



كليات المعرفة
ALMAAREFA COLLEGES

User Manual for Faculty Members

Learning Management System

Introduction To Moodle LMS

Manal Al Shehri
1/8/2014



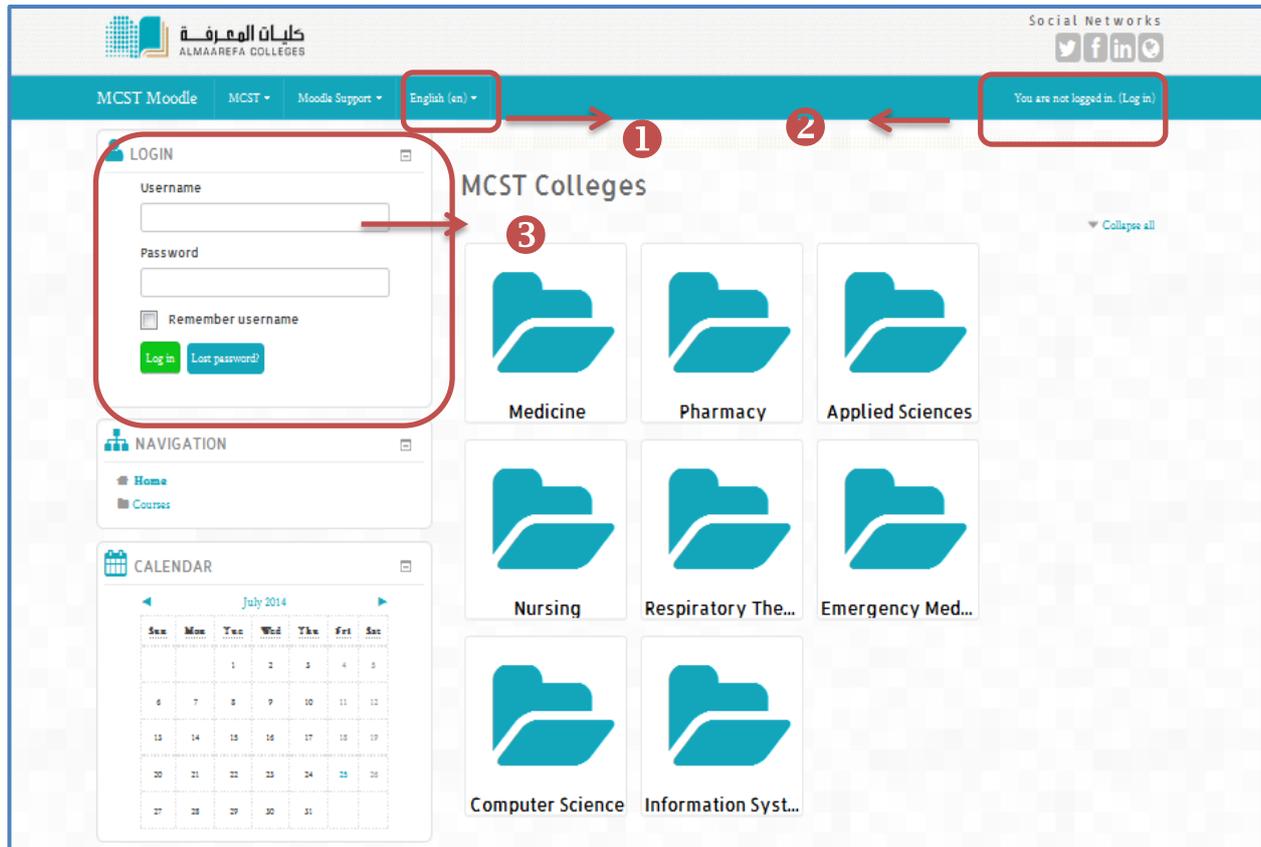
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How to Access Moodle



- 1) In the browser , write the following address <http://lms.mcst.edu.sa>
- 2) The following page will open, see table for what each number represent



1	Select the language, the system support Arabic and English
2	First method to enter to website, click the link "login" to open new page where you can enter your username and password
3	Second method to enter to the system, write your username and password directly to the Login Block.



Access Information



To Access and manage your course page in Moodle, you must have an account.

