

MOODLE – USER GUIDE FOR STUDENTS

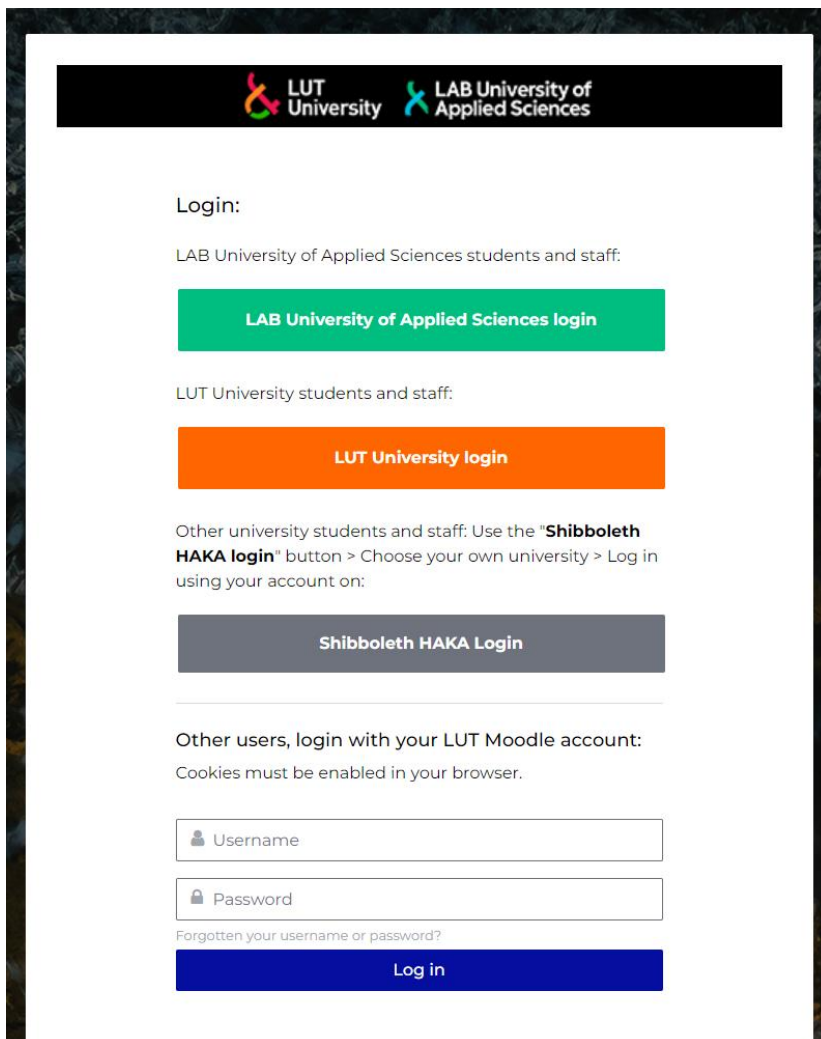
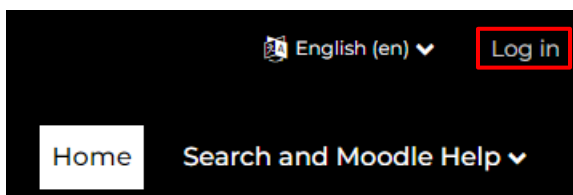
Updated 3.8.2023

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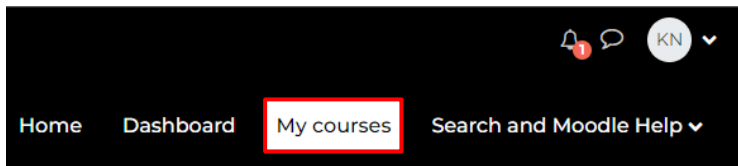
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1. General information about Moodle use

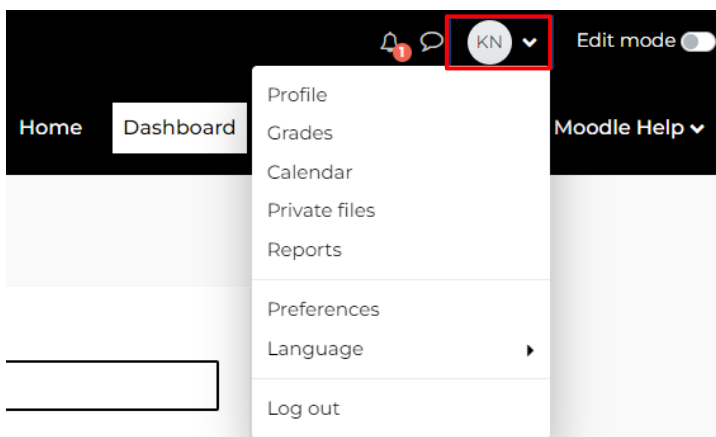
Log into Moodle in the address: moodle.lut.fi (LUT students) or moodle.lab.fi (LAB students) upper right hand corner 'Log in' > choose your university's button (LAB green, LUT orange) and log in using your university email address and AD password.



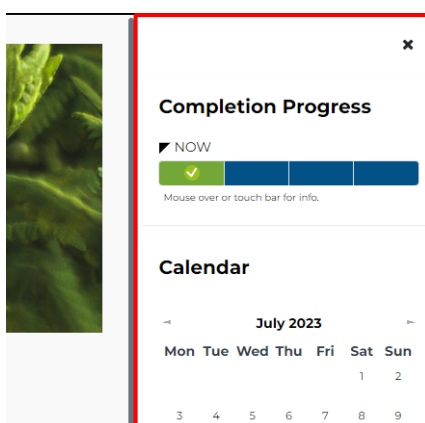
Your courses (**My courses**) are on the tab navigation menu in the top banner on all Moodle pages.



Clicking on the right top corner on top of your name, you can open Profile, Grades, Preferences, Language menu and Log out from Moodle.



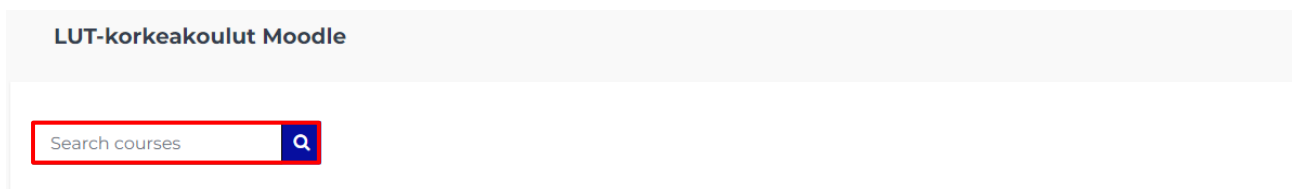
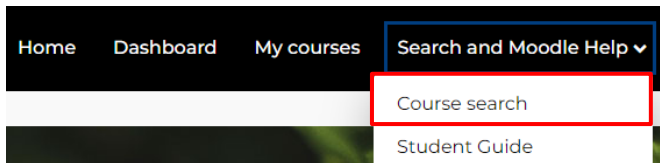
The sections on the right-hand side of a page are called **blocks**.



