

# Tutor Led Myplace Getting Started



University of  
**Strathclyde**  
Glasgow

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# PREFACE

## I.T. SKILLS REQUIRED BEFORE ATTEMPTING THIS COURSE

This course has been written with the assumption that you already possess the following basic IT skills:

- **Confident navigation of MS Windows**
  - Opening and closing MS packages
  - Minimising and restoring Windows
  - Moving between open files
  - Working with multiple Windows
- **Confident user of PC file structures**
  - Know how to save a file to a specific location, e.g. a designated network drive, the computer hard drive, inside specified folders, etc.
  - Understand the difference between 'Save' and 'Save As'.
  - Understand file paths.
  - Know how to use 'Windows Explorer' or 'My Computer' to locate files
  - Know how to copy and rename files
  - Know how to create folders and move files into folders.
- **Basic keyboard awareness**
  - Know where the following keys are located on the keyboard; Alt, Ctrl, Shift, Caps Lock, Space bar and Tab keys
  - Understand the difference between the Delete and Backspace keys
- **Confident user of basic formatting and basic editing**
  - Copy and paste
  - Understand the difference between Cut and Delete
  - Change font, font size, underline, bold, italic and text alignment

If you are not confident with these skills, please email [ittraining@strath.ac.uk](mailto:ittraining@strath.ac.uk) to arrange a 1-to-1 coaching session.

## HOW THIS MANUAL WORKS

The manual is divided into '**explained**' and '**how to**'. 'Explained' sections provide the user with background information on how **MyPlace/Moodle** works. The 'how to' sections provide instructions on how to perform tasks in **MyPlace/Moodle version 3.0**.

'How to' instructions take the format of numbered instructions with screenshots from **MyPlace/Moodle**. An initial instruction is often followed by a screenshot that shows the user what should happen next. Screenshots are labelled with key points that will be used in subsequent instructions.

**Note boxes** are used to draw the user's attention to important points that must not be forgotten.

## COPYRIGHT

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All materials have been created by the Information Strategy Project and Training Office unless otherwise stated

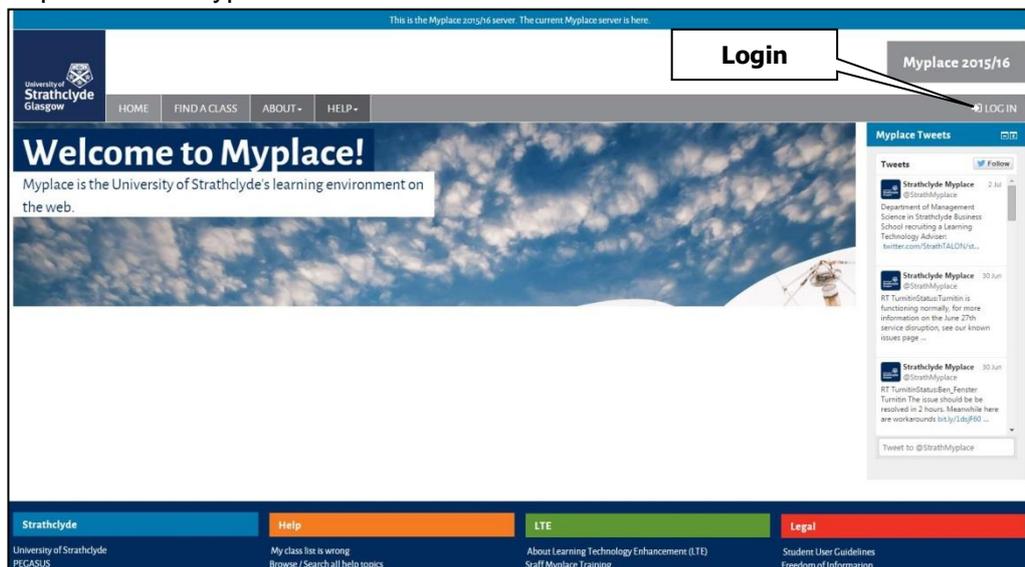
# EDITING A CLASS

This section covers:

- Logging into Myplace
- Myplace roles
- Topics format view
- Editing a class
- Switching roles
- Working with blocks

## LOGGING INTO MYPLACE

1. Launch your web browser e.g. Google Chrome, Firefox or Safari.
2. Type the following address into the address bar:  
`http://classes.myplace.strath.ac.uk/`



3. Select the **Login** link at the top of the page.
4. Enter your **DS Username** and **password** and select **Login**.

**The University of Strathclyde: Institutional Login**

The site you visited needs you to login using your University ("DS") credentials (username and password).

DS Username   
 DS Password

You have been redirected here by another website, log in and you will be returned to the site.

Remember: to properly log out of any resource, you should always end your browser session.

Queries should be addressed to the [IT Helpdesk](#).

- Click the appropriate class link which will take you to that class. Please note, if the link looks 'greyed out' this means that it isn't available to students but as a staff member you should still be able to access it.

The screenshot shows the Myplace Moodle interface. At the top, there is a navigation bar with links: HOME, FIND A CLASS, STUDENT HELP, STAFF HELP, ABOUT, and LINKS. Below this is a 'My home - My courses' section. On the left, there are 'Communities' and 'Navigation' menus. The main content area is titled 'Strathcom Block' and contains a list of items: 'news', 'test test', and 'Myplace User Group Meeting Follow Up'. Below these are buttons for 'View All Messages' and 'Post Notice'. A callout box labeled 'Class List' points to a section that says 'Myplace is now displaying 2014-2015 as the current academic year. Use the tabs below to access class pages for previous academic years. Students - even if a class is in your list below, please note that you MUST also check Pegasus to ensure that your registration for individual classes is complete'. This section contains five tabs: '2014/15 Classes', '2013/14 Classes', '2012/13 Classes', '2011/12 Classes', and '2010/11 Classes'. Below the tabs are links for 'Advanced Spreadsheets for Science and Engineering', 'BusinessObjects', and 'Copyright Training'. On the right side, there is a 'Calendar' for May 2015 and 'My Coursework' and 'Web drive' sections.



The system is set to automatically log users out after a period of inactivity. This is currently set to 120 minutes.

## MYPLACE ROLES

The typical types of user roles within Myplace are:

- **Lecturer/Tutor** – Lecturer/Tutors can do anything within a class, including changing the activities and grading students.
- **Faculty Dept Administrator/Class Administrator** – These roles also have full access to grades and editing with the added permission to see student names in an assignment, even with anonymous marking switched on.
- **Non-editing tutor** – Non-editing tutors can teach in classes and grade students, but may not alter activities.
- **Student** – Students generally have fewer privileges within a class. They can download resources, submit assignments and post to forums.
- **Visitor** – Visitors have minimal privileges and usually cannot enter text anywhere.

The options available to you when accessing Myplace will differ depending upon the role you have within a particular class or category.



**The role names can be changed by a class tutor e.g. tutor can be changed to lecturer. They can be achieved by changing the Role renaming class settings within the Administration settings of the chosen class.**



**The default roles in new classes are taken from assignments in the class catalogue. Every department has a named individual that can update this. Student Business can also be emailed to update this. Changes will be available in Myplace within 24 hours.**

## TOPICS FORMAT VIEW EXPLAINED

By default, all new or migrated classes within Myplace are set up in a topics format.

**Class Name** – this displays the full class name.

**Help** – contains links to Frequently Asked Questions for staff and students.

**Administration Block**– displays the class administration options. Students will see only a limited number of tools here e.g. Profiles, grades, etc.

**Class Header** – can be used for general information about the class. This may include a Communications tool which is used to communicate with the class.

**Topics** – these contain all the teaching material and resources for a class on a topic-by-topic basis. These can be modified and edited as appropriate.

**Login Information** – this displays the name of the current user who is logged in.

**Turn Editing On Button** – this enables the tutor or administrator to enter edit

mode and modify the contents of the class.

**Quick Settings** – this is used to show shortcuts to some of the commonly used administration settings. For example, it can be used to open or close the class to student access. When editing the contents of a class, it may be useful to close the class to students until editing is complete.

**Navigation Block** – this is used to move between Myplace classes.

**Upcoming Events** – this displays a calendar of future events that have been created in the calendar such as assignments and exam dates.

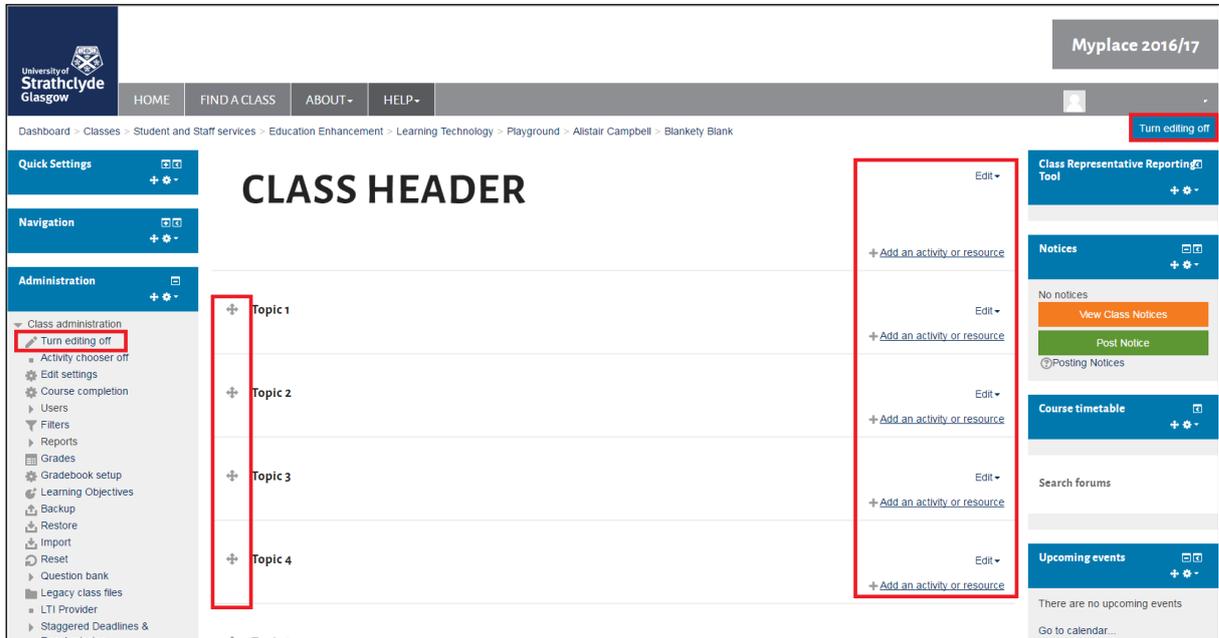
**Recent Activity** - The Recent Activity block lists recent changes to class activity, such as users logging in and forum posts.

