

Spring 2023 Moodle 4.0 Update Help Guide

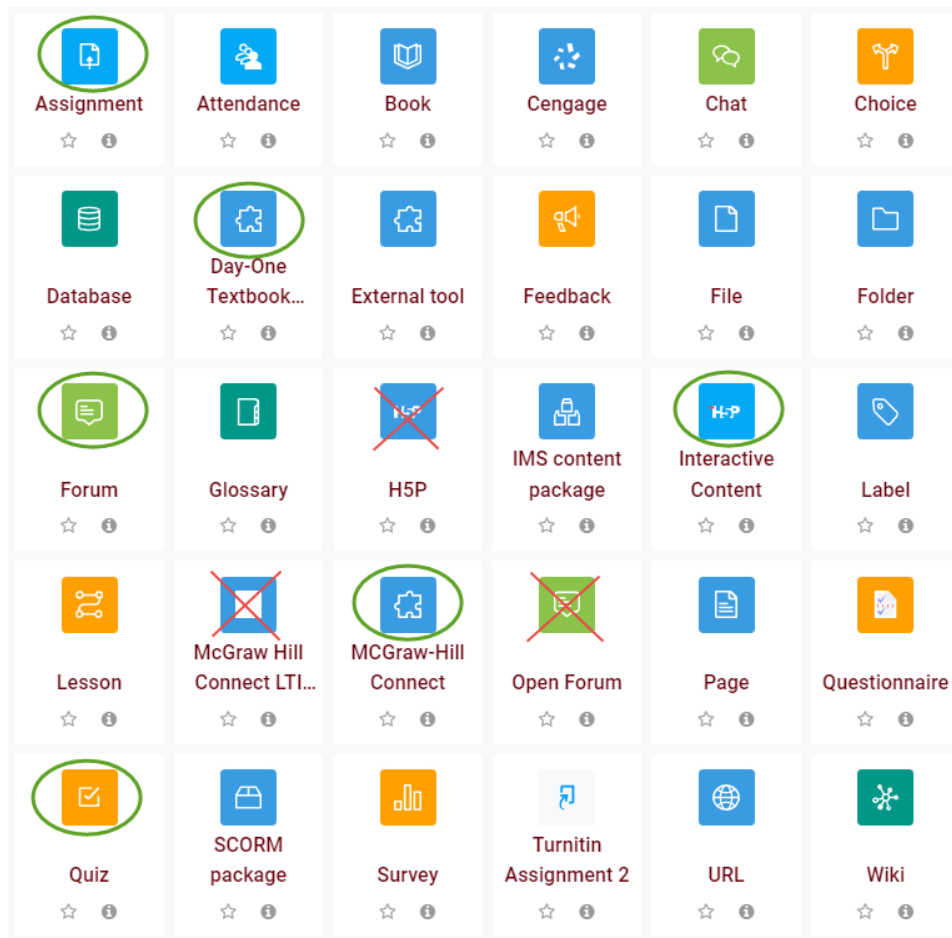
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Activities and Resources

Activity and Resources Change to Layout







With this release, Moodle introduced a new set of activity and resource icons with a new color scheme.



For a demonstration of this section of the help guide, watch this video on [Activities & Assignment Icons](#).

H5P Setup Icon Change

The look of the **H5P** icon has changed.

Old Icon Look	New Icon Look
 Interactive Content  	 Interactive Content  

For a demonstration of this section of the help guide, watch this video on [Activities & Assignment Icons](#).

Activity Completion

The **Passing Grade** completion condition has been added to all gradable activities. This condition was previously only available on quiz activities.

Require passing grade

If a grade to pass is set for a quiz or assignment, it will be marked complete once the student obtains this grade. If a certain number of attempts are allowed, the quiz or assignment may be marked complete once the student has completed all attempts (even if, for example, they did not achieve a passing grade.).

Set your passing grade requirement by entering a passing grade in the **Grade** tab.

Grade

Type

Maximum grade

Grading method

Grade category

Grade to pass

Open the **Activity Completion** tab. Click on the **Completion tracking** dropdown menu. Choose **Show activities are complete when conditions are met**.


▼ Activity completion

Completion tracking ?

Students can manually ma ▼

Expect completed on ?

16 ▼ December ▼ 2022 ▼ 12 ▼

41 ▼  **Enable**

▼ Activity completion


Completion tracking ?

Students can manually ma ▼

Do not indicate activity completion ?

Students can manually mark the activity as completed ▼

Show activity as complete when conditions are met

41 ▼  **Enable**

Check the box for **Student must receive a grade to complete this activity**. Once that box is checked, you will have access to check the box for **Student must receive a passing grade to complete this activity**.

