



SOUL 2.0

User Guide for Programme Administrators

(August 2013)

This user guide is produced and distributed by the Centre of Cyber Learning. It is an instructional handbook and guideline to assist programme administrators in managing a course on SOUL 2.0. Suggestions on improving this user guide are welcomed.

Correspondence Address:

Centre for Cyber Learning
HKU School of Professional and Continuing Education
511-521, Level 5, Cyberport 1,
Cyberport Road,
Hong Kong

Fax : 2989 9429

Web site : <http://ccl.hkuspace.hku.hk>

Table of Contents

1.	OVERVIEW	3
2.	LOGIN TO SOUL 2.0	4
2.1	Login and Edit Profile	4
2.2	Personal Homepage	5
2.3	Language Available	6
3.	COURSE MAINTENANCE	7
3.1	Batch Enrollment	7
3.2	Enable courses	7
3.3	Update settings	9
3.4	Extend Course	10
4.	MY COURSE	11
4.1	Course Website	11
4.2	Course Navigation	15
4.3	Settings	15
5.	COURSE SETUP	29
5.1	Announcement	29
5.2	Content (Teaching Materials)	31
5.3	Resources	31
5.4	Activities	47
5.5	Manage Blocks	107
5.6	Drag and drop file upload	108
6.	MY PROFILE	110
6.1	Set Site Preference	110
6.2	Send Messages to Students, Instructors or other Programme administrators	111
7.	FORGOT PASSWORD	112
8.	LOGOUT SOUL 2.0 ACCOUNT	112
9.	CONTACT US	112

1. OVERVIEW

SOUL 2.0 System is a Web-based e-learning system serving as a communication channel between institutions and students, between students and instructors as well as among students and instructors.

With the provision of a feature-rich learning environment, users can access a set of easy-to-use SOUL 2.0 features, which include:

- Course Announcement
- Course Content
- Course Calendar
- Course Discussion Forum
- Assignment Upload/Download
- Resources sharing
- Real-time (synchronous) Chat
- Online Quizzes and Surveys
- Online Gradebook
- Course Report
- Wiki

This document aims at introducing programme administrators the basics functions of SOUL 2.0 and how to manage courses. It can also help you to become familiar with the system and reap the greatest benefits from it. From this document, programme administrators can learn about how to make use of the SOUL 2.0 System to achieve efficient and effective teaching and learning. As a programme administrator, you have full set of SOUL 2.0 function as an instructor, added with several course administration functions.

2. LOGIN TO SOUL 2.0

2.1 Login and Edit Profile

HKU SPACE staff members can use your **Staff Intranet account** to access the SOUL 2.0 website.

Follow the steps below to login to SOUL 2.0:

1. Open a Web browser. (For example, Mozilla Firefox or Microsoft Internet Explorer, etc.)
2. Go to the SOUL 2.0 Web site at <http://soul2.hkuspace.hku.hk/>.
3. On the right of the Login Area, enter your Username and Password.
4. Select **Staff** from the **User group** pull-down menu.
5. Press the **Login** button.

The Edit Profile page would be shown for first time login.

1. Edit the information in your profile if necessary.
2. Press the **Update profile** button.

Notes:

The Password is **case-sensitive**.

Important Remarks:

You cannot change your password or email address in SOUL 2.0. If you would like to change your password or email address, please login to Staff Intranet and change them. The updated information will be applied automatically to SOUL 2.0.

2.2 Personal Homepage

Upon successful login to the SOUL 2.0 system, you would see the Personal Homepage screen as shown above. It is composed of 3 columns. On the side column, it contains a number of blocks for you to carry out the following activities:

- To navigate different sections (**Navigation**)
- To view the upcoming events (**Upcoming events**)
- To view recent activities since your last login (**Recent activity**)
- To seek technical support in using SOUL 2.0 (**Support Centre**)
- To find other useful HKU SPACE resources (**HKU SPACE e-Services**)
- To manage your course schedule and your personal events (**Calendar**)
- To edit your profile settings (**Settings**)

The middle part is a larger column where you can find the latest announcements for courses (**Announcement**) and your managing courses (**My courses**). When there is an announcement posted in a course, it is listed under the Announcement section. The list will

show the latest 3 announcements of your course(s). If users have subscribed to the Announcement for receiving emails, they will receive an email with the announcement subject and content whenever an announcement is posted.

2.3 Language Available

On the SOUL 2.0, user interface is available in three different languages. They are English, Traditional Chinese and Simplified Chinese.

To change the language setting:

1. Click on **My profile settings** in Settings block.
2. My profile settings folder would be expanded.
3. Click on the **Edit profile** link.
4. In **Preferred language** pull-down menu, select the language preferred.
5. Press the **Update profile** button.

3. COURSE MAINTENANCE

Course maintenance allows you to maintain your courses with the functions listed under the **Course Maintenance** folder in the **Navigation** block. The functions include Batch Enrollment, Enable courses, Update settings and Extend Course.

3.1 Batch Enrollment

This function allows you to enroll a user to a list of courses.

1. Click on the **Batch Enrollments** link under **Courses Maintenance** in **Navigation** block.
2. Search the user by adding filters, press the **Show advanced** button to show more filter options.
 - Filter - You can search for users, using particular criteria or filters. These criteria can be configured to display data as per the following limits:
 - contains
 - doesn't contain
 - is equal to
 - starts with
 - ends with
 - is empty

For example, if you wish to search for all users with John in their First Name or Last Name you would enter 'John' in the Full name filter and select the 'contains' limit.
3. Press **Add Filter** button to run the user search, search result is shown.
4. In the filter result, click on the user's name, a list of user's enrolled courses is shown.
5. Enter the course keywords in the **Search course** field.
6. Press **Search**.
7. Select the **Active / Suspended** radio button of the courses from the Enrolled courses list.
8. Select the **Enrolled / Not enrolled** radio button to the Enroll / Unenroll the courses
9. Press **Next**.
10. A summary of the course to be active / suspended / enrolled / unenrolled page is shown.
11. Select the role from the pull-down menu next to each course.
12. Press **Proceed**.
13. A message **Update completed** is shown.
14. Press **Continue**.

Note: You can only map the courses you have programme administrator right to other users.

3.2 Enable courses

Enable courses allows you to enable course for new intakes before the start of semesters.

To enable a course:

1. Click on the **Enable courses** link under **Courses Maintenance** in **Navigation** block.
2. In the **Course List**, select a course which you would like to enable.
3. Details of the course are shown in the box on the right hand side.
4. Select the **Course Settings**:
 - *For coming new intake only*
 - i) How many days should be added into the Course End in MIS?
This setting allows you to set the number of days added to the end date of the course record in MIS, you can use this to extend the availability of the course in SOUL 2.0.
 - ii) Shall the course information be updated when it is being updated in MIS?
If it is set to “Yes”, any updated information in MIS will be synchronized to SOUL 2.0. If it is set to “No”, course information in SOUL 2.0 will not be updated upon updates of course information in MIS.
 - iii) Shall we enable the course in SOUL 2.0 when the new intakes are found in MIS?
If it is set to “Yes”, new intakes will be enabled automatically. If it is set to “No”, you would have to enable the course for new intake manually.
 - iv) Shall we copy the staff and teacher course mapping from previous intake?
If it is set to “Yes”, the staff/instructors mapping to courses will follow that of the previous intake. If it is set to “No”, programme administrator has to map staff/instructors to courses manually.
 - v) Shall we map all teachers by using the information in Room Booking System?
If it is set to “Yes”, teachers will be mapped to courses in SOUL 2.0 according to the information in Room Booking System. If it is set to “No”, programme administrator has to map instructors to courses manually.
 - vi) Shall we copy the schedules from Room Booking System to the course calendar in SOUL 2.0 platform?
If it is set to “Yes”, schedule records in Room Booking System of the course will be copied to Calendar in SOUL 2.0. If it is set to “No”, schedule records in Room Booking System will not be copied.
 - vii) How many days before the course start shall we copy the information from Room Booking System to SOUL2.0 Platform?
This setting allows you to set how many days before the course start day should the system start to copy the information (teacher mapping and course schedule) from Room Booking System.

viii) Which course layout shall we use?

This setting allows you to set for the new intake, whether to use System defined layout or to adopt the layout used in the current intake.

ix) Shall the participant (people) list be shown in the course?

If it is set to “Yes”, participant list of the course will be shown. Instructors and learners would be able to see the list. If it is set to “No”, participant list will be hidden from the course.

x) Shall we restore all course material from last intake to the new intakes?

If it is set to “Yes”, all course materials will be restored from last intake upon finding new intakes. Messages in Forum, Gradebook, Wiki, Quiz results and all information submitted by students will not be restored in new intakes. If it is set to “No”, the course materials will not be restored upon new intakes and the new intakes would be a created as a completely new course.

xi) Shall the course be removed permanently 3 years after the course expired?

If it is set to “Yes”, the course will be removed permanently 3 years after the course end date. If it is set to “No”, the course will be kept for 5 years.

5. Press the **Save** button.
6. A Submitted Details page is shown.
7. Press the **Proceed** button.
8. The course is enabled, press **Continue**.

Important Remarks:

If you need to keep your course in SOUL 2.0 for more than 5 years, please send your request to us within 3 years after the course was being created in SOUL 2.0. Once we received your request, we will contact you to discuss further arrangement on your course in SOUL 2.0.

3.3 Update settings

Update settings allows you to change the settings which set in the **Enable Course** function.

To update course settings of new intakes:

1. Click on **Update settings** link under **Courses Maintenance** in the **Navigation** block.
2. Click on the **Edit Detail Setting** link in the Update Course Settings page of the course which you would like to edit.
3. Update the settings.
4. Press the **Save** button.

To enable/disable settings for the new intakes:

1. Click on the **Update settings** link under **Courses Maintenance** in the **Navigation** block.
2. Select **Closed** radio button if you would like to disable the settings to the course of the new intakes in the future.
3. Select **Open** radio button if you would like to enable the settings to the courses of the new intakes in the future.
4. Press the [**Save**] button.

Note: This setting only apply to the new intakes in the future, it will not apply to the current or past intakes.

3.4 Extend Course

Programme administrators are able to extend the course expiry date of the expired course.

To extend an expired course:

1. Click on **Extend Course** link under **Courses Maintenance** in the **Navigation** block.
2. The expired courses are shown in the table.
3. Search the course by entering the Course code, press **Apply filter** button.
4. In the course list, check **Change** check box of the course you want to extend.
5. Update the **Expiry date**.
6. Check the **Available** check box to make the course available to students.
7. Press **Save**.
8. The course will be removed from the list and is available to participants.

4. MY COURSE

Programme administrators are able to access to the managing courses under the **My courses** block on the Personal Homepage. Click on the course name to access the course website.

4.1 Course Website

The screenshot displays the SOUL 2.0 course website interface. At the top, there is a banner with the SOUL 2.0 logo and the tagline "Your Learning SPACE" over a green landscape with silhouettes of people. Below the banner is a breadcrumb trail: "Home > My courses > LW 56-803-00(01)". The main content area is divided into several blocks:

- Navigation:** Home, Site pages, My profile, My courses, SO 99-027-00(11), CC 88-225-00(01), LW 56-803-00(01), Participants, Reports, General, Notes, General Documents, Assignments, Resource Links, Course Activities, Past Exam Papers, Course request, Request course, Update settings.
- Topic outline:** Your progress, Announcement (2011-06-13 02:38 pm), Social forum (2011-06-08 03:31 pm), 1 Notes, Criminal Litigation Revision (2011-06-10 10:18 am), In-class Exercises & MCQs ... (2011-06-10 04:30 pm), Answers for Lecture 5 - Round ... (2011-08-04 03:05 pm), 2 General Documents, 2011 Hong Kong Law Fair (22 Ja... (2011-06-10 11:50 am), Coursework Guidelines (2010-20... (2011-06-10 11:52 am), 3 Assignments, Commercial Law (Consumer Credi... (2011-06-14 04:01 pm), Business Associations (Coursesew... (2011-07-14 10:59 am), 4 Resource Links.
- Support Centre:** Get familiar with SOUL 2.0, 1-mins Demos, FAQs, User Guides, Need more help? (If you have any queries or comments regarding SOUL online services, please click here to let us know).
- HKU SPACE e-Services:** Useful Links, HKU Library, Portal service, Webmail, Plagiarism (To know more about plagiarism, please click here to read the details).
- Calendar:** August 2011, Sun Mon Tue Wed Thu Fri Sat.

After entering the course, you would see the course website. In SOUL 2.0, each course may have different designs in terms of colour, display and position of blocks. Blocks that may be shown in the course main page include:

- Navigation – shows the course outline and provides navigation between chapters
- Upcoming events – displays future events in a summarized list
- Latest news – lists the latest messages posted in the announcement and forums of that course
- Recent activity – lists course activities since the user's last access
- Support Centre – lists useful information of SOUL 2.0
- HKU SPACE e-Services – lists HKU SPACE useful links
- Calendar – allows programme administrators to post/view course events
- Settings – allows programme administrators to change course settings

4.1.1 Navigation

The Navigation block provides navigation between course sections/weeks as a folder that can be collapsed / expanded. Links will take you directly to a particular course section, an activity or resource within a section. You can also jump to other courses from the navigation block.

4.1.2 Upcoming Events

The Upcoming Events block displays future events in a summarized list. Events are generated directly from the calendar and/or activity deadlines, providing a link to full details or directly to the activity.

There are also links for **Go to calendar...** and add a **New Event....**

If you click on a date, you will go to the day-view calendar for that day. By clicking the title of an event which appears to be a link, you will be taken to that particular event.

4.1.3 Latest News

Recent posts made in the News forum will be displayed as a listed item in the Latest News block, along with a link to archived news.

4.1.4 Recent Activity

The Recent Activity block lists course activities, such as updated resources and activities, forum posts and assignment submissions, since the user's last access to the course.

Programme administrators and instructors can always see all recent submissions and students can always see their own recent submissions.

4.1.5 Support Centre

In the Support centre block, you can find useful information of SOUL 2.0 such as 1-Minute Demo, FAQs and User Guides. You can submit an IT Help ticket through this block if you have any queries or comments regarding SOUL 2.0.

4.1.6 HKU SPACE e-Services

You can find a list of HKU SPACE useful links from HKU SPACE e-Services block, such as links directing to the HKU Library and Portal service. You can also read the booklet on plagiarism provided by The University of Hong Kong.

4.1.7 Calendar

The Calendar block gives users an overview on events (lectures, tutorials, assignments, examinations) that would take place throughout the month. Also, the Calendar serves as a reminder to users on various due dates and announcements.

By placing the cursor on a particular date, users will be given brief information of the activity. By clicking on a specific date, a detailed description with regards to the activity will be shown.

Activities are grouped into the following 4 categories:

- Global – viewable in all courses (created by admin users)
- Course – viewable only by students in a course (created by programme administrators or instructors)
- Group – viewable only by students of a group (created by programme administrator or instructors)
- User (personal event) – viewable only by the creator

By clicking the eye icon next to the category, the corresponding events will be hidden from the above calendar. To show the hidden events in the calendar, simply click the eye icon once more.

To add an event to Calendar:

1. On the Personal Homepage, click the **Go to calendar** link in the **Upcoming Event** block or click the “month year” in the **Calendar** block.
2. On the Calendar screen, press the **New Event** button in the top right-hand corner of the calendar.
3. A screen for **New Event** is shown.
4. Enter the following information:
 - a. Type of event
 - b. Event Name
 - c. Event Descriptions
 - d. Schedule date and time
 - e. Duration
 - f. Repeat or not
5. Press the **Save changes** button.
6. The created event with details is shown.

To edit an event:

1. On the Calendar screen, click on the event name to be edited in the calendar.
2. A screen for the event details is shown.
3. Click the edit icon (like a pencil) displayed against the event on the right hand side.
4. A form with the event details pre-populated is shown.
5. Make changes to the event details.
6. Press the **Save changes** button.
7. The updated event with details is shown.

To delete an event:

1. On the Calendar screen, click on the event name to be deleted in the calendar.
2. A screen for the event details is shown.
3. Click on the delete icon (like a cross) displayed against the event on the right hand side.
4. A confirmation screen is shown.
5. Press the **Delete** button to confirm.
6. The daily schedule of the date of the deleted event is shown.

To set preference in Calendar and Upcoming event blocks:

1. On the Calendar screen, press the **Preferences** button shown on the right.
2. Select the option of the following items based on your preference:
 - a. Time display format
 - b. First day of week
 - c. Maximum upcoming events shown in the Personal Homepage
 - d. The number of days for upcoming events to be displayed

3. Press the **Save changes** button.

4.1.8 Settings

The Setting block is an important menu for Programme Administrators to perform administrative actions, for example enrolling/ unenrolling participants, viewing grades and setting the layout of the Course Main page. Detailed functions of the Settings block would be introduced in Session 4.3.

4.2 Course Navigation

After entering the course, there are two ways to navigate learning materials:

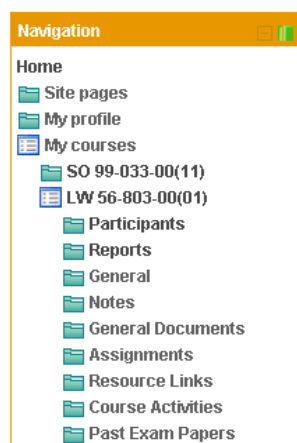
- Navigation bar
- Navigation block

4.2.1 Navigation bar

[Home](#) ▶ [My courses](#) ▶ [LW 56-803-00\(01\)](#) ▶ [General](#) ▶ [Announcement](#)

- If you click the course code, you go to the main page of the course website.
- If you click **Home**, you go back to your Personal Homepage.

4.2.2 Navigation block



- The navigation block provides navigation between courses and chapters as a folder that can collapse or expand.
- When you click an activity/resource title, you can directly go to the activity/resource material.

4.3 Settings

One of the most important blocks for the programme administrator is the Settings block.

The Settings block includes:

- Edit settings – to change the setting of the course such as course summary, format and theme.
- Grades – lists the grades of quizzes and status of assignments of each enrolled student.
- Reports – shows you the full detail of your students' activities in the course. You can also use the SOUL 2.0 Report to monitor students' performance.
- Copy material – to copy the course resources and activities to another course(s).
- Copy settings – to copy the setting of a course page to another course(s).
- Question bank – questions of the course created for quiz.
- Switch role to – switch role to non-editing teacher / Student / Guest.
- My profile settings – shows your profile information on SOUL 2.0.

4.3.1 Edit settings

In the Edit setting, you can update the following information of the course:

i) General

- Course full name – the full name displayed in the course list.
- Course short name – course code of the course, this is shown in the breadcrumb menu and Navigation block.
- Course summary - the summary appears on the course listings page.
- Format - the layout of the course, there are 4 major types of layout:
 - Generic weekly format: The course is organized week by week, with a clear start date and a finish date.
 - Generic topics format: The course is organised into topic sections. Each topic section consists of activities.
 - Social format: This format is oriented around one main forum, the social forum, which appears listed on the main page. It is useful for situations that are more free form.
 - SCORM format: The Sharable Content Reference Model (SCORM) is a content packaging standard. SCORM packages are self-

contained bundles of content and JavaScript activities, which can send data to SOUL 2.0 about the students score and current location.

- Number of weeks/topics - this setting is only used by the 'weekly' and 'topics' course formats. In the 'weekly' format, it specifies the number of weeks that the course will run for, starting from the course starting date. In the 'topics' format, it specifies the number of topics in the course. Both of these translate to the number of "boxes" down the middle of the course page.
 - Course start date – the start date of this course.
 - Course expiry date – the expiry date of this course, programme administrator can extend the availability of the course in SOUL 2.0.
 - Hidden sections - this option allows you to decide how the hidden sections in your course are displayed to students.
 - Display modified date format – this option determines how the date/time of the modified dates are shown in the Main page after the title of the resources or materials.
 - News items to show – how many news items should show in the Latest news block. Set it to 0 and Latest news block will not appear.
 - Show grade book to students - many of the activities allow grades to be set. By default, the results of all grades within the course can be seen in the Grades page, available from the main course page for students and teachers.
 - Show activity reports - activity reports are available to each student. These reports or logs show their activity and contributions in the current course. These reports include their detailed access log.
 - Maximum upload size – this setting defines the largest size of file that can be uploaded by students in this course. It is possible to further restrict this size through settings within each activity module.
 - Force theme - this pull-down menu will appear with a list of themes available. There are dedicated themes designed for different subject area for HKU SPACE Colleges.
- ii) Guest access
- Guest access - allows any authenticated user (i.e. logged in) to access the course (as a guest), including those who have logged in "as guest". You can choose if they need an enrolment key or may enter without one.
- iii) Groups

- Group mode - here you can define the group mode at the course level by a pull down menu. "No groups", "Separate groups" and "Visible groups" are the choices. The selected setting will be the default group mode for all activities defined within that course.
- Force: if the group mode is "forced" at a course-level, then this particular group mode will be applied to every activity in that course. This will override any activities that may have a special group setting.
- Default grouping - if groupings are enabled, a default grouping for course activities and resources may be set.

iv) Availability

- Availability - this option allows you to "hide" your course completely. It will not appear on any course listings, including teachers of the course and programme administrators. Even if students try to access the course via URL directly, they will not be allowed to enter.

v) Language

- Language - if you force a language in a course, the interface of SOUL 2.0 in this course will be in this particular language, even if a student has selected a different preferred language in his/her personal profile.

vi) Student progress

- Completion Tracking - this option allows you to enable the Activity Completion option for all activities in the course in order to track the student progress.
- Completion tracking begins on enrolment – Progress tracking started once the enrollment records were created.

vi) Turnitin Assignment

- Turnitin student email – this option allows you to set the default email for creating Turnitin account for your students in Turnitin system before any Turnitin Assignment activity is created.

