

TEACHER'S MANUAL

4. LEARNING ACTIVITIES

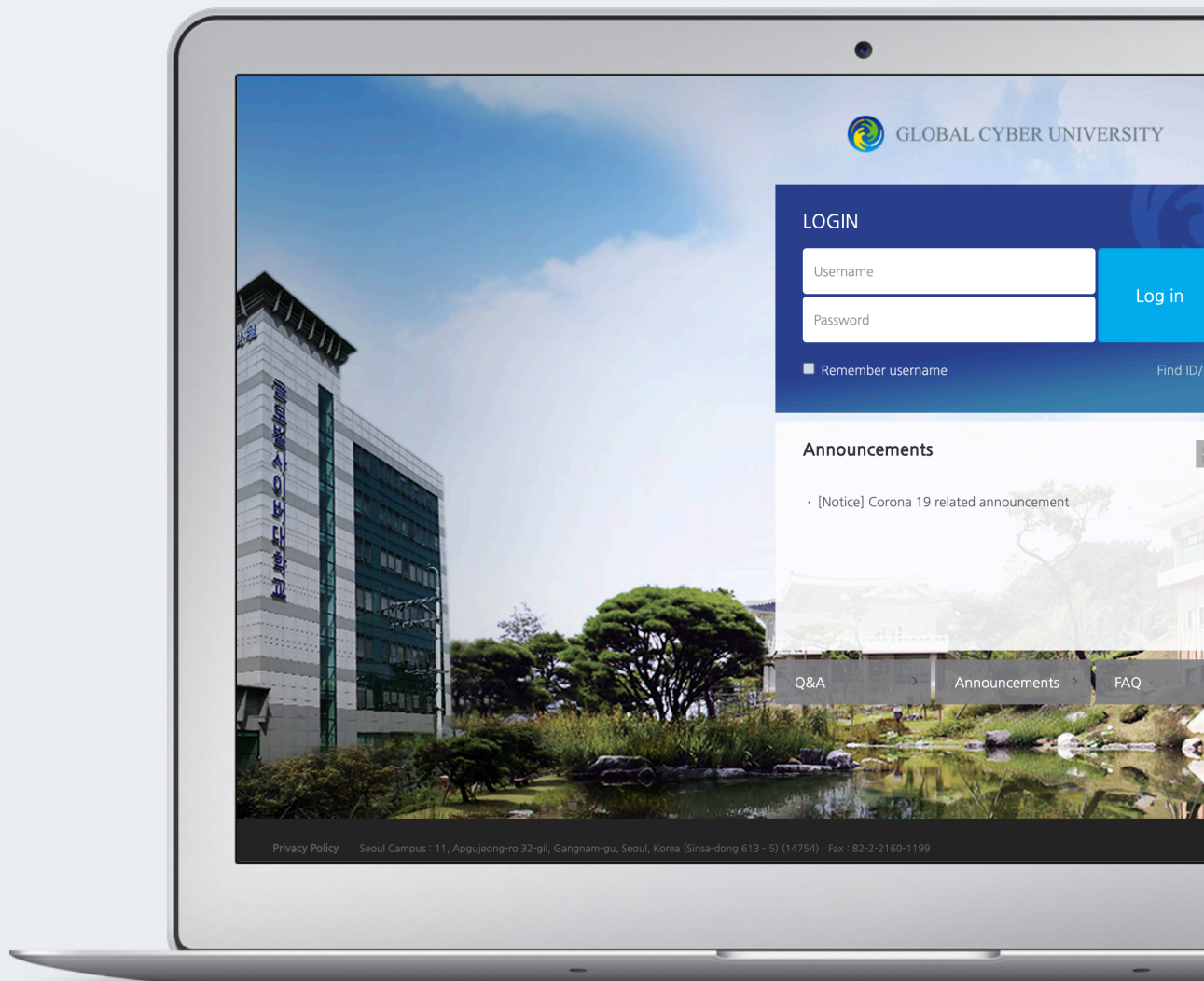


TABLE OF CONTENTS

1. Introduction	3
2. Create Default Board	4
3. Create Assignment.....	5
4. Grade Assignment.....	7
5. Create Question Bank.....	8
5.1. Multiple Choice.....	10
5.2. Essay	11
5.3. Short Answer	12
5.4. True/False	13
5.5. Matching.....	14
5.6. Embedded Answers (Cloze).....	15
5.7. Numerical	16
5.8. Description	17
6. Create Quiz.....	18
7. Grade Quiz	20
8. Create Chat Room.....	21

