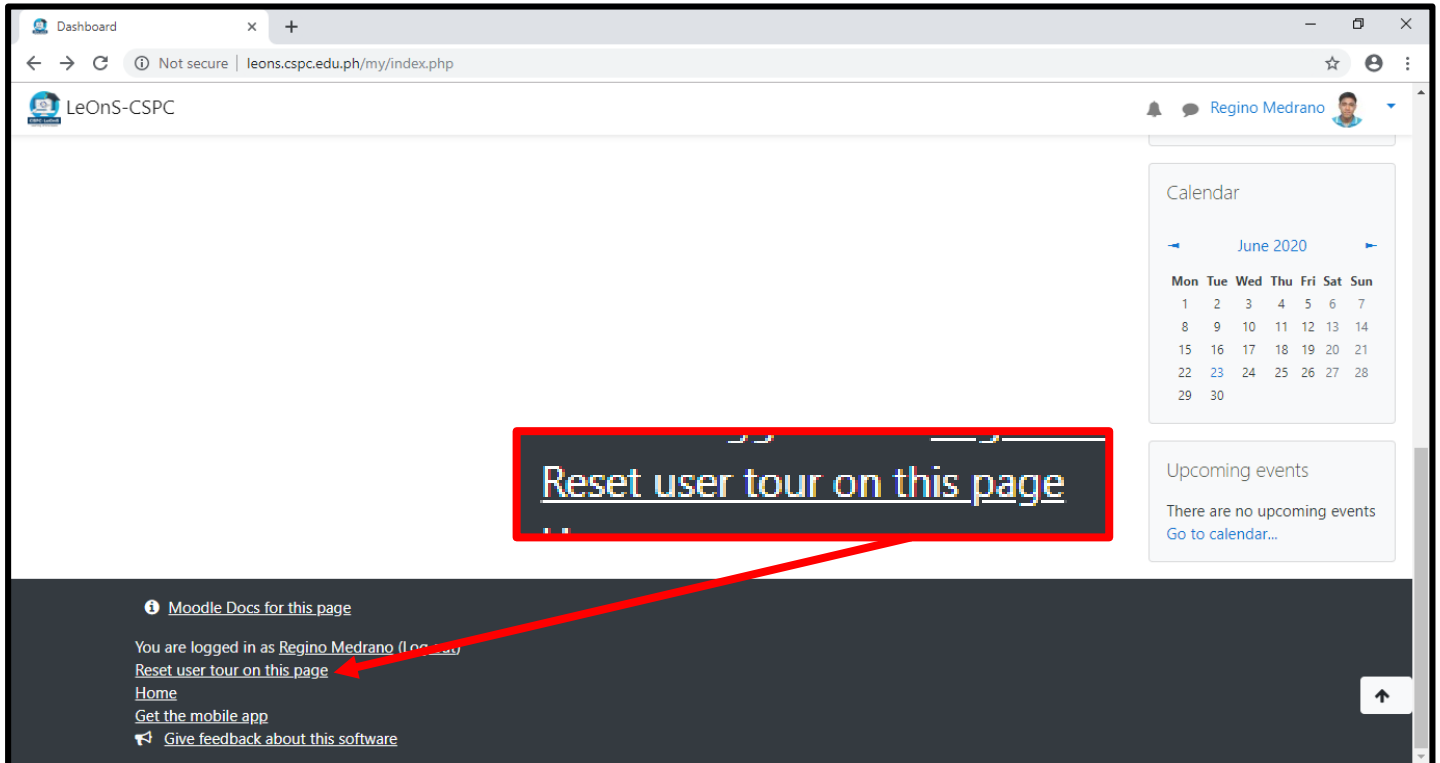


TAKE A TOUR

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



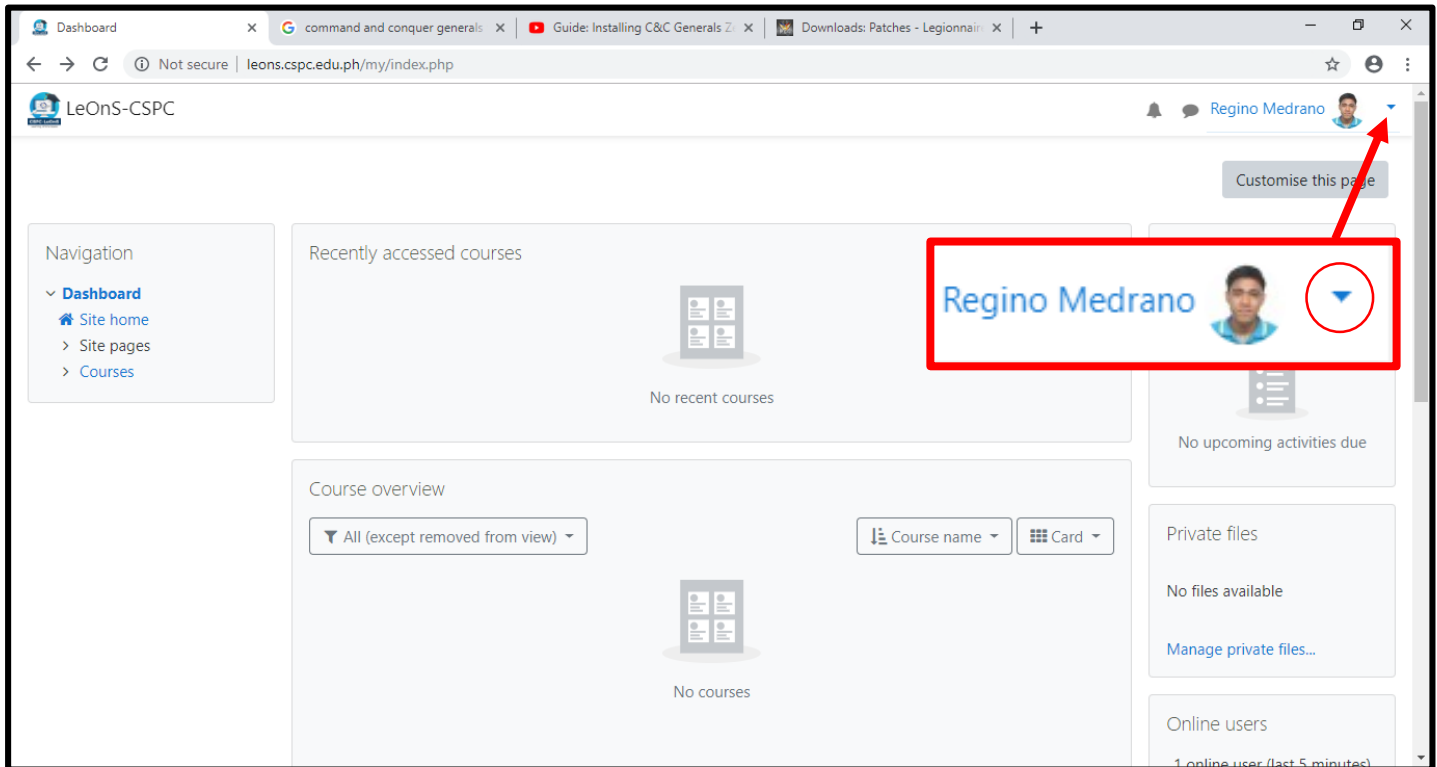
2. You can reset the user tour by clicking the “Reset user tour on this page” at the bottom or footer of the page



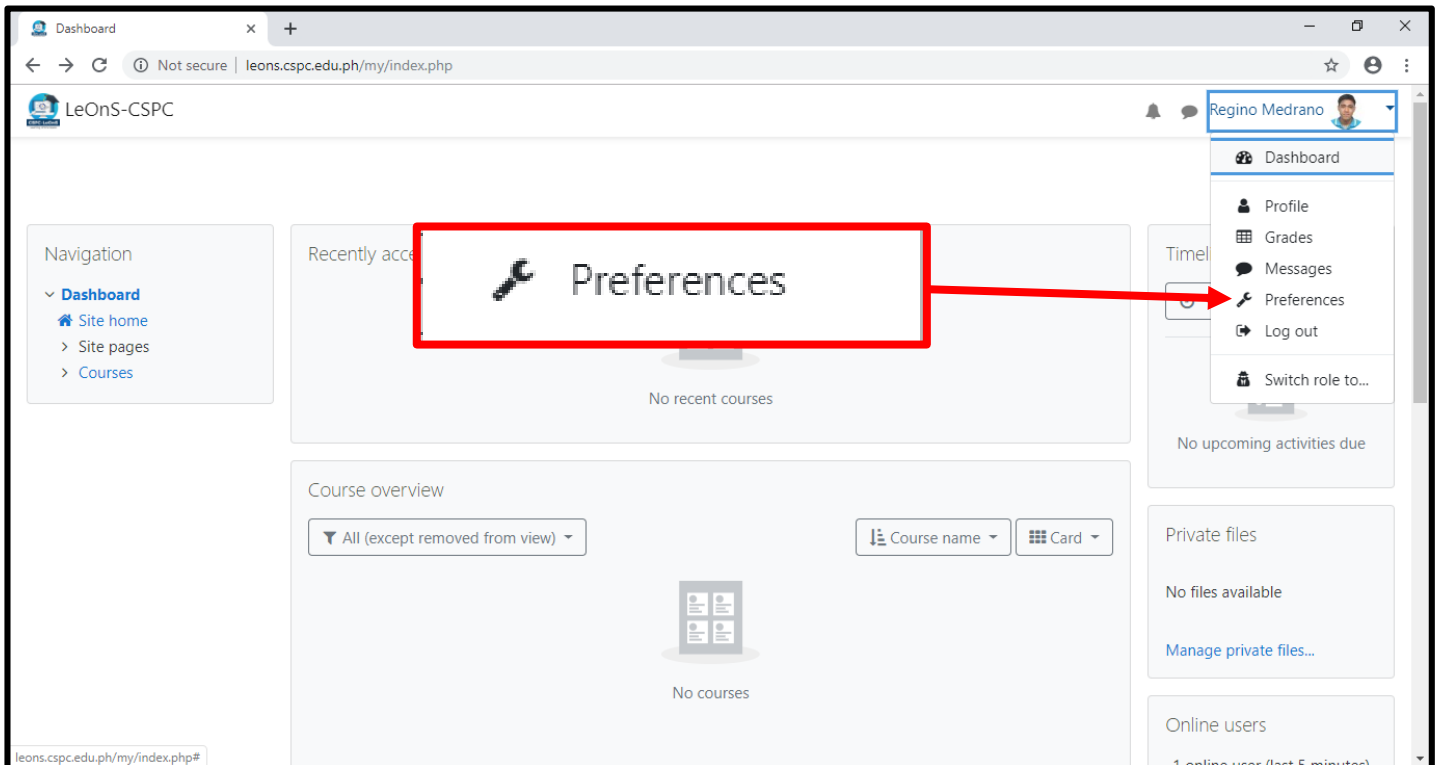
GETTING TO KNOW YOUR ACCOUNT

YOUR ACCOUNT PREFERENCE

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

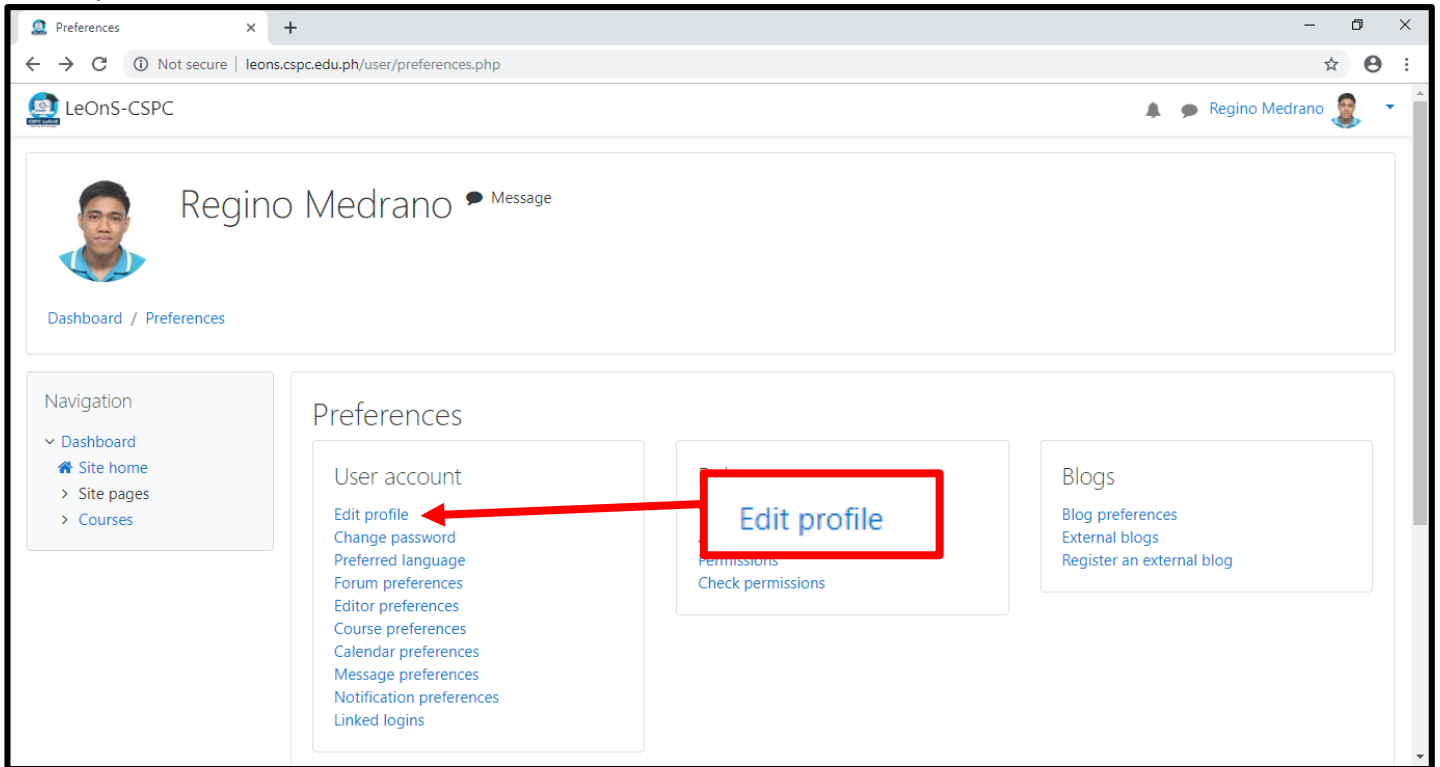


2. Open your account preferences by clicking the “Preferences” on the list

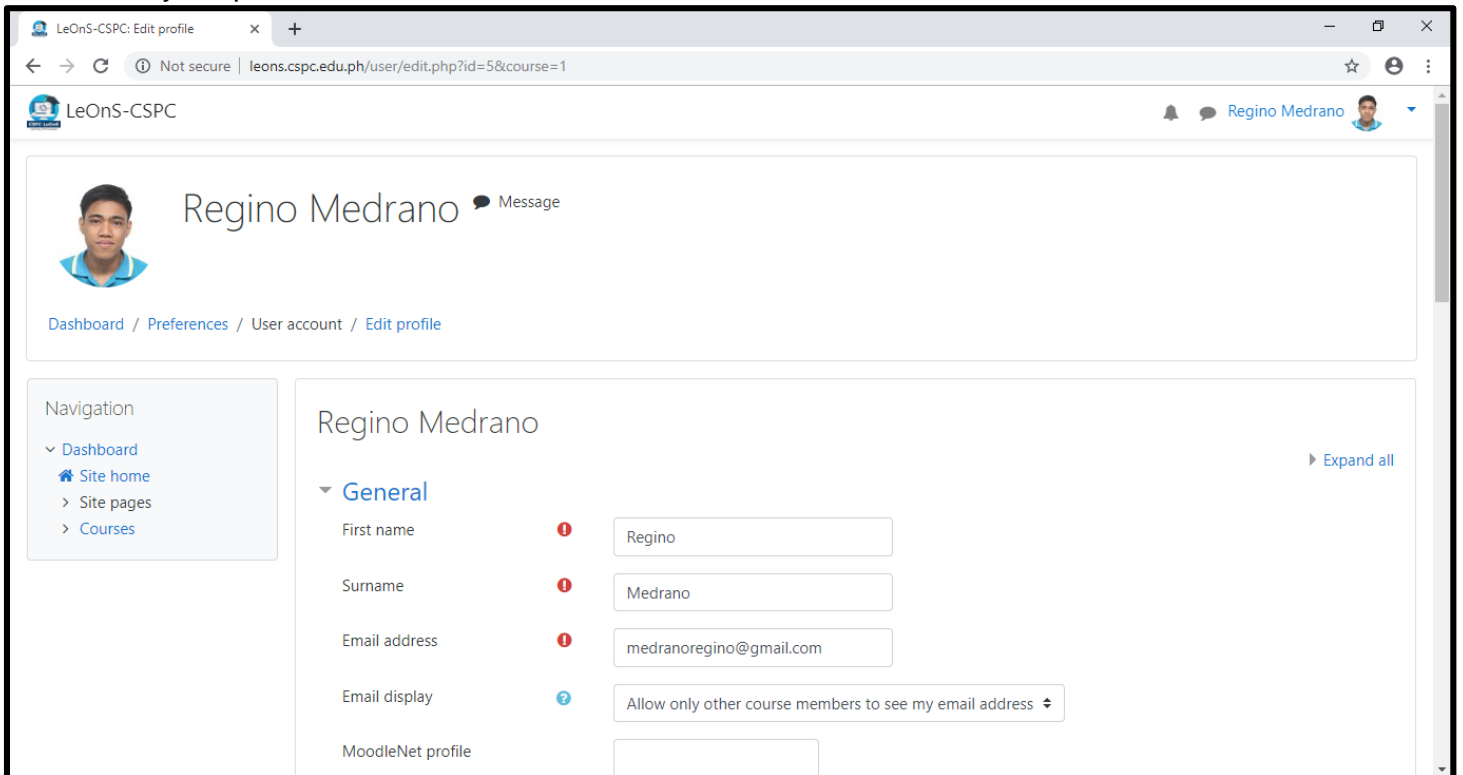


[EDIT YOUR PROFILE](#)

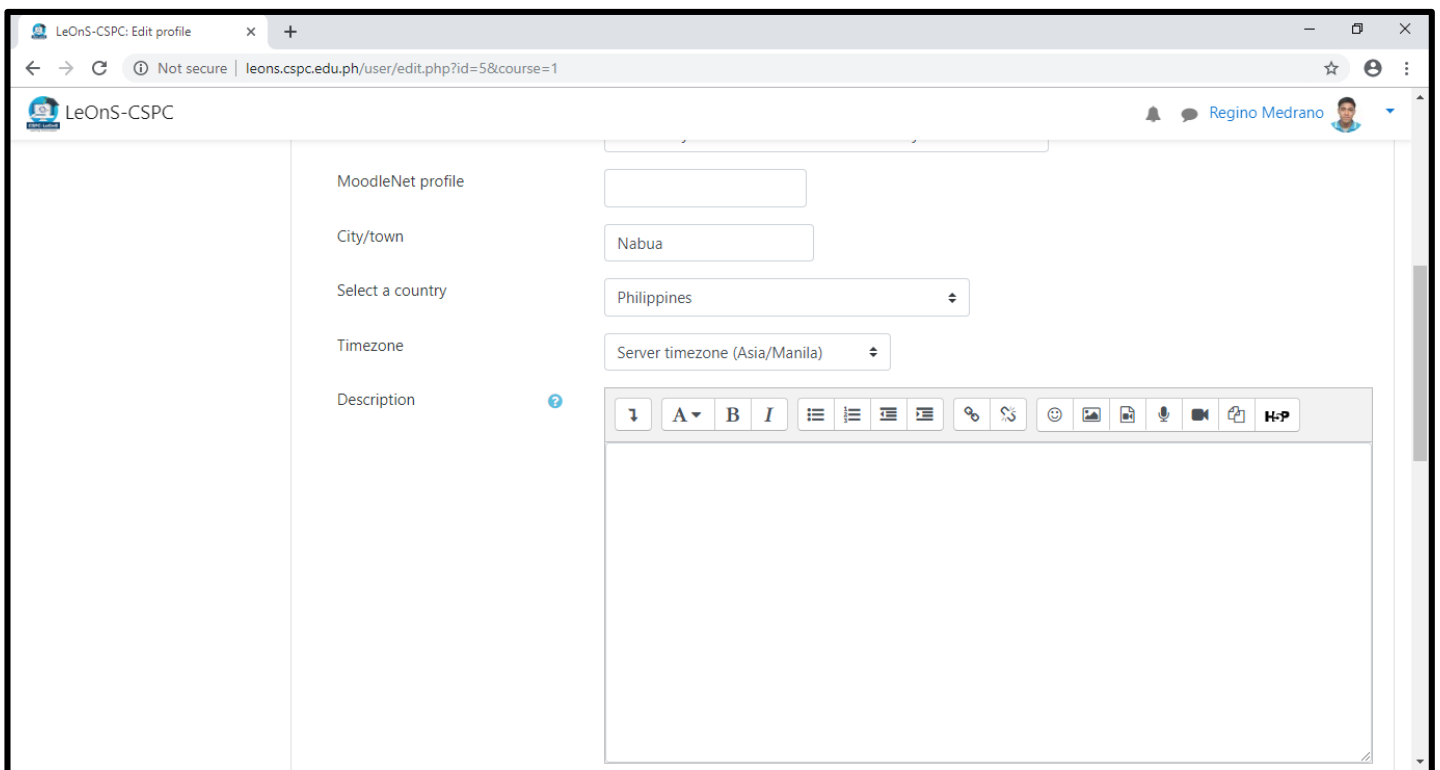
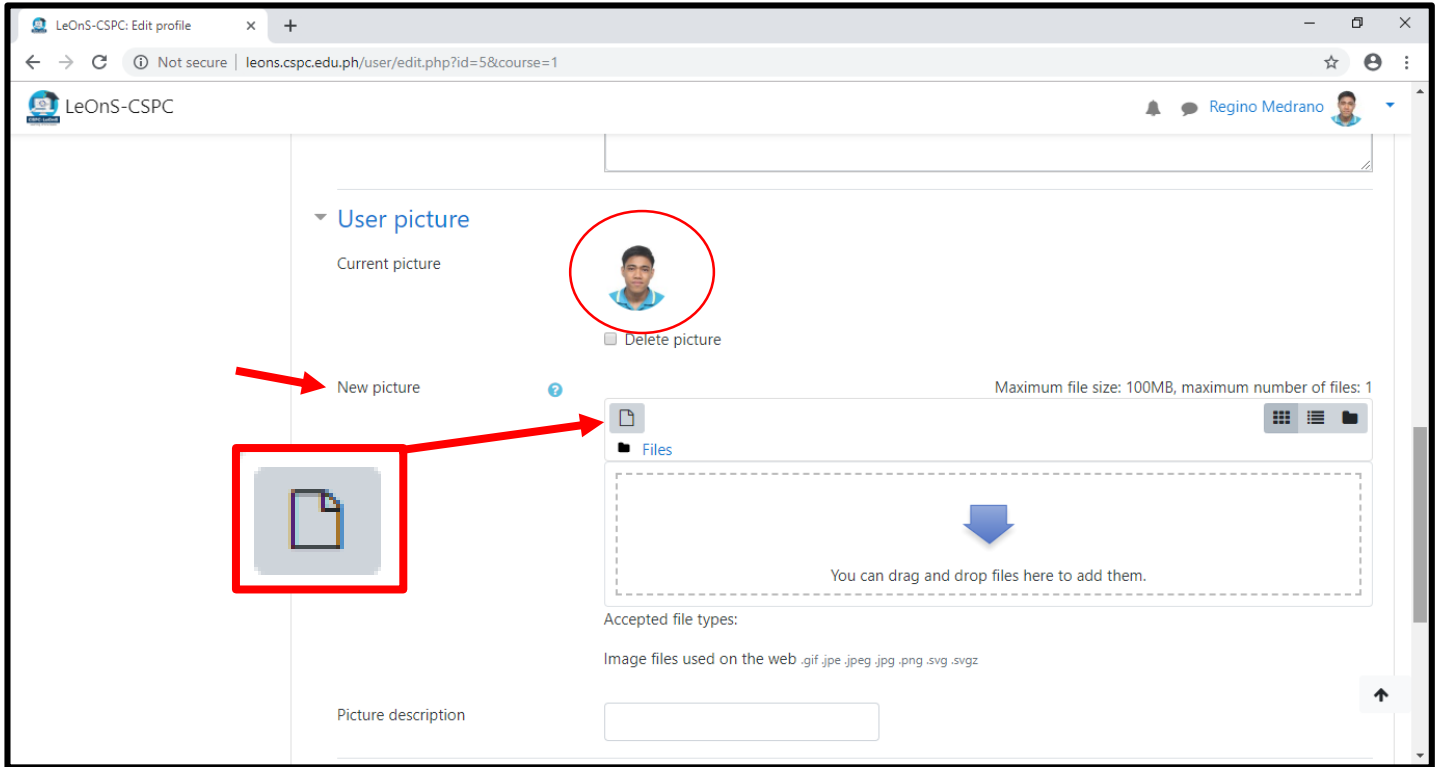
1. Under your account preferences, you can open your personal information by clicking the “Edit profile”



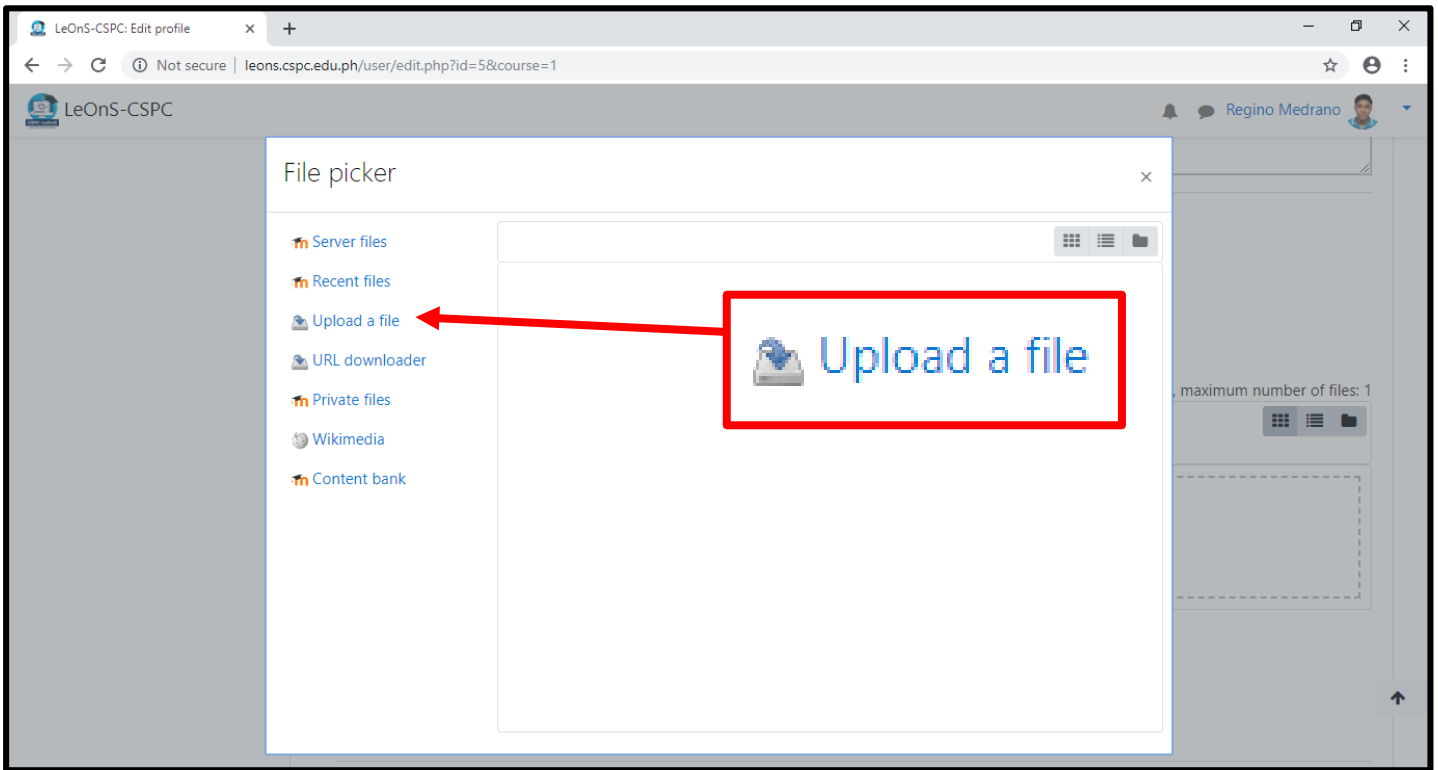
2. Edit your personal information



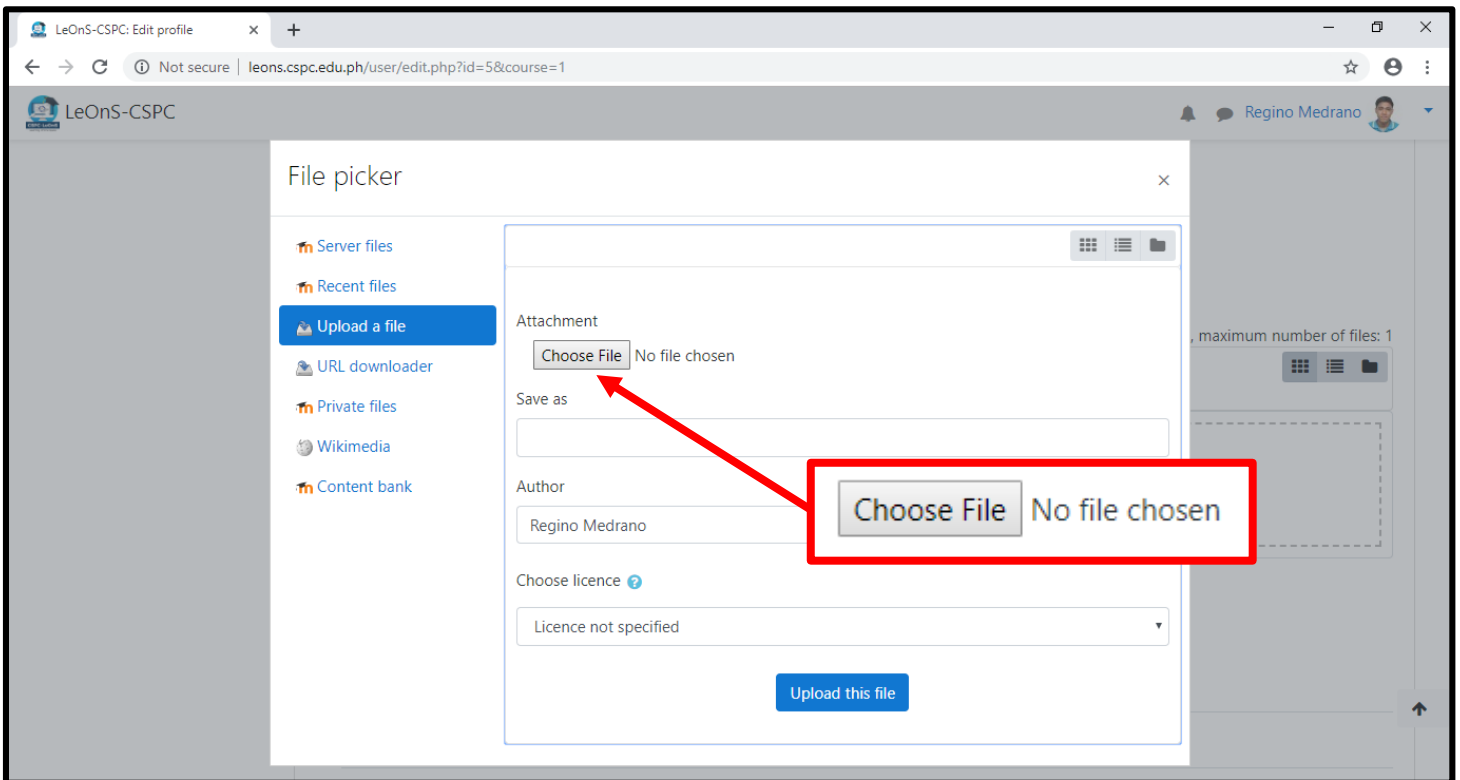
3. Under the same page, you can scroll down to Change your Profile Picture. Drag and Drop a picture or you can click the file button to manually upload a picture



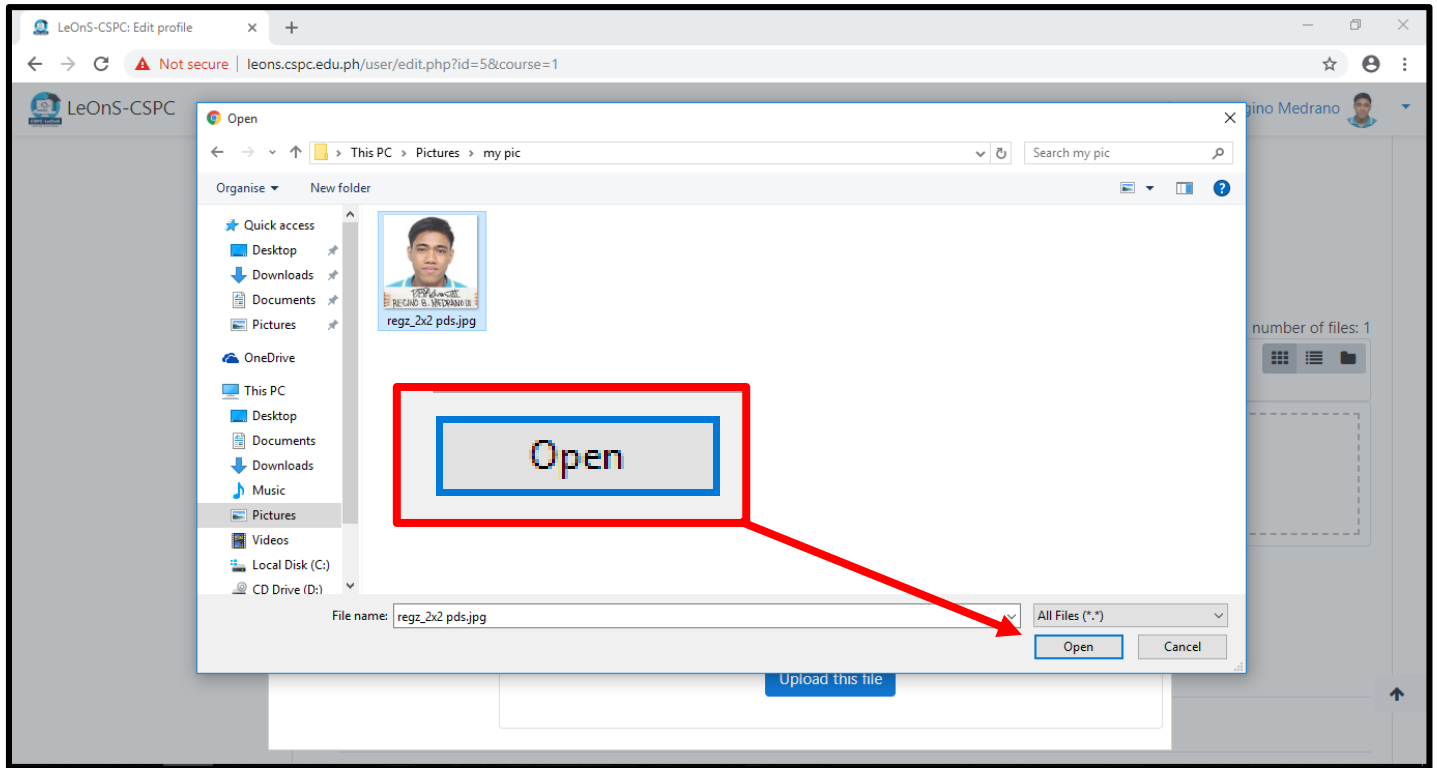
3.1 Click on the "Upload a file" in the file picker window



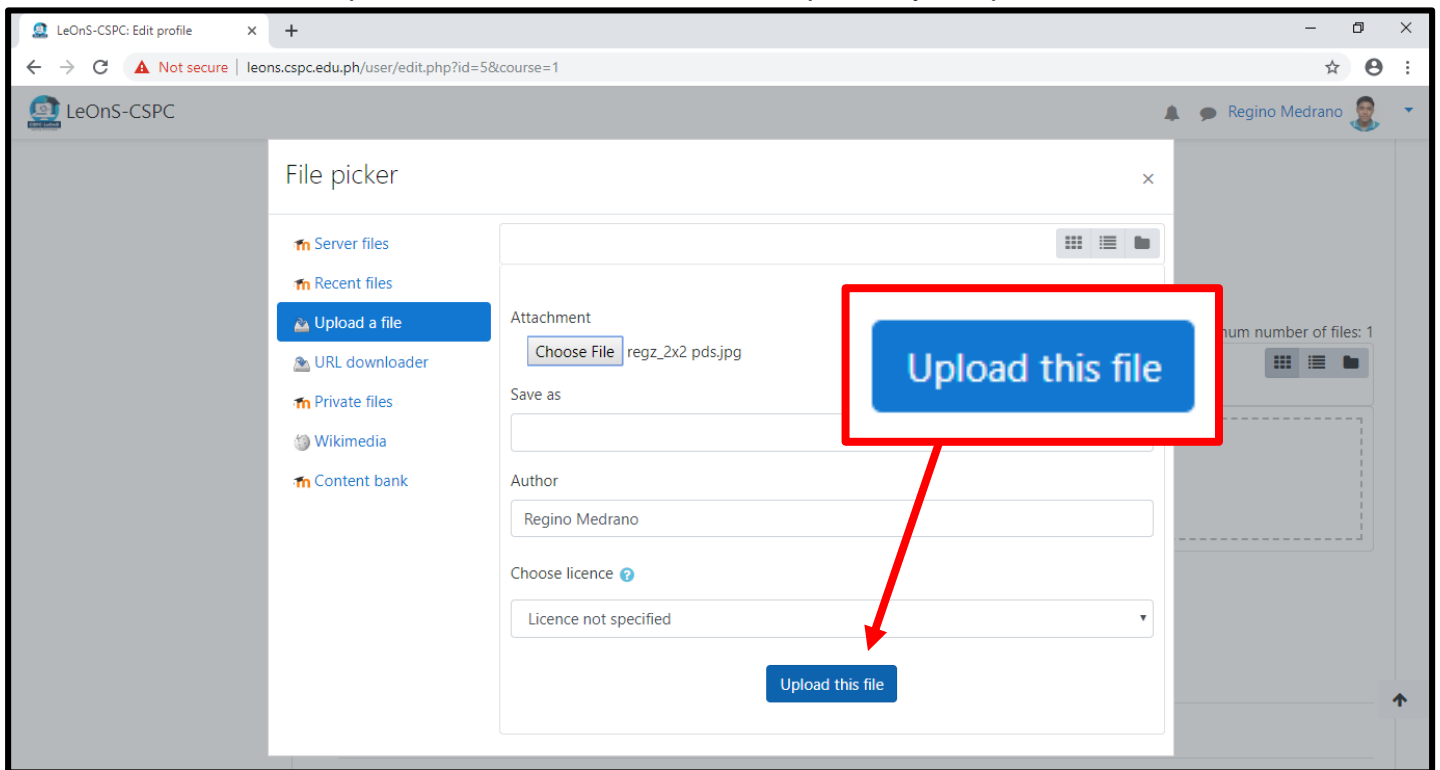
3.2 then click the "Choose File" button

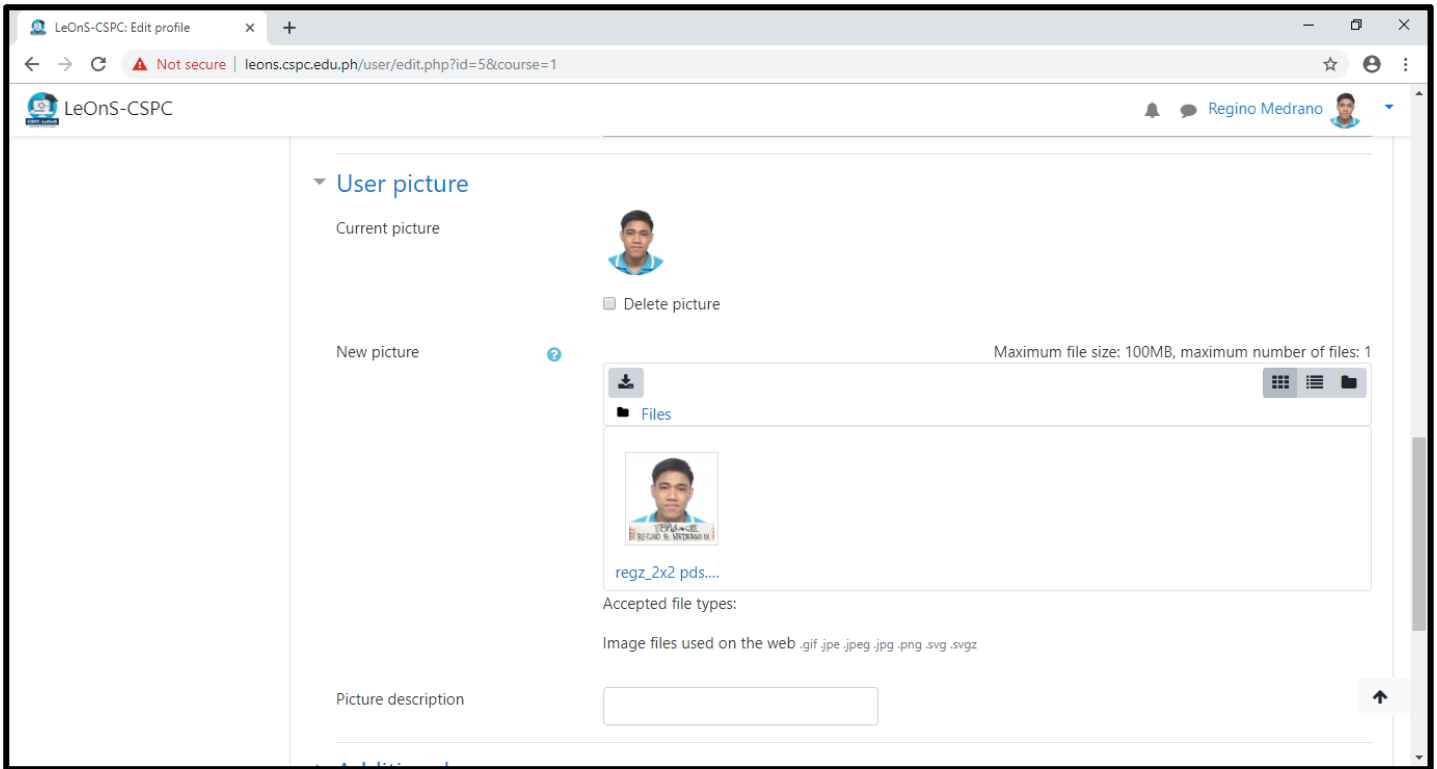


3.3 Browse through your computer directories to look for your picture and click the open button at the bottom of the window

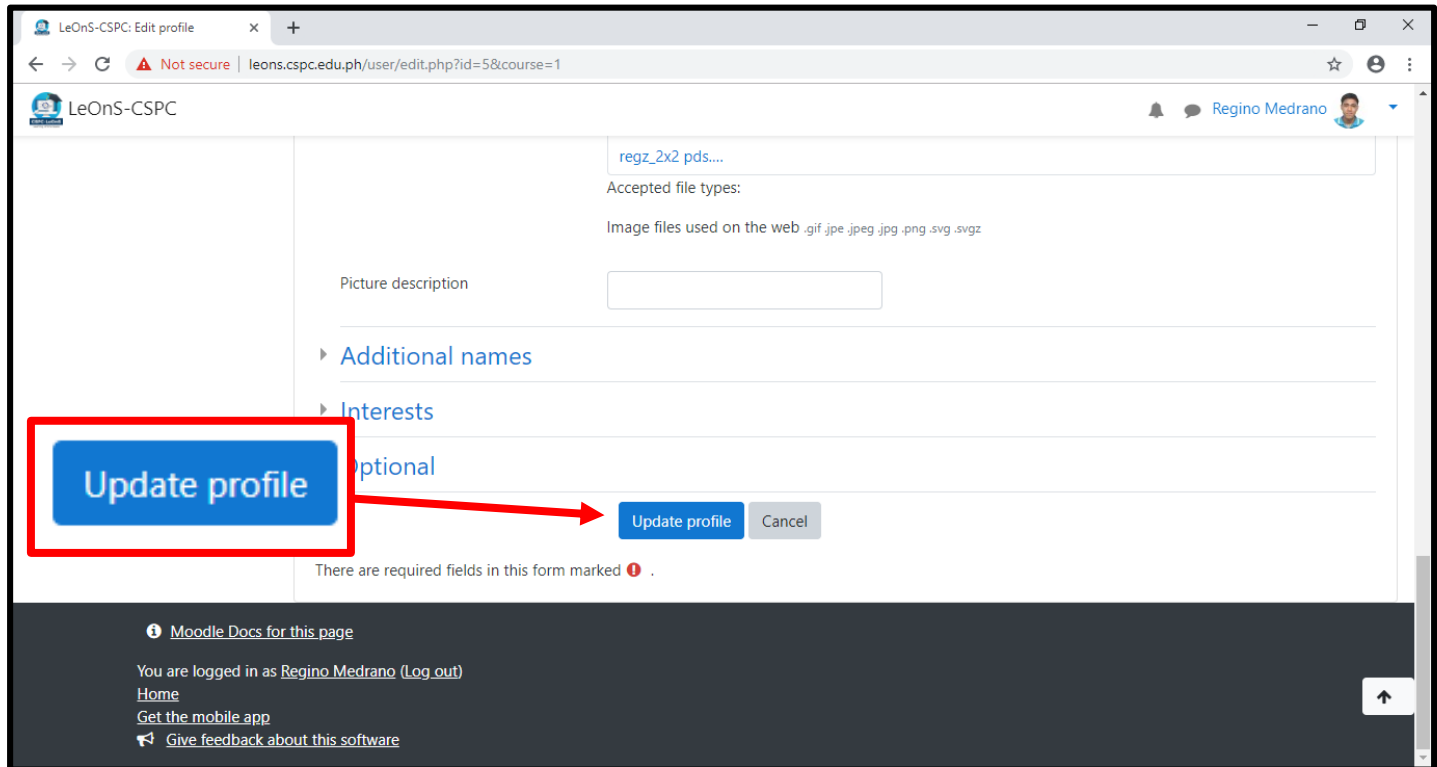


3.4 Click on the Upload this file button to save the picture you opened



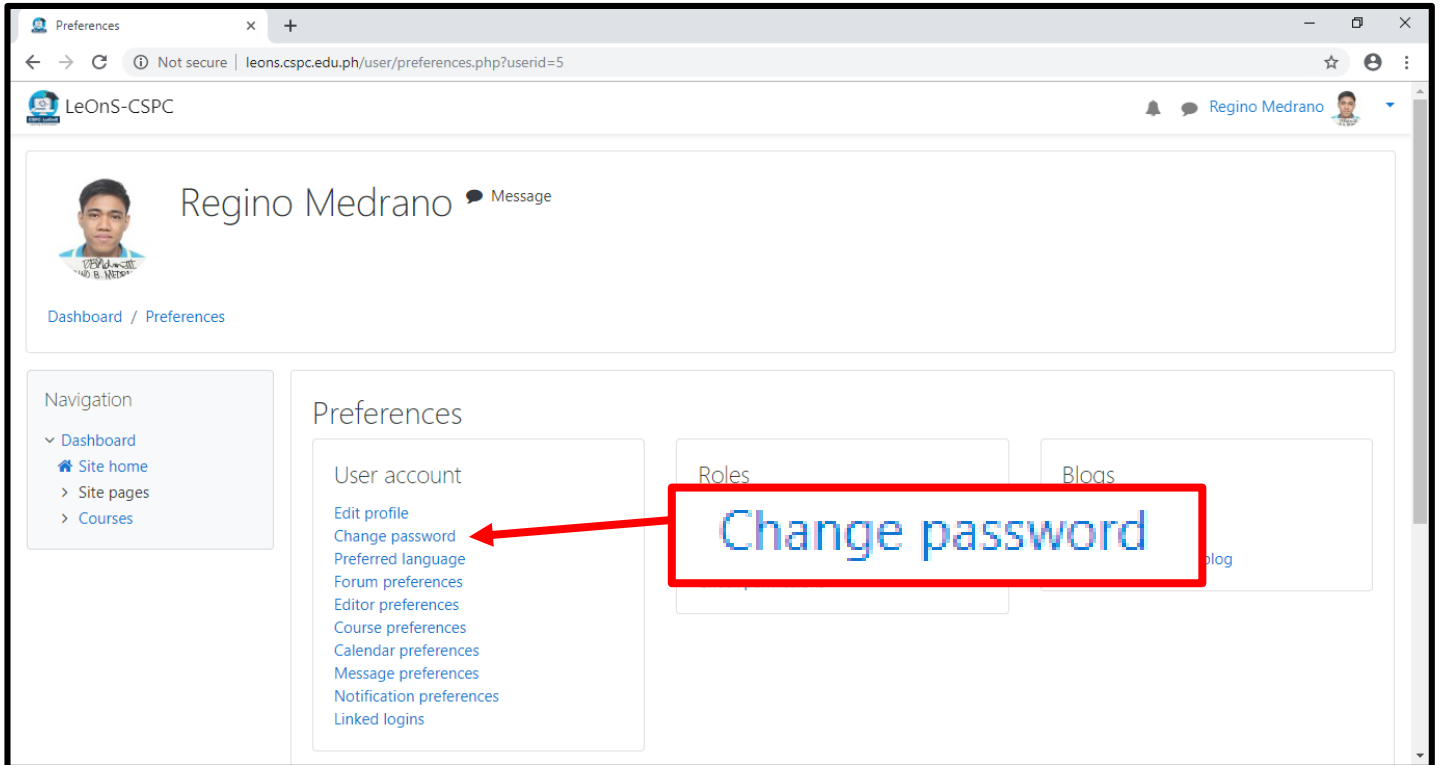


3.5 Now, you must click the “Update profile” button at the bottom of the page to save your profile settings and you will be redirected back at your Account Preferences page