▼ Activity completion

Completion tracking ?

Show activity as complete:

Require view

Student must view this activity to complete it

Require grade

Student must receive a grade to complete this activity ?

Student must receive a passing grade to complete this activity ?

Student must make a submission

Expect completed on ?

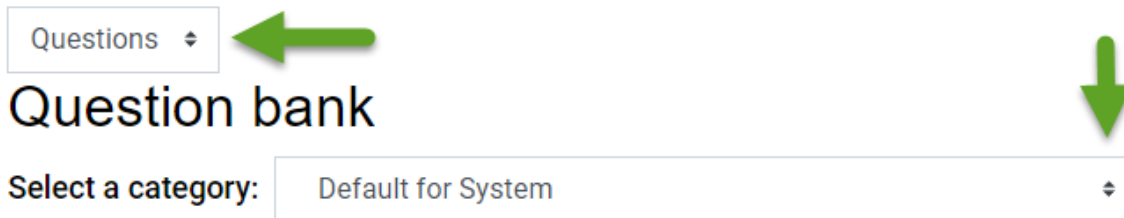
Enable

For a demonstration of this section of the help guide, watch this video [Activities & Assignment Icons](#).

Question Bank Changes

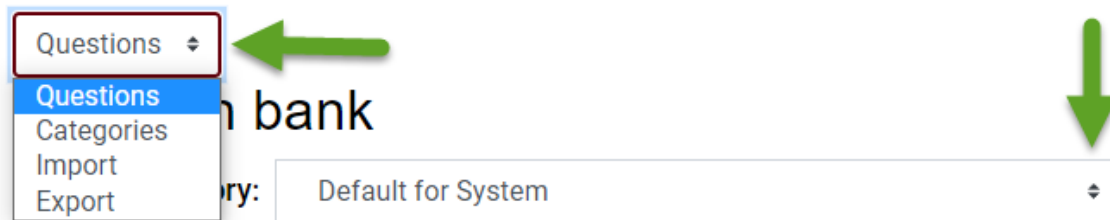
Question Bank Menu

The **Question Bank** navigation bar has been replaced with dropdown menus.



The default category for questions shared in context 'System'.

No tag filters applied



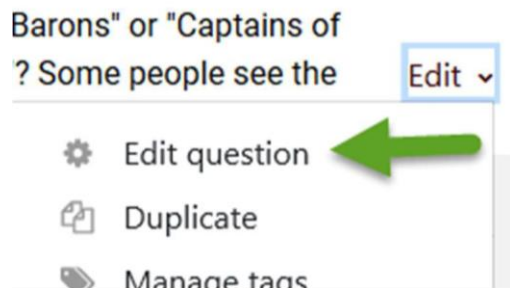
The default category for questions shared in context 'System'.

For a demonstration of this section of the help guide, watch this video on [Question Bank & Quizzes](#).

Versioning

The **Question Bank** now allows the instructor to know which version of the question is present. Under the Actions column, click the **Edit** dropdown menu in the row of the question you want to edit. Select **Edit question**.

Next, you can edit the **Question name** or the **Question text**. Once you click **Save** or **Save and Continue Editing**, a new version of the question is created.



Editing an Essay question

▼ General

Current category

Essay Questions (13)

Version

Version 3

Created by Lorne Lee on Friday, December 16, 2022, 1:18 PM


Question name

[Redacted question name]

Question text

[Rich text editor toolbar with icons for bold, italic, underline, link, unlink, list, and edit]

Also, you can see the version of the question by viewing the version column in the Questions tab of the Question Bank. In the example below, the version being used is version 3 (v3).



Version	Created by
	First name / Last name / Date
v3	 December 16 2022, 1:18 PM

For a demonstration of this section of the help guide, watch this video on [Question Bank & Quizzes](#).

Question Bank: Draft Mode and Ready Mode Options

Instructors now have the option of changing the status of questions in a **Question Bank**. The two options are **Ready** and **Draft** status. In the **Question Bank**, instructors can now decide whether a new question is published and ready to use or kept as a draft.

To change the status of a question, access the **Question Bank** (Click the gear and choose the **Question Bank** option. Under the status column, click on the dropdown menu to select **Ready** or **Draft**.). Questions in **Draft** status will not appear as an option when adding questions to quizzes. To use the question in a quiz, change the status of the question to **Ready**.

Actions	Status	Version	Created by First name / Last name / Date	Comments
 Edit ▾	Ready ▾	v1	██████████ April 29 2020, 1:59 PM	0 
Edit ▾	Draft	v1	██████████ April 16 2020, 3:03 PM	0
Edit ▾	Ready ▾	v1	██████████ April 16 2020, 2:23 PM	0

Instructors can also preview and add comments to questions, view a history of changes and versions of a question, and preview each. To preview or add a comment to a question, click on the number in the row of the **Comments** column from the picture above this instruction. The **Comment** option is helpful to instructors collaborating on building questions in the question bank.

