THE DEFINITIVE GUIDE TO AUTOMATING FEEDBACK IN MOODLE WITH AI

https://plugins.sendatec.net

CONTENT

INTRODUCTION

Welcome to the official guide for the PDF Feedback Pro AI plugin — a powerful tool designed to transform how educators manage feedback in Moodle.

With its seamless integration of OpenAI's artificial intelligence, this plugin enables you to generate automatic, personalized feedback from PDF submissions, reducing grading time while enhancing the quality and consistency of evaluations.

This manual will walk you step-by-step from installation to advanced usage, complete with practical examples and tips to help you get the most out of its features.

What is PDF Feedback Pro AI?

PDF Feedback Pro AI is a Moodle extension that reviews student submissions and generates clear, consistent feedback tailored to the assessment criteria defined by the instructor. The feedback is delivered in PDF format and can be sent directly to the student's email.

Prerequisites

To use this plugin, you will need:

- OpenAI API Key – Required for processing and generating automatic feedback.
- Plugin Activation License – Unlocks all features and provides access to updates.

Key Features

- Automatic feedback based on custom criteria.
- Direct emailing of PDF feedback to students.
- Frequent updates with new integrations.
- Access to promotional coupons offering up to one year of free activation.

Benefits for Educators

- Significant time savings on grading.
- More consistent and higher-quality feedback.
- Streamlined workflow within Moodle.

How to Use This Manual

This guide is organized into chapters following the natural workflow of the PDF Feedback Pro AI plugin — from initial installation to performance optimization:

1. *Creating and Managing Your OpenAI API Key – How to register, generate, and secure your key.*
2. *Downloading and Purchasing the Plugin – How to obtain it from the official site and manage your license.*
3. *Installing and Activating in Moodle – Step-by-step installation and activation with the required keys.*
4. *Configuring Credentials and Email Settings – Setting keys and configuring SMTP.*
5. *Creating Compatible Assignments – Designing activities that work seamlessly with the plugin.*
6. *Setting Evaluation Criteria – Defining AI parameters and feedback styles.*
7. *Generating and Sending Automatic Feedback – Processing assignments and delivering PDF feedback to students.*
8. *Best Practices and Troubleshooting – Tips for optimizing plugin performance and resolving common issues.*

Important: We recommend checking the plugin's Updates section regularly, as new features are continuously added to improve teaching efficiency.

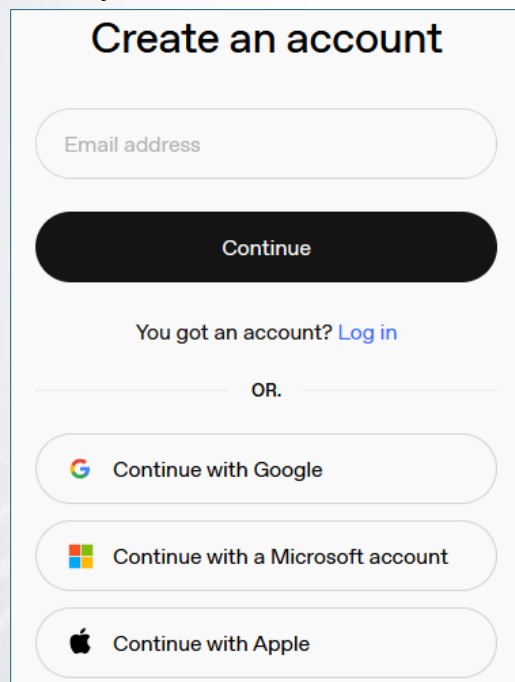# CHAPTER 1: CREATING AND MANAGING YOUR OPENAI API KEY

Chapter Objective

In this chapter, you will learn how to create and manage an API key on the OpenAI platform — a fundamental requirement for the proper operation of the PDF Feedback Pro AI plugin in Moodle.

1. Registering with OpenAI

1) Go to the OpenAI platform: **https://platform.openai.com/**
2) Click **"Sign Up"** to create a new account.
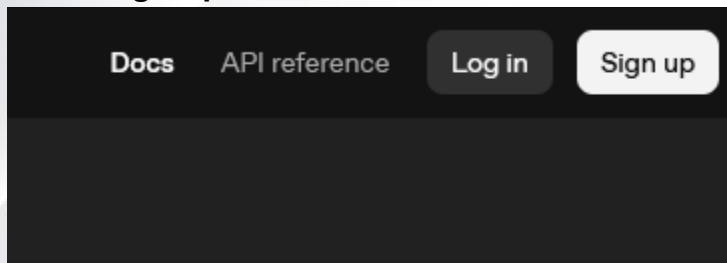
3) The easiest way to register is by using your Google account — simply select your **Gmail account.**
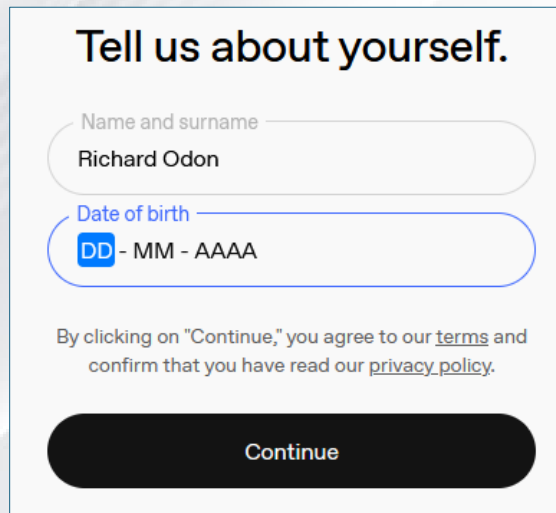

4) Complete the **phone number verification** process:

   o Enter your phone number.

- o Request the verification code.
- o Enter the code you receive on your mobile device and click **"Next."**
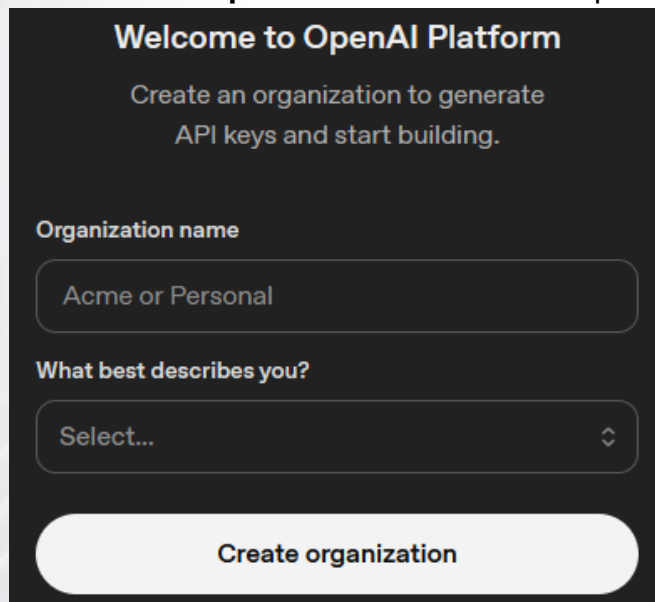
2. Initial Account Setup

