
mooClms Documentation

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- Getting Started for Administrators
- Getting started for Teachers
- Getting started for Students

About Moodle

Moodle is a software package for producing Internet-based courses and web sites. It is a global development project designed to support a social constructionist framework of education.

Moodle is provided freely as Open Source software (under the GNU General Public License). Basically this means Moodle is copyrighted, but that you have additional freedoms. You are allowed to copy, use and modify Moodle provided that you agree to: provide the source to others; not modify or remove the original license and copyrights, and apply this same license to any derivative work.

The word Moodle was originally an acronym for Modular Object-Oriented Dynamic Learning Environment, which is mostly useful to programmers and education theorists. The heart of Moodle is courses that contain activities and resources. There are about 20 different types of activities available (forums, glossaries, wikis, assignments, quizzes, choices (polls), scorm players, databases etc) and each can be customised quite a lot. The main power of this activity-based model comes in combining the activities into sequences and groups, which can help you guide participants through learning paths. Thus, each activity can build on the outcomes of previous ones. There are a number of other tools that make it easier to build communities of learners, including blogs, messaging, participant lists etc, as well as useful tools like grading, reports, integration with other systems and so on.

Moodle is used by a variety of institutions and individuals, including Universities, High schools, Primary schools, Government departments, Healthcare organisations, Military organistaions, Airlines, Oil companies, Homeschoolers, Independent educators Special educators

Moodle Key Features

Moodle is a free, online Learning Management system enabling educators to create their own private website filled with dynamic courses that extend learning, any time, anywhere. Whether you're a teacher, student or administrator, Moodle can meet your needs.

If you are an Administrator, you can...

- Authenticate and enrol your users in over 50 ways.

- Create an attractive, mobile-friendly learning environment with themes which can integrate with your website.
- Bulk upload and delete courses and create course templates.
- Enhance your Moodle with add-ons that you can update from inside your site.
- Sign up to Community Hubs such as Moodle.net to share free courses.
- More Advanced Features

If you are a Teacher, you can...

- Drag your favourite teaching resources straight onto the page.
- Search for and embed multimedia
- Award badges
- Direct your students' learning path.
- Get your students working and learning together in forums, wikis, glossaries and more.
- Assess and feedback with self-grading quizzes.
- Set them individual, group or anonymously graded assignments with a marking workflow and rubrics.
- Annotate students pdf submissions directly in the browser.
- Provide opportunities for them to peer and self assess in workshops.

If you are a Student, you can...

- Manage your files through file picker.
- Track your progress in your course.
- Create your own personal dashboard.

Moodle Site - basic structure

The Front page

The Front page of a Moodle site - the page you reach from your browser - usually includes information about the establishment itself and can be highly customised. (Note that it is also possible to lock the front page down so that all a user sees when they click on the Moodle URL is a log in screen.) How users join a Moodle site depends on the establishment: they might be given logins; they might be allowed to make accounts themselves, or they might be signed in automatically from another system.

Inside Moodle

Moodle's basic structure is organised around courses. These are basically pages or areas within Moodle where teachers can present their learning resources and activities to students. They can have different layouts but they usually include a number of central sections where materials are displayed and side blocks offering extra features or information. Courses can contain content for a year's studies, a single session or any other variants depending on the teacher or establishment. They can be used by one teacher or shared by a group of teachers. How students enrol on courses depends on the establishment; for example they can self-enrol, be enrolled manually by their teacher or automatically by the admin. Courses are organised into categories. Physics, Chemistry and Biology courses might come under the Science category for instance.

Teachers, students and other Moodle users

You don't enter Moodle with the "teacher" or "student" role. Everyone who logs into Moodle has no special privileges until they are allocated roles by the administrator according to their needs in individual courses or contexts.

Finding your way around

A logged in user can access areas of Moodle such as their courses or profile from the Navigation block and Administration block. What a user sees in these blocks depends on their role and any privileges granted them by the administrator. Each user has their own customisable page, accessed from the My home link.

Getting Started in Moodle

Administrators

Site Setup

This document will show you how to setup a moodle site.

Moodle Installation

Moodle is primarily developed in Linus using Apache, PostgreSQL / MySQL / MariaDB and PHP .

Basic Requirements

Sever Hardware

Specific hardware requirements for your project will depend on the volume of anticipated concurrent users and should be discussed with your team IT team if you are hosting the server yourself, or company with whom you are hosting. As minimum are:

Disk space : 160MB free (min) plus as much as you need to store your material. 5GB is probably a realistic minimum.

Memory : 256MB (min) , 1GB or more is strongly recommended. Moodle can support 10 to 20 concurrent users for every 1GB of RAM

Server Software

Operating System : A linux based system is recommended for high performance. Example- CentOS, Redhat, Ubuntu, Debian, Mac OS X . Moodle can also be installed on Window 7 / 2012

Web server : Apache is recommended . Others also wok such as IIS, lighttpd, nginx, cherokee, zeus and LiteSpeed.

PHP : Minimum version is 5.3.3. recommended PHP 5.5 and newer if available.

Database : Minimum versions of following -

- MySQL - version 5.1.33 (mostly recommended)
- PostgreSQL - version 8.3 (mostly recommended)
- MariaDB - version 5.3.5 (drop-in replacement for Oracle's MySQL)

- MSSQL- version 9.0 (fully supported but documentation and online help are not as comprehensive)
- Oracle - version 10.2 (not recommended)

Browser : Minimum browser for accessing Moodle: recent firefox, Internet Explorer 9, Safari 6, recent Google Chrome 11 .

Set up your server

Depending on your particular choices of software set up your basic server . If you are using a hosted server all this should be done for you by your hosting provider.

Download and copy files into place

1. Download your required version from <http://download.moodle.org/> and unzip it .
2. Then place the whole folder in your web server documents directory, in which case the site will be located at <http://yourwebserver.com/moodle> , or you can copy all the contents straight into the main web server documents directory, in which case the site will be simply <http://yourwebserver.com> .
3. Secure the Moodle files: it is vital that the files are not writeable by the web server user. Files are owned by administrator / superuser and are only writeable by them, readable by everyone else. If you want to use built-in ad-on installer you need to make the directory writeable by web server user.

Create an empty database

Create a new, empty database for your installation. You need to find and take a note of following information for final installation stage :

- dbhost - the database server hostname. Probably ' localhost ' if the database and web server are the same machine, otherwise the name of the database server.
- dbname - the database name. Whatever you called it example - moodle .
- dbuser - the username for the database.
- dbpass - the password for the above user

Create the data (moodledata) directory

Moodle requires a directory to store all of its files (all your site's uploaded files, temporary data, cache, session data etc.). The web server needs to be able to write to this directory. So create a directory and set the permissions for anyone on the server to write here.

Start Moodle Install

1. Go to your Moodle's main URL using a web browser.
2. The installation process will take you through a number of pages. You should be asked to confirm the copyright, see the database tables being created, supply administrator account details and supply the site details. The database creation can take some time - please be patient. You should eventually end up at the Moodle front page with an invitation to create a new course.

Technical Specification

Sever Hardware

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- Oracle - version 10.2 (not recommended)

Browser : Mimimum browser for accessing Moodle: recent firefox, Internet Explorer 9, Safari 6, recent Google Chrome 11 .

Managing a Moodle Site

A user with the role of Administrator is typically in charge of a Moodle site once it has been installed, although some tasks may be delegated to others by assigning them a role such as Manager. The links below provide more information about how to manage your Moodle site.

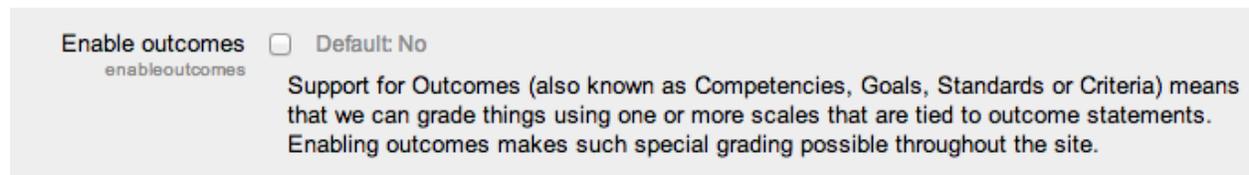
- Authentication - different methods of adding new users to your Moodle
- Managing accounts - how to search for, edit, delete or perform bulk actions on users
- Enrolments - different methods of adding users to courses.
- Roles and permissions - how to add or remove permissions from students, teachers and other users on your Moodle
- Security - how to keep your Moodle safe
- Performance - ways to check the efficiency and smooth running of your Moodle
- Backup - how to backup your site and courses
- Site appearance - ways to change the display and navigation of your site
- Language - how to add new languages and alter the default terms used.

- Server settings - registration, maintenance and default settings
- Site-wide reports - a list of useful reports for administrators
- Admin tools - a list of useful tools, such as DB search and replace and database transfer
- Developer tools - how to debug your site, purge caches and tools for test sites only
- Web services - how to connect other systems to Moodle to perform operations
- Community hubs - search for, download, enrol in or add your own courses to public directories.
- More features - Blogs, Comments, Tags, Messaging, Notes, RSS feeds, Calendar

Advanced Features

The advanced features in *Administration > Site administration > Advanced features* contains a number of features that may be enabled / disabled globally by the site administrator.

Outcomes



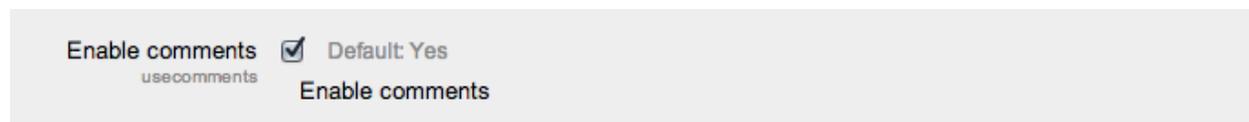
Enable outcomes Default: No
enableoutcomes

Support for Outcomes (also known as Competencies, Goals, Standards or Criteria) means that we can grade things using one or more scales that are tied to outcome statements. Enabling outcomes makes such special grading possible throughout the site.

Outcomes are specific descriptions of what a student has demonstrated and understood at the completion of an activity or course. Each outcome is rated by some sort of scale. Other terms for outcomes are Competencies and Goals.

They are similar to sub components of a grade. A grade is an assessment of overall performance that may include tests, participation, attendance and projects. Outcomes assess specific levels of knowledge through a series of statements, that maybe coded with numbers or letters. Thus an overall grade can be given for a course, along with statements about specific competencies in the form of outcomes.

Comments



Enable comments Default: Yes
usecomments

Enable comments

A comments block can be added to any page in Moodle, enabling users to easily add comments. A similar interface enables comments to be added to glossary, database activity and blog entries. The comments interface uses AJAX so that comments are added instantly without needing a page refresh.

Tags Functionality



Enable tags functionality Default: Yes
usetags

Should tags functionality across the site be enabled?

Tags allows students and teachers to describe their interests in a way that is easy for people with similar interests to find them. The user's profile has a place to enter interests, which will create or add the user to an existing tag. Tag pages can be viewed and blog posts can be tagged.

Notes

Enable notes Default: Yes
enablenotes
 Enable storing of notes about individual users.

The Notes feature is a way to attach information about a user by another user. For example, a teacher might attach a note to a specific student about the hobbies and interests that seems to engage that student.

Users must have the permissions to View notes and Manage notes in order to use this feature in any context. Thus students might be allowed to view or even manage notes within a course.

Portfolios

Enable portfolios Default: No
enableportfolios
 If enabled, users can export content, such as forum posts and assignment submissions, to external portfolios or HTML pages.

Portfolios in Moodle make it easy for a student to export their work to an external portfolio. For example, student work might include forum posts or assignment submissions that they believe demonstrates their knowledge.

Web Services

Enable web services Default: No
enablewebservices
 Web services enable other systems to log in to this Moodle and perform operations. For extra security this feature should be disabled unless you are really using it.

Web services enable other systems to login to Moodle and perform operations.

Messaging

Enable messaging system Default: Yes
messaging
 Should the messaging system between site users be enabled?

Messaging refers both to automatic alerts from Moodle about new forum posts, assignment submission notifications etc, and also to conversations using the instant messaging feature.

Notification email override

Notification email override Default: No
messagingallowemailoverride
 Allow users to have email message notifications sent to an email address other than the email address in their profile

For allowing users to enter a different email address in *Administration > My profile > Messaging* .

Statistics

Enable statistics Default: No
enablestats
 If you choose 'yes' here, Moodle's cronjob will process the logs and gather some statistics. Depending on the amount of traffic on your site, this can take awhile. If you enable this, you will be able to see some interesting graphs and statistics about each of your courses, or on a sitewide basis.

If statistics are enabled for the site, graphs and tables of user activity may be generated.

RSS feeds

Enable RSS feeds Default: No
enablerssfeeds

If enabled, RSS feeds are generated by various features across the site, such as blogs, forums, database activities and glossaries. Note that RSS feeds also need to be enabled for the particular activity modules.

RSS (really simple syndication) feeds in Moodle enable people to stay up to date with forum posts, glossary entries and other events within Moodle.

Blogs

Enable blogs Default: Yes
enableblogs

This switch provides all site users with their own blog.

Blogs in Moodle are user based - each user has their own blog. Users can also register their external blogs, such as Blogger or Wordpress, so that entries are automatically included in their Moodle blog.

Networking

Networking Off On Default: Off
mnet_dispatcher_mode

MNet allows communication of this server with other servers or services.

The Moodle network feature allows a Moodle administrator to establish a link with another Moodle or a Mahara site and to share some resources with the users of that Moodle.

Completion tracking

Enable completion tracking Default: No
enablecompletion

When enabled, this lets you turn on completion tracking (progress) features at course level.

Completion tracking is a process that assists Course completion and Activity completion features. It must be enabled in Advanced settings before it can be used anywhere in the site.

Conditional access

Enable conditional access Default: No
enableavailability

When enabled, this lets you set conditions (based on date, grade, or completion) that control whether an activity or resource can be accessed.

Conditional activities enable teachers to restrict the availability of any activity or even a course section (in Moodle 2.3 onwards) according to certain conditions such as dates, grade obtained, or activity completion. When it is enabled by the administrator, a “Restrict access” setting appears in the settings of activities or resources .

Plagiarism plugins

Enable plagiarism plugins Default: No
enableplagiarism

This will allow administrators to configure plagiarism plugins (if installed)

Plagiarism is when a student submits content they have copied and the real author was not given credit for the words. Plagiarism prevention detects when this form of cheating or academic dishonesty has happened.

Badges



Badges are a good way of celebrating achievement and showing progress. Badges may be awarded based on a variety of chosen criteria and are fully compatible with Mozilla Open Badges. They are displayed on a user's profile.

Upgrading

Upgrade from Moodle

You can only upgrade to Moodle 2.6 from Moodle 2.2 or later. If upgrading from earlier versions, you must upgrade to 2.2 first .

1. **Check the requirements** - Check that your server meets all requirements for 2.6 in *Administration > Site administration > Server > Environment*.
2. **Before you upgrade your site for real** - We advise that you test the upgrade first on a COPY of your production site, to make sure it works as you expect.
3. **Backup important data** - The three should be backed up:
 - Moodle software (For example, everything in server/htdocs/moodle)
 - Moodle uploaded files (For example, server/moodledata)
 - Moodle database (For example, your Postgres or MySQL database dump)
4. **Put your site into maintenance mode** - You should put it into maintenance mode to stop any non-admin users from logging in.
5. **Install the new Moodle Software** - Steps to follow:
 - (a) Move your old Moodle files to another location.
 - (b) Unzip the Moodle package there so that all new files are in the location the old files used to be in on the server.
 - (c) Copy your old config.php back to the new moodle directory.
 - (d) If you have any custom plugins, themes, add-ons on your site you should add them to the new code tree now.
6. **Finishing The upgrade** - Last step to follow:
7. Enter the moodle URL in your browser.
8. Then go to *Administration > Site administration > Notifications*.
9. Moodle will automatically detect the new version and file systems upgrades that are necessary. If there is anything it can't do itself then you will see messages telling you what you need to do.

Automatic Update Deployment

An administrator can enable updates deployment in *Administration > Site Administration > Server > Update notifications*. Then when updates are available, 'Install this update' buttons are shown on Plugins overview and Plugins check pages.

Assignment Upgrade Helper

Assignment upgrade tool

The Assignment upgrade tool is an administrator tool for upgrading assignments in Moodle 2.2 and older to the new assignment module in Moodle 2.3 onwards. It is recommended that admins upgrade all existing assignments to use the new assignment module as soon as possible, then disable the old assignment module (called 'Assignment 2.2' in Moodle 2.3 onwards), to avoid the confusion of having two assignment modules.

Upgrading assignments

To upgrade existing assignments to use the new assignment module

1. Go to *Administration > Site Administration > Assignment Upgrade Helper*.
2. Click List assignments that have not been upgraded to display a list of assignments created in a previous version of Moodle. This page lists the assignments created with an older version of Moodle that have not been upgraded to the new assignment module in Moodle 2.3. Not all assignments can be upgraded - if they were created with a custom assignment subtype, then that subtype will need to be upgraded to the new assignment plugin format in order to complete the upgrade.
3. Select the assignment(s) you wish to upgrade and click the Upgrade selected assignments button in the Batch operations box at the bottom of the screen. Or click the Upgrade all assignments button in the Batch operations box.
4. Confirm by clicking Continue.

A confirmation screen will appear.

Disabling the old assignment module

Once all existing assignments have been upgraded, the old assignment module can be disabled.

1. Go to *Administration > Site administration > Plugins > Activity modules > Manage activities*
2. Hide the Assignments 2.2 module by clicking on the eye in the hide/show column

Teachers will then have only the new assignment module available for selection in the activity chooser.

Question Engine Upgrade Helper

The question engine upgrade helper is an admin tool for sites which have been upgraded from a pre-Moodle 2.1 version. Moodle 2.1 onwards uses a new question engine. A site administrator can run the question engine upgrade helper in *Settings > Site administration > question engine upgrade helper*.

Note: You can reset any quiz that has been converted and then re-do it, but you should only do that if you have a good reason to do so and you don't have to.

Users

Accounts

An administrator can perform various tasks relating to user accounts in *Administration > Site administration > Users > Accounts*. The links below provide more information:

Browse list of users

An administrator can browse and search the list of all user accounts in *Settings > Site administration > Users > Accounts > Browse list of users*.

Administrators can search for a particular user, using their name or email address as the search term, and then edit their profile. Editing a user's profile is a way to reset the user's passwords when they are unable to log in. Another reason for needing to edit a user's profile is to disable their email address if the site is receiving lots of undelivered mail.

If you are using Email-based self-registration and a user has a problem confirming their account, you can confirm their account for them by clicking the confirm link opposite their name.

5 Users

▼ **New filter**

User full name

contains

+ [Show more...](#)

Add a new user

First name / Surname	Email address	City/town	Country	Last access	Edit
Admin User	sakshi@gmail.com	Delhi	India	28 secs	
Aman Verma	aman@gmail.com	Delhi	India	Never	
John Teacher	john@gmail.com	Delhi	India	Never	
Tanisha Student	tanisha@gmail.com	Delhi	India	Never	
Yash Goel	yash@gmail.com	Delhi	India	Never	

Table Sorting

All of the columns in the browse list may be sorted in alphabetical (or numerical) order either ascending or descending, by clicking on the column heading. Your first column click sorts the user data A-Z, the second click sorts the data Z-A.

Filters

You can search for users, using particular criteria or Filters. These criteria can be configured to display data as per the following limits:

- contains
- doesn't contain
- is equal to

- starts with
- ends with
- is empty

For example, if you wished to search for all users with Abhinav in their First Name or Last Name you would enter 'John' in the Full name filter and select the 'contains' limit.

Clicking the Show Advanced button will provide you with additional search Filters and data limits. The Filters under the Advanced area will also include any custom user profile fields that have been created within your Moodle installation

After applying a Filter to a user search, click the Add Filter button to run the user search. All Filters applied to the search are listed above the search results. You can add or remove (using the corresponding tickbox) Filters to your search criteria as required. These filters are saved within a single Moodle session.

Bulk user actions

The bulk user actions feature in *Settings > Site administration > Users > Accounts > Bulk user actions* enables administrators to select users by creating a filter and then perform any of the following actions:

- Confirm user accounts created through Email-based self-registration which are not yet confirmed by the user
- Send a message (requires Messaging to be enabled)
- Delete user accounts
- Display a list of users on a page
- Download user data in text, ODS or Excel file format
- Force users to change their passwords
- Add users to a cohort

▼ **New filter**

User full name contains

Surname doesn't contain

First name is equal to

Email address starts with

ends with

is empty

City/town contains

Country is any value

Confirmed any value

Suspended account any value

Course role any role

System role any role

Cohort ID is equal to

First access is after Enable

is before Enable

Last access is after Enable

is before Enable

Never accessed

Last modified is after Enable

is before Enable

Never modified

Username contains

Authentication any value

To perform a bulk user action

- If you know them, choose your users from the available list or else click Show Advanced to create a filter.
- Users can be filtered according to full name, surname, first name, email address, city/town, country, confirmed, first access, last access, last login, username, authentication. (Screenshot 1 below)
- If you have set a custom profile field, this is available too from the “Profile” dropdown box (Screenshot 2 below)
- Select users from the list.
- Choose an action from the dropdown menu (Screenshot 3 below)
- Click the Add filter button.
- Select in the box on the left those users you require and move them to the box on the right.
- From the dropdown box With selected users, choose the action you wish to perform and then click Go.

▼ **Users in list**

Users ?	Available	Selected
	All users (5) Admin User Aman Verma John Teacher Tanisha Student Yash Goel	No users selected

With selected users...

- ✓ Choose...
- Confirm
- Send a message
- Delete
- Display on page
- Download
- Force password change
- Add to cohort

[Moodle Docs for this page](#)
You are logged in as [Admin User](#) ([Log out](#))

Add a new user

An administrator or manager can create new user accounts in *Administration > Site administration > Users > Accounts > Add a new user*.

General

The screenshot shows the 'General' settings page for a Moodle user profile. The fields and options are as follows:

- Username***: A text input field.
- Choose an authentication method**: A dropdown menu set to 'Manual accounts'.
- Suspended account**: A checkbox, currently unchecked.
- Generate password and notify user**: A checkbox, currently unchecked. Below it is a note: 'The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s)'.
- New password**: A text input field with an 'Unmask' checkbox.
- Force password change**: A checkbox, currently unchecked.
- First name***: A text input field.
- Surname***: A text input field.
- Email address***: A text input field.
- Email display**: A dropdown menu set to 'Allow only other course members to see my email address'.
- Email format**: A dropdown menu set to 'Pretty HTML format'.
- Email digest type**: A dropdown menu set to 'No digest (single email per forum post)'.
- Forum auto-subscribe**: A dropdown menu set to 'Yes: when I post, subscribe me to that forum'.
- Forum tracking**: A dropdown menu set to 'No: don't keep track of posts I have seen'.
- Text editor**: A dropdown menu set to 'Default editor'.
- City/town**: A text input field.
- Select a country**: A dropdown menu set to 'Select a country...'.
- Timezone**: A dropdown menu set to 'Server's local time'.
- Preferred language**: A dropdown menu set to 'English (en)'.
- Description**: A rich text editor with a toolbar containing options like Paragraph, Bold (B), Italic (I), Bulleted list, Numbered list, Link, Unlink, Image, and Video. Below the editor is a 'Path: p' field.

Username - The user will use this username to log into the Moodle. It should be unique.

Authentication method - Accounts created by an administrator use the Manual Accounts method, and accounts created by the user themselves using the email sign-up method use the E-mail based self-registration method.

Suspended account - Suspended user accounts cannot log in or use web services, and any outgoing messages are discarded.

Generate password and notify user - Moodle will generate a temporary password and email the user with instructions on how to log in and change it. The email message (as in the screenshot below) may be changed in *Site administration* > *Administration* > *Language* > *Language settings*. Select 'moodle.php' and the string identifier newusernewpasswordtext

Password - This is the user's password.

First Name - The user's first name.

Surname - The user's surname.

Email address - Password reset notices, forum digests and other messages are sent to this email address from the

Moodle site.

Email display - This setting controls who can see the user's email address.

Email format - This setting can be used such that Moodle will send text-only emails to the users.

Email digest type - This setting set whether the user will receive an email for each new forum post in subscribed forums, or if new posts should be sent once per day in a digest, and which type of digest.

- No digest (one receives individual emails),
- Complete (a single digest daily) or
- Subjects (a single digest daily with only the post topics included).

Forum auto-subscribe - If a user subscribes to a forum, new posts will be sent in the digest as specified. This setting sets whether a user is automatically subscribed to forums or if a manual click on the subscription button in each forum is required.

Forum tracking - This setting specifies whether new posts written since the user's last visit should be highlighted a such.

When editing text - This setting specifies whether the user prefers to see the WYSIWYG text editor or just a plain text box.

City / town - The user's city or town.

Country - The user's country.

Timezone - This setting is used to adjust the times of messages and assignment/quiz due dates to match the user's local time.

Preferred language - This will cause the Moodle interface to be displayed in the specified language. **Note:** Content will not be translated automatically, but if multi-language content is entered the appropriate language content will be displayed, if available.

Description - Information about the user that other users can see.

User Picture

The user's picture can be displayed next to the user's name, to any content he/she has posted in Moodle activities such as forum.

Additional names

Here you can fill additional names if you required.

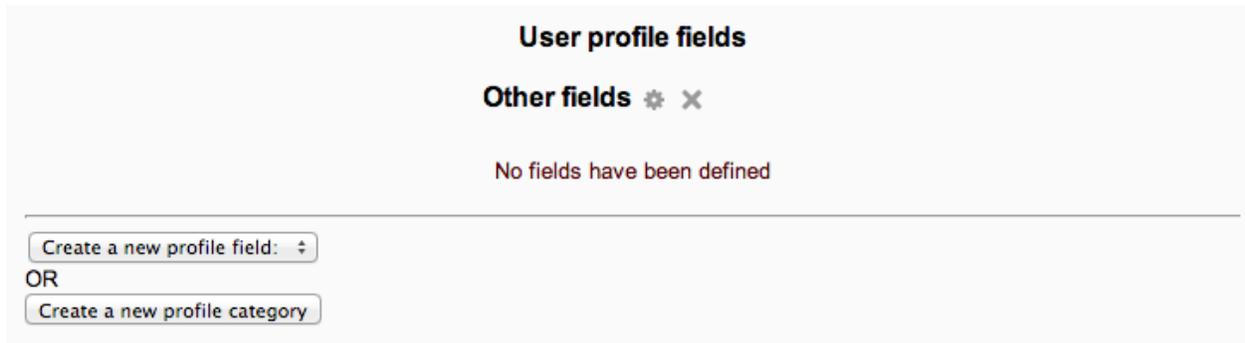
Interests

The list of interests can be used as a way of connecting users with similar interests. Tags must be enabled on the site.

Optional

These include: Web Page, ICA number, Skype ID, AIM ID, Yahoo ID, MSN ID, ID number, Institution, Department, Phone, Mobile Phone, Address.

User profile fields



Administrators can create new user profile categories and fields in *Administration > Site administration > Users > Accounts > User profile fields*.

Profile fields may be a menu of choices, text area, text input or a checkbox and may be required or not.

New profile fields will appear on each user's profile page unless "Who is this field visible to?" is set to "Not visible" in which case only the administrator can see the field. The fields can also be displayed on the signup page if "Display on signup page?" is set to "Yes" (although note that they will never be displayed if set to "Not visible").

You can set the order in which your custom profile fields appear under the associated profile category using the up/down arrows on the User profiles fields page.

To create a new profile field, select the profile field format you require from the dropdown list.

Common Settings

All new fields must be given a unique Short Name and a Name (this is displayed on the profile page). You may also choose to enter a Description for the field for your own reference. There are also a number of configuration options common to all custom profile field types:

Is this field required? This option specifies whether this is a mandatory or optional field for user accounts.

Is this field locked? This option determines whether once information is populated in this field, it cannot be edited by the user.

Should the data be unique? If you need the information populated in your field to be unique across the system (such as an ID number) select Yes to this option and the profile page update will perform a validation check on the data entered.

Display on signup page? Depending on the authentication method in use on your Moodle site, you may have some users creating their own accounts. If you would like this custom field to appear on the registration or signup page, select Yes.

Who is this field visible to? Each custom field can be given one of three visibility settings:

- Visible to everyone
- Not visible
- Visible to user

The Not visible setting would typically be set by an administrator who wants to hold private data on the users. The Visible to user setting would normally be selected for a field that holds sensitive information, while the Visible to everyone setting can be used for any type of information.

Specific Settings

There are also a few field type Specific Settings requiring configuration around default value and size.

Important

If the site administrator bulk uploads user data via .csv file, it is essential to use the correct convention to represent the new profile field. The convention is `profile_field_shortcode`

Replace 'shortcode' with the actual short name used for the new profile field eg. `dob`. So the field should read something like `profile_field_dob`.

Also, you will need to visit *Administration > Site Administration > Users > Accounts > User Profile Fields > Create new Profile Field* before attempting to upload a file using it. Creating an upload file first with custom profile fields without creating the User Profile Fields first in Site Administration **will result in the error** .

Cohorts

Cohorts, or site wide cohorts, enable all members of a cohort to be enrolled in a course in one action, either manually or synchronised automatically.

Creating a cohort

Cohorts can be created by site administrators and other users with appropriate permissions.

1. Access *Administration > Site administration > Users > Accounts > Cohorts*
2. Click the Add button
3. NOTE In the dropdown you can choose between making your cohort available throughout the site "system" or in a named category.
4. Complete the details and save the changes.
5. Follow the assign link opposite the cohort name in the list of available cohorts.
6. Select potential users from the list then click the Add button.

To synchronise cohort members with course participants, the Cohort sync enrolment plugin should be enabled in *Administration > Site administration > Plugins > Enrolments > Manage enrol plugins*.

Adding users to a cohort in bulk

1. Access *Administration > Site administration > Users > Accounts > Bulk user actions*
2. Find users by setting an appropriate filter
3. Add users from the available list to the selected list
4. Choose 'Add to cohort' with selected users

Uploading users to a cohort

An administrator can upload users via CSV file to existing cohorts as follows:

1. Access *Administration > Site administration > Users > Accounts > Upload users*
2. Upload a text file with the following format:

Table 1.1: Cohort

username	password	firstname	lastname	email	cohort1
john	user*123	John	Teacher	john@example.com	first
tanisha	user*123	Tanisha	Student	tanisha@example.com	second

Where first and second are the cohort ids of existing cohorts not their names.

Searching cohorts

When a site has a large number of cohorts, keywords may be entered into the search cohort box to search for the available cohorts.

Managing category cohorts

Cohorts which have been created for a category rather than the system can be located by selecting the appropriate category and then clicking the Cohorts link in *Administration > Category (name) > Cohorts*.

Upload users

An administrator can upload multiple user accounts via text file in *Administration > Site administration > Users > Accounts > Upload users*.

Upload user process

Steps to be followed:

- Create file for uploading.
- Go to *Settings > Site administration > Users > Accounts > Upload users*
- Add file to upload
- Upload users preview - check settings and default user profile settings
- Upload users preview - click “Upload users”
- Upload users results - shows list of users, exceptions made in upload and summary of number of users
- Upload users results - click “Continue”
- Returns to Upload users screen

File formats for upload users file

You can use a spread sheet program to create the file with the required columns and fields. Then save the file as “CSV (comma delimited)”. These files can be opened with simple text editors for verification.

File can include the following:

Required fields : username,firstname,lastname,email

Validity checks are performed for:

1. username can only contain alphabetical lowercase letters , numbers, hyphen '-', underscore '_', period '.', or at-sign '@'
2. email is in the form: `name@example.com` .

Password field : “password” field is optional if “Create password if needed” setting is chosen (default).

- If included, values should meet the requirements for the site’s Password policy. To force password change for a particular user, set the password field to changeme.
- If omitted, a password will be generated for each user (during the next Cron job) and welcome e-mails sent out.
- Note: the text for the welcome e-mail is in the language settings. Please refer to this forum thread for details.