4.3.2 Enrolled users

All course participants are enrolled in the course and assigned an appropriate role. The enrolled users page lists all users enrolled in the course, together with their last access time, roles, groups and enrolment methods.

To enrol a user:

1. Click on **Enrolled users** link under **Users** in the **Settings** block.
2. Press the **Enrol users** button at the top or bottom right of the Enrolled users page.
3. Select the appropriate user role from **Assign roles** pull-down menu.

4. Search the user by entering keywords in the **Search** box, which can be name, student number, teacher number, staff ID and email address.
5. Click Enter button of your keyboard.
6. Press **Enrol** button beside the name of the user.
7. When you have finished, press **Finish enrolling users** button (or simply close the enrol users window)
8. The user will then appear in the list of enrolled users.

To change user role:

1. On the Enrolled users page, click the **Assign roles** icon (a plus sign) in the Roles column.
2. Select the desired role.
3. To remove a role assignment, click the **Unassign role** icon (a cross) next to the role name.
4. Press **Remove** button to confirm remove this role from user.

To unenrol a user:

1. On the Enrolled users page, click the **Unenrol** icon (a cross) in the Enrolment methods column.
2. Press **Continue** button to confirm unenrol the user from this course.

To suspend a user:

1. On the Enrolled users page, click the **Edit** icon (a pencil) in the Enrolment methods column.
2. Select **Suspended** from the **Status** pull-down menu.
3. Press **Save changes** button.

Note: A suspended user is unable to access the course.

4.3.3 Grades

When you click on the **Grades** link, you can access to the following functions:

4.3.3.1

Grader report –The report collects items that have been graded from the various parts of SOUL2.0 that are assessed, and allows you to view and change them as well as sort them out into categories and calculate totals in various ways. When you add an

assessed item in a SOUL 2.0 course, the grader report automatically creates space for the grade it will produce and also adds the grades themselves as they are generated, either by the system or by you.

To edit a grade in Grades:

1. On the Grader **report** page, press the **Turn editing on** button shown in the top right corner.
2. Click on the pencil edit icon of the grade item you want to edit.
3. It will bring up the editing screen for that grade which allows you to set the final grade and write your feedback.
4. To change the final grade, first check on the **Overridden** box, then adjust the value of the final grade.
5. Press on the **Save changes** button.

To edit grade item settings:

1. On the Grader report page, press the **Turn editing on** button shown in the top right corner.
2. Click on the pencil edit icon in the row **Controls**.
3. Select the Grade item options:
 - *Item info* - Information about the item
Grade to pass- The minimum grade required to pass. Pass grades are highlighted in green and fail grades in red.
 - *Multiplicator*- The factor by which all grades for this grade item will be multiplied.
 - *Offset* - The number that is added to every grade for this grade item after the mutiplicator is applied.
 - **Grade display type**
Determines how grades are displayed:
Real – Actual grades
Percentage
Letter – Letters or words are used to represent a range of grades
 - *Overall decimal points* - The number of decimal pointes to display for each grade.

- *Hidden*- If hidden box is checked, grades are hidden from students
- *Hidden until*- The date of showing grades to students.
- *Locked*- If locked box is checked, grades can no longer be automatically updated by the related activity.
- *Lock after*- After this date, grades cannot be updated automatically by the related activity.

4. Press the **Save changes** button.

4.3.3.2

User Report – The report shows the currently logged in user's grades in the current course. It includes: A breakdown of the grades for each assessment (grade item) in the course.

- The optional teacher-given feedback for each grade.
- The overall grade for the course (called course total). This total is the same as that shown on the overview report.
- A percentage value relative to the minimum-maximum grade for each assessment.

Teachers can choose whether to show or hide rank and percentages in the Grader Report course settings.

Teachers and administrators may use the "Select all or one user" dropdown menu at the top right of the page to view individual user reports. When all users are selected, the report can be printed, and only one student should appear on each page.

4.3.3.3

Grade import- Grades may be imported as a CSV or XML file. The Import format is equivalent to manual grading in the grader report. Thus, if grades for a particular SOUL 2.0 activity such as an assignment are imported, they can no longer be edited via the assignment submission page.

To import grades into the gradebook:

1. Decide on an import format - CSV or XML file, then export some grades using the corresponding export format.
2. Edit the export file name as appropriate and save it.

Tip: If you opened your exported file in Excel, don't add columns there because SOUL 2.0 will reject the import if there are new columns that didn't exist in the exported file. If you need to add columns, do BEFORE you export your gradebook.

3. Select your chosen import format (CSV file or XML file) from the Import tab.

4. Browse and upload your previously saved file.
5. Set options as required.
6. Press **Upload grades** button.
7. An **Import preview** page will be shown.
8. Identify user by map from the appropriate header in your file and map to username / useremail.
9. Map the grade items from the appropriate header in your file and map to gradeitems / comments.
10. Press **Upload grades** button.

4.3.3.4

Export Grades – Grades can be exported to CSV file, OpenDocument spreadsheet, Plain text file, Excel spreadsheet, or XML file.

To export grades from the gradebook:

1. Choose an export format from the Export tab.
2. Set options as required:
 - Select whether you want to include the feedback in export file.
 - Set the numbers of rows display in the Preview section.
 - Grade export display type
Determines how grades are displayed:
Real – Actual grades
Percentage
Letter - Letters or words are used to represent a range of grades.
 - Grade export decimal points: The number of decimal points to display for each grade.
3. Select the grade items to be included.
4. Press the **Submit** button.
5. After previewing the data on the following page, press the **Download** button.

4.3.3.5

Course grade settings – determines how the gradebook appears for all participants in the course.

1. Select the settings as required.
 - General settings
 - Grade item settings
 - Overview report settings
 - User report settings
2. Press **Save changes** button.

4.3.3.6

Letters - also called grade letters, are symbols used to represent a range of grades. For example "A" could be used to represent grades of 80% and above, "B" to represent grades between 70% and 80%, "C" to represent grades between 50% and 70%, and so on. Alternatively, you could have "Pass" for grades above 50% and "Fail" for grades below 50%.

To display letter grades:

To change particular grade items, category and course summaries (called aggregations) in the grader report and user reports to display letter grades:

1. Select **Categories and items tab** from the gradebook.
2. Click the edit icon for Category total or Course total.
3. From the Grade display type menu, select letter.
4. Press **Save changes** button at the bottom of the page.

Alternatively, to display ALL grades as letter grades:

1. Select **Settings** tab from the gradebook.
2. From the Grade display type menu, select letter.
3. Press **Save changes** button.

To edit course-level grade letters:

To use different grade letters in a particular course:

1. Select Letters tab from the gradebook.
2. Click the **Edit** link or **Edit grade letters** in the middle of the page.
3. Check the override site defaults box.

4. Change grade letters and/or boundaries as required. (You may wish to use words, for example Below Pass, Pass, Merit, Distinction, rather than letters.)
5. Scroll to the bottom of the page and press **Save changes** button.

4.3.3.7

Scales - Scales are a way of evaluating or rating a students' performance. SOUL 2.0 offers a standard set of numeric scales. It is also possible to create custom scales which can be available on the site. For example, you can give the student a word or small phrase as a way of rating or giving a student feedback.

Scales may be used in Forums, Glossaries and Assignments for rating and/or grading a student's activity.

Standard scales are numeric scales. New scales can be created by programme administrators.

To creating course scales

1. Press the **Add a new scale** button of the Scales tab from the gradebook.
2. Give your scale a name in the Name box that will identify it among other scales.
3. In the Scale box, create your scale. Each item in the scale should be separated by a comma. You can use as many options here as you require. You must order the comma separated elements in increasing order of value. **For example, an A,B,C,D scale must be entered as D,C,B,A.**
4. Write a detailed description in the Description box for your scale. Your students will have access to the description, and you can use this to give them additional feedback. The more details you put in the description, the more students will understand what each scale item means.
5. Press **Save changes** button.

4.3.3.8

Categories and Items

Categories: Grades can be organized into grade categories. A grade category has its own aggregated grade which is calculated from its grade items. There is no limit to the level of nesting of categories (a category may belong to another category). However, each grade item may belong to only one category. Also, all grade items and categories belong to at least one, permanent category: the course category.

To add a grade category:

1. Select **Categories and items** tab from the gradebook.
2. Press the **Add category** button near the bottom of the page.
3. Give the grade category a meaningful name.
4. Select grade category settings as appropriate. Advanced settings may be made available by pressing the **Show advanced** button.
5. Press the **Save changes** button.

To edit a grade category:

1. Select **Categories and items** tab from the gradebook.
2. Click the edit icon opposite the grade category you wish to edit.
3. After editing the grade category, press the **Save changes** button.

Items: A grade item is a unit (typically an activity) where course participants are assessed through a grade or mark. As such, a grade item is a container for grades and a set of settings applied to these grades. The settings affect the calculation and display of the grades in the gradebook reports and exports.

Here is a list of the settings that can be edited for an activity-based grade item:

- *Item info* - General information about the grade item.
- *Grade to pass*- Specify the minimum grade a student must achieve to be considered to have passed this item. This must be in real grades, not a percentage. Once this is done, grades will be highlighted in red for fail and green for pass in the gradebook. It doesn't work for scales, as it is yet to be fully implemented in Moodle 1.9. It is planned for use in course completion in Moodle 2.0.
- *Grade display type* - how grades are displayed in the grader and user reports.
- *Overall decimal points* - This specifies the number of decimal points to display for each grade. It has no effect on grade calculations, which are made with an accuracy of 5 decimal places.
- *Multiplicator* - Factor by which all grades for this grade item will be multiplied, with a maximum value of the maximum grade. For example, if the multiplicator is 2 and the maximum grade is 100, then all grades less than 50 are doubled, and all grades 50 and above are changed to 100.
- *Offset*- Number that will be added to every grade for this grade item, after the Multiplicator is applied. (Can be a negative number.)
- *Hidden*- Whether this grade item should be hidden from students.

- *Hidden until* - An optional date after which the grade item will no longer be hidden (i.e. a grades release date)
- *Locked* - Whether or not to lock this grade item. A locked grade item doesn't accept changes to its settings or grades from its related module.
- *Locked after*- A date after which the locking will be effective, usually after the grades release date.

4.3.4 Copy material

In Copy material function, you can copy the resources and activities from one course to others.

To copy material(s):

1. Highlight the source course name from **Course enrolled** list.
2. Select the display order either by course format or by resources type.
3. Press the **Choose course** button.
4. In the **Material** list, the available material of the source course is shown.
5. Highlight the material name(s) you want to copy.
6. Press the **Add material** button.
7. The name of the selected materials is shown on the **Selected** list.
8. Continue the steps 5 & 6 above to select other materials you want to copy.
9. In the **Target courses** list, highlight the course name(s) which the selected material will be copied to.
10. Press the **Copy** button.
11. A confirmation page and detailed information of the copied material is shown, the material(s) is/are copied to the target course(s).

*Tips: You can press **Ctrl** key of your keyboard to multiple select the materials / courses.*

4.3.5 Copy settings

For Copy settings function, you can copy the settings (course summary, format, number of weeks/topics, hidden sections, display of modified date format, news items to show, show gradebook to students, show activity reports, maximum upload size, force theme, force language, completion tracking) from one course to others.

To copy setting(s):

1. Highlight the source course name from **Course enrolled** list.
2. Press the **Choose course** button.
3. Check the part(s) of settings that you would like to copy.
4. For section names and summaries, check the section(s) of the source course that you like to copy from.
5. In the **Target courses** list, highlight the course name(s) which the selected settings will be copied to.
6. Press the **Copy** button.
7. A confirmation page and detailed information of the copied material is shown, the material(s) is/are copied to the target course(s).

4.3.6 Question bank

In question bank, it allows instructors to create, preview, and edit questions in a database of question categories. The categories can be limited to being used on the site, course or quiz level. The questions in a category can be added to a Quiz or to a lesson activity via an export process. The instructors enters the question bank by creating or editing a quiz activity or via **Settings > Course administration > Question bank**.

Questions are organized into categories. Initially each course has only one category called "Default". It is good practice to create more categories to organize your questions. This not only makes it easier to find questions, but makes the use of random questions and matching question easier. You can create a hierarchy of categories because you can create subcategories inside parent categories. To add or edit categories click on the "Categories" tab from the Setting block.

The question editing screen shows the questions from the currently selected category. You choose this category from the Category: drop-down menu. Using the tick box below that menu you determine whether to also show the questions from all subcategories.

To add a new question:

1. From the Category pull-down menu, select a category you want to add a question to.
2. The page will change to show the questions already in that category.
3. Press the **Create a new question** button.
4. Select the question type you want to create from the list.
5. Press the **Next** button.

6. Fill in the form for the question type you are creating. Each question type has its own form and has its own options.
7. Press the **Save changes** button at the bottom of the form.

4.3.7 Switch role to

Programme administrator can use this function to switch temporarily to another role so that you can see what the course would look like to someone with that role. Programme administrator can switch role to Teacher, Non-editing teacher, Student or Guest.

Once you have switched your role, you can return to your normal role by clicking the **Return to my normal role** link in the Settings block or in the top right hand corner of the page.

4.3.8 My profile settings

All the first-time users are recommended to update their Profile after logging into SOUL 2.0. Please refer to “My Profile” section for details.

5. COURSE SETUP

5.1 Announcement

Announcement is a news forum, only programme administrator and teacher can post or reply a message, students are only allowed to view the post. By default, the subscription mode of announcement is **Forced subscription**, i.e. everyone is subscribed and cannot unsubscribe it. When a participant is subscribed to a forum it means they will receive email copies of forum posts. The latest three announcement posts will be shown in the personal homepage too.

5.1.1 Select email recipients

To post an announcement and select who will receive email copy.

1. Click on **Announcement** on the course main page.
2. Press **Post an announcement** button.
3. Enter the Subject and Message content.
4. Select the **Expiry date** of this post.
5. Upload the attachment file from your computer if necessary.
6. If you want to send the email out immediately, select **Mail now** check box. Otherwise an email copy of this announcement will be sent 15 minutes later.
7. Highlight the recipients from the **Available Recipient** list.
8. Press **add** button.
9. The name of recipients will be shown in **Selected Recipient** list.
10. Press **Post to forum** button.
11. The announcement will be posted in this course and a copy will be sent to the recipient's email address.

5.1.2 Post to multiple courses

To post an announcement to more than one course, all courses' participants will receive email copy.











1. Click on **Announcement** on the course main page.
2. Press **Post to multiple courses** button.
3. Enter the Subject and Message content.

4. Select the **Expiry date** of this post.
5. Upload the attachment file from your computer if necessary.
6. If you want to send the email out immediately, select **Mail now** check box. Otherwise an email copy of this announcement will be sent 15 minutes later.
7. Highlight the course code from the **Available Course** list.
8. Press **add** button.
9. The course name will be shown in **Selected Course** list.
10. Press **Post to forum** button.
11. The announcement will be posted in this course and the course(s) you have selected, a copy will be sent to all participants' email address of the courses.

5.2 Content (Teaching Materials)

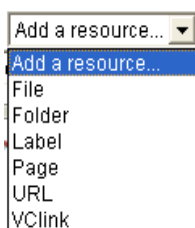
Now you are ready to add or edit your teaching materials. The first thing to do is to press the **Turn editing on** button.

When you press the **Turn editing on** button, you will be able to see the following icons and pull-down menus for resources and activities:

-  Move (up or down)
-  Indent / Outdent (move to the left/right)
-  Update
-  Duplicate
-  Delete
-  Show /Hide
-  Grouping mode
-  Assign role
-  Add resources
-  Add activities

5.3 Resources

SOUL 2.0 supports different resource types that allow you to insert contents into your course. If you click the pull-down menu, the following options are shown:



- File – File resource allows uploading of a single file to the course. Your students can open and download the file. This is where the instructors deliver the teaching notes.
- Folder – Folder is used to display several course resources together. The resources may be of different types and they may be uploaded in one go, as a zipped folder

which can then be unzipped. Using a folder to display resources is a more neat and tidy way than displaying files one by one on a list, and it takes up less space on the course page.

- **Label** – A label serves as a separator on your course page, it allows you to add a text title without a link. Labels can be used to give quick instructions to students. It can help to improve the appearance of a course if used thoughtfully.
- **Page** – Page is a text editor that allows you to create rich text materials, including links, pictures, Flash, sound and video. (It's easy to edit or update.)
- **URL** – URL resource is a link to external Internet page.
- **VCLink** – You can use VC link to add a link to the Virtual Classroom session.

5.3.1 File

Instructors can use file to deliver course materials such as lecture notes, general documents, past papers, etc. to your students.

To create a file resource:

1. Press the **Turn editing on** button.
2. Select **File** from the “Add a resource” pull-down menu in a topic / week where you would like to add the file.
3. Enter the file name and description.
4. Press the **Add** button in the Content box.
5. Click **Upload a file** at the left panel of File picker window.
6. Press the **Browse** next to Attachment.
7. Select the file you want to attach to the resource from your computer.
8. Press the **Open button**.
9. Press **Upload this file** at the File picker window.
10. The file name of your selected file is shown in the Content box
11. Select the options setting:
 - *Display*

Automatic – The file is displayed according to the browser best option

Embed – The file is displayed within the page below the navigation bar together with the file description and any blocks

Force download – The user is prompted to download the file

Open – Only the file is displayed in the browser window

In pop-up – The file is displayed in a new browser window without menus or an address bar

In frame – The file is displayed within a frame below the the navigation bar and file description

New window – The file is displayed in a new browser window with menus and an address bar

- *Display resource name*

Check this option to display resource name.

- *Display resource description*

Check this option to display the resource description.

12. Select the **Common module settings**:

- *Visible*

If it is set to “Show,” students are allowed to see this resource. If it is set to “Hide,” students are not allowed to see this resource.

13. Select the **Restrict access settings** –

- *Allow access from/until* - Access from/to date determines the exact period during which students can access an activity via a link on the course page.
Note: Outside the set dates students can not access this activity at all.
- *Grade conditions* - This setting requires students to meet certain grade conditions before accessing the activity. Teachers can choose one particular grade condition from the drop down menu and then fill in the blanks next to the menu with the acceptable range of grade. Multiple grade conditions can be set for one single activity by clicking ‘Add 2 grade conditions to form’ button. In that case, students need to meet all the grade conditions in order to access the activity.

- *Before activity can be accessed* - Teachers can decide whether they want their students to see the activity before it is available. They can choose from the drop down menu either to show the activity greyed-out with restriction information or just hide the activity entirely.

14. Select the **Activity completion settings**:

- *Completion tracking* - This setting allows teachers to specify conditions that define when an activity is considered to be completed. If this setting is enabled, activity completion will be tracked either manually or automatically, based on those certain conditions. Multiple conditions can be set for the completion of one activity, like when a grade has been reached or a certain number of posts have been made. If so, only after all the conditions are met can the activity be considered completed
A tick next to the name of the activity on the course page indicates whether the activity is completed or not.
- *Require view* - If this setting is enabled, students need to view the activity before they can complete it. In most cases, clicking the link is enough to view the activity. Also, please do not turn this option on unless you have extra requirements, because it will make extra work for the server and students generally can not meet other requirements without viewing the activity.
- *Require grade* - If this option is turned on, an activity will be considered complete when a student receives a grade. It does not matter how high the grade is: Getting any grade will mark the activity completed. Pass and Fail icons can be displayed so that the activity becomes '*completed, passed*' or '*completed, not passed*' instead of just '*completed*'.

To distinguish between 'pass' and 'fail' grades so that the activity becomes '*completed, passed*' or '*completed, not passed*' instead of just '*completed*'. These results show a different icon and alternative text.

To set this up, you need to specify the pass value for this activity's individual grade:

- a. Go to the course gradebook by clicking the 'Grades' link on the course administration block.
- b. From the 'Choose an action' dropdown, pick 'Categories and items'.
- c. Click the Edit icon next to the grade item for this activity.
- d. Turn on 'Show Advanced'.
- e. Type a grade value (e.g. 5.0) in the 'Grade to pass' box.

Once you have done this, anybody submitting the quiz will receive either the pass or fail completion icon. If the quiz can be taken multiple

times, the completion icon will automatically update whenever the grade does.

There is one limitation: this only works if grades are immediately visible to students. The grade must be neither permanently hidden, nor hidden until a certain date. If a grade is hidden then only the standard 'completed' state will be displayed - even once the hidden date has passed.

- *Expect completed on* - If this setting is enabled, it will specify the date when the activity is expected to be completed. The date will not be shown to students.