After completing verification:

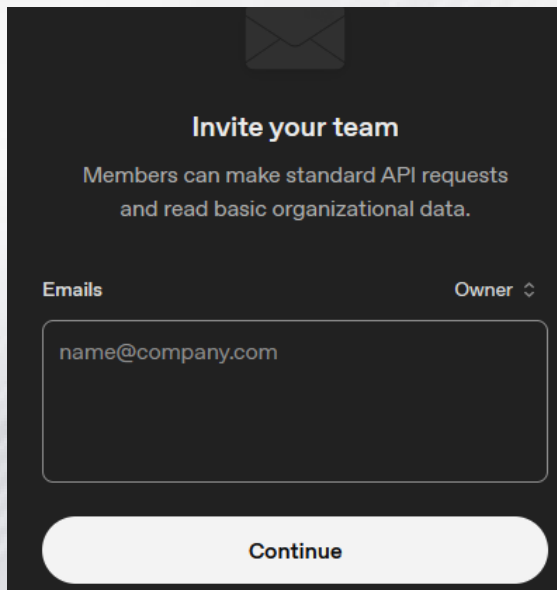- Enter your full **name** and **date of birth** (day, month, year).

- Provide your organization name (or your own name if you are working individually).
- Select a **description** from the available options.

- Optionally, add additional email addresses for team members.
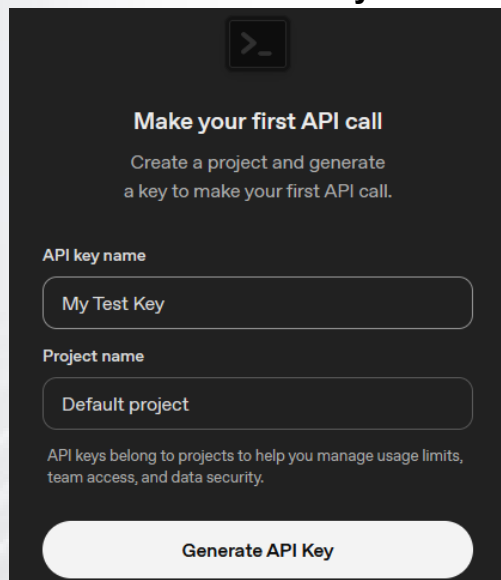
6

- Click **"Continue."**
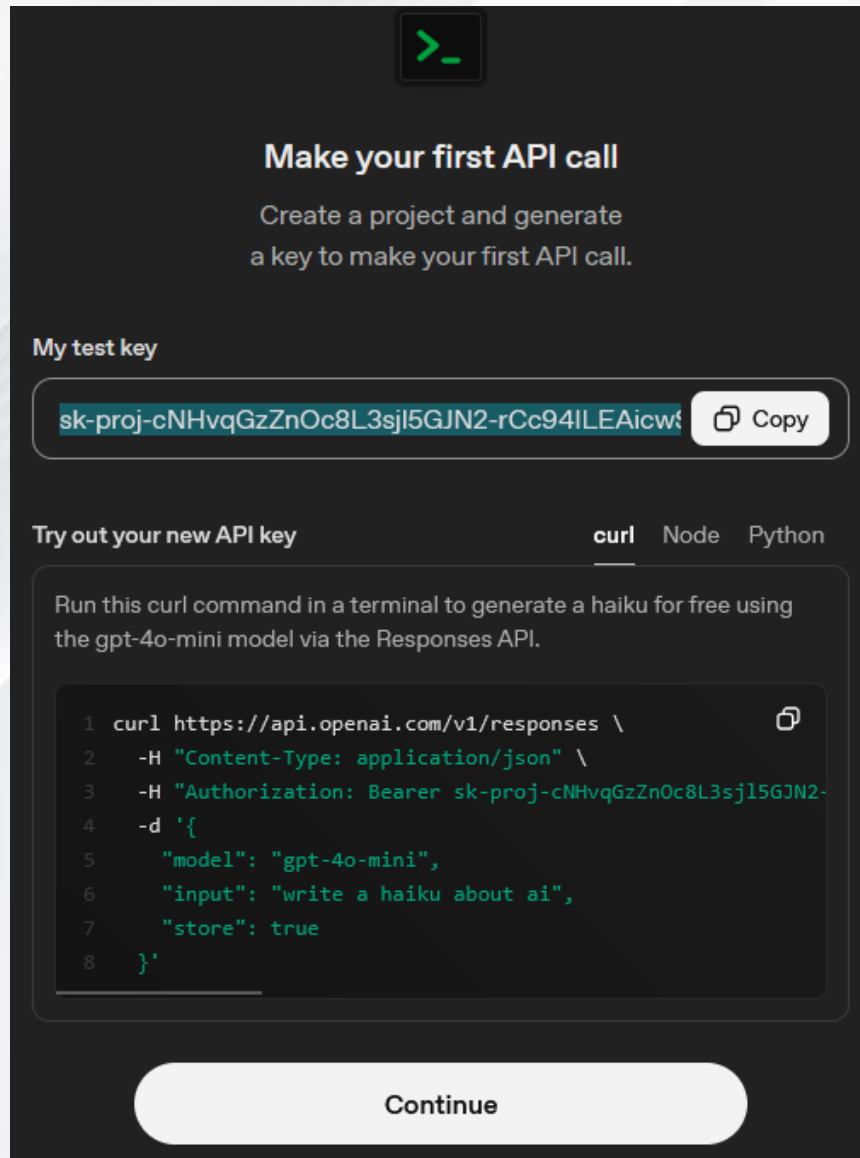
3. Creating the API Key

At this stage:

- Assign a **name to your API key** in the first field.
- (Optional) Add an **initial project name**.
- Click **"Generate API Key"** to create it.

Immediately copy the generated key and store it in a secure location, such as:

– A text file (Notepad) saved on your computer.
– A protected document stored in the cloud.

>_

Make your first API call

Create a project and generate
a key to make your first API call.

My test key

sk-proj-cNHvqGzZnOc8L3sjl5GJN2-rCc94ILEAicw$ Copy

Try out your new API key   curl   Node   Python

Run this curl command in a terminal to generate a haiku for free using
the gpt-4o-mini model via the Responses API.

```
1  curl https://api.openai.com/v1/responses \
2    -H "Content-Type: application/json" \
3    -H "Authorization: Bearer sk-proj-cNHvqGzZnOc8L3sjl5GJN2-
4    -d '{
5      "model": "gpt-4o-mini",
6      "input": "write a haiku about ai",
7      "store": true
8    }'
```

Continue

⚠ *Important*: The key is displayed only once when it is created. If you lose it, you must generate a new one.

4. Managing API Credits

In some countries, OpenAI offers temporary free usage. In others, you must purchase an initial credit top-up (e.g., $5).