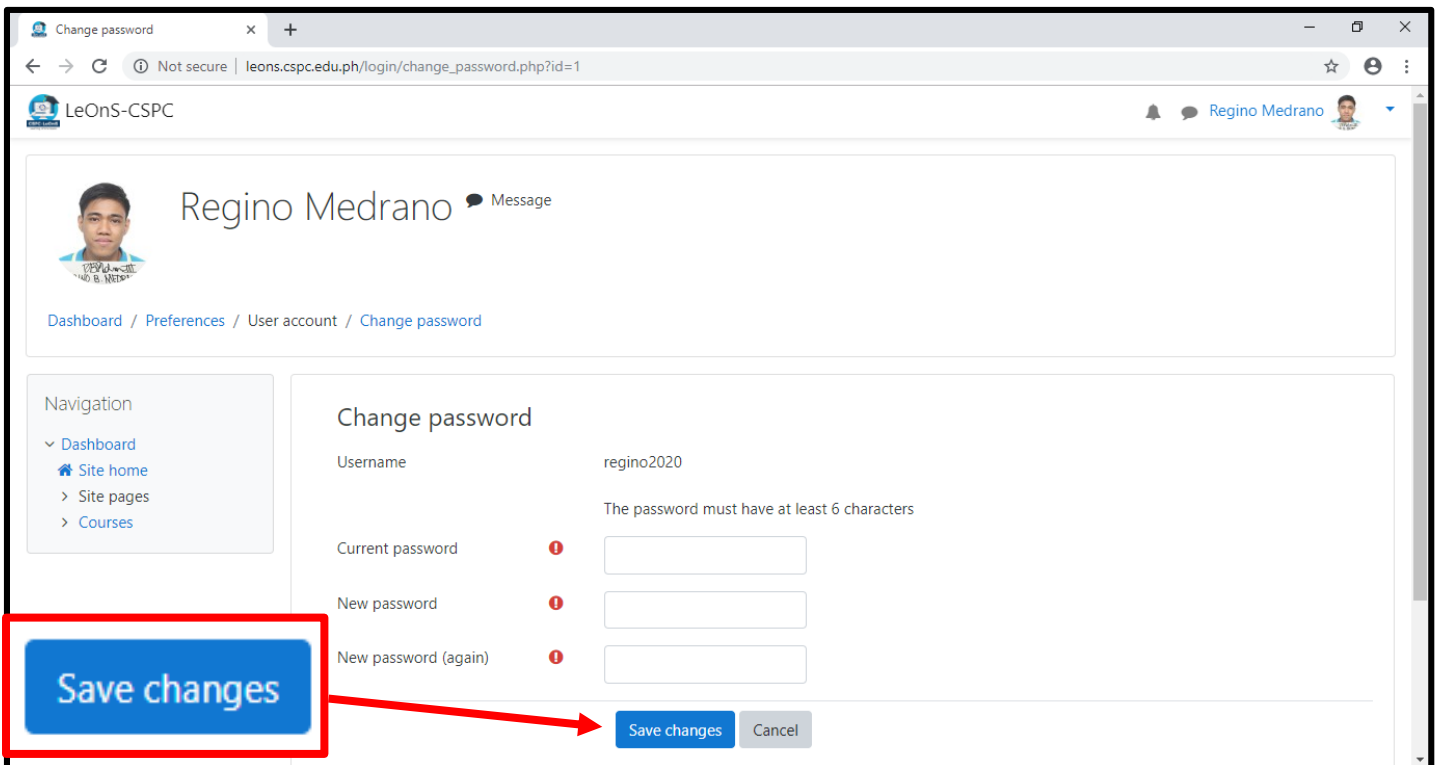


CHANGING YOUR PASSWORD

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

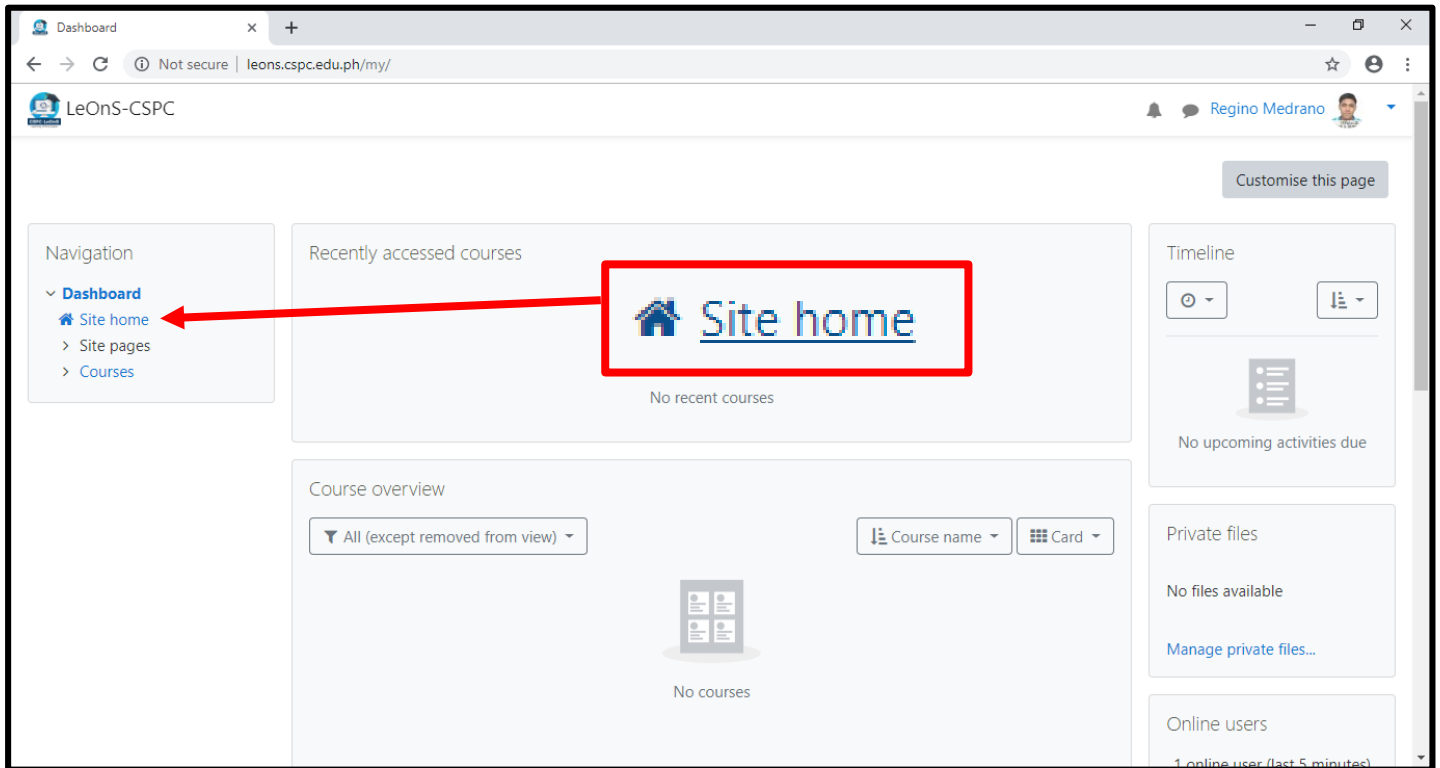


2. Enter your **Current password** for verification, then enter your **New password** and retype your password in **New password (again)**, then click the “Save changes” to update your account

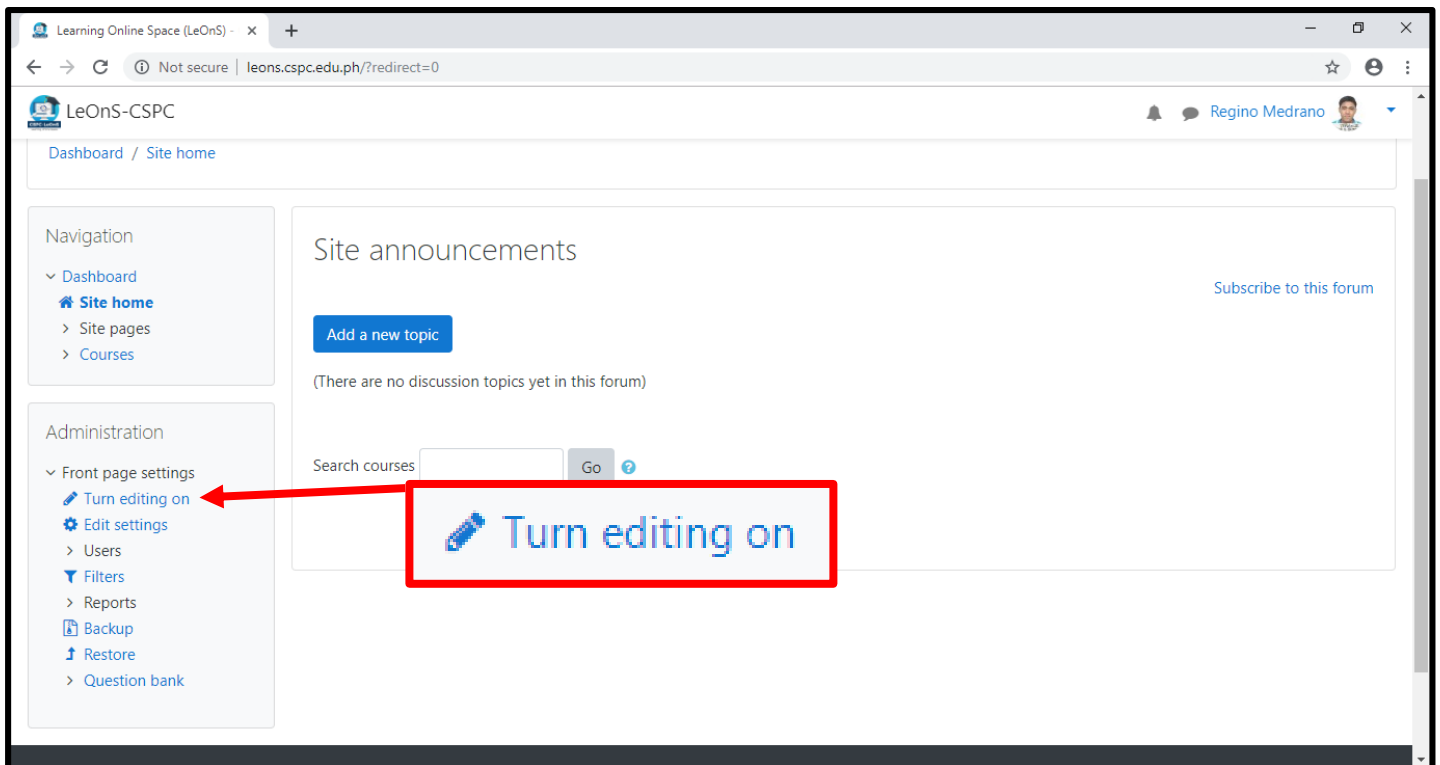


COURSE / SUBJECT
[CREATE A COURSE / SUBJECT](#)

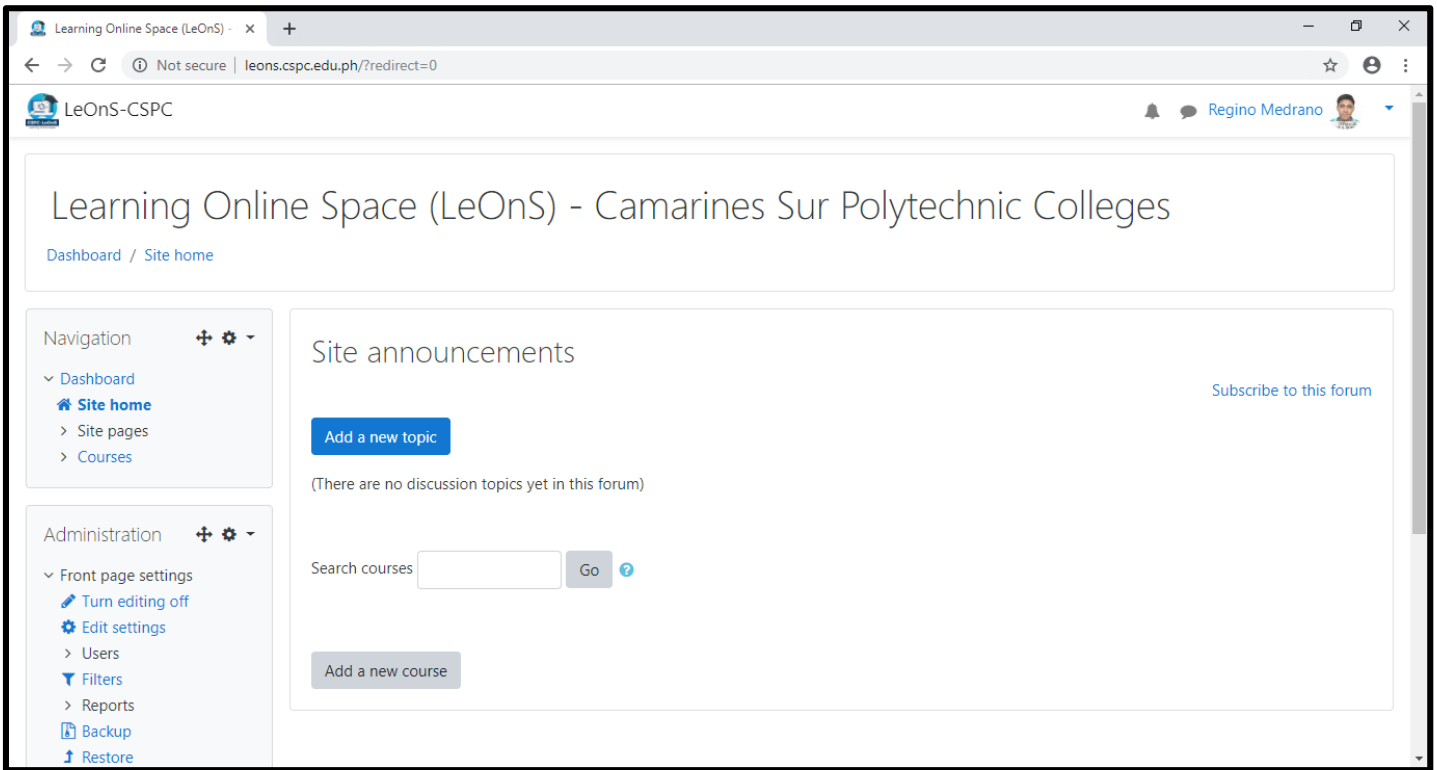
1. In your dashboard's navigation, click on the "Site home"



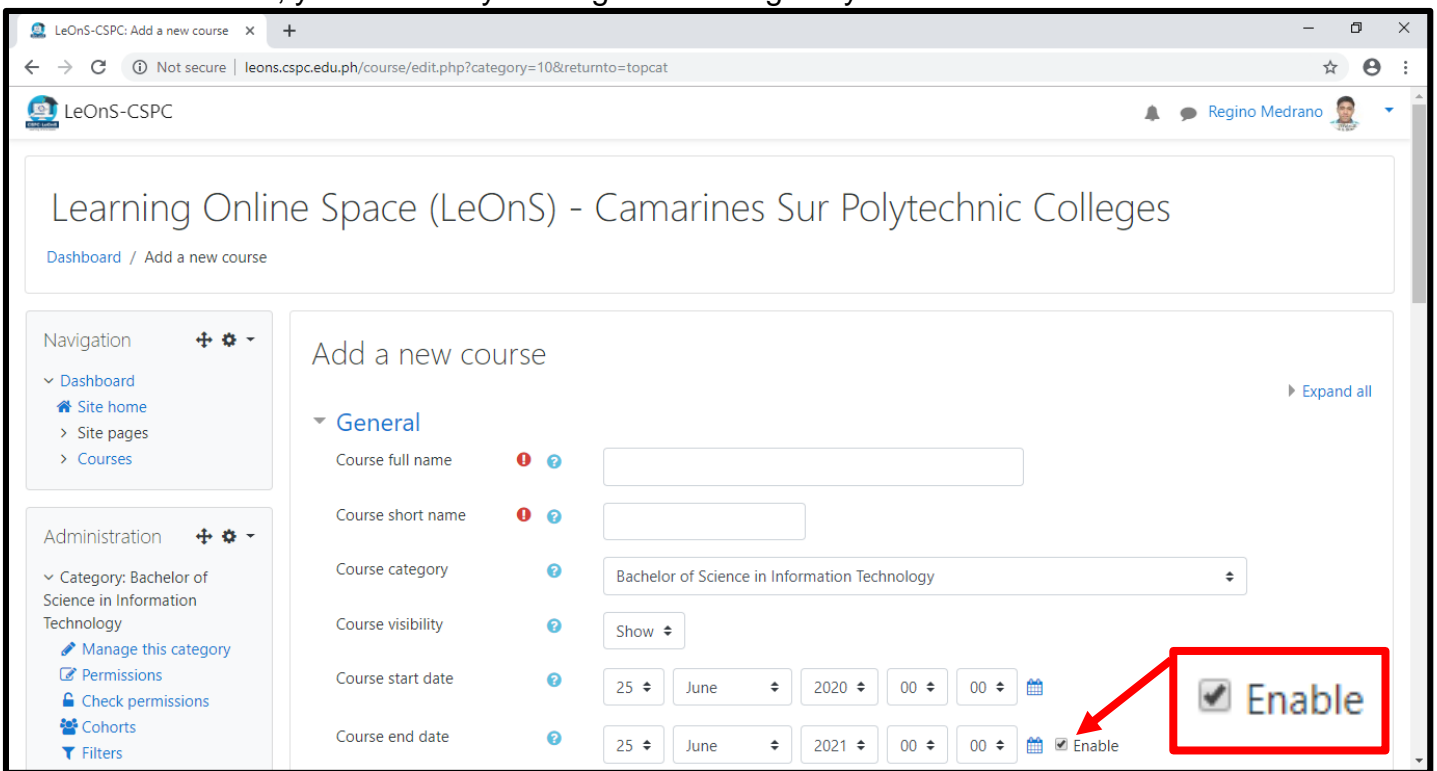
2. Under the **Administration** block, click on the "Turn editing on"

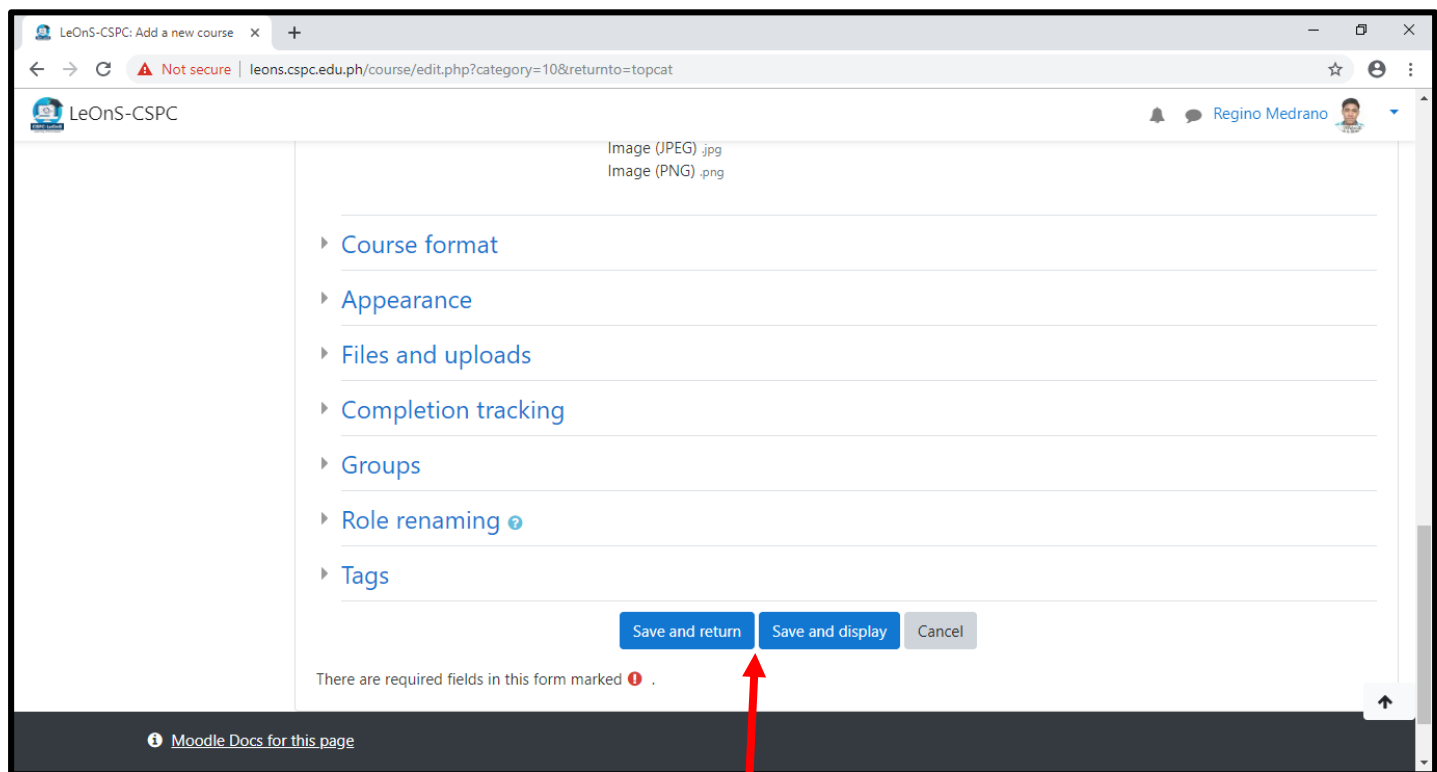
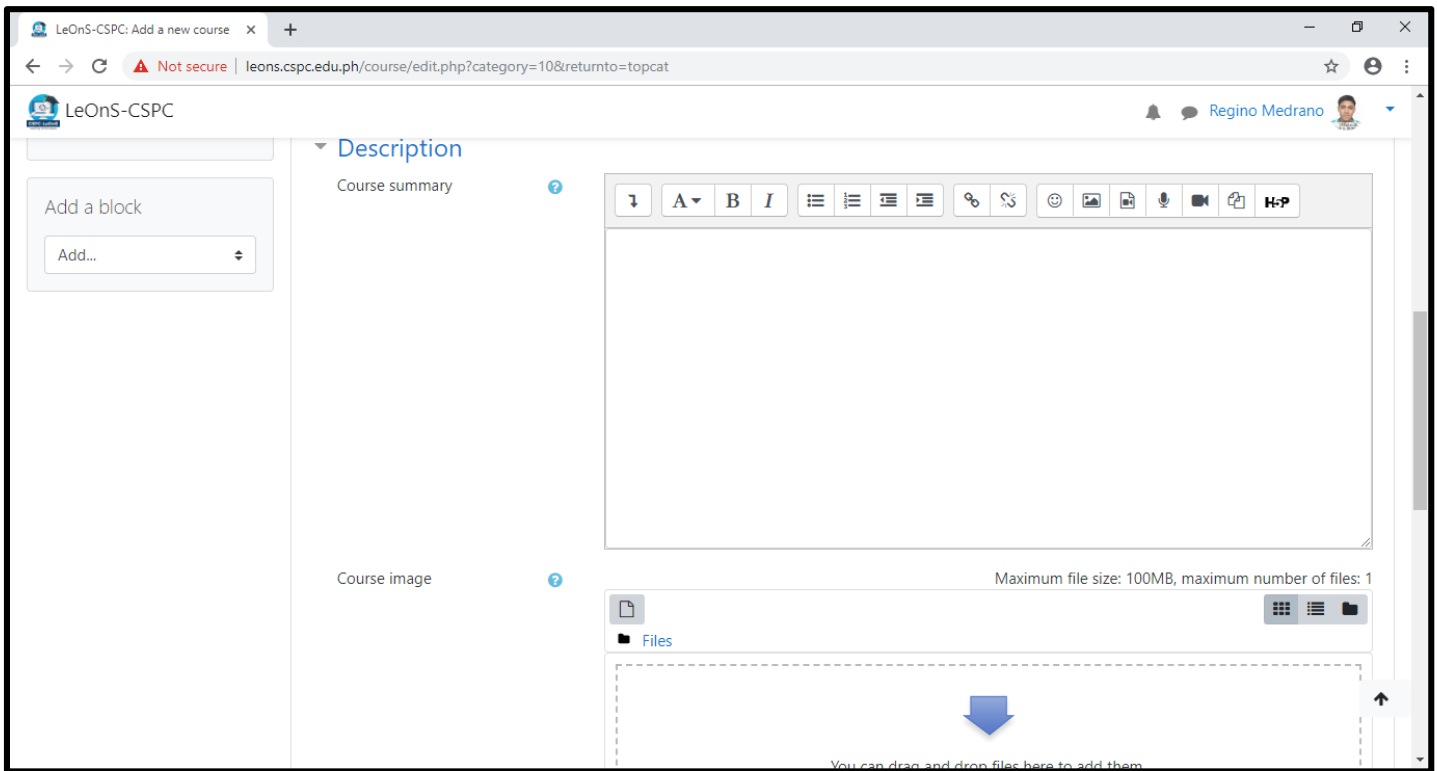


3. You will see a button “Add a new course”, click on that button to create a new course



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.





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.***

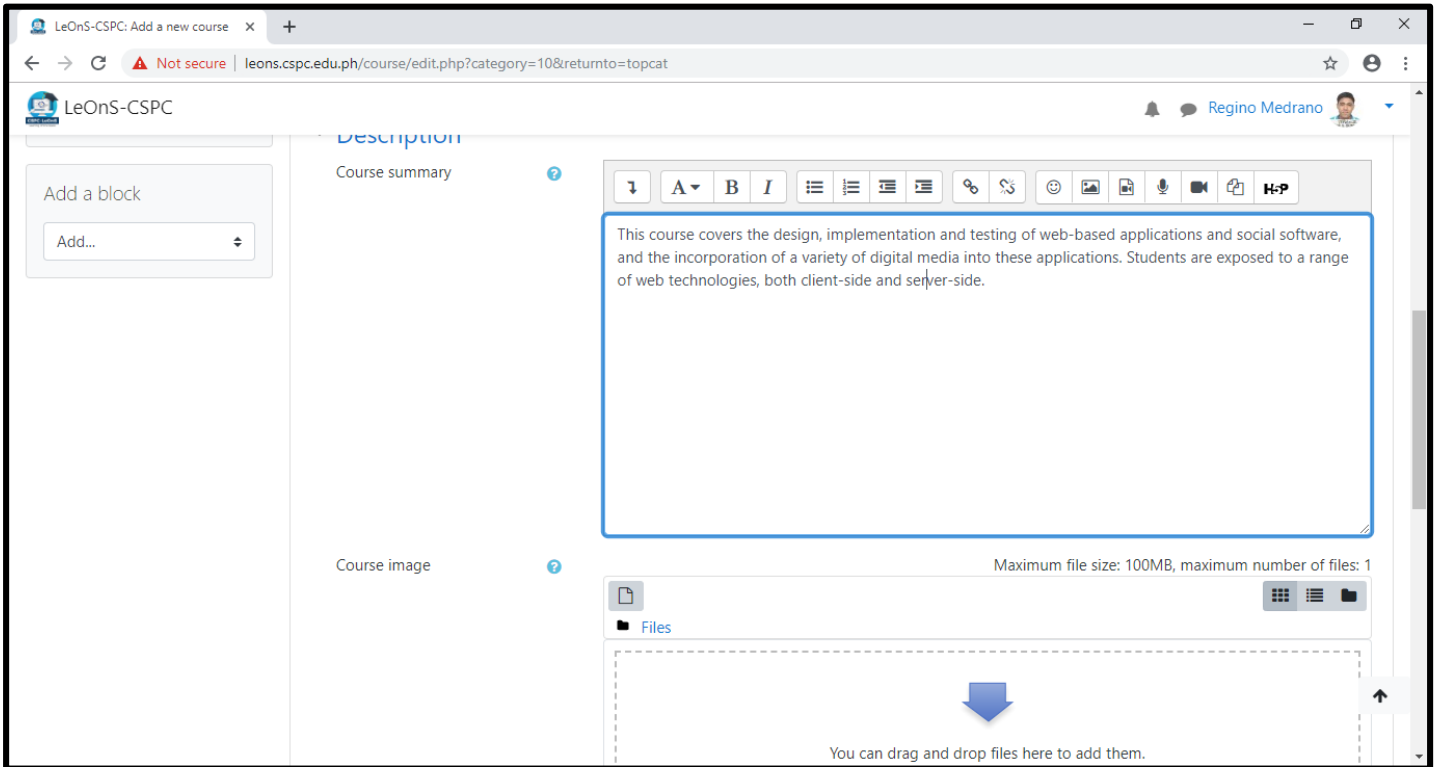
See figures below for the sample filled-up course fields for new course creation

The screenshot shows a web browser window with the URL `leons.cspc.edu.ph/course/edit.php?category=10&returnto=topcat`. The page title is "Learning Online Space (LeOnS) - Camarines Sur Polytechnic Colleges". The user is logged in as "Regino Medrano". The main content area is titled "Add a new course" and contains the following fields:

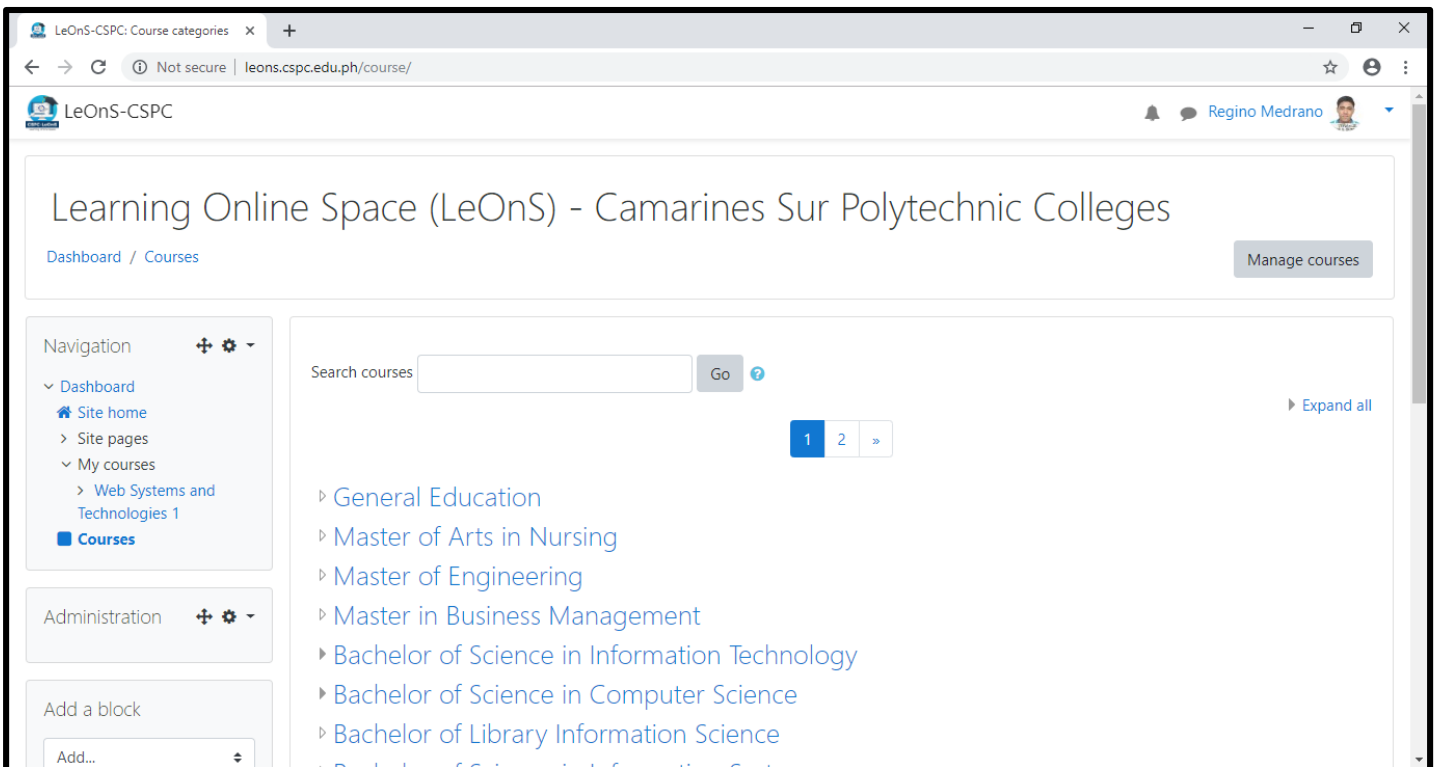
- Course full name: Web Systems and Technologies 1
- Course short name: websystech1
- Course category: Bachelor of Science in Information Technology
- Course visibility: Show
- Course start date: 25 June 2020 00:00
- Course end date: 25 June 2021 00:00 (with an "Enable" checkbox)

The left sidebar contains navigation and administration options:

- Navigation: Dashboard, Site home, Site pages, Courses
- Administration: Category: Bachelor of Science in Information Technology, Manage this category, Permissions, Check permissions, Cohorts, Filters



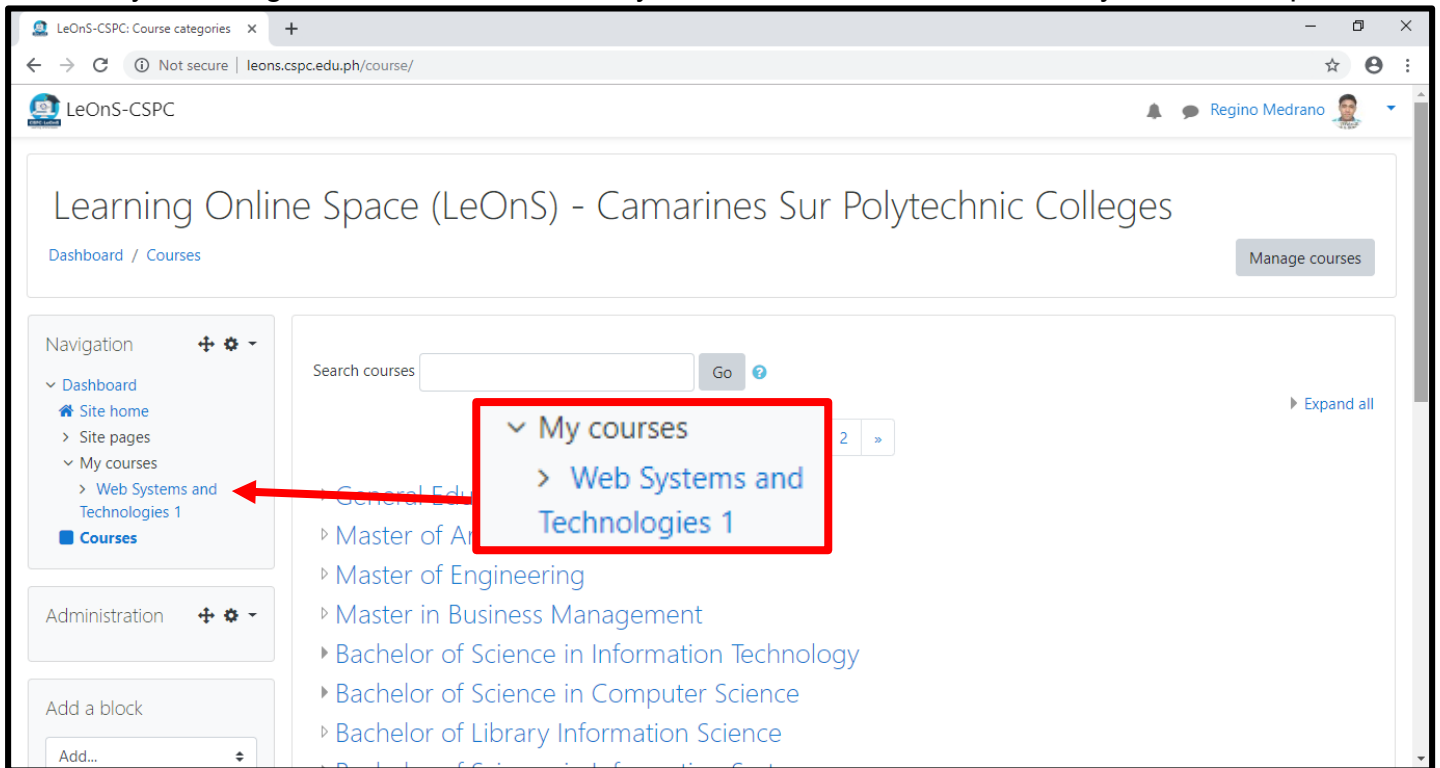
(below is the redirected page after clicking the “Save and return” button)



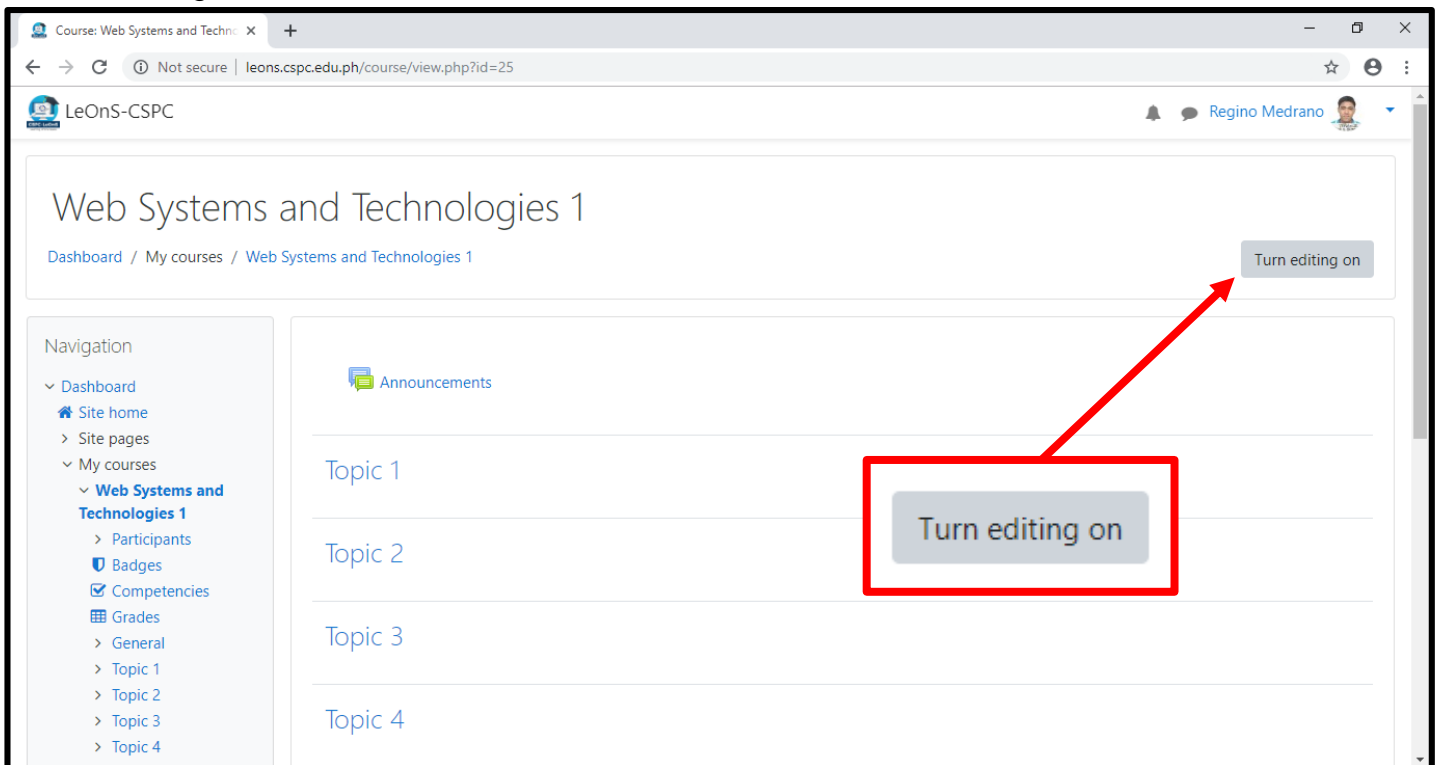
COURSE MANAGEMENT

GO TO YOUR COURSE

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

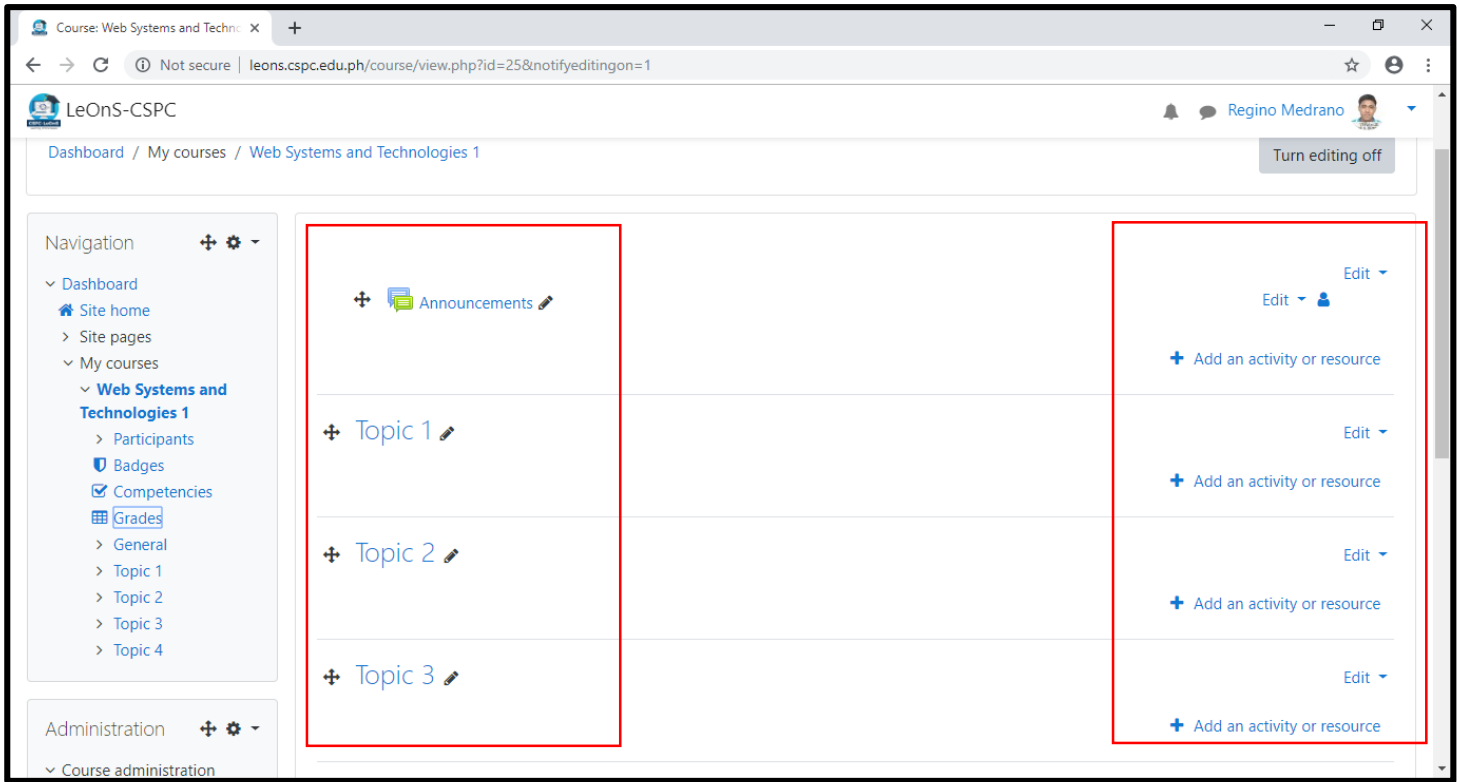


2. If you do not see a crosshair-like symbols, it means that you cannot edit your course contents. To edit your course contents, click the button “Turn editing on” at the bottom of your course’s heading



- 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

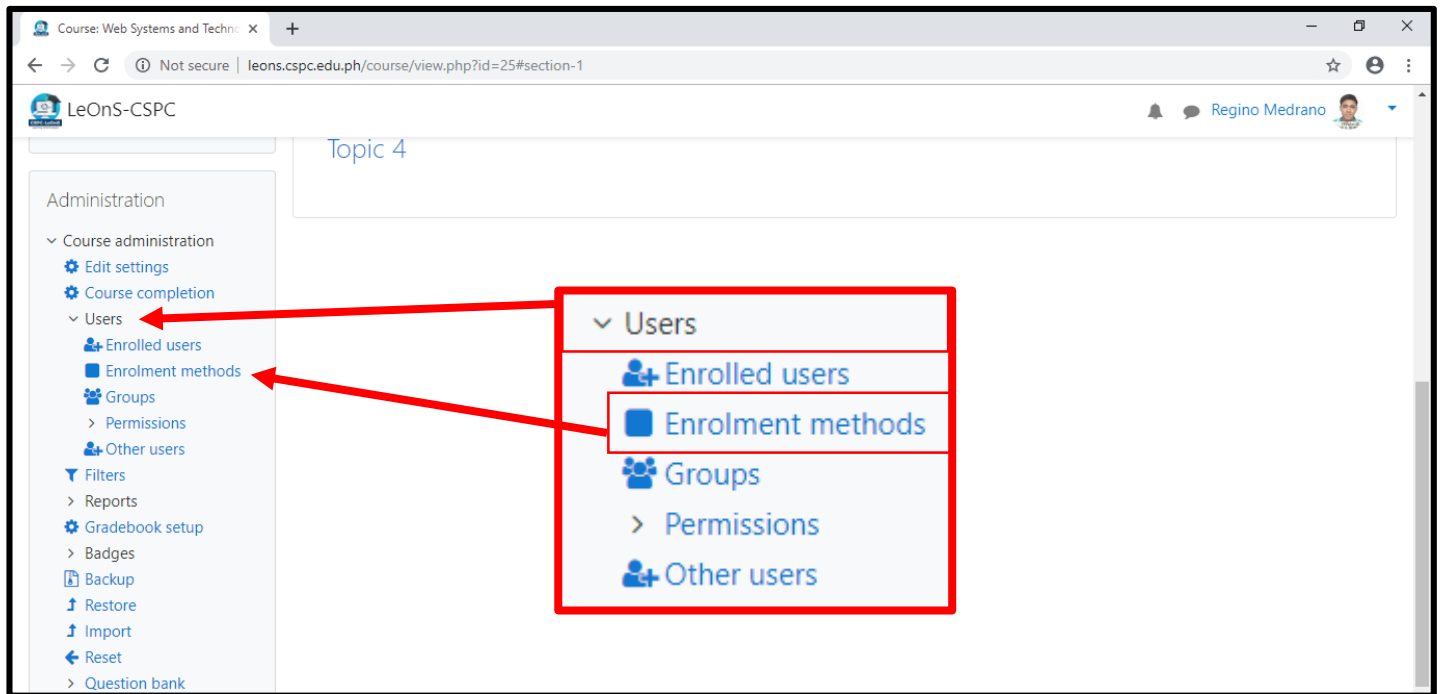


3.1 Upon activating the editing function, you will see different parts in your course outline, these are:

- 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

ENROLLING STUDENTS

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”



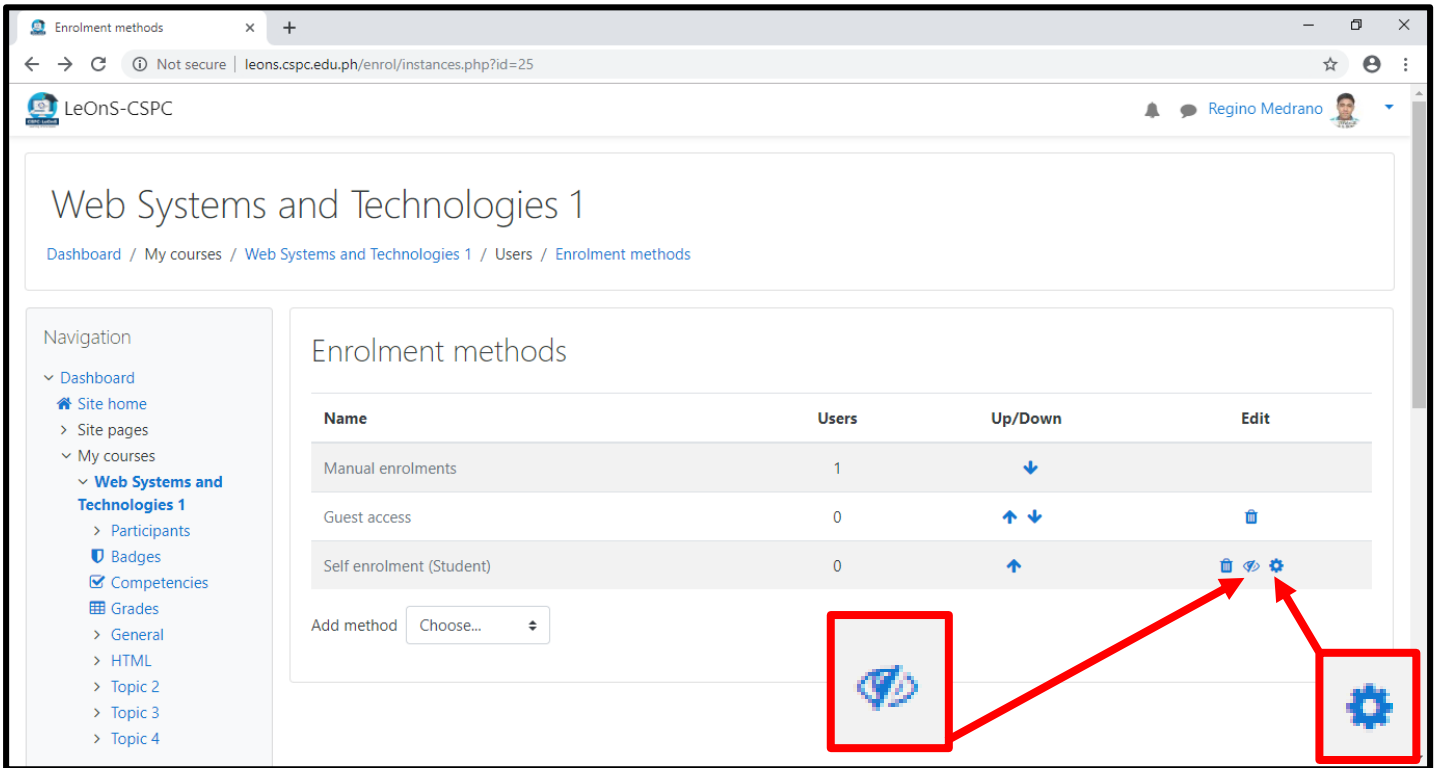
2. You will now be redirected to the Enrolment methods page with the table. You have 3 enrolment options: **Manual enrolments**, **Guest access**, and **Self enrolment**. Currently, only Self enrolment can be used to lessen the enrolment job of the teacher

The screenshot shows the Moodle 'Enrolment methods' page. The page title is 'Web Systems and Technologies 1'. The breadcrumb trail is 'Dashboard / My courses / Web Systems and Technologies 1 / Users / Enrolment methods'. The main content area shows a table with columns 'Name', 'Users', 'Up/Down', and 'Edit'. The table lists three enrolment methods: 'Manual enrolments' (1 user), 'Guest access' (0 users), and 'Self enrolment (Student)' (0 users). The 'Self enrolment (Student)' row is highlighted with a red box. Below the table is an 'Add method' dropdown menu.