1.1 Registering to a course platform

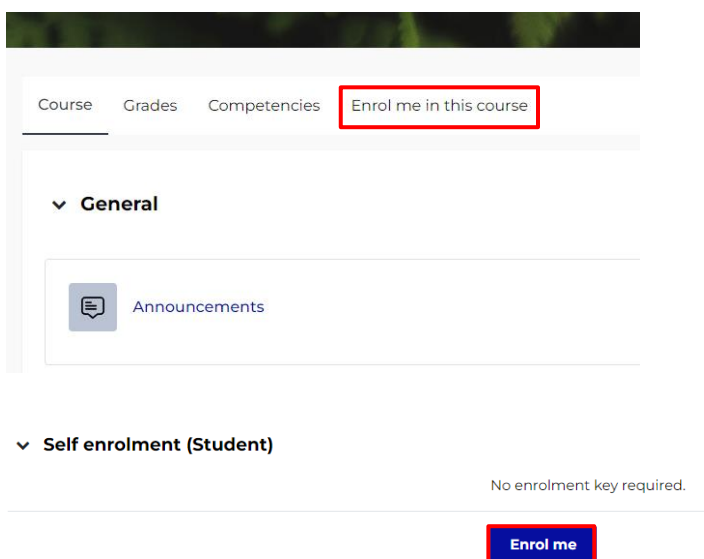
LUT students enroll to courses in Sisu and LAB students in Peppi. Students who have been accepted to the course are automatically added to the courses in Moodle (approx. two-hour delay). Course Moodle will appear in Moodle **Dashboard** in **Course Overview section** when the teacher

has opened the course for students. Courses have been divided into categories, which can be found in Moodle Site home. Some categories may contain subcategories. You can search for courses by using **Search and Moodle help link**. Write down the full name of the course or some part of the name in the search field.



You can visit Moodle as a Guest to see materials if the teacher has not disabled visiting in the course. NB! You cannot participate in the course as a Guest. Guest does not see any course activities (e.g. discussions, assignments, exams).

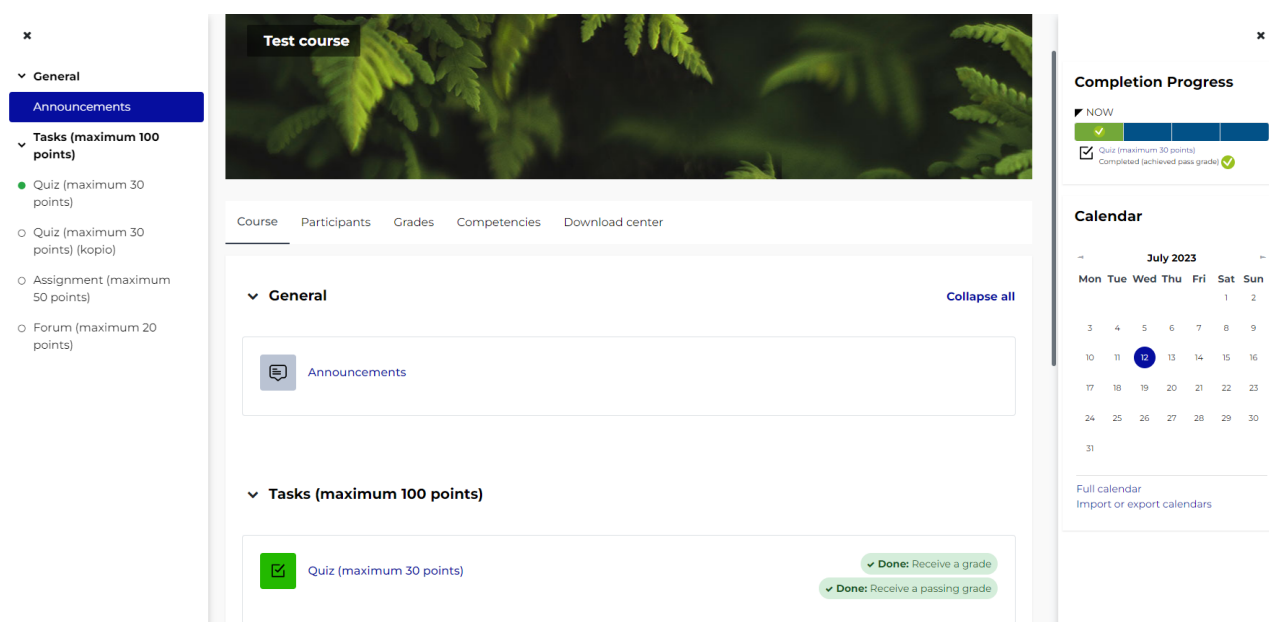
If the course does not have Sisu/Peppi enrollment, you can register to the course platform in the course page from the **Enroll me in this course** tab from the course page tab navigation.



If access is restricted by course key, you need it from the teacher to register to the course. You need the course key only when you log into the course the first time.

1.2 Course platform

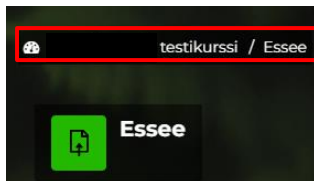
Moodle courses differ both in their contents and their structure and activities. In the **weekly format** each content section equals to one week and usually contains materials and activities intended for that week (such as assignment drop-off boxes). In **topic format** courses, teacher can divide the course contents according to topics, which are not restricted to weekly schedules. In the topic format courses the sections can also be in a grid format, topic bars or topic tabs. You can open the content of each section by clicking on it.



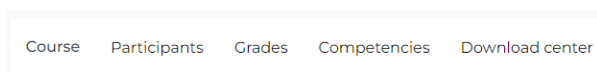
The screenshot displays a Moodle course page titled "Test course". The interface includes a left sidebar with a navigation menu containing "General", "Announcements", "Tasks (maximum 100 points)", "Quiz (maximum 30 points)", "Quiz (maximum 30 points) (kopio)", "Assignment (maximum 50 points)", and "Forum (maximum 20 points)". The central content area features a header with a "Test course" banner and a navigation bar with links for "Course", "Participants", "Grades", "Competencies", and "Download center". Below this, the "General" section is expanded, showing an "Announcements" box and a "Tasks (maximum 100 points)" section containing a "Quiz (maximum 30 points)" activity. The right sidebar displays a "Completion Progress" section with a progress bar and a "Calendar" section for July 2023, showing a calendar grid with the 12th highlighted.

The contents of the course are in the middle, divided either in weekly or topic structure. In the first section, you can usually find course introduction and other information about the course. As a default, there is an **Announcements discussion forum**, in which teacher can add messages of current issues. Student can reply to the teacher's message, but only the teacher can start a new conversation. There will be an automatic copy sent from the Announcements forum to participants' email.

In the **breadcrumbs navigation** on top of the course page, you can check which page you are on. By clicking the **Course name**, you can get to the front page of the course.



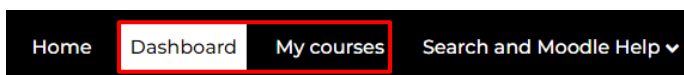
You can also use the **Tab navigation** to move from page to page. In the Tab navigation you can find e.g., Grades in which you can find your course assessments. In the Grades, you can see individual assignments assessments and grades for other activities as well as the overall grade of the course.



Teacher can add various resources to the course, such as, links, pages, pictures, and documents. The most used document types are Word, PowerPoint, Excel, and PDF files. Teacher can add different activities to the course, of which the most typical are introduced in section 2 of this guide.

1.3 Dashboard and My courses

As a default in the My courses, you can find all the courses you are enrolled as a student. Each user has his/her own dashboard in Moodle. It can be found from the tab navigation menu in the top banner on all Moodle pages or from the internet address <https://moodle.lut.fi/my/>.



If there are assignment drop-off boxes in use in the courses, the deadlines can be seen in the Timeline on the right. The information in your Dashboard is not visible to other users in Moodle.