If you have any problem accessing Moodle, contact the Admin

moodle_support@mcst.edu.sa

Faculty Members & Part Time Instructors

**User name & Password: Contact the admin for your
access information via this email**

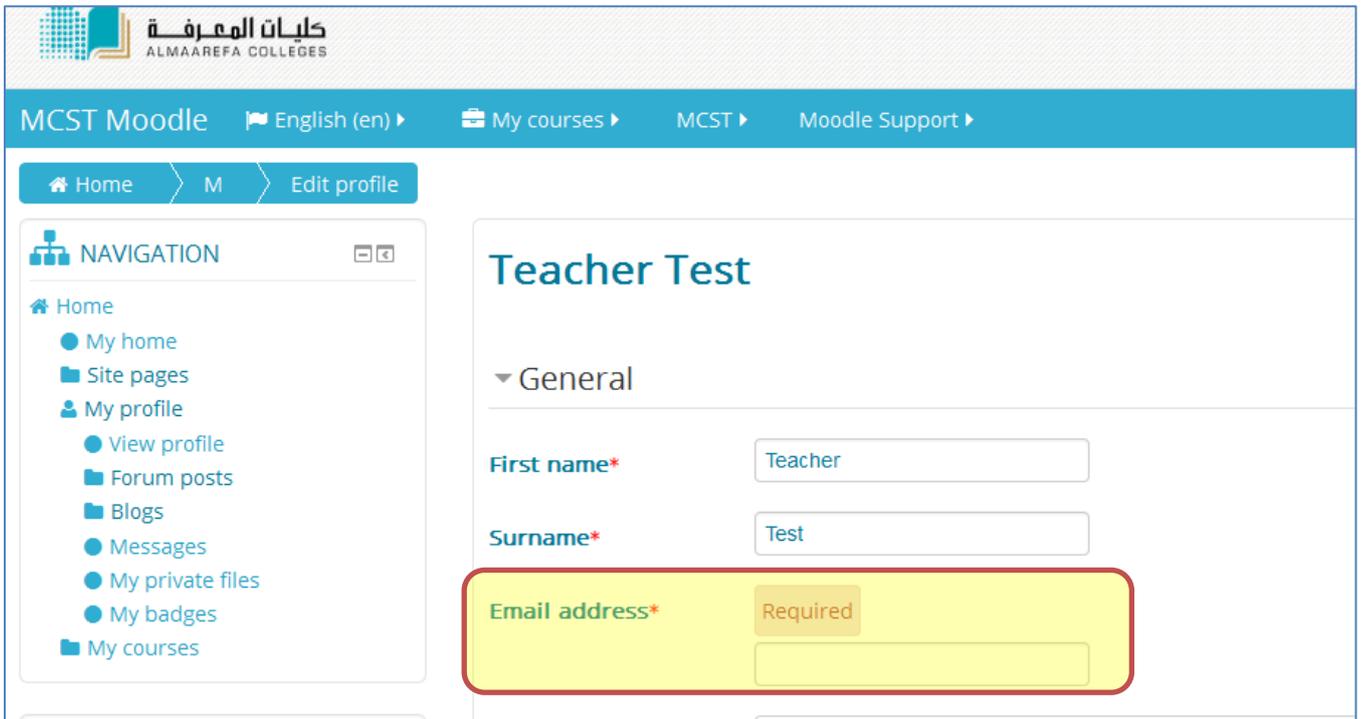
Moodle_support@mcst.edu.sa

Update Email

After logging in to Moodle for first time, you need to enter a valid email in your profile page. *If your email is updated in e.register system, you will not need this step.*

Follow these steps to update your email:

- 1) After logging in to Moodle , you will be directed to Edit profile page, enter your email in “Email address” field and press **Update Profile** button



The screenshot shows the Moodle user interface for editing a profile. The page title is "Teacher Test". Under the "General" section, there are three input fields: "First name*" with the value "Teacher", "Surname*" with the value "Test", and "Email address*" which is currently empty and highlighted with a red border and a yellow background. A "Required" label is next to the "Email address*" field. On the left side, there is a "NAVIGATION" menu with options like Home, My home, Site pages, My profile, View profile, Forum posts, Blogs, Messages, My private files, My badges, and My courses.

