Before Start

We assume that you are a user with teacher privileges and the administrator has assigned you to a new blank course.

If you have not ever used Moodle, you will have to contact AAU IT Department to get set up.

* How to access Moodle :

Press here

- go to AAU website : aau.ac.ae
- Online Resources > Courses Online
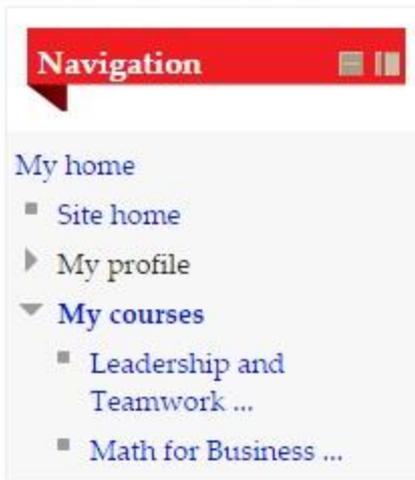- In the Moodle main page type your Moodle username & password

Online Resources Media

Online Registration

Online Courses

Admission Applications

Shared Folder

Staff & Students Email

Note

The new version for moodle is: http://172.17.150.150/moodle

Login

Username

test

Password

•••

☐ Remember username

Log in

Lost password?

After Login

My home ▶ My courses

Navigation

My home
- Site home
- ▶ My profile
- ▼ **My courses**
  - Leadership and Teamwork ...
  - Math for Business ...

Course Overview

Math for Business
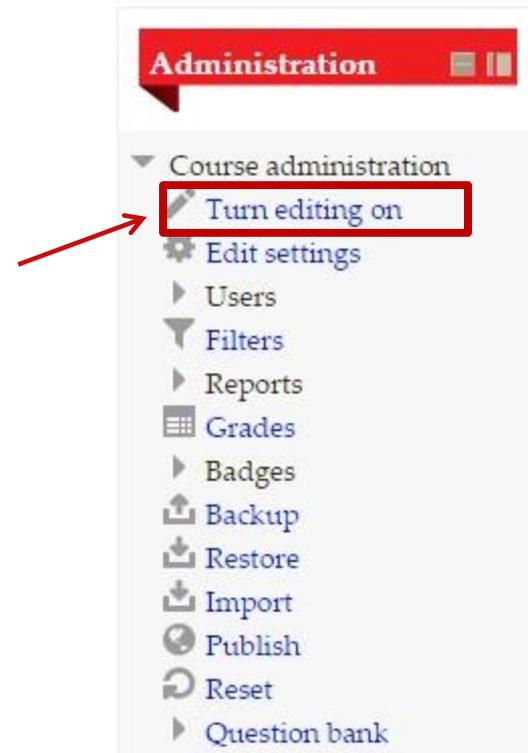
Leadership and Teamwork

After you login in .. You'll find My courses.. Press on the course you need..

Setting Up Course Area

▪Building your site begins by clicking the "Turn Editing On" button displayed in the upper right.

Building your course needs to :

  A. Set Course Outline format

  B. Upload course material

  C. Adding Assignments

  D. Adding Quiz

  E. Grades

  F. Switch Role To…..

  G. Attendance

  H. Calendar

Administration

Course administration
- Turn editing on
- Edit settings
- Users
- Filters
- Reports
- Grades
- Badges
- Backup
- Restore
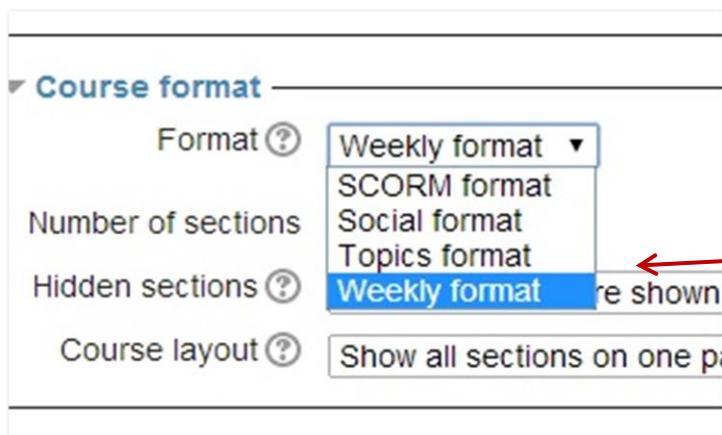- Import
- Publish
- Reset
- Question bank

A. Set Course Outline format

Edit the Weeks/Topics Settings to organize your content by topical area or by weeks, you choose .