Timeline

Next 7 days ▼

Sort by dates ▼

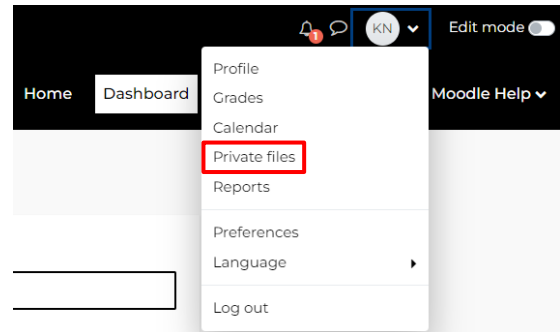
Search by activity type or name



No activities require action

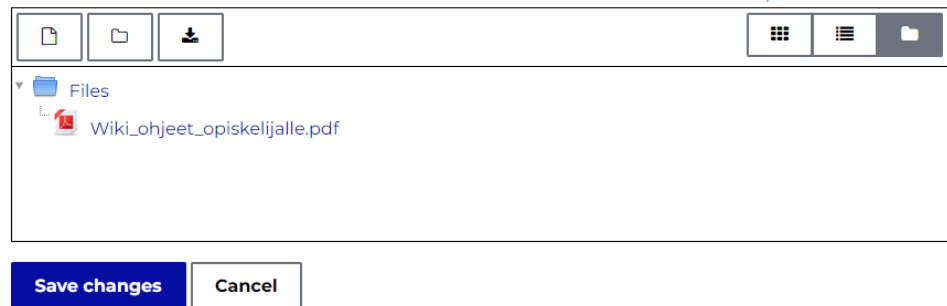
Private files-folder

You can send files into Moodle Private files folder and use them in the courses. Open **Private Files** by clicking your name on the top right-hand corner of the page and selecting "Private Files". Add files into your folder by dragging and dropping or selecting the documents (see section 1.6 of this guide). At the end, confirm all additions and editing you have done to the folder by clicking **Save changes -button**.



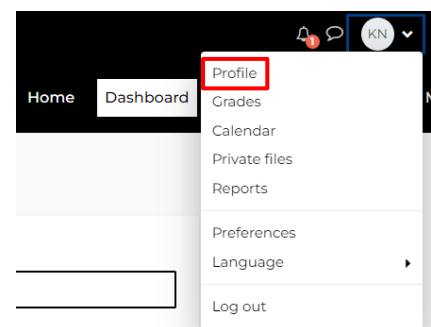
Files

Maximum size for new files: 50 MB, overall limit: 100 MB



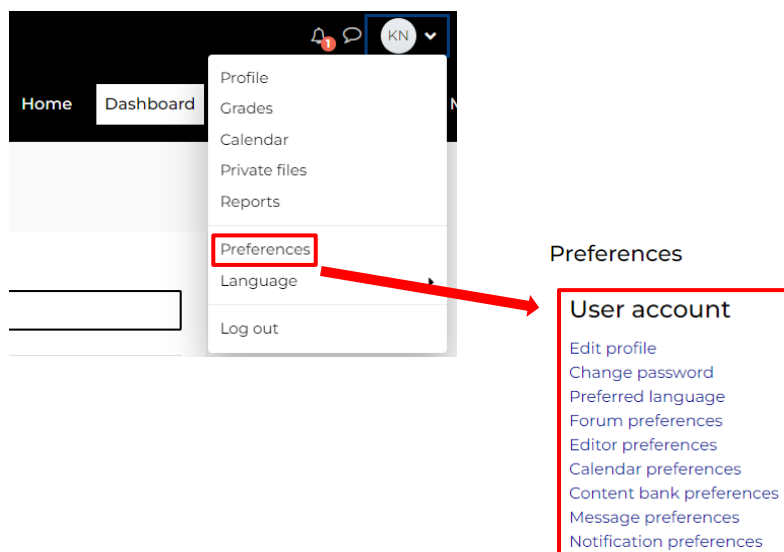
1.4 User profile

You can access your user profile by clicking your name on the top right-hand corner of the page and selecting **Profile** from the dropdown menu. As a default, your user profile shows your picture (if you have uploaded a picture in Moodle), country, town and list of courses you have registered in Moodle. You can update your profile by clicking **Edit profile link** in Profile section.



1.5 Personal settings

You can edit the settings of your user profile by choosing **Preferences** from the dropdown menu.



You can edit, for instance, the following items:

Edit settings

| | |
|------------------|---|
| Email address | Your email address is shown as a default in your profile and copies of all automated email messages are sent to this address from Moodle, for example, copies of messages written in discussion forums (if you have enabled this option in Moodle). You cannot change your email address in Moodle, because it is generated from the student register, but you can re-direct messages to another email address if you wish. |
| Email visibility | You can choose who will see your email address. |
| Description | You can write a short description of yourself. All Moodle users can read this information in your profile page. |
| User picture | You can upload a profile picture into Moodle. The format must be either jpg or png. The picture will automatically be reduced to 100x100 pixels. The uploaded picture will be visible not only in your profile page but also in discussion forums and participants lists. |
| Interests | You can add key words of your interests. Separate the key words with comma. |
| Optional field | In these boxes you can add address information. |

Preferred language

If you want to use Moodle in a certain language, you can change it in here. Teacher, however, can force the language used in a certain course, so this option might not work in all courses.

Forum preferences

| | |
|----------------------|---|
| Email digest type | With this setting you choose how Moodle will send copies of messages to your email address. |
| Forum auto-subscribe | If you have auto-subscribe on in discussion forums, subscription will activate always when you participate in a discussion. Subscription means that message copies of all |

discussion forum messages will be sent to your email address. See more information on this in section 2.2.2 in this guide.

Forum tracking

If you turn on forum tracking, new messages in discussion forums will be highlighted. See more information in section 2.2.3 in this guide.

Editor preferences

You can change the text editor if you so wish. Default editor is TinyMCE editor. You can also choose 'Plain text area' if you don't want to use editor at all.

Calendar preferences

You can select for example time display format, first day of week and maximum upcoming events.

Content bank preferences

You can define the default visibility of the content you create in the content bank.

Message preferences

You can restrict who can send you messages through Moodle and choose whether notifications are sent to email or mobile device.

Notification preferences

You can define what notifications you want to receive from Moodle activities and whether the notifications are sent either as email messages, Moodle notifications in pop-up window and/or mobile device, in which you have uploaded Moodle app and have chosen LUT/LAB Moodle to it. In addition, you can choose various notification methods when you are logged into Moodle and when you are not logged in. For example, notifications are shown in pop-up window when you are logged in, but when you are not, you will receive an email notification. You can also block notifications.

Notification preferences

☐ Disable notifications

| | Tuudo-notification | Web | Email ⚙ | Mobile ⚙ |
|--------------------------|-------------------------------------|--------------------------|-------------------------------------|-------------------------------------|
| Assignment | | | | |
| Assignment notifications | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Feedback | | | | |
| Feedback notifications | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

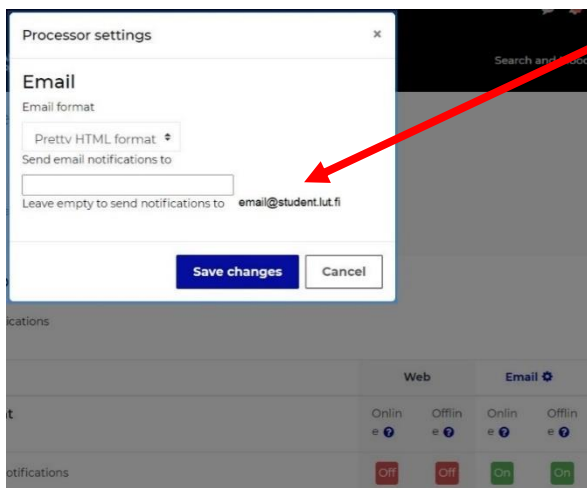
As a default, email notifications are sent as text based. You can choose HTML format from the email settings column, then the messages also have formatting, e.g. chosen fonts.

If you want to re-direct email notifications to another email address, open Notification settings and choose Email column, click cogwheel symbol next to the Email (Processor settings pop-up window opens), add another email address in 'Send email notifications to' box and click Save changes.