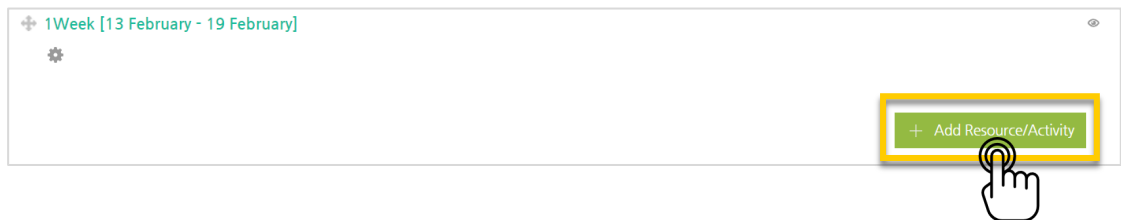
1. Introduction

In order to add a new learning material or activity;

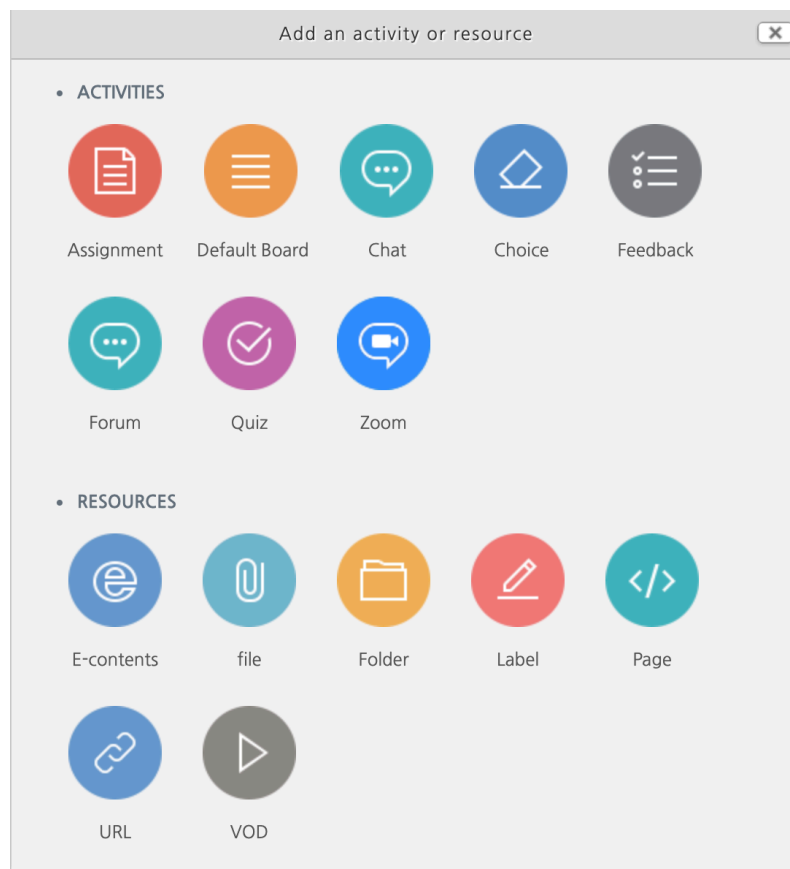
First, click "Turn editing on" button, located at the top-right of the course homepage.



Thus, "Add Resource/Activity" buttons will show up for each week and course summary sections. Click any of them near the section where you want to input course material & activity.



All learning materials and activities are listed as "Activities" and "Resources."

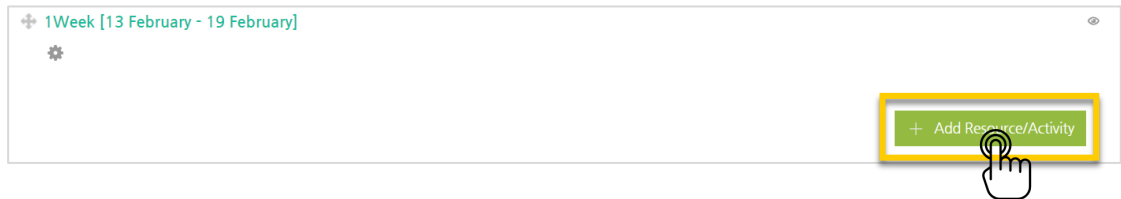


2. Create Default Board

You can use "Default Board" as a resource center or as a place where you collect students' assignment papers.

In order to create a default board, follow these steps:

Click "Add Resource/Activity" button near the section where you want to add the default board.



Then, in the opening panel, click "Default Board" button, showed with



After that, input a Board Name and save it.