**Notices Block** – displays class notices and allows easy access for staff to post notices.

The screenshot shows a Moodle class page in the 'Topics' format. The page layout includes a top navigation bar with 'HOME', 'FIND A CLASS', 'ABOUT', and 'HELP' links. Below this is a breadcrumb trail: 'Dashboard > Classes > Student and Staff services > Education Enhancement > Learning Technology > Playground > Alistair Campbell > Blankety Blank'. The main content area is titled 'CLASS HEADER' and contains a list of topics from 'Topic 1' to 'Topic 7'. On the right side, there are several informational blocks: 'Notices', 'Upcoming events', and 'Recent activity'. On the left side, there is an 'Administration Block' containing 'Quick Settings', 'Navigation', and 'Administration' sub-sections. Callout boxes with lines pointing to specific elements identify the following blocks: 'Help', 'Class Name', 'Login Information', 'Turn editing On Button', 'Upcoming Events', 'Recent Activity', 'Notices Block', 'Topics', 'Administration Block', 'Navigation Block', 'Quick Settings', and 'Class Header'.

## EDITING A CLASS

- Select the **Turn editing on**  button to enter edit mode
- OR
- select the **Turn editing on** link within the **Administration** block.



## EDIT MODE EXPLAINED

Edit mode can be used to add resources e.g. files, web pages, etc, and activities e.g. assignments, forums, etc. to your class. Edit mode can also be used to reorganise the structure of classes by deleting or hiding existing elements of the class, adding new class blocks or change the location of existing elements on the class page. The icons that are displayed when in edit mode may differ depending on the theme that has been applied. The various icons are as follows:

 **edit summary** icon lets you edit the content of the class or topic header.

 **edit title** icon allows you to change the title of an activity or resource on the page without the need to view all the activity or resource settings.

 **help** icon will display a help window relevant to the item that it appears beside.

 **hide/show** icon to make an item invisible to students. Selecting it again will toggle the item to make it visible to students.

 **move** icon allows class elements to be moved throughout the class page.

 **Edit** menu gives access to a number of options to help manage activities or resources.

 **move right** icon is used to indent class elements.

 **move left** icon is used to outdent items.

 **duplicate** feature can be used to make a copy of an existing resource or activity.

 **assign roles** feature allows you to assign roles eg tutor, visitor, etc, to a resource or activity.

 **delete** icon is used to delete something from the class. You are given the opportunity to confirm before completely removing the item.

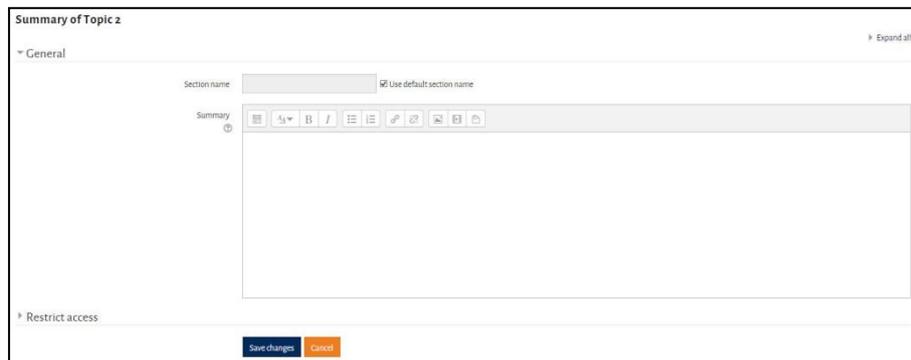
 **highlight** icon allows you to highlight a section as the current section.

## EDITING A TOPIC EXPLAINED

Within each topic, including the class header, summary text can be added to give a brief overview of the topic. Images and links can also be inserted using the editing toolbar.

### EDITING A TOPIC SUMMARY

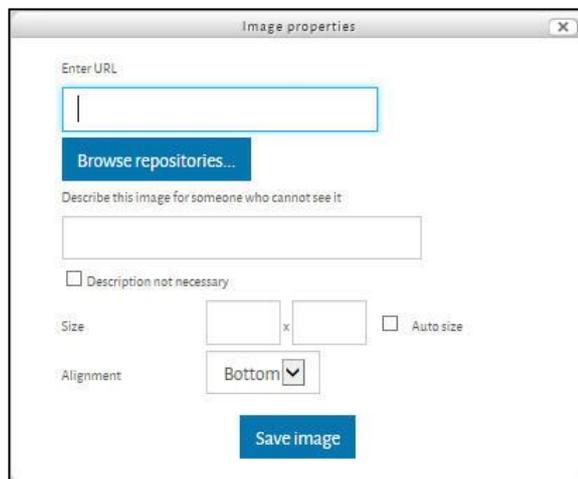
1. Select the **Turn editing on**  button.
2. Select the **Edit Summary**  icon at the top of the topic.
3. Add some text to the topic summary section formatting the text as necessary using the options on the editing toolbar.



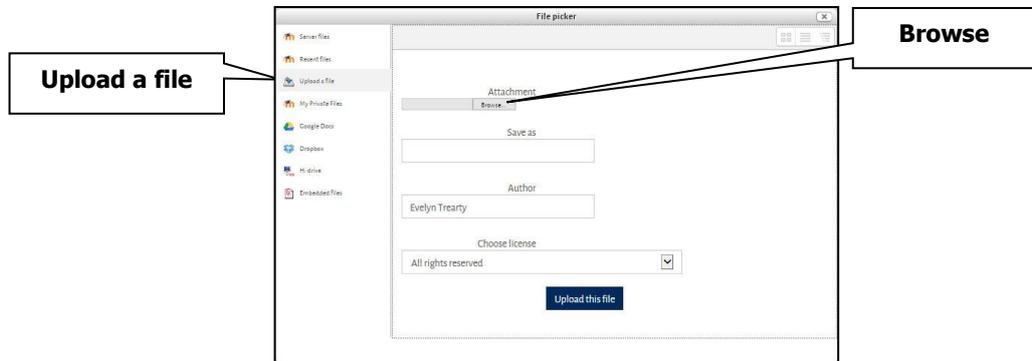
4. Select the **Save Changes**  button.

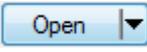
### ADDING IMAGES TO THE TOPIC SUMMARY

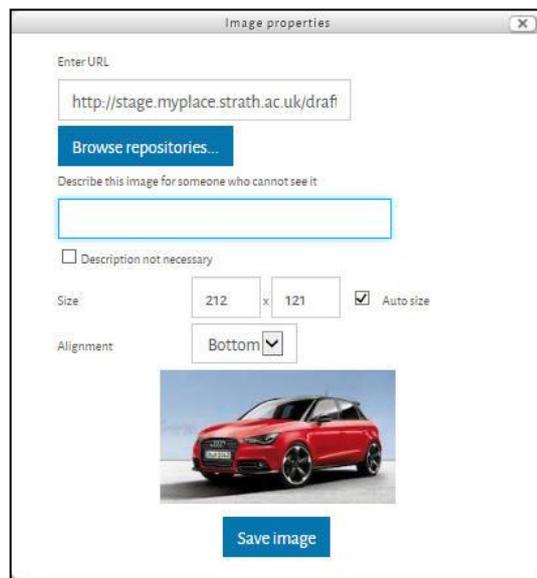
1. Select the **Turn editing on**  button.
2. Select the **Edit Summary**  icon at the top of the topic.
3. Place your cursor where you want the image to appear.
4. Select the **Insert/Edit image**  icon from the editing toolbar.



5. Select the **Browse repositories**  button.
6. Select the **Upload a file** link.



7. Select the **Browse** icon and navigate to the appropriate file location.
8. Choose the image and select the **Open**  button.
9. Select the **Upload this file**  button.
10. Type in a description in the **Describe this image** field.



11. Select the **Save Image**  button.
12. Select the **Save Changes**  button to update the topic header.

## MOVING ITEMS

1. Select the **Turn editing on**  button.
2. Select the **Move**  icon beside the item that you wish to move.
3. Drag the item by holding your left mouse pointer down and drop to a new location by releasing the mouse.

## DELETING ITEMS

1. Select the **Turn editing on**  button.
2. Choose the **Edit** menu beside the item and choose the **Delete**  icon.



3. Choose **OK** to confirm deletion of the object.

## HIGHLIGHTING A TOPIC

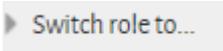
1. Select the **Turn editing on**  button.
2. Select the **Highlight**  icon beside the topic.