Name	Users	Up/Down	Edit
Manual enrolments	1	↓	
Guest access	0	↑ ↓	🗑️
Self enrolment (Student)	0	↑	🗑️ 🔄 ⚙️

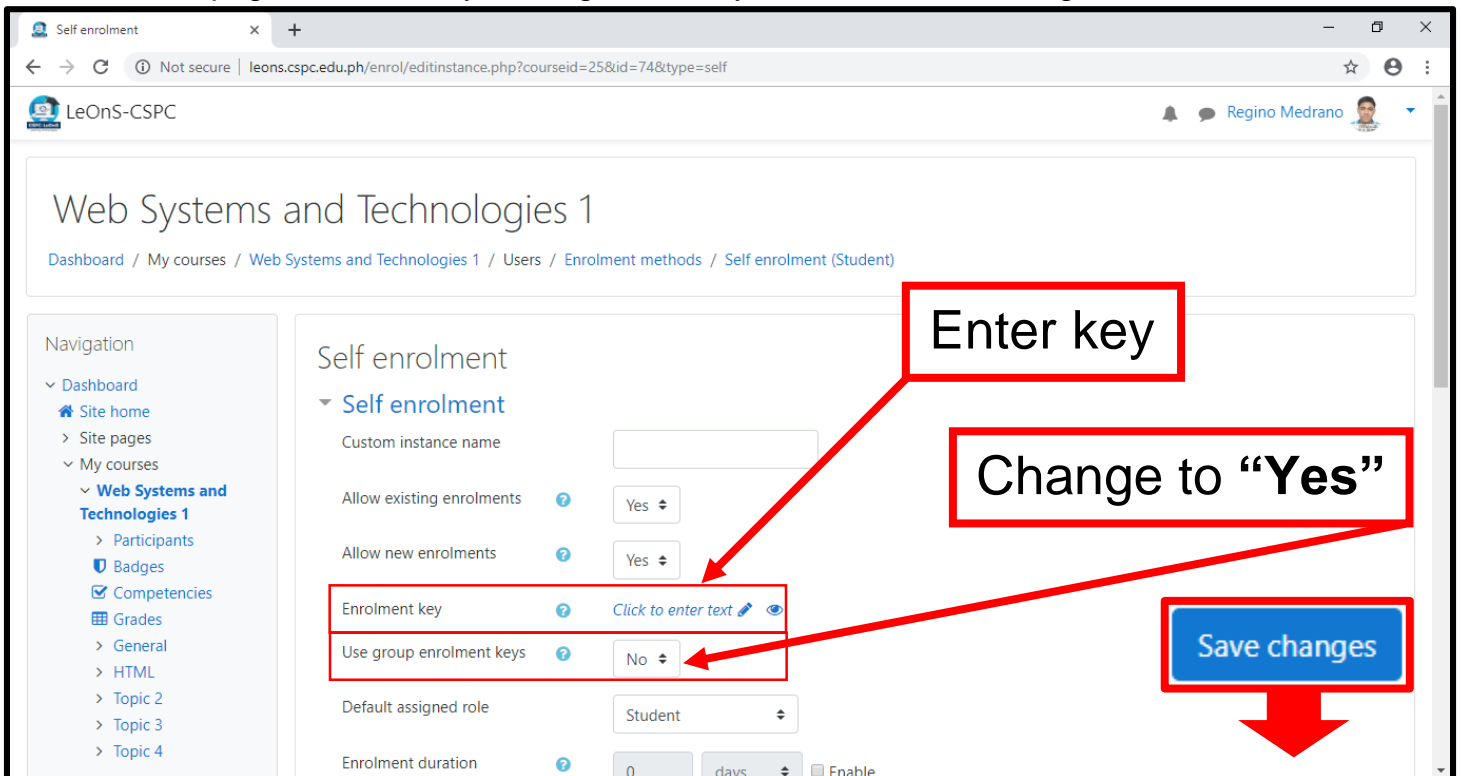
Add method

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



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



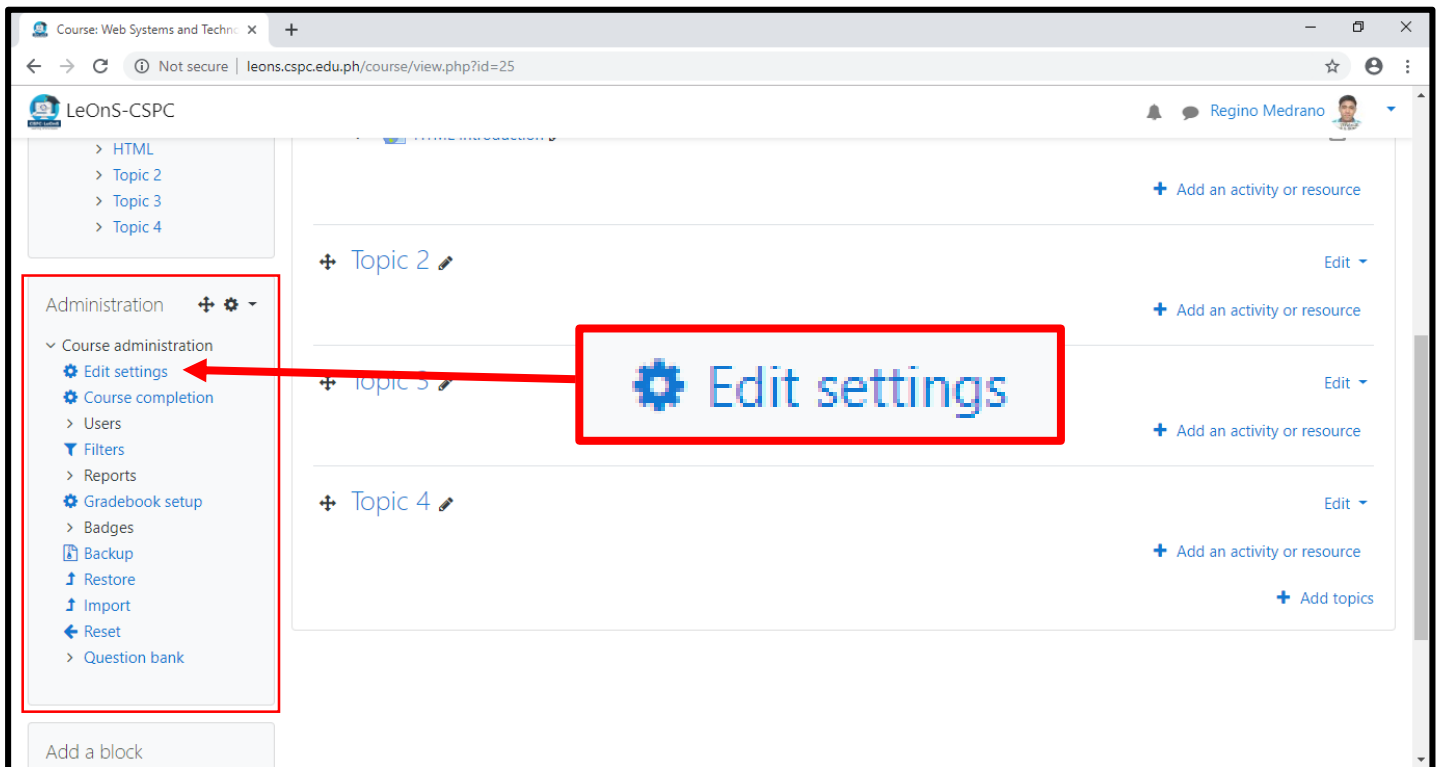
CREATING CLASS SECTION

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.

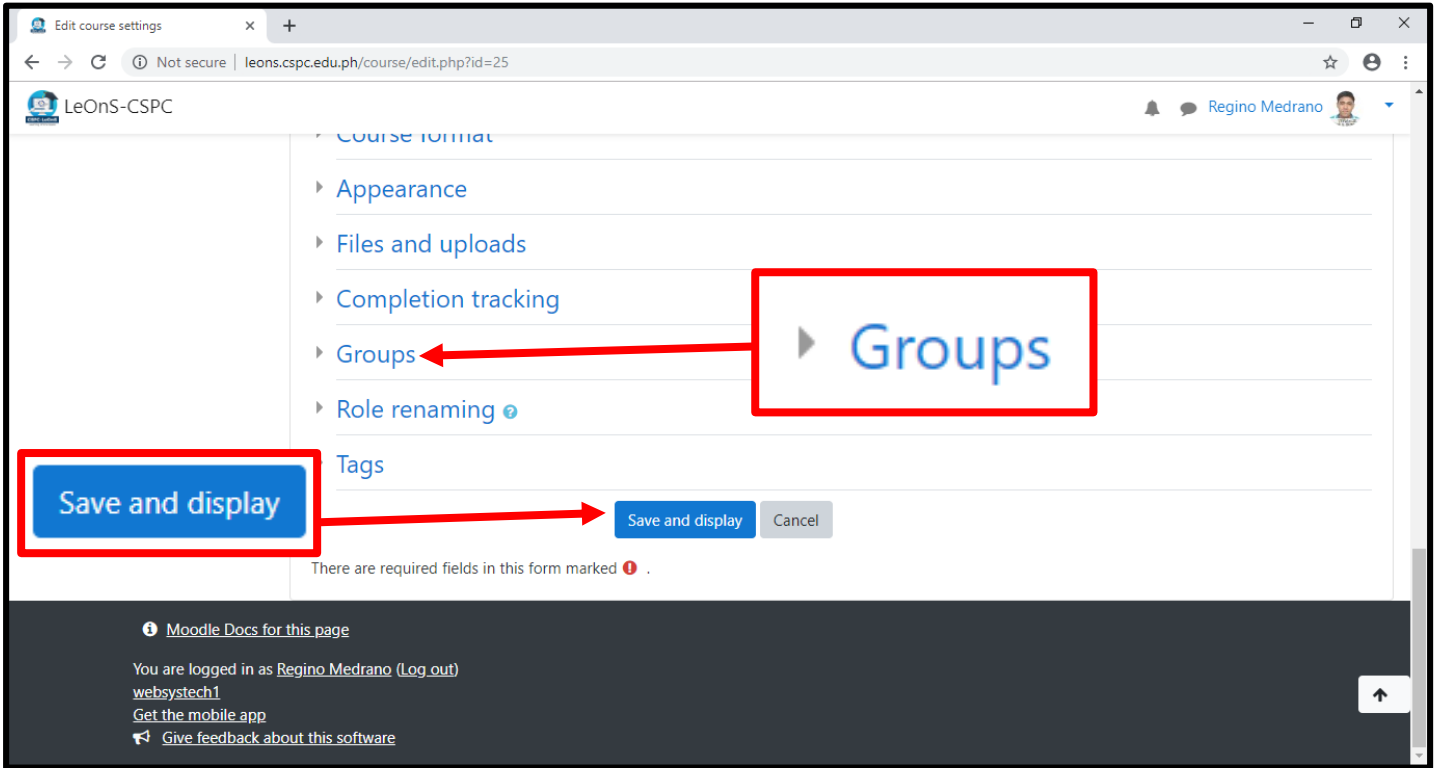
1. Enable your course group mode. It is important that you have to group your students according to their class sections.

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

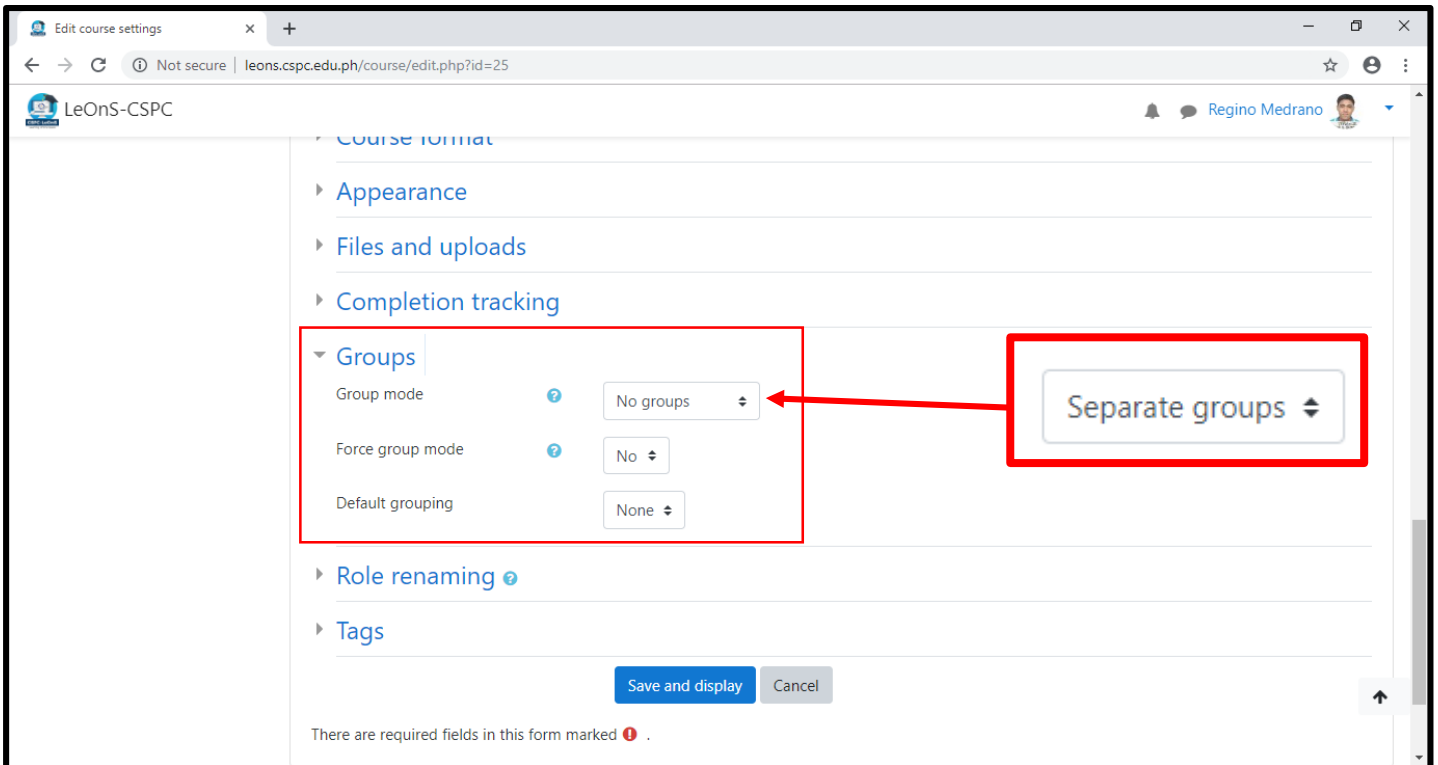
It will look like you are creating a new course, but rather you are updating the details of your course in this particular procedure



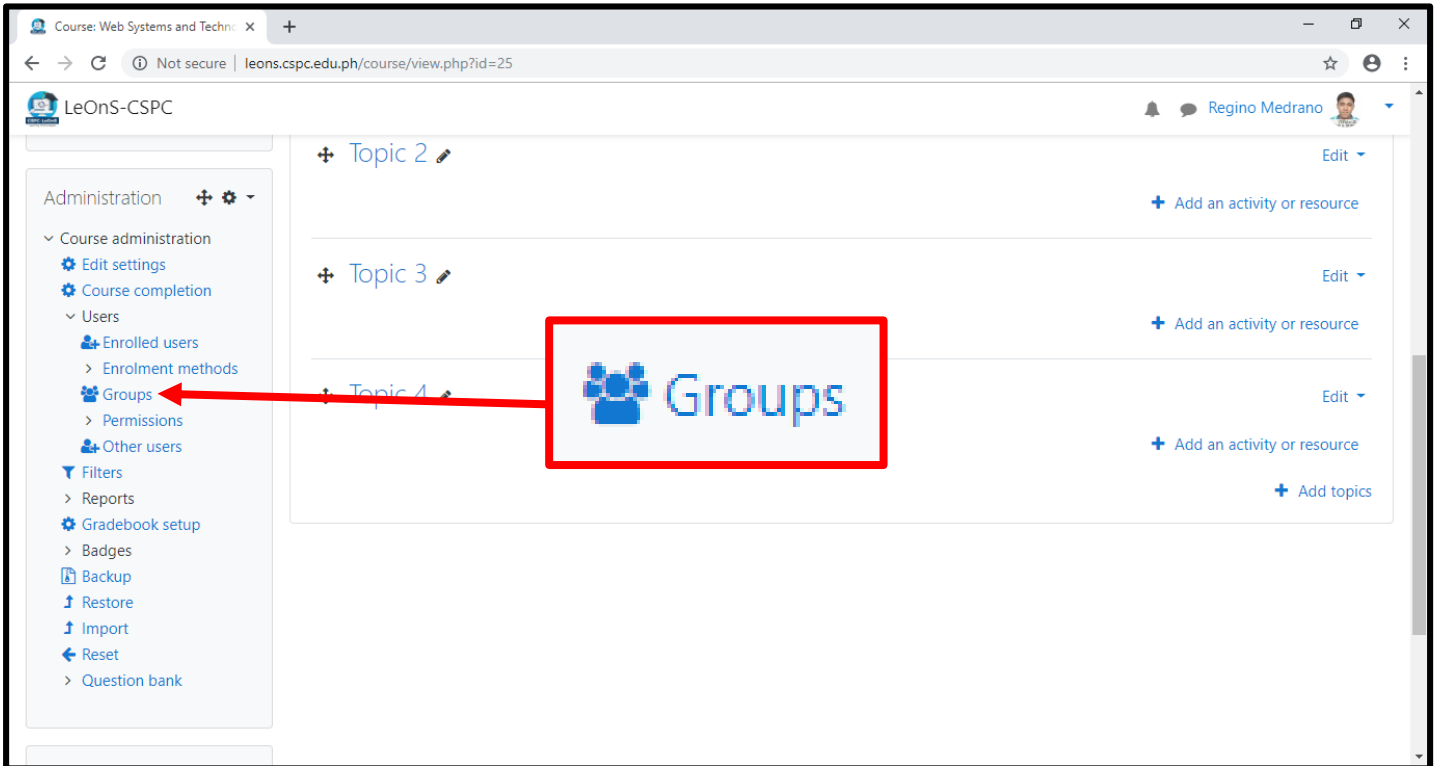
2. Scroll down until the bottom of your page, and you will see a list included in the course settings named "Groups". Groups are particularly used to separate students or for groupings as part of their activity



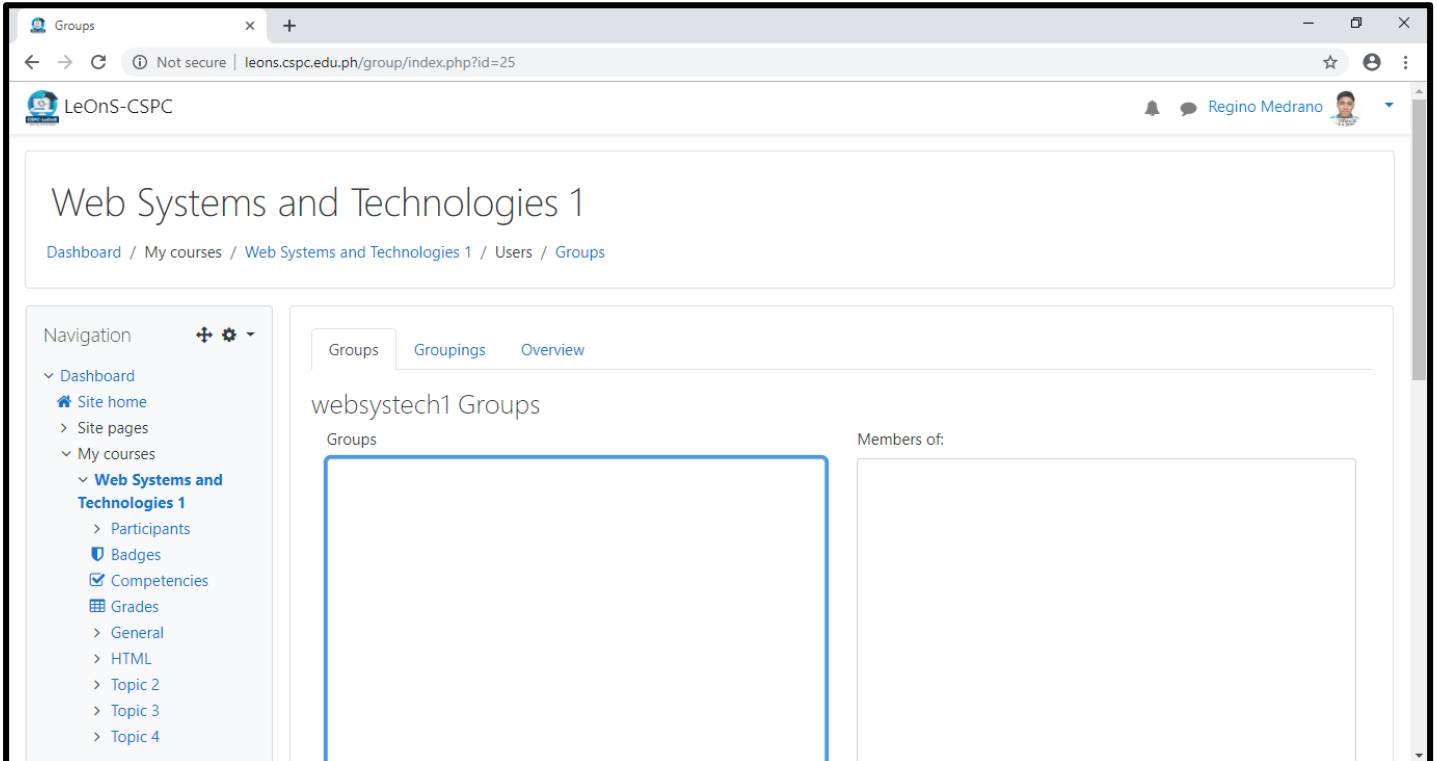
- 2.1 Click on the "Groups" to expand its contents. Select the "Separate groups" from the drop down menu, then click the "Save and display" button



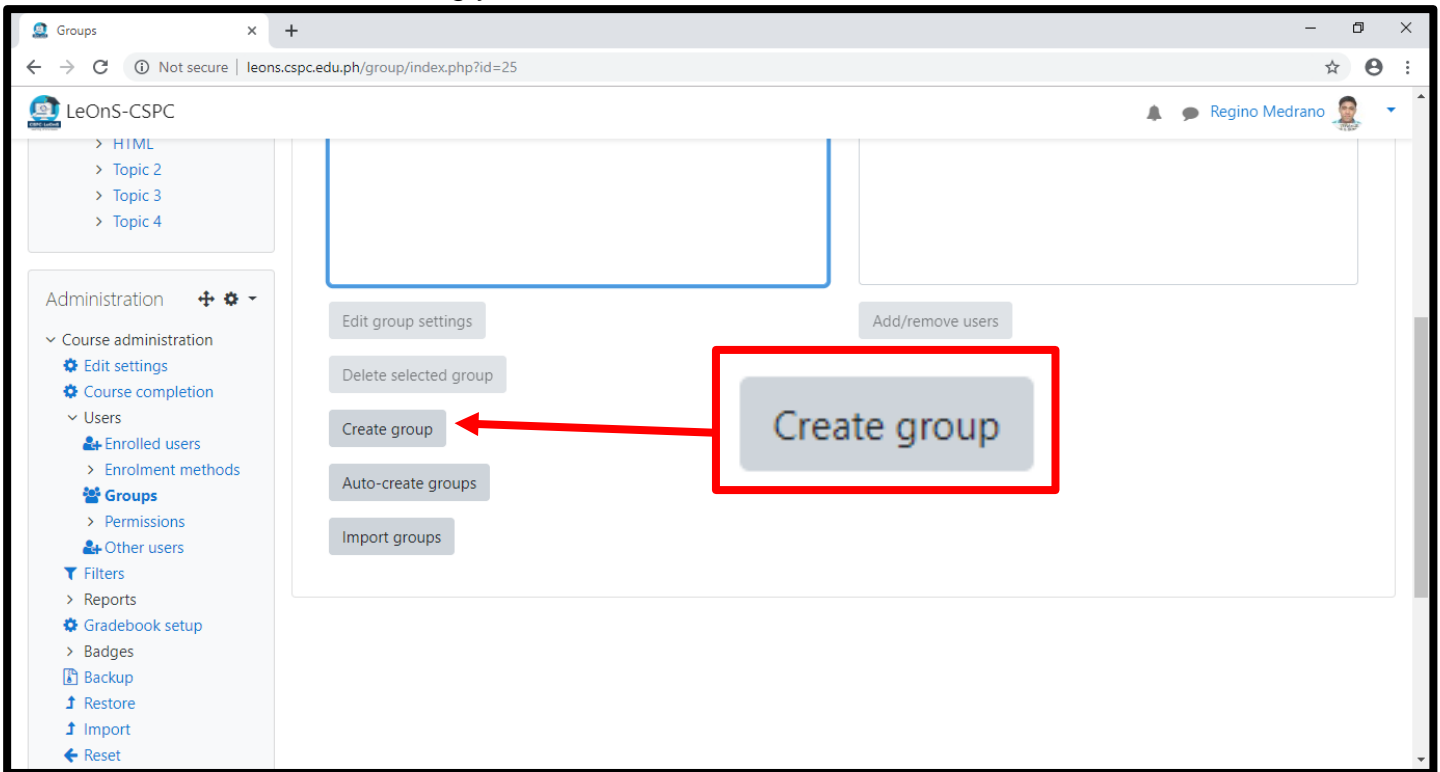
3. In your course **Administration** block, click on the “Users”, then click on the “Groups” to open the course’s group settings



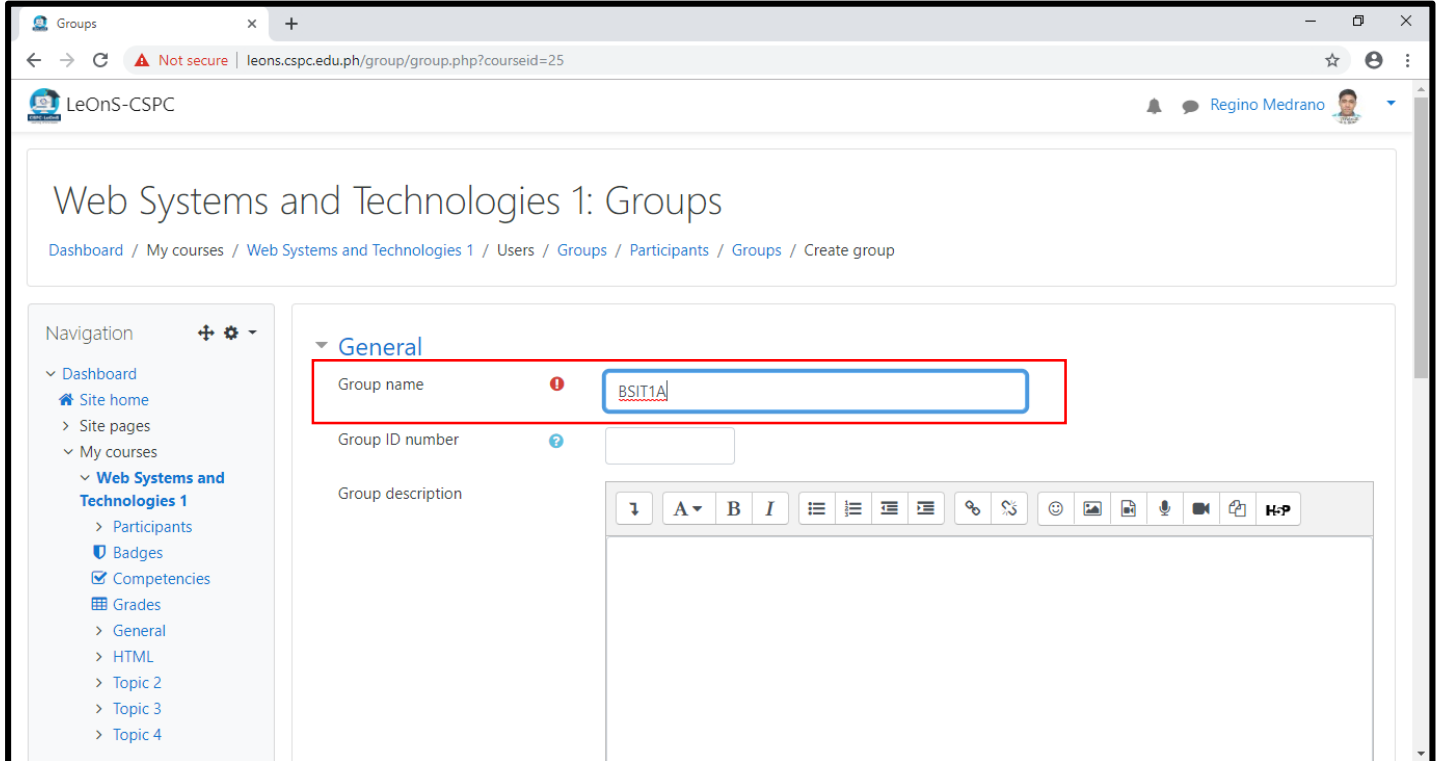
3.1 When the your Group setting page loads, you will already be in the “Groups” tab where the sections will be set.



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





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



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

Administration

- Course administration
 - Edit settings
 - Course completion
 - Users
 - Enrolled users
 - Enrolment methods
 - Groups**
 - Permissions
 - Other users
 - Filters
 - Reports
 - Gradebook setup
 - Badges
 - Backup
 - Restore
 - Import
 - Reset
 - Question bank

Enrolment key ? [Click to enter text](#)  

Group messaging ?

Hide picture ?

New picture ? Maximum size for new files: 100MB

You can drag and drop files here to add them.

There are required fields in this form marked !.

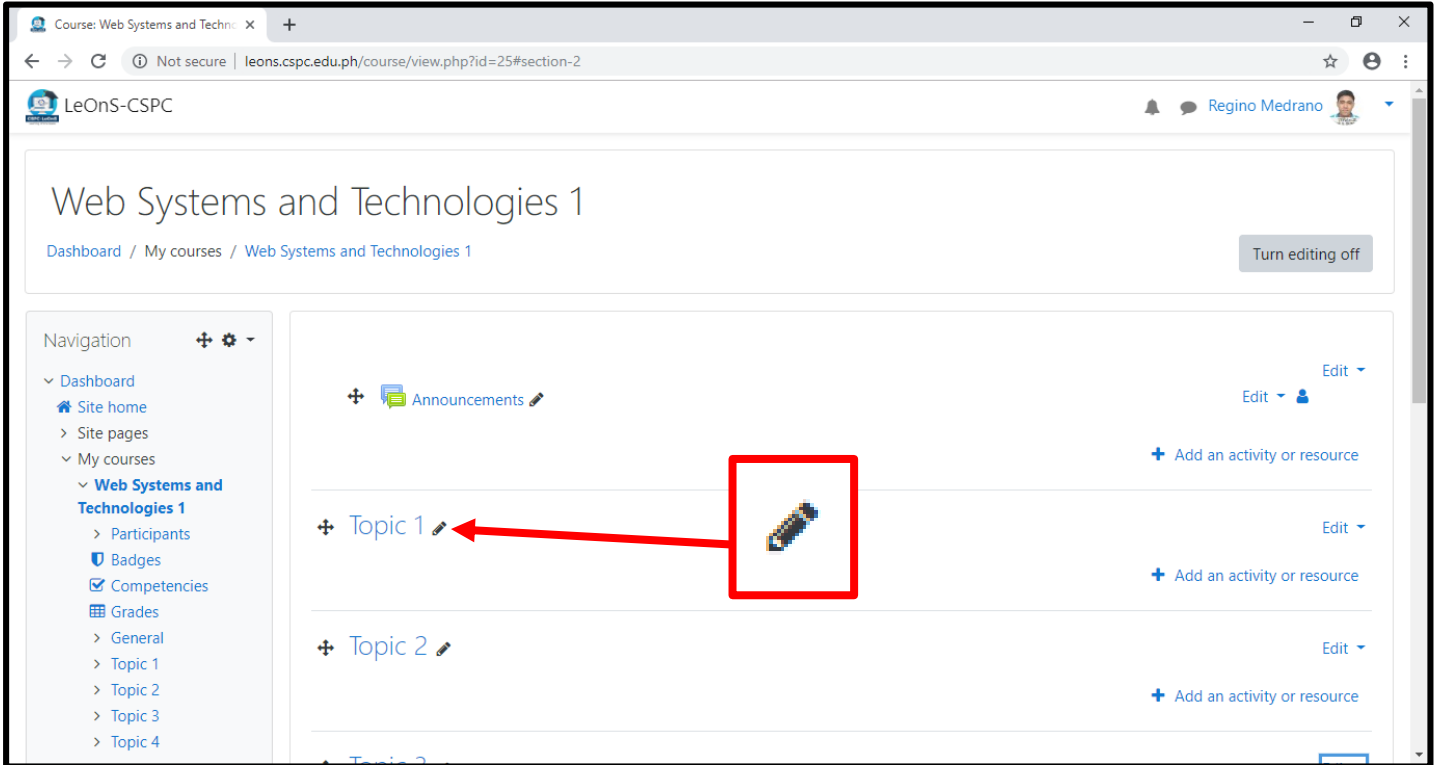
What happens to the Course's Enrolment key?

- *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 enrolls 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.*

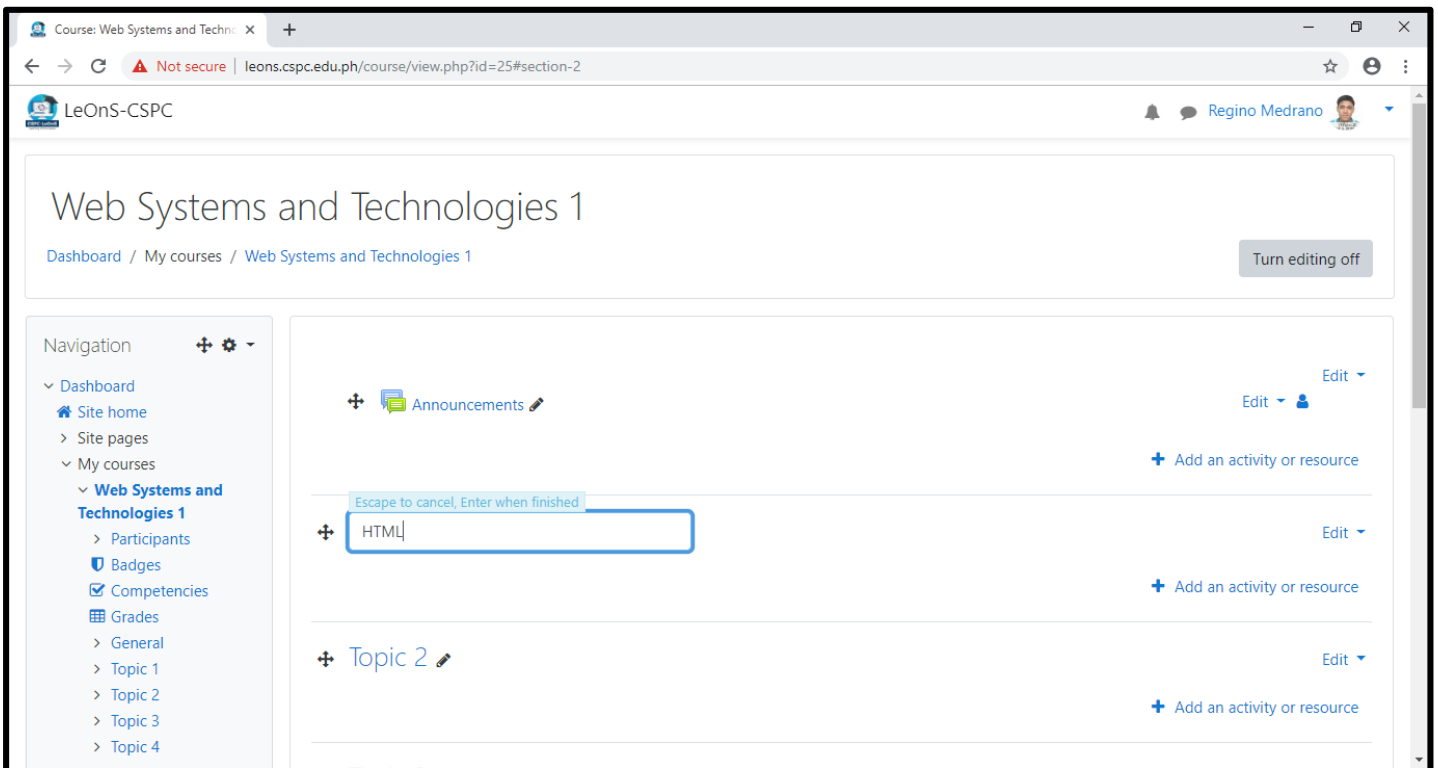
***FOLLOW THE SAME PROCEDURE TO CREATE ANOTHER CLASS SECTION**

ADD / EDIT TOPICS

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



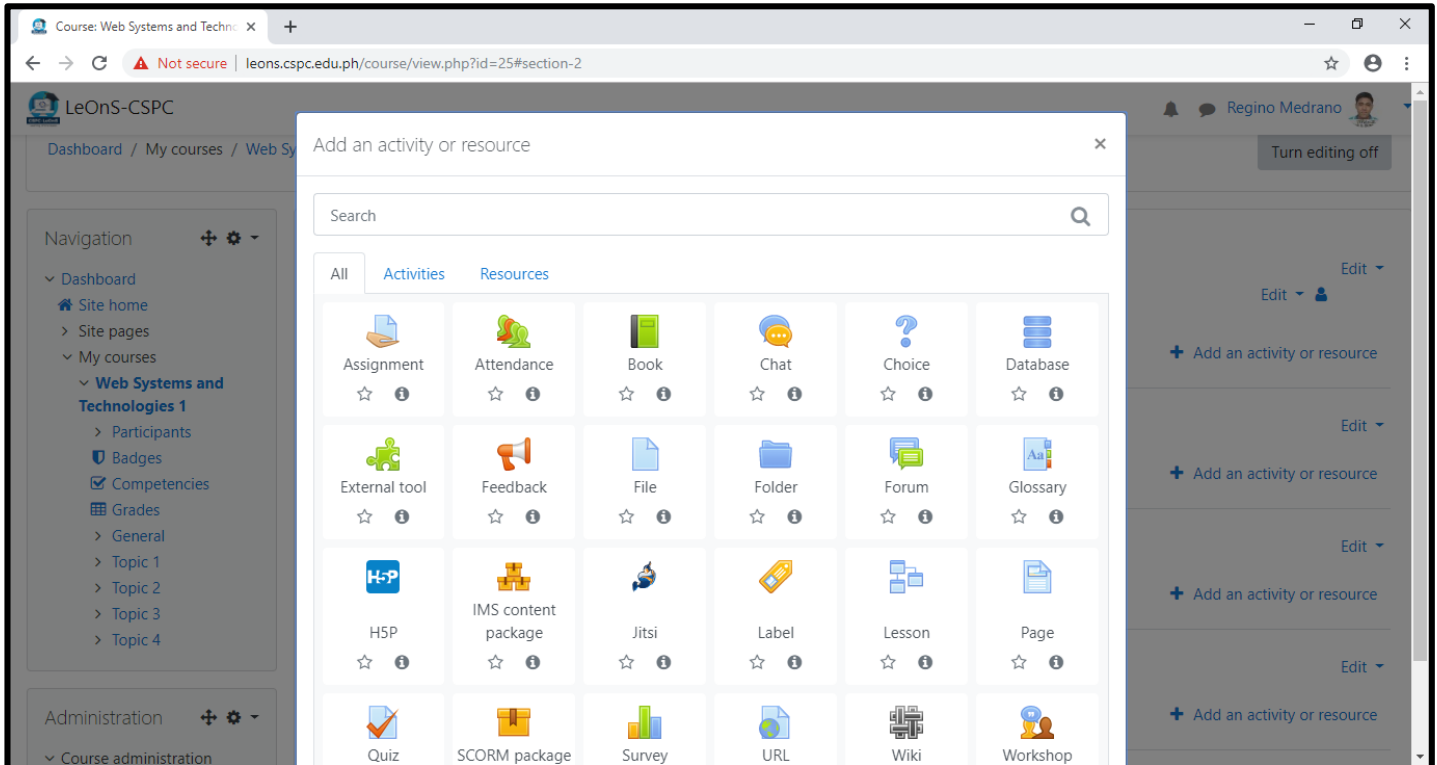
2. and type in your new topic. To save the new topic, press the Enter key on your keyboard or Esc key to cancel the editing. You can edit again by following these procedures



