



Managing Course Participants

2.2.4 TOPIC 4 – MANAGING COURSE PARTICIPANTS

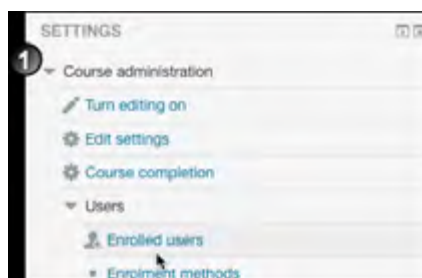
Enrolling students

Normally, at most institutions, the roster of students will already be entered and uploaded to your course, by Moodle administrator. So adding students is not something that a teacher has likely to worry about. Let's take a look, however, at how we can manually add students into our course and assign them the correct role and permissions.

We have to work in the Administrator Block of the Course Dashboard, usually it sits on the left side, of the screen (but it depends on how your administrator has customized the course)

There to click on **Users**.

From here, select **Enrolled Users**, and you'll notice the list of all students enrolled in the course.



If you, as a teacher, are the only enrolled person, it means that students were not pre-loaded and we have to add them all.

In order to add users, click on the **Enrol Users** button in the upper right hand.

This will show up a pop-up box with the list of students who have Moodle accounts set up for them at your specific institution.

If a user does not have an account, there is not much you can do but talking to the Administrator to have them entered.

For students we want to add to our course and who already have an account setup in the system, we simply click on **Enrol**.

However, before we finish enrolling users, we need to make sure that we are assigning them the correct role. With this we'll make sure they have the permissions we want them to have during the course. Normally we'll want them to be simple students, but we can also enrol someone as "non-editing teacher", to add, for example and assistant.

After this check go to the bottom and click on **Finish enrolling Users**.

At this point, you'll notice that now we have students enrolled in our course, but if at any point we want to get rid of a student from the course, because they moved or dropped out of the course, we can always go on the far-right hand side and click the **Unenroll button**, which is represented by an X.



Click here, we will be asked if we're sure and want to continue.

After confirmation, they're out of the course.

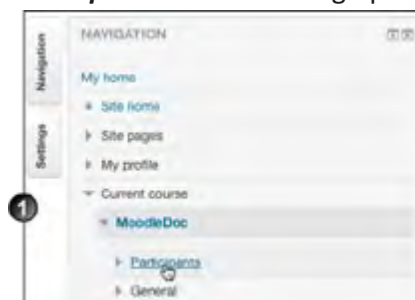
However, we are only able to delete students we've manually added to the course. If students were pre-loaded, we'll need to talk to an Administrator in order to have them removed.

Sending Messages

There may be times when teachers need to send a message to individual students or a particular group of students.

This is a different feature from the Forum, that we have discussed in a previous topic. Forums are announcements posted for the whole audience of students, here we are addressing single individuals or groups.

On the left-hand side we are likely to find the **Navigation block** (position can change according Administrator customization). And here under **My Courses** we need to expand the title of our course and select **Participants**. This will bring up a list of all participants that are



enrolled into this particular course.

Click on an individual student, for example George.

We will see a profile for George and in the top right corner we'll notice the Send Message button. Click on it.



An editing area will open and from there we edit a specific message to be sent directly to George.

If we want to send a message to multiple students we can click on George, Henry, Elisabeth and Lydia, scroll down and in the drop-down menu click on **Send a Message**.

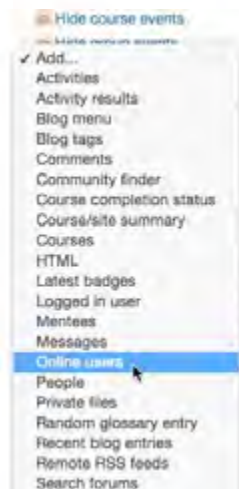
This way we are able to send a message to all four of these recipients.

We can also click on Select All and send a direct message to everyone in the course.