Then, you will be able to add your comment. Click **Add Comment** to save your comment. The number of **Comments** will change to 1, indicating the total number of comments for the question.

Question comments ×

[Redacted comment text]

[Redacted comment text]

[Redacted comment text]


[Redacted comment text]

Rich text editor toolbar: Bold, Italic, Underline, Text color, Background color, Bulleted list, Numbered list, Link, Unlink, Undo, Redo.

[Empty text area]

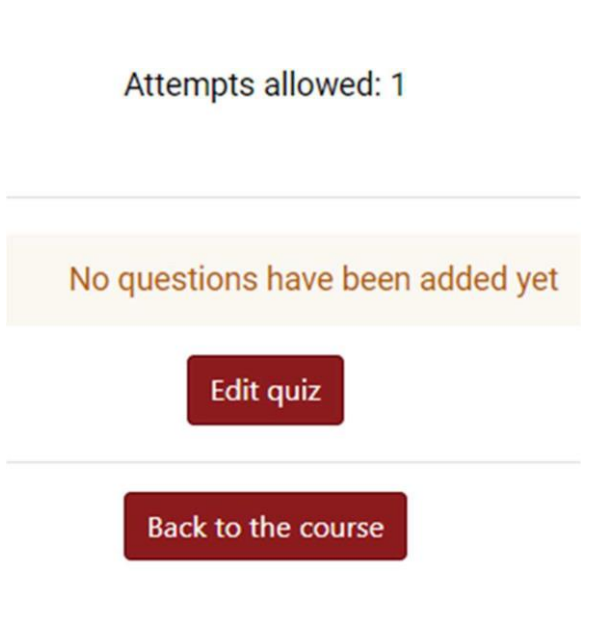
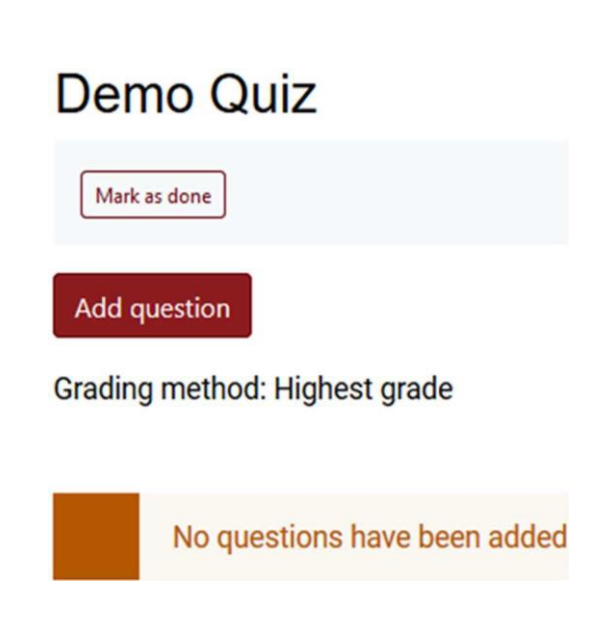
Add a comment...

Close Add comment



For a demonstration of this section of the help guide, watch this video on [Question Bank & Quizzes](#).

Edit Quiz Change

<p>The old version of Moodle required instructors to click Edit Quiz to access the Edit Quiz page after a quiz activity was created.</p>	<p>The new version of Moodle replaced the Edit Quiz button with an Add Question button after a quiz activity was created.</p>
 <p>Attempts allowed: 1</p> <hr/> <p>No questions have been added yet</p> <p>Edit quiz</p> <hr/> <p>Back to the course</p>	 <p>Demo Quiz</p> <p>Mark as done</p> <p>Add question</p> <p>Grading method: Highest grade</p> <p>No questions have been added</p>

