



Learning Management System (MOODLE)

Teacher's Instructions

1. Introduction

E-Learning Management System is the primary component of the E-Learning application. It is an electronic system used to electronically plan, apply and evaluate the teaching process. This system provides the teacher with electronic means to help him/her to achieve the following:

- 1- Designing educational contents and making them available electronically to students
- 2- Following up students' performance
- 3- Evaluating students' performance
- 4- Identify their Skill Gaps
- 5- Defining defects in the questions and evaluation methods.

2. Accessing your Course Page

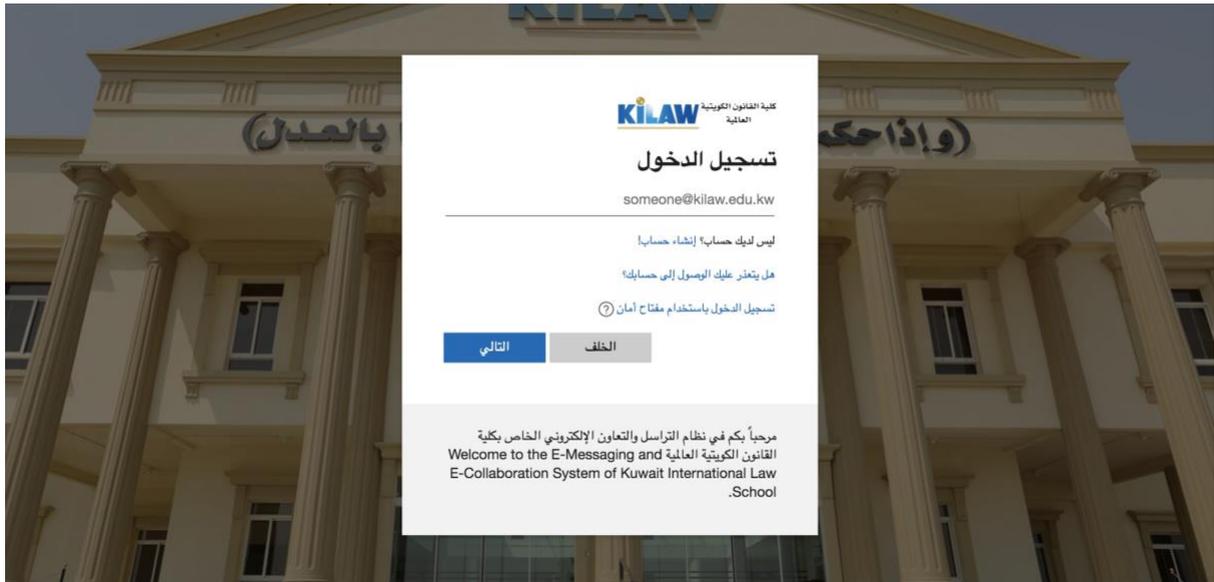
Access the Learning Management System (MOODLE) via the following link:

<https://lms.kilaw.edu.kw>

The screenshot shows the KILAW LMS interface. At the top left is the KILAW logo with the text 'كلية القانون الكويتية العالمية KUWAIT INTERNATIONAL LAW SCHOOL'. Below the logo is a blue navigation bar containing 'E-LEARNING', 'English (en)', and a search icon. A red circle highlights the text 'LOG IN USING YOUR ACCOUNT ON:' and a red arrow points to the 'KILAW's Office 365' button. On the right side, there is a 'Navigation' menu with 'Home' and 'Courses' options.

Click the "KILAW's Office 365" button at the top of the system screen below the phrase "Log in with your account" as shown in the figure above.

2- You will see the login screen of KILAW's Office 365 system. Enter your username and password, which are the same username and password used to enter the KILAW's email system:



You will then see the main screen of the Learning Management System and you will find your courses in the current semester. Click on "Enter this Course" button near the name of the course you want to access.

Practical Training 457-VIS18

Teacher:

[Click to enter this course](#)

Now you will see the course page.

KILAW
كلية القانون الكويتية العالمية
KUWAIT INTERNATIONAL LAW SCHOOL

Dr. Salah Alnajem

E-LEARNING English (en)

Dashboard > Courses > LLB > 457-VIS18

Announcements

Topic 1

Topic 2

Topic 3

Navigation

- Dashboard
- Site home
- Site pages
- Courses
 - LLB
 - 457-VIS18**
 - Participants
 - Badges
 - Competencies
 - Grades
 - General

3. Getting Started with MOODLE

The following pages contain a 10-Minute Guide for Teachers on Getting Started with Moodle published by iSpring. Detailed instructions about using MOODLE learning management system are available on the following pages:

<https://www.ispringsolutions.com/blog/getting-started-with-moodle>

https://docs.moodle.org/38/en/Assignment_quick_guide

https://docs.moodle.org/38/en/Quiz_quick_guide

https://docs.moodle.org/38/en/Grading_quick_guide



The 10-Minute Guide for Teachers on Getting Started with Moodle

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The 10-Minute Guide for Teachers on Getting Started with Moodle

“Moodle” is a fun word – and so is teaching with it! At least, when you know how to work with the platform or, if nothing else, have an idea of what happens after you click a certain button. If you are a teacher who is new to Moodle and you’re looking to explore the platform’s capabilities, this guide is for you.

Moodle is a [platform for online learning](#) that enables you to create e-courses, add assignments, and keep an eye on your students’ progress. It also allows you to communicate with the students and encourage communication between them in forums and discussions. In short, the platform is multi-faceted and flexible, so it’s easy to get confused when learning your way around for the first time.

This guide covers the basics of getting started with Moodle and some of the main everyday tasks you’ll need to do as a teacher. You’ll learn how to create courses and tests for Moodle and how to invite learners, provide them with assignments, and track their results. We’ve also included some useful links so you can dive even deeper into certain topics, if necessary.

Two quick notes before we get started.

Note 1: This guide was written for teachers and doesn’t cover the system administration part. We presume that you already have a learning portal up and running. If you don’t have it yet, you can try using [Moodle Cloud](#). It doesn’t require any technical skills to launch the learning portal and allows you to set up in minutes. It also has a free plan, which is enough to familiarize yourself with Moodle and make an informed decision on further actions.

Note 2: Moodle is a highly-customized platform, so your portal may differ in appearance and functionality. To illustrate, we used [a demo version of a school portal](#) created by Moodle. You're most welcome to go there and click a couple of buttons on your own.

Learn How to Use Moodle for Teaching

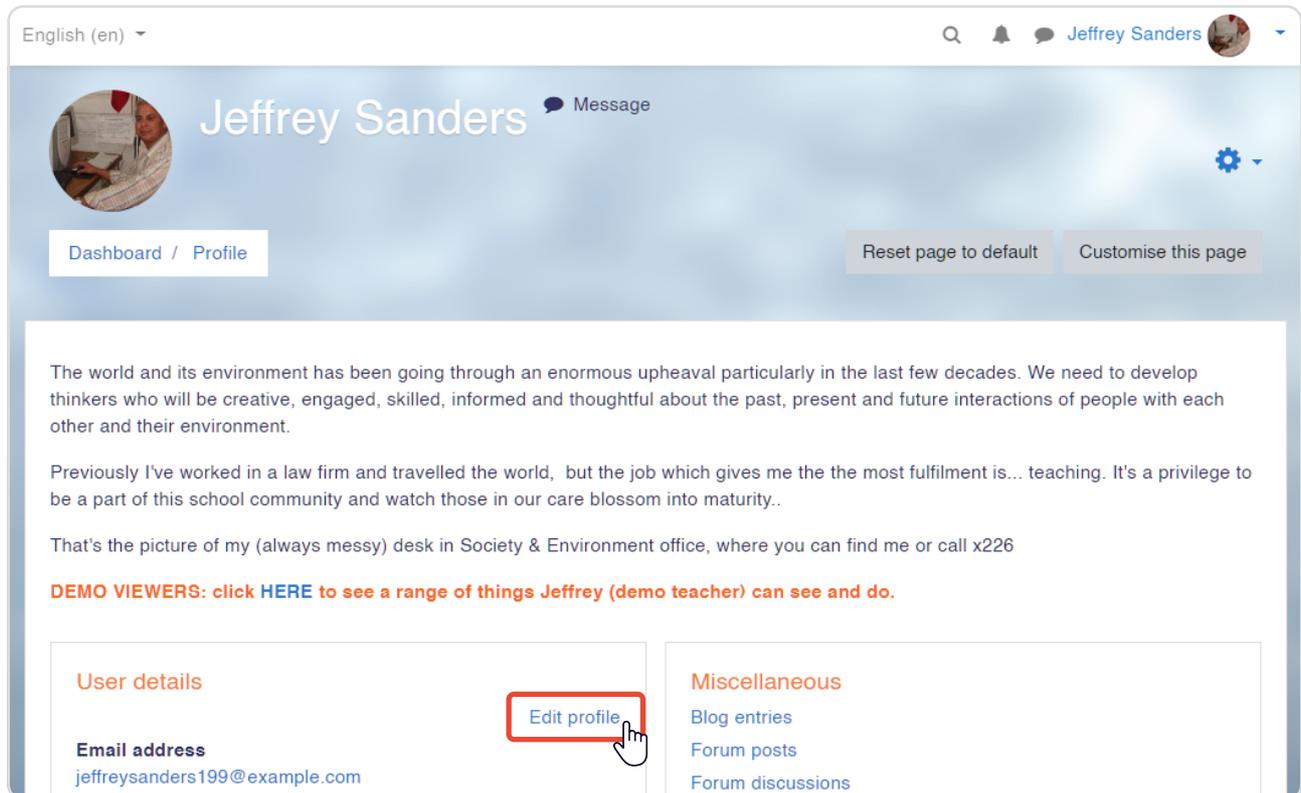
- Customizing Your Teacher Profile
- Creating an eLearning course
- Adding Activities and Resources
- Managing Learners

Customizing Your Teacher Profile

Your teacher profile is available to your learners and colleagues, so it's a good opportunity to introduce yourself, prove that you're a human being and not a chatbot, and earn some trust from the students.

