



MOODIE.AI ADMIN SECTION USER GUIDE



Create and Employ Exercise Template

You may learn how to create and employ exercise template .

CREATE AND EMPLOY EXERCISE TEMPLATE

Create and Employ Exercise Templates

①
You can create an exercise template by click on "Exercise Templates"

The screenshot displays the Moodie AI dashboard interface. On the left sidebar, the 'Exercise Templates' option is highlighted with a blue border. The main dashboard area shows a top navigation bar with 'Good Afternoon, Moodie' and 'Moodie.AI'. Below this, there are four summary cards: '271 Total Students', '1,589 Submissions', '6 Pending Reviews', and '322 Exercises'. The 'Active Modules' section shows two modules, both titled 'User Guide Example', with dates '2026-08-12' and '2026-07-31'. A 'Create New Module' button is also visible.

MOODIE
HUMAN COMMUNICATIONS DECODED
SUPER ADMIN

ORGANIZATION
Moodie.AI

OVERVIEW

- Dashboard
- Library
- Exercise Templates**
- Interview Practice
- Team

MODULES

Student Portal

EN 繁 簡

Moodie Admin
admin@moodie.ai

Sign Out

Good Afternoon, Moodie
Moodie.AI

Users + New Module

271 Total Students

1,589 Submissions

6 Pending Reviews

322 Exercises

Active Modules

User Guide Example (0 Exercises)

User Guide Example (4 Exercises)

Create New Module
Setup a new folder for exercises

Create and Employ Exercise Templates

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Exercise Templates

Reusable exercise setups — rubric, AI prompt and language settings.

Search templates...

Example Template

Presentation Skill | Elevator Pitch

Modified: 2026-03-12

Create Exercise

Edit Template

Example Template

Modified: 2025-12-09

Create Exercise

Edit Template

Example Template

Modified: 2025-12-09

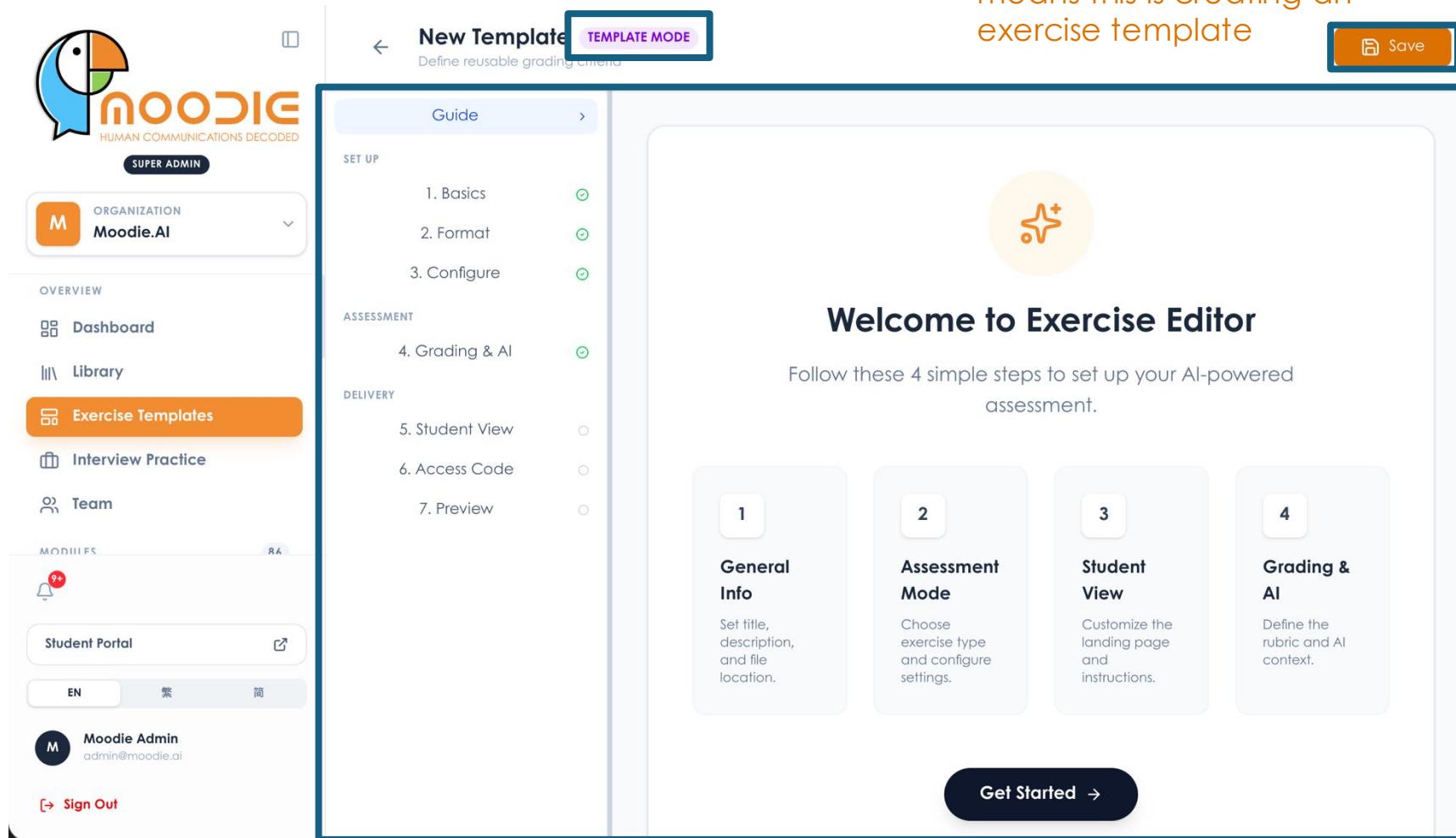
Create Exercise

Edit Template

+ Create Template

② Click on “+ Create Template” to create a new exercise template

Create and Employ Exercise Templates



③ You can see "TEMPLATE MODE" here, which means this is creating an exercise template

⑤ Remember to save after create the template

④ Create and provide information in a manner similar to create an exercise

Create and Employ Exercise Templates

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Exercise Templates

Reusable exercise setups — rubric, AI prompt and language settings.

+ Create Template

Search templates...

Example Template	Example Template	Example Template
Presentation Skill Elevator Pitch Modified: 2026-03-12	Modified: 2025-12-09	Modified: 2025-12-09
Create Exercise	Create Exercise	Create Exercise
Edit Template Delete	Edit Template Delete	Edit Template Delete

⑥ You can create an exercise using the required template

⑦ You can also edit or delete the template

Create and Employ Exercise Templates

New Exercise
Configure assessment module

Guide >

SET UP

- 1. Basics
- 2. Format
- 3. Configure

ASSESSMENT

- 4. Grading & AI

DELIVERY

- 5. Student View
- 6. Access Code
- 7. Preview

AVAILABLE TEMPLATES

- Example Template
- Example Template
- Example Template

Welcome to Exercise Editor

Follow these 4 simple steps to set up your AI-powered assessment.

- 1 General Info**
Set title, description, and file location.
- 2 Assessment Mode**
Choose exercise type and configure settings.
- 3 Student View**
Customize the landing page and instructions.
- 4 Grading & AI**
Define the rubric and AI context.

Get Started →

⑧ You can also use the template when creating the exercise in a module