Create and Manage Activities in Moodle

Overview

An "activity" is an item of interactive content created using one of the numerous Moodle tools. For example, a chat session or an assignment.

An activity differs from a resource in that it requires some kind of student input to develop independent and active student learning. All forms of assessment within Moodle are "activities".

This page tells you how to create activities, how to organise your activities list, and how to access an activity for editing and how to delete an activity. It also lists the activities that are available for inclusion in your course.

To start thinking about how you might use activities in your course, visit the page **What Can You Do with Moodle?**

When to use

Include activities in your Moodle course when you want your students to experience **assessment as learning**, whether that assessment is formative or summative.

Use activities at the beginning of a course as icebreakers and to investigate students' prior knowledge, and throughout a course to maintain engagement and to monitor students' progress through the course.

Benefits

Online activities are important both to blended courses and distance education. They enable speedy feedback between students and teachers, and learning can take place in both real-time and asynchronous modes.

Guide

Getting started

The **Using Technology in Teaching** page is a useful place to start when you're thinking of incorporating online learning activities into your course.
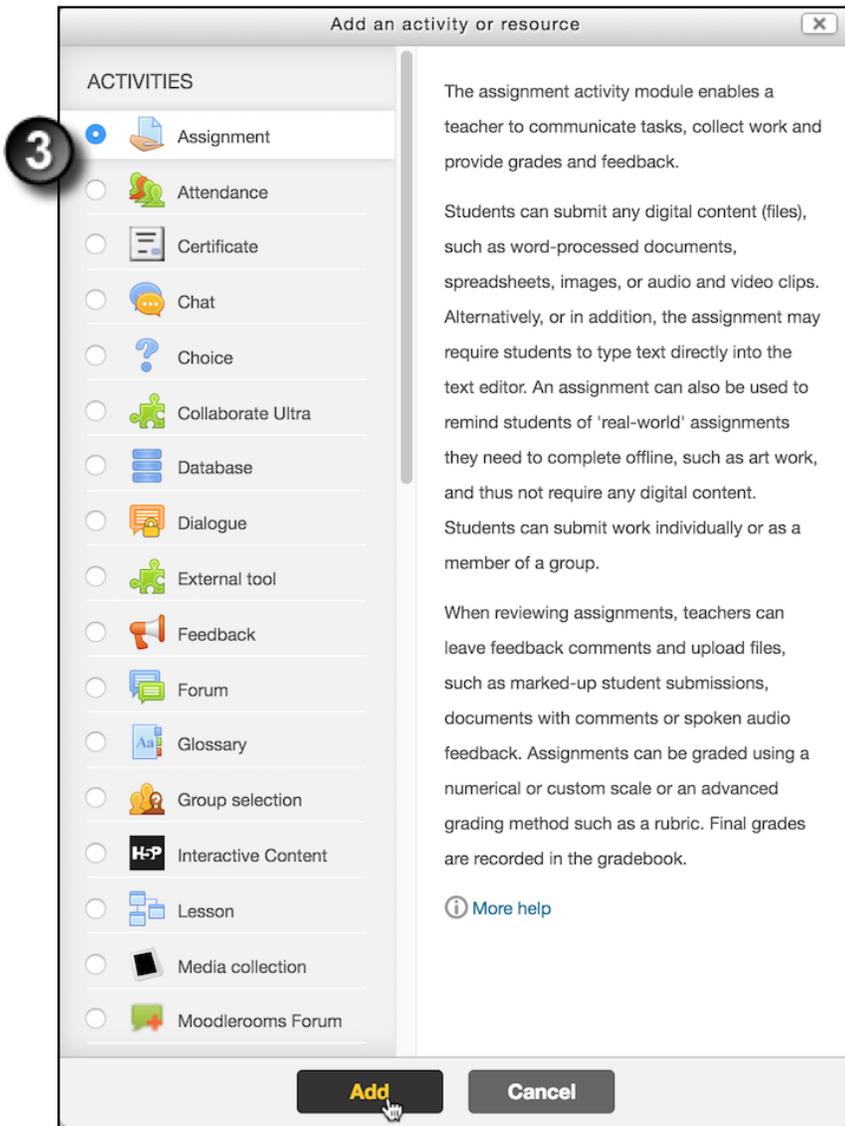
Step by step instructions

- **Create an activity - basic**
- **Create an activity by duplicating**
- **Organise the activities/resources list**
- **Edit an activity**
- **Delete an activity**
- **Assigning an ID number to an activity**

Create an activity—basic

1. On the course home page, click **Turn editing on** at the top right. Turn editing on
2. On the course home page, in the appropriate section, click **Add an activity or resource**.