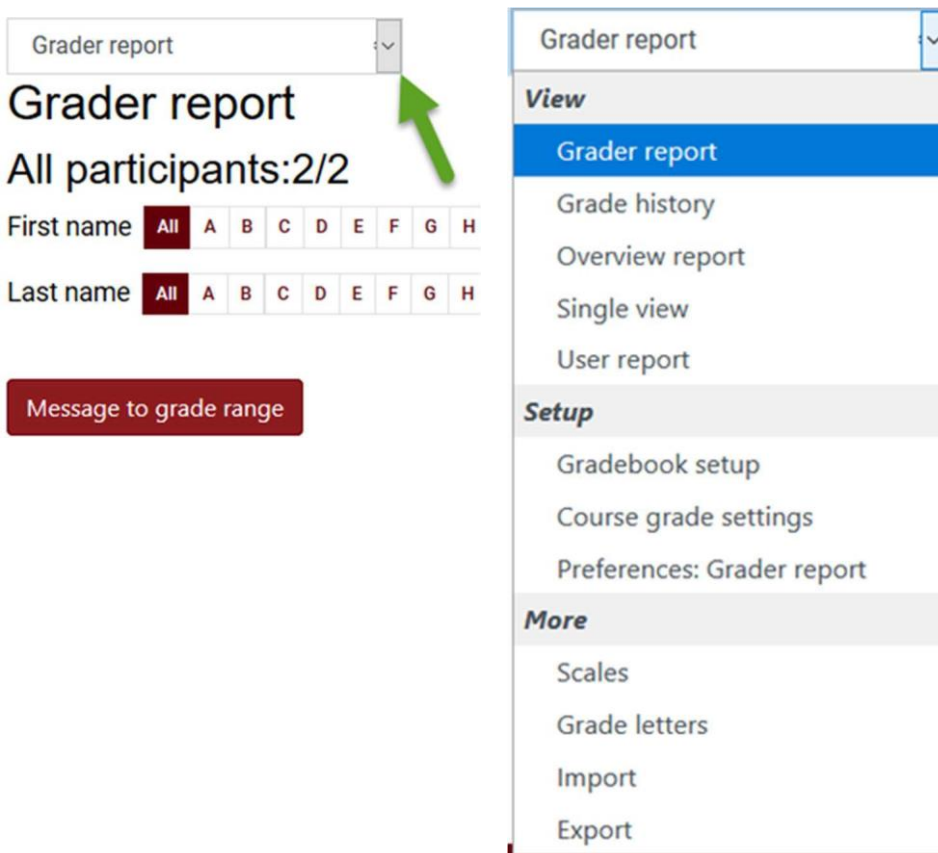
For a demonstration of this section of the help guide, watch this video on [Question Bank & Quizzes](#).

Gradebook Changes

Gradebook Links

The Gradebook links location has changed and is now a dropdown menu. The Gradebook links are now located in the dropdown menu on the upper left-hand side of the Gradebook page.

To access the Gradebook menu, go to your gradebook and click on the downward caret symbol. The menu will show **View**, **Setup**, and **More** options. The function of each option will remain the same as the version of Moodle used in 2022.



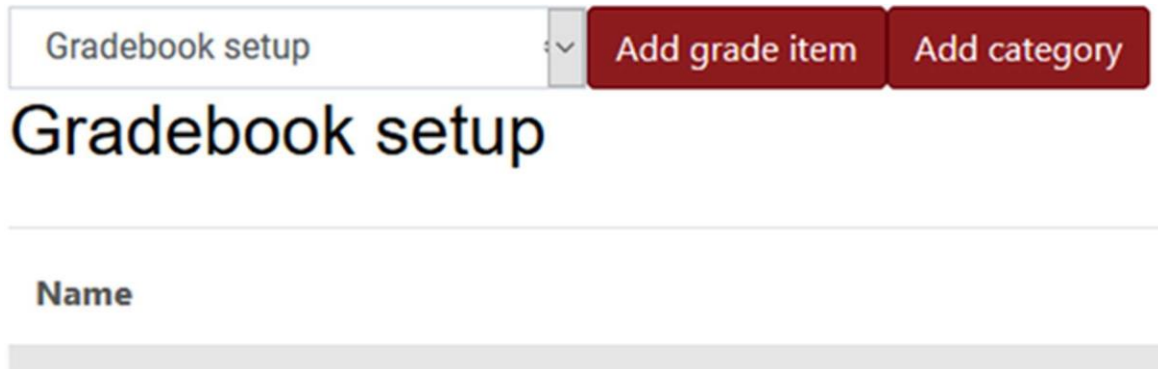
The screenshot shows the Moodle Gradebook interface. At the top left, there is a dropdown menu labeled 'Grader report' with a downward caret icon. A green arrow points to this icon. Below the dropdown, the page title is 'Grader report' and the status is 'All participants:2/2'. There are two rows of filters for 'First name' and 'Last name', each with an 'All' button and buttons for letters A through H. Below the filters is a red button labeled 'Message to grade range'. To the right, the dropdown menu is open, showing the following options:

- View**
 - Grader report
 - Grade history
 - Overview report
 - Single view
 - User report
- Setup**
 - Gradebook setup
 - Course grade settings
 - Preferences: Grader report
- More**
 - Scales
 - Grade letters
 - Import
 - Export

For a demonstration of this section of the help guide, watch this video on the [Gradebook](#).

