

## Naming and description of an activity and resource

- This document discusses the naming and description convention of Moodle activities and the resources added in the Moodle course. Providing a consistent name and description for any Moodle activity and resource is essential. This informs the students of what sort of area they need to satisfy and what they are not supposed to.

### Roles

- Unit lecturer

### Pre-condition

1. The user must be on a Moodle course page as a Lecturer of the unit. See [Moodle Enrolment](#), [Accessing your course](#), and [The Moodle course](#).
2. The Course Editing is on. See [Course Editing On/Off](#).

### General Notes

1. Use sentence case and title case only. Use only uppercase letters for emphasis.

### Naming Convention

1. Provide a descriptive name for any new activity or resource in the teaching section.
  - a. For Assessable assessments, follow the convention  
Assessment<space>[#]<space>[Title]<space>[weightage]% eg. Assessment 1 Quiz 1 Part A 10%, Assessment 2 Essay 20%
  - b. For non-assessable activities and resources, a short description is sufficient for naming  
E. g. Email communication
2. Description of any new activity in the assessment and teaching sections must be 1-3 paragraphs and contains the following.
  - a. Short introduction about the activity. **(1<sup>st</sup> paragraph, optional)**
  - b. Related settings and constraints **(1<sup>st</sup> paragraph)**
    - i. start date of the submission and due date of submission
    - ii. expected date when the student could view their feedback and mark, and manner of marking.
    - iii. Mode of submission (text, file submission) and acceptable file type.
    - iv. Whether a Turnitin,
    - v. Instruction for submission as per the settings.
    - vi. other assessment constraints.
  - c. Link to the assignment paper if the question is too long. Otherwise, use a paragraph to state the assessment question. **(2<sup>nd</sup> paragraph)**
  - d. Link to the Assessment help to use the activity and link to Assessment exceptions. The link to each activity can be copied here <https://learn.ibs.ac.pg/moodle/course/view.php?id=68> **(3<sup>rd</sup> paragraph)**

3. Assessable activities' descriptions must be displayed to provide quick information to students.
4. Description of any new resource in the teaching section for assessable activities
  - a. Include the purpose.