The screenshot displays the Moodle teacher dashboard for Jeffrey Sanders at Mount Orange School. The interface includes a sidebar with navigation options such as Dashboard, Site home, Calendar, Private files, My courses, Digital Literacy, Psych Cine, Cinema, Celebrating Cultures, History: Russia Rev, and Induction. The main content area features a 'Try Moodle as a teacher' message, a 'Course overview' section with filters for 'In progress' and 'Course name', and a 'Latest announcements' section. A user menu is open in the top right corner, with the 'Profile' option highlighted by a red box and a mouse cursor.

After clicking **Profile** in the upper right corner, you'll get to your personal page where you can edit personal information, add a photo, and create an introduction. Click **Edit profile** to do this.



English (en) ▾

Jeffrey Sanders

Message

Dashboard / Profile

Reset page to default

Customise this page

The world and its environment has been going through an enormous upheaval particularly in the last few decades. We need to develop thinkers who will be creative, engaged, skilled, informed and thoughtful about the past, present and future interactions of people with each other and their environment.

Previously I've worked in a law firm and travelled the world, but the job which gives me the the most fulfilment is... teaching. It's a privilege to be a part of this school community and watch those in our care blossom into maturity..

That's the picture of my (always messy) desk in Society & Environment office, where you can find me or call x226

DEMO VIEWERS: click [HERE](#) to see a range of things Jeffrey (demo teacher) can see and do.

User details

[Edit profile](#)

Email address
jeffreysanders199@example.com

Miscellaneous

- [Blog entries](#)
- [Forum posts](#)
- [Forum discussions](#)

There, you can enter some text about yourself (or record a video introduction, if you like), place a photo, and leave additional contact information.

Creating an eLearning Course

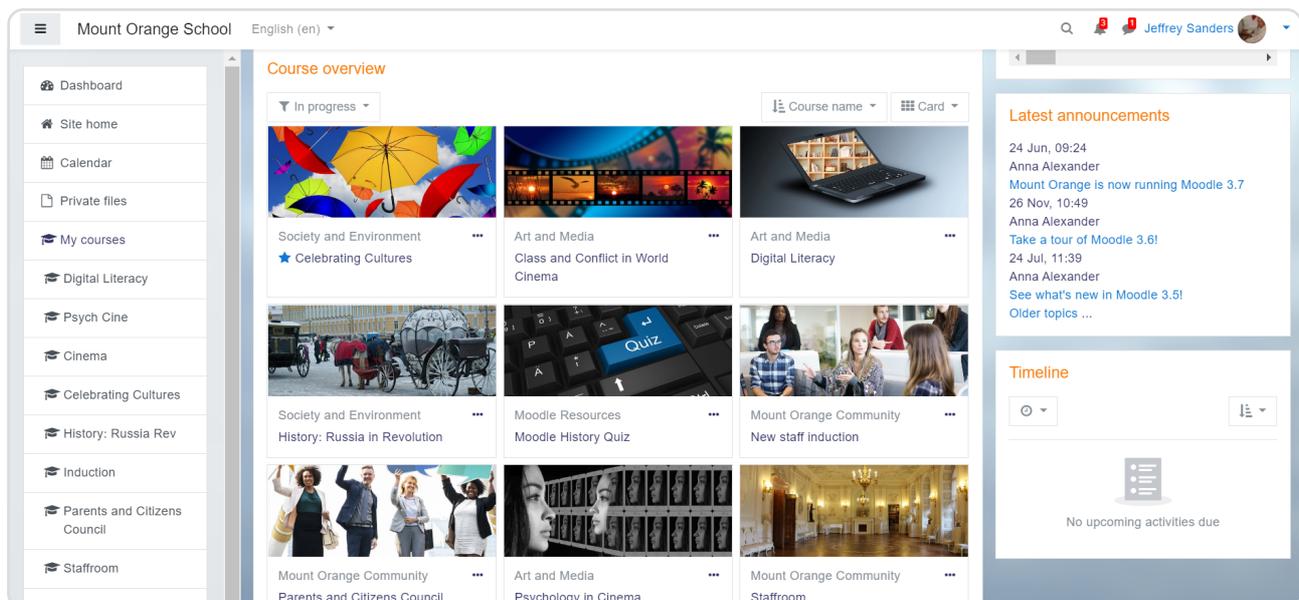
By default, Moodle doesn't allow Teachers (meaning the role in the system) to add new courses. Here, we must make a quick remark about user roles in Moodle.

There are five major standard user types in Moodle:

- **Administrator** – a host of a party who can do everything with the system.

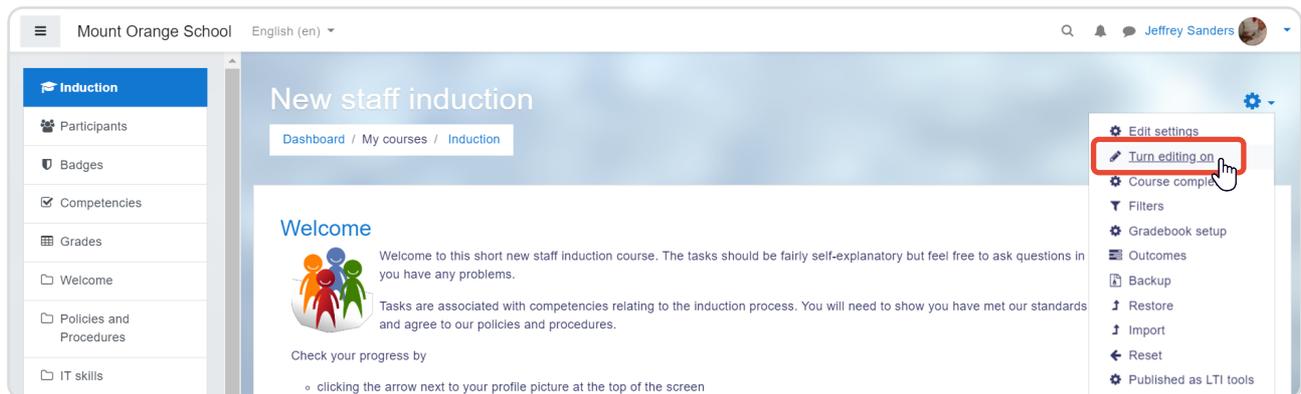
- **Manager** – has similar capabilities as an Administrator, but unlike the Administrator, this role can be assigned and the capabilities can be customized.
- **Course Creator** – can, well, create new courses.
- **Teacher** – can add and edit content and activities within a course.
- **Student** – can access available courses.

So, if you're a teacher, you'll need to contact your admin or manager and ask them to either give you course creator permissions or create an empty course shell for you. For example, in the Mount Orange School demo in the teacher view, we have nine courses assigned by an admin.



The screenshot displays the Moodle LMS interface for Mount Orange School. The top navigation bar includes the school name, language (English), and user profile (Jeffrey Sanders). A left sidebar contains navigation links: Dashboard, Site home, Calendar, Private files, My courses, Digital Literacy, Psych Cine, Cinema, Celebrating Cultures, History: Russia Rev, Induction, Parents and Citizens Council, Staffroom, and Quiz. The main content area is titled 'Course overview' and shows a grid of nine course shells. Each shell includes a thumbnail image, a course name, and a star icon. The courses are: Society and Environment (Celebrating Cultures), Art and Media (Class and Conflict in World Cinema), Art and Media (Digital Literacy), Society and Environment (History: Russia in Revolution), Moodle Resources (Moodle History Quiz), Mount Orange Community (New staff Induction), Mount Orange Community (Parents and Citizens Council), Art and Media (Psychology in Cinema), and Mount Orange Community (Staffroom). A right sidebar contains 'Latest announcements' and 'Timeline' sections. The announcements list recent updates from Anna Alexander regarding Moodle versions. The timeline section shows 'No upcoming activities due'.

Within these course shells, we can do almost anything: create new units or delete them, add quizzes and resources, or set up a gradebook. To start developing course content, click on the gear icon in the upper right corner, and choose **Turn editing on**. In case you don't have such an option, contact your admin to enable it.



The screenshot shows the iSpring LMS interface for a course titled "New staff induction". The left sidebar contains a navigation menu with items like "Participants", "Badges", "Competencies", "Grades", "Welcome", "Policies and Procedures", and "IT skills". The main content area displays a "Welcome" message and a "Check your progress by" section. A settings menu is open on the right, with the "Turn editing on" option highlighted by a red box and a mouse cursor.

How to set up a course structure

There are four types of course formats that define the outline of a course:

- **Single activity format** – suitable when you have just one activity or resource to study. For example, a survey, a book, or a video lecture. Also, choose this format if you have a SCORM package.



The screenshot shows the iSpring LMS interface for a course titled "The Pyramid Logic in Writing". The left sidebar contains a navigation menu with items like "Participants", "Badges", "Competencies", "Grades", "Dashboard", "Site home", "Calendar", "Private files", "My courses", "Parents and Citizens Council", and "Site administration". The main content area displays the title "The Pyramid Principle. Logic in Writing and thinking" by Barbara Minto, a book cover for "The Pyramid Principle: Logic in Writing and Thinking", and a "Table of contents" section.

You can use a single activity format to assign learners some readings

- **Topics format** – organizes content into different sections (lessons, units, or whatever you prefer to call it).