Location Change for Add grade item and Add category

The icon to set up a new gradebook item has changed location. The **Add grade item** and **Add category** buttons are now on the upper left-hand side of the **Gradebook setup** page at the top instead of the bottom of the screen.



The screenshot shows the top portion of the 'Gradebook setup' page. At the top left, there is a white dropdown menu with the text 'Gradebook setup' and a downward arrow. To the right of this menu are two red buttons: 'Add grade item' and 'Add category'. Below these elements, the text 'Gradebook setup' is displayed in a large, bold, black font. A horizontal line separates this header from the main content area, which begins with the label 'Name' in a bold, black font, followed by a light gray input field.

For a demonstration of this section of the help guide, watch this video on the [Gradebook](#).

Forum Changes

Switching Assignments from Open Forums to Forums

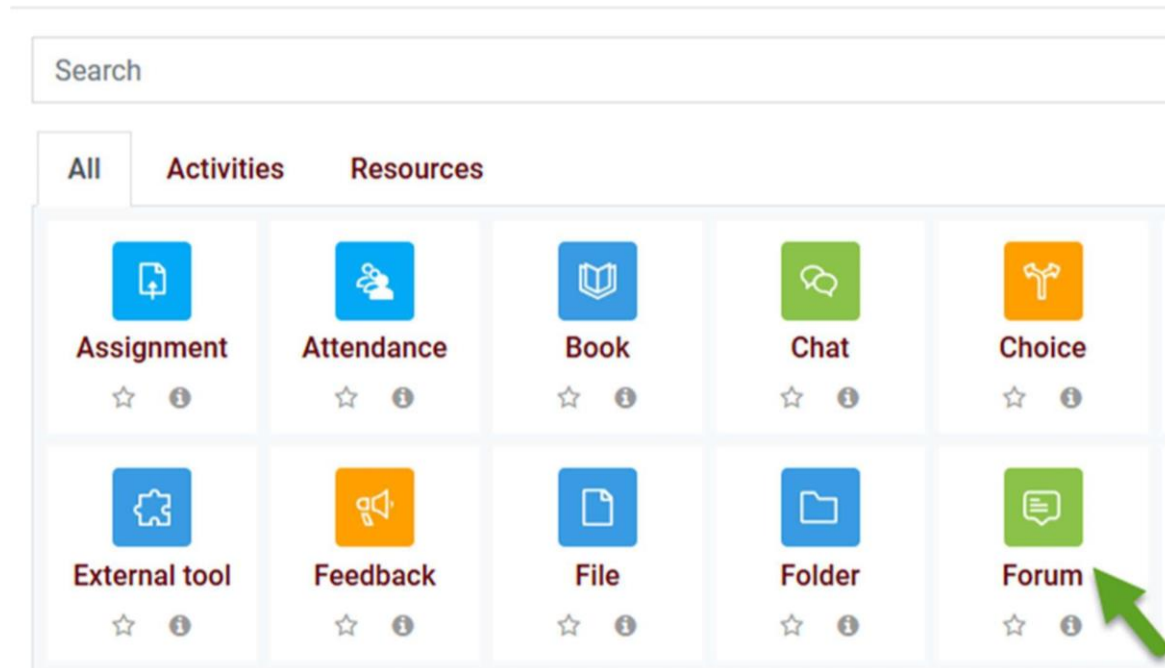
Open Forums are being phased out of Moodle, so instructors are being asked to transition **Open Forum** activities to **Forums**.

Grading: **Forums** do not have the option of being graded in **Open Grader**. **Open grader** is not going away; however, the grading options for **Forums** do not include **Open Grader**. The grading options for **Forums** are **Whole Forum Grading** or **Ratings**.

Whole forum grading is a feature that allows instructors to assess student forum postings from a grading interface that collects each student's postings on one page.











Setup: To set up **Whole Forum Grading**, go to **Add an Activity** and select **Forum**.

Add an activity or resource



Search

All Activities Resources

 Assignment ☆ ⓘ	 Attendance ☆ ⓘ	 Book ☆ ⓘ	 Chat ☆ ⓘ	 Choice ☆ ⓘ
 External tool ☆ ⓘ	 Feedback ☆ ⓘ	 File ☆ ⓘ	 Folder ☆ ⓘ	 Forum ☆ ⓘ

In the settings, choose **Whole forum grading** and select the grade **Type**.

▼ Whole forum grading

Grade ?

Type ▼

- None
- Scale
- Point

> Outcomes

Next, set the **Maximum grade**, **Grading method**, and **Grade category**.

▼ Whole forum grading

Grade ?

Type ▼

Maximum grade

Grading method ?

▼

Grade category ?

▼

Grade to pass ?

Default setting for "Notify students" ?