3. In the *Add an activity or resource* window:

- Select the activity you want. Information about your choice displays in the right-hand panel, and the **More help** link opens a pop-up of the relevant **docs.moodle.org** page, if one is available.
- Click **Add**.

ACTIVITIES

③
- ⊙ 📄 Assignment
- ○ 👥 Attendance
- ○ 📋 Certificate
- ○ 💬 Chat
- ○ ❓ Choice
- ○ 🧩 Collaborate Ultra
- ○ 🗄 Database
- ○ 🔐 Dialogue
- ○ 🧩 External tool
- ○ 📢 Feedback
- ○ 💬 Forum
- ○ Aa Glossary
- ○ 👥 Group selection
- ○ H5P Interactive Content
- ○ 📊 Lesson
- ○ ⬛ Media collection
- ○ Moodlerooms Forum

The assignment activity module enables a teacher to communicate tasks, collect work and provide grades and feedback.

Students can submit any digital content (files), such as word-processed documents, spreadsheets, images, or audio and video clips. Alternatively, or in addition, the assignment may require students to type text directly into the text editor. An assignment can also be used to remind students of 'real-world' assignments they need to complete offline, such as art work, and thus not require any digital content. Students can submit work individually or as a member of a group.

When reviewing assignments, teachers can leave feedback comments and upload files, such as marked-up student submissions, documents with comments or spoken audio feedback. Assignments can be graded using a numerical or custom scale or an advanced grading method such as a rubric. Final grades are recorded in the gradebook.

ⓘ More help

Add   **Cancel**

4. On the *Adding a new [chosen activity]* page, complete the mandatory fields and any additional fields that are appropriate to the activity. Note that for the following activities, you can opt (using the **Display description...** check box) to have the activity **Introduction text** display below the link on the course home page: Assignment, Chat, Choice, Database, Forum, Glossary, Quiz, SCORM package, Wiki, Workshop. Take care not to over-use this option.

5. Click **Save and return to course** to view the new activity in the content list on the course home page, or **Save and display** to preview the activity.


Create an activity by duplicating

Note: You should not duplicate Turnitin activities as this will create an error. Refer to the note on the **Turnitin page**.

Rather than creating each activity from scratch, you can save time by copying an existing activity and modifying it. To duplicate an activity:

1. On the course home page, click **Turn editing on**.
2. Select the **Edit** dropdown next to the activity's name, and select **Duplicate**. The activity is duplicated.
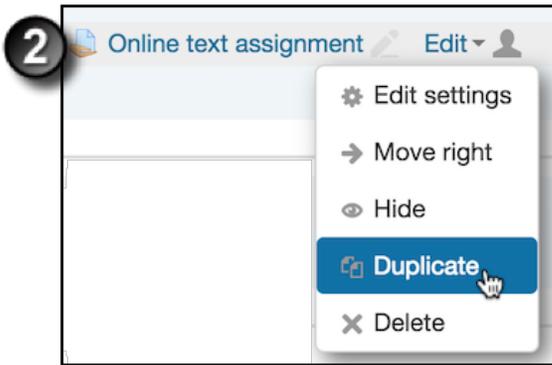
3. The duplicated activity contains a 'Copy' text in the title to differentiate it from the original one. Change the title of the duplicated activity by selecting the **Edit Title** Icon.

