

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



Note

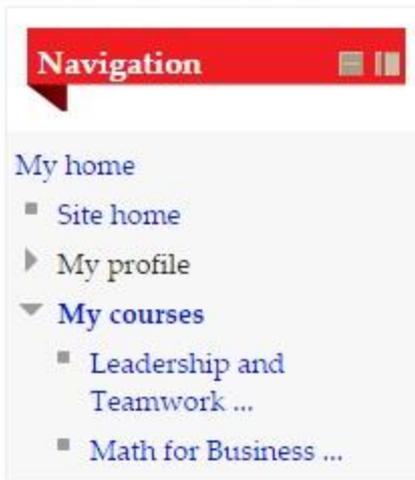
The new version for moodle is:
<http://172.17.150.150/moodle>

A screenshot of a Moodle login form. At the top, there is a red header with the word 'Login' and a hamburger menu icon. Below the header, there are two input fields: 'Username' with the text 'test' and 'Password' with three dots. There is a checkbox labeled 'Remember username' which is unchecked. Below the checkbox is a 'Log in' button and a link for 'Lost password?'.

After Login

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

My home ► My courses



Navigation

My home

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



Course Overview

Math for Business

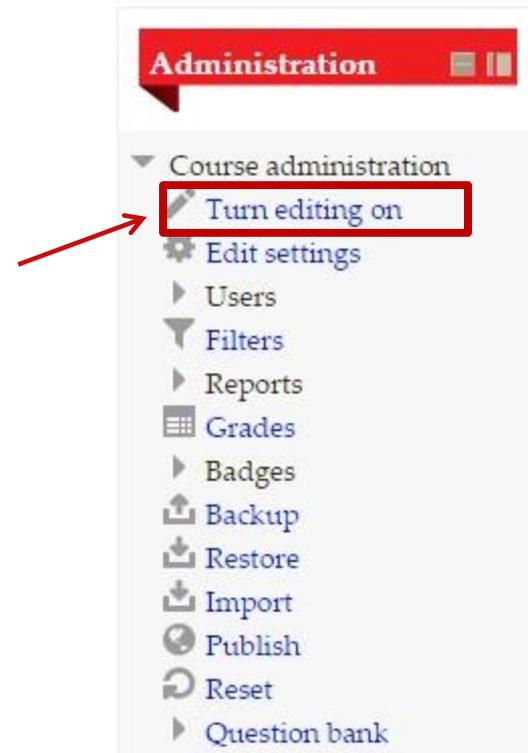
Leadership and Teamwork

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

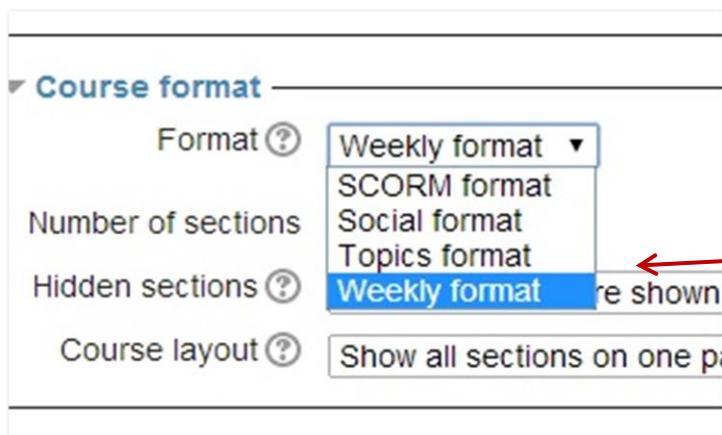