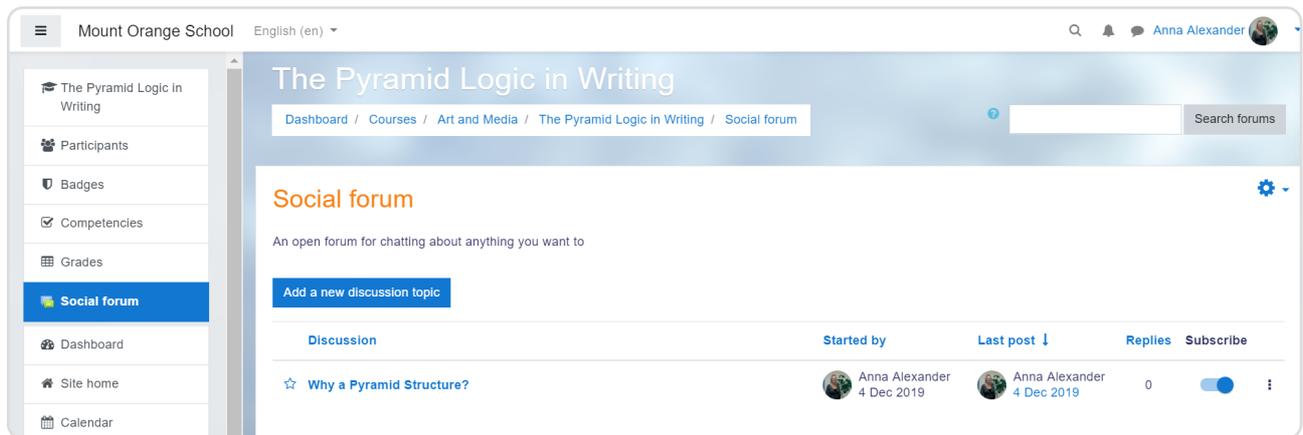
Topics are the most popular format for organizing an eLearning course

- **Weekly format** – this is similar to the topics format, but instead of units, you'll have weeks. This is a good option for you if you'd like to set a regular learning pace for your students.



You can rename dates into Week 1, Week 2, and so forth, to make a course more reusable

- **Social format** – if you choose this format, then you'll have a forum instead of traditional units. This is a good choice when you need informal learning and would like to encourage discussions between learners.

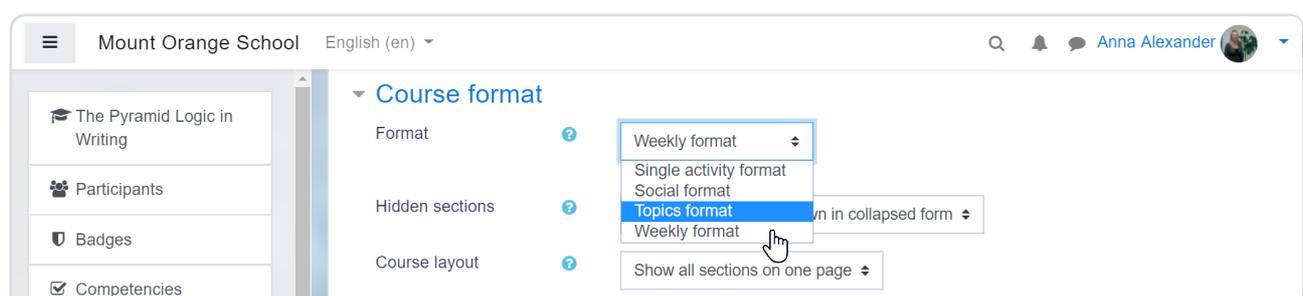


Forums are useful for helping learners to get to know each other and allow productive informal communication.

So, open the course shell you're going to fill with the learning content and activities. Click the gear icon in the upper right and turn on the editing mode. After doing so, again, click the gear and choose **Edit settings** from the drop-down menu.



Scroll down the course settings to the **Course format** section and choose the format you'd like to proceed with. Then click **Save and display**.



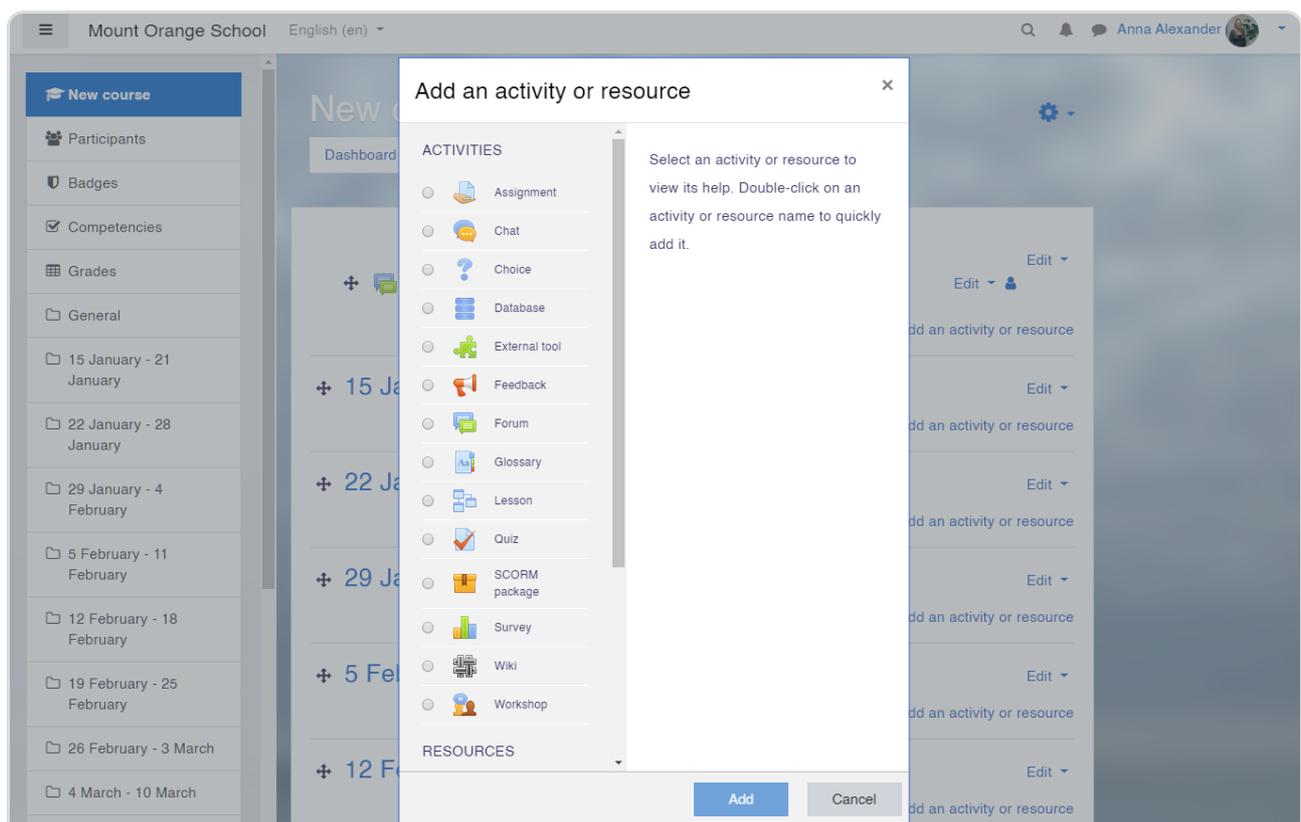
Adding Activities & Resources

In Moodle language, activities are the ways students interact with a course. Quizzes, glossaries, forums, and assignments are all generally called 'activities.'

Resources are items that you can use to augment training. They can be documents or presentations, or even an external web page such as a certain video from YouTube.

To add an activity or a resource, turn on the editing mode by clicking the gear icon in the upper right.

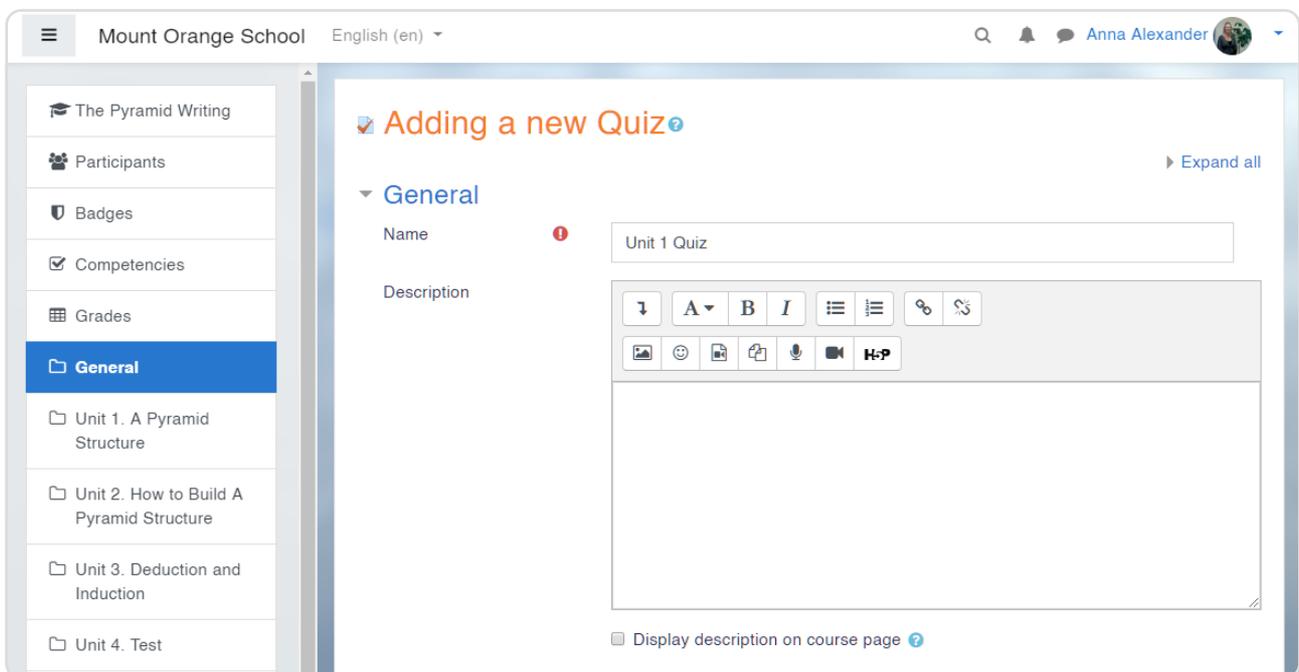
When editing is enabled, there's a **+ Add an activity or resource** icon after each section of a course. Click it, and you'll see a pop-up window with the list of all available options and their descriptions. There are 14 types of activities and 7 types of resources.



When you have chosen which type of activity or resource you'd like to use, click **Add**.