4. Next to the new copy's name, select the **Edit** dropdown, and select **Edit settings** to and begin modifying the duplicated activity.
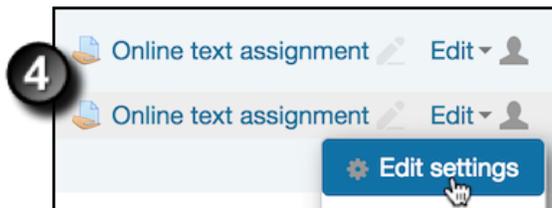

Organise the resources/activities list

To organise the resources and activities in your course, **create labels** and use indenting:

- To indent the activity in the section's content list, click the Move Right icon ➡.

- To move the activity up or down the list, click and hold the Move icon ✛ and drag the item to the desired position.

It is recommended that you add an '**Activities**' block to your course so that students can easily navigate to activities and resources in a course.
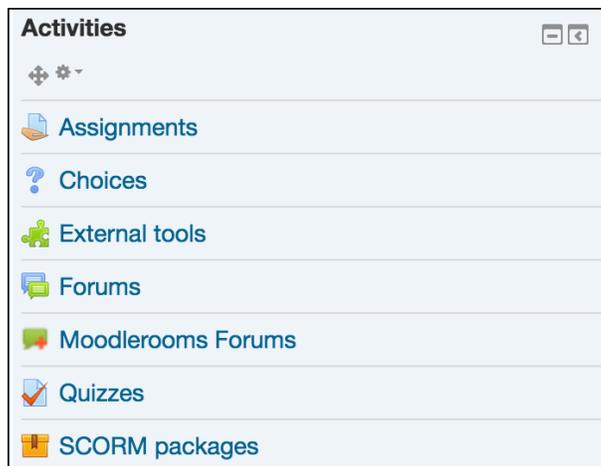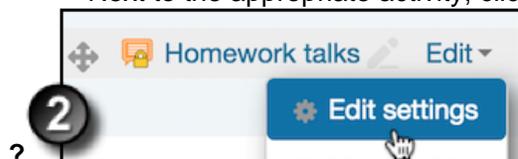

Note that the Activities block will also provide students with a useful list of all resources in a course.
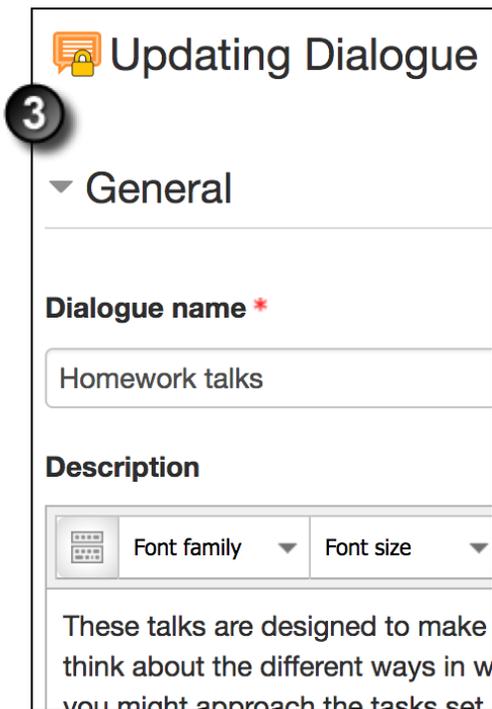
Edit an activity

To edit an activity:

1. Click **Turn editing on** at the top right of the page.
2. Next to the appropriate activity, click the **Edit** dropdown and select **Edit settings**.
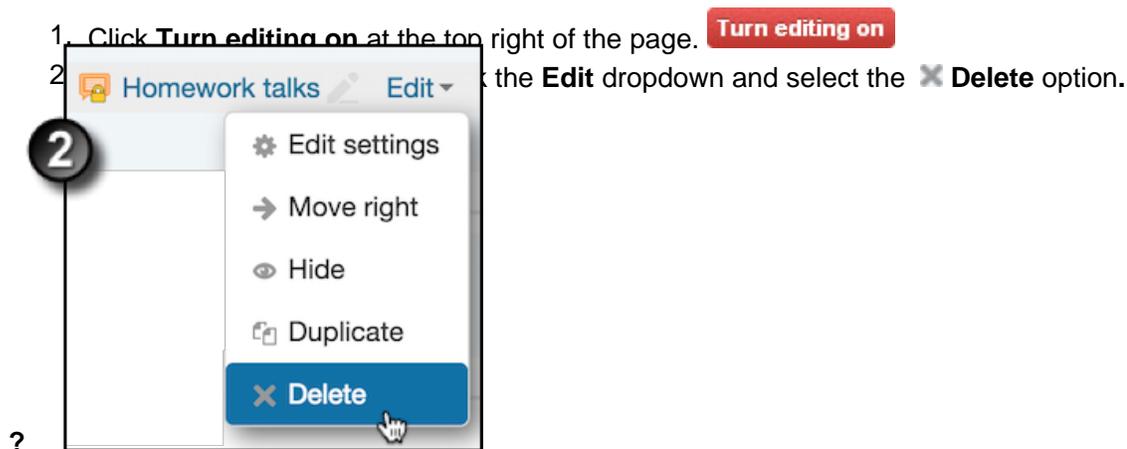