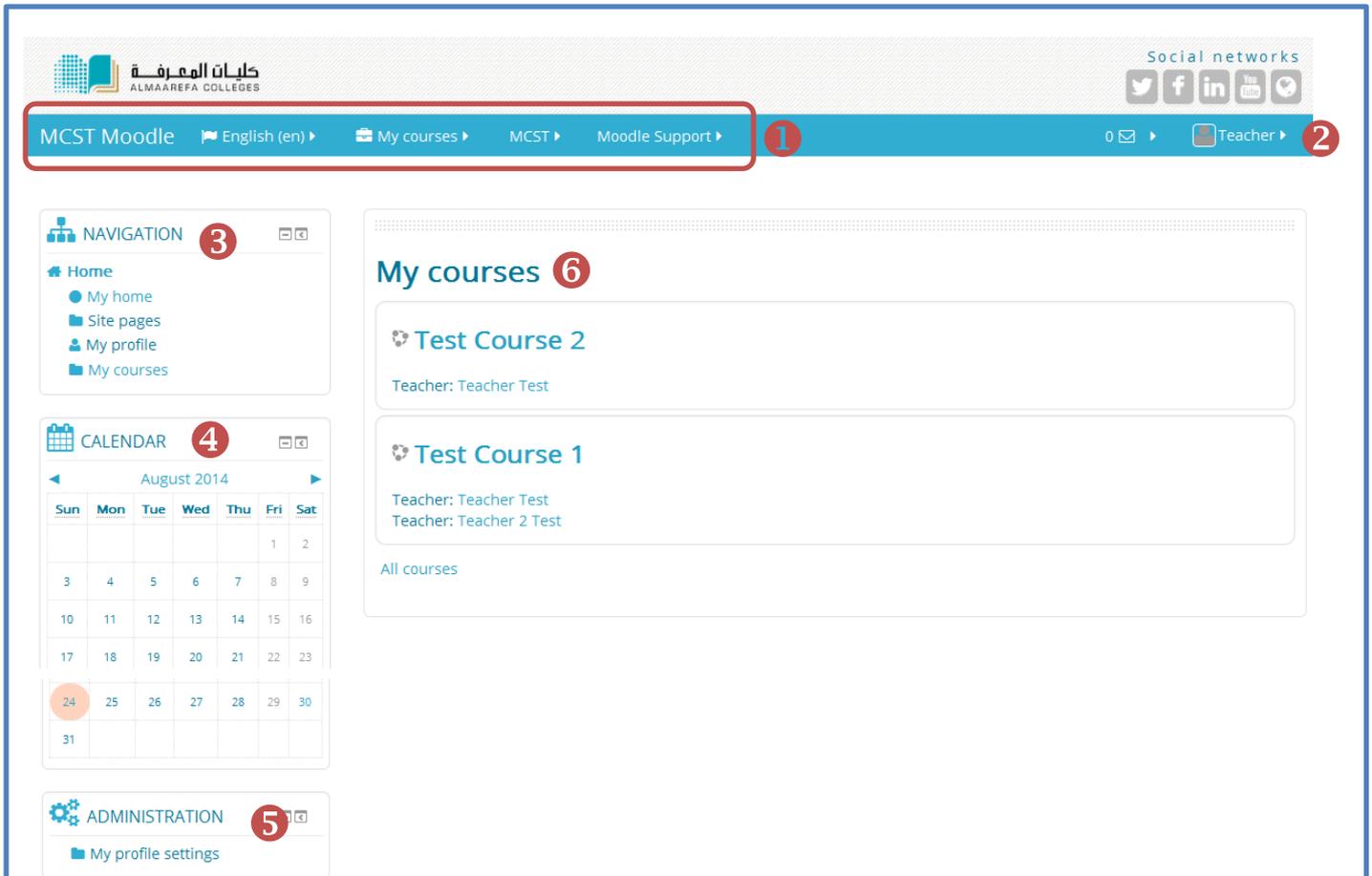
- 2) Confirmation email will be sent to your email, read it and press the link.
- 3) You will be directed to your profile page, press Update Profile button.

Note

- ❖ *Without updating your email, you will not be able to view and manage your course page*

Moodle Home Page Structure

After logging in to the Moodle system, the picture bellow- shows the front page of Moodle- will be displayed. Refer to the table to explain the numbers.



