



User Manual for Teacher

2025/08/13



博識通資訊
PosBoss IT

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Preface

Introduction

- In the Moodle environment, teachers add resources and activities for their students. These can be as simple as pages with downloadable documents or as complex as a series of interactive tasks for learning.
- The course page consists of a central section containing tasks and side blocks. Course teachers have control over the layout of the course homepage and can change it at any time. They can also track progress in multiple ways.
- Students can be enrolled manually by the teacher, automatically by the site administrator, or be allowed to self-enroll. Students can also be grouped to differentiate them by course category or to separate tasks.

What is Moodle?

- Moodle is an open-source Course Management System (CMS), also known as a Learning Management System (LMS) or Virtual Learning Environment (VLE).
- The platform interface is simple and elegant, allowing users to adjust and customize content at any time.
- It supports various devices (computers, tablets, mobile phones) for online distance teaching and mobile learning.
- Since its release in 2002, it has been used in over 150 countries and 70 languages worldwide. The latest Long-Term Support (LTS) version of Moodle is 4.5, and the project is still under continuous development and improvement.

Moodle Helper

When adding or editing any item in Moodle, you'll almost always see a question mark icon (?). Clicking this icon provides detailed information about that specific function, helping you understand its purpose instantly.

Remind me to grade by

?

☐ Enable

11

July

2025

09

39

☐ Always show description

Submission types

Submission types

☐ Online text

☒ File submissions

?

If enabled, students are able to upload one or more files as their submission.

Maximum number of uploaded files

?

1

Maximum submission size

?

Site upload limit (50 MB)

Accepted file types

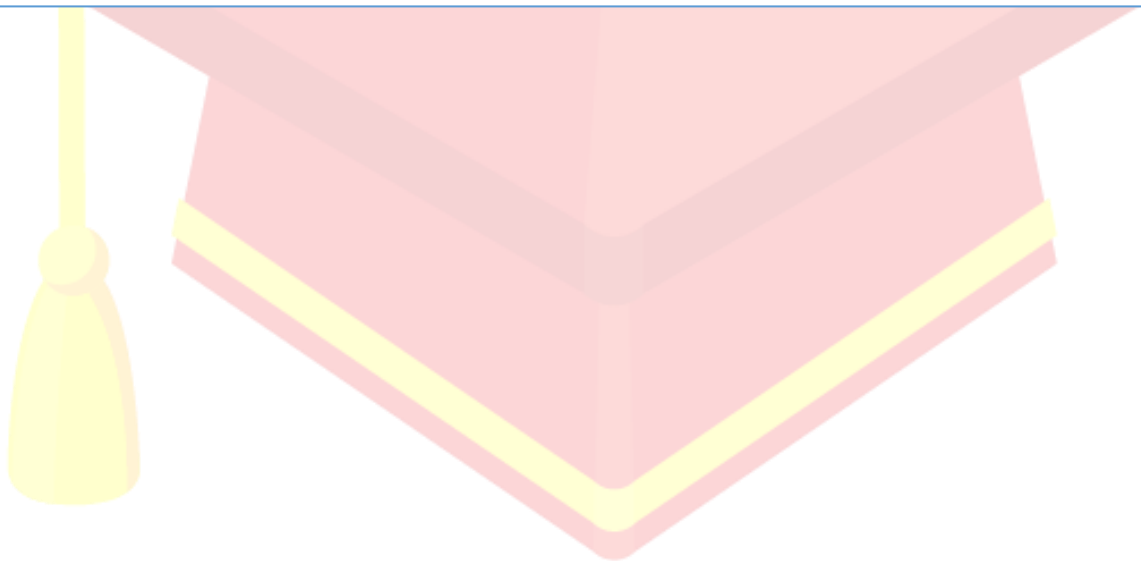
?

Choose

No selection

> Feedback types

> Submission settings

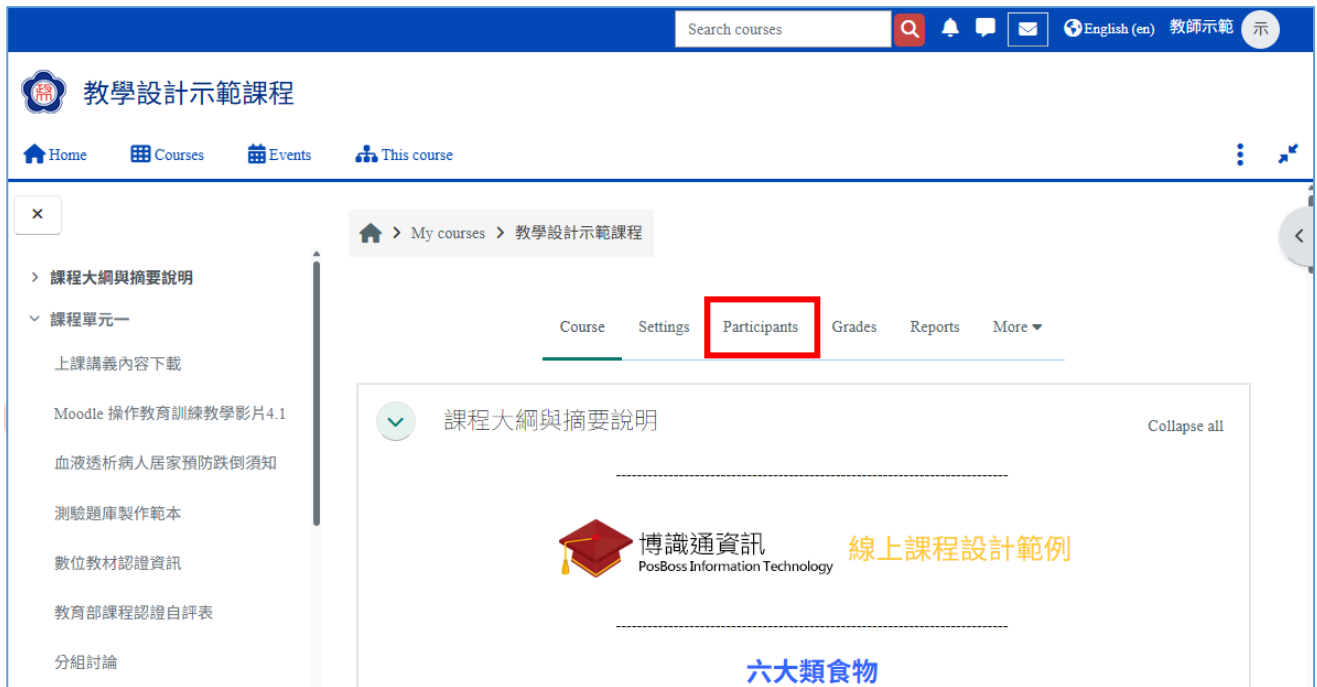


1、Setting Teaching Assistant

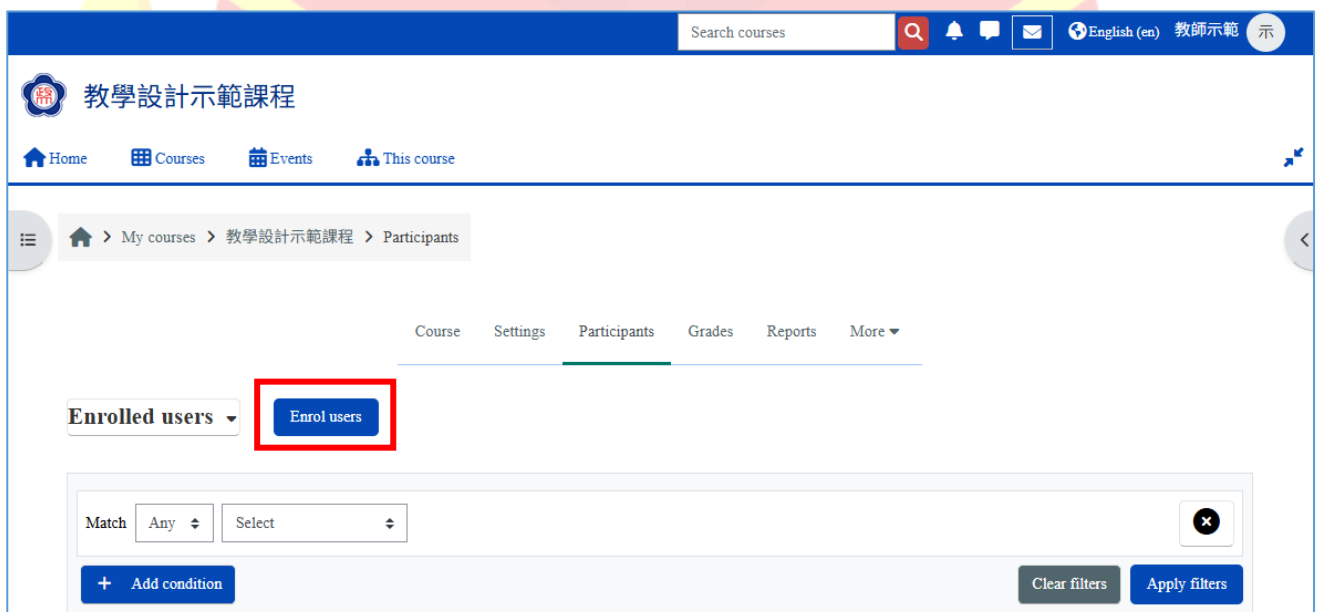
Teaching assistants can help with teaching activities like grading and feedback but cannot delete or modify any course activities or resources.

1-1 The Candidate Teaching Assistant Is "Not" Enrolled

Navigate to your course and click "Participants" in the navigation bar.



Click the "Enrol users" button.



In the pop-up window, search for and select the user.

Enrol users

Enrolment options

Select users

No selection

Assign role

Show more...

Cancel Enrol users

In the "Assign role" field, choose "Teaching Assistant".

Click the "Enrol users" button to finalize.

Enrol users

Enrolment options

Select users

Assign role

Show more...

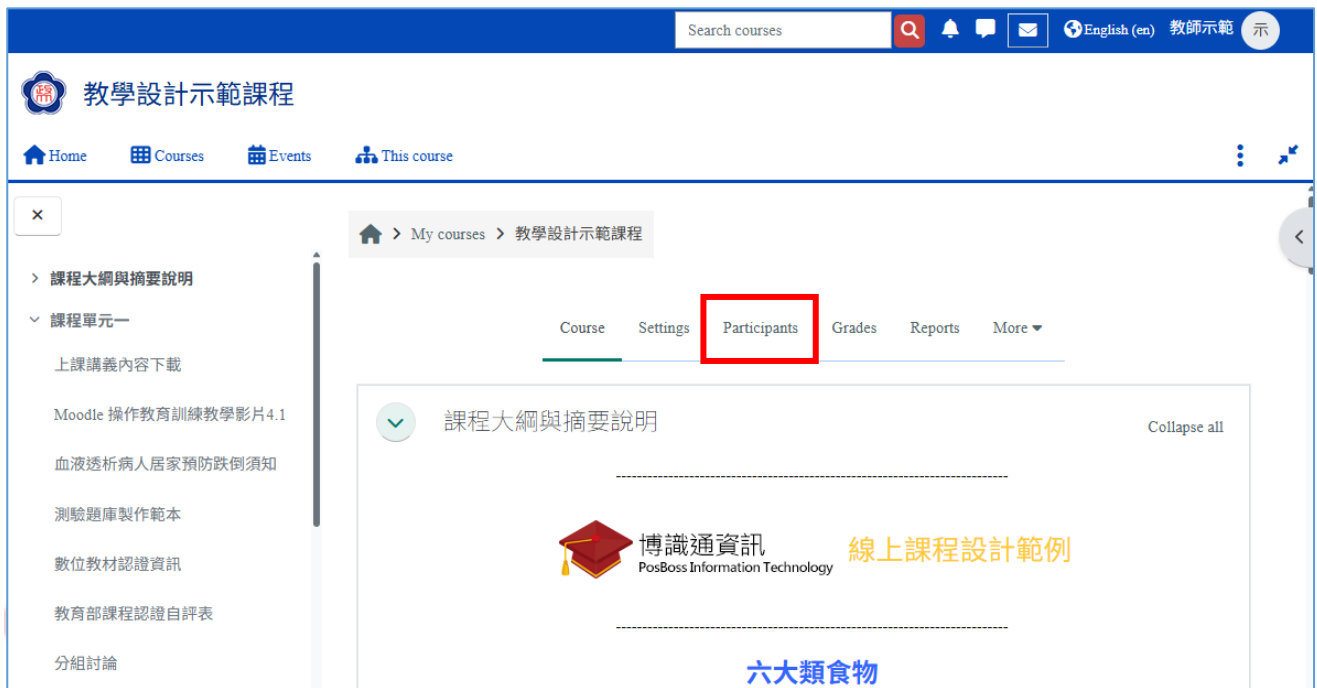
Cancel Enrol users

The enrollment process is now complete.

First name / Last name ↑ / Alternate name	Username	Email address	Department	Roles	Groups	Last access to course	Status
<input type="checkbox"/> StudentCCTRS	student	student@nccu.edu.tw		Student	分組2, 群組A	92 days	Active
<input type="checkbox"/> C TACCTRS	ta	ta@nccu.edu.tw		助教 Teaching Assistant	No groups	Never	Active

1-2 The Candidate Teaching Assistant is Already Enrolled

Navigate to your course and click **"Participants"** in the navigation bar.



Search courses

English (en) 教師示範 示

教學設計示範課程

Home Courses Events This course

My courses > 教學設計示範課程

Course Settings **Participants** Grades Reports More

課程大綱與摘要說明

課程單元一

上課講義內容下載

Moodle 操作教育訓練教學影片4.1

血液透析病人居家預防跌倒須知

測驗題庫製作範本

數位教材認證資訊

教育部課程認證自評表

分組討論

課程大綱與摘要說明

博識通資訊 PosBoss Information Technology

線上課程設計範例

六大類食物

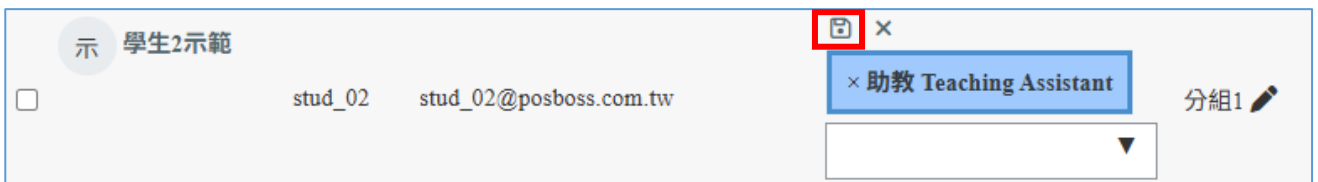
Find the candidate user on the participant list and click the pencil icon next to their **"Roles"** field.

First name / Last name / Alternate name	Username	Email address	Department	Roles	Groups	Last access to course	Status
<input type="checkbox"/> StudentCCTRS	student	student@nccu.edu.tw		Student	分組2, 群組A	92 days	Active
<input type="checkbox"/> C TACCTRS	ta	ta@nccu.edu.tw		助教 Teaching Assistant	No groups	Never	Active
<input type="checkbox"/> 示 學生2示範	stud_02	stud_02@posboss.com.tw		Student	分組1	111 days 20 hours	Active
<input type="checkbox"/> 示 教師示範	posboss123	posboss@nccu.edu.tw		Teacher	分組1, 群組B	25 mins 14 secs	Active

From the dropdown menu, select **"Teaching Assistant"**.

<input type="checkbox"/> 示 學生2示範	stud_02	stud_02@posboss.com.tw		<div><div></div><div>助教 Teaching Assistant</div></div>	分組1	111 days 20 hours	Active
<input type="checkbox"/> 示 教師示範	posboss123	posboss@nccu.edu.tw		合授教師 Co-instructor	分組1, 群組B	25 mins 14 secs	Active
<input type="checkbox"/> 示 學生1示範	stud_01	stud_01@posboss.com.tw		其他 (含加簽、旁聽)	分組1	77 days 11 hours	Active

After the role appears in the field, click the save button.



示 學生2示範

☐ stud_02 stud_02@posboss.com.tw

× 助教 Teaching Assistant

分組1

The role field will now show "Teaching Assistant".



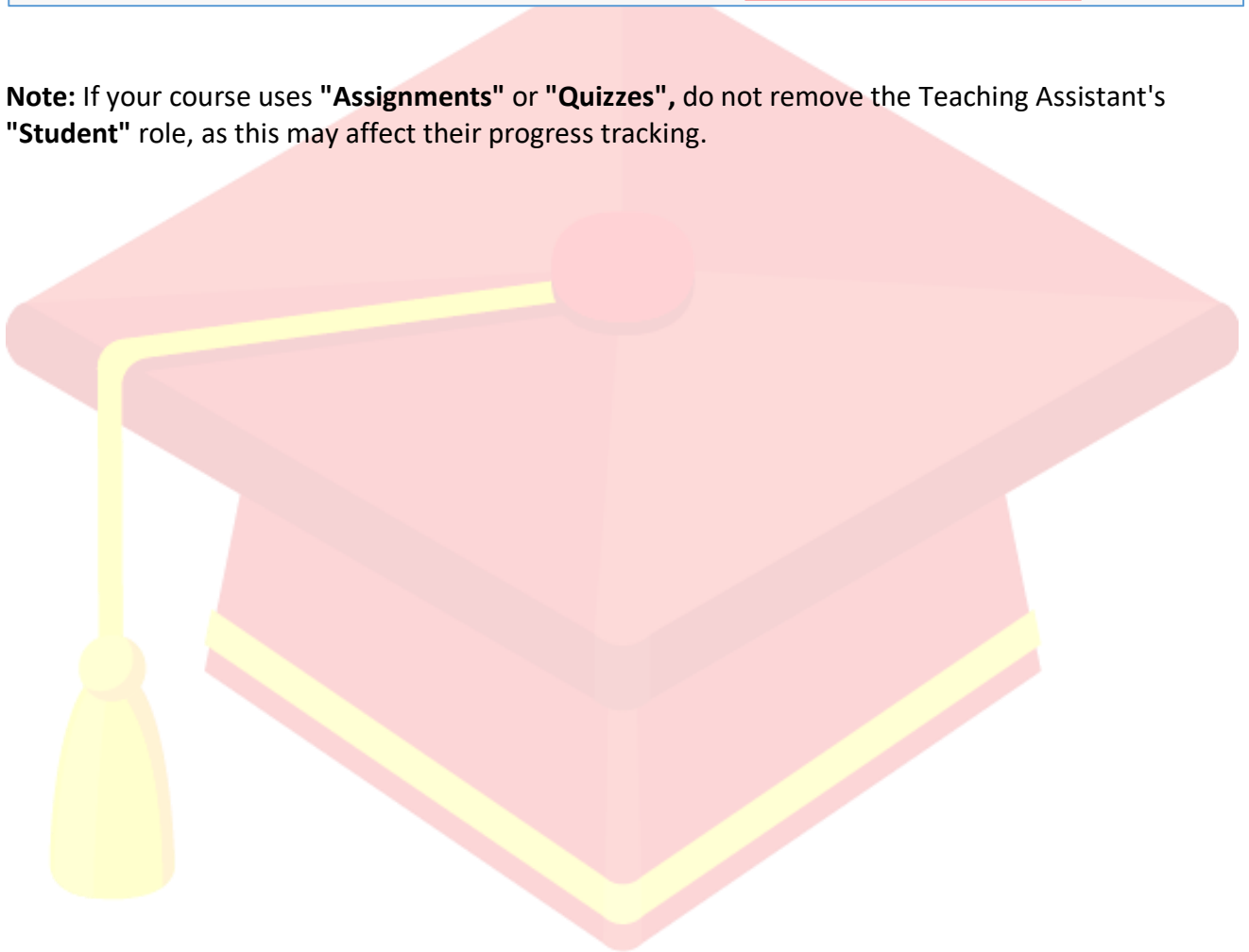
示 學生2示範

☐ stud_02 stud_02@posboss.com.tw

Student, 助教 Teaching Assistant

分組1

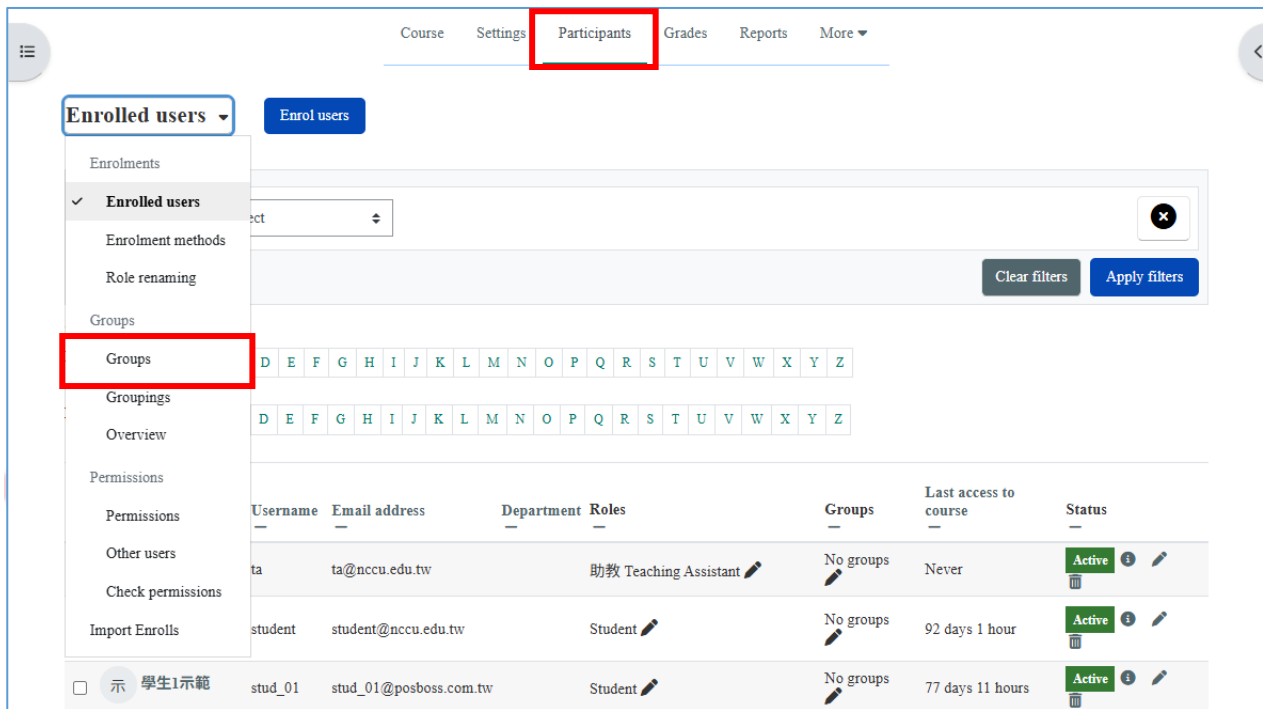
Note: If your course uses "Assignments" or "Quizzes", do not remove the Teaching Assistant's "Student" role, as this may affect their progress tracking.