Meeting students online

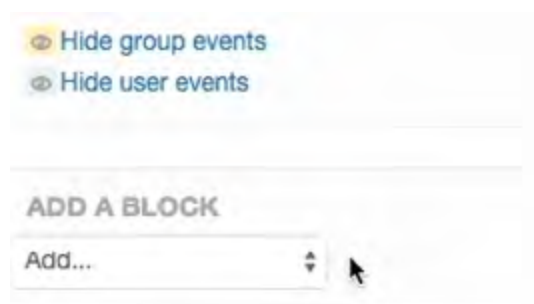
In Moodle, your students also can send messages to other students, as well as the teacher. There may be times when a student has a question and would like to ask student who is currently online and logged in to the Moodle platform. Of course they can directly ask the teacher if he is online as well as a teacher can contact a student who is currently online

So it is important to have a way to know who's logged in to the Moodle platform at a specific time.



In order to do this, we can add a block, which will allow us to see who is currently logged in. For this purpose, we first need to make sure that editing is turned on, because we have to add a feature to the appearance of our Moodle course page.

Scrolling to the bottom on the left hand side, there should be a block titled **Add A Block**.



From here, I'll click the drop down menu, and select **Online Users**.

Now, if I scroll back to the bottom, we can see that the Online Users block has been added. The list will include the users who were online in the last five minutes.



We can click on the user name and his/her profile will open together with the Send Message button to forward a direct message, the same way we have seen for sending messages.

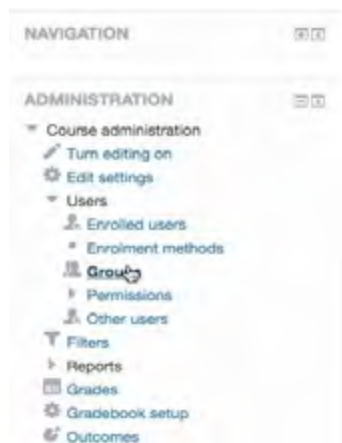
This is a great way to find out who's online at the current time in our course and open a direct instant channel of communication.

Managing groups

There may be times that a teacher needs to organize students into groups. Moodle platform offers an easy way to create groups.

In order to do this, navigate to the **Administration Block**, on the left-hand side.

From select **Users**, and then **Groups**.



We have the ability to

- **Create Groups**
- **Auto-Create Groups**
- **Import Groups** (from another location)

Clicking on **Create Group** we are requested to name it.

We can also give a group ID number as well as a description. Moodle offers also the possibility to create an enrollment key for students to be able to enroll into the group.

We can also add a picture to represent the group.

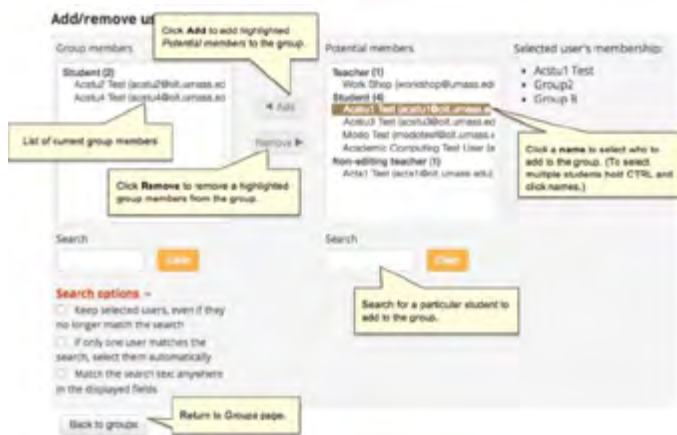


When done **Click Save Changes**.

However, there aren't any members yet in the group. In order to do this, on the right-hand side, scroll to the bottom, and click on **Add Remove Users**.



Moodle will generate a list of all students who are enrolled into the course. From here, we can click on students. And if I hold down the command or control button, I can select multiple students.



When done, click on **Add**. It will now add these students into that group.

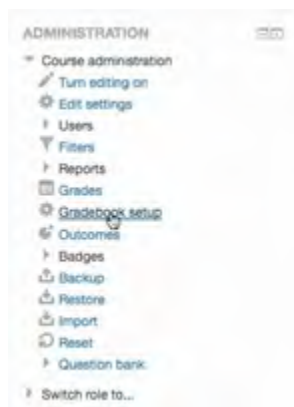
When finished, go to the bottom and click **Back To Groups**.

Working with gradebooks

Moodle offers a great tool to manage gradebooks.

Here we learn how to set up a gradebook for our course.

First, we need to access the gradebook. On the left-hand side, under the **Administration Block**, click on **Gradebook Setup**.



In Moodle, when we create an **assignment** or **quiz** that is worth points, it's automatically populated into the gradebooks. So you'll probably notice there are already assignments which appear in the Grades area.