## SWITCHING ROLES EXPLAINED

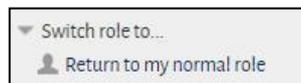
The Switch Roles feature allows you to view the class from a different viewpoint. It can be a useful way of checking how the class looks to the student.

### SWITCHING ROLES

1. Select the **Switch role to**  link in the **Administration** block.



2. Select the role to view e.g. **Student**.
3. Select the **Return to my normal role** link to return to the editing role.



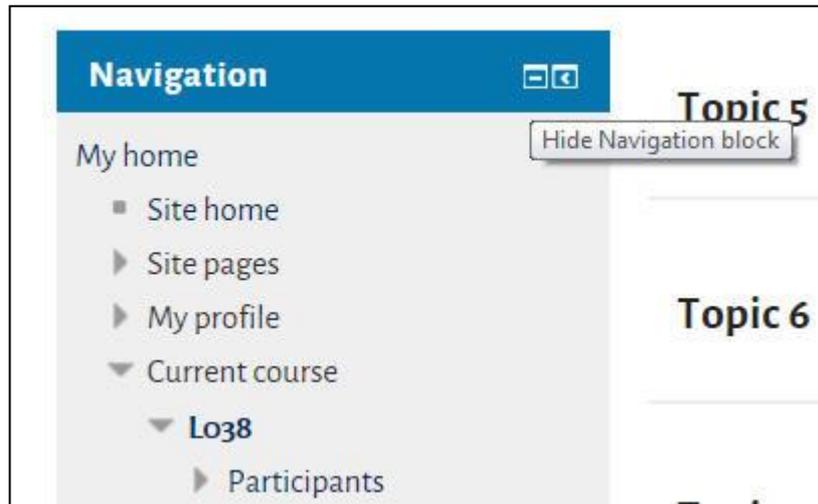
**Switching role to 'Student' only allows you to see the surface of the class as a student would. If you want to see how your activities look (e.g. assignments, quizzes), you need to give yourself a student role in the class (see below) then 'switch role to.....' (see above)**

## WORKING WITH BLOCKS EXPLAINED

There are a number of blocks of information displayed on a class by default eg Recent activity, Upcoming Events, Library Links, etc. These are displayed to the right and left of a class. Users can customise the class to collapse or expand these blocks. Tutors and administrators can choose which blocks are displayed to students and where they appear on the class.

### COLLAPSING A BLOCK

1. Select the **hide block**  icon to collapse the contents of a block.



### EXPANDING A BLOCK

1. Select the **show block**  icon to redisplay the contents of a block.

### ADDING A BLOCK

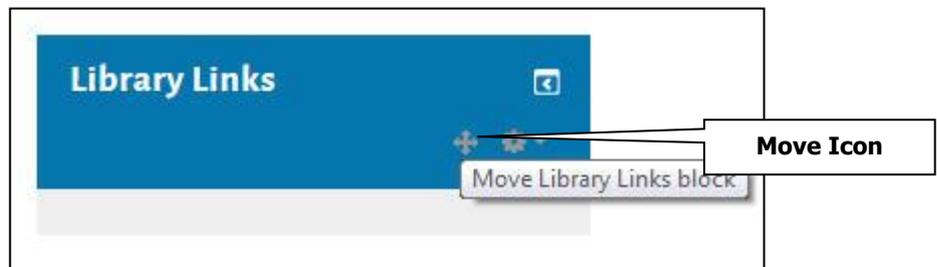
1. Select the **Add** drop-down list from the Add a block section.



2. Choose the appropriate block from the list.

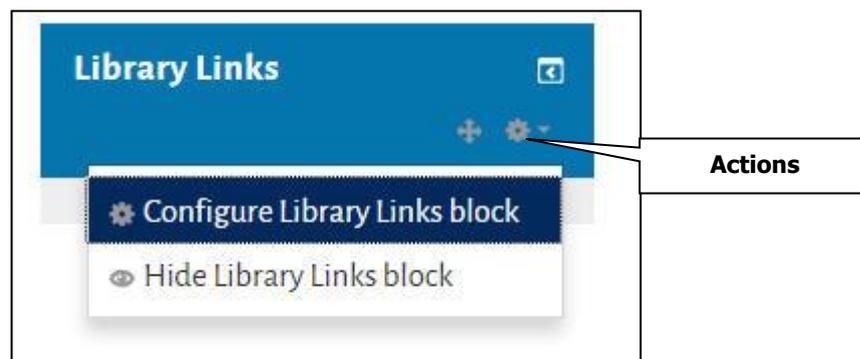
## MOVING A BLOCK

1. Browse over the title of the block that you wish to move. The **move**  icon will appear.
2. Drag the block by holding your left mouse pointer down and drop to a new location by releasing the mouse.



## DELETING A BLOCK

1. Select the **Actions**  drop-down menu icon.
2. Select the **Delete**  icon.



**Feedback from students has indicated that the “Activities Block” is particularly useful. Also, take care not to duplicate blocks as this can be confusing.**

## RESOURCES/ACTIVITIES

This section covers:

- Resources/Activities explained
- The activity chooser explained
- Adding files explained
- Adding a directory resource
- Creating a web page resource
- Adding a label resource
- Creating a link to an external website

### RESOURCE EXPLAINED

Various resources can be added to the class as shown below:

 **Book** - the book module enables a tutor to create a multi-page resource in a book-like format, with chapters and subchapters. Books can contain media files as well as text and are useful for displaying lengthy passages of information which can be broken down into sections.

 **Class Catalogue** – the class catalogue resource enables the addition of data held in the Strathclyde class catalogue to be displayed on a class page or as a link on the class page. A number of different sections can be displayed: class overview, basics, overview, syllabus and learning outcomes and assessment structure.

 **File** – this allows you to create links to an existing file.

 **Folder** - this allows you to display a directory of files within your class area. It can be used to display the contents of an entire directory.

 **Weblink** – this allows you to create a link to an existing web page.

 **IMS Content Package** – IMS (Instructional Management Systems) content packages are resources packaged to an agreed specification, making it possible for a package to be reused in different systems without needing to convert it. The IMS zipped file can be uploaded into your Myplace class. The file is extracted automatically in Myplace and the content of the package is displayed.

 **Label** – labels can be used to organise the sections on your class page. They can contain text and images and are often added to help break up resources within a topic or section.

 **Page** – this feature allows you to create web pages within your class.

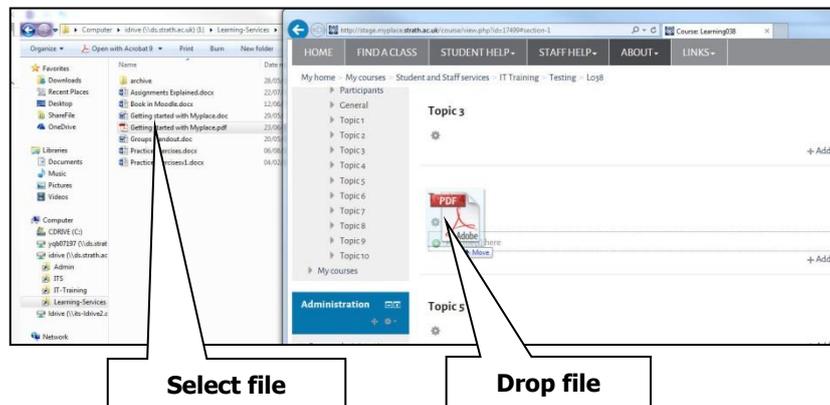
 **University Library Item** – this resource allows you to add items from the university library directly onto your page.

## ADDING FILES EXPLAINED

Files can be directly placed on the class by adding a file resource. When adding the file users can choose from a number of file locations from the File picker including server files, recent files, upload a file, my private files, Google Docs and Dropbox. Alternatively, a file can be dragged from a location on the computer and dropped onto the class.

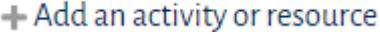
### ADDING A FILE USING DRAG AND DROP

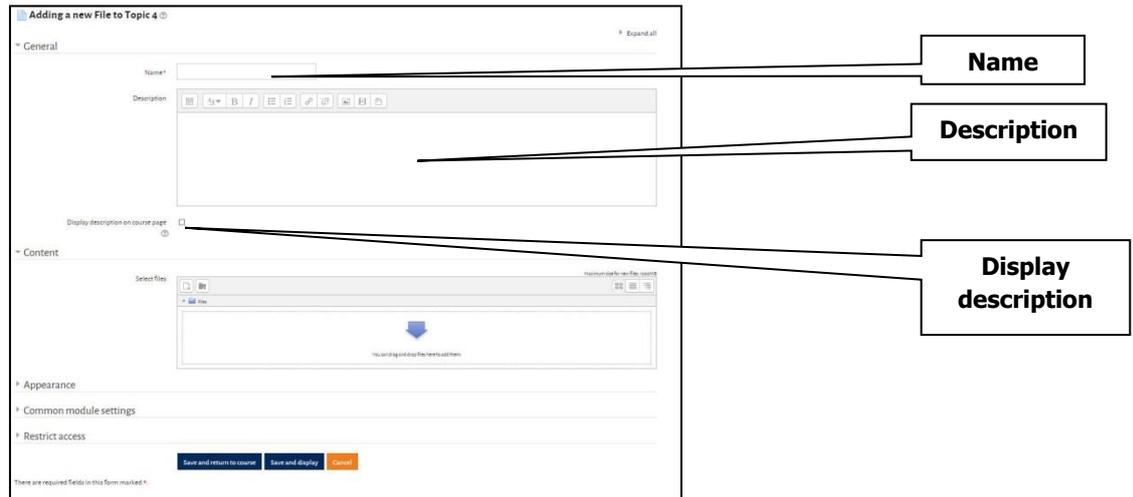
1. Select the **Turn editing on**  button.
2. Select **Start, Computer** to display the contents of your computer in a second window.
3. Navigate to the appropriate folder location.
4. Select the **Restore down**  icon and resize the window using the **Resize**  icon on the top, bottom or sides of the window.



