

# Moodle Guide

## Biodiversity e-Learning Platform

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## Introduction

This document serves as a basic step-by-step guide on how to use Moodle to set-up an e-learning course through the SCBD platform (Biodiversity e-Learning Platform).

This guide will walk you through the basics of:

- Setting up a course room
- Uploading course materials
- Managing a course

The current Biodiversity e-Learning Platform uses Moodle version 2.8. URL of the Biodiversity e-Learning Moodle platform: <https://scbd.unssc.org/>

To create and manage courses on the Biodiversity e-learning Platform you must create a CBD account and request that you be granted manager rights. Log in using your SCBD account.

# Creating a course

## Adding a new course

1. Scroll to the bottom of the course folder and select “Add a new course”

**Access to Genetic Resources and Benefit-sharing**

This category includes courses and e-learning modules related to the Nagoya Protocol on Access to Genetic Resources and the Fair and Equitable Sharing of Benefits Arising from their Utilization (ABS) to the Convention on Biological Diversity (CBD). The Protocol, a supplementary agreement to the Convention on Biological Diversity, provides a transparent legal framework for the effective implementation of one of the three objectives of the CBD: the fair and equitable sharing of benefits arising out of the utilization of genetic resources.

For more information about the Nagoya Protocol please [click here](#).

COURSES AVAILABLE BY LANGUAGE: [Español - Internacional \(1\)](#), [Français \(2\)](#)

COURSES AVAILABLE:

**SELF-PACED COURSE: ESTABLISHING LEGAL FRAMEWORKS TO IMPLEMENT THE NAGOYA PROTOCOL**

In collaboration with the International Development Law Organization and with the support of the Japan Biodiversity Fund, the Secretariat of the Convention on Biological Diversity developed this e-learning course to support the implementation of the Nagoya Protocol. The course is comprised of eight modules covering the core requirements of the Protocol and the key considerations and options available for the design and implementation of ABS frameworks, based on country experiences and lessons learned.

**ASIA COURSE: ESTABLISHING LEGAL FRAMEWORKS TO IMPLEMENT THE NAGOYA PROTOCOL**

**CLOSED COURSE - BY INVITATION ONLY**

**Dates: April 16 to May 25, 2018**

In collaboration with the International Development Law Organization and with the support of the Japan Biodiversity Fund, the Secretariat of the Convention on Biological Diversity developed this e-learning course to support the implementation of the Nagoya Protocol. The course is comprised of eight modules covering the core requirements of the Protocol and the key considerations and options available for the design and implementation of ABS frameworks, based on country experiences and lessons learned.

 [Add a new course](#)

2. Fill in the information about the course (this information can be edited at any point)  
Note that the “Course Summary” is always visible on the main page of the course catalogue.

**Add a new course** Expand all

General

Course full name

Course short name

Course category

Visible

Course start date

Course ID number

Description

Course summary

3. In addition to the general information and description the following elements are provided when creating a new course:

- ▶ [Course format](#)
- ▶ [Appearance](#)
- ▶ [Files and uploads](#)
- ▶ [Completion tracking](#)
- ▶ [Guest access](#)
- ▶ [Groups](#)
- ▶ [Role renaming](#)

- There are different course formats available. Currently the majority of courses on the platform are “Topics format”. There are other formats to use depending on your individual needs and preferences.

▼ Course format

- Under files and uploads you can define the maximum upload size for files. We recommend you leave it at the default which is 600MB

▸ Files and uploads

- Make sure that you enable completion tracking. This will allow you to monitor the progress of participants and get the statistics on course completion.

▸ Files and uploads

▼ Completion tracking

▸ Groups

### To edit the course description or course title

- Access the category where the course is housed.

- Scroll to the bottom of the page at the left-side pane, under Administration, select “Manage this category”

**ADMINISTRATION**

Category: Access to Genetic Resources and Benefit-sharing

- Manage this category ←
- Edit this category
- Add a subcategory
- Assign roles

- Next, under the right column, scroll to the course you wish to edit and click on the “settings” icon

**Access to Genetic Resources and Benefit-sharing**

Create new course | Sort courses ▾ | Per page: 20 ▾

Self-Paced Course: Establishing Legal Frameworks to Implement the Nagoya Protocol

Cours D'Auto-Apprentissage: Élaboration de Mesures pour la Mise en Œuvre du Protocol de Nagoya

- Here you can make edits to the course’s settings including full name, short name, visibility and summary.

**Edit course settings**

General

Course full name: Self-Paced Course

Course short name:

Course category: Access to Genetic Resources and Benefit-sharing

Visible: Show

Course start date: 1 July 2017

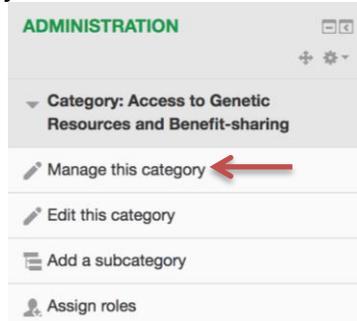
Course ID number:

Description

Course summary: In collaboration with the International Development Law Organization and with the support of the Japan Biodiversity Fund, the Secretariat of the Convention on Biological Diversity developed this e-learning course to support the implementation of the Nagoya Protocol. The course is comprised of eight modules covering the core requirements of the Protocol and the key considerations and options available for the design and implementation of ABS frameworks, based on country experiences and lessons learned.

## Making a course visible / invisible

1. This setting allows you to make a course visible to the students in the course room, or hide it from students and other guests on the platform.
2. Head to the “Administration” tab for the category
3. Select “Manage this category”



4. On the Right-hand column, click on the “EYE” icon for the course you wish to make visible or invisible

### Course and category management

Viewing: Course categories and courses

#### Course categories

Create new category

Access to Genetic Resources and Benefit-sharing	8
Biosafety	1
Economics, Trade and Biodiversity	0
Miscellaneous	4
Protected Areas	18
[Restricted] E-learning Design Workshop for SCBD 2017	28
Access to Genetic Resources and Benefit-sharing	3
Economics, Trade and Biodiversity	2
[Restricted] E-Learning Development	0

#### Access to Genetic Resources and Benefit-sharing

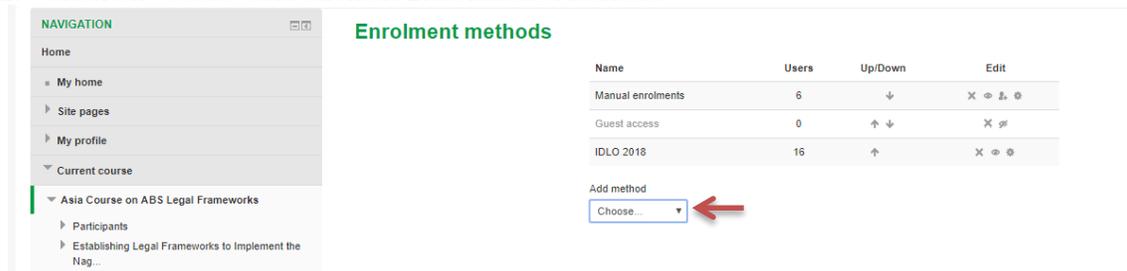
Create new course | Sort courses | Per page: 20

Self-Paced Course: Establishing Legal Frameworks to Implement the Nagoya Protocol	Visible
Cours D'Auto-Apprentissage: Élaboration de Mesures pour la Mise en Œuvre du Protocole de Nagoya	
Curso de Autoaprendizaje: Estableciendo Medidas para Implementar el Protocolo de Nagoya	
Atelier de l'Afrique centrale: ÉLABORATION DE MESURES POUR LA MISE EN ŒUVRE DU PROTOCOLE DE NAGOYA	
Asia Course: Establishing Legal Frameworks to Implement the Nagoya Protocol	Invisible
Curso Regional América Latina: Estableciendo Medidas para Implementar el Protocolo de Nagoya	

## Enrollment

There are three types of enrollment: manual, self-enrollment, and guest access. We recommend that self-enrollment be used. Managers and teachers can manually enroll participants into a course (see instructions below). Guest access will allow participants to access the course and modules without logging into the platform or having an account. Self-enrollment can be done with or without a key (password). For closed courses, it is recommended to set a key that should be provided to participants along with the instructions on how to enroll in the course.