Notification preferences

☐ Disable notifications

| | Tuudo-notification | Web | Email ⚙ | Mobile ⚙ |
|--------------------------|-------------------------------------|--------------------------|-------------------------------------|-------------------------------------|
| Assignment | | | | |
| Assignment notifications | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Feedback | | | | |
| Feedback notifications | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |



Processor settings

Email

Email format

Pretty HTML format

Send email notifications to

Leave empty to send notifications to email@student.lut.fi

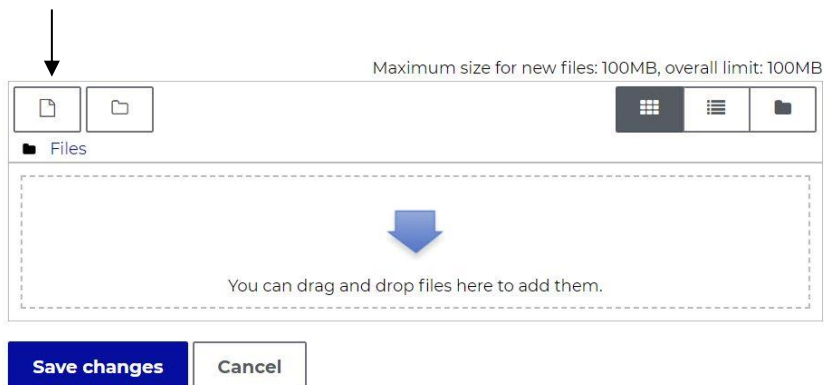
Save changes **Cancel**

Moodle sends email notifications from noreply@moodle.lut.fi

If the e-mail messages sent by Moodle end up in spam, mark the message as "not spam" and select that in the future the sender's messages will be directed to the Inbox folder.

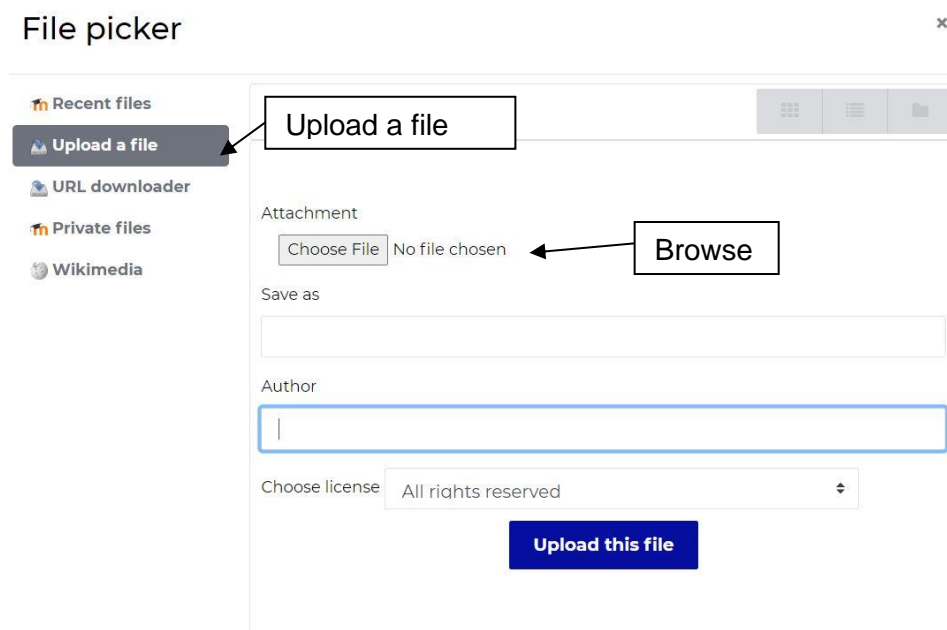
1.6 Using attachment/additional files option

There are several sections in Moodle in which you can add files, such as adding your profile picture, assignment drop-off boxes and discussion forums. Start adding your file by clicking Add...-button.



File picker opens in a pop-up window. If you have previously sent files in Moodle to your **Private files** folder, you can choose files from there.

If the file has not been sent to Moodle, click **Upload a file** and **Browse**.

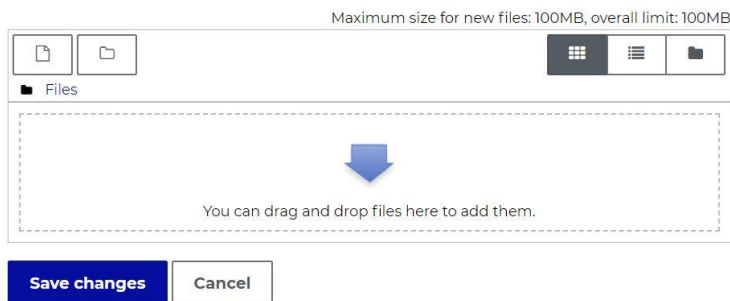


You can now search for your file from your web folders, USB stick or your computer's hard drive.

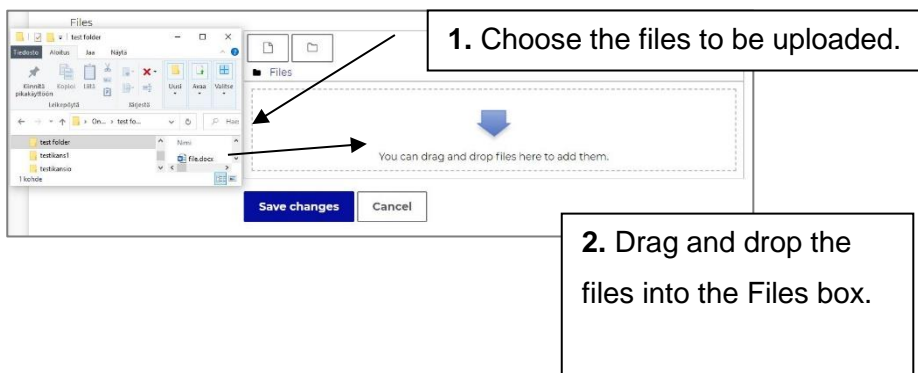
You can save the file in different name in Moodle, in which case, write a new name to your file in **Save as** field. You can also choose a [Creative Commons](#) license or 'All rights reserved' as a default. In the end, click **Upload this file button**.

When the file is sent, the pop-up window closes and the document which was added is visible in the Files box.

You can also add files to Moodle by dragging and dropping them in the Files box.



Open your Document folder and Moodle side-by-side and drag files from the folder into the Files box. You can choose several files at once and drag them all in Moodle, unless the number of files is restricted, for instance to one file only.

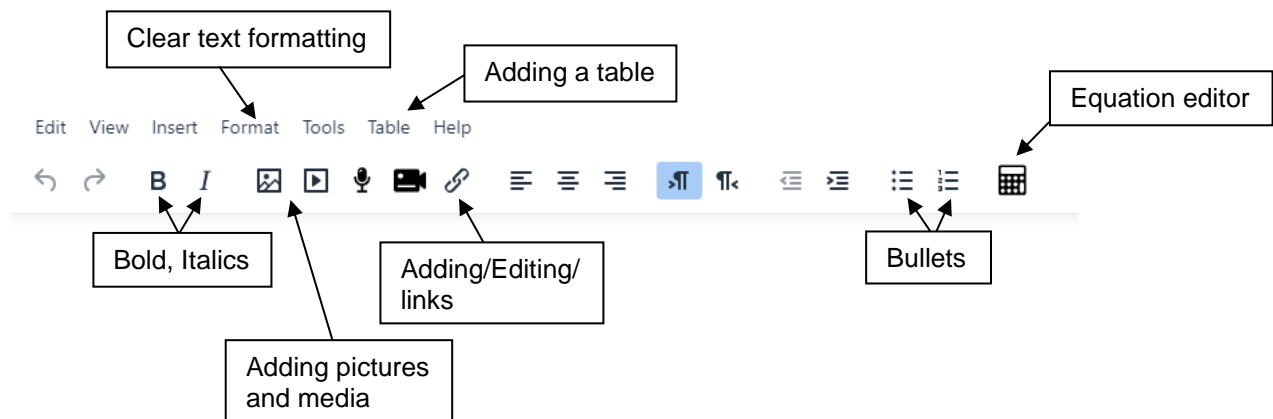


When you let go of the mouse button, files will be uploaded into Moodle.