Optional fields : To provide values other than the default include one or more of these

institution,department,city,country,lang,auth,timezone,idnumber,icq,phone1,phone2,address,url,description,mailformat,maildisplay,html

Additional name fields

Country : use a country TWO LETTER CODE

Custom profile field names : (Optional). xxxxx is the real custom user profile field name (i.e. the unique shortname)
profile_field_xxxxx

Special fields : Used for changing of usernames or deleting of users
oldusername, deleted

Enrolment fields (Optional) : course1,type1,role1,group1,enrolperiod1,enrolstatus1/course2,type2,role2,group2,enrolperiod2/enrolstatus2 etc.

Cohort field (Optional) : cohort1

Upload user pictures

Every user on Moodle is able to have their own personal profile picture (or “avatar”) which can be uploaded via their profile. If no picture has been uploaded then the default is shown.

Updating user picture

Users can update their picture by editing their user profile in *Settings > My profile > Edit profile*.

- There is a delete box when checked will delete the picture when the profile is saved.
- There is a browse button for the user to find and upload a picture file.
- The picture description appears when the mouse rolls over the picture.

Uploading user pictures in bulk

An administrator can upload a zip file containing user images in *Settings > Site administration > Users > Accounts > Upload user pictures*.

- The image files should be named after the username, the idnumber or the id of the student (along with the correct image file extension.) For example, a student with the username jbrown98 would have a picture called jbrown98.jpg
- Image types supported include gif, jpg, and png.

- TImage file names are not case sensitive.

Gravatars

An administrator can enable the use of gravatars in *Settings > Site administration > Users > Permissions > User policies*. If a user has not uploaded a user picture, Moodle will check whether the user's email address has an associated gravatar and if so, will use the gravatar as the user's picture.

Permissions

User Policies

This is where you can select what actions are taken in specific role circumstances, for example, if someone wishes to sign in as a guest the default role allocated to that person can be specified.

The following settings may be changed by an administrator in *Administration > Site administration > Users > Permissions > User policies*.

User policies

Role for visitors <small>notloggedinroleid</small>	<input type="text" value="Guest (guest)"/> Default: Guest (guest)	<p>Users who are not logged in to the site will be treated as if they have this role granted to them at the site context. Guest is almost always what you want here, but you might want to create roles that are less or more restrictive. Things like creating posts still require the user to log in properly.</p>
Role for guest <small>guestroleid</small>	<input type="text" value="Guest (guest)"/> Default: Guest (guest)	<p>This role is automatically assigned to the guest user. It is also temporarily assigned to not enrolled users that enter the course via guest enrolment plugin.</p>
Default role for all users <small>defaultuserroleid</small>	<input type="text" value="Authenticated user (user)"/> Default: Authenticated user (user)	<p>All logged in users will be given the capabilities of the role you specify here, at the site level, in ADDITION to any other roles they may have been given. The default is the Authenticated user role. Note that this will not conflict with other roles they have unless you prohibit capabilities, it just ensures that all users have capabilities that are not assignable at the course level (eg post blog entries, manage own calendar, etc).</p>

Role for visitors Users who are not logged in to the site will be treated as if they have the role specified here, granted to them at the site context. The role of Guest is the default and the recommended setting for standard Moodle sites. The user will still be required to login to participate in an activity.

Role for guest This option specifies the role that will automatically be assigned to the guest user. This role is also temporarily assigned to non enrolled users when they enter a course that allows guests without password.

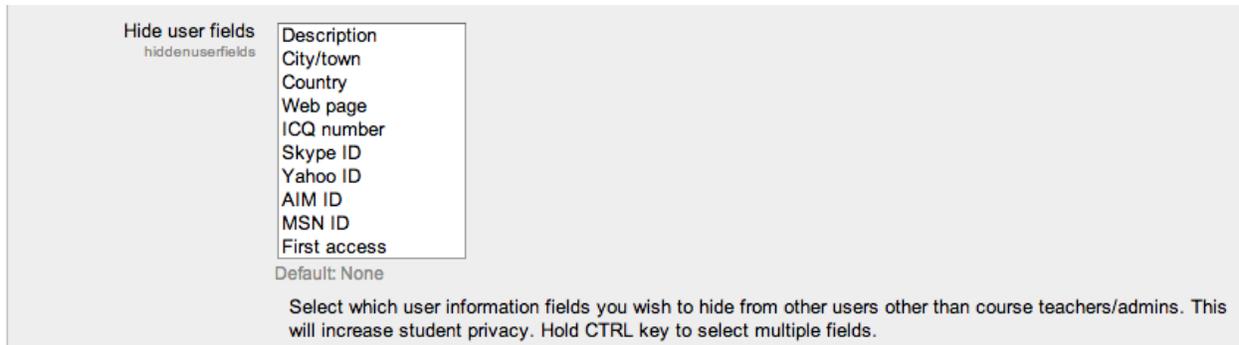
Deny Guest Access to a site altogether Go to *Site administration > Plugins > Authentication > Manage authentication* and there is a switch there that allows you to turn the Guest Access button off altogether.

Default role for all users It is recommended that the default role for all users is set to Authenticated user. To set it to a custom role, the custom role must be assignable in the system context and have role archetype set to none.

Auto-login guest If not set, then visitors must click the "Login as a guest" button before entering a course which allows guest access.

Note: If auto-login guest is set, the guest login button also needs to be set to show (in *Administration > Site administration > Plugins > Authentication > Manage authentication*), even though visitors won't necessarily use it.

Hide user fields The following user fields appear on users' profile pages. Certain user fields are also listed on the course participants page. You can increase student privacy by hiding selected user fields. Description, city/town, country, web page, ICQ number, Skype ID, Yahoo ID, AIM ID, MSN ID, last access, My courses and first access and groups.



Show user identity Any of the following fields may be shown to users with the capability moodle/site:viewuseridentity when searching for users and displaying lists of users.

- ID number
- Email address
- Phone number
- Mobile phone
- Department
- Institution

This setting is useful for sites with large number of users, where the likelihood of users with the same name is high.

Maximum users per page You can choose here the maximum number of users to be displayed when searching in courses, groups, cohorts etc. The default is 100 but if your Moodle site is very large you can increase the number here.

Enable Gravatar Gravatar (an abbreviation for globally recognized avatar) is a service for providing globally unique avatars.

Gravatar default image URL If gravatars are enabled, an alternative default user picture may be specified. The options are:

- A gravatar default image.
- A specified image - by entering the image URL

If the field is left empty then the theme's default user picture is used.

Site Administrators

Site administrators have permissions to do anything.

Users may be assigned the role of site administrator by another site administrator in *Administration > Site administration > Users > Permissions > Site administrators*, but the role itself cannot be edited (or deleted!).

Manage site administrators

Current site administrators

Main administrator (1)
Admin User (admin, sakshi@vidyamantra.com)

Add

Remove

Set main admin

Search **Clear**

Search options ▶

Users

Potential users (6)
Student Four (student4, student4@gmail.com)
Student One (student1, student1@gmail.com)
Teacher One (teacher1, teacher1@gmail.com)
Student Three (student3, student3@gmail.com)
Admin Two (admin2, admin2@gmail.com)
Student Two (student2, student2@gmail.com)

Search **Clear**

Note: The primary administrator (created when the site was created) cannot be removed from the site administrator role.

Define Roles

A role is a collection of permissions defined for the whole system that you can assign to specific users in specific contexts. The combination of roles and context define a specific user's ability to do something on any page. The most common examples are the roles of student and teacher in the context of a course.

For example, you may have a role called 'Trainer' set up to allow trainers to do certain things (and not others), once this role exists you can assign it to someone in a course to make them a 'Trainer' for that course. You could also assign the role to a user in the course category to make them a 'Trainer' for all the courses under that category, or assign the role to a user just in a single forum, giving that user those capabilities just in that forum.

Permissions

You have three permission levels for each task

Allow: The role is assigned in the stipulated context.

Prevent: By choosing this you are removing permission for this capability, even if the users with this role were allowed that permission in a higher context.

Prohibit: This is rarely needed, but occasionally you might want to completely deny permissions to a role in a way that can not be overridden at any lower context. A good example of when you might need this is when an admin wants to prohibit one person from starting new discussions in any forum on the whole site. In this case they can create a role with that capability set to 'Prohibit' and then assign it to that user in the site context.

Managing roles

Managing overall role capabilities can be done by an administrator using *Settings > Site administration > Users > Permissions > Define roles*. This is the place to add custom roles or modify existing roles.

Manage roles

The ‘Manage roles’ tab contains a list of roles on your site. The Edit column contains icons for editing and deleting roles, and for moving them up or down in the list (affecting the way that roles are listed around Moodle).

Role ?	Description	Short name	Edit
Manager	Managers can access course and modify them, they usually do not participate in courses.	manager	↓ ⚙ ×
Course creator	Course creators can create new courses.	coursecreator	↑ ↓ ⚙ ×
Teacher	Teachers can do anything within a course, including changing the activities and grading students.	editingteacher	↑ ↓ ⚙ ×
Non-editing teacher	Non-editing teachers can teach in courses and grade students, but may not alter activities.	teacher	↑ ↓ ⚙ ×
Student	Students generally have fewer privileges within a course.	student	↑ ↓ ⚙ ×
Guest	Guests have minimal privileges and usually can not enter text anywhere.	guest	↑ ↓ ⚙
Authenticated user	All logged in users.	user	↑ ↓ ⚙
Authenticated user on frontpage	All logged in users in the frontpage course.	frontpage	↑ ⚙ ×

[Add a new role](#)

To edit a role:

1. Go to *Settings > Site administration > Users > Permissions > Define roles*.
2. Click the edit icon opposite the role you want to edit. For example “student”.
3. On the editing role page, change permissions as required for each capability.
4. Scroll to the bottom of the page and click the “Save changes” button.

Add a new role

To add a new role:

1. Go to *Settings > Site administration > Users > Permissions > Define roles*.
2. Click ‘Add a new role’ on the ‘Manage Roles’ page.
3. On the ‘Add a new role’ page, give the role a name.
4. Give the role a meaningful short name, the short name is necessary for Moodle plugins they refer to the system roles.
5. Give the role a description (optional).

6. You can base a new role on the permissions set for an existing role, so that you do not start from scratch. Select from the Legacy role type option to do this.
7. Set the required permissions.
8. Click 'Add a new role' to save your new role.

Resetting a role

To reset a role back to the default permissions:

1. Go to *Settings > Site administration > Users > Permissions > Define roles*.
2. Click on the name of the role, for example "student".
3. Click the 'Reset to defaults' button.

Note that if you have students who have been given extra permissions at course and/or activity levels (such as forum ratings), then they will no longer be able to do this once the role has been reset to its default. A teacher would need to go back and set up these extra permissions in the course/activity levels again.

Allow role assignments

The "Allow role assignments" tab allows (or does not allow) a specific role to be able to assign specific roles to a user.

Manage roles
Allow role assignments
Allow role overrides
Allow role switches

You can allow people who have the roles on the left side to assign some of the column roles to other people

	Manager	Course creator	Teacher	Non-editing teacher	Student	Guest	Authenticated user	Authenticated user on frontpage
Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Course creator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Teacher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-editing teacher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Student	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Guest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Authenticated user	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Authenticated user on frontpage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

Enabling teachers to assign other teachers

By default, teachers can only assign other users the roles of non-editing teachers, students and guests. If you want teachers to be able to assign other teachers in their course, you can allow the role assignment:

1. Click on *Settings > Site administration > Users > Permissions > Define roles*.
2. Click the Allow role assignments tab.

3. Click the checkbox where the teacher row and column intersect.
4. Click the “Save changes” button.

Allow role overrides

The “Allow role overrides” tab allows (or does not allow) a specific role to be able to override specific roles for a user. For example, it might allow a teacher role to override a student’s role to a non-editing teacher’s role. **Note :** Note that the settings only apply to roles that have the capabilities moodle/role:override or moodle/role:safeoverride allowed.

Allow role switches

The “Allow role switches” tab allows (or does not allow) a specific role to be able to temporarily change their role to another specific role. For example, this might allow a users assigned to a custom role in a course to see “Student” in the *Settings > Switch role list*.

Note: the selected role must also have the moodle/role:switchroles capability to be able to switch.

Assign System Roles

You are here *Administration > Site Administration > Users > Permissions > Assign System Roles* .

In Moodle users do not normally have a global, site-wide role. In other words in Moodle you may have a teacher role in the course you teach in but a studentrole in another course.

Role assignment is within a defined context - for example site and course. When you create a new role or edit a pre-existing role via *Site Administration > Users > Permissions > Define roles*, you are asked in which context(s) you want the role to be assigned.

System context

- *Administration > Site Administration > Users > Permissions > Assign system roles*
- Any roles assigned here apply to the whole Moodle site.

Front page context

- *Administration > Site Administration > Front Page > Users > Permissions > Assigned roles*
- Those with a role in the system context do not need to be assigned a role here as well.
- However you might want to allow a teacher to manage items on the front page; in this instance, you would assign them the role on the Front page.

Course Category context

- See Category enrolments
- Users may be enrolled in the category to save enrolling them in each individual course in that category.

Course context

- *Go to Administration > Course administration > Enrolled users*
- Click the “Enrol users” button and click those users you wish to enrol

The dropdown menu at the top shows roles for which you are allowed to enrol; typically those users with lower roles than you.

Block context

- (Within the block) *Administration > Assign roles*
- You may wish to assign roles to a block if, for instance you want specific people to see the block but for it to be hidden from others

Activity Module context

- (Within the activity settings) *Administration > Locally assigned roles*
- An example of this is assigning a student the teacher role locally in an individual activity like a forum so they can moderate their classmates’ posts while still retaining the student role in the rest of the course.

User context

- The most common use of this is for the Parent role.
- When the Parent role is created via *Administration > Site administration > Users > Permissions > Define roles* the “user” context box is checked.
- To assign a parent the role in the context of their child (so they can see their child’s grades etc) click the child’s profile and then go to *Administration > Roles > Assign roles* relative to this user

Hierarchy

By assigning a role to a user in a certain context, you grant them the permissions contained in that role for the current context and all lower contexts.

The list of contexts in hierarchical order is as follows:

- System (no parent)
- Front page (parent = system) -
- Course category (parent = parent category or system)
- Course (parent = category or system)
- Module (parent = course or system)
- Block (parent = course or system)
- User (parent = system)

Roles can be inherited. For example if a user is assigned a Teacher role in a specific course category then the user will have this role in ALL courses within the category. Tip: use the override feature in a specific context for exceptions.

Roles will only work if the role assignment is made in the correct context. Some examples: a Teacher role should be assigned to a user in the course or course category context, a Forum moderator for a particular forum should be assigned in that specific forum.

Hidden roles

If you want to provide users with access to the course, but don't want them to be visible in the participants list, use the Other users link in the course administration menu (*Administration > Course Administration > Users > Other Users*). Assigning roles here provides course access, and editing rights according to the permissions set for the role assigned without actually enrolling the user in the course. This is similar to the functionality of the "hidden user" check box in previous versions of Moodle.

Check System permissions

You are here *Administration > Site administration > Users > Permissions > Check system permissions* .

The check permissions feature provides a method to view the capabilities for a selected user based on their role assignments. These capabilities determine whether or not the selected user is allowed to perform associated tasks within the system or course.

Checking system permissions

1. Enter the user's name into the 'Search' field and press Enter.
2. Select the correct user from the list.
3. Click 'Show this user's permissions'.
4. A list of all permissions for the selected user is displayed.

Note: Use the filter to search the permissions list.

Check permissions in System

Select a user

Potential users (7)

Student Four (student4@gmail.com)
Student One (student1@gmail.com)
Teacher One (teacher1@gmail.com)
Student Three (student3@gmail.com)
Admin Two (admin2@gmail.com)
Student Two (student2@gmail.com)
Admin User (sakshi@vidyamantra.com)

Search

Search options 

Capability Overview

You are here *Administration > Site Administration > Users > Permissions > Capability Overview*

An administrator can generate a capability overview report in *Site Administration > Users > Permissions > Capability report*.

The report allows the administrator to select a capability and one or more roles. The report shows the role and its permission level for that capability. The report also shows if that capability was overridden for the role anywhere in

the site.

For example, it might show the gradereport:user view capability for a student role is set at the system level as “Allow” and for Course 1 it is set to “Prohibit”.

▼ Report settings

This report shows, for a particular capability, what permission that capability has in the definition of every role (or a selection of roles), and everywhere in the site where that capability is overridden.

Capability:

Search

- block/admin_bookmarks:myaddinstance: Add a new admin bookmarks block to My home
- block/badges:myaddinstance: Add a new My latest badges block to My home
- block/calendar_month:myaddinstance: Add a new calendar block to My home
- block/calendar_upcoming:myaddinstance: Add a new upcoming events block to My home
- block/comments:myaddinstance: Add a new comments block to My home
- block/community:myaddinstance: Add a new community finder block to My home
- block/course_list:myaddinstance: Add a new courses block to My home
- block/course_overview:myaddinstance: Add a new course overview block to My home
- block/glossary_random:myaddinstance: Add a new random glossary entry block to My home
- block/html:myaddinstance: Add a new HTML block to My home

Roles:

- All
- Manager
- Course creator
- Teacher
- Non-editing teacher
- Student
- Guest
- Authenticated user
- Authenticated user on frontpage

Unsupported Role Assignment

Unsupported role assignments are role assignments in contexts that make no sense for that role, such as the course creator role in the course or activity context, or the teacher role in the user context.

An administrator can check for any unsupported role assignments across the site in *Settings > Site administration > Users > Permissions > Unsupported role assignments*.

Courses

A course in Moodle is an area where a teacher will add resources and activities for their students to complete. It might be a simple page with downloadable documents or it might be a complex set of tasks where learning progresses through interaction. Progress can be tracked in a number of ways.

Manage Courses and Categories

Course categories organize courses for all Moodle site participants. The default course category on a new Moodle site is “Miscellaneous” (although this can be renamed) A Course creator, Administrator or Manager can put all courses in the Miscellaneous category. The list of courses within a category by default shows the teachers and the summary of each course.

To know more about `manage_course_categories`

Add a Category

Most people organize their courses by department and college or by topic. Be sure to test the organizational scheme with a few users before entering a large number of courses, to save time in moving them later.

Adding categories is very simple:

1. Go to *Administration > Site administration > Courses > Add a category*
2. Complete the details required and click 'Create category.'
3. Alternatively, you can go to *Administration>Site administration>Courses>Manage courses and categories* and click the link 'Create new category'.

Add new category

Parent category

Top ▾

Category name*

Category ID number ?

Description

Paragraph ▾ **B** *I*        

Path: p

[Cancel](#)

If the category is visible, the course category description will be displayed to users when they enter the category, above the list of courses.

Course Default Settings

You are here: *Administration > Site administration > Courses > Course default settings*

Course default settings allow you to set the default settings used for new courses.

The following defaults are included:

- Format
- Number Weeks/Topics
- Visibility of hidden sections
- Number of News Items to show
- Showing of Gradebook to learners
- Showing of activity reports
- Maximum upload size
- Metacourse
- Completion Tracking
- Completion tracking beings on enrolment
- Course Tagging

See `course_settings` to learn more about these settings.

Course Request

The course request feature can be enabled by an administrator in *Settings > Site administration > Courses > Course request*.

An admin can set the default category for course requests, whether users can select a category when requesting a course, and who can receive notification of course requests (from a list of users with the capability `moodle/site:approvecourse`).

A 'Request a new course' button will then appear on the 'All courses' page. The All courses page can be accessed via a link in the Courses block.

If course requests are enabled, by default all authenticated users can make course requests.

Course request

Enable course requests Default: No
enablecourserequests
This will allow any user to request a course be created.

Default category for course requests Default: Miscellaneous
defaultrequestcategory
Courses requested by users will be automatically placed in this category.

Enable category selection Default: No
requestcategoryselection
Allow the selection of a category when requesting a course.

Course request notification
courserequestnotify
Everyone who can 'Approve course creation'
Admin User
Default: Nobody
Users who will be notified when a course is requested. Only users who can approve course requests are listed here.

Backup

A backup allows a site administrator to save everything associated with a moodle site. These backups can be restored to bring a site back to the point in time when the backup was made.

Default settings for course backups can be set by a site administrator in *Settings > Site administration > Courses > Backups > General backup default*.

Selected settings may be locked, so that they cannot be changed when creating a course backup. By selecting a time in the “Keep logs for..” dropdown, it is possible to specify how long backup logs information is kept before being deleted. As this information may be very large, it is recommended the length of time chosen be quite short.

General backup defaults

Keep logs for Default: 30 days
backup | loglifetime

This specifies the length of time you want to keep backup logs information. Logs that are older than this age are automatically deleted. It is recommended to keep this value small, because backup logged information can be huge.

General backup settings

Include users <small>backup backup_general_users</small>	<input checked="" type="checkbox"/>	Default: Yes Sets the default for whether to include users in backups.	<input type="checkbox"/> Locked
Anonymise information <small>backup backup_general_anonymize</small>	<input type="checkbox"/>	Default: No If enabled all information pertaining to users will be anonymised by default.	<input type="checkbox"/> Locked
Include role assignments <small>backup backup_general_role_assignments</small>	<input checked="" type="checkbox"/>	Default: Yes If enabled by default roles assignments will also be backed up.	<input type="checkbox"/> Locked
Include activities <small>backup backup_general_activities</small>	<input checked="" type="checkbox"/>	Default: Yes Sets the default for including activities in a backup.	<input type="checkbox"/> Locked
Include blocks <small>backup backup_general_blocks</small>	<input checked="" type="checkbox"/>	Default: Yes Sets the default for including blocks in a backup.	<input type="checkbox"/> Locked
Include filters <small>backup backup_general_filters</small>	<input checked="" type="checkbox"/>	Default: Yes Sets the default for including filters in a backup.	<input type="checkbox"/> Locked

See `automated_backup_setup` for scheduling automatic backup.

Upload Courses

An administrator can upload multiple courses via text file in *Administration > Site administration > Courses > Upload courses*. In addition to creating new courses, this functionality may also be used to update or delete courses, or import content from another course.

To know more about `upload_courses`.

Grades

General Settings

Default values for all grade settings can be set by an administrator. The easiest way to do so is to log in as admin then browse a course gradebook and follow the ‘Change defaults’ links.

The following additional grade settings can be found in *Administration > Site administration > Grades > General settings*. The settings will affect all gradebooks used by all teachers.

Graded Roles

Graded roles are the type of user that will appear in the gradebook. Most of the time “student” is the only one needed.

User profile report

The default user profile report setting has just one option, ‘User report’, unless a custom user report has been added to the site.

Teachers can view the user reports for all or selected students in the course in *Administration > Grades administration > User report*.

Include scales in aggregation

Scales can be included as numbers in all aggregated grades across all gradebooks in all courses. Changing this setting will force all aggregated grades to be recalculated.

If this is checked (and it is by default) then all custom scales will have a corresponding value that is assigned based on the number of options in the scale (ie. three values will have values of 1,2,3) and this will be included in the grade aggregation.

Enable publishing

Grade publishing is a way of importing and exporting grades via a URL without being logged in to Moodle. Grade publishing is intended for administrators only. Security implications should be thoroughly considered before allowing non-admin users to publish grades.

Grade publishing may be enabled by checking the gradepublishing box. If enabled, administrators are provided with grade export publishing settings in each course gradebook.

Recover grades default

When manually enrolling a student in a course, there is an option ‘Recover user’s old grades if possible’, however this checkbox is easy to miss. Enabling ‘Recover grades default’ results in ‘Recover user’s old grades if possible’ being ticked for every course.

Unlimited grades

Teachers can enter grades over 100% directly in the gradebook if the unlimitedgrades setting is enabled.

Grade Category Settings

Grade category settings in *Settings > Site administration > Grades > Grade Category Settings* enable administrators to choose which options appear for teachers when adding/editing a grade category in their course gradebook, and their default values. Settings are applied site-wide.

There are 2 check boxes next to most features on this page. The “Force” check box eliminates any options the teacher will see. For example, the teacher will only see and be able to use the “mean of all grades” as an aggregation. The “Advanced” checkbox will hide the specific feature until the “Show advanced” button is used by the teacher. This will reduce initial menu choices for teachers but allow them to see them if they wish.

Hide forced settings

The default is to show the forced settings (see below). If these are not to be used check this box to hide them. Unchecking the “Force” setting will simply restore each category’s setting to its previous state, prior to the application of the forced global setting. Administrators can thus experiment with these settings without fear of losing any specific category settings.

Aggregation settings

Select the type of aggregation method from a pulldown menu from 1 of 9 choices. However there are two check boxes which will effect this default, in addition to the Hide forced settings.

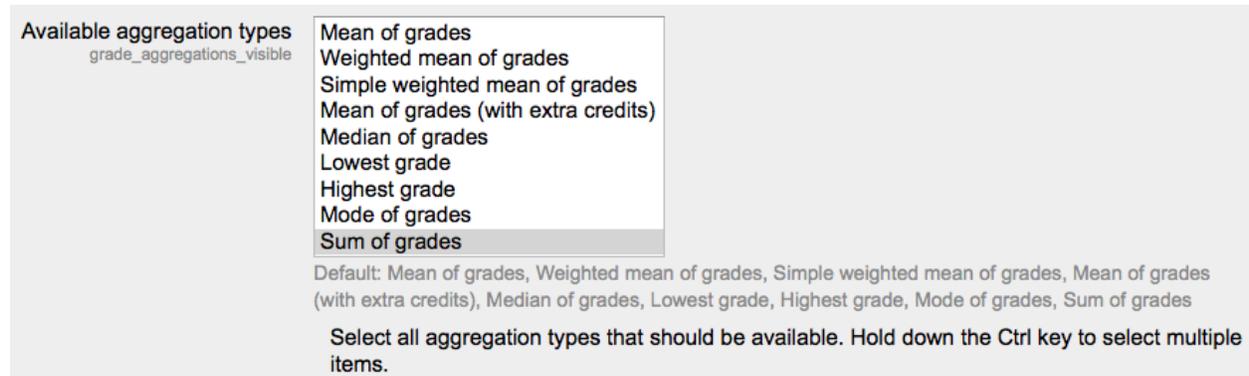
The “Force” checkbox only allows the selected aggregation method to apply. This results in switches and drop-down elements being disabled in all course gradebooks. For example, if the Aggregation Type setting is forced as “Mean”, teachers will no longer have the option to change the aggregation type of each grade category separately, the option will not be there in the category edit form.

Available aggregation types

Administrators may reduce the number of aggregation types available for teachers to use.

By default, all existing aggregation types are available (Mean of grades, Weighted mean of grades, Simple weighted mean of grades, Mean of grades (with extra credits), Median of grades, Lowest grade, Highest grade, Mode of grades, Sum of grades). This list may be reduced to only a few types, with additional types being enabled as/when teachers request them.

Note that reducing the number of aggregation types simply results in disabled aggregation types not appearing in the aggregation type dropdown menu. All existing grade category calculations remain the same, regardless of whether the aggregation type is later disabled by an administrator.



Available aggregation types
grade_aggregations_visible

- Mean of grades
- Weighted mean of grades
- Simple weighted mean of grades
- Mean of grades (with extra credits)
- Median of grades
- Lowest grade
- Highest grade
- Mode of grades
- Sum of grades

Default: Mean of grades, Weighted mean of grades, Simple weighted mean of grades, Mean of grades (with extra credits), Median of grades, Lowest grade, Highest grade, Mode of grades, Sum of grades

Select all aggregation types that should be available. Hold down the Ctrl key to select multiple items.

Aggregate only non-empty grades

The default is no.

Include outcomes in aggregation

The default is no.

Aggregate including subcategories

The default is no. Yes will include subcategory grades in the aggregation.

Keep the highest

Keeps only the X number of highest grades in the report

Drop the lowest

Drops the lowest X number of grades from the report.

Grade item settings

Location: *Administration > Grades > Grade item settings*

Grade item settings are the various settings that the administrator is able to edit for all gradebooks used by teachers. These settings will change what items are displayed for each grade. As administrator, you would turn on or off various settings and the teacher would input the actual data.

Grade display type

This is the type of grade that is to be shown for each individual grade. Different school districts use different grading systems so this can be changed to suit your district.

- Real - Grade from minimum to maximum range indicating total points received. Default from 0-100 but may be arbitrary.
- Percentage - Grade from 0 - 100% indicating the total points received divided by maximum possible amount times 100.
- Letter- Grade in the form of a letter representing a range of percentages.

Overall decimal points

This setting is for display purposes only. Grade calculations are made with an accuracy of 5 decimal places and grade letters, if used, are assigned accordingly.

If rounding of grades in grade calculations is required, the round(number, count) function may be used.

Advance grade item options

In Moodle 2.0 *Course administration > Grades > Category & Items > Add grade item*, or Simple view>edit item brings up the Grade item page with the “Show advanced” button.

These features can be set or viewed:

Item info	ID Number	Grade Type	Scale Minimum	Grade Maximum	Grade to pass	Offset	Multipli- cator	Grade display type	Overall decimal places	Hidden	Hidden until	Locked	Locked after

Both Full and Simple views have “Add category” and “Add grade item” buttons at the bottom of the page.

Scales

Scales are a way of evaluating or rating a students’ performance. Moodle offers a standard set of numeric scales. Scales may be used in Forums, Glossaries and Assignments for rating and/or grading a student’s activity.

Read more about *Scales*

Letters

Grade letters, also called letter grades, are symbols used to represent a range of grades. For example “A” could be used to represent grades of 80% and above, “B” to represent grades between 70 and 80%, and so on. Alternatively, you could have “Pass” for grades above 50% and “Fail” for grades below 50%.

Setting grade letter site-level defaults

To set grade letter site defaults :

1. Login as an administrator.
2. Access *Administration > Site administration > Grades > Letters*.
3. Change grade letters and/or boundaries as required.
4. Scroll to the bottom of the page and click the “Save changes” button.

Read more about *Grade Letters*

Report Settings

The gradebook report settings determine the appearance of gradebook reports in all courses on the site. The site administrator will find the default and enabled/disabled settings in the administration area. There

Teachers can use the “My report preferences” link in any course to essentially change their defaults and the way a report will display. These preferences become the new defaults for that teacher until they are changed by the teacher.

- *Grader report settings*
- *Overview report settings*
- *User report settings*

Badges

Badges are a good way of celebrating achievement and showing progress. Badges may be awarded based on a variety of chosen criteria and are fully compatible with Mozilla Open Badges. Badges created in Moodle may be displayed on a user’s profile or pushed to their Open Badges backpack and public badge collections in their backpack will display in their Moodle profile.

There are two categories of badges:

- Site badges - available to users site-wide and related to the site wide activities, like finishing a set of courses.
- Course badges - available to users enrolled in the course and related to the activities that happen inside the course.

Badges Settings

Site administration settings

Badges are enabled by default and can be disabled in *Administration > Site administration > Advanced features*.

The site settings for badges are located in *Administration > Site administration > Badges > Badges settings* .

- Default badge issuer - Here you set the name and email address of the issuer. The name will appear where the badges are displayed and might typically be the name of the organization.
- Salt for hashing recipient’s email address - If a hash is used (numbers and letters only) then backpack services can confirm a badge earner without exposing their email address.
- Enable connection to external backpacks - This should be enabled in order to connect to, for example Mozilla Open Badges. Note that this will not work on a Moodle hosted locally/offline.

- Enable course badges - Ticking this box will allow teachers to add and manage badges in their courses.

Course administration settings

- A teacher can add and manage badges in their course if the administrator has enabled course badges in *Administration > Site administration > Badges settings*.
- They will see a link to badges in *Administration > Course administration > Badges*. where badges may be managed and added.

Individual user settings

- A user can manage badges from *Navigation > My profile > My badges*.
- A user can view available course badges from *Navigation > Current course > Badges*.