How to add a quiz

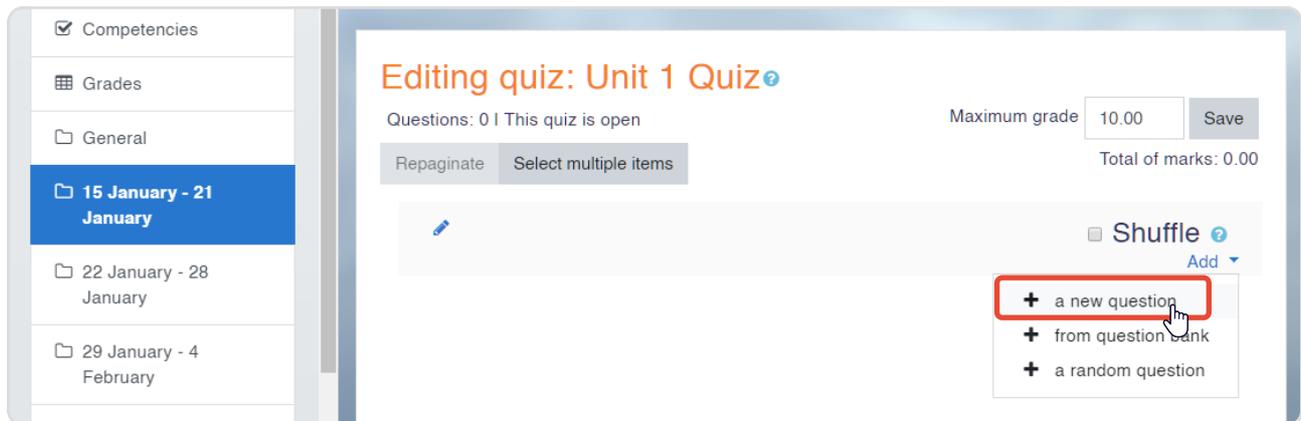
Choose a section where you'd like to add a quiz, click **+ Add an activity or resource**, and choose **Quiz** in the pop-up window. After doing this, you get a quiz settings menu.



In our example, we've simply put "Unit 1 Quiz", but you can be more specific

Fill in the name of the quiz. Then you can click **Save and return to course** since Name is the only field required for creating a shell for a quiz. However, feel free to explore other settings in this menu. For example, you can set time frames for assessment or limit the number of attempts allowed.

The next step is to fill this empty quiz shell with some questions. Click **Edit quiz** and, in a new window, click **Add** → **+ a new question**.

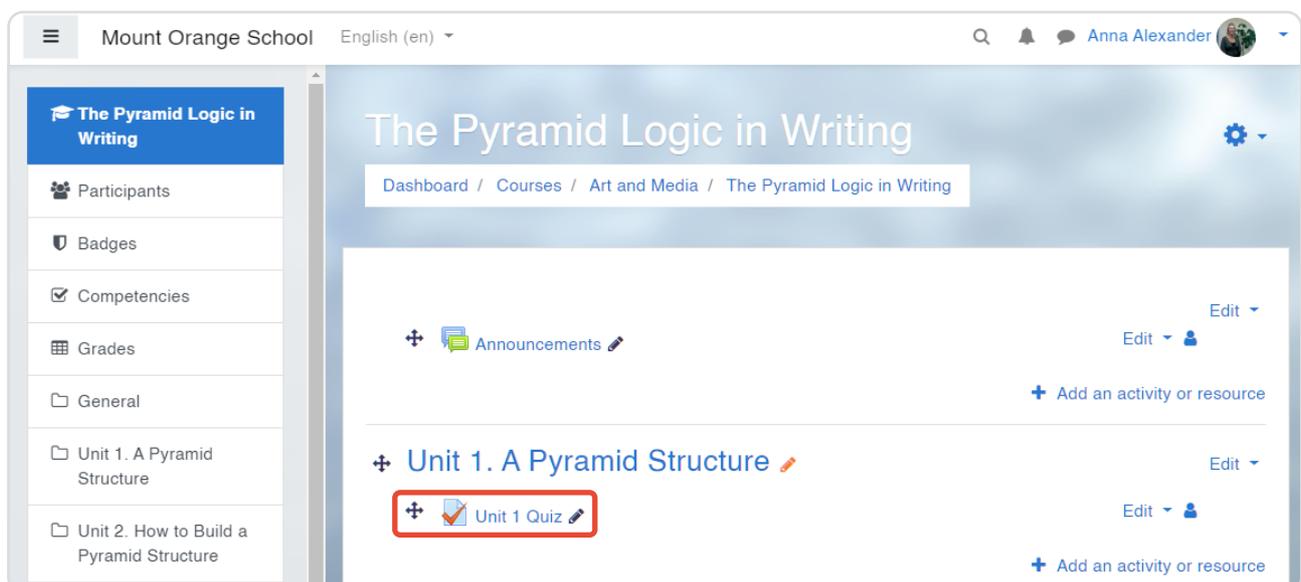


The screenshot shows the Moodle interface for editing a quiz titled "Unit 1 Quiz". On the left, a sidebar lists navigation options: Competencies, Grades, General, and a calendar view for January and February. The main content area is titled "Editing quiz: Unit 1 Quiz" and shows "Questions: 0 | This quiz is open". It includes a "Maximum grade" field set to 10.00 and a "Save" button. Below this are buttons for "Repaginate" and "Select multiple items". A "Shuffle" checkbox is visible, and a red box highlights the "Add" dropdown menu, which contains three options: "+ a new question", "+ from question bank", and "+ a random question".

In Moodle, there are 15 types of questions you can use, such as multiple choice, matching, and drag and drop. Choose the type you'd like to use and click **Add**.

In a new window, you'll need to fill out the details of the question: its name, question text, answers, and feedback. The interface is quite self-explanatory, but in case you have trouble, there are detailed [step-by-step instructions](#) on how to create quizzes in Moodle.

When you're ready, click **Save changes**. Again, you'll find yourself in a quiz editing menu where you can repeat the same sequence of action and add as many questions as you need.



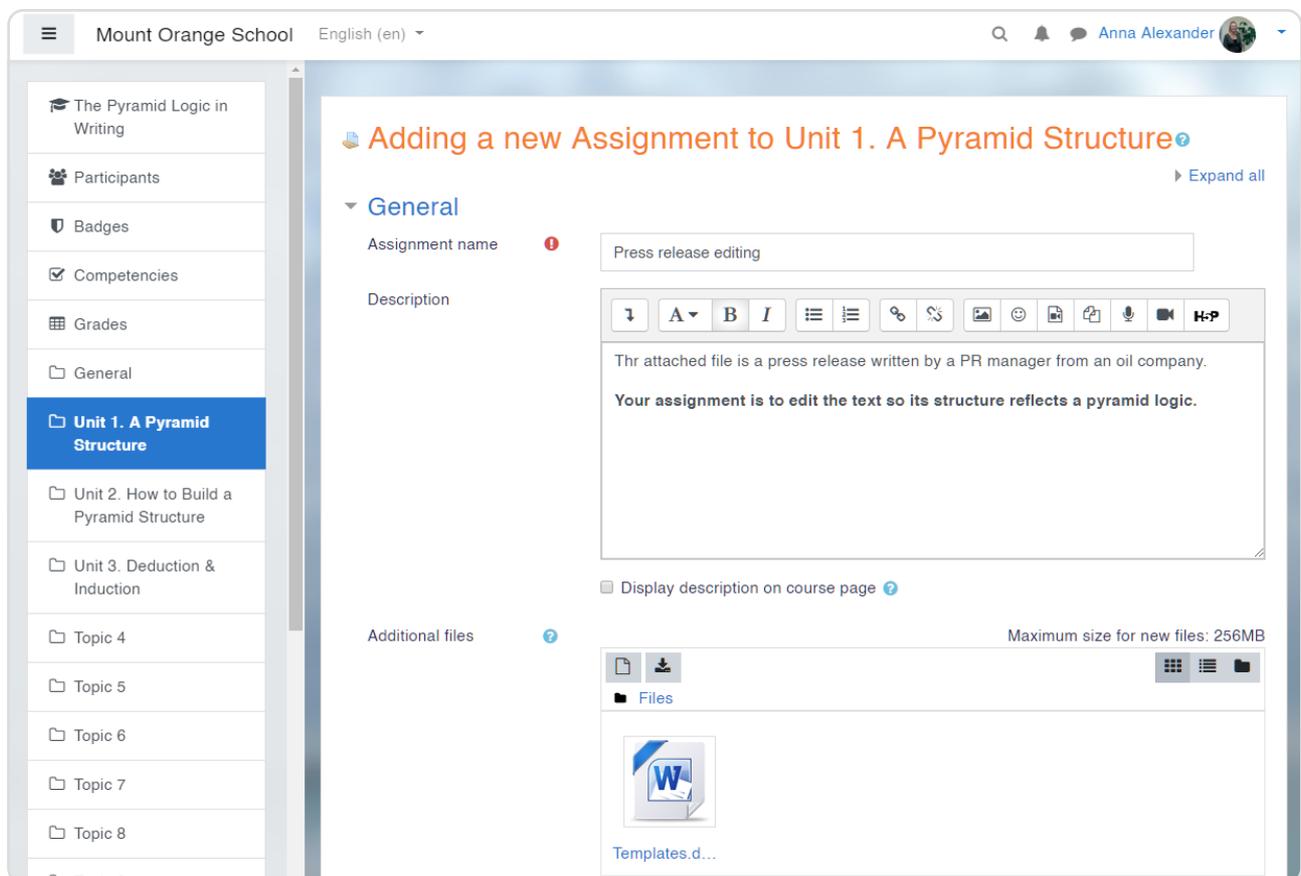
The screenshot shows the Moodle course page for "The Pyramid Logic in Writing". The top navigation bar includes "Mount Orange School", "English (en)", and the user profile "Anna Alexander". The left sidebar lists course components: Participants, Badges, Competencies, Grades, General, Unit 1. A Pyramid Structure, and Unit 2. How to Build a Pyramid Structure. The main content area shows the course title and a breadcrumb trail: "Dashboard / Courses / Art and Media / The Pyramid Logic in Writing". Below this, there are sections for "Announcements" and "Unit 1. A Pyramid Structure". A red box highlights the "+ Unit 1 Quiz" link in the "Unit 1. A Pyramid Structure" section. The interface also includes "Add an activity or resource" buttons and "Edit" options for each section.

