**FAQs QMPlus**

**How can I get my students to enroll/ unenroll to my QMPlus Course?**

The students and staff are automatically assigned their roles at the beginning of the academic year. Should there be need to alter these, please contact the Administrator of your department.

**How do I change the name of the Topic in my course?**

The topics are as default named based on either topic or week numbers, you can change these by clicking Turn Editing On > Click Edit Summary icon  under the topic you wish to rename > Uncheck the ‘Use Default Section Name’ and type in the desired name of the topic in ‘Section Name > Save Changes to finish.

**Can I download all the submitted assignments at once?**

Users with the required permissions (e.g. those with a Teacher or Marker role) can click on the assignment and from the Settings block on the Grading summary page, access the 'Download all Submissions' link under 'Assignment administration'.

**How can I make a block appear on all pages of the Course?**

You can control where your block appears in your course. To make the block appear on all the pages, click configure  option in that block and change the settings for ‘Display of Page Types’.

**There is a block in my course that I didn’t add - where did that block come from?**

Some blocks such as Settings and Upcoming Events are set up on your course page by default. However, most blocks, including Calendar, Latest News, Recent Activity etc can be removed by using the  icon. You can also add these blocks by using the ‘Add a Block’ option at the end of the page in navigation bar. Administrators have the capacity to add or remove the forced blocks as well.

**How can I decide the order in which blocks are docked?**

Blocks are "docked", from top to bottom (usually on the left) in the order in which you dock them.

**How do I change the teachers' names on my course descriptions?**

By default QMPlus will show names of teachers on course descriptions. If you want to edit or delete this, uncheck or change the role in Settings>Site Administration>Appearance>Course contacts

**How do I upload a lot of files at once?**

You can upload a bulk of files at once to save time and effort. Add your files to a folder on your computer; zip/compress the folder; upload the zipped folder and then unzip it within QMPlus.

**If I upload a file in one course, can I use it in another course as well?**

Yes. From the file picker, choose Server files or Recent files and then navigate to the course where you uploaded the file initially and select it there.

**How can I display the size of file on the course?**

Students who need to download files appreciate being able to see its size especially if they have a slow Internet connection. Simply tick the 'Show size' checkbox in the file settings when you are uploading them.

**Can I use a forum for teacher-only discussion?**

Yes you can use the forum activity for teacher-only discussions. You can create a forum like you usually do and hide  it. The hidden files can only be seen by teachers and not students, the forum will work like it usually does with no student contribution or visibility.

**What should I do if a member of my forum can't add attachments?**

Check that in the forum settings that you have set have the maximum number of attachments allowed to a number greater than 0.

**How can I remove the news forum from a course?**

You can get rid of the New Forum by delete it from the course homepage. Also, in Settings > Course administration > Edit settings set "News items to show" to 0. Lastly, delete the Latest news block.

**How can I delete an attachment with a glossary entry?**

Simply delete the glossary entry and add a new one instead.

**How can I make a glossary that cannot be edited by the students?**

Go to Settings>Glossary administration>Permissions, set the Create new entries capability for Student to Prevent.

**In a lesson the jumps are not working like I want them to, what should I do?**

If you have kept the settings to ‘this page’ upon giving a wrong answer and after the student answers it, the student goes to the next page, here is what the problem might be.

See adding/editing a lesson and Maximum Attempts in Lesson settings. If maximum attempt is set to 1, then the student will be advanced to the next page after they make their choice for a wrong answer that is sent to "this page". If it is set to 2, after the student selects the wrong answer the 2nd time they will be sent to the next page.

**In a lesson I have kept multianswer settings in multiple choice questions, but it does not work and makes random jumps, why is this happening?**

In a Lesson module multi-answer question, all the correct choices must have the same jump and teacher response. All the wrong choices must also have the same jump and teacher response. If these are different for each one of them the question might not work properly.

**QUIZ**

**What happens if students submit answers after the quiz closing time/ date?**

It is possible for students to still submit answers after the quiz has closed (for example if they started the attempt before the closing date but then took a long time before submitting). These responses are stored by the quiz module, but the students are not given any credit for them. The teacher can see these answers when reviewing the student's attempts and can grade the students manually. If you change the closing date and time, the students answers would then get graded.

**In a quiz, I no longer allowed to add or remove questions, why is this happening?**

Most likely it is because you have students that have already attempted the quiz. You will need to delete all of the attempts by selecting them and choosing to delete them if you need to add/remove questions from a quiz. The students would then need to retake the updated quiz. To avoid this, hide  quiz from students until its ready to be taken.

**Can I allow a person to retake a quiz if I have it set for 1 attempt?**

Yes, you can do that. Go to the Quiz administration, there is a link "user overrides". Click this link and you can change the allowed number of attempts for that specific user.

**Can I give particular students extra time in a timed quiz?**

Yes you can do that. Go to the Quiz administration, there is a link "user overrides". Click this link and you will be able to choose one or more users and change the timing of their quiz.

**What is the biggest chunk of text you can edit in a textbox?**

Maximum size of the text that can be edited in the textbox is 65,535 characters. If the text is more than that you can add it to a Word or Pdf file and use that as a file resource in your course.

**Can I grade my students' wikis?**

There is no in-built grading facility in the wiki but you can manually add a grade item in the [Gradebook](http://docs.moodle.org/23/en/Gradebook).

**I have finished my page but it won't let me save it. Why not?**

The most common reason for this is that you did not add content to all the required fields. Go back and look in the Page content section and make sure you have completed it. The required fields are marked with an asterisk.

**How can I hide entered grades until a specified date?: Request Aysha to provide answer for this.**