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3. On the *Updating* page, make the necessary changes.
4. Click **Save and return to course** to save your changes, or **Save and display** to view the changed activity.
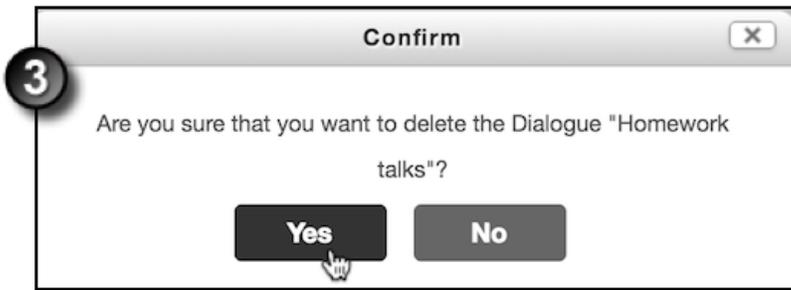
Delete an activity

To delete a resource:

1. Click **Turn editing on** at the top right of the page. [Turn editing on]

2. _x the **Edit** dropdown and select the ✖ **Delete** option.

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3. A confirmation dialog box displays. Select **Yes** to delete the activity.

The activity no longer displays in the resources list.

Adding an ID to an activity

Activities/resources do not have an ID by default, and this is fine in many instances. However adding an ID to an activity allows for later reference, which supports the following use cases:

- Gradebook formulas can use activity ID's to perform **grade calculations**
- Moodle can use activity ID's to synchronise grades with the UNSW Astra service
- Custom reporting based on ID

Instructors can set their own ID number when they create an activity, or by editing it on a later date. To do this:

1. On the course home page, click **Turn editing on** at the top right.
2. On the course home page, in the appropriate section, click **Add an activity or resource** to create a new activity, or click the **Edit** dropdown and select **Edit settings** for a pre-existing activity
3. On the activity page, scroll down if needed and click to expand **Common module settings**
4. In the ID number field, enter the desired **ID**
   - *Note: ID numbers are case-sensitive, letters are supported, and ID's must be unique within the course.*

5. Once the rest of the activity settings are completed as required, scroll down and click **Save and return to course**

Note: If your course is synchronising grades with the UNSW Astra service, the ID number(s) will need to be obtained from Astra, and entered for the activities that require grades to be synchronised. As ID's are case sensitive, special care must be taken to ensure ID's match exactly.

Advanced guide

Available activities

To create more specific activities, go the following instructions:

- **Create an assignment**
- **Create an attendance activity**
- **Blog in Moodle**
- **Chat with students**
- **Create a choice activity**
- **Create a database**
- **Create a dialogue activity**
- **Create a feedback activity**
- **Set up a forum**
- **Create a glossary activity**
- **Create a group activity**
- **Allow group selection**
- **Create groups and groupings using Team Builder**
- **Create a lesson**
- **Create a questionnaire**
- **Create a quiz**
- **Add an activity as a SCORM package**
- **Create a wiki activity**
- **Create a workshop activity (peer review and self-assessment)**

Additional information

Further assistance

If you experience technical or other issues, consult the **Where to get help** page.