Teaching with Moodle: An Introduction: Badges

Number of badges available: 2

Image	Name ^	Description	Criteria	Issued to me ^
	Learn Moodle participant 2013	This badge is awarded to people who have participated in the Teaching with Moodle course by posting in a forum.	Users are awarded this badge when they complete the following requirement: <ul style="list-style-type: none"> • ANY of the following activities are completed: <ul style="list-style-type: none"> ◦ "Forum - Forum: Introduce yourself!" ◦ "Forum - Forum: Questions and answers" ◦ "Forum - Forum: Share your good ideas" ◦ "Forum - Forum: Teach the group!" ◦ "Forum - Forum: Show us your Moodle course!" 	Date: 2/09/13 ✓

NAVIGATION

- Home
 - My home
 - Site pages
 - My profile
 - Current course
 - Teaching with Moodle
 - Participants
 - Badges
 - Course badges
 - General
 - Welcome!
 - Week 1: Getting Started with Moodle
 - Week 2: Getting Involved
 - Week 3: Making the Grade

Manage Badges

Badges may be managed at the course or site level. (Note that teachers in a course cannot by default access site badges unless they have been given a system role with badge managing capabilities). Individual users can manage their badges from their profile.

See `managing_badges` for more details.

Add a New Badge

To know how to add badges please refer using `_badges` .

Location

You are here *Administration > Site administration > Location > Location settings*. This menu item allows you to specify the default country location and also time zones.

Location Settings

- Default timezone - This sets the default time zone for date display.

- Force default timezone - Pull down menu to force the user to be in a specific timezone or allow users to individually select their timezone.
- Default country - Select the country to appear by default on a new user account page form.

IP address lookup

- GeoIP City data file - Location of GeoIP City binary data file. This is a non-invasive way to determine geographical and other information about Internet visitors in real-time. This file is not part of Moodle distribution and must be obtained separately from MaxMind. There is a GeoIPLite version for free.
- Google Maps API key - Google Maps for IP address lookup visualization key. The Google Maps API lets you embed Google Maps with JavaScript. This is free.

After updating the information in this section, IP's that are displayed as a link, such as in reports, when clicked will open new window with a Google Map indicating the location of the IP, if found and if not a private address.

Update Timezone

The update timezones page *Administration > Site administration > Location > Update timezones* provides administrators with the option to update their local database with new information about world timezones. This is important because of daylight saving changes that many countries use.

If the update is completed with success, Moodle will inform you how many entries were updated and which location was used as a source.

Language

Language option allows you to customise language settings and edit language packs in Moodle.

- language_settings - including the default language for the site.
- language_customization - for changing any word or phrase (in any language) used in Moodle.
- language_packs - for making the Moodle interface available in other languages.

Plugins

Plugins also called “Modules”, Plugins contains

Plugins overview

A list of all plugins used on the site. It also shows total number of installed plugins, disabled plugins and add-ons used on the moodle site.

Install add-ons

To install an add-on, its source code must be put (deployed) into the appropriate location inside the Moodle installation directory and the main administration page *Administration > Site administration > Notifications* must be visited. There are three ways how the add-on code can be deployed into Moodle.

Read more about *Installing add-ons* .

Activity modules

Manage Activities

An administrator can manage Moodle's activity modules for the site in *Administration > Site administration > Plugins > Activity modules > Manage activities*, including any contributed modules that have been added.

Activity module	Activities	Version	Hide/Show	Settings	Uninstall
 Assignment	4	2013110500		Settings	
 Assignment (2.2)	0	2013110500		Settings	Uninstall
 Book	1	2013110500		Settings	Uninstall
 Chat	1	2013110500		Settings	Uninstall
 Choice	1	2013110500			Uninstall
 Database	1	2013110500		Settings	
 Feedback	1	2013110500		Settings	
 Folder	1	2013110500		Settings	Uninstall
 Forum	4	2013110500		Settings	
 Glossary	1	2013110500		Settings	
 IMS content package	1	2013110500		Settings	Uninstall
 Label	1	2013110500		Settings	Uninstall
 Lesson	1	2013110500		Settings	Uninstall
 External Tool	0	2013110500		Settings	Uninstall
 Page	1	2013110500		Settings	Uninstall
 Quiz	1	2013110501		Settings	
 File	1	2013110500		Settings	Uninstall
 SCORM package	1	2013110502		Settings	Uninstall
 Survey	1	2013110500			Uninstall
 URL	1	2013110500		Settings	Uninstall
 Wiki	1	2013110500			Uninstall
 Workshop	1	2013110500		Settings	Uninstall

Number of activities

The activities column lists how many activities for each module there are on your Moodle site. If you click on a number, the list of courses containing that activity will be displayed.

Version

The numbers against the modules tell you the version (or age) of the module. It is useful to know how up to date each module is and, particularly with contributed modules, it is important to ensure you have the most up to date version that matches your version of Moodle. The first four digits relate to the year of the module.

Hiding a module

The hide/show column allows selected modules to be hidden i.e. they do not appear in any course “Add an activity” dropdown menu and cannot be used in any course. To hide a module, click the eye icon so that it changes to a closed eye.

The Feedback module (which will eventually be replaced by a newer survey module) is hidden by default.

Module deletion

Apart from the Forum module, any module can be deleted using the link in the delete column. There is no reason for standard modules to be deleted, however contributed modules may need to be deleted before upgrading.

Note: To delete a module completely, in addition to deleting it on the manage activities page, you also need to remove/delete the actual module folder from the moodle/mod folder, otherwise Moodle will reinstall it next time you access the site administration.

Module settings

Many of the modules have additional settings, mostly enabling default values to be set, which can be accessed via the links in the settings column.

Assignment

The assignment module allows teachers to collect work from students, review it and provide feedback including grades. The work students submit is visible only to the teacher and not to the other students unless a group assignment is selected.

Site administration settings

The following configuration options are available for an administrator under *Administration > Site administration > Plugins > Activity modules > Assignment*.

Assignment settings

Feedback plugin <small>assign feedback_plugin_for_gradebook</small>	<input type="text" value="Feedback comments"/> Default: Feedback comments Feedback plugin that will push comments to the gradebook
Show recent submissions <small>assign showrecentsubmissions</small>	<input type="checkbox"/> Default: No Everyone can see notifications of submissions in recent activity reports.
Send submission receipt to students <small>assign submissionreceipts</small>	<input checked="" type="checkbox"/> Default: Yes This switch will enable submission receipts for students. Students will receive a notification every time they successfully submit an assignment
Submission statement <small>assign submissionstatement</small>	<div style="border: 1px solid #ccc; padding: 5px;"> This assignment is my own work, except where I have acknowledged the use of the works of other people. </div> <p>Default: This assignment is my own work, except where I have acknowledged the use of the works of other people.</p> <p>Assignment submission confirmation statement</p>

Feedback plugin

The comments that are pushed to the gradebook from the assignment are limited to a single text only comment. An Administrator can specify which of the feedback plugins will be push comments to the gradebook. On a standard Moodle install the choices are “Feedback comments” (default) or “Feedback file” but there may be additional options if your Moodle install contains additional feedback plugins.

Show recent submissions

This option allows everyone to see notifications of submissions in Recent activity reports and the Recent Activity Block, within a course context. Note that the default for this option is No which means students will not be able to see when classmates have submitted or updated any Assignments.

Send submission receipt to students

This switch will enable submission receipts for students. Students will receive a notification every time they successfully submit an assignment.

Submission Statement

An administrator can enter text in the box here which will appear when students are about to submit their assignment. If it is left as the default “No”, then teachers will have the choice within their own assignments to force this or not.

Default assignment settings

The administrator can specify here the default assignment settings which may be set as ‘Advanced’ (ie, they will appear when clicking ‘Show more’) or ‘Locked’ (ie the teacher cannot change them.)

Require students click submit button <small>assign submissiondrafts</small>	<input type="checkbox"/> Default: No	<input type="checkbox"/> Advanced	<input type="checkbox"/> Locked
If enabled, students will have to click a Submit button to declare their submission as final. This allows students to keep a draft version of the submission on the system. If this setting is changed from "No" to "Yes" after students have already submitted those submissions will be regarded as final.			

Submission plugins

Manage assignment submission plugins

Here you can change the order, check the settings or uninstall a particular submission plugin.

File submissions

Enabled by default - If set, this submission method will be enabled by default for all new assignments.

Maximum submission size - An Administrator can specify the maximum size of any individual file uploaded within the assignment module across all courses on the site. This limit may be equal to or less than course file upload limit.

Online text submissions

Enabled by default If set, this submission method will be enabled by default for all new assignments.

Submission comments

Enabled by default If set, students will be able to send a message to their teacher when submitting their assignment.

Feedback plugins

Manage assignment feedback plugins - Here you can change the order, check the settings or uninstall a particular feedback plugin.

Feedback comments - *Enabled by default* If set, this submission method will be enabled by default for all new assignments.

Annotate pdf - Here you can upload stamps for teachers to use when annotating student pdfs. You can also check the ghostscript path. If the default stamps are deleted by accident, they can be found in mod/assign/feedback/editpdf/pix and re-uploaded.

Ghostscript path ✓ Default: /usr/bin/gs
assignfeedback_editpdf | gspath

On most Linux installs, this can be left as '/usr/bin/gs'. On Windows it will be something like 'c:\gs\bin\gswin32c.exe' (make sure there are no spaces in the path - if necessary copy the files 'gswin32c.exe' and 'gsdll32.dll' to a new folder without a space in the path)

The ghostscript path appears to be OK - please check you can see the message in the image below

Ghostscript is
working as
expected



File feedback - *Enabled by default* If set, this submission method will be enabled by default for all new assignments.

Offline grading worksheet - *Enabled by default* If set, this will be enabled by default for all new assignments

Book

The Book module makes it easy to create multi-page resources with a book-like format.

Site administration settings

The administrator can set the default values for chapter formatting, the available options for chapter numbering and whether or not to require a description from *Administration > Site administration > Plugins > Activity modules > Book*.

Require activity description - you can disable this option if you do not want to force users to enter description of each activity.

Available options for chapter formatting - site admin can set default options which teacher can choose for displaying chapters and subchapters in the table of contents.

The screenshot shows the 'Default values for activity settings' section for the Book activity module. It includes the following settings:

- Require activity description** (book | requiremodintro): A checked checkbox with 'Default: Yes'. Below it, a note says 'Disable this option if you do not want to force users to enter description of each activity.'
- Available options for chapter formatting** (book | numberingoptions): A list box containing 'None', 'Numbers', 'Bullets', and 'Indented'. Below it, the text reads 'Default: None, Numbers, Bullets, Indented' and 'Options for displaying chapters and subchapters in the table of contents'.
- Chapter formatting** (book | numbering): A dropdown menu currently set to 'Numbers' with 'Default: Numbers'.

A note at the bottom of the settings area states: 'Default values are used in the settings form when creating a new activity or resource.'

Chat

The chat module has additional settings which may be changed by an administrator in *Administration > Site administration > Plugins > Activity modules > Chat*. They depend on the chat method which has been selected.

Chat method

You can select the any default chat method.

The screenshot shows the 'Chat method' (chat_method) dropdown menu. The current selection is 'Ajax method'. The dropdown list is open, showing the following options: 'Ajax method', 'Normal method', and 'Chat server daemon'.

Ajax

This is the default method. It works everywhere but if many people are chatting it can put a large load on the server. Its particular settings are:

- Refresh user list - choose the number of seconds after which the user list is refreshed
- Disconnect timeout - choose the number of seconds after which we detect a user has disconnected.

Normal method

The particular settings for this method are:

- Refresh room - choose the number of seconds after which the room is refreshed
- Update method - choose how to update the chatroom - “Keep alive” or “Stream” strategy. Stream works better but your sever might not support it.

Chat server daemon

A daemon is a program that runs all the time in the background. In this case it’s a PHP script, listening to a particular port on your server, accepting and giving out chat information. If you intend to use the chat activity a lot, then you should consider using a chat server daemon to reduce server load. Its particular settings are:

- Server name
- Server IP address
- Server port
- Max users

Then you need to start the chat daemon script from the command line:

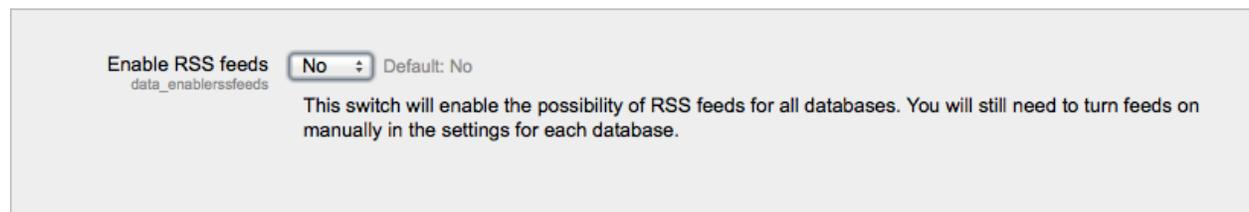
```
cd moodle/mod/chat
php chatd.php -start &
```

Database

Database activity defaults and additional settings may be changed by an administrator in *Administration > Site administration > Plugins > Activity modules > Database*.

Enable RSS feeds

You can choose whether you want to enable RSS feeds for all databases or not.



The screenshot shows a Moodle settings page for 'Enable RSS feeds'. The setting is currently set to 'No' with a dropdown arrow, and the default is noted as 'No'. Below the setting, there is a descriptive text: 'This switch will enable the possibility of RSS feeds for all databases. You will still need to turn feeds on manually in the settings for each database.'

Folder

The folder module has additional settings which may be changed by an administrator in *Administration > Site administration > Plugins > Activity modules > Folder*.

Require activity description

This setting allows you to turn off the requirement for users to type something into the description box.

Show subfolders expanded

If set to 'Yes', subfolders are shown expanded by default; otherwise they are shown collapsed.

Forum

The forum module has additional settings which may be changed by an administrator in *Administration > Site administration > Plugins > Activity modules > Forum* and, for 'Maximum time to edit posts', in *Administration > Site administration > Security > Site policies*.

Use email address in reply

By default, a user's email is set as the 'From' address for forum notifications (unless the user has hidden their email address in their profile) so that recipients can choose to reply personally rather than via the forum. To set `noreply@yourmoodlesite.org` as 'From' address for all forum notification emails, untick the `forum_replytouser` checkbox.

Long and short posts

The long and short post setting determine how forum posts on the site front page, social format course pages, and user profiles are displayed.

Enabling timed posts

Timed forum posts may be enabled i.e. having the option to set a display start and end date for a new discussion. Timed posts can then be created by users with the capability to view hidden timed posts (normally admins and teachers).

Maximum time to edit posts

This specifies the amount of time people have to re-edit forum postings, glossary comments etc. Usually 30 minutes is a good value. The setting may be changed by an administrator in *Administration > Site administration > Security > Site policies*.

Read tracking

Sets the default 'Read tracking' selection when creating new forums. If 'Forced' is selected, the 'Allow forced read tracking' checkbox (below) must be ticked, otherwise 'Optional' will be the default setting.

Allow forced read tracking

With this option set, “Forced” will be an option for “Read tracking” when creating or editing Forums. Forced forums have read tracking enabled regardless of user preference.

This setting can place additional load on servers. With this setting disabled, users who set their profile setting to not track read posts see faster load times of courses pages. With this setting enabled, that performance increase is lost, and all course views see the same performance as if the users personal setting was on.

Mark post read after ‘X’ days

This setting is forum_oldpostdays and specifies the number of days after which any post is considered to be read. E.g. If this is set to 14 days then any post older than 14 days will be considered read. If you set this to 0 then ALL posts are instantly considered to be read. If you don’t want any posts to be considered read without the user reading them then set a high figure (e.g. 1000)

Glossary

The glossary module has additional settings which may be changed by an administrator in *Administration > Site administration > Plugins > Activity modules > Glossary*.

Glossary level default settings

- Entries shown per page - Number of Glossary entries shown per page. Default is set to 10.
- Duplicate entries allowed - Whether or not the Glossary will allow duplicate entries. Default is set to “No”.
- Allow comments on entries - Whether or not the Glossary will accept user comments on its entries. Default is set to “No”.
- Automatically link glossary entries - Whether or not a glossary should be automatically linked. Default is set to “Yes”.
- Approved by default - Whether or not the Glossary will define the approval status of an entry posted by a student. Default is set to “Yes”.
- Enable RSS feed - Enabling of RSS feeds for all glossaries. Default is set to “No”. Note: feeds will still need to be turned on manually in the settings for each glossary.

Entry level default settings

- Automatically link glossary entries - Whether or not glossary entries should be automatically linked. Default is set to “No”.
- This entry is case sensitive - Whether or not an entry is case sensitive when linked. Default is set to “No”.
- Match whole words only - Whether or not an entry should match the case in the target text by default when linked. Default is set to “No”.

Display formats setup

To hide or show any of these entries, simply click on the “eye” icon next to the entry. Clicking on the “writing hand” icon will take you to the settings page for that entry.

Continuous without author	⚙️	👁️
Encyclopedia	⚙️	👁️
Entry list	⚙️	👁️
FAQ	⚙️	👁️
Full with author	⚙️	👁️
Full without author	⚙️	👁️
Simple, dictionary style	⚙️	👁️

IMS Content Package

The IMS content package module has additional settings which may be changed by an administrator in *Settings > Site administration > Plugins > Activity modules > IMS content package*.

Require activity description

This setting allows you to turn off the requirement for users to type something into the description box.

Label

The label resource has additional settings which may be changed by an administrator in *Administration > Site administration > Plugins > Activity modules > Label*.

Media drag and drop

This setting offers you to create a label when media files are dragged and dropped onto a course.

Resize drag and drop width

When a label is created from a dragged & dropped image, a teacher can resize it if it is wider than this many pixels (0 for no resize)

Resize drag and drop height

When a label is created from a dragged & dropped image, a teacher can resize it if it is higher than this many pixels (0 for no resize)

Lesson

The lesson module has additional settings which may be changed by an administrator in Settings > Site administration > Plugins > Activity modules > Lesson.

Slideshow width

Sets the width of the slideshow only when this feature is enabled in a Lesson's "Change settings".

- Variable name: lesson_slideshowwidth, Default 640.

Slideshow height

Sets the height of the slideshow only when this feature is enabled in a Lesson's "Change settings".

- Variable name: lesson_slideshowheight, Default 480.

Slideshow background colour

Background colour to for the slideshow if it is enabled.

- Variable name: lesson_slideshowbgcolor, Default #FFFFFF.

Popup window width

Sets the width of the popup displayed for a linked media file

- Variable name: lesson_mediawidth, Default 640.

Popup window height

Sets the height of the popup displayed for a linked media file

- Variable name: lesson_mediaheight, Default 480.

Show close button

Displays a close button as part of the popup generated for a linked media file

- Variable name: lesson_mediaclose, Default No.

Number of high scores displayed

Sets the number of high scores to display

- Variable name: lesson_maxhighscores, Default: 10

Maximum number of answers

Default maximum number of answers per page for site

- Variable name: lesson_maxanswers, Default: 4.

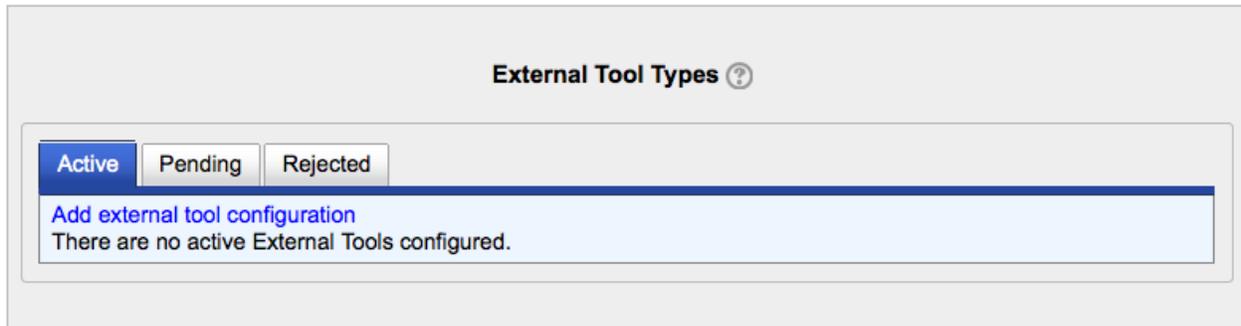
Action after correct answer

The default action to take after a correct answer

- Variable name: lesson_defaultnextpage, Default: Normal - follow lesson path

LTI

An administrator can configure external tools in *Settings > Site administration > Plugins > Activity modules > External tool* so that they are available across the site. There are tabs to add an external tool, to view those which are pending and to view those which have been rejected.



Page

The page module has additional settings which may be changed by an administrator in *Administration > Site administration > Plugins > Activity modules > Page*.

Require activity description

This setting allows you to turn off the requirement for users to type something into the description box.

Available display options

This setting allows you to add different ways the resource may be displayed on the course page.

Default values for activity settings

Here you can set the defaults for this resource. You can also choose which setting(s) to class as “Advanced”. These settings will only then appear if the user clicks “Show advanced” in the settings.

Quiz

The quiz module has additional settings which may be changed by an administrator in *Administration > Site administration > Plugins > Activity modules > Quiz*. The values you set here define the default values that are used in the settings form when you create a new quiz. You can also configure which quiz settings are considered advanced.

Time limit

Default time limit for quizzes in seconds. 0 mean no time limit.

When time expires

What should happen by default if a student does not submit the quiz before time expires.

Submission grace period

If what to do when time expires is set to 'Allow a grace period to submit, but not change any responses', the default amount of extra time that is allowed, in seconds.

Last submission grace period

There is a potential problem right at the end of the quiz. On the one hand, we want to let students continue working right up until the last second - with the help of the timer that automatically submits the quiz when time runs out. On the other hand, the server may then be overloaded, and take some time to get to process the responses. Therefore, we will accept responses for up to this many seconds after time expires, so they are not penalised for the server being slow. However, the student could cheat and get this many seconds to answer the quiz. You have to make a trade-off based on how much you trust the performance of your server during quizzes.

Attempts allowed

Restriction on the number of attempts students are allowed at the quiz.

Grading method

When multiple attempts are allowed, which method should be used to calculate the student's final grade for the quiz. Options - Highest grade, Average, first and last.

Maximum grade

The default grade that the quiz grade is scaled to be out of.

Shuffle questions

If you enable this option, then the order of questions in the quiz will be randomly shuffled each time a student attempts the quiz.

Automatically start a new page

When adding questions to the quiz page breaks will automatically be inserted according to the setting you choose here.

Navigation method

In Free navigation, questions may be answered in any order using navigation. In Sequential, questions must be answered in strict sequence.

Shuffle within questions

If you enable this option, then the parts making up the individual questions will be randomly shuffled each time a student starts an attempt at this quiz, provided the option is also enabled in the question settings.

How questions behave

Default setting for how questions behave in a quiz. It can be configured in ***Administration > Site administration > Plugins > Question behaviours > Manage question behaviours**.

Each attempt builds on the last

If multiple attempts are allowed then each new attempt contains the results of the previous attempt.

Review options

The attempt quiz reviewattempt	<input checked="" type="checkbox"/> During the attempt	<input checked="" type="checkbox"/> Immediately after the attempt	<input checked="" type="checkbox"/> Later, while the quiz is still open	<input checked="" type="checkbox"/> After the quiz is closed
	Default: Everything on			
Whether correct quiz reviewcorrectness	<input checked="" type="checkbox"/> During the attempt	<input checked="" type="checkbox"/> Immediately after the attempt	<input checked="" type="checkbox"/> Later, while the quiz is still open	<input checked="" type="checkbox"/> After the quiz is closed
	Default: Everything on			
Marks quiz reviewmarks	<input checked="" type="checkbox"/> During the attempt	<input checked="" type="checkbox"/> Immediately after the attempt	<input checked="" type="checkbox"/> Later, while the quiz is still open	<input checked="" type="checkbox"/> After the quiz is closed
	Default: Everything on			
Specific feedback quiz reviewspecificfeedback	<input checked="" type="checkbox"/> During the attempt	<input checked="" type="checkbox"/> Immediately after the attempt	<input checked="" type="checkbox"/> Later, while the quiz is still open	<input checked="" type="checkbox"/> After the quiz is closed
	Default: Everything on			
General feedback quiz reviewgeneralfeedback	<input checked="" type="checkbox"/> During the attempt	<input checked="" type="checkbox"/> Immediately after the attempt	<input checked="" type="checkbox"/> Later, while the quiz is still open	<input checked="" type="checkbox"/> After the quiz is closed
	Default: Everything on			
Right answer quiz reviewrightanswer	<input checked="" type="checkbox"/> During the attempt	<input checked="" type="checkbox"/> Immediately after the attempt	<input checked="" type="checkbox"/> Later, while the quiz is still open	<input checked="" type="checkbox"/> After the quiz is closed
	Default: Everything on			
Overall feedback quiz reviewoverallfeedback	<input type="checkbox"/> During the attempt	<input checked="" type="checkbox"/> Immediately after the attempt	<input checked="" type="checkbox"/> Later, while the quiz is still open	<input checked="" type="checkbox"/> After the quiz is closed
	Default: Everything on			

Show user's picture

Choose whether to show user's picture on screen during attempts or not.

Decimal places in grades

Number of digits that should be shown after the decimal point when displaying grades for the quiz.

Decimal places in question grades

Number of digits that should be shown after the decimal point when displaying the grade for individual questions.

Show blocks during quiz attempts

Show blocks during quiz attempts.

Require password

Students must enter this password before they can attempt the quiz.

Require network address

Students can only attempt the quiz from these computers.

Enforced delay between 1st and 2nd attempts

If you set a time delay here, the student cannot start their second attempt until this much time has passed since the end of their first attempt.

Enforced delay between later attempts

If you set a time delay here, the student cannot start their third, fourth, ... attempt until this much time has passed since the end of their previous attempt.

Use a 'secure' popup window for attempts

Force the attempt to open in a popup window, and use JavaScript tricks to try to restrict copy and paste, etc. during quiz attempts.

Autosave period If enabled, student responses will be saved every minute/two minutes/five minutes (according to selection) This is useful so that students don't lose work but does increase the load on the server.

File

The file module has additional settings which may be changed by an administrator in *Administration > Site administration > Plugins > Activity modules > File*.

Frame height

Here you can specify the height of the top frame (containing the navigation) if you choose the “in frame” display option. Note: If your theme has a large header then the `resource_framesize` variable should be increased to prevent horizontal and vertical scrollbars.

Require activity description

This setting allows you to turn off the requirement for users to type something into the description box.

Available display options

This setting allows you to add different ways the resource may be displayed on the course page. By default Moodle doesn't enable “New window” or “In frame”, so you need to set them available here if required, and you can also disable other options if not applicable.

Default values for activity settings

Here you can set the defaults for this resource. You can also choose which setting(s) to class as “Advanced”. These settings will only then appear if the user clicks “Show More” in the settings.

SCORM

These options are available to the site admin in the Settings menu: *Site administration > Plugins > Activity Modules > SCORM Package*.

Default Value Settings

Many of the settings available in the SCORM Package administration simply set the default value for the SCORM activity module setup options provided within courses. Edit these settings to save yourself time when adding large numbers of packages, or to establish a standard for presentation across the site.

Other Important Settings

The following options provided which do not simply set a default value for the SCORM activity editing page view.

Auto-update frequency - If not using a standard SCORM package uploaded using the filepicker and the SCORM package is hosted outside your Moodle installation the option to auto-update the package will be available - you can elect to have the package updated on every entry to the package or daily via the Moodle cron.

Enable external package type - If selected, presents a text field to paste a URL to a remote `imsmanifest.xml` (in an unzipped remote SCORM package), as well as the file picker option provided by default. Note that the content is played from the designated location, and not unpacked into the Moodle file system. So if the base url is different from your moodle url then browser security will block cross-domain communication and no grades/tracking information will be passed back to Moodle.

Enable downloaded package type - If selected, presents a text field to paste a URL to a remote `package.zip` SCORM package. Package is downloaded and unzipped into the Moodle file system.

Enable IMS package type - Enables a package to be selected from within an IMS repository

Force users to enable JavaScript - Since the SCORM API uses JavaScript to save data to Moodle, this is a great idea!

Activate API debug and tracing (set the capture mask with `apidebugmask`) - Turns on debugging for SCORM activities. In Moodle 2 you no longer have to also turn on debugging in the developer options.

API debug capture mask - `.*` will debug for admin user only: You can use the mask to enable debugging under certain conditions. For example, if you are logged in using the admin user (username admin) you can set the api mask to: `admin.*` Users not logged in as admin will not see the debugging log. The “Default” api mask is `.*` which translates roughly to everybody.

Enable direct AICC url - Makes it easier to connect to externally hosted AICC content as the teacher doesn't have to create an AICC package and is able to link directly to the external AICC url.

Enable external AICC HACP - The SCORM activity can also support external AICC HACP Communication where the AICC package is hosted on an external content providers site and passes back http requests directly from the external server instead of within the users web browser session - this is disabled by default.

URL

The URL module has additional settings which may be changed by an administrator in *Administration > Site administration > Plugins > Activity modules > URL*.

Frame height

Here you can specify the height of the top frame (containing the navigation) if you choose the “in frame” display option. Note: If your theme has a large header then the height should be increased to prevent horizontal and vertical scrollbars.

Require activity description

This setting allows you to turn off the requirement for users to type something into the description box.

Password

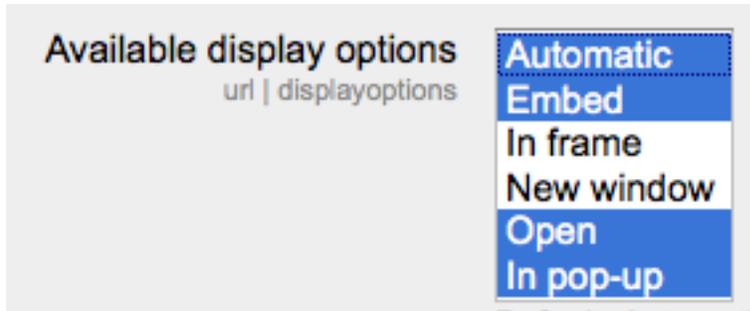
Here you can add a password that will connect your users to a secure site. See this forum post for more details.

Include role names in parameters

Available display options

This setting allows you to add different ways the resource may be displayed on the course page. There are a number of defaults but you can add or change them here. Other display options are:

- In frame - show the Moodle heading and the file description, with the file displayed in a resizeable area below
- New window - very much like ‘in pop-up’, but the new window is a full browser window, with menus and address bar, etc.



Default values for activity settings

Here you can set the defaults for this resource.

Workshop

The workshop module has additional settings which may be changed by an administrator in *Administration > Site administration > Plugins > Activity modules > Workshop*. The settings enable default values to be set for all edit workshop settings.

Grade for submission

Default maximum grade for submission in workshops.

Grade for assessments

Default maximum grade for assessment in workshops.

Decimal places in grades

Default number of digits that should be shown after the decimal point when displaying grades.

Maximum submission attachment size

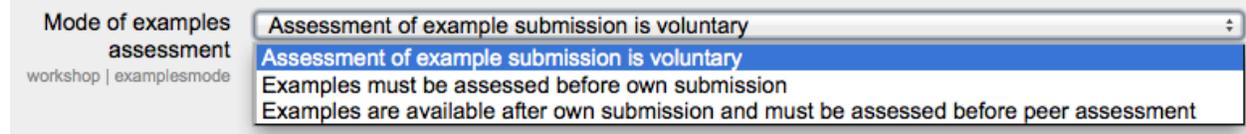
Default maximum submission file size for all workshops on the site (subject to course limits and other local settings)

Grading strategy

Default grading strategy for workshops.

Mode of examples assessment

Default mode of examples assessment in workshops.



Number of reviews

Default number of submissions to be randomly allocated

Course formats

An administrator can enable, disable or delete course formats for courses in *Administration > Site administration > Plugins > Course formats > Manage course formats*. They can also change the order in which available course formats are displayed to teachers in the course settings.

- *Manage course format*
- *Single activity format*

Blocks

Manage blocks

An administrator can manage Moodle’s blocks for the site in *Administration > Site administration > Plugins > Blocks > Manage blocks*, including any contributed blocks that have been added.