A. Set Course Outline format

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



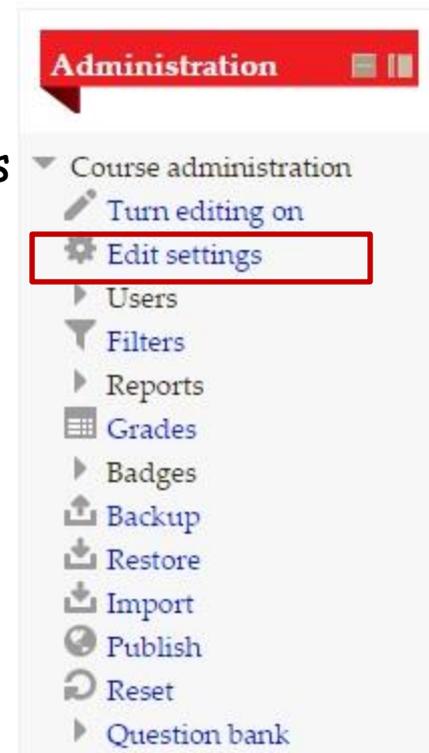
Course format

Format ? Weekly format ▾
SCORM format
Social format
Topics format
Weekly format

Number of sections

Hidden sections ? Weekly format are shown

Course layout ? Show all sections on one page



B. Upload course material

- Moodle supports a range of different [resource types](#) that allow you to include almost any kind of digital content into your site.

Al Ain University ► Math for Business ...

News forum Edit

Press Here

+ Add an activity or resource

1 May - 7 May

+ Add an activity or resource

8 May - 14 May

Add an

ACTIVITIES

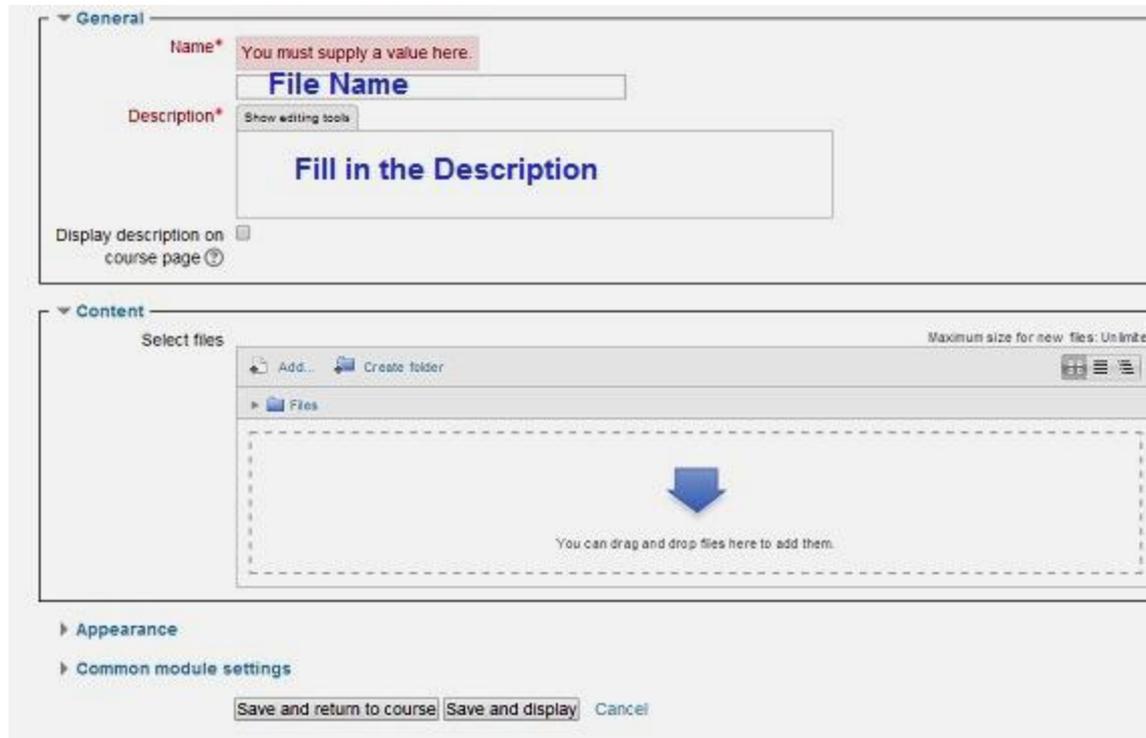
- Assignment
- Attendance
- Chat
- Choice
- Database
- External tool
- Forum
- Glossary
- Lesson
- Quiz
- SCORM package
- Survey
- Wiki
- Workshop