How to add an assignment

Creating assignments is a feature that you'll likely use very often as a teacher. With its help, you can ask your students to submit their homework and check how well the unit is being digested and provide feedback.

Just like with quizzes, choose the section where you'd like to add the activity, click **+ Add an activity or resource**, and choose **Assignment** in the pop-up window.

In a new window, give the assignment a name and specify what you expect your students to do in a description field. For instance, you can ask them to watch a video and share their opinion on the topic, or ask them to edit a text and submit an improved version, as we did in our example.

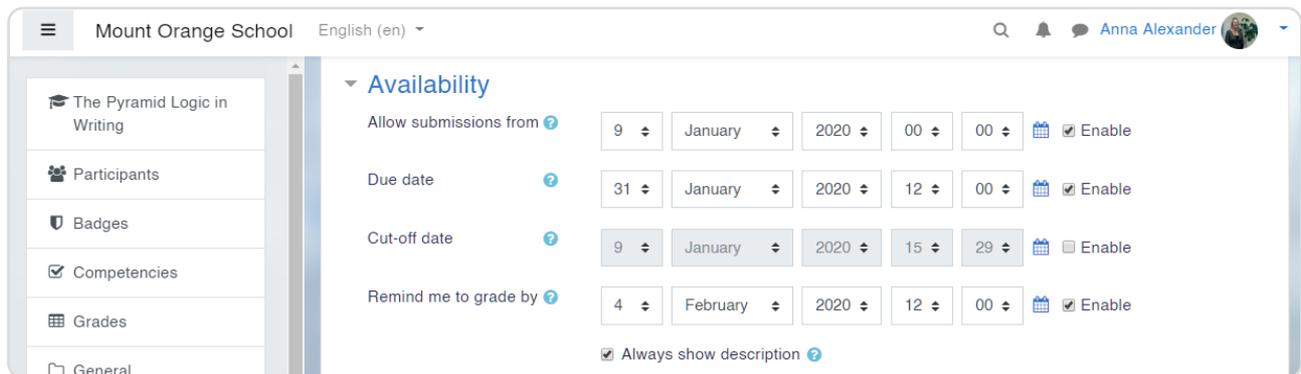


The screenshot displays the iSpring LMS interface for 'Mount Orange School' in 'English (en)'. The user is 'Anna Alexander'. The left sidebar shows a course structure with 'Unit 1. A Pyramid Structure' selected. The main content area is titled 'Adding a new Assignment to Unit 1. A Pyramid Structure' and includes an 'Expand all' link. Under the 'General' tab, the 'Assignment name' field contains 'Press release editing'. The 'Description' field contains the text: 'The attached file is a press release written by a PR manager from an oil company. Your assignment is to edit the text so its structure reflects a pyramid logic.' There is a checkbox for 'Display description on course page' which is currently unchecked. The 'Additional files' section shows a file named 'Templates.d...' with a Word document icon. A note indicates 'Maximum size for new files: 256MB'.

There are also a number of useful settings that are worth playing with. We'll mention just a few basic ones.

Availability

In this section, you can set time frames for submitting assignments or set a reminder to check students' work before a certain date for yourself.



The screenshot shows the Moodle assignment settings page for 'The Pyramid Logic in Writing' at Mount Orange School. The 'Availability' section is expanded, showing the following settings:

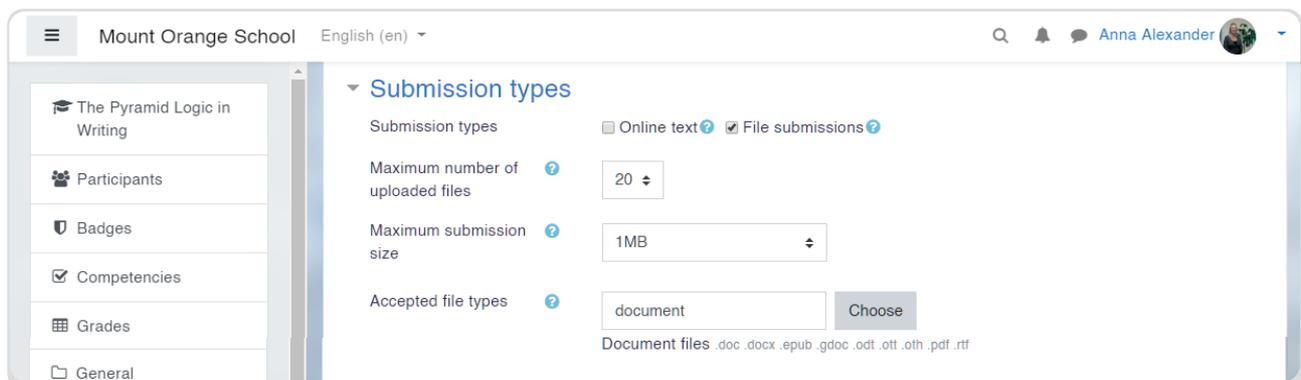
Setting	Value	Enable
Allow submissions from	9 January 2020 00:00	<input checked="" type="checkbox"/>
Due date	31 January 2020 12:00	<input checked="" type="checkbox"/>
Cut-off date	9 January 2020 15:29	<input type="checkbox"/>
Remind me to grade by	4 February 2020 12:00	<input checked="" type="checkbox"/>

There is also a checkbox for 'Always show description' which is checked.

Submission types

In this section, you'll need to specify in what format you expect the students to submit their work. Choose Online text if you want them to type their responses right in Moodle, File submissions if you want them to attach a file, or both options at the same time.

You can also specify certain formats of files and the number of words in essays for the Online text option.

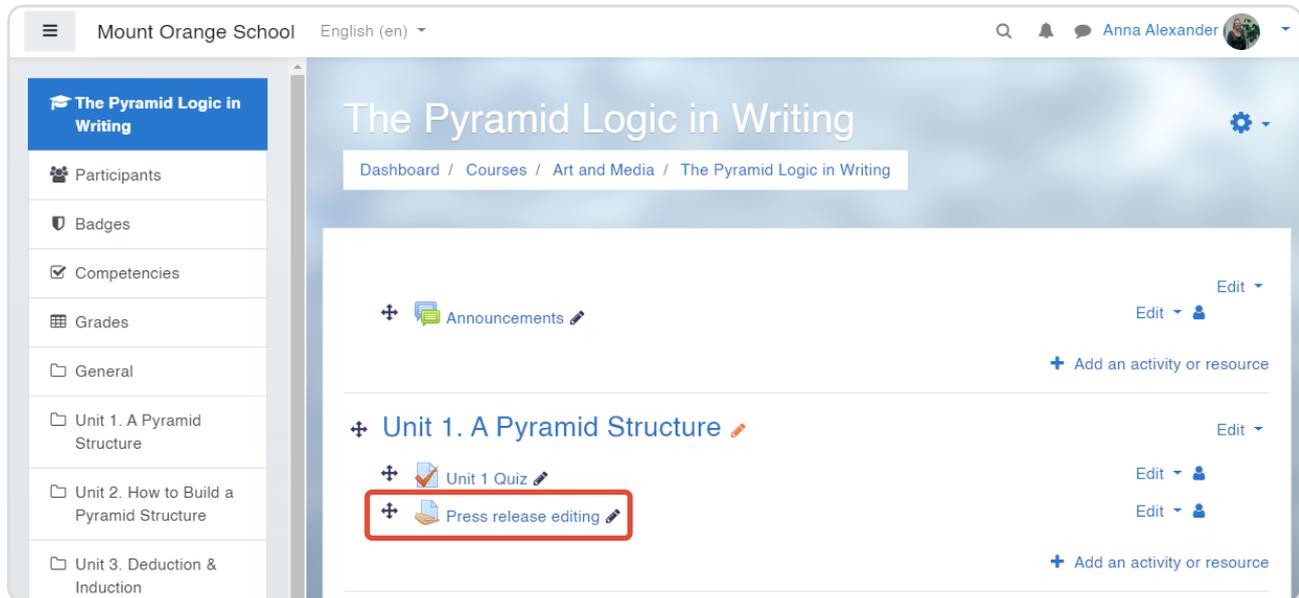


The screenshot shows the Moodle assignment settings page for 'The Pyramid Logic in Writing' at Mount Orange School. The 'Submission types' section is expanded, showing the following settings:

Setting	Value
Submission types	<input type="checkbox"/> Online text <input checked="" type="checkbox"/> File submissions
Maximum number of uploaded files	20
Maximum submission size	1MB
Accepted file types	document

Below the 'Accepted file types' field, there is a 'Choose' button and a list of supported document file formats: .doc, .docx, .epub, .gdoc, .odt, .ott, .oth, .pdf, .rtf.

Click **Save and return to course** when you're done.