15. Press the **Save and display** button.

Note: You can upload a zip file to the folder and then unzip it. To unzip a zip file, press the file actions icon [📁] next to the file name, and then click unzip. The files and folder structure of your zip file will be displayed.

5.3.2 Folder

Folder resource allows you to add more than one file with folder structure.

To create a folder resource:

1. Press the **Turn editing on** button.
2. Select **Folder** from the “Add a resource” pull-down menu in a topic / week where you would like to add the file.
3. Enter the folder name and description.
4. Press the **Add** button in the Content box.
5. Click **Upload a file** at the left panel of File picker window.
6. Press the **Browse** next to Attachment.
7. Select the file you want to attach to the resource from your computer.
8. Press the **Open button**.
9. Press **Upload this file** at the File picker window.
10. The file name of your selected file is shown in the Content box
11. Repeat steps 4 to 9 to upload more files.
12. Select the **Common module settings**:

- *Visible*

If it is set to “Show,” students are allowed to see this resource. If it is set to “Hide,” students are not allowed to see this resource.

13. Select the **Restrict access settings** –

- *Allow access from/until* - Access from/to date determines the exact period during which students can access an activity via a link on the course page.
Note: Outside the set dates students can not access this activity at all.
- *Grade conditions* - This setting requires students to meet certain grade conditions before accessing the activity. Teachers can choose one particular grade condition from the drop down menu and then fill in the blanks next to the menu with the acceptable range of grade. Multiple grade conditions can be set for one single activity by clicking ‘Add 2 grade conditions to form’ button. In that case, students need to meet all the grade conditions in order to access the activity.
- *Before activity can be accessed* - Teachers can decide whether they want their students to see the activity before it is available. They can choose from the drop down menu either to show the activity greyed-out with restriction information or just hide the activity entirely.

14. Select the **Activity completion settings** - There are several options:

- *Completion tracking* - This setting allows teachers to specify conditions that define when an activity is considered to be completed. If this setting is enabled, activity completion will be tracked either manually or automatically, based on those certain conditions. Multiple conditions can be set for the completion of one activity, like when a grade has been reached or a certain number of posts have been made. If so, only after all the conditions are met can the activity be considered completed
A tick next to the name of the activity on the course page indicates whether the activity is completed or not.
- *Require view* - If this setting is enabled, students need to view the activity before they can complete it. In most cases, clicking the link is enough to view the activity. Also, please do not turn this option on unless you have extra requirements, because it will make extra work for the server and students generally can not meet other requirements without viewing the activity.
- *Require grade* - If this option is turned on, an activity will be considered complete when a student receives a grade. It does not matter how high the grade is: Getting any grade will mark the activity completed. Pass and Fail icons can be displayed so that the activity becomes ‘*completed, passed*’ or ‘*completed, not passed*’ instead of just ‘*completed*’.

To distinguish between 'pass' and 'fail' grades so that the activity becomes 'completed, passed' or 'completed, not passed' instead of just 'completed'. These results show a different icon and alternative text.

To set this up, you need to specify the pass value for this activity's individual grade:

1. Go to the course gradebook by clicking the 'Grades' link on the course administration block.
2. From the 'Choose an action' dropdown, pick 'Categories and items'.
3. Click the Edit icon next to the grade item for this activity.
4. Turn on 'Show Advanced'.
5. Type a grade value (e.g. 5.0) in the 'Grade to pass' box.

Once you have done this, anybody submitting the quiz will receive either the pass or fail completion icon. If the quiz can be taken multiple times, the completion icon will automatically update whenever the grade does.

There is one limitation: this only works if grades are immediately visible to students. The grade must be neither permanently hidden, nor hidden until a certain date. If a grade is hidden then only the standard 'completed' state will be displayed - even once the hidden date has passed.

- *Expect completed on* - If this setting is enabled, it will specify the date when the activity is expected to be completed. The date will not be shown to students.

15. Press the **Save and display** button.

5.3.3 Label

A label serves as a spacer on course page. It can be used to add text, images, multimedia or code in between other resources in the different sections. It is a very flexible resource and can help to improve the appearance of a course if used thoughtfully.

To create a folder resource:

1. Press the **Turn editing on** button.
2. Select **Label** from the "Add a resource" pull-down menu in a topic / week where you would like to add the file.
3. Enter the label text.

4. Select the visible setting. If it is set to “Show,” students are allowed to see this resource. If it is set to “Hide,” students are not allowed to see this resource.
5. Select the **Restrict access settings** -
 - *Allow access from/until* - Access from/to date determines the exact period during which students can access an activity via a link on the course page.
Note: Outside the set dates students can not access this activity at all.
 - *Grade conditions* - This setting requires students to meet certain grade conditions before accessing the activity. Teachers can choose one particular grade condition from the drop down menu and then fill in the blanks next to the menu with the acceptable range of grade. Multiple grade conditions can be set for one single activity by clicking ‘Add 2 grade conditions to form’ button. In that case, students need to meet all the grade conditions in order to access the activity.
 - *Before activity can be accessed* - Teachers can decide whether they want their students to see the activity before it is available. They can choose from the drop down menu either to show the activity greyed-out with restriction information or just hide the activity entirely.
6. Select the **Activity completion settings** -
 - *Completion tracking* - This setting allows teachers to specify conditions that define when an activity is considered to be completed. If this setting is enabled, activity completion will be tracked either manually or automatically, based on those certain conditions. Multiple conditions can be set for the completion of one activity, like when a grade has been reached or a certain number of posts have been made. If so, only after all the conditions are met can the activity be considered completed
A tick next to the name of the activity on the course page indicates whether the activity is completed or not.
 - *Require view* - If this setting is enabled, students need to view the activity before they can complete it. In most cases, clicking the link is enough to view the activity. Also, please do not turn this option on unless you have extra requirements, because it will make extra work for the server and students generally can not meet other requirements without viewing the activity.
 - *Require grade* - If this option is turned on, an activity will be considered complete when a student receives a grade. It does not matter how high the grade is: Getting any grade will mark the activity completed. Pass and Fail icons can be displayed so that the activity becomes ‘*completed, passed*’ or ‘*completed, not passed*’ instead of just ‘*completed*’.

To distinguish between 'pass' and 'fail' grades so that the activity becomes 'completed, passed' or 'completed, not passed' instead of just 'completed'. These results show a different icon and alternative text.

To set this up, you need to specify the pass value for this activity's individual grade:

1. Go to the course gradebook by clicking the 'Grades' link on the course administration block.
2. From the 'Choose an action' dropdown, pick 'Categories and items'.
3. Click the Edit icon next to the grade item for this activity.
4. Turn on 'Show Advanced'.
5. Type a grade value (e.g. 5.0) in the 'Grade to pass' box.

Once you have done this, anybody submitting the quiz will receive either the pass or fail completion icon. If the quiz can be taken multiple times, the completion icon will automatically update whenever the grade does.

There is one limitation: this only works if grades are immediately visible to students. The grade must be neither permanently hidden, nor hidden until a certain date. If a grade is hidden then only the standard 'completed' state will be displayed - even once the hidden date has passed.

- *Expect completed on* - If this setting is enabled, it will specify the date when the activity is expected to be completed. The date will not be shown to students.

7. Press the **Save and return to course** button.

5.3.4 Page

In page resource, instructors can create rich html page.

To create a page resource:

1. Press the **Turn editing on** button.
2. Select **Page** from the "Add a resource" pull-down menu in a topic / week where you would like to add the file.
3. Enter the page name and description.
4. Enter the page content.
5. Select the options setting:

- *Display page name* – Check this option to display page name.
 - *Display page description*- Check this option to display the page description.
6. Select the **Common module settings**:
- *Visible* - If it is set to “Show,” students are allowed to see this resource. If it is set to “Hide,” students are not allowed to see this resource.
7. Select the **Restrict access settings** –
- *Allow access from/until* - Access from/to date determines the exact period during which students can access an activity via a link on the course page.
Note: Outside the set dates students can not access this activity at all.
 - *Grade conditions* - This setting requires students to meet certain grade conditions before accessing the activity. Teachers can choose one particular grade condition from the drop down menu and then fill in the blanks next to the menu with the acceptable range of grade. Multiple grade conditions can be set for one single activity by clicking ‘Add 2 grade conditions to form’ button. In that case, students need to meet all the grade conditions in order to access the activity.
 - *Before activity can be accessed* - Teachers can decide whether they want their students to see the activity before it is available. They can choose from the drop down menu either to show the activity greyed-out with restriction information or just hide the activity entirely.
8. Select the **Activity completion settings** -
- *Completion tracking* - This setting allows teachers to specify conditions that define when an activity is considered to be completed. If this setting is enabled, activity completion will be tracked either manually or automatically, based on those certain conditions. Multiple conditions can be set for the completion of one activity, like when a grade has been reached or a certain number of posts have been made. If so, only after all the conditions are met can the activity be considered completed.
A tick next to the name of the activity on the course page indicates whether the activity is completed or not.
 - *Require view* - If this setting is enabled, students need to view the activity before they can complete it. In most cases, clicking the link is enough to view the activity. Also, please do not turn this option on unless you have extra requirements, because it will make extra work for the server and students generally can not meet other requirements without viewing the activity.

- *Require grade* - If this option is turned on, an activity will be considered complete when a student receives a grade. It does not matter how high the grade is: Getting any grade will mark the activity completed. Pass and Fail icons can be displayed so that the activity becomes '*completed, passed*' or '*completed, not passed*' instead of just '*completed*' .

To distinguish between 'pass' and 'fail' grades so that the activity becomes 'completed, passed' or 'completed, not passed' instead of just 'completed'. These results show a different icon and alternative text.

To set this up, you need to specify the pass value for this activity's individual grade:

1. Go to the course gradebook by clicking the 'Grades' link on the course administration block.
2. From the 'Choose an action' dropdown, pick 'Categories and items'.
3. Click the Edit icon next to the grade item for this activity.
4. Turn on 'Show Advanced'.
5. Type a grade value (e.g. 5.0) in the 'Grade to pass' box.

Once you have done this, anybody submitting the quiz will receive either the pass or fail completion icon. If the quiz can be taken multiple times, the completion icon will automatically update whenever the grade does.

There is one limitation: this only works if grades are immediately visible to students. The grade must be neither permanently hidden, nor hidden until a certain date. If a grade is hidden then only the standard 'completed' state will be displayed - even once the hidden date has passed.

- *Expect completed on* - If this setting is enabled, it will specify the date when the activity is expected to be completed. The date will not be shown to students.
9. Press the **Save and display** button.

5.3.5 URL

URL recourse allows you to list reference websites to your students.

To create a URL resource:

1. Press the **Turn editing on** button.
2. Select **URL** from the "Add a resource" pull-down menu in a topic / week where you would like to add the file.

3. Enter the URL name and description.
4. Enter the URL of the website you want to link to in External URL.
5. Select the options setting:
 - *Display*
 - Automatic - The URL is displayed according to the browser best option
 - Embed - The URL is displayed within the page below the navigation bar together with the URL description and any blocks
 - Force download - The user is prompted to download the URL file
 - Open - Only the URL is displayed in the browser window
 - In pop-up - The URL is displayed in a new browser window without menus or an address bar
 - *Popup width* – The width of the popup windows if you choose to display the URL in Popup
 - *Popup height* – The height of the popup windows if you choose to display the URL in Popup
 - *Display URL name* – Check this option to display URL name.
 - *Display URL description* – Check this option to display the URL description.
6. Select the **Common module settings** :
 - *Visible*- If it is set to “Show,” students are allowed to see this resource. If it is set to “Hide,” students are not allowed to see this resource.
7. Select the **Restrict access** settings –
 - *Allow access from/until* - Access from/to date determines the exact period during which students can access an activity via a link on the course page.

Note: Outside the set dates students can not access this activity at all.
 - *Grade conditions* - This setting requires students to meet certain grade conditions before accessing the activity. Teachers can choose one particular grade condition from the drop down menu and then fill in the blanks next to the menu with the acceptable range of grade. Multiple grade conditions can be set for one single activity by clicking ‘Add 2 grade conditions to form’ button. In that case, students need to meet all the grade conditions in order to access the activity.

- *Before activity can be accessed* - Teachers can decide whether they want their students to see the activity before it is available. They can choose from the drop down menu either to show the activity greyed-out with restriction information or just hide the activity entirely.
8. Select the **Activity completion** settings - There are several options:
- *Completion tracking* - This setting allows teachers to specify conditions that define when an activity is considered to be completed. If this setting is enabled, activity completion will be tracked either manually or automatically, based on those certain conditions. Multiple conditions can be set for the completion of one activity, like when a grade has been reached or a certain number of posts have been made. If so, only after all the conditions are met can the activity be considered completed.
A tick next to the name of the activity on the course page indicates whether the activity is completed or not.
 - *Require view* - If this setting is enabled, students need to view the activity before they can complete it. In most cases, clicking the link is enough to view the activity. Also, please do not turn this option on unless you have extra requirements, because it will make extra work for the server and students generally can not meet other requirements without viewing the activity.
 - *Require grade* - If this option is turned on, an activity will be considered complete when a student receives a grade. It does not matter how high the grade is: Getting any grade will mark the activity completed. Pass and Fail icons can be displayed so that the activity becomes '*completed, passed*' or '*completed, not passed*' instead of just '*completed*'.

To distinguish between 'pass' and 'fail' grades so that the activity becomes 'completed, passed' or 'completed, not passed' instead of just 'completed'. These results show a different icon and alternative text.

To set this up, you need to specify the pass value for this activity's individual grade:

1. Go to the course gradebook by clicking the 'Grades' link on the course administration block.
2. From the 'Choose an action' dropdown, pick 'Categories and items'.
3. Click the Edit icon next to the grade item for this activity.
4. Turn on 'Show Advanced'.
5. Type a grade value (e.g. 5.0) in the 'Grade to pass' box.

Once you have done this, anybody submitting the quiz will receive either the pass or fail completion icon. If the quiz can be taken multiple

times, the completion icon will automatically update whenever the grade does.

There is one limitation: this only works if grades are immediately visible to students. The grade must be neither permanently hidden, nor hidden until a certain date. If a grade is hidden then only the standard 'completed' state will be displayed - even once the hidden date has passed.

- *Expect completed on* - If this setting is enabled, it will specify the date when the activity is expected to be completed. The date will not be shown to students.

9. Press the **Save and display** button.

5.3.6 VLink

VLink recourse allows you to add a link of Virtual Classroom to your students.

To create a VLink resource:

1. Press the **Turn editing on** button.
2. Select **VLink** from the "Add a resource" pull-down menu in a topic / week where you would like to add the file.
3. Enter the VLink name and description.
4. Enter the URL of the virtual classroom link in External URL.
5. Select the options setting:
 - *Display*
 - Automatic - The URL is displayed according to the browser best option
 - Embed - The URL is displayed within the page below the navigation bar together with the URL description and any blocks
 - Force download - The user is prompted to download the URL file
 - Open - Only the URL is displayed in the browser window
 - In pop-up - The URL is displayed in a new browser window without menus or an address bar
 - *Popup width*- The width of the popup windows if you choose to display the URL in Popup

- *Popup height*- The height of the popup windows if you choose to display the URL in Popup
 - *Display VLink name* – Check this option to display VLink name.
 - *Display VLink description*-Check this option to display the VLink description.
6. Select the **Common module settings** :
- *Visible* – If it is set to “Show,” students are allowed to see this resource. If it is set to “Hide,” students are not allowed to see this resource.
7. Select the **Restrict access settings** –
- *Allow access from/until* - Access from/to date determines the exact period during which students can access an activity via a link on the course page.
Note: Outside the set dates students can not access this activity at all.
 - *Grade conditions* - This setting requires students to meet certain grade conditions before accessing the activity. Teachers can choose one particular grade condition from the drop down menu and then fill in the blanks next to the menu with the acceptable range of grade. Multiple grade conditions can be set for one single activity by clicking ‘Add 2 grade conditions to form’ button. In that case, students need to meet all the grade conditions in order to access the activity.
 - *Before activity can be accessed* - Teachers can decide whether they want their students to see the activity before it is available. They can choose from the drop down menu either to show the activity greyed-out with restriction information or just hide the activity entirely.
8. Select the **Activity completion settings** -
- *Completion tracking* - This setting allows teachers to specify conditions that define when an activity is considered to be completed. If this setting is enabled, activity completion will be tracked either manually or automatically, based on those certain conditions. Multiple conditions can be set for the completion of one activity, like when a grade has been reached or a certain number of posts have been made. If so, only after all the conditions are met can the activity be considered completed.
A tick next to the name of the activity on the course page indicates whether the activity is completed or not.
 - *Require view* - If this setting is enabled, students need to view the activity before they can complete it. In most cases, clicking the link is enough to view the activity. Also, please do not turn this option on unless you have extra requirements, because it will make extra work for

the server and students generally can not meet other requirements without viewing the activity.

- *Require grade* - If this option is turned on, an activity will be considered complete when a student receives a grade. It does not matter how high the grade is: Getting any grade will mark the activity completed. Pass and Fail icons can be displayed so that the activity becomes '*completed, passed*' or '*completed, not passed*' instead of just '*completed*'.

To distinguish between 'pass' and 'fail' grades so that the activity becomes 'completed, passed' or 'completed, not passed' instead of just 'completed'. These results show a different icon and alternative text.

To set this up, you need to specify the pass value for this activity's individual grade:

1. Go to the course gradebook by clicking the 'Grades' link on the course administration block.
2. From the 'Choose an action' dropdown, pick 'Categories and items'.
3. Click the Edit icon next to the grade item for this activity.
4. Turn on 'Show Advanced'.
5. Type a grade value (e.g. 5.0) in the 'Grade to pass' box.

Once you have done this, anybody submitting the quiz will receive either the pass or fail completion icon. If the quiz can be taken multiple times, the completion icon will automatically update whenever the grade does.

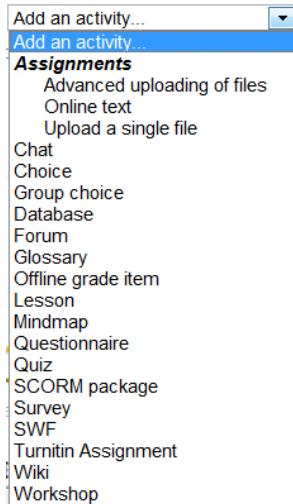
There is one limitation: this only works if grades are immediately visible to students. The grade must be neither permanently hidden, nor hidden until a certain date. If a grade is hidden then only the standard 'completed' state will be displayed - even once the hidden date has passed.

- *Expect completed on* - If this setting is enabled, it will specify the date when the activity is expected to be completed. The date will not be shown to students.

9. Press the **Save and display** button.

5.4 Activities

There are a number of interactive learning activities that you may add to your course. If you click the pull-down menu, the following options are shown:



Please refer to Appendix 1 for usage of activities.

5.4.1 Assignments

The assignment activities allow you to collect homework from students. You can review students' homework and provide feedback including grades.

Students can submit anything in a digital format such as word-processed documents, spreadsheets, images, audio and video clips.

There are 3 types of assignments:

- Advanced uploading of files – After students submit multiple files, instructors can return a file as feedback.
- Online text – Students type directly and instructors can provide online feedback.
- Upload a single file – Students can upload a single file, and instructors can open the submitted file and give a grade and feedback.

To create an Advanced uploading of files activity:

1. Press the **Turn editing on** button.

2. Select **Advanced uploading of files** from the “Add an activity” pull-down menu in a chapter where you would like to add the assignment.
3. Enter the assignment name and description.
4. Select the **General** options:
 - *Available from* – The dates your students will begin to have access to the assignment.
 - *Due date*- The dates the assignment is due.
 - *Prevent late submissions*- If it is set to “No,” students can submit their assignment even after the due date. If it is set to “Yes,” any late submission is not allowed.
5. Select the **Grade** options:
 - *Grade* – Choose the maximum grade for this assignment. Apart from the numbers, one of the descriptive grades which have been defined for this course can also be picked. If you will not be giving a grade for the assignment, choose No Grade.
Grade category- By default, it is set to be “Uncategorised”.
6. Select the advanced uploading of files settings:
 - *Maximum size*- It sets the maximum size of the files which can be uploaded.
 - *Allow deleting*- If it is set to “Yes,” students are able to delete uploaded files at any time before grading. If it is set to “No,” students cannot delete any files after submission.
 - *Maximum number of uploaded files*- It sets the maximum number of files each student can upload. This number is not shown to students, so you need to write this information in the assignment description.
 - *Allow notes*- If it is set to “Yes,” students may enter notes into a text area, as in an online text assignment.
 - *Hide description before available date* – If it is set to “Yes,” the assignment description is hidden before the available from date.
 - *Email alerts to teachers*- If it is set to “Yes,” instructors get a short email whenever students submit an assignment.

- *Enable “Send for marking” button* - If it is set to “Yes,” instructors can allow students to submit a draft prior to their final submissions on the assignment. Therefore, you can download a submitted draft file, upload the marked file once you have reviewed it and give a student feedback before the final submission.