1.7 Using the HTML editor

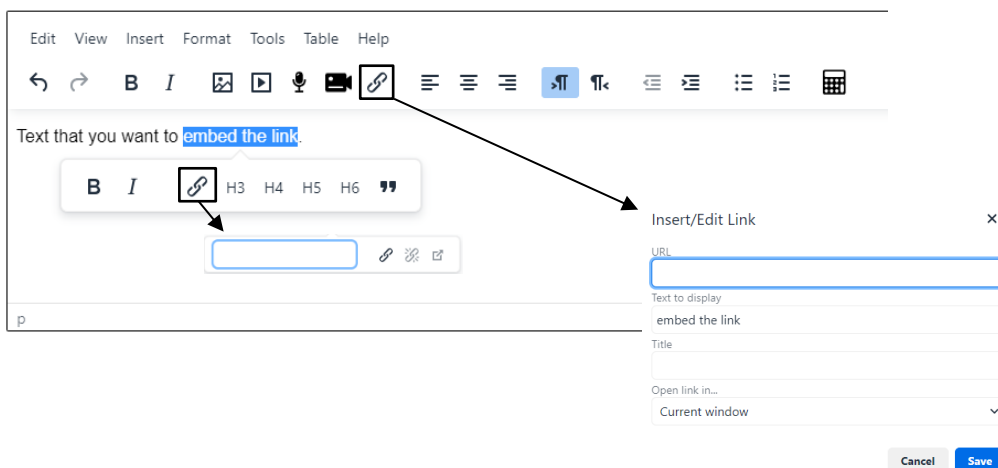
1.7.1 Tiny MCE editor

Tiny MCE editor is the default text editor in Moodle, you can do basic text editing with it.



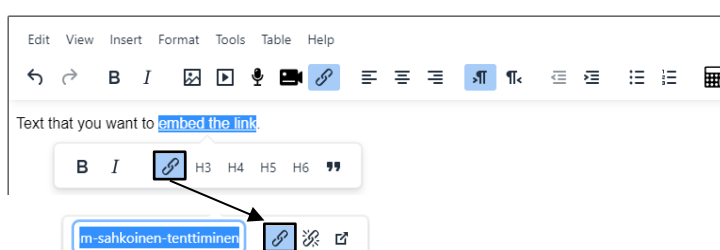
1.7.1.1. Adding links with Tiny MCE editor

You can add internet links or links to files into text. First highlight the text you want to add a link, and then click **Add link** icon in the editor. You can also add a link with Ctrl + k



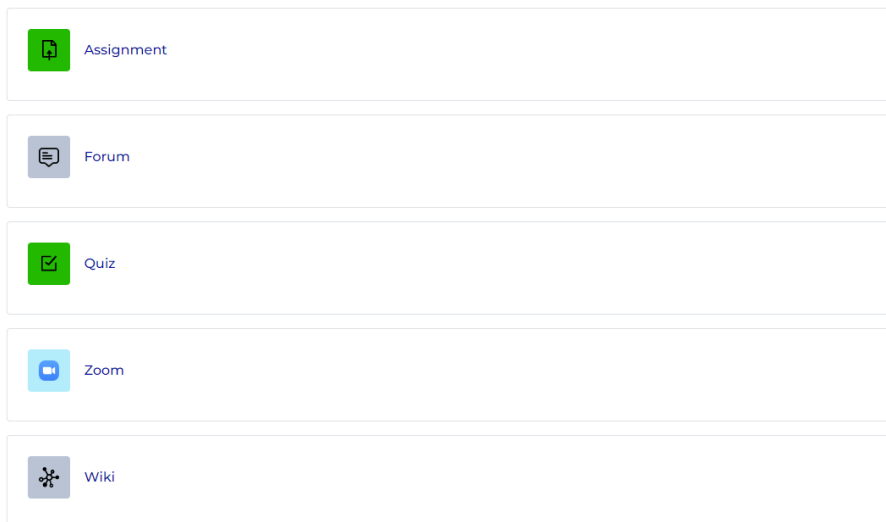
Write or attach a www-address you have copied to the text box and click the **Save** button or link icon on the left option.

The link shows in blue in the text. If you want to remove the link, paint the link text first and then click the link icon below text, so you can see the link. **Remove link** by clicking the link button to the right of the link.



2. Activities

Teacher can add various **activities** in the course. Commonly used activities are assignment submissions, discussion forums and quizzes. Each activity type has its own icon.



2.1 Assignment submissions

The most used activity in Moodle is assignment submissions. When students submit their assignments in Moodle, it is easy for the teacher to keep submissions in order and download them for assessment. This way assignments that are handed in don't clog email inboxes and all submission are stored. Teacher can also assess the assignment and give feedback directly in Moodle. Assignments handed in the Assignment inbox are only visible to the course teacher and the student who submitted the assignment, in a group assignment also student's own group can see the assessment and feedback.

In the assignment page, there is first the information the teacher has added about the assignment: description and final submission date. The assignment can also be permanently open so the assignment can be edited at any time.

2.1.1 Online text

If online text option is available in the assignment submission, you can write your answer directly in Moodle. Click **Add submission -button** to start writing.

Opened: Thursday, 6 July 2023, 12:00 AM
Due: Thursday, 13 July 2023, 10:02 AM

Add submission

Submission status

| | |
|---------------------|-----------------------------------|
| Submission status | No submissions have been made yet |
| Grading status | Not graded |
| Time remaining | 23 hours 58 mins remaining |
| Last modified | - |
| Submission comments | ► Comments (0) |

You can also write your submission using Moodle HTML editor. You will have the most common tools for editing texts in your use. (see section 1.7 in this guide).

You can save your work any time and continue writing later. When writing a long text, it is sensible to save as often as possible, because there is no automatic saving option while writing. The text will not be saved in Moodle if the network is down when you click the save-button. **Remember to save as often as possible!**

You can update your submission as long as the assignment is open, or the teacher has given the assessment. This activity type is used normally in short answers and learning diaries.

Online text

+

 (52 words)
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Show full text

Submission comments

► [Comments \(0\)](#)

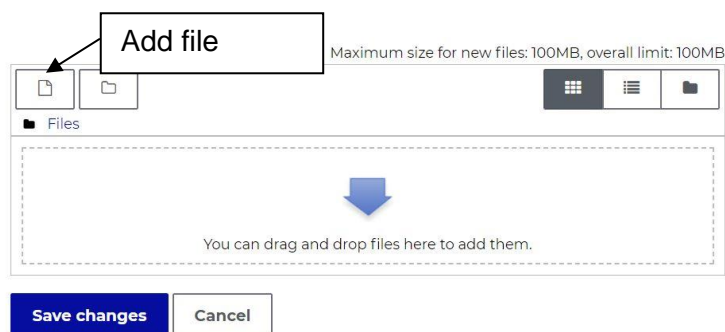
Edit submission

Remove submission

When you have saved your assignment submission, the text you wrote and when you last edited it is shown on the page. You can continue editing the saved submission by clicking **Edit submission** -button.

2.1.2 Sending files

If file submissions are on, you can add files in assignment folder. Teacher can decide the maximum amount and size of files that can be submitted in the assignment.