The screenshot shows the Moodle Home Page for Al Maarefa Colleges. The page is divided into several sections:

- 1**: Navigation bar at the top, containing links for 'MCST Moodle', 'English (en)', 'My courses', 'MCST', and 'Moodle Support'.
- 2**: User profile and notification area at the top right, showing '0' notifications and a 'Teacher' profile link.
- 3**: Navigation block on the left, containing links for 'Home', 'My home', 'Site pages', 'My profile', and 'My courses'.
- 4**: Calendar block on the left, showing a calendar for August 2014.
- 5**: Administration block on the left, containing a link for 'My profile settings'.
- 6**: 'My courses' block on the right, displaying a list of courses: 'Test Course 2' (Teacher: Teacher Test) and 'Test Course 1' (Teacher: Teacher Test, Teacher: Teacher 2 Test), with a link for 'All courses'.

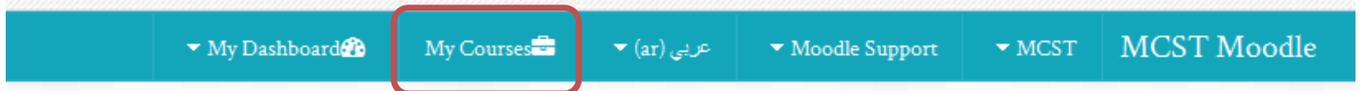
1	Navigation bar include links for your courses, dashboard, language settings, and Moodle support.
2	Link for Your profile page
3	Navigation Block contains links for Moodle pages which includes My Home, Site Pages, My Profile, and Courses.
4	Calendar Block
5	Administration Block: it provides links to the settings pages. The content of this block differs depending on context as will be explained later.
6	List of your Courses

Accessing your Courses

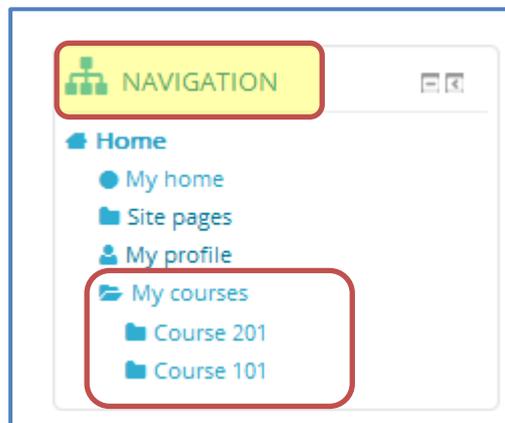


You can access your courses by:

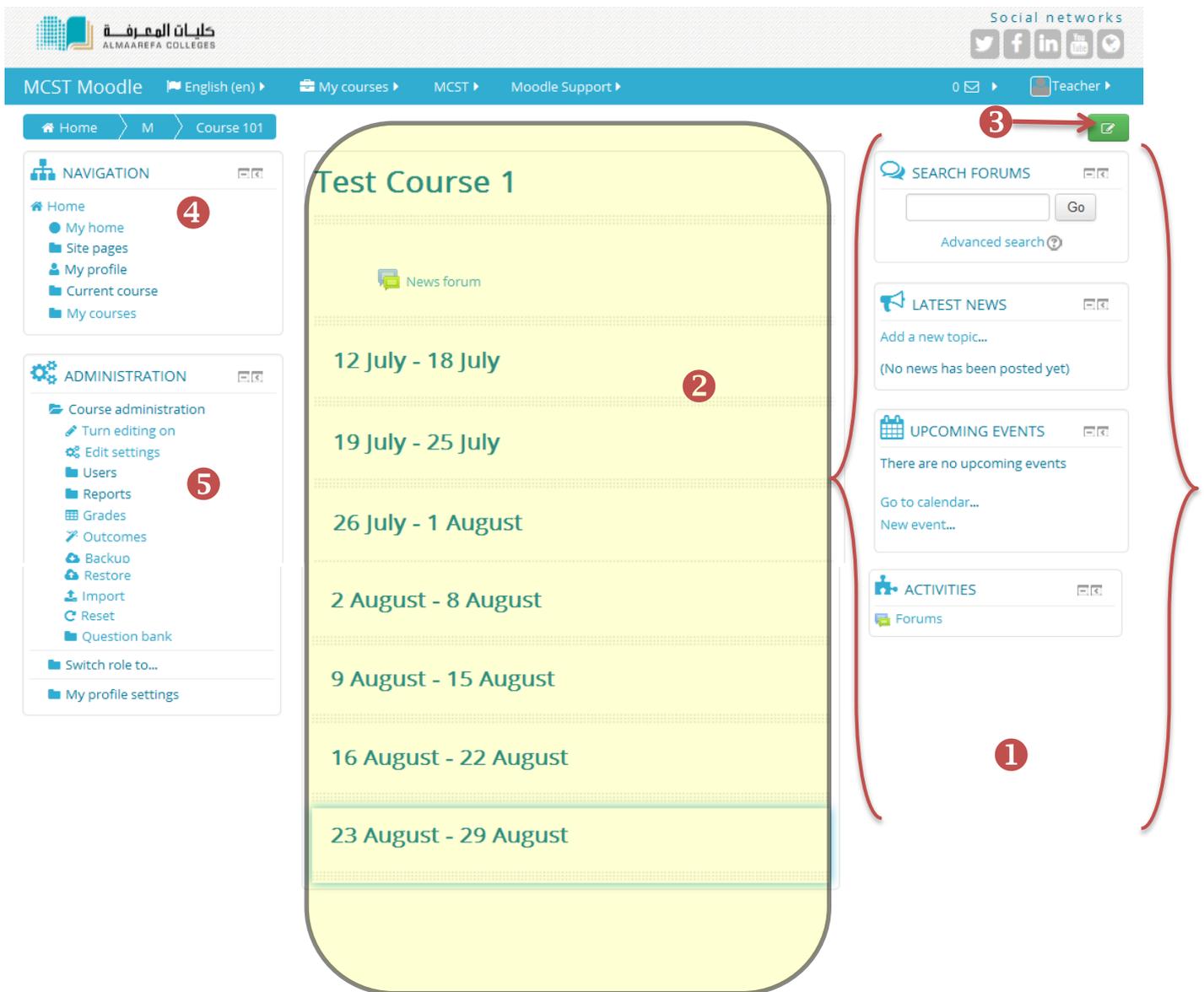
- ❖ **Navigation bar:** select your course from “**My Courses**” drop-down menu.



