

## ***Moodle Tips and FAQs (updated 12/8/11)***

### **Tips**

#### **GENERAL CAVEATS:**

- Be aware of possible browser caching. If you have made a change to your course or to your profile (for example changing your profile picture or editing text on a Web Page Resource) but it doesn't appear that the change happened, it could be that you're looking at a cached page -- one that your browser has saved from a previous time you visited that page, and displays to you to help speed up your browsing experience. You can force a page reload by pressing Ctrl+F5 on your keyboard (works with most browsers). If you want a more permanent solution you can change your browser settings to make it check for updates to the page before displaying a cached version. Do a Google search to find instructions on how to do this for your browser and version. (Note: Some Internet Service Providers also cache pages on their servers, which you will have little to no control over.)
- Be careful if working with two browser windows or tabs open at the same time to your course site. You could possibly lose or overwrite your work.
- Always wait for pages to load fully before attempting to fill in or click on anything.
- Get in the habit of using good file-naming conventions for your files. This means use filenames that are as short as possible, do not contain any spaces, and only contain alphanumeric characters and/or an underline or hyphen. The file should also have an extension (suffix) that truly represents the program that type of file is associated with (.doc if it is a Word file, .gif or .jpg if it is an image file). In Windows, the file name extension is automatically handled by the program in most cases, but this is not necessarily the case in Macintosh.
- Edit (reduce file size and pixel size) and save images in an image editor before placing in your course. Try to keep pixel size no larger than 400w x 420h, and file size as small as possible while still maintaining enough clarity for use (For reference a 50 KB picture on average will take 10 seconds to download over dial-up). Do not upload a large image and just resize it inside the Moodle editor, as it will not reduce the image's file size.
- You will have a better experience in Moodle if you use a modern browser (recent version of Firefox or Internet Explorer). Browsers with known problems at time of writing are Safari, Chrome, and Opera all of which do not function with the editor in Moodle.

#### **ASSIGNMENTS:**

- On assignments that require a text answer and no graphs, tables, images or multimedia, and the grading rubric does not involve evaluating formatting or other style rules, the logical assignment type would be "Online text". Online text assignments do not introduce compatibility issues. You should caution students to compose their answer offline in a word processor, and then when they are ready to submit they can copy and paste into the editor box. Also, you should caution them to always click on the "Clean Word" button after pasting their text into the box.
- For assignments requiring strict formatting, or ones that must contain more than simple text, you will want to choose either "Upload a single file" or "Advanced uploading of files". They both require students to attach a file, but the "Advanced uploading of files" allows you to require multiple files.

- Since students will not see the point value for the assignment, it is a good idea to include the total possible points within the text description that you enter for the assignment.

### **CALENDAR BLOCK:**

- If you add events to your calendar manually, and you import that course's content to another course or you backup that course and restore it somewhere else, the calendar in your new course will be populated with those events and the dates will have been modified based on your new course's start date. If you don't want those events in your calendar, it can be a tedious job to delete each event individually. Another option, to delete all the manually added events that are in your calendar, is this:
  - In the new course click on Reset from the Administration block.
  - Put a check next to the second item on the page "Delete events"
  - Leave everything else UNCHECKED.
  - Click the Reset Course button
  - Click Continue

### **CHAT:**

- Instructors can encourage students to use the chat area for either casual conversation or for scheduled group chats. Remind students, though, that chats are not private. They are also not transitory, meaning you can go in after a conversation and see what was said. Students may also be able to see archives of chats unless you have specifically turned that option off.
- The chat area can be used for non-personal office hours. As already mentioned, remind students that what is said in chat is not private, but if they want to discuss anything with you in a public forum you will be in the chat room on x-days from y-hour to z-hour.
- The Moodle Chat tool is designed for use with smaller groups. For this reason, I would not recommend holding whole class chats (unless you have a very small class). Instead, if you require a chat session, consider breaking them into separate chat sessions (no more than 7 students at one time). This also gives you a chance to schedule the chat for different times, which will accommodate more students' schedules.

### **CHOICE:**

Giving people a choice empowers and motivates them. The Choice activity can have this effect. Don't use it for critical decisions, but for decisions that you feel comfortable giving some control to students on. Some suggestions for how to use the Choice Activity:

- For a group project you can let students self-select their groups by offering various topics and letting students choose which they prefer. Enable "Limit number of responses" so that once your group size is reached, that option will be closed.
- Asks students if the pacing of the class is working well for them or not (too fast, too slow, just right) and you can then adjust accordingly.
- Have students vote on the poem that is closest in style to a poet you're studying, or have them vote on a picture that is closest in style to an artist you're studying.

