Moodle
Learning Management System
Basic Introduction
Information Technology Services

Moodle
Learning Management System

Basic Introduction

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Introduction

Moodle is an open-source Learning Management System (LMS) developed with education and teaching in mind. A Learning Management System can also be referred to as a Course Management System (CMS) or a Virtual Learning Environment (VLE). While Desire2Learn is the primary LMS at Kennesaw State University, Moodle is supported as an alternative or supplementary system as needed. This guide serves as a basic introduction to the Moodle system.

Moodle at KSU is a complete Moodle instance that can be used for delivering course materials for an entire course, with KSU NetID authentication for faculty and students. It is recommended to include some placeholder, or directions to Moodle, in your Desire2Learn course if you choose to use Moodle.

Additional information and help for Moodle can be found at [http://moodle.org](http://moodle.org).

Learning Objectives

After completing the instructions in this booklet, you will be able to:

- Understand how to access the Moodle system
- Add activities and resources to your class
- Understand how to post and reply on forums
- Assign grades and feedback to assignments
- Create question items for a quiz
- Send and receive messages in Moodle
- Understand how to access your grades
- Add students to your course roster
Accessing the Moodle Website

1. Navigate your web browser to http://moodle.kennesaw.edu. The KSU Moodle Login page will appear (See Figure 1).

![Figure 1 - KSU Moodle Login Page](image)

2. Enter your KSU NetID as the **Username** and your KSU NetID Password as the **Password**.

3. Click the **Login** button (See Figure 2).

![Figure 2 - Login](image)

The KSU Moodle Home page will open (See Figure 3). From here you can:
   a) Navigate throughout your Moodle site (e.g. Site pages, profile, course, and home);
   b) Access your profile settings;
   c) Directly access your courses; and
   d) Access the calendar.

![Figure 3 - KSU Moodle Home Page](image)

*Note*: You will not be able to create courses on your own with your KSU NetID login credentials. If you wish to create a new course, please contact the KSU **Service Desk** at 770-423-6999.
Preparing your Course for Editing

1. From the KSU Moodle Home Page, click on your course title (See Figure 4).

![Figure 4 - Accessing Your Course](image)

2. The Course home page will open. In the upper-right corner, click Turn editing on to enable course editing (See Figure 5).

![Figure 5 - Turn Editing On](image)

*Note:* Editing must be turned on in order to add sections or modules to your course.

Adding Activities or Resources to your Class

Adding Forums to a Section

By inserting forums to your class, you can give students a way to discuss topics, introduce themselves, or you can post announcements relevant to your course.

1. Click Add an activity or resource under the desired section (See Figure 6).

![Figure 6 - Add an Activity or Resource](image)

*Note:* If you need to increase the number of sections, click the box at the bottom of your last section, and a new section will be added.

2. The Add a Module window will appear. Select the Forum module under Activities (See Figure 7).

3. Click the Add button (See Figure 7).
Note: Additional information on the module you select will be displayed to the right.

4. The Adding a new Forum page will appear, showing multiple options for setting up your new module.

Note: Clicking on the Help icon when displayed will bring up additional information regarding an option.

5. Under the General category (See Figure 8):
   a) Fill in the Forum name and Forum introduction fields.
   b) Select Standard forum for general use from the Forum Type dropdown.
   c) Click the Display description on course page box to display the Forum Introduction text under the module on the course home page.
   d) Select a Subscription mode to determine how participants will receive email notifications of forum posts:
      • Optional subscription - Participants can choose whether to be subscribed or not;
      • Forced subscription - Everyone is subscribed and cannot unsubscribe;
      • Auto subscription - Everyone is subscribed initially, but can choose to unsubscribe anytime; or
      • Subscription disabled - Subscriptions are not allowed.
6. Scroll down to access additional options (*Post threshold for blocking, ratings, common module settings*) (See *Figure 9*).

7. When finished, click **Save and return to course** at the bottom of the page (See *Figure 10*)

8. The *Course home page* appears. Click the text of the **forum name** to access your forum.
Creating a New Forum Topic

1. From the Course Home page, click the forum you wish to enter.

2. The Forum Introduction page will appear. Click the Add a new discussion topic button (See Figure 11).

3. The new discussion topic page will appear with the following options (See Figure 12):
   a. Enter the subject and your message to be posted here. You can also choose to receive email notifications when someone responds to your post.
   b. If desired, you can upload a file that will be presented at the end of your message.
   c. Click Post to forum to post your message. A confirmation screen will briefly display, and then you will be returned to the new discussion topic page.