If we click on one of the assignments, we get more information.

First, we can see the assignment. Down below we can see the **Grading Summary**

Essay #3

Visible groups: All participants (1)

Grading summary

Participants	15
Submitted	12
Needs grading	11
Due date	Tuesday, August 22, 2017, 12:00 AM
Time remaining	9 hours

[View all submissions](#) [Grade](#)

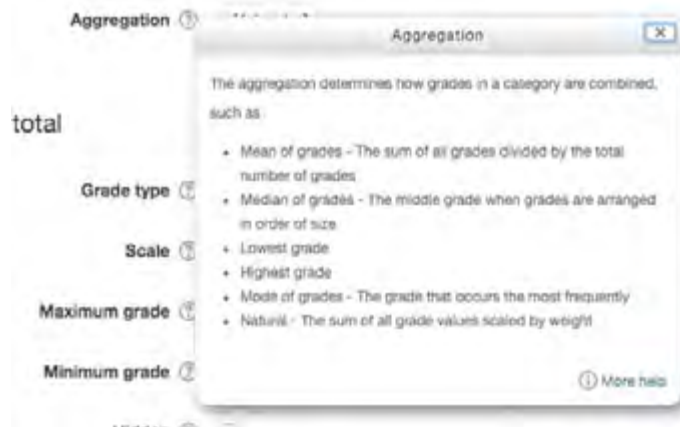
We can see the participants, how many submissions, the due date, as well as the time remaining. If we want to, we can click here to **View all submissions** and **Grade** them.

Below this we can see the **Submission status**. This is what the student will see from their perspective.

Notice that although we have already assignments, we don't have any grade categories yet. In order to add a grade category, I'll click the button on the bottom called **Add category**.

Moodle requires teacher give the category a name.

As **Aggregation** we have a number of choices like Mean of grades, Median of grades, Lowest or Highest grade. Default value is Natural, which means the sum of all grade values are scaled by weight.



Now depending on the setting that you have, you may be able to adjust some of this information, which includes the **Maximum and Minimum** grades, the **Grade Type**, and whether or not you want it to be **Hidden, Locked**, and **Weight** adjusted.

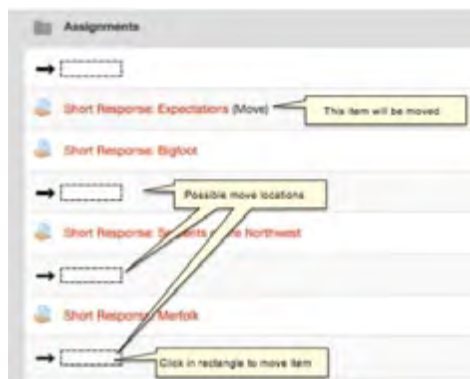


Click on **Save changes**, and a category is created.

Assignments	0.0	-	Edit -	All / None
Assignments total		0.00	Edit -	
Course total		20.00	Edit -	

Categories are needed to group assignments or quiz or other types of tasks that teacher wants to weight homogenously.

If we want to move one of the assignments or categories, we can click on the icon to the left



of it. Then Moodle will ask where we want to move it to.

Click any of the dashed rectangles to move the item to that location. The page will refresh showing the item in the new location

If we do not change it all different categories will be equally weighted. That means that if we have Category 1 and Category 2, grades for the assignments contained in both categories will count 50%.

If we want to change this, say for instance that I wanted Category 1 to be only worth 25% of the grade, when we click **Save changes**, the percentage for Category 1 will be adjusted to 75%, so the sum of all categories total 100%

Name	Weights	Max grade	Actions
Sports PromotionWE (BAG—305-000, 1718-0P)			Edit +
Quizzes	5.0		Edit +
Quiz 1, Chapter 1	<input type="checkbox"/> 10.000	5.00	Edit +
Quiz 4, Chapter 7	<input type="checkbox"/> 10.000	5.00	Edit +
Quiz 5, Chapter 8	<input type="checkbox"/> 10.000	5.00	Edit +
Quiz 6, Chapter 10	<input type="checkbox"/> 10.000	5.00	Edit +
Quiz 7, Chapter 11	<input type="checkbox"/> 10.000	5.00	Edit +
Quiz 8, Chapter 12	<input type="checkbox"/> 10.000	5.00	Edit +
Quizzes total		25.00	Edit +

What if we want to add a grade for something that wasn't completed in Moodle? This isn't a



problem. Simply click on **Add Grade Item** at the bottom.

