

# MSM

MAASTRICHT  
SCHOOL OF  
MANAGEMENT



## MOODLE INSTRUCTIONS

Working together for better global management

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## 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”




### MSM Virtual Learning Environment

Dashboard / Site administration / Users / Accounts / Cohorts

System: available cohorts (1/144)

System cohorts All cohorts Add new cohort Upload cohorts

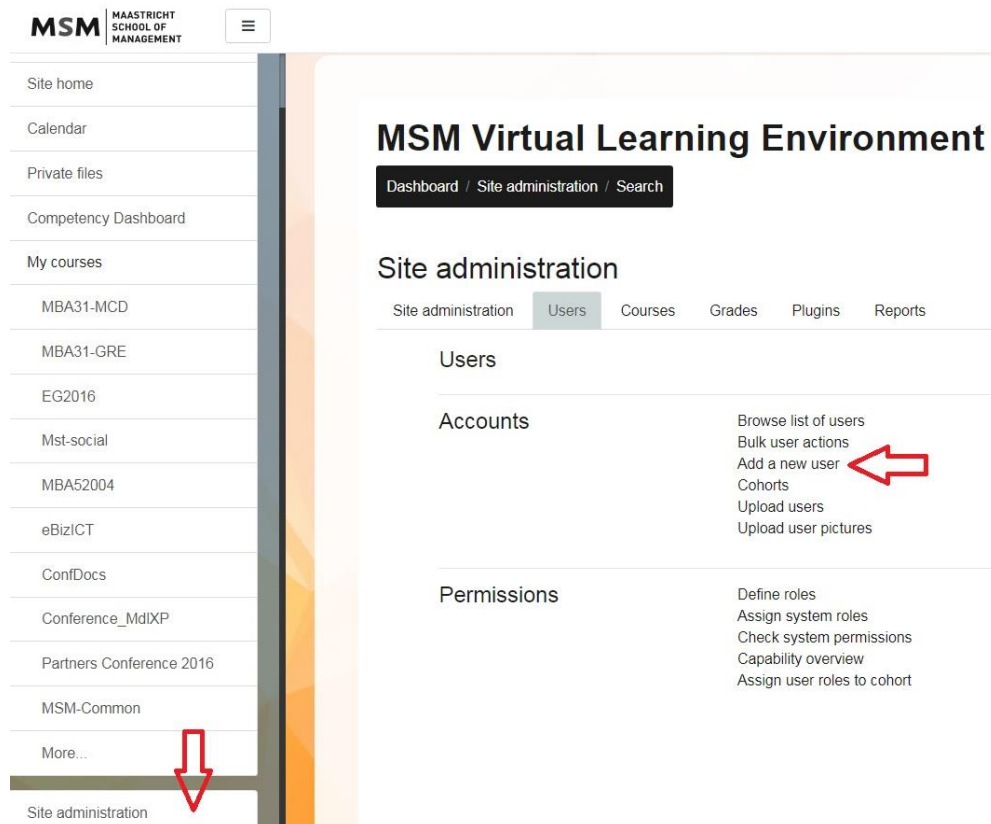
Search cohort 35 Search

Name	Cohort ID	Description	Cohort size	Source	Edit
Mst-MBA35	Mst-MBA35		29	Created manually	   

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:



MSM VIRTUELLER LERNUMGEBE

Site home  
Calendar  
Private files  
Competency Dashboard  
My courses  
MBA31-MCD  
MBA31-GRE  
EG2016  
Mst-social  
MBA52004  
eBizICT  
ConfDocs  
Conference\_MdlXP  
Partners Conference 2016  
MSM-Common  
More...  
Site administration

MSM Virtual Learning Environment

Dashboard / Site administration / Search

Site administration Users Courses Grades Plugins Reports

Users

Accounts

Browse list of users  
Bulk user actions  
Add a new user  
Cohorts  
Upload users  
Upload user pictures

Permissions

Define roles  
Assign system roles  
Check system permissions  
Capability overview  
Assign user roles to cohort

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".