## **DATABASE:**

- Some uses of the Database Resource (from [http://docs.moodle.org/en/Database\\_activity\\_module](http://docs.moodle.org/en/Database_activity_module)):
  - allow collaboration on building a collection of web links/books/journal references related to a particular subject
  - display student created photos/posters/websites/poems for peer comment and review
  - provide a student file storage area

## **FORUM:**

- If you will be requiring forum participation in your course, it is recommended that your first forum discussion assignment be low-stakes and low-stress to allow students a chance to become comfortable with using the features. An opening assignment, like an introduction, where students give a short introduction of themselves is standard. If you want to be more creative, you can, but again don't make the first assignment too complex. To add creativity you might have them describe themselves with a list of words beginning with the letters in their name. Or give a list of things you want them to tell about themselves and make it fun. It often helps if the instructor posts first, to model what you want students to do.
- Do you want to allow students to be able to rate their peers' forum posts to count toward the grade? If so, then click on the tab, Override Permissions, at top of the Forum editing window (in the Forum that you wish to allow peer rating). Click on "Student" and then in the "Forum" section of the page, find "Rate Posts" and select the "Allow" radio-button. Click the "Save Changes" button at the bottom. Make sure you give detailed instructions to your students on how they are to evaluate their peers' posts.
- Determine how the grades are tallied for all the student's posts in the forum by selecting the appropriate option next to "Aggregate Type". If you choose a number from the "Grade" drop-down this will be the highest score you can give per post, as well as the highest score possible for that forum regardless of how many points you've given. For example, if you choose "5" from the "Grade" drop-down list and you choose "Sum of Ratings" as your aggregate type you might grade 3 posts from a student and each post may have received a 5 rating. That student will only receive a 5 on that forum, because it will sum all your ratings until it reaches your max grade possible, and then stop summing.
- Let students know what you require and how you will grade Forum discussions (min. and max. words, spelling & grammar yes or no, substance not length, etc.). You can even post these rules as a Forum topic and ask for student feedback. This kind of empowerment is motivating to many students.
- You may want to require that students reply to others on some discussions. This will make it more like a true discussion and of course help students extend their learning. If you do require replies, you want to set firm deadlines for the first original posting and then for the follow-up replies.
- You may want to include a "Course Questions" Forum where students can ask non-personal questions related to the course. Suggest to other students that they can answer their classmate's questions if they know the answer (of course you want to monitor this to make sure no erroneous information is given). If you do use this, be sure and check this area frequently so you can respond in a timely manner to a question that many students might have. Using the forums in this way will help to reduce your overall workload, because you will answer one question to everyone (theoretically). Also make

sure you instruct students to check to see if their question has already been asked before posting.

### **GRADES:**

- The Moodle Grades tool automatically receives grades entered for Quizzes and Assignments as well as in gradable discussion Forums, and other gradable activities (e.g. Glossary activity).

### **LABELS:**

- Labels are typically used like headings for the individual Weeks/Topics, or as headings within a Week/Topic to identify and divide grouped items in your Week/Topic, or as a brief summary of the resource directly below the label.
- There are other ways you can use labels, depending upon your needs and instructional philosophies. You can include pictures, text, embedded media, and just about anything that could be on a Web page, in a label. For this reason, some instructors like to put some eye-catching, motivating item in a label (e.g. YouTube video related to your subject, or other similar media). Be considerate of accessibility needs. Items included in your course should be accessible to all students.
- By default, courses are set up in a "weekly format". With this setting, dates for each week are automatically displayed at the top of each section. Some instructors either don't use a weekly format, per se, or they may want their week to begin and end on a different day (for example: Wednesday to Tuesday rather than Monday to Sunday). One way to deal with this is to change your format to a "topic format". To do this click Settings in the Administration block and change the format to "Topics Format" and then "Save Changes". You can then use Labels in each section to identify the dates associated with each section.