RESOURCES

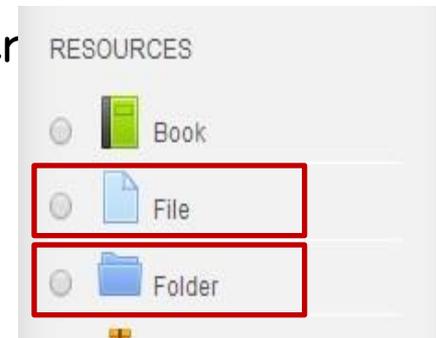
- Book
- File
- Folder

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

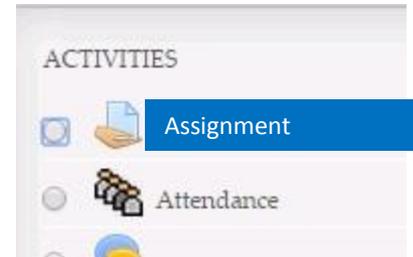


The screenshot shows the 'General' and 'Content' sections of a course material upload form. The 'General' section has a 'Name*' field with a red error message 'You must supply a value here.' and a text input containing 'File Name'. Below it is a 'Description*' field with a 'Show editing tools' button and a text input containing 'Fill in the Description'. There is also a checkbox for 'Display description on course page'. The 'Content' section has a 'Select files' area with 'Add...' and 'Create folder' buttons. Below these is a dashed box with a blue arrow pointing down and the text 'You can drag and drop files here to add them.' At the bottom of the form are buttons for 'Save and return to course', 'Save and display', and 'Cancel'.



C. Add Assignment

- Students can submit any digital content (files), including word documents, excel spreadsheets, images, audio and small video clips and receive feedback from the 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"



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.

Available from Enable
Due date Enable

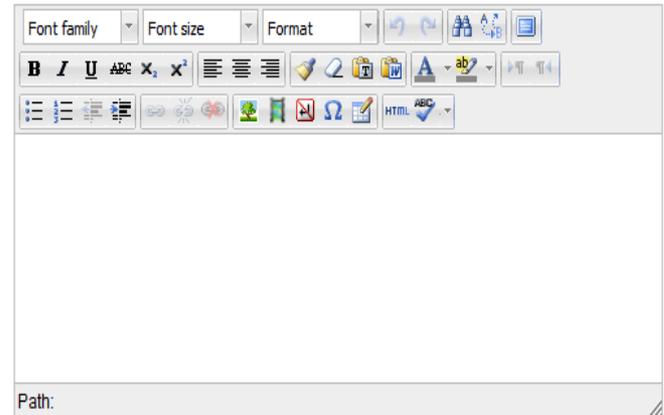
- Specify the grading scale for the assignment .

Grade
Grade category

- Save your preference.

Assignment
name*

Description*

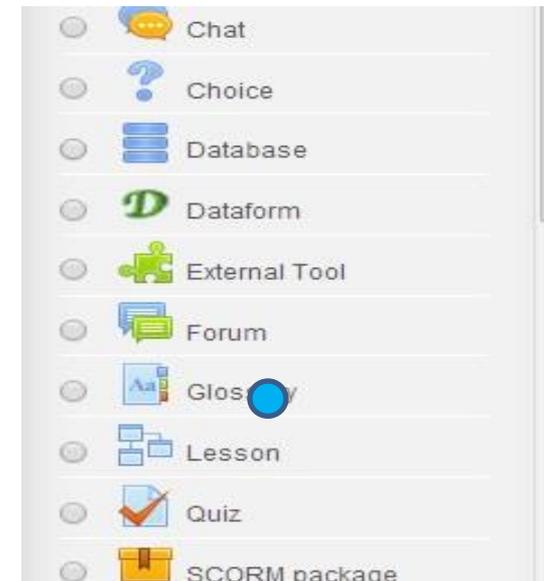


A screenshot of a rich text editor interface. It features a toolbar with various icons for text formatting (bold, italic, underline, text color, background color, font size, font family, bulleted list, numbered list, indent, outdent, link, unlink, insert table, insert image, insert video, insert audio, insert code, insert link, insert unlink, insert table of contents, insert table of contents), a large text area, and a 'Path:' label at the bottom left.