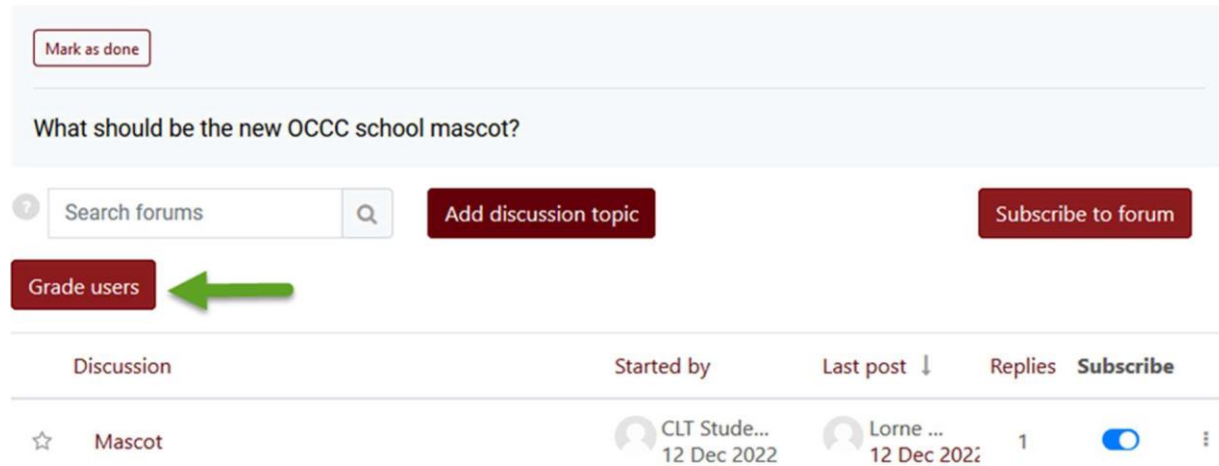
▼

For a demonstration of this section of the help guide, watch this video on [Forums & Whole Forum Grading](#).

Grading Using Whole Forum Grading

To grade a Forum using **Whole Forum Grading**, access the **Forum** activity and select **Grade Users**.


Testing Forums



Mark as done

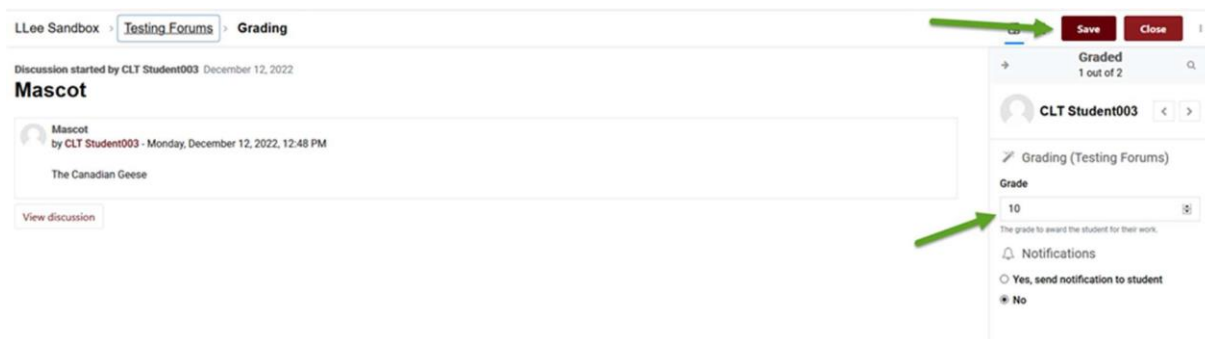
What should be the new OCCC school mascot?

Search forums



Discussion	Started by	Last post ↓	Replies	Subscribe
☆ Mascot	CLT Stude... 12 Dec 2022	Lorne ... 12 Dec 2022	1	<input checked="" type="checkbox"/>

The forum grading interface contains all of a student's forum posts on the left side of the screen, their name, a grade entry field, and a communication option on the right side of the screen. Their forum posts will contain post titles, dates, and content. You can scroll through all the students by clicking the arrow or search by name by clicking on the magnifying glass. Below is an example of **Whole forum grading** using **Points**.