   Note: If the mail now checkbox is selected, an email will be sent immediately to all forum subscribers.
Responding to a Forum Post

1. From the *Course Home* page, click the **forum** you wish to enter.

2. The *Forum Introduction* page will appear along with any created *discussion topics*. Click the desired **subject** within the *discussion column* (See **Figure 13**).

![Figure 13 - Available Discussion Topic](image)

3. The *discussion subject* will be displayed.

4. Click the **Reply** button under the *message* you wish to respond to (See **Figure 14**).

![Figure 14 - Replying to a Discussion](image)

5. A *response* field will appear that similar to when creating a *new discussion topic* (See **Figure 12**).

6. Type your **response** in the *message* field.

7. Click the **Post to forum** button (See **Figure 12**). A *confirmation* screen will briefly display, and then you will be returned to the *new discussion topic* page.
Adding Files to a Section

By using the File Module, you can share simple file documents with your students (e.g. Word documents, PowerPoint files) for download at a later time.

1. Click **Add an activity or resource** under the desired section (See *Figure 6*).

2. The *Add a Module* window will appear. Select the File module under *Resources* (See *Figure 15*).

3. Click the **Add** button (See *Figure 15*).

4. The *Adding a new File* page will appear, showing multiple options for setting up your module.

5. Type a name and description of your file in the **Name** and **Description** fields (See *Figure 16*).

---

*Figure 15 - Add a File Module*

*Figure 16 - Name and Description for your File*
6. In the Content section, drag the **file to upload** from your computer **inside the box with the blue arrow** (See Figure 17).

![Figure 17 - Upload a File: Drag and Drop]

7. In the Options section, select an **option** for how the file will be downloaded/displayed (See Figure 18).

![Figure 18 - Download Options]

Options for downloading/displaying files include:

- **Automatic (Default)** - The best display option for the file type is selected automatically;
- **Embed** - The file is displayed within the page below the navigation bar together with the file description and any blocks;
- **Force download** - The user is prompted to download the file;
- **Open** - Only the file is displayed in the browser window;
- **In pop-up** - The file is displayed in a new browser window without menus or an address bar;

Additional options not displayed in Figure 18 include:

- **In frame** - The file is displayed within a frame below the navigation bar and file description; and
- **New window** - The file is displayed in a new browser window with menus and an address bar.

8. Click **Save and return to course** at the bottom of the page (See Figure 10).

**Adding your own Custom Webpage to a Section**

It is possible to create a webpage in Moodle that you can use to display additional content related to a topic in the form of plain text, images, audio, video, or a combination.

1. Click **Add an activity or resource** under the desired section (See Figure 6).
2. The *Add a Module* window will appear. Select the **Page** module under *Resources* (See *Figure 19*).

3. Click the **Add** button (See *Figure 19*).

4. The *Adding a new Page* screen will appear, showing multiple options for setting up your module.

5. Type a name and description of the **Page** in the **Name** and **Description** fields (See *Figure 20*).

6. In the **Page Content** field, insert your text, pictures, video, and/or web links (See *Figure 21*).
7. Use the formatting tools located at the top of the page content field to edit your content (See Figure 22).

8. Click Save and return to course at the bottom of the page (See Figure 10).

Adding Web URLs to a Section

URL Module can be used to provide students with web links for research, saving time and effort from having to manually type out the address.

1. Click Add an activity or resource under the desired section (See Figure 6).

2. The Add a Module window will appear. Select the URL module under Resources (See Figure 23).

3. Click the Add button (See Figure 23).
4. The *Adding a new URL* page will appear, showing multiple options for setting up your module.

5. Type a name and description of the URL in the **Name** and **Description** fields (See *Figure 24*).

6. In the *External URL* field under *Content*, type/paste the **web address** for the page you want students to visit (See *Figure 25*).
7. In the *Options* section, select a **display option** for how the web page will be opened (See *Figure 26*).