1. Click “Turn Editing On” under Administration
2. Click on “Users” and click on Enrollment Methods

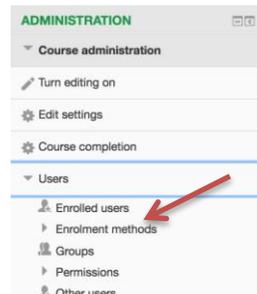


Name	Users	Up/Down	Edit
Manual enrolments	6	↓	✕ ⌵ ⌶
Guest access	0	↑ ↓	✕ ⌵
IDLO 2018	16	↑	✕ ⌵ ⌶

Add method  
Choose... 

## Self-enrollment

1. Open the “Users” tab



ADMINISTRATION

- Course administration
  - Turn editing on
  - Edit settings
  - Course completion
  - Users**
    - Enrolled users 
    - Enrolment methods
    - Groups
    - Permissions
    - Other users

2. Select the option: “Enrolment methods”
3. Choose “Add method” and “Self-enrolment”

### Enrolment methods



Name	Users	Up/Down	Edit
Self enrolment (Student)	137		✕ ⌵ ⌶

Add method

- ✓ Choose...
- Self enrolment
- Manual enrolments
- Guest access

4. For closed courses add an enrolment key otherwise leave blank.
  - a. Unmasking the enrollment key will make it visible to you as you are writing it.

## Self enrolment

### Self enrolment

Custom instance name

Allow existing enrolments

Allow new enrolments

Enrolment key   Unmask

Use group enrolment keys

Default assigned role

5. After creating a self-enrolment method for participants, you have the option to add a customized message for self-enrolled users to receive via email upon successful enrolment in the course.

- a. On the same page where you will add the enrollment key, you will find other options related to self-enrolment of participants

**NAVIGATION**

- Home
  - My home
  - Site pages
  - My profile
  - Current course
    - Asia Course on ABS Legal Frameworks
      - Participants
      - Establishing Legal Frameworks to Implement the Nag...
    - My courses

**ADMINISTRATION**

- Course administration
  - Turn editing off
  - Edit settings
  - Course completion
- Users
  - Enrolled users
  - Enrolment methods
    - Manual enrolments
    - IDLO 2018
  - Groups
  - Permissions
  - Other users
- Unenrol me from Asia Course on ABS Legal Frameworks
- Filters

## Self enrolment

### Self enrolment

Custom instance name

Allow existing enrolments

Allow new enrolments

Enrolment key   Unmask

Use group enrolment keys

Default assigned role

Enrolment duration    Enable

Notify before enrolment expires

Notification threshold

Start date       Enable

End date       Enable

Unenrol inactive after

Max enrolled users

Send course welcome message

Custom welcome message

The enrollment key will allow only participants who have the password to access and register for the course

Enrollment duration allows students to be participants on the course for a set number of days. This tool can be enabled if necessary.

To send a course welcome message, check the box and enter your custom welcome message in the text box below. The welcome message will be sent to participants via email.

## Manual enrollment:

1. Manual enrolment is an option for all courses but before this can be done the participant must establish a SCBD account.
2. In order to manually enroll a participant:
  - Select the (+) icon beside “Manual enrolments”

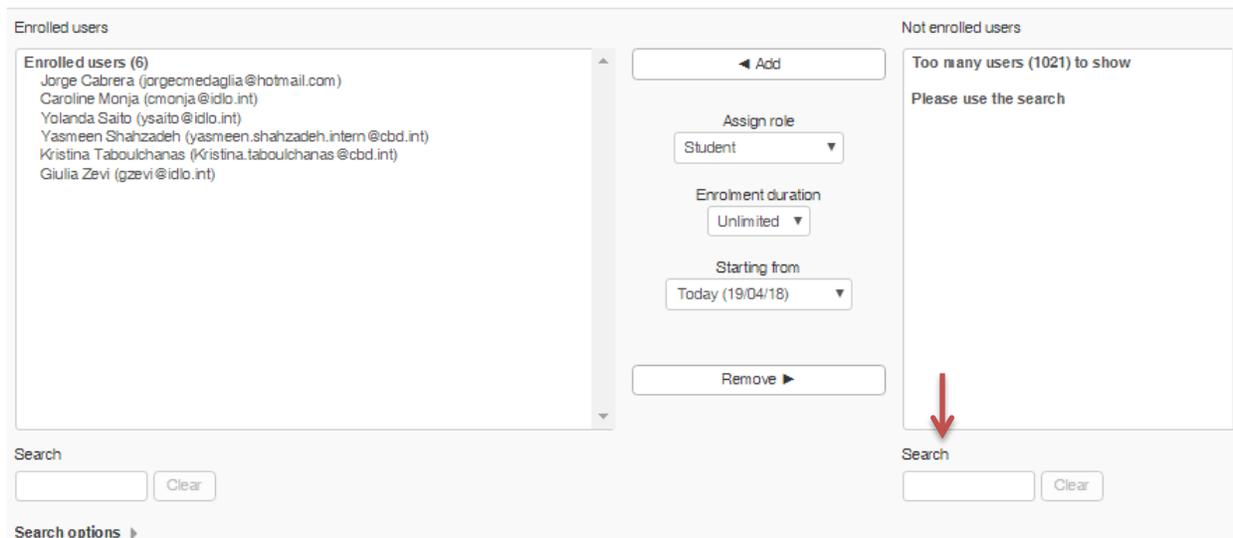
### Enrolment methods

Name	Users	Up/Down	Edit
Manual enrolments	6	↓	X ⚙️ ⚙️ 
Guest access	0	↑ ↓	X ⚙️
IDLO 2018	16	↑	X ⚙️

Add method  
Choose... ▼

- The page (as seen below) will allow you to search for users with an SCBD account.
- You may search by name or email or the person in question.

### Manual enrolments



Enrolled users

Enrolled users (6)  
Jorge Cabrera (jorgecmedaglia@hotmail.com)  
Caroline Monja (cmonja@idlo.int)  
Yolanda Saito (ysaito@idlo.int)  
Yasmeen Shahzadeh (yasmeen.shahzadeh.intern@cbd.int)  
Kristina Taboulchanas (Kristina.taboulchanas@cbd.int)  
Giulia Zevi (gzevi@idlo.int)

Not enrolled users

Too many users (1021) to show  
Please use the search

Search

Search options ▶

- Next, select the participant you want to add to the course, and click “Add”

## Manual enrolments

The screenshot displays a web interface for manual enrolments. It is divided into two main sections: 'Enrolled users' on the left and 'Not enrolled users' on the right. In the center, there are configuration options for adding users, including 'Assign role' (set to 'Student'), 'Enrolment duration' (set to 'Unlimited'), and 'Starting from' (set to 'Today (19/04/18)'). A red arrow points to the 'Add' button. The 'Enrolled users' list contains six names and email addresses. The 'Not enrolled users' list shows one 'Matching not enrolled user' with the name 'Yasmeen Shahzadeh' and email 'shahzadeh.yasmeen@gmail.com'. Search bars are present at the bottom of each list, and a 'Search options' link is at the bottom left.

Enrolled users (6)	Not enrolled users
Jorge Cabrera (jorgecmedaglia@hotmail.com)	Matching not enrolled users (1)
Caroline Monja (cmonja@idlo.int)	Yasmeen Shahzadeh (shahzadeh.yasmeen@gmail.com)
Yolanda Saito (ysaito@idlo.int)	
Yasmeen Shahzadeh (yasmeen.shahzadeh.intern@cbd.int)	
Kristina Tabouchanas (Kristina.tabouchanas@cbd.int)	
Giulia Zevi (gzevi@idlo.int)	

**NOTE:** No automatic welcome message can be sent to participants who are manually enrolled.

## Course Management

To manage the course room and course catalogue, enter the category the courses are in, and select “Manage this category”

ADMINISTRATION

- Category: Access to Genetic Resources and Benefit-sharing
- Manage this category
- Edit this category
- Add a subcategory
- Assign roles
- Permissions
- Check permissions

## Course and category management

### Course categories

Create new category

Access to Genetic Resources and Benefit-sharing	8
Biosafety	1
Economics, Trade and Biodiversity	0
Miscellaneous	4
Protected Areas	18
[Restricted] E-learning Design Workshop for SCBD 2017	28
Access to Genetic Resources and Benefit-sharing	3
Economics, Trade and Biodiversity	2
[Restricted] E-Learning Development	0
Traditional Knowledge	2
SCBD Internal	0

Sorting

Selected categories

Sort by Category name ascending

Sort by Course full name ascending

Sort

### Access to Genetic Resources and Benefit-sharing

Create new course | Sort courses | Per page: 20

Self-Paced Course: Establishing Legal Frameworks to Implement the Nagoya Protocol	Settings	Hide	Move	Refresh	Down
Cours D'Auto-Apprentissage: Élaboration de Mesures pour la Mise en Œuvre du Protocole de Nagoya	Settings	Hide	Move	Refresh	Down
Curso de Autoaprendizaje: Estableciendo Medidas para Implementar el Protocolo de Nagoya	Settings	Hide	Move	Refresh	Down
Atelier de l'Afrique centrale: ÉLABORATION DE MESURES POUR LA MISE EN ŒUVRE DU PROTOCOLE DE NAGOYA	Settings	Hide	Move	Refresh	Down
Asia Course: Establishing Legal Frameworks to Implement the Nagoya Protocol	Settings	Hide	Move	Refresh	Down
Curso Regional América Latina: Estableciendo Medidas para Implementar el Protocolo de Nagoya	Settings	Hide	Move	Refresh	Down
Только по приглашению: Принятие мер по реализации Нагойского протокола	Settings	Hide	Move	Refresh	Down
INTRODUCTION À L'ACCÈS ET LE PARTAGE DES AVANTAGES	Settings	Hide	Move	Refresh	Down

Showing all 8 courses

Move selected courses to...