ADDING RESOURCES / MATERIALS

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

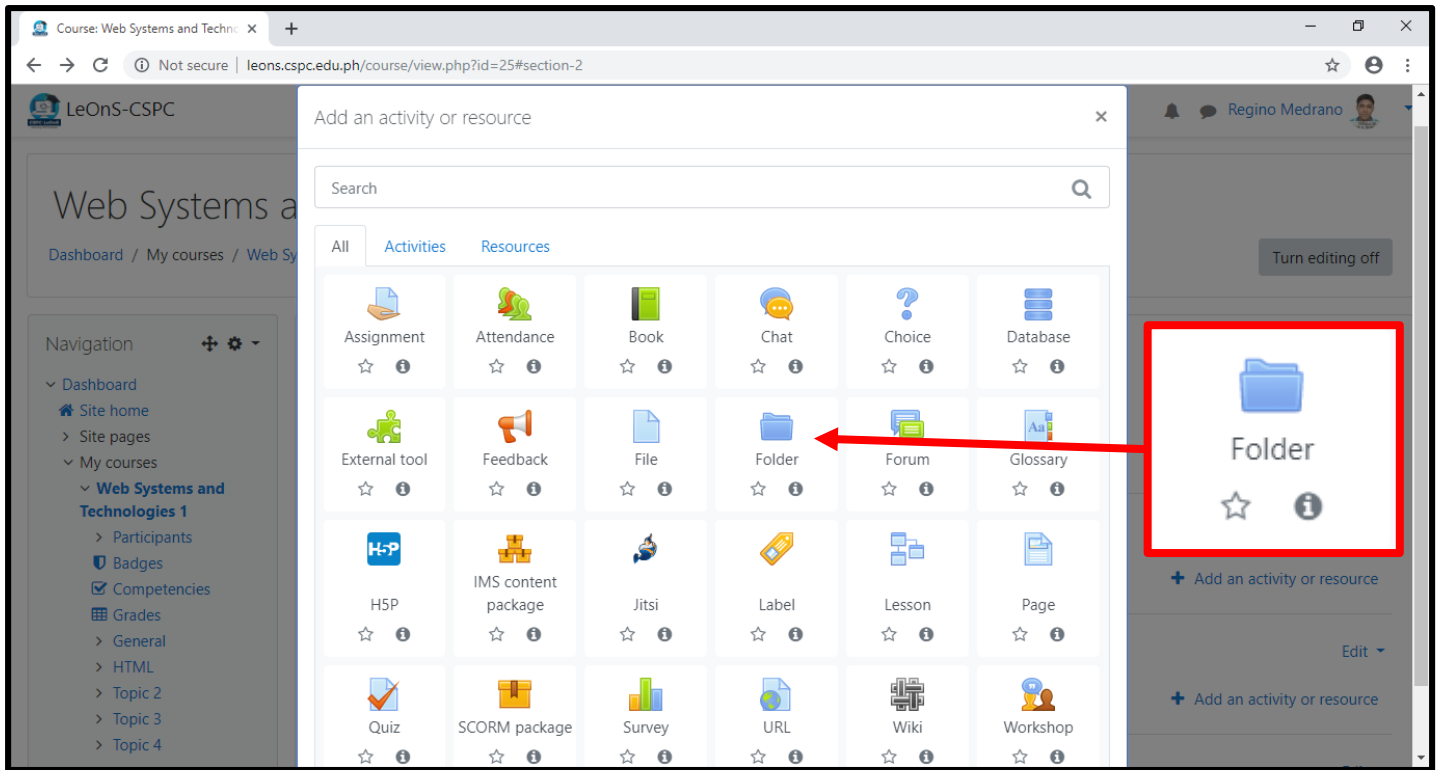
1. Folder – you can create a file folder under each topics to organize its contents.
To create a folder, click on the “Add an activity or resource” at the right side of your topic as it will show you the list of available modules in the system that you can use



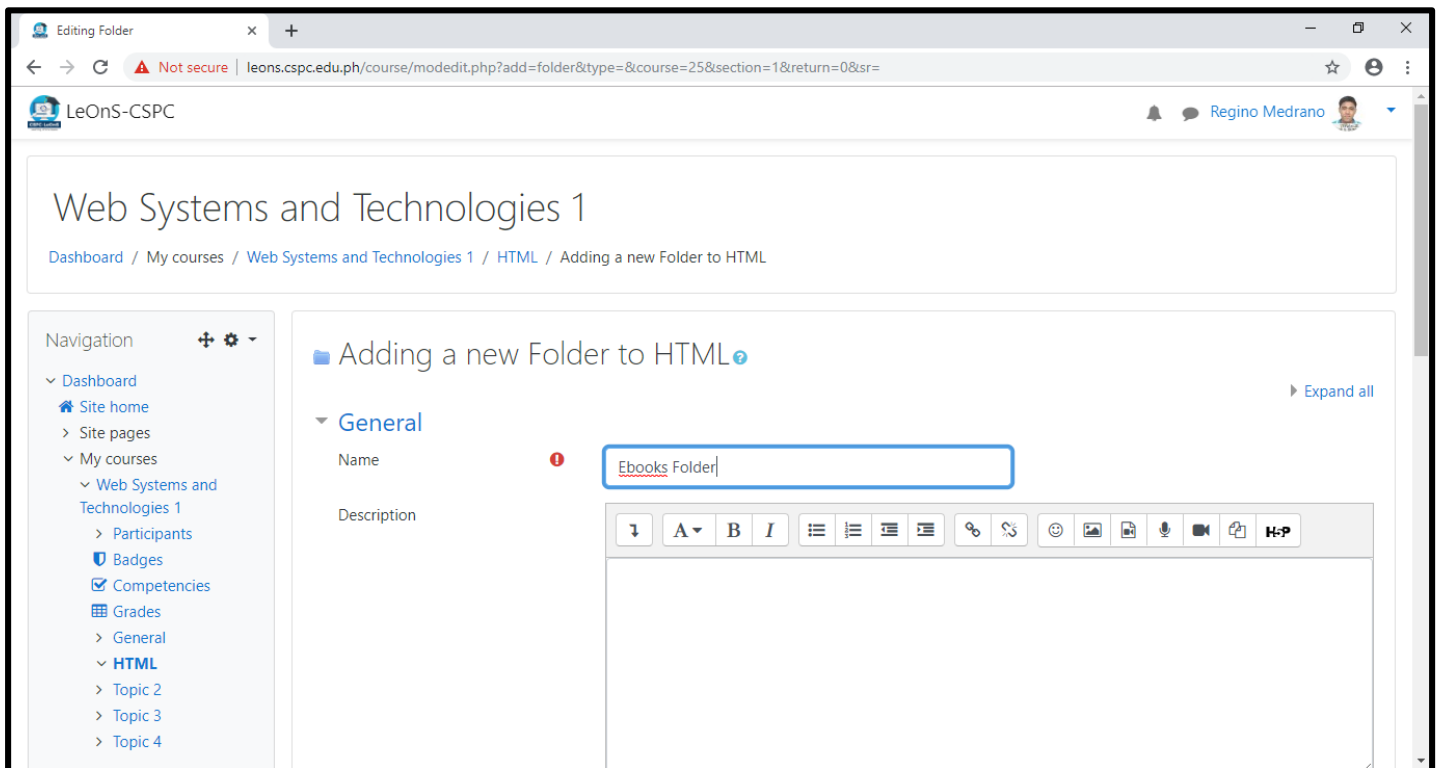
There are 3 parts on this window:

- 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

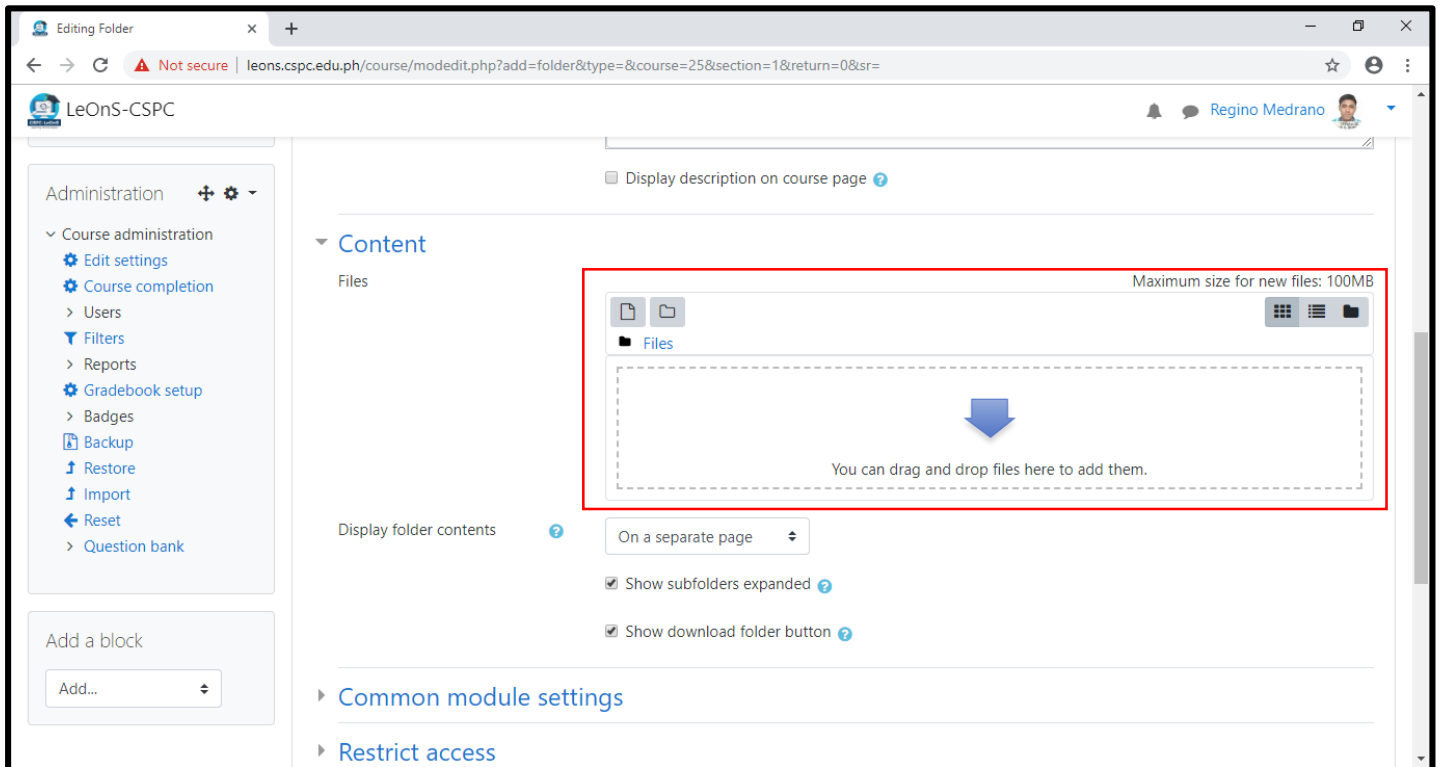
1.1 Look for the module named “Folder” and click on the box where it resides



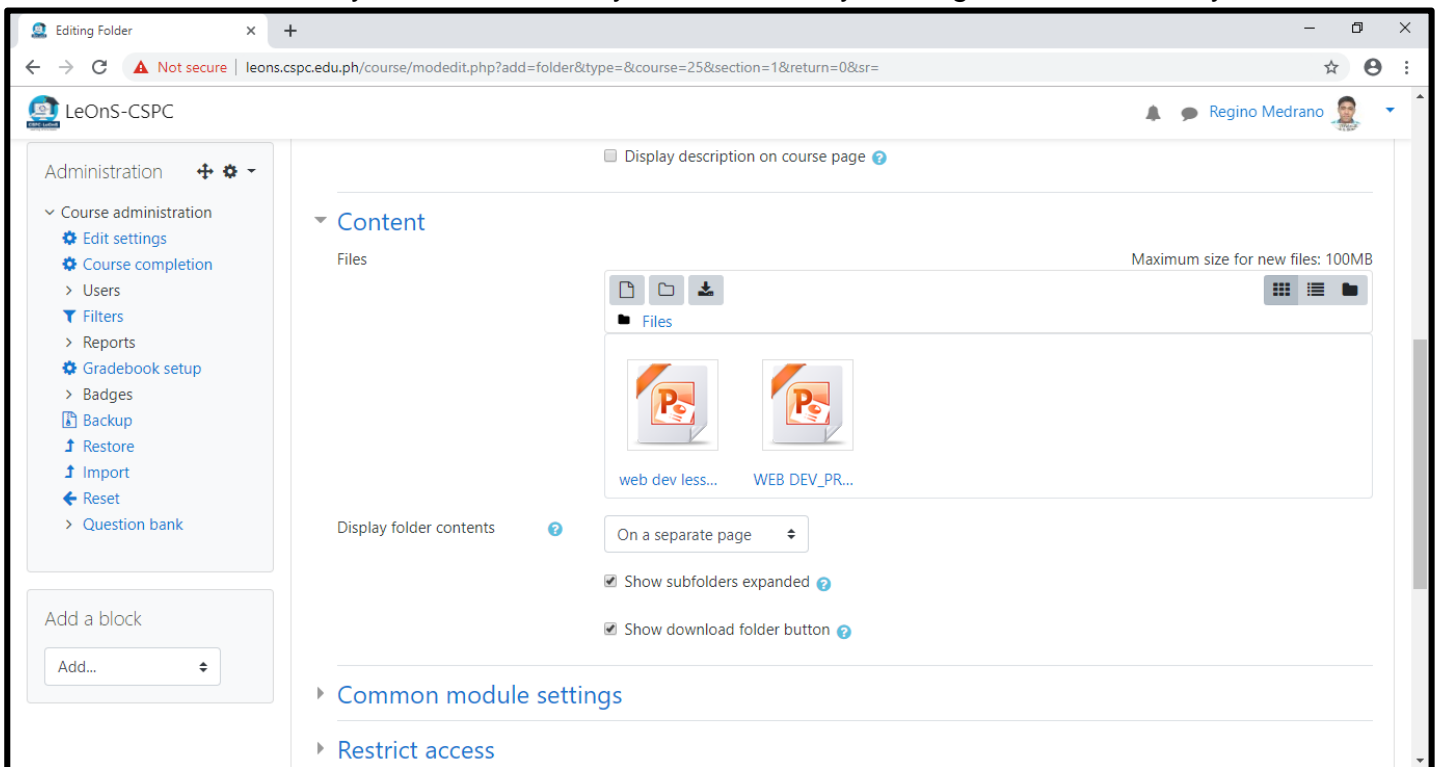
1.2 You will now be redirected to a page “Adding a new Folder to HTML”. Enter a name for your folder and you may optionally put some Description



*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



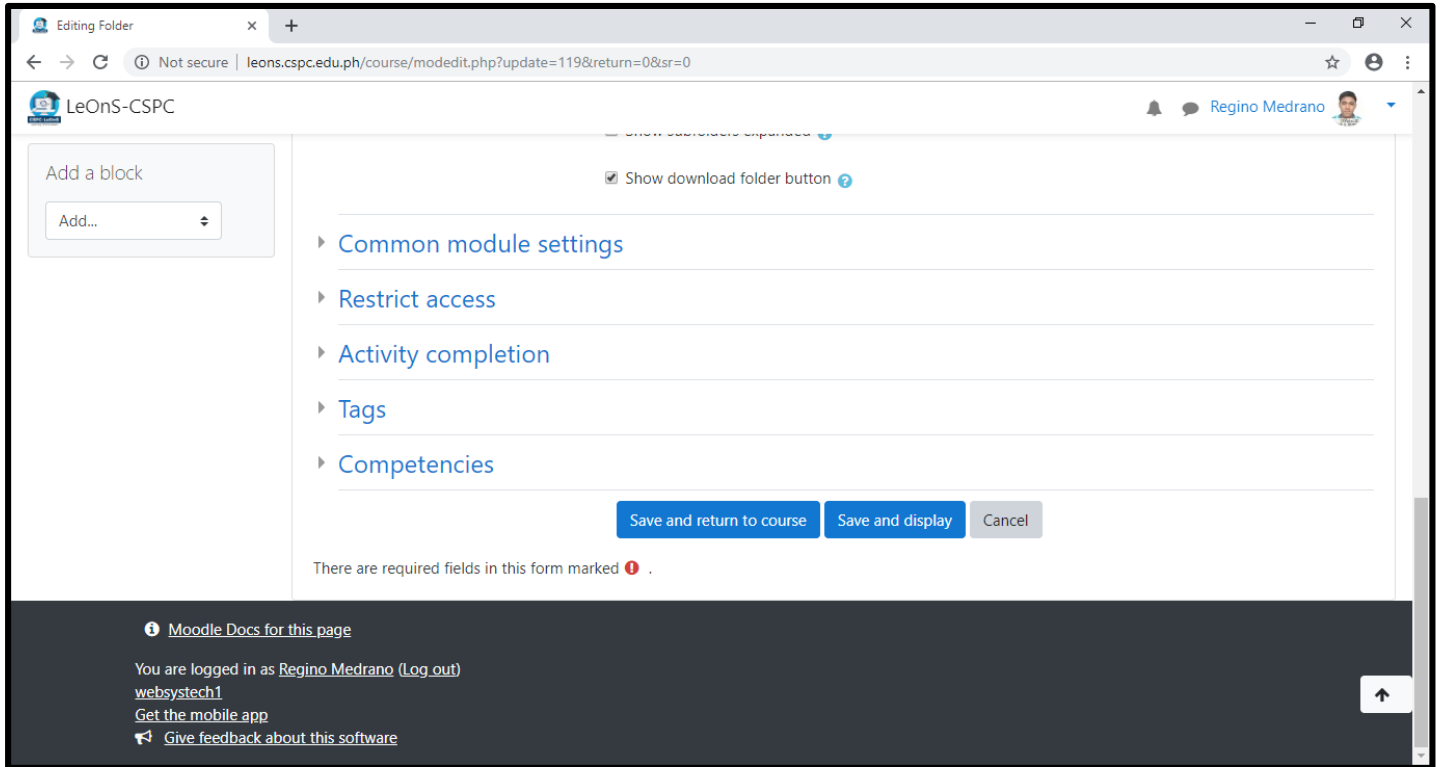
*It shows below the added files, be aware that the maximum file size allowed for new files are 100mb only. You can re-add your files after by clicking the "Edit" link of your folder



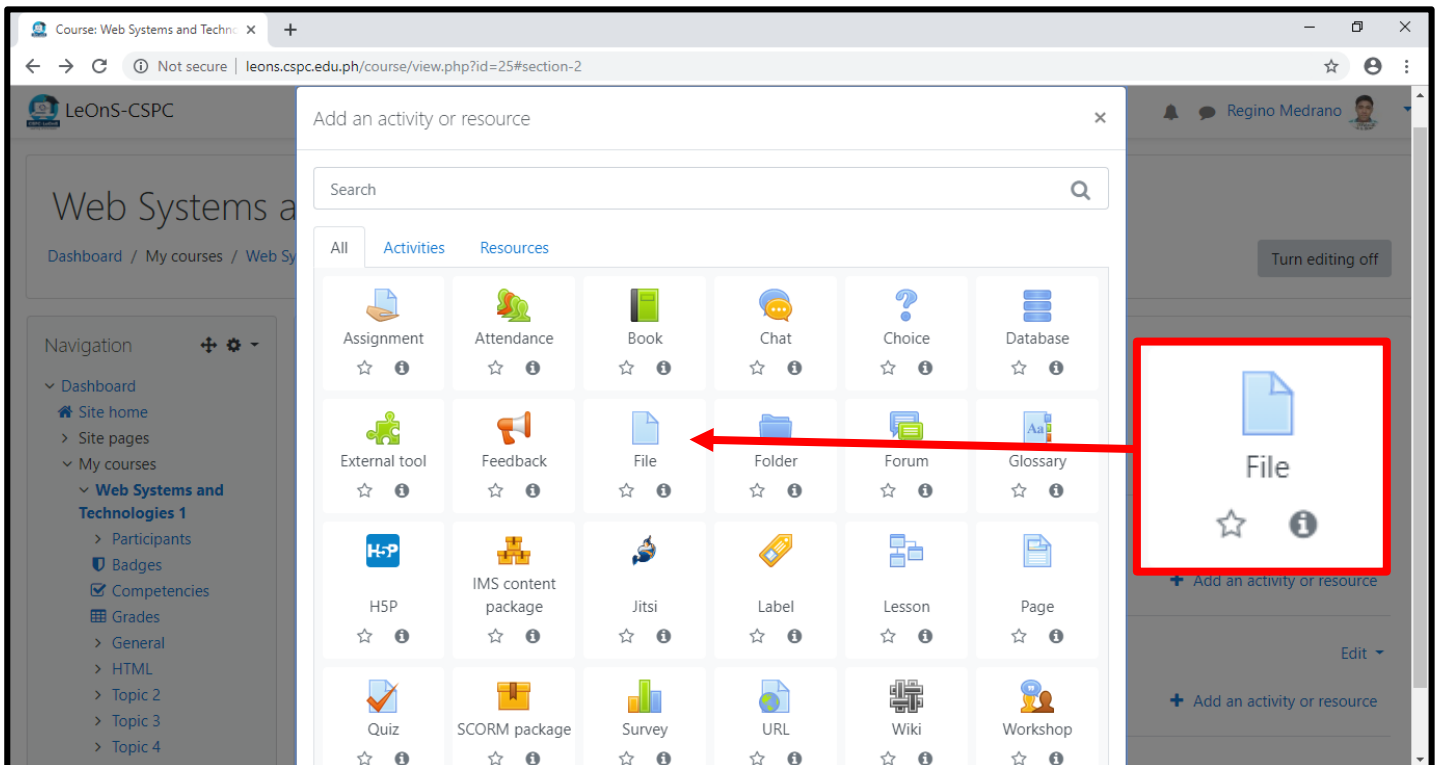
1.3 Now click on the “Save and return to course” or “Save and display”.

*If you clicked on the “Save and return to course”, it will redirect you to your course contents.

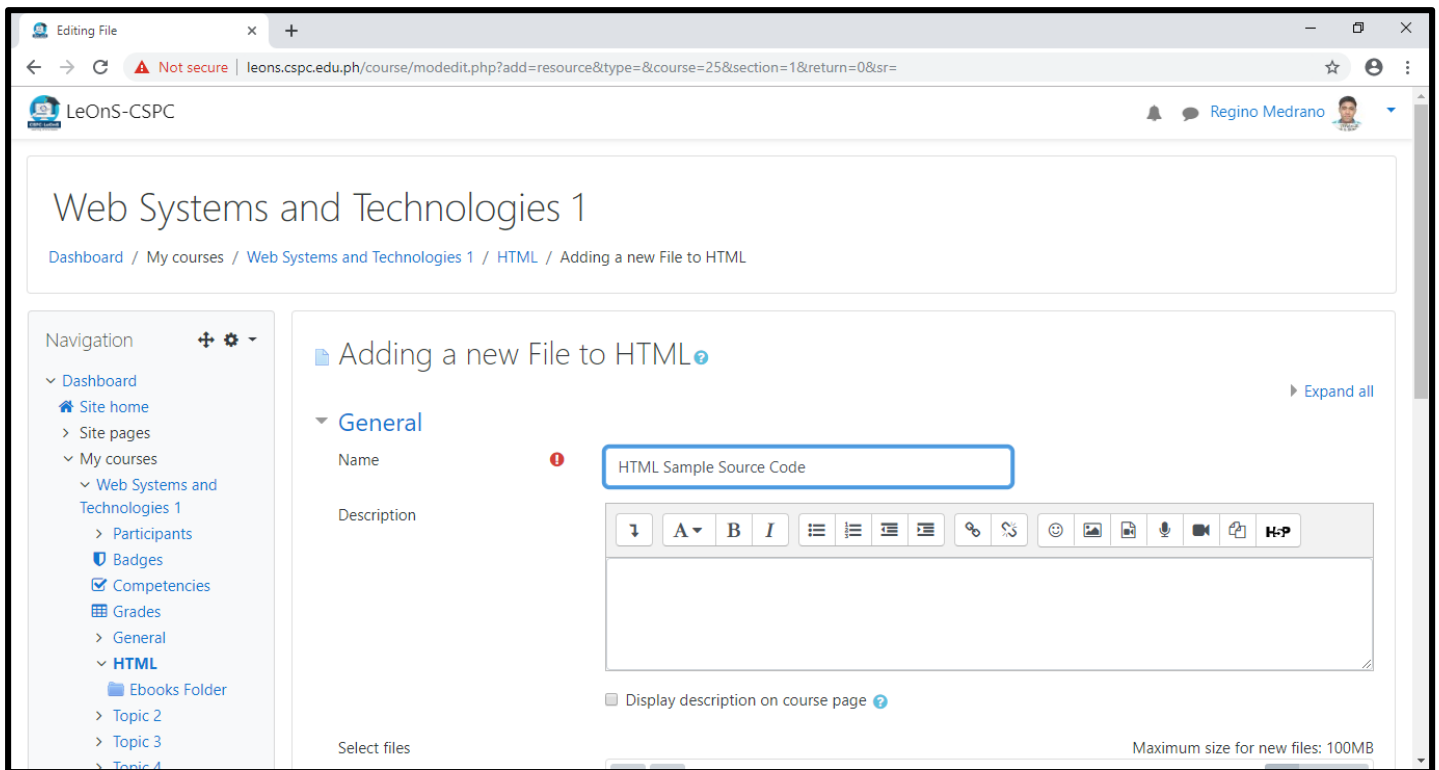
*If you clicked on the “Save and display”, it will redirect you to your opened folder.



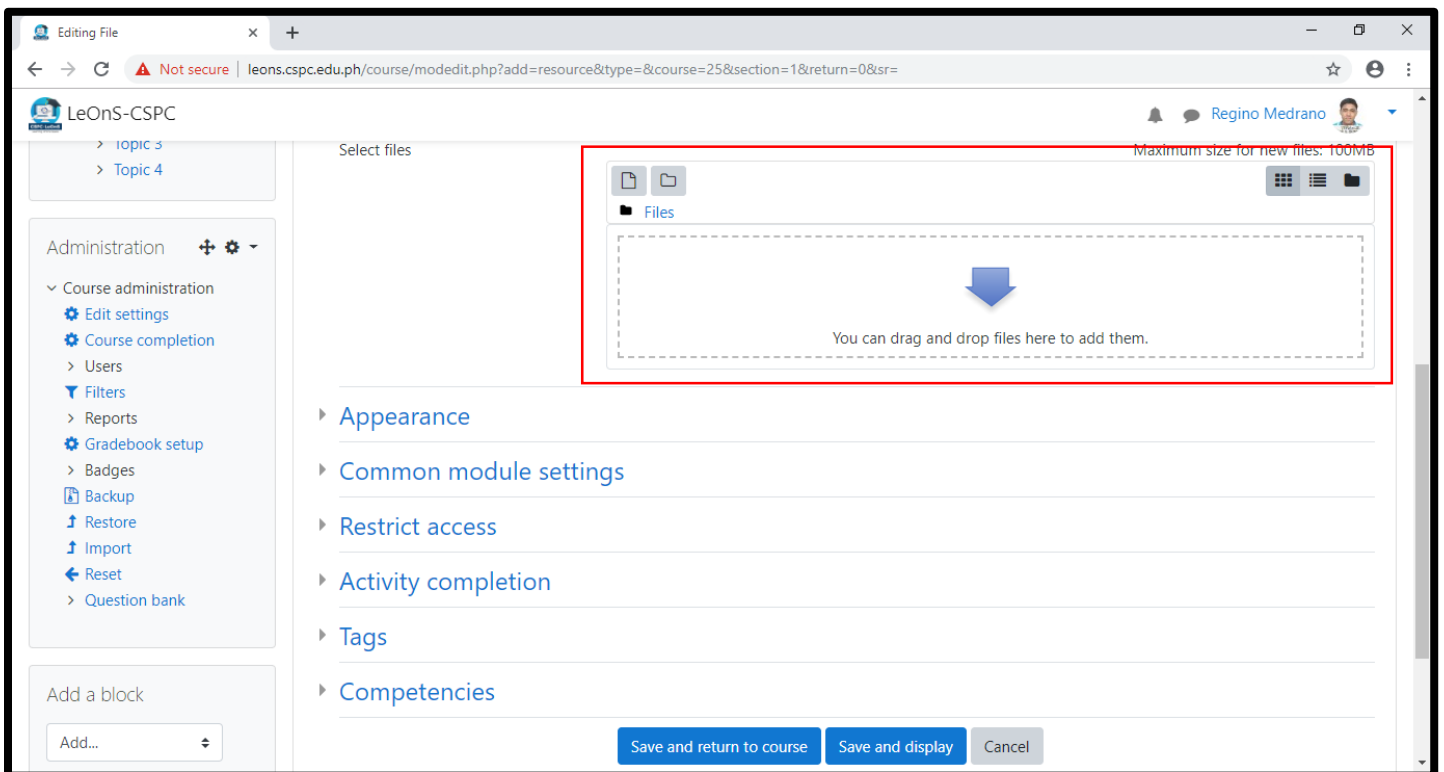
2. File – as the word implies, you can simply upload a file directly into your Topics. Click on “Add an activity or resource” and select the File box and it will redirect you into the file setting.



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



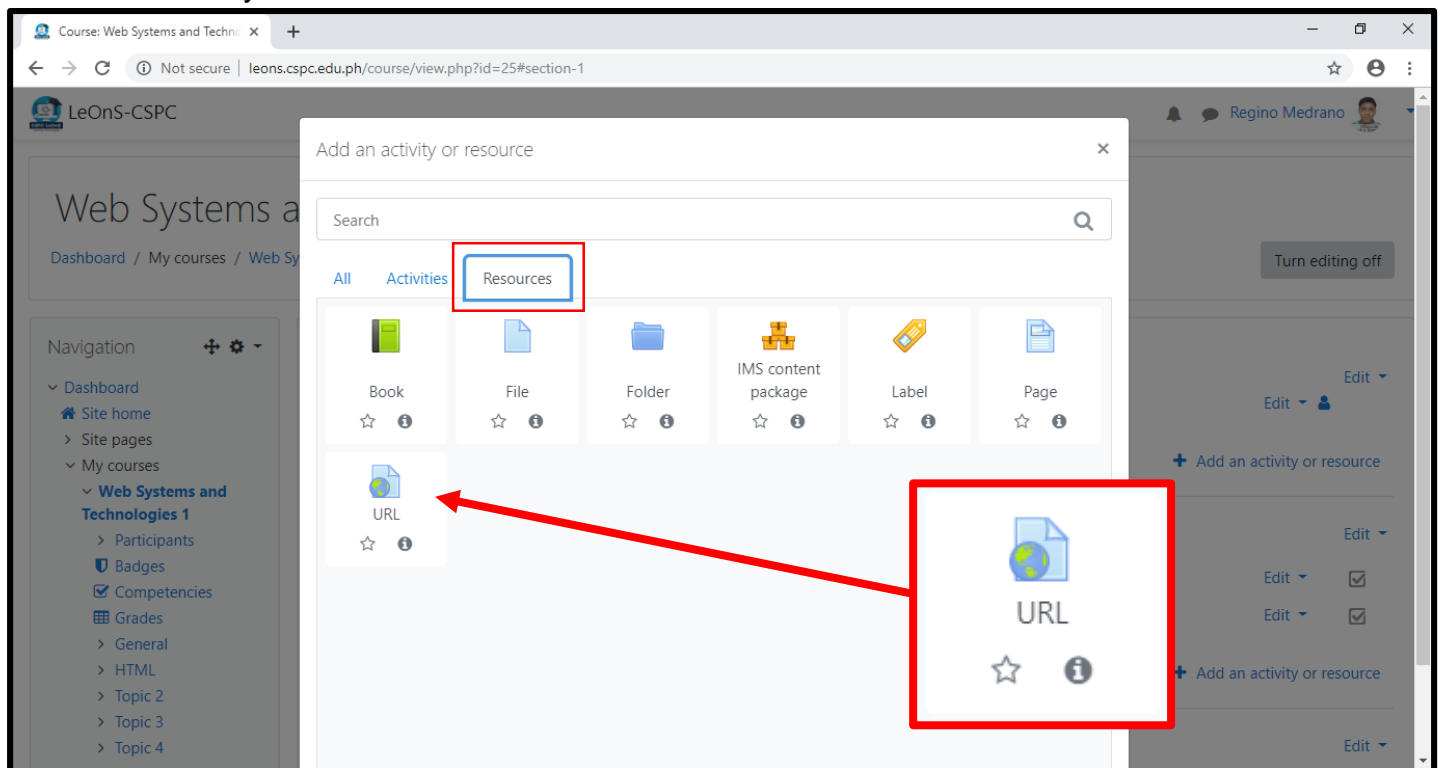
2.2 Scroll down and place your files in the file uploading box, and you can actually put multiple files as long as each file does not exceed 100mb in file size.



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

3. 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



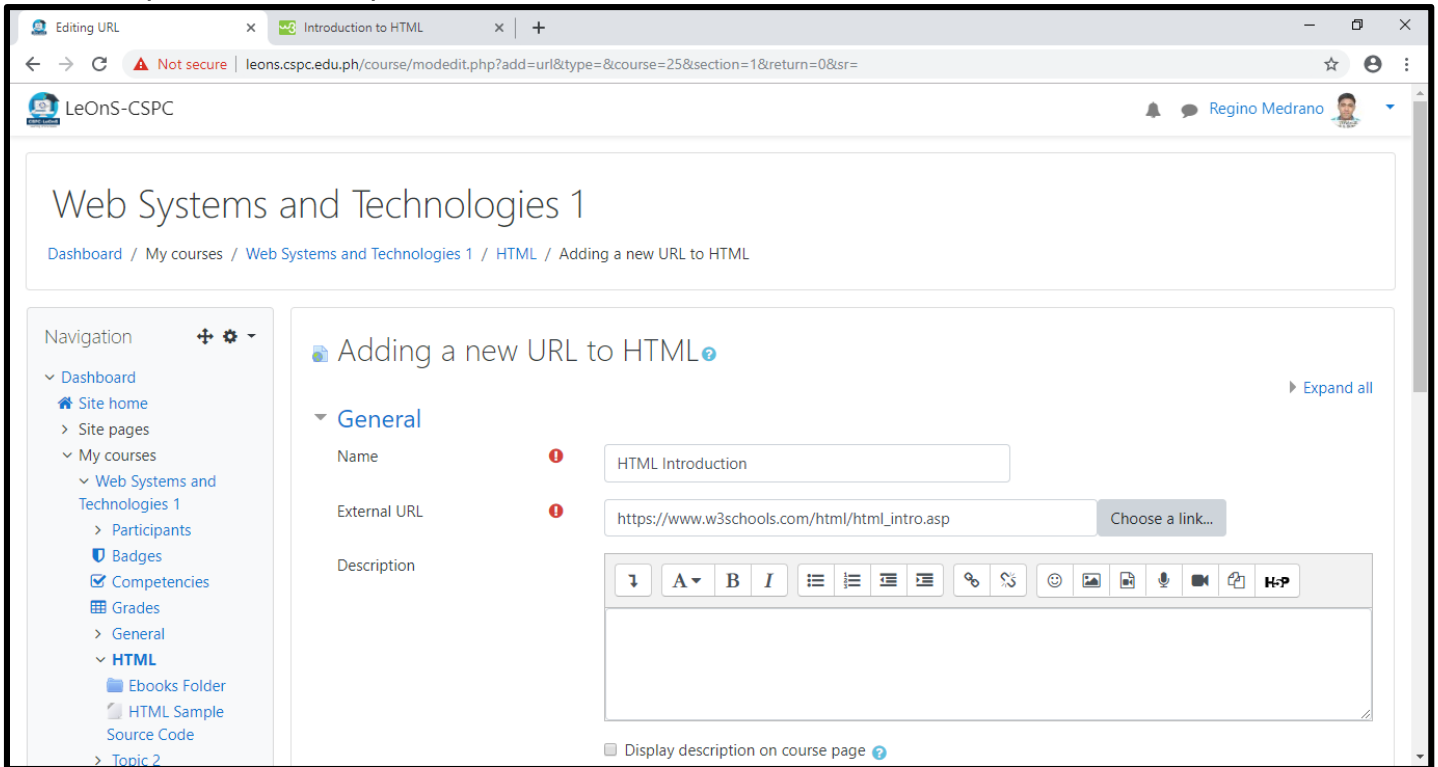
***IMPORTANT NOTE!**

Do not use any links that may contain:

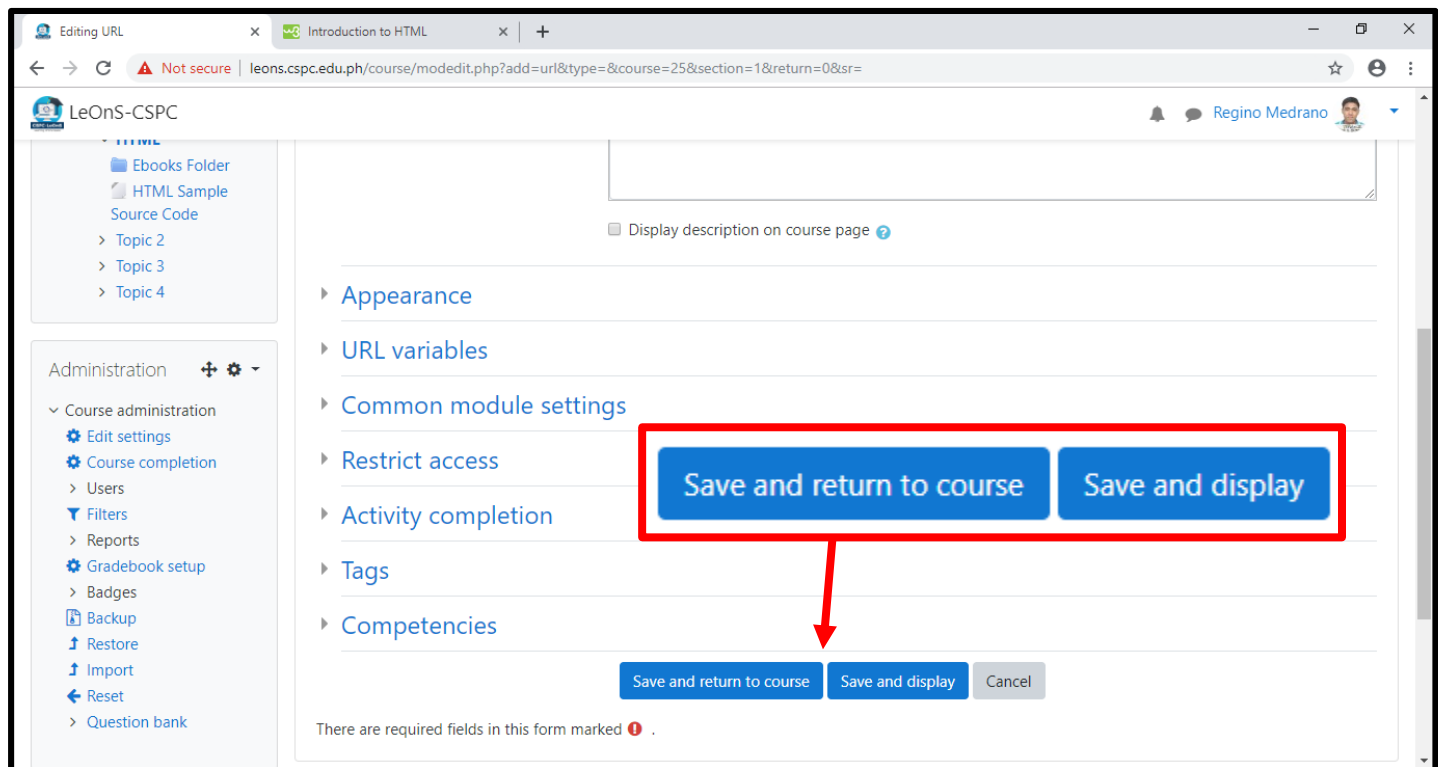
- Spams
- Fraud
- Pornographic Contents
- Viruses
- Malwares
- Spywares
- or Online tools that may disrupt the LeOns System

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.

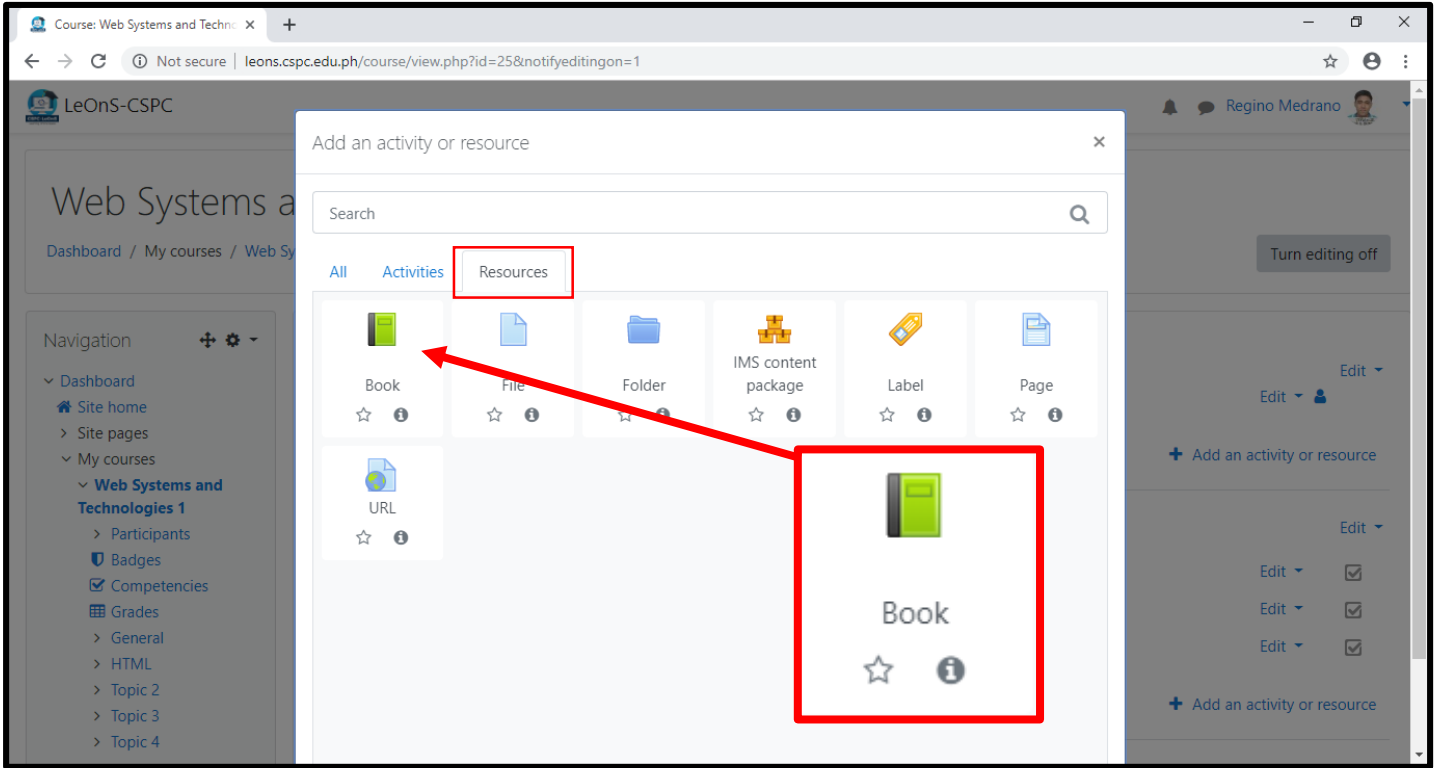


.2 Leave the rest unmodified, scroll down and click on "Save and return to course" button or the "Save and display" button to immediately view your link

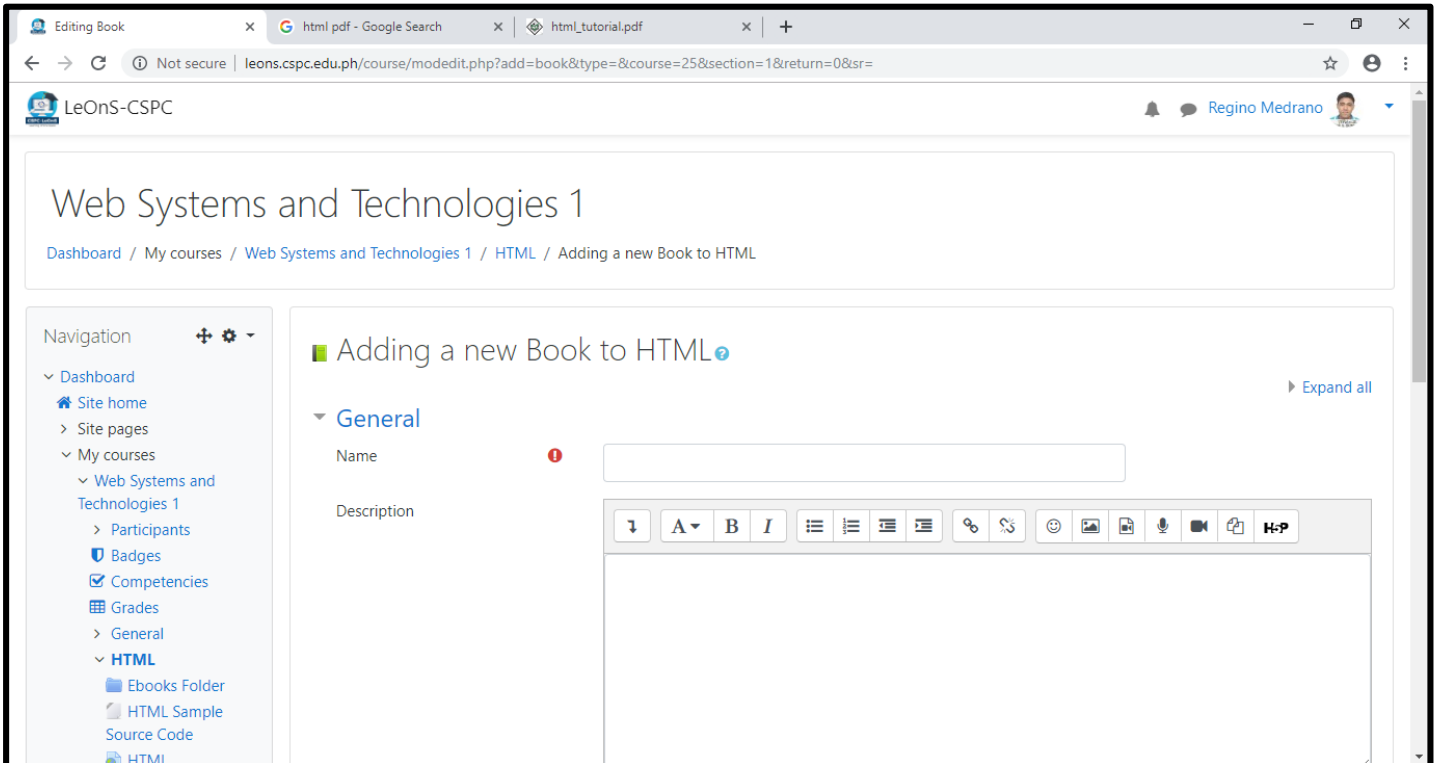


4. Book – this module lets you publish a basic electronic book where you can put your lessons as a reference for your topics.

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

leons.cspc.edu.ph/course/modedit.php?add=book&type=&course=25§ion=1&return=0&sr=

LeOnS-CSPC

Regino Medrano

Web Systems and Technologies 1

Dashboard / My courses / Web Systems and Technologies 1 / HTML / Adding a new Book to HTML

Adding a new Book to HTML

Expand all

General

Name: HTML for Beginners

Description: HTML stands for Hyper Text Markup Language, which is the most widely used language on Web to develop web pages. HTML was created by Berners-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 in late 1999. Though HTML 4.01 version is widely used but currently we are having HTML-5 version which is an extension to HTML 4.01, and this version was published in 2012.