This is not a monthly subscription — your credit may last several months depending on how much you use the service.

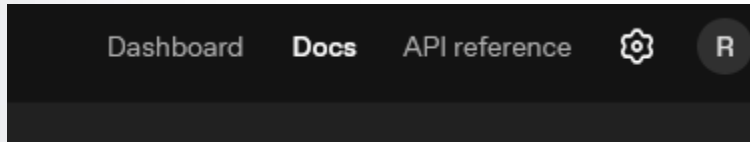The platform will notify you when your balance is running low.

Recharging is as simple as making an online payment using a debit or credit card.
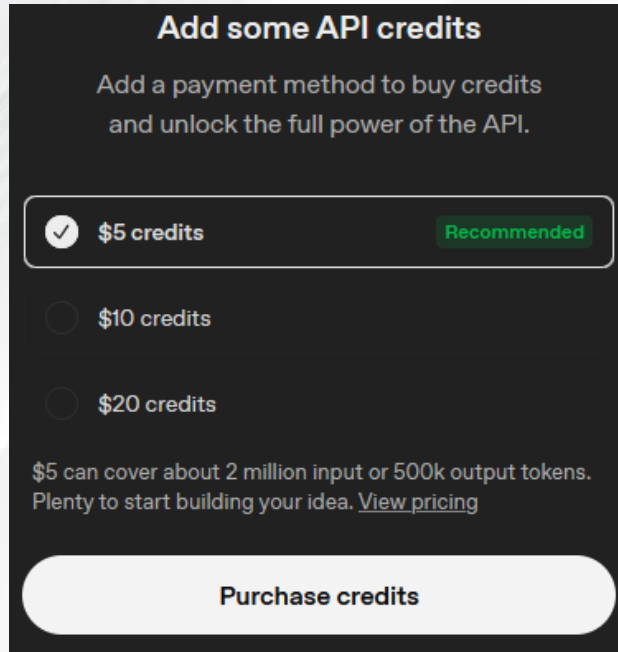
5. API Key Management Dashboard

Within your OpenAI account:

- Access the **Dashboard** to view all your API keys.

- Create new keys whenever necessary.
- Monitor usage through **consumption graphs.**
- If you have multiple organizations, select the one you wish to manage.

Some systems and plugins may require additional details, such as:

- **API Key**
- **Assistant Key** (another type of token)
- **Organization ID**

In most cases, the PDF Feedback Pro AI plugin only requires the API key.

CHAPTER 2: DOWNLOADING AND PURCHASING THE PDF FEEDBACK PRO AI PLUGIN

Chapter Objective

In this chapter, you will learn how to purchase and download the PDF Feedback Pro AI plugin from its official website, as well as understand the terms and conditions of its license.

1. Accessing the Official Website

The plugin is available on the official website: https://plugins.sendatec.net

On the website, you will find:

- Detailed usage instructions.
- **Updates** on new features.
- **Promotions and discount coupons,** sometimes covering 100% of the cost.

2. Purchase Options

The plugin can be purchased through two main channels:

- PayPal
- Hotmart

Purchase Option:
- **Regular price for 1-year plan: $49**
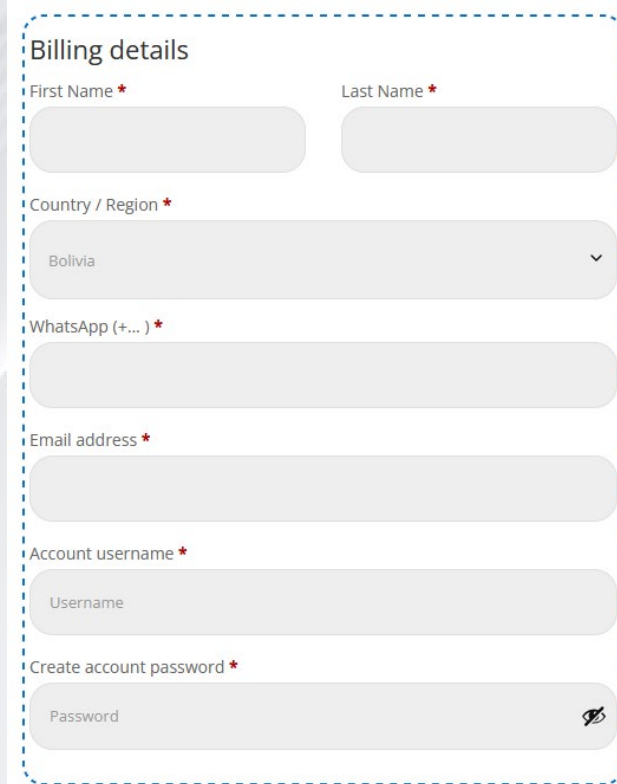
Buy now with PayPal

Buy now with Hotmart

Includes:
- ✅ Full access to the plugin.
- ✅ Customer support.
- ✅ Product updates and improvements.

In special promotional campaigns announced on social media, you may be able to obtain it for free using promotional coupons.

3. Purchase Process

1) Select your preferred payment method.
2) Enter your **email address** to manage your purchase and licenses.
3) If you do not yet have an account, you will receive an email with a link to create a password.

Billing details

First Name *

Last Name *

Country / Region *

Bolivia

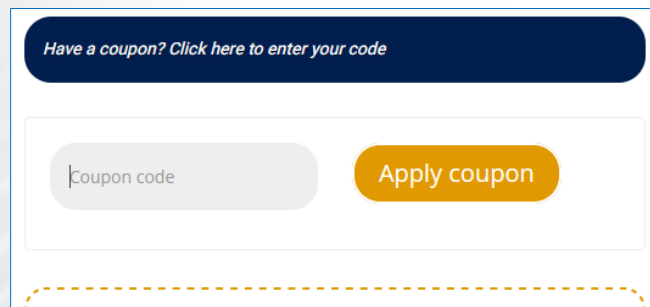WhatsApp (+...) *

Email address *

Account username *

Username

Create account password *

Password

4) Complete your billing information.

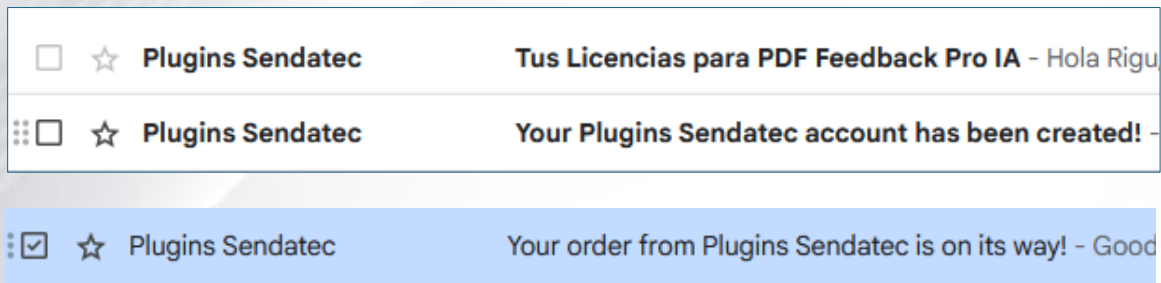Have a coupon? Click here to enter your code

Coupon code   Apply coupon

5) If you have a discount coupon, enter it in the corresponding field and apply it.
6) Finalize the transaction (for example, by logging into PayPal and confirming the payment).