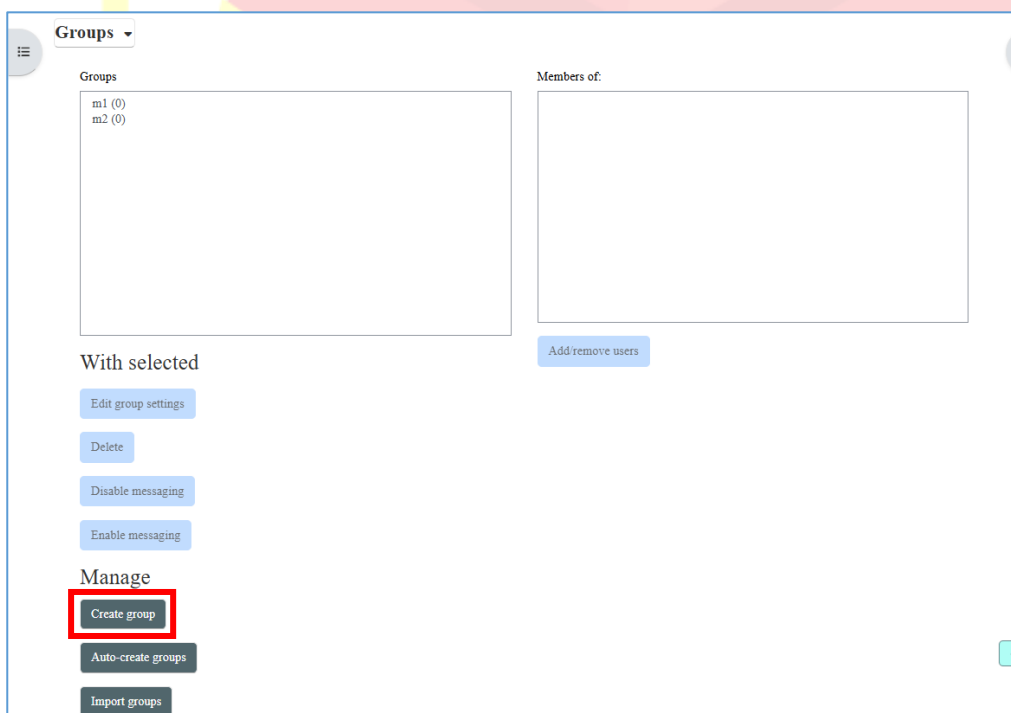
2 、 Group Settings

The grouping function is useful for courses that require small group discussions or group assignments.

In your course, click **"Participants"** > then **"Groups"** from the dropdown menu on the left.



Next, click **"Create group"**.



In the editing screen, fill in the **"Group name"** and click **"Save changes"**.

Course Settings Participants Grades Reports More ▾

General

Group name Team1

Group ID number

Group description

Edit View Insert Format Tools Table Help

0 words Build with tinyMCE

Save changes Cancel

If you need to create multiple groups, repeat this step.

Once all groups are created, select a group and click **"Add/remove users"**.

Groups ▾

Groups

Team1 (0)
Team2 (0)

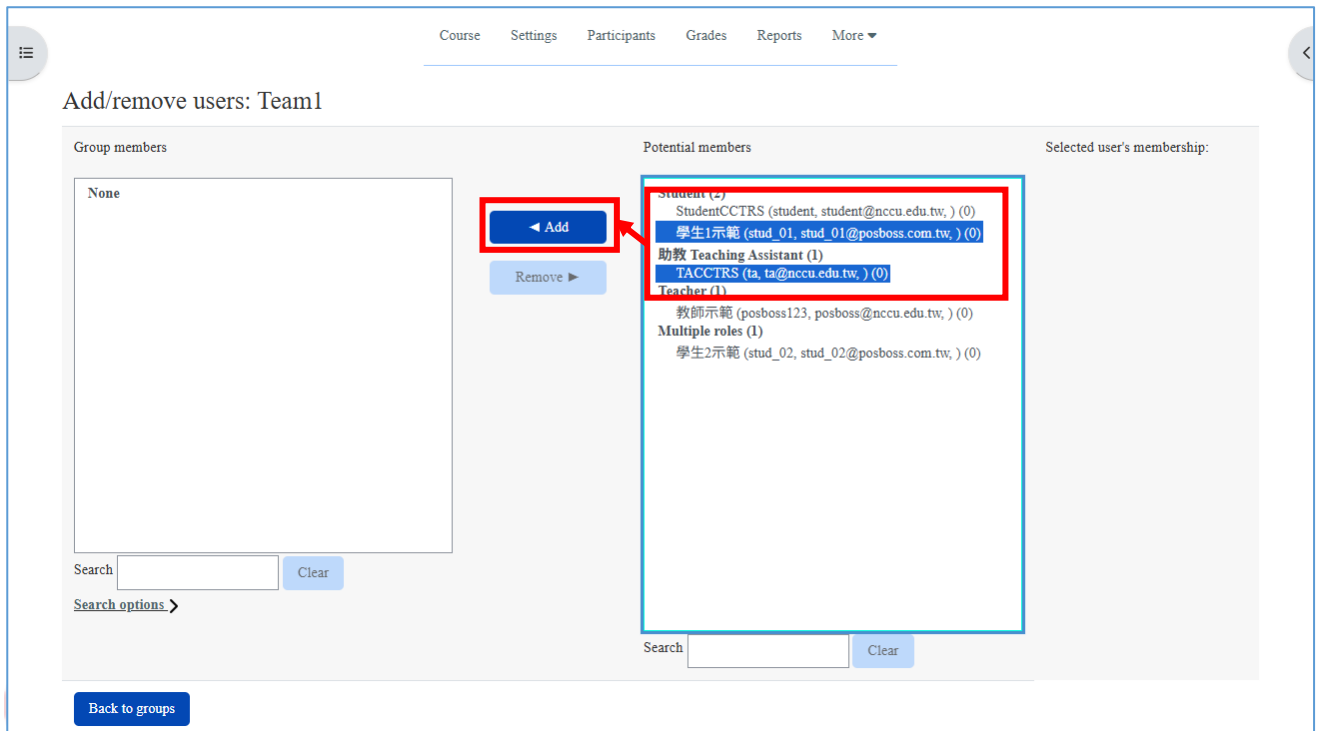
Members of Team1 (0)

Add/remove users

With selected

Edit group settings

Move the **"Potential members"** from the right column to the **"Group members"** on the left, then click **"Add"**.



Course Settings Participants Grades Reports More ▾

Add/remove users: Team1

Group members

None

Search Clear

[Search options >](#)

Back to groups

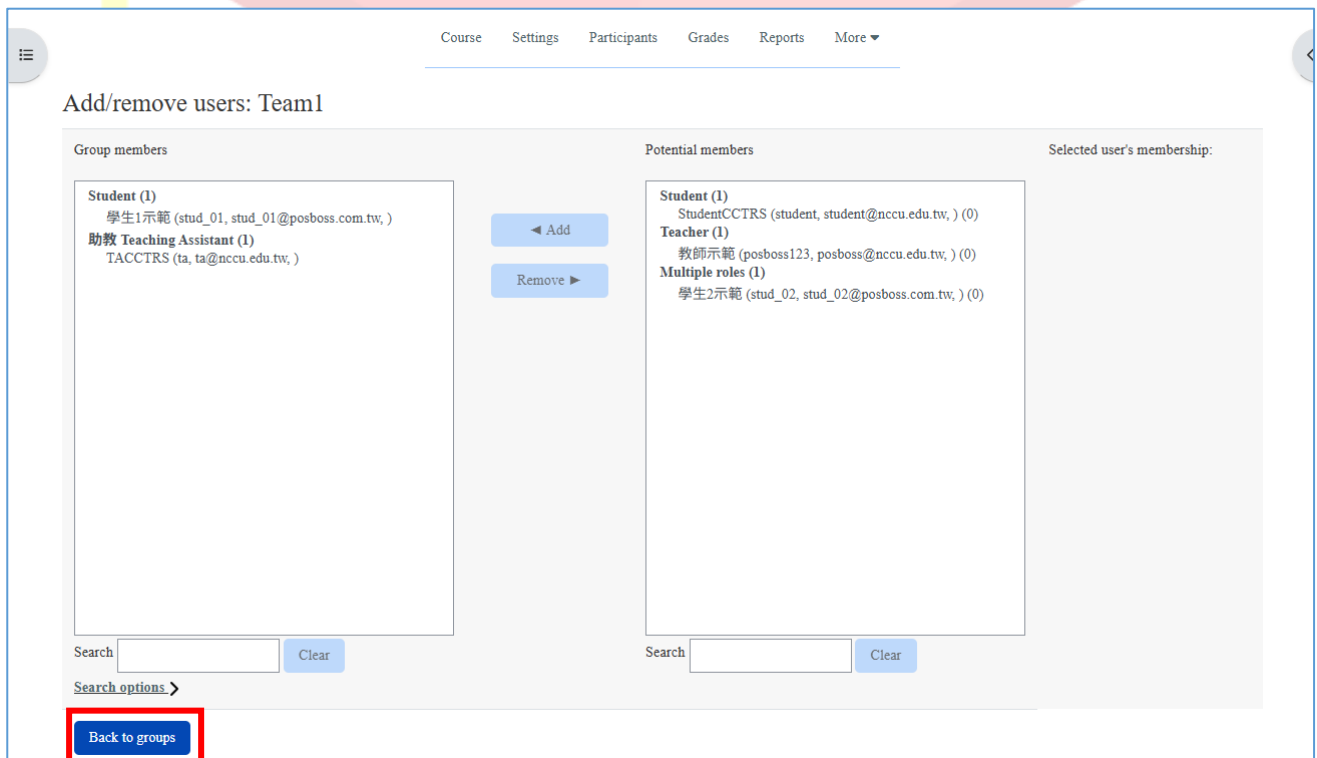
Potential members

Student (2)
StudentCCTRS (student, student@nccu.edu.tw,) (0)
學生1示範 (stud_01, stud_01@posboss.com.tw,) (0)
助教 Teaching Assistant (1)
TACCTRS (ta, ta@nccu.edu.tw,) (0)
Teacher (1)
教師示範 (posboss123, posboss@nccu.edu.tw,) (0)
Multiple roles (1)
學生2示範 (stud_02, stud_02@posboss.com.tw,) (0)

Search Clear

Selected user's membership:

Click **"Back to groups"** and repeat this process for the other groups.



Course Settings Participants Grades Reports More ▾

Add/remove users: Team1

Group members

Student (1)
學生1示範 (stud_01, stud_01@posboss.com.tw,)
助教 Teaching Assistant (1)
TACCTRS (ta, ta@nccu.edu.tw,)

Search Clear

[Search options >](#)

Back to groups

Potential members

Student (1)
StudentCCTRS (student, student@nccu.edu.tw,) (0)
Teacher (1)
教師示範 (posboss123, posboss@nccu.edu.tw,) (0)
Multiple roles (1)
學生2示範 (stud_02, stud_02@posboss.com.tw,) (0)

Search Clear

Selected user's membership:

Back in the group overview, select another group and repeat the steps above.

Add/remove users: Team2

Group members

Teacher (1)
教師示範 (posboss123, posboss@nccu.edu.tw,)

Multiple roles (1)
學生2示範 (stud_02, stud_02@posboss.com.tw,)

◀ Add

Remove ▶

Search

Clear

[Search options >](#)

Potential members

Student (2)
StudentCCTRS (student, student@nccu.edu.tw,) (0)

學生1示範 (stud_01, stud_01@posboss.com.tw,) (1)

助教 Teaching Assistant (1)
TACCTRS (ta, ta@nccu.edu.tw,) (1)

Search

Clear

Selected user's membership:

[Back to groups](#)

Returning to the participant list, you will see the completed group setup as shown below.

Course

Settings

Participants

Grades

Reports

More ▾

Enrolled users ▾

Enrol users

Match

Any ▾

Select ▾

✕

+ Add condition

Clear filters

Apply filters

5 participants found

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

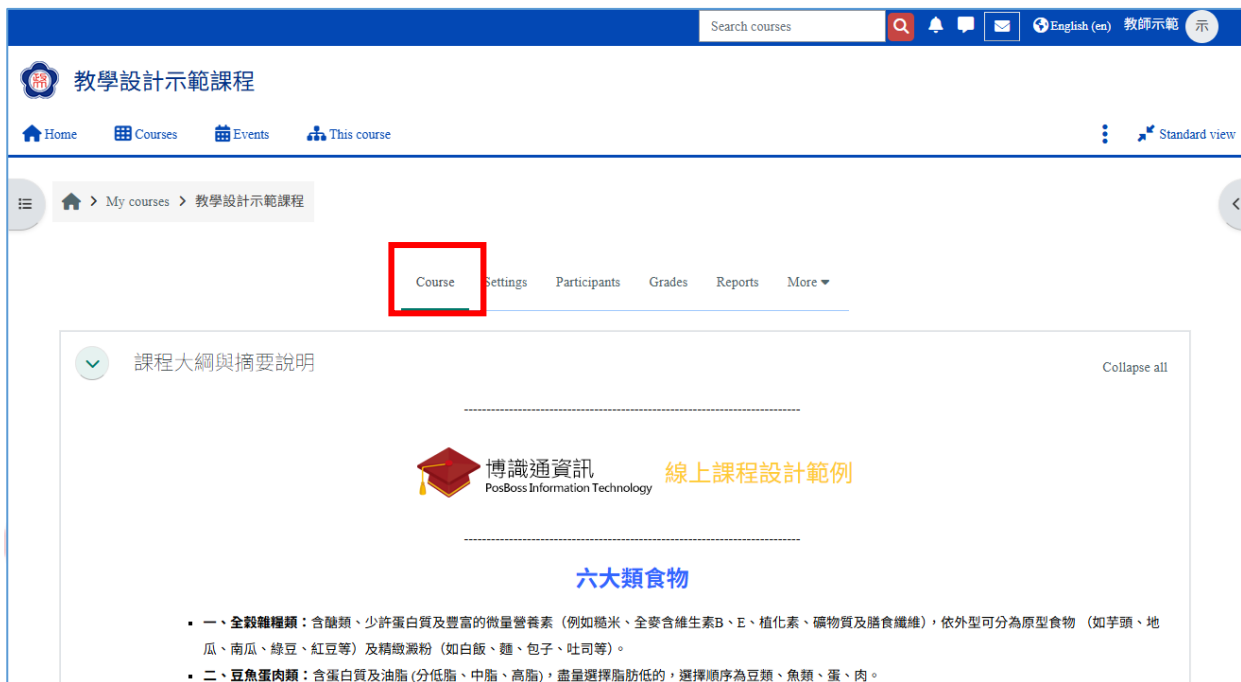
Last name

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

<input type="checkbox"/>	First name / Last name ↑ / Alternate name	Username	Email address	Department	Roles	Groups	Last access to course	Status
<input type="checkbox"/>	StudentCCTRS	student	student@nccu.edu.tw		Student	No groups	92 days 1 hour	Active
<input type="checkbox"/>	C TACCTRS	ta	ta@nccu.edu.tw		助教 Teaching Assistant	Team1	Never	Active
<input type="checkbox"/>	示 學生2示範	stud_02	stud_02@posboss.com.tw		Student, 助教 Teaching Assistant	Team2	111 days 21 hours	Active
<input type="checkbox"/>	示 教師示範	posboss123	posboss@nccu.edu.tw		Teacher	Team2	5 secs	Active
<input type="checkbox"/>	示 學生1示範	stud_01	stud_01@posboss.com.tw		Student	Team1	77 days 12 hours	Active

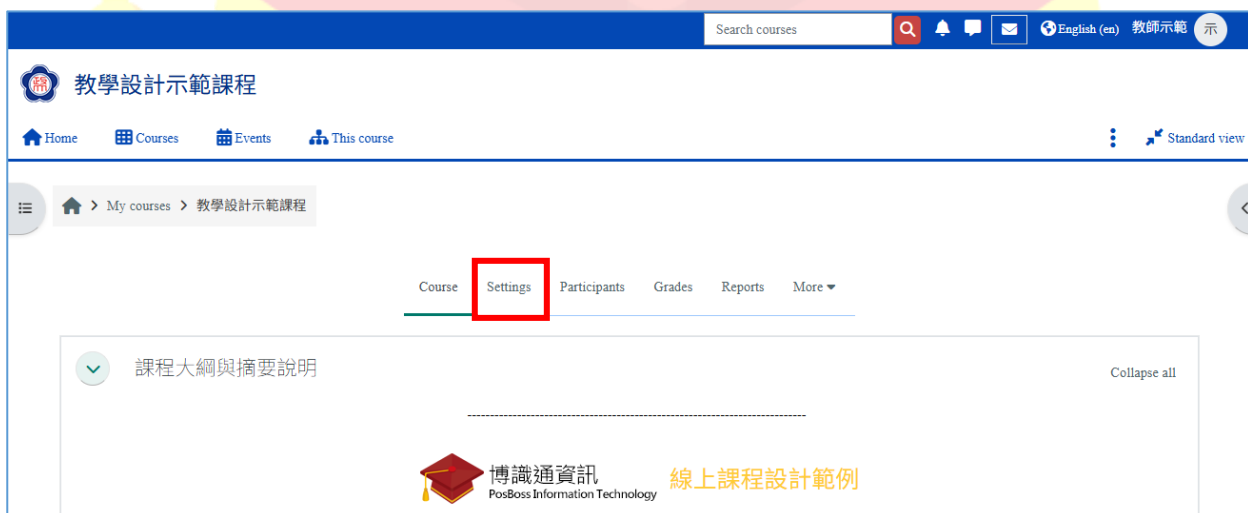
3、Course Management

A course is a dedicated space on the Moodle site where teachers provide learning materials. A teacher can manage multiple courses, and a course can have multiple teachers or student groups.



3-1 Course Format

You can choose different course formats to present the content, mainly "**Weekly sections**" or "**Custom sections**". To change the format, go to the course and click "Settings."



In the "Course format" dropdown select "Custom sections" and click "Save and display".

Course format

Format: Custom sections

Hidden sections: ?

Course layout: ?

Appearance

Files and uploads

Completion tracking

Groups

Tags

Custom sections (selected): The course is divided into customisable sections.

Weekly sections: The course is divided into sections corresponding to each week, beginning from the course start date.

Single activity: The course contains only one activity or resource.

Social: The course is centred around a main forum on the course page. Additional activities and resources can be added using the Social activities block.

Save and return Save and display Cancel

Required

Appear in the "Custom sections".

Search courses

English (en) 教師示範

教學設計示範課程

Home Courses Events This course

Standard view

My courses > 教學設計示範課程

Course Settings Participants Grades Reports More

課程大綱與摘要說明

課程單元一

上課講義內容下載 PDF

6.8 MB

Moodle 操作教育訓練教學影片4.1

Hidden from students

Completion

For "**Weekly sections**", repeat the steps above and select "**Weekly sections**" from the dropdown, then click "**Save and display**".

The screenshot shows the 'Course format' selection interface in Moodle. On the left, there is a sidebar with navigation links: 'Course format' (selected), 'Appearance', 'Files and uploads', 'Completion tracking', 'Groups', and 'Tags'. The 'Course format' section is expanded, showing a dropdown menu with 'Weekly sections' selected. Below the dropdown, there are four radio button options: 'Custom sections' (unselected), 'Weekly sections' (selected and highlighted with a red box), 'Single activity' (unselected), and 'Social' (unselected). Each option has a brief description. At the bottom of the form, there are three buttons: 'Save and return', 'Save and display' (highlighted with a red box), and 'Cancel'.

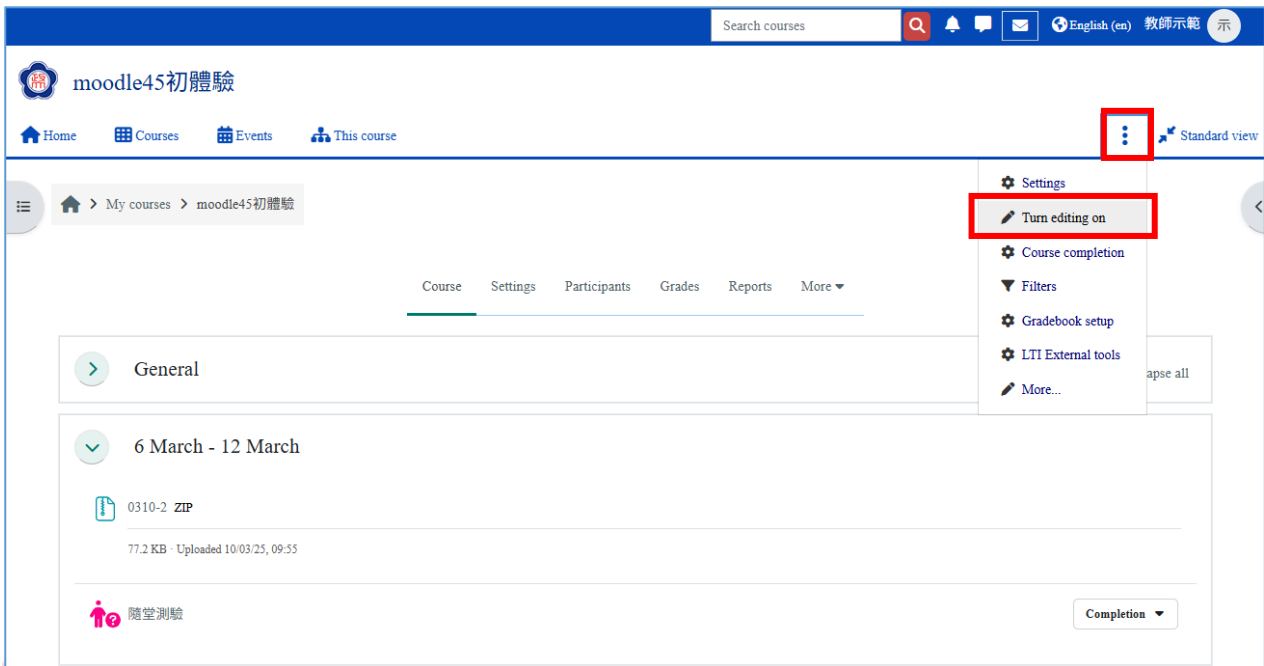
Appear in the "**Weekly sections**".