5. Select the file from the folder location and **drag** onto the class page.
6. Release your mouse at the appropriate location to **drop** a copy of the file onto a placeholder on the class.

## ADDING A FILE USING THE FILE PICKER

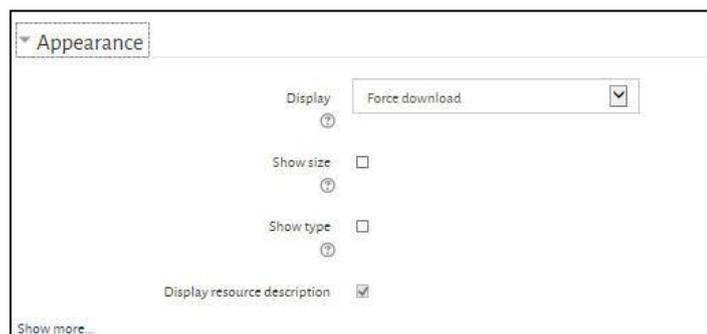
1. Select the **Turn editing on**  button.
2. Move to the appropriate section and choose the **Add an activity or resource**  link.
3. Select the **File** resource and choose **Add**.
4. Give the file resource a **Name**.



The screenshot shows the Moodle form for adding a new file. Three callout boxes are present:

- Name**: Points to the 'Name\*' text input field.
- Description**: Points to the 'Description' rich text editor area.
- Display description**: Points to the 'Display description on course page' checkbox.

5. OPTIONAL: Enter a **Description** about the resource.
6. OPTIONAL: Place a tick in the **Display description on course page** if appropriate.
7. Drag and drop the files from your computer.
8. Select the **Appearance** link.
9. For the **Display** parameter ensure that it is set to **Force download**.



The screenshot shows the 'Appearance' section of the form. The 'Display' dropdown menu is set to 'Force download'. Other options include 'Show size', 'Show type', and 'Display resource description'.

10. OPTIONAL: Place a tick to **display resource description** if appropriate.
11. Select the **Save and return to course**  button.

## REMOVING A FILE RESOURCE

1. Select the **Turn editing on**  button.
2. Choose the **Edit** menu beside the file and choose the **Delete**  icon.

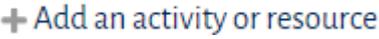


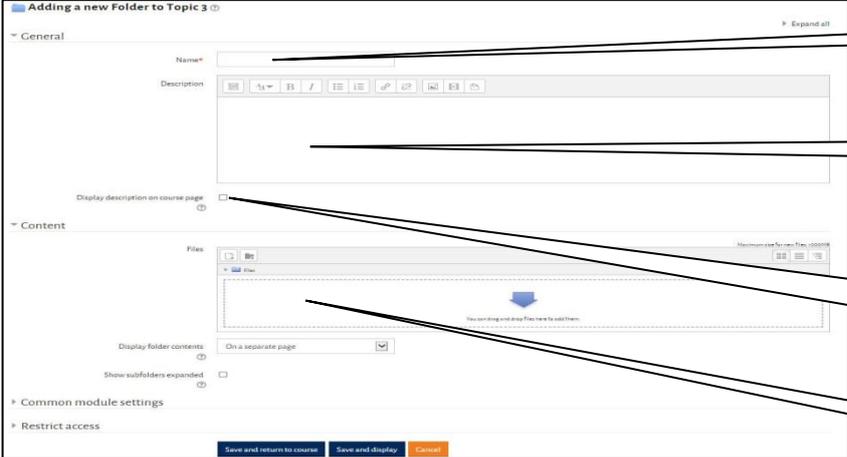
3. Choose **OK** to confirm deletion of the file.



**When the file is deleted from the class page it is removed completely from the class.**

## ADDING A FOLDER RESOURCE

1. Select the **Turn editing on**  button.
2. Move to the appropriate section and choose the **Add an activity or resource**  link.
3. Choose **Folder** and select the **Add** button.

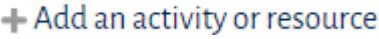


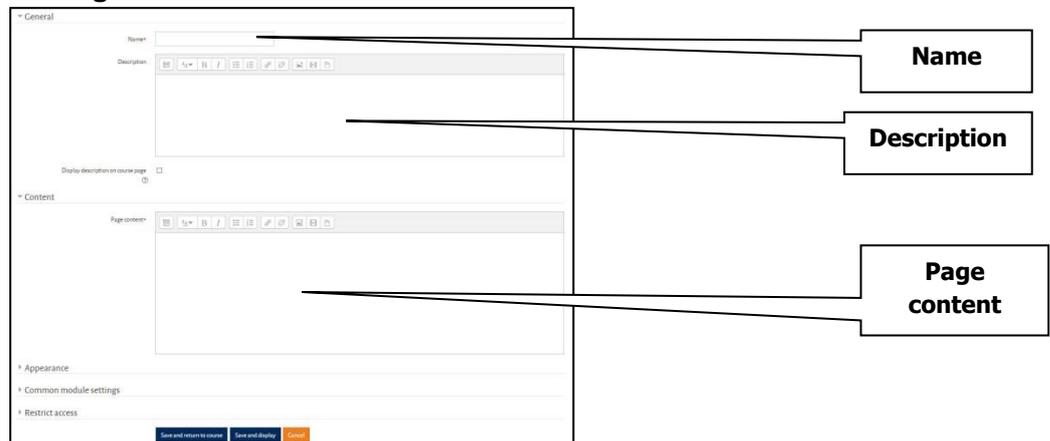
The screenshot shows the Moodle interface for adding a new folder. On the right side, four callout boxes with arrows point to specific elements in the form:

- Name**: Points to the 'Name\*' text input field.
- Description**: Points to the 'Description' rich text editor area.
- Display Description**: Points to the 'Display description on course page' checkbox.
- Add**: Points to the 'Save and return to course' button at the bottom of the form.

4. Give the folder a **Name**.
5. OPTIONAL: Enter a **Description** about the folder.
6. OPTIONAL: Place a tick in the **Display description on course page** if appropriate.
7. Use drag and drop to add files from your computer to the class. If the files have already been uploaded use the **Add** button to locate the files. Navigate to the appropriate link on the right of the file picker eg recent files, server files, private files, etc. Select the appropriate file and choose the **Select this file** button.
8. When all files have been selected choose the **Save and return to course**  button.

## CREATING A WEB PAGE RESOURCE

1. Select the **Turn editing on**  button.
2. Move to the appropriate section and choose the **Add an activity or resource**  link.
3. Choose **Page** and select the **Add** button.

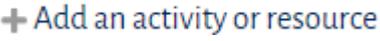


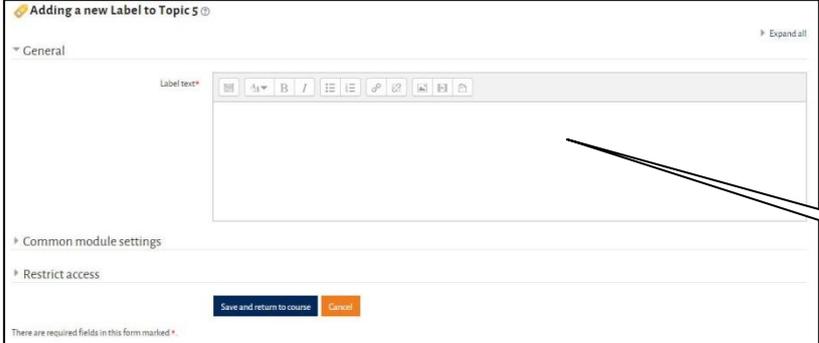
4. Give the page a **Name**.
5. OPTIONAL: Enter a **Description** about the page.
6. Add the web text into the **Page content** section.
7. Complete the remaining fields on the add resource window and choose the **Save and return to course**  button.

## EDITING A WEB PAGE

1. Select the **Turn editing on**  button.
2. Choose the **Edit** menu beside the web page and choose the **Edit Settings**  icon.
3. Make the necessary changes and choose the **Save and return to course**  button.