Choose...

Move

Use the “Settings” icon to make changes to the course description, course title, completion tracking, and course setup.

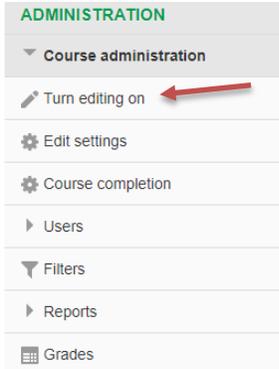
Use the arrow keys to rearrange the order of the courses as they appear in the course catalogue

Use the “Eye” icon to hide or show a course in the course catalogue. Hidden courses will only appear for administrators or managers of the course.

# Adding content to your course

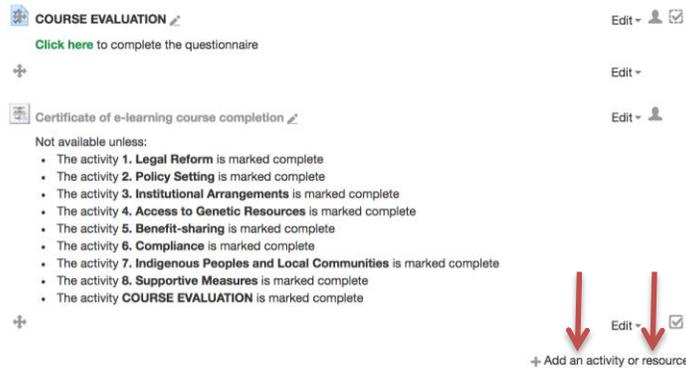
## To add an activity or resource

1. On the left-hand column, select “Turn editing on”

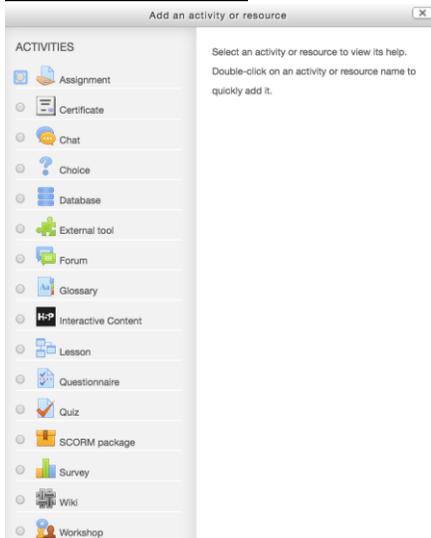


2. Scroll to the bottom of existing activities
3. Select “Add an activity or resource”

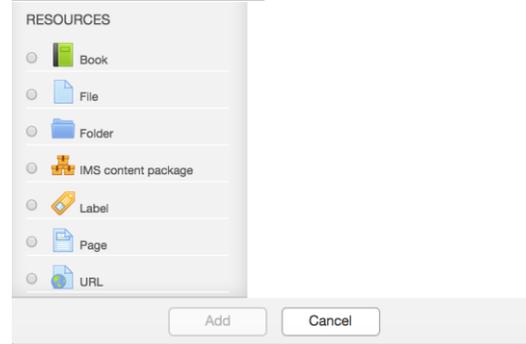
In the settings for the activity or resource added, you can change settings to restrict access to the activity, create minimum requirements to access the activity, add grading, or marking it complete.



## Available activities:



## Available resources:



## Adding a SCORM package

1. Turn editing on
2. Click on “Add an activity or resource”
3. Click on “SCORM package”
4. Begin by adding the name and description of the module.
  - Optional: check the box to make the module description visible in the course room

### Adding a new SCORM package ?

▼ General

Name\*

Description\*

HTML format ▼

Display description on course page  

▼ Package

Package file ? Maximum size for new files: Unlimited, maximum attachments: 1

Files

You can drag and drop files here to add them.

Auto-update frequency ? Never ▼

▼ Appearance

Display package New window ▼

Display activity name ?

Display course structure on entry page No ▼

Display attempt status ? My home and entry page ▼

Show more...

Note: for most courses on this e-learning platform, the module will open in a new window. Make sure this setting is configured by changing the “Display package” setting to “New window” as shown in the image above.

Grade

Grading method

Maximum grade

Attempts management

Number of attempts

Attempts grading

Force new attempt

Lock after final attempt

For all courses, the grading is automatically set to a maximum grade of 100. The highest grade achieved by the participant is the one that will register regardless of the number of attempts. We recommend you set it at 70%.

The number of attempts can be configured here too.

Restrict access

Access restrictions

Activity completion

Completion tracking

Require view  Student must view this activity to complete it

Require grade  Student must receive a grade to complete this activity

Require minimum score

Require status

Expect completed on     Enable

These aspects of the course are important in determining how the course will be managed.

1. Completion tracking: you have the option of allowing students to mark the module completed at their own pace, not indicating activity completion at all, or setting conditions for completion.
2. Require view and require grade determine the conditions for the activity to be marked complete
3. Administrators and teachers have the option to set a minimum score for the course

For most courses, the activity is configured such that it is marked completed when students pass AND complete the course with a minimum grade of 60. Students are also required to view the activity and receive a grade in order to mark it completed.

5. To make edits to these settings, turn editing on. Click on “Edit” and then “Edit settings” for the SCORM package you want to make edits to.



**NOTE:** Making edits to activity completion after the module has been completed will risk erasing participants’ data. For this reason, it is important to make sure the settings for the course are all correct prior to inviting participants to begin.

Participants’ grades and tracking of their activity completion can be viewed under “Grades” and “Reports” (further discussed later in this manual).

## Adding a certificate of course completion

1. Turn editing on
2. Click on “Add an activity or resource”
3. Click on “Certificate”
4. Add the certificate name and optionally an introduction to the certificate.

### Adding a new Certificate

▼ General

Certificate Name

Introduction

HTML format ▼

## Additional certificate settings:

▼ Issue Options

Email Teachers  No ▼

Email Others

Delivery  Open in new window ▼

Save Certificates  No ▼

Required minutes in course

These settings can be turned on if you want teachers or course administrators to be notified when a participant is able to complete the course and download their certificate

▼ Text Options

Print Date  No ▼

Date Format  January 1, 2000 ▼

Print Code  No ▼

Print Grade  No ▼

Grade Format  Percentage Grade ▼

Print Outcome  No ▼

Print Credit Hours

Print Teacher Name(s)  No ▼

Custom Text

Change the setting on “Print date” in order to have the date the certificate was issued appear on the certificate.

▼ Design Options

Certificate Type ? A4 Non-Embedded ▼

Orientation ? Landscape ▼

Border Image ? No ▼

Border Lines ? No ▼

Watermark Image ? No ▼

Signature Image ? No ▼

Seal or Logo Image ? No ▼

Different types of certificates are already available on the platform. These can only be uploaded by UNSSC. Several generic ones exist!

▶ Common module settings

▼ Restrict access

Access restrictions None

Add restriction...

Adding restrictions to the certificate is important to make sure that participants successfully complete all modules before being able to download the certificate (see “adding restrictions” section in this document!)

### Activity access restrictions

After creating an activity or a resource, you may want to restrict access to the activity. This is especially useful for restricting access to a certificate.

1. Turn on editing
2. Locate the activity for which you want to make changes. Click on “Edit” then “Edit settings”



3. Click on “Restrict access” and “Add restriction”

Add restriction...

Activity completion	Require students to complete (or not complete) another activity.
Date	Prevent access until (or from) a specified date and time.
Grade	Require students to achieve a specified grade.
Language	Require students to use a certain language.
User profile	Control access based on fields within the student's profile.
Restriction set	Add a set of nested restrictions to apply complex logic.