The screenshot shows the Moodle course page for 'moodle45初體驗'. The top navigation bar includes a search bar, a language selector (English (en)), and a user profile icon. Below the navigation bar, there is a breadcrumb trail: 'Home > Courses > Events > This course'. The main content area shows a list of sections: 'General', '6 March - 12 March', '13 March - 19 March', and '20 March - 26 March'. The '6 March - 12 March' section is expanded, showing a resource '0310-2' (ZIP file, 77.2 KB, uploaded 10/03/25, 09:55) and a quiz '隨堂測驗'. The 'Add an activity or resource' button is visible at the bottom of the section.

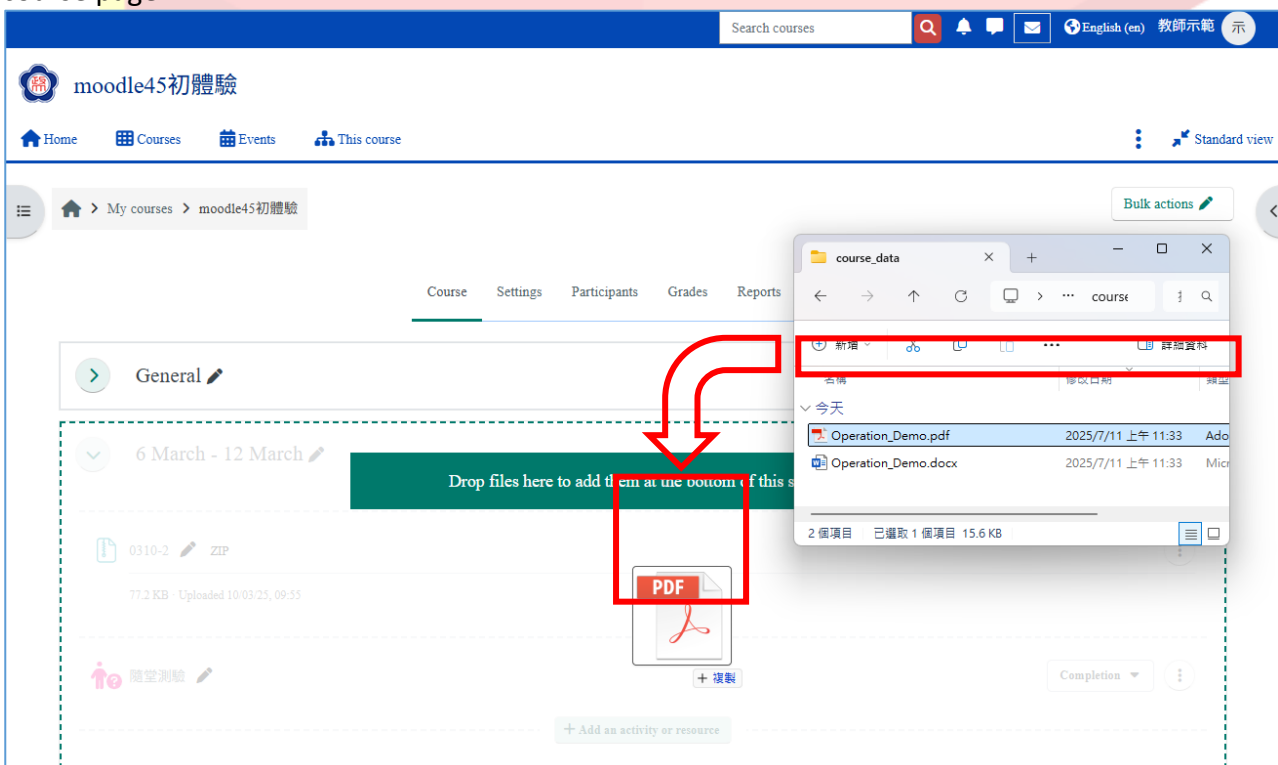
Note: If you have already set up **Custom sections** and renamed the sections, switching to **Weekly sections** will not change the modified section names.

3-2 Uploading Files

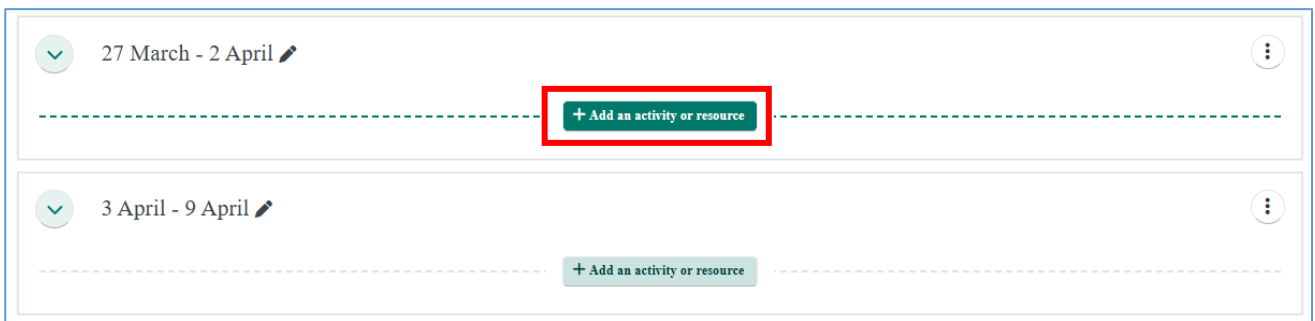
Click the "Turn editing on" button at the top right.



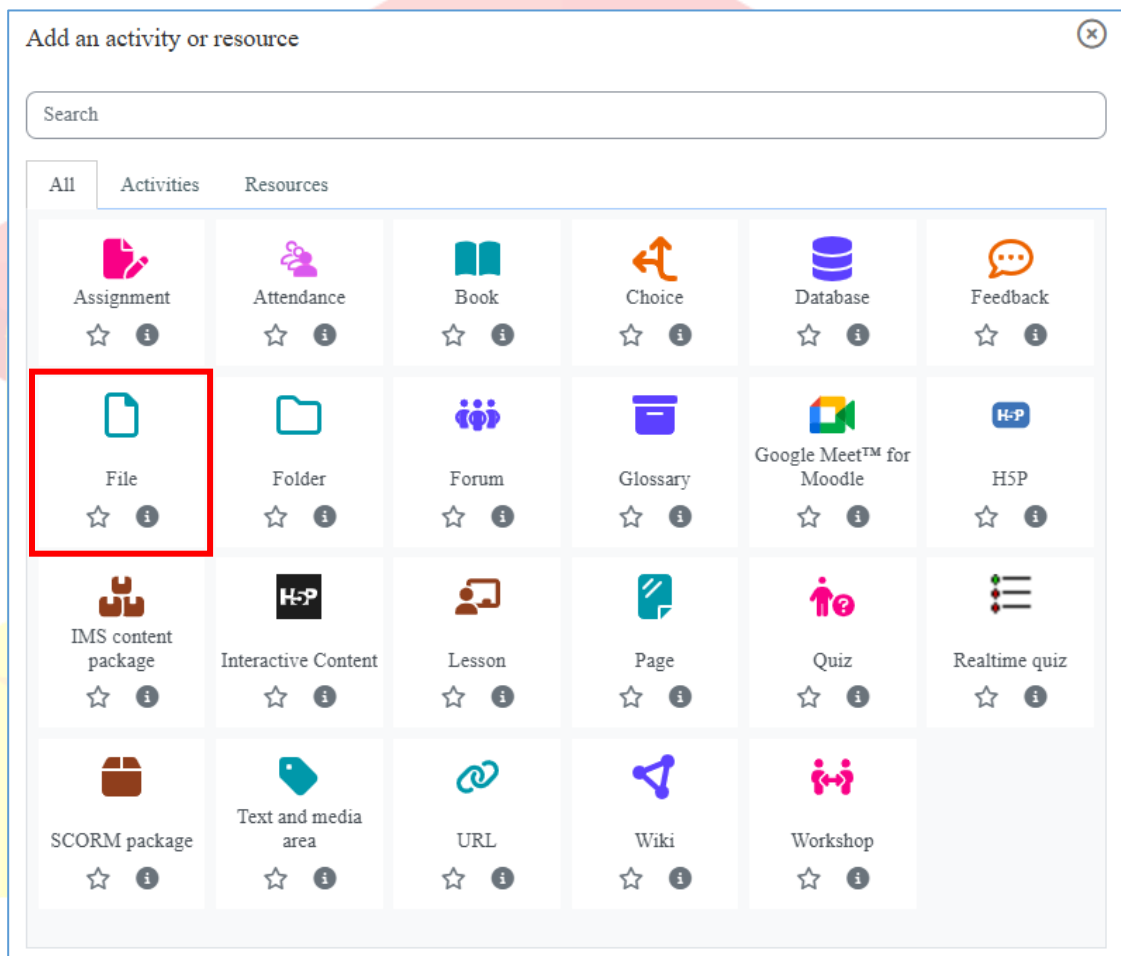
For common files (such as Word, PPT, or PDF), the easiest way is to drag the file directly onto the course page.



Add other activities or resources, click the **"Add an activity or resource"** button.



In the pop-up window, select the activity or the resource you want. For **"File"** as an example:



Fill in the file **"Name"**.

Select the file you want to upload.

Home Courses Events This course Standard view

Course Settings Participants Grades Reports More

New File

Expand all

General

Name

Description

Select files

Display description on course page

Maximum size for new files: 50 MB

You can drag and drop files here to add them.

Click **"Save and return to course"** to finish.

Save and return to course Save and display Cancel

Now the file upload is complete.

Assignment






Assignment2 Demo PDF







+ Add an activity or resource




3-3 Overview of Learning Activities and Resources

Descriptions of Each Learning Activity and Resource (Some activities may require additional plugins; their availability may vary.)













【Activities】










 <p>SCORM package</p> <p>☆ ⓘ</p>	<p>Enables SCORM packages to be included as course content</p>
 <p>H5P</p> <p>☆ ⓘ</p>	<p>Enables H5P content created in the Content bank or on h5p.com or with the lumi App to be easily added to a course as an activity.</p>
 <p>Wiki</p> <p>☆ ⓘ</p>	<p>A collection of web pages that anyone can add to or edit</p>
 <p>Lesson</p> <p>☆ ⓘ</p>	<p>For delivering content in flexible ways</p>
 <p>Quiz</p> <p>☆ ⓘ</p>	<p>Allows the teacher to design and set quiz tests, which may be automatically marked and feedback and/or to correct answers shown</p>

 <p>Glossary</p> <p>☆ ⓘ</p>	<p>Enables participants to create and maintain a list of definitions, like a dictionary</p>
 <p>Choice</p> <p>☆ ⓘ</p>	<p>A teacher asks a question and specifies a choice of multiple responses</p>
 <p>Workshop</p> <p>☆ ⓘ</p>	<p>Enables peer assessment</p>
 <p>Feedback</p> <p>☆ ⓘ</p>	<p>For creating and conducting surveys to collect feedback.</p>
 <p>Forum</p> <p>☆ ⓘ</p>	<p>Allows participants to have asynchronous discussions</p>
 <p>Database</p> <p>☆ ⓘ</p>	<p>Enables participants to create, maintain and search a bank of record entries</p>

 <p>Assignment</p>  	<p>Enable teachers to grade and give comments on uploaded files and assignments created on and offline</p>
---	--

【Resources】

 <p>IMS content package</p>  	<p>For adding static material from other sources with the standard IMS content package format.</p>
 <p>Text and media area</p>  	<p>For displaying text and multimedia on the course page.</p>
 <p>File</p>  	<p>A picture, PDF file, spreadsheet, sound file, video file or any other file type. Where possible, the file will be displayed within the course interface; otherwise, students will be prompted to download it.</p>
 <p>Book</p>  	<p>A multi-page resource in a book-like format, with chapters and subchapters. Books can contain media files as well as text and are useful for displaying lengthy passages of information which can be broken down into sections.</p>

 <p>URL</p>  	<p>For providing a web link as a course resource.</p>
 <p>Page</p>  	<p>A web page that a teacher creates using the text editor.</p>
 <p>Folder</p>  	<p>For helping organize files. A folder may contain other folders.</p>

3-4 Editing Courses

Once you "Turn editing on," you'll have full control to customize your course.

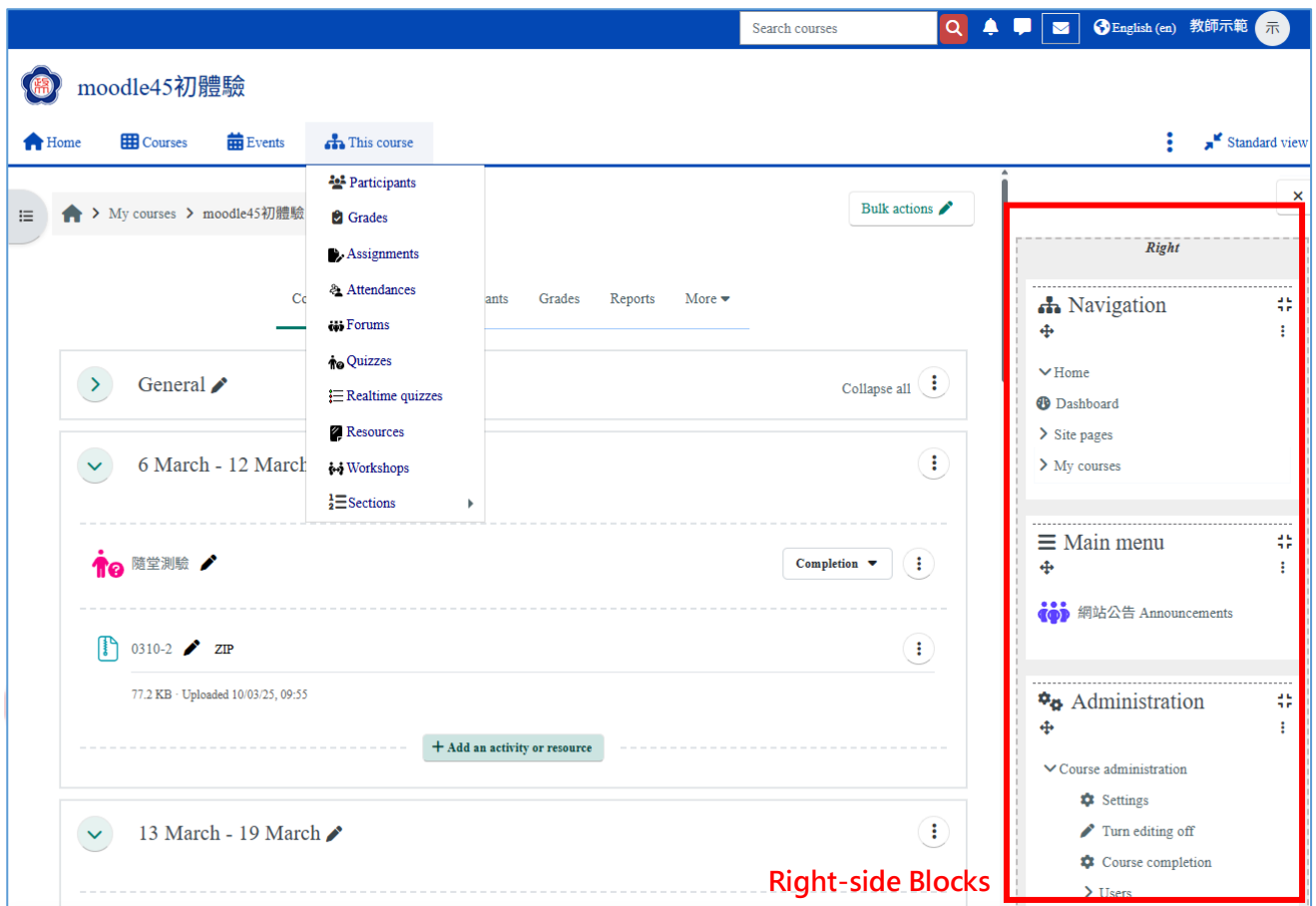
- **Edit Titles:** Click the **pencil icon** next to any section or activity to change its title.
- **Move Items:** Use the **drag-and-drop** function to easily rearrange the order of sections and learning activities.

The screenshot shows the Moodle course editing interface for a course titled "moodle45初體驗". The top navigation bar includes a search bar, a "Turn Editing On" button (highlighted with a red box), and a "Standard view" button. Below the navigation bar, the course settings are displayed, including a "General" tab (highlighted with a red box) and a "Settings" tab (highlighted with a red box). The "General" tab shows the course title "6 March - 12 March" (highlighted with a red box) and a section titled "Edit Section Title" (highlighted with a red box). Below this, there is a section titled "Edit Activity Title" (highlighted with a red box) and a section titled "Add an Activity or Resource" (highlighted with a red box). The "Settings" tab shows various settings for the course, including "Course full name", "Course short name", "Course category", "Course visibility", "Course start date", "Course end date", and "Course ID number".

Modify Course Module Settings: Click the **"Settings"** for any activity or resource to access its detailed configuration page and adjust all relevant details.

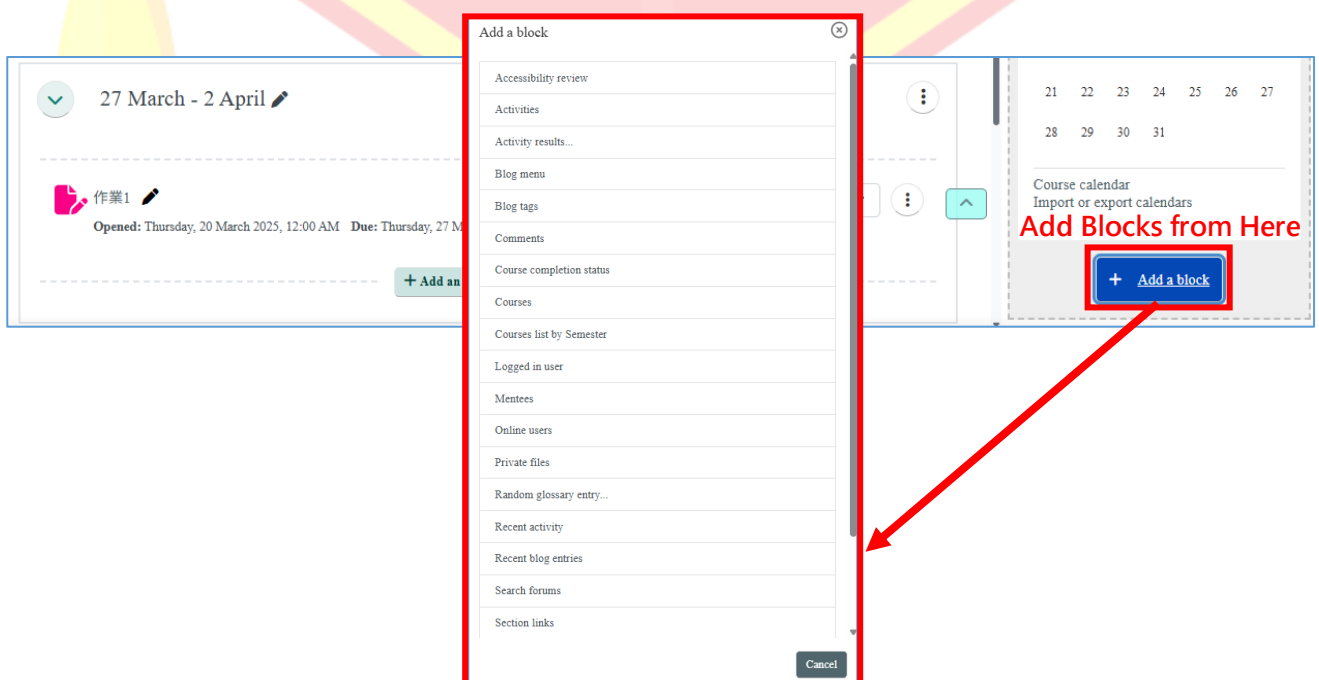
The screenshot shows the "Edit course settings" page in Moodle. The "Settings" tab is selected and highlighted with a red box. The page displays various settings for the course, including "General", "Course full name", "Course short name", "Course category", "Course visibility", "Course start date", "Course end date", and "Course ID number". The "General" section is expanded, showing the "Course full name" field with the value "moodle45初體驗" and the "Course short name" field with the value "moodle45初體驗". The "Course category" field is set to "其它". The "Course visibility" field is set to "Show". The "Course start date" is set to "6 March 2025 00:00". The "Course end date" is set to "10 April 2025 00:00". The "Calculate the end date from the number of sections" checkbox is checked.


You can also add extra features, known as **"Blocks"**, to the side of the central course area (this is typically on the left or right, depending on your theme).

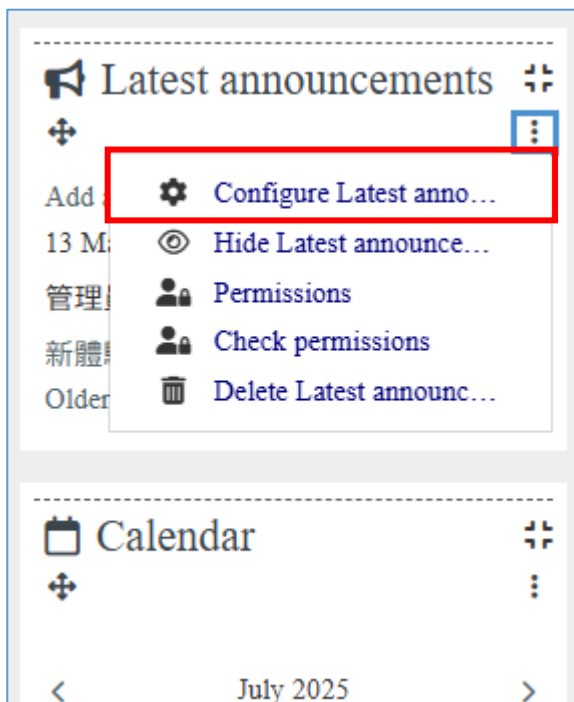


Adding a Block

1. Turn on editing mode.
2. Scroll to the bottom of the right-side list and click **"Add a block."**
3. Choose the block you want to add from the menu.