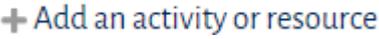
## ADDING A LABEL RESOURCE

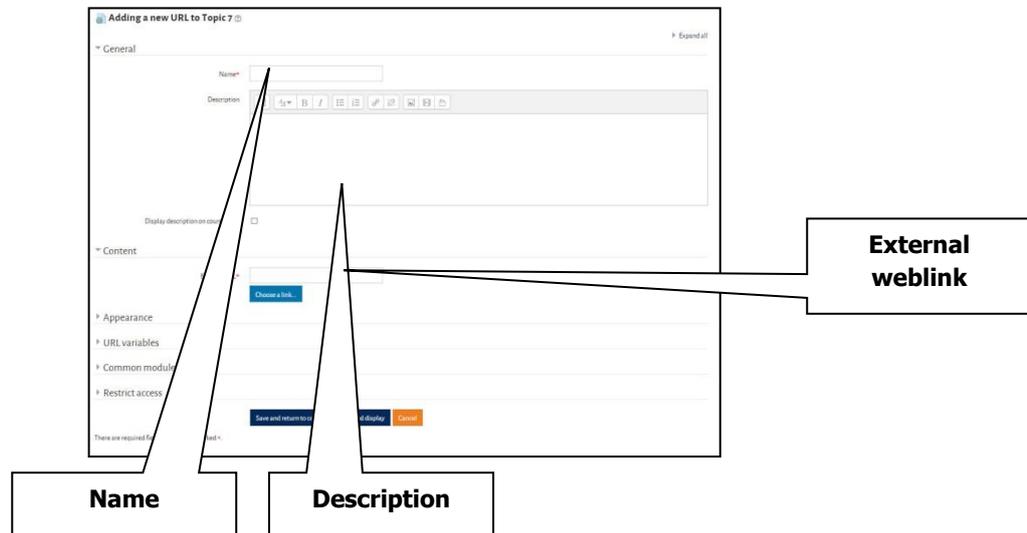
1. Select the **Turn editing on**  button.
2. Move to the appropriate section and choose the **Add an activity or resource**  link.
3. Choose **Label** and select the **Add** button.



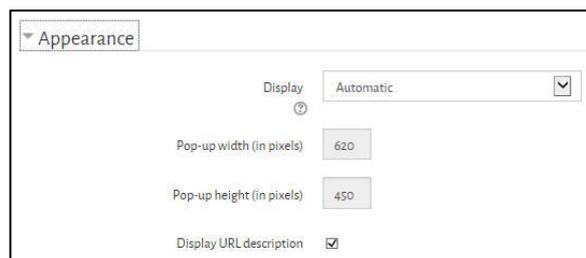
4. Add the label text and/or image.
5. Complete the remaining fields on the add resource window and choose the **Save and return to course**  button.

## CREATING A LINK TO A WEBSITE

1. Select the **Turn editing on**  button.
2. Move to the appropriate section and choose the **Add an activity or resource**  link.
3. Choose **Weblink** and select the **Add** button.



4. Give the link a **Name**.
5. OPTIONAL: Enter a **Description** about the link.
6. Complete the **external web address** location with the URL of the appropriate website.
7. Select the **Appearance** link.
8. In the **Display** drop-down list select to open **In pop-up**.



9. Complete the remaining fields on the add resource window and choose the **Save and return to course**  button.

# ACTIVITIES

This section covers:

- Activities explained
- Assignments explained
- Turnitin explained
- Forums explained

## ACTIVITIES EXPLAINED

Myplace contains a number of activities that can be added to a class. The icons that are displayed when in edit mode may differ depending on the theme that has been applied. The various icons are as follows:



**Assignments** – this allows students to submit assignments for marking. Tutors can grade and give comments on uploaded files and assignments.



**Attendance** – the attendance activity enables a tutor to take attendance during class and students to view their own attendance record.



**Chat** – the chat tool allows participants to have a real-time synchronous discussion via the web.



**Choice** – the choice tool can be used for quick polls, registration or other activities that require a quick response to a single question.



**Database** – the database feature can be used to create, maintain and search a bank of record entries e.g. it could be used to display a database of web links.



**External tool** – the external tool activity module enables students to interact with learning resources and activities on other web sites. For example, an external tool could provide access to a new activity type or learning materials from a publisher.



**Feedback** – this can be used to create a custom survey for students.



**Forum** – this feature provides the opportunity for online discussions.



**Glossary** – the glossary feature can be used to provide an indexed list of definitions, like a dictionary.



**Group self-selection** – this feature is used to allow students to select the groups that they want to be members of.



**Lesson** – a lesson can be created consisting of several pages of study material. The pages are interlinked by questions of different types, similar to the quiz tool.



**OU Blog** – this open university blog can be used to provide class and student blogs.



**Peer assessment** – this tool allows students to provide assessments on their peers.



**Quiz** – this module allows the teacher to design and set quiz tests, consisting of multiple choice, true-false, and short answer questions.



**SCORM/AICC Package** – this would be used to upload existing web-based learning content for hosting within Myplace



**Survey** – the survey tool can be used to gather data from students.



**Wiki** – this feature provides a collection of web pages that users can edit and view.

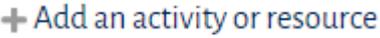


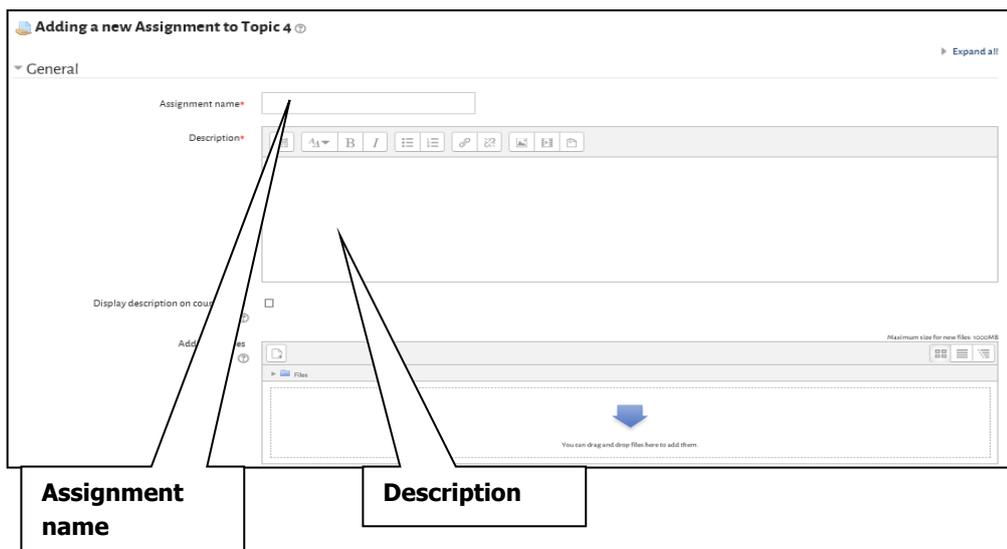
**Assignment: Workshop** – this is the peer-review module in Myplace.

## ASSIGNMENTS EXPLAINED

The assignment activity module enables a teacher to communicate tasks, collect work and provide grades and feedback. Students can submit any digital content (files), such as word-processed documents, spreadsheets, images, or audio and video clips. Alternatively, or in addition, the assignment may require students to type text directly into the text editor. An assignment can also be used to remind students of 'real-world' assignments they need to complete offline, such as art work, and thus not require any digital content. Students can submit work individually or as a member of a group. When reviewing assignments, teachers can leave feedback comments and upload files, such as marked-up student submissions, documents with comments or spoken audio feedback. Assignments can be graded using a numerical or custom scale or an advanced grading method such as a rubric. Final grades are recorded in the gradebook. Tutors can choose to have the assignments assessed against the Turnitin plagiarism detection software.

### ADDING AN ASSIGNMENT

1. Select the **Turn editing on**  button.
2. Move to the appropriate section and choose the **Add an activity or resource**  link.
3. Select **Assignment** and select the **Add** button.



4. Type a name for the assignment in the **Assignment name** field.
5. Type in the assignment details in the **Description** field.

6. **Allow submissions from:** If you want to set a start date then place a tick in the Enable box and choose a start date for the assessment to become available.
7. **Due date:** If you want to set a 'due date' then place a tick in the Enable box and choose a date. Setting this will still allow students to submit after this date but they will show as a late submission to both staff and the student.
8. **Cut-off date:** If you want to set a 'cut-off date' then place a tick in the Enable box and choose a date. Setting this will mean students cannot submit after this date without being given an extension.
9. **Always show description:** place a tick to specify whether the assignment description remains hidden until the Allow submissions from date.

10. **Strathclyde assessment and feedback policy:** To opt out of setting these features tick the box to say the activity is not covered by the assessment and feedback policy.
11. **Marks to be released by:** Set this to provide students the information of when to expect return of marks and feedback.
12. **Person responsible for return of marks and feedback:** You have the option of choosing any member of the class with a staff role. This information will be displayed to the students.
13. **Marking criteria:** If you are not using an advanced grading method such as a marking guide or a rubric, you can enter a simple guide to marking criteria in the box provided.

***\*If you do not tick the box or set marks release person/date, you will not be able to save the assignment.***

- 14. **Online text:** place a tick in this setting to allow students to type directly into an online text file for submission of their assignment.
- 15. **File submissions:** place a tick in this setting to allow students to upload one or more files with their submission.
- 16. **Maximum number of uploaded files:** specify the maximum number of files that a student can upload.
- 17. **Maximum submission size:** select the maximum size of file upload from the drop-down list.
- 18. **Word limit:** If using 'Online text', you can enable this to set a word limit.

- 19. **Feedback comments:** place a tick in this setting to allow the tutor to leave feedback comments for each submission.
- 20. **Feedback files:** place a tick in this setting to allow the tutor to upload files with feedback.
- 21. **Offline grading worksheet:** place a tick in this setting to allow the tutor to download and upload a worksheet with student grades.

- 22. **Require students click submit button:** choose yes or no to enable/disable the feature that allows students to declare their submission as final. Please ensure you explicitly state the 'submit' button must be clicked to finalise.

23. **Attempts reopened:** choose how student submissions are reopened. The options are never, manually (by a tutor) or automatically (until the student passes).