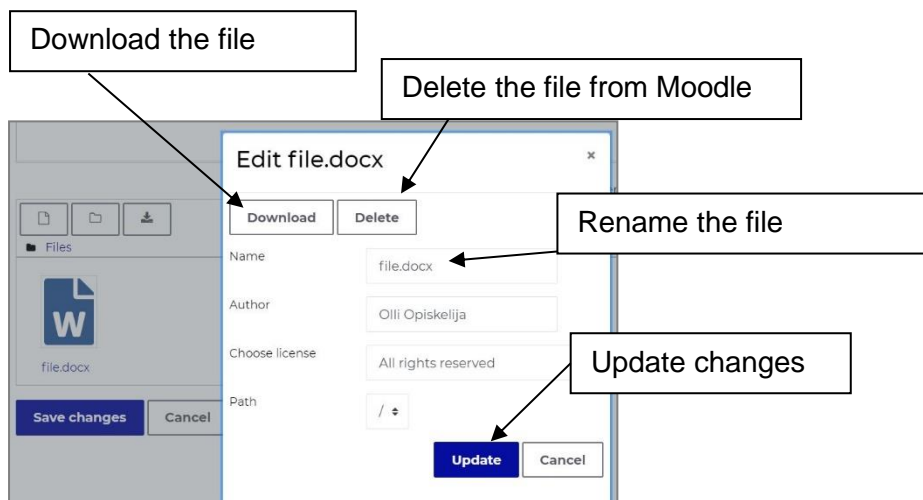


Add your submission in the Submission files box by clicking **Add... -button** or by dragging and dropping the files in the box (see section 1.6 in this guide).

Added file is shown as a picture in the Files box.



If you added a wrong file by mistake or want to change the name of the file you added, click the picture of the file. From the pop-up window you can delete the file or rename it.



Now you can get more files in the submission inbox or save the changes you made. NB! The files you have added will be saved in Moodle only after you have clicked **Save changes** -button.

When you have saved changes, you can see the overview of your submission.

| Submission status | |
|---------------------|---|
| Submission status | Submitted for grading |
| Grading status | Not graded |
| Due date | Friday, 12 March 2021, 11:59 PM |
| Time remaining | 1 day 8 hours |
| Last modified | Thursday, 11 March 2021, 3:03 PM |
| File submissions | <div>file.docx +</div> <div>Export to portfolio</div> |
| Submission comments | ► Comments (0) |

If teacher has enabled the Submit assignment -button, you can edit your submission until the deadline and then submit for grading. When you have submitted your assignment for grading, you cannot edit it any longer.

Edit submission

Remove submission

You can still make changes to your submission.

Submit assignment

Once this assignment is submitted you will not be able to make any more changes.

2.1.3 Feedback and assessment

The grade and feedback from teacher are shown at the bottom of the assignment page. Teacher can also send an attachment through assessment tool to the student.

| Feedback | |
|-------------------|---|
| Grade | 4.00 / 5.00 |
| Graded on | Thursday, 11 March 2021, 12:50 PM |
| Graded by | |
| Feedback comments | Written feedback |
| Feedback files | <div style="display: flex; align-items: center;"> feedback.pdf + </div> <div style="font-size: x-small; color: #666;">Export to portfolio</div> |

Grade/points

Written feedback

Files related to submission

2.2 Discussion forums

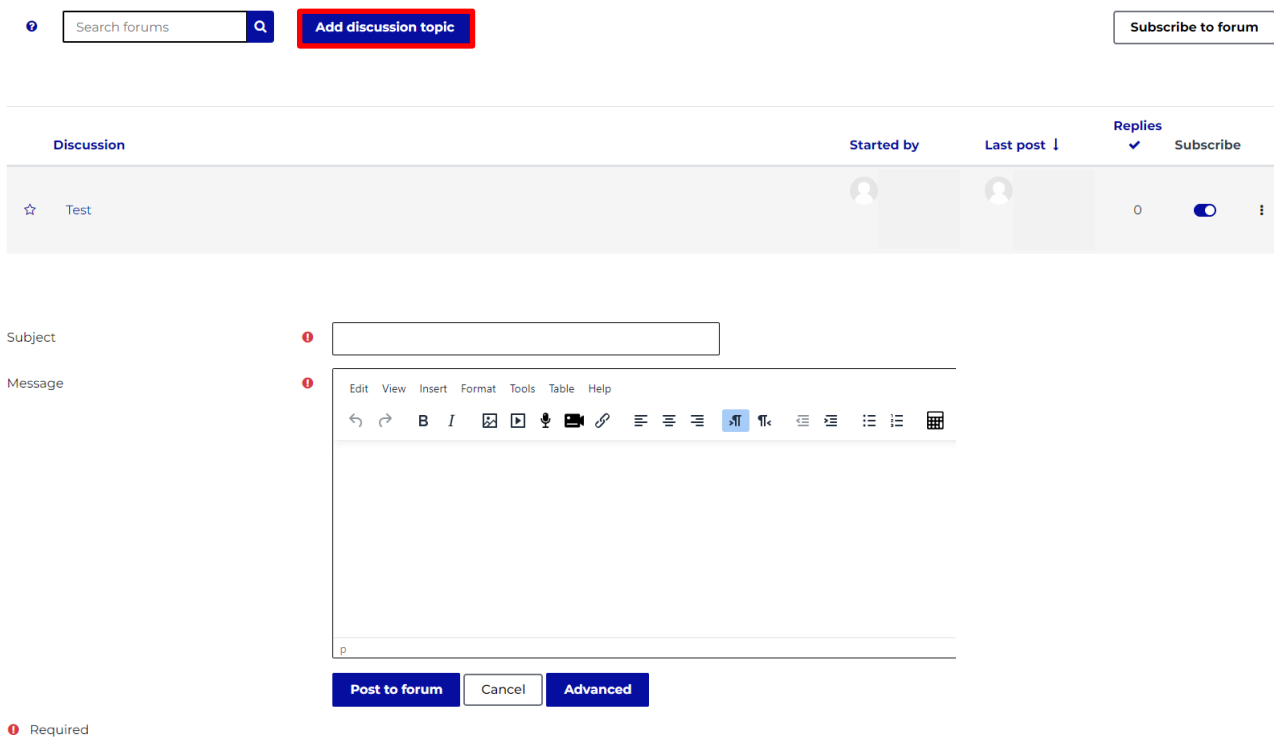
Teacher can add discussion forums to the course, in which students can add new discussions and reply to messages from other students. Announcements -forum is meant for the teacher to send notifications and other important messages related to the course, therefore students cannot add new discussion postings to it, but they can reply to teacher's messages.

As a default, all students can read the message you have sent in the discussion forum. Teacher can divide students into groups, in that case new discussion postings can be added only to one's own group. If the groups are set as separate groups, you cannot read messages in other groups' discussion forums.

You can also add attachments in discussion forum postings. Discussion forum is often used, for example, to hand in group work, because then students can download the files sent and comment them.

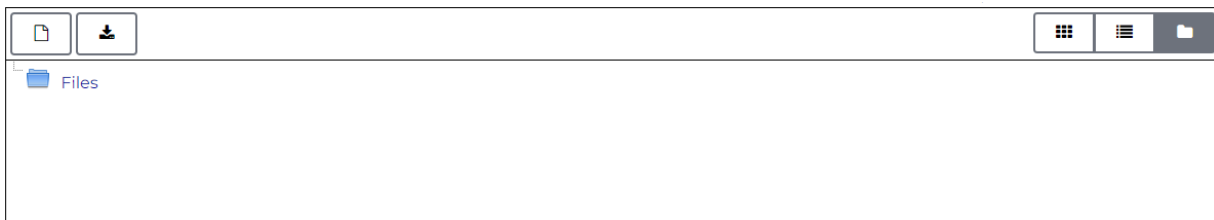
2.2.1 Starting a new discussion

Click **Add discussion topic -button** to start a new discussion.



