MSM | MAASTRICHT SCHOOL OF MANAGEMENT

MOODLE INSTRUCTIONS

Working together for better global management

Contents

INTRODUCTION

Moodle is used in conjunction with Faculty for uploading all elements and materials that students need to complete a course, including course manuals, PowerPoint slides, reading material and assignment details. Students can upload their coursework for assessment, and they can evaluate the course by filling out the survey afterwards.

The information in this handbook provides partners with a simple set of references which should assist in using Moodle to support the setting up, delivery and completion of courses within the education program.

This book is not exhaustive and if a partner has any questions, they should seek advice from the MSM Education Officer (EO) who is their main point of contact.

Information for students:

Students will receive their login details from the MSM IT Office. Once signed in they can edit their profile (such as change time zone, change their profile picture) and they will see their courses on the dashboard.

1. Add a new cohort in Moodle

In Moodle, go to Site Administration - Users à Cohorts - Add new cohort.

Give a name (e.g. Mst-MBA35), use the same name for Cohort ID and save changes.

In Cohorts go to All cohorts, search the cohort you just created and click on "Assign"
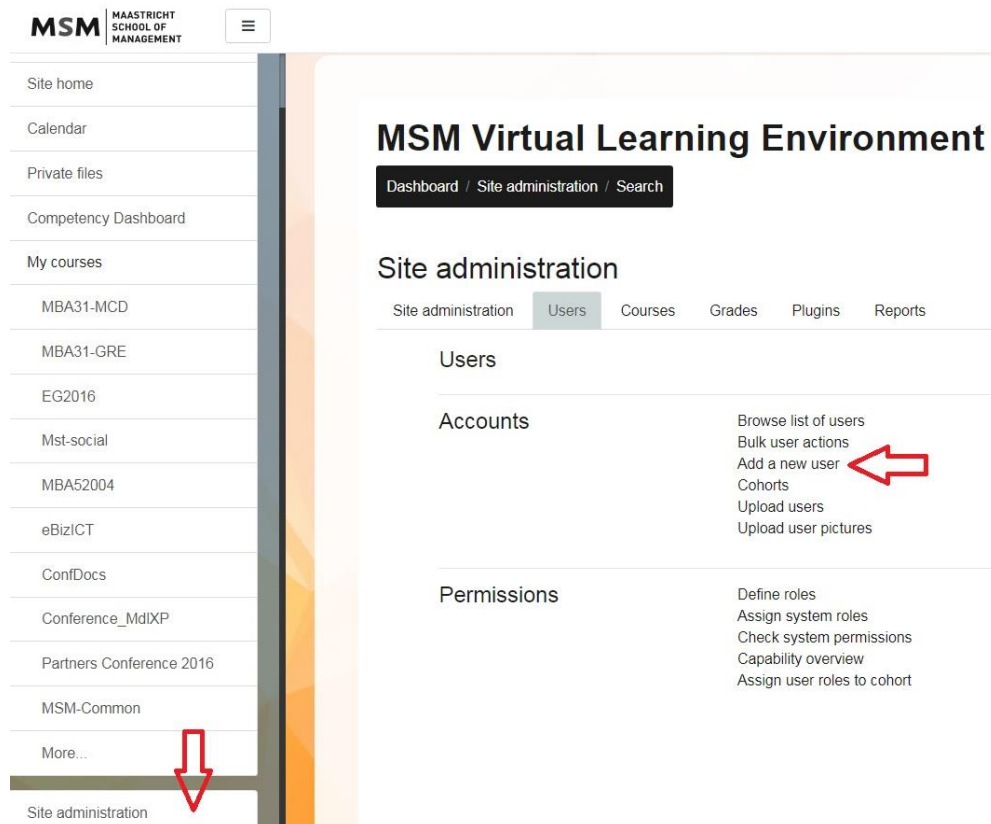
Search the students you want to add to the cohort and click on "Add".

2. Add a single user in Moodle

If you wish to add a single user in Moodle go to Site Administration, Users, Add a new user:

Complete the fields and activate "Generate password and notify user"; the new user will receive an email with the login information.