![Figure 26 - URL Display Options](image)

Options for displaying the website include:
- **Automatic (Default)** - The best display option for the URL is selected automatically;
- **Embed** - The URL is displayed within the page below the navigation bar together with the URL description and any blocks;
- **Open** - Only the URL is displayed in the browser window;
- **In pop-up** - The URL is displayed in a new browser window without menus or an address bar;

Additional options not displayed in *Figure 26* include:
- **Force download** - The user is prompted to download the URL file;
- **In frame** - The URL is displayed within a frame below the navigation bar and URL description; and
- **New window** - The URL is displayed in a new browser window with menus and an address bar.

8. Click **Save and return to course** at the bottom of the page (See *Figure 10*).

**Adding a YouTube Video to a Section**

Adding videos to your course is very similar to adding a URL. You can either create a link to a YouTube video, or embed the video directly within the resource.

1. Follow steps 1 – 6 under *Adding Web URLs to a Section*.

2. In the *Options* section, select **Embed** from the drop-down menu (See *Figure 27*).

![Figure 27 - Embedding a URL](image)
3. Click **Save and return to course** at the bottom of the page (See *Figure 10*).

Now when you open the resource, the YouTube video will display. Click on the **video** to play.

**Adding Assignment Submissions to a Section**

Adding an assignment module to your class will allow you to collect work from students, review it, and provide feedback, including grades.

1. Click **Add an activity or resource** under the desired section (See *Figure 6*).

2. The **Add a Module** window will appear. Select the **Assignment** module under Activities (See *Figure 28*).

3. Click the **Add** button (See *Figure 28*).

![Figure 28 - Add an Assignment Module](image)

4. The **Adding a new Assignment** page will appear, showing multiple options for setting up your module.

5. Type a name and description for the **Assignment** in the **Name** and **Description** fields (See *Figure 29*).
6. Under the Assignment settings, select dates for students to submit their assignment (See Figure 30):
   a) In the Allow Submissions from section, select the date when students will be able to begin submitting their assignment, and click Enable;
   b) In the Due Date section, select the date when the assignment is due, and click Enable;  
      **Note:** Students will still be able to submit after the Due Date, but their submission will be marked late.
   c) In the Cut-off date section, select the date when assignments will no longer be accepted, and click Enable.

7. Under Submission Settings, select Yes for the File submissions (See Figure 31).

8. Under Feedback Settings, select Yes for feedback comments and feedback files (See Figure 32).
Note: Enabling feedback comments will allow you to leave feedback for students on their assignment page, while feedback files will allow you to attach files with additional feedback contained within them.

9. Under Grade, select a value from the Grade drop-down (in the example, the grade value has already been set to 100) (See Figure 33).

10. Under grading method, select Simple direct grading from the dropdown (See Figure 33).

11. Click Save and return to course at the bottom of the page (See Figure 10).

Grading Assignment Submissions

Once your students have submitted their assignments, you will need to access the assignment activity to review submissions, assign grades, and give feedback.

1. Click on the desired Assignment Activity (See Figure 34).
2. The Assignment Activity page will open. Click **View/grade all submissions** below the **grading summary** (See Figure 35).

![Figure 35 - Grading Summary](image)

3. The Assignment Grading page will display (See Figure 36).

![Figure 36 - Assignment Grading Page](image)

4. In the **Edit** column, hover over the **actions** icon, and click **Grade** on the menu that appears (See Figure 37).

![Figure 37 - Assign Grade](image)
5. The Submission Grading page will display. Click the **file name** for the assignment in the file submissions section (See Figure 38).

   ![Figure 38 - Downloading a File Submission](image)

6. When prompted, download the student’s assignment to your computer.

7. When ready, type a **grade** in the Grade out of 100 field (See Figure 39).

   ![Figure 39 - Assigning the Grade](image)

8. If necessary, type your **feedback** to the student in the feedback comments field (See Figure 40).

   ![Figure 40 - Leaving Feedback](image)
9. If desired, you can also upload a file containing your feedback to the student. Click and drag your feedback file from your computer into the box under feedback files (See Figure 41).

![Figure 41 – Dragging a File from the Computer into Moodle](image)

10. Click Save Changes (See Figure 42).

![Figure 42 - Save Grading Changes](image)

*Note:* You can also click Save and show next to be brought directly to the next student on your assignment list.

11. After clicking save changes, you will be returned to the Assignment Grading page where your changes to the student’s assignment will be displayed.