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 ▾	<input type="checkbox"/> Enable
Close the quiz	10 ▾	March ▾	2013 ▾	10 ▾	55 ▾	<input type="checkbox"/> Enable
Time limit 	0	minutes ▾	<input type="checkbox"/> Enable			
Attempts allowed	Unlimited ▾					
Grading method 	Highest grade ▾					



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)

General

Category: Default for training course

Question name*: where is burj al arab?

Question text

Font family: [dropdown] Font size: [dropdown] Paragraph: [dropdown]

Rich text editor toolbar: Bold, Italic, Underline, ABC, x₂, x², Bulleted list, Numbered list, Indent, Outdent, Undo, Redo, Link, Unlink, Image, Table, Text color, Background color, Full screen, Print.

One or multiple answers? One answer only

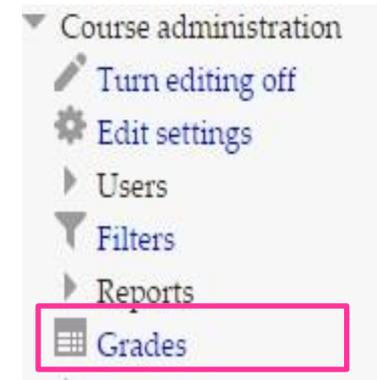
Shuffle the choices?

Number the choices? a., b., c., ...

- Calculated
- Calculated multichoice
- Calculated simple
- Embedded answers (Cloze)
- Essay
- Matching
- Multiple choice
- Numerical
- Random short-answer matching
- Short answer
- True/False
- Description

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.

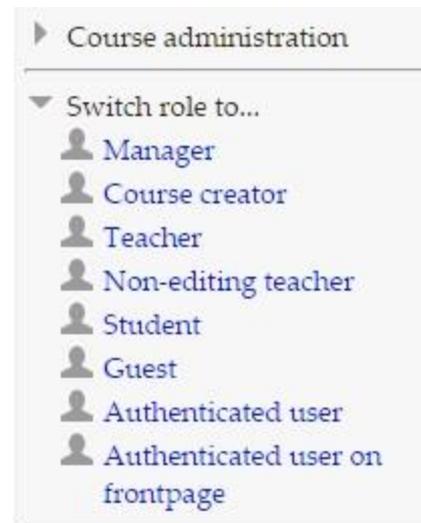


F. Switch role To.....

- 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.

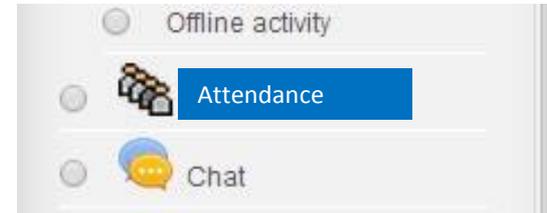
Note:

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



G. Attendance

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.

▼ General

Name*

Grade

▼ Common module settings

Visible

ID number

Group mode

Grouping

To Cont. Attendance: Adding Sessions

- 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.

The screenshot shows the 'Add session' form with the following fields and settings:

- Sessions** | **Add** | Report | Export | Settings
- Add session**
- Session type: Common Create multiple sessions
- Session Date: 2 April 2012 10:00
- Duration: 02:00
- Session end date: 8 June 2012
- Session Days: Sunday Monday Tuesday Wednesday Thursday Friday Saturday
- Frequency: 1 week(s)
- Description:

morning session

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..