Name	Instances	Version	Hide/Show	Protect instances ?	Settings	Uninstall
Activities	0	2013110500				Uninstall
Admin bookmarks	1	2013110500				Uninstall
Administration	1	2013110500				
Blog menu	2	2013110500				Uninstall
Blog tags	0	2013110500				Uninstall
Calendar	1	2013110500				Uninstall
Comments	1	2013110500				Uninstall
Community finder	0	2013110500				Uninstall
Course completion status	1	2013110500				Uninstall
Course overview	2	2013110500			Settings	Uninstall
Course/site summary	1	2013110500				Uninstall
Courses	0	2013110500			Settings	Uninstall

Instances

The blocks page lists the number of instance for each block. Clicking on a number results in the list of courses containing that block being displayed.

Version

Listed with each block is its version number — in the format 2012061700. This is helpful to ensure that you have the latest version of each block.

Hiding a block

The hide/show column allows selected blocks to be hidden i.e. they do not appear in any course “Add a block” dropdown menu and cannot be used in any course. To hide a block, click the eye icon so that it changes to a closed eye.

To reduce the length of course “Add a block” dropdown menus, you should hide blocks which will not be used, such as mentees (unless you have added a mentor role) and network servers (unless you are using Moodle Networking).

Protecting blocks from deletion

By clicking the padlock against a block in this column, you are preventing it from being deleted on the site. The Administration block and Navigation block are already padlocked, as major difficulties arise if these blocks are deleted. Only unlock them if you are absolutely sure you understand the consequences and have alternative settings and navigation features in place.

Block deletion

Blocks can be deleted using the link in the delete column. There is usually no reason for standard blocks to be deleted (they are usually hidden) However, non-standard blocks may need to be deleted before upgrading.

Note: To delete a block completely, in addition to deleting it on the blocks page, you also need to remove/delete the actual block folder from the moodle/blocks folder, otherwise Moodle will reinstall it next time you access the site administration.

Block settings

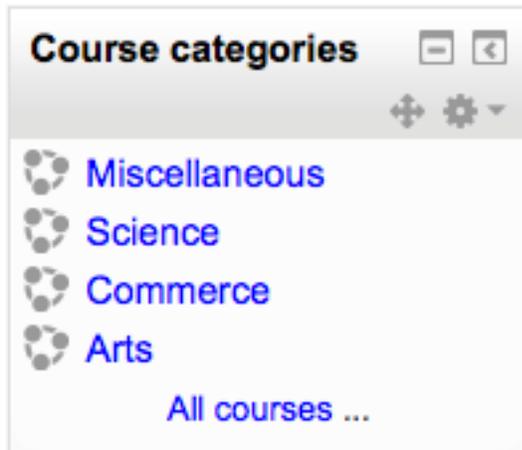
Certain blocks have additional settings, which can be accessed via the links in the settings column.

Block capabilities

- Manage My home page blocks
- Edit blocks in tags pages
- Manage blocks on own public user profile
- Manage blocks on user profile of other users
- Edit a block’s settings
- View block
- Manage blocks on a page

In addition, every block has an *addinstance* capability (e.g. block/comments:addinstance) and most blocks also have a *myaddinstance* capability (e.g. block/comments:myaddinstance) for controlling whether a user with a particular role can add the block to a page or to their My home page respectively.

Courses



The Courses block lists and allows navigation between all of the courses in which the logged in user is enrolled in. The block title shows as “My courses” and allows one-click access to a course’s home page.

There is also the option to list All courses... available within the Moodle site. This will display a list of course types and a click on one of the types will reveal all the courses in that category. There is also a search all courses option on this page.

A brand new user to a Moodle site, who has not enrolled in any course, will see the block title as “Course Categories”.

When a student enters an unassigned course using the course block, they will be asked to enroll.

Note: The Navigation block also includes a list of all courses a user is enrolled in.

Site administration settings

The courses block has some settings which may be changed by an administrator in Settings > Site administration > Plugins > Blocks > Course list.

Admin view - This determines what administrators see in the block. Hide ‘All courses’ link - This enables you to hide the “All courses” link at the bottom of the block from everyone except administrators.

Course overview

The Course overview block is visible on a user’s My home page and shows a list of all courses in which a user is enrolled/has an assigned role.

By default this block appears in the central content block on the My home page but can be moved to the left or right column.

Default maximum courses Default: 10
block_course_overview | defaultmaxcourses
 Maximum courses which should be displayed on course overview block, 0 will show all courses

Force maximum courses Default: No
block_course_overview | forcedefaultmaxcourses
 If set then user will not be able to change his/her personal setting

Show children Default: No
block_course_overview | showchildren
 Should child courses be listed underneath the main course title?

Show welcome area Default: No
block_course_overview | showwelcomearea
 Show the welcome area above the course list?

Customising the course order

When a user clicks the “customise this page” button, they can then rearrange their courses by dragging them into different places. They can also choose how many courses they wish to display.

Course overview [-] [←] [⊕] [⚙]

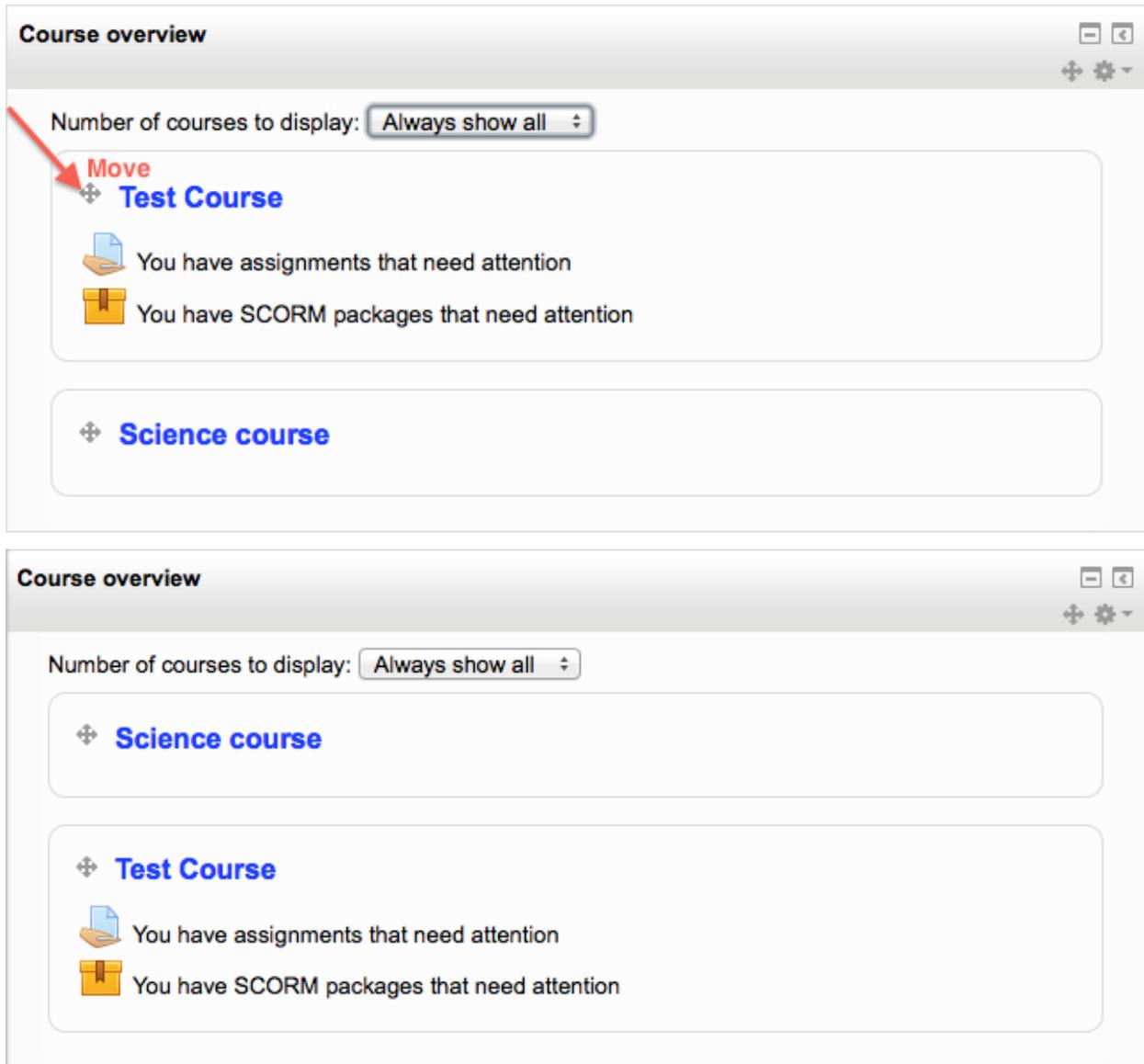
Number of courses to display: Always show all
1
2

⊕ **Test Course**

 You have assignments that need attention

 You have SCORM packages that need attention

⊕ **Science course**



HTML block

A HTML block is a standard block used to add text, multimedia, widgets etc to a site front page or course page. The title bar may be left blank if desired.

The block is flexible and can incorporate a variety of functions and uses in the content area. It has the standard Moodle Text editor for formatting text, adding images or creating links, switching to code view and allows any valid HTML mark-up to be used. This enables embedding video, sounds, Flash, and other files which can add unique elements to a course or site page.

Site administration settings

To aid with styling the block, an administrator can, from *Administration > Site administration > Plugins > Blocks > HTML*, toggle the ability to allow additional CSS classes to be set in individual block instances. If it is enabled, a field appears at the bottom of HTML block instance's configuration forms.



Please note that if additional CSS classes have been added and the administration setting is then disabled, the form settings are saved in the database and will reappear if this is re-enabled.

Adding a Twitter feed block

An HTML block can be used to display the latest tweets from any Twitter account.

1. Log in to Twitter
2. Go to <https://twitter.com/settings/widgets/new>
3. Enter the Twitter username e.g. moodledev then click the 'Create widget' button
4. In another tab or window add a new HTML block to your Moodle front page or course page
5. Configure the new block, adding a title if desired
6. Click the 'Edit HTML source' button (< >) then copy and paste the code provided by Twitter into the HTML source
7. Click the 'Save changes' button

Moodle

Follow

Moodle 1h
@moodle
#moodle news: Moodle 2.6.2, 2.5.5 and 2.4.9 are now available: by Michael de Raadt. Moodle 2.6.2, 2.5.5, 2.4.... bit.ly/Obz2Dy
Expand

Moodle 7 Mar
@moodle
The new navigation menu on moodle.org is now on #Moodle Docs, Demo, Downloads & Translations sites! Watch this space #moodleorg
Expand

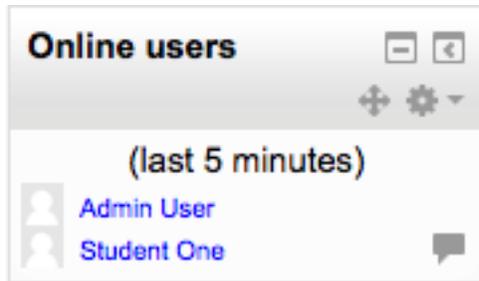
Moodle 7 Mar
@moodle
#moodle news: Integration, exposed: Integration round 2014-03-07 - final countdown: by Eloy Lafuente (stronk7)... bit.ly/NZBHAj

Moodle HQ 28 Feb
@moodlehq

Tweet to @moodle

Online users

The Online users block shows a list of users who have been logged into the current course. The list is updated on a regular basis (the default is every 5 minutes but this may be changed - see below).



Note that even though a user may have been logged into a course within the last 5 minutes, it does not necessarily mean that this user is still online.

- If you hold the cursor over somebody's name, you will see how long ago that person was last "seen" in the course
- If you click on the envelope icon next to somebody's name, you will be able to send a private message to that person (using Moodle's messaging system)

Note: If separate groups are enabled in a course and this block is added onto the course page, only members of the group will be displayed in the list.

Site administration settings

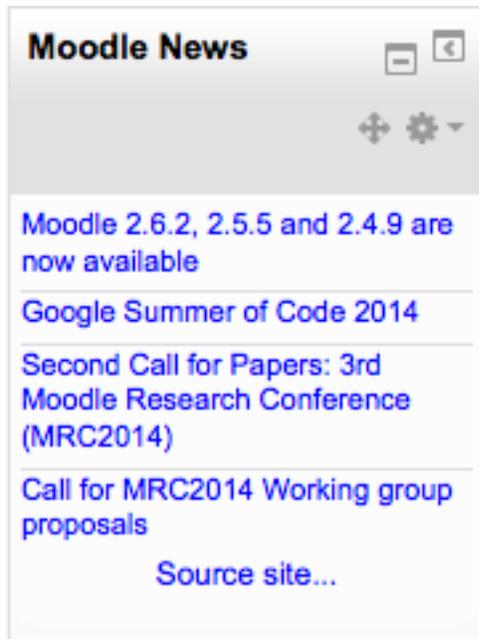
The online users block has one setting which may be changed by an administrator in *Administration > Site administration > Plugins > Blocks > Online users*.

- Remove after inactivity - The number of minutes after which users will not be displayed in the list. The default is 5 minutes. You may want to adjust this if the list of users displayed is too long or too short.

Remote RSS feeds

The RSS feeds block enables RSS feeds from external websites to be displayed within Moodle. As the information on the other site (for example, news headlines or recently added documents) is changed the block will update to show the latest information.

One or more RSS feeds can be added to a course by selecting them from an existing list. Site and course home pages are common places to place an RSS feed block(s).



Configuring RSS feeds block

After adding an RSS feed block, select the edit icon on the Remote News Feed block. The default will open up the **Configure this block** tab.

Display each link's description? Choose yes or no from the drop-down menu to determine whether the block will display a description of each article, or just the title of the article. Both the title and description are generated by the external feed.

Max number of entries to show per block Determines how many articles will be displayed. The most recent will be displayed first.

Choose the feeds to make available Check the box next to each feed you would displayed in this block. You can have more than one instance of the RSS feed block if you would like to break them up.

Title Enter a title for the block. If you leave this blank a title will be taken from the RSS feeds, which can be confusing if there are multiple feeds in one block.

Display a link? Each article headline should link to the full article, but you can also display a link to the original site where available.

Show channel image? Some feeds supply an image or logo from the original site which you can choose to display when available.

Add / Manage all RSS feeds

All the Moodle site's RSS feeds can be managed on the *Manage all my feeds* tab in the RSS News Feed edit menu. The site administrator may give other roles permission to use this tab. This tab creates a list of RSS feeds that can be selected for display in every course on the Moodle site.

Copy and paste (or type) the URL address of the RSS feed in the space provided. This the generating site's actual RSS page address. For example here is a Moodle RSS feed address : <http://moodle.org/rss/file.php/1/1/forum/1/rss.xml>

Adding a custom title will take the place of the one supplied by the generating site. There is a validation tool included to confirm the feed URL is accurate.

When checked, the Shared Feed checkbox makes the feed available (although not necessarily visible) to all courses on the Moodle site. This would be useful, for example, when a college has an urgent announcements feed that would be of interest to all students, regardless of the Moodle course in which they are enrolled. Leave unchecked if the feed is of interest only to a single course.

Click the Add button to submit the feed.

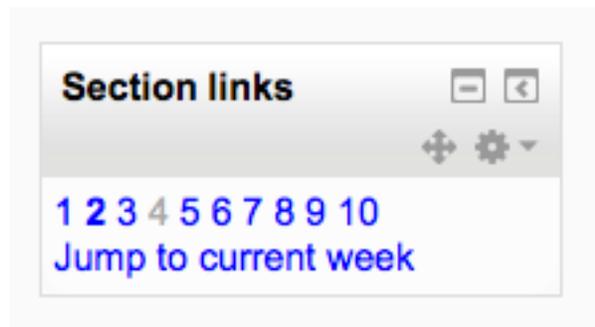
Site administration settings

The RSS feeds block has some settings which may be changed by an administrator in *Administration > Site administration > Plugins > Blocks > Remote RSS feeds*.

- Entries per feed - The default number of entries to show per feed shown in the block. This can be overridden when you actually set up a block in a course.
- Timeout - The time in minutes between a reread of the feed by Moodle. Since some feeds on busy sites can take long to load, it can slow down the load of your course page. Therefore it is wise to set this time rather high, so only every now and then a visitor of your course is the victim of the slow remote server. Time is in minutes here.

Section links

The Section links block helps the student or teacher to quickly navigate to a particular topic/week section of the course (depending on whether the course uses either the “Topics” or “Weekly” format. The numbered links displayed within the block are the numbers assigned to the course topic/week sections. (Note that if a section is hidden, its number will display in grey for the teacher and not at all for the student, as with section 4 of the screenshot below.)



Where a topic/week section is highlighted, the link to that section within the “Section Links” block is emboldened. In addition, a link for the highlighted section (“Jump to the current topic/week”) is displayed. Click the “Jump to the current topic/week” link to display the highlighted section at the top of the screen.

If there are a large number of topic/week sections, the block displays every other even number i.e. 2, 4 etc. or every fifth numbered topic/week section.

Site administration settings

Administration > Site administration > Plugins > Blocks > Section links

The section links block has some settings which may be changed by an administrator. There are two ‘number of sections’ value in the setting page, say numsections1 and numsections2.

If the number of sections in the course is less than either of them, the section links will increase by 1.

If the number of sections in the source is more than numsections1, but less than numsections2, the increase by value will respect numsections1’s increase by setting.

If the number of sections in the source is more than both of numsections1 and numsections2, and numsections2 is more than numsections1, the increase by value will respect numsections2's increase by setting.

Tags

Tags allows students and teachers to describe their interests in a way that is easy for people with similar interests to find them.

Tags Settings

Enable tags functionality

By default, site-wide tags functionality is enabled. If this is not required, tags functionality may be disabled by an administrator by un-checking the usetags box in *Settings > Site administration > Advanced features*.

Show course tags

The Tags block has one setting which may be changed by an administrator in *Settings > Site administration > Plugins > Blocks > Tags*.

- Show course tags - This enables students to tag courses.

Using Tags

Describing interests for tags

To tell everyone what your interests are, go to your profile editing page and enter your interests/tags separated by commas. If a tag you entered already exists, you get associated to that tag. If it does not, a new tag will be created.

Blog post tags

After writing a blog post, users are allowed to add user defined tags about the post. These are usually keywords relevant to the post separated by commas. If a tag you entered already exists, you get associated to that tag. If it does not, a new tag will be created. If one tag is associated with interests and a blog post, the tag page will show both.

Tag pages

Each tag in Moodle has a page associated with it. The tag page brings together users, information and resources related to that tag. A tag has a description, links to related tags, a list of users associated with that tag and Moodle blocks with resources related to it.

If a user has the capability to edit tags, a link "Edit this tag" will appear in the tag page. The tag may be edited to add a description and related tags.

Tag clouds

A very effective way of viewing all tags is in a tags block, or “tag cloud”. A unique feature of tag clouds are that the size of each tag is related to the number of items associated with it. The larger the tag, the more items associated with it.

Search tags

The Search tags page in *Navigation > Site pages > Tags* allows you to look for existing tags.

Course tags

If the administrator has enabled course tags in the Tags block setting, then students will have the option to add tags related to the course they are currently in.

Managing Tags

Tags can be managed by a site administrator or manager (or any other user with the capability moodle/tag:manage) in *Settings > Site administration > Appearance > Manage tags*.

The manage tags page provides a list of tags, together with information on their creators, how many times they are used, when they were last modified and which tags have been flagged as inappropriate. Inappropriate tags are shown in red when using the default theme.

Selected tags may be have their flag reset (in other words remove the inappropriate flag) or be deleted. Tag names and types may also be changed.

The manage tags page also allows for official tags to be added. Official tags are tags which are added by a site administrator and are displayed to all users of the Moodle site when adding a blog entry. Creating a set of official tags for commonly used topics can reduce the amount of duplication in blog tags.

First name : [AllABCDEFGHIJKLMNOPQRSTUVWXYZ](#)
Surname : [AllABCDEFGHIJKLMNOPQRSTUVWXYZ](#)

id	Tag name	First name / Surname	Count	Flag	Modified	New tag name	Tag type	Select
1	Moodle	Admin User	0	0	7 secs	<input style="width: 100%;" type="text"/>	Default ▾	<input type="checkbox"/>
2	Open Source	Admin User	0	0	7 secs	<input style="width: 100%;" type="text"/>	Default ▾	<input type="checkbox"/>
3	LMS	Admin User	0	0	7 secs	<input style="width: 100%;" type="text"/>	Default ▾	<input type="checkbox"/>

Message outputs

- Manage Message Outputs
- Default Message Outputs
- Email

- Jabber Message

Authentication

Authentication is the process of allowing a user to login to a Moodle site based on their username and password.

Authentication plugins

Moodle provides a number of ways of managing authentication, called authentication plugins.

Manual accounts

Location: *Administration > Site Administration > Plugins > Authentication > Manage authentication.*

Manual authentication is enabled by default in Moodle and requires the administrator to manually create all the user accounts.

Available authentication plugins						
Name	Users	Enable	Up/Down	Settings	Test settings	Uninstall
Manual accounts	8			Settings		
No login	0			Settings		
Email-based self-registration	0			Settings		Uninstall

Locking user fields

The settings page in *Administration > Site Administration > Plugins > Authentication > Manual accounts* allows for certain fields to be “locked”. Users are not allowed to change the locked fields.

Manual accounts

This method removes any way for users to create their own accounts. All accounts must be manually created by the admin user.

Lock user fields

First name	<input type="text" value="Unlocked"/>	You can lock user data fields. This is useful for sites where the user data is maintained by the administrators manually by editing user records or uploading using the 'Upload users' facility. If you are locking fields that are required by Moodle, make sure that you provide that data when creating user accounts or the accounts will be unusable. Consider setting the lock mode to 'Unlocked if empty' to avoid this problem.
Surname	<input type="text" value="Unlocked"/>	
Email address	<input type="text" value="Unlocked"/>	
City/town	<input type="text" value="Unlocked"/>	
Country	<input type="text" value="Unlocked"/>	
Language	<input type="text" value="Unlocked"/>	

No Login

An administrator may “turn off” or suspend a user’s account by selecting “No Login” in the “Choose an authentication method setting” in the users profile in edit mode.

Different users have to have unique email addresses in their profile, even when email is not enabled. When the “No Login” setting is used, the account email may not be re-used to create another account. This essentially is a way to bar a particular user account from using Moodle for the duration that the account is assigned to this authentication type.

Note: An alternative way of suspending a user’s account (available in Moodle 2.2.1 onwards) is to tick the ‘Suspended account’ checkbox on the edit profile page.

Email Based Self Registration

The email-based self-registration authentication method enables users to create their own accounts via the ‘Create new account’ button on the login page. They then receive an email at the address they specified in their account profile to confirm their account.

Enabling email-based self-registration

An administrator can enable email-based self-registration in *Administration > Site administration > Plugins > Authentication > Manage authentication*.

In addition to enabling the plugin, email-based self-registration must be selected from the self registration drop-down menu in the common settings.

Warning: Enabling self registration results in the possibility of spammers creating accounts in order to use forum posts, blog entries etc. for spam. This risk can be minimized by limiting self registration to particular email domains with the allowed email domains setting in *Administration > Site administration > Plugins > Authentication > Manage authentication*. Alternatively, self registration may be enabled for a short period of time to allow users to create accounts, and then later disabled.

Note: The Email-based self-registration authentication plugin must be enabled to allow users who previously self-registered to login. Selecting Email-based self-registration as the self registration method allows potential users to self register.

Log in	Is this your first time here?
<p>Username <input type="text" value="admin"/></p> <p>Password <input type="password" value="*****"/> <input type="button" value="Log in"/></p> <p><input checked="" type="checkbox"/> Remember username</p> <p>Forgotten your username or password?</p> <p>Cookies must be enabled in your browser ?</p>	<p>Hi! For full access to courses you'll need to take a minute to create a new account for yourself on this web site. Each of the individual courses may also have a one-time "enrolment key", which you won't need until later. Here are the steps:</p> <ol style="list-style-type: none"> 1. Fill out the New Account form with your details. 2. An email will be immediately sent to your email address. 3. Read your email, and click on the web link it contains. 4. Your account will be confirmed and you will be logged in. 5. Now, select the course you want to participate in. 6. If you are prompted for an "enrolment key" - use the one that your teacher has given you. This will "enrol" you in the course. 7. You can now access the full course. From now on you will only need to enter your personal username and password (in the form on this page) to log in and access any course you have enrolled in.
<p>Some courses may allow guest access</p> <p><input type="button" value="Log in as a guest"/></p>	<p><input type="button" value="Create new account"/></p>

Enable reCAPTCHA element

A CAPTCHA is a program that can tell whether its user is a human or a computer. CAPTCHAs are used by many websites to prevent abuse from bots, or automated programs usually written to generate spam. No computer program can read distorted text as well as humans can, so bots cannot navigate sites protected by CAPTCHAs.

Email confirmation message

An automated email confirmation message is sent to the user using the support contact email address.

You can change this text in *Administration > Site administration > Language > Language customization* by choosing the appropriate language pack. selecting 'moodle.php' from 'core' and searching for the string identifier name 'emailconfirmation' and editing it with a local customization.

Support contact

An administrator can specify a support name, email and/or support page in **Administration > Site administration > Server > Support contact* for including in the confirmation email.

Moodle Network Authentication

The Moodle network feature allows a Moodle administrator to establish a link with another Moodle or a Mahara site and to share some resources with the users of that Moodle. Users go from the first Moodle to the linked site via the Network servers block.



Peer to peer Network

This is the basic layout of the system. It can be very useful to run one Moodle per faculty or departments, each with its own user management, and yet permit users to roam across the Moodle installs... subject to permissions of course.

Setup

The instructions will cover 2 Moodle installations: MoodleA and MoodleB. Both are installed correctly and have never had a Moodle Network configuration.

Note: If you experience problems, ensure debugging is turned on in *Settings > Site administration > Server > Debugging*. Extra diagnostic messages may be displayed.

You need to first enable Networking in *Administration > Site administration > Advanced Features*. This will add the "Networking" menu to the Site Administration menu.

1. Get them to talk to each other

- (a) Ensure *Administration > Site administration > Server > Environment* indicates you have curl installed

- (b) If MoodleA and MoodleB are hosted in the same domain, ensure they have a different cookie prefix. Note that changing the cookie prefix will log you out! You can change the cookie prefix via Admin > Server > Session Handling.
 - (c) On both, go to *Administration > Site administration > Network > Settings* and turn Networking ON.
 - (d) On MoodleA go to *Administration > Site administration > Network > Manage peers* - put the URL of MoodleB under “Add New Host” and click Add. The URL should include the directory where your Moodle code is located and may include the protocol as well, for example <https://www.mymoodle.org/moodle>.
 - (e) Do the equivalent on MoodleB.
2. Get user roaming going
- (a) **(Although discussion exists about removing this setting, it is still required as of 2.0.1) [1]). On both servers:**

- i. Go to *Administration > Site administration > Plugins > Authentication > Manage authentication*. Enable MNet Authentication by clicking the ‘enable’ icon.

MNet authentication

Users are authenticated according to the web of trust defined in your Moodle Network settings.

RPC negotiation timeout: The timeout in seconds for authentication over the XMLRPC transport.

These host's users can roam in to your site:

Your users can roam out to these hosts:

- (b) On MoodleA go to *Administration > Site administration > Networking > (Manage) Peers*, click on ‘MoodleB’, and click on the ‘Services’ tab. Enable SSO-IDP (SSO Identity Provider) publish and subscribe, and SSO-SP (SSO Service Provider) publish and subscribe.
 - (c) Do the equivalent on MoodleB. (By both publishing and subscribing you allow users to move freely between the two servers. By only publishing or subscribing between servers you create a one way traversal)
 - (d) **On both, go to *Administration > Site administration > Users > Permissions > Define Roles*, only roles that have “Roam in to MoodleB” and “Roam out to MoodleA” permissions.**
 - i. eg. enabling for Authenticated user allows any authenticated user to roam between servers.
 - (e) On both servers, go to the homepage, and add the ‘Network Servers’ block.
 - (f) To test, it is recommended to use a different browser (even on a different machine) that is logged in to neither. Login to MoodleA with a non-administrator account that has the permissions to roam. You should see the Network Servers block, and clicking on it you should go to MoodleB with a newly autcreated account.
3. **Get remote enrolments going – this is optional. It allows an administrator of MoodleB to enrol users that are “native” to MoodleA.**
- (a) On both, go to *Administration > Site administration > Plugins > Enrolments > Manage enrol plugins* and enable Moodle Network enrolment plugin (click Save). Click on ‘Edit’ and enable ‘allow_allcourses’ or select some courses or categories to be remotely enrolled.
 - (b) **On the server you want to receive enrolments:**

- i. Go to *Administration > Site administration > Plugins > Enrolments > Manage enrol plugins*. Enable MNet remote enrolments by clicking the 'enable' icon.
- (c) On MoodleA go to *Administration > Site administration > Network > Peers*, click on 'MoodleB', and click on the 'Services' tab. Enable Enrolment publish and/or subscribe.
- (d) Do the equivalent on MoodleB.
- (e) **On every course you want to allow enrolments into:**
 - i. Enter course and go to *Administration > Course administration > Users > Enrolment methods*.
 - ii. From Add method drop-down select MNet remote enrolments
 - iii. On the new screen select the Remote host you want to allow enrolments from, the Role for the enrolled users, and click save. (Note: you can only add a single MNet remote enrolments method per course.)

Using it

1. In MoodleA go to *Administration > Site administration > Networking > Remote enrolments client*. You will see MoodleB listed. Click on Edit enrolments button beside MoodleB and you will see a list of courses that MoodleB offers for remote enrolment. Click 'Edit enrolments, select the users you want to enroll, and then click Add to enroll them in the course.

Connecting to a Mnet hub

A Mnet hub is a Moodle server that is configured to accept connections from other Moodle servers, and to provide a set of services to users of these other servers. This guideline will direct you to connect to a Mnet hub, assess the services it has to offer, and enable those services for your users.

Setup

1. Get talking to the Hub

- (a) Ensure that the Admin > Server > Environment page indicates you have curl and openssl installed
- (b) Go to Admin > Network > Settings and turn Networking on
- (c) Go to Admin > Network > Peers and enter the URL of Mnet Hub under "Add New Host". Click Add
- (d) The host details for the Mnet Hub should appear with the Site Name field already populated. Click Save changes
- (e) The details will be written to your database and two new tabs will appear in this window: 'Services' and 'Logs'. Click Services
- (f) A list of services will appear, each with a checkbox for 'publish' and 'subscribe'. Check the checkboxes for any services you want to publish or subscribe to

Using it

If the Mnet Hub has already enabled a service for you, there will be a tick alongside the appropriate checkbox, for example: if the Hub is publishing Moodle Networked Enrolment, then a tick will appear alongside the subscribe checkbox for this service. Note that in order to enable some functionality, prominently single-sign-on, you may have

to publish a service, e.g. the Identity Provider service. The Mnet Hub will access this service on your Moodle, asking it to authenticate your users.