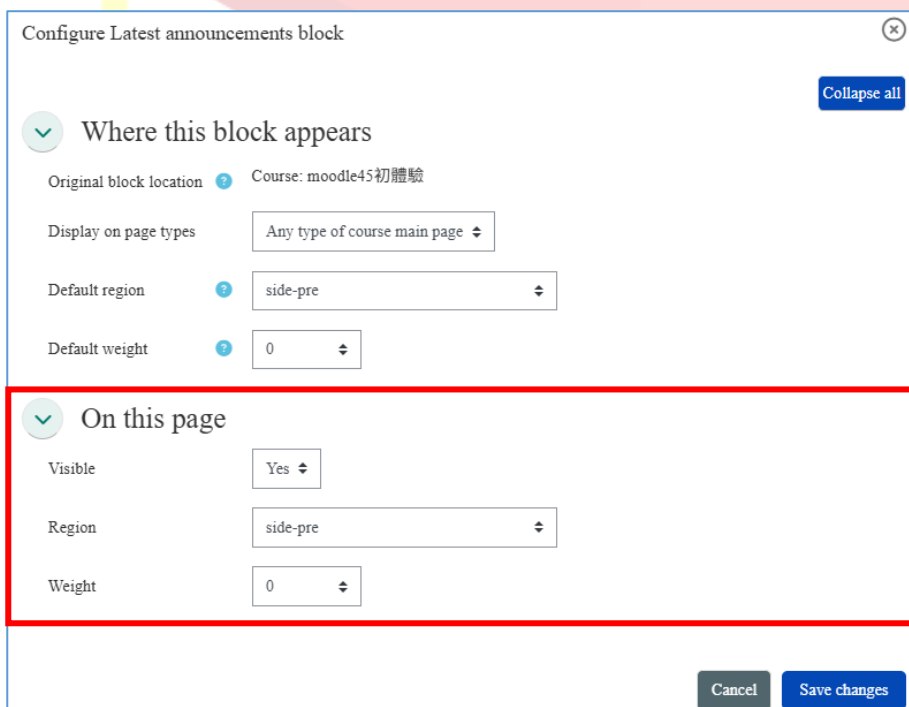


Block settings: After adding a block, click the icon  next to it to access its settings page.



Click gear icon (Configure)

Block display location: In the **"On this page"** section, you can use the **"Region"** setting to determine where the block is displayed on the page.

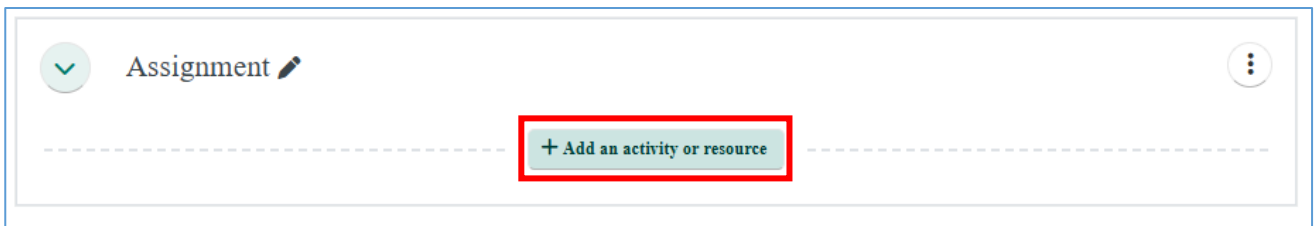
A screenshot of the 'Configure Latest announcements block' settings page. The page has a title bar with a close button. A 'Collapse all' button is in the top right. The 'Where this block appears' section is expanded, showing settings for 'Original block location' (Course: moodle45初體驗), 'Display on page types' (Any type of course main page), 'Default region' (side-pre), and 'Default weight' (0). The 'On this page' section is highlighted with a red box and contains settings for 'Visible' (Yes), 'Region' (side-pre), and 'Weight' (0). At the bottom are 'Cancel' and 'Save changes' buttons.

4 、 Assignment Management

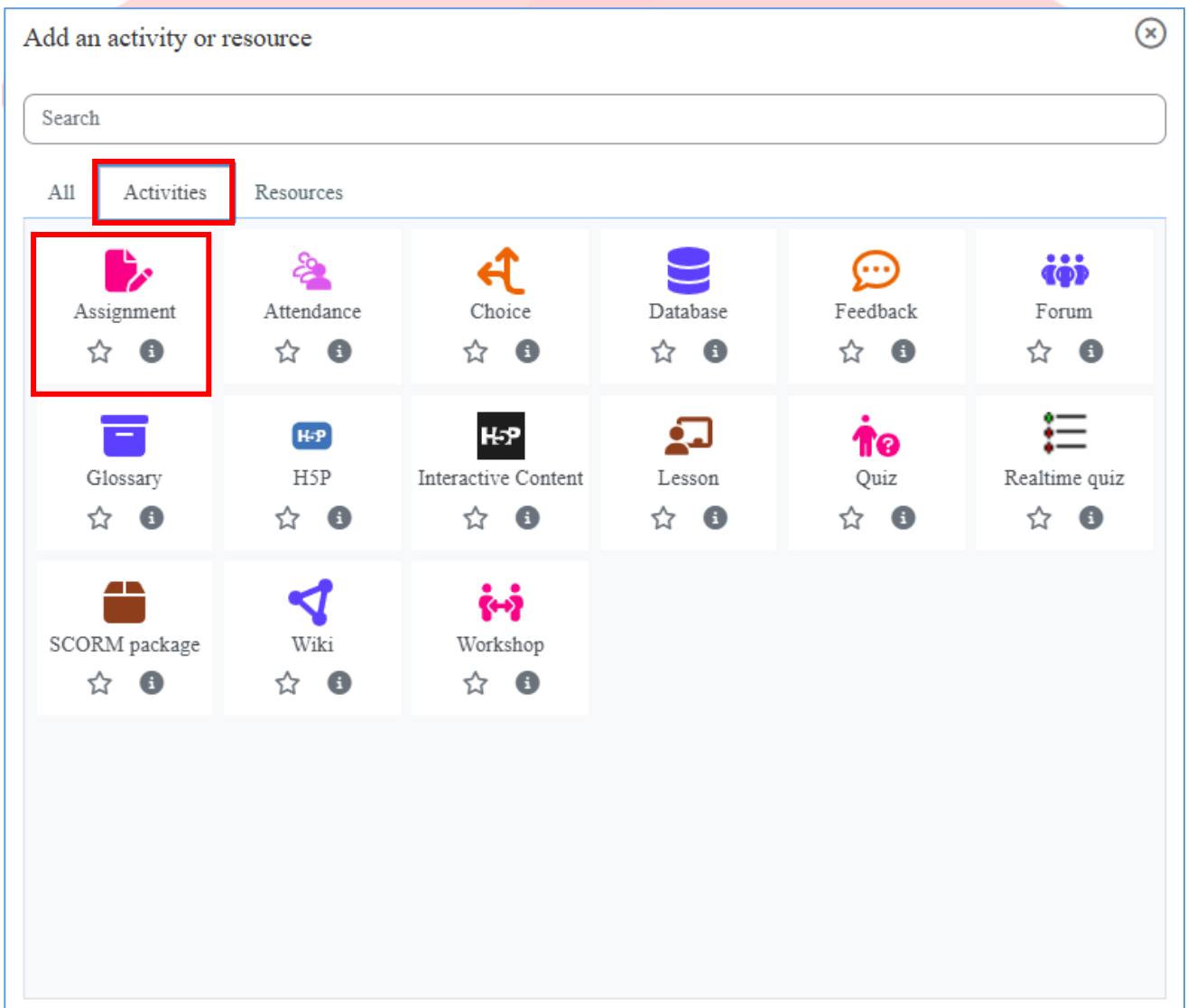
4-1 Creating an Assignment

First, on your course page, click **"Turn editing on"**.

In the section where you want to add the assignment, click **"Add an activity or resource"**.



In the pop-up window, select the **"Activities"** tab and then click **"Assignment"**.



Home
Courses
Events
This course
Standard view

Course
Settings
Participants
Grades
Reports
More

New Assignment

General

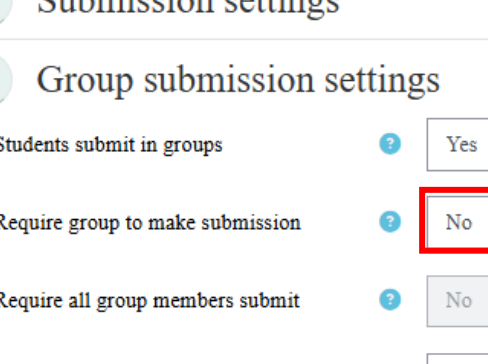
Assignment name

Description

Edit
View
Insert
Format
Tools
Table
Help

0 words
Build with




☐ Display description on course page





The screenshot shows the 'Group submission settings' section of the Canvas LMS interface. It contains four settings, each with a dropdown menu. The 'Require group to make submission' setting is highlighted with a red box and a red arrow pointing to it.


Setting	Value
Students submit in groups	Yes
Require group to make submission	No
Require all group members submit	No
Grouping for student groups	None

- Save and return to course** Save and display Cancel


Assignment




Assignment Demo


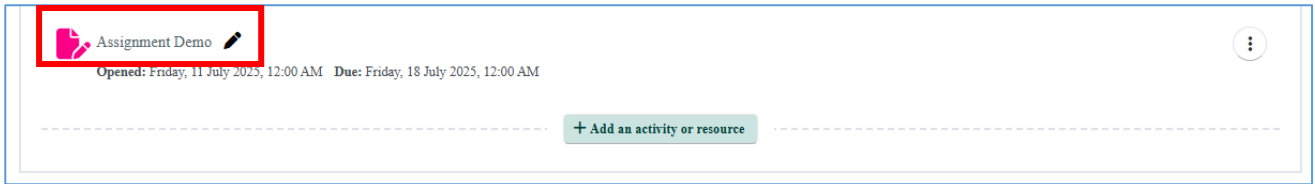
Opened: Friday, 11 July 2025, 12:00 AM
Due: Friday, 18 July 2025, 12:00 AM



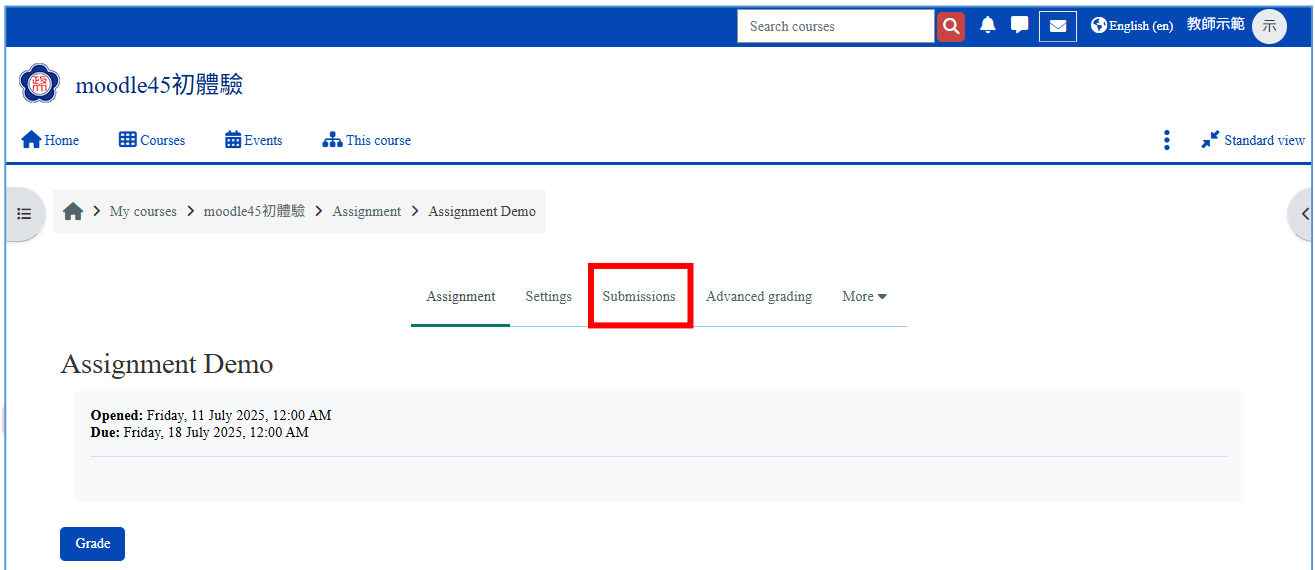
+ Add an activity or resource

4-2 Grading Assignments

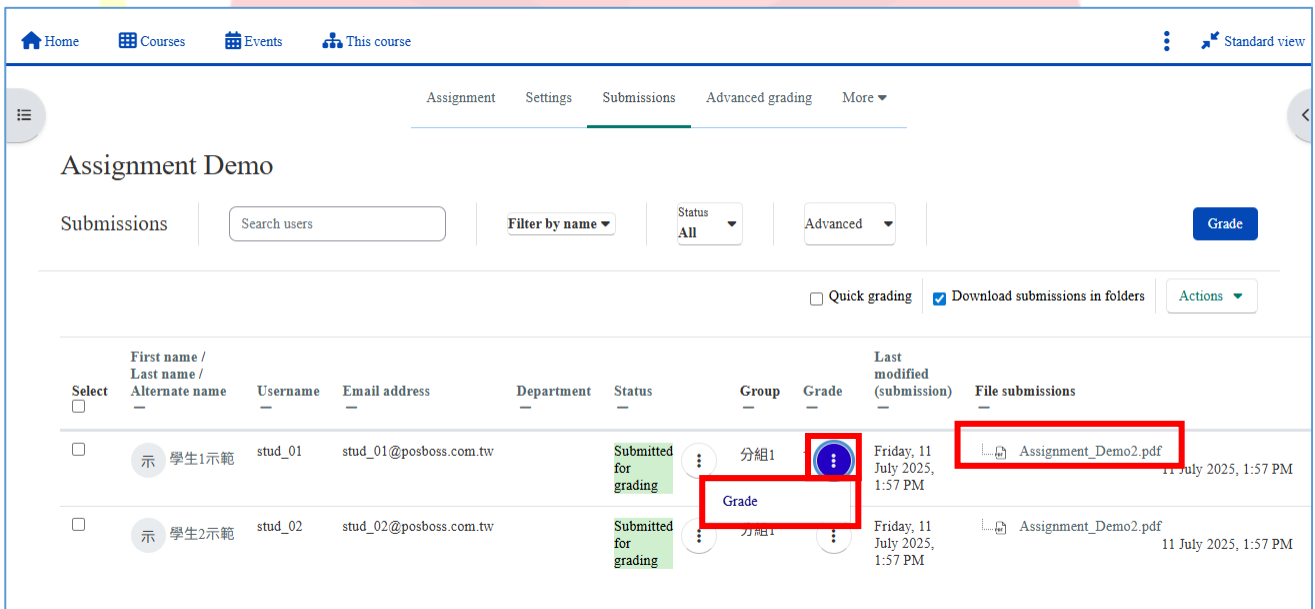
On the course page, click the name of the assignment you want to grade.



After entering the assignment summary page, click "submissions."



In the "Files Submissions" column, you can download the student's file directly or click the "Grade" button under the dropdown menu (⋮) to begin grading.



In the grading page, click **"Comments"** to view any notes the student has added for this assignment.

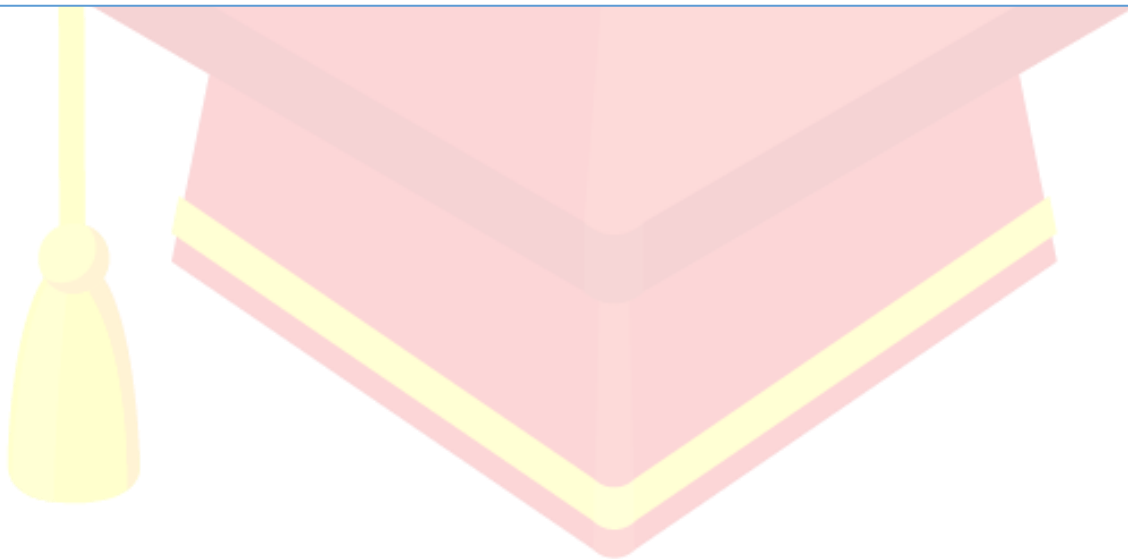
This screenshot shows the Moodle grading interface. The main content area displays the assignment title 'Assignment_Demo' and the student's submission 'Roger's Modern History Homework'. On the right sidebar, the 'Submission' section shows the file 'Assignment_Demo2.pdf' and a 'Comments (0)' section with a red box highlighting the 'Add a comment...' input field. Below this, the 'Grade' section shows a 'Grade out of 100' input field and a 'Feedback comments' section with a red box highlighting the 'Edit' button. At the bottom, the 'Save changes' button is highlighted with a red box.

Enter the grade and feedback comments, then click **"Save changes"**.

This screenshot shows the same Moodle grading interface, but with the 'Grade' and 'Feedback comments' sections highlighted with red boxes. The 'Grade' section shows the 'Grade out of 100' input field. The 'Feedback comments' section shows the 'Edit' button and the text area for entering comments. At the bottom, the 'Save changes' button is highlighted with a red box.

Once the status changes to **"Graded"**, you can switch to another student using the top-right dropdown or return to the course or assignment overview using the top-left navigation.

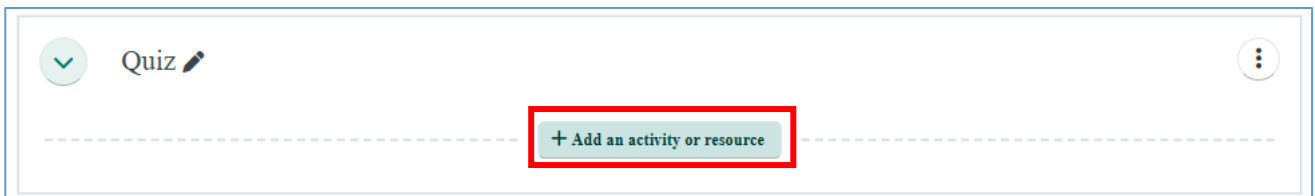
The screenshot shows a Moodle assignment submission interface. The main content area displays "Assignment_Demo" and "Roger's Modern History Homework". The right sidebar shows the submission details for "Assignment_Demo2.pdf", which is marked as "Submitted for grading" and "Graded". A green status bar indicates "Submitted for grading" and "Graded". A red box highlights the "Change user" dropdown in the top right corner. Another red box highlights the "Course: moodle45初體驗" link in the top left corner. A red arrow points from the "Change user" dropdown to the "Course: moodle45初體驗" link. The bottom of the page features a navigation bar with buttons for "Save changes", "Save and show next", and "Reset".



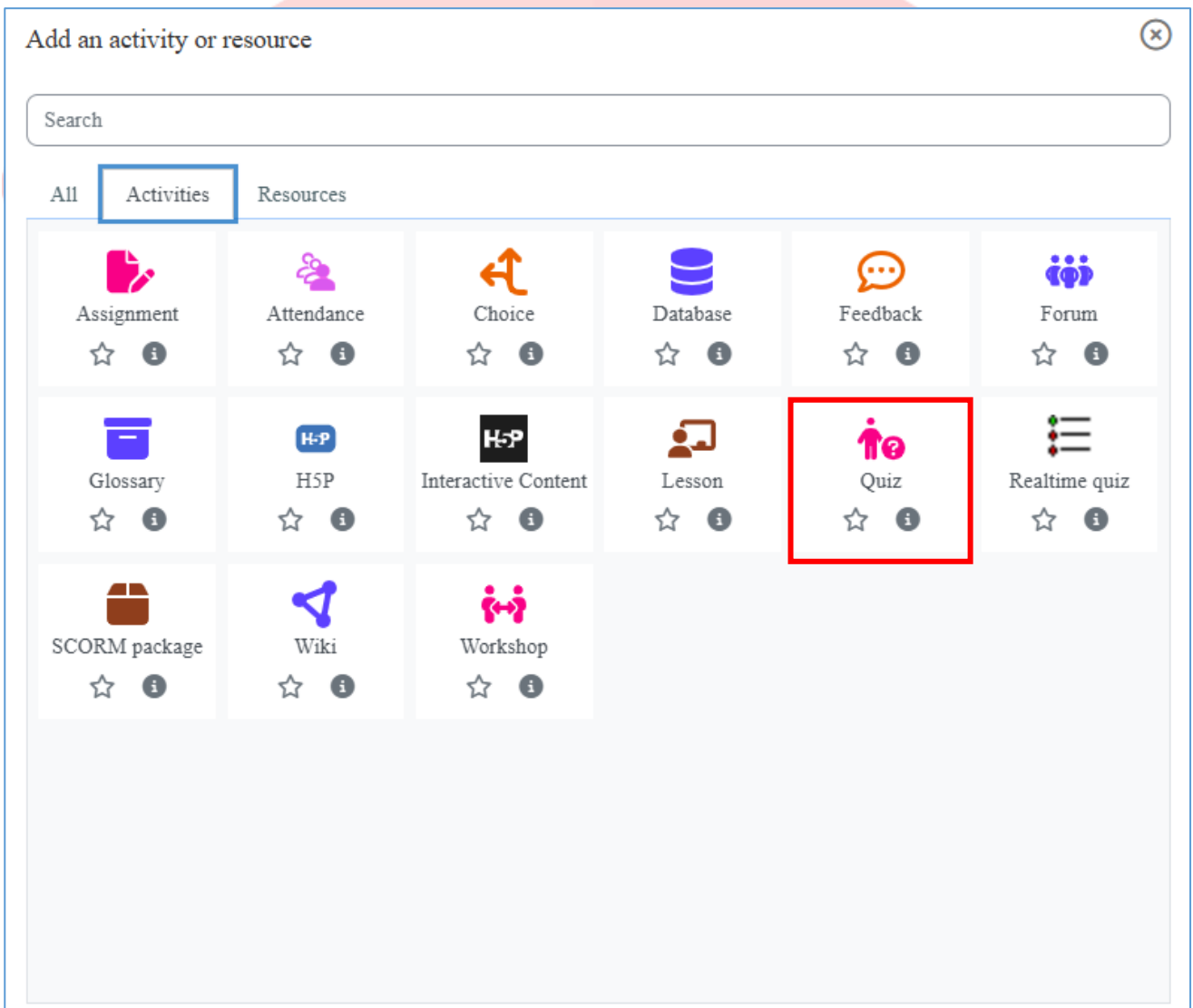
5 、 Quiz Management

5-1 Creating a Quiz

On your course page, click the **"Add an activity or resource"** button in the section where you want to add the quiz.



In the pop-up window, select "Quiz."



On the quiz settings page, fill in Quiz name.