7) Once payment is confirmed, the system will return you to the purchase page displaying the details and download link.

4. Files and Emails You Will Receive

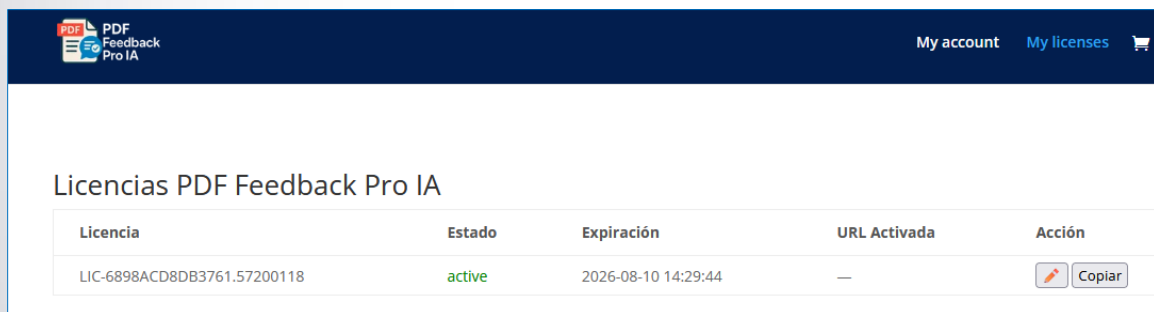After completing your purchase, you will receive three emails:

1) **Welcome** – Includes a link to create your password.
2) **License** – Contains the activation code for the plugin.
3) **Purchase Details** – Includes the download link for the plugin again.

		Plugins Sendatec	Tus Licencias para PDF Feedback Pro IA - Hola Rigu
		Plugins Sendatec	Your Plugins Sendatec account has been created! -
		Plugins Sendatec	Your order from Plugins Sendatec is on its way! - Good

5. License Management

From the **'My Licenses'** section on the website (https://plugins.sendatec.net/en/mis-licencias), you can:

• View your license code.
• Check the status and expiration date.

Licencias PDF Feedback Pro IA

Licencia	Estado	Expiración	URL Activada	Acción
LIC-6898ACD8DB3761.57200118	active	2026-08-10 14:29:44	—	✏️ Copiar

• Review important usage notes:
  o **One license is valid for a single Moodle installation.**
  o If you manage multiple Moodle installations on the same domain, you will need a separate license for each.
  o **Active URL Update**: Up to **3 changes per year**. This is useful if moving the plugin to another subdomain or folder, but it will no longer work on the old installation.
  o **Use on multiple systems:** Each installation requires its own license.

CHAPTER 3: INSTALLING AND ACTIVATING THE PDF FEEDBACK PRO AI PLUGIN IN MOODLE

Chapter Objective

In this chapter, you will learn how to install the PDF Feedback Pro AI plugin on your Moodle platform and enter the keys required for it to function properly.

1. Installing the Plugin

1) Log in to your Moodle platform as an administrator.
2) From the main menu, navigate to: **Site Administration → Plugins → Install Plugins.**
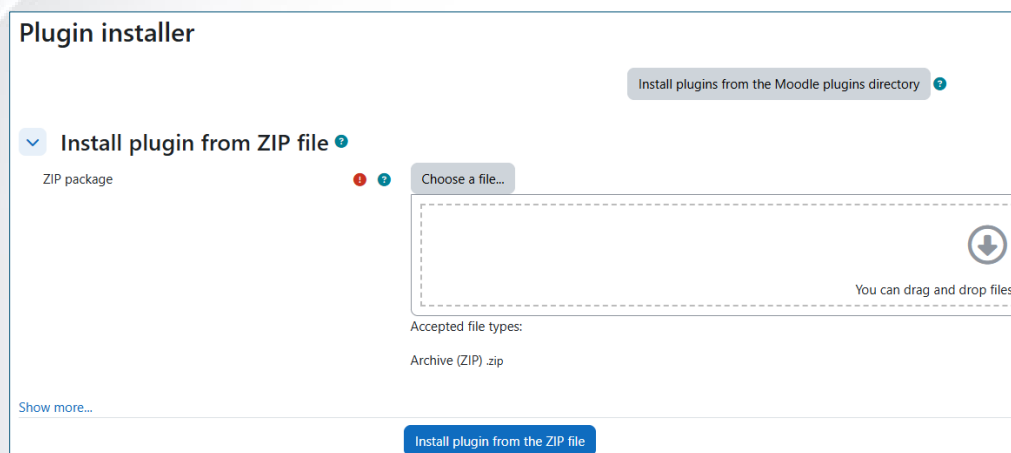
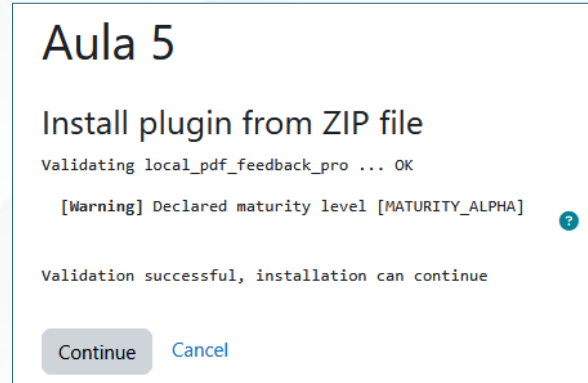

2. Uploading the Plugin File

Locate the plugin file you previously downloaded from your account at **plugins.sendatec.net.**

Drag and drop the file into the upload box in the **Install Plugins** section, then click the **"Install"** button.
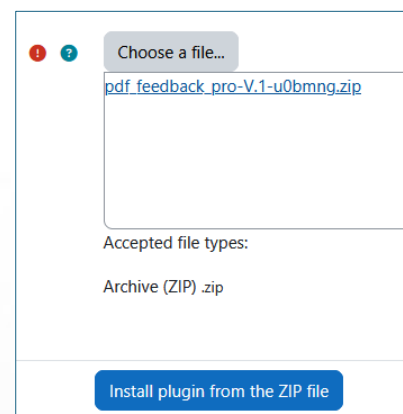
3. Installation Process

1) Moodle will display a **confirmation** screen to start the installation.
2) Verify that all requirements show an **OK status** (compatibility, dependencies, etc.).
3) Click "**Continue.**"
4) Moodle will automatically update the database.
5) Click "**Continue**" again to finish.