#### MSM Virtual Learning Environment

Dashboard / Site administration / Courses / Add a category

##### Add new category

Parent category

Category name

Category ID number

Description

Top

- Global Programs / Peru / CENTRUM 18PT / MSM Course evaluations
- Global Programs / Romania
- Global Programs / Romania / MSMRO5
- Global Programs / Romania / MSMRO6
- Global Programs / Romania / MSM RO8
- Global Programs / Suriname**
- Global Programs / Suriname / Intake 10
- Global Programs / Suriname / Intake 11
- Global Programs / Suriname / Intake 12
- Global Programs / Suriname / Intake 13
- Global Programs / Suriname / Intake 14
- Global Programs / UK Suffolk
- Global Programs / UK Suffolk / Intake 1
- Global Programs / Vietnam
- Global Programs / Vietnam / Intake 18
- Global Programs / Vietnam / Intake 17
- Global Programs / Vietnam / Intake 13
- Global Programs / Vietnam / Intake 12
- Global Programs / Vietnam / Intake 19
- Global Programs / Vietnam / Intake 20

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").

Core Courses

Create new course

Sort courses ▾  
Per page: 21 ▾

+ ☐ MCD MBA37 Managing Cultural Diversity MBA37

Showing all 1 courses

Move selected courses to... Choose... Move

Search courses:

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.

The screenshot shows the Moodle course management interface. The top menu bar includes a hamburger menu, a settings gear icon (highlighted with a red arrow and labeled 'Course Management'), and a green 'Add' button. The left sidebar contains a list of course components: CRE06, Participants, Badges, Competencies, Grades, General, Course Manual, Handouts, Assignment, Final Paper, Course evaluation, Dashboard, Site home, and Calendar. The main content area displays the course title 'MBA52012 - Corporate Responsibility & Ethics 6' and a breadcrumb trail: Dashboard / My courses / Global Programs / Kuwait / MSM-Kuwait intake 6 / CRE06 / General. Below the breadcrumb, there are tabs for General, Course Manual, Handouts, Assignment, Final Paper, and Course evaluation. The 'General' tab is active, showing course dates (Start: Sun, 23 Sep 2018; End: Sun, 30 Sep 2018; Timing: 17:30-21:30) and a break schedule (Thursday and Friday 27-28 Sep 2018). An 'Announcements' section is also visible.

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

The screenshot shows the Moodle course management menu. The menu is organized into four main sections: Activities, Question Bank, Course Settings, and User Links. The 'Course Settings' section is highlighted, and a red arrow points to the 'Import' option. The 'Import' option is located under the 'Course Settings' section, which is titled 'Manage your entire course'. Other options in the 'Course Settings' section include Edit course settings, Course completion, Competencies, Course administration, Reset, Backup, Restore, Recycle bin, Filter settings, and Event monitoring. The 'Import' option is the first option in the 'Course Settings' section.

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
<input type="radio"/>	CourseEval2017	Template Course Evaluation 2017
<input checked="" type="radio"/>	MBA template course	MBA template course
<input type="radio"/>	EP EVALUATION TEMPLATE	TEMPLATE COURSE EVALUATION EXECUTIVE COURSES
<input type="radio"/>	OCET	outreach course evaluation template
<input type="radio"/>	Gisma-CET	Course evaluation Template Gisma
<input type="radio"/>	Templates	Templates
<input type="radio"/>	MI_Eval2	Template for Course Evaluation