7. Select the **Common module settings** :

- *Group mode*
 1. *No groups* - There are no groups and each student of the course is a member of the same big community. The whole workshop is available to all the students of the course. All students can submit their work in one single submission area.
 2. *Separate groups* - Each group member can only submit his work within the separate group based submission area, while other groups are invisible. Teachers can sort submissions by ‘Group’ or ‘View all participants’.
 3. *Visible groups* - Each group member works within his own group. All students submit their work within the same submission area, but they can choose their own group to associate their submissions with before uploading. Unlike separate group mode, all other groups are visible but submissions of other groups are read-only. Teachers can sort submissions by ‘Group’ or ‘View all participants’.
- *Visible* - If it is set to “Show,” students are allowed to see this activity. If it is set to “Hide,” students are not allowed to see this activity.

8. Select the **Restrict access settings** -

- *Allow access from/until* - Access from/to date determines the exact period during which students can access an activity via a link on the course page.

Note: Outside the set dates students can not access this activity at all.

- *Grade conditions* - This setting requires students to meet certain grade conditions before accessing the activity. Teachers can choose one particular grade condition from the drop down menu and then fill in the blanks next to the menu with the acceptable range of grade. Multiple grade conditions can be set for one single activity by clicking ‘Add 2 grade conditions to form’ button. In that case, students need to meet all the grade conditions in order to access the activity.
- *Before activity can be accessed* - Teachers can decide whether they want their students to see the activity before it is available. They can choose from the drop down menu either to show the activity greyed-out with restriction information or just hide the activity entirely.

9. Select the **Activity completion setting** -

Completion tracking - This setting allows teachers to specify conditions that define when an activity is considered to be completed. If this setting is enabled, activity completion will be tracked either manually or automatically, based on those certain conditions. Multiple conditions can be set for the completion of one activity, like when a grade has been reached or a certain number of posts have been made. If so, only after all the conditions are met can the activity be considered completed. A tick next to the name of the activity on the course page indicates whether the activity is completed or not.

- *Require view* - If this setting is enabled, students need to view the activity before they can complete it. In most cases, clicking the link is enough to view the activity. Also, please do not turn this option on unless you have extra requirements, because it will make extra work for the server and students generally can not meet other requirements without viewing the activity.
- *Require grade* - If this option is turned on, an activity will be considered complete when a student receives a grade. It does not matter how high the grade is: Getting any grade will mark the activity completed. Pass and Fail icons can be displayed so that the activity becomes '*completed, passed*' or '*completed, not passed*' instead of just '*completed*'.

To distinguish between 'pass' and 'fail' grades so that the activity becomes 'completed, passed' or 'completed, not passed' instead of just 'completed'. These results show a different icon and alternative text.

To set this up, you need to specify the pass value for this activity's individual grade:

1. Go to the course gradebook by clicking the 'Grades' link on the course administration block.
2. From the 'Choose an action' dropdown, pick 'Categories and items'.
3. Click the Edit icon next to the grade item for this activity.
4. Turn on 'Show Advanced'.
5. Type a grade value (e.g. 5.0) in the 'Grade to pass' box.

Once you have done this, anybody submitting the quiz will receive either the pass or fail completion icon. If the quiz can be taken multiple times, the completion icon will automatically update whenever the grade does.

There is one limitation: this only works if grades are immediately visible to students. The grade must be neither permanently hidden, nor hidden until a certain date. If a grade is hidden then only the standard 'completed' state will be displayed - even once the hidden date has passed.

- *Expect completed on* - If this setting is enabled, it will specify the date when the activity is expected to be completed. The date will not be shown to students.

10. Press the **Save and display** button.

The assignment creation method of Online text assignment and Upload a single file assignment is similar to that of Advanced uploading of files assignment.

To grade an assignment:

1. On the course main page, click on the assignment title for which you want to grade the assignment.
2. The assignment details page is shown.
3. Click on the **View (no.) submitted assignments** link on the top right corner.
4. A list of students, their submitted assignments and the last modified (submission) date are shown.
5. Click on the file name to download the students' submission.
6. Click on the **Grade** link next to the student name you want to grade his/her assignment.
7. Feedback page of the student's submitted assignment is shown.
8. Select a grade from the "Grade" pull-down menu, which you think the student should get.
9. Enter feedback to student if necessary.
10. If a response file(s) is included, press the **Add** button to upload the file.
11. If you want the system to send a notification to students when their assignment submissions are graded, click "Send notifications" box.
12. Press the **Save changes** button.
13. The grade and/or feedback are given to student.

*Tips: You can download all students' submission by click on the **Download all assignments as a zip** link on the top right corner.*

5.4.2 Chat

On the SOUL 2.0, instructors and students, or among students can communicate real-time via the Chat function. This not only encourages collaborative learning among students, but also facilitates the exchanges between students and instructors on the learning topics. Instructors and students of a course can participate in the real-time discussion without the need of being physically at the same place.

To create a Chat activity:

1. Press the **Turn editing on** button.
2. Select **Chat** from the “Add an activity” pull-down menu in a chapter where you would like to add the chat.
3. Enter a chat room name and provide directions on how to use the room in “Introduction text” field. The room name should indicate the intended use of the chat. Also, make clear what the purpose of the chat room is and let your students know that you can read all entries, so as to avoid abuse of the chat.
4. Set the time for the first chat session in “Next chat time.”
5. Select the **General** options for the chat room:
 - *Repeat sessions*
 - Don't publish any chat times – creates a chat room that is always open and has no specified meeting times.
 - No repeats – creates a one-time chat room at the scheduled time.
 - At the same time every day – creates a daily chat at the scheduled time.
 - At the same time every week – creates a weekly chat at the scheduled time.
 - *Save past sessions*- After a chat is complete, the transcript is available for the amount of time specified here.
 - *Everyone can view past sessions* - This determines whether transcripts are available to students or just to the instructor. If there is no private chat, you can allow students to view the transcripts.
6. Select the **Common module settings** :
 - *Group mode*- You can use this to assign how groups will operate with this chat activity.

- *Visible*- If it is set to “Show,” students are allowed to see this activity. If it is set to “Hide,” students are not allowed to see this activity.
7. Select the **Restrict access settings** –
- *Allow access from/until* - Access from/to date determines the exact period during which students can access an activity via a link on the course page.
Note: Outside the set dates students can not access this activity at all.
 - *Grade conditions* - This setting requires students to meet certain grade conditions before accessing the activity. Teachers can choose one particular grade condition from the drop down menu and then fill in the blanks next to the menu with the acceptable range of grade. Multiple grade conditions can be set for one single activity by clicking ‘Add 2 grade conditions to form’ button. In that case, students need to meet all the grade conditions in order to access the activity.
 - *Before activity can be accessed* - Teachers can decide whether they want their students to see the activity before it is available. They can choose from the drop down menu either to show the activity greyed-out with restriction information or just hide the activity entirely.
8. Select the **Activity completion settings** -
- *Completion tracking* - This setting allows teachers to specify conditions that define when an activity is considered to be completed. If this setting is enabled, activity completion will be tracked either manually or automatically, based on those certain conditions. Multiple conditions can be set for the completion of one activity, like when a grade has been reached or a certain number of posts have been made. If so, only after all the conditions are met can the activity be considered completed.
A tick next to the name of the activity on the course page indicates whether the activity is completed or not.
 - *Require view* - If this setting is enabled, students need to view the activity before they can complete it. In most cases, clicking the link is enough to view the activity. Also, please do not turn this option on unless you have extra requirements, because it will make extra work for the server and students generally can not meet other requirements without viewing the activity.
 - *Require grade* - If this option is turned on, an activity will be considered complete when a student receives a grade. It does not matter how high the grade is: Getting any grade will mark the activity completed. Pass and Fail icons can be displayed so that the activity becomes ‘*completed, passed*’ or ‘*completed, not passed*’ instead of just ‘*completed*’.

To distinguish between 'pass' and 'fail' grades so that the activity becomes 'completed, passed' or 'completed, not passed' instead of just 'completed'. These results show a different icon and alternative text.

To set this up, you need to specify the pass value for this activity's individual grade:

1. Go to the course gradebook by clicking the 'Grades' link on the course administration block.
2. From the 'Choose an action' dropdown, pick 'Categories and items'.
3. Click the Edit icon next to the grade item for this activity.
4. Turn on 'Show Advanced'.
5. Type a grade value (e.g. 5.0) in the 'Grade to pass' box.

Once you have done this, anybody submitting the quiz will receive either the pass or fail completion icon. If the quiz can be taken multiple times, the completion icon will automatically update whenever the grade does.

There is one limitation: this only works if grades are immediately visible to students. The grade must be neither permanently hidden, nor hidden until a certain date. If a grade is hidden then only the standard 'completed' state will be displayed - even once the hidden date has passed.

- *Expect completed on* - If this setting is enabled, it will specify the date when the activity is expected to be completed. The date will not be shown to students.

9. Press the **Save and display** button.

Now you are able to see the link of your chat room. If you click on the **Click here to enter the chat now** link, a pop-up window of the chatting session is shown. On the right-hand panel of the pop-window, the participants of the chat session are shown. Type the message in the "New Message" box at the bottom of the screen and then press the **Send** button. Your submitted messages and messages posted by other participants will be shown on the upper panel.

5.4.3 Choice

Choice is basically a poll. Instructors can post a single question with multiple answers, and then students vote. For example, you can create a choice to get an idea about the most suitable dates for a test. Based on the settings by the instructor, students may see the polling results right after submitting their choice.

To create a Choice activity:

1. Press the **Turn editing on** button.
2. Select **Choice** from the “Add an activity” pull-down menu in the chapter where you would like to add the choice.
3. Enter the choice name and the question in “Introduction text” field.
4. If you want to limit the number of choices in each option, select **Enable** from the “Limit the number of responses allowed” pull-down menu.
5. Fill in the possible answers in the “Option #” boxes.
6. Fill in the limit of each option if necessary.
7. Select the **Restrict answering to this time period** options:

Set the time when students are allowed to make a choice. If there is no timeframe for students’ response, uncheck the box.
8. Select the **Miscellaneous settings** options:
 - *Display mode* – This setting allows you to choose how the choices will be displayed: horizontally, or vertically. If you’ve got a long list, it is recommended to set vertically, rather than horizontally.
 - *Publish results*- You can determine whether and when the students will be able to view the results of the choice activity.
 - *Privacy of results* – You can determine whether the student names and their choices will be shown.
 - *Allow choice to be updated*- If it is set to "Yes," students can change their mind after they have voted. If it is set to "No," students cannot change their choice.
 - *Show column for unanswered*- If it is set to "Yes," this will display a column showing how many students have not answered the choice activity yet. Otherwise, the results will only include the students who have already voted when it is set to "No." Instructors can always see who has not yet answered.
9. Select the **Common module settings** :
 - *Group mode*- You can use this to assign how groups will operate with this choice activity.

- *Visible*- If it is set to “Show,” students are allowed to see this activity. If it is set to “Hide,” students are not allowed to see this activity.

10. Select the **Restrict access settings** –

- *Allow access from/until* - Access from/to date determines the exact period during which students can access an activity via a link on the course page.
Note: Outside the set dates students can not access this activity at all.
- *Grade conditions* - This setting requires students to meet certain grade conditions before accessing the activity. Teachers can choose one particular grade condition from the drop down menu and then fill in the blanks next to the menu with the acceptable range of grade. Multiple grade conditions can be set for one single activity by clicking ‘Add 2 grade conditions to form’ button. In that case, students need to meet all the grade conditions in order to access the activity.
- *Before activity can be accessed* - Teachers can decide whether they want their students to see the activity before it is available. They can choose from the drop down menu either to show the activity greyed-out with restriction information or just hide the activity entirely.

11. Select the **Activity completion settings** -

- *Completion tracking* - This setting allows teachers to specify conditions that define when an activity is considered to be completed. If this setting is enabled, activity completion will be tracked either manually or automatically, based on those certain conditions. Multiple conditions can be set for the completion of one activity, like when a grade has been reached or a certain number of posts have been made. If so, only after all the conditions are met can the activity be considered completed
A tick next to the name of the activity on the course page indicates whether the activity is completed or not.
- *Require view* - If this setting is enabled, students need to view the activity before they can complete it. In most cases, clicking the link is enough to view the activity. Also, please do not turn this option on unless you have extra requirements, because it will make extra work for the server and students generally can not meet other requirements without viewing the activity.
- *Require grade* - If this option is turned on, an activity will be considered complete when a student receives a grade. It does not matter how high the grade is: Getting any grade will mark the activity completed. Pass and Fail icons can be displayed so that the activity becomes ‘*completed, passed*’ or ‘*completed, not passed*’ instead of just ‘*completed*’.

To distinguish between 'pass' and 'fail' grades so that the activity becomes 'completed, passed' or 'completed, not passed' instead of just 'completed'. These results show a different icon and alternative text.

To set this up, you need to specify the pass value for this activity's individual grade:

1. Go to the course gradebook by clicking the 'Grades' link on the course administration block.
2. From the 'Choose an action' dropdown, pick 'Categories and items'.
3. Click the Edit icon next to the grade item for this activity.
4. Turn on 'Show Advanced'.
5. Type a grade value (e.g. 5.0) in the 'Grade to pass' box.

Once you have done this, anybody submitting the quiz will receive either the pass or fail completion icon. If the quiz can be taken multiple times, the completion icon will automatically update whenever the grade does.

There is one limitation: this only works if grades are immediately visible to students. The grade must be neither permanently hidden, nor hidden until a certain date. If a grade is hidden then only the standard 'completed' state will be displayed - even once the hidden date has passed.

- *Expect completed on* - If this setting is enabled, it will specify the date when the activity is expected to be completed. The date will not be shown to students.

12. Press the **Save and display** button.

5.4.4 Group Choice

Group choice allows you to let the students being able to form their groups, with groups already created in the course.

To create a Group Choice activity:

1. Select **Groups** from Users of the **Settings** block.
2. Press **Create Group** button.
3. Enter **Group name** such as Group A.
4. Press **Save changes** button.
5. Repeat Step 2-4 to create more groups.
6. Go back to the course page and press the **Turn editing on** button.

7. Select **Group choice** from the Add an activity pull-down menu.
8. Enter the “**Group choice name**” and the “**Introduction text**”.
9. Select the **Miscellaneous settings** options:
 - *Allow choice to be updated* – Yes or No
 - *Limit the number of responses allowed* – whether you want to limit the number of participants that can select each choice option or not. When the limit is reached then no-one else can select that option. If limits are disabled then any number of participants can select each of the options.
10. Select the “Group name” available in this course.
11. Enter the maximum number of participants allowed in the above Group if that is enabled.
12. Repeat to add more groups.
13. Press **Save and display** button to view the Group Choice activity created.
14. Wait till responses from students are collected in choosing the Groups.

To view the group choice responses:

1. Click the created Group choice activity.
2. Click the “**View X Reponses**” link.
3. You will then view the names of student created in different groups.
4. Download the name lists of the Groups in ODS, Excel or Text format by pressing respective buttons.
5. You can also edit the student names of the Groups.
6. Clicking a Group name and press the **add/remove users** button.
7. Then the name lists of students for the all the Groups will be shown in the table.
8. Select the student name according to the list generated in ODS, excel and text format in Step 20 and press the **Add** button to add to the Group.
9. Press the **Back to groups** button.
10. Repeat the steps for more students to different groups.

5.4.5 Database

Database is a flexible fill-in and upload tool that allows you and your students to upload files for sharing. Once a file is uploaded, comments can be made by you and your students. It is very useful for sharing materials among students for collaborative learning or group project.

By click on the database title, you can enter the database activity. Besides, the database activities can be accessed from the Navigation block.

On the Database activity page, the entries are listed out according to the time of creation. Database entries can be sorted by the relevant field, date of creation and by author. Besides, database entries can be retrieved by the search function.

To create a Database activity:

1. Press the **Turn editing on** button.
2. Select **Database** from the “Add an activity” pull-down menu in the chapter where you would like to add the database.
3. Enter a database name and a description in “Introduction” field.
4. Select the **General** options:
 - *Available from/to*- The dates within which the database is both visible to students and open for data entry.
 - *Read only from/to* – The dates within which the database is available for reading, but not open for data entry.

* If you keep both "Available" and "Read only" options disabled, the database is available and can be read permanently.
 - *Required entries*- The minimum number of entries a student is required to submit.
 - *Entries required before viewing*- The number of entries a student needs to submit before s/he can see entries by other users. If the student has not submitted the required number of entries, s/he will only see the entry page, but not the list or single view pages.
 - *Maximum entries* – The maximum number of entries a student can submit so as to avoid spamming.

Comments - If it is set to “Yes,” students are allowed to make comments on each entry. The comments field appears on the View Single page when this is enabled.

- *Require approval* – If it is set to “Yes,” an approval is required for each entry before students can view it.
5. Grade:
- *Grade category* –By default, it is set to be “Uncategorised”.
6. Select the **Common module settings** :
- *Group mode* – You can use this to assign how groups will operate with this database activity.
 - *Visible* – If it is set to “Show,” students are allowed to see this activity. If it is set to “Hide,” students are not allowed to see this activity.
7. Select the **Restrict access settings** –
- *Allow access from/until* - Access from/to date determines the exact period during which students can access an activity via a link on the course page.
Note: Outside the set dates students can not access this activity at all.
 - *Grade conditions* - This setting requires students to meet certain grade conditions before accessing the activity. Teachers can choose one particular grade condition from the drop down menu and then fill in the blanks next to the menu with the acceptable range of grade. Multiple grade conditions can be set for one single activity by clicking ‘Add 2 grade conditions to form’ button. In that case, students need to meet all the grade conditions in order to access the activity.
 - *Before activity can be accessed* - Teachers can decide whether they want their students to see the activity before it is available. They can choose from the drop down menu either to show the activity greyed-out with restriction information or just hide the activity entirely.
8. Go to the **Activity completion settings** - There are several options:
- *Completion tracking* - This setting allows teachers to specify conditions that define when an activity is considered to be completed. If this setting is enabled, activity completion will be tracked either manually or automatically, based on those certain conditions. Multiple conditions can be set for the completion of one activity, like when a grade has been reached or a certain number of posts have been made. If so, only after all the conditions are met can the activity be considered completed.
A tick next to the name of the activity on the course page indicates whether the activity is completed or not.
 - *Require view* - If this setting is enabled, students need to view the activity before they can complete it. In most cases, clicking the link is enough to view the activity. Also, please do not turn this option on unless you have extra requirements, because it will make extra work for

the server and students generally can not meet other requirements without viewing the activity.

- *Require grade* - If this option is turned on, an activity will be considered complete when a student receives a grade. It does not matter how high the grade is: Getting any grade will mark the activity completed. Pass and Fail icons can be displayed so that the activity becomes '*completed, passed*' or '*completed, not passed*' instead of just '*completed*'.

To distinguish between 'pass' and 'fail' grades so that the activity becomes 'completed, passed' or 'completed, not passed' instead of just 'completed'. These results show a different icon and alternative text.

To set this up, you need to specify the pass value for this activity's individual grade:

1. Go to the course gradebook by clicking the 'Grades' link on the course administration block.
2. From the 'Choose an action' dropdown, pick 'Categories and items'.
3. Click the Edit icon next to the grade item for this activity.
4. Turn on 'Show Advanced'.
5. Type a grade value (e.g. 5.0) in the 'Grade to pass' box.

Once you have done this, anybody submitting the quiz will receive either the pass or fail completion icon. If the quiz can be taken multiple times, the completion icon will automatically update whenever the grade does.

There is one limitation: this only works if grades are immediately visible to students. The grade must be neither permanently hidden, nor hidden until a certain date. If a grade is hidden then only the standard 'completed' state will be displayed - even once the hidden date has passed.

- *Expect completed on* - If this setting is enabled, it will specify the date when the activity is expected to be completed. The date will not be shown to students.

9. Press the **Save and display** button.

Now you will see the following screen below:

DB

[View list](#) [View single](#) [Search](#) [Add entry](#) [Export](#) [Templates](#) **Fields** [Presets](#)

There are no fields defined for this database.

Please create some below or [choose a predefined set](#) to get started.

Create a new field

Choose... ▾

?

Default sort field Time added ▾ Ascending ▾ Save

To define Fields for a database:

1. On the Database activity page, click on the **Fields** tab.
2. Select the field type from the “Create a new field” pull-down menu.
3. Choose a forum type from options:
 - *Checkbox*- Allow students to select one or more checkboxes when submit an entry.
 - *Date*- Allow students to enter a date by picking the day, month, and year from a pull-down menu.
 - *File* – Allow students to upload a file.
 - *Latitude/longitude*- Allow students to enter a geographic location, by specifying the location's latitude and longitude. When users view the entry, links are automatically generated to geographic data services such as Google Maps or Google Earth.
 - *Menu*- Allow students to select an option from a pull-down menu.
 - *Menu (Multi-select)* – Allow students to select multiple options from a pull-down menu.
 - *Number* – Allow students to enter a number.
 - *Picture* - Allow students to upload an image file.
 - *Radio buttons* – Allow students to select one option from a list.
 - *Text* – Allow students to enter text up to 60 characters in length.
 - *Text area*- Allow students to enter text longer than 60 characters in length. It includes a formatting toolbar.

- *URL* – Allow students to enter a URL.
4. Enter the field name and field description, and other options if necessary
 5. Press the **Add** button.
 6. The Database activity screen is refreshed.