A screenshot of the "General" settings panel for creating a board. It contains the following fields:

- Board Name***: A text input field.
- Board Type***: A dropdown menu with "Default Board" selected.
- Board id**: A text input field with a help icon.
- Explanation**: A rich text editor with various formatting tools (bold, italic, text color, background color, link, unlink, list, image, video, etc.).

Thus, a default board where anyone can post anything and upload any material is generated.

A screenshot of a board titled "Self Introduction Board". Below the title is a description: "Here introduce yourself including your hobbies, dreams and future plans." At the top right, it shows "Total Count : 1" and "Total Page : 1 / 1" with "15" and "View" buttons. Below this is a table with the following data:

Number	Title	Writer	Created Date	Hit
1	Hi guys~!^^	Student LEE	2018-08-21	1


Below the table, there are "Selected posts", "Delete", and "Share" buttons. At the bottom left is a "List" button, and at the bottom right is a "Write" button.

3. Create Assignment

In order to create an assignment, perform the following steps:

Click "Add Resource/Activity" button near the section where you want to add the assignment.



Then, in the opening panel, click "Assignment" button representing with  .

After that, input an assignment name (ex: [self-reflection paper](#))

A screenshot of the "General" configuration panel for an assignment. It has a dropdown menu labeled "General" at the top left. Below it, there is a text input field labeled "Assignment name*". Underneath that is a "Description" label followed by a rich text editor toolbar with various icons (bold, italic, link, etc.) and a large text area for the description.

Set the submission and due date of the assignment

*You can specify submission and due date as well as cut-off date (if just due date is determined, students still will be able to send their assignments after the assignment is due. If you want to block students to send their assignments after due date, utilize "cut-off date")

A screenshot of the "Availability" configuration panel. It has a dropdown menu labeled "Availability" at the top left. Below it, there are three rows of date selection controls. Each row consists of a label with a question mark icon, a date picker (year, month, day, hour, minute), and an "Enable" checkbox. The first row is "Allow submissions from", the second is "Due date", and the third is "Cut-off date". All three date pickers are currently set to 2018, August, 21, 00, 00. The "Always show description" checkbox at the bottom is checked.

Set the grade of the assignment by specifying its maximum score and click “Save and Display” button below the page. Thus, the assignment will be generated.

▼ Grade

Grade ?

Type Point ▼

Maximum points 100

The newly developed assignment will have similar look with the following:

Self-reflection paper

Write 1 page self-reflection paper about the topics we have talked last week during the class.

Visible groups

All participants ▼

Grading summary

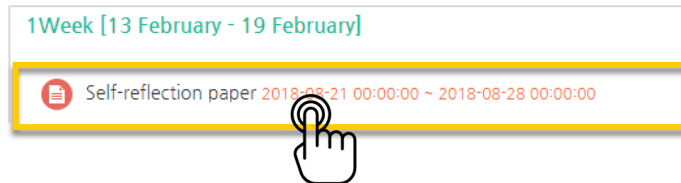
Participants	2
Submitted	0
Needs grading	0
Due date	2018-08-28 00:00
Time remaining	6 days 10 hours

View/grade all submissions

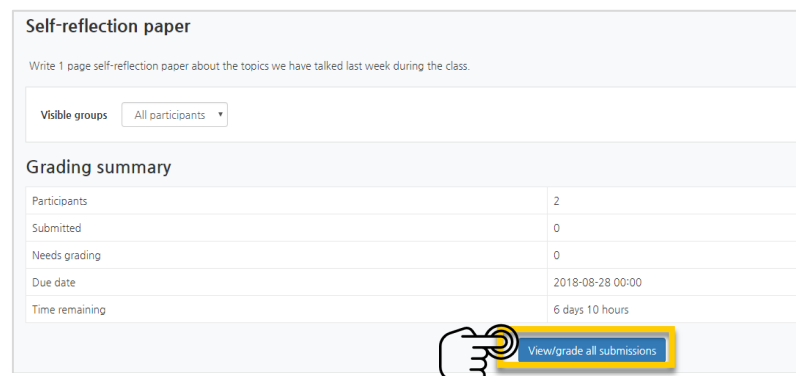
4. Grade Assignment

In order to evaluate an assignment and give a score, perform the followings:

Click the assignment which you will grade.



Click "View/grade all submissions".

