

OD

DTL

we do that

(so you don't have to)

**Create inclusive learning experiences
that enable success
for all Loyola learners**

Inclusive Teaching

Structure

Simple presentation
Consistent organization
Predictable navigation

Transparency

Clear justifications
Detailed instructions
Explicit expectations

**Create inclusive learning experiences
that enable success
for all Loyola learners**

Moodle

**Stuff you put
in Moodle**

Inclusive Teaching

Structure

Simple presentation

Consistent organization

Predictable navigation

Transparency

Clear justifications

Detailed instructions

Explicit expectations

Organize your course in Moodle

Import someone else's course into your section

Create your course with you in Moodle

Conduct Moodle walkthrough

Review your course for accessibility

Develop assessment strategies

Select the right tech tools

Troubleshoot throughout the term

Develop inclusive course designs

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LOYOLA
UNIVERSITY MARYLAND

OFFICE OF DIGITAL TEACHING & LEARNING

Resources

Web & Directory Search



Professional Development

Faculty Spotlight

Support



Designing impactful education for a diverse and changing world

Welcome to the Office of Digital Teaching & Learning! We partner with faculty to help them develop their courses and learn how to best use the tools provided by Loyola. Explore our resources and discover how ODTL can help you continue to deliver first-rate course instruction in an ever-changing learning environment.








Our Mission: To create convincing learning experiences, to enable success for all Loyola learners.

Our Vision: Elevating Experiences.










ODTL Support Documentation

Each piece of documentation has been vetted by our office. We will aim to keep this as updated as we can, but if you find anything that is out of date, please let us know by emailing us at odtl@loyola.edu





Moodle Basics

-  [Creating Labels](#)
-  [Creating a Discussion Forum](#)
-  [Adding an Assignment](#)
-  [Activities Types on Moodle](#)
-  [Add & Remove Blocks in Moodle](#)
-  [Add TurnItIn Assignment in Moodle](#)
-  [Annotating Documents in the Assignment PDF Editor](#)




Moodle: Gradebook

-  [Overview - Gradebook in Moodle](#)
-  [Setting up the Gradebook](#)
-  [Creating Rubrics](#)
-  [Grading & Giving Feedback for Forums](#)
-  [Grading & Giving Feedback for Assignments](#)
-  [Grading & Giving Feedback on Quizzes](#)
-  [Grade Category Options in Gradebook](#)
-  [Grade Assignments in Gradebook](#)
-  [Grade Calculation in Gradebook](#)


Moodle: Quizzes

-  [Creating a Quiz and Adding Questions](#)
-  [Create Multiple Choice Questions](#)
-  [Create Short Answer Questions](#)
-  [Create Essay Questions](#)




Zoom

-  [Overview of Zoom @ Loyola](#)
-  [Logging into Zoom with your Loyola credentials](#)
-  [Basic Zoom tutorials](#)

Panopto

-  [Overview of Panopto @ Loyola](#)
-  [The Simplest Way to Use Panopto](#)

FlipGrid

-  [Overview of Flip @ Loyola](#)
-  [Getting Started with Flip](#)
-  [Additional Flip Resources](#)

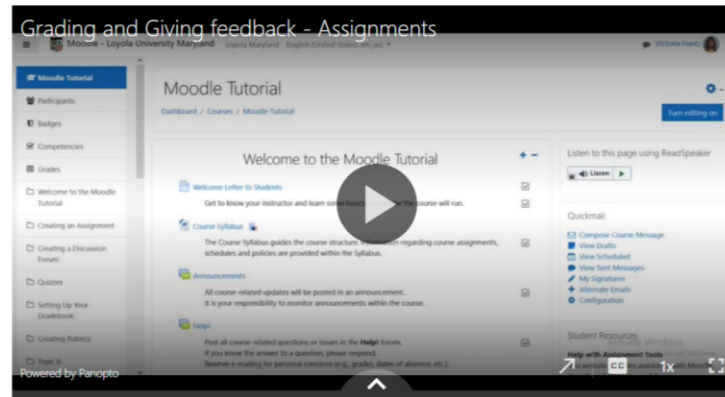
PollEverywhere

-  [Overview of PollEverywhere @ Loyola](#)

Qualtrics

-  [Overview of Qualtrics @ Loyola](#)

Grading & Giving Feedback for Assignments



Step 1: Accessing the Grading Tool

1. Locate the assignment that needs to be graded.
2. Click on the assignment name.

On this screen are the instructions for the assignment as well as an overview of Grading summary (it shows how many participants are in the course and how many of them have submitted an item for grading).

1. Click **view all submissions**. This will display a list of all participants and show:
 - a. Whether they submitted an assignment.
 - b. The file they submitted (if any).
 - c. A "grade" button.
2. Click **"grade"** to open the grading screen to begin grading that assignment.

Important: When first entering this screen, the selected user will be ourselves. Use the left and right toggle in the right grading menu to navigate to students.

Step 2: Grading the Forum

To grade each student:

About the Team

Learn more about the team members in the ODTL who are dedicated to helping you develop the best possible learning experiences for you and your students.

Patrick Dempsey, Ed.D. ✕

Director

Loves supporting faculty with:

- Inclusive teaching
- Strategies for giving feedback
- Assessment strategies

[Connect with Patrick Dempsey on Teams](#)

Jesse Goldstein +

Sarah Martin, Ph.D. +

Hayley Orndorf +

Jennifer Zwillenberg, Ed.D. +

Judy McCann +

<https://www.loyola.edu/departments/digital-teaching-learning>