Home Courses Events This course

Course **Settings** Participants Grades Reports More ▾

New Quiz

Expand all

General

Name

Description

Edit View Insert Format Tools Table Help

← → B I A ▾ ▾ T: ▾

0 words Build with tinyMCE

☐ Display description on course page ?

Timing:

You can set a start and end time to restrict when students can take the quiz.

Timing

Open the quiz ☒ Enable 8 ▾ July ▾ 2025 ▾ 14 ▾ 55 ▾

Close the quiz ☒ Enable 12 ▾ July ▾ 2025 ▾ 14 ▾ 55 ▾

Time limit 60 minutes ▾ ☒ Enable

When time expires ▾

Review options:


You can decide whether students can see the correct answers immediately after the attempt or after the quiz closes.

During the attempt	Immediately after the attempt	Later, while the quiz is still open	After the quiz is closed
<input checked="" type="checkbox"/> The attempt	<input checked="" type="checkbox"/> The attempt	<input checked="" type="checkbox"/> The attempt	<input type="checkbox"/> The attempt
<input checked="" type="checkbox"/> Whether correct	<input type="checkbox"/> Whether correct	<input type="checkbox"/> Whether correct	<input type="checkbox"/> Whether correct
<input checked="" type="checkbox"/> Maximum marks	<input checked="" type="checkbox"/> Maximum marks	<input checked="" type="checkbox"/> Maximum marks	<input type="checkbox"/> Maximum marks
<input checked="" type="checkbox"/> Marks	<input type="checkbox"/> Marks	<input type="checkbox"/> Marks	<input type="checkbox"/> Marks
<input checked="" type="checkbox"/> Specific feedback	<input type="checkbox"/> Specific feedback	<input type="checkbox"/> Specific feedback	<input type="checkbox"/> Specific feedback
<input checked="" type="checkbox"/> General feedback	<input type="checkbox"/> General feedback	<input type="checkbox"/> General feedback	<input type="checkbox"/> General feedback
<input checked="" type="checkbox"/> Right answer	<input type="checkbox"/> Right answer	<input type="checkbox"/> Right answer	<input type="checkbox"/> Right answer
<input type="checkbox"/> Overall feedback	<input type="checkbox"/> Overall feedback	<input type="checkbox"/> Overall feedback	<input type="checkbox"/> Overall feedback

After completing all the settings, click **"Save and return to course"**.

Your quiz has now been successfully created!

> Restrict access
> Completion conditions
> Tags
> Competencies
<input type="checkbox"/> Send content change notification
<div><div>Save and return to course</div><div>Save and display</div><div>Cancel</div></div>

 Required

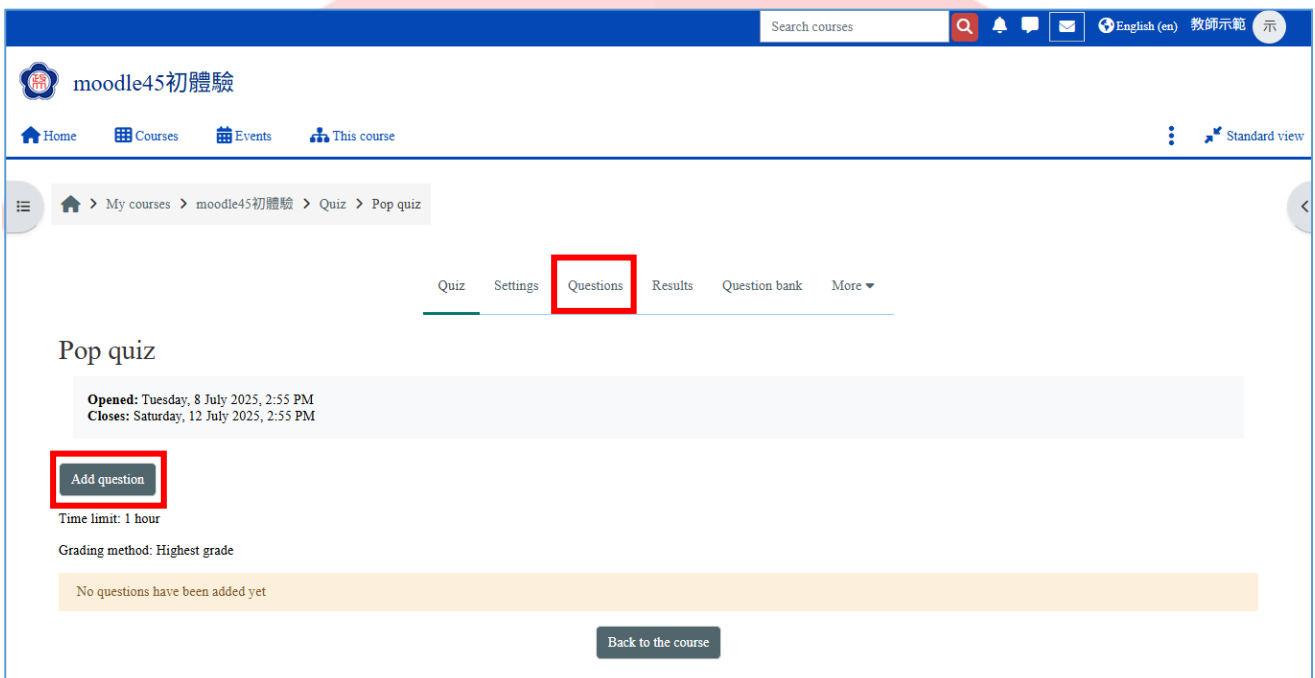
5-2 Adding Quiz Questions

After creating the quiz, you can start adding questions.

Click on the name of the quiz you just created (e.g., "Pop quiz").

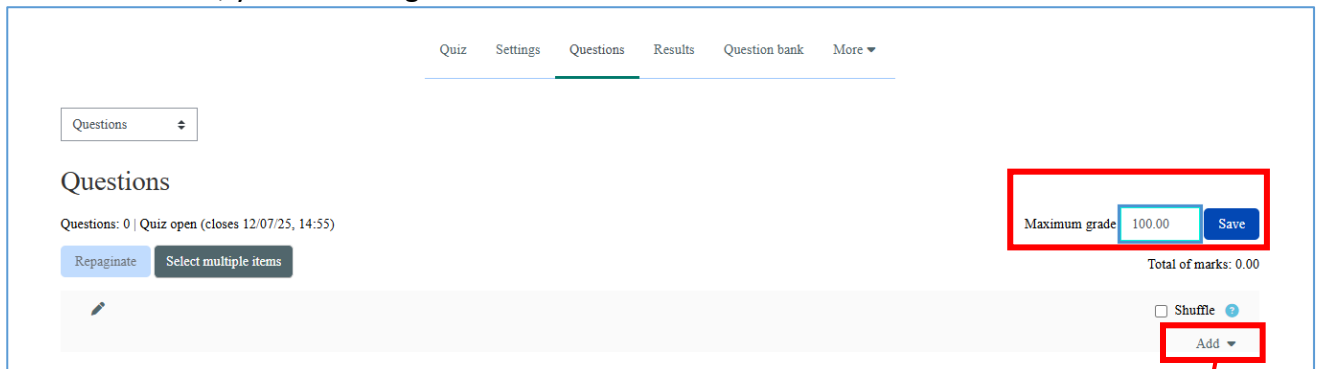


On the next page, click **"Add questions"** or select **"Questions"** from the navigation menu.



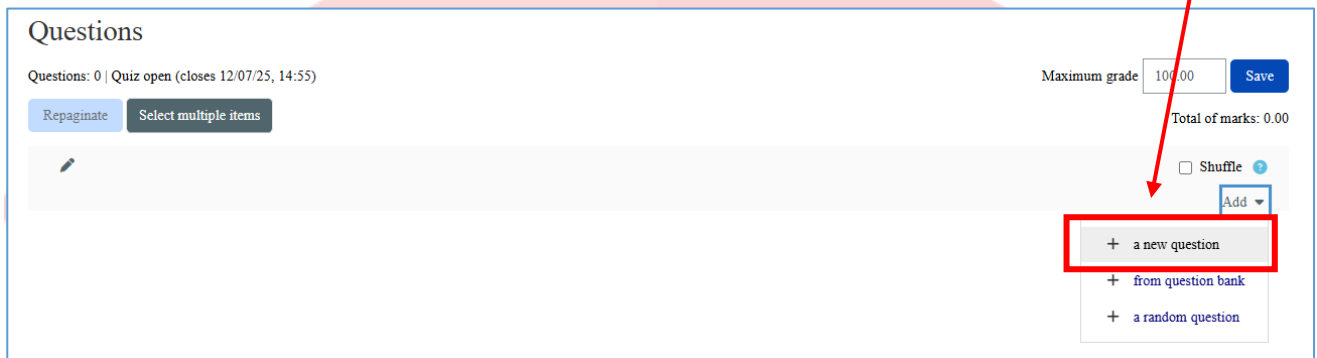
Recommendation: Before adding questions, it's a good idea to set the **"Maximum grade"**.

The default is 10; you can change it to 100 and then click the **"Save"** button next to it.



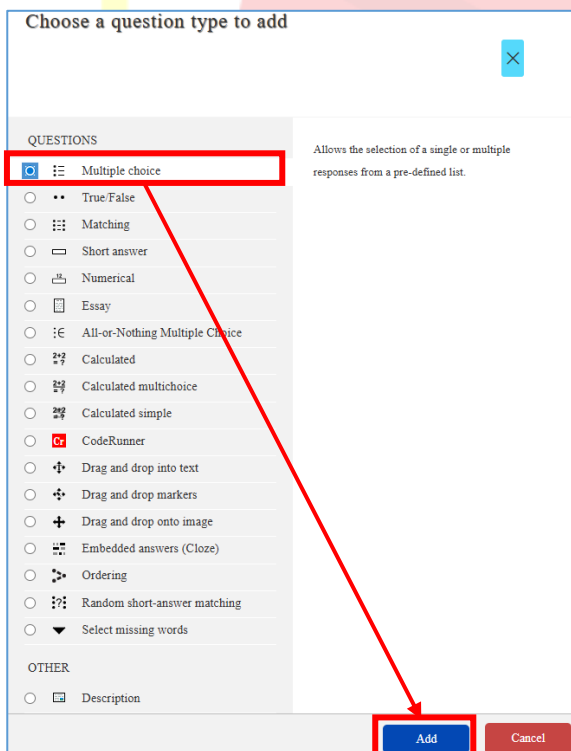
The screenshot shows the 'Questions' page in a quiz management system. At the top, there is a navigation bar with links: Quiz, Settings, Questions (active), Results, Question bank, and More. Below the navigation bar, there is a 'Questions' section with a dropdown menu set to 'Questions'. The status bar indicates 'Questions: 0 | Quiz open (closes 12/07/25, 14:55)'. There are two buttons: 'Repaginate' and 'Select multiple items'. On the right, the 'Maximum grade' is set to '100.00' with a 'Save' button next to it. Below this, the 'Total of marks' is '0.00'. There is a 'Shuffle' checkbox and an 'Add' button with a dropdown arrow. A red box highlights the 'Maximum grade' field and the 'Save' button. Another red box highlights the 'Add' button, with a red arrow pointing from it to the next screenshot.

Next, click the **"Add"** button and select **"a new question."**



This screenshot shows the 'Add' dropdown menu that appears after clicking the 'Add' button in the previous screenshot. The menu has three options: '+ a new question', '+ from question bank', and '+ a random question'. The first option, '+ a new question', is highlighted with a red box. A red arrow points from the 'Add' button in the previous screenshot to this option.

In the question window, choose the question type you want and click **"Add"**.



This screenshot shows the 'Choose a question type to add' dialog box. It has a list of question types under the 'QUESTIONS' section. The first option, 'Multiple choice', is selected and highlighted with a red box. A red arrow points from this option to the 'Add' button at the bottom of the dialog, which is also highlighted with a red box. The 'Add' button is a blue button with the text 'Add' in white. There is also a 'Cancel' button next to it.

In the question editing screen, fill in the Question name, Question text, One or multiple answers, answer options, and other details. Then click **"Save changes"** at the bottom.

The screenshot displays the Moodle question editing interface. The top navigation bar includes a search bar and user information. The breadcrumb trail shows the path: Home > My courses > moodle45初體驗 > Quiz > Pop quiz > Question bank > Questions > Editing a Multiple choice question. The 'Question bank' tab is selected.

Adding a Multiple choice question

General

- Category: moodle45初體驗的預設 (10)
- Question name: How many days are there in a week? (highlighted with a red box)
- Question text: How many days are there in a week? (highlighted with a red box)
- Question status: Ready
- Default mark: 30 (highlighted with a red box)

One or multiple answers? One answer only

☒ Shuffle the choices?

Number the choices? a., b., c., ...

Show standard instructions? No

Answers

Choice 1

7 (highlighted with a red box)

Grade: 100%

Feedback

Combined feedback

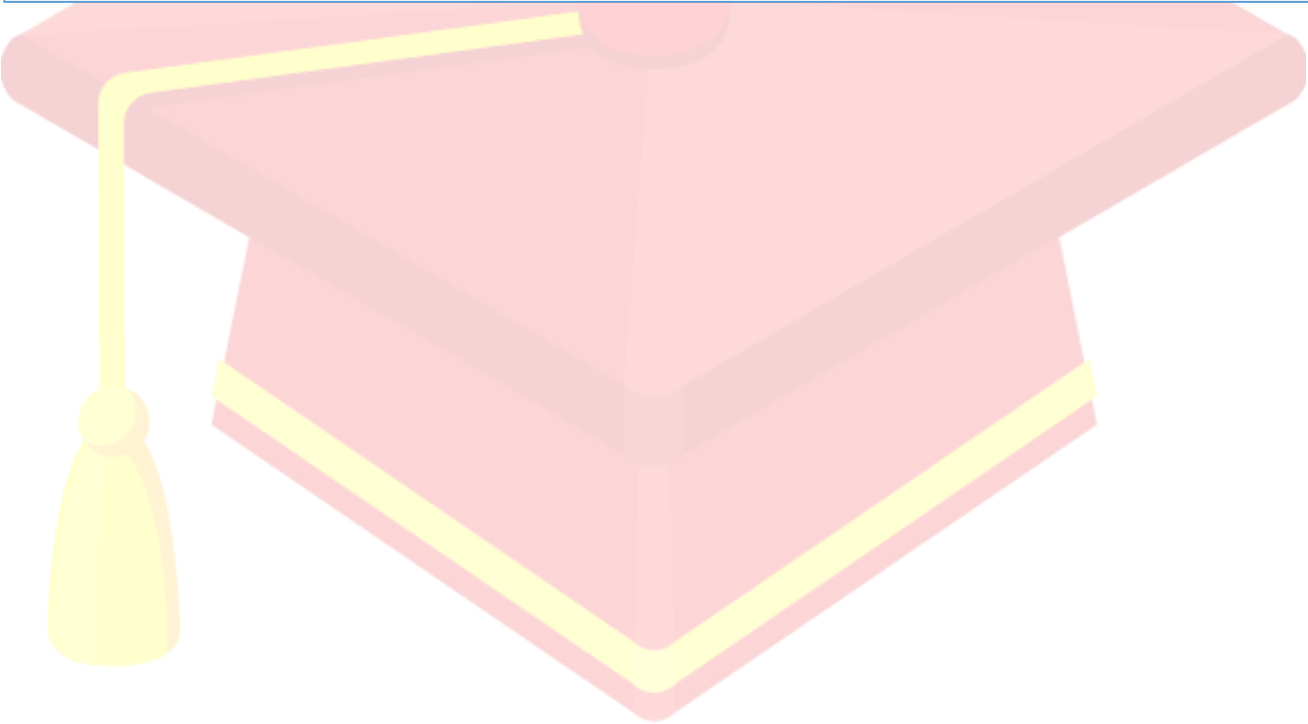
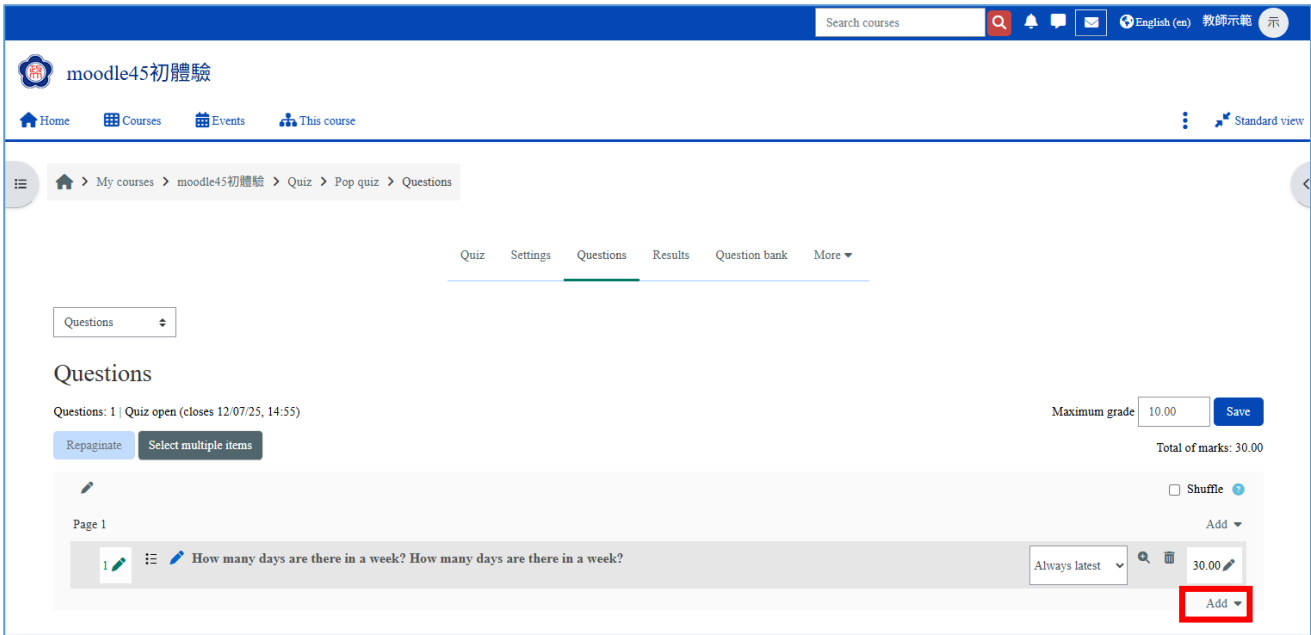
Multiple tries

Tags


Save changes and continue editing

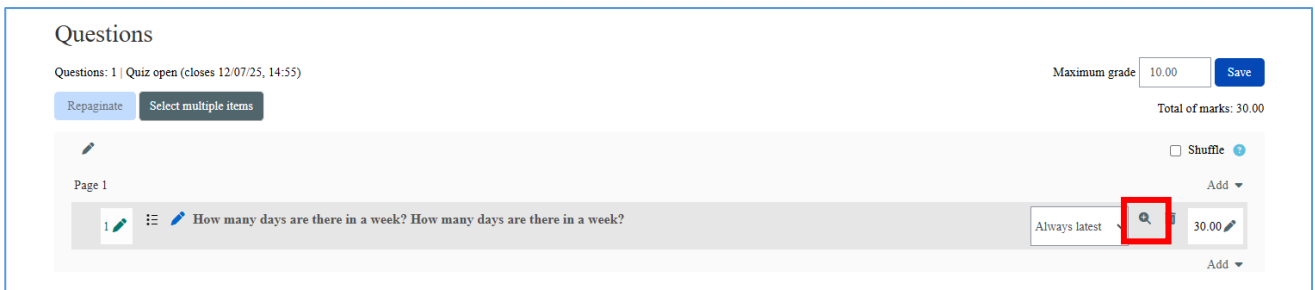
Save changes (highlighted with a red box) Cancel

The page will return to the quiz editing screen, where you can continue adding more questions by clicking the **"Add"** button.

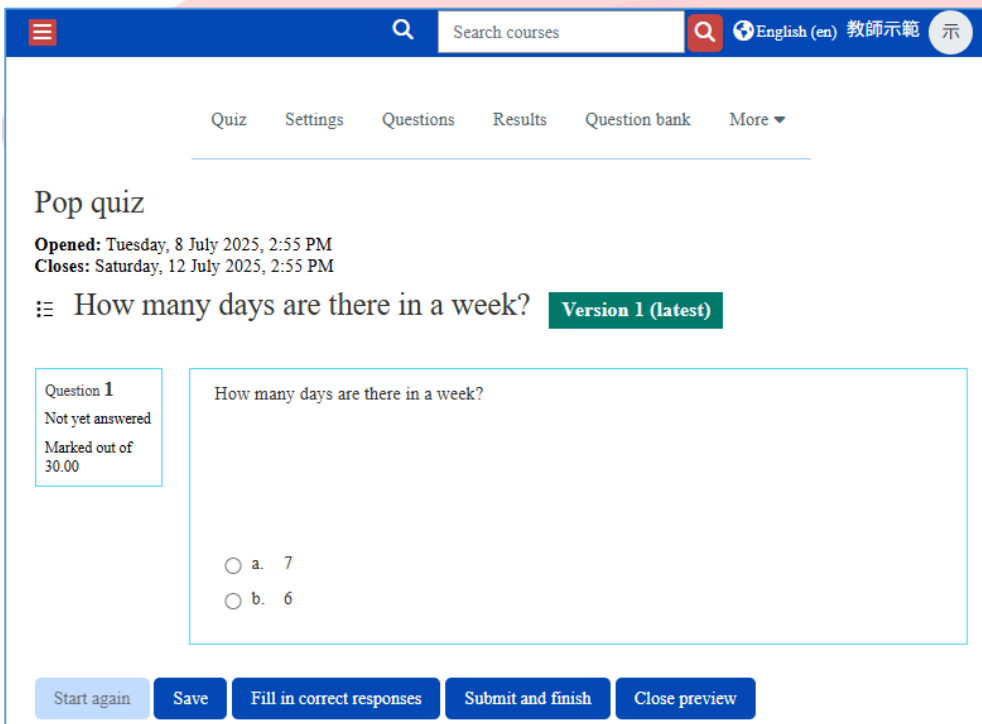


5-3 Previewing Questions or Quiz

To preview how a question will appear to students, click the **"Preview"** icon  next to the question.



This will display a preview of the selected question :



After you have finished editing all the questions (e.g., three questions in this example)

Questions

Questions: 3 | Quiz open (closes 12/07/25, 14:55)

Maximum grade: 10.00 [Save](#)

[Repaginate](#) [Select multiple items](#) Total of marks: 90.00

☐ Shuffle

Page 1 Add

1 How many days are there in a week? How many days are there in a week? Always latest 30.00

Page 2 Add

2 What is 1+1=? What is 1+1=? Always latest 30.00

Page 3 Add

3 What is 1+2=? What is 1+2=? Always latest 30.00

To preview the entire quiz as students will see it, return to the course homepage, select the quiz, and click “Preview quiz.”