Once you have defined the database fields, you can create templates for a new data entry. Templates are basically the way you control the visual display of the data from your database.

To edit a template:

1. On the Database activity page, click on the **Templates** tab.
2. Click one of the template links below the tabs. If needed, modify the selected template according to your needs.
3. Press the **Save template** button.

To add a database entry:

1. On the Database activity page, click on the **Add entry** tab.
2. Enter the information of the entry to be added.
3. Press the **Save and view** button or the **Save and add another** button.
4. The Database activity screen is refreshed with the submitted entry.

5.4.6 Forum

Forum is a useful tool where students can freely discuss issues related to the subject. Apart from the face-to-face tutorial discussion, instructors can establish a discussion forum on the learning topics via SOUL 2.0. Students can view and respond to the messages posted under the assigned discussion group. This enhances the effectiveness of communications among individual students and instructors.

As an instructor, it is recommended to log on to the forum sections frequently to check the discussions being carried out.

To create a Forum activity:

1. Press the **Turn editing on** button.
2. Select **Forum** from the “Add an activity” pull-down menu in the chapter where you would like to add the forum.
3. Enter a forum name and a description in “Forum introduction” field.

4. Choose a forum type from options:

- *A single simple discussion*-You can create only one topic discussion which is useful for short focused discussions.

Each person posts one discussion – Each user can post only one discussion topic. This is useful when you want each student to start a discussion and everyone else responds to these.

- *Q and A forum* - It requires students to add their own contribution before viewing other students' postings. After the initial posting, students can view and respond to others' postings.

This feature allows equal initial posting opportunity among all students, thus encouraging original and independent thinking.

- *Standard forum displayed in a blog-like format* – This allows instructors to create forums which work as course blogs.
- *Standard forum for general use (best general-purpose forum)* – There can be one or more discussions in this forum, and anyone with permission can post multiple discussions.

5. Select the **General** options:

- *Subscription mode* - When a participant is subscribed to a forum it means they will receive email copies of forum posts. There are 4 subscription mode options:

Optional subscription - Participants can choose whether to be subscribed

Forced subscription - Everyone is subscribed and cannot unsubscribe

Auto subscription - Everyone is subscribed initially but can choose to unsubscribe at any time

Subscription disabled - Subscriptions are not allowed

- *Read tracking for this forum*- If it is set to “Yes,” tracking highlights will be created for unread forum posts.
- *Maximum attachment size* – You can limit the maximum size of the attached file of the students’ posting.
- *Maximum number of attachments* – This setting specifies the maximum number of files that can be attached to a forum post.

6. Select the post threshold for blocking options, if appropriate. Students can be blocked from posting a certain number of times in a given period and warned when they are approaching the threshold.

7. Select the **Ratings** options:

- *Aggregate type* (You decide how all the ratings given to posts in a forum are combined to form the final grade.)

Average of ratings – Average of ratings (default) is the mean of all the ratings given to posts in that forum. This is especially useful with peer grading when there are a lot of ratings being made.

Count of ratings – The counts the number of rated posts which becomes the final grade. This is useful when the number of posts is important.

Maximum rating – The highest rating is set as the final grade. This method is useful for emphasizing the best work from participants, allowing them to post one high-quality post as well as a number of more casual responses to others.

Minimum rating – The smallest rating is set as the final grade. This method promotes a culture of high quality for all posts.

Sum of ratings – All the ratings for a particular participant are added together.

- *Restrict ratings to items with dates in this range* – You can set the date range of the posts that can be rated. This is useful if you want to keep students focused on the most recent content.

8. Select the **Common module settings**:

- *Group mode* - You can use this to assign how groups will operate with this forum activity.
- *Visible* – You can use this to assign how groups will operate with this forum activity.

9. Select the **Restrict access settings** –

- *Allow access from/until* - Access from/to date determines the exact period during which students can access an activity via a link on the course page.

Note: Outside the set dates students can not access this activity at all.

- *Grade conditions* - This setting requires students to meet certain grade conditions before accessing the activity. Teachers can choose one particular grade condition from the drop down menu and then fill in the blanks next to the menu with the acceptable range of grade. Multiple grade conditions can be set for one single activity by clicking 'Add 2 grade conditions to form' button. In that case, students need to meet all the grade conditions in order to access the activity.

- *Before activity can be accessed* - Teachers can decide whether they want their students to see the activity before it is available. They can choose from the drop down menu either to show the activity greyed-out with restriction information or just hide the activity entirely.

10. Select the **Activity completion settings** -

- *Completion tracking* - This setting allows teachers to specify conditions that define when an activity is considered to be completed. If this setting is enabled, activity completion will be tracked either manually or automatically, based on those certain conditions. Multiple conditions can be set for the completion of one activity, like when a grade has been reached or a certain number of posts have been made. If so, only after all the conditions are met can the activity be considered completed.

A tick next to the name of the activity on the course page indicates whether the activity is completed or not.

- *Require view* - If this setting is enabled, students need to view the activity before they can complete it. In most cases, clicking the link is enough to view the activity. Also, please do not turn this option on unless you have extra requirements, because it will make extra work for the server and students generally can not meet other requirements without viewing the activity.
- *Require grade* - If this option is turned on, an activity will be considered complete when a student receives a grade. It does not matter how high the grade is: Getting any grade will mark the activity completed. Pass and Fail icons can be displayed so that the activity becomes '*completed, passed*' or '*completed, not passed*' instead of just '*completed*'.

To distinguish between 'pass' and 'fail' grades so that the activity becomes '*completed, passed*' or '*completed, not passed*' instead of just '*completed*'. These results show a different icon and alternative text.

To set this up, you need to specify the pass value for this activity's individual grade:

1. Go to the course gradebook by clicking the 'Grades' link on the course administration block.
2. From the 'Choose an action' dropdown, pick 'Categories and items'.
3. Click the Edit icon next to the grade item for this activity.
4. Turn on 'Show Advanced'.
5. Type a grade value (e.g. 5.0) in the 'Grade to pass' box.

Once you have done this, anybody submitting the quiz will receive either the pass or fail completion icon. If the quiz can be taken multiple

times, the completion icon will automatically update whenever the grade does.

There is one limitation: this only works if grades are immediately visible to students. The grade must be neither permanently hidden, nor hidden until a certain date. If a grade is hidden then only the standard 'completed' state will be displayed - even once the hidden date has passed.

- *Expect completed on* - If this setting is enabled, it will specify the date when the activity is expected to be completed. The date will not be shown to students.

11. Press the **Save and display** button.

On the selected discussion forum page, you can view the discussion topics created under that forum by students. By clicking on the individual discussion topic links, messages posted under that discussion topic are shown. Posted messages can be grouped by sequence for easy viewing by selecting the display option on the top.

To retrieve the parent post of a replied message, click the **Show parent** link displayed against the message.

To search the postings within the discussion forums, type the keyword in the field box in the top right corner and then press the **Search forums** button. The matching postings will be listed out with the entered keywords being highlighted.

To add a new discussion topic:

1. On the selected discussion forum page, press the **Add a new discussion topic** button.
2. Enter the subject and message.
3. Select the **Subscription** option.
4. If an attachment is included, press the **Add** button to upload the file.
5. If you want the system to send out email alert immediately to the subscribers of the forum, check the "Mail now" box.
6. Press the **Post to forum** button.
7. The topic is posted to the forum.
8. To edit a topic that you have posted, go to that message and then click on the **Edit** link. Press the **Save changes** button after making the changes.

9. To delete a topic that you have posted, go to that message and then click on the **Delete** link. Press the **Continue** button to confirm.

To post a message for a discussion topic:

1. On the selected discussion forum page, click on the discussion topic for which you want to post a message.
2. The posted messages under the discussion topic are shown.
3. Click on the **Reply** link displayed against the message you want to respond.
4. Enter the replied message.
5. If an attachment is included, press the **Add** button to upload the file.
6. Press the **Post to forum** button.
7. The message is posted to the forum.
8. To edit a message that you have posted, go to that message and then click on the **Edit** link. Press the **Save changes** button after making the changes.
9. To delete a message that you have posted, go to that message and then click on the **Delete** link. Press the **Continue** button to confirm.

5.4.7 Glossary

Glossary allows your students to create and maintain a list of definitions, like a dictionary. Glossary provides the explanation on difficult words and terms that students may come up in the course. Besides text explanations, outside links, illustrations or attachments can also be added to the glossary.

You can create more than one glossary, a main glossary and one or more secondary glossaries. You have the option to allow students to add entries to these secondary glossaries, for example when in the process of creating a glossary for a course, you could let students list the words they found difficult, with the explanation they came up with. After editing their entries, you can choose to add these entries to your main glossary. Entries can be shown anonymously, or with the name of the author, depending on the display format you have chosen.

With the posted glossary entries, the terms that appear in the course website can be auto-linked to the glossary section.

To create a Glossary activity:

1. Press the **Turn editing on** button.

2. Select **Glossary** from the “Add an activity” pull-down menu in the chapter where you would like to add the glossary.
3. Enter a glossary name.
4. Enter the purpose of the glossary, instructions or background information, links etc. in “Description” field.
5. Select the **General** options:
 - *Entries shown per page* – This is useful to help students with slow connections. If you limit the entries to 10 or 15 per page, the load time is faster. If you do not specify a number, the system will load all definitions.
 - *Is this glossary global?* – A global glossary has entries which are linked throughout the site, rather than only in the course that the glossary is in.
 - *Glossary type* – This can be either “Secondary glossary” or “Main glossary.” You can only have one Main Glossary for your entire course. You may have as many Secondary Glossaries as you like. Entries from Secondary Glossaries can be transferred to the Main Glossary. This allows you to build a Main Glossary with the definitions you want from any definition in the Secondary Glossaries. Students cannot modify a Main Glossary.

Duplicated entries allowed - If it is set to “Yes”, students are allowed to enter duplicated entries.
 - *Allow comments on entries* – Students can leave comments on glossary definitions. The comments can be made through a link at the bottom of the definition.
 - *Allow print view* – Students are allowed to use the print view of the glossary. You can choose whether this feature is enabled or disabled. Instructors always can use the print view.
 - *Automatically link glossary entries* – If this option is set to “Yes,” every time a term is used anywhere on the course site, the term will link to the definition in the glossary. For example, if you define a term ‘system’ and someone uses the term ‘system’ in a forum discussion, the word ‘system’ will automatically be linked to the definition in the glossary.
 - *Approved by default* – If it is set to “No,” all student entries must be approved by the instructor before they become available to the students. If it is set to “Yes,” all entries are available to the students without approval.
 - *Display format* (This sets how the glossary will appear to the students.)

Simple, dictionary style – the terms are presented as in a dictionary, in alphabetical order. Any attachments are shown as links. Author information is not presented.

Continuous without author – the terms are presented as a long list, sorted by date. The author is not presented.

Encyclopedia – the terms are presented like an encyclopedia. All uploaded images are seen in the article, and the author is presented.

Entry list – the terms are presented as a list of the terms with no definitions.

FAQ – the terms are presented as a frequently asked question forum. The term's "Name" field will be presented as a question, and the "Description" field will be given as the answer.

Full with author – the presentation is similar to the "Encyclopedia" setting, except attachments are seen as links instead of being in the definition. Author information is given.

Full without author – the presentation is the same as "Full with author," except no author information. This looks very much like the "Simple, dictionary style" except time and date information is given.

- *Show 'Special' link* – If it is set to "Yes," students are allowed to browse using special characters (like \$ % #).
- *Show alphabet-* If it is set to "Yes," students are allowed to browse by letter of the alphabet.
- *Show 'ALL' link* – If it is set to "Yes," students are allowed to list all entries in the glossary at once.
- *Edit always link* – If it is set to "Yes," students can edit their glossary entries at any time. If it is set to "No," students cannot edit their entries after the submission.

6. Select the **Ratings** options:

- *Aggregate type* (You decide how all the ratings given to entries in a glossary are combined to form the final grade.)

Average of ratings – Average of ratings (default) is the mean of all the ratings given to entries in that glossary. This is especially useful with peer grading when there are a lot of ratings being made.

Count of ratings – The counts the number of rated posts which becomes the final grade. This is useful when the number of entries is important.

Maximum rating – The highest rating is set as the final grade. This method is useful for emphasizing the best work from participants, allowing them to enter one high-quality glossary entry.

Minimum rating – The smallest rating is set as the final grade. This method promotes a culture of high quality for all glossary entries.

Sum of ratings – All the ratings for a particular participant are added together.

- *Restrict ratings to items with dates in this range* – You can set the date range of the entries that can be rated. This is useful if you want to keep students focused on the most recent content.

7. Select the **Common module settings** :

- *Visible* – If it is set to “Show,” students are allowed to see this activity. If it is set to “Hide,” students are not allowed to see this activity.

8. Select the **Restrict access** options–

- *Allow access from/until* - Access from/to date determines the exact period during which students can access an activity via a link on the course page.

Note: Outside the set dates students can not access this activity at all.

- *Grade conditions* - This setting requires students to meet certain grade conditions before accessing the activity. Teachers can choose one particular grade condition from the drop down menu and then fill in the blanks next to the menu with the acceptable range of grade. Multiple grade conditions can be set for one single activity by clicking ‘Add 2 grade conditions to form’ button. In that case, students need to meet all the grade conditions in order to access the activity.
- *Before activity can be accessed* - Teachers can decide whether they want their students to see the activity before it is available. They can choose from the drop down menu either to show the activity greyed-out with restriction information or just hide the activity entirely.

9. Select the **Activity completion settings** -

- *Completion tracking* - This setting allows teachers to specify conditions that define when an activity is considered to be completed. If this setting is enabled, activity completion will be tracked either manually or automatically, based on those certain conditions. Multiple conditions can be set for the completion of one activity, like when a grade has been reached or a certain number of posts have been made. If so, only after all the conditions are met can the activity be considered completed

A tick next to the name of the activity on the course page indicates whether the activity is completed or not.

- *Require view* - If this setting is enabled, students need to view the activity before they can complete it. In most cases, clicking the link is enough to view the activity. Also, please do not turn this option on unless you have extra requirements, because it will make extra work for the server and students generally can not meet other requirements without viewing the activity.
- *Require grade* - If this option is turned on, an activity will be considered complete when a student receives a grade. It does not matter how high the grade is: Getting any grade will mark the activity completed. Pass and Fail icons can be displayed so that the activity becomes '*completed, passed*' or '*completed, not passed*' instead of just '*completed*'.

To distinguish between 'pass' and 'fail' grades so that the activity becomes 'completed, passed' or 'completed, not passed' instead of just 'completed'. These results show a different icon and alternative text.

To set this up, you need to specify the pass value for this activity's individual grade:

1. Go to the course gradebook by clicking the 'Grades' link on the course administration block.
2. From the 'Choose an action' dropdown, pick 'Categories and items'.
3. Click the Edit icon next to the grade item for this activity.
4. Turn on 'Show Advanced'.
5. Type a grade value (e.g. 5.0) in the 'Grade to pass' box.

Once you have done this, anybody submitting the quiz will receive either the pass or fail completion icon. If the quiz can be taken multiple times, the completion icon will automatically update whenever the grade does.

There is one limitation: this only works if grades are immediately visible to students. The grade must be neither permanently hidden, nor hidden until a certain date. If a grade is hidden then only the standard 'completed' state will be displayed - even once the hidden date has passed.

- *Expect completed on* - If this setting is enabled, it will specify the date when the activity is expected to be completed. The date will not be shown to students.

10. Press the **Save and display** button.

Click on the glossary title to enter the activity. On the Glossary activity page, the glossary entries are listed out alphabetically. Glossary entries can be sorted by

category, date of creation and by author. By clicking the **ALL** link, all the entries will be listed out.

To add a glossary entry:

1. On the Glossary activity page, press the **Add a new entry** button.
2. Enter the Concept name and definition.
3. Enter the keyword(s) for the concept.
4. If an attachment is included, press the **Add** button to upload the file.
5. Select the options for auto-linking.
6. Press the **Save changes** button.
7. The Glossary activity screen is refreshed with submitted entry.

To edit posted entries:

- On the Glossary activity page, click on the pencil edit icon displayed against the glossary entry.
- Enter the changes.
- Press the **Save changes** button.
- The Glossary activity screen is refreshed with updated entries.

5.4.8 Offline grade item

Offline grade items allows instructors to provide a description and due date for a classroom assignment. Instructors can provide online feedback to student. The grade given in the offline grade item will be added to gradebook.

To create an Offline grade item activity:

1. Press the **Turn editing on** button.
2. Select **Offline grade item** from the “Add an activity” pull-down menu in a chapter where you would like to add the offline grade item.
3. Enter the offline grade item name and description.
4. Select the **Grade** options:
 - *Grade* – Choose the maximum grade for this assignment. Apart from the numbers, one of the descriptive grades which have been defined for this course can also be picked.
 - *Grade category*- By default, it is set to be “Uncategorised”.

5. Press the **Save and display** button.

To grade an Offline grade item activity:

1. On the course main page, click on the offline grade item title for which you want to grade the assignment.
2. The offline grade item details page is shown.
3. Click on the **No attempts have been made on this assignment** link on the top right corner.
4. A list of students is shown.
5. Click on the **Grade** link next to the student name you want to grade.
6. Feedback page of the student is shown.
7. Select a grade from the “Grade” pull-down menu, which you think the student should get.
8. Enter feedback to student if necessary.
9. If you want the system to send a notification to students when their offline grade item are graded, click “Send notifications” box.
10. Press the **Save changes** button.
11. The grade and/or feedback are given to student.

5.4.9 Lesson

The lesson is a set of self-contained resource pages in various forms such as text, figures, audio, animations, videos and glossary links. In addition, both quizzes and corresponding feedbacks can also be added to the lesson. Therefore, you can set up lessons that can guide students based on their answers.

It might be helpful to think of a lesson as a kind of flowchart. After a student reviews contents, the student is asked to answer some questions. Based on their answer, SOUL 2.0 will provide a relevant page to proceed. Based on the setting by the instructors, the number of attempts and the corresponding results of the quizzes may be recorded by SOUL 2.0, and instructors may use this information as part of the course assessment.

To create a Lesson activity:

1. Press the **Turn editing on** button.

2. Select **Lesson** from the “Add an activity” pull-down menu in the chapter where you would like to add the lesson.
3. Enter a lesson name.
4. Select the **General** options:
 - *Time limit (minutes)* – This puts a time limit on the lesson. Students are shown a countdown counter and the time is recorded in the database. The timer does not evict a student from the lesson when the time is up, but does not score a question after the time limit reaches 0:00:00. The time in the database is checked each time a student submits a question.
 - *Available from* – This sets the start date of the lesson.
 - *Deadline* – This sets when the lesson will no longer be available for attempt.
 - *Maximum number of answers* – This value determines the maximum number of answers the instructor can use. For example, an instructor starting to enter a series of multiple choice questions with 6 answers might set this value to 6. Then when the instructors start to enter a series of questions with 2 answers, they might set this value to 2 because they don't need to see 4 blank answers for every question in the design phase.
5. Select the maximum mark of the lesson from the “Grade” pull-down menu. If the grade set to “No grade”, then the lesson does not appear in the Grades.
6. Select the **Grade** options:
 - *Practice lesson* – If it is set to “Yes,” students’ grades are not recorded.
 - *Custom Scoring*- You can add a score (positive or negative) for each answer.
 - *Re-takes allowed* – If it is set to “Yes,” students are allowed to re-take the lesson. If it is set to “No,” students are not allowed to re-take the lesson.
 - *Handling of re-takes* – If you allow students to re-take the lesson, you need to set a grading policy. You can use the mean of the student’s grades for each attempt or select the maximum grade.
 - *Display ongoing score* – If it is set to “Yes,” the student’s ongoing score is shown on each page.
7. Select the **Flow control** options:

- *Allow student review* – This will let the student navigate back through the lesson to change their answers.
 - *Provide option to try a question again*- This will display a button after an incorrectly answered question, allowing a student to re-attempt it.
 - *Maximum number of attempts* - This represents the maximum number of attempts a student can make on any question. If a student has difficulty with a short-answer or numerical question, s/he can make this number of attempts before being moved to the next page.
 - *Display default feedback* – If it is set to “Yes,” the default response of "That's the correct answer" and "That's the wrong answer" will be used when a response is not found for a particular question.
 - *Progress bar* – Display a progress bar at the bottom of the Lesson.
 - *Display left menu* – This will show a list of the pages in the lesson.
 - *Display left menu only if grade greater than* – By specifying a grade greater than 0, the student must have a grade equal to or greater than the grade set in order to view the Left Menu. This allows you to force students to go through the entire lesson during the first attempt. Then, if a student retakes the Lesson after meeting the required grade, s/he can see the Left Menu to navigate in the review.
 - *Minimum number of Questions* – This sets the number of questions that a student is expected to answer.
 - *Number of pages to show* - This sets the number of pages that a student will be shown. The lesson ends when this number is reached. If this is set to 0 (the default), every page is shown.
 - *Slideshow* – This enables the display of the lesson as a slide show, with a fixed width, height, and custom background colour.
 - *Link to an activity* – To add a link to another activity at the end of the lesson, select the activity from the dropdown menu.
8. Select the **Pop-up to file or web page** option:
- This section allows you to create a pop-up window at the beginning of a lesson to a file or a web page.
9. Select the **Dependent on** options:
- *Dependent On*- Access to this lesson can be made dependent on student performance in another lesson. Unless you have more than one lesson in a course, this menu will only allow you to select none.