Cancel

These are the different restrictions that can be set.

- Setting restrictions based on language, user profile, date, and activity completion
- Most commonly used is activity completion

4. To set a user restriction based on completing a module, select "Activity Completion"
  - a. Students should either be obliged to complete one, more, or all of the following restrictions in order to gain access to an activity.

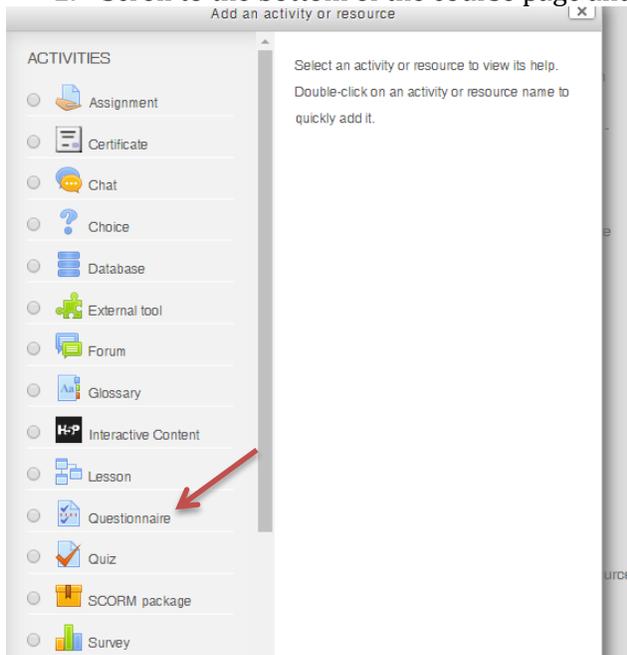
▼ Restrict access

Access restrictions Student  match  of the following

Activity completion	1. Legal Reform	<input type="text" value="must be marked complete"/> <ul style="list-style-type: none"> <li>must be marked complete</li> <li>must not be marked complete</li> <li>must be complete with pass grade</li> <li>must be complete with fail grade</li> </ul>	X
and			
Activity completion	2. Policy Setting	<input type="text" value="must be marked complete"/> <ul style="list-style-type: none"> <li>must be marked complete</li> <li>must not be marked complete</li> <li>must be complete with pass grade</li> <li>must be complete with fail grade</li> </ul>	X
and			

## Adding a survey or evaluation

1. Turn editing on
2. Scroll to the bottom of the course page and select “Add an activity or resource”



3. Select “Questionnaire”
4. Add the name (and optional description)

▼ General

Name\*

Description

Display description on course page

## 5. Additional settings:

### Response options

Type <sup>?</sup> respond many

Respondent Type <sup>?</sup> fullname

Students can view ALL responses <sup>?</sup> After answering the questionnaire

Save/Resume answers <sup>?</sup> No

Allow branching questions <sup>?</sup> No

Auto numbering <sup>?</sup> Auto number pages and questions

Submission grade No grade

Setting: participants can answer this evaluation as often as they want, once a month, once a week, or just once.

### Content options

Create new

Copy existing  COURSE EVALUATION [Asia Course: Establishing Leg Protocol]

Use template (No template questionnaires.)

Use public  Exit Survey [PoWPA Module 9: Appropriate Technology]

Encuesta [PoWPA Module 8: Protected Area Policy Em]

Exit Survey [PoWPA Module 7: Protected Area Particip]

You also have the option to copy an existing evaluation from a different course instead of manually adding your own content.

To add questions to the evaluation form:

1. With “Editing” on, click on the Evaluation form

 Оценка курса   

Not available unless:

- The activity **M1 - Правовая реформа** is marked complete
- The activity **M2 - Формирование политики** is marked complete
- The activity **M3 - Организационные мероприятия** is marked complete
- The activity **M4 - Доступ к генетическим ресурсам** is marked complete
- The activity **M5 - Совместное использование выгод** is marked complete
- The activity **M6 - Меры по поддержке** is marked complete
- The activity **M7 - Коренные народы и местные общины** is marked complete
- The activity **M8 - Меры по поддержке** is marked complete

2. Select “Add questions”

This questionnaire does not contain any questions.

**Add questions**

3. There are several types of questions that can be added

▼ Add questions ?

---

▼ Multiple Choice Questions ?

Check Boxes ▾

Check Boxes

**Date**

Dropdown Box

Essay Box

Label

Numeric

Radio Buttons

Rate (scale 1..5)

Text Box

Yes/No

Add selected question type

4. To add a check box question:

Adding Check Boxes question ?

---

Question Name ?

Response is required ?  
 Yes  No

Min. forced responses

Max. forced responses

5. To add a grid question:

▼ Editing Rate (scale 1..5) question ?

Question Name ?

Response is required ?  
 Yes  No

Nb of scale items ?  The scale in this case is 1-5

Type of rate scale ?  Always make sure to add a key for the scale

**B** *I*

Satisfaction with the training course. Please rate the following statements as:

- (1) Strongly Agree
- (2) Agree
- (3) Undecided
- (4) Disagree
- (5) Strongly Disagree

The "Possible answers" field refers to the indicators people are rating. Use a new line for each new row you are adding.

Possible answers \* ?  
The e-learning course achieved its objectives  
The topics were relevant to my current work or functions  
The concepts and lessons were presented clearly  
The discussion forum was useful for exchanging knowledge and best practices  
The e-learning course Expert(s) provided prompt and useful contributions to the debate  
The quantity of material was appropriate  
It was easy to register for the course

6. After adding all the questions to the evaluation, these questions can be rearranged

▼ Add questions ?

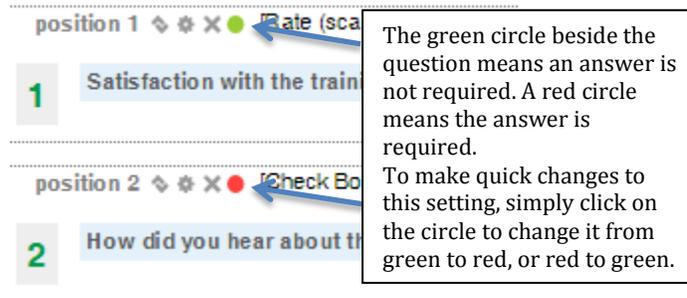
▼ Manage questions ?

position 1      [Rate (scale 1..5)] (Q2)  
Satisfaction with the training course. Please rate the following statements

position 2    [Check Boxes] (Q2)  
**2** How did you hear about the course?

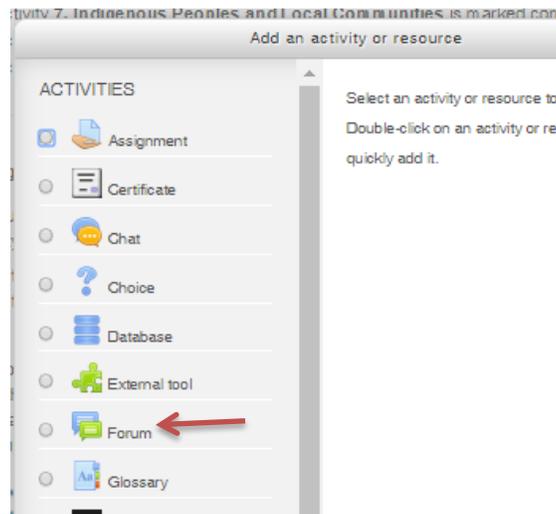
Use this to rearrange the questions (moving from position 1 to lower or higher)

- You can change the settings for individual questions making them required or optional. A shortcut to this is:



### Adding a discussion forum

- Turn editing on (under Administration)
- Click on “Add activity or resource”
- Select “Forum”



- Fill in the information about the discussion forum
- There are different types of discussion forums that can be used based on the needs of administrators and teachers. The most commonly used is “Standard forum for general use”

▼ General

Forum name\*

Description\*

Display description on course page

Forum type 

- Standard forum for general use
- A single simple discussion  
Each person posts one discussion
- Q and A forum
- Standard forum displayed in a blog-like format
- Standard forum for general use

▶ Attachments and word count

▶ Subscription and tracking

## 6. Additional settings

### ▼ Attachments and word count

Maximum attachment size

Maximum number of attachments

Display word count

These are the default settings

### ▼ Subscription and tracking

Subscription mode

Read tracking

Different subscription options exist for discussion forums (Optional, forced, auto, or disabled)

- Optional subscription - Participants can choose whether to be subscribed
- Forced subscription - Everyone is subscribed and cannot unsubscribe
- Auto subscription - Everyone is subscribed initially but can choose to unsubscribe at any time
- Subscription disabled - Subscriptions are not allowed

A subscription means that participants will be notified about any posts via email. Recommended: auto subscription (courses where teachers will be posting important topics and announcements on the forums)

### ▶ Post threshold for blocking

### ▼ Grade

Grade category

## ▼ Activity completion

**Completion tracking** ? Students can manually mark the activity as completed ▼

**Require view**  Student must view this activity to complete it

**Require grade** ?  Student must receive a grade to complete this activity

**Require posts**  Student must post discussions or replies: 1

**Require discussions**  Student must create discussions: 1

**Require replies**  Student must post replies: 1

**Expect completed on** ? 24 ▼ April ▼ 2018 ▼  Enable

Depending on the format of the course, activity completion minimums can be set. For example, it can be mandatory in order to complete the activity to post one discussion or reply.