- ❖ **Navigation Block:** select “My Courses” link, it will show list of all your courses. select one of them to go to its page



Course Page in Moodle



1	Collection of Blocks that provide some services and information about the course. You can manage them.
2	Course weeks or sections where you can add course materials such as lectures and assignments.
3	Turn Editing On button that enable you to add materials and blocks to the course page.
4	Navigation Block : it contains links for Moodle pages.
5	Administrator Block : It provides links for <u>settings pages</u> in Moodle

Blocks



Blocks are items which may be added to the left or right or center column of any page in Moodle. Usually blocks show information from course page or from external web site such as twitter.

Each course page has standard blocks which you can add or delete them later.

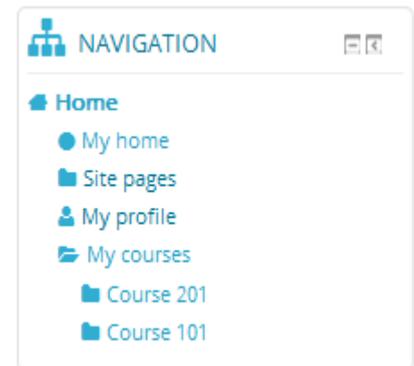
Blocks Types

1) Navigation Block

2) Administration Block

Navigation Block

It appears in each Moodle page and it contains links for various parts of Moodle

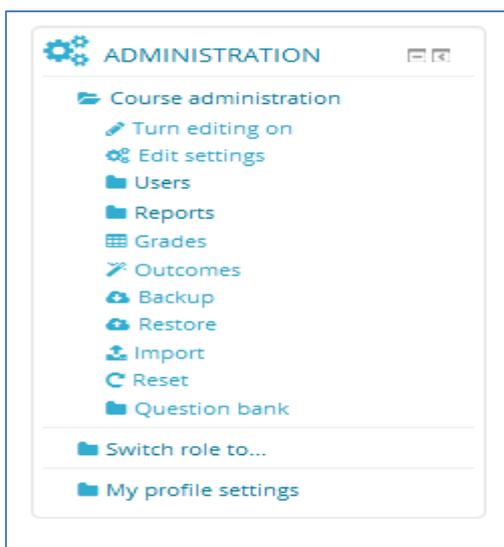


Navigation Block

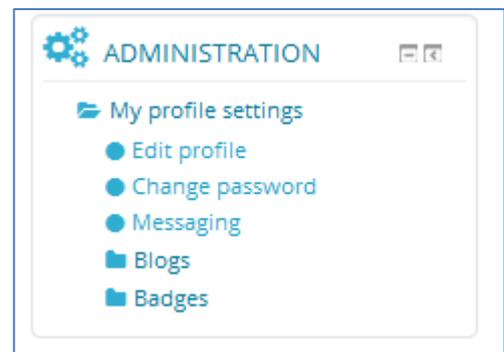
Administration Block

It provides links for settings pages in Moodle. Content of this block differs based on **context**. In Moodle context means:

- Role:** content of this block for teachers is different than the content for students.
- Page:** content of this block also differs based on page you view, see following example.