Aula 5

Install plugin from ZIP file

Validating local_pdf_feedback_pro ... OK

    [Warning] Declared maturity level [MATURITY_ALPHA]

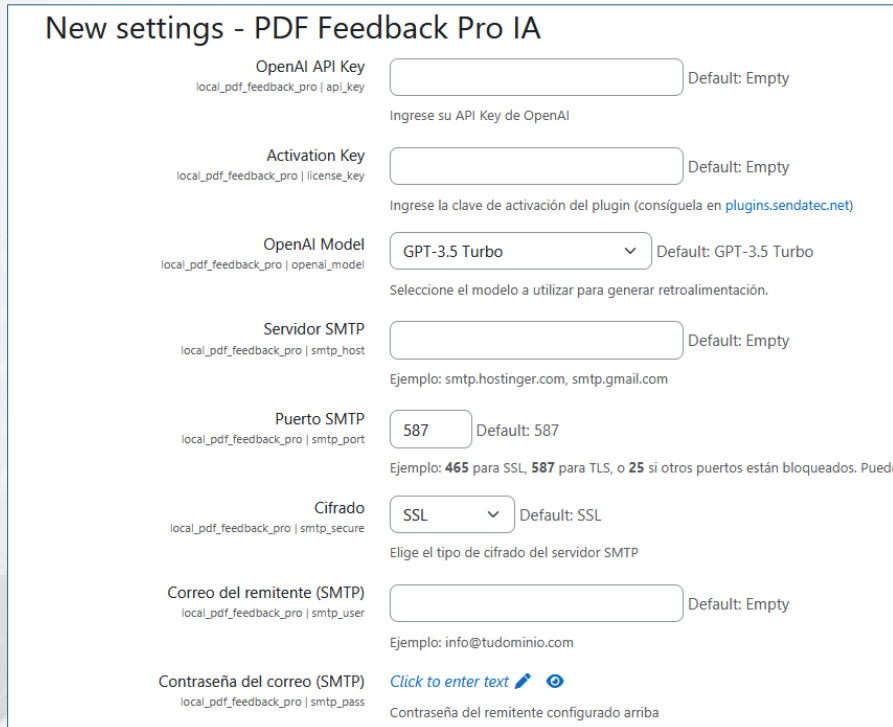Validation successful, installation can continue

Continue   Cancel

4. Initial Configuration

After the installation is complete, Moodle will give you the option to enter the following:

- **OpenAI API key** (obtained from the official OpenAI platform).
- Plugin **activation key** (obtained from plugins.sendatec.net).
- **AI model** that the plugin will use.

This step can be completed immediately or postponed for later configuration.

New settings - PDF Feedback Pro IA

OpenAI API Key local_pdf_feedback_pro | api_key	Default: Empty Ingrese su API Key de OpenAI
Activation Key local_pdf_feedback_pro | license_key	Default: Empty Ingrese la clave de activación del plugin (consíguela en plugins.sendatec.net)
OpenAI Model local_pdf_feedback_pro | openai_model	GPT-3.5 Turbo Default: GPT-3.5 Turbo Seleccione el modelo a utilizar para generar retroalimentación.
Servidor SMTP local_pdf_feedback_pro | smtp_host	Default: Empty Ejemplo: smtp.hostinger.com, smtp.gmail.com
Puerto SMTP local_pdf_feedback_pro | smtp_port	587 Default: 587 Ejemplo: **465** para SSL, **587** para TLS, o **25** si otros puertos están bloqueados. Puede
Cifrado local_pdf_feedback_pro | smtp_secure	SSL Default: SSL Elige el tipo de cifrado del servidor SMTP
Correo del remitente (SMTP) local_pdf_feedback_pro | smtp_user	Default: Empty Ejemplo: info@tudominio.com
Contraseña del correo (SMTP) local_pdf_feedback_pro | smtp_pass	Click to enter text ✏ 👁 Contraseña del remitente configurado arriba

5. Accessing the Configuration Later

If you choose to configure it later:

1. Go to **Site Administration → Plugins → Local Plugins.**
2. Locate the **PDF Feedback Pro AI plugin.**
3. Click to access the settings and add or modify:
    - o OpenAI API key
    - o Plugin activation key

✅ Once the plugin is installed and the keys are configured, your Moodle system will be ready to generate automatic PDF feedback using artificial intelligence.

CHAPTER 4: CONFIGURING CREDENTIALS AND EMAIL SETTINGS FOR PDF FEEDBACK PRO AI

Chapter Objective

In this chapter, you will learn how to configure the necessary credentials for the plugin to work properly, including the OpenAI API key, the plugin activation key, and SMTP settings for automatically emailing feedback to students.

1. Accessing the Plugin Settings

In Moodle, go to: **Site Administration → Plugins → Local Plugins.**

Locate **PDF Feedback Pro AI** and click to open its settings.

Local plugins   Manage local plugins
                                                 PDF Feedback Pro IA
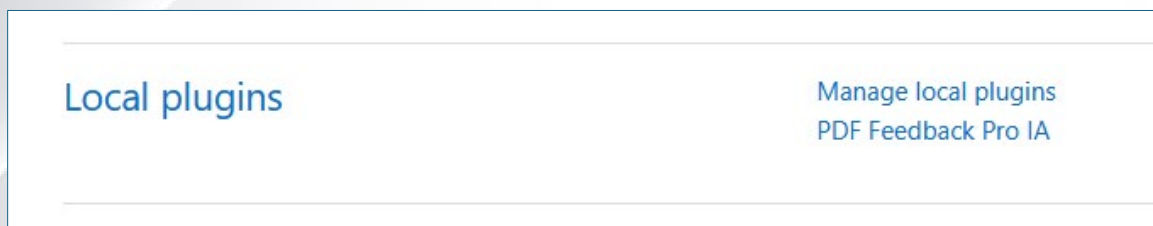
2. Entering Credentials

In the configuration form, complete the following fields:

- **OpenAI API Key** – Obtained from your OpenAI account (see Chapter 1 for instructions).
- **Plugin Activation Key** – Obtained from your account at plugins.sendatec.net, under the 'My Licenses' section.
- **AI Model** – Select the most recent and optimized model available. Currently, **GPT-4o** is recommended. This list updates as OpenAI releases new integrations.

3. Configuring SMTP for Sending Feedback

The latest version of the plugin allows you to automatically send generated feedback as a PDF to the student's email. To enable this feature, you must configure your **SMTP server**:

1) **Locate your SMTP details from your hosting provider:**
   o Access your hosting control panel.
   o Go to the **Email section.**

- o Select **'Connect Apps or Devices.'**
- o Copy the **outgoing SMTP server** (host) and port.