- To change the format.. You can from more than one way:
- Go Settings › Course Administration › Edit Settings
- Make your choice from the Format dropdown
- Save your changes
 Also, you can change the format Through creating Course

Administration ▬ ▐▐

▼ Course administration
  ✎ Turn editing on
  ⚙ **Edit settings**
  ▶ Users
  ▼ Filters
  ▶ Reports
  ▦ Grades
  ▶ Badges
  ⬆ Backup
  ⬇ Restore
  ⬇ Import
  🌐 Publish
  ↻ Reset
  ▶ Question bank

▼ **Course format**

Format ⑦ | Weekly format ▼
           | SCORM format
           | Social format
           | Topics format
Number of sections | **Weekly format** re shown

Hidden sections ⑦

Course layout ⑦ | Show all sections on one pa
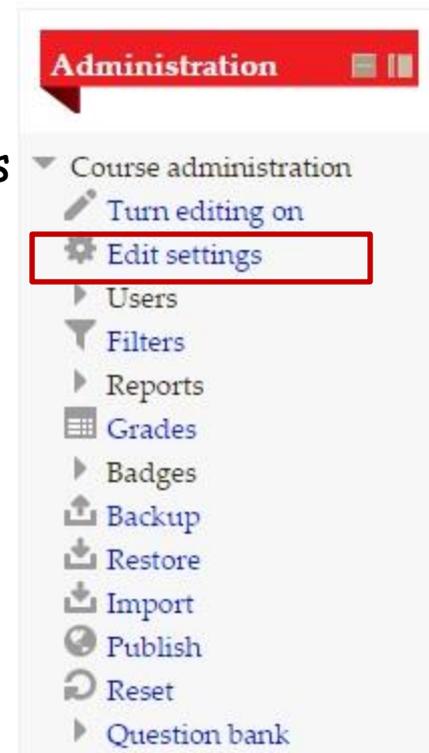
B. Upload course material

▪Moodle supports a range of different <u>resource types</u> that allow you to include almost any kind of digital content into your site.

Press Here
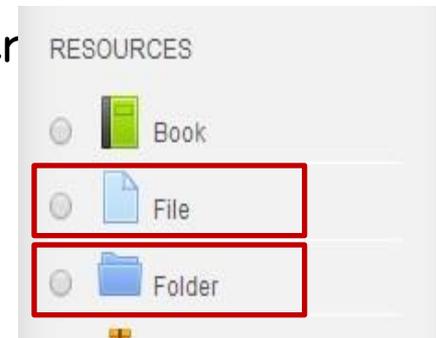
Cont. Upload Course Material

- Add a File or Folder Resource
    - From the Add a resource dropdown, choose File or Folder
    - Fill in the Name (will become the text used for the link to your file)
    - Fill in the Description
   - Click Add to upload your file and access the File Picker

C. Add Assignment

- Students can submit any digital content (files), including word documents, exc spreadsheets, images, audio and small video clips and receive feedback from t faculty on their work.

- To add an assignment:
  - Open your course page
  - Turn editing On
  - Find the week or Topic section where you'd like to add the assignment
  - Go to "Add Activity" choose from one of the following assignment types , we will choose " Assignment" or "Online text"

ACTIVITIES

Assignment

Attendance
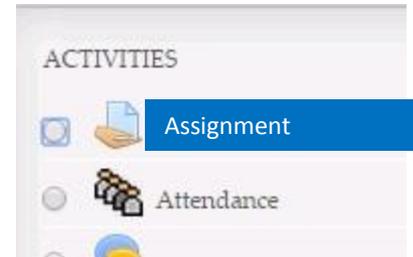
Note:

"Online text":

Teachers can type their response directly in Moodle using the text editor.. And the students answer directly

To Cont. Assignment

A new screen will open where you can enter an assignment name and assignment question /task .

- Fill the assignment name

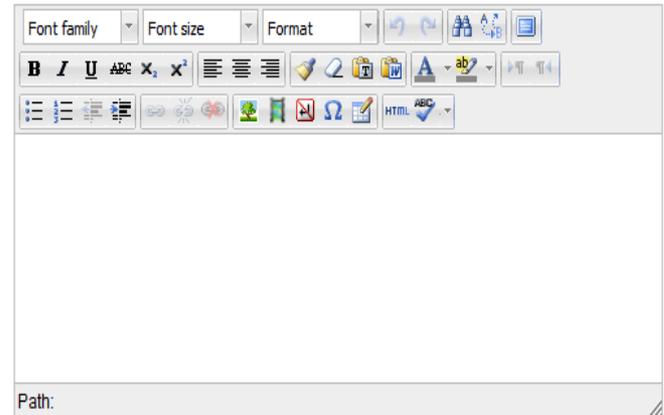- Put the assignment description

- Specify the availability day.

- Specify the grading scale for the assignment .

- Save your preference.

D. Adding Quiz

- Allows the teacher to design and set quizzes, consisting of multiple choice, true-false, and
  short answer questions.

- These questions are kept in the Question bank and can be re-used in
  different quizzes.

- How to Create a Simple Quiz in Moodle :

  - choose Add an Activity... --> quiz

  - Give your quiz a name & add an introduction
    to your quiz (i.e. Instructions, images ...etc) .

  - Manage the timing section .