Quiz

Pop quiz

開始：2025年07月08日(週二) 14:55 關閉：2025年07月12日(週六) 14:55

Search courses

moodle45初體驗

Home Courses Events This course

My courses > moodle45初體驗 > Quiz > Pop quiz

Quiz Settings Questions Results Question bank More

Pop quiz

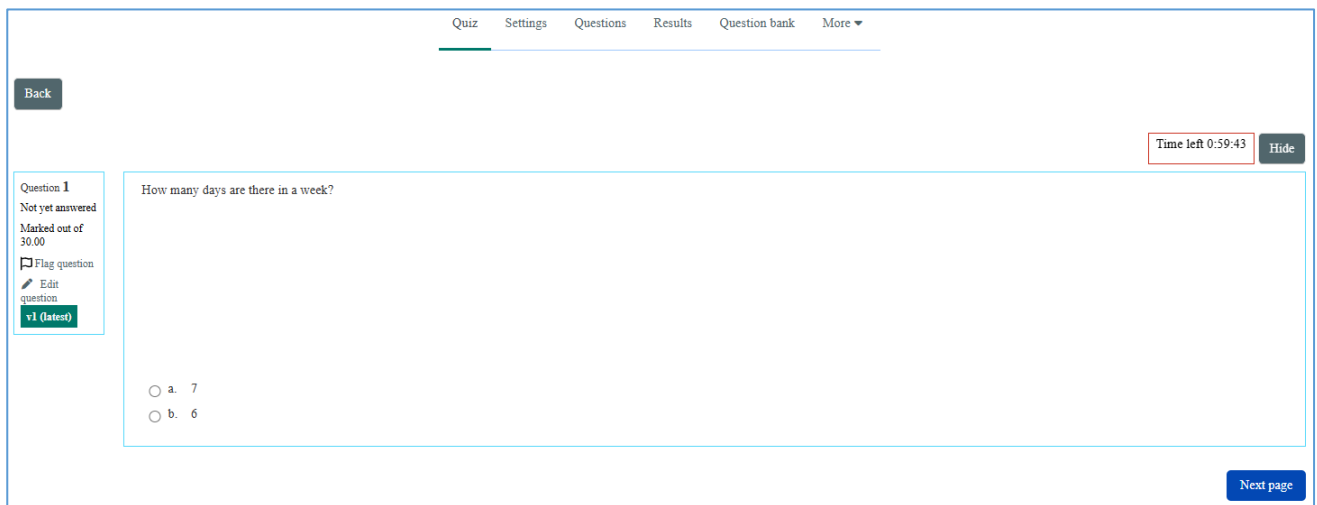
Opened: Tuesday, 8 July 2025, 2:55 PM
Close: Saturday, 12 July 2025, 2:55 PM

[Preview quiz](#)

Time limit: 1 hour

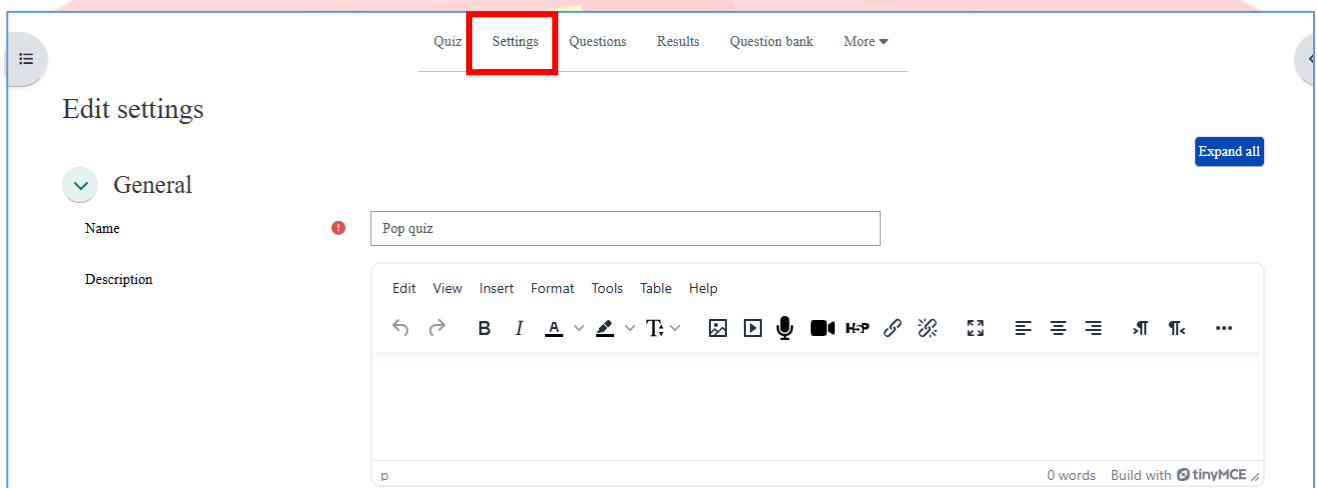
Grading method: Highest grade

This will display a full preview of the quiz :



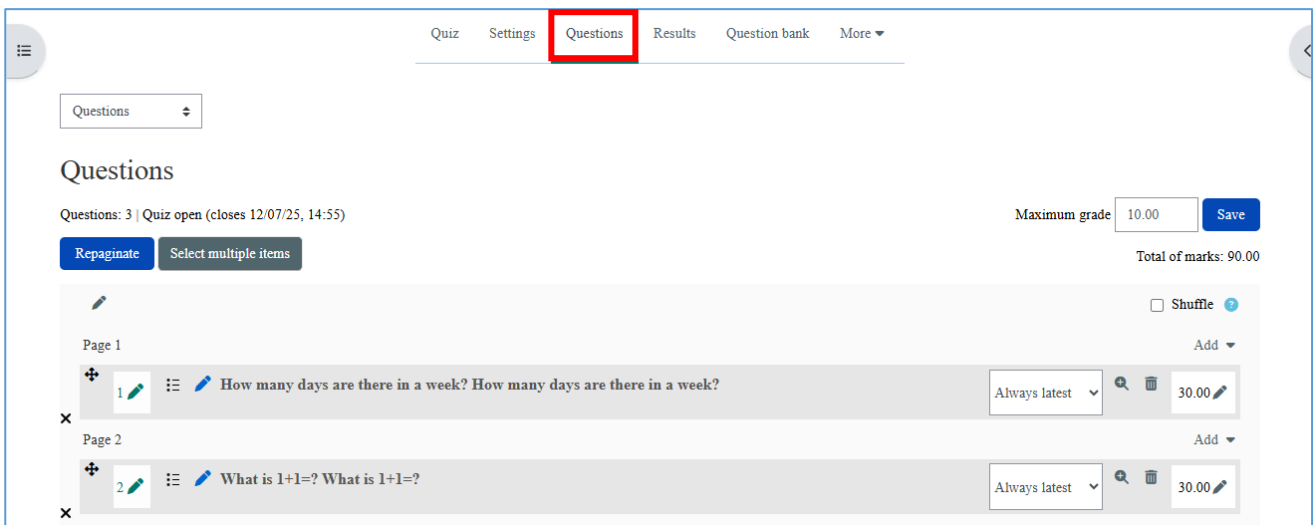
The screenshot shows a quiz preview interface. At the top, there is a navigation bar with tabs: Quiz, Settings, Questions, Results, Question bank, and More. The 'Quiz' tab is selected. On the left side, there is a sidebar with a 'Back' button and a question card for 'Question 1'. The question card shows 'Not yet answered', 'Marked out of 30.00', and options to 'Flag question', 'Edit question', and 'v1 (latest)'. The main area displays the question: 'How many days are there in a week?'. Below the question, there are two radio button options: 'a. 7' and 'b. 6'. In the top right corner, there is a 'Time left 0:59:43' timer and a 'Hide' button. At the bottom right, there is a 'Next page' button.

If you want to modify quiz settings after creation (e.g., start/end time), click the **"Settings"** tab to make changes.



The screenshot shows the 'Edit settings' interface. At the top, there is a navigation bar with tabs: Quiz, Settings, Questions, Results, Question bank, and More. The 'Settings' tab is selected and highlighted with a red box. On the left side, there is a sidebar with a hamburger menu icon and a 'General' section. The main area is titled 'Edit settings' and contains a form for editing quiz settings. The 'Name' field is labeled 'Pop quiz'. The 'Description' field is a rich text editor with a toolbar containing various icons for text formatting, alignment, and insertion. The toolbar includes icons for undo, redo, bold, italic, underline, text color, background color, link, unlink, image, video, audio, and more. The description field is currently empty. At the bottom right of the description field, it says '0 words Build with tinyMCE'.

To add or edit questions, click the **"Questions"** tab.



The screenshot shows the 'Questions' tab selected in a quiz management interface. The top navigation bar includes 'Quiz', 'Settings', 'Questions' (highlighted with a red box), 'Results', 'Question bank', and 'More'. Below the navigation bar, there is a 'Questions' dropdown menu. The main content area displays the quiz title 'Questions' and the status 'Questions: 3 | Quiz open (closes 12/07/25, 14:55)'. On the right, there is a 'Maximum grade' field set to '10.00' and a 'Save' button. Below this, there are buttons for 'Repaginate' and 'Select multiple items', and a 'Total of marks: 90.00' label. The question list is organized into two pages. Page 1 contains a question: 'How many days are there in a week? How many days are there in a week?' with a grade of '30.00' and a status of 'Always latest'. Page 2 contains a question: 'What is 1+1=? What is 1+1=?' with a grade of '30.00' and a status of 'Always latest'. A 'Shuffle' checkbox is visible on the right side of the question list.

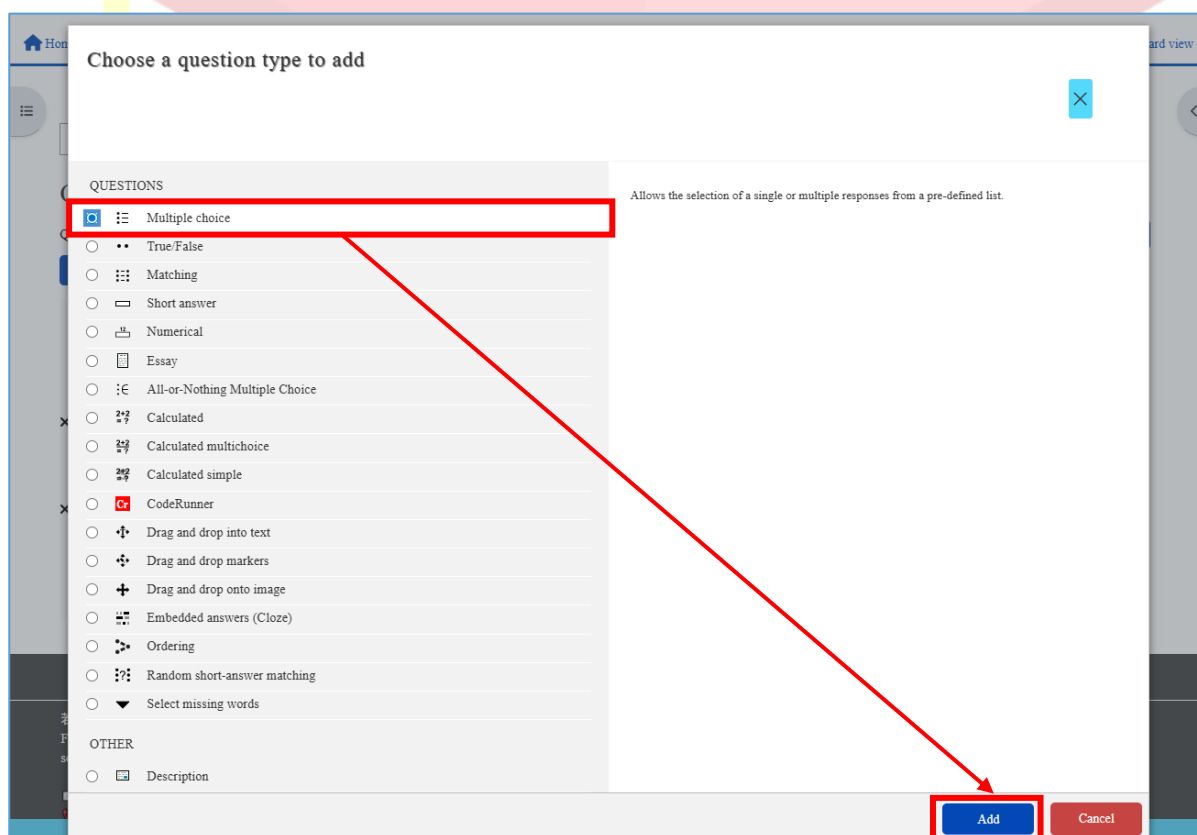
Note: If students have already attempted the quiz, you will no longer be able to add or delete questions.



5-4 Quiz Question Types

The Moodle quiz module allows teachers to create comprehensive online quizzes using a variety of question types.

- **Question Types:** The module supports various question types, including multiple choice, short answer, matching, numerical, cloze (fill-in-the-blanks), and essay.
- **Anti-Cheating Measures:** You can reduce cheating by allowing multiple attempts, randomly drawing questions from a question bank, and shuffling the order of both questions and answer options.
- **Time and Scoring Controls:** Set open and close dates for the quiz and impose time limits for each attempt with a visible countdown timer. All questions except essays are automatically graded, and scores are automatically transferred to the gradebook.
- **Multi-level Feedback:** You can provide three types of feedback:
 1. **Option-specific feedback:** Different feedback based on the student's selected answer.
 2. **Question-specific feedback:** Consistent feedback provided after a single question is completed.
 3. **Overall feedback:** Summary feedback provided at the end of the quiz, often based on a score range.



To get started, select "Create a new question," choose the type you want, and click "Add".

5-4-1. Multiple Choice Questions

Multiple choice questions allow students to select one or more correct answers from a pre-defined list.

a. Fill in the Basic Details

On the question editing screen, fill in the following information in order:

- **Category:** This is the classification for the question within the question bank. It's a good practice to create multiple categories in advance for better organization.
- **Question name:** This serves as the title for the question in the question bank, helping you find it quickly when building a quiz.
- **Question text:** This is the actual content of the question.
- **Default mark:** The default score is 1, representing the weight of this question within the quiz.

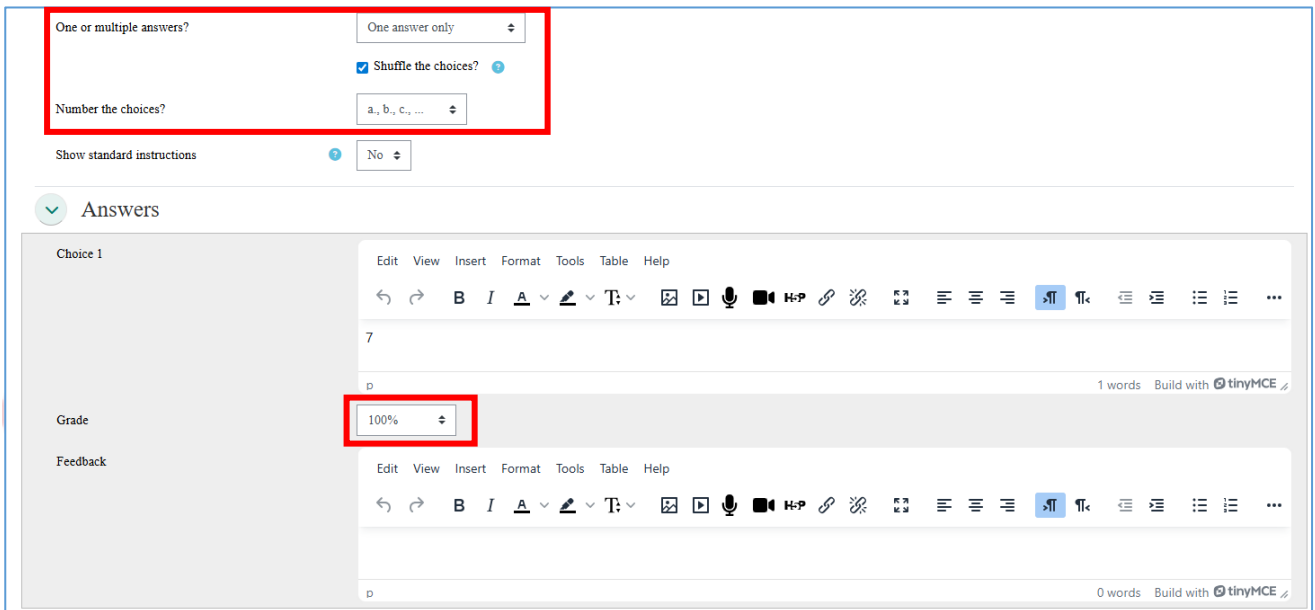
The screenshot shows the 'Editing a Multiple choice question' screen in Moodle. The left sidebar has a 'General' tab selected. The main area contains the following fields:

- Current category:** moodle45初體驗的預設 (18)
- Version:** Version 2
Created by 教師示範 on Friday, 11 July 2025, 3:35 PM
- Question name:** How many days are there in a week?
- Question text:** A rich text editor containing the text 'How many days are there in a week?'. The editor includes a toolbar with various formatting options.
- Question status:** Ready
- Default mark:** 30

b. b. Set the Answer Options

Next, choose whether the question is single or multiple choice, then fill in each answer option and adjust its score:

- **For a single-choice question:** Set the score for the correct answer option to **100%** and leave the incorrect options at **None**.
- **For a multiple-choice question:** Adjust the score percentage for each correct option as needed.
- You can also choose to **shuffle the choices** and change the numbering style based on your preference.



The screenshot displays the 'One or multiple answers?' section of a question editor. A red box highlights the settings for a single-choice question: 'One answer only' is selected in the dropdown, 'Shuffle the choices?' is checked, and 'Number the choices?' is set to 'a., b., c., ...'. Below this, the 'Show standard instructions' dropdown is set to 'No'. The 'Answers' section is expanded, showing 'Choice 1' with a text editor containing the number '7'. A red box highlights the 'Grade' dropdown for 'Choice 1', which is set to '100%'. The 'Feedback' section is currently empty.

c. Adjusting Option Count and Penalties.

- **Adding/removing options:** Leave any unused options blank. If you need more choices, use the button below to "Add 3 more choices."
- **Multiple attempts:** If your quiz settings allow students to attempt the quiz multiple times, you can set a penalty percentage here for each incorrect attempt.

The screenshot displays the quiz editor interface for two choices. Each choice has a text editor with a toolbar (Edit, View, Insert, Format, Tools, Table, Help) and a grade dropdown menu. The first choice (Choice 2) has a grade of 'None' and a feedback field. The second choice (Choice 3) also has a grade of 'None' and a feedback field. The interface includes a sidebar with a menu icon and a bottom bar with a 'Save changes' button.

d. Save and Exit

Once you have finished editing, you can choose to "Save changes" and exit or select "Save changes and continue editing" to keep working on this question.

The screenshot shows the bottom of the quiz editor interface. It includes a sidebar with a menu icon and a bottom bar with a 'Save changes' button. The 'Save changes' button is highlighted with a red box. The interface also shows a 'Save changes and continue editing' button and a 'Preview' button. The 'Save changes' button is labeled 'Required'.

e. Managing Questions

After the question is created, you can manage it from the question bank page. The icons at the front allow you to **edit**, while the icons at the back let you **preview** or **delete** the question.










Questions

Questions: 3 | Quiz open (closes 12/07/25, 14:55)

Maximum grade 10.00 [Save](#)

[Repaginate](#) [Select multiple items](#)

Total of marks: 90.00

Page 1						
+	1	How many days are there in a week? How many days are there in a week?	Always latest	 	30.00	
Page 2						
+	2	What is 1+1=? What is 1+1=?	Always latest	 	30.00	
Page 3						
+	3	What is 1+2=? What is 1+2=?	Always latest	 	30.00	

f. Question Preview

Clicking the preview icon will open a pop-up window, showing you exactly how the question will appear to students.

Pop quiz

Opened: Tuesday, 8 July 2025, 2:55 PM
Closes: Saturday, 12 July 2025, 2:55 PM

How many days are there in a week? [Version 2 \(latest\)](#)

Question 1
Not yet answered
Marked out of 30.00

How many days are there in a week?

☐ a. 6

☐ b. 7

[Start again](#) [Save](#) [Fill in correct responses](#) [Submit and finish](#) [Close preview](#)

Pop quiz

Opened: Tuesday, 8 July 2025, 2:55 PM
Closes: Saturday, 12 July 2025, 2:55 PM

How many days are there in a week? [Version 2 \(latest\)](#)

Question 1
Answer saved
Marked out of 30.00

How many days are there in a week?

☐ a. 6

☒ b. 7

[Clear my choice](#)

[Start again](#) [Save](#) [Fill in correct responses](#) [Submit and finish](#) [Close preview](#)


5-4-2. True/False Questions



True/False questions are the simplest form of multiple-choice questions, offering only "True" and "False" as options.


a. Set Up the Question


First, put the following information in order:

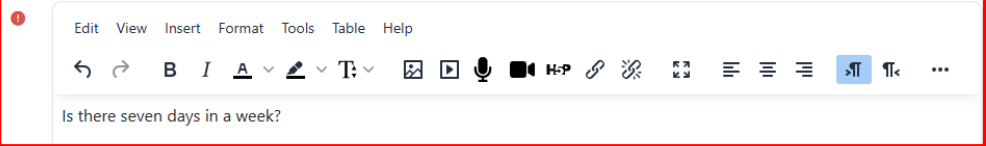

- Category: Choose the category for the question in the question bank.
- Question name: Give the question a title.
- Question text: Enter the content of the question.

Adding a True/False question 

 General 



Category  moodle45初體驗的預設 (13)



Question name  True or False



Question text   Is there seven days in a week?

b. Set the Correct Answer

Once you have set the correct answer, you can edit other items as needed, then save and exit.

ID number  

 True 

Show standard instructions  No 

c. Question Preview

Click the preview icon to see how the question will appear to students.

Pop quiz

Opened: Tuesday, 8 July 2025, 2:55 PM
Closes: Saturday, 12 July 2025, 2:55 PM

.. True or False **Version 1 (latest)**

Question 1
Not yet answered
Marked out of 10.00

Is there seven days in a week?

☐ True
☐ False

[Start again](#) [Save](#) [Fill in correct responses](#) [Submit and finish](#) [Close preview](#)

Pop quiz

Opened: Tuesday, 8 July 2025, 2:55 PM
Closes: Saturday, 12 July 2025, 2:55 PM

.. True or False **Version 1 (latest)**

Question 1
Answer saved
Marked out of 10.00

Is there seven days in a week?