25

24. **Maximum attempts:** choose the maximum number of submission attempts that can be made by a student or keep this as unlimited. After this number of attempts have been made the student's submission will not be able to be reopened.

▼ Group submission settings

Students submit in groups  ?

Require all group members submit  ?

Grouping for student groups  ?

25. **Students submit in groups:** select yes or no to enable/disable this feature which allows for submission of group assignments. This is used in conjunction with groups.

26. **Require all group members submit:** select yes or no to enable/disable this feature which requires all group members to press the submit button before the assignment is considered as submitted.

27. **Groupings for student groups:** select a grouping from the list available in the class.

***\*Please note that if you have Turnitin enabled on a group submission assignment, only the person last submitting the document will receive the originality report. The report will not propagate to all students. This is because Turnitin's software does not recognise 'groups' in Moodle.***

▼ Notifications

Notify graders about submissions  ?

Notify graders about late submissions  ?

Default setting for "Notify students"  ?

28. **Notify graders about submissions:** you can select Yes or No as appropriate to send a message to the tutors when assignments are submitted early, on time and late.

29. **Notify graders about late submissions:** this field can only be selected when the Notify graders about submissions is set to No. This will send a message to the tutors when late assignments are submitted.

30. **Default setting for 'Notify students'**: this will set the default setting in the grading area for a submission. When grading on Myplace you can still choose from a drop down to change the default with each submission graded.

*\*See 'Turnitin Settings Explained' below for information about these*

- 31. **GradeType**: you can choose from 'None', 'Point' and 'Scale'. If you choose 'Point' use the option below to set a 'maximum points' up to 100. If you choose 'Scale' you can choose a pre-set scale from the ones available or you can make your own in the class.
- 32. **Grading method**: choose the advanced grading method that should be used for calculating grades in the given context. You can choose from 'Simple direct grading', 'Marking guide' and 'Rubric'. Click  to find out more details about each.
- 33. **Grade category**: this setting controls the category in which this activity's grades are placed in the grade book. Select a category, where available, from the drop-down list.
- 34. **Grade to pass**: This setting determines the minimum grade required to pass. The value is used in activity and course completion, and in the gradebook, where pass grades are highlighted in green and fail grades in red.
- 35. **Anonymous marking**: select yes or no to activate/deactivate this feature which is set to hide the student identity from the marker. It's set to 'yes' by default and if a submission is made, this cannot be changed and will appear as above. If you wish to remove anonymous marking at this stage, go to 'View/grade all submissions' and choose 'Reveal Student Identities' from the drop down at the top of the page.
- 36. **Use marking workflow**: place a tick in the box to activate/deactivate this feature which sends marks through a series of workflow stages before being released to students. Click  to find out more details about each.

**37. Use marking allocation:** this feature can be enabled, together with marking workflow, to allow markers to be allocated to particular students.

**38. Visible:** allows you to show or hide the assignment

**39. ID number:** here you can set the ID that would be used in a gradebook calculation.

**40. Group mode:** you have 3 choices ‘separate groups’, ‘visible groups’ and ‘no groups’. In the assignment module there is no difference between separate and visible groups (*although in ‘forum’ it’s an important distinction*). If you set either visible or separate it will have the effect of allowing you to ‘filter’ to those groups on the View/grade all submissions page (*see below*). If you choose ‘no groups’ the dropdown below will not appear.

Select	Identifier	Status	Grade	Edit	Last modified (submission)
<input type="checkbox"/>	Participant 1441203	No submission Assignment is overdue by: 47	<input type="text"/>	Edit	-

▼ Activity completion

Completion tracking  Students can manually mark the activity

Require view  Student must view this activity to complete it

Require grade  Student must receive a grade to complete this activity

Student must submit to this activity to complete it

Expect completed on     Enable

41. **Completion Tracking:** If enabled, activity completion is tracked, either manually or automatically, based on certain conditions. Multiple conditions may be set if desired. If so, the activity will only be considered complete when ALL conditions are met. A tick next to the activity name on the course page indicates when the activity is complete.

42. **Conditions:** There are 3 conditions you can set

- a. Student must view this activity
- b. Student must receive a grade
- c. Student must submit

43. **Expect completed on:** this setting specifies the date when the activity is expected to be completed. The date is not shown to students and is only displayed in the activity completion report.

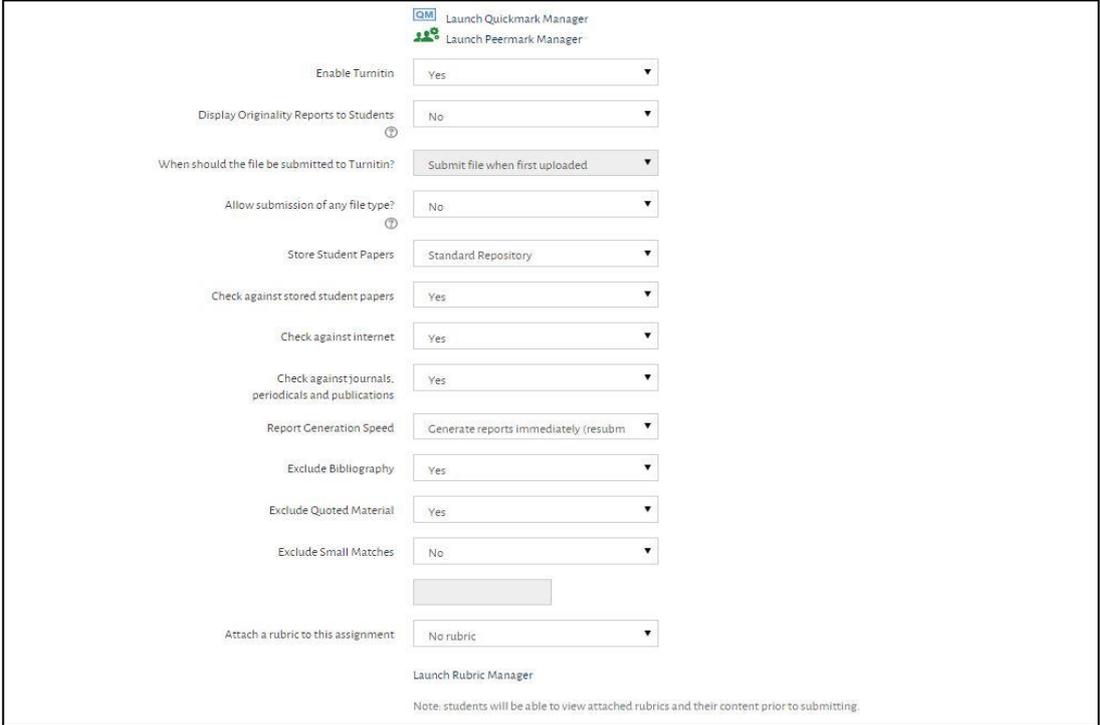
44. Click Save and return to class Save and display Cancel to finalise your assignment setup.

## TURNITIN EXPLAINED

The Turnitin services can be used to check the originality of the student's assignment. It provides the student with an originality report which can compare their work against current and archived internet pages, previously submitted student papers and a repository of periodicals, journals and publications. It also includes a GradeMark tool which allows tutors to evaluate papers using comments and markups. Originality reports can be generated once the student has submitted their assignment. The assignment can be set up to allow students to resubmit their assignment until the due date. The system will only generate one report per assignment within a 24 hour period.

## ADDING A TURNITIN ENABLED ASSIGNMENT

1. Select the **Turn editing on**  button.
2. Move to the appropriate section and choose the **Add an activity or resource**  link.
3. Select **Assignment** and select the **Add** button.
4. Set up the assignment settings as explained above.
5. Expand the **Turnitin plagiarism plugin settings**.



Launch Quickmark Manager  
 Launch Peermark Manager

Enable Turnitin: Yes

Display Originality Reports to Students: No

When should the file be submitted to Turnitin?: Submit file when first uploaded

Allow submission of any file type?: No

Store Student Papers: Standard Repository

Check against stored student papers: Yes

Check against internet: Yes

Check against journals, periodicals and publications: Yes

Report Generation Speed: Generate reports immediately (resubm)

Exclude Bibliography: Yes

Exclude Quoted Material: Yes

Exclude Small Matches: No

Attach a rubric to this assignment: No rubric

Note: students will be able to view attached rubrics and their content prior to submitting.

6. **Enable Turnitin:** choose Yes or No to enable/disable the feature.
7. **Display Originality Reports to Students:** choose Yes or No to enable/disable the display of originality reports for students.
8. **When should the file be submitted to Turnitin?:** choose from Submit file when first uploaded or Submit file when student sends for marking. To enable this feature you should ensure that the **Require students click submit button** (in Submission settings) is set to Yes.

9. **Allow submission of any file type:** choose Yes or No to allow submission of any file type.
10. **Store Student Papers:** choose from No Repository or Standard Repository from the drop-down list.
11. **Check against stored student papers:** choose Yes or No as appropriate.
12. **Check against internet:** choose Yes or No as appropriate.
13. **Check against journals, periodicals and publications:** choose Yes or No as appropriate.
14. **Report Generation Speed:** choose from Generate reports immediately (resubmissions are not allowed), Generate reports immediately (resubmissions are allowed until due date), or Generate reports on due date (resubmissions are allowed on due date).
15. **Exclude Bibliography:** choose Yes or No as appropriate.
16. **Exclude Quoted Material:** choose Yes or No as appropriate.
17. **Exclude Small Matches:** choose from No, Words or Percent as appropriate then enter the number of words or percent in the box below the drop-down list.
18. **Attach a rubric to this assignment:** select the Launch Rubric Manager to attach a rubric.
19. **Anonymous Marking:** choose Yes or No as appropriate.
20. **Translated Matching:** choose Yes or No as appropriate.
21. Complete the remaining fields on the add assignment window
22. and choose the **Save and return to course**  button.