Administration Block in Course page

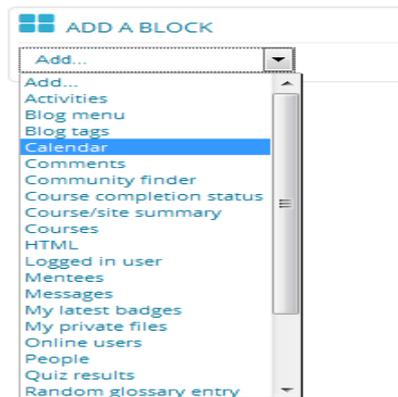


Administration Block in Home page

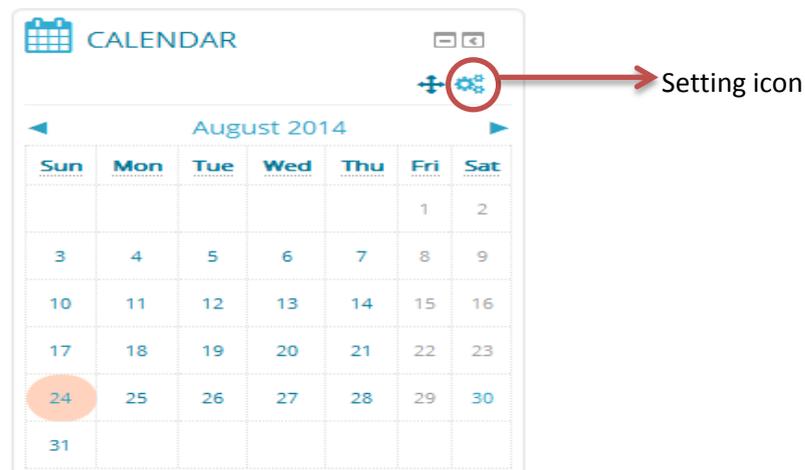
Adding Blocks

To add Block to your course page:

- 1) Log in to Moodle system, and then select the course.
- 2) Turn editing on by pressing the editing button 
- 3) Move to the bottom of the page, and select any type of available blocks from “Add Block” menu.



- 4) You can edit block's settings if needed by clicking on setting icon.



- 5) Press the turn editing off button 

Note

❖ *the added blocks by teacher will be visible to all students*

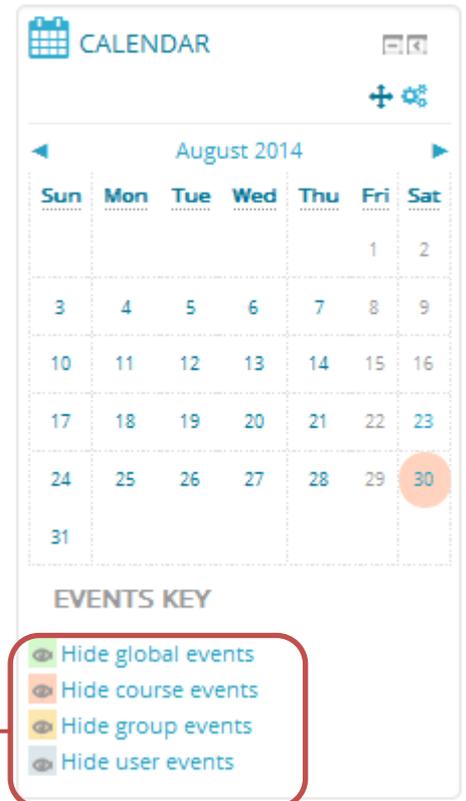
Blocks Types

Calendar Block

This block displays a copy of the current calendar month and shows range of colorful events as a reminder. All course events automatically appear in the calendar, for example, when you set a day for submitting the assignment activity, this date will appear as a course event in the calendar.