## Adding a quiz in Moodle

1. Turn editing on
2. Click on "Add an activity or resource"
3. Select "Quiz"
4. Add information about the quiz

### Adding a new Quiz ?

#### General

**Name** \* Quiz

**Description**

Display description on course page ?

#### Timing

**Open the quiz** ? 26 ▼ April ▼ 2018 ▼ 16 ▼ 26 ▼  Enable

**Close the quiz** 26 ▼ April ▼ 2018 ▼ 16 ▼ 26 ▼  Enable

**Time limit** ? 0 minutes  Enable

**When time expires** ? Open attempts are submitted automatically

**Submission grace period** ? 1 days  Enable

The timing of the quiz can be editing for it to open and close at a particular time.

Grade

Grade category

Attempts allowed

Grading method

Configuring the number of attempts for the quiz allowed, as well as the grading method (whether the highest grade or average grade will be registered for example)

Overall feedback

Grade boundary 100%

Feedback

Grade boundary

Feedback

Feedback can be added here for every grade boundary  
EG: Feedback for participants who receive a grade of 100%, 75%, etc.

Restrict access

Access restrictions

Access to the quiz can be closed until participants finish a certain number of modules, for example.

Activity completion

Completion tracking

Require view  Student must view this activity to complete it

Require grade  Student must receive a grade to complete this activity

Require passing grade  Require passing grade  Or all available attempts completed

Expect completed on     Enable

It is recommended to have "Show activity as complete when conditions are met" selected for completion tracking especially if the quiz is graded.

- 5. Click on "Save and return to course"
- 6. Click on the "Quiz" in the course room
- 7. Click on "Edit quiz" to begin adding questions

Grading method: Highest grade

No questions have been added yet

8. Click on “Add” in the right-hand corner to begin adding questions

## Editing quiz: Quiz

Questions: 0 | This quiz is open

Repaginate

Maximum grade: 10.00 Save

Total of marks: 0.00

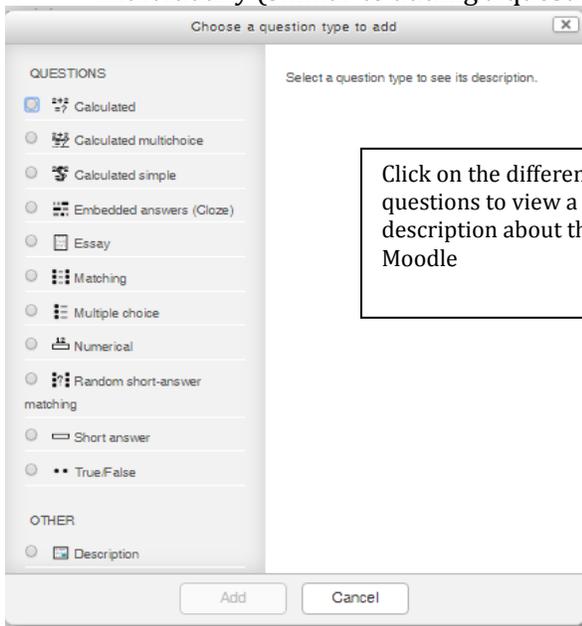
Add

Three options exist to add questions.

- + a new question
- + from question bank
- + a random question

9. Different types of questions are available individually (similar to adding a question)

Questions can be configured

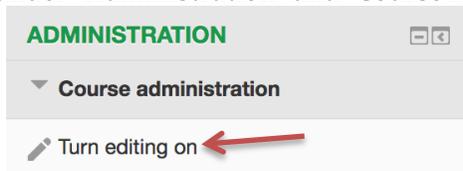


Click on the different types of questions to view a short description about them in Moodle

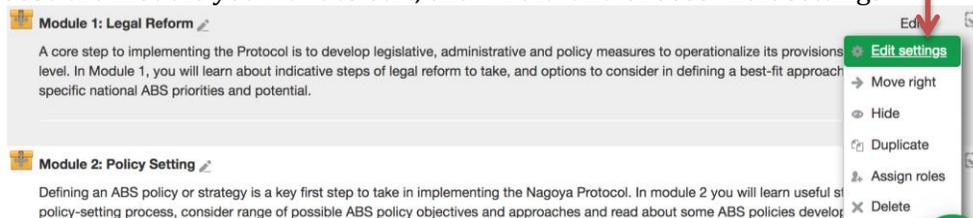
## Managing the course

### Adding or removing a minimum grade for a course

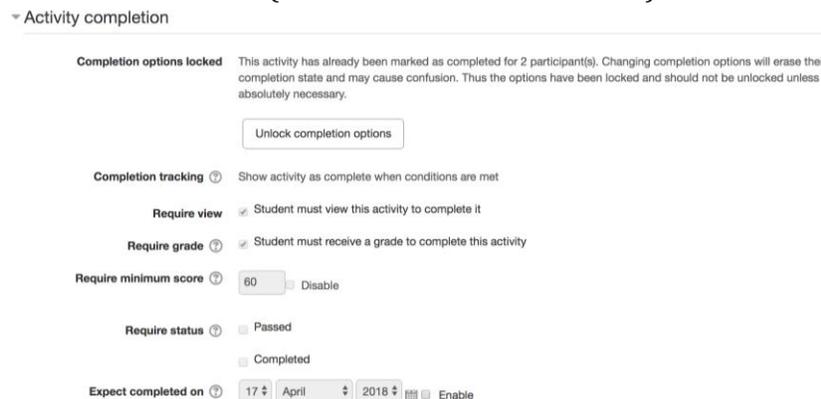
1. Moodle allows you to set minimum grades for each module's quizzes. This lets you set the "passing" grade for a module.
2. On the left-side panel, under "Administration" and "Course Administration", turn editing ON



3. Choose the module you want to edit, click "Edit" and choose "Edit settings"



4. Under Activity Completion, allow completion tracking for both "Require View" and "Require Grade". Set a minimum score (we recommend 70 out of 100).



5. To remove the minimum score requirement, click "Disable"
6. In the same section, you can edit course completion settings. Not only do you have to set a minimum score, you have to click both "Passed" and "Completed" for the course to be marked as complete when the participant opens, completes, and passes the module.

## Viewing participant grades

Under “Administration”, select “Grades”. Under “Grader report”, you’ll be able to access the grades of all participants who have attempted the quiz.

### Grader report

All participants: 23/23

First name :

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

Surname :

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

		Asia Course: Establishing ...			
Surname	First name	Email address	1. Legal Reform	2. Policy Setting	3. Institutional Arrangements
	Beial alhayek		-	-	-
	Ajar Buditama		-	-	-
	Chencho Dorji		100.00	-	-
	Saba Hajizadeh		-	-	-
	thi hong		-	-	-
	Ehsan Kamrani		-	-	-
	Minahil Khan		-	-	-
	Shyama Kuriakose		-	-	-
	Edna Maguigad		88.88	83.33	-

For most courses, participants can attempt the quizzes as many times as they would like. However, only their highest grade will registered on the transcript.

## Course reports

Moodle generates various reports related to activity completion, live logs (live report on users’ access to the course), etc. In order to track activity completion, click on “Reports”, then select “Activity Report”

The screenshot shows the Moodle course administration interface. The 'ADMINISTRATION' menu is expanded to show 'Course administration'. Under 'Course administration', there are options for 'Turn editing on', 'Edit settings', 'Course completion', 'Users', 'Unenrol me from Asia Course on ABS Legal Frameworks', and 'Filters'. The 'Reports' section is expanded, showing options for 'Course completion', 'Logs', 'Live logs', 'Activity report', 'Course participation', 'Activity completion', and 'Statistics'. A red arrow points to the 'Activity completion' option.