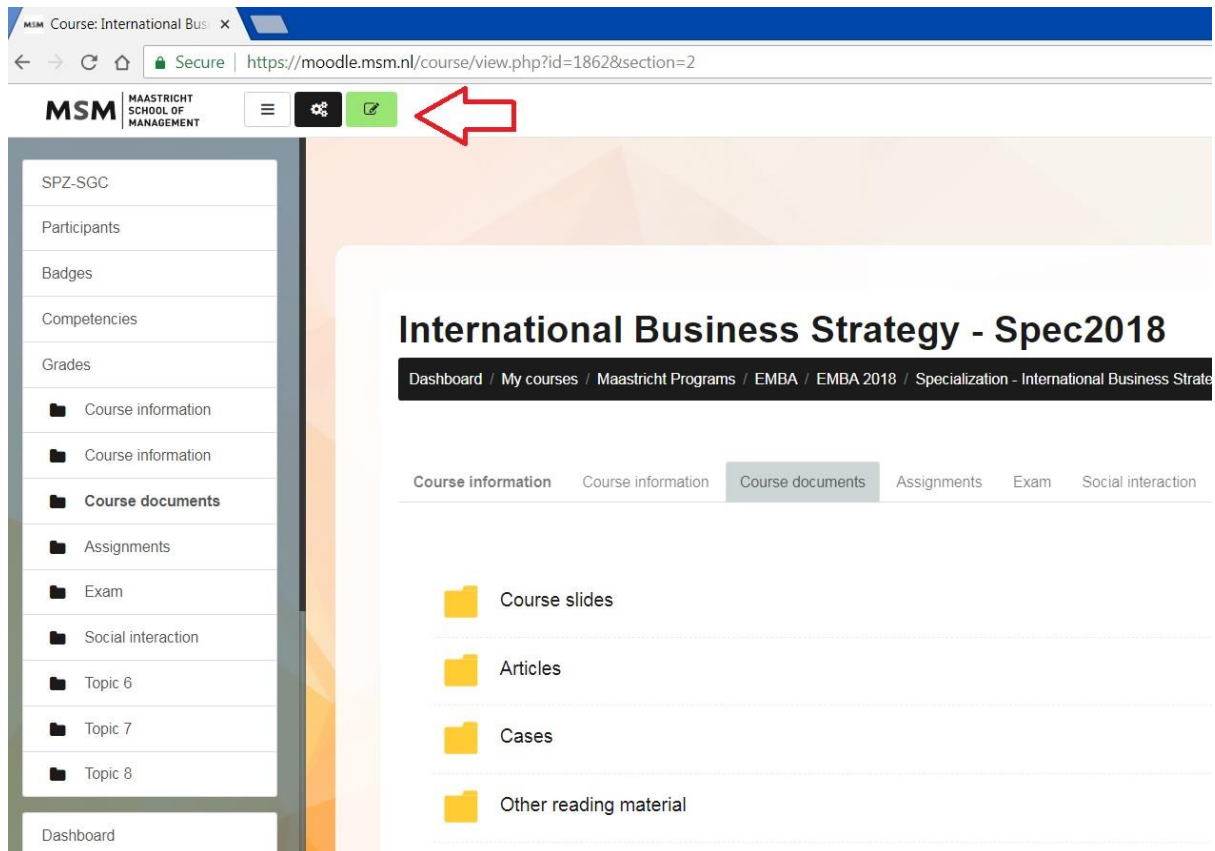
Select MBA template course and press “continue”

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.

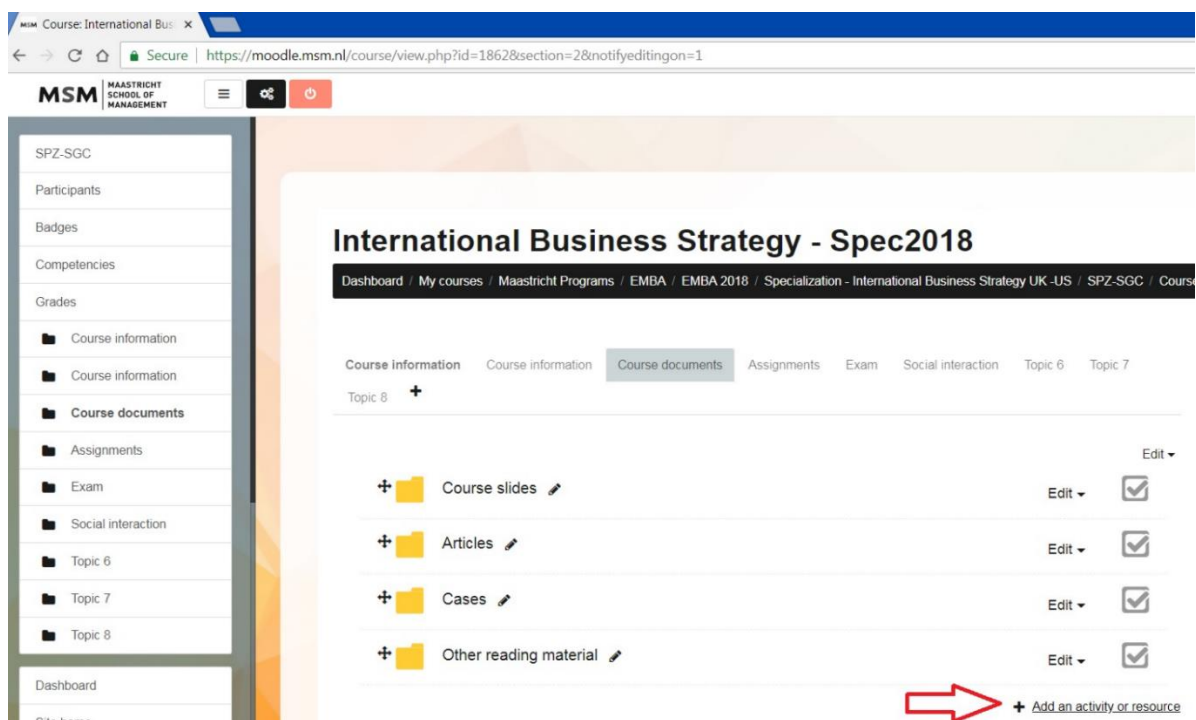
The lecturer can then add his own course material.