- *Time Spent (minutes)* – You can make access to this lesson dependent on the amount of time students have spent in a previous lesson.
- *Completed* - To access this lesson, the student must have completed a previous lesson.
- *Grade better than (%)* - You can make access to this lesson dependent on the student scoring higher than a certain percentage in a previous lesson.

10. Select the **Common module settings** :

- *Visible* – If it is set to “Show,” students are allowed to see this activity. If it is set to “Hide,” students are not allowed to see this activity

11. Select the **Restrict access settings** –

- *Allow access from/until* - Access from/to date determines the exact period during which students can access an activity via a link on the course page.

Note: Outside the set dates students can not access this activity at all.

- *Grade conditions* - This setting requires students to meet certain grade conditions before accessing the activity. Teachers can choose one particular grade condition from the drop down menu and then fill in the blanks next to the menu with the acceptable range of grade. Multiple grade conditions can be set for one single activity by clicking ‘Add 2 grade conditions to form’ button. In that case, students need to meet all the grade conditions in order to access the activity.
- *Before activity can be accessed* - Teachers can decide whether they want their students to see the activity before it is available. They can choose from the drop down menu either to show the activity greyed-out with restriction information or just hide the activity entirely.

12. Select the **Activity completion settings** -

- *Completion tracking* - This setting allows teachers to specify conditions that define when an activity is considered to be completed. If this setting is enabled, activity completion will be tracked either manually or automatically, based on those certain conditions. Multiple conditions can be set for the completion of one activity, like when a grade has been reached or a certain number of posts have been made. If so, only after all the conditions are met can the activity be considered completed

A tick next to the name of the activity on the course page indicates whether the activity is completed or not.

- *Require view* - If this setting is enabled, students need to view the activity before they can complete it. In most cases, clicking the link is enough to view the activity. Also, please do not turn this option on

unless you have extra requirements, because it will make extra work for the server and students generally can not meet other requirements without viewing the activity.

- *Require grade* - If this option is turned on, an activity will be considered complete when a student receives a grade. It does not matter how high the grade is: Getting any grade will mark the activity completed. Pass and Fail icons can be displayed so that the activity becomes '*completed, passed*' or '*completed, not passed*' instead of just '*completed*'.

To distinguish between 'pass' and 'fail' grades so that the activity becomes 'completed, passed' or 'completed, not passed' instead of just 'completed'. These results show a different icon and alternative text.

To set this up, you need to specify the pass value for this activity's individual grade:

1. Go to the course gradebook by clicking the 'Grades' link on the course administration block.
2. From the 'Choose an action' dropdown, pick 'Categories and items'.
3. Click the Edit icon next to the grade item for this activity.
4. Turn on 'Show Advanced'.
5. Type a grade value (e.g. 5.0) in the 'Grade to pass' box.

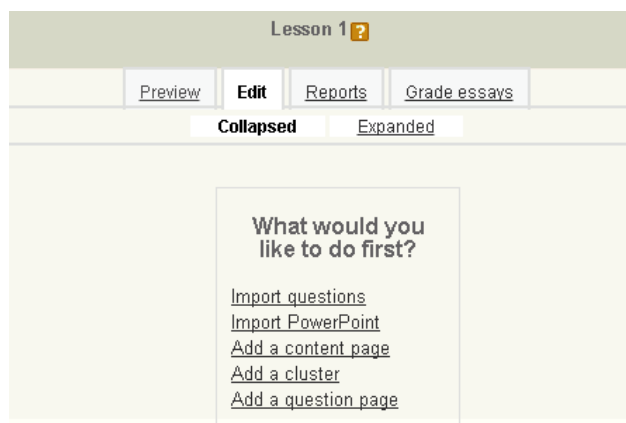
Once you have done this, anybody submitting the quiz will receive either the pass or fail completion icon. If the quiz can be taken multiple times, the completion icon will automatically update whenever the grade does.

There is one limitation: this only works if grades are immediately visible to students. The grade must be neither permanently hidden, nor hidden until a certain date. If a grade is hidden then only the standard 'completed' state will be displayed - even once the hidden date has passed.

- *Expect completed on* - If this setting is enabled, it will specify the date when the activity is expected to be completed. The date will not be shown to students.

13. Press the **Save and display** button.

Then you are asked what you would like to do first as shown in the following screen:



To import questions:

This function allows you to import questions from external sources. A number of file formats are supported:

- GIFT Format

It is designed to be an easy method for instructors writing questions as a text file. It supports Multiple-Choice, True-False, Short Answer, Matching and Numerical questions, as well as insertion of a _____ for the "missing word" format. Various question-types can be mixed in a single text file, and the format also supports line comments, question names, feedback and percentage-weight grades.

Other formats available include: Aiken format, Blackboard, Blackboard V6+, Embedded answers (Cloze), Examview, Learnwise, Missing word, Moodle XML and WebCT.

To import PowerPoint:

When you click on the **Import PowerPoint** link, you are allowed to upload PowerPoint files which have been exported as a set of web pages.

To add a content page:

Content pages are simply pages which have a set of links to other pages in the lesson. They are used for navigation in the lesson. Content page give the students choices of where to go in the lesson.

To add a cluster:

Clusters are special group of pages in Lesson. A "cluster" is formed by placing a special navigational "cluster" page at the start of the group and an "end cluster" page after the last page in the group. Clusters can be considered an advanced feature of Lesson.

To add a question page:

A question page consists of information, questions, responses, answers and “jump to” menus. After answering a question, a student sees the response for the answer and a Continue button. The **Continue** button takes the student to the appropriate branch page.

1. Click on the **Add a question page** link.
2. Select a question type for the page by clicking the pull-down menu. The question types are essay, matching, multiple choice, numerical, short answer and true/false.
3. Press the **Add a question page** button.
4. Enter a page title.
5. Enter the page content that includes the question you want the students to answer.
6. Enter the correct answer to the question in the Answer 1 box.
7. Enter the response generated by the answer.
8. Enter any other answer choices you want to student to consider, with responses for each.
9. Press the **Add a question page** button.

5.4.10 Mindmap

Mindmap is an activity for instructors to teach and share concepts and knowledge to students. This is a useful tool for mindmap construction.

To add a mindmap:

1. Press the Turn editing on button.
2. Select Mindmap from the “Add an activity” pull-down menu.
3. Enter the **Mindmap Name**.
4. Select the **Editable** checkbox if you allow student to edit this mindmap.
5. Select other settings: Common module settings, Restrict access and Activity completion.
6. Press **Save and display** button

To edit a mindmap:

1. Enter the **Mindmap** activity page.
2. You can **add nodes** by:

- Double clicking on any place or clicking the green plus-icon in the toolbar; or
 - Pressing ENTER of the keyboard to add a node to the same layer; or
 - Pressing INSERT of the keyboard to add a sub-node.
3. You can **move node** by positioning a node over new parent, then release the mouse and reposition the node. You can delete nodes by:
- Pressing CTRL and click on the node; or
 - Pressing DELETE on the keyboard; or
 - Clicking the red minus-icon in the toolbar.
4. You can Undo and Redo by
- Press CTRL + Z and CTRL + Y or
 - Use the icons in the toolbar.
5. You can Autocomplete-Node by pressing END of the keyboard

5.4.11 Questionnaire

The **Questionnaire activity** is a survey-like type of activity. It allows teachers to create a wide range of questions to get student feedback e.g. on a course or activities. With Questionnaire you do not test or assess the student, you *gather data*.

Adding/editing a questionnaire:

1. Press the **Turn editing on** button.
2. Select **Questionnaire** from the "Add an activity" pull-down menu.
3. Enter the Name and provide the Summary of the questionnaire.
4. Timing – set the date window for when users can complete the questionnaire. You can leave the boxes unchecked if you want the questionnaire to be continually available.
5. Select the **Responses** options:
 - *Type*- Select whether users will be allowed to respond once, daily, weekly, monthly or an unlimited number of times (**many**).
 - *Respondent Type*- You can display your users' full names with each response by setting this to "fullname".
You can hide your users' identities from the responses by setting this to "anonymous".
 - *Students can view ALL responses* - You can specify who can see the responses of all respondents to submitted questionnaires.

Never - By default, only teachers of the owning course can see all questionnaire submitted responses.

After answering the questionnaire - This allows students to see all responses after answering a questionnaire that is set to *respond once only*. If a questionnaire is set to respond more than once, then students cannot see all responses unless you use one of the next two options.

After the questionnaire is closed

Always

- *Save/Resume answers* -Setting this option allows users to save their answers to a questionnaire before submitting them. Users can leave the questionnaire unfinished and resume from the save point at a later date.

6. Select the **Content** options:

- *Create New* - This option allows you to create a completely new questionnaire from scratch.
- *Copy Existing* - This option copies a pre-existing questionnaire's content to a new questionnaire, pre-seeding the content. You can copy questionnaires belonging to the course, or ones specifically marked as 'template'.
- *Use Public* - If a questionnaire has already been created with the "public" setting, then you may use that "public" questionnaire in your own course(s). The number of settings available to such questionnaires is limited and you cannot edit its questions nor view the responses.
Example .- If a public questionnaire has been created in course A, it can be "used" in courses B, C, ... All the responses from courses A, B, C, ... are collected in the public questionnaire created in course A (the original course where it was created) and are viewable there by the person (admin or teacher) who originally created it.

7. Select the **Common module settings**:

- *Group mode*- You can use this to assign how groups will operate with this assignment activity.
- *Visible*: If it is set to "Show," students are allowed to see this activity. If it is set to "Hide," students are not allowed to see this activity.

8. Press the **Save and display** button.

9. Click the **Advanced settings** link.

10. Enter the **Content Options**:

- *Questionnaire type*:
 - Private - belongs to the course it is defined in only.
 - Template - can be copied and edited.

Public - can be shared among courses.

- *Subtitle* – Title of the questionnaire, which will appear at the top of every page. By default Title is set to the questionnaire Name, but you can edit it as you like.
- *Additional Info*- Text to be displayed at the top of the first page of the questionnaire (i.e. instructions, background info, etc).

11. Enter the **Submission options**:

- *Confirmation URL/page* - Heading (in bold) and body text for the "Confirmation" page displayed after a user completes this questionnaire. (URL, if present, takes precedence over confirmation text.) If you leave this field empty, a default message will be displayed upon questionnaire completion (*Thank you for completing this Questionnaire*).
- *Email* - Sends a copy of each submission to the specified address or addresses. You can provide more than one address by separating them with commas. Leave blank for no.

12. Press the **Save settings** button.

13. Click the **Questions** link to set the questions.

14. Select the question type from the pull-down menu.

15. Press the **Add selected question type** button.

16. Follow the form to type in the content of the question.

17. Press the **Save changes** button.

18. Repeat steps 14 to 17 above to add more questions.

19. You can press the **Preview** link to view your questionnaire.

View questionnaire responses:

1. On the questionnaire page, click on the "**All responses (no.)**" link.
2. All participants' responses will be shown.
3. Click "**Download in text format**" link to download the result.
4. Click "**View By Responses**" link to view individual response.

5.4.12 Quiz

With the Quiz activity, you can assess students' learning progress by asking a number of quizzes. It consists of a pool of questions created by the instructors, which may be in either one of the following question types: Calculated, Calculated

multichoice, Calculated simple, Embedded answer (Cloze), Essay, Matching, Multiple choice, Numerical, Random short-answer matching, Short answer and True/False. Sometimes time limit is set for the quiz activity, a floating count-down timer showing how much time remains is shown.

To create a Quiz activity:

1. Press the **Turn editing on** button.
2. Select **Quiz** from the “Add an activity” pull-down menu.
3. Enter a quiz Name and Introduction text.
4. Open/Close the quiz – set the date and time for when students can attempt the quiz. You can leave the boxes unchecked if you want the quiz to be continually available.
5. Time limit – if enabled, a floating timer window (requiring JavaScript) is shown with a countdown. When the time limit is up, the quiz is submitted automatically with whatever answers have been filled in so far.
6. Attempts allowed – set how many attempts allowed for student to do this quiz, from 1 – 10 times or unlimited.
7. Grading method - when multiple attempts are allowed, the following methods are available for calculating the final quiz grade:
 - Highest grade of all attempts
 - Average (mean) grade of all attempts
 - First attempt (all other attempts are ignored)
 - Last attempt (all other attempts are ignored)
8. Select the **Layout** options:
 - *Question order* – whether the questions order as shown on the edit screen or shuffled randomly.
 - *New page* - For longer quizzes it makes sense to stretch the quiz over several pages by limiting the number of questions per page. When adding questions to the quiz, page breaks will automatically be inserted according to this setting. However page breaks may later be moved manually on the editing page.
9. Select the **Question behaviour** options:
 - *Shuffle within questions* - If enabled, the parts making up each question will be randomly shuffled each time a student attempts the quiz, provided the option is also enabled in the question settings. This setting

only applies to questions that have multiple parts, such as multiple choice or matching questions.

- *How questions behave* - Students can interact with the questions in the quiz in various different ways. For example, you may wish the students to enter an answer to each question and then submit the entire quiz, before anything is graded or they get any feedback. That would be 'Deferred feedback' mode. Alternatively, you may wish for students to submit each question as they go along to get immediate feedback, and if they do not get it right immediately, have another try for fewer marks. That would be 'Interactive with multiple tries' mode.
- *Each attempt builds on the last* - If multiple attempts are allowed and this setting is enabled, each new quiz attempt will contain the results of the previous attempt. This allows a quiz to be completed over several attempts.

10. Select the **Review** options:

These options control what information students can see when they review a quiz attempt or look at the quiz reports.

- *Immediately after the attempt* - means within two minutes of the attempt being finished.
- *Later, while the quiz is still open* - means after this, and before the quiz close date.
- *After the quiz is closed* - means after the quiz close date has passed. If the quiz does not have a close date, this state is never reached.

11. Select the **Extra restrictions on attempts** options:

- *Require password* - If a password is specified, a student must enter it in order to attempt the quiz.
- *Require network address* - Quiz access may be restricted to particular subnets on the LAN or Internet by specifying a comma-separated list of partial or full IP address numbers. This can be useful for an invigilated (proctored) quiz, to ensure that only people in a certain location can access the quiz.
- *Enforced delay between 1st and 2nd attempts* - If enabled, a student must wait for the specified time to elapse before being able to attempt the quiz a second time.
- *Enforced delay between later attempts* - If enabled, a student must wait for the specified time to elapse before attempting the quiz a third time and any subsequent times.

- *Browser security* - If "Full screen pop-up with some JavaScript security" is selected, the quiz will only start if the student has a JavaScript-enabled web-browser. The quiz appears in a full screen popup window that covers all the other windows and has no navigation controls. Students are prevented, as far as is possible, from using facilities like copy and paste.

12. Select the **Overall feedback** options:

Overall feedback is text that is shown after a quiz has been attempted. By specifying additional grade boundaries (as a percentage or as a number), the text shown can depend on the grade obtained.

13. Select the **Common module settings**:

- *Group mode* - You can use this to assign how groups will operate with this quiz activity.
- *Visible* – If it is set to "Show," students are allowed to see this activity. If it is set to "Hide," students are not allowed to see this activity

14. Select the **Restrict access settings**:

- *Allow access from/until* - Access from/to date determines the exact period during which students can access an activity via a link on the course page.
Note: Outside the set dates students can not access this activity at all.
- *Grade conditions* - This setting requires students to meet certain grade conditions before accessing the activity. Teachers can choose one particular grade condition from the drop down menu and then fill in the blanks next to the menu with the acceptable range of grade. Multiple grade conditions can be set for one single activity by clicking 'Add 2 grade conditions to form' button. In that case, students need to meet all the grade conditions in order to access the activity.
- *Before activity can be accessed* - Teachers can decide whether they want their students to see the activity before it is available. They can choose from the drop down menu either to show the activity greyed-out with restriction information or just hide the activity entirely.

15. Press the **Save and display** button.

To add Quiz questions:

1. Press the **Edit quiz** button.
2. Press the **Add a question** button.

3. Select the question type from the list, details of that question type will be shown on the right hand side.
4. Press the **Next** button.
5. Follow the form to type in the content of the question.
6. Press the **Save changes** button.
7. All questions will be added to the question bank of this course automatically.
8. Repeat steps 2 to 6 above to add more questions.
9. You can press the show the Question bank contents by clicking the link on the right hand side.
10. Select the check box of the question, press the **Add to quiz** button to add question to this quiz.
11. You can press the **Add a random question** button to insert a randomly chosen question from the category into the quiz. This means that different students are likely to get a different selection of questions, and when a quiz allows multiple attempts then each attempt is likely to contain a new selection of questions.
12. Press the **Order and paging** tab to update the order of pages.
13. Once you have exit the Editing quiz page, the quiz will be saved automatically.

To preview a Quiz:

1. On the quiz page, press the **Preview quiz now** button.
2. You can preview the order of questions, attempt the quiz in this preview function.

To view student's attempts of a Quiz:

1. On the quiz page, click on the "Attempts: (no.)" link.
2. In the results page, you can change the **Preferences just for this page** and **Your preferences for this report**.

3. In the student list table, a summary of student's attempt is shown.
4. Click the **Review attempt** link to review each individual student's quiz attempt.
5. Press the **Download table data** as button to download the attempts results in different file formats.

5.4.13 SCORM package

The SCORM package is a course activity which allows instructors to upload any SCORM package to include in your course.

SCORM (Sharable Content Object Reference Model) is a collection of specifications that enable interoperability, accessibility and reusability of web-based learning content. SCORM content can be delivered to learners via any SCORM-compliant Learning Management System (LMS) using the same version of SCORM.

To create a SCORM activity:

1. Press the **Turn editing on** button.
2. Select **SCORM package** from the "Add an activity" pull-down.
3. Enter a SCORM package name and description.
4. Enter the Quiz questions.
5. Upload the package file, which is a zip (or pif) file containing SCORM/AICC course definition files.
6. Select the **Restrict answering to this time period** options:
 - *Open/Until* - set the date and time for when students can attempt the SCORM package. You can leave the boxes unchecked if you want the SCORM package to be continually available.
7. Select the **Other settings**:
 - *Grading method* - The grading method defines how the grade for a single attempt of the activity is determined. There are 4 grading methods: i) Learning objects - The number of completed/passed learning objects; ii) Highest grade - The highest score obtained in all passed learning objects; iii) Average grade - The mean of all the scores; iv) Sum grade - The sum of all the scores.
 - *Maximum grade* – range from 0 to 100.

- *Number of attempts* - This setting enables the number of attempts to be restricted. It is only applicable for SCORM 1.2 and AICC packages.
- *Attempts grading* - If multiple attempts are allowed, this setting specifies whether the highest, average (mean), first or last attempt is recorded in the gradebook.
- *Display attempt status* - If enabled, scores and grades for attempts are displayed on the SCORM outline page.
- *Force completed* - If enabled, the status of the current attempt is forced to "completed". This setting is only applicable to SCORM 1.2 packages. It is useful if the SCORM package does not handle revisiting an attempt correctly, in review or browse mode, or otherwise incorrectly issues the completion status.
- *Force new attempt* - If enabled, each time a SCORM package is accessed will be counted as a new attempt.
- *Lock after final attempt* - If enabled, a student is prevented from launching the SCORM player after using up all their allocated attempts.
- *Display package* – display in current window or new window.
- *Width/Height* – The percentage of window width and height.
- *Options* – Different display restriction applied to browser. May be prevented by some browsers.
- *Student skip content structure page* - This setting specifies whether the content structure page should ever be skipped (not displayed). If the package contains only one learning object, the content structure page can always be skipped.
- *Disable preview mode* - Preview mode allows a student to browse an activity before attempting it. If preview mode is disabled, the preview button is hidden.
- *Display course structure on entry page* - If enabled, the table of contents is displayed on the SCORM outline page.
- *Display course structure in player* - This setting specifies how the table of contents is displayed in the SCORM player.
- *Hide navigation buttons* – Hide or show the navigation buttons.
- *Auto-continue* - If enabled, subsequent learning objects are launched automatically, otherwise the Continue button must be used.

- *Auto-update frequency* – There are 4 options: i) Never; ii) Whenever it changes; iii) Every day; iv) Every time it's used.
8. Select the **Common module settings**:
 - *Group mode* - You can use this to assign how groups will operate with this survey activity.
 - *Visible*- If it is set to "Show," students are allowed to see this activity. If it is set to "Hide," students are not allowed to see this activity.
 9. Select the **Restrict access settings**:
 - *Allow access from/until* - Access from/to date determines the exact period during which students can access an activity via a link on the course page.

Note: Outside the set dates students can not access this activity at all.
 - *Grade conditions* - This setting requires students to meet certain grade conditions before accessing the activity. Teachers can choose one particular grade condition from the drop down menu and then fill in the blanks next to the menu with the acceptable range of grade. Multiple grade conditions can be set for one single activity by clicking 'Add 2 grade conditions to form' button. In that case, students need to meet all the grade conditions in order to access the activity.
 - *Before activity can be accessed* - Teachers can decide whether they want their students to see the activity before it is available. They can choose from the drop down menu either to show the activity greyed-out with restriction information or just hide the activity entirely.
 10. Press the **Save and display** button.

