Math 221 Moodle Instructor Guide

Math 221 has been using Moodle for quite some time. Ed Hanson went through and added a question bank of useful problems for this course, and over time there have been several course resources built using this. As the instructor, you can choose to use the resources already available or build your own resources.

Orientation:

Moodle can be found at https://ay14-15.moodle.wisc.edu/

Click the Login link in the upper right hand corner. Login with your netid.

- The welcome page shows your courses from the current semester.
- If you are not using Moodle for the current semester, you will need to click the All Courses link to see a different semester.
- Navigate to College of L&S, Mathematics, and choose the correct semester.

Activating your Course

If your class exists, you'll see it here. It will automatically be greyed out because it will not be available to students if it is not the current semester. You can work within the structure to make it ready for students and only activate it (or have Sara activate it for you) after you are done.

If you don't see your course, contact Sara Nagreen to get it placed.

To activate, make sure you've turned editing on, then click Edit Course from the Settings menu (often on the left side). One of the options here is Availability. This is where you can make this available to students or not.

Turn editing on

Once you are in your course, you'll be ready to make some changes. Click the Turn editing on button on, by clicking it in the upper right hand corner. If you don't do this, the rest of these instructions won't make much sense.

You'll see several things change on your page. Many more icons appear.

Up Front Stuff

- News Forum: This is where you can create announcements that every student will see as soon as they log in. Things like upcoming exams, or tutorial help or study sessions might be useful announcements. We might want to post information about course packet sales here too.
- Syllabus: This is where we can either post the link to the syllabus or post the actual syllabus.
- Web Page: This is where we can post a link to the course web page maintained (if necessary) by the instructor.

The syllabus and/or web page that we'll want to link here is something the instructor should develop over the summer and have ready for the fall.

How things are organized in Moodle:

There are several ways that Moodle can be organized. By default, a week by week schedule is set, but you can organize by topic too. It's sort of a mini syllabus, giving the students an idea of what each week can bring.

You can choose to allow the students to see the entire semester of work or only allow them to see the present and previous weeks.

Each week has some sort of activity. Often these are quizzes.

The instructor must make some determination about how they'd like to have the quizzes evaluated by the system. There are options to allow unlimited attempts, a limited number of attempts or only one attempt. There are also options to allow the highest grade of all attempts, or an average of all attempts.

The instructor should decide before the semester how many attempts each quiz will have and how they will be graded. This needs to be hand coded into each quiz.

How to edit the options for a quiz:

- Click the grey gear icon next to the quiz name.
- Go through the menu options and choose them according to your preferences:
  - Dates of quiz assignment
  - What to do if someone submits a quiz late
  - Number of attempts
  - How any number of attempts should be graded
  - Question order
  - Answer order
  - How the questions will be displayed: all on one page or multiple pages.
Feedback options.

- Click Save at the bottom of the page when you are finished.

This will simply edit choices that an instructor must make about the quiz.

To see the Quiz itself:

- Click on the link title of the quiz.
- This will allow you to preview the quiz and take it. As the instructor, you should be able to preview the quiz at any time.
- I've changed the "Orientation to Moodle" quiz to have unlimited attempts and the highest grade so we can go in and take it multiple times.

To edit the Quiz:

- Click on the link title of the quiz.
- This will allow you an option to preview the quiz, but instead to into your settings menu. Click Edit Quiz.

Now you should be able to see the questions that have been set up for this quiz.

These questions are part of the Question Library. The Question Library is available on the right. You can choose other questions to add to this quiz and add them here.

The questions have been organized according to the sections in the course packet, so choosing the appropriate question will need to be guided by the sections being taught that week.

How to create you OWN questions for the question bank

There's also a method to create a new question to be included in the question library. These questions can be written in LaTeX. There's also a LaTeX tool for writing equations in the interface, but it has been recently been introduced and bears testing.

- In the Edit Quiz Area
- You can see the question bank to your right
- Click Create a New Question
- Choose what type of question you'd like. (multiple choice, calculated, etc.)
- Name your question something appropriate and make sure to put in some indication of what section of the course packet it applies to.
- Fill in the appropriate areas. You can see the orange square root icon that can allow you help in creating equations in case you can't type in LaTeX at that moment.
- Fill in the appropriate options.

Click Save.

To create your own new quiz:

From the front page of the course, click

- Add an Activity, and
- Choose Quiz.
- Click Save.
- Change the visibility to "this is not available to students" until you are ready to make it available to students (see editing quiz options above)
- Click on the Link and follow the Edit the Quiz instructions above.

Questions?

Contact Sara Nagreen and she'll help!

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