Distribute TANs via Moodle

Deutsche Version

> **Attention**
>
> Lectures with exercises have 2x the amount of TANs (for each student one for the lecture and one for the exercise). The first half of the TAN list will be for the exercise and the second half will be for the lecture (or vice versa)

1. You will receive the TANs in the form of a CSV file or an Excel spreadsheet.
2. Create a `Task` (ger. `Aufgabe`) in Moodle with the following settings:
   - ! Answer begin, deadline, last submission date, remind participants: dont't activate
   - ! Answer types: select none of the types, as participants shouldn't be able to submit something
   - ! Feedback types: only select `Feedback as comment` (ger. `Feedback als Kommentar`) and `Offline grading table` (ger. `Offline-Bewertungstabelle`)
   - Submission settings: leave all option on `No` (ger. `Nein`) or `Never` (ger. `Nie`) respectively
   - Settings for group submission: select `No` (ger. `Nein`)
   - System notifications: recommended settings no/no/yes
   - Grading: the default is ok. (`Points` (ger. `Punkt`), maximum 100, simple direct grading.
   - Other settings: `Show on course page` (ger. `Auf Kursseite anzeigen`); `No groups` (ger. `Keine Gruppen`)
   - ! Prerequisites: set a deadline (if applicable), else mention the deadline explicitly in the text
   - End of activity: `End of activity not visible` (ger. `Abschluss wird nicht angezeigt`)
   - Finish by clicking on `Save and show` (ger. `Speichern und anzeigen`)
3. Open the new task (if not already done by clicking on `Save and show` in the previous step). On the page, click on `Show all submissions` (ger. `Alle Abgaben anzeigen`)
4. Ignore the table :-) and in `Grading process` (ger. `Bewertungsvorgang`) select the option `Download table` (ger. `Bewertungstabelle herunterladen`). Save the CSV file.
5. Open both CSV files - the table from Moodle and the CSV files with the TANs - in Excel (or similar spreadsheet software).
6. Copy the TANs into the table from Moodle into Column I (`Feedback als Kommentar`). In Column E (`Bewertung`) enter 0, so that a "grade" is present. Save the modified file.
7. In the task created in steps 2 and 3 select the option `Upload grading table` (ger. `Bewertungstabelle hochladen`). You may have to click on `Show all submissions` (ger. `Alle Abgaben anzeigen`) first. Upload the modified file. It may be necessary to customize the options `Encoding` (ger. `Kodierung`) and `Separator` (ger. `Trennzeichen`); e.g. oftentimes, the

separator needs to be set to `Semikolon`. Upload the file by clicking on `Bewertungstabelle hochladen`.

8. Check the validity of the data in the preview. When the data provided is correct, the text `Feld 'Feedback als Kommentar' für '<Student>' auf '<TAN>' setzen` should appear throughout the preview. If everything looks ok, click on `Accept` (ger. `Bestätigen`) and wait, until a confirmation appears. Then, click on `Continue` (ger. `Weiter`).
9. Inform participants on when and how they can access the TANs. There are two possibilities:
   - Go to the column `Grading` (ger. `Bewertungen`) in the course and select the TAN from the column `Feedback` in the appropriate `Task` (ger. `Aufgabe`)
   - Click on the relevant `Task` (ger. `Aufgabe`) and select the TAN under `Feedback` and `Feedback als Kommentar`

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