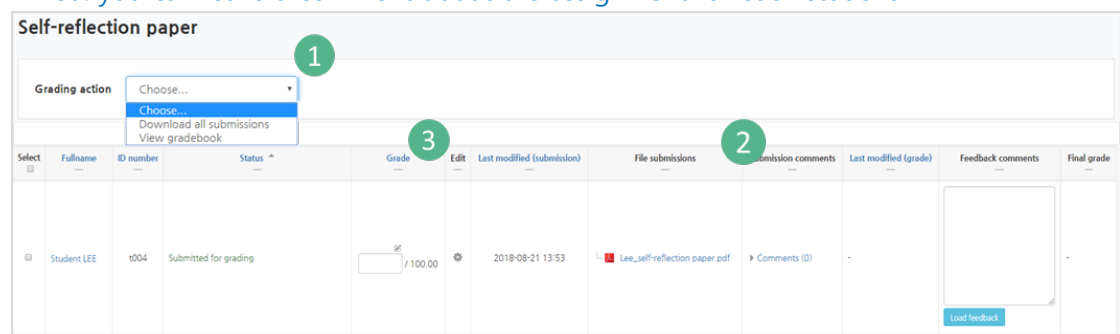


1) Grading action includes two options: "View Gradebook", showing all grades students earned, and "Download all submissions" enabling you to download all assignment papers students submitted with one click.

2) You can download student submissions one by one as well.

3) Input grade scores for each student and press "Enter" button at keyboard.

* Also, you can leave a comment about the assignment for each student



The changed grade is shown as follows:

<input type="checkbox"/>	Student LEE	t004	Submitted for grading	80.00 / 100.00		2018-08-21 13:53	Lee_self-reflection paper.pdf	Comments (0)		
--------------------------	-------------	------	-----------------------	----------------	--	------------------	-------------------------------	--------------	--	--

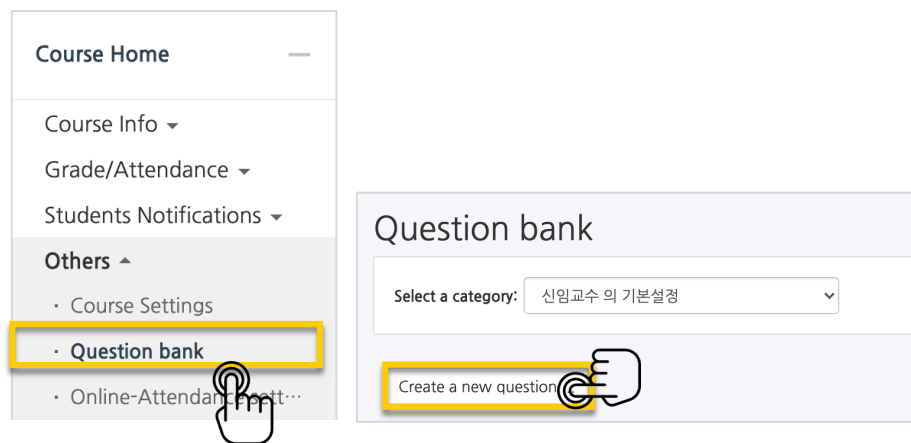
5. CREATE QUESTION BANK

Quiz(Test) is developed through two steps: 1) Input test items to my "Question Bank", and 2) Add "Quiz" to the course page in order students to reply in a specific date and time. Each step is described below:

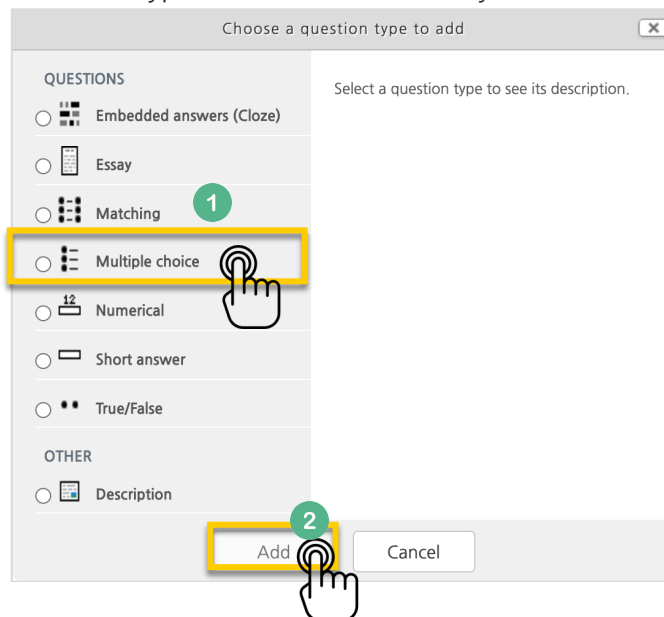
1) Input Test items to my "Question Bank"

* You can reuse test items saved in Question Bank in other courses.