Navigation:

- Dashboard
- Site home
- Site pages
- My courses
 - Web Systems and Technologies 1
 - Participants
 - Badges
 - Competencies
 - Grades
 - General
 - HTML
 - Ebooks Folder
 - HTML Sample
 - Source Code
 - HTML

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

leons.cspc.edu.ph/course/modedit.php?add=book&type=&course=25§ion=1&return=0&sr=

LeOnS-CSPC

Regino Medrano

Display description on course page

Appearance

Common module settings

Restrict access

Activity completion

Tags

Competencies

Save and return to course Save and display

Save and return to course Save and display Cancel

There are required fields in this form marked .

Navigation:

- HTML
- Introduction
- Topic 2
- Topic 3
- Topic 4
- Administration
 - Course administration
 - Edit settings
 - Course completion
 - Users
 - Filters
 - Reports
 - Gradebook setup
 - Badges
 - Backup
 - Restore
 - Import
 - Reset
 - Question bank

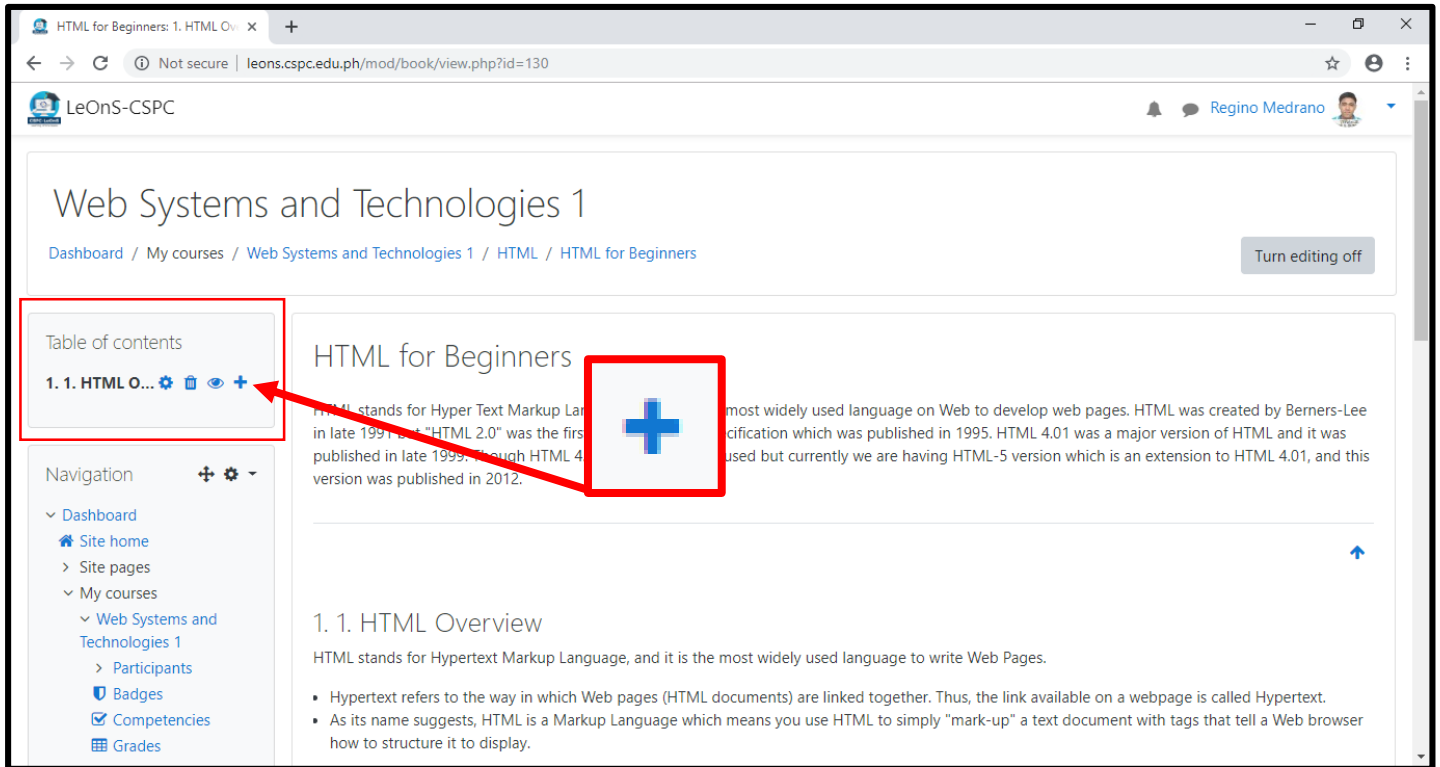
4.4 Now, open your Book and start adding your book's chapter contents. You only have to provide a Chapter title and your Chapter content

The screenshot shows a web browser window with the URL `leons.cspc.edu.ph/mod/book/edit.php?cmid=130`. The page title is "Web Systems and Technologies 1". The breadcrumb trail is "Dashboard / My courses / Web Systems and Technologies 1 / HTML / HTML for Beginners". On the left, there is a "Navigation" sidebar with options like "Dashboard", "Site home", "Site pages", "My courses", "Web Systems and Technologies 1", "Participants", "Badges", "Competencies", "Grades", "General", "HTML", "Ebooks Folder", "HTML Sample", "Source Code", and "HTML". The main content area is titled "HTML for Beginners" and features a "Collapse all" button. Below the title is the "Add new chapter" section. It includes a "Chapter title" field with the text "1. HTML Overview", a "Subchapter" field with a checkbox and the note "(Only available once the first chapter has been created)", and a "Content" field. The content field has a rich text editor toolbar with icons for undo, redo, bold, italic, bulleted list, numbered list, link, unlink, image, video, audio, and help. The content area contains the following text: "HTML stands for Hypertext Markup Language, and it is the most widely used language to write Web Pages." followed by a bulleted list: "• Hypertext refers to the way in which Web pages (HTML documents) are linked together. Thus, the link available on a webpage is called Hypertext." and "• As its name suggests, HTML is a Markup Language which means you use HTML to simply 'mark-up' a text document with tags that tell a Web browser how to structure it to display."

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

The screenshot shows the same web browser window with the URL `leons.cspc.edu.ph/mod/book/view.php?id=130`. The page title is "Web Systems and Technologies 1". The breadcrumb trail is "Dashboard / My courses / Web Systems and Technologies 1 / HTML / HTML for Beginners". On the left, there is a "Table of contents" section with "1. 1. HTML Overview" selected, and a "Navigation" sidebar. The main content area is titled "HTML for Beginners" and features a "Turn editing off" button. Below the title is a paragraph: "HTML stands for Hyper Text Markup Language, which is the most widely used language on Web to develop web pages. HTML was created by Berners-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 in late 1999. Though HTML 4.01 version is widely used but currently we are having HTML-5 version which is an extension to HTML 4.01, and this version was published in 2012." Below this is a section titled "1. 1. HTML Overview" with the text: "HTML stands for Hypertext Markup Language, and it is the most widely used language to write Web Pages." followed by a bulleted list: "• Hypertext refers to the way in which Web pages (HTML documents) are linked together. Thus, the link available on a webpage is called Hypertext." and "• As its name suggests, HTML is a Markup Language which means you use HTML to simply 'mark-up' a text document with tags that tell a Web browser 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



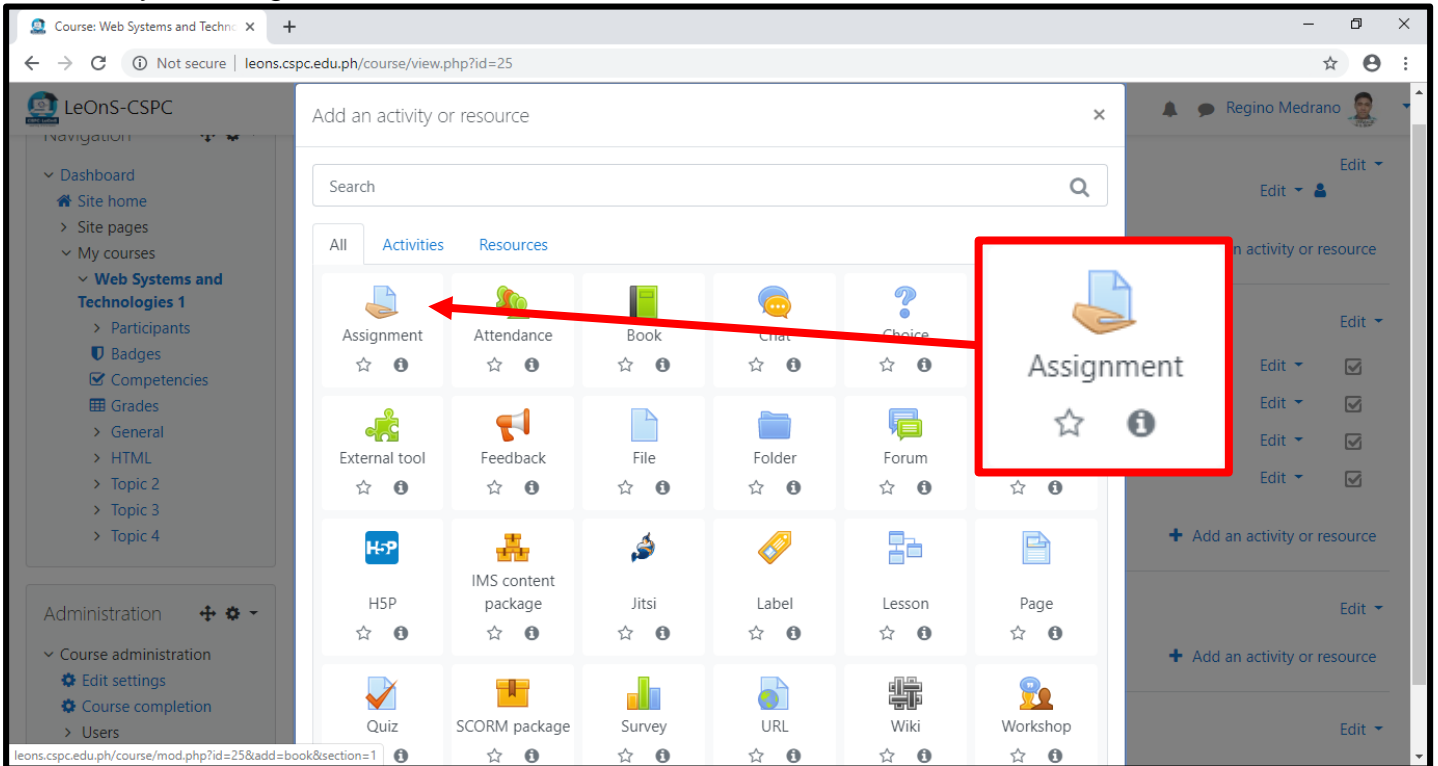
ADDING ACTIVITIES

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

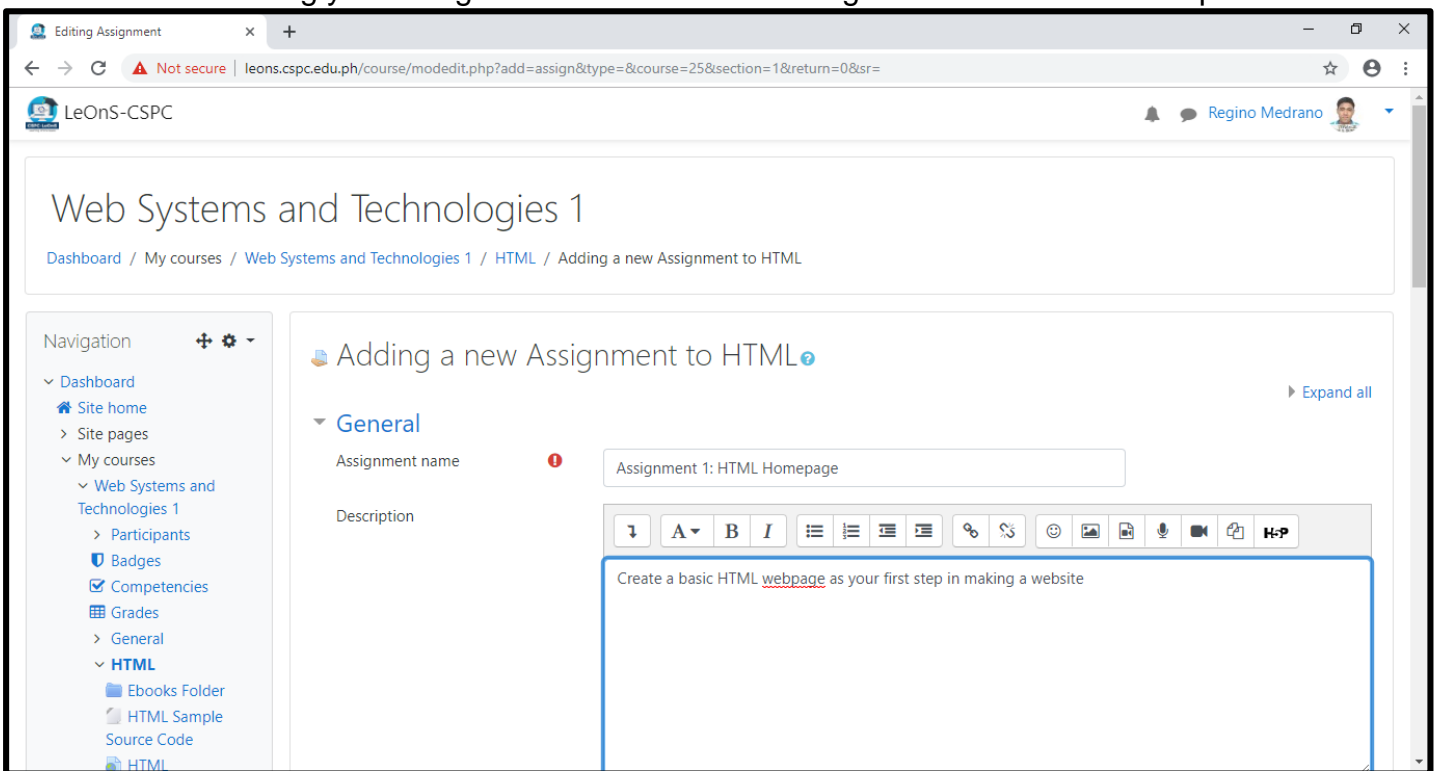
1. **Assignment** – allows your students to submit their works through file upload. You may also use this activity to collect projects as it support making Rubrics that works with our OBE!
2. **Quizzes** – you may conduct a quiz on your course to test the student’s comprehension with different type of 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

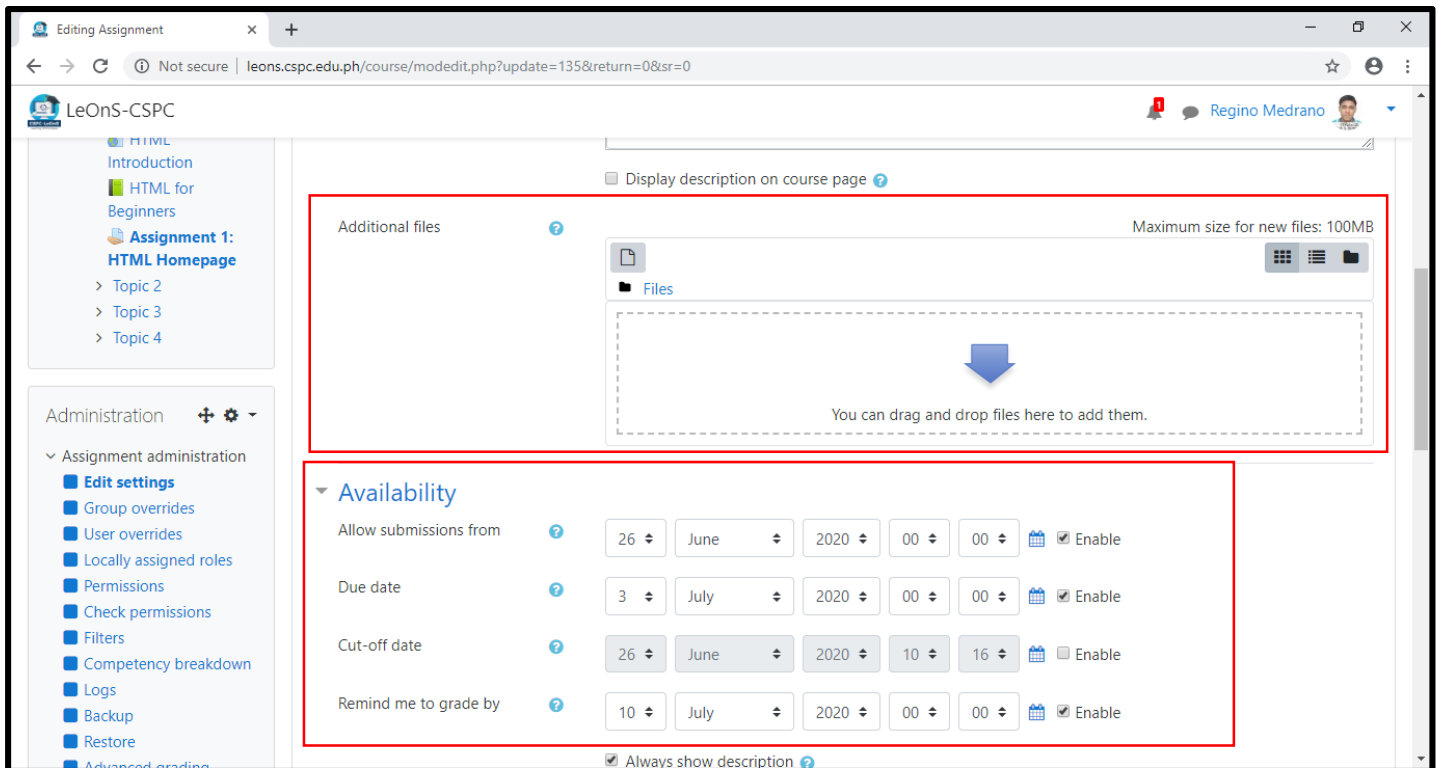


1.1 Start editing your assignment details. Put an Assignment name and Description

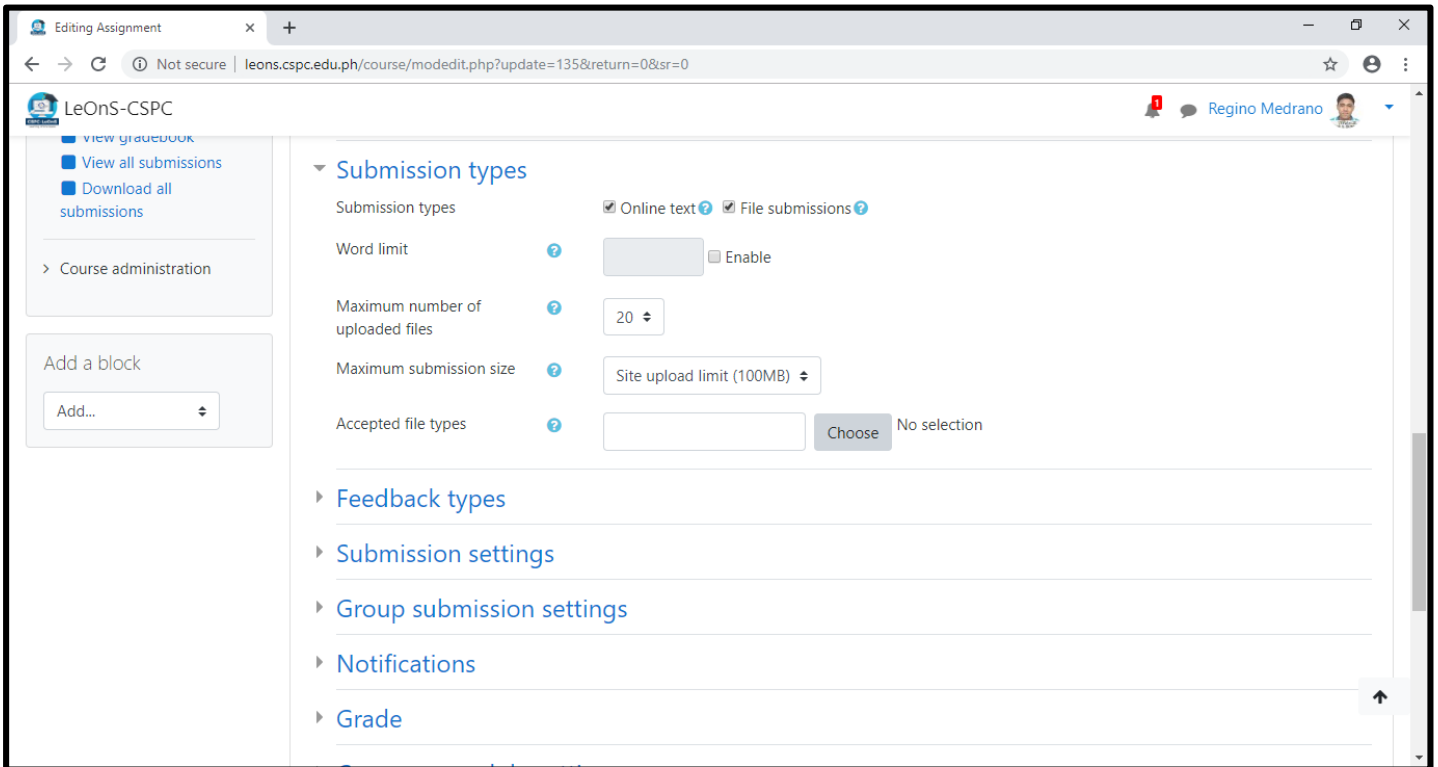


1.2 Scroll down to see more of the settings.

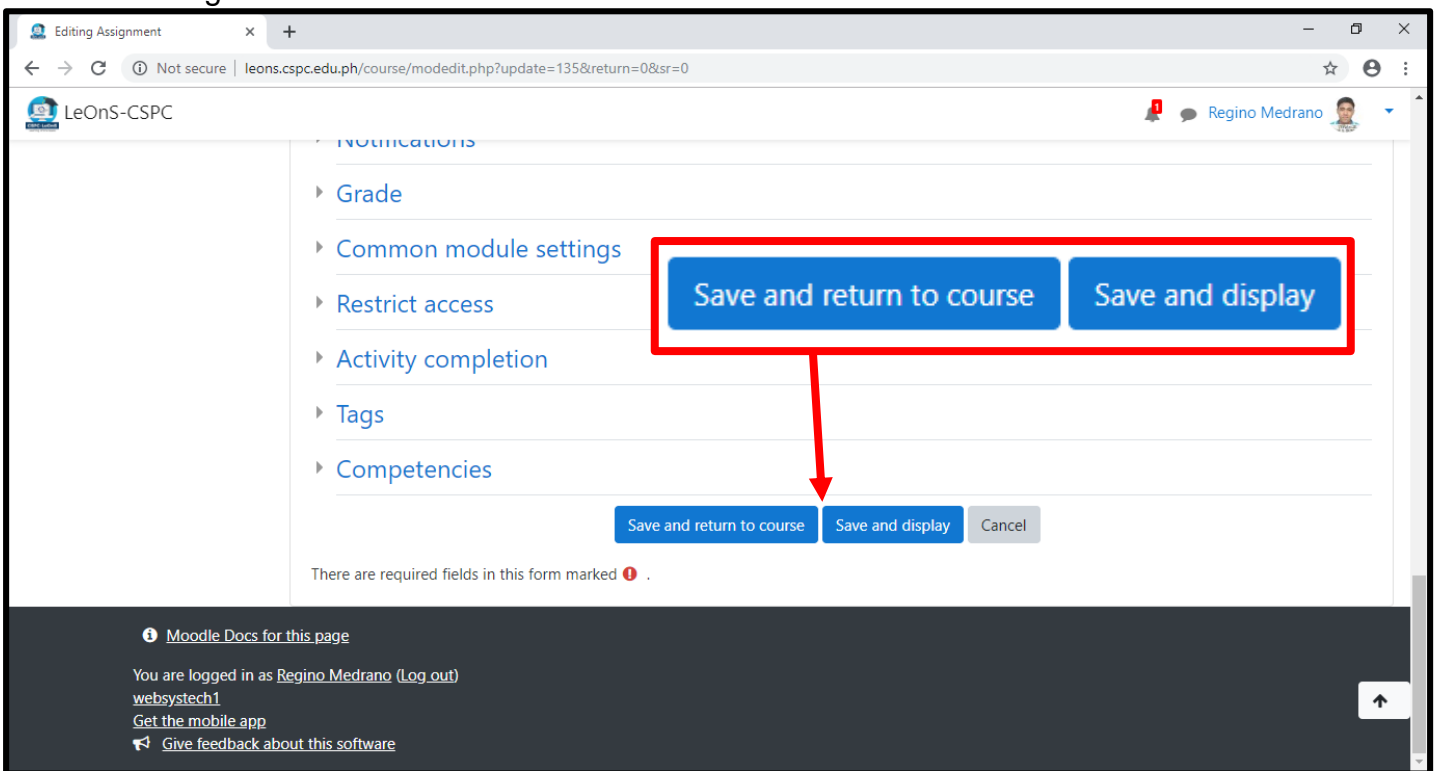
- You can put **Additional files** to provide some example for the required output
- Set your submission dates under the Availability section:
 - a. **Allow submissions from** – it is the start date when you will be accepting submissions of the assignments. You can also put an ante date here
 - b. **Due 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



- **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



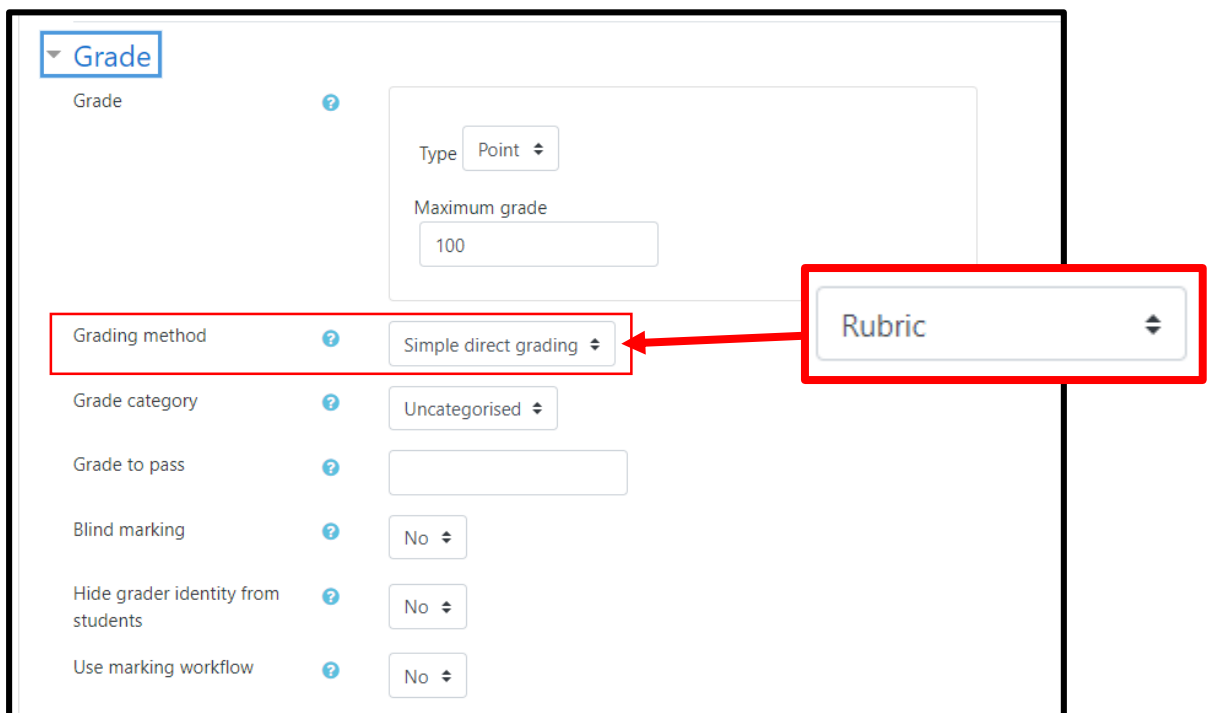
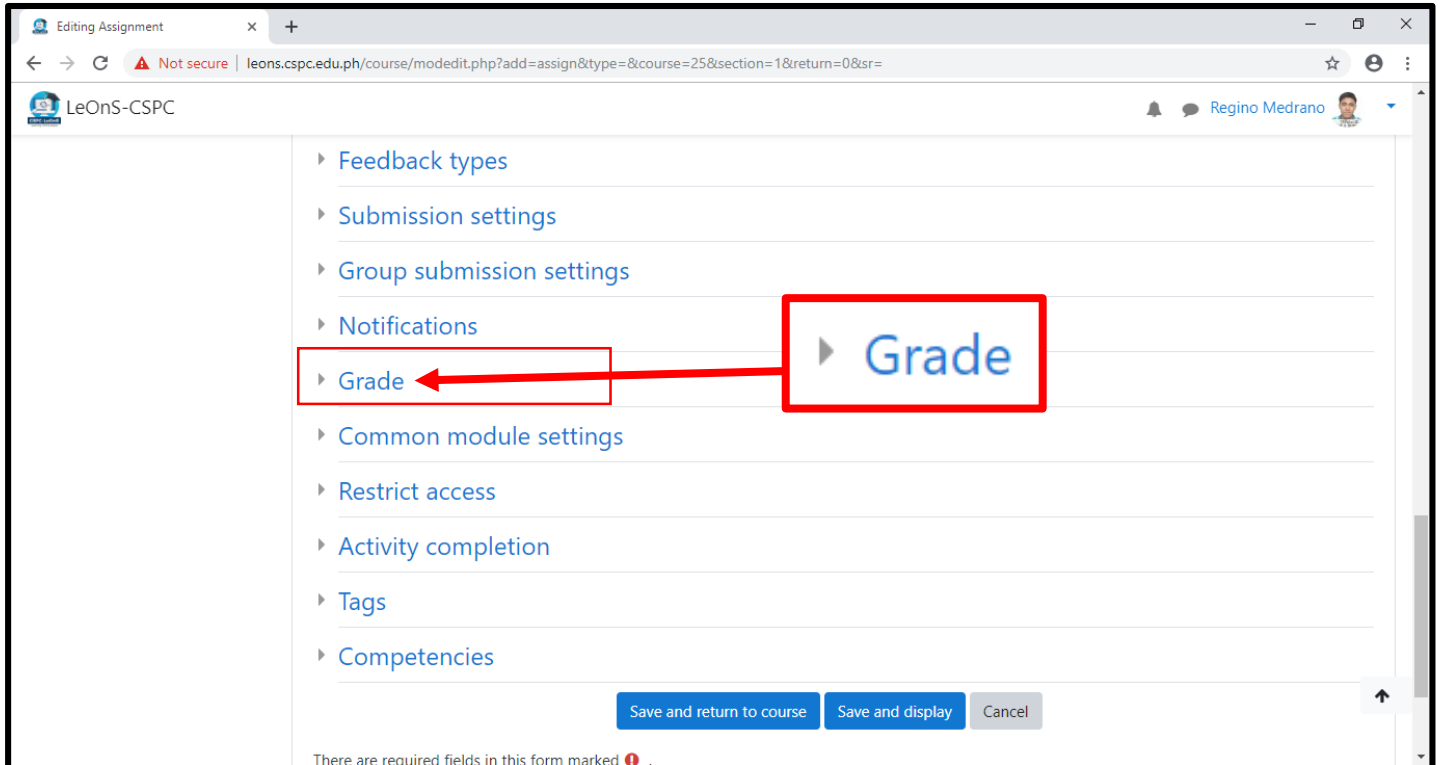
1.3 Scroll down until the bottom of your page, leave the rest unmodified and you can click on the “Save and return to course” button or the “Save and display” button to open your assignment



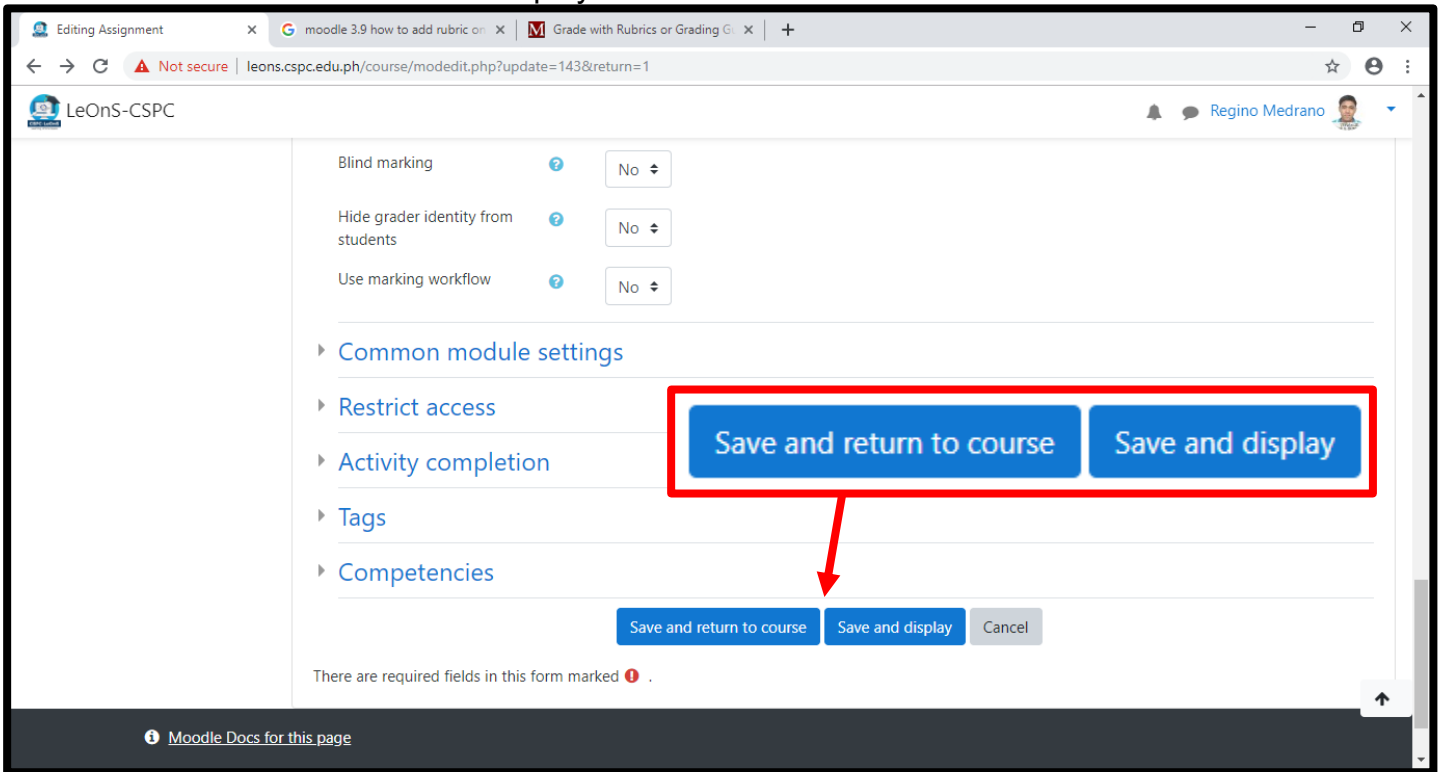
1.4 Create an Assignment for Project Submission with RUBRIC for rating

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.

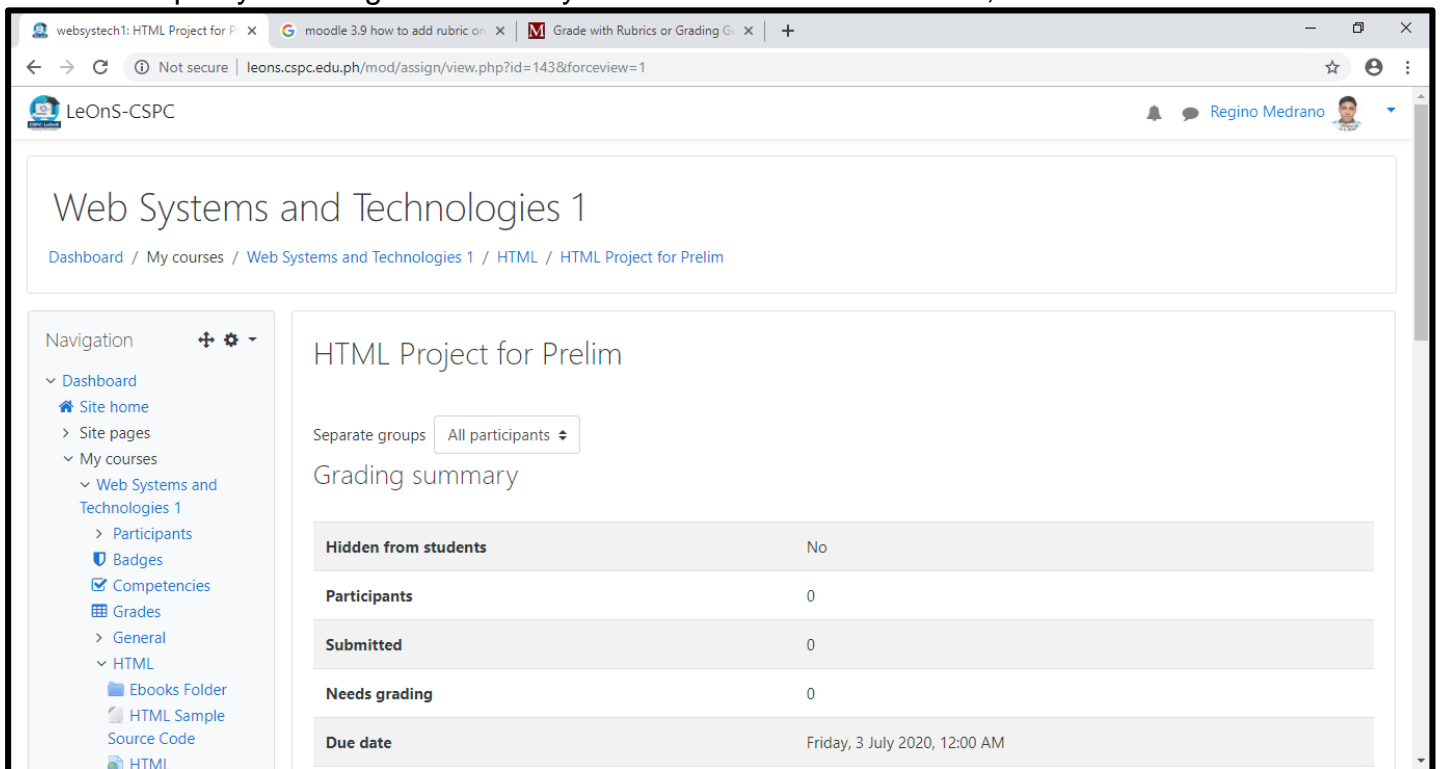
To start, follow the same procedure above in creating assignment, the difference is that you are going to tweak on the Grade part of the assignment settings. Then click on the “Grade”



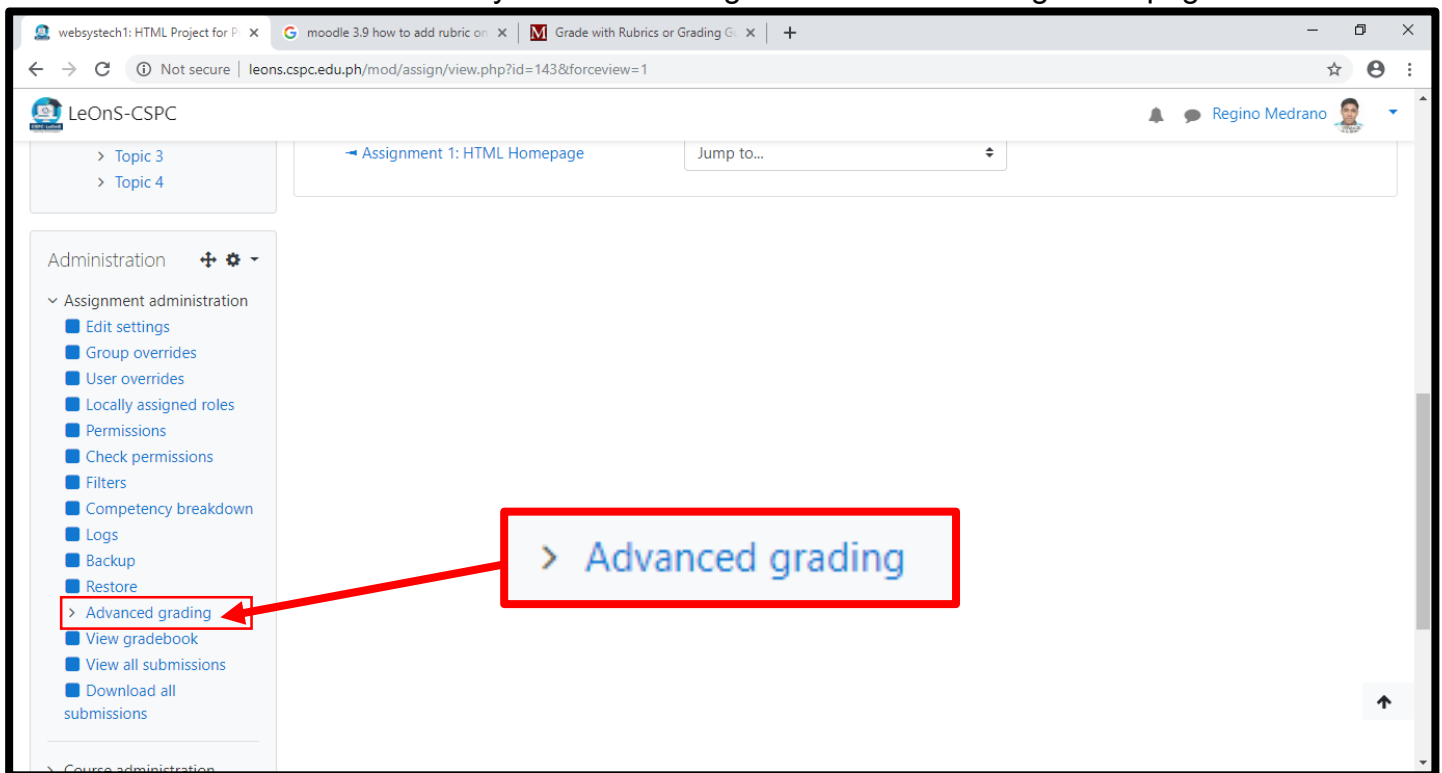
In the Grading method shown previously, choose the “Rubric” from the dropdown list. Then, scroll down at the bottom of your page to click the button “Save and return to course” or the button “Save and display”



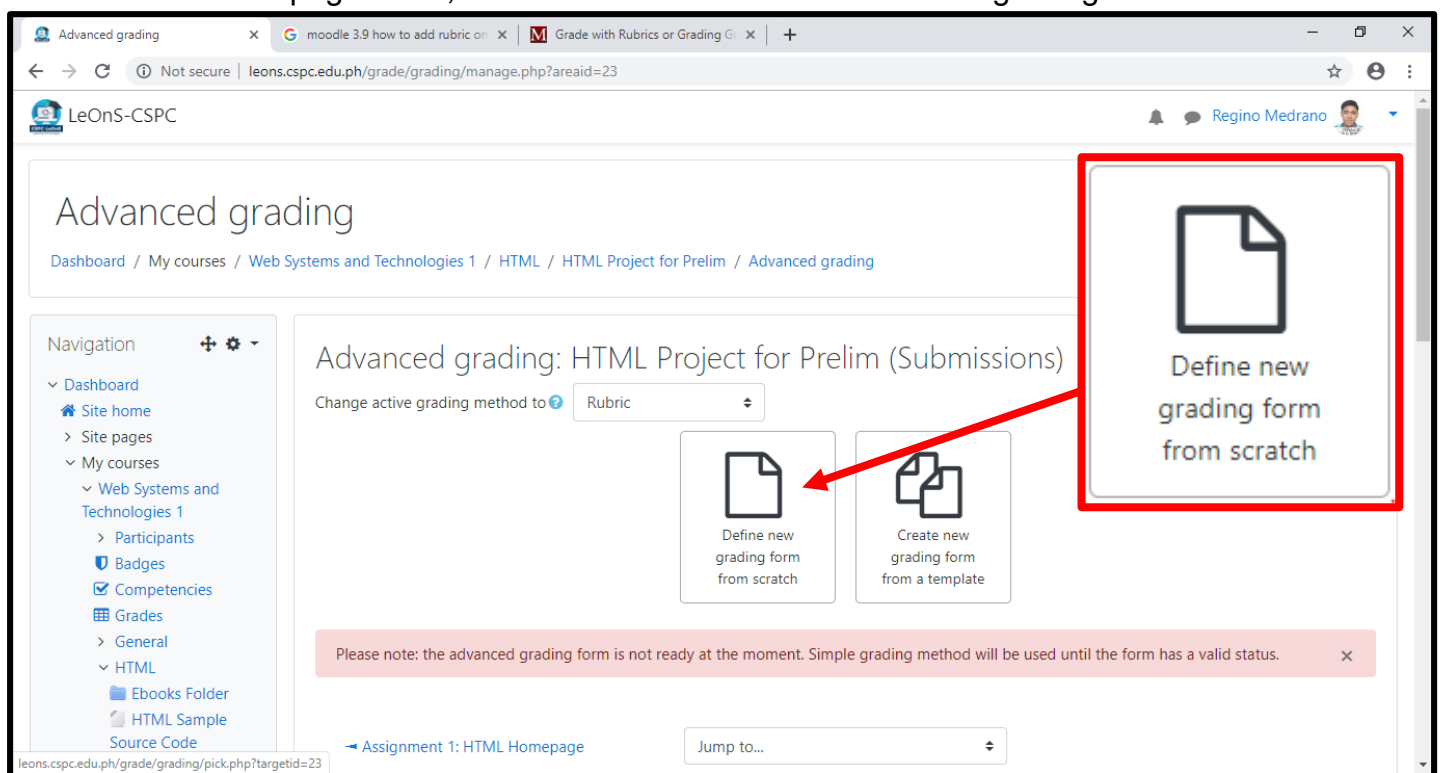
1.5 Open your assignment activity that has been set with rubric, it should look like below