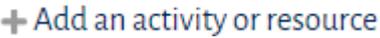
## UPDATING THE ASSIGNMENT

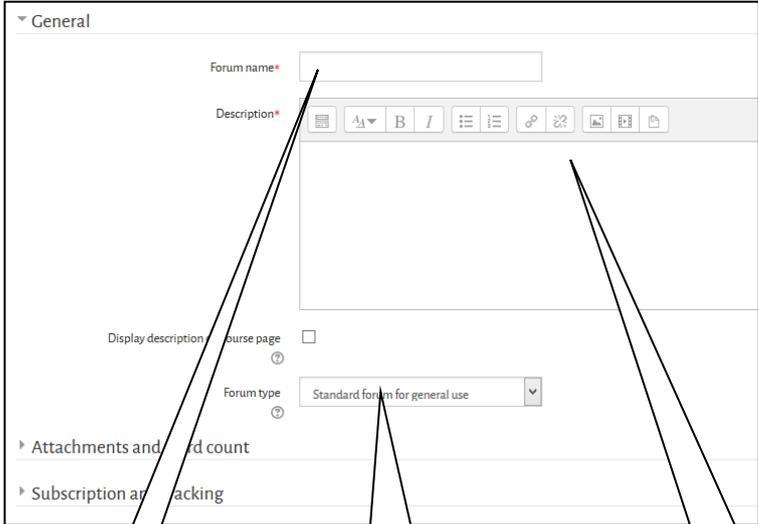
1. Select the **Turn editing on**  button.
2. Choose the **Edit** menu beside the assignment and choose the **Edit Settings**  icon.
3. Make the necessary changes to the assignment and choose the **Save and return to course**  button.

## FORUMS EXPLAINED

The forum feature provides the opportunity for online discussions. There are several different types of forum to choose from: a single simple discussion, standard forum for general use, standard forum displayed in a blog like format, each person posts one discussion, or Q and A forum.

### ADDING A FORUM

1. Select the **Turn editing on**  button.
2. Move to the appropriate section and choose the **Add an activity or resource**  link.
3. Select **Forum** and choose the **Add** button.



The screenshot shows the 'General' section of the Moodle forum creation form. It includes a 'Forum name' text field, a 'Description' text area with a rich text editor toolbar, a 'Display description on course page' checkbox, and a 'Forum type' dropdown menu currently set to 'Standard forum for general use'. Three callout boxes with arrows point to the 'Forum name' field (labeled 'Name'), the 'Forum type' dropdown (labeled 'Forum type'), and the 'Description' text area (labeled 'Description').

4. Give the new forum a **name**.
5. Enter a **description** for the forum.
6. Select the **Forum Type**. You can choose from: a single simple discussion, each person posts one discussion, Q & A forum, standard forum displayed in a blog like format, or standard forum for general use.
7. Complete the remaining fields on the add forum window and choose the **Save and return to course**  button.

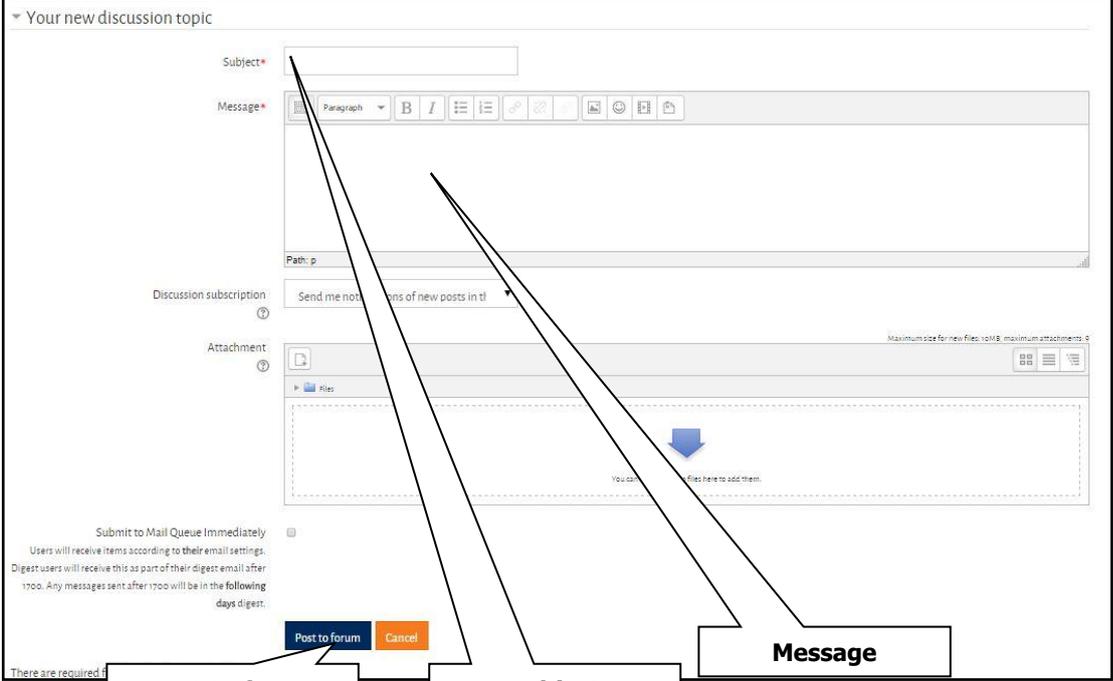


If you expect a forum will be well-used and students can expect many notifications. It may be useful to set the “Subscription mode” to “Auto subscription”. This means that all students are initially subscribed but can unsubscribe themselves at any time. Alternatively the students can turn off forum notifications or choose ‘Single Daily Digest’ from their personal profile.

## ADDING A DISCUSSION

1. Select the **forum**  link.

2. Select the **Add a new discussion topic**  button.



The screenshot shows the 'Your new discussion topic' form in Moodle. It includes fields for 'Subject\*', 'Message\*', 'Path: p', 'Discussion subscription', and 'Attachment'. At the bottom, there are 'Post to forum' and 'Cancel' buttons. Three callout boxes with arrows point to the 'Subject\*' field, the 'Message\*' text area, and the 'Post to forum' button. The callout boxes are labeled 'Subject', 'Message', and 'Post to forum'.

3. Enter a discussion **subject**.

4. Type in the **message**.

5. Select the **Post to forum**  button.

6. Select the **Continue** link.

7. Select the **Class Code** link at the top of the page to return to the class.



# RESTRICTING ACCESS

This section covers:

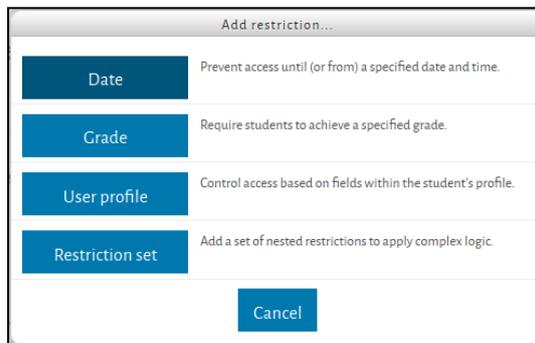
- Restricting access explained
- Restricting access

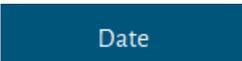
## RESTRICTING ACCESS EXPLAINED

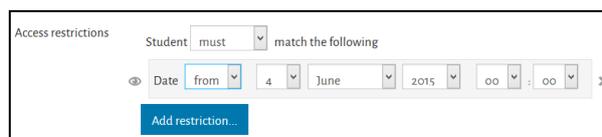
The restrict access feature allows tutors to set conditions to restrict access to an activity. The restrictions can be based upon dates/time and/or scores achieved in other activities. For example, after completion of an assignment, students who have achieved an appropriate grade may then gain access to another activity eg a discussion forum. This feature can also be used to manage sections thereby allowing tutors to control access to sections within the class. The user field restriction allows restrictions to be based on any field from the users profile eg Programme Year, Department, etc.

## RESTRICTING ACCESS

1. Select the **Turn editing on**  button.
2. Choose the **Edit** menu beside the activity/resource and choose the **Edit Settings**  icon.
3. Select the **Restrict access** link and choose the **Add restriction**  button.

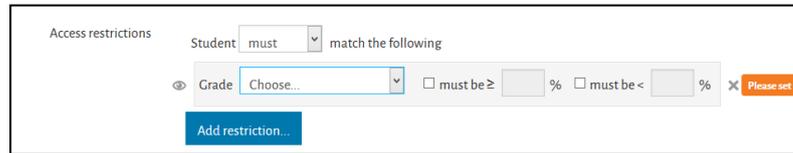


4. Select the **Date**  button.
5. Select From or Until from the **Date** drop-down list and choose a date.

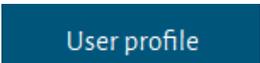


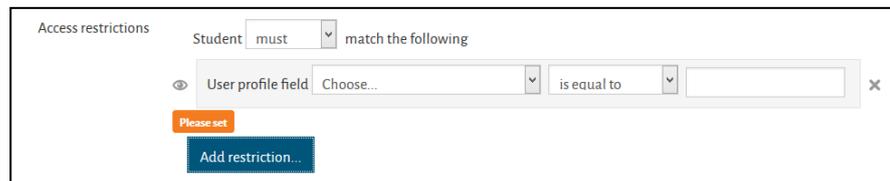
6. Choose the **Add Restriction** button.