First, click "Question bank" below "Others", belonging to "Course Home" menu located at the left-side of the screen. Then, in the opening page, select a category and click "Create a new question".



Select the type of the test item which you want to create and click "Add" button.



Write "question name" and "question text". Question name(ex: Midterm Q-1) is to differentiate the question from others. Also, specify the mark of the question by inputting the score to "Default mark".

Category: TEST2016_001 의 기본설정 (8)

Question name*

Question text*

Default mark*

Write all choices including right and wrong answers. Then, set the grade as "100%" for the right options and "None" for the other options.

Choice 1

Grade: 100%

Choice 2

Grade: None

After you input all choices of the question, click "Save and continue" button to record the question to "Question Bank". Continue to create other questions with the same method.

Question bank

Select a category: TEST2016_001 의 기본설정 (9)

Create a new question ...

	Question	Created by	Last modified by
<input type="checkbox"/>	Midterm Q-1	MASTER 21 August 2018, 16:46 PM	MASTER 21 August 2018, 16:46 PM

5.1. Multiple Choice

Multiple-choice is a question type in which students choose the correct answer among options. When you create a multiple-choice question, you need to write the options as well. So that, the result of a multiple-choice questions is automatically calculated.

The screenshot shows the 'General' tab of a question editor. The 'Category' dropdown is set to 'TEST2016_001 의 기본설정 (9)'. The 'Question name' field contains the placeholder text 'Put question name'. The 'Question text' field is a large text area with the placeholder text 'Write question content here'. Below the text area, the 'Default mark' is set to '1', and a link 'Points obtained for correct answer' is visible. The 'One or multiple answers?' dropdown is set to 'One answer only'. The 'Shuffle the choices?' checkbox is checked. The 'Number the choices?' dropdown is set to '1., 2., 3., ...'.

Input all choices for the question, including correct answer

The screenshot shows the 'Choice' section of the question editor. It displays two choice boxes. The first choice box has a 'Grade' dropdown set to '100%'. The second choice box has a 'Grade' dropdown set to 'None'. To the right of the first choice box, there is a note: '"100%" for correct answer, "None" for wrong answer'.

Lastly, click [Save changes](#) button to complete test item development.

5.2. Essay

Essay type enables a response of a few sentences or paragraphs. The test taker writes the response freely. The instructor or a grader must grade responses to this kind of questions manually.

The 'General' settings panel for an Essay question type. It includes a 'Category' dropdown set to 'TEST2016_001 외 기본설정 (9)'. The 'Question name' field contains 'Question name here'. The 'Question text' field is a large text area with a rich text editor toolbar above it, containing the text 'Question text here'. Below the text area, the 'Default mark' is set to '1', and the 'Points obtained for correct answer' is displayed. Further down, there are options for 'One or multiple answers?' (set to 'One answer only'), 'Shuffle the choices?' (checked), and 'Number the choices?' (set to '1., 2., 3., ...').

You can configure various settings of essay response, including response format, the size of response box, whether allowing attachments, so on. Besides, you can identify a response template, which will be displayed in the response input box when the student type an answer.

Two screenshots showing additional settings for the Essay question type. The left screenshot shows the 'Response Options' panel with settings for 'Response format' (HTML editor), 'Require text' (Require the student to enter text), 'Input box size' (15 lines), 'Allow attachments' (No), and 'Require attachments' (Attachments are optional). The right screenshot shows the 'Response Template' panel, which includes a rich text editor toolbar and a text area containing the template text: 'Answer should be within 300 words.'

The text you input to "response template" will appear to students as follows:

A screenshot of the student interface for an Essay question. On the left, a sidebar shows 'Question 1' with status 'Not yet answered' and 'Marked out of 1.00'. The main area displays the question text: 'Explain why Korean War has occurred during 1950s?'. Below the question is a rich text editor toolbar and a text area with the instruction: 'Answer should be within 300 words.'

Finally, click **Save changes** button to complete test item creation.

5.3. Short Answer

Short answer is a question type which enables a response of one or a few words that is graded by comparing against various model answers. So, possible correct answers are inputted and the score is automatically displayed after the quiz is finished.

The screenshot shows the 'General' tab of a quiz creation interface. It includes a 'Category' dropdown menu set to 'TEST2016_001 의 기본설정 (11)'. Below this is a 'Question name*' field with the placeholder text 'Question name here'. Underneath is a 'Question text*' field with a rich text editor toolbar and the placeholder text 'Question text here'. At the bottom, there is a 'Default mark*' field set to '1' with the placeholder text 'Points obtained for correct answer', and a 'Case sensitivity' dropdown menu set to 'No, case is unimportant'.