## 4. Uploading course materials in Moodle

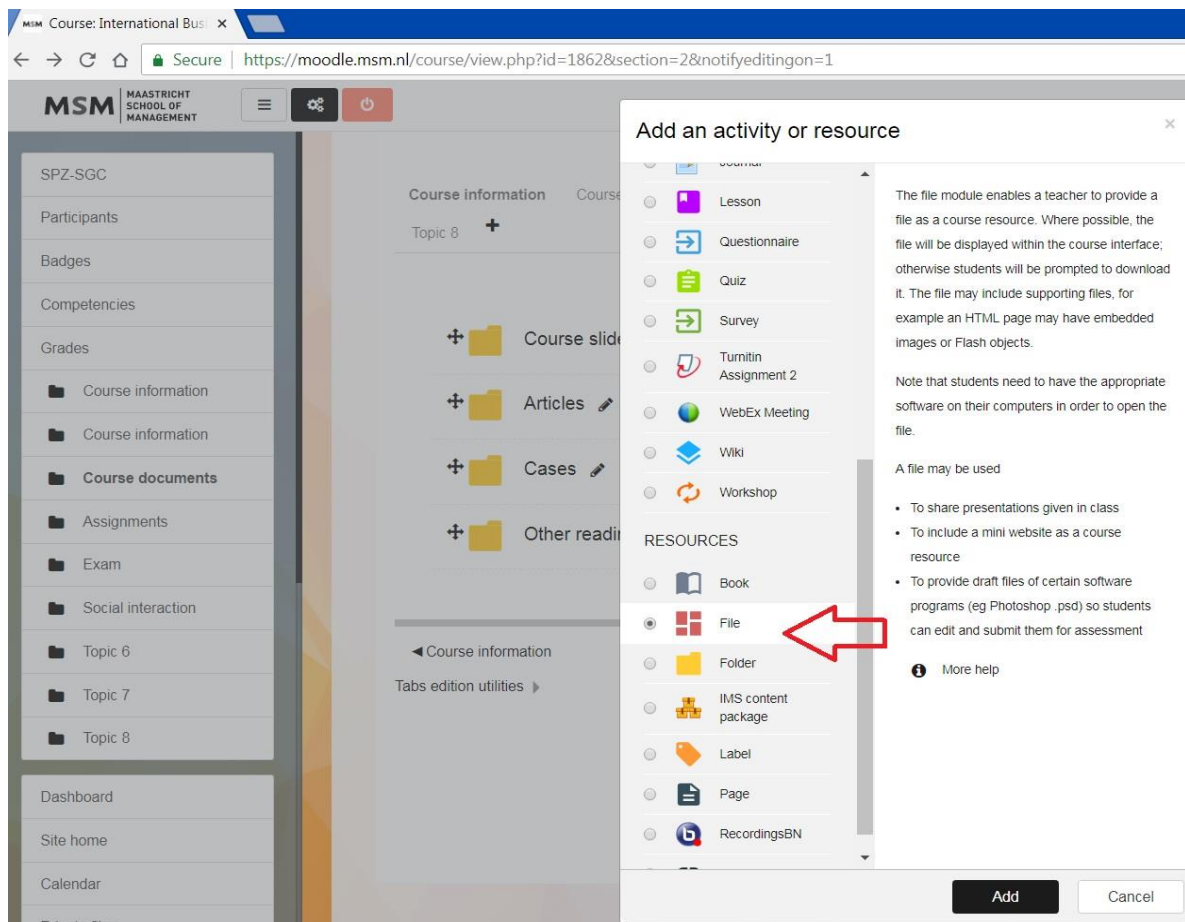
Go to the course and click on the green button on top so you can edit. The button will turn red.