5.4.14 Survey

The Survey activity provides standard, verified survey instruments that have proven useful in evaluating what students are doing and thinking in your classes.

To create a Survey activity:

1. Press the **Turn editing on** button.
2. Select **Survey** from the "Add an activity" pull-down.
3. Enter a survey name.
4. Select the Survey type.
5. Enter the purpose of the survey, instructions or background information, links etc. in "Custom intro" field.
6. Select the **Common module settings**:

- *Group mode* - You can use this to assign how groups will operate with this survey activity.
- *Visible*- If it is set to “Show,” students are allowed to see this activity. If it is set to “Hide,” students are not allowed to see this activity.

7. Select the **Restrict access settings**:

- *Allow access from/until* - Access from/to date determines the exact period during which students can access an activity via a link on the course page.

Note: Outside the set dates students can not access this activity at all.

- *Grade conditions* - This setting requires students to meet certain grade conditions before accessing the activity. Teachers can choose one particular grade condition from the drop down menu and then fill in the blanks next to the menu with the acceptable range of grade. Multiple grade conditions can be set for one single activity by clicking ‘Add 2 grade conditions to form’ button. In that case, students need to meet all the grade conditions in order to access the activity.
- *Before activity can be accessed* - Teachers can decide whether they want their students to see the activity before it is available. They can choose from the drop down menu either to show the activity greyed-out with restriction information or just hide the activity entirely.

8. Select the **Activity completion settings** -

- *Completion tracking* - This setting allows teachers to specify conditions that define when an activity is considered to be completed. If this setting is enabled, activity completion will be tracked either manually or automatically, based on those certain conditions. Multiple conditions can be set for the completion of one activity, like when a grade has been reached or a certain number of posts have been made. If so, only after all the conditions are met can the activity be considered completed

A tick next to the name of the activity on the course page indicates whether the activity is completed or not.

- *Require view* - If this setting is enabled, students need to view the activity before they can complete it. In most cases, clicking the link is enough to view the activity. Also, please do not turn this option on unless you have extra requirements, because it will make extra work for the server and students generally can not meet other requirements without viewing the activity.
- *Require grade* - If this option is turned on, an activity will be considered complete when a student receives a grade. It does not matter how high the grade is: Getting any grade will mark the activity completed. Pass and Fail icons can be displayed so that the activity becomes ‘*completed, passed*’ or ‘*completed, not passed*’ instead of just ‘*completed*’.

To distinguish between 'pass' and 'fail' grades so that the activity becomes 'completed, passed' or 'completed, not passed' instead of just 'completed'. These results show a different icon and alternative text.

To set this up, you need to specify the pass value for this activity's individual grade:

- Go to the course gradebook by clicking the 'Grades' link on the course administration block.
- From the 'Choose an action' dropdown, pick 'Categories and items'.
- Click the Edit icon next to the grade item for this activity.
- Turn on 'Show Advanced'.
- Type a grade value (e.g. 5.0) in the 'Grade to pass' box.

Once you have done this, anybody submitting the quiz will receive either the pass or fail completion icon. If the quiz can be taken multiple times, the completion icon will automatically update whenever the grade does.

There is one limitation: this only works if grades are immediately visible to students. The grade must be neither permanently hidden, nor hidden until a certain date. If a grade is hidden then only the standard 'completed' state will be displayed - even once the hidden date has passed.

- *Expect completed on* - If this setting is enabled, it will specify the date when the activity is expected to be completed. The date will not be shown to students.

9. Press the **Save and display** button.

To view survey responses:

1. Click on the survey title to enter the survey.
2. All the questions in the survey are shown.
3. Click on the **View (no.) survey responses** link on the top right corner.
4. Summary of the survey response is shown.

5.4.15 SWF

The SWF activity provides an easy, reliable way for instructors to deploy a variety of different Flash learning applications in SOUL 2.0.

To create a SWF activity:

1. Press the **Turn editing on** button.
2. Select **SWF** from the “Add an activity” pull-down menu in the chapter where you would like to add the SWF.
3. Enter the name and description of the SWF.
4. Select the SWF parameters options:
 - Application or file- Add the SWF source file to this activity.
 - Width- The width of the Flash object.
 - Height- The height of the Flash object.
 - Full Brower - If it is set to “true”, the SWF will be displayed in full size of the browser. If it is set to “false”, the SWF will not be display in full size of the browser.
 - Version- Version no. of the Flash player required.
5. Select the **Common module settings** options:
 - *Group mode*- You can use this to assign how groups will operate with this wiki activity.
 - *Visible*- If it is set to “Show”, students are allowed to see this activity. If it is set to “Hide”, students are not allowed to see this activity.
6. Press the **Save and display** button.

5.4.16 Turnitin Assignment

The Turnitin Assignment activities allow you to collect homework from students or represent students to submit their homework. You can perform originality checking on their work to ensure proper citation and avoid potential plagiarism from Turnitin text and document repository. You can also provide feedbacks and grades.

Students can submit assignments in a digital format including MS Word, WordPerfect, Postscript, PDF (text-readable), HTML, RTH (Rich Text) and TXT (Plain Text). The language should be Chinese or English.

To create a Turnitin Assignment activity:

1. Press the **Turn editing on** button.
2. Select **Turnitin Assignment** from the “Add an activity” pull-down menu in the chapter where you would like to add the Turnitin Assignment.
3. Enter the Turnitin Assignment name and summary.

4. Choose the submission type for the assignment.
 - *File Upload* - Students can upload files.
 - *Text Submission* - Students can copy and paste their paper in a text box to submit their paper.
 - *Any Submission Type* - Students are allowed to choose the submission type by themselves.
5. Select the **General** options:
 - *Number of Parts* - The number of parts you want the assignment to have.
 - *Maximum File Size* - Turnitin allows up to 2MB for text only submission and 20MB for a text and graphic submission.
 - *Overall Grade* - Choose the maximum grade for this assignment. The default is 100. If you will not be giving a grade for the assignment, choose No Grade.
 - *Student Originality Reports* - This option allows instructors to control whether students are allowed to view Originality Reports. If it is set to “Yes”, students are able to view the Originality Reports.
6. Select **Turnitin Advanced** options:
 - *Allow Late Submissions* - If it is set “Yes”, students are able to submit their work after the due date. The default is set to “No”.
 - *Report Generation Speed* - There are three types of report generation speed for student submissions:
 - i) *Generate reports immediately, first report is final* – Original Reports for all submissions will be generated immediately. Students cannot resubmit papers. Submissions must be deleted by the instructor to enable resubmissions.
 - ii) *Generate reports immediately, reports can be overwritten until due date* – Originality report for initial submission will be generated immediately. Students are allowed to resubmit their assignments until the due date. Originality reports for the second or subsequent submission will require a 24 hour delay. Instructors only can retrieve the latest submission. The previous versions are removed.
 - iii) *Generate reports on due date* – Originality report will only be generated for any submission until the due date and time of the assignment.
 - *Store student Papers* - The default is to store the student papers in the standard repository. You may also set to not store the papers.
 - *Check against stored student papers* - If it is set to “Yes”, instructor is able to compare student’s submission from database of stored student papers.
 - *Check against internet* - If it is set to “Yes”, instructor is able to compare student’s submission from internet.

- *Check against journals, periodicals and publications* - If it is set to “Yes”, instructor is able to compare student’s submission from database of journals, periodicals and publications.
 - *Exclude Bibliography* - If it is set to “Yes”, text in a paper that appears after one of the following headings: bibliography, works cited or references, can be excluded from the Originality Report.
 - *Exclude Quoted Material* - If it is set to “Yes”, text that appears between quotation marks in a paper can be excluded from the Originality Report.
 - *Exclude Small Matches* - There are two options by which to exclude small matches: by word count or by the percentage of the text in a match compared to the overall paper. Select the option and then enter the value that you would like to be excluded for Originality Reports generated in this assignment.
7. Select **Common module settings**:
 - Group mode - You can use this to assign how groups will operate with this assignment activity.
 - Visible - If it is set to “Show”, students are allowed to see this activity. If it is set to “Hide”, students are not allowed to see this activity.
 8. Press the **Save and display** button.

To change the assignment submission date:

1. In the Turnitin assignment’s Summary link, click on the pencil icon displayed against the corresponding Assignment Part.
2. Change date and time for the Start Date, Due Date and Post Date.

Start Date – The time for students to start submitting their assignment part.

Due Date – The final date for student to submit their assignment part.

Post Date – The date for releasing marks/grades to students.
3. You may also change the Max Marks here.
4. Press **Submit** button.

To submit assignments on behalf of students:

1. Click on the Turnitin assignment title link from the course home page.
2. Click on the **Submit Paper** tab.
3. Select the student from the Student Name pull-down menu who you will be submitting on behalf of under Add Submission box.
4. Enter the submission title.
5. Select the part of the assignment you are submitting the paper to.
6. Click **Browse** button in the field of File of Submit.
7. The Choose File dialog box is shown. Go to the destination folder where the assignment file is located and select the file.
8. Press **Add Submission** button.

To view Turnitin submission inbox

1. Click on the Turnitin assignment title link from the course home page.
2. Click on Submission Inbox tab.
3. A list of students enrolled in the course and a summary of the originality scores associated with their submissions is displayed.

Noted: If there are multiple parts for the assignment, you may need to expand the list of submissions by clicking on the [+] symbol next to the student name to see all the student's details.

- *Student submission* – it contains student name and submitted assignment title.
- *Submitted* – it contains the date and time of the submission. Late submissions are marked in red.
- *Similarity* – It indicates the similarity of the submitted assignment in compare to Turnitin repositories. Instructors can also click the similarity % to open the Originality Report.
- *Grade column* – It contains a grade and a pencil icon for editing the grade.
- *Download icon* – An arrow icon that allows instructors to click to download a copy of the submission.
- *Deleted icon* – A trash bin icon that allows instructors to click to delete the submission from inbox.
- *Refresh Submissions* – It refreshes the page to check if there are new submissions and new Originality Report are available.
- *Enroll all students* – It means to enroll all students in SOUL 2.0 class to Turnitin web site. Once student are enrolled, they can access their Turnitin accounts by using email.

To grade student assignments and give feedbacks:

1. Click on the Turnitin assignment title link from the course home page.
2. Click on **Submission Inbox** tab.
3. A list of students enrolled in the course and a summary of the originality scores associated with their submissions is displayed.
4. Click the pencil icon in grade column to edit the grade.
5. Enter the grade and click the “tick” symbol to confirm.
6. To leave feedback to a student, click on the bracket number in the Comments column.
7. Enter the comments in the **Add/Edit comment** box.
8. Press **Add/Edit Comment** button.

To select various options for Turnitin Assignment

1. Click on the Turnitin assignment title link from the course home page.
2. Click on **Options** tab.

3. Select various options listed below:
 - *Auto Submit* – by default once the students submitted their assignments, they will be sent to Turnitin for processing. Instructors can also separate the process by choosing Review Upload before Submitting to Turnitin. This would need a student to submit a draft and then manually click a button to upload the draft into Turnitin.
 - *Results Per Page* – sets the number of results to display in the Submission Inbox.
 - *Grade Display*— this setting allows instructor to set if the grades are displayed in percentage (%) or in fraction (xx/100).
 - *Auto Refresh Grades / Scores*— if it is set “Yes”, the system will refresh originality report automatically. If it is set “No”, the originality report would be refreshed manually.
 - *Submission List* – this setting allows instructor to set if the list shows all students or only those students who have submitted assignment.
 - *Comments remain Editable, Maximum comment length* – this setting allows to set how long comments remain editable and how many characters can be inputted.
4. Press **Save Changes** button to update the settings.

5.4.17 Wiki

Wiki is a useful tool for group work and collaborative study. Students within the same course can create documents and all members within the same group are able to edit the content directly.

To start with a wiki, instructors will usually give students instructions in the first page. In the wiki page, there are 6 tabs, namely **View**, **Edit**, **Comments**, **History**, **Map** and **Files**.

Under the **Edit** page, students will create the content of the group work. With the View page, students can get the overview of the finished work. For pictures, audio, PowerPoint files and other non-text files, students upload them under **Attachments** page.

When the group members have finished the wiki, they can export it as a zipped file of interlinked HTML pages. Students can do this by choosing **Export pages** at the choice box under the View page.

To create a wiki activity:

1. Press the **Turn editing on** button.

2. Select **Wiki** from the “Add an activity” pull-down menu in the chapter where you would like to add the wiki.
3. Enter the wiki name.
4. Enter the purpose of the wiki and what you expect students to contribute in the “Wiki description” field.
5. Select the Wiki settings:
 - First page name- Title of the first page of the wiki.
 - Wiki mode- The wiki mode determines whether everyone can edit the wiki - a collaborative wiki - or whether everyone has their own wiki which only they can edit - an individual wiki.
 - Default format -The default format used when editing wiki pages.
 - HTML – The HTML editor is available.
 - Creole - A common wiki markup language for which a small edit toolbar is available.
 - Nwiki - Mediawiki-like markup language used in the contributed Nwiki module
 - Forced format- If the format is forced (checkbox ticked), there is no option to choose a format when editing a wiki page.
6. Select the **Common module settings** :
 - *Group mode*- You can use this to assign how groups will operate with this wiki activity.
 - *Visible*- If it is set to “Show,” students are allowed to see this activity. If it is set to “Hide,” students are not allowed to see this activity.
7. Select the **Restrict access settings** –
 - *Allow access from/until* - Access from/to date determines the exact period during which students can access an activity via a link on the course page.

Note: Outside the set dates students can not access this activity at all.
 - *Grade conditions* - This setting requires students to meet certain grade conditions before accessing the activity. Teachers can choose one particular grade condition from the drop down menu and then fill in the blanks next to the menu with the acceptable range of grade. Multiple grade conditions can be set for one single activity by clicking ‘Add 2 grade conditions to form’ button. In that case, students need to meet all the grade conditions in order to access the activity.

- *Before activity can be accessed* - Teachers can decide whether they want their students to see the activity before it is available. They can choose from the drop down menu either to show the activity greyed-out with restriction information or just hide the activity entirely.

8. Select the **Activity completion settings** -

- *Completion tracking* - This setting allows teachers to specify conditions that define when an activity is considered to be completed. If this setting is enabled, activity completion will be tracked either manually or automatically, based on those certain conditions. Multiple conditions can be set for the completion of one activity, like when a grade has been reached or a certain number of posts have been made. If so, only after all the conditions are met can the activity be considered completed

A tick next to the name of the activity on the course page indicates whether the activity is completed or not.

- *Require view* - If this setting is enabled, students need to view the activity before they can complete it. In most cases, clicking the link is enough to view the activity. Also, please do not turn this option on unless you have extra requirements, because it will make extra work for the server and students generally can not meet other requirements without viewing the activity.
- *Require grade* - If this option is turned on, an activity will be considered complete when a student receives a grade. It does not matter how high the grade is: Getting any grade will mark the activity completed. Pass and Fail icons can be displayed so that the activity becomes '*completed, passed*' or '*completed, not passed*' instead of just '*completed*'.

To distinguish between 'pass' and 'fail' grades so that the activity becomes '*completed, passed*' or '*completed, not passed*' instead of just '*completed*'. These results show a different icon and alternative text.

To set this up, you need to specify the pass value for this activity's individual grade:

1. Go to the course gradebook by clicking the 'Grades' link on the course administration block.
2. From the 'Choose an action' dropdown, pick 'Categories and items'.
3. Click the Edit icon next to the grade item for this activity.
4. Turn on 'Show Advanced'.
5. Type a grade value (e.g. 5.0) in the 'Grade to pass' box.

Once you have done this, anybody submitting the quiz will receive either the pass or fail completion icon. If the quiz can be taken multiple

times, the completion icon will automatically update whenever the grade does.

There is one limitation: this only works if grades are immediately visible to students. The grade must be neither permanently hidden, nor hidden until a certain date. If a grade is hidden then only the standard 'completed' state will be displayed - even once the hidden date has passed.

Expect completed on - If this setting is enabled, it will specify the date when the activity is expected to be completed. The date will not be shown to students.

*Notes: This option will only be available when the course has turned on the **Student progress** setting in the **Edit Settings** under the **Settings** block.*

9. Press the **Save and display** button.

5.4.18 Workshop

Workshop is a peer assessment activity with many options. Students submit their work via an on line text tool and attachments. There are two grades for a student: their own work and their peer assessments of other students' work.

Workshop phases:

The Workshop workflow can be divided into five phases. The instructor controls which phase the workshop activity is in at any time.

- *Setup phase*- Instructor create and determine workshop, students cannot do anything.
- *Submission phase*- Students turn in work within a time frame.
- *Assessment phase*- Peer assessment by students.
- *Grading/evaluation phase*- Instructor grades submissions and peer assessments.
- *Closed phase*- Final grade is calculated. Students may see grades and their work.

Instructors can switch from one phase to the next manually by clicking on the icon next to the selected phase in the Workshop planner tool.

Workshop settings:

1. Press the **Turn editing on** button.
2. Select **Workshop** from the "Add an activity" pull down menu.

3. Enter the Workshop Name and provide the description of the workshop in the “Introduction” filed.

4. Choose the Workshop features.

- *Use Examples* - Student can assess example submissions for practice before assessing their peers' work if this feature is enabled. They can compare their assessments with reference assessments made by the teacher. The grade will not be counted in the grade for assessment.
- *Use Peer assessment* - If this feature is enabled, a student will be allocated a certain amount of submissions from his peers to assess. He will receive a grade for each assessment, which will be added together with the grade for his own submission and this will be used as his final grade for this assignment.

This is the key feature of workshop: To encourage students to assess the work of their peers and learn from each other. Through this, they will see the strengths of their classmates' submissions and have a better understanding about how to do a good job. In addition, the advices they get from their peers will give them a more comprehensive view of their own work: The comments from their peers will point out the weakness of their work, which is generally difficult to find out by themselves.

5. *Grading settings* – There are three settings in this section in the basic mode but with the click of the “Show Advanced” button there is one additional option. This button is found in the top right hand corner of the Grading Settings section of the form.

- *Grade for submission* - This sets the maximum grade a student can attain from a teacher for a given submission. It is scaled between 0-100
- *Grade for Assessment*: Sets the maximum grade a student can receive for assessing other students' work. It is also scaled between 0-100 .
- *Grading Strategies* - To select the grading strategy simply select one of the four options from the drop down menu. The grading strategy chosen here determines the assessment form students will use and this method is also used for grading submissions. Please note that the descriptions of the grading strategies given are just summaries, for a detailed description refers to the page [Grading Strategies](#).
 - **Accumulative grading**: Comments and a grade are given regarding the aspects of the workshop specified.
 - **Comments**: Comments are given but no grade can be given to the specified aspects
 - **Number of Errors**: A yes/no assessment is used and comments are given for specified assertions
 - **Rubric**: A level assessment is given regarding specified criteria

- The only advanced setting given for grading settings is the ability to set how many decimal places are allowed in the grade. By default this is 0; that is grades can only be integers. To set this simply make sure you have clicked the “**Show Advanced**” button and then select a number from 0-5 from the drop down menu labeled “Decimal Places in Grade” found below the menu for selecting the grading strategy.

Note: It is important to take note of the fact that grading strategies can't be changed once we have entered the submission phase of a workshop .

6. Enter *Submission settings options* – These settings are to outline to students what they must submit as well as the control what students are allowed to submit. This is regarding uploading files, the number of files they can upload and additionally the size of each file. In the advanced settings for this section teachers can also decide if they would like to allow late submission.

- *Instructions for submission* - Here the teacher should fill in instructions on what students must submit for the workshop submission.
- *Maximum number of submission attachments*- In this drop down box teachers selects the number of attachments a student is allowed to upload in this workshop submission. By default it is set to 0 and teachers can allow as many as 7 attachments for a single workshop submission.
- *Maximum File Size*- Here teachers can control how big of a file students are allowed to upload. The range of sizes starts from 10KB to 2MB.
- *Late Submissions*- After clicking the “**Show Advanced**” button in the top right of the submission settings teachers can check the box indicating the allowance of late submissions. If not checked then students must either submit before the deadline of the submission period or not at all.

7. Select the *Assessment settings* – Teachers can write instructions for assessments online. This is very useful to help students have a better understanding about the important points of a task before assessing their classmates’ submissions.

- *Mode of example assessment* - By clicking the 'Show advanced' button at the upper right corner of the *Assessment settings* field, you can see a drop down menu named *Mode of examples assessment*. This setting is available only after the 'use examples' check box in the *Workshop Features* section has been ticked.

There are three options in this drop down menu: The first option means that the assessment of the example submission is voluntary, while the second and the third ones make it mandatory, which either requires students to assess example submissions before submitting their own work or after their own submission but before peer-assessment.

8. Press **Save and display button** and go to the Workshop Phase menu.

9. Teachers can set more settings related to assessments-*Edit assessment form*. Go to the *Workshop phase menu*, click the *edit assessment form link of the Setup phase*

In order to set the criterion for an assignment, teachers need to fill out an assessment form during the setup phase. Students can view this assessment form in the submission phase and focus on what is important about the task when working on their assignment. In the next phase-the assessment phase, students will assess their peers' work based on this assessment form.