Calendar Events:

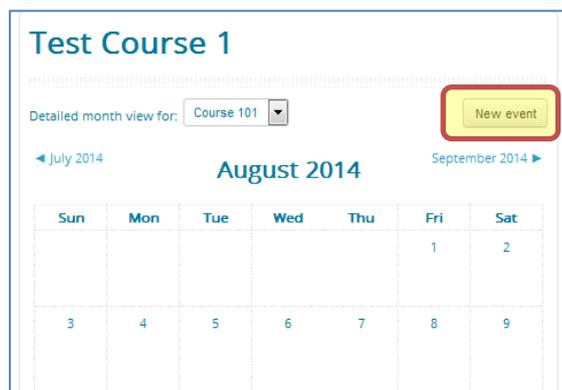
1. Global events: set by admin.
2. Course events: set by instructors.
3. Group Events: set by instructor for specific group.
4. Personal Events :set by students and instructors in their home page and will only be visible by for currently logged in user((i.e. the one created the event).



You can hide any event by
clicking eye icon

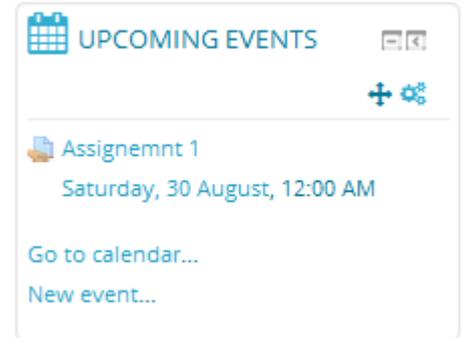
To add event manually to the calendar:

1. Select month name on calendar
2. Press add new event button
3. In adding new event page, enter the event information such as name and date and click save button.



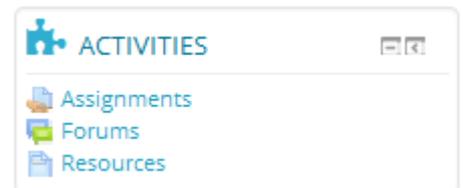
Upcoming Event Block

The **Upcoming events** block displays future events in a summarized list. Events are generated directly from the calendar and/or activity deadlines, providing a link to full details or link to the activity. All event of the course such as assignments due dates, exam date and manually added events will be displayed in this block.



Activities Block

The Activities block lists all activities and resources of the current course and allows navigation between the different activities available in your course (Forums, Quizzes, Assignments, Lesson module and so forth). The activities list will grow as you add activities to your course.



When clicking on the Resource link, the block will display a list of all resources added in your course. See the next figure.

Test Course 1		
Week	Name	Description
19 July - 25 July	Lecture 1	this is lecture 1
	Lecture 2	this is lecture 1
26 July - 1 August	lecture_1	this is description
9 August - 15 August	Link	this is description
16 August - 22 August	Lecture 1	page description

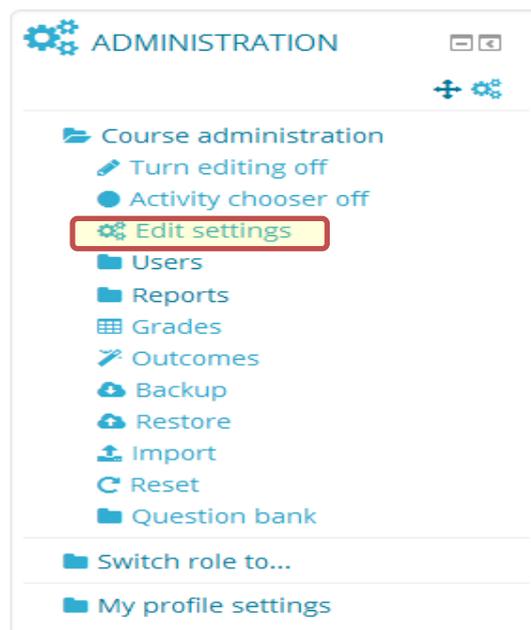
Course Settings



Instructors have the ability to change course settings if they are not satisfied with default settings that were completed in initial set up of the course. Course settings include the layout of the course page, start date of course, availability to the students etc.

To edit the course settings:

1. Log in to Moodle and select course.
2. Select **Edit settings** in **Administration block**. This will open up a new page to edit 8 categories of settings.