**Adding Quizzes to a Section**

The Quiz module will allow you to design and build quizzes consisting of a variety of question types (e.g. multiple choice, true/false, short answer, etc.). These questions are then stored in the question bank and can be re-used later.

1. Click Add an activity or resource under the desired section (See Figure 6).

2. The Add a Module window will appear. Select the Quiz module under Activities (See Figure 43).

3. Click the Add button (See Figure 43).
4. The *Adding a new Quiz* page will appear, showing multiple options for setting up your module.

5. Type a name for the *Quiz* in the *Name* field (See *Figure 44*).

![Figure 44 - Name the Quiz](image)

*Note:* The *Introduction* field is not required, but it is recommended you enter some instructions for students about the quiz.

6. Under the *Timing settings*, select *dates* for students to access the *quiz* (See *Figure 45*):
   a) Select the *dates and times* that the *quiz* will open to students, and when access will be disabled. Select *Enable*;
b) Assign a time limit to the quiz (time left will be displayed while students take the quiz); and
c) Select an action from the drop-down to be taken once the time limit expires
   
   Note: The default is set to Attempts must be submitted before time expires, or they are not counted.

![Figure 45 - Timing Options](image)

7. Under Grade, select the appropriate grading options for your quiz (See Figure 46):
   a) For Grade Category, select Quizzes;
   b) For Attempts Allowed, select how many times students can take the quiz from the dropdown menu; and
   c) For Grading Method, select an option for calculating the final quiz grade (unavailable if only one attempt is selected).

![Figure 46 - Quiz Grade Options](image)

8. Under Layout, select As shown on edit screen for Question order (See Figure 47).

![Figure 47 - Quiz Layout Settings](image)
9. Under Question Behavior, select Yes for Shuffle within questions (See Figure 48).

Note: This will randomly shuffle the parts making up each question each time the student attempts the quiz.

10. Select Deferred feedback from the dropdown menu for How questions behave.

11. Under Review Options, select the options to control what information students will see when they review their quiz (See Figure 49):
   a) During the attempt: settings are only relevant for some behaviors, like 'interactive with multiple tries', which may display feedback during the attempt.
   b) Immediately after the attempt: settings apply to the first two minutes after 'Submit all and finish' is clicked.
   c) Later, while the quiz is still open: settings apply after this, and before the quiz close date.
   d) After the quiz is closed: settings apply after the quiz close date has passed. If the quiz does not have a close date, this state is never reached.
12. Under Display, select the options based on your preference (See Figure 50).

![Figure 50 - Quiz Display](image)

13. Under Extra restrictions on attempts, select the options based on your preferences (See Figure 51).

![Figure 51 - Extra Restrictions on Attempts](image)

14. If you wish students to receive automatic feedback after they have completed a quiz, type a grade within the Grade boundary boxes (E.g. 100% - 70%) (See Figure 52).

15. Type your feedback to be displayed to students falling within your boundary under Feedback. (See Figure 52).
In the example above, students who score between 100% and 70% will see the “Well done” message. Students who score between 69.99% and 0% will see the “Please study this week’s work again” message.

16. Click **Save and return to course** at the bottom of the page to add your quiz to the section (See **Figure 10**).

**Adding/Customizing Questions for a Quiz**

1. Make sure that editing has been turned on for your course (See **Figure 5**).

2. Enter the settings for your quiz by clicking on the **gear** icon to the right of your quiz (See **Figure 53**).

3. On the left side of the screen under **Settings**, click **Edit quiz** (See **Figure 54**).
4. The *edit quiz* display will appear with the following options (See Figure 55):
   a) Indicate the *maximum grade* a student can get for the quiz;
   b) *Add a new question* or have a *question selected at random* from your question bank;
   c) *Add a new page* to your quiz (important if you want to display one question per screen); and
   d) *Show/Hide* your question bank contents.

   ![Figure 55 - Edit Quiz Display Options]

From the *edit quiz* display, you will be able to select many different types of questions to insert into your quiz. The next two subsections will explain how to create a *Multiple Choice* question with four choices and a *True/False* question.

**Creating a Multiple Choice Question**

1. From the *Edit Quiz* display, click the *Add a question* button (See Figure 55).

2. The *question selection* menu will appear (See Figure 56).

   ![Figure 56 - Question Selection Menu]

   *Note:* Click a *question type* to see its description.
3. Select **Multiple Choice** from the *question selection* menu.