2) **Required SMTP details:**
   - o **SMTP Server** (e.g., mail.yourdomain.com)
   - o **Port:**
     - 465 with SSL encryption (recommended) or
     - 587 with TLS encryption (alternative)
   - o **Sender Email:** Must be a corporate email from your domain.
   - o **Password:** The same one you use to access the mailbox (reset if forgotten).
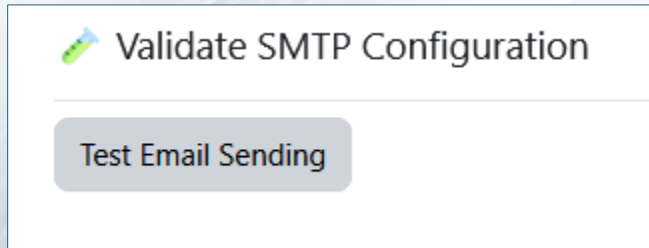
Example configuration in Moodle:

- – **Server:** mail.hostinger.com
- – **Port:** 465
- – **Encryption:** SSL
- – **Sender:** contacto@sendatec.net
- – **Password:** The password associated with that email account.

4. Testing Email Delivery

In the plugin settings, locate the **'Test Submission'** section**.**

- Enter a test email address.
- Click **'Send Test'.**

If the configuration is correct:

– A confirmation message will appear in Moodle.
– You will receive the test email in your inbox.

If the test fails:

– Change the port to 587 and encryption to **TLS.**
– Save the settings and repeat the test.

✅ Once your credentials and SMTP configuration are complete, the plugin will be ready to generate automatic feedback and send it directly to students via email.

CHAPTER 5: CREATING PDF FEEDBACK PRO AI–COMPATIBLE ASSIGNMENTS

Chapter Objective

In this chapter, you will learn how to create an assignment in Moodle that meets the technical requirements to be automatically evaluated by the **PDF Feedback Pro AI** plugin.

1. Access the Course and Enable Editing

a) Enter the course where you want to create the assignment.
b) Activate **editing mode.**
c) Click **'Add an activity or resource'.**
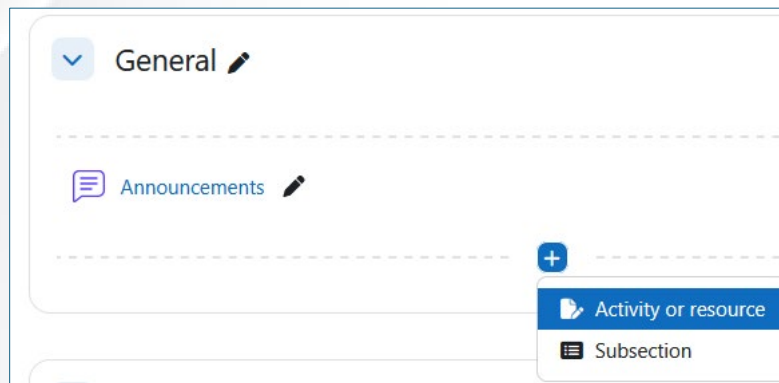
2. Creating the Assignment

1) Select **'Assignment'** from the list of activities.
2) In the **'Name'** field, enter a descriptive title.

3) Example:
   o **Assignment** 1 – Article: Definition of Artificial Intelligence.
4) (Optional) In the **'Description' field,** add general information about the task.

3. Writing Clear Instructions

In the 'Instructions' field, clearly outline the requirements for the task. For more precise and engaging instructions, you can use **ChatGPT** or another AI tool to help draft them.

Example prompt for ChatGPT:

"Help me write a request for students to write an article on the definition of artificial intelligence in education, citing at least five authors, with a deadline of July 11 at 11:59 PM, in PDF format. Include a motivational tone and provide a URL for a free tool to convert Word to PDF."

The AI will typically provide a structured output including:

- Assignment title
- Date and format
- Motivational paragraphs
- Clear and detailed instructions
- Suggested length (1–2 pages)
- URL for PDF conversion help

Copy and paste the generated text into the **'Instructions'** field of the assignment.
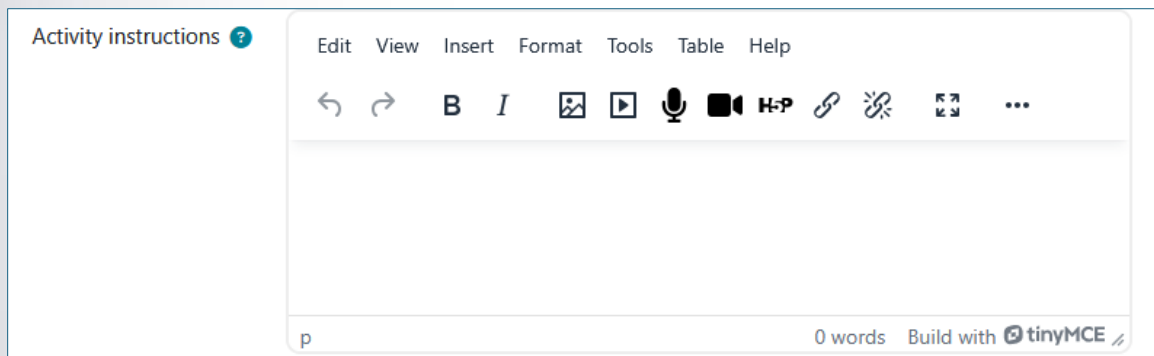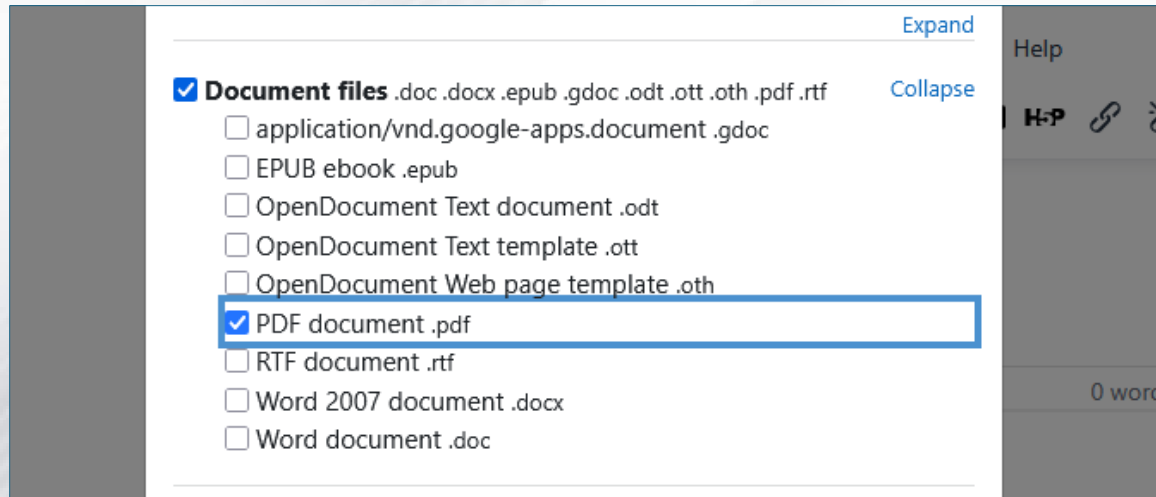

4. Setting Availability

Define the submission period according to your course schedule.