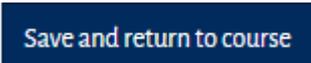
7. Select the **Grade**  button.
8. **Grade:** choose an existing activity from the Grade condition drop-down list.
9. **Must be >:** enter a percentage mark.
10. **Must be <:** enter a percentage mark. You must enter an upper or lower limit, or both.



11. Further grade conditions can be added using the **Add 2 grade conditions to form** button.
12. Choose the **Add Restriction** button.

13. Select the **User Profile**  button.
14. **User profile Field:** select a field from the users profile to restrict access.
15. **Is equal to:** choose an appropriate operator.
16. Enter a value in the **blank box**.



17. Choose the **Save and return to course**  button.



The Restrict Access settings can be applied to a section Topic by using the Edit Summary  icon.

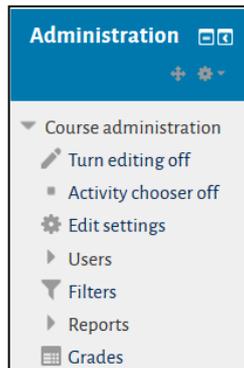
# MANAGING THE CLASS

This section covers:

- Modifying the class settings
- Changing class availability explained

## MODIFYING THE CLASS SETTINGS

1. Select the **Edit settings** link from the Administration block.

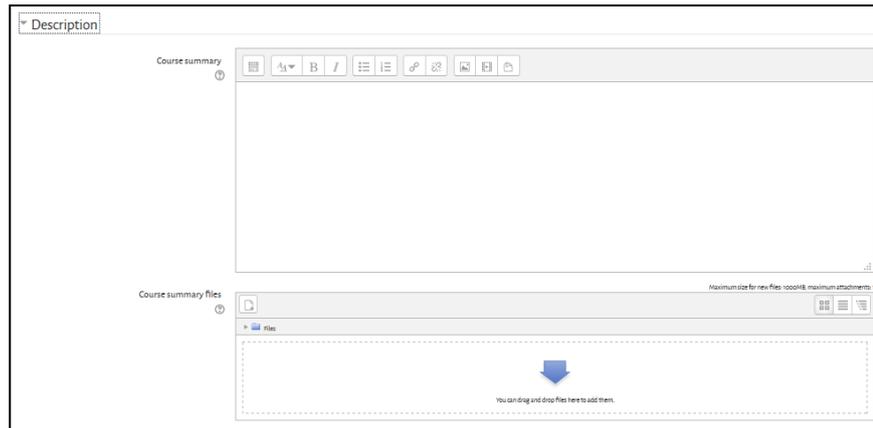


Make the necessary changes to the class settings. Some of the settings are outlined below:

The image shows a screenshot of the Moodle 'General' class settings form. The form is titled 'General' and contains several fields: 'Course full name\*' with the value 'Learning038', 'Course short name\*' with the value 'Lo38', 'Course category' with a dropdown menu showing 'Student and Staff services / IT Training / T...', 'Visible' with a dropdown menu showing 'Show', 'Course start date' with three dropdown menus for day (1), month (August), and year (2015), and 'Course ID number' which is empty. Each field has a help icon (a question mark in a circle) next to it.

2. **Course full name\***: this field is mandatory and will be the same as the class catalogue data.
3. **Course short name\***: this field is mandatory and will be the same as the class catalogue data.
4. **Class category**: this will be the same as the class catalogue data.
5. **Visible**: select show from the drop-down list if you want the class to appear in the student's list of classes.
6. **Class start date**: enter the start date using the drop-down lists. If you have chosen to display the class in weekly format this will affect the weeks that are displayed.

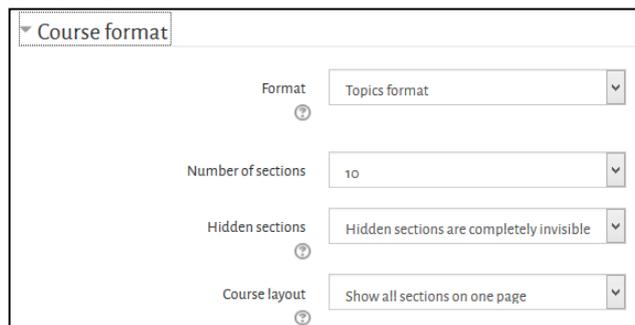
7. **Class ID number:** this will be the same as the class catalogue data.



8. **Course summary:** use this section to give users an overview of the class. When searching through the list of available classes under the class categories this summary of the class is displayed. It can also be added to the class page.

9. **Course summary files:** use this section to add a summary file eg an image to be displayed together with the course summary.

10. Select the **Course format** link.



11. **Format** – select an appropriate class format. The default format is Topics format. Some of the class formats include:

- a. **Topics format:** the class is organised into topic sections. Each topic section consists of activities.
- b. **Collapsible Topics format:** choose this format if you wish to give students the option to collapse various topics.
- c. **Single activity format:** choose this format if you wish to display a single activity or resource on the page.
- d. **Social format:** this format is oriented around one main forum, the Social forum, which appears on the class home page. It is useful for situations that are more freeform. They may not even be for classes. For example, it could be used as a departmental notice board.
- e. **Weekly format:** choose this format to have the class organised week by week, with a clear start date and a finish date. Each week consists of activities.

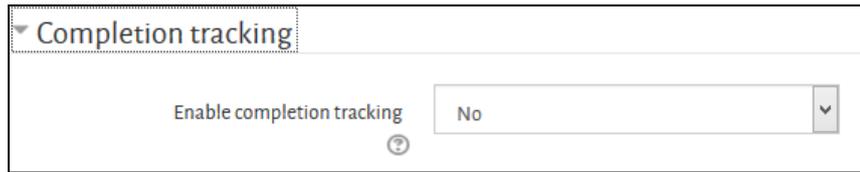
12. **Number of sections:** select the appropriate number of weeks or topics to show from the drop-down list.

- 13. **Hidden sections:** select the appropriate option to manage how the sections of the class are displayed to students. You can set the section to be shown in collapsed form, allowing students to expand the hidden sections. Alternatively you can set hidden sections to be completely invisible (hidden) from the student.
- 14. **Course layout:** select to show all sections on one page or show one section per page.
- 15. Select the **Appearance** link.

- 16. **Force theme:** a different theme can be selected from the drop-down list. The theme sets the appearance e.g. colours, fonts and icons for your class. The default is set to “Do not force”.
- 17. **Force language:** you can select a different language for the class from the drop-down list.
- 18. **News items to show:** select the number of items that you wish to appear in the latest news block on the class page.
- 19. **Show gradebook to students:** choose from Yes or No on the drop-down list to allow students to view their grades from the Grades icon on the main class page. If this is set to No tutors can still show grades for individual assessment activities.
- 20. **Show activity reports:** choose from Yes or No on the drop-down list to activate the reporting feature for students. The activity reports can be used to display each participant’s activity in the current class and can be accessed through the student profile.
- 21. Select the **Files and uploads** link.

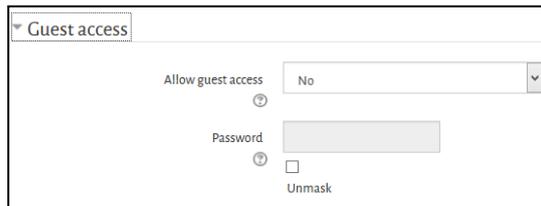
- 22. **Legacy course files:** select Yes if you wish to provide backward compatibility with courses developed in earlier versions of Myplace.
- 23. **Maximum upload size:** this can be used to set the largest size of file that can be uploaded by students. This will determine the maximum upload file size for activities such as assignments and forums. Select a file size from the drop-down menu.

24. Select the **Completion tracking** link.



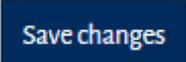
25. **Enable completion tracking:** place a tick in this box if you would like to display the completion tracking setting in the completion tracking page and in the activity settings.

26. Select the **Guest access** link.



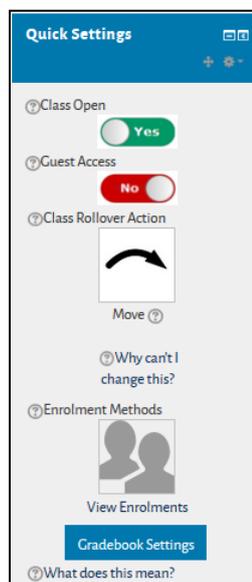
27. **Allow guest access:** you can use the drop-down list to specify whether or not guests can join the class. You can choose from Yes or No.

28. **Password:** a password allows guest access to the course to be restricted to only those who know the password.

29. Select the **Save Changes**  button to update the class.

## CHANGING CLASS AVAILABILITY EXPLAINED

There may be cases in which it is necessary to restrict student access to classes e.g. when the class page is being edited. The Quick Settings block within a class can be used to restrict student access to classes. This provides quick links to some of the settings available within the class administration settings. Select the **Class Open** button in the Quick Settings block. The block will turn Red and student access to the class will be restricted. Select the **Class Open** button again, the block will turn Green and student access to the class will be restored





For Further information regarding the range of training courses provided by the I.T. Training Team:

Tutor led training sessions  
1:1 appointments  
Development & Training Resource Centre

Please go to <http://www.strath.ac.uk/ittraining>  
or  
e-mail [ittraining@strath.ac.uk](mailto:ittraining@strath.ac.uk)