Here we can enter the information. Let's say for instance, we want a "Research papers" assignment.

We can choose what type of grade I want it, for example we set it as **Value**. We set it to be worth 100 points, and then we have to decide the category we want it to be placed in. We can assign to existing categories or we can keep it General, because ideally we'd like to create a Research Papers category that I would put that in.

When over click **Save Changes**.

Grade item

A screenshot of the Moodle 'Grade item' configuration form. The form includes the following fields and options:

- Item name**: An empty text input field.
- Grade type**: A dropdown menu with 'Value' selected.
- Scale**: A dropdown menu with 'Use no scale' selected.
- Maximum grade**: A text input field containing '100.00'.
- Minimum grade**: A text input field containing '0.00'.
- Hidden**: A checkbox that is currently unchecked.
- Locked**: A checkbox that is currently unchecked.

Then we'll have to create a new category (Category 3) to hold the new assignment and we'll have to weight Category 3. If we decide that Category 3 is worth 50%, other 2 categories will have their weights adjusted accordingly, so that we total 100%.

Categorizing gradebooks

In the previous section, we have seen how to set up the Moodle gradebook. Now, we're going to take a look at the **Grader Report** and **User Report**.

On the main page for the **Gradebook Setup** there's a dropdown menu at the top. Clicking on the dropdown menu, we can see that there are a large number of options we can choose. We even have the ability to export our gradebook, and then import it into somewhere else, or we have the ability to import a CSV file so we can import grades from somewhere else into the Moodle platform. We will focus on at the **Grader Report**, which is at the top, and the **User Report**, which is a few options below it.



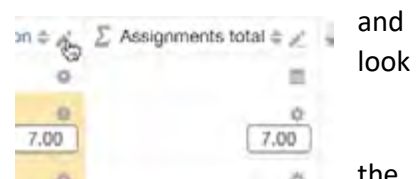
Let's click on **Grader Report**. Here we can see that all the students in our course have been automatically populated into the gradebook. In the columns at the top we have the different assignments that count for points in the gradebook. Some things on Moodle, such as quizzes, will be automatically graded and entered into the gradebook. Other assignments, such as papers turned in by students, can be graded and given feedback within the student's assignment. Once the teacher has assigned a grade for it, the grade will be populated into the gradebook. At any time, if we want to manually enter a grade, or if we need to override an existing grade, we can do that as well.



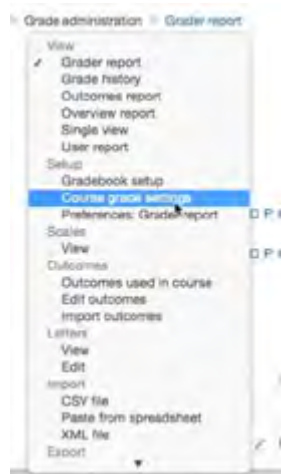
The screenshot shows the 'LAE Grader Report' interface. It displays a table with columns for 'CATEGORY' and 'ASSIGNMENT'. The table contains rows for individual students, with columns for different assignments and their corresponding grades. The interface includes navigation tabs at the top and a toolbar with various icons for editing and viewing the data.

First we'll **Turn Editing On** at the top and we'll see that all of these different grades open up and we're able to go in and enter them manually. When we're done, we'll click save changes, and the grades will be updated.

If we click on the edit icon, next to one of the assignments, it allows us to make some changes as well as to leave feedback or override a grade, at the top we have the ability to select a single user and at his grades individually.



Now finally, I want to navigate back to the main page of grade setup, and at the top I'm going to navigate to **course grade settings**.



On this page we can adjust some of our settings. First we can select the aggregation position which means do we want our students' overall grade to appear first, in the beginning of their grades, or at the end.



Down below this we have quite a few more options and there are a ton of different settings you can have within the gradebook.

A teacher can customize this, so it fits your course the best, and if we have doubts on some of these individual things, we can always use the inline help.

At the bottom, for the **User Report**, we can choose what we want to show to students on that user report. Showing every single information can be overwhelming, so it is better to have a look at it and simply show the data we judge essential like the feedback and the grades. Every item can be shown or hidden according your choice in the dropdown menu.