The report displays activity completion by indicating a checkmark for the activity.

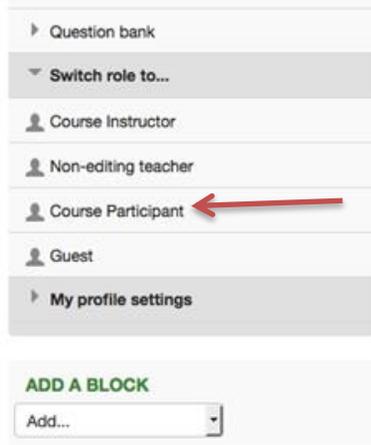
- Note that activity completion requirements can be previously determined

First name / Surname	Email address	1. Legal Platform	2. Policy Setting	3. Financial Arrangements	4. Beneficial Resources	5. Beneficial sharing	6. Compliance	7. People and ...
Beial alhayek	bilal.alhayek@hotmail.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ajar Buditama	buditama@windowslive.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chencho Dorji	dorjichencho@gmail.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saba Hajizadeh	hajizas@mcmaster.ca	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
thi hong	ntht1981@gmail.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ehsan Kamrani	Ehsan.Kamrani1347@gmail.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Minahil Khan	minahilkhan@rsipak.org	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shyama Kuriakose	shyamakuriakose@gmail.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edna Maguigad	ednamaguigad@gmail.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ali Mansoor	aabbas@sce.gov.bh	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marina Melanidis	marina.melanidis.intern@cbd.int	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Issei Nakahara	issei_nakahara@env.go.jp	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NI NI	ninihin2014@gmail.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Huifang Peng	peng.huifang@mep.gov.cn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kongchay Phimmakong	kongchaybeechan@yahoo.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Miscellaneous

### Viewing the course as a participant

To view the course as a participant, click on “switch role” at the bottom of the left-hand side menu.



To return to your role as “course administrator”, click on “return to my role” on your profile at the top right of your screen.

### Creating bold text

- Use `<b>` before the text you want to make bold, and `</b>` at the end of the text (See example below)

### Creating an unordered list

- Use `<ul>` before the text you want to order into a list (with bullet points)
- Use `</ul>` at the end of the text
- Use `<li>` to add a new list item and `</li>` to signal the end of the list item (See example below)

### Creating an ordered list

- Use `<ol>` at the beginning of the text you want to order into a list (with numbered points)
- Use `</ol>` at the end of the text
- Use `<li>` to add a new list item and `</li>` to signal the end of the list item (See example below)

### Creating a new paragraph

- The `<p>` tag is used to create a new paragraph
- Use `</p>` to end the paragraph (See example below)

INPUT:

```
<p> <b>OBJETIVOS </b>
<p>Al final del curso, los participantes serán capaces de:
</p><ul>
<li>describir el concepto de APB y su formulación en el marco del Protocolo de Nagoya;
identificar la variedad de objetivos de política con respecto a APB e identificar las alternativas
legales para cumplir tales objetivos; </li>
<li>identificar los elementos clave del Protocolo y las estrategias legales utilizadas por los países
hasta la fecha, así como las alternativas disponibles para operacionalizar dichos elementos;</li>
<li>asesorar con respeto a las acciones que pueden ser tomadas para facilitar la preparación de
textos jurídicos y procesos inclusivos de consulta de actores relevantes; </li>
<li>elaborar hojas de ruta enfocadas en la situación de sus propios países y regiones, que resalten
las acciones prioritarias que deben ser tomadas en cuenta para avanzar los procesos nacionales
(legislativos y regulatorios) para la implementación del Protocolo.</li>
</ul></p></ul>
```

### OUTPUT:

#### OBJETIVOS

Al final del curso, los participantes serán capaces de:

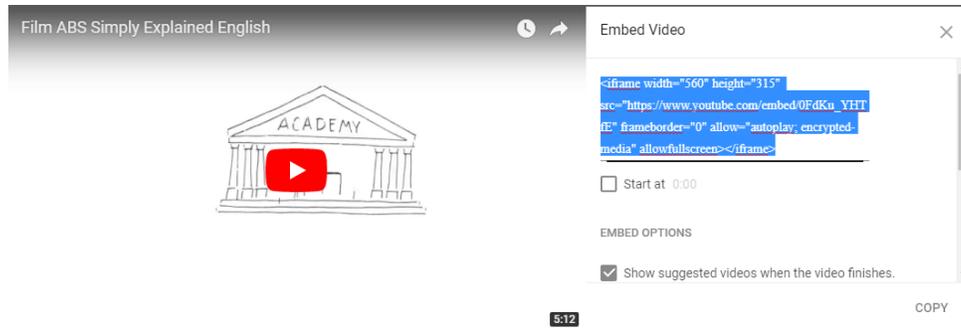
- describir el concepto de APB y su formulación en el marco del Protocolo de Nagoya; identificar la variedad de objetivos de política con respecto a APB e identificar las alternativas legales para cumplir tales objetivos;
- identificar los elementos clave del Protocolo y las estrategias legales utilizadas por los países hasta la fecha, así como las alternativas disponibles para operacionalizar dichos elementos;
- asesorar con respeto a las acciones que pueden ser tomadas para facilitar la preparación de textos jurídicos y procesos inclusivos de consulta de actores relevantes;
- elaborar hojas de ruta enfocadas en la situación de sus propios países y regiones, que resalten las acciones prioritarias que deben ser tomadas en cuenta para avanzar los procesos nacionales (legislativos y regulatorios) para la implementación del Protocolo.

### Embedding a video from YouTube

1. Search for and find the video you want to embed through YouTube
2. Click on “Share”, and then select “Embed”

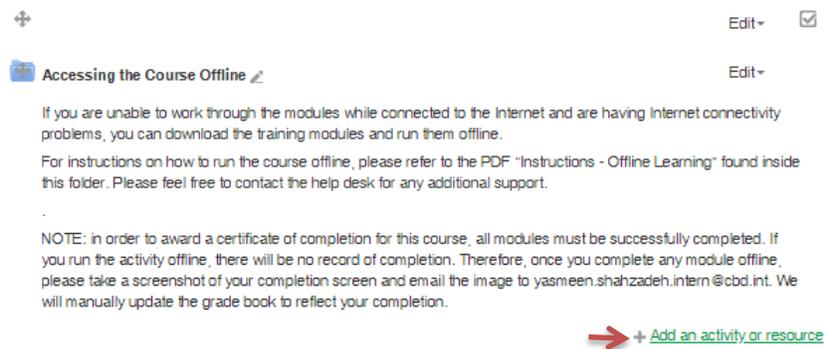


3. Copy the information (highlighted here in blue)

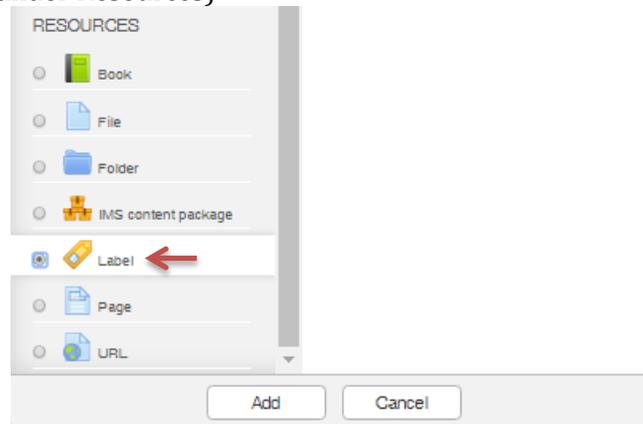


On the course website:

4. Scroll to the bottom of the page and select “Add an activity or resource”



5. Add a “Label” (under Resources)



6. Paste the information copied from YouTube into the “Label text” field.

## Adding a new Label

### ▼ General

Label text\*

HTML format ▼

### ▶ Common module settings

### ▶ Restrict access

### ▼ Activity completion

Completion tracking  Students can manually mark the activity as completed ▼

Expect completed on  19 ▼ April ▼ 2018 ▼   Enable

Save and return to course

Cancel

7. You can choose whether students can manually mark the activity as completed, or if you do not need activity completion for this video to be on.