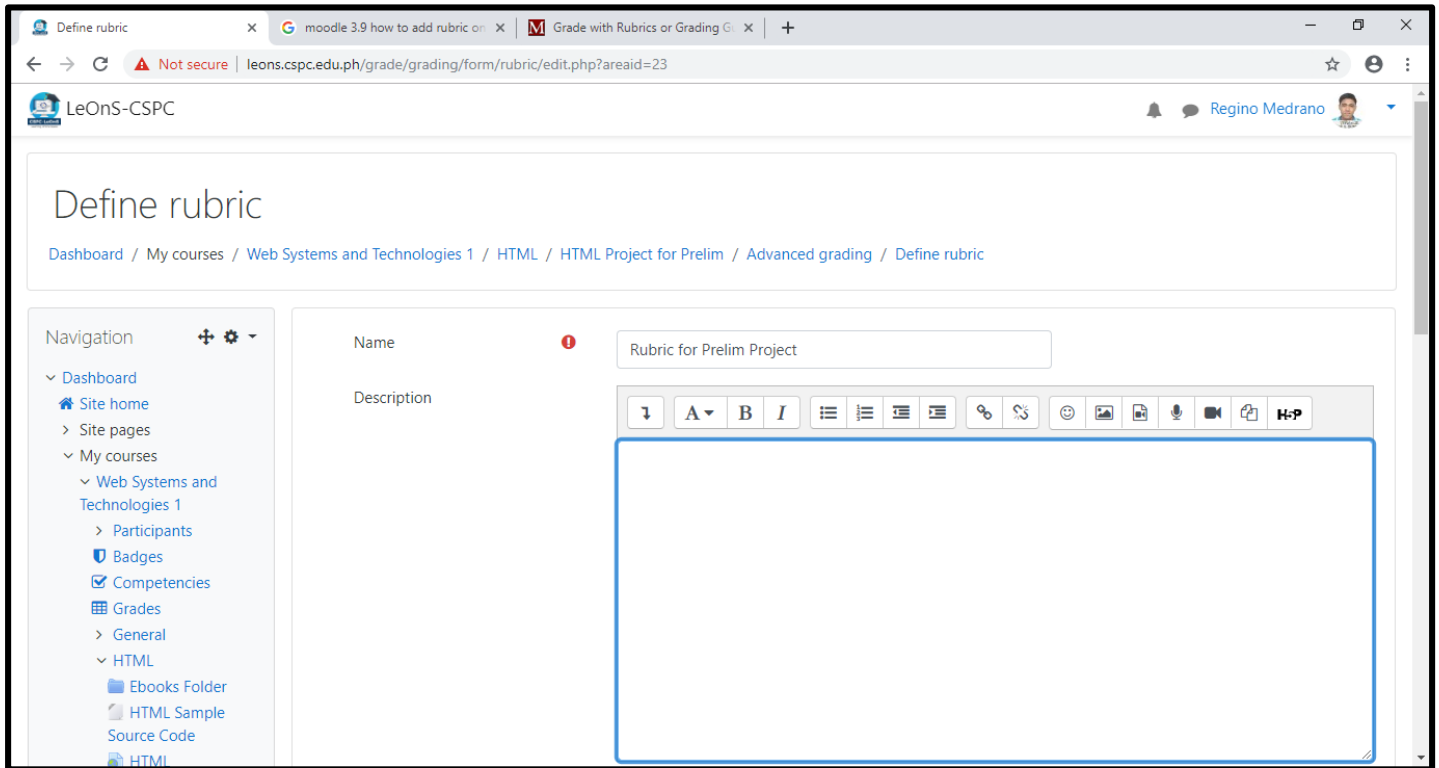
1.6 Scroll down to your **Administration** block. Look for the “Advance grading” in the list, and click that link to redirect you into the assignment’s rubric management page



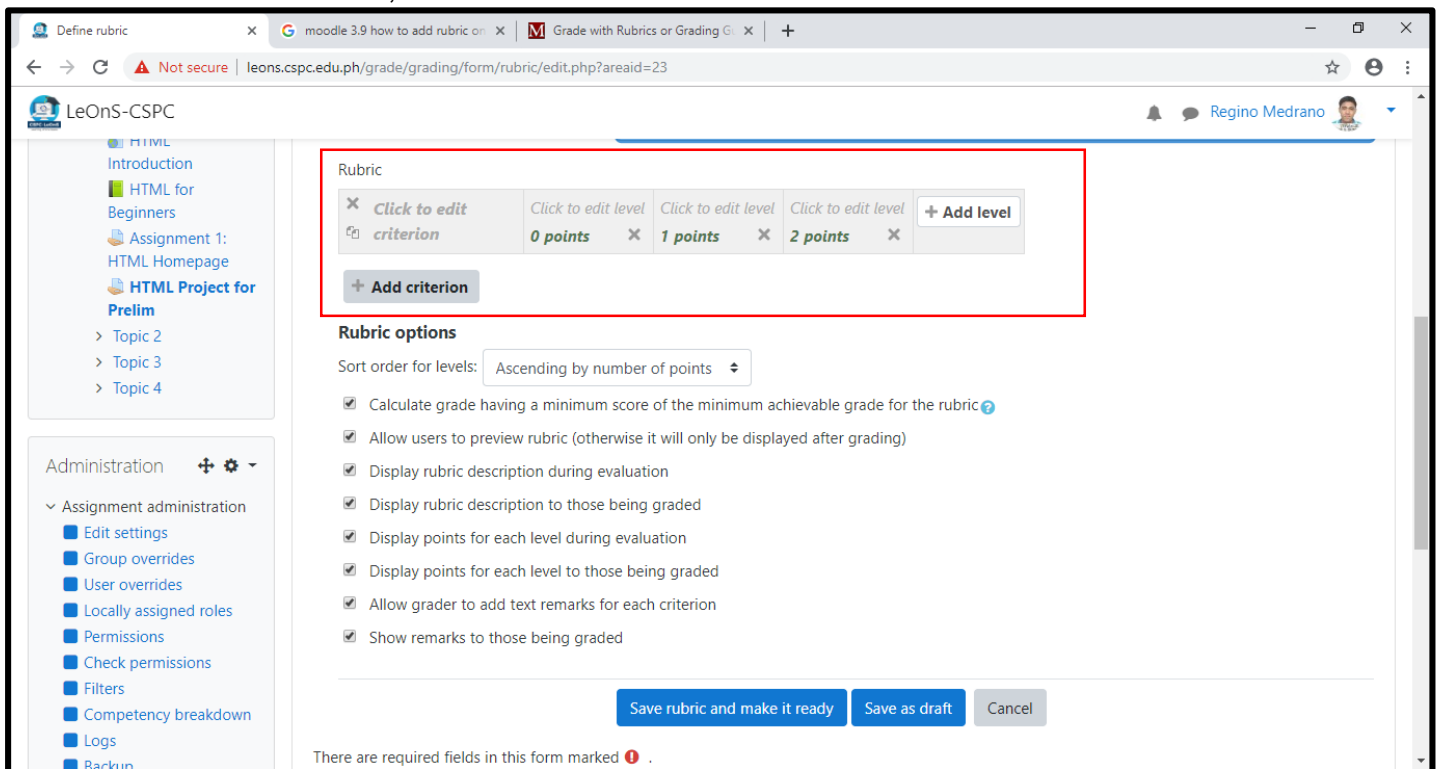
1.7 Once the page loads, click on the box with the “Define new grading form from scratch”



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



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

The screenshot shows the Moodle rubric editor interface. On the left is a navigation menu with 'HTML Project for Prelim' selected. The main area contains a table with the following structure:

Criteria	Level 1	Level 2	Level 3	Level 4	Level 5
HEADER	Appropriate and relevant header styles were applied, well in-place and not scattered 25 points	Heading styles are used properly but heading contents are not properly organized 17 points	Heading styles are not appropriate for the chosen theme of design 10 points	No headings applied 0 points	+ Add level
BODY	Web page document body contains organized content of Paragraph, Multimedia if combination, Table and HTML Form with appropriate contents 25 points	HTML Body needs improvement on plotting the tags in an organized way with appropriate contents 17 points	HTML Body does contain organized contents using appropriate tags but does not provide relevant presentation on the subject matter being developed 10 points	No HTML Body included 0 points	+ Add level

Below the table is an '+ Add criterion' button. Underneath is the 'Rubric options' section with a 'Sort order for levels' dropdown set to 'Ascending by number of 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

The screenshot shows the bottom portion of the Moodle rubric editor. It features a list of checkboxes for rubric options, all of which are checked:

- Allow users to preview rubric (otherwise it will only be displayed after grading)
- Display rubric description during evaluation
- Display rubric description to those being graded
- Display points for each level during evaluation
- Display points for each level to those being graded
- Allow grader to add text remarks for each criterion
- Show remarks to those being graded

Below the checkboxes are three buttons: 'Save rubric and make it ready', 'Save as draft', and 'Cancel'. At the bottom of the page, there is a dark footer area with a red box highlighting two buttons: 'Save rubric and make it ready' and 'Save as draft'. A red arrow points from the bottom buttons up to the top buttons.

1.12 Your saved rubric will look like the below figures

The screenshot shows the 'Advanced grading' interface for 'HTML Project for Prelim'. A dropdown menu is set to 'Rubric'. Two buttons are visible: 'Edit the current form definition' (with a pencil icon) and 'Delete the currently defined form' (with a trash icon). A red arrow points to the 'Edit' button. Below the buttons, a table shows the rubric criteria for the 'HEADER' row.

HEADER	No headings applied	Heading styles are not appropriate for	Heading styles are used properly but	Appropriate and relevant header
---------------	---------------------	--	--------------------------------------	---------------------------------

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

The screenshot shows the full rubric table for 'HTML Project for Prelim'. The table has two rows: 'HEADER' and 'BODY', and five columns representing different levels of performance. The 'HTML Project for Prelim' link in the left sidebar is highlighted in blue.

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	HTML Body needs improvement on plotting the tags in an organized way with appropriate contents 17 points	Web page document body contains organized content of Paragraph, Multimedia if combination, Table and HTML Form with appropriate contents 25 points

Rubric options

1.13 View / Grading of Submissions

In this part, you are going to view the submissions and give the points for the submissions. We have two forms 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

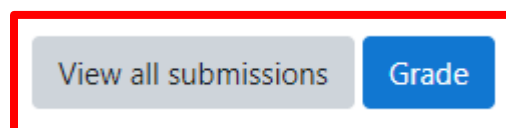
The screenshot shows the Moodle interface for grading an assignment. The browser address bar shows the URL: `leons.cspc.edu.ph/mod/assign/view.php?id=135&group=12`. The page title is "Assignment 1: HTML Homepage" with the description "Create a basic HTML webpage as your first step in making a website". A dropdown menu is set to "Separate groups" with "BSIT1A" selected. Below this is a "Grading summary" table:

Hidden from students	No
Participants	1
Submitted	0
Needs grading	0
Due date	Friday, 3 July 2020, 12:00 AM
Time remaining	5 days 9 hours

At the bottom of the summary table are two buttons: "View all submissions" (grey) and "Grade" (blue).

You have 3 parts in that page as shown above:

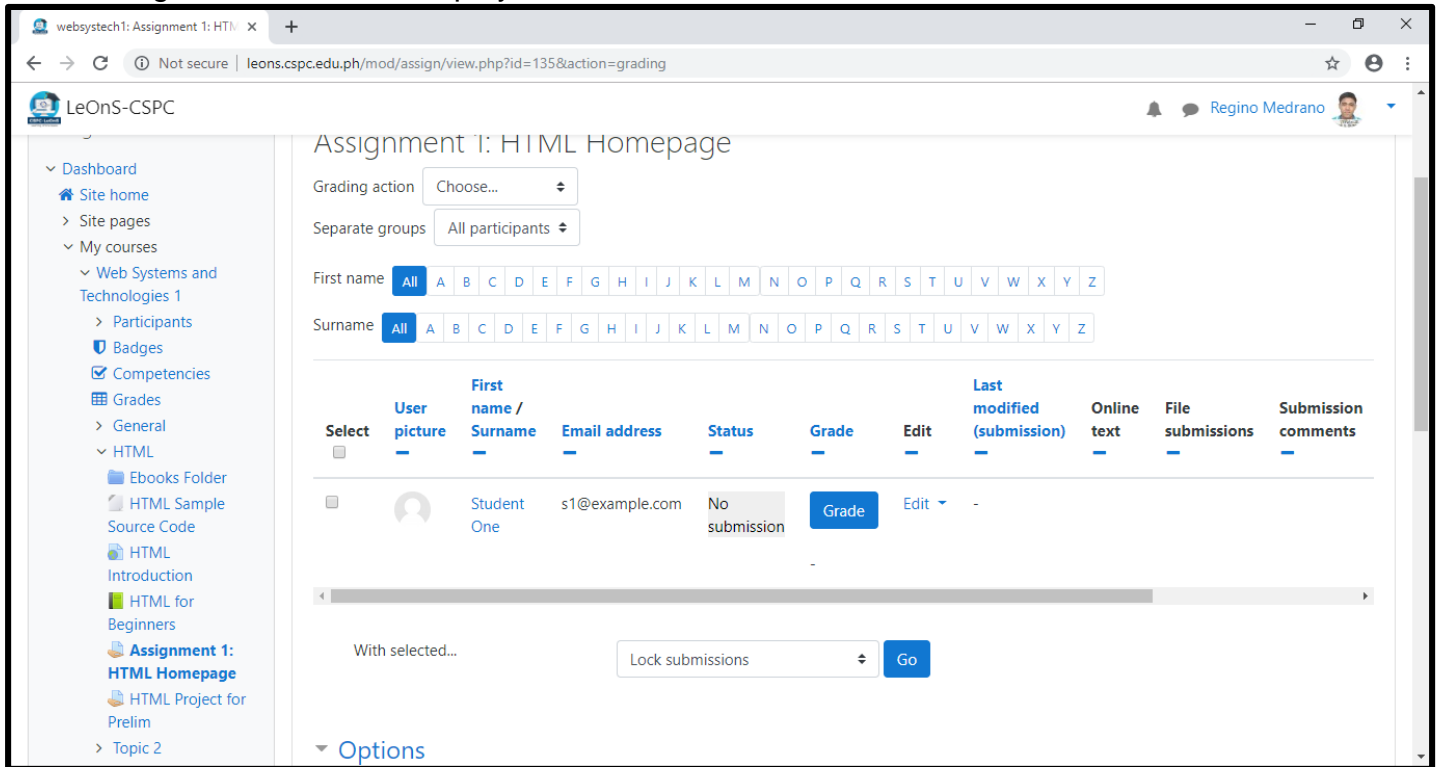
- **Separate groups** – these are the group sections you created, it opens only the - Grading summary of the section you selected
- **Grading summary** – it displays the information of the submission of that particular group section you selected above
- **Buttons for grading** – the “View all submissions” 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



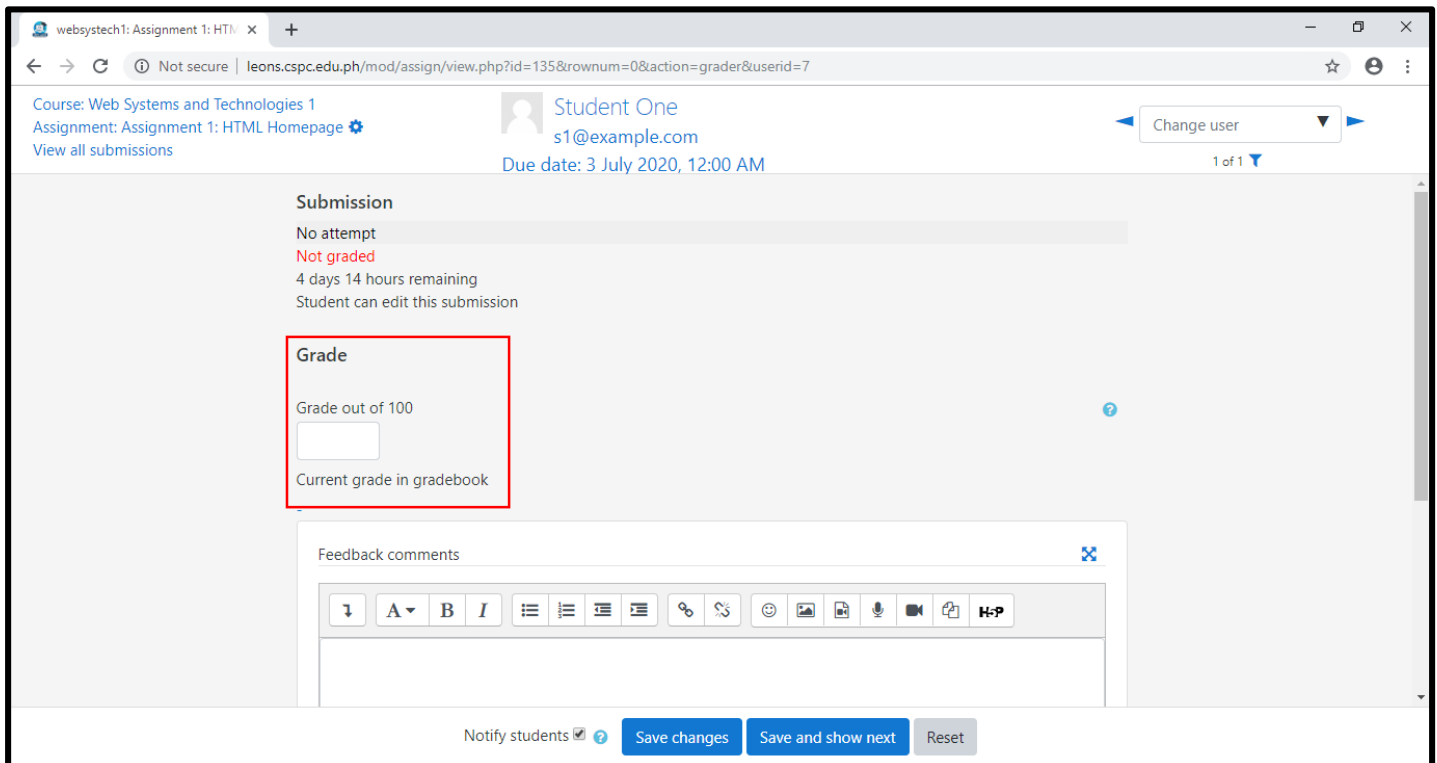
**The Grade button is the same with process when you grade your students through the View all submissions button, the only difference is that it will start from the first student enrolled or in an alphabetical order.*

1.13.1.1 View all submissions.

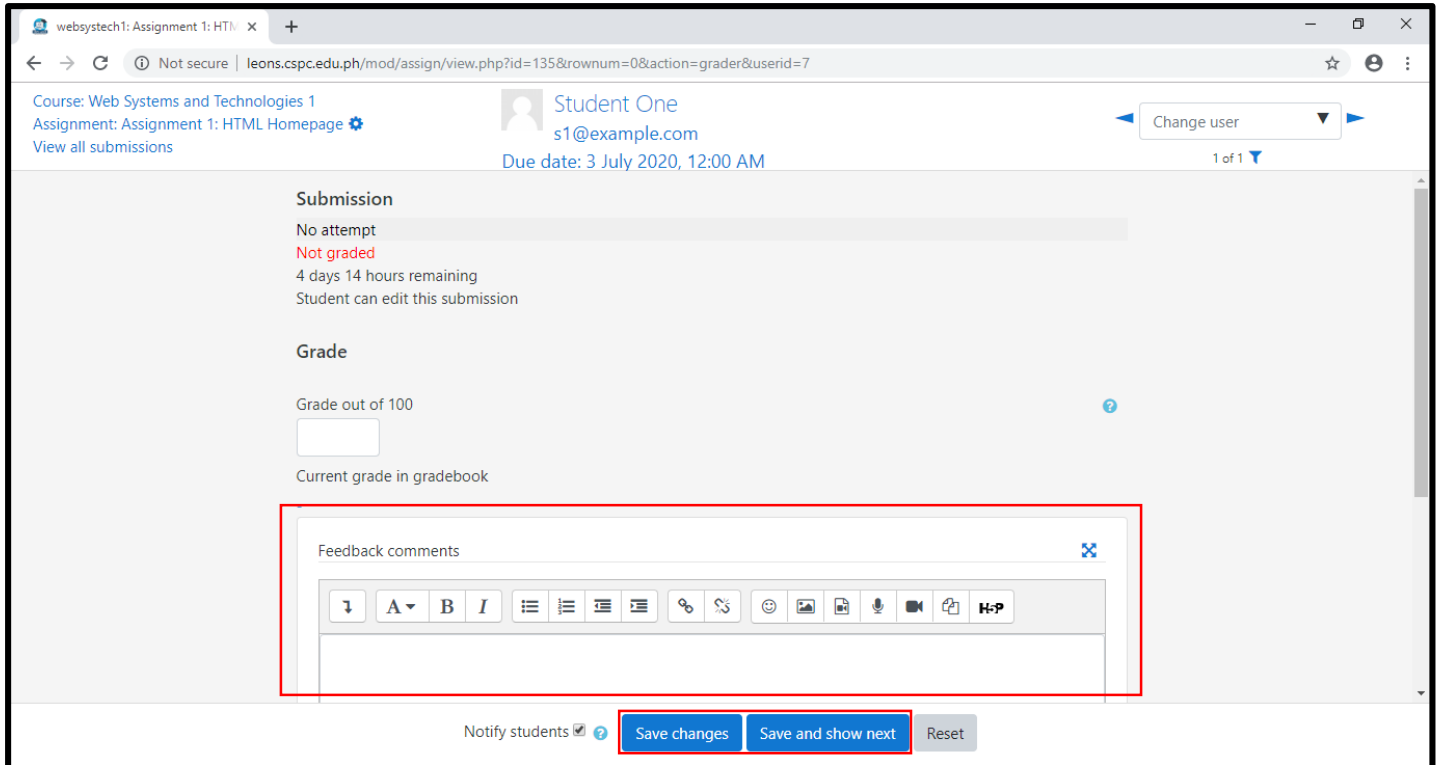
In the figure below, you will see a table where your students are listed with their submission. Click on the “Grade” for each student and it will open a grading page where the submitted assignment were also displayed.



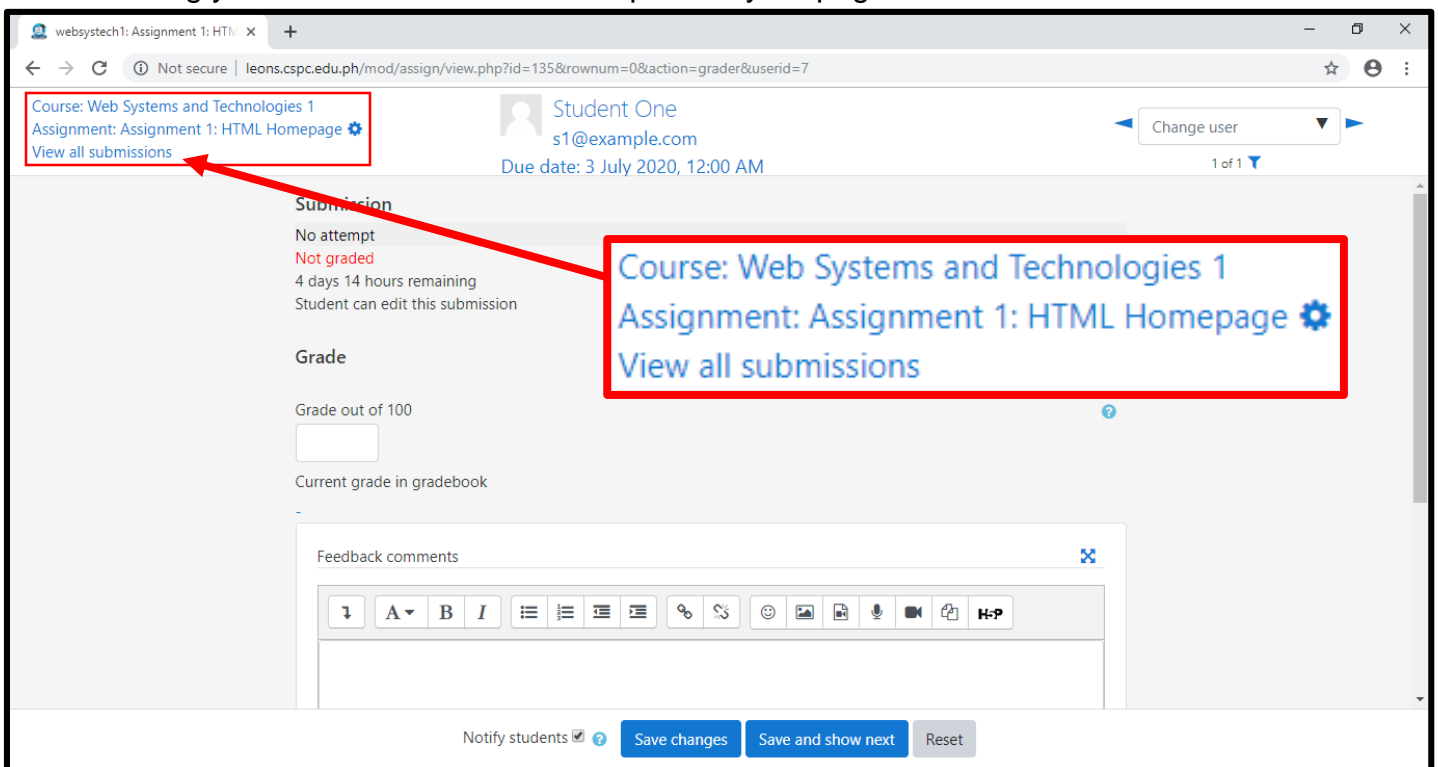
Here, review first the submitted assignment. However, on your discretion, you may add a points to students who might not have a submitted assignment



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



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



1.13.2 Assignment activity with Rubric for Grading

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

The screenshot shows a web browser window with the URL `leons.cspc.edu.ph/mod/assign/view.php?id=143&rownum=0&action=grader&userid=7`. The page title is "Course: Web Systems and Technologies 1" and the assignment is "HTML Project for Prelim". The student is identified as "Student One" with email `s1@example.com`. The due date is "3 July 2020, 12:00 AM".

The submission status is "No attempt", "Not graded", with "4 days 11 hours remaining" and a note that "Student can edit this submission".

The "Grade" section displays a rubric table with the following criteria:

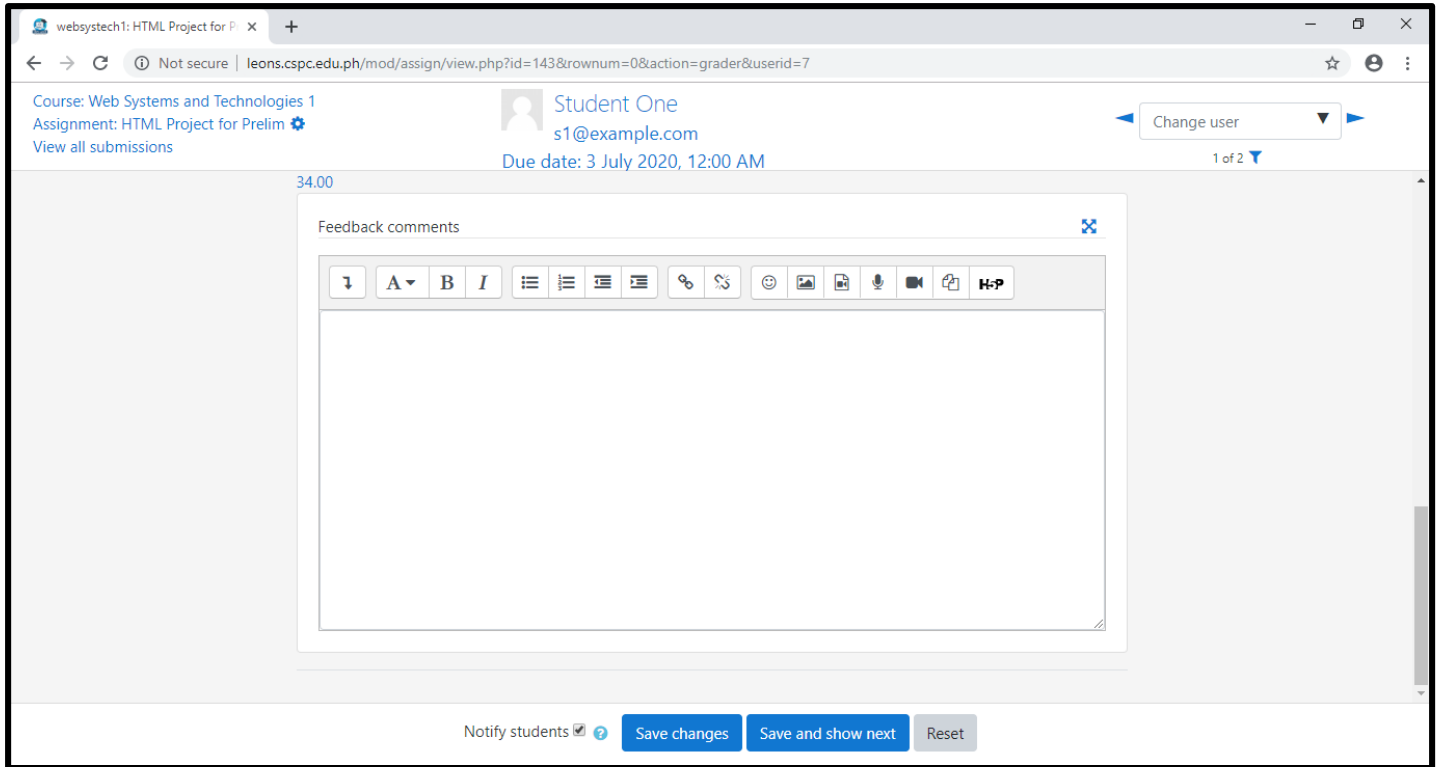
Criteria	0 points	10 points	17 points	25 points	Input
HEADER	No headings applied	Heading styles are not appropriate for the chosen theme of design	Heading styles are used properly but heading contents are not properly organized	Appropriate and relevant header styles were applied, well in-place and not scattered	
BODY	No HTML Body included	HTML Body does contain organized contents using appropriate tags but does not provide relevant presentation on the subject matter being developed	HTML Body needs improvement on plotting the tags in an organized way with appropriate contents	Web page document body contains organized content of Paragraph, Multimedia if combination, Table and HTML Form with appropriate contents	

At the bottom, there are buttons for "Notify students", "Save changes", "Save and show next", and "Reset".

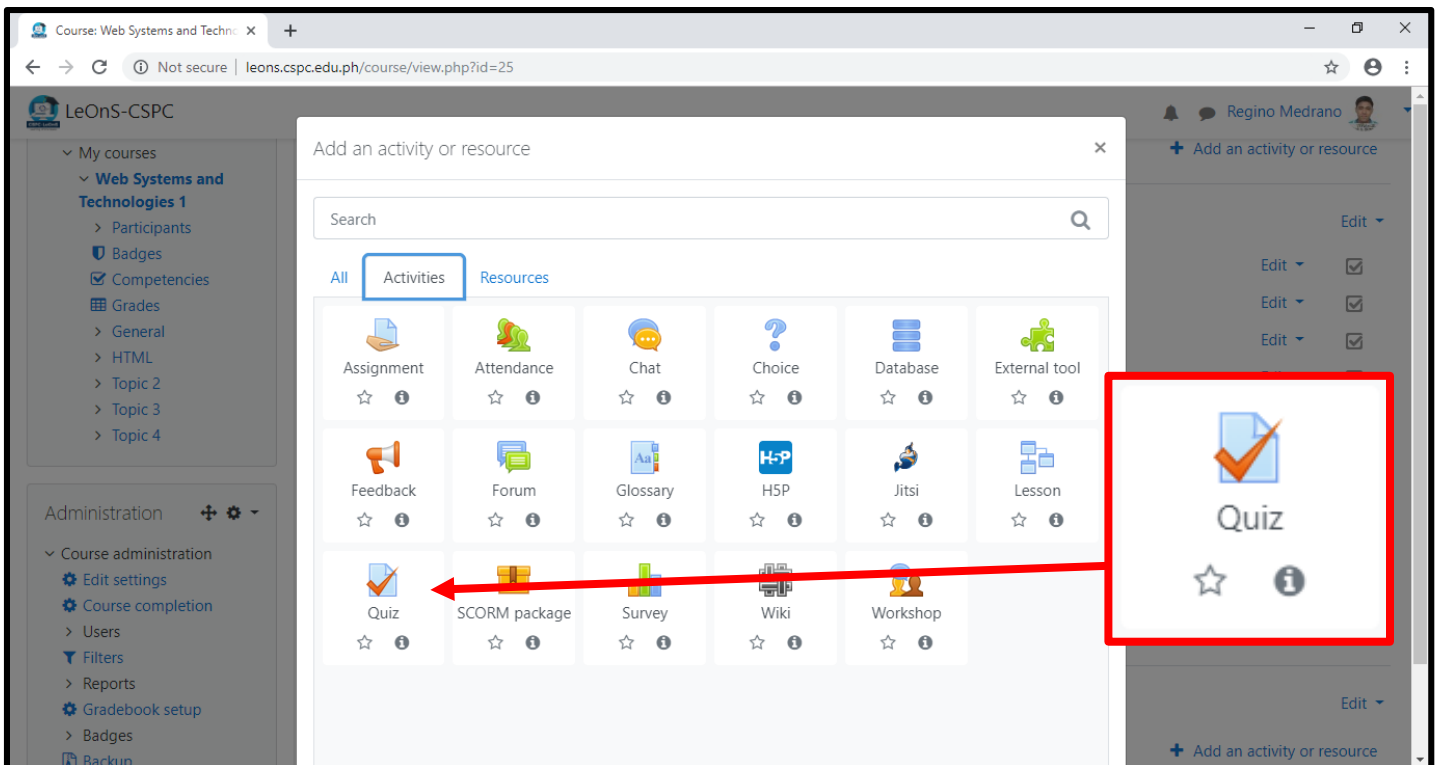
Click on the grading criteria to give points for the submitted output

This screenshot is identical to the one above, but with the "0 points" column for the "HEADER" and "BODY" criteria highlighted in green, indicating that these criteria have been selected for grading.

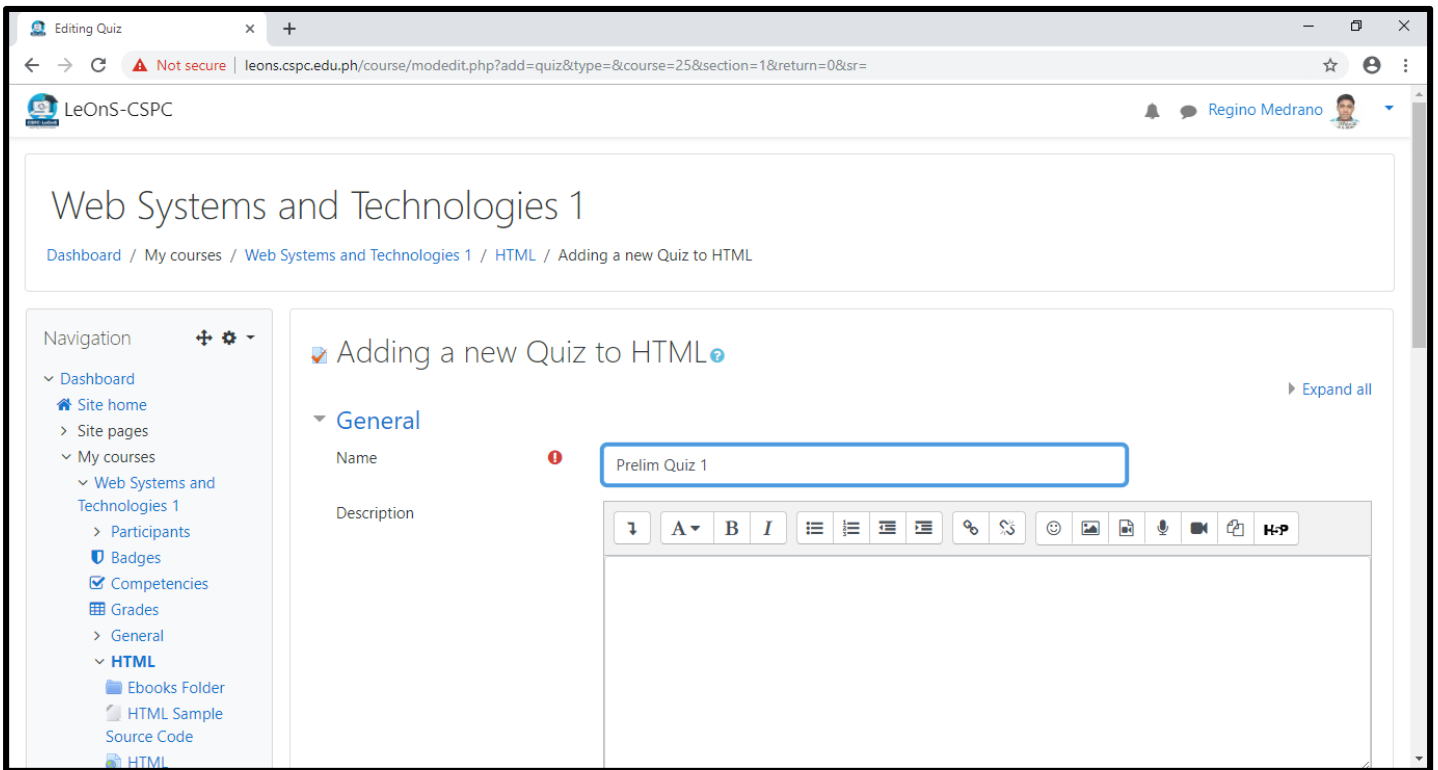
The blank box at the end of each row are for giving feedback or comments if you want to. The score will automatically be calculated based on the selected grading criteria. You also have a general feedback box below the page. Save your changes.



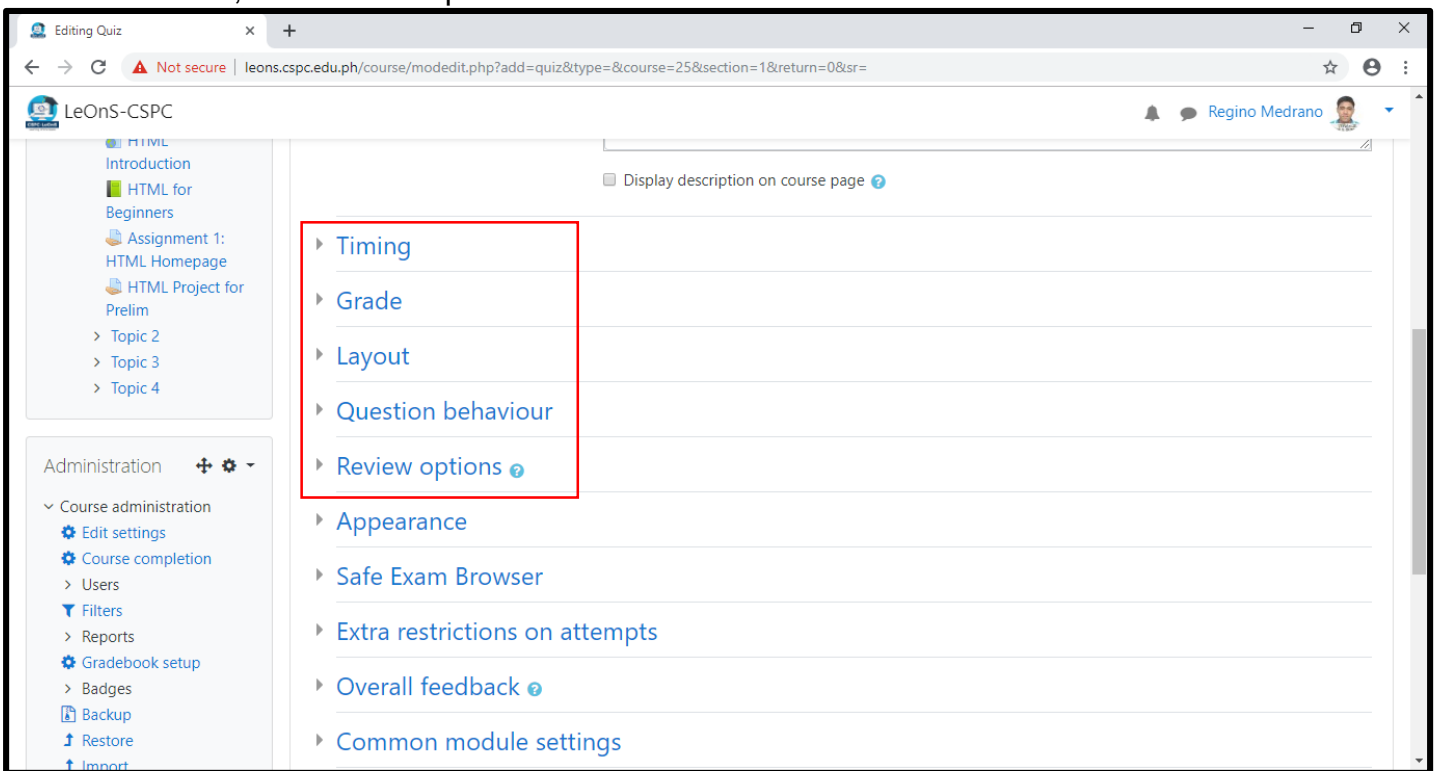
- To add Quizzes / Tests, click on the box with "Quiz" and it will show the page to create a quiz. This method also applies on Creating Tests, but instead of using a name for "Quiz", you put "Test" or "Exam"



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

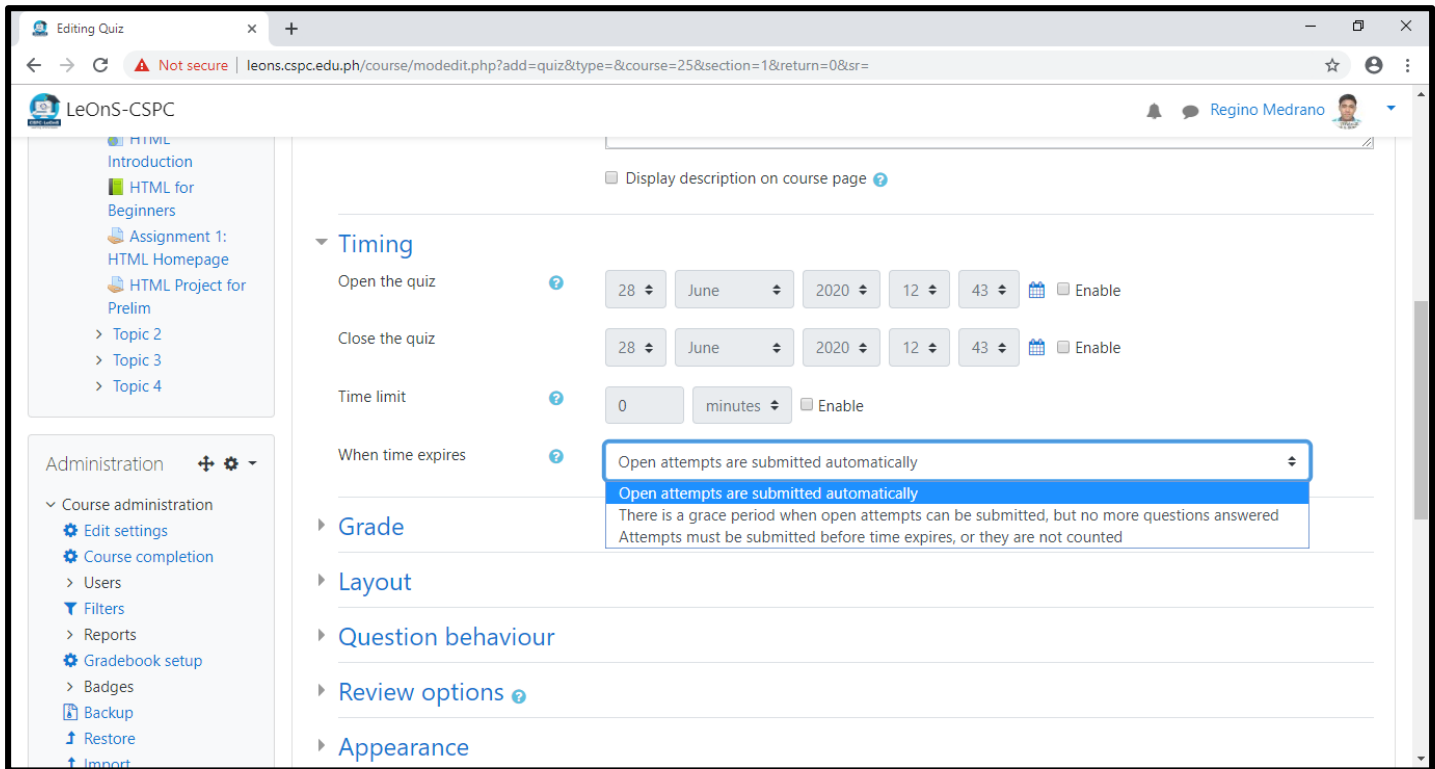


Scroll down the page to see more other important settings: Timing, Grade, Layout, Question behaviour, and Review options



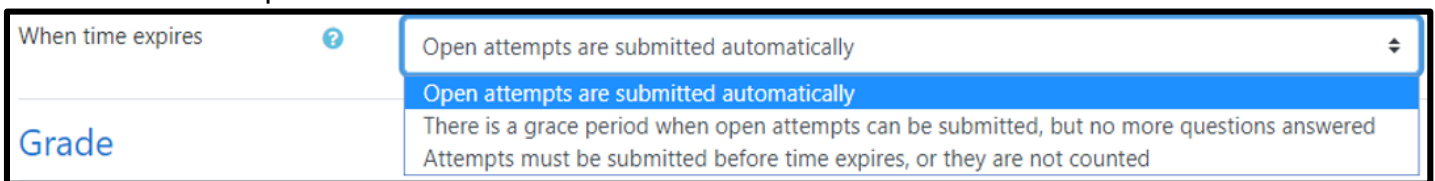
2.1 Timing

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

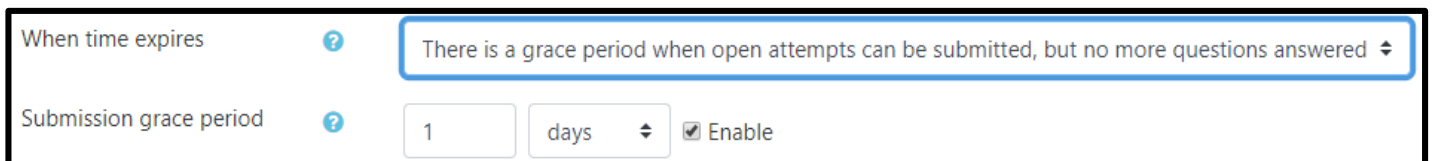


The timing settings allows you to set a specific schedule on when the quiz or test ends. With the “Time limit” option, you may set a number of minutes on how much time a student should complete the quiz or test.

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



- 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



- 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 ?

Grade to pass ?

Attempts allowed

Grading method ?

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 quiz 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

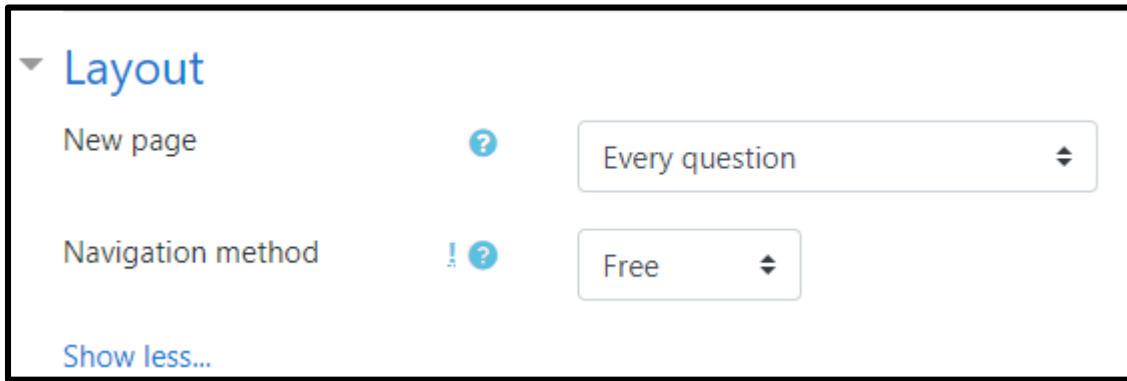
Under the layout options, it allows you to set the number of questions that will display per page of attempts. Click on the “Show more” link to open advance option for the Layout

▼ **Layout**

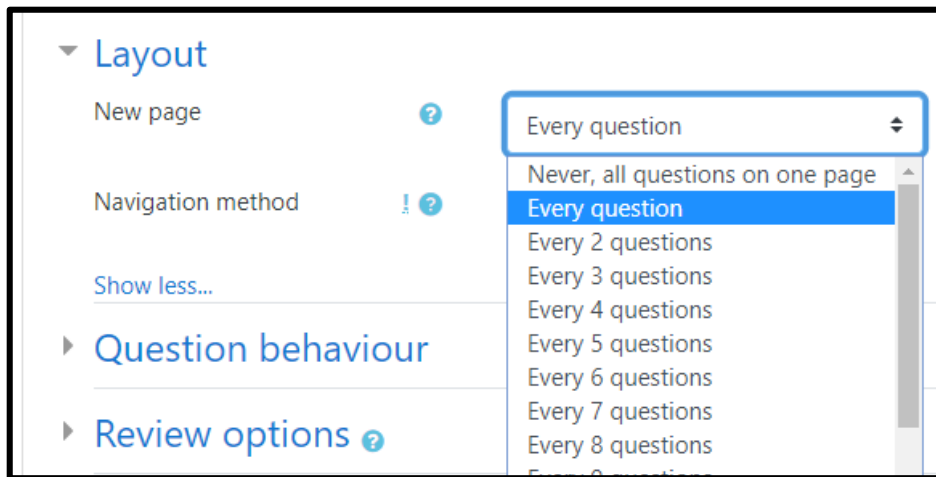
New page ?