5. Configuring Submission Settings

To ensure the plugin functions correctly:

- **Submission type:** Select **'File submissions'**.
- **Maximum number of files:** 1 or 2 (sufficient for an article).
- **Maximum file size:** 5 MB.

- **Accepted file types: PDF only** (choose under 'Document files → PDF').

6. Grading

Assign a grade according to your assessment plan.

7. Saving the Assignment

Click **'Save changes'** to finalize the assignment setup.

✅ Once completed, the assignment will be ready for students to submit their work in PDF format, ready to be processed by the PDF Feedback Pro AI plugin.
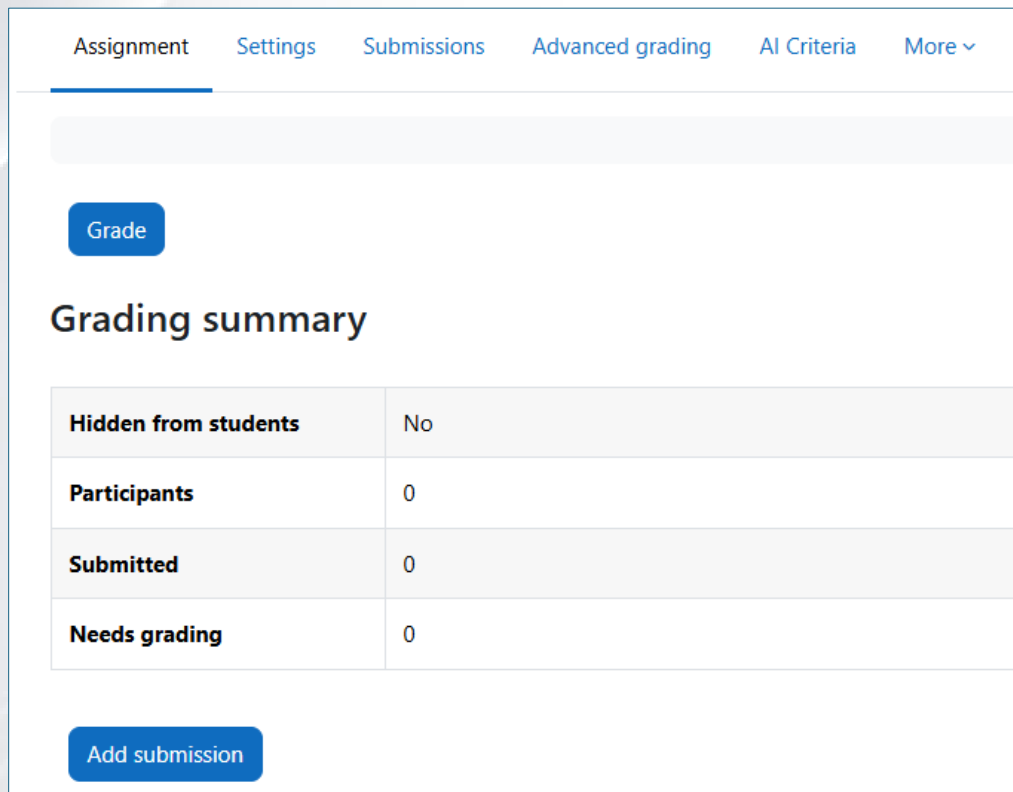
CHAPTER 6: DEFINING EVALUATION CRITERIA FOR AI

Chapter Objective

In this chapter, you will learn how to define the **evaluation criteria that the PDF Feedback Pro AI plugin** will use to generate automatic feedback tailored to each assignment.

1. Accessing the AI Criteria

1) Open the assignment you created in Moodle.
2) In the assignment view, locate the **'AI Criteria' option.**
3) Click to open the configuration form.

Assignment	Settings	Submissions	Advanced grading	AI Criteria	More ∨

Grade

Grading summary

Hidden from students	No
Participants	0
Submitted	0
Needs grading	0

Add submission

2. Entering the Criteria

In this section, the instructor defines the parameters that the AI will use for evaluation. The criteria should be clearly **listed** and well-organized.

Example criteria:

Criteria for the Task
Detailed Criteria Settings for the Assignment
Review Criteria (detailed statements):

Example: The introduction should include a clear context and the research objectives.

Feedback Type:

Formal

Formal
Motivational
Technical
Constructive

- ***Determining criterion: Clearly define what artificial intelligence is in education.*** (This point is crucial: if it is not met, the other criteria will receive a low score.)
- Include at least five relevant authors or sources.
- Cite all sources correctly in APA format.
- The article must have an introduction, body, and conclusion.
- Demonstrate critical reflection on the impact of artificial intelligence.
- Present good writing, spelling, and appropriate language usage.
- Show originality and overall coherence throughout the text.

3. Importance of the First Criterion

The **first criterion** serves as the primary filter. If the assignment does not address the requested core topic, the AI will automatically penalize the scores for the other criteria.

This criterion must explicitly state the main topic of the assignment.

Examples:

- Clearly define what the environment is.
- Develop the topic of early childhood education.
- Describe the water cycle in detail.

4. Selecting the Feedback Type

Below the criteria, the plugin provides several feedback style options:

- **Formal** – Academic and structured tone.
- **Motivational** – Designed to encourage the student.
- **Technical** – Focused on specific content details.
- **Constructive** – Combines corrections with suggestions for improvement.

Select the style that best aligns with your assessment objectives.

5. Saving and Confirming

- Once you have entered the criteria and selected the feedback style, click **'Save'.**
- Verify that the message **'Criteria saved successfully'** appears.