1. Enable Roaming

- (a) Subscribe to SSO (Service Provider) by checking the box
- (b) Publish SSO (Identity Provider) by checking the box
- (c) Click Save changes
- (d) Go to Admin > Users > Permissions > Define Roles, and grant the capability Roam to a remote Moodle moodle/site:mnetlogintoremove to an appropriate role
- (e) Go to Administration > Plugins > Authentication > Manage authentication and enable the Moodle Network authentication plugin
- (f) Go to your homepage, turn on editing, and add the 'Network Servers' block
- (g) Using a different web-browser, log on as a non-admin user who inhabits the role you granted the roaming capability to
- (h) Note that the Mnet Hub is listed in the Network Servers block on the homepage. Click on the link to that server
- (i) Some of your user details will be transferred to the Mnet Hub server, and a browsing session will be started for you as if you had logged on there directly

2. Enable Networked Enrolment

- (a) Return to the web browser you've been using as the site administrator
- (b) Go to Admin > Network > Peers and click on the entry for the Mnet Hub.
- (c) Click on the Services tab
- (d) Subscribe to Moodle Networked Enrolment
- (e) Go to Site administration > Plugins > Enrolments > Manage enrol plugins and enable the Moodle Network enrolment plugin. Click Save changes
- (f) Click on edit to view the details for networked enrolments.
- (g) Go to Admin > Networking > Enrolments to see a list of Moodle servers that offer this service to you
- (h) Click on a server name to view a list of courses that the server offers to your users
- (i) Click on a course name, to view a list users that you can enrol in this course
- (j) Enrol users

Running a Mnet hub

A Mnet hub is a regular Moodle site that runs in a special mode. As a Moodle Administrator, when you add another Moodle site to your list of network peers, your Moodle will contact that site to find out what it is called, and to request its public key for encrypted communication. Normally, the remote server will simply provide this information without making any record of the transaction.

A Mnet hub is different. As soon as you add an entry for a Mnet hub to your system, the Mnet hub will create an entry for your server in its list of hosts, and may immediately begin to offer services to the users of your site.

This section will guide you to set up a Mnet hub, and select services to offer to all comers.

Setup

Enable Networking

1. Ensure that the *Administration > Site administration > Server > Environment* page indicates you have curl and openssl installed
2. Go to *Administration > Site administration > Network > Settings* and turn Networking on
3. Go to *Administration > Site administration > Network > Peers* and tick the checkbox for Register all hosts. Click on Save Changes
4. On the same page, the first entry in your list of hosts should be All hosts. Click this link
5. Click on Services and enable any services you want to offer to all comers

No Authentication

An administrator can enable ‘No authentication’ in *Administration > Site administration > Plugins > Authentication > Manage authentication*.

With the “No Authentication” method enabled, a user can create an account without any kind of authentication from other systems, and with no email-based confirmation that the email address that they have provided is valid, or even exists!

This is a good way to create a very insecure Moodle site, and is not recommended.

This is an option that would normally be used only for testing purposes or if your Moodle site is not available on the Internet.

The configuration page for this option only offers the ability to lock fields, enable or disable guest access, and provide an alternative login page, in the same way as other authentication plugins.

Other Authentication Types

CAS server (SSo)

Location: *Administration > Site administration > Plugins > Authentication > Manage authentication*

CAS is “Single Sign-on for the Web” and is developed by JA-SIG in an open-source, collaborative manner. CAS is very beneficial in environments where a number of different web applications share a set of common users. If all the web applications were “CASified” a user would log in once and would then be able to move between the various web applications without ever having to present authentication credentials again.

External database authentication

Location: *Administration > Site administration > Plugins > Authentication > External database*

This method uses an external database table to check whether a given username and password is valid. If the user does not currently exist in Moodle a new account will be created and their information copied from the external database.

FirstClass authentication

Location: *Administration > Site administration > Plugins > Authentication > Manage authentication*

FirstClass is a client/server groupware, email, online conferencing, voice/fax services, and bulletin-board system for Windows, Macintosh, and Linux. FirstClass authentication uses the FirstClass Server for the authentication process i.e. to check for user accounts.

IMAP authentication

Location: *Administration > Site administration > Plugins > Authentication > Manage authentication*

IMAP authentication uses a mailing systems IMAP protocol to check for users accounts. This allows direct integrations with technologies such as Microsoft Exchange servers.

LDAP authentication

Location: *Administration > Site administration > Plugins > Authentication > Manage authentication*

This document describes how to set up Lightweight Directory Access Protocol (LDAP) authentication in Moodle. We cover the basic, advanced and some trouble shooting sections to assist the user in the installation and administrating LDAP in Moodle.

NNTP authentication

Location: *Administration > Site administration > Plugins > Authentication > Manage authentication*

NNTP authentication uses the Usenet NNTP protocol to check for users accounts. This allows direct integration with technologies such as Microsoft Exchange, INN, DNews, Diablo, etc.

PAM (Pluggable Authentication Modules)

Location: *Administration > Site administration > Plugins > Authentication > Manage authentication*

With PAM you can use the same user database for different applications log ins (SSO - Single Sign On). PAM also supports different authentication processes as required.

This method uses PAM to access the native usernames on this server. You have to install PAM Authentication Module in order to use this module.

POP3 server authentication

Location: *Administration > Site administration > Plugins > Authentication > Manage authentication*

POP3 server authentication is a user authentication process i.e. enabling people to login to your Moodle site. This method uses the POP3 mail server for the authentication process ie. check for users accounts.

RADIUS authentication

Location: *Administration > Site administration > Plugins > Authentication > Manage authentication*

If you get an error message saying: “Warning: The Auth_RADIUS module does not seem to be present”, you need to follow these steps:

Using debian-based linux (such as Ubuntu):

1. Install the following modules: php5-dev php5-auth-pam php5-radius php-pear

```
sudo apt-get install php5-dev php5-auth-pam php5-radius php-pear
```

2. Install Auth_RADIUS module for pear

```
sudo pear install radius Auth_RADIUS
```

3. Add the following line to your php.ini file

```
extension=radius.so
```

4. Restart apache services

```
sudo /etc/init.d/apache2 restart
```

Shibboleth

Location: *Administration > Site administration > Plugins > Authentication > Manage authentication*

Shibboleth is an Internet2 Middleware Initiative project that has created an architecture and open-source implementation for federated identity-based authentication and authorization infrastructure based on SAML. Federated identity allows for information about users in one security domain to be provided to other organizations in a common federation. This allows for cross-domain single sign-on and removes the need for content providers to maintain usernames and passwords. Identity providers (IdP's) supply user information, while service providers (SP's) consume this information and gate access to secure content.

Enrolments

Enrolment, or 'enrollment', is the process of marking users as participants in the course, that includes both students and teachers. At the same time users are usually given a role in the course which specifies what they are allowed to do.

Enrolment plugins

Moodle provides a number of ways of managing course enrolment, called enrolment plugins. Click the links below for further information.

Manual Enrolments

The manual enrolments plugin allows users to be enrolled manually via a link in the course administration settings. The plugin has to be enabled by the site administrator and should normally be enabled as certain other enrolment plugins, such as self enrolment, require it.

Course settings

Checking you have manual enrolment in your course

- In a course, go to *Administration > Course administration > Users > Enrolment methods*
- Make sure Manual enrolments has its "eye" opened.

Available course enrolment plugins							
Name	Instances / enrolments	Version	Enable	Up/Down	Settings	Test settings	Uninstall
Manual enrolments	4 / 11	2013110500		↓	Settings		
Guest access	4 / 0	2013110500		↑ ↓	Settings		Uninstall
Self enrolment	4 / 0	2013110501		↑ ↓	Settings		Uninstall
Cohort sync	0 / 0	2013110500		↑	Settings		Uninstall

Editing manual enrolment settings

Managers (and any other users with the capability enrol/manual:config) can edit the manual enrolment method in the course and set the default enrolment period and default role in *Administration > Course administration > Users > Enrolment methods*.

▼ **Manual enrolments**

Enable manual enrolments

Default role

Default enrolment duration **Enable**

Notify before enrolment expires

Notification threshold

It is possible also for students and/or teachers to be notified when enrolments expire by selecting either “Enroller only” or “Enroller and enrolled user” from the dropdown “Notify before enrolment expires” and a time in “Notification threshold”.

Enrolling users

Method 1

1. Go to *Administration > Course administration > Users > Enrolled users*
2. Click the ‘Enrol users’ button at the top right or bottom left of the page
3. Use the ‘Assign roles’ dropdown if you wish to change the role
4. Select enrolment options as appropriate
5. Browse or search for the user
6. Click the Enrol button opposite the user. The user will indent in the list and the enrol button will disappear, indicating that the user is enrolled.
7. When you have finished, click the ‘Finish enrolling users’ button (or simply close the enrol users box)

Enrol users

Assign roles

▼ Enrolment options

Recover user's old grades if possible

Starting from

Enrolment duration

3 users found

1	 Student Four student4@gmail.com	<input type="button" value="Enrol"/>
2	 Student Three student3@gmail.com	<input type="button" value="Enrol"/>
3	 Admin Two admin2@gmail.com	<input type="button" value="Enrol"/>

The user will then appear in the list of enrolled users.

Note: The enrolment option 'Recover user's old grades if possible' is not ticked by default and is easy to miss. An

admin can make it so that the checkbox is ticked for all courses on the site by enabling the setting ‘Recover grades default’ in *Administration > Site administration > Grades > General settings*.

Method 2

1. Go to *Administration > Course administration > Users > Enrolment methods*
2. Click the ‘Enrol users’ icon in the edit column opposite manual enrolment
3. Select users from the not enrolled users list, using Ctrl + click to select multiple users
4. Click the add button to add the users to the enrolled users list

Editing individual enrolment start and end dates

Enrolment start and end dates may be edited for individual students as follows:

1. Go to *Administration > Course administration > Users > Enrolled users*
2. Click the edit icon in the enrolment methods column for a particular user.
3. Edit dates as required, then click the ‘Save changes’ button.

Admin settings

The manual enrolment plugin may be enabled or disabled site-wide in *Administration > Site administration > Plugins > Enrolments > Manage enrol plugins*.

Site-wide settings, including default settings for manual enrolment in new courses, may be set via *Administration > Site administration > Plugins > Enrolments > Manual enrolments*.

- Enrolment expiration action - specifies what happens when user enrolments reach expiration date. Please note that option “Unenrol user from course” purges grades, group memberships, preferences and other user related data from the courses.
- Hour to send enrolment expiry notifications - specify hour for sending expiration notifications.
- Add instance to new courses- if this is enabled, then whenever a new course is created, manual enrolments will automatically added to new courses.
- Enable manual enrolments - this specifies if enrol instances are enabled by default in new courses, it is strongly recommended to keep this setting enabled.
- Default role - this sets the default role, which is normally student and may be altered by a teacher in a course.
- Default enrolment duration - this sets the default length of enrolment in new courses.
- Notify before enrolment expires - specifies if teacher or optionally students should be notified before the expiration.
- Notification threshold - specify how many days should be users notified before the enrolment expiration.

Self enrolments

Self enrolment is the method whereby users can choose to enrol themselves into a course, either immediately by clicking “enrol me in this course” or by typing in an enrolment key they have been given. The enrolment plugin needs to be enabled by the site admin in enrolment plugins and has to be enabled within the course. The manual enrolment plugin has to be enabled in the same course as well.

Course settings for self enrolment

Checking self enrolment is enabled

In a course, go to *Administration > Course administration > Users > Enrolment methods* and ensure the “eye” is opened for self enrolment.

Available course enrolment plugins							
Name	Instances / enrolments	Version	Enable	Up/Down	Settings	Test settings	Uninstall
Manual enrolments	4 / 11	2013110500		↓	Settings		
Guest access	4 / 0	2013110500		↑ ↓	Settings		Uninstall
Self enrolment	4 / 0	2013110501		↑ ↓	Settings		Uninstall
Cohort sync	0 / 0	2013110500		↑	Settings		Uninstall

Adding an enrolment key to a course

If you wish only a certain group of users to self enrol (and not anyone) then you can set an enrolment key which you then tell them to use when they access the self-enrolment screen.

Adding a group enrolment key to a course

If you wish your users to enrol themselves directly into a group in the course then you can set a group enrolment key which you then tell them to use when they access the self-enrolment screen.

The following settings may be changed by clicking the edit (hand/pen) icon to the right of the self-enrolment option in *Administration > Course administration > Users > Enrolment methods* :

Setting the enrolment period

Tick the “enable” box to the right of Enrolment period and then choose your dates.

Enrolment duration

Set the amount of time a user enrolment is valid, starting with the moment the user enrolls themselves. If disabled, the enrolment duration will be unlimited.

Notifying users when their enrolment expires

It is possible also for students and/or teachers to be notified when enrolments expire by selecting either “Enroller only” or “Enroller and enrolled user” from the dropdown “Notify before enrolment expires” and a time in “Notification threshold”.

Editing individual enrolment times

It is possible to edit the date and hour of an individual's enrolment from *Administration > Course administration > Users > Enrolled users* by clicking the edit icon in the enrolment methods column for the user in question. This then brings up a screen where the date and time can be modified.

Unenrolling students who haven't been active on the course

Choose from the dropdown to the right of "Unenrol inactive after..."

Deciding the maximum number of users in your course

Type the maximum number of users you want in your course in "Max enrolled users". When this limit is reached, nobody will be able to self-enrol. If you leave the number at 0 then there will be no maximum number.

Allowing only cohort members to self-enrol

If you have cohorts set up, then you can restrict self enrolment to particular cohorts by selecting the name of the cohort from the drop down box, A member of the cohort can self-enrol as normal; whereas a non-member gets a message telling them they are not able to self-enrol.

Sending a welcome message to new users

If enabled, users receive the following message via email when they self-enrol in a course:

Welcome to {Course name} If you have not done so already, you should edit your profile page so that we can learn more about you: {link to profile page}

If you want to send a different message, simply type it in the custom welcome message text box.

Note: An admin can customise the message for the whole site by editing the *welcometocoursetext* language string. See Language customization for further details.

Admin settings

The self enrolment plugin may be enabled or disabled throughout the site in *Administration > Site administration > Plugins > Enrolments > Manage enrol plugins*.

Shared settings for all courses

The page *Administration > Site administration > Plugins > Enrolments > Self enrolment*. contains options for defaults that admin can set:

- Require an enrolment key - if this box is ticked then all courses with self-enrolment enabled will need to have an enrolment key. The setting won't save until the teacher adds a key - something to be aware of as this can cause confusion:)
- Use password policy - tick this box if you want enrolment keys set by teachers to follow the password policy of the site.
- Show hint - tick this box if you are prepared to allow the first letter of a key to be given as a "hint"

- Enrolment expiration action - specifies what happens when user enrolments reach expiration date. Please note that option “Unenrol user from course” purges grades, group memberships, preferences and other user related data from the courses.
- Hour to send enrolment expiry notifications - specify hour for sending expiration notifications.

Default enrolment settings in new courses

These can be set in Administration > Site administration > Plugins > Enrolments > Self enrolment but teachers in individual courses can alter them to suit their needs:

- Add instance to new courses - if admin selects this, then any new course created will include the self enrolment plugin
- Enable self enrolments- if this is enabled then users by default can self enrol into a course.
- Use group enrolment keys - the setting for group enrolment keys in a course will be set to “yes” by default
- Default role assignment - normally, when users self enrol, they have the student role. If necessary that role can be changed by default here - for example - if your Moodle has a dedicated role you wish to use instead.
- Enrolment duration - this sets the default enrolment length for new courses (but again, may be altered by the course teacher.)
- Notify before enrolment expires - specifies if teacher or optionally students should be notified before the expiration.
- Notification threshold - specify how many days should be users notified before the enrolment expiration.
- Unenrol inactive after- this sets the default time after which a student will be unenrolled if they haven’t accessed the courses. (Teachers may change this)
- Max enrolled users - adding a number here will specify the maximum number of users who can self-enrol into new courses. Teachers in the course can change this. If it is left at 0, there will be no maximum.
- Send course welcome message- if this box is checked then newly enrolled users will receive a welcome message by default.

Self enrolment method options

One course may contain multiple self enrolment methods. User may be enrolled once in each instance only.

- Custom instance name - specify custom enrolment method name.
- Enable existing enrolments - if disabled all users enrolled via this plugin can not access course.
- Allow new enrolments - disable if you do not want to allow students to self enrol in the future.
- Enrolment key - specify key required for enrolment.
- Use group enrolment keys - optionally use group keys for enrolment too.
- Default assigned role - specify role to be assigned to users during enrolment, this can be manually after user enrolment.
- Enrolment duration - specify enrolment length, this can be manually after user enrolment.
- Notify before enrolment expires - specifies if teacher or optionally students should be notified before the expiration.
- Notification threshold - specify how many days should be users notified before the enrolment expiration.

- Unenrol inactive after- specify time after which a student will be unenrolled if they haven't accessed the courses.
- Max enrolled users - adding a number here will specify the maximum number of users who can self-enrol into this course.
- Only cohort members - optionally restrict this enrolment method to members of specified cohort.
- Send course welcome message- if this box is checked then newly enrolled users will receive a welcome message by default.
- Custom welcome message - specify custom message if necessary.

Cohort sync

Cohorts, or site-wide groups, enable all members of a cohort to be enrolled in a course in one action, either manually or synchronised automatically.

Enrolling a cohort in a course

In order to actually enrol users from a Cohort into courses the *Cohort-Sync* Enrollment plugin needs to be added to the enrollment methods for the course. The Administrator will first need to enable the *Cohort-Sync* enrolment plugin site wide (*Administration > Site administration > Plugins > Enrolments*) and then add it to the required Course: (*Administration > Course administration > Users > Enrolment Methods*).

At this stage the *Cohort-Sync* instance for the course is edited and the appropriate Cohort selected. The role to which the Cohort users are assigned is also selected at this point (typically Student).

Adding a cohort to a group

The cohort members can be added to a pre-made group at this stage also if desired. If any members are added or removed from the cohort, they are automatically added or removed from the group. Note that such members cannot be unenrolled manually from the groups screen and that additionally, there is information about their cohort below their name on the group screen.

Visiting the *Administration > Course administration > Users > Enrolled Users* page will show users enrolled via the Cohort-Sync plugin.

Note that, by default, a teacher cannot add this plugin to their course. It needs to be configured by an Administrator or a user with the Manager role. Also note, that the user should be a Manager on a site level, not on the category or course level, otherwise the user will not see the option. If you want the user with the Manager role on the category level to see this enrol option, then you must add some cohorts on the category level, not on the site level.

The required capabilities for setting up a cohort sync are:

- moodle/course:enrolconfig in the course context
- moodle/cohort:config in the course context
- moodle/cohort:view in the same context as category

The required capabilities for manually enrolling cohort members are:

- the same as cohort sync
- enrol/manual:enrol in course context
- moodle/course:enrolreview in course context

Guest Access

The Guest access plugin allows users with the Guest role to view the contents of a course. This might be used, for example, if a Moodle site serves as a website where certain courses contain publicly available information, or else with a commercial Moodle site where courses with guest access can offer a “taster” of the kind of courses which may be purchased. (Note that the guest cannot participate in any activities; they can only view content.)

Course settings for guest access

- In *Administration > Course administration > Users > Enrolment methods*, first ensure that you have added “guest access” as an enrollment method, and that it has its eye open.
- Ensure that self enrolment is also enabled.
- In *Administration > Course administration > Edit settings*, scroll to “Guest access”
- Set the drop down to “Yes”
- If you wish guests to use a password to access the course then add it here.



▼ **Guest access**

Allow guest access ⓘ

Password ⓘ Unmask

Admin settings for guest access

- In *Administration > Site administration > Plugins > Enrolments > Manage enrol plugins*, ensure Guest access is enabled (has its eye open.) This enables Guest access.
- In *Administration > Site administration > Plugins > Manage authentication* set the Guest login button to Show if you want the button on the Frontpage.
- Also Guest accounts can be logged - check the *Administration > Site administration > Server > Cleanup > Log guest access* setting

Default settings for guest access

- **Clicking on *Administration > Site administration > Plugins > Enrolments > Guest access* brings up the screen where admin**
 - require each course with guest access to have a password for guests. (Note: this can confuse teachers who are not aware of the requirement.)
 - use or ignore your Moodle’s standard password policy for guest access passwords
 - offer if needed the first letter of the password as a hint.

Auto-login guests

- In **Administration > Site administration > Users > Permissions > User policies*, you can tick the box so that visitors are automatically logged in as guests when accessing a course with guest access (i.e. they don't have to click the "login as guest button").
- In *Administration > Site administration > Plugins > Authentication > Manage Authentication*, you must have "Guest login button" set to "Show".
- In *Administration > Site administration > Security > Site policies* you can check "Open to Google" setting so that the Google search robot will be allowed to enter your site as a Guest. In addition, people coming in to your site via a Google search will automatically be logged in as a Guest.

Category enrolments

The category enrolments plugin allows users to be enrolled in a category as opposed to individual courses. The plugin has to be enabled by the site administrator. The category enrolment plugin will synchronise any role assignments at category context with the capability enrol/category:synchronised set to allow.

Course Settings for category enrolment

- Go to the category into which you wish to enrol users. **Note:** You need to have category rights (manager or administrator)
- In the *Administration* block, click Assign roles. The list of possible roles you can assign will appear:

Admin settings for category enrolment

The category enrolment plugin may be enabled or disabled throughout the site in *Administration > Site administration > Plugins > Enrolments > Manage enrol plugins*.

Assigning teachers or students to a category

- By default, only managers and course creators can be assigned category-wide. If you want to add teachers or students then the site administrator needs to tick the "category" box in their role in *Administration > Site administration > Users > Permissions > Define roles*.
- To ensure they will be automatically assigned as teachers/students in any new courses you make, the administrator needs to set to "allow" the capability enrol/category:synchronised for the role in question in *Administration > Site Administration > Users > Permissions > Define roles*.

Context types where this role may be assigned	
	<input type="checkbox"/> System
	<input type="checkbox"/> User
	<input checked="" type="checkbox"/> Category
	<input checked="" type="checkbox"/> Course
	<input checked="" type="checkbox"/> Activity module
	<input type="checkbox"/> Block

Capability	Permission ?	Risks
Category enrolments		
Role assignments synchronised to course enrolment <small>enrol/category:synchronised</small>	<input type="radio"/> Not set	<input checked="" type="radio"/> Allow <input type="radio"/> Prevent <input type="radio"/> Prohibit

External database

Location: External database edit settings link in *Administration > Site administration > Plugins > Enrolments > Manage enrol plugins*

You may use an external database (of nearly any kind) to control your enrolments. It is assumed your external database contains a field containing a course ID, a field containing a user ID, and optionally a field containing a role. These are compared against fields that you choose in the local course, user tables, and role tables.

Flat file

Location: Flat file edit settings link in *Administration > Site administration > Plugins > Enrolments > Manage enrol plugins*

A flat file allows bulk enrolment management (enrol or unenrol) of existing users in existing course. The file is read one time by Moodle then erased. The file is located in the moodle file structure as a text file and Cron provides the timing when it is read

Site setting for flat file enrolment

The site administrator should edit the settings for a flat file if it is enabled.

File location
enrol_flatfile | location Default: Empty
Specify full path to the enrolment file. The file is automatically deleted after processing.

File encoding
enrol_flatfile | encoding Default: UTF-8

Notify enrolled users Default: No
enrol_flatfile | mailstudents

Notify user responsible for enrolments Default: No
enrol_flatfile | mailteachers

Notify administrator Default: No
enrol_flatfile | mailadmins

External unenrol action Default: Disable course enrolment and remove roles
enrol_flatfile | unenrolaction
Select action to carry out when user enrolment disappears from external enrolment source. Please note that some user data and settings are purged from course during course unenrolment.

Enrolment expiration action Default: Disable course enrolment and remove roles
enrol_flatfile | expireaction
Select action to carry out when user enrolment expires. Please note that some user data and settings are purged from course during course unenrolment.

Flat file role mapping

Manager
enrol_flatfile | map_1 Default: manager

Course creator
enrol_flatfile | map_2 Default: coursecreator

Teacher
enrol_flatfile | map_3 Default: editingteacher

Non-editing teacher
enrol_flatfile | map_4 Default: teacher

Student
enrol_flatfile | map_5 Default: student

Guest
enrol_flatfile | map_6 Default: guest

Authenticated user
enrol_flatfile | map_7 Default: user

Authenticated user on frontpage
enrol_flatfile | map_8 Default: frontpage

You should specify an absolute path for the upload file (eg `/var/moodledata/enrolments.txt`) where it can be read and modified by the webserver process.

You can choose to have an email sent to notify the Administrator, Teachers and/or students when the file has been

processed.

Flat file structure

The file should be structured with the action, role, user id, and course ID number. Optionally a start time and end time can be added as additional fields.

Example file:

```
add, student, 5, CF101
add, teacher, 6, CF101
add, teacheredit, 7, CF101
del, student, 8, CF101
del, student, 17, CF101
add, student, 21, CF101, 1091115000, 1091215000
```

IMS Enterprise

Location: IMS Enterprise file edit settings link in *Site administration > Plugins > Enrolments > Manage enrol plugins*

IMS Enterprise is an international standard XML file format which may be used to specify enrolments/unenrolments in courses, as well as course information and user information.

LDAP enrolments

Location: LDAP edit settings link in *Administration > Site administration > Plugins > Enrolments > Manage enrol plugins*

How to set up LDAP enrollment

This describes how to set up Lightweight Directory Access Protocol (LDAP) enrollment in Moodle (first written by Lars Jensen). LDAP enrolment works best in Moodle when used in conjunction with LDAP authentication, and we're going to assume that you have already set Moodle up for LDAP authentication.

Assumptions

1. You are running a recent version of Moodle.
2. You are using LDAP authentication as your primary authentication method.
3. Each user in has a uid attribute in the users LDAP record, that matches the ID number in the same users Moodle profile (this can easily be arranged with a mapping on the Moodle LDAP Authentication setup page - for Active Directory, use 'distinguishedName', without the quotes)

The Course Setup

Our setup involves the following course and user definitions:

- Two courses, Math101 and Eng201.
- Two teachers, TeacherA and TeacherB.

- Three students, StudentD, StudentE, and StudentF.
- StudentD and StudentE are enrolled as students in Math101, and TeacherA is enrolled as teacher of Math101. StudentE and StudentF are enrolled as students in Eng201, and TeacherA and TeacherB are both enrolled as teachers of Eng201.

The LDAP Container Setup

1. Define two LDAP containers ou=StudentEnrollment and ou=TeacherEnrollment
2. For each course we define an LDAP group entry (e.g a posixGroup entry) in the StudentEnrollment and TeacherEnrollment containers. Thus, we define a Math101 posixGroup under StudentEnrollment, and we define a Math101 posixGroup under TeacherEnrollment. We define the two Eng201 groups in a similar way. Be careful, the name of the posixGroup has to match the Course ID number of the Moodle course. Do not use the course short name, it will not work.
3. **Enroll students and teachers as members of in the LDAP-groups we just defined. This is done by entering the users uid at**
 - TeacherA is a member of the Math101 group under TeacherEnrollment.
 - StudentD and StudentE are a members of the Math101 group under StudentEnrollment.
 - TeacherA and TeacherB are members of the Eng201 group under TeacherEnrollment
 - StudentE and StudentF are a members of the Eng201 group under StudentEnrollment.

Course meta link

The Course meta link plugin makes it possible for one course, called a metacourse, to bring in enrolments from other courses. The Course meta link plugin needs to be enabled both on the site level by the site admin and has to be enabled within the course.

Metacourse examples

Examples: one “child” course (a course linked to a meta course) can be associated with many meta courses. Or one meta course can have many child courses associated with it. Both the child courses (non-meta courses) and the meta courses are independent and can be recycled many times, that is, each can be associated with many of the other.

Course settings for Course meta link

- In a course, go to *Administration > Course administration > Users > Enrolment methods*.
 - Click the dropdown menu under the enrolment methods and select ‘Course meta link’.
 - In the screen that comes up next, select from the dropdown box the course you wish to bring enrolments from and then click ‘Add method’.
- Note 1: A teacher in a course will only be able to choose from courses they are teachers in elsewhere. Note 2: To add more courses, add another instance of the course meta link.
- The users from the child course will now be enrolled in the current course.
 - When new users are enrolled to the child course, they will be automatically brought into the current metacourse.

Site settings for Course meta link

The Course meta link plugin may be enabled or disabled throughout the site in *Administration > Site administration > Plugins > Enrolments > Manage enrol plugins*.

The page *Administration > Site administration > Plugins > Enrolments > Course meta link* contains options for defaults that admin can set. (It can be also be accessed by clicking the Settings link on on the course meta link section of *Administration > Site administration > Plugins > Enrolments > Manage enrol plugins*)

By default all role assignments from child courses are synchronised to meta courses. However, the “Roles that are not synchronised to metacourses” setting enables administrators to exclude particular roles.

Enabling teachers to add meta links

An administrator can enable teachers to add course meta links as follows:

- Go to *Administration > Site Administration > Users > Permissions > Define Roles*
- Select the Teacher Role and click on the Edit button
- Scroll down to Course Meta Link.
- Scroll to the bottom of the page to save your changes.

MNet remote enrolments

MNet remote enrolments allows a remote MNet host to enrol their users into our courses.

Setting up enrolments

Say I want administrators on ‘Site A’ to be able to enrol their users to courses ‘Site B’ I need to take the following steps. Note you need to set up Site B first before enrolling users to it.

Pre-requisites

- At least 2 networked peers
- Mnet Authentication plug-in enabled
- Mnet Enrolment plug-in enabled

Enabling a course for peer enrolments (Site B)

- Go into the course that you want to enable on ‘Site B’.
- Go to *Administration > Course administration -> Enrolment Methods* and add an Mnet enrolment instance linked to ‘Site A’

Enrolling Users (Site A)

Note this will only work for system users with moodle/site:config capability

- Go to *Networking -> Remote enrolment clients*
- Choose Edit Enrolments in the action column for Site B
- Select Edit Enrolments in the Action column of the appropriate course (use refresh if not there)
- Enrol the relevant users

Accessing the course

The users that were enrolled will now have access to the remote site. the links will appear in the 'My Courses' area and 'Course Overview' block but not in the Navigation block under 'Courses'.

The `get_my_remotecourses()` function can be used to work with these elsewhere .

PayPal

Location: PayPal edit settings link in *Administration > Site administration > Plugins > Enrolments > Manage enrol plugins*

The PayPal enrolment plugin allows you to set up paid courses. The plugin has to be enabled by the site administrator (see Enrolment plugins) and then added to the course by an administrator or manager. You can then set an individual price for your course if needed.

Course settings for PayPal

Checking you have Paypal in your course

- In a course, go to *Administration > Course administration > Users > Enrolment methods*
- If you do not see PayPal, use the pull down menu "Add method" and select PayPal.
- Make sure PayPal has its "eye" opened:

Setting a price for your course

- In *Administration > Course Administration > Users > Enrolment methods*, click the edit/hand/pen icon to the right of the Paypal option.
- Give a name to this enrolment method if you wish in "Custom Instance name". (You don't have to!)
- Ensure that "allow Paypal enrolments" is set to "yes"
- In "Enrol cost", type in the cost of your course and in "Currency" choose your currency.

Note: In Moodle 2.5 onwards, all Paypal-supported currencies are available.

- Usually you would leave the "Assign role" as "student" unless you have a very special reason for allowing your users to enrol as, say, editing teachers etc
- Choose an enrolment period and/or start/end dates if desired.
- Click the "Save changes" button.

▼ **PayPal**

Custom instance name

Allow PayPal enrolments

Enrol cost

Currency

Assign role

Enrolment duration **Enable**

Start date **Enable**

End date **Enable**

What the new user sees

When a new user clicks on your course link, having made a login to your Moodle, they will see the following screen, inviting them to go to PayPal to purchase access to your course:

This course requires a payment for entry.

PayPal

Cost: USD 20.00



Use the button below to pay and be enrolled within minutes!

Admin settings

1. If you wish to allow users to make their own accounts on your site then set up Email based self registration
2. Go to *Administration > Site Administration > Plugins > Enrolments > Manage enrol plugins* and enable (open the “eye” of Paypal)
3. **Click the blue Settings link to the right of the PayPal enrolment link. Here are the default settings and default settings for**
 - (a) Add the email of your Business PayPal account. The email settings are case sensitive and must exactly match that in PayPal.

- (b) Choose whether to notify students/teachers/admin.
- (c) Choose whether (or not) to allow the Paypal enrolment plugin by default in new courses
- (d) Choose a default cost and currency. (This may be overridden in individual courses)
- (e) Choose a default role assignment. (This means the role that a new user will automatically be given in a course when they purchase access. Usually this would be “student” unless you have a special reason for choosing another role.) This may be overridden in individual courses.
- (f) Choose the default enrolment period. This may be overridden in individual courses.