Open the quiz	10 ▾	March ▾	2013 ▾	10 ▾	55 ▾	☐ Enable
Close the quiz	10 ▾	March ▾	2013 ▾	10 ▾	55 ▾	☐ Enable
Time limit ❓	0	minutes ▾	☐ Enable			

Attempts allowed Unlimited ▾

Grading method ❓ Highest grade ▾

○ 💬 Chat
○ ❓ Choice
○ 🗄 Database
○ 𝐃 Dataform
○ 🧩 External Tool
○ 💬 Forum
○ Aa Glossary
○ 🔲 Lesson
○ ✔ Quiz
○ 📦 SCORM package
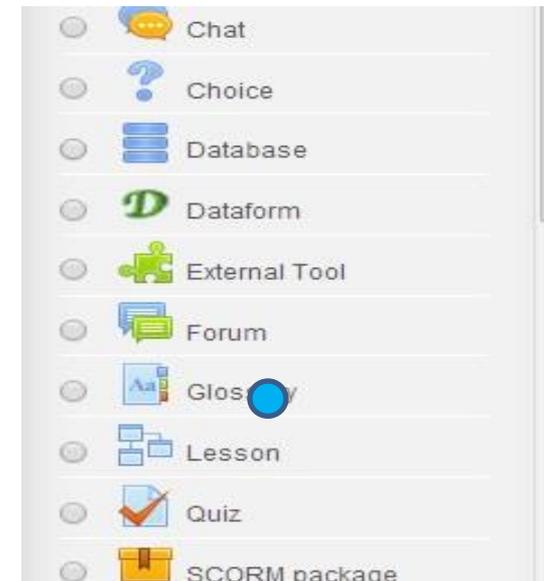
To Cont. Adding Quiz

- From the right side you can see the **Quiz Administration..** Press on Edit quiz

- Choose question type .
- Add Question Text (That means to ask the question you want your students to answer)

E. Gradebook

- All the grades for each student in a course can be found in the course gradebook, or 'Grader report' in Settings > Course administration > Grades.

- Moodle allows you to view, change, and sort into categories and calculate grade totals in various ways.
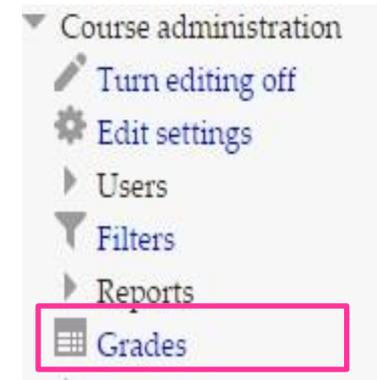
F. Switch role To……

- This allows a user to switch temporarily to another role in Settings > Switch role to so that they can see what the course would look like to someone with that role.
- A user can only switch to roles he/she can assign.

Note: This facility does not always give you a true picture of what the course would look like to someone with that role.

Course administration

Switch role to...
- Manager
- Course creator
- Teacher
- Non-editing teacher
- Student
- Guest
- Authenticated user
- Authenticated user on frontpage
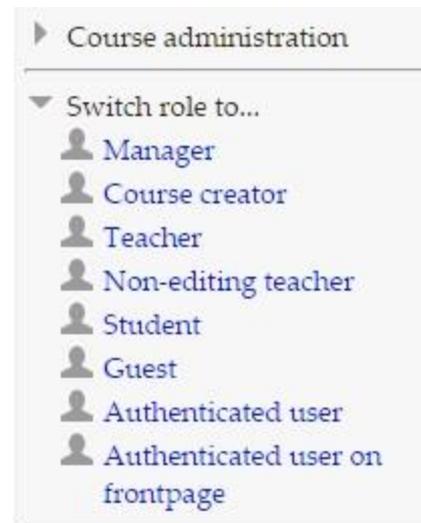
G. Attendace

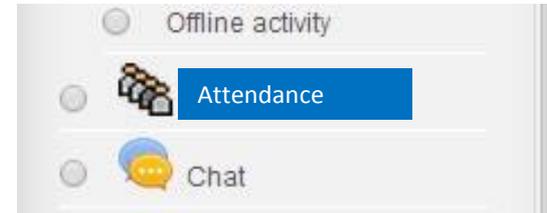The Attendance module is designed for teachers to be able take attendance during class, and for students to be able to view their own attendance record

Initial Set-up
 With editing turned on, choose
 "Add an activity..." --> Attendance.
Name the activity .
You can put the grade you want
Save your Attendance settings.
The link will appear (for you) on your
Moodle home page.

▪Click Attendance, and then choose Add.
For our example, we chose "Create
multiple sessions,
" then set the start time and duration for
all Tu and Th morning class meetings.
▪We also created multiple sessions for Tu
and Th afternoon sessions.
▪Once the sessions are added, you will see
them listed under the "Sessions" tab
Note that we have selected the "Weeks"
view of sessions.

H. Calendar

Calendar: if you're a professor, you can program lessons, tests and more. Students can consult this section as a reminder for future commitments.

▪ Inter your course.. Press on Go to Calendar

The things we can do:
1. Make a new event..
2. Edit your event..

UPCOMING EVENTS

training assignment
Today, 6:10 AM

quiz for class 61
Today, 10:25 AM

Go to calendar...
New event...

CALENDAR

◄ January 2014 ►

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Wednesday, 1 January
events
Happy New Year

EVENTS KEY

Hide global events
Hide course events
Hide group events
Hide user events