☒ True
☐ False

[Start again](#) [Save](#) [Fill in correct responses](#) [Submit and finish](#) [Close preview](#)

5-4-3. Matching Questions

Matching questions requires students to select the correct answer for each sub-question from a list of choices.

a. Set Up the Question.

Fill in the Question name and Question text.

Editing a Matching question

General

Current category: moodle45初體驗的預設 (18)

Version: Version 1
Created by: 教師示範 on Friday, 11 July 2025, 3:51 PM

Question name: Matching question

Question text: Match the correct word letters

b. Once editing is complete, save and exit.

Answers

Available choices

You must provide at least two questions and three answers. You can provide extra wrong answers by giving an answer with a blank question. Entries where both the question and the answer are blank will be ignored.

Question 1: ()pple

Answer: a

c. Question Preview

Pop quiz

Opened: Tuesday, 8 July 2025, 2:55 PM
Closes: Saturday, 12 July 2025, 2:55 PM

Matching question Version 2 (latest)

Question 1: Match the correct word letters

Not yet answered
Marked out of 10.00

Choices:

- ()pple Choose...
- b()nana Choose...
- Orna()e Choose...

Buttons: Start again, Save, Fill in correct responses, Submit and finish, Close preview

Pop quiz

Opened: Tuesday, 8 July 2025, 2:55 PM
Closes: Saturday, 12 July 2025, 2:55 PM

Matching question Version 2 (latest)

Question 1: Match the correct word letters

Answer saved
Marked out of 10.00

Choices:

- ()pple a
- b()nana a
- Orna()e g

Buttons: Start again, Save, Fill in correct responses, Submit and finish, Close preview

5-4-4. Short Answer Questions

Allow responses in one or more words, which are graded by comparing with sample answers.

a. Fill in the Question name and Question text.

Adding a short answer question

General

Category: moodle45初體驗的預設 (15)

Question name: short answer

Question text: The four elements of magic

b. Provide at least one answer. You can choose whether to make the answer case sensitive.

Question status: Ready

Default mark: 10

General feedback:

ID number:

Case sensitivity: No, case is unimportant

Correct answers: You must provide at least one possible answer. Answers left blank will not be used. '*' can be used as a wildcard to match any characters. The first matching answer will be used to determine the score and feedback.

Answers

Answer 1: Water Grade: 100%

Feedback: The four elements of magic

c. Question Preview

Pop quiz

Opened: Tuesday, 8 July 2025, 2:55 PM

Closes: Saturday, 12 July 2025, 2:55 PM

short answer Version 1 (latest)

Question 1: The four elements of magic

Not yet answered

Marked out of 10.00

Answer:

Start again Save Fill in correct responses Submit and finish Close preview

Pop quiz

Opened: Tuesday, 8 July 2025, 2:55 PM

Closes: Saturday, 12 July 2025, 2:55 PM

short answer Version 1 (latest)

Question 1: The four elements of magic

Answer saved

Marked out of 10.00

Answer: Water

Start again Save Fill in correct responses Submit and finish Close preview

5-4-5. Numerical Questions

Numerical questions require students to provide a number as the answer, which may also include a unit. The system grades the response by comparing it to various answer patterns you define, along with an allowed tolerance.

- Fill in the Question name and Question text.

Editing a Numerical question ? Expand all

General

Current category: moodle45初體驗的預設 (17)

Version: Version 1
Created by 教師示範 on Friday, 11 July 2025, 4:15 PM

Question name: Numerical question

Question text:

Edit View Insert Format Tools Table Help

↶ ↷ **B** *I* A **T**

Please enter a value between 5 and 7

- Provide at least one answer value and specify the acceptable error margin (e.g., ± 1).

Answers

Answer 1: Error: Grade: 100% ⬆ ⬇ ⬆

Feedback:

Edit View Insert Format Tools Table Help

↶ ↷ **B** *I* A **T**

0 words Build with tinyMCE

- Preview: For example, entering 6.5 is within the margin and marked correct; entering 9.3 is outside the margin and marked incorrect.

Pop quiz

Opened: Tuesday, 8 July 2025, 2:55 PM
Closes: Saturday, 12 July 2025, 2:55 PM

Numerical question **Version 1 (latest)**

Question 1
Not yet answered
Marked out of 10.00

Please enter a value between 5 and 7

Answer:

Start again Save Fill in correct responses Submit and finish Close preview

Pop quiz

Opened: Tuesday, 8 July 2025, 2:55 PM
Closes: Saturday, 12 July 2025, 2:55 PM

Numerical question **Version 1 (latest)**

Question 1
Answer saved
Marked out of 10.00

Please enter a value between 5 and 7

Answer:

Start again Save Fill in correct responses Submit and finish Close preview

5-4-6. Drag-and-Drop Fill-in-the-Blank Questions

Requires dragging and dropping words or phrases into blanks within a passage.

- In the question text, you can use markers like `[[1]]`, `[[2]]`, `[[3]]`, etc., to create the blanks. These markers define the position of the blanks and correspond to the answer options below. You can group the options and assign a color to each group, which will also color the corresponding blanks to help students. If an option is marked as "draggable," it can be used to fill in more than one blank.
- First, enter a Question name. Then, in the Question text field, use markers like `[[1]]`, `[[2]]`, etc., to create the blanks you want students to fill in.

General

Category: moodle45初體驗的預設 (17)

Question name: drag and drop into text

Question text: Match the correct word letters
[[1]]pple, ba[[2]]ana, Oran[[3]]e

- Type in the answer options and choose if they should be shuffled or reused.

Choices

Write the answers to be dragged into the gaps. You can include extra answers to increase difficulty.
Accepted text formatting: `<sub>`, `<sup>`, ``, `<i>`, ``, ``. TeX is also accepted, using `$$` at the start and at the end.

☐ Shuffle

Choice [[1]]: Answer: a, Group: A, Unlimited

Choice [[2]]: Answer: n, Group: A, Unlimited

Choice [[3]]: Answer: e, Group: A, Unlimited

- Question Preview

Pop quiz

Opened: Tuesday, 8 July 2025, 2:55 PM
Closes: Saturday, 12 July 2025, 2:55 PM

drag and drop into text Version 3 (latest)

Question 1: Not yet answered, Marked out of 30.00

Match the correct word letters: [[1]]pple, ba[[2]]ana, Oran[[3]]e

Start again, Save, Fill in correct responses, Submit and finish, Close preview

Pop quiz

Opened: Tuesday, 8 July 2025, 2:55 PM
Closes: Saturday, 12 July 2025, 2:55 PM

drag and drop into text Version 3 (latest)

Question 1: Answer saved, Marked out of 30.00

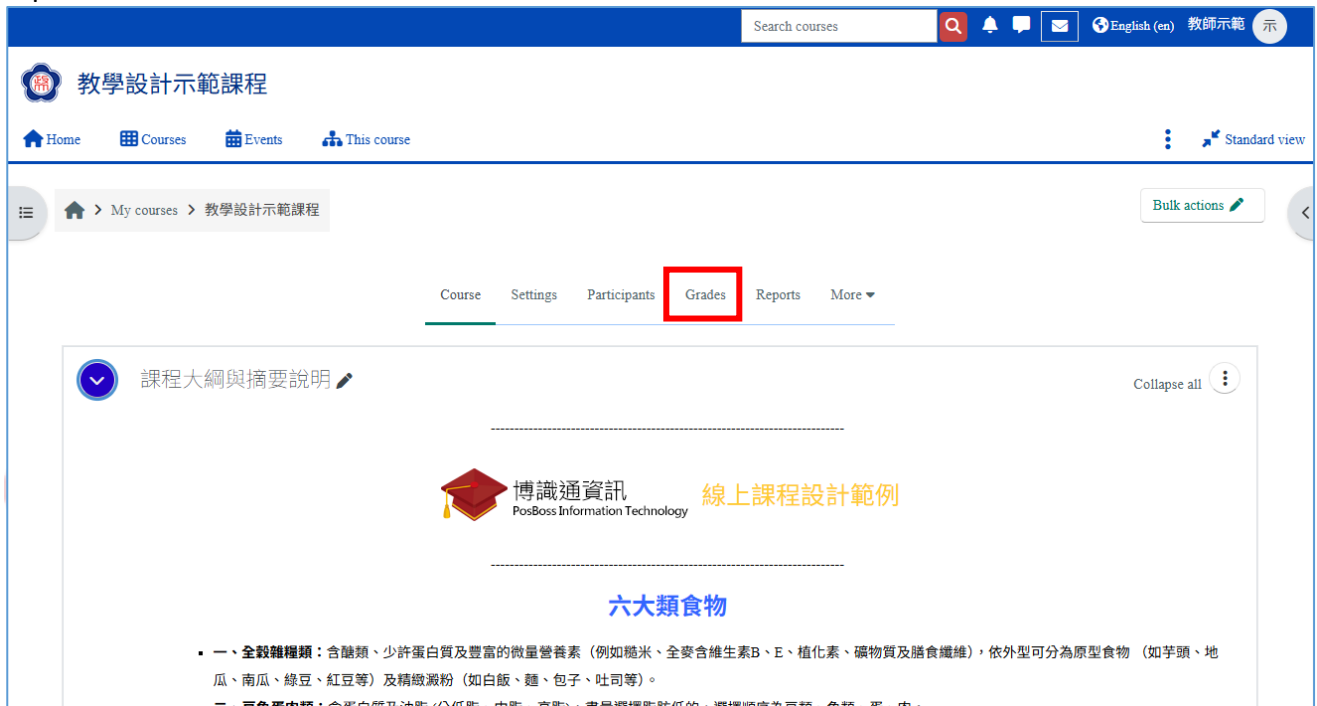
Match the correct word letters: [[1]]pple, ba[[2]]ana, Oran[[3]]e

Start again, Save, Fill in correct responses, Submit and finish, Close preview

6、Grades Management

6-1 Viewing Grades

To view all student grades in a course, navigate to your course and click on the **"Grades"** tab at the top.



The default view is the **"Grader report"**, which provides a comprehensive table of all students' grades for every activity.

Grader report

Search users

Filter by name

				教學設計示範課程		
First name / Last name / Alternate name	Username	Email address	Department	期中測驗	測量分數最高可以多少	期末測驗
StudentCCTRS	student	student@nccu.edu.tw		-	-	-
C TACCTRS	ta	ta@nccu.edu.tw		-	-	-
學生1示範	stud_01	stud_01@posboss.com.tw		✓ 90.00	-	-
學生2示範	stud_02	stud_02@posboss.com.tw		-	-	-
Overall average				90.00	-	-

You can also use the dropdown menu in the top-left corner to switch to other viewing modes.

The screenshot shows the 'Grader report' dropdown menu on the left, which includes options like 'View', 'Grader report' (selected), 'Grade history', 'Overview report', 'Quiz Analytics', 'Single view', 'Grade summary', 'User report', 'Setup', 'Gradebook setup', 'Course grade settings', 'Preferences: Grader report', 'More', 'Scales', 'Grade letters', 'Import', and 'Export'. The main table displays student grades for the course '教學設計示範課程'. The table has columns for 'name', 'Username', 'Email address', 'Department', and activity grades. The activities listed are '期中測驗' (Midterm Exam), '測量分數最高可以多少' (Maximum score measurement), and '期末測驗' (Final Exam). The student 'stud_01' has a grade of 90.00 for the Midterm Exam.

name	Username	Email address	Department	期中測驗	測量分數最高可以多少	期末測驗
student	student	student@nccu.edu.tw		-	-	-
ta	ta	ta@nccu.edu.tw		-	-	-
stud_01	stud_01	stud_01@posboss.com.tw		90.00	-	-
stud_02	stud_02	stud_02@posboss.com.tw		-	-	-
				90.00		

In "Single view" mode, you can either see all students' grades for a specific activity or a single student's grades for all activities.

The screenshot shows the 'Single view' mode with the 'Select a grade item' dropdown set to '期中測驗' (Midterm Exam). The 'VIEW BY' buttons are 'Users' and 'Grade items'. The main table displays the grades for all students for the '期中測驗' activity. The table has columns for 'User full name', 'Grade', 'Range', 'Feedback', 'Override', and 'Exclude'.

User full name	Grade	Range	Feedback	Override	Exclude
StudentCCTRS	-	0.00 - 100.00			
TACCTRS	-	0.00 - 100.00			
學生1示範	90.00	0.00 - 100.00			
學生2示範	-	0.00 - 100.00			

The screenshot shows the 'Single view' mode with the search bar set to '學生1示範' (Student 1 Demo). The 'VIEW BY' buttons are 'Users' and 'Grade items'. The main table displays the grades for the selected student across all activities. The table has columns for 'Grade item', 'Grade category', 'Grade', 'Range', 'Feedback', 'Override', and 'Exclude'.

Grade item	Grade category	Grade	Range	Feedback	Override	Exclude
QUIZ 期中測驗	教學設計示範課程	90.00	0.00 - 100.00			
ASSIGNMENT 測量分數最高可以多少	教學設計示範課程		0.00 - 200.00			
QUIZ 期末測驗	教學設計示範課程	-	0.00 - 100.00			

6-2 Gradebook setup

If you want to set different weights for graded items within a course.

In your course, click the dropdown menu in the top-left corner and select **"Gradebook setup"**.

Name	Weights	Max grade	Status	Actions
教學設計示範課程			Weighted mean of grades Exclude empty grades	...
QUIZ 期中測驗	30.0	100.00	🔒	...
ASSIGNMENT 測量分數最高可以多少	0.0	200.00		...
QUIZ 期末測驗	30.0	100.00	🔒	...
ASSIGNMENT 測個m群組作業	1.0	100.00		...
WORKSHOP 工作坊說可同儕互評 (作業)	0.0	100.00		...
平常成績	40.0		Simple weighted mean of grades Exclude empty grades	...
隨堂小考			Weighted mean of grades Exclude empty grades	...
HSP 佳喜經 - 六大類食物介紹	10.0	100.00	🔒	...
QUIZ 小考	10.0	100.00	🔒	...

On the grade setup page, you can directly edit the numbers in the **"Weight"** column.

The weight determines the relative importance of different graded items within the same category.

Once you've made your adjustments, click **"Save changes"**.

Name	Weights	Max grade	Status	Actions
教學設計示範課程			Weighted mean of grades Exclude empty grades	...
QUIZ 期中測驗	30.0	100.00	🔒	...
ASSIGNMENT 測量分數最高可以多少	0.0	200.00		...
QUIZ 期末測驗	30.0	100.00	🔒	...
ASSIGNMENT 測個m群組作業	1.0	100.00		...
WORKSHOP 工作坊說可同儕互評 (作業)	0.0	100.00		...
平常成績	40.0		Simple weighted mean of grades Exclude empty grades	...
隨堂小考			Weighted mean of grades Exclude empty grades	...
HSP 佳喜經 - 六大類食物介紹	10.0	100.00	🔒	...
QUIZ 小考	10.0	100.00	🔒	...

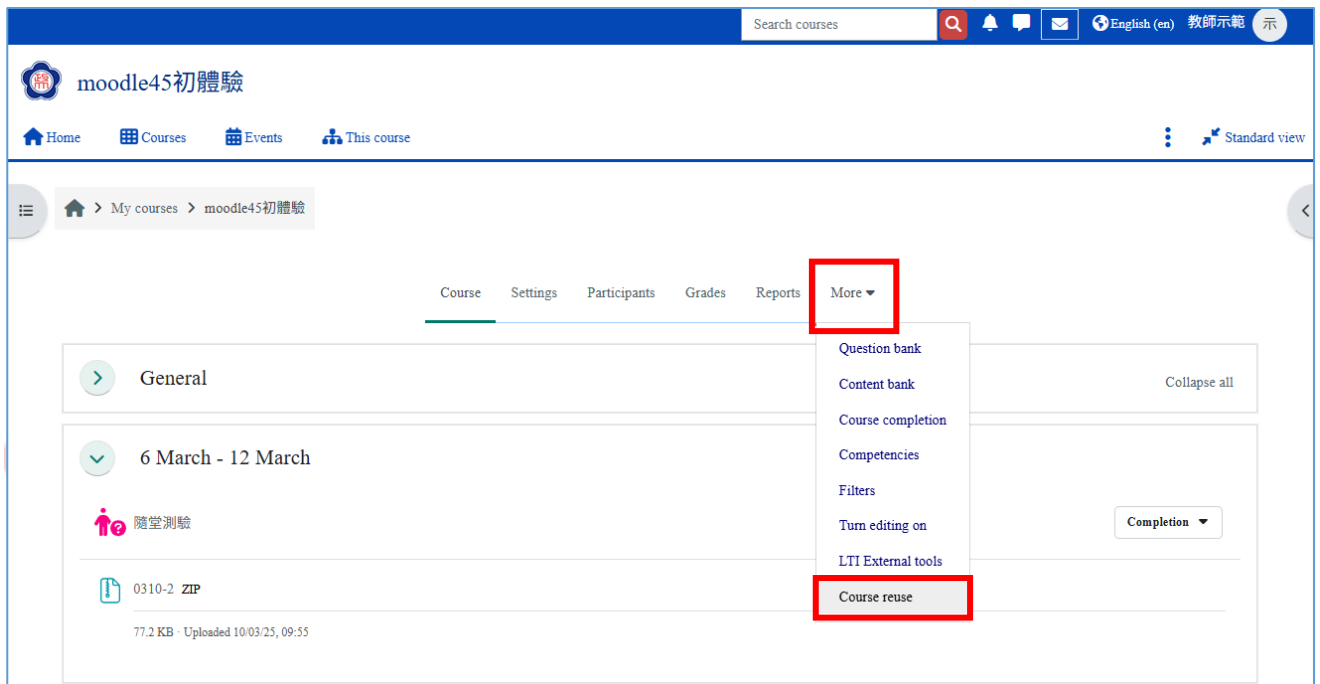
Save changes

7 、 Course reuse

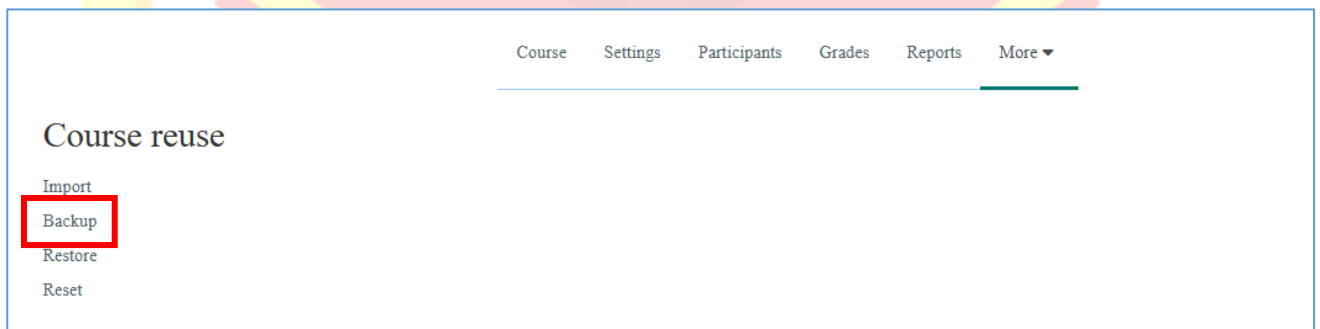
7-1 Course Backup

At the end of a semester, you can back up your course content to reuse it in a future semester.

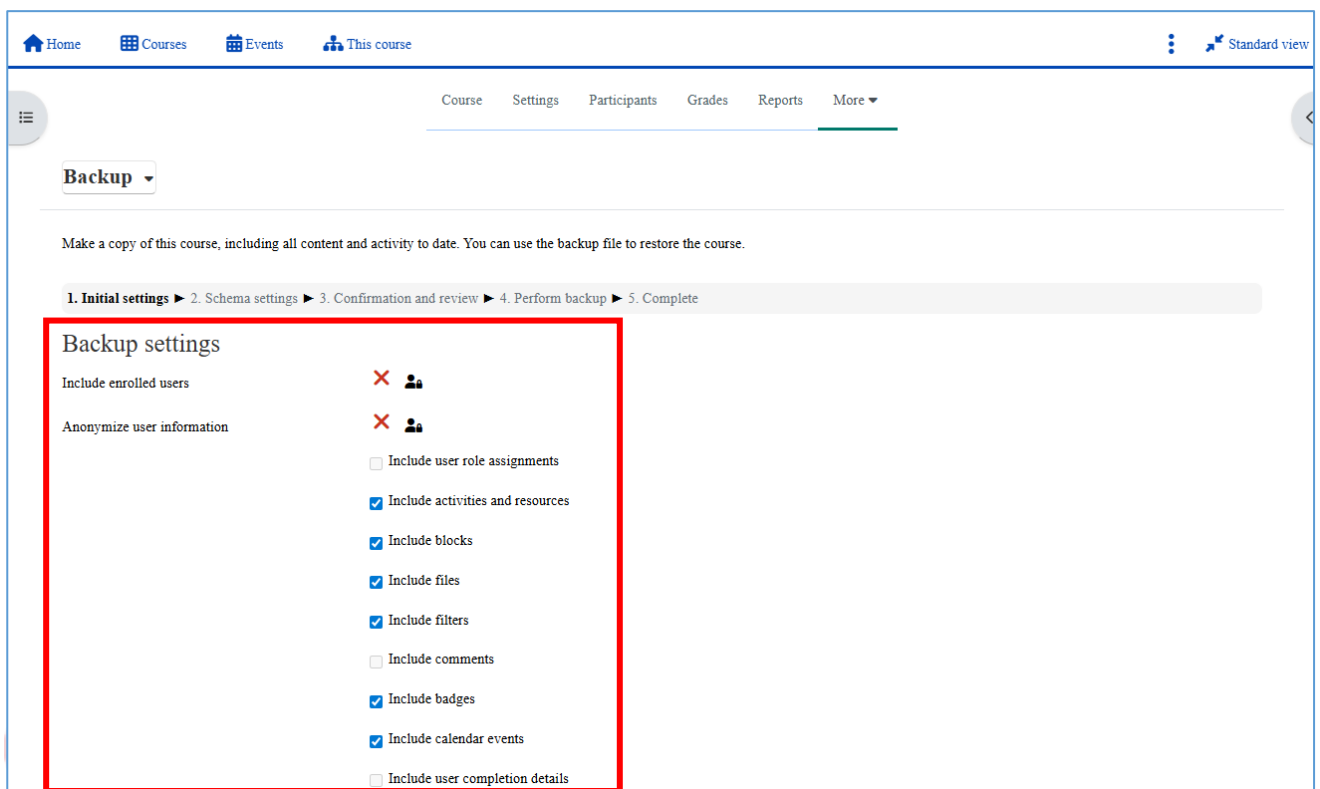
Inside your course, click "**More**" and then select "**Course reuse**".