Categories of Course settings that teacher can edit as follows :

1. General
2. Description
3. Course format
4. Appearance
5. Files and uploads
6. Guest access
7. Groups
8. Role Renaming

1) General Settings

▼ General

Course full name

Course short name

Visible

Course start date

Course ID number

Note

- ❖ Some fields are locked and can't be changed by teachers
- ❖ You can have more information by pressing Help icon

1	Course full and short name are locked and you do not need to enter any values.
2	This setting determines whether the course appears in the list of courses. Apart from teachers and administrators, users are not allowed to enter the course if this setting set to hide.
3	This setting determines the start of the first week for a course in weekly format.
4	The ID number of a course is only used when matching the course against external systems and is not displayed anywhere on the site. This value is locked.

2) Description

▼ Description

Course summary 1

Course summary files 2

Maximum size for new files: 3MB, maximum attachments: 1

1	Write a description of your course, this will be displayed in the list of courses
2	You can upload any files such as book image or course description in pdf format

3) Course Format

▼ Course format

Format ? **1**

Number of sections **2**

Hidden sections ? **3**

Course layout ? **4**

1	<p>Select the layout of the course page.</p> <ul style="list-style-type: none"> ❖ Topics format - The course page is organised into topic sections. ❖ Weekly format - The course page is organised into weekly sections created by Moodle, with the first week starting on the course start date
2	<p>Choose number of weeks or topics. You can change this number any time.</p>
3	<p>This option determines if the hidden sections will be displayed in collapsed format or to be hidden completely. See following images</p> <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;">  <p>Hidden Format</p> </div> <div style="text-align: center;">  <p>Collapsed Format for Hidden Sections</p> </div> </div>
4	<p>This setting determines whether the whole course is displayed on one page or split over several pages.</p>

Appearance

▼ Appearance

Force language 1 Do not force ▼

News items to show 2 5 ▼

Show gradebook to students 3 Yes ▼

Show activity reports 4 No ▼

- | | |
|---|--|
| 1 | This setting determines the possibility of changing the page language course. When choosing forcing language, the students will not be able to change the course language. |
| 2 | This setting determines how many recent items appear in the latest news block on the course page. If set to "0" then the latest news block will not be displayed. |
| 3 | Select if the students can view their grades in the course. We recommend selecting Yes. |
| 4 | This setting determines whether a student can view their own activity reports via their profile page |

Home > M > M > Course 201

NAVIGATION

- Home
- My home
- Site pages
- My profile
- Current course
 - Course 201
 - Participants
 - General
 - 28 July - 3 August
 - 4 August - 10 August

Test Course 2

منتدى الأخبار

28 July - 3 August

SEARCH FORUMS

Go

Advanced search ?

LATEST NEWS

Add a new topic...

(No news has been posted yet)

Latest News Block

4) Files and uploads

Files and uploads

Maximum upload size: Site upload limit (3MB)

This setting determines the largest size of file that can be uploaded to the course by students.

5) Guest Access

Guest access

Allow guest access: No

Moodle has a built-in "Guest account". Visitors can log in as guests and enter any courses which allow guest access without enrolment. Guest access is not allowed in our system, and this value is locked.

6) Groups

Groups

Group mode 1: No groups

Force group mode 2: No

Default grouping 3: None

- | | |
|---|---|
| 1 | This setting has 3 options: <ul style="list-style-type: none">No groups : There are no sub groups, everyone is part of one big communitySeparate groups : Each group member can only see their own group, others are invisibleVisible groups: Each group member works in their own group, but can also see other groups. |
| 2 | If group mode is forced, then the course group mode is applied to every activity in the course. Group mode settings in each activity are then ignored. |
| 3 | If groupings are enabled, a default grouping for course activities and resources may be set |

7) Role Renaming

▼ Role renaming ?

Your word for 'Manager'	<input type="text"/>
Your word for 'Course creator'	<input type="text"/>
Your word for 'Teacher'	<input type="text"/>
Your word for 'Non-editing teacher'	<input type="text"/>
Your word for 'Student'	<input type="text"/>
Your word for 'Guest'	<input type="text"/>
Your word for 'Authenticated user'	<input type="text"/>
Your word for 'Authenticated user on frontpage'	<input type="text"/>
Your word for 'Authenticated user on frontpage (new)'	<input type="text"/>

You can rename the roles used in your course. For example, you can change the name of the teacher role to **lecturer**, **instructor** or **professor**, and you can change student to **trainee**. Note that permissions for each role will not be affected.