Next, you click "Add and activity or resource":



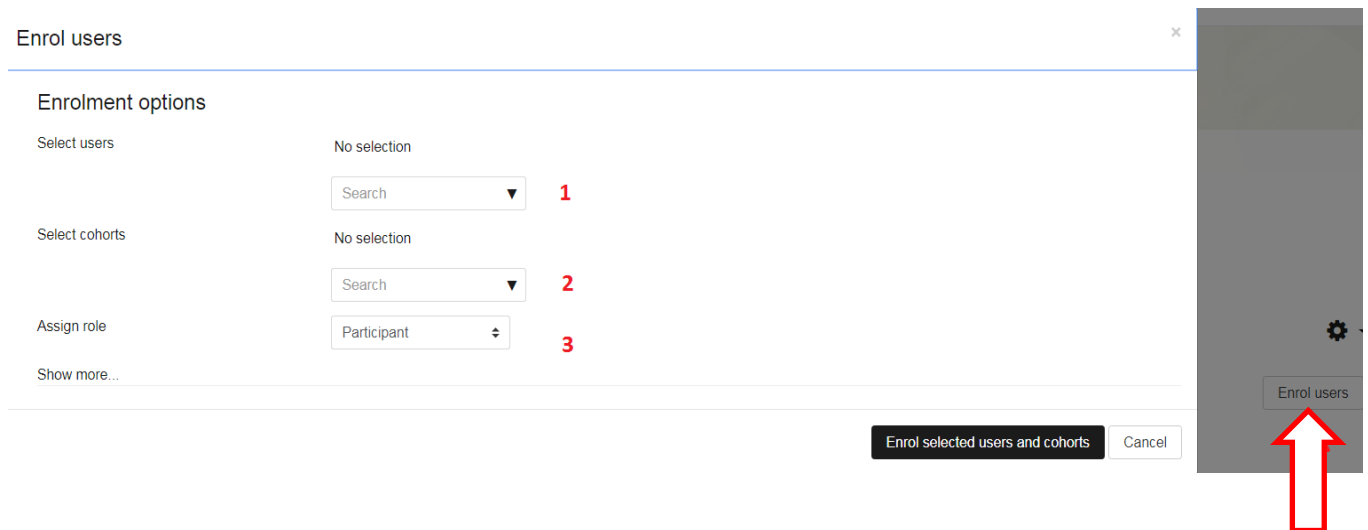
And then select the type of document you want to upload:



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:



The screenshot shows the 'Enrol users' dialog box. It has a title bar 'Enrol users' with a close button. Below the title bar is a section 'Enrolment options'. This section contains three rows of options, each with a label on the left and a dropdown menu on the right. The first row is 'Select users' with a dropdown showing 'No selection' and a red number '1' next to it. The second row is 'Select cohorts' with a dropdown showing 'No selection' and a red number '2' next to it. The third row is 'Assign role' with a dropdown showing 'Participant' and a red number '3' next to it. Below these options is a 'Show more...' link. At the bottom right of the dialog box are two buttons: 'Enrol selected users and cohorts' and 'Cancel'. To the right of the dialog box is a vertical sidebar with a gear icon and an 'Enrol users' button. A red arrow points to the 'Enrol users' button in the sidebar.

Enrol users

Enrolment options

Select users No selection 1

Select cohorts No selection 2

Assign role Participant 3

Show more...