3. Add a new course in Moodle

For each cohort you create a category under which you' store' the courses for that cohort.
In Moodle, go to Site Administration à Courses à Add a Category

Make sure you enter the category under the right Program or Location by selecting the right one from the drop-down list under "Parent Category".

In the box for Category name, you enter the intake (e.g. Intake 15), Category name and Category ID number is the same.

Click on "Create category".

Go back to "Course and category management", make sure you're in the category you just created and click on "Create new course" (scroll down; at the bottom you will find the category and the button "Create new course").

Enter the course name, starting with the course code (e.g. MBA52001 Finance MBA15), by adding the cohort you make sure that each course name is unique. Short name can be e.g. Fin MBA15

Click on "Save and display". When creating a new course, it is important to use the standard template. You can do this automatically by following these steps:

Go to the course you have created and click on course management in the top menu.

In the menu that appears, you click on "Import" under the Course Settings

Type the word "template" in the search box at the bottom and click Continue.

Find a course to import data from:

Select a course | Total courses: 7

|	Course short name	Course full name
○	CourseEval2017	Template Course Evaluation 2017
◉	MBA template course	MBA template course
○	EP EVALUATION TEMPLATE	TEMPLATE COURSE EVALUATION EXECUTIVE COURSES
○	OCET	outreach course evaluation template
○	Gisma-CET	Course evaluation Template Gisma
○	Templates	Templates
○	MI_Eval2	Template for Course Evaluation

[template] [Search]

[Continue]

Select MBA template course and press "continue"

Then press "Jump to final step". Once import is done you can add participants (click on "Participants in the left menu), click on "Enroll users" (on the right side) and choose either the whole cohort or a single user. Make sure to assign the correct role.
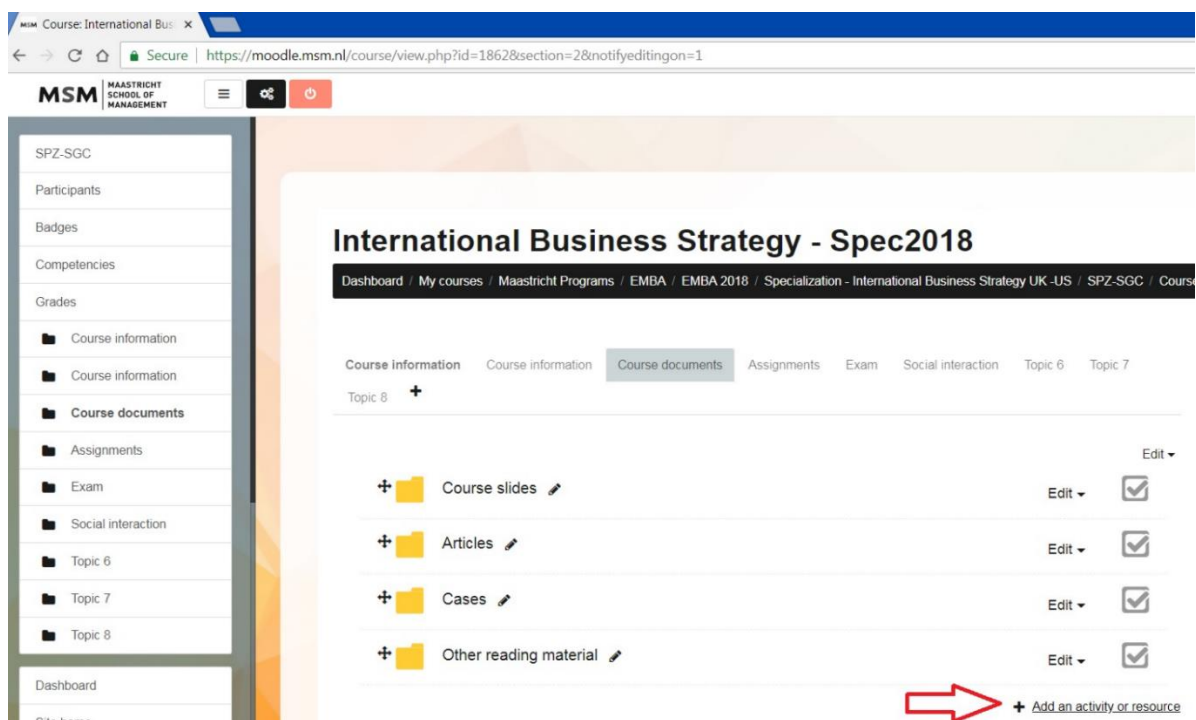
The lecturer can then add his own course material.