Then, input all partial and 100% correct answers with their grading percentage. (Ex. 100% grade for fully correct answer, 50% for partially correct answer)

* It is much better If you input the words with their short and long names.

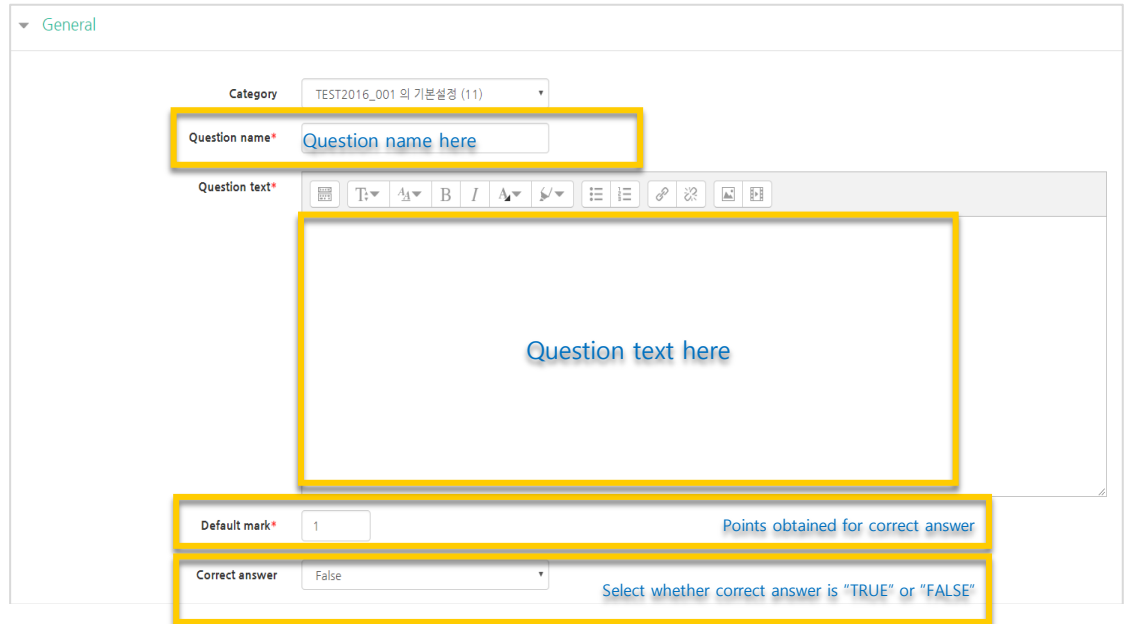
(Ex. Answer 1: U.K. / Answer 2: United Kingdoms)

The screenshot shows the 'Answers' tab of the quiz creation interface. It contains three rows for inputting answers. Each row has an 'Answer' field (labeled 'Answer 1', 'Answer 2', and 'Answer 3' respectively) and a 'Grade' dropdown menu. The 'Grade' dropdowns are currently set to 'None'.

Then, click [Save changes](#) button to complete test item creation in short-answer type.

5.4. True/False

True/False type is used for asking whether the given sentence/expression is true or false.

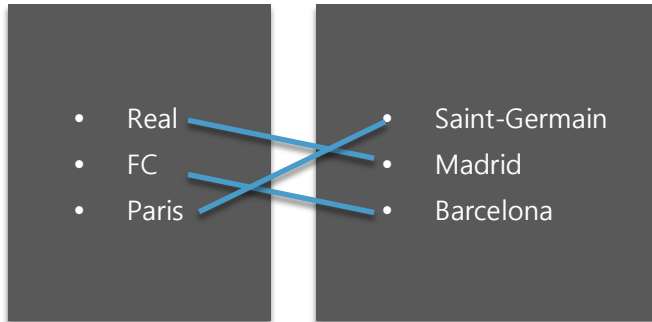


The screenshot shows the 'General' tab of a question creation form. The 'Category' dropdown is set to 'TEST2016_001 외 기본설정 (11)'. The 'Question name' field contains 'Question name here'. The 'Question text' field contains 'Question text here'. The 'Default mark' is set to '1'. The 'Correct answer' dropdown is set to 'False'. The 'Points obtained for correct answer' field is empty. The 'Select whether correct answer is "TRUE" or "FALSE"' link is visible.

Then, click [Save changes](#) button to complete test item creation in True-False type.

5.5. Matching

Matching is a question type where the answer to each of a number of sub-question must be selected from a list of possibilities.