Enrol selected users and cohorts Cancel

Enrol users

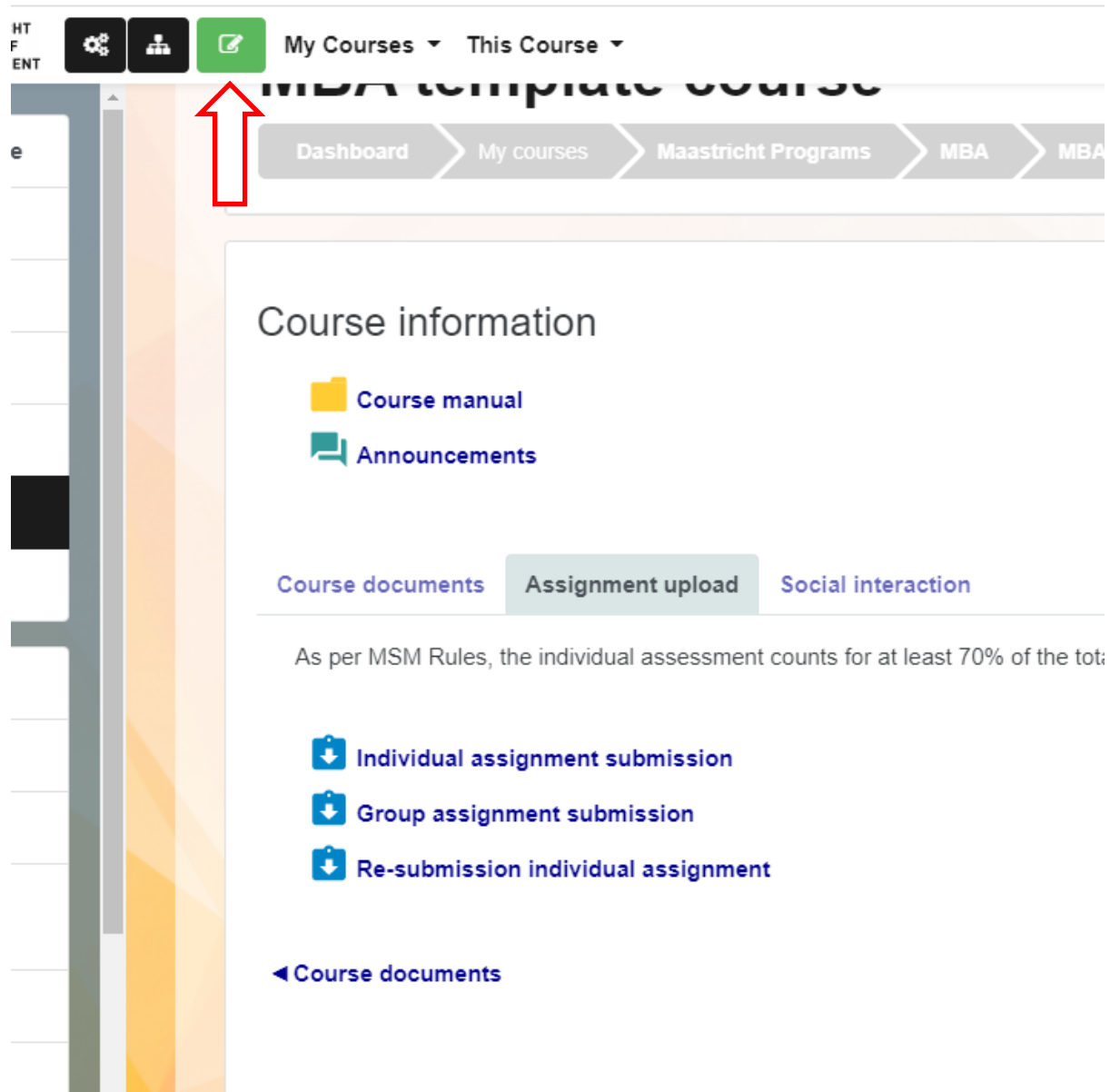
If you need to enroll individual participants, use the first option by entering the person’s email address or name.

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:



The screenshot shows the Moodle course interface. At the top, there is a navigation bar with a settings icon, a user icon, and a green 'Turn edit on' button (a square with a pencil icon). A red arrow points to this button. Below the navigation bar, the course title 'MBA template course' is visible. The breadcrumb trail shows 'Dashboard > My courses > Maastricht Programs > MBA > MBA'. The main content area is titled 'Course information' and contains links for 'Course manual' and 'Announcements'. Below this, there are three tabs: 'Course documents', 'Assignment upload' (which is selected), and 'Social interaction'. Under the 'Assignment upload' tab, there is a text block stating: 'As per MSM Rules, the individual assessment counts for at least 70% of the tot:'. Below this text, there are three blue icons with white arrows pointing down, each followed by a link: 'Individual assignment submission', 'Group assignment submission', and 'Re-submission individual assignment'. At the bottom left, there is a link '◀ Course documents'.