What to set up in Paypal

- Setup your PayPal account at paypal.com
 1. Create a Paypal account
 2. Not required but recommended for selling: Upgrade your account to “Premier” status and get “Verified”
 3. Set the Encoding to UFT-8. In Paypal, go to “Profile > Language Encoding” (under the Selling Preferences column) and set your website’s language (like select “Western European Languages (including English)” as it is the only English version). Then click on the “More Options” button and set the Encoding to “UTF-8”, select “Yes” to use the same encoding for data sent from Paypay to you, and save.
 4. Optionally setup IPN in Paypal to interact with Moodle. Log into Paypal, go to “Profile > Instant Payment Notifications (IPN)”, click “Turn On IPN”, click the “Edit settings” and enter a URL that references your IPN file in your Moodle installation (for example: <http://<domain name>/moodle/enrol/paypal/ipn.php>)

What the user sees

- If you have allowed users to create their own accounts then when they click to login, they will be presented with a screen Is this your first time here? It will give them instructions for making an account (which may be customised in the authentication common settings in *Administration > Site administration > Plugins > Authentication > Manage authentication*) and once their account is confirmed via email they can click on a course which can be purchased and pay for it via Paypal. PayPal courses will have a dollar sign icon next to them:
- Once payment is made both the user/student and the teacher/admin should have received emails from Paypal confirming the purchase.

Changing the dollar symbol

The default currency symbol for Paypal is a dollar sign. If you are using GBP or Euros or another currency, you can change this by creating your own customised icon with your choice of currency. Make it 16x 16 pixels and call it icon.gif Upload your new icon via FTP to your moodle directory>enrol>paypal>pix. Your icon.gif will override the dollar sign. Make sure you refresh your page to be sure of the changes.

Text Editors

- Manage editors
- TinyMCE HTML editor

Licences

Manage Licences

An administrator can enable any/all of the following licences in *Settings > Site administration > Plugins > Licences > Manage licences* for user selection when publishing a course to a Community Hub or uploading a file to a File Repository.

- The default licence is All Right reserved All rights reserved but this may be changed in the drop-down. The other options are explained in the links below:
- All rights reserved (default option)
- Public domain
- Creative Commons
- Creative Commons - NoDerivs
- Creative Commons - No Commercial NoDerivs
- Creative Commons - No Commercial
- Creative Commons - No Commercial ShareAlike
- Creative Commons - ShareAlike
- Other - licence not already listed

Default site licence sitedefaultlicense All rights reserved Default: All rights reserved

The default licence for publishing content on this site

Available licences

Name	Enable
Other	<input type="checkbox"/>
All rights reserved	<input checked="" type="checkbox"/>
Public domain	<input type="checkbox"/>
Creative Commons	<input type="checkbox"/>
Creative Commons - NoDerivs	<input type="checkbox"/>
Creative Commons - No Commercial NoDerivs	<input type="checkbox"/>
Creative Commons - No Commercial	<input type="checkbox"/>
Creative Commons - No Commercial ShareAlike	<input type="checkbox"/>
Creative Commons - ShareAlike	<input type="checkbox"/>

Note: The licence given to a file when uploaded to Moodle does not in any way affect its visibility on a course. It simply creates the default when it is being re-used elsewhere. This default licence can be changed at the time of display.

Filters

Manage filters

Managing filters at course or activity level

To enable/disable filters in a course or activity:

1. Go to *Administration > Course administration > Filters* or if you are in an activity *Administration > Activity administration > Filters*
2. Set each filter on or off as required.
3. Click the 'Save changes' button.

Filter	Active?
Activity names auto-linking	Default (On) ⇅
Multimedia plugins	Default (On) ⇅
Convert URLs into links and images	Default (On) ⇅
Algebra notation	Off ⇅
Glossary auto-linking	Default (On) ⇅

Managing filters at site level

Filter	Active?	Order	Apply to	Settings	Uninstall
Activity names auto-linking	On ⇅	↓	Content ⇅		Uninstall
Multimedia plugins	Disabled Off, but available On	↑ ↓	Content ⇅		Uninstall
Convert URLs into links and images	On ⇅	↑ ↓	Content ⇅	Settings	Uninstall
Algebra notation	On ⇅	↑ ↓	Content ⇅		Uninstall
Glossary auto-linking	On ⇅	↑	Content ⇅		Uninstall
Word censorship	Disabled ⇅		Content ⇅	Settings	Uninstall

A site administrator can enable filters for the site in *Administration > Site administration > Plugins > Filters > Manage filters*.

- Select 'On' (always available for all courses), 'Off but available' (teachers can choose whether to enable the filter for the course or activity) or 'Disabled' (always off for all courses) as required for each filter.
- Use the up/down arrow icons to arrange the filters in the order in which they should be applied.

- Leave all filters applying to content only unless you particularly need a filter, such as the Multi-language content filter to apply to headings too.

Certain filters have additional settings, which can be accessed via the links in the settings column.

Tip: The ‘Off but available’ setting is useful when Maths teachers want the TeX notation filter but no-one else does, or if you only want emoticons for use in social forums.

Common filter settings

A site administrator can change the following settings in Settings > Site administration > Filters > Common filter settings:

- Text cache lifetime - Text filters can take a lot of processor power to analyse. If you have a large number of courses, the filters may slow your system. The text cache lifetime determines how often the filters run. If you set them to run too frequently, your system may slow down. If you set them to run too infrequently, analysing new content will take too long and users will notice. You should experiment to find the correct amount of time for your server.
- Filter uploaded files - This setting enables uploaded files (HTML and text only) to be processed by the filters system. You can choose to have none, only HTML or all files filtered.
- Filter match once per page - This setting effects the glossary, activity and resource linking filters. If set to yes, only the first match on the complete page will be converted to a link. All others will be ignored.
- Filter match once per text - This setting effects the glossary, activity and resource linking filters. If set to yes, only the first match in a discrete block of text will be converted to a link. All others in that text block will be ignored.
- Filter all strings - The filter all strings common filter setting in Moodle 1.9 (which only worked for the multi-language filter) has been replaced by the ‘Apply to’ setting in Manage filters.

File activity module setting

A site administrator can change the following setting in Settings > Site administration > Plugins > Activity modules > File:

- Use filters on file content - This applies to content in HTML pages.

Repositories

Manage repositories

Enabling repositories

Repositories can be enabled by an administrator in *Administration > Site administration > Plugins > Repositories > Manage repositories*.

A repository plugin may be set to

- Enabled and visible - appears in the file picker
- Enabled and hidden
- Disabled - default setting

The order in which repositories are shown in the file picker may be set using the up and down arrows.

Vocabulary

Repository plugin: it is also called a repository type. It can be named Box.net, Flickr, Mahara, Youtube... Adding a plugin allow users to create instances of this plugin. Only instances are displayed into the file picker. Type only exist in order to let a Moodle administrator to deactivate/delete all instances of a type in one click.

Repository instance: An instance is displayed into the file picker and it is the access point to an external repository. An instance can have specific settings (for example be linked to a personal account).

- First case: when you add the plugin, an instance is automatically created and can not be edited. The Moodle administrator cannot change the instance name. The instance name displayed into the file picker will be exactly the same as the plugin name. For example Youtube, Box.net...
- Second case: the plugin allow the Moodle administrator to add multiple instances. An instance has a name for example Flickr Public access to Martin account, Martin's Mahara... For this second case it is important to identify two different kind of instances:
 1. Common instances: The instances set by Moodle administrator in these same administration pages will be available into any file picker.
 2. Private instance: A teacher can set some instances available only for a course, and an user can set some instances only available for himself. In order to set instances for a course the teacher will go to the course page, and in order to set instances for a personal use, a user will go on his profile page. An administrator cannot add/edit private instances from the administration pages.

Common Repository Settings

Common repository settings can be set by an administrator in *Administration > Site administration > Plugins > Repositories > Common Repository settings*:

Cache Expire

You can specify how long in seconds file listings are cached locally when browsing external repositories.

Allow external links

With some repositories such as Flickr and Wikimedia, users can have the choice whether to copy the media into Moodle (the preferred solution) or to make a link to it instead.

Legacy course files in new courses

This repository is not normally available in new courses as it is designed for upgraded 1.9 courses. However, if it is checked here then it will appear when new courses are created - but certain backup and restore features won't work with it. See Legacy course files for more details.

Allow adding to legacy course files

When 'Legacy course files' is available in a course, this setting controls if users are able to add new files to it. When enabled, users will be able to add files and directories, as well as delete. When disabled, users will not be able to add files and directories.

Embedded files

The embedded files repository allows users to access files such as images which they have previously embedded into the TinyMCE text editor. This makes it more convenient, for example, to quickly re-use images in a label or page. It complements the TinyMCE Manage embedded files plugin, which allows files embedded in the editor to be deleted or overwritten.

Embedded files repository

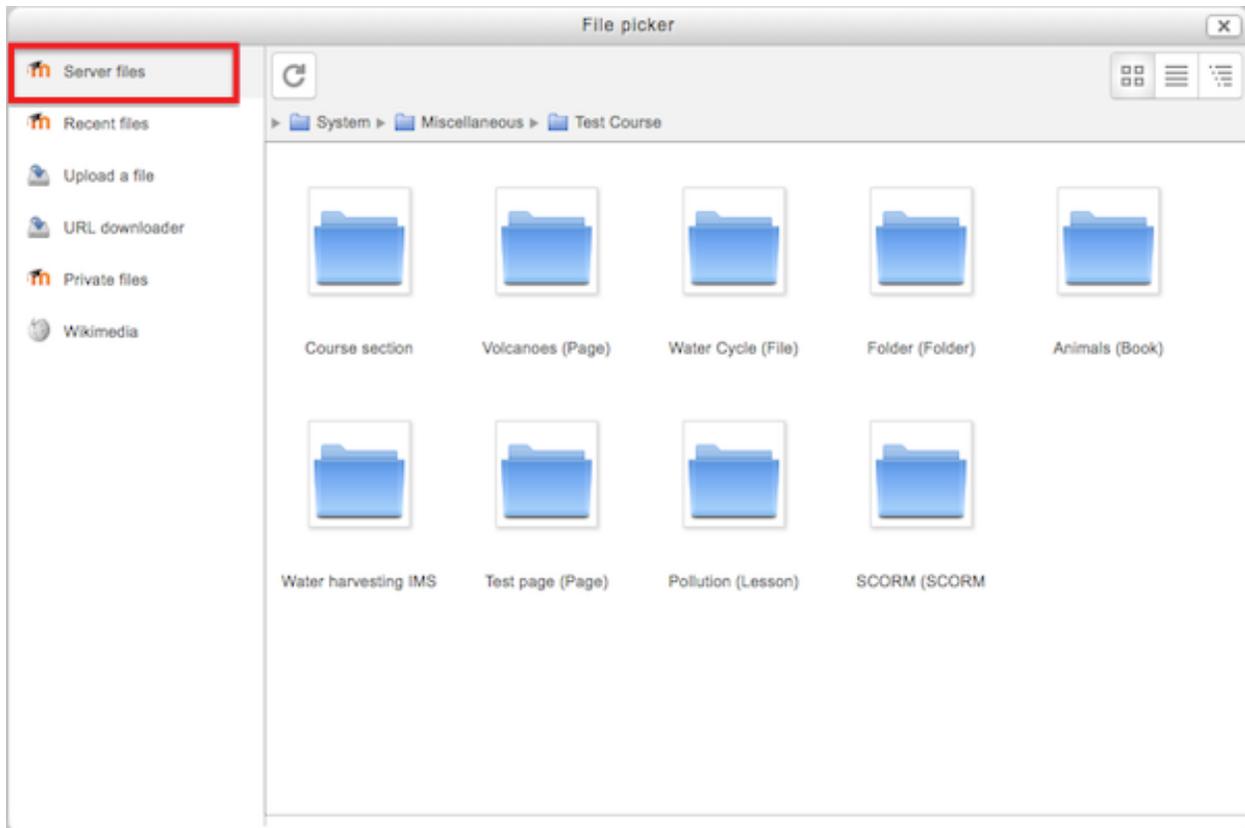
- This repository can be accessed when using the TinyMCE text editor and inserting images, videos or creating hyperlinks.
- The first time a file is added, it is added from the usual repositories, for example Upload a file.
- It will then become available for reuse in the same text area from the Embedded files repository.

Server files

The server files repository enables teachers and managers to access files used within a course and elsewhere on the site which they have permission to access.

Activity modules for which files are available in the server files repository are:

- File resource
- Folder resource
- Database
- Forum
- Glossary
- Lesson



When a file from the server files repository is re-used elsewhere on Moodle, the teacher has the option to make a copy (a new, unconnected version) or to create a shortcut or alias.

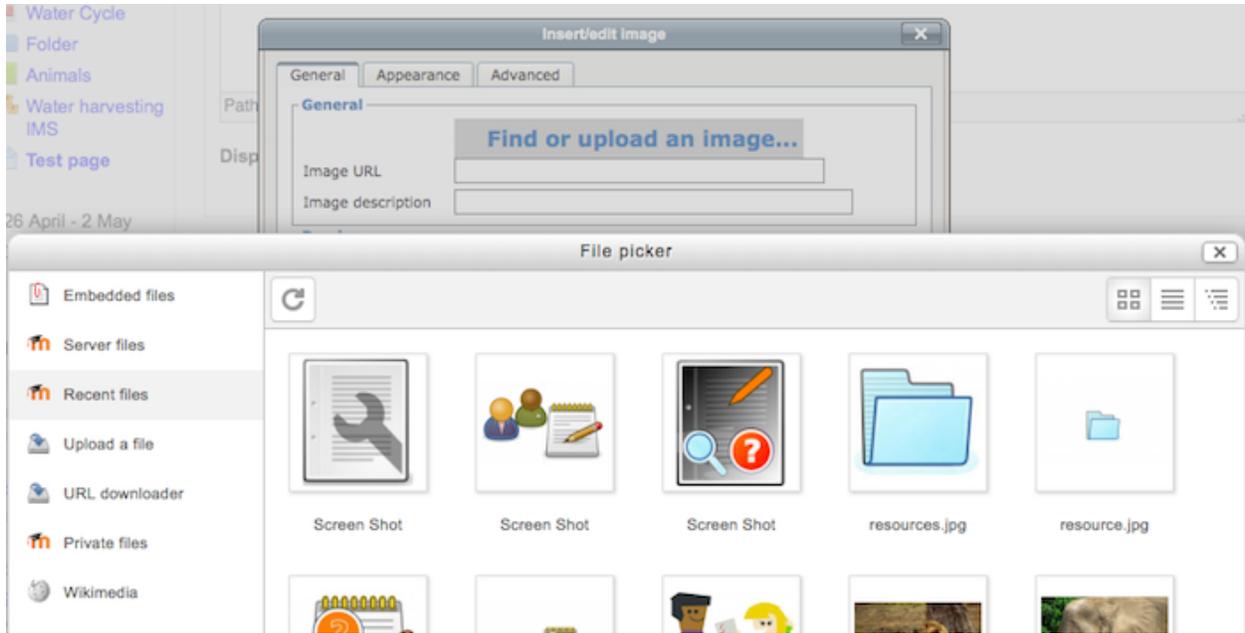
Recent files

The recent files repository allows users quickly to locate files they uploaded previously.

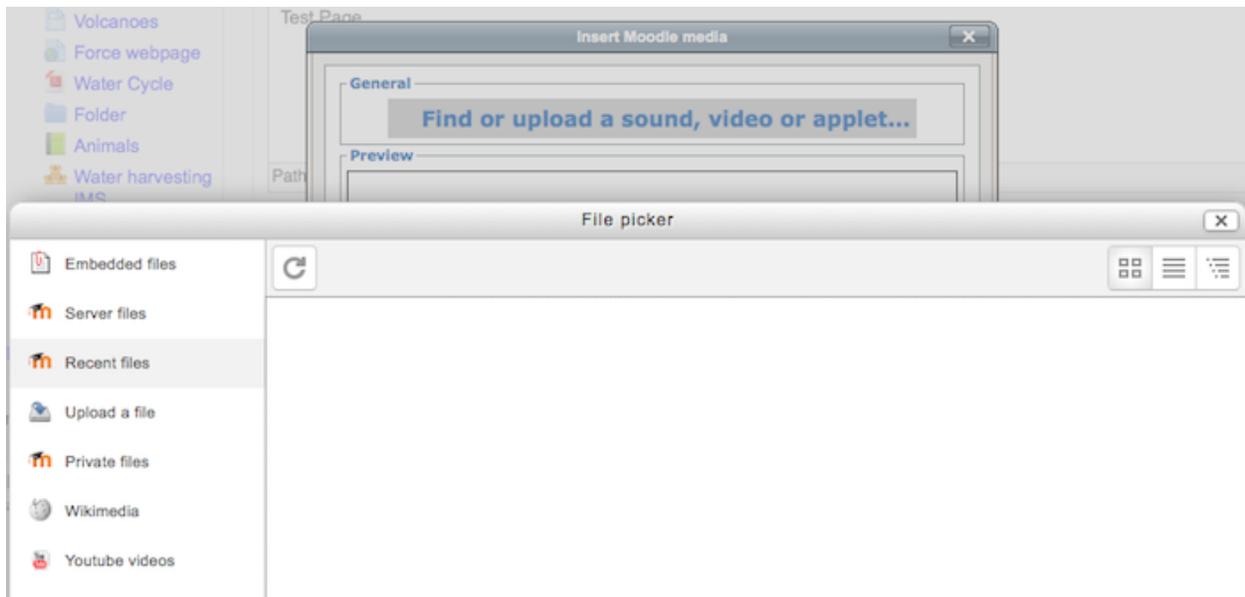
Using Recent files

- Recent files can be accessed anywhere the file picker is available.
- Recent files are context-sensitive -that is to say - you will only see the type of file Moodle thinks you want to upload.

Example 1: A user clicks the image icon in the text (TinyMCE) editor to upload an image already used in a different course. The Recent files repository will only show image files even though the user might have uploaded files of other types previously.



Example 2: A user clicks the Moodle media icon to upload a sound file already used in a different course. The Recent files repository will only show media files even though the user might have uploaded files of other types previously.



When a recently uploaded file is re-used elsewhere in Moodle, the teacher has the option to make a copy (a new, unconnected version) or to create a shortcut or alias.

- There is no set time for the display of Recent files - that is to say - it isn't the last two days or two weeks etc.
- Recent files are by default the last 50 files the user has uploaded to Moodle. This number can be changed by the admin

Changing the number of Recent files

1. Go to Settings > Site Administration > Plugins > Repositories > Recent Files

2. Click the blue Settings link
3. Change the number to your preferred number.

Disabling Recent files

Recent files is enabled by default but can be disabled by the administrator if required.

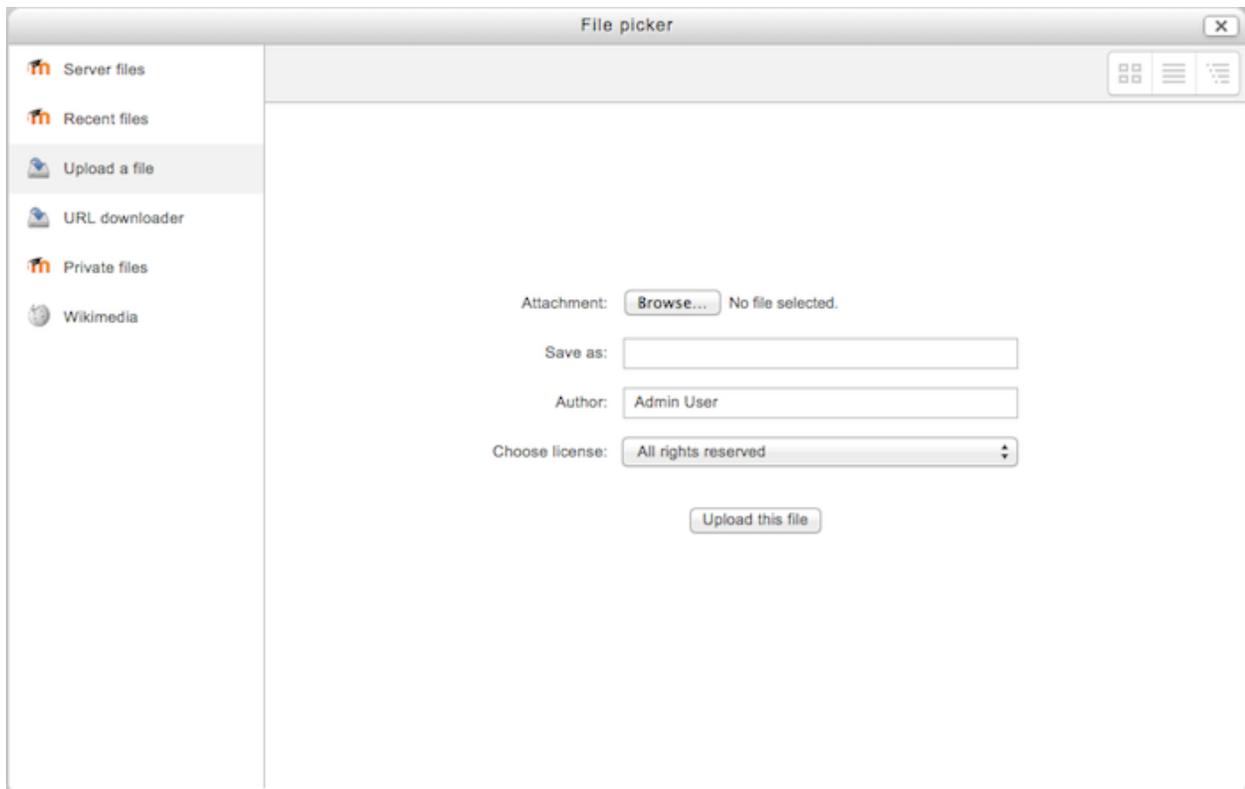
- Go to *Settings > Site Administration > Plugins > Repositories > Manage Repositories*
- Change the drop down next to Recent files from “Enabled and Visible” to “Disabled”

Repository capabilities

There is just one capability, View recent files, which is allowed for the default authenticated user role.

Upload file

The Upload a file repository enables users to browse and upload files from their computer into Moodle. Recently uploaded files may be accessed by clicking on the recent files link in the file picker.



Repository capabilities

There is just one capability, Use uploading in file picker, which is allowed for the default authenticated user role.

URL downloader

The URL downloader repository enables users to enter the URL of an image (any type e.g. png, jpg) for copying into Moodle. It may also be used to obtain all images from a web page by entering the web page address.

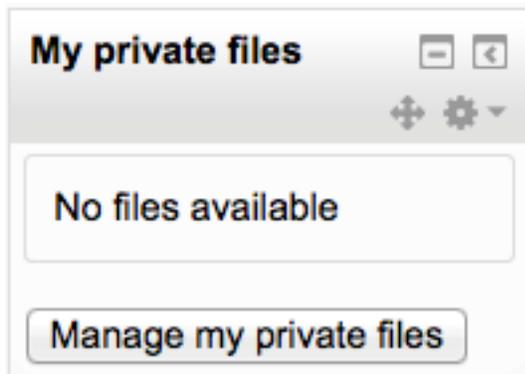
Repository capabilities

There is just one capability, Use URL downloader in file picker, which is allowed for the default authenticated user role.

Private files

In Moodle, each user has a private files area for uploading and managing a set of files.

The private files area is accessible via *Navigation > My home > My profile > My private files* or the My private files block. If the private files repository is enabled by a site admin, it is available as a source within the filepicker when selecting files to use in a course.



Private files management

To add a file to your private files area

1. On the Navigation menu, click *My profile > My private files*
2. The file manager will appear.
3. If desired, create a folder for your file(s)
4. Click on the Add button to upload from the File picker or drag and drop from your desktop. It will look like the files are already there, but they aren't until you do the next step!
5. Click the 'Save changes' button

Once uploaded, files will appear as thumbnails. Clicking the icons top right will display them in table or list view as an alternative.



Private files size limit

The size limit for each user's private files area is set by a site administrator in User quota in *Administration > Site administration > Security > Site policies*.

Preventing access to Private files

- To prevent all users having access to Private files, the administrator should disable the repository in *Administration > Site administration > Plugins > Repositories > Manage repositories*. and in *Administration > Site administration > Users > Permissions > Define Roles* edit the authenticated user role and set the capabilities 'moodle/user:manageownfiles' and 'repository/user:view' to prohibit.
- If only students are to be prevented from accessing private files (but teachers etc, allowed) then a new role should be made and assigned system wide.

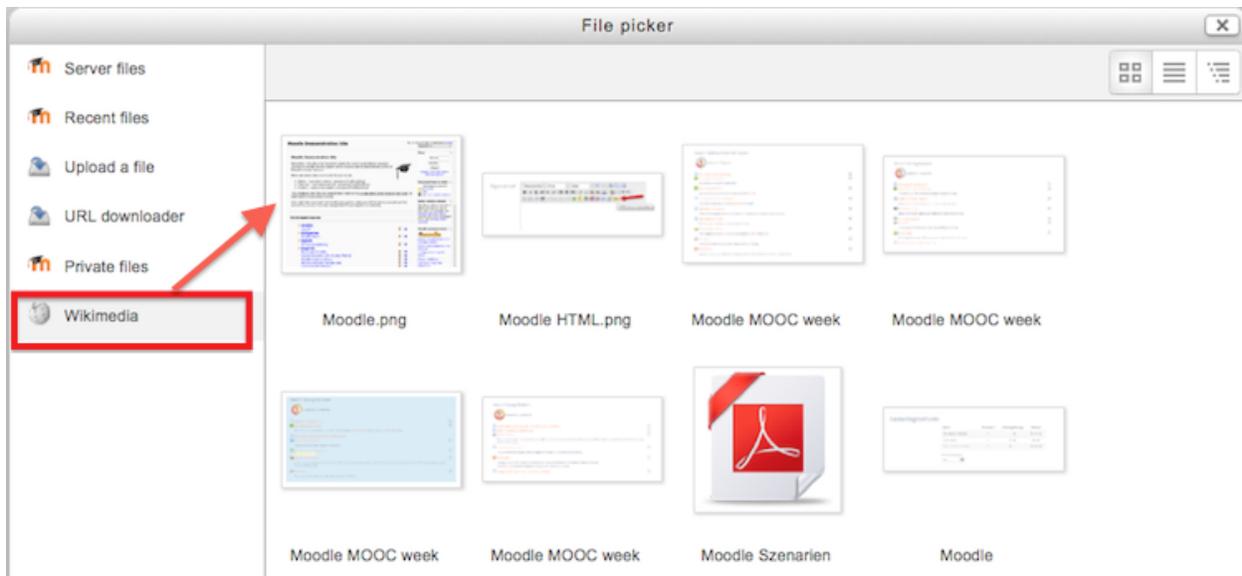
Private files capabilities

- Manage files in own private file area
- View user private files

Wikimedia

The Wikimedia repository enables a user to search Wikimedia and copy a selected file into Moodle.

When a file is chosen, Moodle displays the image dimensions, license, author, last modified date (and file size if it is smaller than the maximum dimension specified).



Repository capabilities

There is just one capability, View wikimedia repository, which is allowed for the default authenticated user role.

Youtube videos

The Youtube repository allows users to search from within the HTML/TinyMCE editor for a youtube video which they can then embed without the need for any coding. The option needs to be enabled by the administrator before it is available for teachers and students. *NOTE: If the Youtube website is blocked in your institution then the videos will not display.*

Enabling the Youtube repository

1. Go to *Settings > Site administration > Plugins > Repositories > Manage Repositories*
2. Select from the drop down next to Youtube “Enabled and visible”;
3. If desired,click on “Settings” and give Youtube a customised name (not essential)

Searching for and embedding a video from youtube

- Youtube videos can be searched for and embedded anywhere there is the HTML/TinyMCE editor, for example a label or a page.
- Before this works, you must enable the multimedia filters under *Administration > Site administration > Plugins > Filters > Manage Filters*. Set Multimedia Plugins to “On” and make sure youtube is selected under Settings (it should be by default).
- Within a course you must ensure in *Course administration>Filters* that multimedia are ON.
- Click the filmstrip, “Moodle media icon” in the editor:
- Click “Find or upload a sound, video or applet”

- The file picker will appear with Youtube videos as an option. Click it and a search box will appear.
- You can search by relevance, date or rating. Click the “Search” button when you are ready.
- Your search results will appear as video thumbnails.
- Click “Insert”
- **DO NOT WORRY IF YOUR VIDEO NO LONGER SHOWS!** You will just get a blue text link until you save. Then it will display. If it still displays as a text link after saving, make sure you have enabled the Multimedia filter as instructed at the top of this page.

Repository capabilities

There is just one capability, **Use youtube in file picker**, which is allowed for the default authenticated user role.

Web Services

- Mobile
- Overview
- API Documentation
- External services
- Manage protocols
- Manage tokens

Question Behaviours

Manage Question Behaviours

An administrator can manage question behaviours available across the site in *Administration > Site administration > Plugins > Question behaviours > Manage question behaviours*.

The following question behaviours are available when creating a quiz (also when previewing questions):

Deferred feedback

Students must enter an answer to each question and then submit the entire quiz, before anything is graded or they get any feedback.

Adaptive mode and Adaptive mode (no penalties)

Allows students to have multiple attempts at the question before moving on to the next question.

Manual grading

Used for essay questions (irrespective of what the quiz is set to) but you can now choose to have every question in the quiz manually graded, if you wish.

Interactive mode

After submitting one answer, and reading the feedback, the student has to click a ‘Try again’ button before they can try a new response. They can be given hints to help them. Once the student has got the question right, they can no longer change their response. Once the student has got the question wrong too many times, they are just graded wrong (or partially correct) and get shown the feedback and can no longer change their answer. There can be different feedback after each try the student makes. The number of tries the student gets is the number of hints in the question definition plus one.

Immediate feedback

Similar to interactive mode in that the student can submit their response immediately during the quiz attempt, and get it graded. However, they can only submit one response, they cannot change it later.

Deferred feedback or Immediate feedback with Certainty-based marking (CBM)

With CBM, the student does not only answer the question, but they also indicate how sure they are they got the question right. The grading is adjusted by the choice of certainty, so that students have to reflect honestly on their own level of knowledge in order to get the best mark.

Question Types

Manage Question Types

An administrator (or manager or any user with the capability moodle/question:config) can manage question types available across the site in *Administration > Site administration > Plugins > Question types > Manage question types*.

Question type	No. questions	Version	Requires	Available?	Settings	Uninstall
 Calculated	1	2013110500	Numerical	  		
 Calculated multichoice	0	2013110500	Numerical, Calculated, Multiple choice	  		Uninstall
 Calculated simple	1	2013110500	Numerical, Calculated	  		
 Description	0	2013110500		  		Uninstall
 Embedded answers (Cloze)	1	2013110500	Multiple choice, Numerical, Short answer	  		
 Essay	0	2013110500		  		Uninstall
 Matching	2	2013110500		  		
 Missing type	0	2013110500		 		
 Multiple choice	5	2013110500		  		
 Numerical	1	2013110500		  		
 Random	0	2013110500		 		Uninstall
 Random short-answer matching	0	2013110503	Matching, Short answer	  		Uninstall
 Short answer	2	2013110500		  		
 True/False	1	2013110500		  		

No. questions

This shows the number of questions of that type in the entire Moodle site. If the number is non-zero, it will be a link to a report that shows you where in the question bank (which contexts) those questions are.

Version

If the question type has its own database tables, then the version of those tables is displayed here.

Requires

Some question types rely on others to operate correctly. If so, the required question types are listed here.

Available?

If you make a question type unavailable, then users will no longer be able to create new questions of that type. However, existing questions of that type will continue to work, so existing quizzes will continue to work, and old quiz attempts can be reviewed.

The up and down arrows let you control the order of the question types in the list where teachers select which type of question they wish to create.

Delete

If

- there are no questions of a particular type, and
- if this question type is not required any any other question type, and
- if this question type is neither Random nor Missing type, which are required by the question type system,

then you can uninstall it by clicking on the delete link.

Settings

Some question types have configuration options. If so, a settings link will appear in this column.