General

Category: TEST2016_001 의 기본설정 (11)

Question name: Question name here

Question text: Question text here

Default mark: 1 Points obtained for correct answer

Shuffle: ☒

Input the related answers and questions below. It requires 2 questions and 3 answers at least.

Answers

Available choices: You must provide at least two questions and three answers. You can provide extra wrong answers by giving an answer with a blank question. Entries where both the question and the answer are blank will be ignored.

Question 1: Ex: France

Answer: Ex:Paris

Then, click [Save changes](#) button to complete test item creation in matching type.

5.6. Embedded Answers (Cloze)

Embedded answer is a question type where a sentence or paragraph including various blanks test takers need to fill in is displayed. It requires a special code when creating it. Therefore, please refer to codes with their examples.

In order to create blanks in the text, please use the following the code types according to question type you want to add, as shown in their examples:

Question type	Code	Example
Short answer	{Grade(Number):SHORTANSWER:=Correct answer}	Capital of France is{1:SHORTANSWER:=Paris}
Multiple choice	{Grade(Number):MULTICHOICE=Correct answer#OK ~Wrong answer#Wrong}	Capital of England is{1:MULTICHOICE:=London#OK ~Paris#Wrong~Ankra#Wrong}
Numerical	{Grade(Number):SHORTANSWER:=Correct answer }	

Then, click **Save changes** button to complete test item creation in matching type.

An example to embedded question is as follows:

5.7. Numerical

Numerical question type is similar to short answer. However, test takers can answer numerical questions with only numbers.

General

Category: TEST2016_001 외 기본설정 (9)

Question name*: Put question name

Question text*: Write question content here

Default mark*: 1 Points obtained for correct answer

Fill in each possible answer with its error scope and grade degree.

Ex: grade is 100% for fully correct answer, 50% for partially correct answer, etc.

Answers

Answer	Error	Grade
Answer 1	0	None
Answer 2	0	None
Answer 3	0	None

Then, click [Save changes](#) button to complete to create test item in numerical form.

5.8. Description

Description can be used when you need to make announcement about the quiz(test), inform about quiz start and finish time, input explanations needed for some questions.

▼ General

Category TEST2016_001 의 기본설정 (9)

Question name* Put description name

Question text*

Write description content here

Then, click  button to finish to create a description as a test item.

6. Create Quiz

In order to create a quiz(test, online exam) activity, follow these steps:

Click "Add Resource/Activity" button around the section where you want to add the quiz.



In the opening panel, click "Quiz" button, showed with .

Then, you need the configure quiz settings. First, give a name (Ex: MIDTERM QUIZ)

After clicking "Enable" button on the right side, set the opening and close date and time of the quiz and identify time limit to perform quiz.

**If you do not set any time/date, anyone will be able to access and take to the quiz anytime.*

Set quiz grade. Especially, it is important to set how many attempts will be allowed for the test takers. Change "Unlimited" option as you wish.

You can identify the review options of the quiz for the test takers by utilizing “Review options” section. Quizzes can be set in such a way that test takers check their grades, the number of attempts, right answers while performing the quiz, right after they finish the quiz or after the quiz close date.

*Its general use is to put a check to “Marks” option in “After the quiz closed” area.

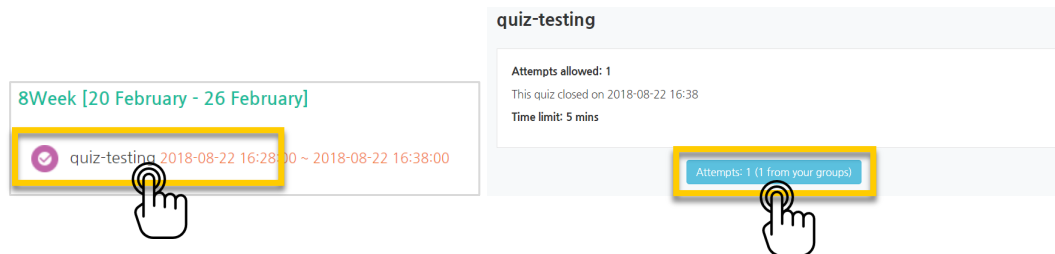
After you click “Save changes” button, the newly created quiz will be displayed like as follows. Now we need to add quiz items(questions) to this quiz. For this, click “Edit quiz” button.

You can add test items(questions) by creating new ones or by bringing questions from the “Question Bank”. To add questions from question bank, First, click “Add” button on the right-side of the screen and then click “+from question bank” option. Thus, the saved questions to question bank will be displayed in a new page. Select the questions you want to add to the quiz and click “Add selected questions to the quiz” button below the page. After that, specify the maximum score and click “Save” button. Thus, the quiz activity creation will be completed.