### ▼ Activity completion

Completion tracking  Students can manually mark the activity as completed ▼

Expect completed on  Students can manually mark the activity as completed

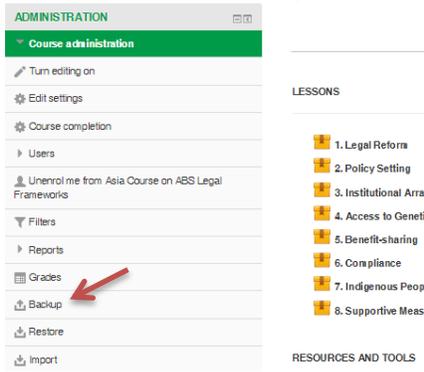
8. Select “Save and return to course”

## Creating a course backup

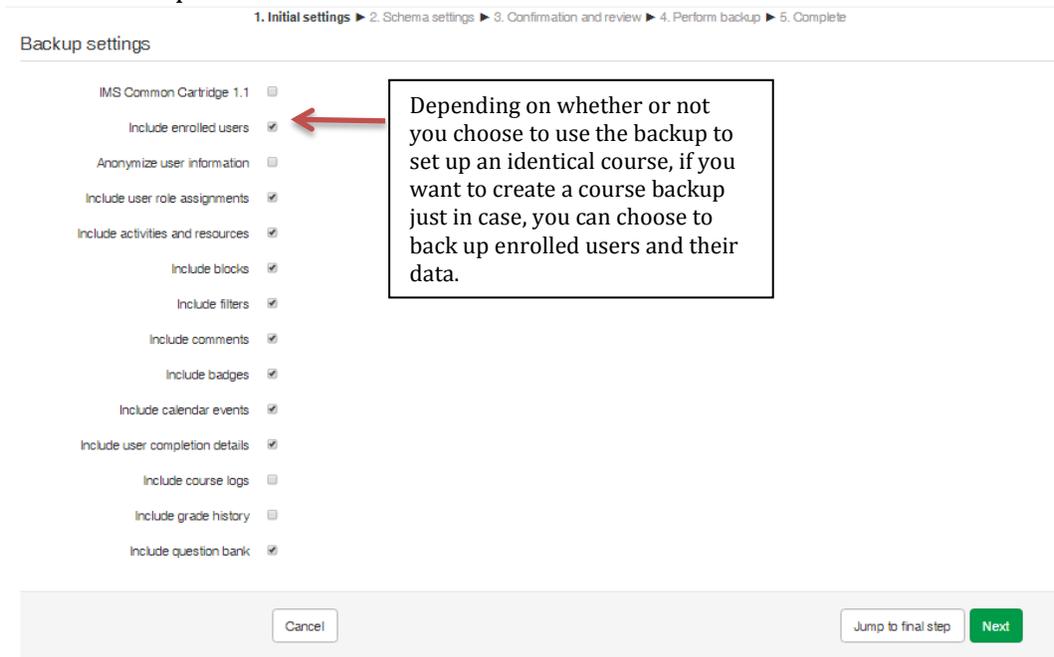
Course backups can be used either as a precaution when making changes to the course, or to copy an existing course.

If you are creating a course backup in order to create an identical course, it would be best to back up the existing course without including the information of current users.

### 1. Click on “Backup”



### 2. The first step (Initial settings) looks at aspects of the course you want to include in the backup



### 3. The second step looks at whether or not you want to back up user data. You can choose to back up user data for the different lessons and activities

Include:

Select	All / None (Show type options)	Select	All / None
<input checked="" type="checkbox"/>	Establishing Legal Frameworks to Implement the Nagoya Protocol	<input checked="" type="checkbox"/>	User data
<input checked="" type="checkbox"/>	LESSONS	-	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	1. Legal Reform	-	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	2. Policy Setting	-	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	3. Institutional Arrangements	-	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	4. Access to Genetic Resources	-	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	5. Benefit-sharing	-	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	6. Compliance	-	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	7. Indigenous Peoples and Local Communities	-	<input checked="" type="checkbox"/>

### Manually assigning a grade:

1. Select “Grades”
2. Open the “Grader report”
3. Locate the participant you want to make a grade change for and click on the “Pencil” icon

	Yasmeen Shahzadeh		shahzadeh.yasmeen@gmail.com	-	
	Yasmeen Shahzadeh		yasmeen.shahzadeh.intern@cbd.int	100.00	
	ruliyana susanti		ruliyanas@gmail.com	-	
	Kristina Taboulchanas		Kristina.taboulchanas@cbd.int	0.00	
	Giulia Zevi		gzevi@idlo.int	0.00	

4. If you want to make a change to their grade in Module 3, for example, click on “Override All / None”. Checking this box will allow you to make manual changes to the grade.

### Yasmeen Shahzadeh

← Yolanda Saito

Yasmeen Shahzadeh ▶

Update

Grade item	Grade category	Range	Grade	Feedback	Override All / None	Exclude All / None
1. Legal Reform	Asia Course: Establishing Legal Frameworks to Implement the Nagoya Protocol	0.00 - 100.00	100.00		<input type="checkbox"/>	<input type="checkbox"/>
2. Policy Setting	Asia Course: Establishing Legal Frameworks to Implement the Nagoya Protocol	0.00 - 100.00	100.00		<input type="checkbox"/>	<input type="checkbox"/>
3. Institutional Arrangements	Asia Course: Establishing Legal Frameworks to Implement the Nagoya Protocol	0.00 - 100.00	37.50		<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Access to Genetic Resources	Asia Course: Establishing Legal Frameworks to Implement the Nagoya Protocol	0.00 - 100.00	50.00		<input type="checkbox"/>	<input type="checkbox"/>

The “Exclude” option will allow you to exclude the grade from the total grade for the course

The “Override” option means that the grade manually entered will override any automatically generated grades. If the participant re-attempts the module, their grade will not register unless the box is unchecked.

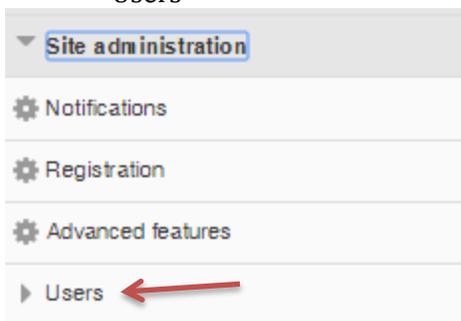
5. Edit the value in the “Grade” and then save the page.
6. The manually entered grade will appear on the Grader report but the cell will be orange

70.00	Q
-	Q
37.50	Q

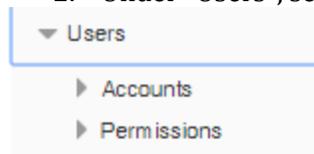
### Log in as a participant:

Logging in as a participant can be useful to get a better sense of what the participant can see. This is useful for troubleshooting.

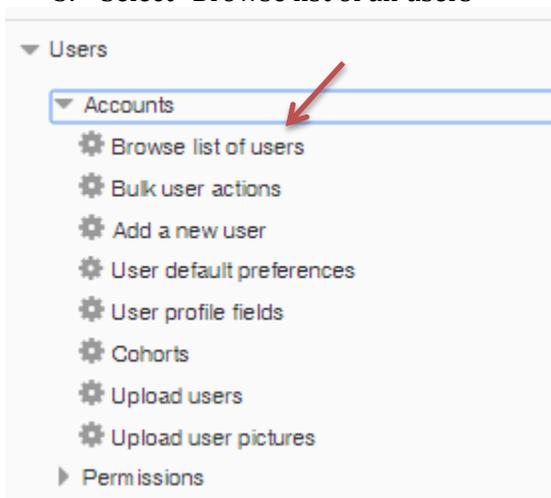
1. Under Administration on the left-hand side panel, scroll to Site Administration and select “Users”



2. Under “Users”, select “Accounts”



3. Select “Browse list of all users”



4. In this page, you can search for the user you are trying to log in as

This is the total number of accounts on the platform

1055 Users

Page: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 ...36 (Next)

▼ New filter

User full name contains

Add filter

Show more...

Here, you can search for the name or email of the participant

This refers to the last time this participant logged into the portal

First name / Surname	Email address	City/town	Country	Last access	Edit
a s	freelife_3000@yahoo.com			1 year 24 days	X ⦿ ⦿
a s	sabahalzaman@yahoo.com			46 days 6 hours	X ⦿ ⦿
Abdirizak Mohamed	office.env.opm@gmail.com			87 days 21 hours	X ⦿ ⦿
Abdul-Hakim Aulalah	hak132001@gmail.com			175 days 12 hours	X ⦿ ⦿

5. Search the name of the participant (or their email) and hit “Enter”
6. After searching the name, the list of users will come up. Click on the name of the participant you are searching for.

2 / 1056 Users

▼ New filter

User full name contains

Add filter

Show more...