Question Preview Defaults

These defaults are used when a user first previews a question in the question bank. Once a user has previewed a question, their personal preferences are stored as user preferences.

- How questions behave
- Whether correct
- Marks
- Decimal places in grades
- Specific feedback

- General feedback
- Right answer
- Response history

Admin Tools

Manage Admin Tools

The following admin tools can be managed by an administrator in *Administration > Site administration > Plugins > Admin tools > Manage admin tools*.

- Acceptance testing
- Add-on installer
- Assignment upgrade helper
- Capability overview - in *Administration > Site Administration > Users > Permissions > Capability report*
- Convert to InnoDB
- Upload courses in *Administration > Site administration > Courses > Upload courses*
- Database transfer
- DB search and replace
- Health center
- Language customization in *Administration > Site administration > Language > Language customization*
- Language packs in *Administration > Site administration > Language > Language packs*
- Multilang upgrade
- PHPUnit tests
- Profiling runs
- Question engine upgrade helper
- Spam cleaner in *Administration > Site administration > Reports > Spam cleaner*
- Timezones updater in *Administration > Site administration > Location > Update timezones*
- Unsupported role assignments in *Administration > Site administration > Users > Permissions > Unsupported role assignments*
- User upload in *Administration > Site administration > Users > Accounts > Upload users*
- XMLDB editor in *Administration > Site administration > Development > XMLDB editor*

Security

IP Blocker

An administrator can set a list of allowed and/or blocked IP addresses in *Settings > Site administration > Security > IP blocker*.

- By default, entries in the blocked list are processed first, but checking the box *Allowed list will be processed first* reverses this order.

- Each entry in the allowed or blocked list goes on one line, with either the full IP address, partial address or range. Blank lines or domain names written as text (like moodle.org) are ignored.

Allowed list will be processed first Default: No
allowbeforeblock
 By default, entries in the blocked IPs list are matched first. If this option is enabled, entries in the allowed IPs list are processed before the blocked list.

Allowed IP list
allowedip
 Default: Empty

Put every entry on one line. Valid entries are either full IP address (such as **192.168.10.1**) which matches a single host; or partial address (such as **192.168.**) which matches any address starting with those numbers; or CIDR notation (such as **231.54.211.0/20**); or a range of IP addresses (such as **231.3.56.10-20**) where the range applies to the last part of the address. Text domain names (like 'example.com') are not supported. Blank lines are ignored.

Blocked IP List
blockedip
 Default: Empty

Put every entry on one line. Valid entries are either full IP address (such as **192.168.10.1**) which matches a single host; or partial address (such as **192.168.**) which matches any address starting with those numbers; or CIDR notation (such as **231.54.211.0/20**); or a range of IP addresses (such as **231.3.56.10-20**) where the range applies to the last part of the address. Text domain names (like 'example.com') are not supported. Blank lines are ignored.

Site Policies

A site administrator can set site policies affecting the security and privacy of the site in *Settings > Site administration > Security > Site policies*.

Read `site_policies` for more information.

HTTP Security

HTTPS for logins can be enabled by an administrator in *Settings > Site administration > Security > HTTP security*.

Use HTTPS for logins

HTTPS encrypts the user's login data, so it's difficult to sniff out a user's username and password on the network. You will need to enable HTTPS on your server before you turn on this setting, or else you will be locked out of your site. Every web server has a different method for enabling HTTPS, so you should check the documentation for your web server.

Notifications

An administrator can set up login failure notification in *Settings > Site Administration > Security > Notifications*.

- Display login failures to - Set this to administrators to be warned of anyone attempting to steal student or teacher logins. When set, a link stating the number of failed logins appears in the top right corner of the page when an administrator logs in. Click the link to access the login error page.

- Email login failures - If you're concerned about login failures, you can set up email notification for administrators or any/all users who can change the site configuration.
- Threshold for email notifications - This sets the number of failed logins for a given user from a single computer that will trigger notification.

Note: The number of failed login attempts that result in account lockout may be set in *Administration > Site administration > Security > Site policies*.

Anti-Virus

The use of the open source virus scanner clam AV on uploaded files can be enabled by an *Administrator in Settings > Site administration > Security > Anti-Virus*.

Clam AV should be installed on your server. See <http://www.clamav.net> for more information.

Appearance

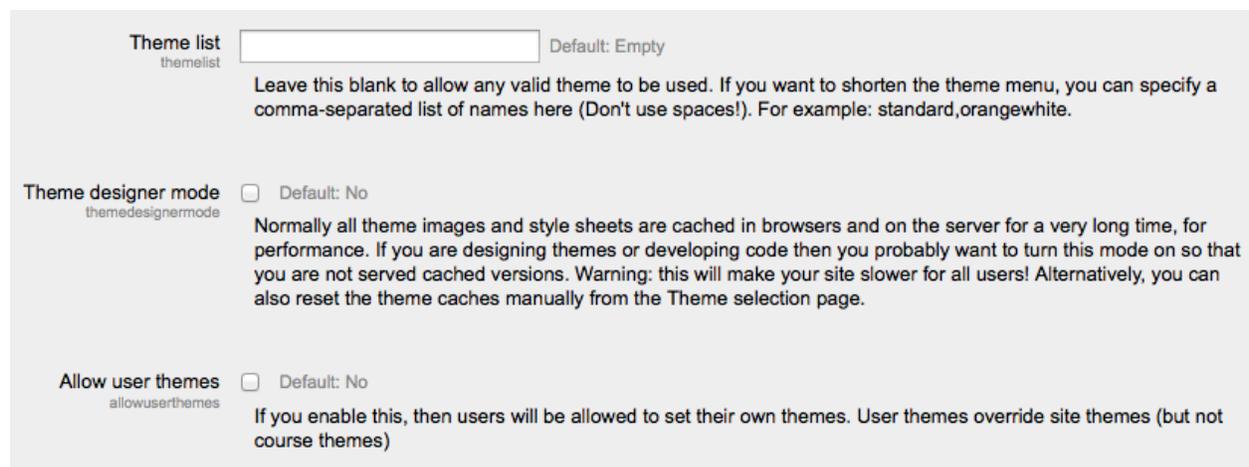
There are many ways to customise the appearance of your Moodle site so that it blends in with, for example, your college site or your company's corporate brand. Below links provide more information on personalising the appearance of Moodle:

Themes

A theme sets the appearance - colours, fonts, and icons for your Moodle site.

Theme Settings

An administrator can change theme settings in *Settings > Site administration > Appearance > Themes > Theme settings*.



The screenshot shows the 'Theme settings' page in Moodle. It contains three main sections:

- Theme list** (themelist): A text input field with the value 'Default: Empty'. Below it, a note says: 'Leave this blank to allow any valid theme to be used. If you want to shorten the theme menu, you can specify a comma-separated list of names here (Don't use spaces!). For example: standard,orangewhite.'
- Theme designer mode** (themedesignermode): A checkbox that is currently unchecked, with 'Default: No'. Below it, a note says: 'Normally all theme images and style sheets are cached in browsers and on the server for a very long time, for performance. If you are designing themes or developing code then you probably want to turn this mode on so that you are not served cached versions. Warning: this will make your site slower for all users! Alternatively, you can also reset the theme caches manually from the Theme selection page.'
- Allow user themes** (allowuserthemes): A checkbox that is currently unchecked, with 'Default: No'. Below it, a note says: 'If you enable this, then users will be allowed to set their own themes. User themes override site themes (but not course themes)'

Theme list

This lists the themes available for course and user themes. Leave this blank to allow any valid theme to be used. If you want to shorten the theme menu, you may specify a comma-separated list of names, though don't use spaces (e.g. standard,orangewhite).

You can preview the available themes in *Administration > Site Administration > Appearance > Themes > Themes selector*.

Theme designer mode

Turn this on if you are designing and testing themes as it will stop the themes being cached and enable you to see theme changes quickly. (You can also do this with the Clear theme cache button on the theme selector page.)

Allow user themes

If the option `allowuserthemes` is enabled, each user may select their preferred theme on the edit profile page. All Moodle pages will be displayed in the user's theme, apart from courses where a course theme has been set.

NOTE: the user's theme will not be available in mobile and tablet devices unless the option `enabledevicedetection` is unchecked.

Allow course themes

If you enable this, then teachers will be able to set their own course themes. Course themes override all other theme choices (site, user, or session themes).

- If the option `allowcoursethemes` is enabled, each editing teacher may select their course theme via the Force theme option on the Course settings page. The course will always be displayed in the theme specified in the course setting, with user and the site themes being overwritten.

NOTE: the course theme will not be available in mobile and tablet devices unless the option `enabledevicedetection` is unchecked.

Allow category themes

When enabled, themes can be set at the category level. This will affect all child categories and courses unless they have specifically set their own theme. **WARNING:** Enabling category themes may affect performance, as it will result in a few extra DB queries on each page, so only turn this on if you need it!

NOTE: the category theme will not be available in mobile and tablet devices unless the option `enabledevicedetection` is unchecked.

Allow theme changes in the URL

If this is checked then the theme may be changed by adding `?theme=theme_name` (or `&theme=theme_name` if there are other URL parameters) to the URL in the browser. Theme names should be in lower case with spaces replaced by underscores, for example the theme "Formal white" should be entered as `?theme=formal_white`.

Allow users to hide blocks

Allows users to display and hide blocks.

Allow blocks to use the docks

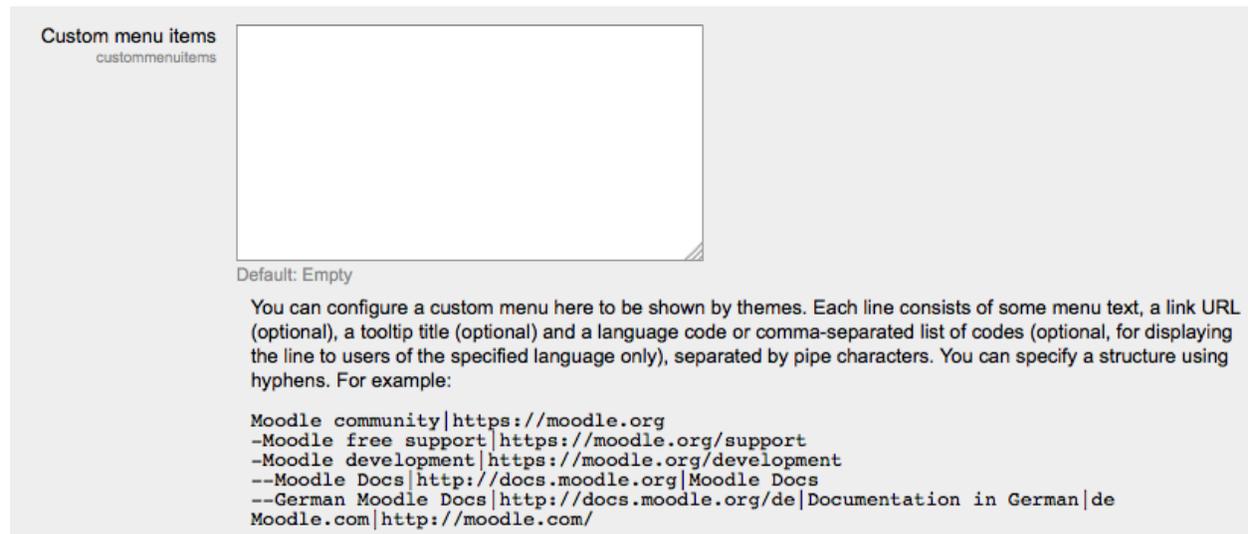
If the theme allows it, then checking this will allow the user to move blocks to the side dock.

Custom menu items

The custommenuitems setting allows you to create a drop down menu that can be displayed by themes that support it. Currently all themes that are provided with Moodle 2.0 support this custom menu.

The content of each item is constructed of up to three bits, each separated by a | (Shift +) character. The bits are label | url | tooltip.

- label - This is the text that will be shown within the menu item. You must specify a label for every item on the menu.
- url - This is the URL that the user will be taken to if they click the menu item. This is optional, if not provided then the item will not link anywhere.
- tooltip - If you provide a URL you can also choose to provide a tooltip for the link that is created with the URL. This is optional and if not set the label is used as the tooltip for the menu item.



Custom menu items
custommenuitems

Default: Empty

You can configure a custom menu here to be shown by themes. Each line consists of some menu text, a link URL (optional), a tooltip title (optional) and a language code or comma-separated list of codes (optional, for displaying the line to users of the specified language only), separated by pipe characters. You can specify a structure using hyphens. For example:

```
Moodle community|https://moodle.org
-Moodle free support|https://moodle.org/support
-Moodle development|https://moodle.org/development
--Moodle Docs|http://docs.moodle.org|Moodle Docs
--German Moodle Docs|http://docs.moodle.org/de|Documentation in German|de
Moodle.com|http://moodle.com/
```

Note: The custom menu does not escape characters within the label, if you want to use a special HTML character such as an ampersand you must escape it yourself within the label. e.g. use & instead of &.

Enable device detection

Will detect mobile and tablets that identify themselves via the web browser at the time of login to Moodle. These work with the theme selector. When the theme selector has identified a default, mobile and tablet themes, this feature will use that theme.

Device detection regular expressions

This will allow you to customize the theme selector options. For example, you can add a custom theme for IE6 and another for Windows CE by entering the identifying expressions the browser sends and the “Return value” you want to display as the theme selectors “Device type”.

Particular Theme Settings

Logo, tagline, link colour, column width, custom CSS and other settings for a particular theme may be set by an administrator in *Administration > Site administration > Appearance > Themes > Theme name*.

Theme Selector

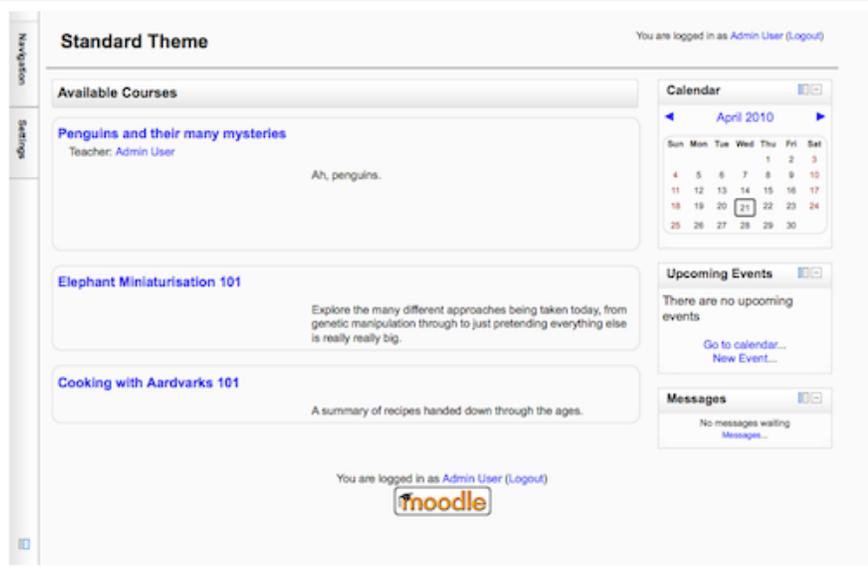
An administrator can set a theme for the site in *Administration > Site administration > Appearance > Themes > Theme selector*.

Different themes may be set according to 'device type' - default, legacy (for older browsers), mobile and tablet.

- Click on the "Select theme" button next to the type you wish to change
- Scroll down to see the previews of the available themes and click on the "Use theme" button to chose the theme
- The next screen will provide information about the theme. Click "Continue"

Note 1: Moodle caches themes so if you don't immediately see changed settings that you were expecting, click the "Clear theme caches" button at the top of the Theme selector page.

Note 2: The selected theme may be overridden if user/course or category themes have been allowed in the Theme settings.

Select device		
<input type="button" value="Clear theme caches"/>		
Device type	Current theme	Information
Default		Standard <input type="button" value="Change theme"/>
Legacy	No theme selected	<input type="button" value="Change theme"/>
Mobile	No theme selected	<input type="button" value="Change theme"/>
Tablet	No theme selected	<input type="button" value="Change theme"/>

Calendar

Preference settings

Both the daily detail screen and the monthly detail screen have the Preferences button in the upper right. Here you can set the time format, first day of the week, number of events to show in the calendar block, days to look forward for events and if the filters on this calendar should be saved as the default for all calendars.

Site administration settings

The following settings can be changed by a *Site administrator* in *Administration > Appearance > Calendar* :

- Admins see all - Whether admins see all calendar events or just those that apply to themselves.
- Time display format - Whether a 12 or 24 hour format is used. This setting can be overridden by user preferences.
- Start of week - Default is Sunday.
- Weekend days - Weekend days are shown in a different colour.

- Days and events to look ahead - For determining how many events are listed in the Upcoming Events block. If the Upcoming Events block becomes too long you can reduce the number of days and events to look ahead.
- Calendar export days to look ahead and back - A custom range of dates, such as a school term or year, may be set as a calendar export option.
- Calendar export salt - The calendar export salt is a random string of characters used for improving of security of authentication tokens used for exporting of calendars.

Blog

Enabling / disabling blogs

Blogs in Moodle are enabled by default. They may be disabled by a site administrator in *Settings > Site administration > Advanced features* by setting the blog visibility to 'Disable blog system completely'.

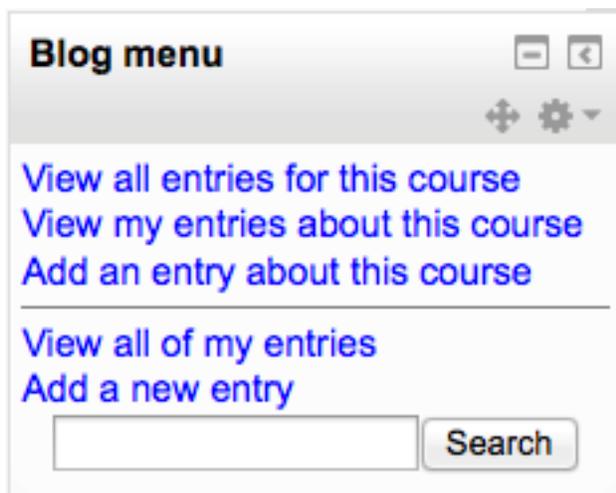
My profile settings

Blog entries per page - In *Settings > My profile > Blogs > Preferences* you can set how many blog entries are displayed on a page. The default number of entries is 10.

Site administration settings

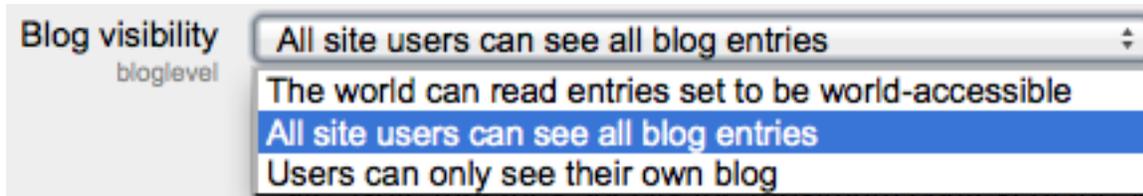
Blogs have additional settings which may be changed by an administrator in *Settings > Site administration > Appearance > Blog*.

Enable blog associations - If blog associations are enabled, users can blog about their course or a particular activity using the context-sensitive links for adding an entry in the Blog menu block e.g. 'Add an entry about this assignment' or 'Add an entry about this course'.



Blog visibility - This setting allows you to restrict the level to which user blogs can be viewed on this site. Note that they specify the maximum context of the VIEWER not the poster or the types of blog posts. Blogs can also be disabled completely if you don't want them at all.

Note: Sites upgrading to 2.0 which previously had blog visibility set to "Users can only see blogs for people who share a course" or "Users can only see blogs for people who share a group" will have blogs converted into blog-like format forums.



Enable external blogs - Enables users to specify external blog feeds. Moodle regularly checks these blog feeds and copies new entries to the local blog of that user.

External blog cron schedule - How often Moodle checks the external blogs for new entries. By default it is 24 hours.

Maximum number of external blogs per user - By default, the number of external blogs each user is allowed to link to their Moodle blog is 1.

Enable comments - Blog comments are enabled by default, though may be disabled if required.

Navigation

An administrator can change navigation settings, such as the default home page and whether to show course categories in the navigation, in *Settings > Site administration > Appearance > Navigation*.

HTML Settings

The list of images that will be used to replace the emoticon text can be defined by a site administrator in *Settings > Site administration > Appearance > HTML settings*. The images defined here are used by Display emoticons as images filter and TinyMCE HTML editor's Insert emoticon popup menu.

Media Embedding

An administrator can enable selected media players in *Settings > Site administration > Appearance > Media embedding*

See more details [media_embedding](#)

Moodle Docs

Moodle Docs is an abbreviation for *Moodle documentation*.

By default, managers, teachers and non-editing teachers (and any other users with the capability `moodle/site:doclinks`) have “Moodle Docs for this page” links at the bottom of each page in Moodle for accessing context-specific documentation.

An administrator can change Moodle Docs settings in *Settings > Site administration > Appearance > Moodle Docs*.

The default path is to `docs.moodle.org`. If a user has selected a language for which there is documentation available, the “Moodle Docs for this page” links will link to the documentation in that language.

If the Moodle Docs document root field is left blank, no “Moodle Docs for this page” links will appear.

You may find that teachers prefer the documentation to open in a new window, so they can easily return to their page in Moodle. If so, click the “Open in new window” checkbox.

Default My home page

An administrator or manager (or other user with the capability moodle/my:configsyspages) can set which content (course overview, calendar, blocks) appears on the My home page for new users as follows:

1. Access *Settings > Site administration > Appearance > Default My Moodle page* .
2. Select the required blocks from the “Add a block” drop-down menu. Configure each block as desired
3. Reposition blocks using the arrow icons in the block headers

Default profile page

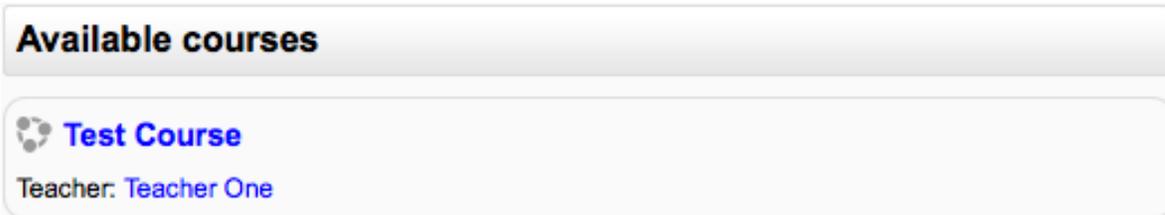
An administrator or manager (or any other user with the capability moodle/user:managesyspages) can set which blocks appear on the default profile page for new users.

1. Access *Administration > Site administration > Appearance > Default profile page*.
2. Select the required blocks from the “Add a block” drop-down menu. Configure each block as desired.
3. Reposition blocks using the arrow icons in the block headers.

Courses

An administrator can change the following course settings in *Settings > Site administration > Appearance > Courses*.

- Course contacts - Users with the selected role(s) e.g. teachers are listed in the course description. By default, users with the role of teacher in a course are listed in the course description for that course. If a course has several teachers, the course description can become rather long. In this case, you can create a role e.g. head of subject with no capabilities set and assign it to selected users in addition to their teacher role. If you then select only the head of subject role in the course managers setting, the course description will be shorter.



- Display extended course names - By default, only course full names are displayed in the list of courses. If you check this box, then the course short name will also be displayed.
- Course per page - You can define value for the number of courses to be displayed per page in a course listing.
- Courses with summaries limit - maximum number of courses to display in a course listing including summaries before falling back to a simpler listing.
- Course summary files limit - The maximum number of files that can be attached to a course summary.
- Course summary files extensions - A comma-separated list of allowed course summary files extensions.

Ajax and Javascript

Admins can choose to disable AJAX across the whole site in *Settings > Site administration > Appearance > AJAX and Javascript*.

Ajax is required for drag and drop functionality so leaving it enabled is recommended.

Manage Tags

Tags can be managed by a site administrator or manager (or any other user with the capability moodle/tag:manage) in Settings > Site administration > Appearance > Manage tags.

The manage tags page provides a list of tags, together with information on their creators, how many times they are used, when they were last modified and which tags have been flagged as inappropriate. Inappropriate tags are shown in red when using the default theme.

First name : **All**ABCDEFGHIJKLMNOPQRSTUVWXYZ
 Surname : **All**ABCDEFGHIJKLMNOPQRSTUVWXYZ

id	Tag name	First name / Surname	Count	Flag	Modified	New tag name	Tag type	Select
1	Moodle	Admin User	0	0	7 secs	<input style="width: 100%;" type="text"/>	Default ▾	<input type="checkbox"/>
2	Open Source	Admin User	0	0	7 secs	<input style="width: 100%;" type="text"/>	Default ▾	<input type="checkbox"/>
3	LMS	Admin User	0	0	7 secs	<input style="width: 100%;" type="text"/>	Default ▾	<input type="checkbox"/>

Please see *Tags* to know more about tags.

Additional HTML

An administrator can add additional HTML to every page in Settings > Site administration > Appearance > Additional HTML.

These settings allow you to specify HTML that you want added to every page without altering the Moodle code files.

You can add HTML will be added within the HEAD tag for the page, immediately after the BODY tag has been opened, or immediately before the body tag is closed.

Doing this allows you add custom headers or footers on every page, or add support for services like Google Analytics very easily and independent of your chosen theme.

Front Page

The front page is the initial page seen by someone reaching a Moodle site after or before a login. Typically a student will see courses, some blocks of information, displayed in a theme. In the Navigation bar and Navigation block it is called “Home”.

A combination of site policies, user authentication and front page settings determine who can get to the front page. And once they get there what they can see and what they can do.

Front page settings

The site’s Front page is similar to a course page. The front page settings, roles, filters, backup, restore and questions are currently duplicated in Administration > Front page > Front page settings. The following settings may be changed:

- Full site name - This name appears at the top of every page above the navigation bar.

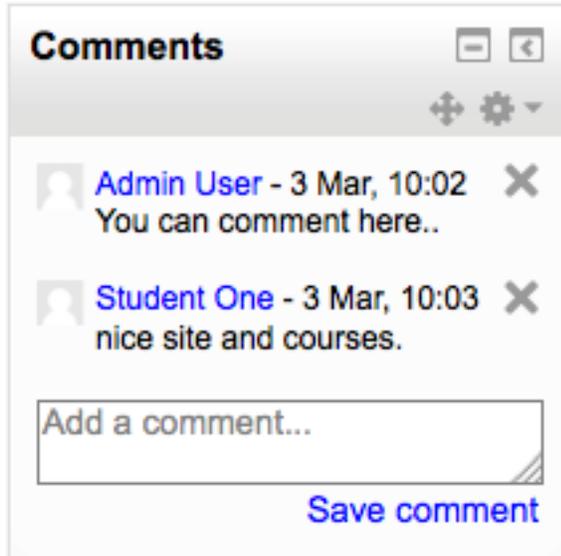
Vidya Mantra EduSystems Pvt. Ltd.

- Short name for site - The short name appears at the beginning of the navigation bar as a link back to your site front page.
- Front page summary - This summary can be displayed on the front page using the course/site summary block.
- Front page and Front page items when logged in - The centre of the front page can display any combination of the following: news items, a list of courses, a list of enrolled courses, a list of course categories, a list of categories and courses, a course search box or none. The order is determined by a combination box. It is possible to create one setting for anyone who gets to the front page without logging in to the Moodle site, and another look for only those who have logged into the Moodle site. There are two combination boxes.
- Maximum category depth - This specifies the maximum depth of child categories expanded when displaying categories or combo list. Deeper level categories will appear as links and user can expand them with AJAX request.
- Maximum number of courses - Maximum number of courses to be displayed on the site's front page in course listings.
- Include a topic section - This adds a topic section to the centre-top of the front page. When editing is turned on, resources and/or activities can be added to the topic section using the dropdown menus, in the same way as on a course page.
Note: The label resource can be used to add text and/or an image to the centre-top of the front page.
- News items to show - This setting only applies if the front page is set to display news items or if you are using the Latest News block.
- Comments per page - Each course may include a Comments block which allows the display of user comments. The number of comments displayed at any time is set here.
- Default front page role - The default frontpage role enables logged-in users to participate in front page activities. It is recommended that it is set to frontpage role. It should never be set to Guest.

Reports

Comments

A comments block can be added to any page in Moodle, enabling users to easily add comments. A similar interface enables comments to be added to glossary, database activity and blog entries. The comments interface uses AJAX so that comments are added instantly without needing a page refresh.



Enabling comments

Comments can be disabled/enabled by an administrator in *Settings > Site administration > Advanced features*.

Blog comments

Blog comments are enabled by default. The feature may be disabled in *Site administration > Appearance > Blog*.

Comments report

A list of all comments added may be found in *Site administration > Reports > Comments*.

Comments			
<input type="checkbox"/> Select all	Author	Content	Action
<input type="checkbox"/>	Admin User	You can comment here..	Delete
<input type="checkbox"/>	Student One	nice site and courses.	Delete

Backups

A last execution log of scheduled course backups can be found in *Settings > Site administration > Reports > Backups*. It displays a list of all course backups made, the time taken to create them, their status (see below), and the next scheduled automated backup execution time.

Clicking on a particular course name will cause a detailed execution log to be displayed, including date, hour and minute when each step of the backup was performed.

Config Changes

The config changes report enables an Administrator to see at a glance which aspects of the Moodle site have been recently altered and, where applicable, by which administrator.

The report is found in *Settings > Site Administration > Reports > Config changes*

Date ↑	First name / Surname	Plugin	Setting	New value
Friday, 21 February 2014, 7:01 am	Admin User	core	registerauth	
Friday, 21 February 2014, 7:00 am	Admin User	core	supportemail	sakshi@vidyamantra.com
Friday, 21 February 2014, 7:00 am	Admin User	core	supportname	Admin User
Friday, 21 February 2014, 7:00 am	Admin User	core	defaultfrontpageroleid	8
Friday, 21 February 2014, 7:00 am	Admin User	core	commentsperpage	15

Logs

Logs in Moodle are activity reports. Logs are available at site and course level.

Choose which logs you want to see:

Vidya Mantra EduSystems Pvt. Ltd. (Site) ▾ All participants ▾ Today, 3 March 2014 ▾

All activities ▾ All actions ▾ Display on page ▾

To obtain course overview reports, you must first enable statistics. If you haven't got statistics enabled you will be taken to the enable statistics settings. You can choose to view reports of the most active courses or the most participatory courses over a certain time period. Results are displayed in a bar chart and in a table.

Live Logs

Live logs from the past hour (either for a course or for the site) are available via a link on the logs page. This allows you to define a number of parameters to run a report on activities within the system.

Live logs provide the following fields:

- Course - course short name
- Time - time of access
- IP Address - unique user internet address

- Full Name - name logged on with
- Action - what they were doing
- Information - any further information on the activity

Live logs from the past hour

Displaying 9 records

Course	Time	IP address	User full name	Action	Information
Vidya Mantra EduSystems Pvt. Ltd.	Mon 3 March 2014, 10:27 am	0:0:0:0:0:0:1	Admin User	course report live	Vidya Mantra EduSystems Pvt. Ltd.
Vidya Mantra EduSystems Pvt. Ltd.	Mon 3 March 2014, 10:25 am	0:0:0:0:0:0:1	Admin User	course report log	Vidya Mantra EduSystems Pvt. Ltd.
Vidya Mantra EduSystems Pvt. Ltd.	Mon 3 March 2014, 10:04 am	0:0:0:0:0:0:1	Admin User	course view	Vidya Mantra EduSystems Pvt. Ltd.
Vidya Mantra EduSystems Pvt. Ltd.	Mon 3 March 2014, 10:03 am	0:0:0:0:0:0:1	Student One	course view	Vidya Mantra EduSystems Pvt. Ltd.
Vidya Mantra EduSystems Pvt. Ltd.	Mon 3 March 2014, 10:03 am	0:0:0:0:0:0:1	Student One	user login	6

Performance Overview

The performance overview report in Administration > Site administration > Reports > Performance overview lists issues which may affect performance of the site.