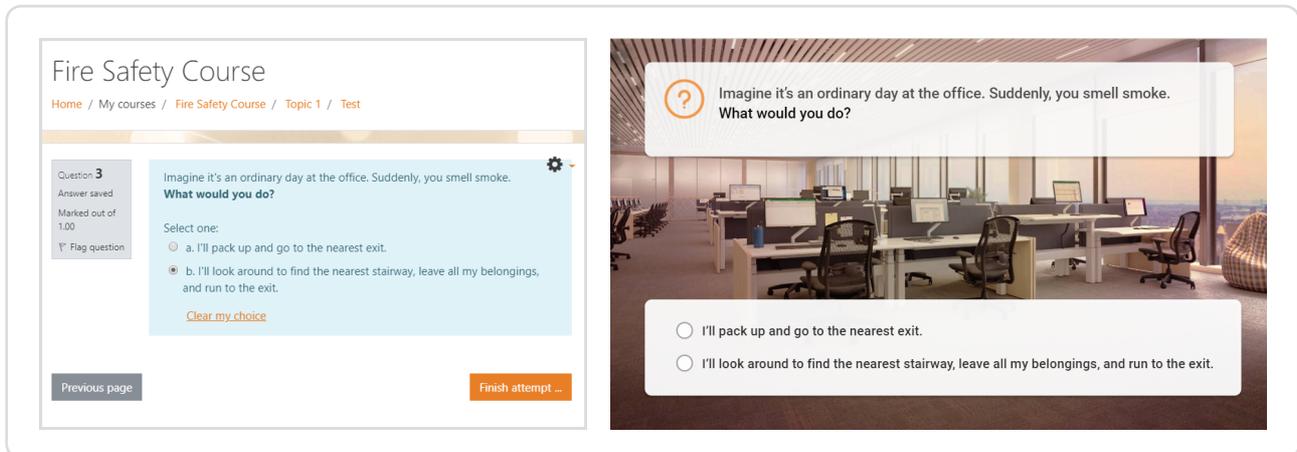
An Alternative Way to Create Content for Moodle

While Moodle is a versatile platform with rich authoring features, its interface can be, well, not really difficult but somewhat overwhelming, especially if you're new to the system. Forget the need to check whether the editing mode is turned on every time you want to change something. Its design capabilities are also limited. So if you need to develop professional eLearning content quicker and easier, there's [iSpring Suite](#), a fully Moodle-compatible authoring tool.

iSpring Suite works as an add-in to PowerPoint. It enriches a familiar PPT interface with special features for developing eLearning content. With its help, you can create interactive e-courses, quizzes, software simulations, YouTube-style video lectures, and [dialog simulations](#) – each of the items can be published as a SCORM package and easily uploaded to Moodle.

In this blog post, you'll find a detailed [step-by-step tutorial](#) on making a course

with Moodle and the same course made with iSpring Suite.

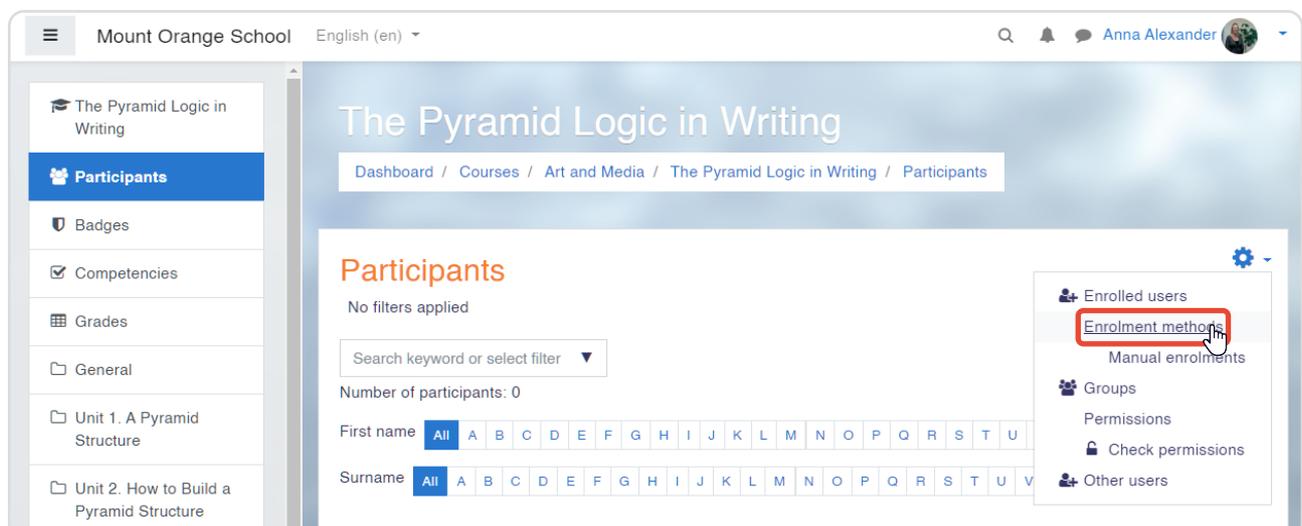


Preview of a quiz made in Moodle and the same quiz created with iSpring Suite

Managing Learners

Now, when your course is ready, it's time to invite some learners to explore the content.

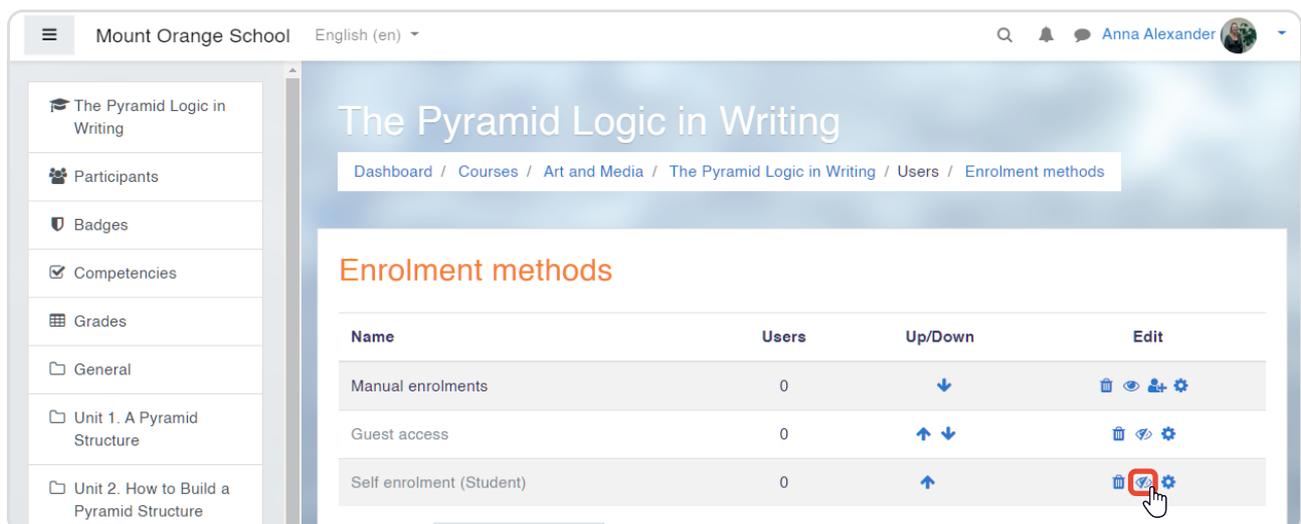
First, let's set up the enrolment methods. Within a course, choose the **Participants** tab in the left menu, then click a **gear icon** in the upper right and select **Enrolment methods** from a drop-down menu.



There are three enrolment methods available:

- Manual enrolment
- Guest access
- Self enrolment

By default, the only option enabled is manual enrolment. If you'd like to activate self enrolment or guest access, click the eye icon. If you also click the gear icon next to the eye, you'll be able to set up some additional settings such as enrolment duration, enrolment password, or a maximum number of users.

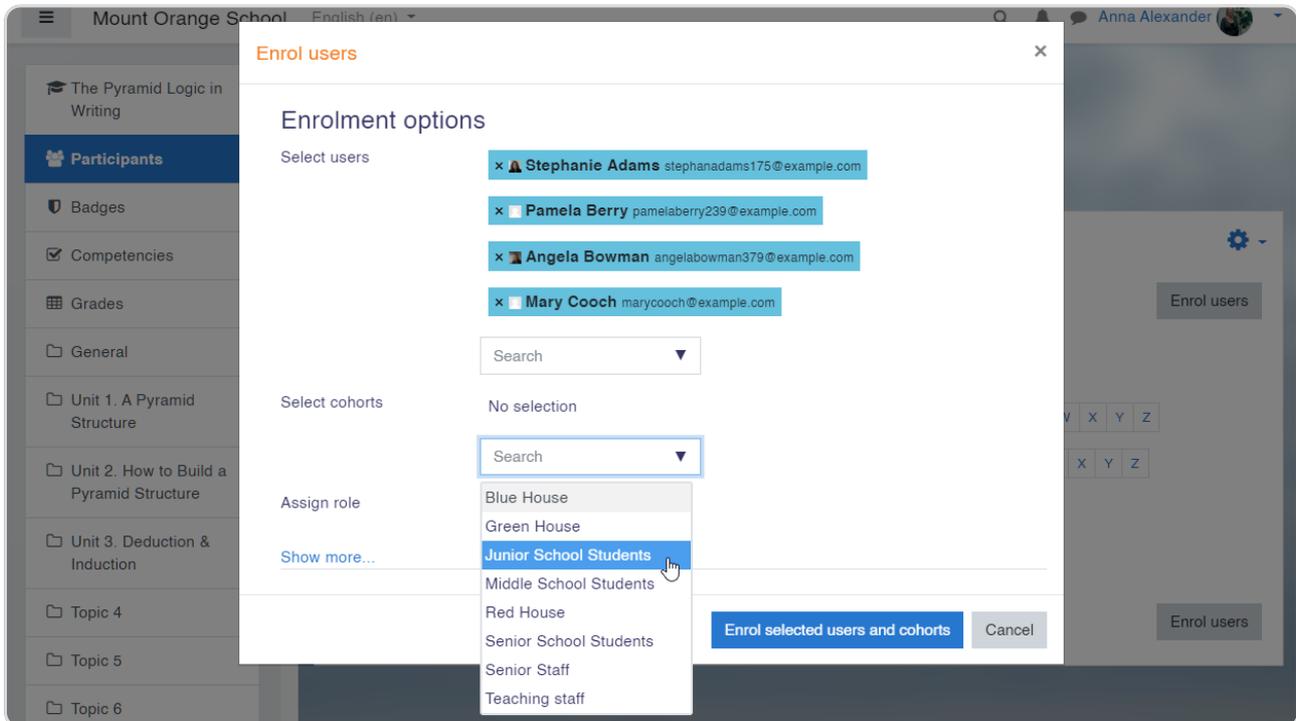


Name	Users	Up/Down	Edit
Manual enrolments	0	↓	🗑️ 👁️ ➕ ⚙️
Guest access	0	↑ ↓	🗑️ 👁️ ⚙️
Self enrolment (Student)	0	↑	🗑️ 👁️ ➕ ⚙️

How to enroll students on a course

Usually, teachers don't have to add users to the system, because the list of users is pre-loaded by an admin or a manager. So, to enroll students on your course, choose the **Participants** tab in the left menu. From there, click **Enrol users** in the upper right area and then, in a pop-up window, select users or groups of users from the drop-down lists.