### **MESSAGES:**

- Messages from all of your Moodle classes will be shown to you no matter which Moodle class you are currently logged into. Therefore, it is very important to instruct your students to preface any message that they send to you with the title of the class to which the message pertains.
- If a student has set their Message options to send their messages to them via email when they aren't in the course, then they could possibly reply to your messages by email, rather than replying to you through Moodle's Messages tool. If you don't want them to reply by email, you will have to set the following in your Profile: *Email Activated: This email address is disabled.*
- Make it clear to students that they are responsible for reading messages you send to them. You might want to instruct your students to check their messages every time they login to the course and of course you will want to do the same.

### **MISCELLANEOUS:**

- Moodle, by default, will make a link out of text that matches the title of a resource or activity that you have created. For example, you might create a Web Page Resource called "Igneous Rock". Then you might write the following sentence somewhere in your course: "There are three main rock types: igneous rock, sedimentary rock and metamorphic rock." The words "igneous rock" in that sentence would automatically be

turned into a link and when someone clicks the link they will be taken to the Web Page Resource of the same title. There may be times when you don't want your text turned into a link. To turn off autolinking, highlight the text that is being turned into a link (of course make sure you're in the editing window). Once the text is highlighted, look in the bottom row of buttons in the editor's toolbar and click on the button that looks like a red-x on top of a chain-link. Save your work.

### **NEWS FORUM:**

- This is a way for the instructor to communicate to the whole class.
- You can keep the name "News Forum" or you can call it something else.
- A "Welcome" post is a good way to greet students and get them used to looking in this section for important information. You might also do this with a label on the course homepage at first that directs students to the News Forum.
- Do not overuse posts to the News Forum with trivial information or students might begin to ignore it—The "cry wolf syndrome". On the other hand, if you rarely use it students will not be in the habit of checking it.
- Let your students know, in the syllabus, that you will be placing important information in News Forum (or whatever your going to call it) and that they are responsible for reading all the items you post to it.
- News Forum posts are sent to students' emails by default. Users can block News Forum posts from being sent to their email address by changing their Profile settings, so don't count on students reading your message in their emails (spam blockers or full email boxes also can pose problems, or they just might not be checking their email frequently).

### **PROFILES:**

- If you feel it is important for students to include a picture with their profile, then it would be a good idea to encourage them to do add their picture early in the course and to also give them a step-by-step explanation of how it is done. Instead of coming up with the instructions yourself, you may choose to direct them to the online resource that explains the process located here:  
[http://www.portervillecollege.edu/online\\_courses/moodle/profile.htm](http://www.portervillecollege.edu/online_courses/moodle/profile.htm).
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### **QUESTIONNAIRE:**

- Problem when trying to use the "No grade" option – Even if you set your Questionnaire to "No Grade" it seems to always show up in the gradebook with a range of 0-100 and with the title "Grade". It does seem to affect the score, so you'll need to make sure you mark it as "Extra credit" for aggregation methods that allow it, and for others, make sure it is not included in your max possible points. I also recommend hiding it in the gradebook so as not to alarm students.

### **QUIZZES:**

- Quiz time limits can be exceeded. However, if a student manages to exceed a quiz time limit the quiz will be given a grade of 0 (zero) on that attempt. You should probably warn your students about this, so they do not exceed the time limit and force you to decide if you will allow them a second try. Let them know your policy ahead of time.
- Always Preview your quizzes before allowing students to take them, so you can catch and fix errors before students attempt it.

- If you are giving a high-stakes exam to students and you don't want them to receive any feedback until the exam closes, do this: Under the Quiz Settings, in the "Review" section, uncheck all the boxes under the first two areas and then in the last area, "After the quiz is closed", you can check everything. This will help prevent students from sharing information before others are finished with the exam.
- You may also want to use the timed testing feature, but offer a broad test availability window (at least 24 hours). If the test is timed, students won't be able to linger and discuss the questions with their friends.
- Another good option for high-stakes exams is to use the Password feature and instruct students to take the test with a proctor, with whom you have given the Password for the exam.

## RESOURCES:

Resource Type	Advantages	Disadvantages
Compose a Web page	Can edit online from any computer. Don't need to know HTML or Web design software. No need for students to have any additional software since it creates a Web page opening natively in the browser. Virus and pop-up blockers will not interfere (unless you choose to open the window in a new window).	Need to edit online.
Link to a File	Can edit offline. Styles and layout can be preserved, for printing for example.	Cannot edit online from any computer and file must be uploaded again after editing. Navigation in the class site is interrupted.
Link to a Website	Expertise and resources found on outside Websites can be leveraged for instruction. If it is your own Website and you are comfortable authoring web content, you can achieve more robust Web content.	The site is (presumably) open to anyone, so copyright, privacy and other issues are a factor. Navigation in the class site is interrupted.