This report lists issues which may affect performance of the site [more help](#)

Issue	Value	Comments	Edit
Theme designer mode	Disabled	If enabled, images and style sheets will not be cached, resulting in significant performance degradation.	
Cache Javascript	Enabled	If disabled, page might load slow.	
Debug messages	NONE: Do not show any errors or warnings	If set to DEVELOPER, performance may be affected slightly.	
Automated backup	Disabled	Performance may be affected during the backup process. If enabled, backups should be scheduled for off-peak times.	
Enable statistics	Disabled	Performance may be affected by statistics processing. If enabled, statistics settings should be set with caution.	

Question Instances

An administrator can generate a question instances report in Administration > Site administration > Reports > Question instances. The Manager can also generate this report.

This report lists all the places a specific question type is used. It provides a list by course that shows the total, visible and hidden number of that question type. Clicking on a context link such as course title will take you to the relevant question in the question bank.

One practical use of this report is to find questions that may have inadvertently been created in a course which should have been created at the System default or a particular category context.

Report settings

This report lists all the contexts in the system where there are questions of a particular type.

Question type

Report for question type 'Calculated simple'

Context	Total	Visible	Hidden
Course: Test Course	1	1	0
Total	1	1	0

Security Overview

A security overview report is available for site administrators in *Settings > Site administration > Reports > Security overview*.

This provides the site administrator with a report that highlights any security problems that need to be remedied.

Register globals - register_globals is a PHP setting that must be disabled for Moodle to operate safely.

Insecure dataroot - The dataroot is the directory where Moodle stores user files. It should not be directly accessible via the web.

Displaying of PHP errors - If PHP is set to display errors, then anyone can enter a faulty URL causing PHP to give up valuable information about directory structures and so on.

No authentication - Use of the “no authentication” plugin can be dangerous, allowing people to access the site without authenticating.

Allow EMBED and OBJECT - Allowing ordinary users to embed Flash and other media in their texts (eg forum posts) can be a problem because those rich media objects can be used to steal admin or teacher access, even if the media object is on another server.

Enabled .swf media filter - Even the flash media filter can be abused to include malicious flash files.

Open user profiles - User profiles should not be open to the web without authentication, both for privacy reasons and because spammers then have a platform to publish spam on your site.

Open to Google - Allowing Google to enter your site means that all the contents become available to the world. Don't use this unless it's a really public site.

Password policy - Using a password policy will force your users to use stronger passwords that are less susceptible to being cracked by an intruder.

Password salt - Setting a password salt greatly reduces the risk of password theft.

Email change confirmation - You should generally always force users to confirm email address changes via an extra step where a confirmation link is sent to the user.

Writable config.php - The config.php file must not be writeable by the web server process. If it is, then it is possible for another vulnerability to allow attackers to rewrite the Moodle code and display whatever they want.

XSS trusted users - Make sure that you trust all the people on this list: they are the ones with permissions to potentially write XSS exploits in forums etc.

Administrators - Review your administrator accounts and make sure you only have what you need.

Backup of user data - Make sure that only roles that need to backup user data can do so and that all users who have the capability are trusted.

Default role for all users - This checks that the registered user role is defined with sane permissions.

Guest role - This checks that the guest role is defined with sane permissions.

Frontpage role - This checks that the frontpage user role is defined with sane permissions.

Spam Cleaner

If your site was open in the past and you have a spam problem then here are some things you can do to clean up the profiles:

1. Use our Spam cleaner report in *Settings > Site administration > Reports > Spam cleaner* to locate user accounts responsible for spam and other nasty stuff and help you delete them. In addition to user profile descriptions, comments, blog posts and messages are also searched for keywords.
2. Browse your user list looking for patterns to detect users who need to be deleted. For example, spammers might have chosen a country that none of your real users has.
3. Use the delete buttons or the Bulk user actions tool in *Settings > Site administration > Users > Accounts* to find all these users and delete them.

Development

Developers of Moodle code have some special tools included in the Moodle package to assist them. Most of the tools should ONLY be used on test sites (not production sites).

Experimental

Moodle includes a few experimental features which a cautious administrator may consider enabling. See *Experimental Settings* for details.

See *Database Transfer* to know how to migrate moodle site from one database to another.

Debugging

Settings > Site administration > Development > Debugging

At certain times a site administrator will need to see more and/or a more complete error message. The default is to show NONE. These messages can also 1) be very confusing to teachers and students when they suddenly appear and 2) can reveal things about your Moodle and web server that should not be common knowledge. Thus use with care and for short periods of time. See debugging for details.

Web Service Test Client

Settings > Site administration > Development > Web Service Test Client

Admins can simulate external access to their own Web Services using the URL <http://yourmoodlesite.org/webservice/testclient.php>.

Warning: The test client is not clever! It lets you choose disabled/unavailable functions (however it behaves well and produces an error in these case). This is normal because clients are going to be bad sometimes so we needed to simulate a bad client!

Purge All Caches

Settings > Site administration > Development > Purge all caches

Moodle can cache themes, language strings, filters and other bits of information that have been calculated and stored by the web browser. This link forces all user web browsers to refresh their screens of any information that Moodle has cached. Several modules that use cache have settings which will turn off caching for that module. Eliminating or purging caches slows performance.

Make Test Course

Settings > Site administration > Development > Make test course

This tool creates standard test courses that include many sections, activities, and files.

This is intended to provide a standardised measure for checking the reliability and performance of various system components (such as backup and restore).

Make JMeter Test Plan

Settings > Site administration > Development > Make JMeter test plan

The JMeter test plan generator allows you to run performance tests over a Moodle course, it works along with <https://github.com/moodlehq/moodle-performance-comparison>

This tool is for developer use only and should not be used on a live site. It is disabled unless you set the debugging option to DEVELOPER.

PHPUnit Tests

Settings > Site administration > Development > PHPUnit test

The purpose of Unit tests is to evaluate the individual parts of a program (functions, and methods of classes) to make sure that each element individually does the right thing. Unit Tests can be one of the first steps in a quality control process for developing or tweaking Moodle code. The next steps will involve other forms of testing to ensure that these different parts work together properly.

XMLDB Editor

Administration > Site administration > Development > XMLDB editor

The XMLDB editor is a tool for developers to easily edit tables/fields/keys/indexes in install.xml files.

Teachers

- Moodle Familiarization
- Course Pages
- Moodle Editing
- Moodle Repositories
- Resources and Activities
- Activity Locking and Grades
- Moodle Blocks
- Settings

Students

- Navigating Moodle
- My Moodle
- Using a Course page
- More Moodle Stuff
- Miscellaneous

Experimental Settings

An administrator can enable certain experimental features in *Settings > Site administration > Development > Experimental > Experimental settings*.

An experimental feature is defined as a feature which require additional testing and bug-fixing.

Safe exam browser

The Safe Exam Browser can work with Moodle to control what a student can do when in Moodle. To use it, it must be enabled in *Settings > Site administration > Development > Experimental > Experimental settings*. This adds the choice 'Require Safe Exam Browser' to the 'Browser security' field on the quiz settings form.

The Safe Exam Browser is offered under a Mozilla Public License and uses C++ and JavaScript.

Features

Safe Exam Browser is a customised web browser that must be downloaded and installed on the computer that the student uses to attempt the quiz. The restrictions placed on students are similar to those in pop-up window case, but because Safe Exam Browser is software running on the student's computer, it can do a much more effective job of restricting their actions. If you select this option:

- Students will only be able to attempt the quiz if they are using Safe Exam Browser.
- The browser window will be fullscreen (without any navigation elements).
- The window cannot be closed until the test is submitted.

- Shortcuts keys such as Win, Ctrl+Alt+Del, Alt+F4, F1, Ctrl+P, Printscreen, are disabled.
- Copy and paste, and the context menu, are disabled.
- Switching to other applications is disabled.
- Surfing to other web sites is prohibited.

Group members only

It can be enabled by an administrator in *Administration > Site administration > Development > Experimental*.

Assigning an activity to a grouping

To assign an activity to a particular grouping:

1. On the edit activity page, expand “Common module settings”.
2. Ensure that the group mode is set to separate or visible groups.
3. Select the grouping from the grouping dropdown menu.
4. Check the “Available for group members only” checkbox
5. Click the “Save changes” button at the bottom of the page.

The name of the grouping will then appear in brackets after the activity name on the course page.

Note: If a graded activity is assigned to a particular grouping only, it will still appear in the gradebook for all users unless gradebook categories are set up in a certain way.

Note: You cannot make an activity visible to only one group of students without first placing them into a grouping.

Drag and drop upload of text/links

Enable or disable the dragging and dropping of text and links onto a course page, alongside the dragging and dropping of files. Note that the dragging of text into Firefox or between different browsers is unreliable and may result in no data being uploaded, or corrupted text being uploaded.

CSS optimiser

A CSS optimiser may be enabled by an admin in *Settings > Site administration > Development > Experimental > Experimental settings*. The tool analyses and refactors CSS before caching it.

When enabled CSS will be run through an optimisation process before being cached. The optimiser processes the CSS removing duplicate rules and styles, as well as white space removable and reformatting. Please note turning this on at the same time as theme designer mode is awful for performance but will help theme designers create optimised CSS.

New backup format

If you have large courses you may find it useful to turn on an experimental option, ‘Enable new backup format’ from *Administration > Site administration > Development > Experimental > Experimental settings* .

This option selects a different internal backup format. Without this option, you cannot back up courses larger than 4GB.

You can change this option at any time. Whatever the option is set to, restore works for both the old and new format. The option only affects newly-created backups.

When you use this option, backup files still have the .mbz extension and work the same way, but there are some differences:

- There is no limit on total backup size. (We have tested with courses up to about 10GB.)
- Files may be slightly smaller.
- If you need to edit this type of backup file manually, you will need to rename the .mbz file to .tar.gz, instead of .zip. You may need to use different software to extract and recompress this type of file. We have tested using GNU tar on Windows and Linux.

Database Transfer

The database transfer tool enables an administrator to migrate their Moodle site from one database to another, for example from MySQL to Postgres.

The tool is currently classed as an experimental feature and may be found in *Settings > Site administration > Development > Experimental > Database migration*. There is also a command line script in `admin/tool/dbtransfer/cli/migrate.php`.

The dbtransfer tool uses the XMLDB schema definitions from Moodle and installed plugins to retrieve the data from one database and transfer it another.

Some troubles you may find when using this tool:

- If there is any object in the current database (columns, tables,...) not included in the XMLDB schema the dbtransfer won't be executed until these objects are removed (this may happen if Moodle has been upgraded from earlier versions).
- If there is some wrong encoded data in the current database the transfer will crash; in that case find and fix the troublemaking data and launch de dbtranfer tool again.
- If you are trying to migrate a big instance it will take a while, and there can be set some timeout (database, PHP, Apache) that can break the migration.

Blogs

The word 'blog' is a contraction of 'web log'. Blogs are a form of online journal used by millions of people around the world for self-expression and communicating with family and friends. Blogs are usually organized as a chronological series of postings created by the author of the blog. Blogs usually are written by one person, although some blogs can be authored by groups of people.

Blogs in Moodle are user based - each user has their own blog. Users can also register their external blogs, such as Blogger or Wordpress, so that entries are automatically included in their Moodle blog.

Blogs Settings

Enabling / disabling blogs

Blogs in Moodle are enabled by default. They may be disabled by a site administrator in *Settings > Site administration > Advanced features* by setting the blog visibility to 'Disable blog system completely'.

My profile settings

Blog entries per page - In *Settings > My profile > Blogs > Preferences* you can set how many blog entries are displayed on a page. The default number of entries is 10.

Refer [here](#) for administration settings.

Calendar

The calendar can display site, course, group and or user events in addition to assignment and quiz deadlines, chat times and other course events.

A calendar may be included in a course or the site Front page by adding a Calendar block or an Upcoming Events block.

Preference settings

Both the daily detail screen and the monthly detail screen have the Preferences button in the upper right. Here you can set the time format, first day of the week, number of events to show in the calendar block, days to look forward for events and if the filters on this calendar should be saved as the default for all calendars.

Site administration settings

The following settings can be changed by a site administrator in *Administration > Appearance > Calendar*

Admins see all - Whether admins see all calendar events or just those that apply to themselves.

Time display format - Whether a 12 or 24 hour format is used. This setting can be overridden by user preferences.

Start of week - Default is Sunday.

Weekend days - Weekend days are shown in a different colour.

Days and events to look ahead - For determining how many events are listed in the Upcoming Events block. If the Upcoming Events block becomes too long you can reduce the number of days and events to lookahead.

Calendar export salt - The calendar export salt is a random string of characters used for improving of security of authentication tokens used for exporting of calendars.

To know how to use calendar in moodle see [Using Calendar](#) .

Installing add-ons

Installing an add-on

To install an add-on, its source code must be put (deployed) into the appropriate location inside the Moodle installation directory and the main administration page *Administration > Site administration > Notifications* must be visited. There are three ways how the add-on code can be deployed into Moodle.

In Moodle 2.5 onwards, an add-on code may be deployed from within Moodle, either directly from the Moodle plugins directory or by uploading a ZIP file. The web server process has to have write access to the plugin type folder where the new add-on is to be installed in order to use either of these methods.

Alternatively, an add-on code may be deployed manually at the server.

Installing directly from the Moodle plugins directory

1. Login as an admin and go to Administration > Site administration > Plugins > Install add-ons.
2. Click the button ‘Install add-ons from Moodle plugins directory’.
3. Search for a plugin with an Install button, click the Install button then click Continue.
4. Check that you obtain a ‘Validation passed!’ message, then click the button ‘Install add-on’.

Installing via uploaded ZIP file

1. Go to the [Moodle plugins directory](#) , select your current Moodle version, then choose an add-on with a Download button and download the ZIP file.
2. Login to your Moodle site as an admin and go to *Administration > Site administration > Plugins > Install add-ons*.
3. Upload the ZIP file, select the appropriate plugin type, tick the acknowledgement checkbox, then click the button ‘Install add-on from the ZIP file’.

The screenshot shows the Moodle administration interface for installing a plugin from a ZIP file. At the top, there is a button labeled 'Install add-ons from the Moodle plugins directory' with a help icon. Below it, a section titled 'Install add-on from ZIP file' contains several fields: 'Plugin type*' is a dropdown menu with 'Choose...' selected; 'ZIP package*' is a 'Choose a file...' button; and 'Acknowledgement*' is a checkbox that is currently unchecked. Below the checkbox is a warning message: 'I understand that it is my responsibility to have full backups of this site prior to installing add-ons. I accept and understand that add-ons (especially but not only those originating in unofficial sources) may contain security holes, can make the site unavailable, or cause private data leaks or loss.' There is a '+ Show more...' link below the warning. A large dashed box with a blue arrow pointing down and the text 'You can drag and drop files here to add them.' is positioned between the 'ZIP package' field and the 'Acknowledgement' field. At the bottom of the form is an 'Install add-on from the ZIP file' button and a red error message: 'There are required fields in this form marked *.'

4. Check that you obtain a ‘Validation passed!’ message, then click the button ‘Install add-on’.

Add-on package validation

Validation passed! ⓘ

Status	Message	Info
OK	Name of the add-on to be installed ⓘ	topcoll
OK	Add-on version	2014022000
OK	Required Moodle version	2013111800.00
OK	Full component name	format_topcoll
OK	Declared maturity level ⓘ	MATURITY_STABLE
OK	Add-on release	2.6.1.3
OK	Write access check	/Applications/MAMP/htdocs/moocims/course/format

For both of the above methods, after clicking the button ‘Install add-on’, you will then be automatically redirected to *Settings > Site administration > Notifications* and the installation process (i.e. creating required database tables etc) will happen.

Installing manually at the server

If you can’t deploy the add-on code via the administration web interface, you have to copy it to the server file system manually (e.g. if the web server process does not have write access to the Moodle installation tree to do this for you).

First, establish the correct place in the Moodle code tree for the add-on type. Common locations are:

- /path/to/moodle/theme/ - themes
- /path/to/moodle/mod/ - activity modules and resources
- /path/to/moodle/blocks/ - sidebar blocks
- /path/to/moodle/question/type/ - question types
- /path/to/moodle/course/format/ - course formats
- /path/to/moodle/admin/report/ - admin reports

Uninstalling an add-on

To uninstall an add-on

1. Go to *Administration > Site Administration > Plugins > Plugins overview* and click the Uninstall link opposite the add-on you wish to remove.

2. Use a file manager to remove/delete the actual plugin directory as instructed, otherwise Moodle will reinstall it next time you access the site administration.

Prevent installing add-ons from within Moodle

If required, installing and updating from within Moodle can be prevented by copying the following lines of code from config-dist.php and pasting them in config.php.

```
// Use the following flag to completely disable the On-click add-on installation feature and hide it from the server administration UI.
```

```
// $CFG->disableonclickaddoninstall = true;
```

Scales

Scales are a way of evaluating or rating a students' performance. Moodle offers a standard set of numeric scales. It is also possible to create custom scales which can be available on the site. For example, you can give the student a word or small phrase as a way of rating or giving a student feedback.

Scales may be used in Forums, Glossaries and Assignments for rating and/or grading a student's activity.

Standard scales

Moodle includes 100 different numeric scales which can not be edited, and one non-numeric example.

Numeric

Moodle includes numeric scales that range from a maximum of 100 to a minimum of 1. For example, selecting a scale of 10, will allow a rating on a scale between 10 and 1. Numeric scales can be calculated as a grade.

Creating a new scale

New scales can be created by teachers with editing rights or by administrators or by any user with the manage scales role capability.

▼ **Scale**

Name*

Standard scale ?

Scale* ?

Description

Paragraph B I ☰ ☰ 🔗 🔗 🔗 🖼️ 🎥 📄

Path: p

Creating course scales

1. Click the “Add a new scale” button in *Settings > Grade administration > Scales* or via the gradebook Scales tab.
2. On the next page give your scale a name in the Name box that will identify it among other scales.
3. ‘Standard’ scale is a scale which can be applied to every course in Moodle. Only those with site permissions such as administrators can make a new scale ‘standard’. A regular teacher can only create a scale for their own course.
4. In the Scale box, create your scale. Each item in the scale should be separated by a comma. You can use as many options here as you require. You must order the comma separated elements in increasing order of value. For example, an A,B,C,D scale must be entered as D,C,B,A.
5. Write a detailed description in the Description box to remind you (or other teachers) of how the scale is to be used.
6. Save the changes.

Creating a standard scale

An administrator can create a standard scale which can be used in any course in *Settings > Site administration > Grades > Scales*.

Using a scale

First the teacher needs to assign a specific scale to the activity using a drop down menu in the activities setting. Then the teacher and/or students can rate an activity element (for example, a post in a forum) with the pre-defined scale.

Editing a scale

If a scale has not yet been used, you will see an edit, move, and delete icon in the edit column.

Once a scale is used for an activity, it is no longer possible to move or delete it, and you can only edit the scale name and description.

Grade Letters

Grade letters, also called letter grades, are symbols used to represent a range of grades. For example “A” could be used to represent grades of 80% and above, “B” to represent grades between 70 and 80%, “C” to represent grades between 50 and 70%, and so on. Alternatively, you could have “Pass” for grades above 50% and “Fail” for grades below 50%.

Displaying letter grades

Highest	Lowest	Letter
100.00 %	93.00 %	A
92.99 %	90.00 %	A-
89.99 %	87.00 %	B+
86.99 %	83.00 %	B
82.99 %	80.00 %	B-
79.99 %	77.00 %	C+
76.99 %	73.00 %	C

To change particular grade items, category and course summaries (called aggregations) in the grader report and user reports to display letter grades:

1. Follow the grades link in the course administration block.
2. Select “Categories and items” from the gradebook dropdown menu.
3. Click the edit icon for Category total or Course total.
4. From the Grade display type menu, select letter.
5. Click the “Save changes” button at the bottom of the page.

Repeat this for any other totals that you want displayed as letters.

Alternatively, to display ALL grades as letter grades:

1. Follow the grades link in the course administration block.

2. Select “Course settings” from the gradebook dropdown menu.
3. From the Grade display type menu, select letter.
4. Click the “Save changes” button.

Editing course-level grade letters

Grade letters are set initially at site level. To use different grade letters in a particular course:

1. Follow the grades link in the course administration block.
2. Select Letters from the from the gradebook dropdown menu.
3. Click the edit tab in the middle of the page.
4. Check the override site defaults box.
5. Change grade letters and/or boundaries as required. (You may wish to use words, for example Below Pass, Pass, Merit, Distinction, rather than letters.)
6. Scroll to the bottom of the page and click the “Save changes” button.

Setting grade letter site-level defaults

To set grade letter site defaults:

1. Login as an administrator.
2. Access *Administration > Site administration > Grades > Letters*.
3. Change grade letters and/or boundaries as required.
4. Scroll to the bottom of the page and click the “Save changes” button.

Grade letters

Grade letter 1 ?	<input style="width: 80%;" type="text" value="A"/>
Letter grade boundary 1 ?	<input style="width: 80%;" type="text" value="93 %"/>
Grade letter 2	<input style="width: 80%;" type="text" value="A-"/>
Letter grade boundary 2	<input style="width: 80%;" type="text" value="90 %"/>
Grade letter 3	<input style="width: 80%;" type="text" value="B+"/>
Letter grade boundary 3	<input style="width: 80%;" type="text" value="87 %"/>
Grade letter 4	<input style="width: 80%;" type="text" value="B"/>
Letter grade boundary 4	<input style="width: 80%;" type="text" value="83 %"/>

Forcing grade letter site-level defaults

To force grade letter site-level defaults in all courses i.e. remove the ability for teachers to override site defaults and edit grade letters in their courses:

1. Login as an administrator.
2. Access *Administration > Site administration > Users > Permissions > Define roles*
3. Edit the role of teacher and change the capability moodle/grade:manageletters from Allow to Not set.
4. Scroll to the bottom of the page and click the “Save changes” button.

Accuracy of grade calculations

Grade calculations are made with an accuracy of 5 decimal places and grade letters assigned accordingly. The overall decimal points setting (in the system grade item settings and for individual grade items) is for display purposes only and is not used when assigning grade letters.

Cron

The Moodle ‘cron’ process is a PHP script (part of the standard Moodle installation) that must be run regularly in the background. The Moodle cron script runs different tasks at differently scheduled intervals.

IMPORTANT: Do not skip setting up the cron process on your server for your Moodle. Your site will not work properly without it.

A special program (typically called - not surprisingly - ‘cron’) is used to run the Moodle cron script at a regular interval. The Moodle cron script runs tasks include sending mail, updating Moodle reports, RSS feeds, activity completions, posting forum messages and other tasks. Since different tasks have different schedules, not every task will run in Moodle when the cron script is triggered.

The cron program (that runs the Moodle script) is a core part of Unix based systems (including Linux and OSX) being used to run all manner of time-dependent services. On Windows the simplest solution is to create a task in the Windows Task Scheduler and set it to run at regular intervals. On shared hosting, you should find the documentation (or ask support) how cron is configured.

Essentially, the task involves adding a single command to the list of cron activities on your system. On Unix based systems this list is a file called a ‘crontab’ which all users have.

Working out the Moodle cron command

Moodle has two different ways to deploy cron which use different scripts within the Moodle install. These are as follows...

1. The CLI (command line interpreter) script. This will be at the path

`/path/to/moodle/admin/cli/cron.php`

If in doubt, this is the correct script to use. This needs to be run by a ‘PHP CLI’ program on your computer. So the final command may look something like

`/usr/bin/php /path/to/moodle/admin/cli/cron.php`

You can (and should) try this on your command line to see if it works.

2. The web based script. This needs to be run from a web browser and will be accessed via a web url something like <http://your.moodle.site/admin/cron.php>. You can find command line based web browser (e.g. wget) so the final command may look like

```
/usr/bin/wget http://your.moodle.site/admin/cron.php
```

This has the advantage that it can be run from *anywhere*. If you can't get cron to work on your machine it can be run somewhere else.

Cron Settings

Location: *Administration > Site administration > Security > Site Policies*

Moodle has two settings where the site administrator can have some control of how the Moodle cron process is triggered. This is done from the Site Policies link.

Cron execution from command line interface only

The cronclionly setting will stop the browser URL Moodle cron process trigger. For example, the site administrator or others running <http://demo.moodle.net/admin/cron.php> from their web browser.

TIP: It is a bit misleading to use the term CLI (command line interface). It does not mean that you have to be sitting at a shell account entering the command. It does mean it you must invoke `cron.php` through any set of batch or script files. This can be especially frustrating for those not used to scripting via the operating system.

See the template on the right for assistance with how to create scripts in different operating systems.

Cron password

The cron process can be protected by a password with the `cronremotepassword` setting.

Gradebook Report Settings

Grader report settings

Location: *Administration > Site administration > Grades > Report settings > Grader report*

Grader report settings include whether to show calculations, show/hide icons, column averages etc. Individual teachers may override certain settings for their own grader report view via their "My report preferences" tab.

Quick grading and quick feedback

- Quick grading adds a text input element in each grade cell on the grader report, allowing you to edit the feedback for many grades at once. You can then click the Update button to perform all these changes at once, instead of one at a time.
- Quick feedback adds a text input element in each grade cell on the grader report, allowing you to edit many grades at once. You can then click the Update button to perform all these changes at once, instead of one at a time.
- By default, both quick grading and quick feedback are enabled. They can be disabled by de-selecting the appropriate checkbox.

Static students column

A static students column may be enabled so that teachers can scroll grades in the grader report using a horizontal scrollbar. (Note that this feature is not available for users who have the screenreader setting in their profile set to Yes.)

Overview report settings

Location: *Administration > Site administration > Grades > Report settings > Overview report*

The overview report setting may be overridden for all overview reports in a course by a teacher in the course settings.

Show rank

If the show rank checkbox is ticked, the position of a grade item in relation to the rest of the class will be shown.

User report settings

Location: *Administration > Site administration > Grades > Report settings > User report*

The user report settings may be overridden for all user reports in a course by a teacher in the course settings.

Show rank

If the show rank checkbox is ticked, the position of a grade item in relation to the rest of the class will be shown.

Show percentage

If the show percentage checkbox is ticked, the percentage value of each grade item will be shown.

Course Format

A course format refers to the layout of a course. The course format can be selected in *Administration > Course administration > Edit settings*.

An administrator can enable, disable or delete course formats for courses in *Administration > Site administration > Plugins > Course formats > Manage course formats*. They can also change the order in which available course formats are displayed to teachers in the course settings.

Manage course formats

Course formats

Name	Enable	Up/Down	Uninstall	Settings
Single activity format	👁	↓	Uninstall	Settings
Social format	👁	↑ ↓	Uninstall	
Topics format	👁	↑ ↓	Uninstall	
Weekly format	Default	↑		

Default format can be changed in [Course default settings](#)

Weekly format

The course is organized week by week, with a clear start date and a finish date. Moodle will create a section for each week of your course. You can add content, forums, quizzes, and so on in the section for each week.

Demo course You are logged in as [Admin User](#) ([Log out](#))

[Home](#) ▶ [My courses](#) ▶ [Miscellaneous](#) ▶ [Demo Course](#) [Turn editing on](#)

Navigation

- Home
- My home
- Site pages
- My profile
- Current course
 - Demo Course**
 - Participants
 - Badges
 - General
 - 11 March - 17 March
 - 18 March - 24 March
 - Taking it further
 - 1 April - 7 April
 - 8 April - 14 April
 - 15 April - 21 April

News forum

11 March - 17 March

- What do swiss rolls have to do with it?
- Meet the Swiss Roll man!

Here he is, telling you what it's all about....

18 March - 24 March

- What do sunflowers have to do with it?
- Learn about the Golden Ratio



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 for Moodle by Mary Cooch
 from a project by the Maths
 Consultants of Lancashire
 County Council UK.



TIP: If you want all your students to work on the same materials at the same time, this would be a good format to choose.

NOTE: Make sure your course start date is correct. If it is not your weeks will have the wrong date on it. This is especially important if you are restoring a course to use with a new section of students.

Topic format

The course is organised into topic sections that a teacher can give titles to. Each topic section consists of activities, resources and labels.

Demo course You are logged in as Admin User (Log out)

Home ► My courses ► Miscellaneous ► Demo Course Turn editing on

Navigation

Home

- My home
- Site pages
- My profile
- ▼ Current course
 - Demo Course
- My courses

Administration

- ▼ Course administration
 - Turn editing on
 - Edit settings
 - Users
 - Unenrol me from Demo Course
- ▼ Filters
- ▼ Reports
- ▼ Grades
- ▼ Badges
- Backup

News forum

Topic 1

- What do swiss rolls have to do with it?
- Meet the Swiss Roll man!

Here he is, telling you what it's all about...

Topic 2

- What do sunflowers have to do with it?
- Learn about the Golden Ratio

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TIP: This is great to use if your course is objective based and each objective may take different amounts of time to complete. An example of this would be scaffolding where the students are building upon the knowledge from earlier topics. “Show only one section”

With the Weekly, Topics and any contributed format that implements the functionality, it is possible via *Administration* > *Course administration* > *Edit settings* to “show one section per page”.

Notes:

- The course home page shows just the section names and any text in the section description along with activity and resource numbers, with the names being click-able.
- If editing is ON, then the Main course page will display all the content in all the sections.
- There is a ‘Jump to...’ menu at the bottom of each single section page.

Social format

This format is oriented around one main forum, the social forum, which appears listed on the main page. It is useful for situations that are more free form. They may not even be courses.

The social forum can be edited by clicking the ‘Update this forum’ button on the social forum page. The forum introduction is displayed at the top of the course page.

Single activity format

The single activity format only has 1 section, and allows the teacher to add one activity only to the course. When the single activity format is selected, a drop down menu appears for the teacher to choose the activity they wish to use.

▼ **Course format**

Format (?) Single activity format ▾

Type of activity (?) Forum ▾

- Assignment
- Book
- Chat
- Choice
- Database
- External Tool
- File
- Folder
- Forum**
- Glossary
- IMS content package
- Lesson
- Page
- Quiz
- SCORM package
- Survey
- URL
- Wiki
- Workshop

▶ **Appearance**

▶ **Files and uploads**

▶ **Guest access**

▶ **Groups**

▶ **Role renaming** (?)

Note: This course format replaces the SCORM format in earlier versions of Moodle, as it is possible here to select a SCORM package as the single activity.

Single activity format with a forum as the activity and social format are very similar. The only difference is when the course contains other activities. The single activity format displays them as “orphaned” and for teachers only; the social format displays them in an activities block and available for students.

Filters

Filters can be used to add links, insert multimedia players, convert Mathematical expressions or emoticons into images and more.

A filter may be enabled at the site level and then removed as needed at the course or activity level. Thus a teacher can disable glossary auto-linking in a quiz for example.

Standard filters

Filters in Moodle include:

- **Activity names auto-linking** - It is a site Filter that will create links to an activity where the word or phrase of the activity is used within the same course in which the activity is located. This includes forum postings, pages, labels etc.
- **Algebra notation** - This filter will convert algebra code into GIF images
- **Convert URLs into links** - This filter converts URLs in selected formats, such as Moodle auto-format, to click-able links
- **Database auto-linking** - As the name suggests, this filter enables automatic linking of Database module entries
- **Display emoticons as images** - This converts emoticon (smiley) characters into images
- **Email protection** - This obfuscates email address links to make them more difficult for spammers to harvest
- **Glossary auto-linking** - This scans text for glossary entries that exist in the same course and creates a link
- **Multimedia plugins** - This finds a link in text that points to a multimedia resource and replaces the link with an appropriate multimedia player code which can play the resource
- **Multi-language content** - This filter enables resources to be created in multiple languages
- **TeX notation** - The TeX Filter is a core Moodle filter intended to allow one to convert tex expressions into GIF images.
- **Word censorship** - This filter “blacks out” words found on a list

CHAPTER 2

Indices and tables

- [genindex](#)
- [modindex](#)
- [search](#)
- [glossary](#)