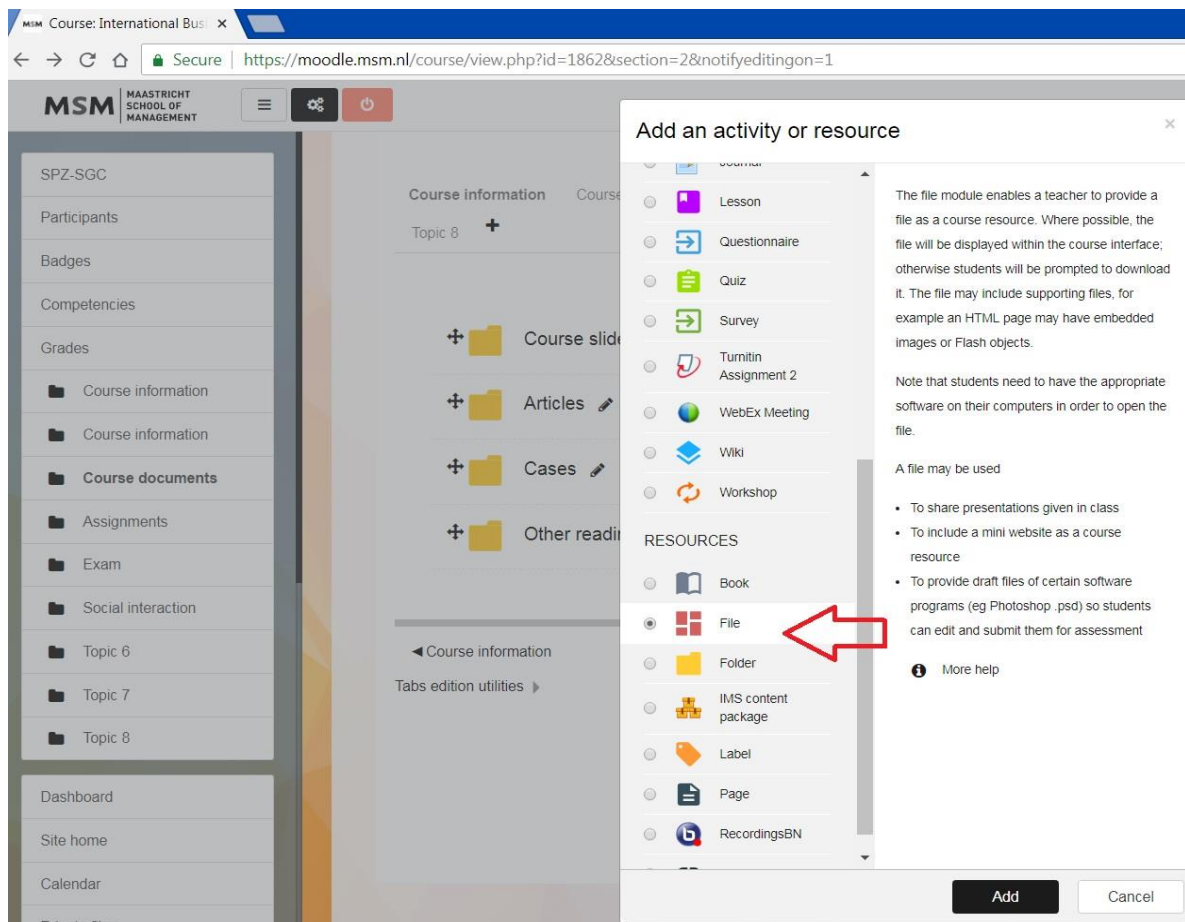## 4. Uploading course materials in Moodle