LLee Sandbox > Testing Forums > Grading

Discussion started by CLT Student003 December 12, 2022

Mascot

Mascot
by CLT Student003 - Monday, December 12, 2022, 12:48 PM

The Canadian Geese

Graded
1 out of 2

CLT Student003

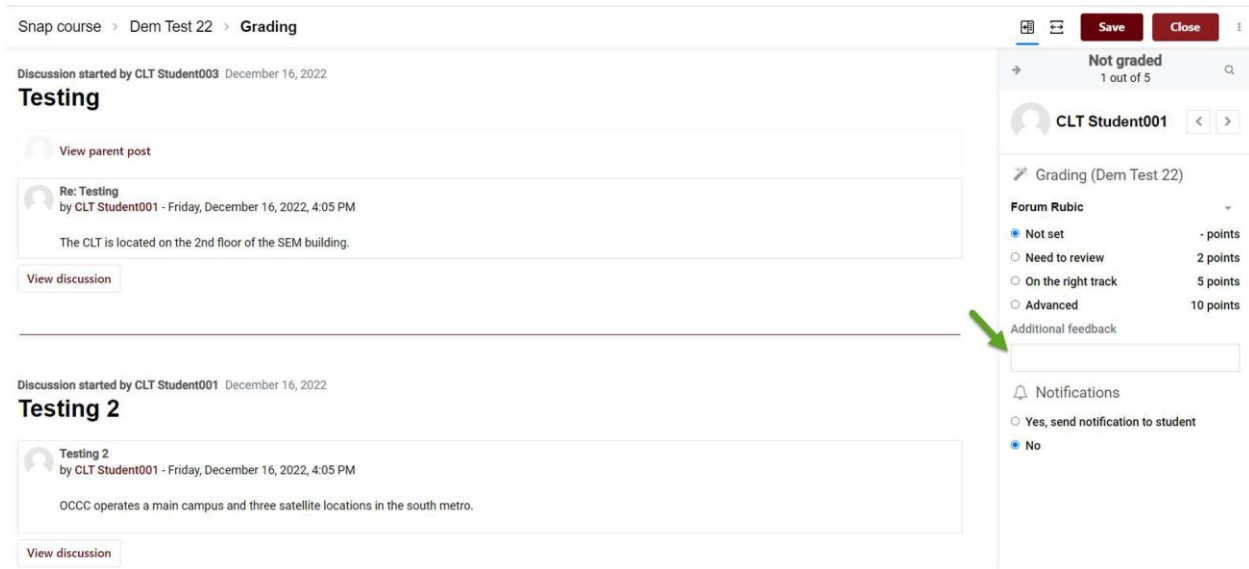
Grading (Testing Forums)

Grade
10

The grade to award the student for their work.

Notifications
 Yes, send notification to student
 No

The following is an example of using a rubric to grade in whole forum grading. A rubric will also reveal an option for instructors to leave feedback.



The screenshot displays a Blackboard forum grading interface. At the top, the breadcrumb navigation shows "Snap course > Dem Test 22 > Grading". The main content area shows two discussion posts:

- Discussion started by CLT Student003** (December 16, 2022):
 - Testing**
 - View parent post
 - Re: Testing** by CLT Student001 - Friday, December 16, 2022, 4:05 PM
 - The CLT is located on the 2nd floor of the SEM building.
 - View discussion
- Discussion started by CLT Student001** (December 16, 2022):
 - Testing 2**
 - Testing 2 by CLT Student001 - Friday, December 16, 2022, 4:05 PM
 - OCCC operates a main campus and three satellite locations in the south metro.
 - View discussion

On the right side, a sidebar shows the grading details for "Grading (Dem Test 22)":

- Not graded (1 out of 5)
- CLT Student001
- Grading (Dem Test 22)
- Forum Rubric**
- Not set - points
- Need to review 2 points
- On the right track 5 points
- Advanced 10 points
- Additional feedback
- Notifications
- Yes, send notification to student
- No

A green arrow points to the "Additional feedback" text input field in the sidebar.

For a demonstration of this section of the help guide, watch this video on [Forums & Whole Forum Grading](#). Also watch, [Adding a Rubric to a Forum](#).


Setting Up a Forum with a Rubric

Click on **Add an activity or resource**, and select **Forum**:





Forum

Select **Whole forum grading**, choose **Point** and enter the maximum grade. Next, click on the **Grading method** dropdown menu and select **Rubric**.


Whole forum grading 

Grade

Type 

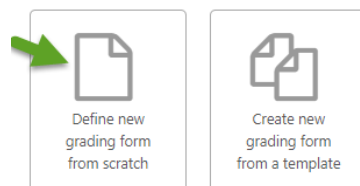
Maximum grade 

Grading method








- Simple direct grading
- Checklist
- Marking guide
- Rubric**

When finished entering the settings, title, and description of the forum, select **Save and display**. The next screen will give you the option of **Defining new grading form from scratch** or **Create new grading form from template**.



Defining new grading form from scratch

	<i>Click to edit criterion</i>	<i>Click to edit level</i> 	<i>Click to edit level</i> 	<i>Click to edit level</i> 	<input type="button" value="Add level"/>
		0 points	1 points	2 points	

Click on each of the four areas to add text and points. Click **Add level** to add a column to the right.