- Using "Compose a web page" as opposed to "Link to a file or website" overcomes some possible trouble areas for students: (1) Compatibility issues if the student does not have the proper program (or version) to open the file you have attached or they are on a different platform than the one the document was created on, say Mac vs. PC. (2) Security settings and/or popup blocking may prevent students from being able to open files. (3) Bandwidth issues, as attached files often take more time to download than Web pages. (4) Continuity issues- When the student must use a separate program to

view the attached file they are taken out of the course site thus upsetting the continuity that is maintained when they are kept in the course.

- Sometimes content copied from Word comes out funky on a Web page. If this happens, click "Update" on the resource and then click the "Clean Word HTML" button near the top right of the of the editor's toolbar. Then save and see if the page is displayed better.


### **ALLOWING GUESTS:**


- Guests would include people for whom you want to give access to your course (guest speakers, tutors, teaching assistants, observers, etc.). You can allow guest access or turn off guest access at any time. To do this click Settings from your course Administration block. Scroll to the "Availability" section and choose either "Allow guests with the enrollment key" or "Do not allow guests". In case of the former, you will need to enter an enrollment key. Then send the enrollment key, along with the direct link to your course homepage to your guest. Instruct them to click on "Login as guest" and then enter the enrollment key when prompted.


### **FAKE STUDENT ACCOUNTS (currently not an option):**

- ~~If you create a "fake student" account for your own testing, be sure and give that account a proper name such as first name "Test" and last name "Student", and do not use your real name. Doing so will cause your name to show up twice in class Participants list or if the students search for you to send a message. This means that they may send a message to the wrong account by mistake.~~

### **FAQs**

- Why won't my **profile picture** change after I upload a new picture?
  - The most likely reason is that your browser is not refreshing the image and is instead showing you an image that it stored in memory (cache) to speed up the Web page. You can force it to reload the page from the server by holding the Ctrl key and pressing F5.
- Why am I seeing **messages from students who are in my intro class when I am in my advanced class**?
  - Moodle's Messages tool is active over the entire Moodle site. So you will see messages from all of your students no matter where you are in Moodle. To deal with this possible confusion, you may want to instruct your students to preface their messages to you with the title of the class that they are in.
- How do I **stop Moodle from automatically turning my word or phrase into a link**?
  - Enter the resource or activity, in the edit/update mode, that contains the unwanted link. Highlight the word or phrase that you don't want to become automatically linked. Click the "Prevent automatic linking" button  on the editor toolbar and then Save the page.
- Is there a way to **attach a file to assignment instructions**?
  - Yes. What you need to do is type some text into your assignment instructions (assignment description box) that will become a link to your "attached" file. Then highlight the text and choose the **Insert Web Link** button. Click the **Browse** button, and click the **Browse** button in the new dialog box. Find the file on your computer and click it and then click **Upload**. Then click on the name of the file in the list of files you've uploaded and click **OK**.