4. Click **Next**.

5. Options for *adding a multiple choice question* will appear with several options to apply to your question (See *Figure 57*).

6. In the *Question Name* field under *General options*, type in your *question* (See *Figure 57*).

7. Repeat your *question* in the *Question Text* box (See *Figure 57*).

8. Set the *Default Mark* to 1 (See *Figure 57*).

*Note:* The *Default Mark* is the total number of points for a correct answer.

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<table>
<thead>
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<th>General</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Category</strong></td>
</tr>
<tr>
<td><strong>Question name</strong></td>
</tr>
<tr>
<td><strong>Question text</strong></td>
</tr>
</tbody>
</table>

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9. From the *One or multiple answers* drop-down, select **One answer only** (See *Figure 58*).

10. Next to *Shuffle the choices*, click the *check box* (This will randomly shuffle the parts making up each question each time the student attempts the quiz) (See *Figure 58*).
11. From the *Number of choices* drop-down, select *a., b., c.* (See *Figure 58*).

![Figure 58 - Adding a Multiple Choice Question: Answer Options](image)

12. In the *Answer* field under *Choice 1*, type in the **correct answer** to your question (See *Figure 59*).

13. In the *Grade* drop-down, select **100%** from the list of choices (See *Figure 59*).

*Note:* If there are multiple correct answers for your question, you can assign a different point value for each correct answer to total 100%.

![Figure 59 - Adding a Multiple Choice Question: Choices (1)](image)

14. In the *Answer* field under *Choice 2*, type in the **incorrect answer** to your question (See *Figure 60*).

15. In the *Grade* drop-down, select **None** from the list of choices (See *Figure 60*).
16. Repeat steps 18 and 19 for choice 3 and choice 4.

*Note:* If you run out of choices, you can add more by clicking **Blanks for 3 more choices** under your last choice.

17. Enter a **message** in the *Combined Feedback* section if you want students to receive feedback when they select an answer (See Figure 61).

18. Select a **Penalty for each incorrect try** from the drop-down under *Settings for multiple tries* (See Figure 62).
19. In the *Hint* section, type in a **hint** if you want one to be displayed if the student chooses an incorrect response.

20. Click **Save changes** at the bottom of the page (See *Figure 63*).

**Creating a True/False Question**

1. From the *Edit Quiz* display, click the **Add a question** button (See *Figure 55*).

2. The *question selection* menu will appear. Select **True/False** from the *question selection* menu (See *Figure 56*).

3. Click **Next**.

4. Options for adding a **True/False question** will appear with several options to apply to your question.

5. In the *Question Name* field under *General options*, type in your **question** (See *Figure 64*).

6. Repeat your **question** in the *Question Text* box (See *Figure 64*).

7. Set the *Default Mark* to 1 (See *Figure 64*). **Note:** The *Default Mark* is the total number of points for a correct answer.

8. In the *Correct answer* field, indicate if the question statement is **True** or **False** (See *Figure 64*).
9. Click **Save changes** at the bottom of the page (See Figure 63).

### Sending Messages in Moodle

Moodle allows you to send messages to students in your class list, allowing you to answer student questions, provide feedback, or to notify students about upcoming assignments.

1. From the **KSU Moodle Home** page, click on the **course name** that contains the students you want to message (See Figure 3).

2. In the **Navigation** pane, under your **course name**, click on **Participants** (See Figure 65).
3. A list of all your current participants will appear. Click the checkbox in the select column for all the students you want to send messages to (See Figure 66).

![Participant List](image)

**Figure 66 - Participant List**

*Note*: If you do not see the Select column, use the scroll-bar at the bottom of the participant list to scroll your view to the right.

4. In the *With selected users*… drop-down, select **Send a message** (See Figure 67).

![Send a message](image)

**Figure 67 - Sending a Message**

5. The *message course users* screen appears. Type your *message* to be sent in the *Formatting* section (See Figure 68).
6. Click the **Preview** button (See Figure 68).

![Figure 68 – Editing your Message](image)

**Note:** You can remove individuals from your message by clicking the **Remove** button next to their name below the **Preview** button.

7. A preview of your message will be displayed. Click the **Send Message** button to send your message to the selected students (See Figure 69).

![Figure 69 - Send Message](image)

**Note:** If you wish to make changes to your message, click **Update** to be brought back to the message course users screen.