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:

▶ **Group submission settings**

▶ **Notifications**

▼ **Turnitin Integrity plugin settings**

Exclude from Similarity Reports

Submission indexing

Generate Similarity Reports

Student access

?

?

?

?

☒ Enable Turnitin

☒ Bibliography  
☒ Quotes

☐ Index all submissions

☒ Immediately  
☐ Immediately and regenerate on due date  
  
☐ Due Date

☐ Allow students to view Similarity Reports  
  
☐ Process draft submissions ?

[Learn more about Turnitin settings](#)

▶ **Grade**

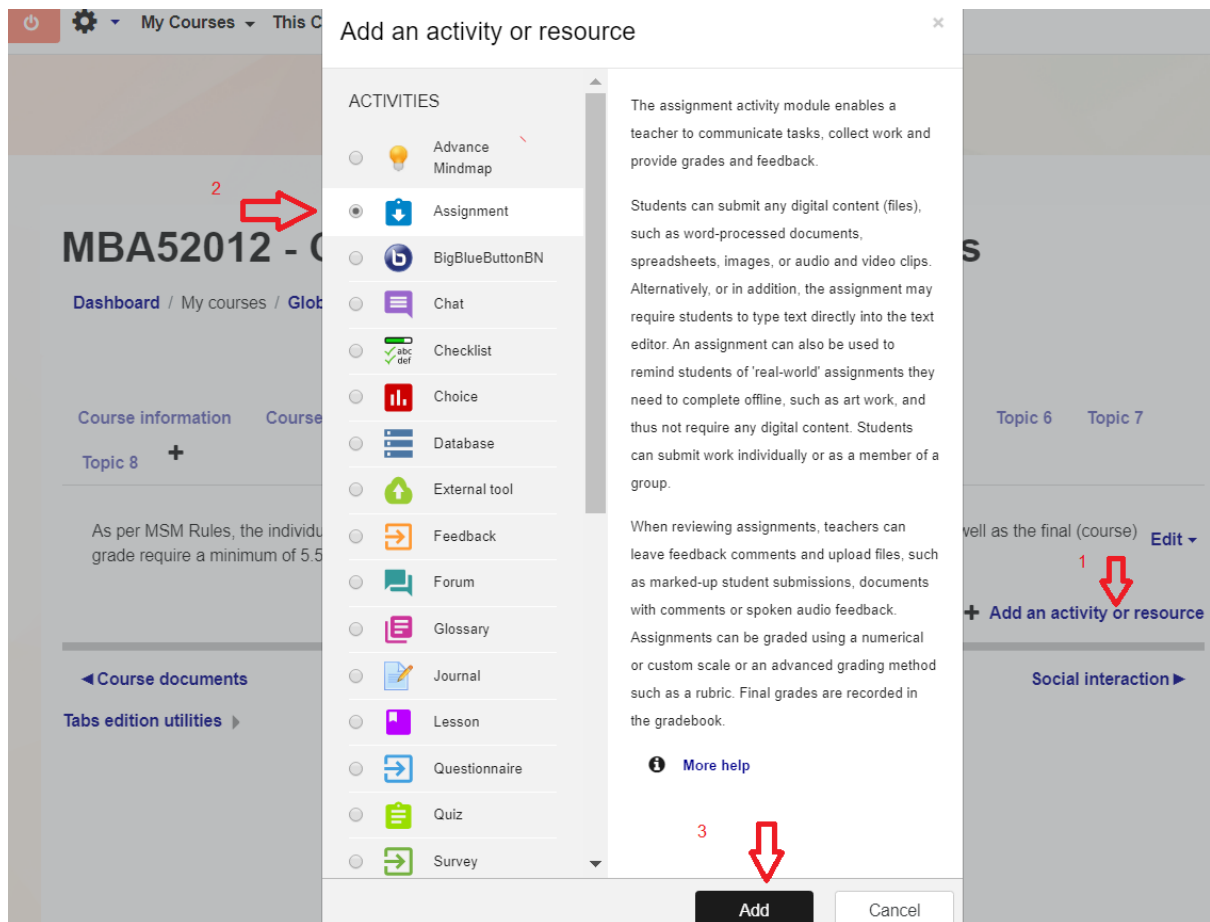
▶ **Common module settings**

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	<input type="text" value="AfM Course evaluation MBA35"/>
Course short name	<input type="text" value="AfM eval MBA35"/>
Course category	<input type="text" value="Maastricht Programs / MBA / MBA35 / Course evaluations"/>
Course visibility	<input type="text" value="Show"/>
Course start date	<input type="text" value="21"/> <input type="text" value="November"/> <input type="text" value="2018"/>
Course end date	<input type="text" value="21"/> <input type="text" value="November"/> <input type="text" value="2019"/> <input type="checkbox"/> Enable
Course ID number	<input type="text"/>