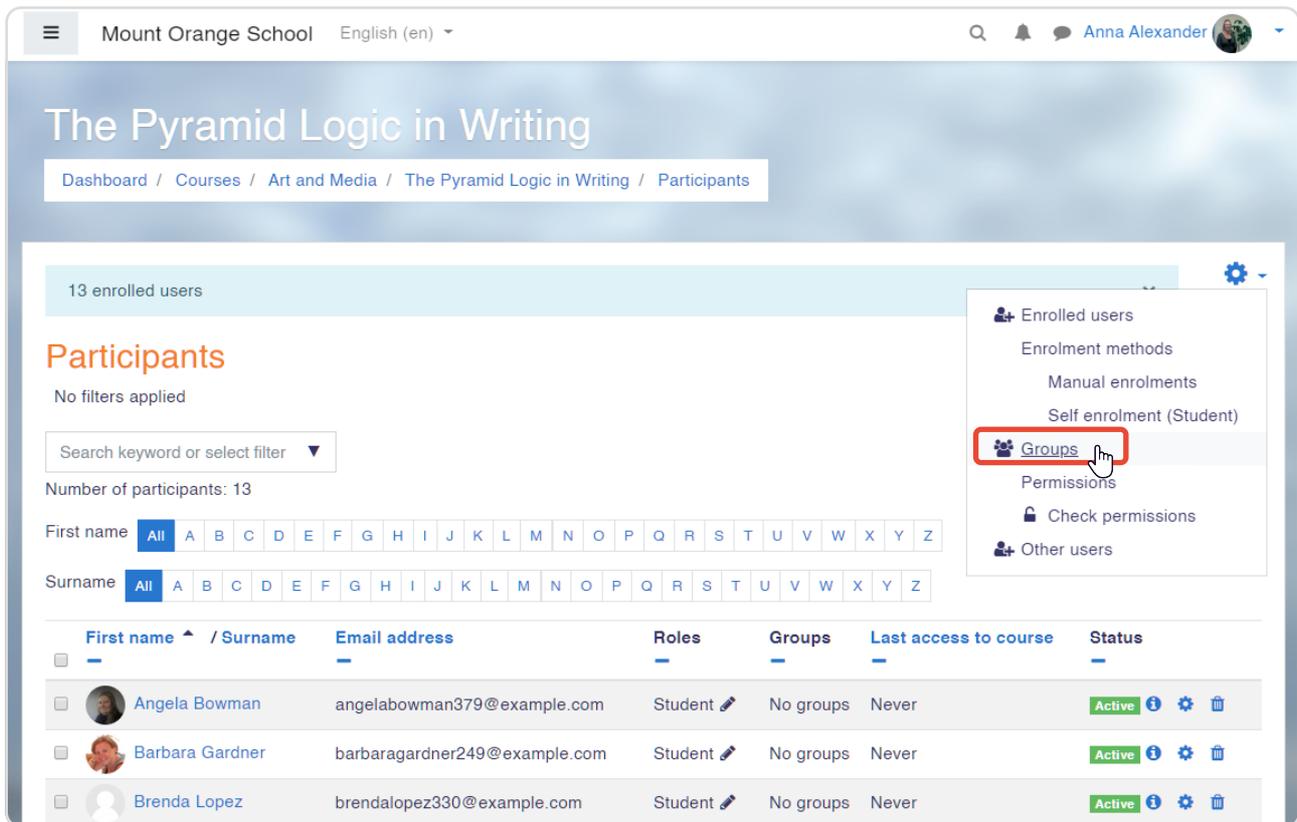
When you have finished, click **Enrol selected users and cohorts**.



How to create groups

For more convenience, you can also divide the enrolled users into groups. It's especially useful when you have different classes that study the same course, or there's another teacher assigned to this course, so you would like to split the learners.

To create a group, click on the **gear icon** in the upper right and select **Groups** from the drop-down menu. By the way, you may have noticed that in Moodle, you have to click this gear icon like, well, all the time! Think of it as a benefit: you'll definitely remember where it is.

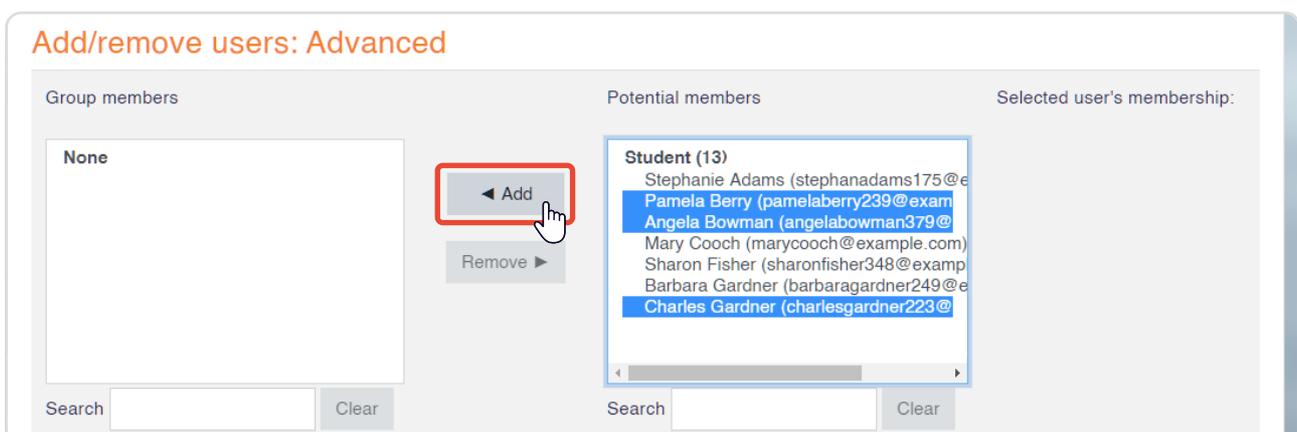


The screenshot shows the Moodle course page for "The Pyramid Logic in Writing" at Mount Orange School. The page displays 13 enrolled users. A dropdown menu is open, showing options for managing the course, with "Groups" highlighted. The "Participants" section includes a search bar and a table of enrolled users.

First name	Surname	Email address	Roles	Groups	Last access to course	Status
Angela	Bowman	angelabowman379@example.com	Student	No groups	Never	Active
Barbara	Gardner	barbaragardner249@example.com	Student	No groups	Never	Active
Brenda	Lopez	brendalopez330@example.com	Student	No groups	Never	Active

In a new window, scroll down the page and click **Create group**. After that, name the group, set a picture, and enable group messaging if you like, and click **Save changes**.

Again, in a new window, select the group from the list and click **Add/remove users** from the right. You'll see the list of users enrolled in the course; select those who you'd like to add to the group and click **Add** in the middle.

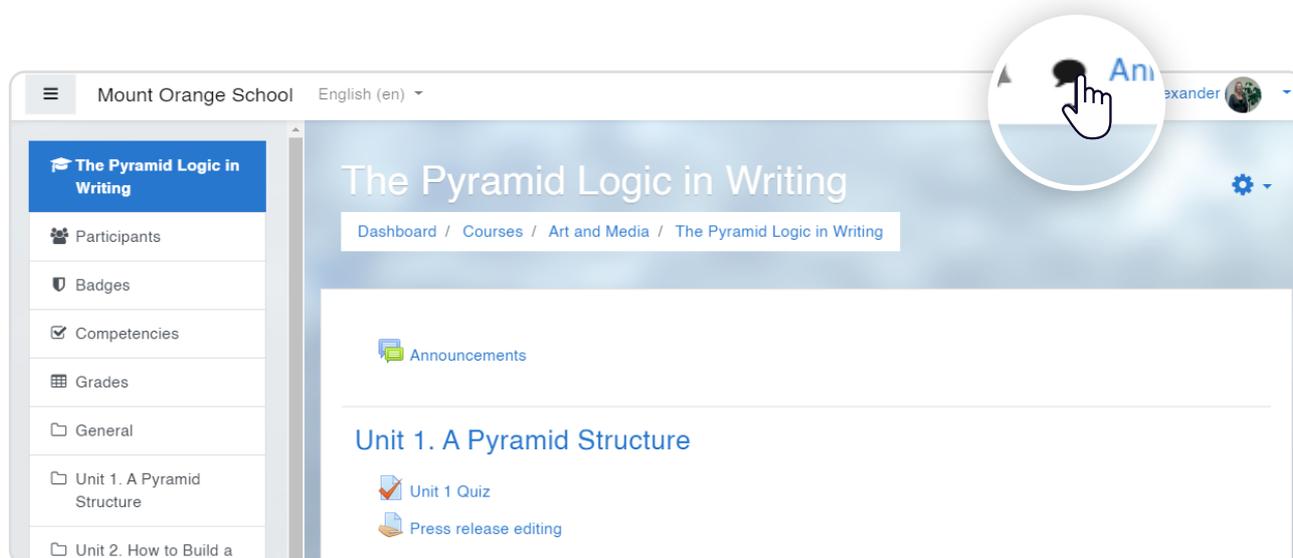


The screenshot shows the "Add/remove users: Advanced" interface. It features three main sections: "Group members" (currently empty), "Potential members" (a list of 13 students), and "Selected user's membership". The "Add" button is highlighted with a red box, and a mouse cursor is pointing at it.

Group members	Potential members	Selected user's membership:
None	Student (13) Stephanie Adams (stephanadams175@e... Pamela Berry (pamelaberry239@exam... Angela Bowman (angelabowman379@... Mary Cooch (marycooch@example.com) Sharon Fisher (sharonfisher348@examp... Barbara Gardner (barbaragardner249@e... Charles Gardner (charlesgardner223@...	