[Show more...](#)

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



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”



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.



- 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

Review options ?

During the attempt	Immediately after the attempt	Later, while the quiz is still open
<input checked="" type="checkbox"/> The attempt ?	<input checked="" type="checkbox"/> The attempt	<input checked="" type="checkbox"/> The attempt
<input checked="" type="checkbox"/> Whether correct ?	<input checked="" type="checkbox"/> Whether correct	<input checked="" type="checkbox"/> Whether correct
<input checked="" type="checkbox"/> Marks ?	<input checked="" type="checkbox"/> Marks	<input checked="" type="checkbox"/> Marks
<input checked="" type="checkbox"/> Specific feedback ?	<input checked="" type="checkbox"/> Specific feedback	<input checked="" type="checkbox"/> Specific feedback
<input checked="" type="checkbox"/> General feedback ?	<input checked="" type="checkbox"/> General feedback	<input checked="" type="checkbox"/> General feedback
<input checked="" type="checkbox"/> Right answer ?	<input checked="" type="checkbox"/> Right answer	<input checked="" type="checkbox"/> Right answer
<input type="checkbox"/> Overall feedback ?	<input checked="" type="checkbox"/> Overall feedback	<input checked="" type="checkbox"/> Overall feedback

After the quiz is closed

- The attempt
- Whether correct
- Marks
- Specific feedback
- General feedback
- Right answer
- Overall feedback

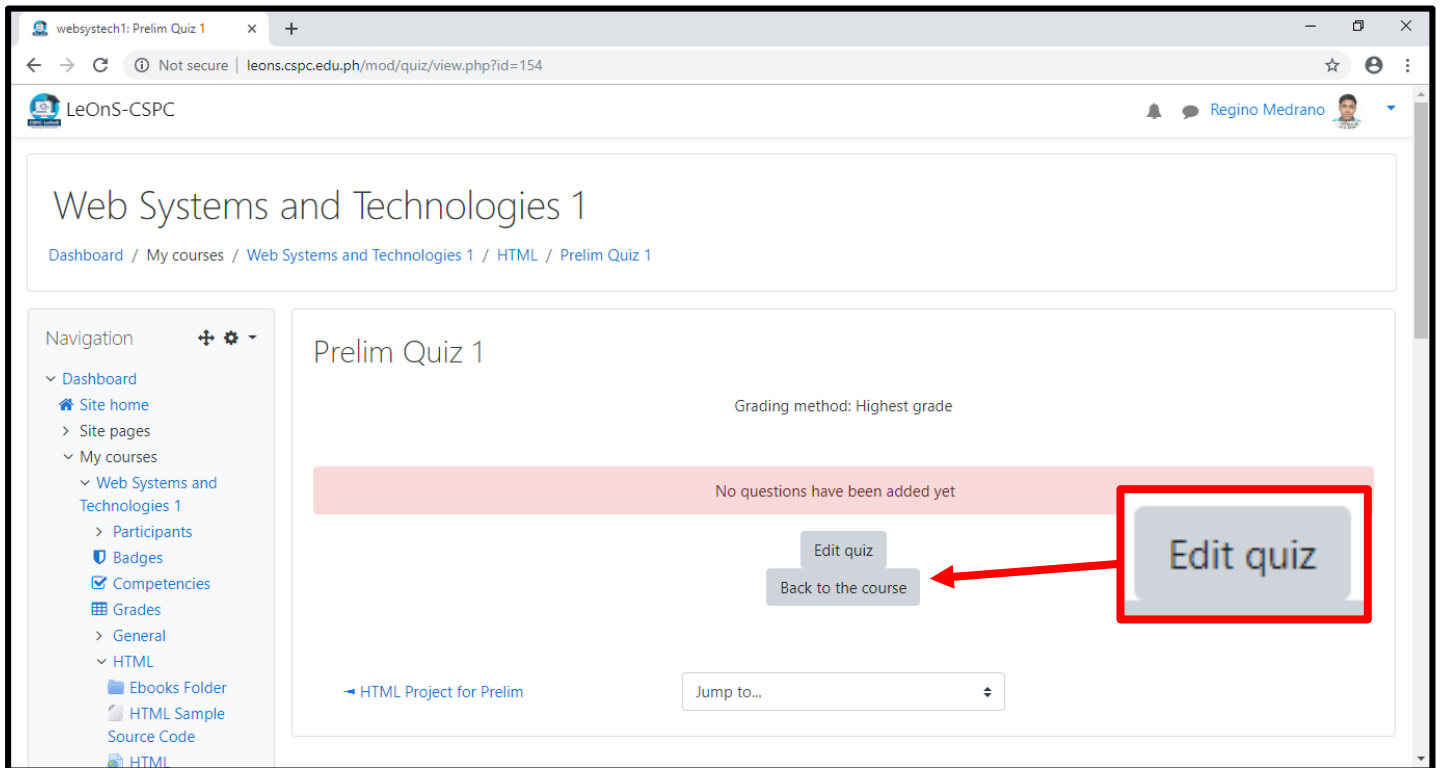
- **During the attempt settings** are only relevant for some question behaviours like “interactive with multiple tries” which may display feedback during the quiz or test attempt
- **Immediately after the attempt** settings apply for the first 2 minutes after finishing the quiz or test
- **Later, while 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

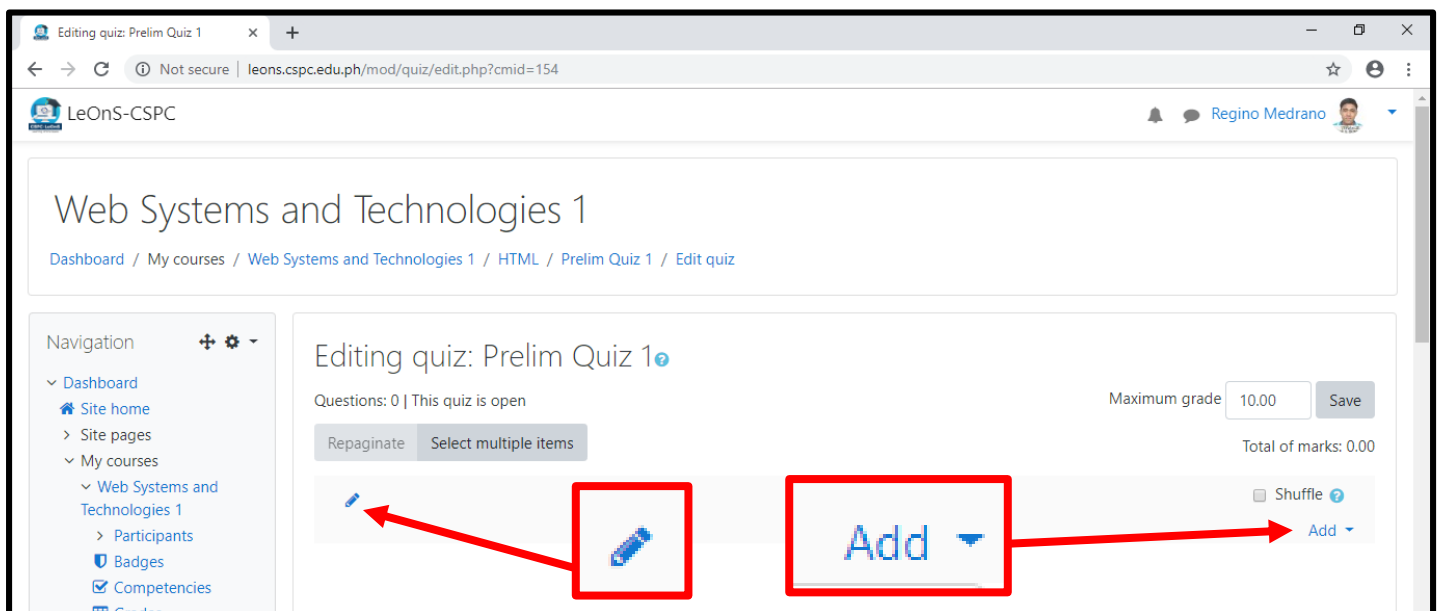
2.7 To insert the questions on your quiz or test, open your quiz or test

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



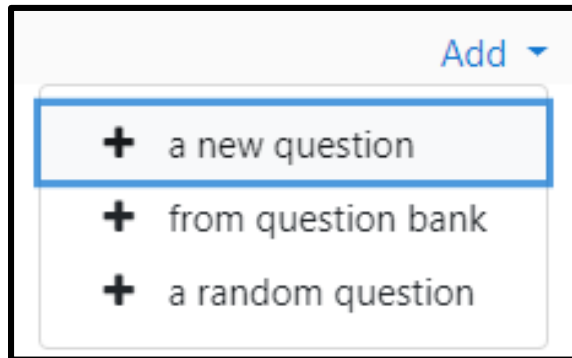
To add a title or instruction, click on the pencil symbol and press enter after entering you text. To add questions, click on the “Add” drop down tool at the right

2.7.1 Adding of Questions

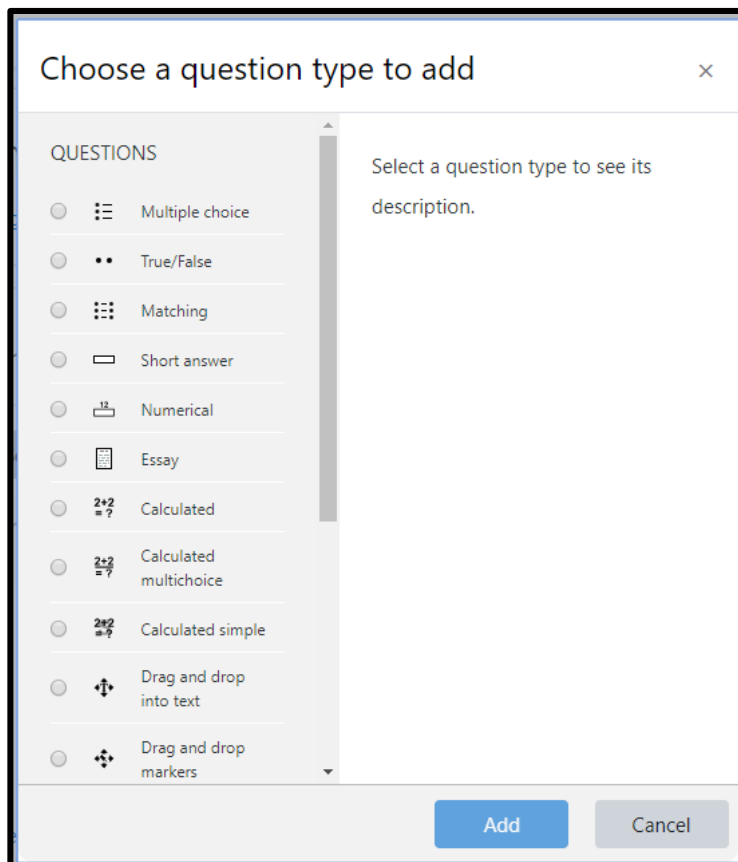
You have 3 options for adding questions:

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



In this example, Multiple Choice

The screenshot shows a web browser window with the URL `leons.cspc.edu.ph/question/question.php?courseid=25&sesskey=Bc9zS3JMaT&qtype=multichoice&returnurl=%2Fmod%2Fquiz%2Fedit.php%3Fcmid%3D154%26a...`. The page title is "Web Systems and Technologies 1". The breadcrumb trail is "Dashboard / My courses / Web Systems and Technologies 1 / HTML / Prelim Quiz 1 / Question bank / Questions / Editing a Multiple choice question". The user is identified as "Regino Medrano". The main heading is "Adding a Multiple choice question". Under the "General" section, the "Category" dropdown is set to "Default for websystech1". The "Question name" field is empty and has a red warning icon. The "Question text" field is empty and has a red warning icon. A rich text editor toolbar is visible above the question text field, containing icons for undo, redo, bold, italic, bulleted list, numbered list, link, unlink, image, video, audio, and help.

Choose a category that points to your quiz

The "Category" dropdown menu is highlighted with a blue border. The selected option is "Default for Prelim Quiz 1".

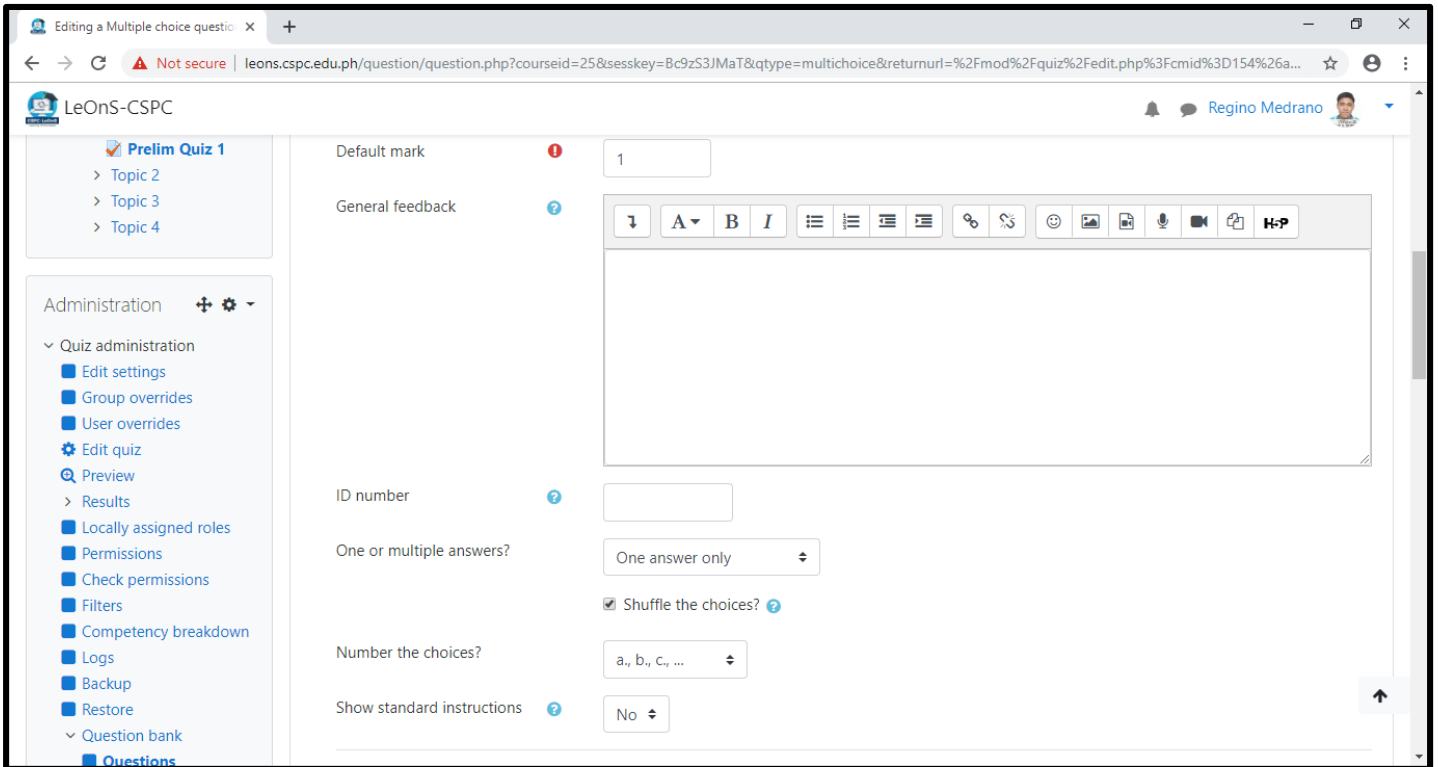
Add the questions name. The use of question name is for you to track your items listed in your question list or question bank as it is combined with previously added questions

The "Question name" input field is highlighted with a black border. It contains the text "HTML definition" and has a red warning icon to its left.

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

The "Question text" input field is highlighted with a black border. It contains the text "What does HTML stands for?" and has a red warning icon to its left. A rich text editor toolbar is visible above the input field, containing icons for undo, redo, bold, italic, bulleted list, numbered list, link, unlink, image, video, audio, and help.

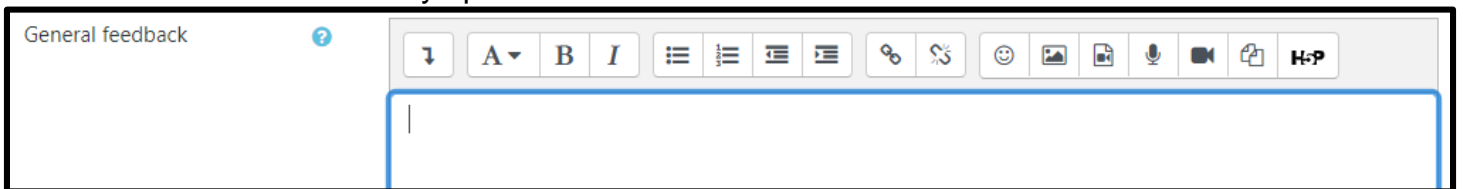
Scroll down the page to continue editing



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

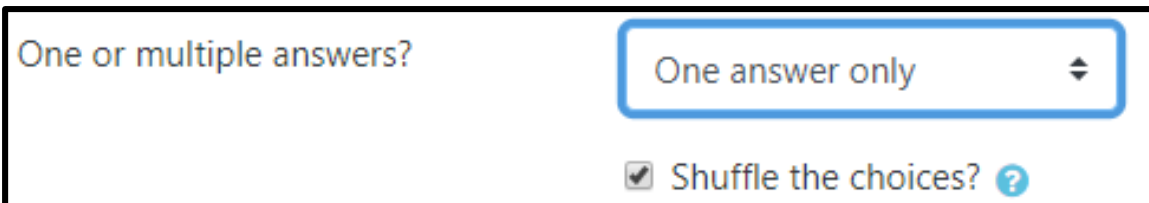


Add General feedback. This will show the students some feedback after the question has answered. This only optional



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

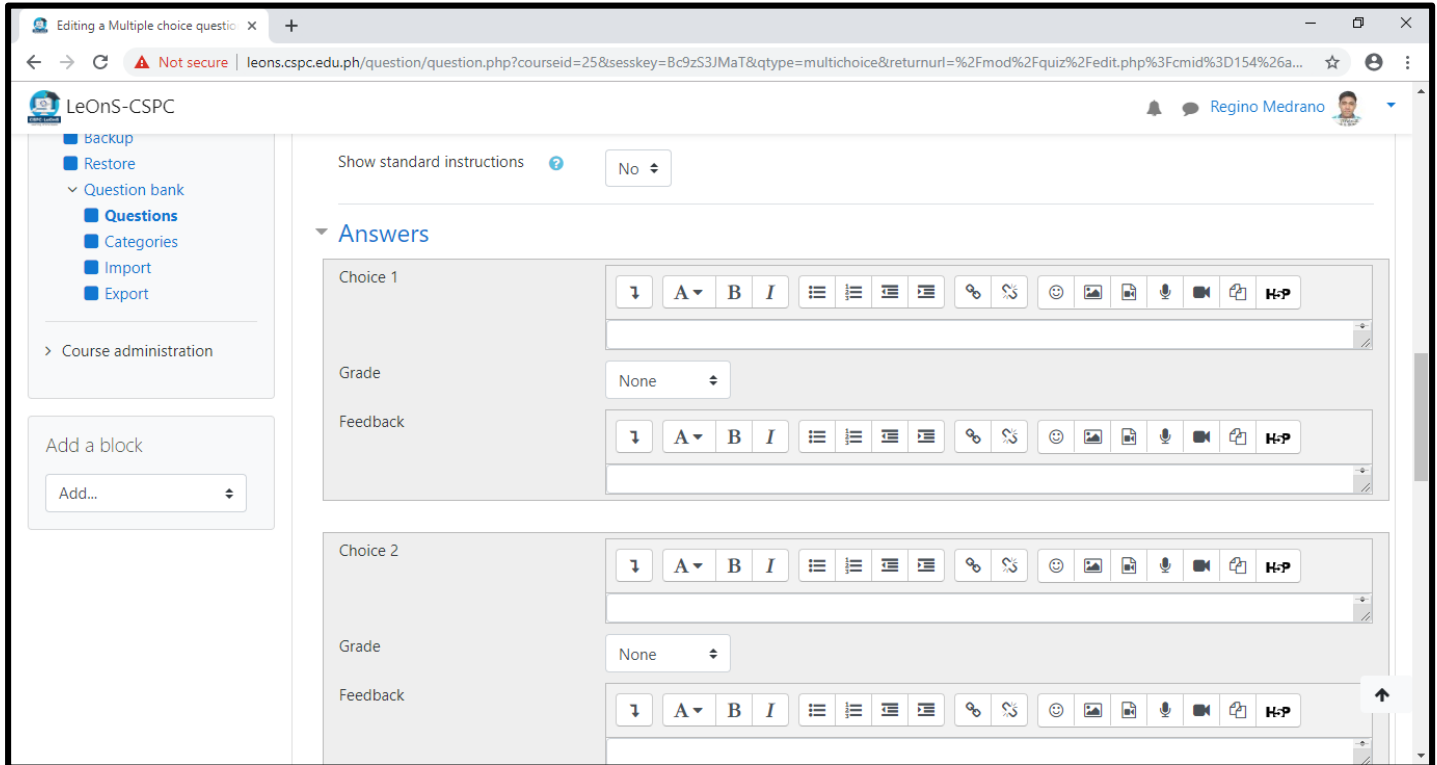
One or multiple answer? Allows you to set if a question can have more than 1 answers and leave the “Shuffle the choices” checked if your enable the shuffle setting in your quiz or test



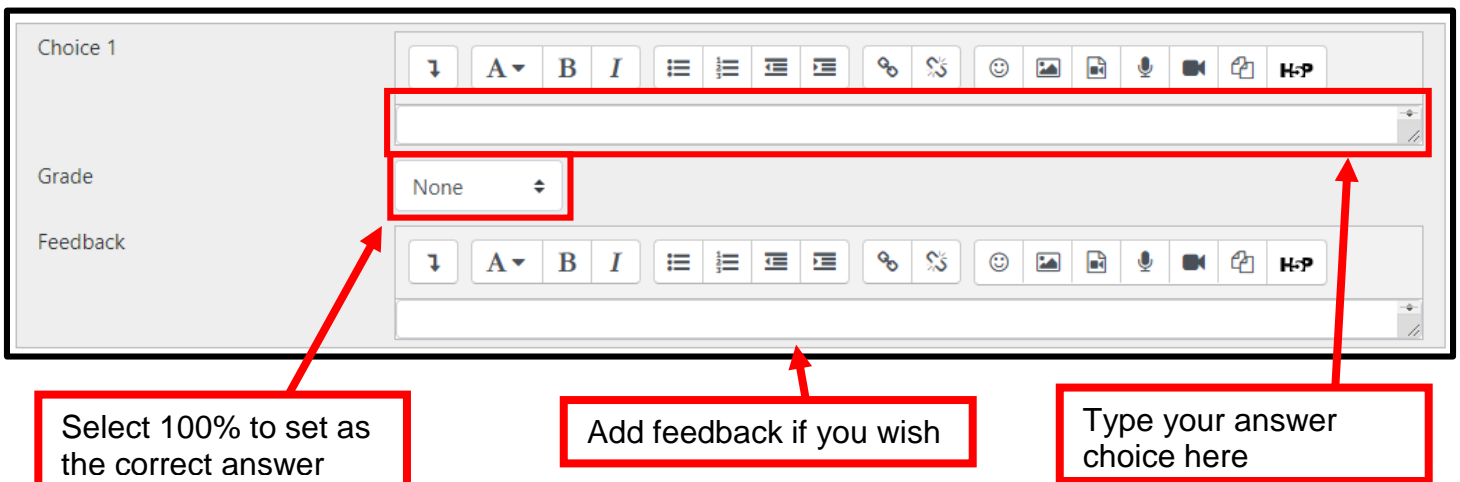
Number the choices. You can change the style of displaying choices from letters to numbers, or no numbering at all



Define the choices and answers



Add choices and set the correct answer



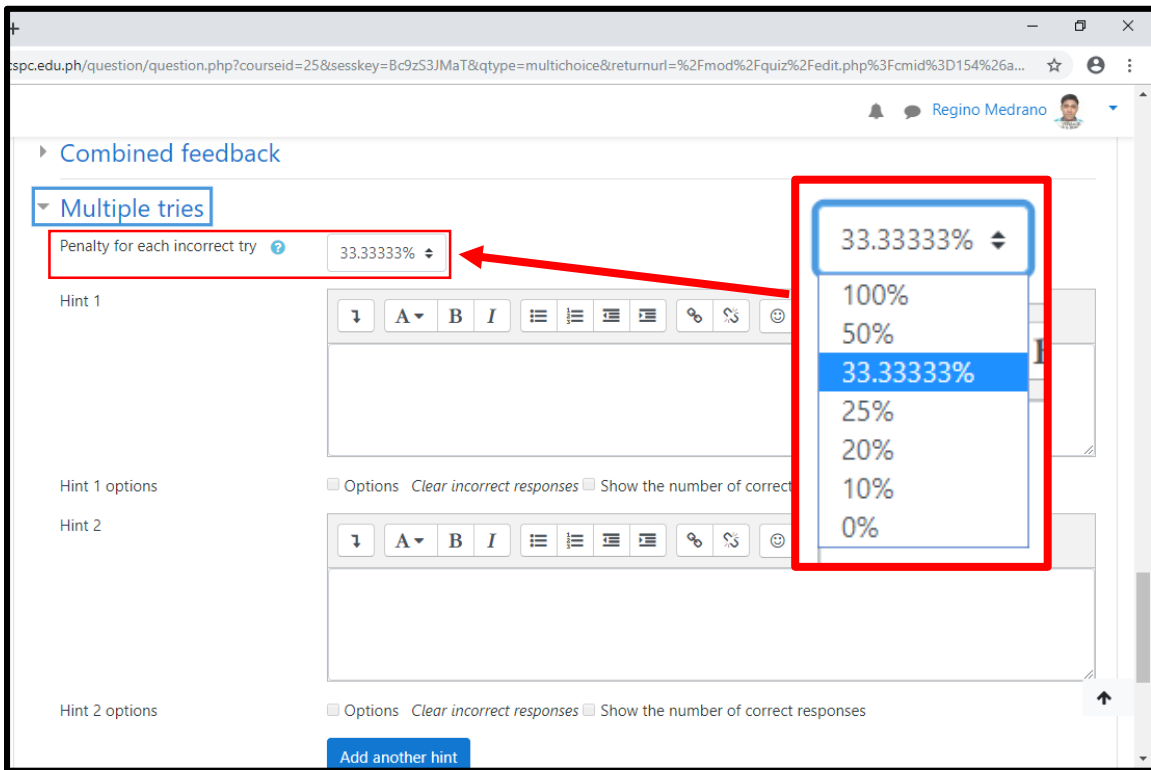
Only add 100% Grade if that choice is the only correct answer and leave the rest as None. Assign a different percentage for every choices if you have multiple answers allowed, so that it can calculate the total points for every correct answer selected. Continue adding choice by doing the same

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

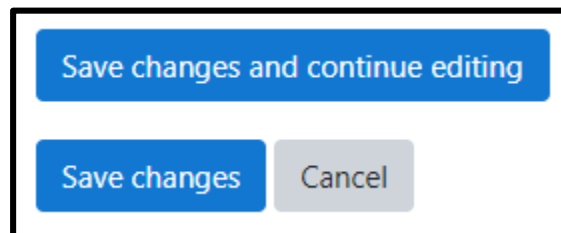


Multiple tries Setting

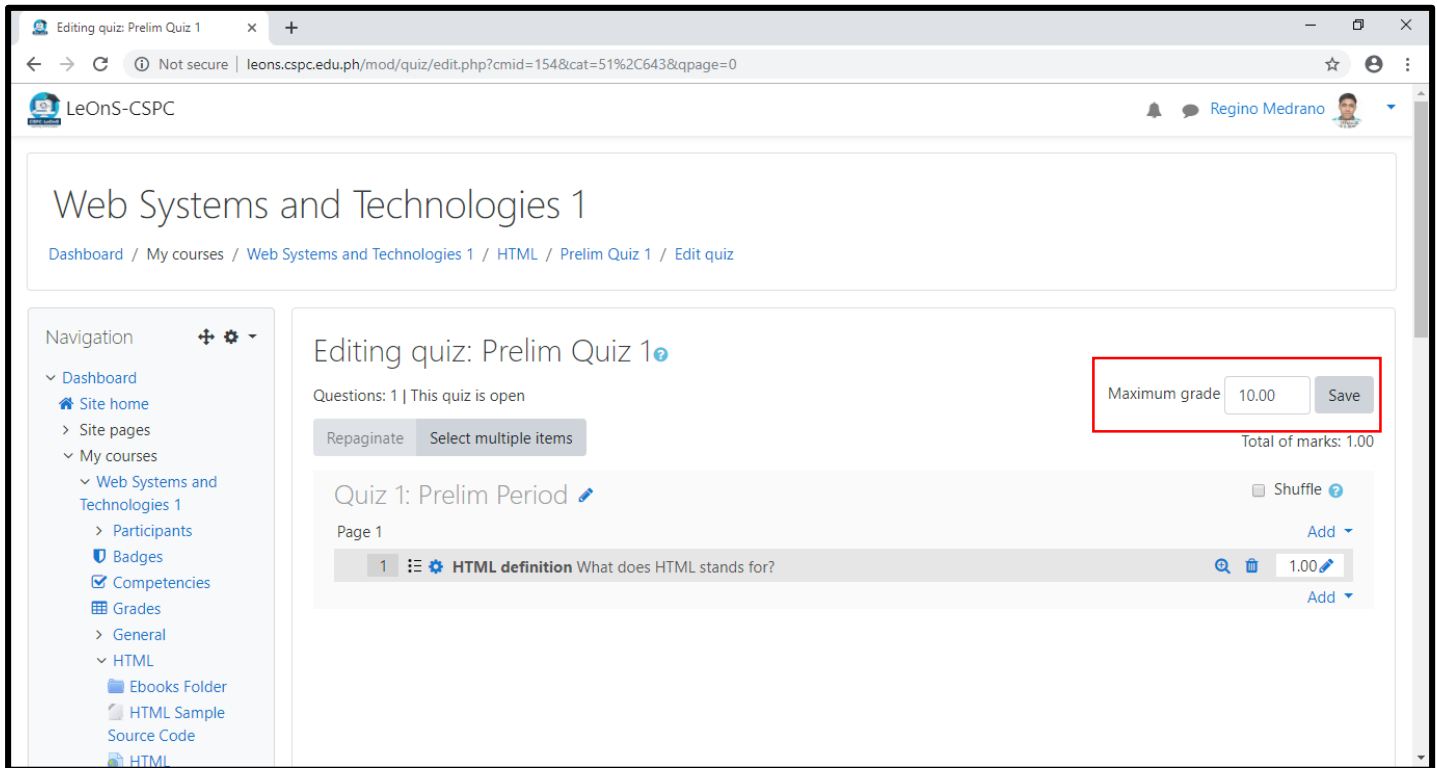
Click on the multiple tries option, it will allow to set some penalty or point reduction for every incorrect attempt and choose percentage in the option. Also you can add Hints. Do not add hint that shows the correct answer!



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



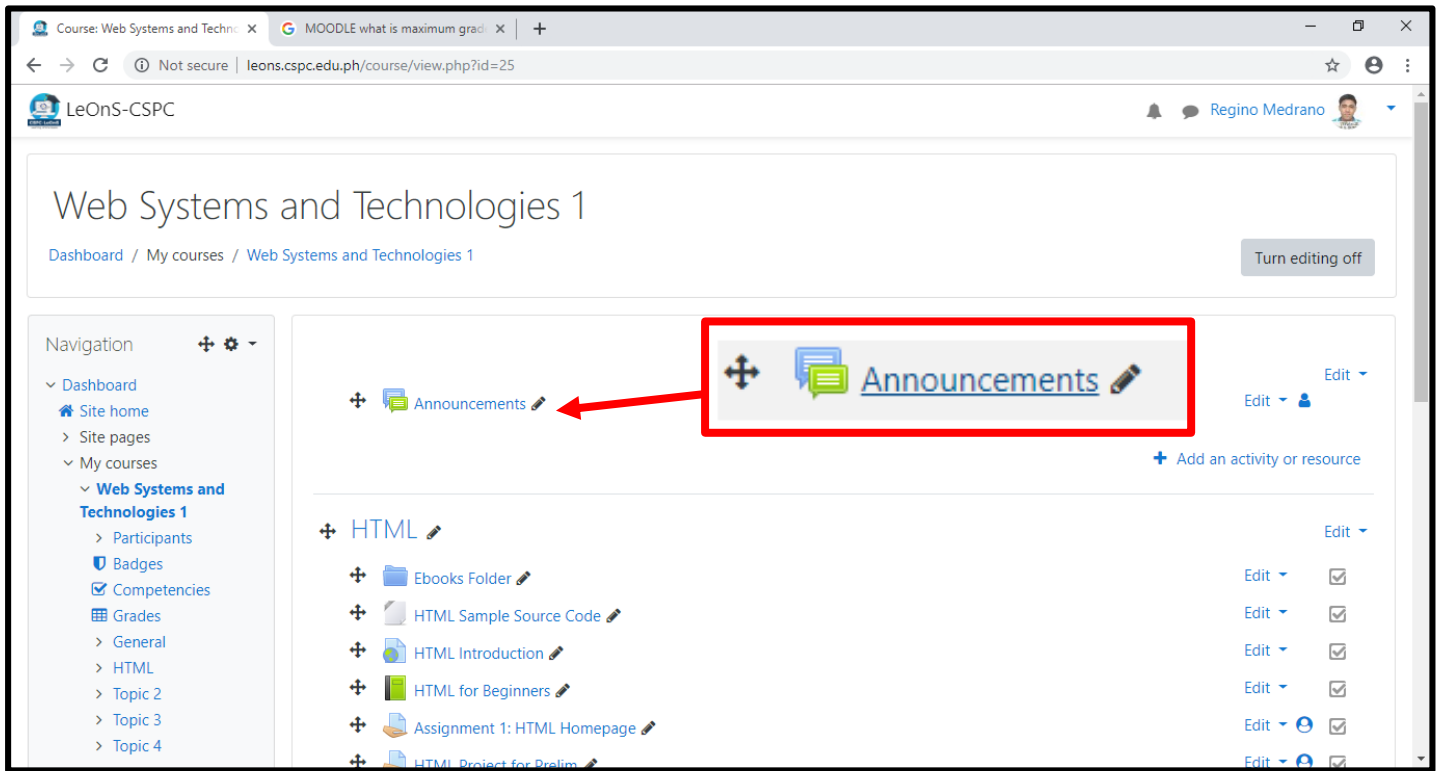
***ADDING MULTIPLE TYPES OF QUESTIONS MAY RESULT IN SHUFFLING AND MERGING DIFFERENT TYPE OF QUESTIONS PER PAGE**

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

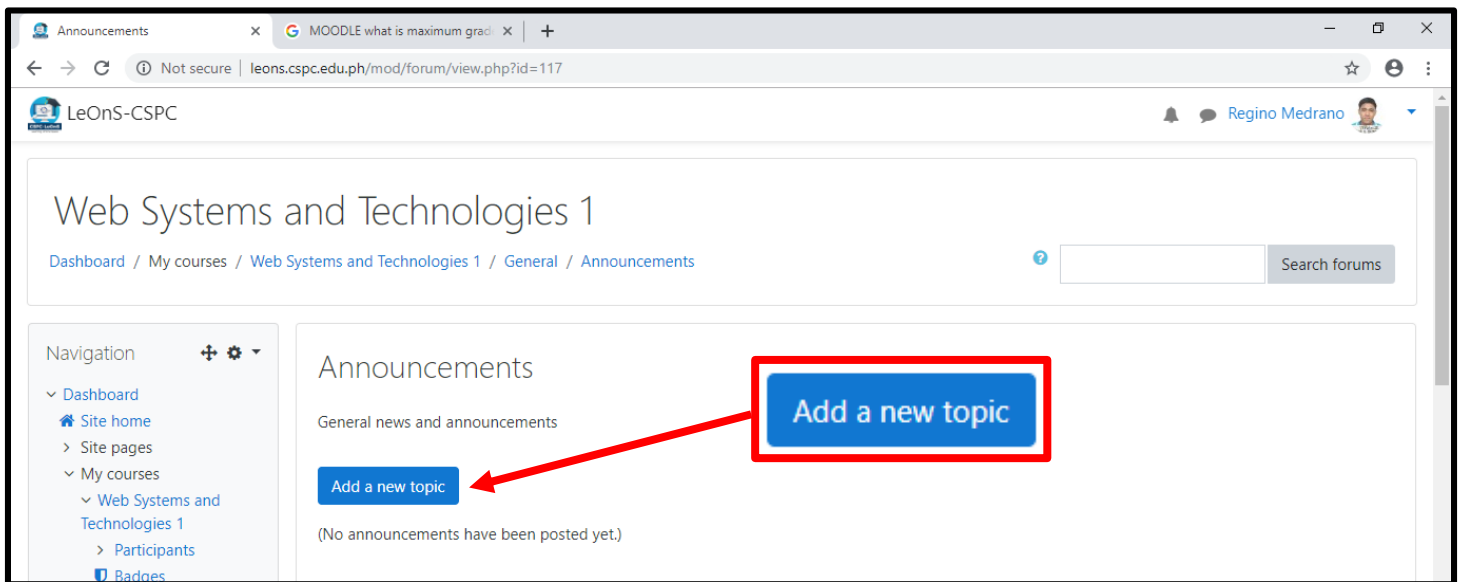


Creating course announcements

1. Open your course, click on the “Announcements”

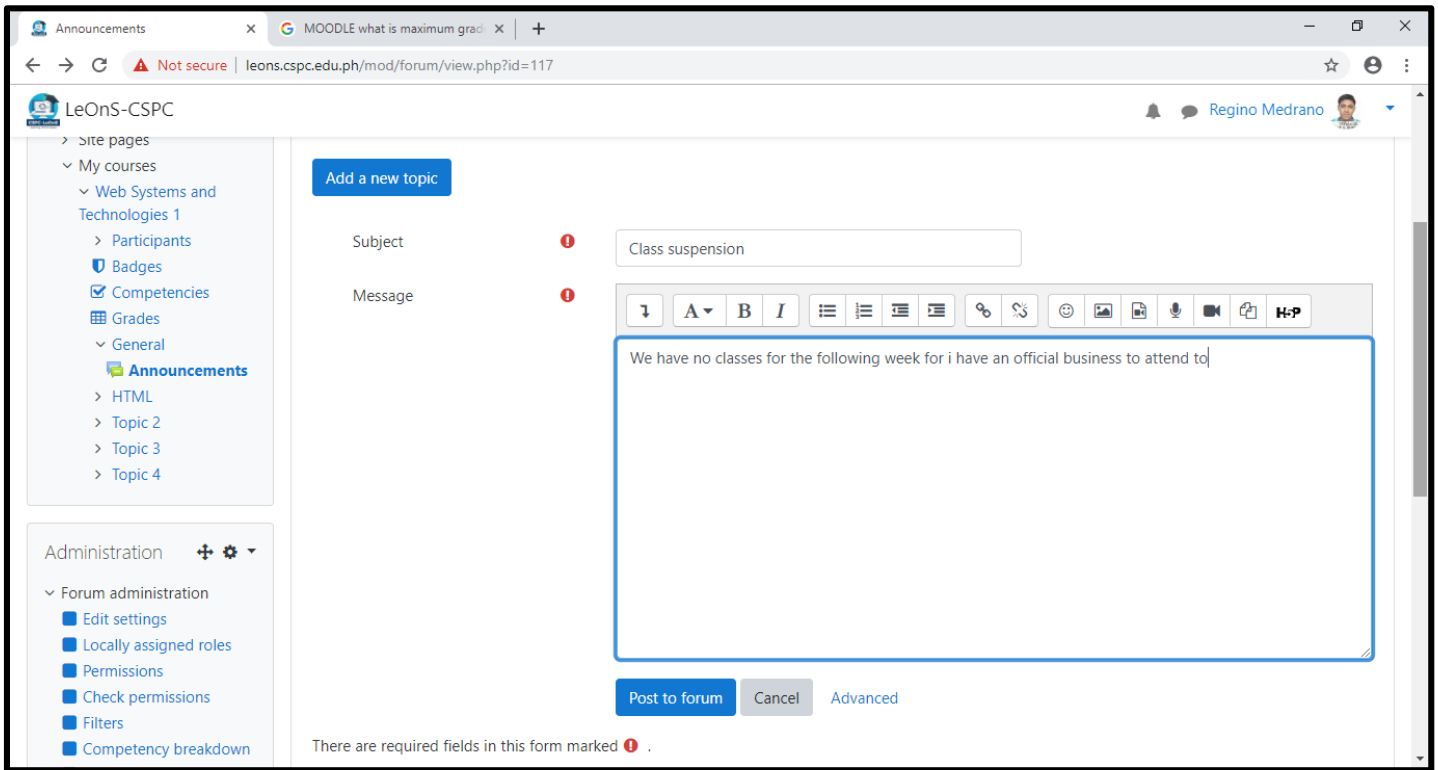


It will redirect you to your announcement page



Click the “Add a new topic”

2. Fill-out the fields for “Subject” and “Message”



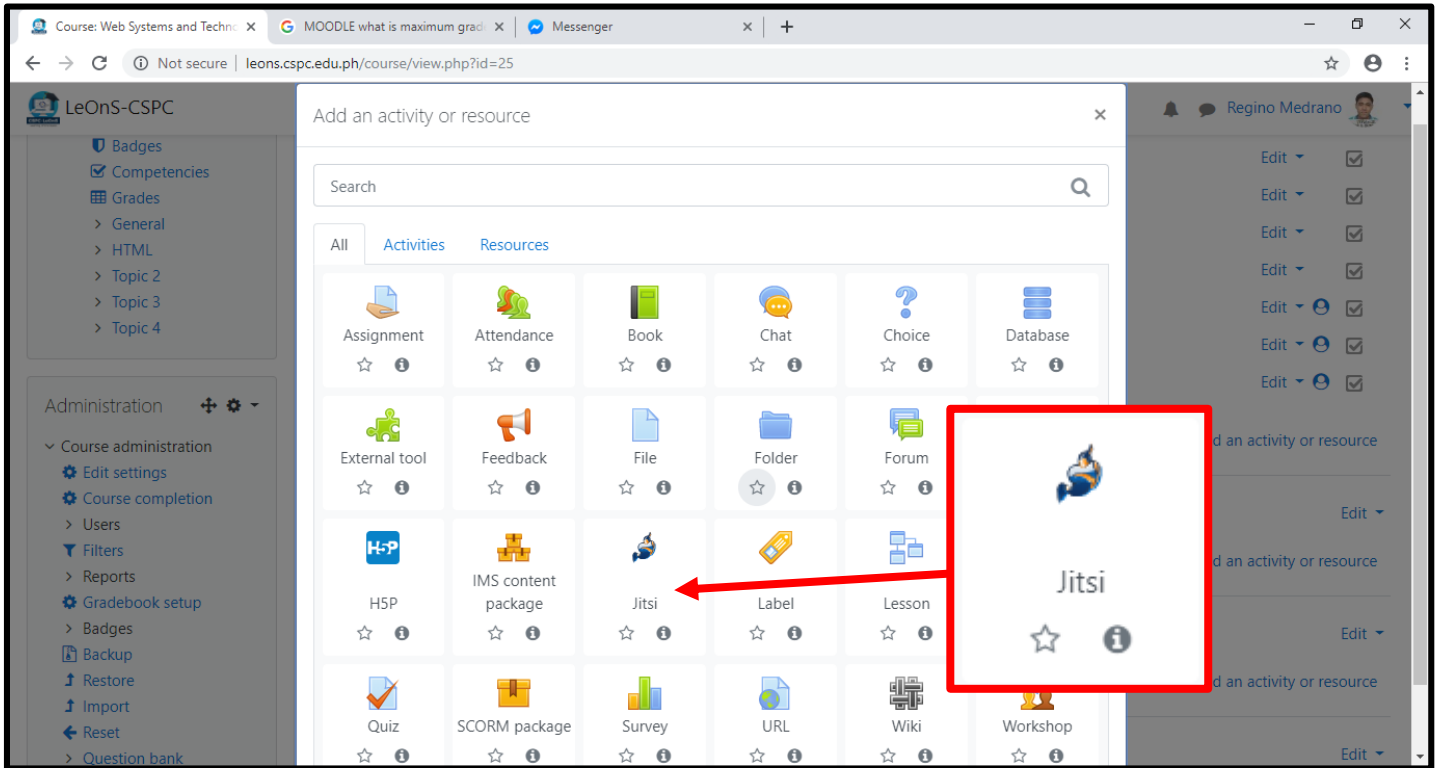
The screenshot shows a Moodle forum post creation interface. The browser address bar indicates the URL is `leons.cspc.edu.ph/mod/forum/view.php?id=117`. The page title is "LeOnS-CSPC". The user is logged in as "Regino Medrano". The interface includes a sidebar with navigation options like "My courses", "Web Systems and Technologies 1", "Participants", "Badges", "Competencies", "Grades", "General", "Announcements", "HTML", "Topic 2", "Topic 3", and "Topic 4". The main content area has a blue "Add a new topic" button. Below it, the "Subject" field contains "Class suspension" and the "Message" field contains "We have no classes for the following week for i have an official business to attend to". The message field has a rich text editor toolbar with options for bold, italic, list, link, unlink, image, video, and audio. At the bottom, there are buttons for "Post to forum", "Cancel", and "Advanced". A red error message at the bottom states "There are required fields in this form marked [red icon]".