According to the grading strategy chosen in the grading settings, teachers will get corresponding original assessment form to edit by clicking 'Edit assessment form' button in the workshop phase menu. The grading strategy can be one of *Accumulative grading*, *Comments*, *Number of errors* or *Rubrics*. Teachers can set each criterion in detail in the assessment form.

10. Grading evaluation settings - In Workshop Phase menu, click the edit icon opposite to the grade evaluation phase, teachers can do specific settings for calculation of the grade for assessments.
 - *Grade calculation method* - This setting determines how to calculate grade for assessments. Currently there is only one option- *comparison with the best assessment*. First, *Comparison with the best assessment* method will try to imagine what a hypothetical absolutely fair assessment would look like.
 - *Comparison of assessments* - This setting has 5 options: *very lax*, *lax*, *fair*, *strict* and *very strict*. It specifies how strict the comparison of assessment should be. By using *comparison with the best assessment* method, all assessments will be compared with the best assessment picked up by workshop. The more similar one assessment is with the best assessment, the higher grade this assessment will get, and vice versa. This setting determines how quickly the grades fall down when the assessments differ from the best assessment.
11. Click the button opposite to the Workshop toolbox at the bottom of the Workshop Phase menu after setting the grade evaluation options.
 - *Clear all aggregated grades* - Clicking this button will reset aggregated grades for submission and grades for assessment. Teachers can re-calculate these grades from scratch in Grade evaluation phase.
 - *Clear assessments* - By clicking this button, grades for assessments along with grades for submission will be reset. The assessment form will remain the same but all the reviewers need to open the

assessment form again and re-save it to get the given grades calculated again.

12. Click the editing link in the Workshop Administration menu. Go to the **Access control section**. The whole of this section falls under the category of "Advanced Settings". Without having clicked the "Show Advanced" button there are no options under the access control section. Access Control deals with setting submission times and assessment times for the workshop. That is the time when students can start submitting as well as the deadline for submitting, and similarly the time assessments for other students' work start and when they must finish assessing other students work.
 - Access control lets teacher decide if they want a workshop with a closed schedule or one that is open ended. Setting an opening time but leaving the deadline open makes it an ongoing activity. To set the opening time and deadline for either submissions or assessments teachers must click the enable button next to the option they want to set. Once the enabled has been checked the 5 drop down boxes will be activated and available for change.
 - The first three boxes correspond to the date and we can either set this box by box or by selecting the date in the calendar that pops up when any of the date boxes are selected. The last two boxes correspond to the time in 24 hour time, the first of the two being hours and the second being minutes. Teachers simply set the desired time for each of the sections they wish to activate.
13. Select the **Common Module settings** - By clicking the 'Show advanced' button at the upper right corner of the *common moodle settings* field, you will be able to see two more settings, *Grouping* and *Available for group members only*, besides *Group mode*, *Visible* and *ID number* in the basic mode.
 - *Group mode*:
 - **No groups** - There are no groups and each student of the course is a member of the same big community. The whole workshop is available to all the students of the course. All students can submit their work in one single submission area.
 - **Separate groups** - Each group member can only submit his work within the separate group based submission area, while other groups are invisible. Teachers can sort submissions by 'Group' or 'View all participants'.
 - **Visible groups** - Each group member works within his own group. All students submit their work within the same submission area, but they can choose their own group to

associate their submissions with before uploading. Unlike separate group mode, all other groups are visible but submissions of other groups are read-only. Teachers can sort submissions by 'Group' or 'View all participants'.

Note: If 'Separate group' mode or 'Visible group' mode is selected, students need to be part of at least one group to get peer-assessments allocated to them by this tool. Nevertheless, students who do not belong to any groups can still be given new self-assessments or have existing assessments removed.

- *Grouping* - Grouping is a cluster of groups within one course. Students assigned to groups of one grouping are able to access the workshop and work together if that grouping is selected. This setting helps teachers a lot when they have many different topics for projects paired with different activity types. For example, there are four groups in one course: groups A, B, C and D. Groups A and B are supposed to write in a forum while groups C and D are supposed to make a wiki. The teacher can create a forum grouping containing groups A and B, and another wiki grouping containing groups C and D. Within each grouping, you have two sub-groups for an added layer of distinction.
- *Available for group members only* - If this setting is enabled, only students assigned to groups within the selected grouping can access the activity or resource.
- *Visible* - Teacher can choose whether to show or hide the activity or resource.
- *ID number* - Each unique ID number associates with an activity, which is easier to type than the name of the activity. This setting aims at providing a way to identify an activity for grade calculation purposes. If the activity is not included in any grade calculation, then the ID number field can be left blank.

14. Select the **Restrict access settings** –

- *Allow access from/until* - Access from/to date determines the exact period during which students can access an activity via a link on the course page.

Note: Outside the set dates students can not access this activity at all.

- *Grade conditions* - This setting requires students to meet certain grade conditions before accessing the activity. Teachers can choose one particular grade condition from the drop down menu and then fill in the blanks next to the menu with the acceptable range of grade. Multiple grade conditions can be set for one single activity by clicking 'Add 2 grade conditions to form' button. In that case, students need to meet all the grade conditions in order to access the activity.

- *Before activity can be accessed* - Teachers can decide whether they want their students to see the activity before it is available. They can choose from the drop down menu either to show the activity greyed-out with restriction information or just hide the activity entirely.

15. Select the **Activity completion settings** -

- *Completion tracking* - This setting allows teachers to specify conditions that define when an activity is considered to be completed. If this setting is enabled, activity completion will be tracked either manually or automatically, based on those certain conditions. Multiple conditions can be set for the completion of one activity, like when a grade has been reached or a certain number of posts have been made. If so, only after all the conditions are met can the activity be considered completed

A tick next to the name of the activity on the course page indicates whether the activity is completed or not.

- *Require view* - If this setting is enabled, students need to view the activity before they can complete it. In most cases, clicking the link is enough to view the activity. Also, please do not turn this option on unless you have extra requirements, because it will make extra work for the server and students generally can not meet other requirements without viewing the activity.
- *Require grade* - If this option is turned on, an activity will be considered complete when a student receives a grade. It does not matter how high the grade is: Getting any grade will mark the activity completed. Pass and Fail icons can be displayed so that the activity becomes '*completed, passed*' or '*completed, not passed*' instead of just '*completed*' .

To distinguish between 'pass' and 'fail' grades so that the activity becomes 'completed, passed' or 'completed, not passed' instead of just 'completed'. These results show a different icon and alternative text.

To set this up, you need to specify the pass value for this activity's individual grade:

1. Go to the course gradebook by clicking the 'Grades' link on the course administration block.
2. From the 'Choose an action' dropdown, pick 'Categories and items'.
3. Click the Edit icon next to the grade item for this activity.
4. Turn on 'Show Advanced'.
5. Type a grade value (e.g. 5.0) in the 'Grade to pass' box.

Once you have done this, anybody submitting the quiz will receive either the pass or fail completion icon. If the quiz can be taken multiple times, the completion icon will automatically update whenever the grade does.

There is one limitation: this only works if grades are immediately visible to students. The grade must be neither permanently hidden, nor hidden until a certain date. If a grade is hidden then only the standard 'completed' state will be displayed - even once the hidden date has passed.

- *Expect completed on* - If this setting is enabled, it will specify the date when the activity is expected to be completed. The date will not be shown to students.

16. Press the **Save and return to the course** button.

5.5 Manage Blocks

Programme administrator can manage the blocks shown in your course. You can rearrange the blocks in left and right hand side to different position. Besides, you can also edit the setting on each block or dock the blocks to hide them in the left hand side.

To add a block:

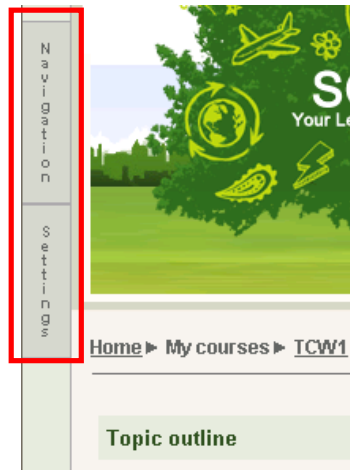
1. Press the **Turn editing on** button.
2. On the right panel, find the **Add a block**.
3. Select the block name you want to add from the "Add" pull-down menu.
4. The block is added above the **Add a block**.

Please refer to Appendix 2 for list of block available in SOUL 2.0.

To edit a block:

1. Press the **Turn editing on** button.
2. In the block you want to edit
 - Click on the pen icon to edit the configuration.
 - Click on the eye icon to hide/show the block.
 - Click on the cross icon to delete.

- Click on the arrow icon to move the block, and then click the dotted rectangle to move to the destination.
 - Click on the man icon to assign role to someone.
3. If you have click on the Move this to the dock icon, the block will be hided to the left hand side.



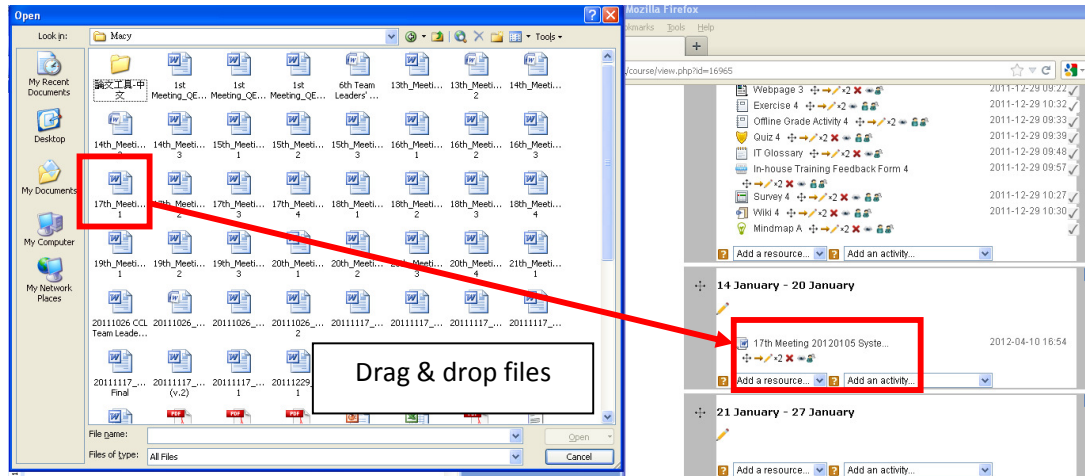
5.6 Drag and drop file upload

The **Drag and drop file upload** block allows you to drag files directly from your desktop onto a SOUL2.0 course.

It works with recent versions of Mozilla Firefox and Google Chrome, but not with Microsoft Internet Explorer (IE version 10 may have the required functionality). It has been tested with Windows and Linux and should work anywhere that the above browsers run.

1. Go to the course page you want to drag and drop the files.
2. Click on **Turn Editing On** button.
3. Add the “**Drag and drop upload**” block to a course.
4. Select a few files from your desktop and drag them onto a course section

SOUL 2.0 User Guide for Programme Administrators



Note: If it is not working, please check to see if there is a message in the block; it should warn you if your browser does not support the upload.

6. MY PROFILE

Under **Profile** section, user can perform the following tasks:

- To set their site preference on SOUL 2.0
- To update their profile information
- To review their posts in forums
- To write their personal notes
- To review their activities in the course
- To send messages to students, instructors or other programme administrators

6.1 Set Site Preference

User can define their own site preference on SOUL 2.0, such as the email settings, time zone, preferred user interface language, and other forum subscription settings.

To define site preference:

1. Click on **Edit profile** link under “My profile settings” in the Settings block.
2. A screen for User Personal Profile is shown.
3. Select the appropriate option for the following items:
 - Email display (whether to show email to other users and how)
 - Email format
 - Email digest type (whether to receive emails per forum post or in a daily email)
 - Forum auto-subscribe (whether automatically subscribe to forum)
 - Forum tracking (whether to highlight new posts)
 - When editing text (use standard web forms or HTML editor)
 - AJAX and JavaScript
 - Screen reader (whether a more accessible interface is provided in various places)
 - Timezone
 - Preferred language (English, Traditional Chinese or Simplified Chinese)
 - Description (your personal description)
4. Press the **Update profile** button.

5. Your Personal Profile has been updated.

6.2 Send Messages to Students, Instructors or other Programme administrators

Under User Personal Profile section, programme administrators can send messages to their students, instructors or other programme administrators from the contact list and also check received messages. By default the contact list is empty. To manage your own contact list, go to the Search tab and look for your students, instructors or other programme administrators.

To send messages:

1. Click on **Messages** link under “My profile” in the Navigation block.
2. A screen with the contact list is shown. You can select the user group from the “My contacts” pull-down menu.
3. If there is no person in the contact list, enter the name (could be partial) of the person you want to look for and then press the **Search people and messages** button.
4. Click on the username and the screen is refreshed with the Message box.
5. Enter your message.
6. Press the **Send message** button.
7. The message is shown on the screen.

To view message history:

1. Click on **Messages** link under “My profile” in the Navigation block.
2. A screen with the contact list is shown.
3. Click on the name that you would like to view the message history.
4. The screen is refreshed showing the sent and received messages with the selected person.
5. Or Select “**Recent conversations**” from the pull-down menu to view.

7. FORGOT PASSWORD

In case programme administrators forget their own password, please retrieve your password from Staff Intranet.

To activate the Forget Password Function (Staff Intranet users):

1. On the SOUL 2.0 homepage, press the **Yes, help me log in** button in the Login Area.
2. The screen for Forgotten password is shown.
3. Select **Staff** from the “User Group” pull-down menu.
4. The IT Help page is shown.
5. Enter the information in the form to create a new ticket.
6. Press the **Send** button to send the request to IT support unit.

8. LOGOUT SOUL 2.0 ACCOUNT

After completing tasks on the SOUL 2.0, it is advised to log out the website properly by clicking on the Logout link in the top right corner. This will protect the accounts from being accessed by unauthorised users. Once you log out, the window with the SOUL 2.0 will be closed automatically.

9. CONTACT US

For any inquiries in using the SOUL 2.0, please feel free to contact us via IT Help. IT Help can be accessed from the Support Centre on the right hand side of the Personal Homepage.

Appendix 1 – Usage of Activities

Name	Usage(s)
Advanced uploading of files	Allows students to submit multiple files and instructors can return a file as feedback.
Online text	Students can type their answers in the online text box and instructors can provide online feedback. Instructors can grade the work online and even edit and/or provide comments directly on the learner's piece of work. This is ideal for journaling and composition work.
Upload a single file	Students can upload a single file, such as a Word document, spreadsheet or anything digital. Multiple files can be zipped prior to submission. Instructors can open the submitted file and give a grade with feedback.
Chat	On the SOUL 2.0 platform, instructors and students, or even just among students, can communicate real-time via the Chat function. This does not only serve to encourage collaborative learning among students, but also to facilitate the exchange of information on learning topics between students and instructors. Instructors and students of a course can participate in the real-time discussion without the need of being physically present at the same place.
Choice	Choice is basically a poll. Instructors can post a single question with multiple answers, and then students can vote for it. For example, you can create a choice to get an idea about the most suitable dates for a test. Limits can be set for each option. It can be used for enrollment for an event (e.g. site visit) with limited seats. Based on the settings determined by the instructor, students may see the polling results right after submitting their choices.
Group choice	Group Choice allows students to enroll themselves to a group created by the instructors. Instructors can limit the number of students in each group. This is an interactive tool to aid students to form a group and submit group list to instructors for activities.
Database	Database is a flexible fill-in and upload tool that allows you and your students to upload files for sharing. Once a file is uploaded, comments can be made by you and your students. It is very useful for sharing materials among students for collaborative learning or facilitating the conduction of group projects.
Forum	Forum is a useful tool where students can freely discuss issues related to the subject. Apart from the face-to-face tutorial discussion, instructors can establish a discussion forum on the learning topics via SOUL 2.0. Students can view and

	respond to the messages posted under the assigned discussion group. This enhances the effectiveness of communications among individual students and instructors.
Glossary	Glossary allows your students to create and maintain a list of definitions, like a dictionary. Glossary provides explanation for difficult words and terms that students may come across in the course. Besides text explanations, outside links, illustrations or attachments can also be added to the glossary.
Offline grade item	Offline grade item allows instructors to provide a description of an assignment, but there is no need for students to upload the files. Instructors can provide online grading and feedback to students. The grades given via the offline grade item will be added to gradebook. This is useful when the assignment is performed outside of SOUL 2.0, e.g. an in-class presentation where instructors can give grades and feedback in SOUL 2.0.
Lesson	The lesson is a set of self-contained resource pages in various forms such as text, figures, audio, animations, videos and glossary links. In addition, both quizzes and corresponding feedbacks can also be added to the lesson. Therefore, you can set up lessons that can guide students to different pages based on their answers.
Mindmap	Mindmap is an activity for instructors to teach and share concepts and knowledge to students. This is a useful tool for mindmap construction.
Questionnaire	The Questionnaire activity is a survey-like type of activity. It allows instructors to create a wide range of questions to get student feedback e.g. on a course or activities. The goals of the Questionnaire module are quite different from those of the Lesson or Quiz modules. With Questionnaire you do not test or assess the student, you <i>gather data</i> .
Quiz	With the quiz activity, you can assess students' learning progress by setting a number of quizzes. It consists of a pool of questions created by the instructors. Question types include: Calculated, Calculated multichoice, Calculated simple, Embedded answer (Cloze), Essay, Matching, Multiple choice, Numerical, Random short-answer matching, Short answer and True/False. Sometimes time limit is set for the quiz activity. A floating count-down timer showing the remaining time is provided. Instructors can set to give the result of the quiz immediately after the attempt.
SCORM package	The SCORM (Sharable Content Object Reference Model) package is a course activity which allows instructors to upload any SCORM package to be included in your course. SCORM is a collection of specifications that enables interoperability,

	accessibility and reusability of web-based learning content.
Survey	The Survey activity provides standard, verified survey tools which have been proven useful in evaluating what students are doing and thinking during your classes.
SWF	The SWF activity provides an easy, reliable way for instructors to deploy a variety of different Flash learning applications in SOUL 2.0.
Turnitin Assignment	The Turnitin Assignment activity allows instructors to collect homework and perform originality checking at the same time to ensure proper citation and avoid potential plagiarism. Students can submit assignments in a digital format and instructors may also provide feedbacks and grades via this function.
Wiki	Wiki is a useful tool for group work and collaborative study. Students within the same course can create documents and all members within the course are able to edit the content directly.
Workshop	Workshop is a peer assessment activity with many options. Students can submit their work via an online text tool and with attachments. Two grades would be given for work of a student: the grade for their own work and their peer assessments of other students' works.

Appendix 2 – Blocks available in SOUL 2.0

	Block	Description
1.	Activities	The Activities block lists and allows navigation between the different activities available in your course (Forums, Quizzes, Assignments, Lesson module and so forth).
2.	Adobe Connect	Virtual Classroom
3.	Blog menu	The blog menu block includes a context-sensitive link for adding an entry about the course or a particular activity.
4.	Calendar	The Calendar block displays site, course, group and user events.
5.	Comments	A new comments block can be added to any page in SOUL2.0, enabling users to easily add comments. A similar interface enables comments to be added to glossary, database activity and blog entries.
6.	Course completion status	The course completion status block reports on the completion status of your courses.
7.	Courses	The site administrator may have created course categories to help teachers and students find their courses easily. It Lists student's courses.
8.	Course/Site description	The Course/Site Description block provides a summary and/or description for your course as contained in the summary text of the course settings.
9.	Drag and drop upload	Drag and drop one or more files directly from your desktop into a course.
10.	HKU SPACE e-Services	Includes useful links and information of plagiarism.
11.	HTML	It is used to add text or images on a site or course page.
12.	Messages	The message block displays a list of new messages you have received, with a link to your Messages window.
13.	Online users	Only online Participants.
14.	People	Link to participants
15.	Quiz Results	The quiz results block displays the highest and/or lowest grades achieved on a quiz within a course. There must be a quiz in the

		course to correctly configure this block.
16.	Random glossary entry	The random glossary block can be used to display random entries from a glossary, which usually take the form of dictionary style definitions.
17.	Self completion	Provides a link for students to indicate when they have completed the course.
18.	SOUL2.0 Report	Displays different reports of SOUL2.0
19.	Support Center	Includes 1-mins demos, FAQs and User Guides
20.	Tags	Tags allow students and teachers to describe their interests in a way that is easy for people with similar interests to find them.
21.	Navigation	Showing contextual links, while allowing you to jump elsewhere quickly.
22.	Setting	Showing contextual settings as well as settings for anything else you have permissions for.
23.	Search Forum	The Search Forum block allows you to search the course forums for a word or phrase. Type the word or phrase you want to find in the text field space.
24.	Latest news	Recent posts made in the News forum will display as a listed item in the Latest News block, along with a link to older archived news.
25.	Upcoming events	The Upcoming Events block displays future events in a summarized list.
26.	Recent activity	The Recent Activity block lists course activity, such as updated resources and activities, forum posts and assignment submissions, since the user last accessed the course.