**Receiving Messages in Moodle**

When new messages are received in Moodle, a pop-up window will appear in the lower right corner of your screen. This pop-up will also display upon logging into your account if you still have unread messages in your inbox (See Figure 70).
1. **To access your messages:**
   a) Click **Go to messages** when a new or unread pop-up message appears in the lower-right corner of your screen; or
   b) Under **My Profile** in the **Navigation pane**, click on **Messages** (See **Figure 71**).

2. The **Message Navigation** page will appear (See **Figure 72**).

3. Click on the **name of the user** who sent you a message to read. The following information will be displayed on the right of the screen: (See **Figure 73**).
   a) Options to **add/block** the sender in your contact list;
   b) **View All, Recent, or New** messages from this sender;
c) *Message* from the sender with *time stamp*;
d) Text field to type a *reply message*; and
e) *Send the message* that has been typed in the text field.

![Figure 73 - Message Information and Reply](image)

*Note:* A copy of the message will also be forwarded to your KSU email account.

**Accessing Course Grades**

All the grades for your students will be found in the course gradebook (or Grader report). The grader report will show an overview of all grades that have been collected from the parts of your course that have been assessed. You can view grades, change them, sort grades into categories, and calculate totals in a variety of ways.

1. From the *Course home* page, click *Grades* under *Course administration* in *Settings* on the left of your screen (See *Figure 74*).
2. The Grader report page will open (See Figure 75).

![Figure 75 - Grader Report](image)

**Note:** Various default options for the gradebook are set at system level by the administrator and can be marked as being overridable by you, or fixed. This means that the options will not always be set up the same way for every user when they see the grader report for the first time.

### Gradebook Display

There are multiple options for reviewing your gradebook:

1. Highlight rows and columns to track students across multiple assignments by clicking on an **empty space** in the cell that either contains the student’s name, or the top of a column (See Figure 76).

![Figure 76 - Highlighting Students](image)

2. Sort the grades in any column by clicking the **sort** icon at the top of the column and cycle through descending order and ascending order (respectively).
3. Highlight scores in green for passing, or red for failing, by adjusting the grade students need to pass.
   a) Click the Turn editing on button in the upper-left corner of your screen.
   b) Click the Settings icon in the column for the assignment/quiz.
   c) Under category total, click the Show advanced button to display additional options.
   d) In the grade to pass field, type the minimum grade students need to pass.
   e) Click Save changes at the bottom of the screen. You will be returned to the grader report page.
   f) Click the Turn editing off button in the upper-left corner of your screen. Scores will now be highlighted in green/red.

Gradebook Editing

There are also multiple options available for editing your gradebook:

1. Manually enter/change a grade for a student:
   a) To alter student grades manually, click the Turn editing on button.
   b) In the field for the student’s grade for an assignment/quiz, type in the new grade.

   Note: If you manually enter/change a grade for a student, the cell will remain highlighted to indicate the grade was changed manually. The student will also receive a notice on the assignment/quiz information page that the grade has been altered.

2. Cycle through displaying the aggregate scores only, grades only, or both, by clicking the change view icon.

Adding Students to your Class Roster

By adding students to your class roster, you can grant them access to your course materials, send messages through Moodle, and add them to your gradebook.

1. From your Course home page, click Enrolled users under Users in the Settings left-side bar (See Figure 77).
2. The *Enrolled users* page will appear, displaying a list of all students currently enrolled in your course (See Figure 78).

![Figure 77 - Enrolling Users](image)

3. Click the **Enroll users** button in the upper-right corner of your screen (See Figure 79).

![Figure 79 - Enroll Users](image)

4. The *Enroll users* box will appear.

5. At the bottom of the *Enroll users* box, type the students last name or KSU Net ID in the search field (See Figure 80).
6. Click the **Search** button (See *Figure 80*).

![Figure 80 – Class Roster Search Results](image)

7. Your search results will appear. Click the **enroll** button to the right of the student’s name (See *Figure 81*).

![Figure 81 - Enroll Student](image)

8. When finished, click the **Finish enrolling users** button at the bottom of the box (See *Figure 82*).

![Figure 82 - Finish Enrolling Users](image)

9. You will be returned to the *Enrolled Students* page. The newly enrolled student(s) will appear on your class roster.