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

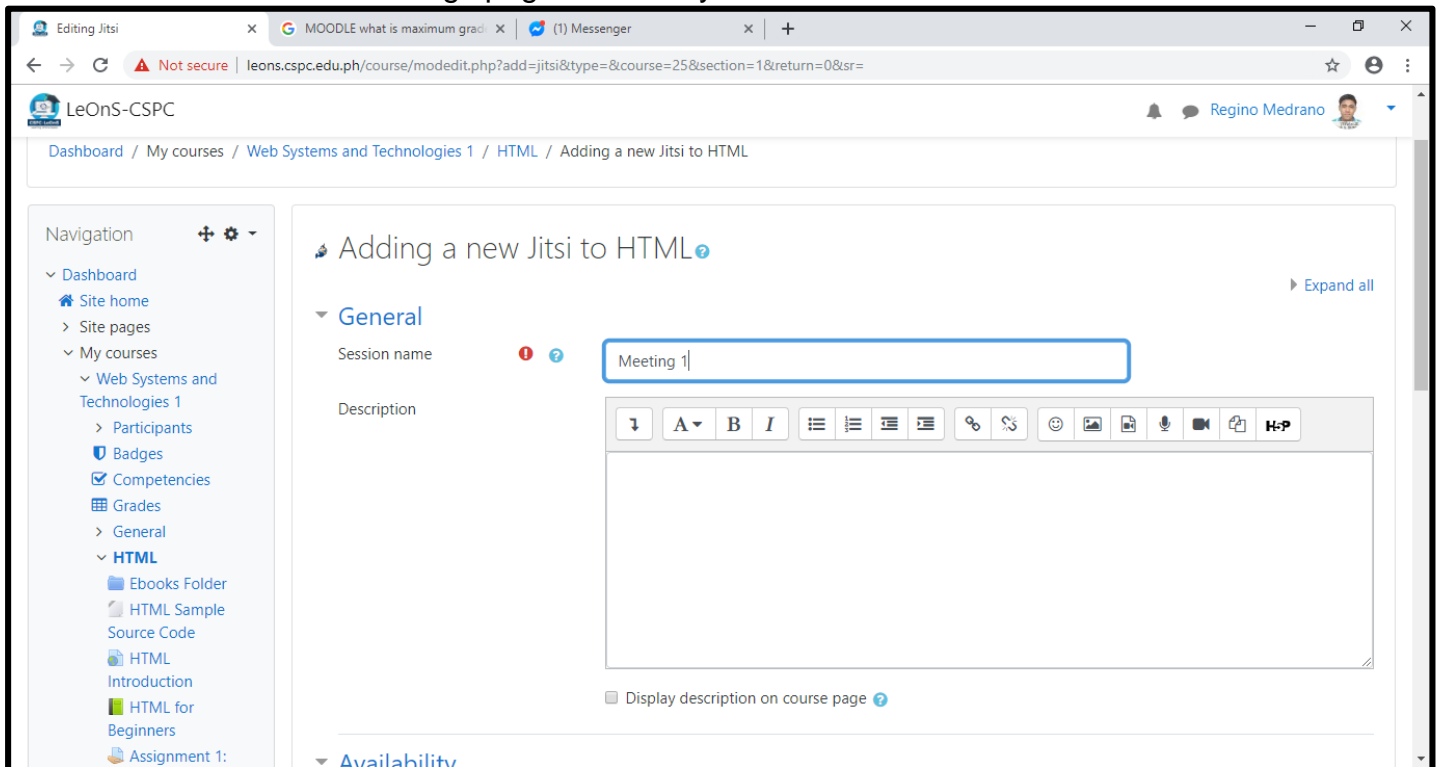
The “Site announcements” found in your site home, is used to post institutional announcements or forum for discussion that can be viewed by everyone except for the students

3. Video Conferencing

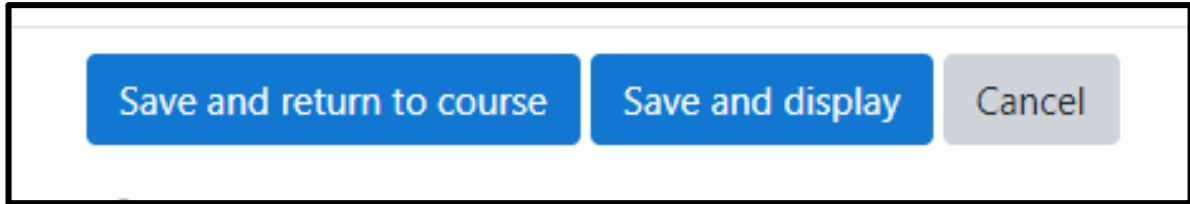
To add a virtual class activity to meet you students, add an activity called “Jitsi”



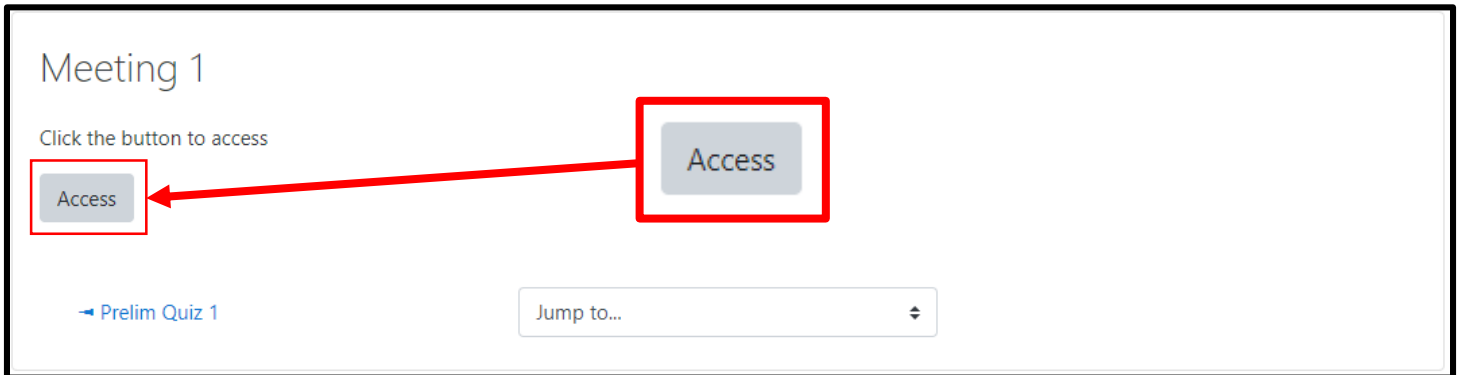
It will show the settings page to create your virtual classroom. Just add a session name



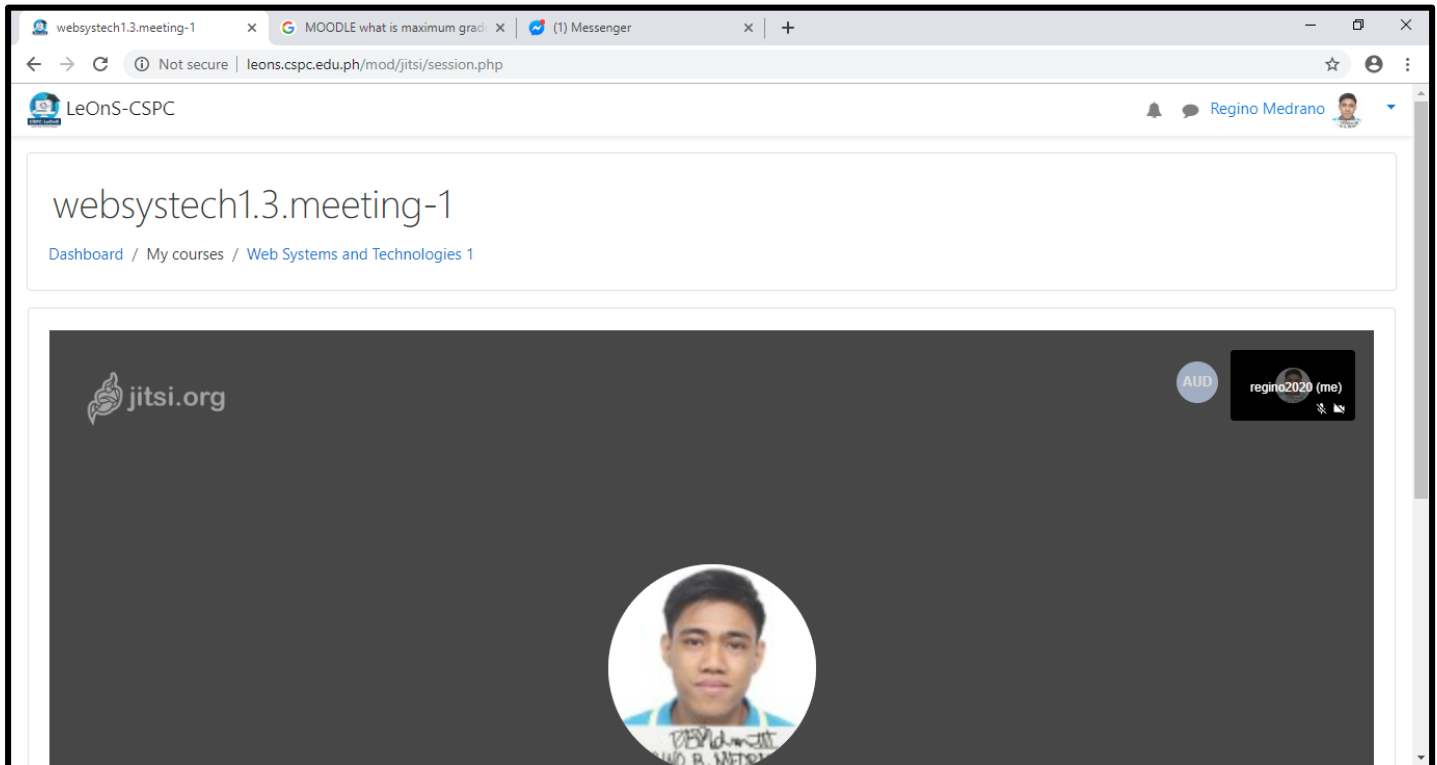
Scroll down at bottom and click the button “Save and return to course” or the button “Save and display” to immediately open the video conferencing activity



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



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

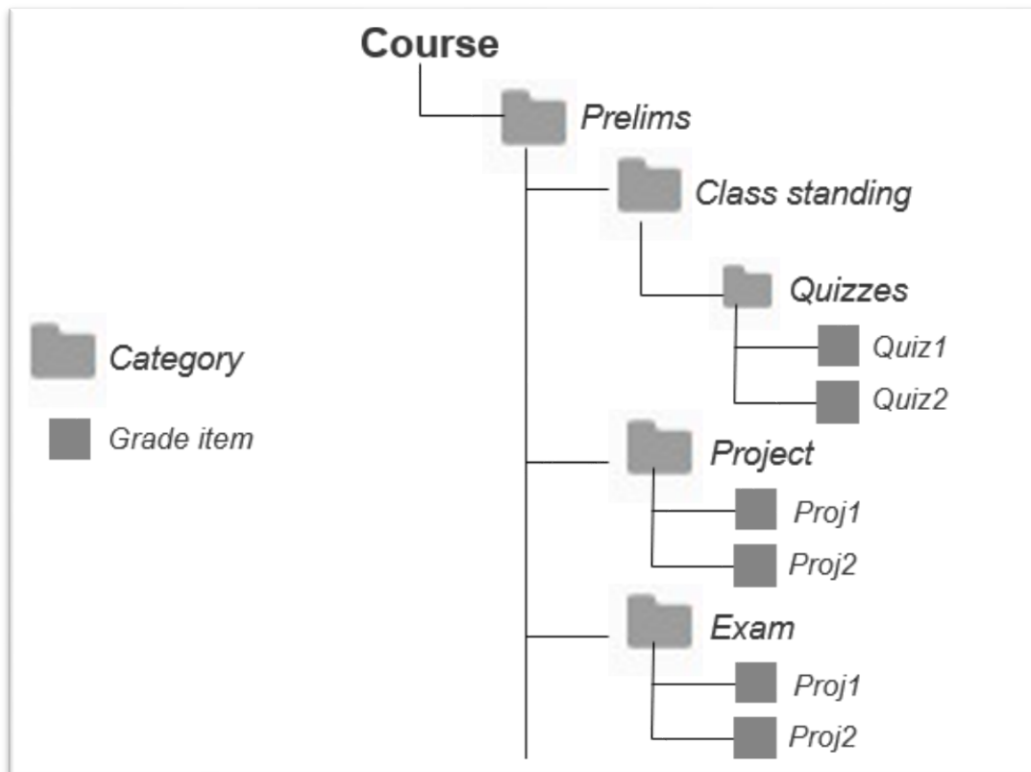
- Start with the grading system from the syllabus
- Recommended to be setup first before creating all graded activities (quiz, assignments, etc.)

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

Weighted mean of grade

1. Multiply each score by its weight.
2. Find the sum of these weighted scores.
3. Divide by the sum of weights.

An example with three assignments is shown below.

A1 $70/100 = .7$, weight 10

A2 $20/80 = .25$, weight 5

A3 $10/10 = 1$, weight 3

Category max: 100

1. A1: $.7 * 10 = 7$

A2: $.25 * 5 = 1.25$

A3: $1 * 3 = 3$

2. Sum of weighted scores: $7 + 1.25 + 3 = 11.25$

Sum of weights: $10 + 5 + 3 = 18$

3. Divide sum of weighted sum of scores by sum of weights: $11.25/18 = .625 = 62.5/100$

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.

1. A1: $70/100 = .7$, weight: $100 - 0$

A2: $20/80 = .25$, weight: $80 - 0$

A3: $10/10 = 1$, weight: $10 - 0$

Category max: 100

2. A1: $.7 * 100 = 70$

A2: $.25 * 80 = 20$

A3: $1 * 10 = 10$

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

4. Sum of maximums: $100 + 80 + 10 = 190$

5. Aggregated grade: $100/190 = 0.526 \rightarrow 52.6/100$

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:

1. A1: $70/100 = .7$, weight = $100 - 0$

A2: $20/80 = .25$, weight = $80 - 0$

A3: (extra credit) $10/10$, weight = $10 - 0$

Category max: 100

2. A1: $.7 * 100 = 70$

A2: $.25 * 80 = 20$

A3: $1 * 10 = 10$

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

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

5. Aggregated grade: $100/180 = 0.556 \rightarrow 55.6/100$

Natural

This is the only type that does not convert the grades to percentages internally. An example for assignments A1, A2, and A3 follows.

A1: 70/100

A2: 20/80

A3: 10/10

Earned: $70 + 20 + 10 = 100$

Maximum: $100 + 80 + 10 = 190$

Aggregated grade: 100/190

A1: 20/100 ("Act as extra credit" box checked in item's grade settings)

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.

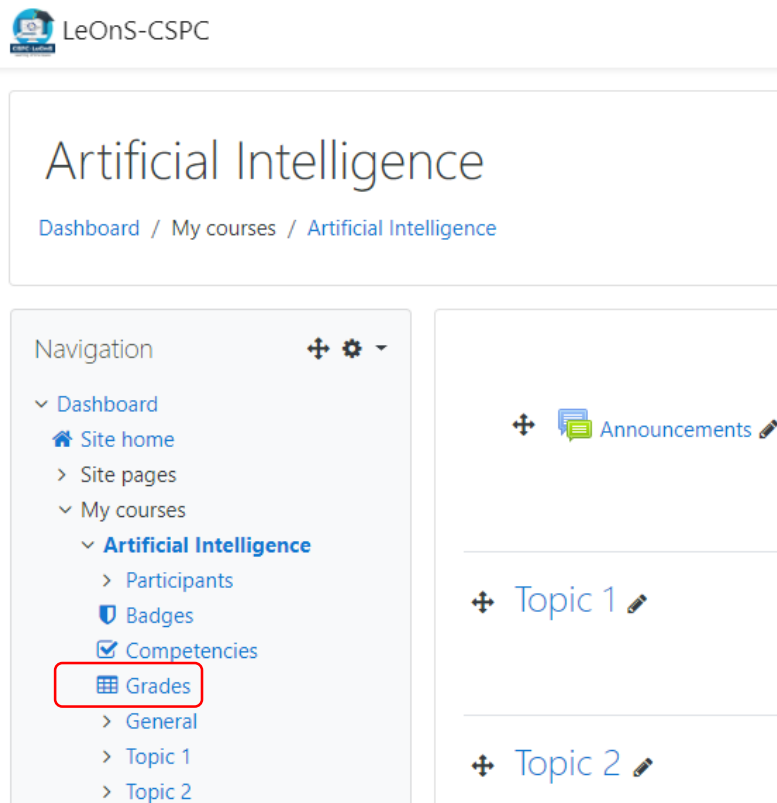
Note: Please make sure that LeOnS is in editing mode.

Preferences: Grader report

rade administration / Grader report

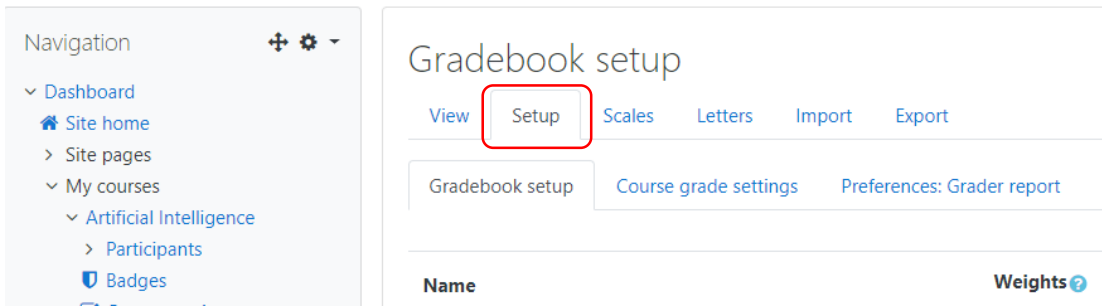
Turn editing on

1. Enter your course, then click the “Grades” menu item in your administration block.

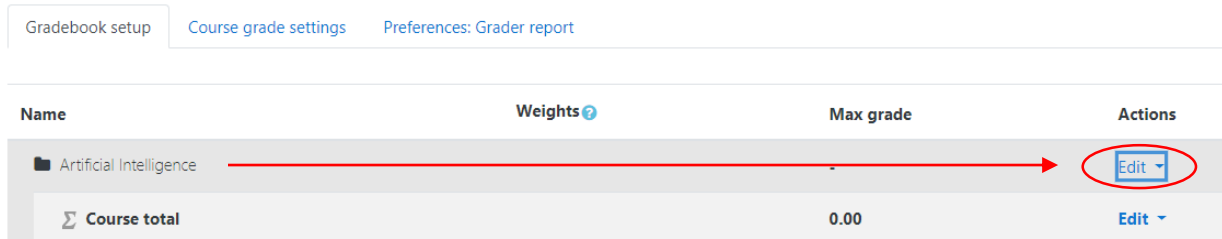


The screenshot shows the Moodle course page for 'Artificial Intelligence'. The page title is 'Artificial Intelligence' and the breadcrumb trail is 'Dashboard / My courses / Artificial Intelligence'. The navigation menu on the left is expanded to show the 'Artificial Intelligence' course options. The 'Grades' option is highlighted with a red box. The right side of the page shows the course content area with 'Announcements', 'Topic 1', and 'Topic 2' blocks.

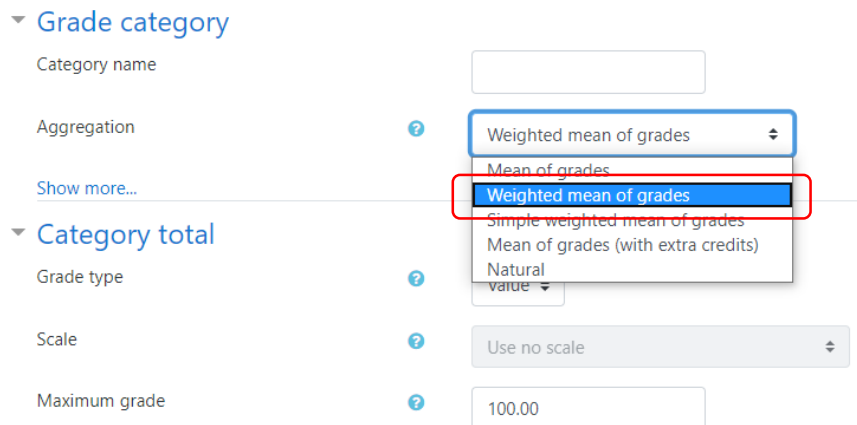
2. Across the top you will see your gradebook menu. From here you can also click to view your gradebook. For gradebook setup, be sure “Setup” is selected.



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”.



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.



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 ? Use no scale ▾

Maximum grade ? 100

Minimum grade ? 0

Grade to pass ! ? 0.00

6. Then scroll down and select the “Save changes” button.

Minimum grade ? 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 Intelligence		-
Σ Course total		0.00

Save changes

Add grade item **Add category**

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

Grade category

Category name



Quizzes

Aggregation



Mean of grades

[Show more...](#)

- 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 .

This will produce the output below.

Gradebook setup [Course grade settings](#) [Preferences: Grader report](#)

Name	Weights	Max grade	Actions
Artificial Intelligence		-	Edit
Quizzes	<input type="checkbox"/> 100.0	-	Edit
Quizzes total Mean of grades.		100.00	Edit
Course total		100.00	Edit

[Save changes](#)

- Add another category called “Forum” and also set its aggregation type to “Mean of grades”.

Grade category

Category name



Forum

Aggregation



Mean of grades

Drop the lowest



0

- 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.

▼ Parent category

Weight adjusted ?

Weight

Parent category

Artificial Intelligence ▾
 Artificial Intelligence
 Quizzes
 Save changes
 Cancel

There are required fields in this form marked ! .

Example output is shown below.

Your weights have been adjusted to total 100. ×

Name	Weights ?	Max grade	Actions	Select
Artificial Intelligence		-	Edit ▾	<input type="checkbox"/> All
↳ Quizzes	<input type="text" value="50.0"/>	-	Edit ▾	<input type="checkbox"/> Quizzes
↳ Quizzes total Mean of grades.		100.00	Edit ▾	
↳ Forum	<input type="text" value="50.0"/>	-	Edit ▾	<input type="checkbox"/> Forum
↳ Forum total Mean of grades.		100.00	Edit ▾	
Σ 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

↳ Forum

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

<input type="checkbox"/> exam1	40.0	30.00
<input type="checkbox"/> 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	<input type="checkbox"/> All	
<input checked="" type="checkbox"/> Quizzes	50.0	-	Edit	<input type="checkbox"/> Quizzes
<input checked="" type="checkbox"/> 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 Enable

Lock after 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	
<input checked="" type="checkbox"/> Quizzes	40	-	Edit
<input checked="" type="checkbox"/> Quizzes total	Mean of grades.	100.00	Edit
<input checked="" type="checkbox"/> Forum	30	-	Edit
<input checked="" type="checkbox"/> Forum total	Mean of grades.	100.00	Edit
<input checked="" type="checkbox"/> Exams	30	-	Edit
<input checked="" type="checkbox"/> 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

2. In the Item name textbox, type quiz1.

Grade item

Item name

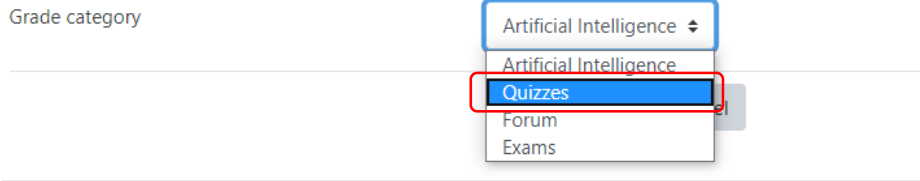
Grade type

3. Set the Minimum and Maximum grade.

Maximum grade

Minimum grade

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



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
Quizzes	40.0	-	Edit
quiz1		10.00	Edit
quiz2		40.00	Edit
Quizzes total Mean of grades.		100.00	Edit
Forum	30.0	-	Edit
forum		20.00	Edit
forum2		30.00	Edit
Forum total Mean of grades.		100.00	Edit
Exams	30.0	-	Edit
exam1	40.0	30.00	Edit
exam2	60.0	60.00	Edit
Exams total Weighted mean of grades.		100.00	Edit
Course total Weighted mean of grades.		100.00	Edit

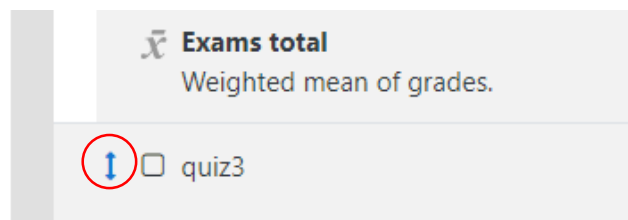
Changing the Placement of the Gradebook Items

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.

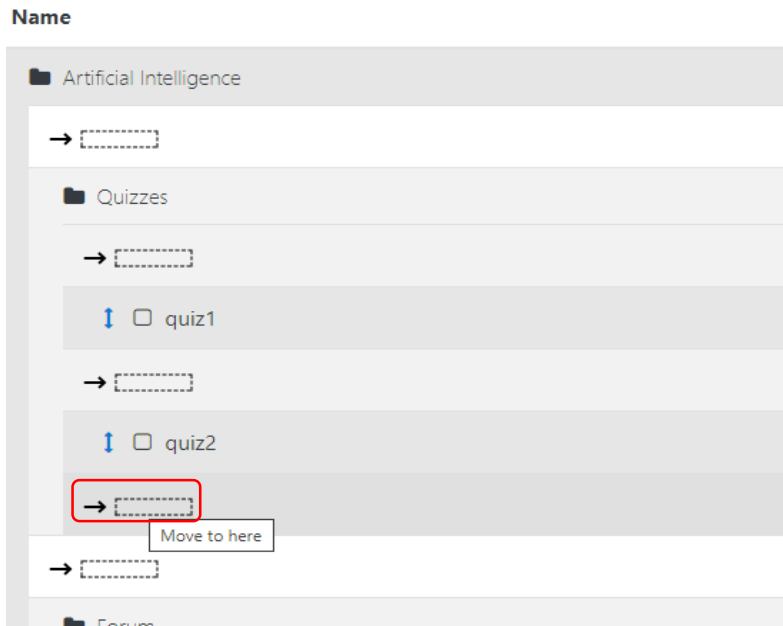
In the figure below, we can see that “quiz3” is incorrectly placed inside Artificial Intelligence instead of being inside the Quizzes category.

Artificial Intelligence			
↑	Quizzes	40.0	-
↑	quiz1		10.00
↑	quiz2		40.00
	Quizzes total		100.00
	Mean of grades.		
↑	Forum	30.0	-
↑	forum		20.00
↑	forum2		30.00
	Forum total		100.00
	Mean of grades.		
↑	Exams	30.0	-
↑	exam1	40.0	30.00
↑	exam2	60.0	60.00
	Exams total		100.00
	Weighted mean of grades.		
↑	quiz3	0.0	10.00

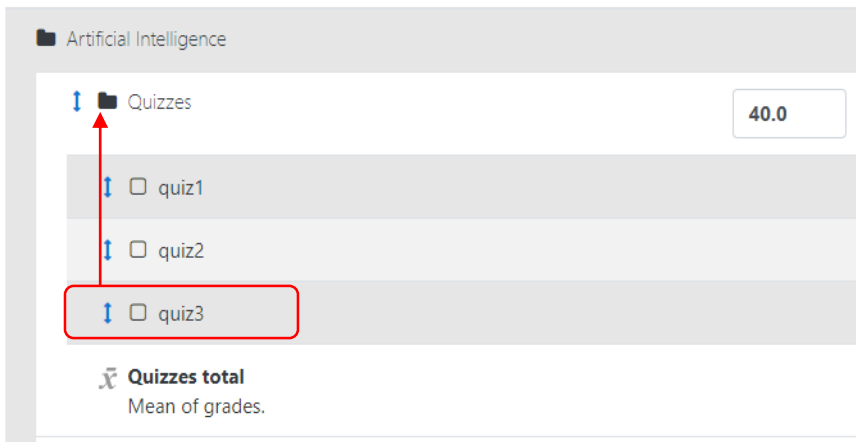
1. To move “quiz3” to Quizzes category, click the Move button.



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



This will move “quiz3” inside the Quizzes category.



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 Intelligence

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

Students			Artificial Intelligence				
First name / Surname	Email address		Quizzes			Forum	
Daniel Craig Benitez	cherrybenitez2017@gmail.com	Controls	quiz1	quiz2	quiz3	Quizzes total	forum
Neil Philip Benitez	ianbenitez2016@gmail.com					100.00	
Amiel Joshua Ignao	ianbenitez2015@gmail.com						
Overall average			10.00	40.00	-	100.00	20.00

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 Intelligence										
Quizzes			Forum			Exams			Course total	
quiz1	quiz2	quiz3	Quizzes total	forum	forum2	Forum total	exam1	exam2	Exams total	Course total
			100.00			100.00			100.00	100.00
10.00	40.00	-	100.00	20.00	30.00	100.00	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	Quizzes total	forum	forum2	Forum total	exam1	exam2	Exams total	Course total
Controls												
Daniel Craig Benitez	benitez2017@gmail.com	<input type="text"/>	<input type="text"/>	<input type="text"/>	100.00	<input type="text"/>	<input type="text"/>	100.00	<input type="text"/>	<input type="text"/>	100.00	100.00
Neil Philip Benitez	nitez2016@gmail.com	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Amiel Joshua Ignacio	nitez2015@gmail.com	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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.

Grade user or grade item

View Setup Scales Letters Import Export

Grader report Grade history Outcomes report Overview report **Single view** User report

Items per page 20

Select grade item...

- Select grade item...
- quiz1
- quiz2
- quiz3
- Category total
- forum
- forum2
- Category total
- exam1
- exam2
- Category total
- [Deletion in progress] Comparison of AI Technology
- Category total
- Course total

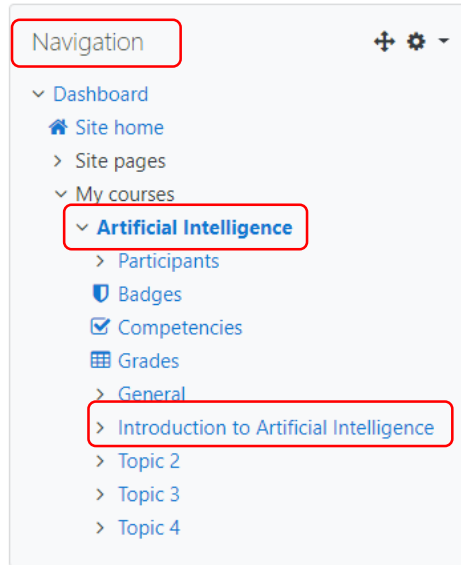
Grading Online Activities

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.

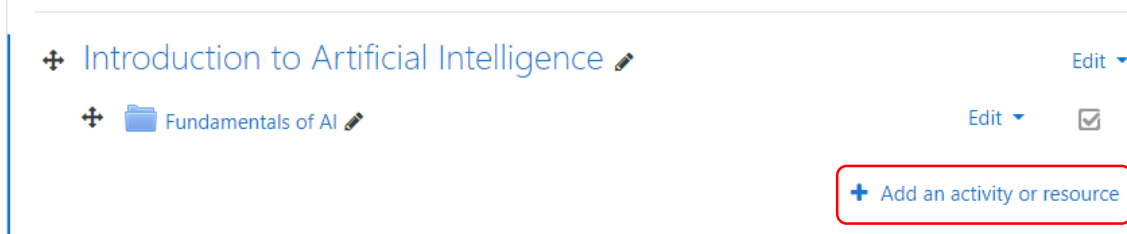
Activity name	Type of activity	Category for recording of grades	Method of Grading	Grade Range
Comparing AI algorithms	Assignment	Quizzes	Direct	0-50
Discussion of various GA selection methods	Forum	Forum	Direct	0-100

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.

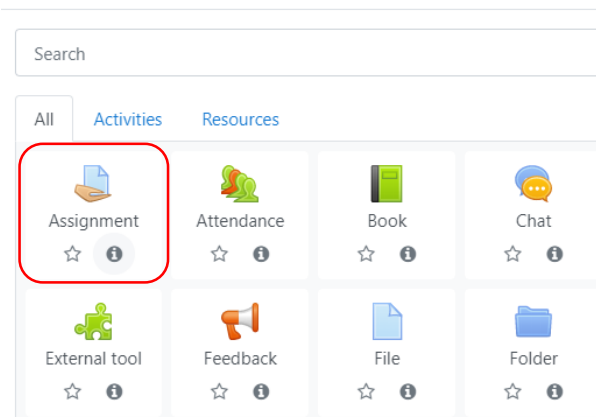


2. Click a topic. In this example the topic is “Introduction to Artificial Intelligence”.
3. Click Add an activity or resource.



4. Click Assignment.

Add an activity or resource



5. Type the assignment name.

Adding a new Assignment to Introduction to Artificial Intelligence?

General

Assignment name

Comparing AI algorithms

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

Submission types

Submission types

Online text? File submissions?

Word limit

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

50

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 category



Quizzes

- Uncategorised
- Exams
- Excluded Grades
- Forum
- Quizzes

Grade to pass



Blind marking

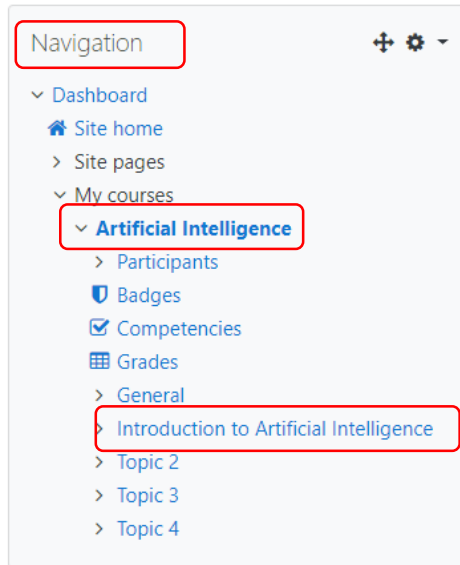


9. Scroll down and click Save and Display button.

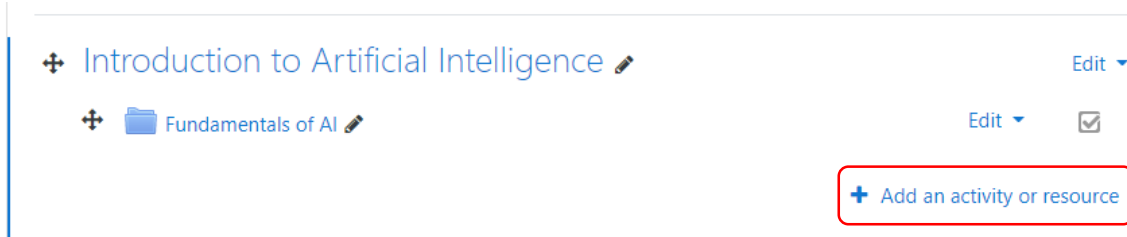
Save and return to course Save and display Cancel

Creating Forum Activity

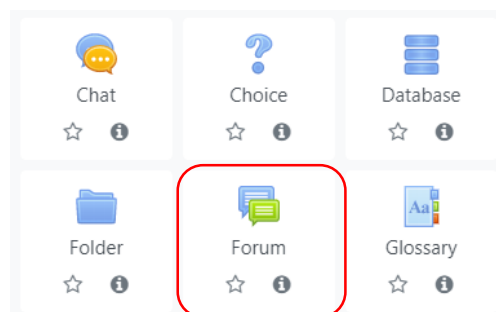
1. Click on the course under “My courses” from the Navigation block. Your course might be different from the course shown in picture below.



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



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 forum grading

Grade

Type

- None
- None Scale
- Point

Type Point

Maximum grade

100

8. In the Grade category, choose Forum.

Grading method Simple direct grading

Grade category Forum

Grade to pass

Default setting for "Notify students" No

9. Scroll down and click Save and Display button.

10. Click Add a new discussion topic

Discussion of various GA

Add a new discussion topic

Grade users

11. Type the Subject and Message to the students.

Subject

GA Selection techniques

Message

Rich text editor toolbar with icons for undo, bold, italic, bulleted list, numbered list, link, unlink, smiley, image, document, microphone, video, insert link, and help.

12. Click Post to forum.

Post to forum

Cancel

Advanced

13. Scroll down and click Save and 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.

Activity	Weight	Grade
Quizzes	40.0	-
quiz1	10.00	
quiz2	40.00	
quiz3	10.00	
Comparing AI algorithms	50.00	
Quizzes total Mean of grades.	100.00	
Forum	30.0	-
forum	20.00	
forum2	30.00	
Whole forum grade for Discussion of various GA	100.00	
Forum total Mean of grades.	100.00	

Grading

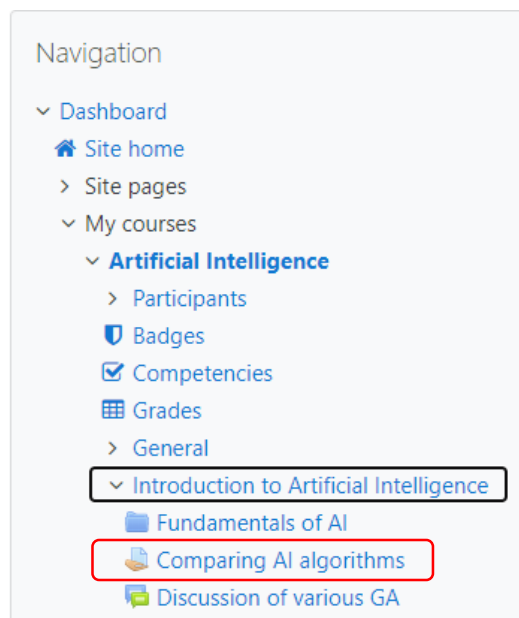
There are two ways to enter grades to online activities:

- 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.

3. Click the Grade button.

Amiel Joshua Ignao
ianbenitez2015@gmail.com
Due date: 5 July 2020, 12:00 AM

Submission
Submitted for grading
Not graded
6 days 8 hours remaining
Student can edit this submission

+
Hi hello i will compare AI algos: greedy and GA

▶ Comments (0)

Grade
Grade out of 50

Current grade in gradebook

Feedback comments

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".

- Introduction to Artificial Intelligence
 - Fundamentals of AI
 - Comparing AI algorithms
 - Discussion of various GA**

2. Click “GA Selection Techniques” to view students’ submissions.

Discussion of various GA

Add a new discussion topic

Grade users

Discussion

Started by

Last post ↓

Replies

Subscribe

☆ GA Selection techniques



Ian Benitez
28 Jun 2020



Amiel Joshua Ignacio
28 Jun 2020

1



Discussion of various GA

GA Selection techniques

Display replies in nested form

Move this discussion to ...

Move



GA Selection techniques

by Ian Benitez - Sunday, 28 June 2020, 2:22 PM

GA selection techniques utilize various strategies. ... When the population is more than 5000, does it affect the selection process?



Re: GA Selection techniques

by Amiel Joshua Ignacio - Sunday, 28 June 2020, 3:23 PM

Sir I think no, I think it depends on the encoding applied.

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

Discussion of various GA

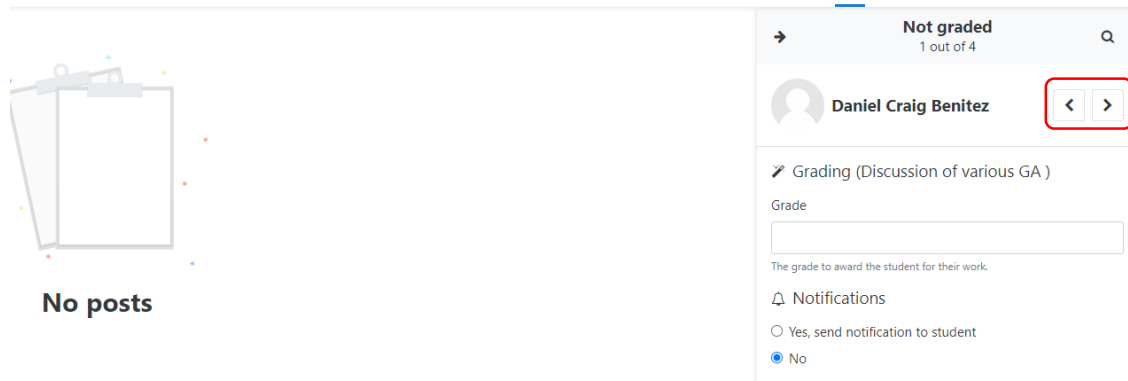
Add a new discussion topic

Grade users

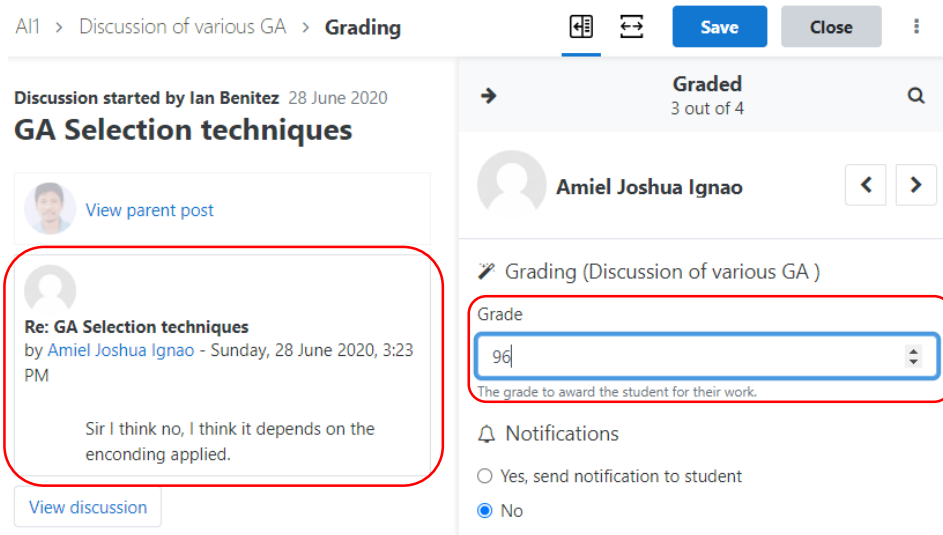
Discussion

☆ GA Selection techniques

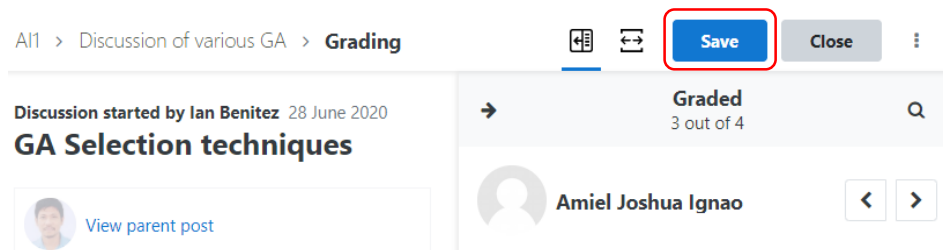
4. Look for students who joined the discussion.



5. Grade the student.



6. Click Save.



Grading via Gradebook

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

Grader report

View Setup Scales Letters Import Export

Grader report Grade history Outcomes report Overview report Single 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 view 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.

First name / Surname	quiz1	quiz2	quiz3	Comparing AI algorithms	Quizzes total	forum	forum2	Whole forum grade for Dis...	Forum total
Controls									
Daniel Craig Benitez	10.00	40.00	10.00		100.00	20.00	30.00		10
Neil Philip Benitez									
Amiel Joshua Ignao				45.00	90.00			96.00	9
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 AI algorithms	Quizzes total	forum	forum2	
	100.00	20.00	30.00	
45.00	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 AI algorithms

Overridden

Final grade:

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

Category total

Parent category: Artificial Intelligence

Weight: 0

Weight adjusted:

Save changes

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

Aggregation

Drop the lowest

Show less...

Category total

Grade type

Scale

Maximum grade

Minimum grade

Hidden

Locked

Show more...

Parent category

Weight adjusted

Weight

Parent category

The Gradebook should have the following additional categories:

Set a weight value of 0.0 so it won't contribute to the over-all grade

Sample Activities Base 50	<input type="text" value="0.0"/>	-	Edit
Act1		-	Edit
Act1 total Mean of grades.		100.00	Edit
Act2		-	Edit
Act2 total Mean of grades.		100.00	Edit
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

Grade type

Scale

Maximum grade

Minimum grade

Hidden

Locked

[Show more...](#)

▼ **Parent category**

Item weight

Grade category

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

Grade type

Scale

Maximum grade

Minimum grade

Hidden

Locked

[Show more...](#)

▼ **Parent category**

Item weight

Grade category

The Gradebook now should contain this:

Sample Activities Base 50	0.0	-
Act1		-
Activity1		20.00
Act1 total Mean of grades.		100.00
Act2		-
Activity2		10.00
Act2 total Mean of grades.		100.00
Sample Activities Base 50 total Mean of grades.		100.00

5. Click Edit on Act1 total.

Act1	-	Edit
Activity1	20.00	Edit
Act1 total Mean of grades.	100.00	Edit

6. Click Edit Calculation.

Act1	-	Edit
Activity1	20.00	Edit
Act1 total Mean of grades.	100.00	Edit
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
 - Category total
 - Act1
 - Category total**
 - Activity1 **A1**
 - Act2
 - Category total
 - Activity2
- Excluded Grades
 - Category total
 - [Deletion in progress] Comparison of AI Technology

Add ID numbers

- Act1
 - \bar{x} Category total
 - Activity1: [[A1]]

8. In the Calculation textbox, type the formula using this:
 $=[[A1]]/ < \text{Total no. of items} > * 50 + 50$ 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

$=[[A1]]/20*50+50$

Save changes Cancel

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

Act2	-	Edit
Activity2	10.00	Edit
\bar{x} Act2 total	100.00	Edit
<small>Mean of grades.</small>		

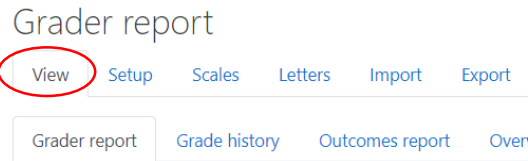
Set ID number of Activity2 to A2.

- o Sample Activities Base 50
 - Category total
 - Act1
 - Category total
 - Activity1: [[A1]]
 - Act2
 - \bar{x} Category total
 - Activity2: [[A2]]

Total No. of Items = Maximum Grade = 10
 Formula: $=[[A2]]/10 * 50 + 50$

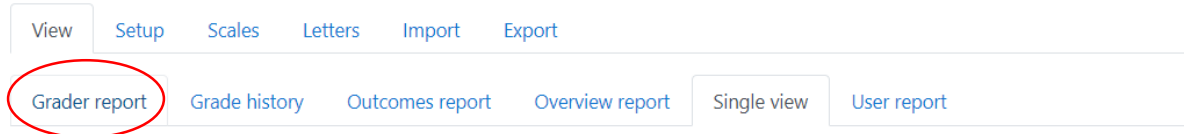
Entering Grades

1. In the Gradebook, click View.



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

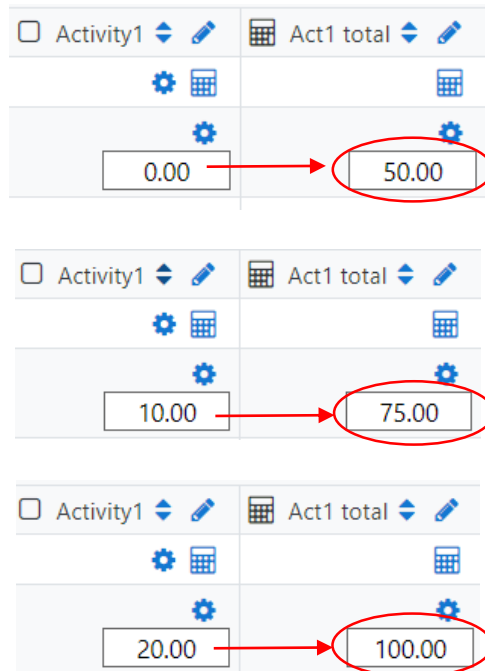
Grade user or grade item



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.