How to message students

In Moodle, you can communicate with your learners and colleagues, just like in WhatsApp. In the upper ribbon, there's a bubble icon that opens the list of your contacts.



You can send private messages to users as well as group messages, which is a very convenient feature when you need to quickly discuss something, inform, or share an insight.

How to set up a gradebook

A gradebook is a Moodle feature that helps you collect scores for graded activities from your course. With its help, you can collect and view marks and manually enter grades for offline activities.

To set up a gradebook for a course, click on the gear icon in the upper right and select **Gradebook setup**. On a new page, you'll see the full list of graded items for the course.

Mount Orange School English (en) Anna Alexander

Class and Conflict in World Cinema: Setup: Gradebook setup

Dashboard / Courses / Art and Media / Cinema / Grades / Grade administration / Setup / Gradebook setup

Gradebook setup

Gradebook setup

Name	Weights	Max grade	Actions
Class and Conflict in World Cinema	-	-	Edit
Representation of Rocket and Benny	12.821	100.00	Edit

For each item, there's a Weights column. The bigger the number, the more important the grade for performing this task (more on that in a minute).

For now, let's make gradebook items look more organized and divide activities into categories. Scroll down the page and click **Add category**. In the demo course we use, there are three types of graded items, so we can create three categories for them:

- Assignment
- Quiz
- Simulation

In your course, you can create any number of graded item types and as many categories as you need. After clicking **Add category**, give each created category a name and click **Save changes**.

Now, move the items to their category by clicking the arrow icon on the left of the item's name.

Name	Weights ?	Max grade	Actions	Select
Class and Conflict in World Cinema		-	Edit ▾	All / None
Representation of Rocket and Benny	<input type="checkbox"/> 12.821	100.00	Edit ▾	<input type="checkbox"/>
Focusing on Camera style	<input type="checkbox"/> 2.564	20.00	Edit ▾	<input type="checkbox"/>

Now, when your items are organized, it's easier to assign the weights to each category. Let's say, we believe Assignment to be the most important category, so we'd like to give it the largest weights. For example, it's 50. We tick a checkbox for Assignment and enter 50.

All the other weights are automatically adjusted, so the sum is 100, but you can define weights for the rest of the categories too – in our example, we put 30 and 20 for Quiz and Simulation correspondingly.

If you like, you can also manually define weights for each item within a category.

Gradebook setup

Name	Weights ?	Max grade	Actions	Select
Class and Conflict in World Cinema		-	Edit ▾	All / None
Focus on Camera Style	<input type="checkbox"/> 10.0	100.00	Edit ▾	<input type="checkbox"/>
Assignment	<input checked="" type="checkbox"/> 50.0	-	Edit ▾	All / None
La Mise en Scene	<input type="checkbox"/> 50.0	100.00	Edit ▾	<input type="checkbox"/>
Style and form	<input type="checkbox"/> 50.0	100.00	Edit ▾	<input type="checkbox"/>
Assignment total		200.00	Edit ▾	

When everything is ready, click **Save changes** in the left bottom.

How to grade learners' assignments

To grade assignments, you need to choose the one you'd like to begin with. You can do this in several ways, but let's go the most direct way and choose **Grades** in the left menu and then find an activity you'd like to grade in the row and click on it.

Celebrating Cultures: View: Preferences: Grader report

Dashboard / Courses / Society and Environment / Celebrating Cultures / Grades / Grade administration / Grader report

Grader report Grader report

All participants: 21/21

First name All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Celebrating Cultures						
First name / Surname	Email address	Workshop: My home cou...	Database: Food for Moo...	Assignment: My dream d...	Quiz: Know your	
Frances Banks	francesbanks231@example.com	26.40	Nice			
Angela Bowman	angelabowman379@example.com	59.60	Nice			
Lao Cai	laocai154@example.com	80.00	Really tasty			

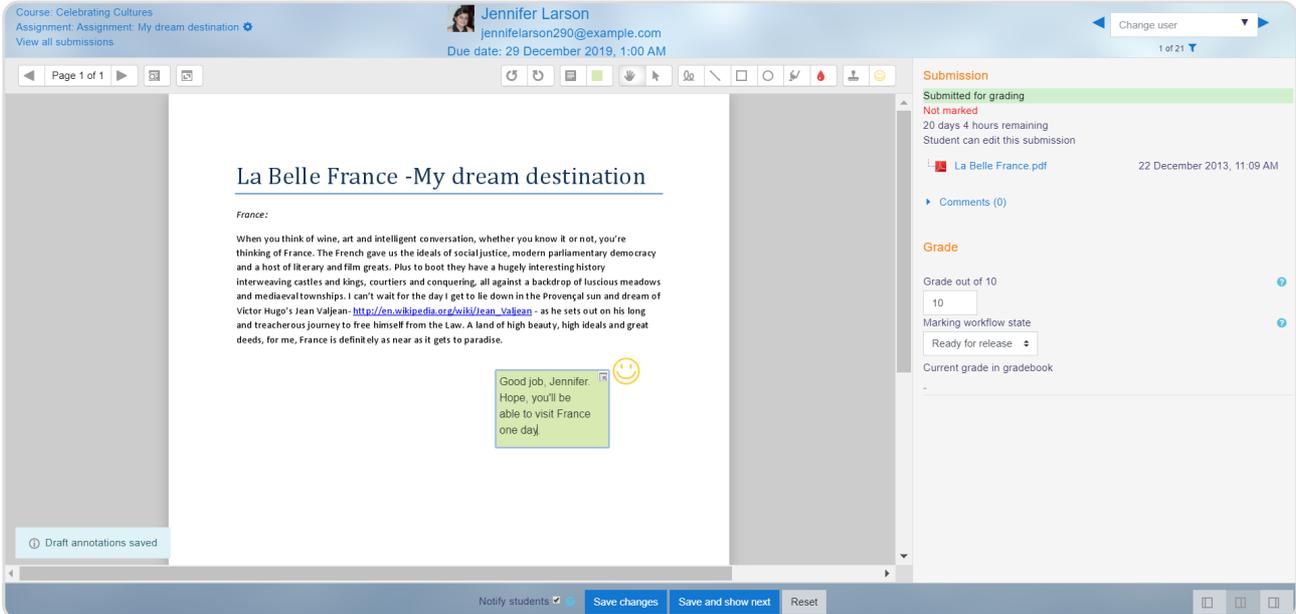
You'll get in the Grading summary page with two options: View all submissions or Grade.

Click **View all submissions**, to begin with. After doing so, you'll see the list of all enrolled users and their submissions (or lack thereof). For more convenience, you can assign statuses, so it's always clear for you which work still needs marking or review.

Select	User picture	First name / Surname	Email address	Status	Grade	Edit	Last modified (submission)	File submissions	Submission comments	Last modified (grade)	Annotate PDF
<input type="checkbox"/>		Jennifer Larson	jennifelarson290@example.com	Submitted for grading Not marked	Grade	Edit	Sunday, 22 December 2013, 11:09 AM	La Belle France.pdf 22 December 2013, 11:09 AM	Comments (0)	-	
<input type="checkbox"/>		Frances Banks	francesbanks231@example.com	Submitted for grading Not marked	Grade	Edit	Sunday, 22 December 2013, 11:08 AM	GERMANY.pdf 22 December 2013, 11:08 AM	Comments (0)	-	
<input type="checkbox"/>		William Kim	williamkim176@example.com	Submitted for grading In review	Grade	Edit	Sunday, 22 December 2013, 11:05 AM	Italy.pdf 22 December 2013, 11:05 AM	Comments (0)	Monday, 16 June 2014, 8:48 AM	

Click **Grade** if you're ready to begin reviewing some students' assignments.

The gradebook's interface allows you to leave annotations, text comments, mark with colors, and put various stamps as feedback. **Enter the grade** for the student's submission in the right panel, change the status, and then click **Save changes** to quit or **Save and show next** to proceed.



The screenshot displays the Moodle gradebook interface. The main content area shows a student submission titled "La Belle France -My dream destination" with a paragraph of text about France. A green annotation box with a smiley face icon contains the text: "Good job, Jennifer. Hope, you'll be able to visit France one day!". The right-hand panel shows the submission details, including the status "Not marked", the submission date "22 December 2013, 11:09 AM", and the "Grade" section with a dropdown menu set to "10". The bottom of the interface features buttons for "Save changes", "Save and show next", and "Reset".

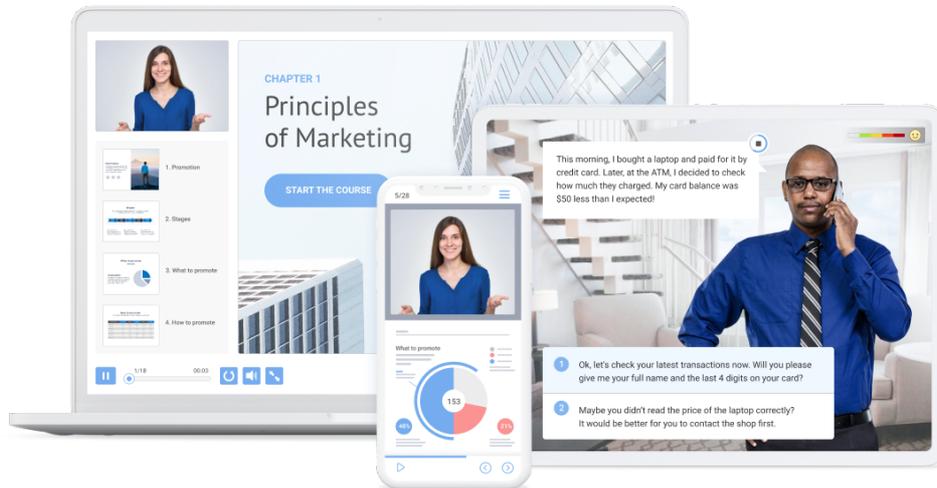
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or drop us a line at support@ispring.com