▼ Active filters

User full name contains "yasmeen"

Remove selected Remove all filters

First name / Surname	Email address	City/town	Country	Last access	Edit
Yasmeen Shahzadeh	yasmeen.shahzadeh.intern@cbd.int			now	⦿
Yasmeen Shahzadeh	shahzadeh.yasmeen@gmail.com			6 days 2 hours	X ⦿ ⦿

Add a new user

7. You will be able to see a list of the courses the user is enrolled in. In the bottom left corner, select “Log in as”.

**NAVIGATION**

Home

- My home
- Site pages
- My profile**
- My courses
- Users
  - Yasmeen Shahzadeh
    - View profile
    - Forum posts
    - Messages
    - Notes
    - Courses

**ADMINISTRATION**

Profile settings for Yasmeen Shahzadeh

- Edit profile
- Roles
- Messaging
- Activity reports
- Log in as
- My profile settings
- Site administration

**Yasmeen Shahzadeh**

Email address: shahzadeh.yasmeen@gmail.com  
 Course profiles: Cours D'Auto-Apprentissage: Élaboration de Mesures pour la ÉLABORATION DE MESURES POUR LA MISE EN ŒUVRE ( to Implement the Nagoya Protocol)  
 First access to site: Wednesday, 28 February 2018, 3:05 PM (63 days 1 hour)  
 Last access to site: Thursday, 26 April 2018, 3:13 PM (6 days 2 hours)  
 Last IP address: 69.90.183.226

Send a message

Clicking here will allow you to log in as the user.

8. The platform will redirect you to the home page. You will be able to view courses, modules, and all activities just as the user would be able to see them.

Yasmeen Shahzadeh

You are logged in as Yasmeen Shahzadeh

CBD Website English (en)

The name of the user you are viewing as

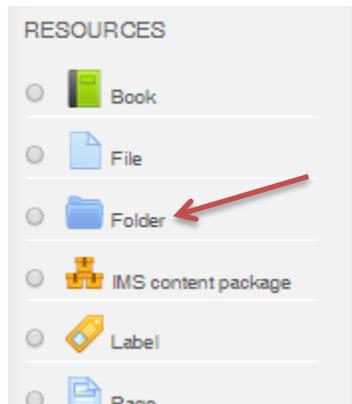
9. In order to get out of this viewing setting, you need to log out of the platform, and then log in again.

## Making a course available offline

Participants in some countries often have trouble accessing the modules due to Internet connectivity issues. For this reason, the modules can be uploaded for offline use.

For this, you will need the original zipped SCORM packages for the modules you want to upload.

1. Turn editing on
2. Scroll to the bottom of the course page and click on “Add an activity or resource”
3. Add a Folder



4. Update the title and description (see sample below)

### ▼ General

**Name\***

**Description\***

Rich text editor toolbar with icons for text alignment, bold, italic, bulleted list, numbered list, link, unlink, image, video, and document.

If you are unable to work through the modules while connected to the Internet and are unable to download the training modules and run them offline.

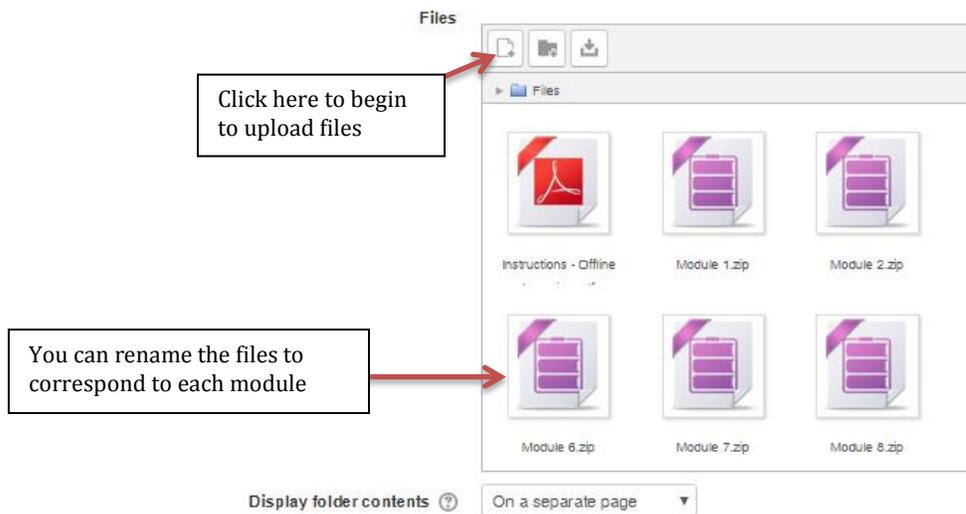
For instructions on how to run the course offline, please refer to the PDF "Instructions - free to contact the help desk for any additional support.

NOTE: in order to award a certificate of completion for this course, all modules must be completed online. There will be no record of completion. Therefore, once you complete any module offline and email the image to e-learning@cbd.int. We will manually update the grade book to reflect this.

**Display description on course page**

5. Upload the SCORM package zip file

Content



6. You can choose to not indicate activity completion for this activity
7. Click on Save and return to course

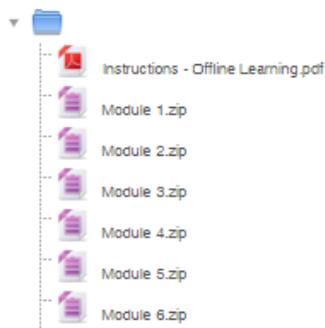
When you open the folder, it should appear like this:

## Accessing the Course Offline

If you are unable to work through the modules while connected to the Internet and offline.

For instructions on how to run the course offline, please refer to the PDF "Instructions - Offline Learning.pdf" for additional support.

NOTE: in order to award a certificate of completion for this course, all modules must be completed. Therefore, once you complete any module offline, please take a screenshot of your book to reflect your completion.



Participants can download and run the course offline:

1. Download the zip file by double clicking on the file
2. Unzip the file
3. Double click on story\_html5 to run the module (it will launch in your Internet browser)
  - a. To run the module on a Mac, try story.html or story.html5

A guide on how to run the course offline exists and should be uploaded alongside the modules.

If when attempting to download the file it the link appears to be broken, delete the SCORM package for the module and re-upload it.

## Additional resources for more advanced Moodling

- A comprehensive Moodle online guide on using Moodle 2.8  
[https://docs.moodle.org/28/en/About\\_Moodle\\_FAQ](https://docs.moodle.org/28/en/About_Moodle_FAQ)
- Setting up a quiz in Moodle 2.8 <https://www.youtube.com/watch?v=NtwSvM3LMw>
- Additional information on enrolling users in Moodle 2.8  
<https://www.youtube.com/watch?v=zIApkOIRM1E>
- Additional resources on using Moodle 2.8 as a teacher  
[https://moodle.cnc.bc.ca/pluginfile.php/2/course/section/13/Moodle2\\_8%20manual.pdf](https://moodle.cnc.bc.ca/pluginfile.php/2/course/section/13/Moodle2_8%20manual.pdf)
  - This guide has some useful information on the Gradebook in Moodle 2.8, and on adding an assignment!
- Additional information on features available in Moodle 2.8  
[https://docs.moodle.org/28/en/New\\_features](https://docs.moodle.org/28/en/New_features)
- Manually editing a grade or overriding an existing one  
<https://www.umass.edu/it/support/moodle/manually-edit-grades-and-grade-overrides-moodle>
- Brief e-learning handout  
[http://ceulearning.ceu.edu/pluginfile.php/9061/mod\\_resource/content/9/e-learning%20handout\\_moodle%203.2.pdf?forcedownload=1](http://ceulearning.ceu.edu/pluginfile.php/9061/mod_resource/content/9/e-learning%20handout_moodle%203.2.pdf?forcedownload=1)
- E-Learning handout on Discussion Forums  
[http://ceulearning.ceu.edu/pluginfile.php/42641/mod\\_resource/content/4/Teacher%20Guide%20-%20Forums%20-%203.2.pdf?forcedownload=1](http://ceulearning.ceu.edu/pluginfile.php/42641/mod_resource/content/4/Teacher%20Guide%20-%20Forums%20-%203.2.pdf?forcedownload=1)
- E-Learning handout on Assignments  
[http://ceulearning.ceu.edu/pluginfile.php/102865/mod\\_resource/content/3/Teacher%20Guide%20-%20Assignments%203.2.pdf](http://ceulearning.ceu.edu/pluginfile.php/102865/mod_resource/content/3/Teacher%20Guide%20-%20Assignments%203.2.pdf)