Go to the course and click on the green button on top so you can edit. The button will turn red.
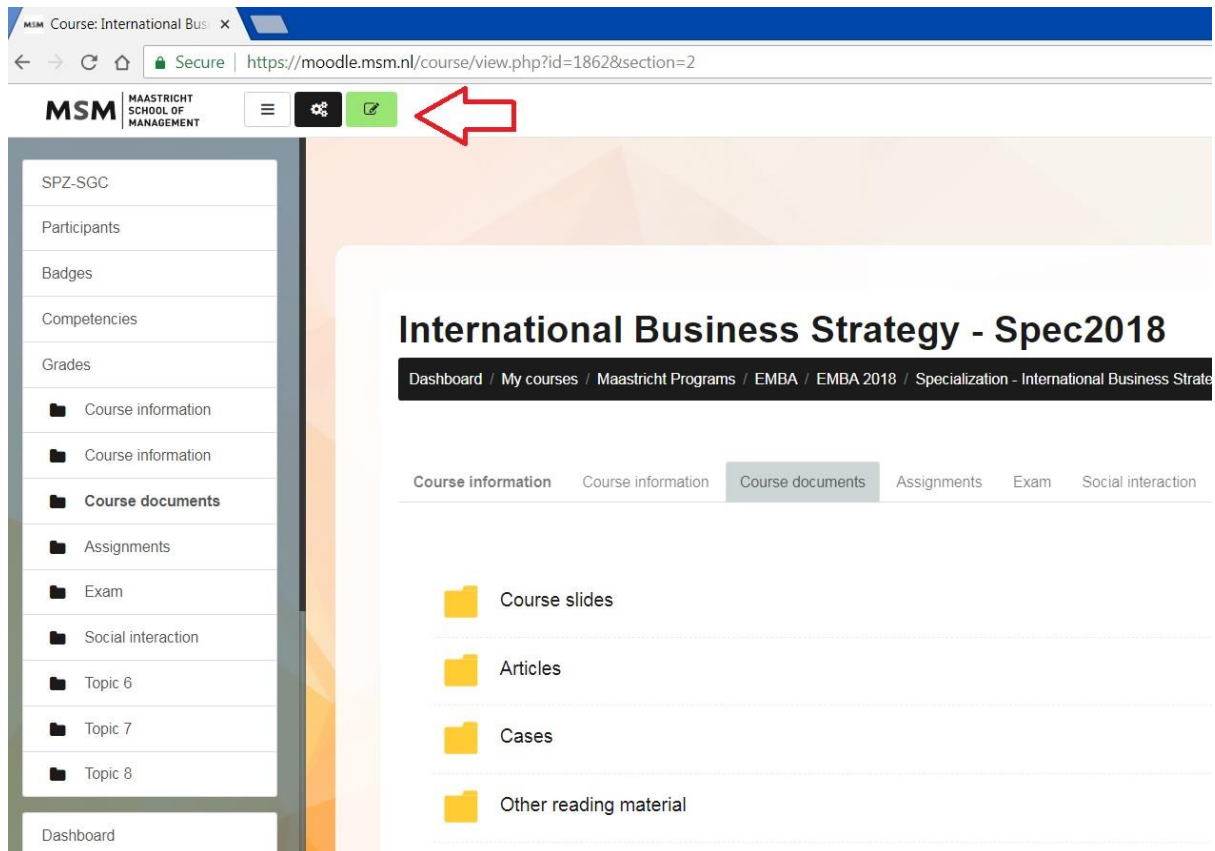
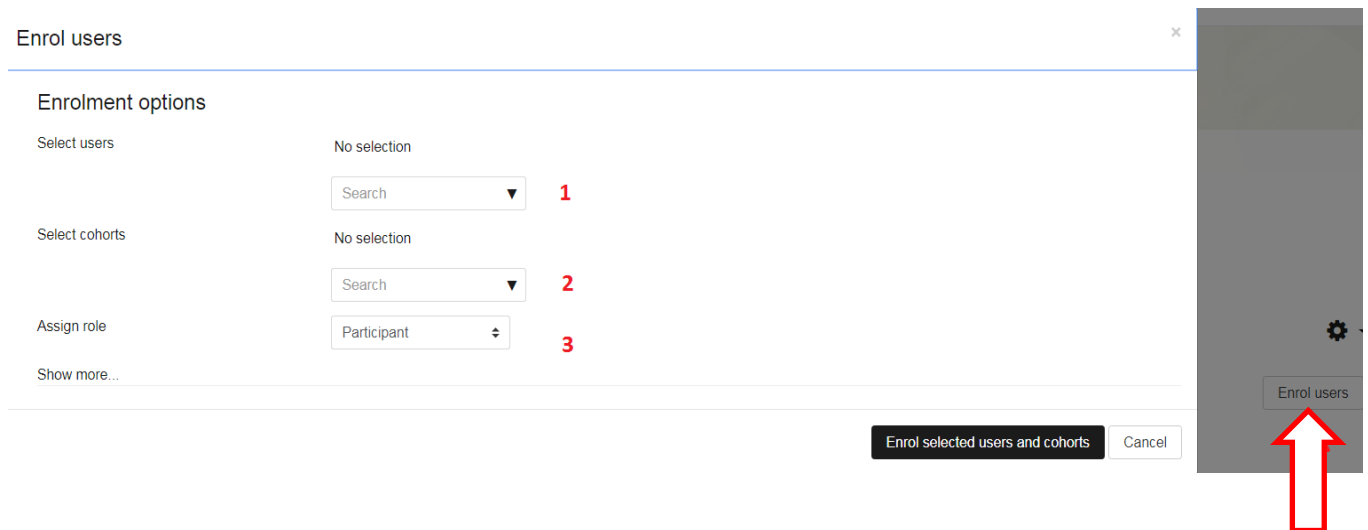Next, you click "Add and activity or resource":