The screenshot shows the Moodle discussion forum interface. At the top, there is a search bar labeled 'Search forums' and a red button labeled 'Add discussion topic'. To the right is a 'Subscribe to forum' button. Below this is a table of discussion topics. The first row shows a topic titled 'Test' with a star icon, a user profile picture, and a 'Replies' column showing '0' and a 'Subscribe' button. Below the table is a form for creating a new discussion. The form has two main sections: 'Subject' and 'Message'. The 'Subject' section has a text input field. The 'Message' section has a rich text editor with a toolbar containing various icons for text formatting (bold, italic, underline, strikethrough), alignment, list creation, and linking. Below the message input field are three buttons: 'Post to forum', 'Cancel', and 'Advanced'. A red circle with an exclamation mark and the word 'Required' is visible next to the 'Subject' input field.

Write down the topic and your message. You can add attachment if you wish by clicking **Advanced button**.



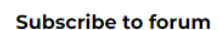
Finally, click **Post to forum button**.

After posting the message, you will see the front page of the discussion forum. Discussions are shown in chronological order, the latest posting is shown first. Click the topic of the discussion posting to read the message thread.

After posting your message, you have 30 minutes to delete or edit your message if needed. However, you cannot delete your message if someone has already replied to it. The teacher has the right to edit and delete students' messages. Teacher can also move a discussion to another discussion area.

2.2.2 Subscribing discussion forums

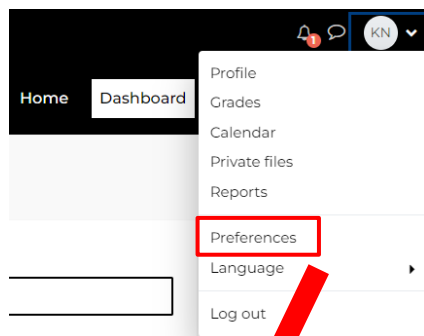
You can order notifications from discussion forums to the email address you have defined in your Profile. You can enable notifications by clicking the **Subscribe to forum button** in the discussion forum. Teacher can define the subscription mode from four options.



| | |
|------------------------------|---|
| Optional subscription | User can subscribe the messages if they want. |
| Forced subscription | All participants subscribe the messages from the discussion forum. This is useful, for example, in Announcements forum. |
| Auto subscription | Users subscribe discussion forums automatically when they post a message to the discussion forum. You can disable auto subscription from your profile settings. |
| Subscription disabled | No one can subscribe messages from discussion forum. |

2.2.3 Discussion forum tracking

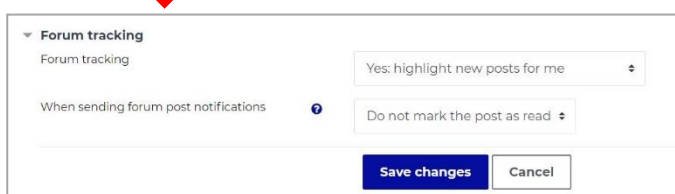
Teacher might have enabled discussion forum forced tracking or disabled this feature in the discussion forum settings. If tracking is set as optional, you can enable discussion forum tracking in your Preferences, then go to Forum preferences.



Preferences

User account

Edit profile
Change password
Preferred language
Forum preferences
Editor preferences
Calendar preferences
Content bank preferences
Message preferences
Notification preferences

A screenshot of the 'Forum tracking' settings form. The form has a title 'Forum tracking' and a sub-section 'Forum tracking'. It contains two dropdown menus: 'Yes: highlight new posts for me' and 'Do not mark the post as read'. Below these is a 'Save changes' button and a 'Cancel' button. A large red arrow points from the 'Forum preferences' link in the previous screenshot to this form.

On your course front page, you will see the number of unread messages under the Discussion forum link.



In the discussion forum, the number of unread messages is bolded. You can tap messages as read from the tick symbol.



2.3 Zoom

Zoom a video conferencing tool for synchronous online teaching. Students can upload it in their own computer. User guide for Zoom application, [instructions](#).

Teacher can embed Zoom activity into the course Moodle, so you can join the Zoom lectures directly in Moodle. Click the Zoom-symbol:



A new tab will open (Rich LTI), in which you can see upcoming Zoom-reservations (**Upcoming meetings**) and you can join the Zoom meeting by clicking the **Join button** on the same line as the meeting link. More detailed information can be opened using **Invitation button**. Old meetings can be found in the **Previous meetings** tab.



Your current Time Zone is (GMT+02:00) Helsinki. [✎](#)

Upcoming Meetings

Previous Meetings

Get Training 

Start Time

Topic

Meeting ID

Tomorrow
3:00 PM

luento

636 2750 82
10

Join

Invitation

2.4 Wiki

Moodle Wiki activity enables making [wiki page](#) in the course. Each student can have their own wiki in the course. Other options are a wiki for all or group wiki. Teacher can define the format for writing in the wiki. If there is no forced format, you can decide the format when you add a new page:

HTML-formatting Moodle HTML editor is in your use, you can format text in a normal way.

Creole Creole is a common wiki markup language. You have a simple tool bar to make basic formatting.

NWiki NWiki equals to the markup language used in MediaWiki -platform (e.g. Wikipedia). You have a simple tool bar to make basic formatting.

2.4.1 Adding a first page in Wiki

If the teacher has not added a New page, anyone in the course can add the first page in a collaborative wiki. When you add a new page, you choose the format (unless the teacher has set a certain format to be used).

▼ **New page**

New page title

Format

Yhteinen wiki testi

HTML format

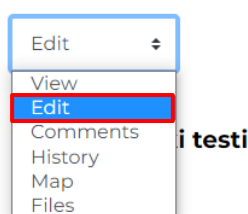
Creole format

NWiki format

In individual wiki each user adds the first page in their wiki. The contents of the individual wiki are visible only to the individual student and the teacher.

2.4.2 Wiki tools

Wiki contains the following tools:



View Shows the content of the page you are on.

Edit You can edit the content of the page you have chosen. If the teacher has created a wiki page in which students' topics, schedules, etc. can be chosen, you can add your own text by clicking Edit tab.

Comments You can read comments added to the page and add new comments.

History You can look at changes made to the page.

Map You can look at, for instance, lists of all pages and pages that have been edited last.

Files You can download files that have been attached to the page (as a default, only a teacher can upload files).

The course teacher can restore a previous version of a wiki page. If you saved a page but noticed, you made a mistake – e.g. deleted part of the contents of the page – you can ask teacher to restore the previous version of the page.

Teacher can give extra rights to students in wiki, e.g. the right to manage files.

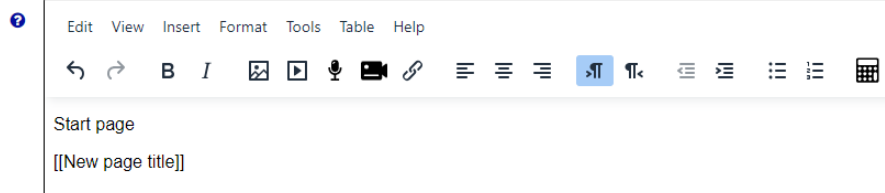
2.4.3 Adding new pages in wiki

You can add new pages to wiki by writing the title of the new page in double square brackets in an existing wiki page:

[[Title of the new page]]

▼ Editing this page 'Yhteinen wiki testi'

HTML format



When the edited page is saved, a link to add a new page is shown.

The red link means that there is not yet a wiki page under that name. If the page already exists, the link is in blue. You can add a new page by clicking on the red link. The title of the new page will be the name or names of the link.



If collaborative wiki is in use, anyone can click on the red link and add a new page. For example, teacher can make the topics or titles in advance, and by clicking the links, students can create pages for each topic.

Yhteinen wiki testi

Start page

New page title

Yhteinen wiki testi


Start page

New page title


When the page is created, the link is in blue. You cannot add another page using the same name, but each page must have a unique name/title.