✅ With the criteria configured, the plugin will be ready to generate accurate, personalized feedback as soon as students submit their work.
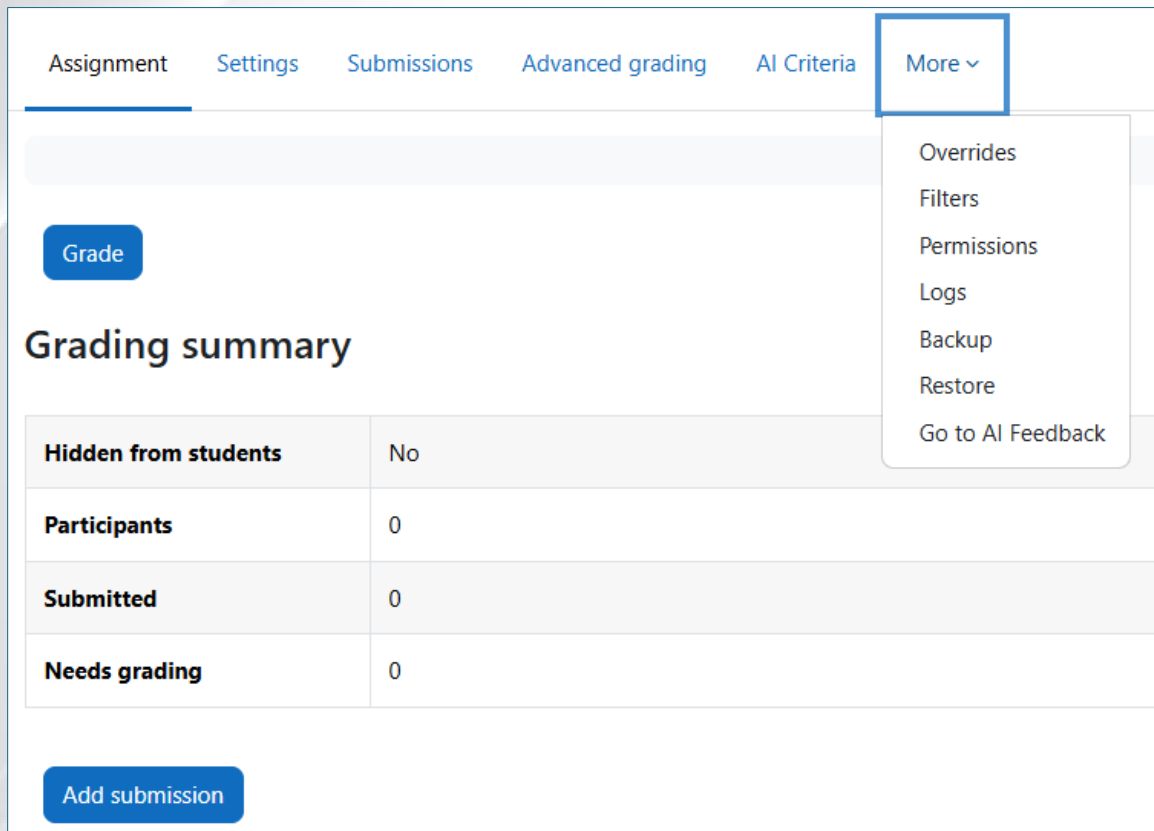
CHAPTER 7: GENERATING AND SENDING AUTOMATIC FEEDBACK WITH AI

Chapter Objective

In this chapter, you will learn how to generate automatic PDF feedback using the **PDF Feedback Pro AI plugin**, review the results, and email them to students.

1. Accessing the AI Feedback Panel

1) Once students have submitted their assignments in PDF format, open the corresponding assignment in Moodle.
2) Open a new tab with the defined **AI criteria** for reference.
3) In the main assignment window, access the **AI Feedback Panel.**

From this panel, you can:

- View a list of students and the status of their submissions.
- Filter by assignment.
- Search by student name.
- Sort and apply display filters.

2. Reviewing Submitted Work

In the relevant column, click the file to:

- **Download** and review it manually if necessary.
- Confirm whether it meets the requested criteria, especially the primary determining criterion.

Examples:

– **Case 1:** The work meets the main criterion (clearly defines what artificial intelligence is).
– **Case 2:** The work does not address the requested topic.

3. Generating Feedback

– Select the student.
– Click **'Generate Feedback'.**

Within a few seconds, the plugin will display the generated feedback with options to:

- **Delete** the feedback.
- **Send** it by email.
- **Download it as a PDF.**

4. Feedback Examples

Example of incorrect work:

The first criterion, 'Clearly defines what artificial intelligence is,' is marked as **Not Achieved,** resulting in penalties for the other criteria. Overall feedback is negative, with recommendations for improvement.

Example of correct work:

The first criterion is marked as **Very Good,** with detailed reasoning. The feedback recognizes compliance with the required authors, structure, and critical reflection.

5. Sending Feedback by Email

From the dashboard, select **'Send'** in the row corresponding to the student.

If an error occurs during sending:

- Return to the plugin's SMTP settings.
- Change the port to 587 and encryption to TLS.
- Save the changes and try again.

If the sending is successful:

- A confirmation message will appear in Moodle.
- The student will receive an email with the PDF attached, which will include:
    - Assignment name
    - Course name
    - Feedback file

AI Feedback

Home   Settings   Participants   Reports   Question banks   More ˅

☑ Feedback enviada correctamente a sabala@gmail.com.

Feedback for PDF Assignments

📜 View submission history

| Search student... | All assignments | Most recent ˅ | Filter |

Assignment	Student
Assignment 1 – Article: Definition of Artificial Intelligence	Manuel Pinedo
Assignment 1 – Article: Definition of Artificial Intelligence	Juan Perez

6. Final Recommendations

- Check the official plugin website regularly for **updates**.

Upcoming planned features include:

– Automatic grading
– Customizable email content
– Integration with WhatsApp channels for increased student interaction

☑ Following these steps, you will be able to generate and send personalized, automated feedback using AI, saving time and providing additional value to students.

CHAPTER 8: BEST PRACTICES AND TROUBLESHOOTING

Chapter Objective

In this chapter, you will learn the best practices for achieving optimal results with PDF Feedback Pro AI and how to troubleshoot the most common issues encountered during its use.

1. Best Practices for Teachers

1.1 Defining Clear Criteria

- Always include an initial determining criterion that clearly defines the central theme of the task.
- List criteria in a structured order so the AI can process them effectively.
- Avoid ambiguous descriptions; be specific and direct.

1.2 Preparing Assignments

- Require PDF as the only accepted submission format.
- Limit the maximum file size to what is necessary for the type of work.
- Use clear and motivating instructions to encourage higher-quality submissions.

1.3 Using Feedback

- Review AI-generated feedback before delivering it, especially for complex assignments.
- Adjust the AI model if the generated feedback is unsatisfactory.
- Use the automatic emailing feature to maintain efficient communication with students.

2. Plugin Maintenance

- Regularly check the updates section on the official website to install the latest improvements.
- Ensure your license is active to avoid service interruptions.
- Perform functionality tests after each Moodle update.

3. Troubleshooting Common Issues

3.1 No Feedback Generated

- Verify that the AI criteria have been correctly saved.
- Ensure the OpenAI API key is valid and active.

• Confirm that the submitted file is a PDF, not another format.

3.2 Email Sending Errors

• Check your SMTP settings:
• Correct SMTP server.
• Proper port and encryption (465 SSL or 587 TLS).
• Valid sender email and updated password.
• Perform a test email from the plugin settings.

3.3 Invalid License

• Ensure the license code matches the one provided at plugins.sendatec.net.
• If you have changed the active URL, confirm you have not exceeded the limit of three changes per year.
• Contact plugin support to unlock or reassign your license.

3.4 Inaccurate Feedback Results

• Refine the wording of the AI criteria, particularly the first one.
• Change the AI model in the settings for a different approach.
• Reduce the number of criteria for simpler assignments.

4. Final Recommendations

• Take advantage of ongoing features such as automatic grading, email customization, and WhatsApp integration.
• Keep a backup of your most effective AI criteria for future use.
• Participate in the forums on the plugin's official site to share ideas and learn about new updates.

✅ With this chapter, you have completed the full PDF Feedback Pro AI manual, ready to implement in your teaching practice to enhance feedback quality and optimize assessment time.