- When I switch to the student role, there is **no "Edit my submission" button** on the assignments. Why?
  - It is probably because your assignments are closed. Once your assignments open, students will see the "Edit my submission" button.
- Is there a way to **hide the grades as you are grading the students' work** and then release the grades later all at once?
  - Yes. You may have to do so in two places, depending on what item it is that you're grading. In the gradebook, click on **Grades** and then click the **Categories and Items** tab. Click the "eye" icon next to any item for which you do not want students seeing in their gradebook view. If you are grading an assignment you will also have to hide the assignment so the student cannot click the assignment and view their score and your feedback. Once you are ready to release the grades to students repeat these processes in reverse.
- When I copy and paste from Word into the Moodle editor box, **my text formatting gets changed or strange characters will appear in my text**. What is going on and how do I stop it?
  - The Web can't always duplicate formatting that is used in Word processors. If you need exact formatting, then you may want to post a PDF document. If you can settle for approximate formatting then you can try clicking on the "Clean Word" button  on the editor to see if that improves the formatting. The "Clean Word" button can also be used to clean up the weird characters that you might be seeing.
- I would like to **clear a student's quiz attempt** so s/he can retake the quiz. How do I do that?
  - Click on the quiz, and then click the **Results** tab. You may want to download the student's first attempt before removing it. To do that, select the attempt and click one of the **Download** buttons. When you are ready to delete the student's attempt, click in the box next to the attempt you want to delete and click the **"Delete selected attempts"** button. You must also make sure that the quiz close date has not passed. If it has, you'll have to change the quiz close date to allow the student to attempt the quiz.
- I would like to **clear a student's assignment attempt so s/he can resubmit the assignment**. Can I do that?
  - If your assignment is an "Advanced Uploading of Files" type of assignment, it is easy to do. Click on the assignment, then click "View # submitted files". Click "Grade" next to the student whose assignment you want to clear. Click the "X" next to their uploaded assignment, and say "OK".
  - If your assignment is a "Upload a Single File" type of assignment, you could set the option for "Allow resubmitting" to "Yes", and then the student could upload a second file, and in doing so the first file will be deleted. If you don't want to allow resubmissions, then it is kind of tricky but it can be done. Follow the steps in the document found here: [http://moodle.org/pluginfile.php/178/mod\\_forum/attachment/622726/How to Delete an Assignment Submission.pdf](http://moodle.org/pluginfile.php/178/mod_forum/attachment/622726/How_to_Delete_an_Assignment_Submission.pdf)
  - If your assignment is an "Online text" assignment, you can set the option for "Allow resubmitting" to "Yes" on the assignment giving everyone a chance to resubmit the assignment up until the due date. That is the only option for this type of file.
- Why am I **unable to edit, delete, or add quiz questions**?

- Most likely there have been attempts made on the quiz. Once a quiz has been attempted by a student, you cannot edit, add or remove questions in the quiz. If you want edit/add/delete questions in a quiz you must first delete all existing attempts on that quiz. Follow the steps in the previous question answer to clear quiz attempts.
- How can I **include an image in a quiz answer**?
  - First you'll have to Upload the image to your course:
    1. In Administration block on your course homepage, click on **Files**.
    2. Click on **Upload a file**. A file upload window will open which allows you to browse for the file.
    3. Select the image from your computer and click on **Open**.
    4. Click on **Upload this file**.
    5. You should see a message saying File uploaded successfully.
  - Next you'll have to create a link to the image in a question answer:
    1. In your Moodle course administration block click on **Files**.
    2. Find the image you wish to insert.
    3. **Right-click** on the image and click on **Copy link location** (Firefox) or **Copy shortcut** (Internet Explorer).
    4. Open the quiz question you wish to edit.
    5. Click in the answer box where you want the image to appear.
    6. **Right-click** in the answer box and select **Paste**.
    7. You should see something similar to this:  
`http://moodle.portervillecollege.edu/file.php/702/picture.jpg`
    8. In order for the link to work correctly, it is necessary to add some code before and after the link. Before the link add ``
    9. The full link should look like this, ``
    10. Save your quiz question.
- How can I **see a history of messages** that I have sent to or received from one student?
  - Click on the student's name from the Participants list. You will see their profile. Click on **Send message**. In the top right of the message window that opens, you will see **Message history**. Click on this to view the message history between you and that student.
- How do I **add a YouTube video** to my course site?
  - Open a resource/activity for editing and paste the URL of the YouTube video into the editor. In another window or tab, navigate to the YouTube video that you want to use. Click the **Embed** button underneath the YouTube video. A box will appear under the button with some code that is already highlighted. Copy the code using Ctrl+C (command+C on a Mac). Go back to your course window and click the "**Toggle HTML source**" button  on the editor toolbar, and then paste into the box (Ctrl+V). Click the **Save** button for the page. This should work for any video site that displays the embed code.
- Weeks begin on a Tuesday in my class and end on a Wednesday, but **on the course homepage, all the weeks begin on Monday and end on Sunday. Can I change that?**