Click "**Backup.**"



Review the information you want to back up (e.g., activities, resources, blocks).



Home Courses Events This course

Course Settings Participants Grades Reports More

Backup

Make a copy of this course, including all content and activity to date. You can use the backup file to restore the course.

1. Initial settings ► 2. Schema settings ► 3. Confirmation and review ► 4. Perform backup ► 5. Complete

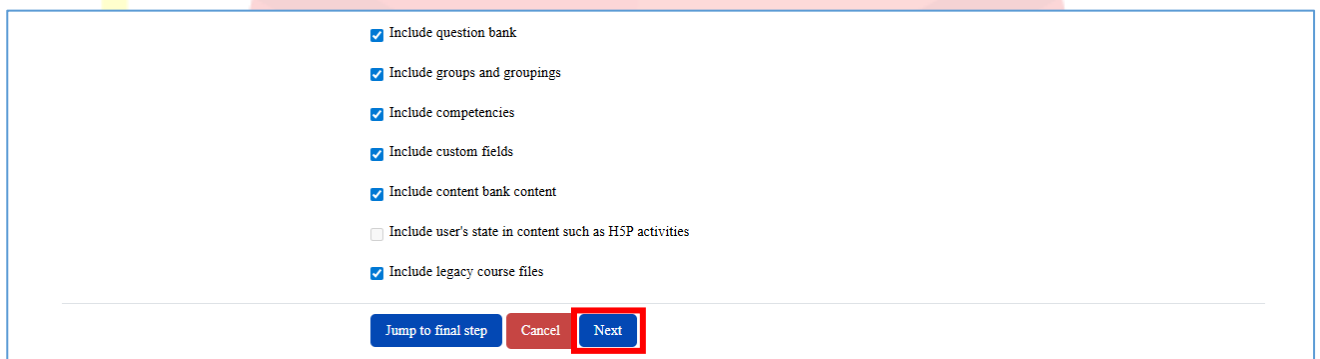
Backup settings

Include enrolled users

Anonymize user information

- ☒ Include activities and resources
- ☒ Include blocks
- ☒ Include files
- ☒ Include filters
- ☐ Include comments
- ☒ Include badges
- ☒ Include calendar events
- ☐ Include user completion details

Once confirmed, click "Next".



- ☒ Include question bank
- ☒ Include groups and groupings
- ☒ Include competencies
- ☒ Include custom fields
- ☒ Include content bank content
- ☐ Include user's state in content such as H5P activities
- ☒ Include legacy course files

Jump to final step Cancel Next

Confirm the specific content you wish to include (individual sections, activities, and resources). You can use **"Select all/None"** to quickly make your choices. After confirming, click **"Next"**.

Backup

Make a copy of this course, including all content and activity to date. You can use the backup file to restore the course.

1. Initial settings ▶ 2. Schema settings ▶ 3. Confirmation and review ▶ 4. Perform backup ▶ 5. Complete

Include:

All / None (Show type options)

Select

<input checked="" type="checkbox"/> General	User data	×	🔒
<input checked="" type="checkbox"/> 公告 📢	-	×	🔒
<input checked="" type="checkbox"/> 出缺席 📅	-	×	🔒
<input checked="" type="checkbox"/> 即時測驗 📝	-	×	🔒
<input checked="" type="checkbox"/> 平時作業 📁	-	×	🔒
<input checked="" type="checkbox"/> 6 March - 12 March	User data	×	🔒
<input checked="" type="checkbox"/> 隨堂測驗 🧑	-	×	🔒

Previous

Cancel

Next

On the final confirmation page, you can modify the backup file name. Once you've reviewed the details, click **"Perform backup"**.

Course

Settings

Participants

Grades

Reports

More

Backup

Make a copy of this course, including all content and activity to date. You can use the backup file to restore the course.

1. Initial settings ▶ 2. Schema settings ▶ 3. Confirmation and review ▶ 4. Perform backup ▶ 5. Complete

Filename

Filename

backup-moodle2-course-9268-moodle45初體驗-20250711-1714.mz

Backup settings

Include enrolled users

×

👤

Anonymize user information

×

👤

Previous

Cancel

Perform backup

The backup process runs in the background on the server, so you don't need to wait on the page.

Backup

Make a copy of this course, including all content and activity to date. You can use the backup file to restore the course.

1. Initial settings ▶ 2. Schema settings ▶ 3. Confirmation and review ▶ 4. Perform backup ▶ 5. Complete

The backup process is pending

Process pending

You don't need to wait here, as the process will continue in the background.
You can check the progress at any time on the restore page.

Return to course

When it's complete, click **"Continue"**.

Backup

Make a copy of this course, including all content and activity to date. You can use the backup file to restore the course.

1. Initial settings ▶ 2. Schema settings ▶ 3. Confirmation and review ▶ 4. Perform backup ▶ 5. Complete

The backup process has completed

100.00%

The backup process has completed successfully.
You can access the backup on the restore page.

Continue

You can find the backup file in the **"User private backup area"** and download it to restore it on a different Moodle platform.

Course backup area

Backup files for this course.

Filename	Time	Size	Download	Restore	Status
----------	------	------	----------	---------	--------

Manage course backups

User private backup area

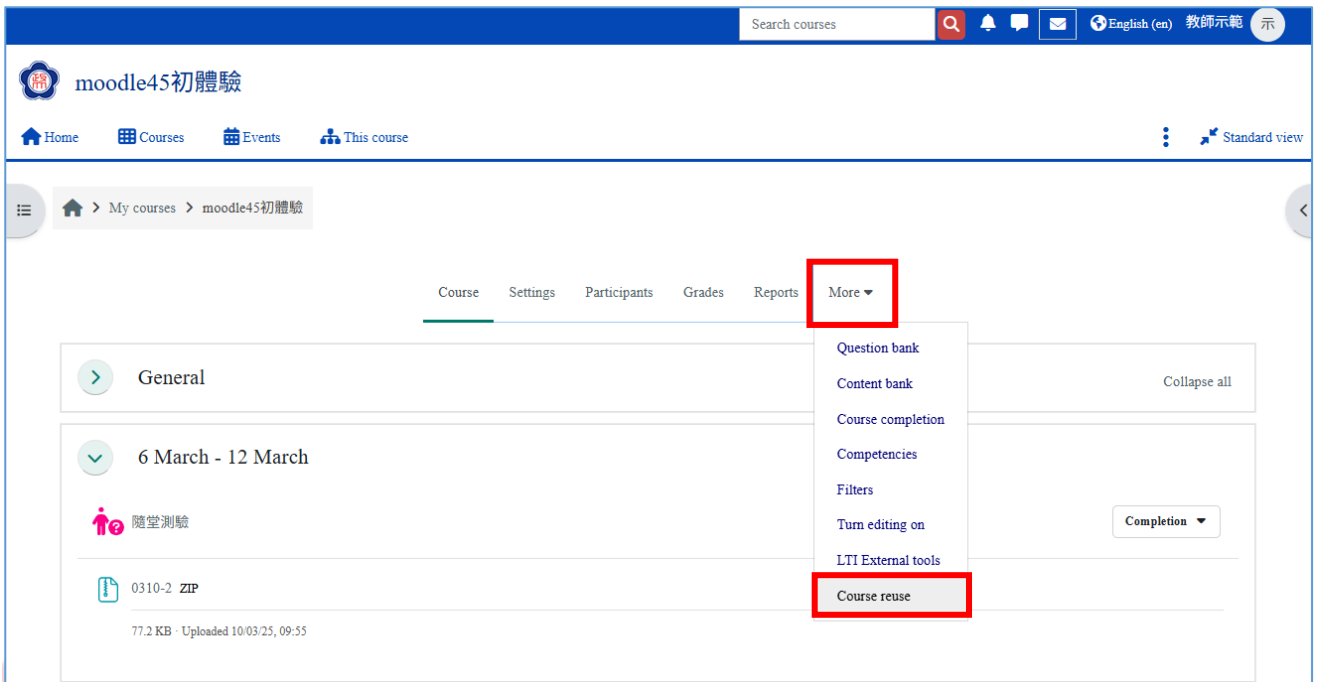
Private backup files for all courses, with anonymised user information.

Filename	Time	Size	Download	Restore	Status
backup-moodle2-course-9268-moodle45初體驗-20250711-1714-nu.mbz	Friday, 11 July 2025, 5:15 PM	224.3 KB	Download	Restore	✓

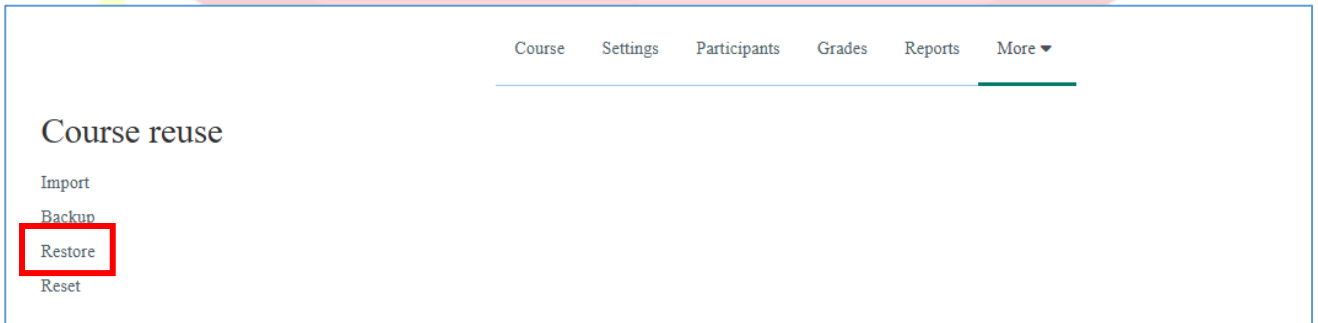
Manage private backups

7-2 Course Restore

Inside a course, click "**More**" and select "**Course reuse**".



Click "**Restore**".



On the restore interface, you can either import a Moodle backup file (with the “.mbz” extension).

[Course](#) [Settings](#) [Participants](#) [Grades](#) [Reports](#) [More ▾](#)

Restore ▾

Use a backup file to restore a previous version of a course, or to create a new course.

Upload a backup file

Backup file ❗ [Choose a file...](#) Maximum size for new files: 50 MB

↓

You can drag and drop files here to add them.

Restore

❗ Required

Click "**Restore**" on a file from your list of previous backups.

User private backup area

Private backup files for all courses, with anonymised user information.

Filename	Time	Size	Download	Restore	Status
backup-moodle2-course-9268-moodle45初體驗-20250711-1714-nu.mbz	Friday, 11 July 2025, 5:15 PM	224.3 KB	Download	Restore	✓

Manage private backups

Confirm that the content of the backup file is correct.

[Course](#) [Settings](#) [Participants](#) [Grades](#) [Reports](#) [More ▾](#)

1. Confirm ▶ 2. Destination ▶ 3. Settings ▶ 4. Schema ▶ 5. Review ▶ 6. Process ▶ 7. Complete

Backup details

Type	Course
Format	Moodle 2
Mode	Asynchronous
Date taken	Friday, 11 July 2025, 5:15 PM
Moodle version	4.5.5+ (Build: 20250629) [2024100705.03]
Backup version	4.5 [2024100700]
URL of backup	https://moodle45test.nccu.edu.tw [95c36a752e7cf270bf5f82c1416dc282]

Backup settings

Include enrolled users	✗
Anonymize user information	✗

then click "Continue".

Section: 4	Included in backup (no user information)									
Activities	<table><thead><tr><th>Module</th><th>Title</th><th>Userinfo</th></tr></thead><tbody><tr><td>Assignment</td><td>作業1</td><td>×</td></tr><tr><td>Assignment</td><td>Assignment Demo</td><td>×</td></tr></tbody></table>	Module	Title	Userinfo	Assignment	作業1	×	Assignment	Assignment Demo	×
Module	Title	Userinfo								
Assignment	作業1	×								
Assignment	Assignment Demo	×								
Section: Quiz	Included in backup (no user information)									
Activities	<table><thead><tr><th>Module</th><th>Title</th><th>Userinfo</th></tr></thead><tbody><tr><td>Quiz</td><td>Pop quiz</td><td>×</td></tr></tbody></table>	Module	Title	Userinfo	Quiz	Pop quiz	×			
Module	Title	Userinfo								
Quiz	Pop quiz	×								

Continue

You can choose to restore the course file to "this course" or to "existing course" that you teach.

Home Courses Events This course Standard view

Course Settings Participants Grades Reports More

1. Confirm ► 2. Destination ► 3. Settings ► 4. Schema ► 5. Review ► 6. Process ► 7. Complete

Restore into this course

Merge the backup course into this course ☒

Delete the contents of this course and then restore ☐

Continue

Restore into an existing course

Merge the backup course into the existing course ☒

Delete the contents of the existing course and then restore ☐

Select a course

Course short name	Course full name
<input type="radio"/> 教學設計示範課程	教學設計示範課程

Search courses

Continue

For this example, we will restore the backup file into this course. Click **"Continue"** under **"Restore into this course"**.

The screenshot shows a course restoration wizard with a progress bar at the top indicating steps 1 through 7. The current step is '2. Destination', which is highlighted. Below the progress bar, the title 'Restore into this course' is displayed. There are two radio button options: 'Merge the backup course into this course' (selected) and 'Delete the contents of this course and then restore'. A blue 'Continue' button is located at the bottom right of the options.

Course Settings Participants Grades Reports More ▾

1. Confirm ► 2. Destination ► 3. Settings ► 4. Schema ► 5. Review ► 6. Process ► 7. Complete

Restore into this course

Merge the backup course into this course ☒

Delete the contents of this course and then restore ☐

Continue

Select the content and options you wish to restore.

The screenshot shows the 'Restore settings' step of the wizard. The progress bar now highlights '3. Settings'. The title is 'Restore settings'. Below the title, there are several settings with checkboxes or dropdown menus. 'Include enrolled users', 'Include enrolment methods', 'Include user role assignments', 'Include comments', and 'Include user completion details' are marked with a red 'X'. 'Include permission overrides', 'Include activities and resources', 'Include blocks', 'Include filters', 'Include badges', and 'Include calendar events' are checked with blue checkmarks. The 'Include enrolment methods' dropdown is set to 'No'.

Course Settings Participants Grades Reports More ▾

1. Confirm ► 2. Destination ► 3. Settings ► 4. Schema ► 5. Review ► 6. Process ► 7. Complete

Restore settings

Include enrolled users ✕

Include enrolment methods No ▾

Include user role assignments ✕

☒ Include permission overrides

☒ Include activities and resources

☒ Include blocks

☒ Include filters

Include comments ✕

☒ Include badges

☒ Include calendar events

Include user completion details ✕

Then click **"Next"**.

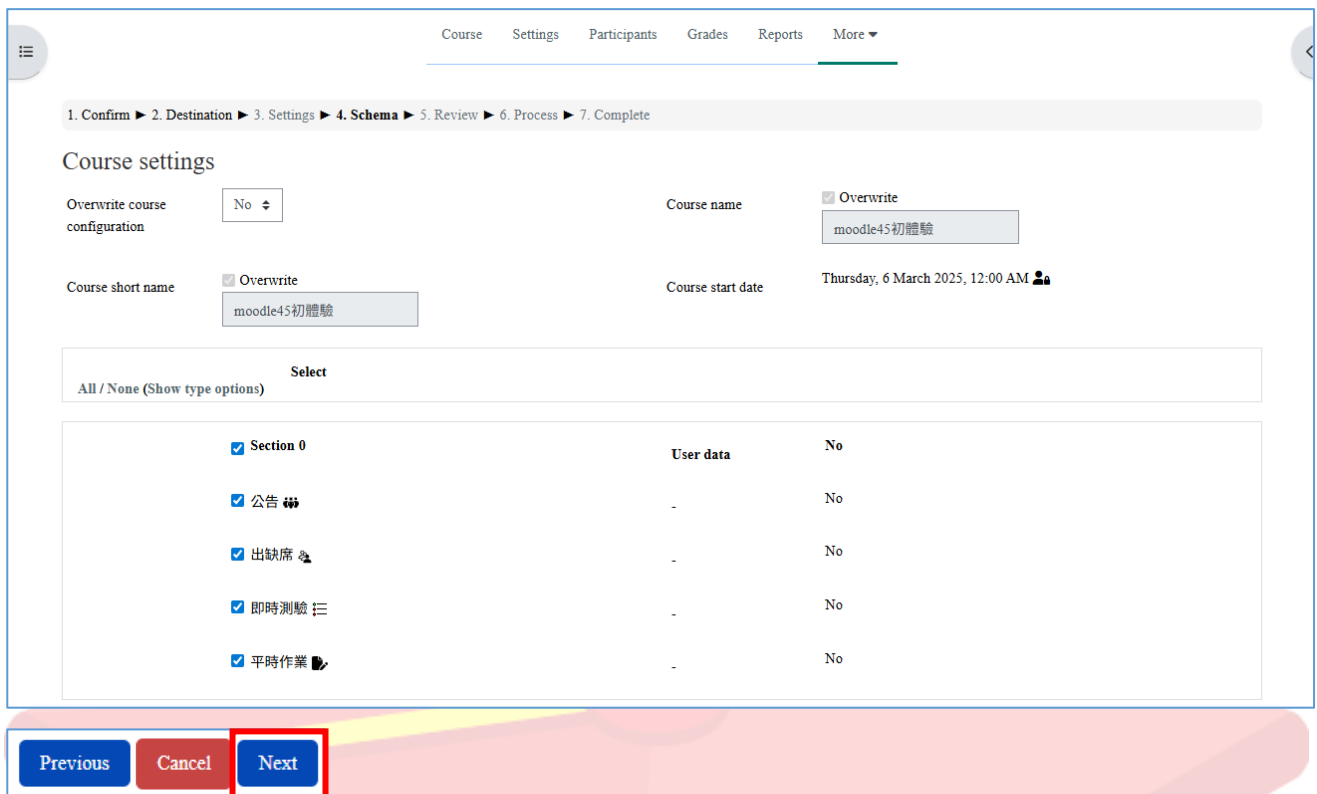
The screenshot shows the final step of the wizard. The progress bar highlights the final step. The title is 'Include user's state in content such as H5P activities'. There is a red 'X' icon and a checked checkbox for 'Include legacy course files'. At the bottom, there are 'Cancel' and 'Next' buttons. The 'Next' button is highlighted with a red box.

Include user's state in content such as H5P activities ✕

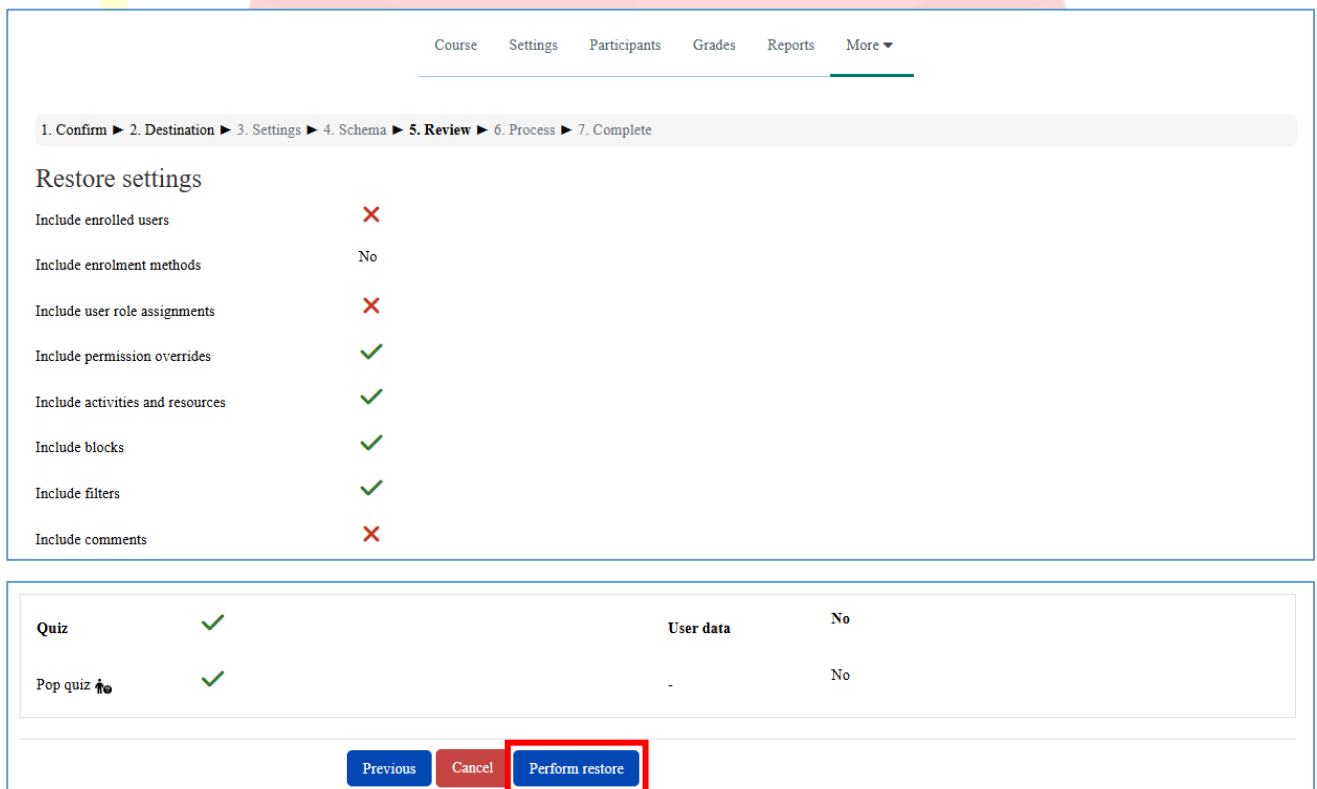
☒ Include legacy course files

Cancel Next

Confirm the specific course activities you want to restore, then click **"Next"**.



Finally, review all the content one last time, and then click **"Perform restore"**.



The restore process will also run in the background. Once it is complete.

[Course](#) [Settings](#) [Participants](#) [Grades](#) [Reports](#) [More ▾](#)

1. Confirm ▶ 2. Destination ▶ 3. Settings ▶ 4. Schema ▶ 5. Review ▶ 6. **Process** ▶ 7. Complete

The restore process is pending

Process pending

You don't need to wait here, as the process will continue in the background.
You can check the progress at any time on the restore page.

[Return to course](#)

Click "**Continue**" to finish.

[Course](#) [Settings](#) [Participants](#) [Grades](#) [Reports](#) [More ▾](#)

1. Confirm ▶ 2. Destination ▶ 3. Settings ▶ 4. Schema ▶ 5. Review ▶ 6. Process ▶ 7. **Complete**

The restore process has completed

100.00%

The restore process has completed successfully. Clicking continue will take you to the course for the restored item.

[Continue](#)