2.5 Quiz

Quiz is a versatile activity with which teacher can add activities, tests, and full quizzes or exams with various question types in Moodle. Teacher can set, for instance, time limit in minutes and the number of attempts students can try the quiz. In Moodle quizzes, random question from the categories made by the teacher is often used. This means that students have different questions in the quiz. Teacher can set the quiz to work in various ways. This guide is about the traditional way, in which students' hand in all their answers at once. This is the default setting in quizzes and is most widely used form. Click the quiz link on the course Moodle page and start answering by clicking **Attempt quiz button** on the quiz front page.

Start attempt 

Password
To attempt this quiz you need to know the quiz password
Quiz password

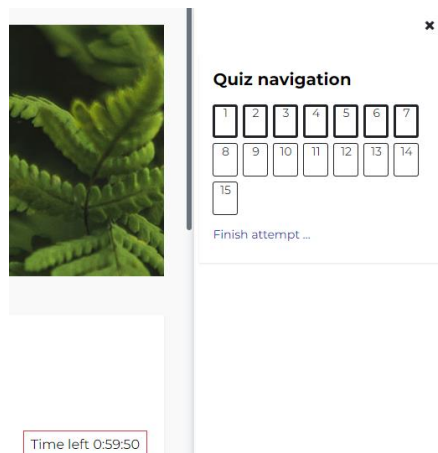


Time limit
Your attempt will have a time limit of 1 hour. When you start, the timer will begin to count down and cannot be paused. You must finish your attempt before it expires. Are you sure you wish to start now?

If the quiz is protected by a password, write it in the Quiz password field.

If time limit is set in the quiz, there will be a notification about that before the attempt begins. Please note that the time is running even if you exit the quiz during the exam time.

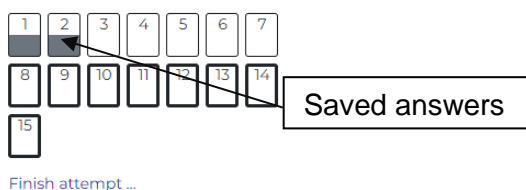
In the quiz, questions are shown one below another either on one or several pages. You use the **Quiz navigation block** to navigate from one page to another. At the end of each page there is



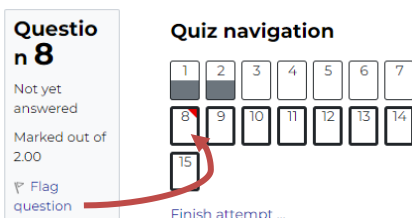
- × also **Next page button**, from which you can move to the next page. Moodle saves your answers on the page when you move to the next one or when you click **Finish attempt button**.

The saved questions are shown in the quiz navigation in grey. If you navigate away from the quiz (e.g. by closing the browser or moving away from the quiz page), unsaved answers will not be saved automatically.

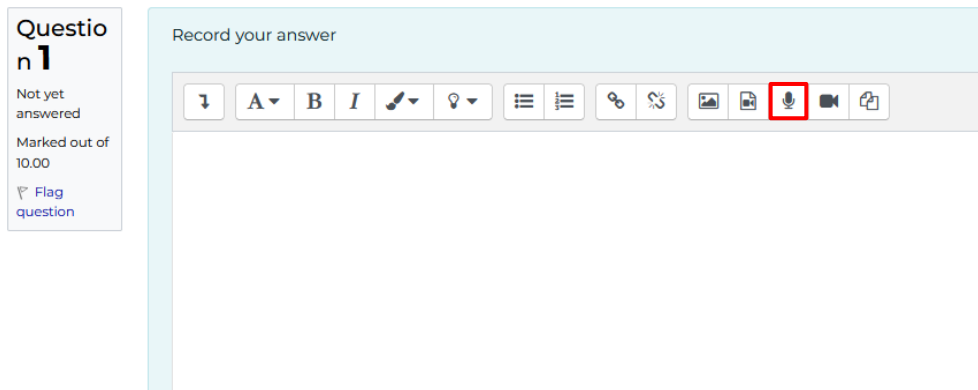
Quiz navigation



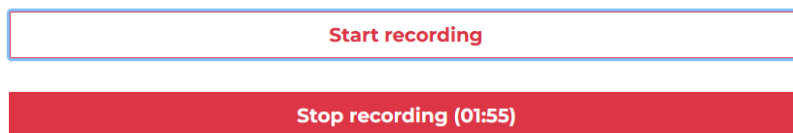
You can flag mark questions. Questions which have been flagged, show a small triangle in the upper right corner of the numbered box in quiz navigation. You can use the flag as a bookmark. The flags are shown also in the Summary of attempt page before you submit your answers.



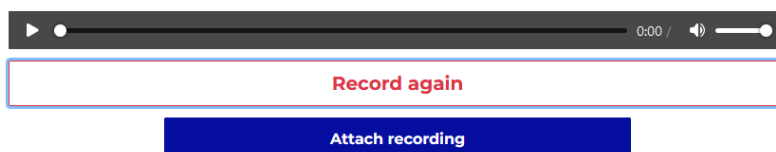
In some quizzes, it's possible to answer the questions by recording the answer. You can record your answer by clicking on **the microphone icon**. If you want to add an oral answer, change the text editor to ATTO Editor (see instructions on pages 8-10).



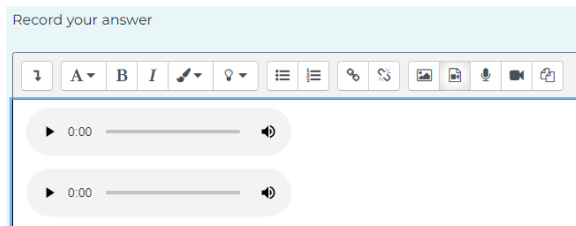
You can start recording by clicking on the **Start recording button** and stop it from the **Stop recording button**. Recording automatically stops when the two-minute time limit has expired.



You can attach a finished recording with the **Attach recording button** or record your answer again by clicking on the **Record again button**.



You can attach more than one recording to your answer by clicking the **Enter key** before the new recording. If you are answering in multiple questions in the same text field, you can write questions or their numbers in the text field, for example, and add recording after the text.



The summary of attempt is shown when you click **Finish attempt link** or you move to the end of the quiz by **Next page button**.

Summary of attempt -page shows you the state of each question. If you want to continue answering the questions, click the number of the question you want to return to, or click **Return to attempt button**.

| | |
|----|--------------|
| 8 | Answer saved |
| 9 | Answer saved |
| 10 | Answer saved |
| 11 | Answer saved |
| 12 | Answer saved |
| 13 | Answer saved |
| 14 | Answer saved |
| 15 | Answer saved |

Return to attempt

Time left 0:49:54

This attempt must be submitted by Wednesday, 12 July 2023, 12:32 PM.

Submit all and finish

If you want to submit your answers, click **Submit all and finish button**. You will be asked to confirm your submission once again.

Submit all your answers and finish? ×

Once you submit your answers, you won't be able to change them.

Questions without a response: 5

Cancel Submit all and finish

When you have submitted your answers, you will see the overview of the quiz. Teacher can define what information is visible to the students in the overview. Prospective information can be points, teacher's feedback, students' own answers and correct answers. Teacher can set the shown information to just points right after the attempt and later, when quiz is closed, the correct answers will be available.

If there are essay questions in the quiz, teacher will have to give manual assessment for those. In the other question types, assessment is automated. However, teacher can re-assess also the automated assessments.

After the quiz attempt, you can return to the quiz page and review the results. If reviewing the exam results is enabled, you can look at your own answers by clicking the **Review link**.

Summary of your previous attempts

| Attempt | State | Grade / 30.00 | Review |
|---------|---|---------------|------------------------|
| 1 | Finished Submitted Wednesday, 12 July 2023, 11:43 AM | 20.00 | Review |

If multiple attempts are allowed, you can re-start the quiz from the summary page by clicking **Re-attempt quiz button**.