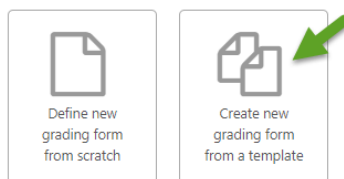
✕ Rubric for Demo	Level 1 2 points	✕ Level 2 4 points	✕ Level 3 6 points	✕ Level 4 8 points	Add level
Add criterion					

Click **Add criterion** more rows:

✕ Rubric for Demo	Level 1 2 points	✕ Level 2 4 points	✕ Level 3 6 points	✕ Level 4 8 points	Add level
↑	Click to edit level 2 points	Click to edit level 4 points	Click to edit level 6 points	Click to edit level 8 points	Add level
✕					Add level
Add criterion					

Add a title and needed description to the **Name** and **Description** spaces. Click **Save rubric and make it ready**.

Create new grading form from template



To use a template, select **Create new grading form from template**. The next page will have four rubric templates. Select a template by clicking on **use this template** below the template you would like to use for the forum.

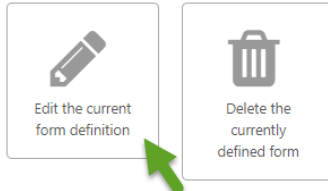
- ✓ Use this template
- ✕ Delete

Select **Continue**:

Do you want to use the grading form 'Grading Rubric for Discussion Posts' as a template for the new grading form in 'Forums Update (Forum)'?



To edit the rubric template, click **Edit the current form definition**.



Click on each of the four areas to change text and points. Click **Add level** to add a column to the right. Also, to delete a row, click on the **X**.

<p>Followed Writing</p>	<p>Non-performance x 0 points</p>	<p>Assignment had multiple grammatical and/or spelling errors. Student did not follow writing instructions x 25 points</p>	<p>Assignment was mostly free of grammatical and spelling errors. Student showed that he or she had read the writing instructions and for the most part followed them. x 35 points</p>	<p>Student followed the writing guidelines provided in the instructions for the post. The post was free of grammatical and spelling errors. x 50 points</p>	<p>Add level</p>
<p>Post showed the writer understood the questions and directly addressed them.</p>	<p>Non-performance x 0 points</p>	<p>The Post did not answer the question(s) posed in the assignment and did not demonstrate an understanding of the topic in this assignment. x 15 points</p>	<p>The Post partially answered most of the question(s) posed in the assignment. The student demonstrated that for the most part he or she understood the main topic of the assignment. understanding of the topic. x 25 points</p>	<p>The Post reflected a complete understanding of the question and the student answered all parts of it in a clear and concise manner. x 30 points</p>	<p>Add level</p>

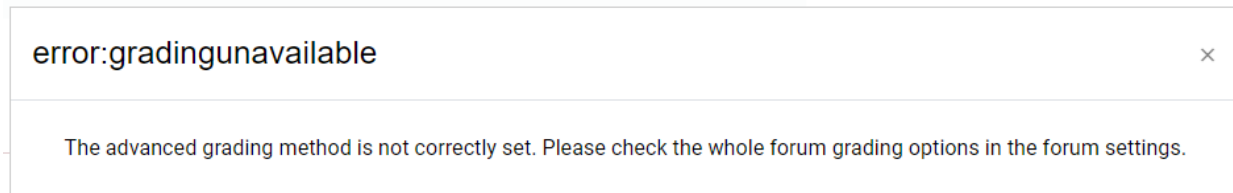
Click **Add criterion** more rows:



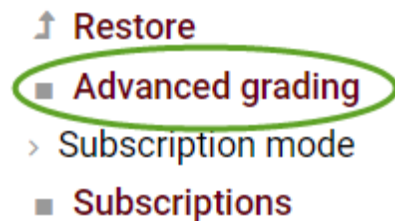
Add a title and needed description to the **Name** and **Description** spaces. Click **Save**. The **Rubric** will be added to the **Forum** for grading.

Setting Up a Rubric after the Forum Has Been Created

If a Forum has been set up using **Whole forum grading** but does not have an assigned **Rubric**, the instructor will receive the following error message: “The advanced grading method is not correctly set. Please check the whole forum grading options in the forum settings.”



To set up a **Rubric** after a **Forum** has been created, click on the Gear. Select **Advanced Grading**



Then follow the previous steps for **Defining new grading form from scratch** or **Create new grading form from template**.

For additional information about CLT resources and training, watch the [CLT Website & Contact Info](#) video.

Please email us at clt@occc.edu or call 405.682.7838 if you have questions or need assistance.