- Yes. Click on **Settings** in the **Administration** block. Next to "Course start date" choose the date that you want the course to start on. All weeks will start on the day of the week that corresponds to the day of the week of the course start date.
- I want to **attach points to a Choice activity**. Can this be done?
  - The Choice activity does not link to the Gradebook, as you no doubt noticed, so you cannot do this directly. However you could achieve this indirectly by manually creating an assignment in your Gradebook that corresponds with your Choice activity. Then when you are ready to grade, click on your Choice activity and then click **View # responses** in the upper right. You'll see the names of the students who participated. Jot their names down and then go into your Gradebook and record their score.
- I am making a mid-term quiz and **want to use questions I created in past quizzes, however, I can't find those questions listed anywhere**. What is going on?
  - It could be that you placed your quiz questions in the default category that is automatically created for each quiz. When you create questions in this way, those questions will not be available to other quizzes you make. To remedy this situation you will have to export your quiz questions from the category in which they were created (choose Moodle XML format) and you can only access that category if no students have submitted the quiz. Click on the quiz that you want to take questions from. You should be in the edit screen, if you are not, click the Edit tab at the top. Click the Export link near the tabs. Choose Moodle XML format. Next to Category, select the category containing the quiz questions that you want to use. Click the "Export to file" button. Save the file to your local computer. Back in your course click the Categories link underneath the tabs. Create a new category into which you will place these questions. Give it a descriptive name so you know what types of questions are in it. Click the Import link. Choose Moodle XML format. In the "Import from upload" area click the Browse button and find your file that you just downloaded. Click it and click Open (or OK). Click the "Upload this file" button. You should now see that category with the imported questions from any new quiz that you create.
- How do I change a **forum to read only**, so students can no longer post but can read the existing posts?
  - This requires that you make a permission override. Note: If you are not able to make these changes, notify your Moodle administrator as they may have to give you the permissions to make this override.
  - Click on the forum you want to change.
  - Click the "Update this forum" button.
  - Click on the "Override permissions" tab.
  - Select the Student role.
  - Set the capabilities mod/forum:startdiscussion and mod/forum:replypost to prevent.
  - Click the "Save changes" button.
- Why does my **assignment that I set as "No Grade" still show up in the Gradebook with 100 points as the possible**?
  - Some view it as a bug others as a "feature" so that any comments you leave can be displayed in the Gradebook. Rest assured that it is not being calculated in the total for your course. However, it might alarm students seeing it in the Gradebook, so if you want to eliminate that possibility you can hide the item in the Gradebook. Go to Simple View and then click the hide button next to the item. After doing that, students will not see the item in their Gradebook view.

- My quiz is set for a 1 hour time limit, but some students' attempts on the quiz show more than the 1 hour limit. Why? How can I prevent them from going beyond the time limit?
  - You can't prevent this from happening. The time limit could be ignored if a student is using a browser with JavaScript disabled. They are warned to enable JavaScript before starting the quiz, but they are not prevented from taking the quiz without JavaScript enabled. I recommend warning them about this ahead of time, and establishing a policy of how you handle quizzes that go over the time limit. Put this information in your syllabus and perhaps also remind students before attempting quizzes with time limits.
- I'm trying to manually grade a quiz but some of the quiz submissions still say open and don't allow me to grade them. How can I force them to be submitted so that I can grade them?
  - If the quiz is not closed, ask your student to login to the quiz again and click the "Submit all and finish" button. If the quiz close date has passed, you'll have to go back into the quiz settings and move the close date into the future. Then ask your student to login to the quiz and click "Submit all and finish". If the quiz has a time limit, then it should auto-submit as soon as they log back in to the quiz. Once all students have submitted their quizzes, you can move the close date back to the original date/time if you wish. Students who submitted during the extended time will receive a zero by the system, but you can manually override that grade
- I have an essay test that consists of 7 total questions; however, students only need to answer 5 of the 7 questions. Each of the 5 questions is worth 20-points each for a total score of 100-points but as the quiz sits now, the quiz is worth 140-points [7 x 20], and the quiz total is manually adjusted. How can I set this up differently so I don't have to manually adjust the total?
  - When you add your seven questions to the quiz, make each question worth 20 points, and make the total for the quiz worth 100 points. In the gradebook, edit the quiz (click the edit icon) and give it a multiplier of 7/5, or 1.4 Doing this will have the following effect; Let's say that a student gets 2 out of 5 correct, even though the quiz reports 40/140 or 28%, the gradebook will show 40 out of 100 or 40%, because it has multiplied the original score, 28%, by 1.4. If you do the math,  $0.28 \times 1.4 = 0.392$ , rounded it comes to 0.4 or 40%.