#### ▼ Description

Course summary	<div><div>Paragraph</div><div><b>B</b> <i>I</i> <u>U</u> <b>Link</b> <b>Image</b> <b>Table</b> <b>Code</b> <b>More</b></div></div>
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And click on “Save and display”

Go to Course management and click on “Import”:

The screenshot shows the Moodle Course Management interface. On the left, a sidebar contains icons for 'Activities' and 'User Links'. The main content area is divided into four sections: 'Activities', 'Question Bank', 'Course Settings', and 'User Links'. The 'Question Bank' section is active, showing options for 'Question bank', 'Question category', 'Import', and 'Export'. The 'Import' button is highlighted with a red arrow. The 'Course Settings' section shows options for 'Edit course settings', 'Course completion', 'Competencies', 'Course administration', 'Reset', 'Backup', 'Restore', 'Import', 'Recycle bin', 'Filter settings', and 'Event monitoring'. The 'User Links' section shows options for 'Grades overview', 'Participants', 'Groups', 'Enrolment methods', 'Activity completion', 'Course completion', 'Logs', 'View live logs', 'View course participation report', and 'View activity report'.

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

Add the participants.

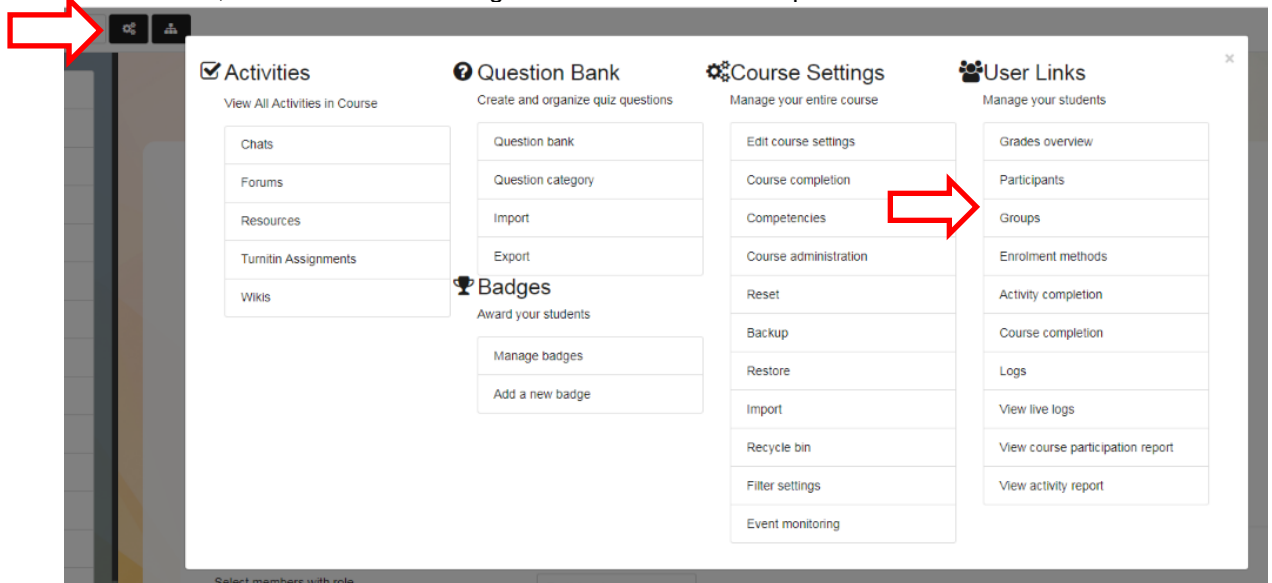
Once the participants have completed the evaluation, you can download the responses:

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.