And then select the type of document you want to upload:

When you are done, don't forget to turn editing off, by clicking the red button on top.

5. Enrolling students and lecturers

First, go to the course and click on "Participants" in the menu on your left-hand side.
Then a button with "Enrol users" should appear. Click on that and you will end up with the menu below:

If you need to enroll individual participants, use the first option by entering the person's email address or name.

If you have a whole cohort to enroll, then use the second option.

If you need to enroll the lecturer to a course then make sure you change Participant to Instructor, in the "Assign role" box, next to option 3.

6. Assignment upload in Moodle

In the template course, 3 assignment upload options are automatically inserted, click on "Turn edit on" to edit:

When in editing mode you can adjust the start, due and cut-off date in the template course, the settings for assignment submission are correct, Turnitin settings are set as follows:

The Similarity reports are not visible to students but in case you would like students to see it, you can adjust this here.

When creating a new course using this template don't forget to adjust the due date. The students can upload more than one document.

In case a student has uploaded the wrong file you can delete his/her submission by clicking on the little waste bin next to the uploaded file.

If you wish to add assignment upload activity you can do so by adding an activity or resource:
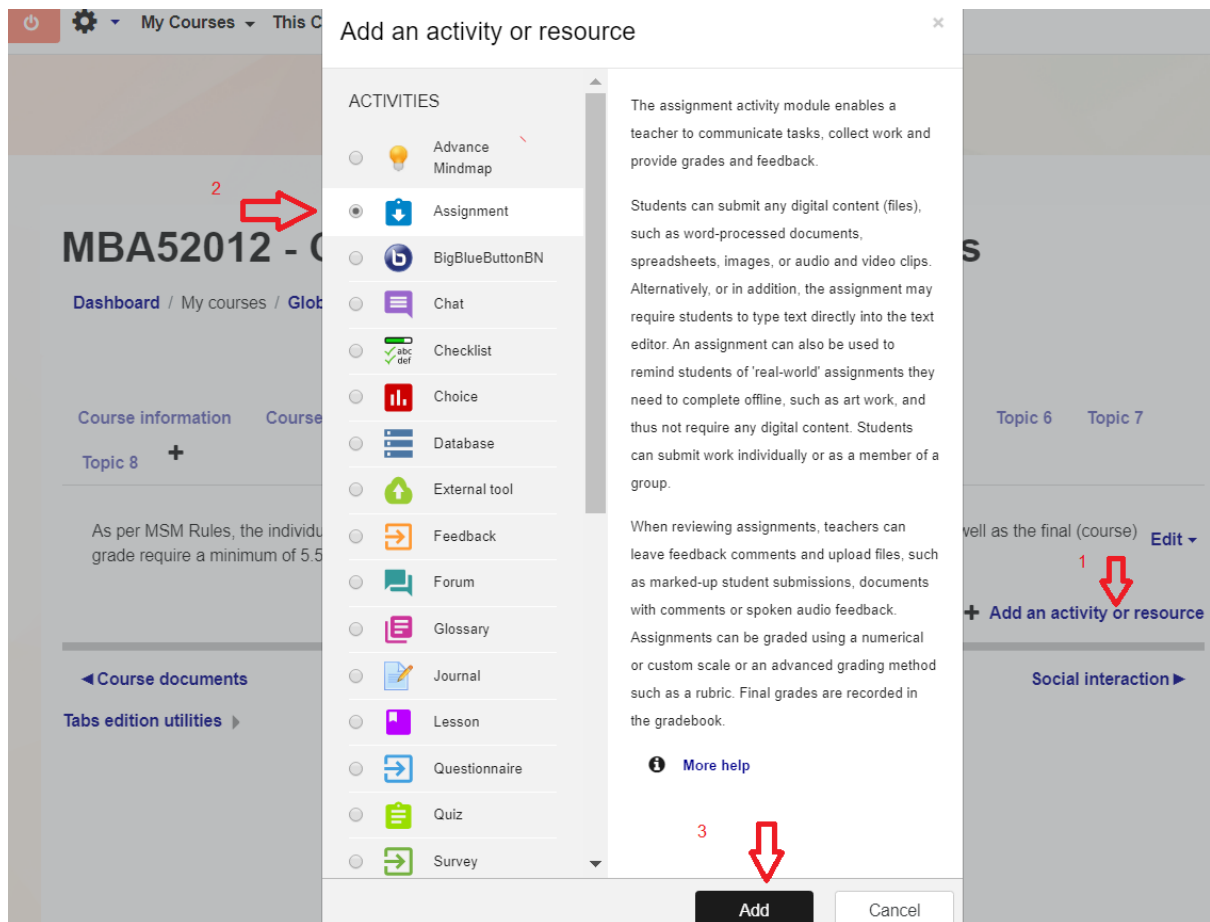
N.B. do not forget to click the red "Turn Editing Off" button when you are done!

7. Add a course evaluation form in Moodle

For each cohort you first add the Course evaluations folder: In Moodle, go to Site Administration à Courses à Add a Category

Make sure you enter the new category under the right Program or Location by selecting the right one from the drop-down list under "Parent Category" (eg. Maastricht Programs/MBA/MBA35). Name the new category "Course evaluations"

Go to the Course evaluation category you just created (e.g. My courses/Maastricht Programs/MBA/MBA35), click on the category:

MSM Virtual Learning Environment

Dashboard / My courses / Maastricht Programs / MBA / MBA35

Course categories: Maastricht Programs / MBA / MBA35

Search courses [ ] Go

‣ Course evaluations
‣ Specialization - Entrepreneurship
‣ Specialization - Accounting & Finance
‣ Specialization The Digital Economy
‣ Specialization International Business & Sustainable Development

Click on "Add a new course":

MSM Virtual Learning Environment

Dashboard / My courses / Maastricht Programs / MBA / MBA35 / Course evaluations

Course categories: Maastricht Programs / MBA / MBA35 / Course evaluations

Search courses [ ] Go

Available courses

Fin course evaluation MBA35

MCD Course evaluation MBA35

Add a new course

Complete the necessary fields:

Add a new course

▼ General

Course full name	❗ ❓	AfM Course evaluation MBA35
Course short name	❗ ❓	AfM eval MBA35
Course category	❓	Maastricht Programs / MBA / MBA35 / Course evaluations
Course visibility	❓	Show ⬍
Course start date	❓	21 ⬍ November ⬍ 2018 ⬍ 📅
Course end date	❓	21 ⬍ November ⬍ 2019 ⬍ 📅 ☐ Enable
Course ID number	❓	

▼ Description

Course summary	❓	▦ Paragraph ▾ **B** *I* ≔ ≔ 🔗 ✂ ⬚ 🖼 ▣ 📋

And click on "Save and display"

Go to Course management and click on "Import":

Search for Template Course Evaluation and click on "Continue" and then on "Jump to final step" and "Continue".

Add the participants.

Once the participants have completed the evaluation, you can download the responses:

Instructions for processing the results:
1. Go to "View all responses" in the Course Evaluation form in Moodle
2. click on "Download as CSV".
3. Go to Excel, open the txt file
4. copy and paste the results into the Course Evaluation Master file
   (contact your contact person at MSM for access to the master file)

8. Create groups in Moodle (for group assignments)

In the course, click on Course Management and then on Groups
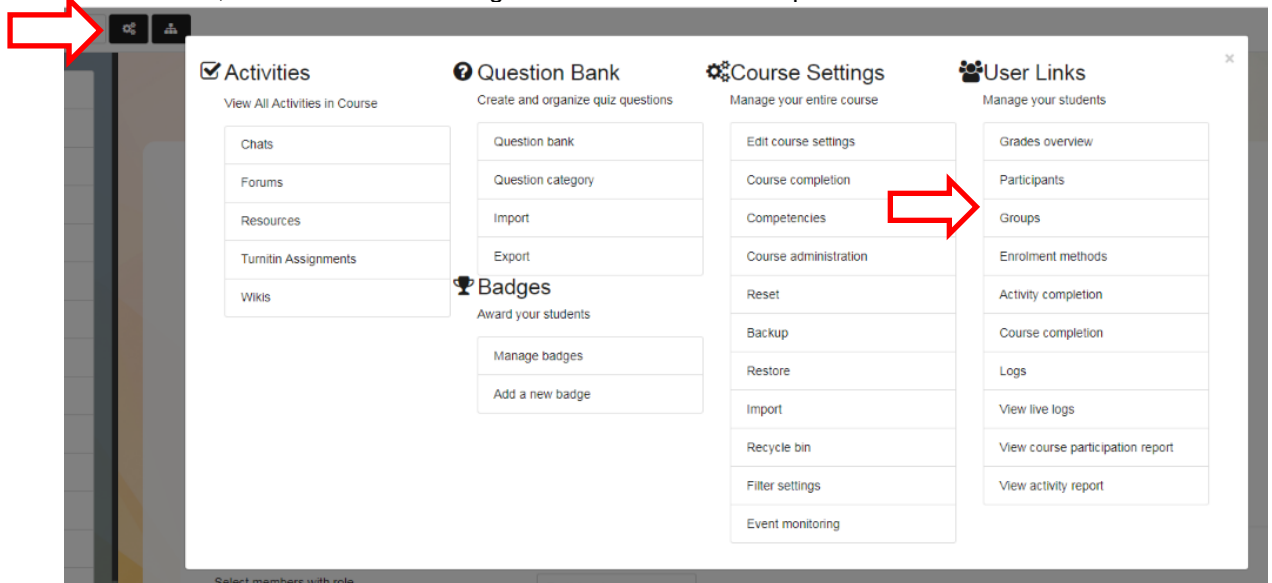
Now click on Auto-create groups.
For naming scheme, you either choose Group @ (Group A, B, etc) or Group # (Group 1, 2, etc). You can do the group creation based on amount of group members or number of groups.