7. Grade Quiz

After the quiz ended, you can grade test takers' responses. For this,

First click that quiz in the course homepage and then click "Attempts".

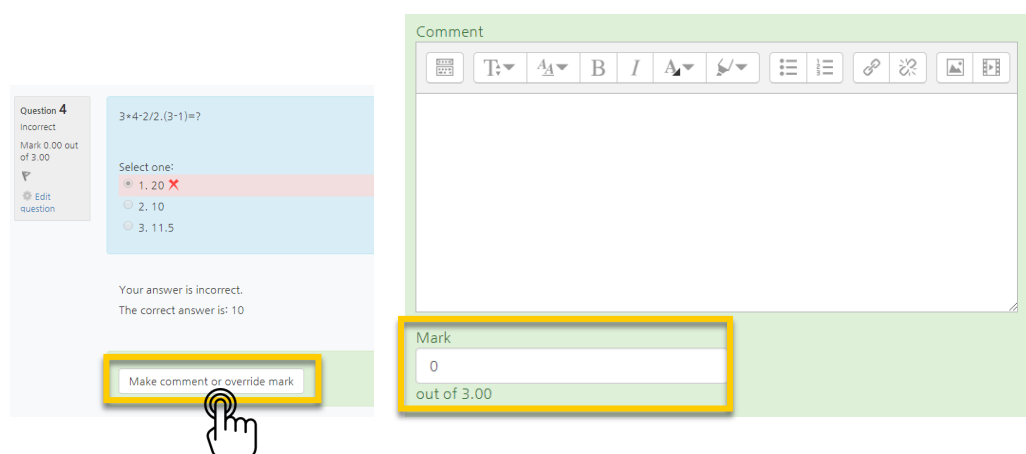


To review and grade student's responses, click "not yet graded" on the far-right side of the student name.

*The questions like multiple-choice questions in which answers are defined in advance are marked automatically.

Download table data as Excel spreadsheet Download								
	Fullname	ID number	State	Started on	Completed	Time taken	Grade/10.00	
<input type="checkbox"/>	Student PARK Review attemptQ	t005	Finished	22-08-2018, 16:34:02	22-08-2018, 16:34:28	26 secs	Not yet graded	
Overall average								

Then, review student responses and grade them. You can also give a comment. For this, click "Make comment or override mark" button of the question and then input its mark and click "Save" button.



After you grade all quiz, click

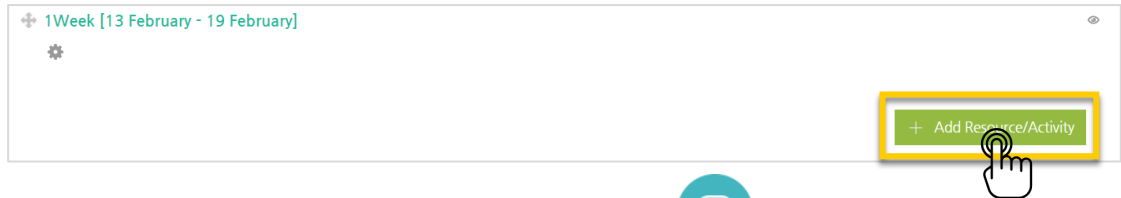
[Finish review](#)

button. Thus, you will be finished grading of one test taker.

8. Create Chat Room

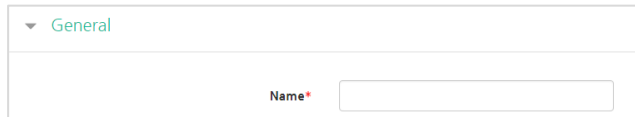
In order to create a chat room, follow these steps:

Click "Add Resource/Activity" button around the section where you want to add the chat room.

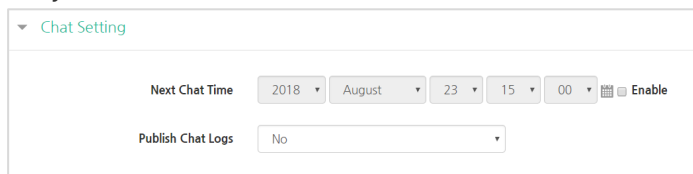


In the opening panel, click "Chat" button, showed with  .

Then, you need the configure chat settings. First, give chat a name.



Specify the starting time to chat. If you do not set it, the chat room will be accessible right away.



Click  to complete chat room creation.

