



# Moodle instructors tutorial

*E-learning department*  
*[Elearning@uls.edu.lb](mailto:Elearning@uls.edu.lb)*

## *Introduction*

Moodle is a course management system, designed to help teachers create online courses and manage virtual interactions with their students.

Moodle offers a variety of options that facilitate online learning and encourage students' collaboration;

Courses may be posted as documents, power point, audio or video,

Forums involve the students in class discussions,

Assignments and quizzes help evaluate the student's involvement and knowledge.

## Logging in

You can access **Moodle** either through the URL <http://moodle.uls.edu.lb/>

or the **E-services** on ULS's website



# Logging in

Use you credentials (username and password) to login.

Sagesse University English (en) You are not logged in. (Log in)



جامعة الحكمة  
Sagesse University

### CALENDAR

September 2018

Mon	Tue	Wed	Thu	Fri	Sat	Sun
					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

### MAIN MENU

- Tutoriel des enseignants
- Moodle Instructors Tutorial
- Tutoriel des Etudiants
- Moodle students Tutorial
- Site news

### ULS E-LEARNING PLATFORM



### LOGIN

Username

Password

Remember username

Log in

Lost password?

### ACTIVITIES

- Forums
- Resources

### MOODLE SUPPORT

**Moodle Support**

Email : [ELearning@uls.edu.lb](mailto:ELearning@uls.edu.lb)  
Phone : 01- 291 091 ext. **581**

### Site news

**Welcome to Moodle 3.1**  
by Admin eLearning - Monday, 17 September 2018, 9:19 AM

*Dear Moodlers,*

To request a course opening, **Instructors** are kindly asked to send their course(s) code(s) to [ELearning@uls.edu.lb](mailto:ELearning@uls.edu.lb)

The **Elearning department** provides services related to online courses, exams...

# Access to Courses

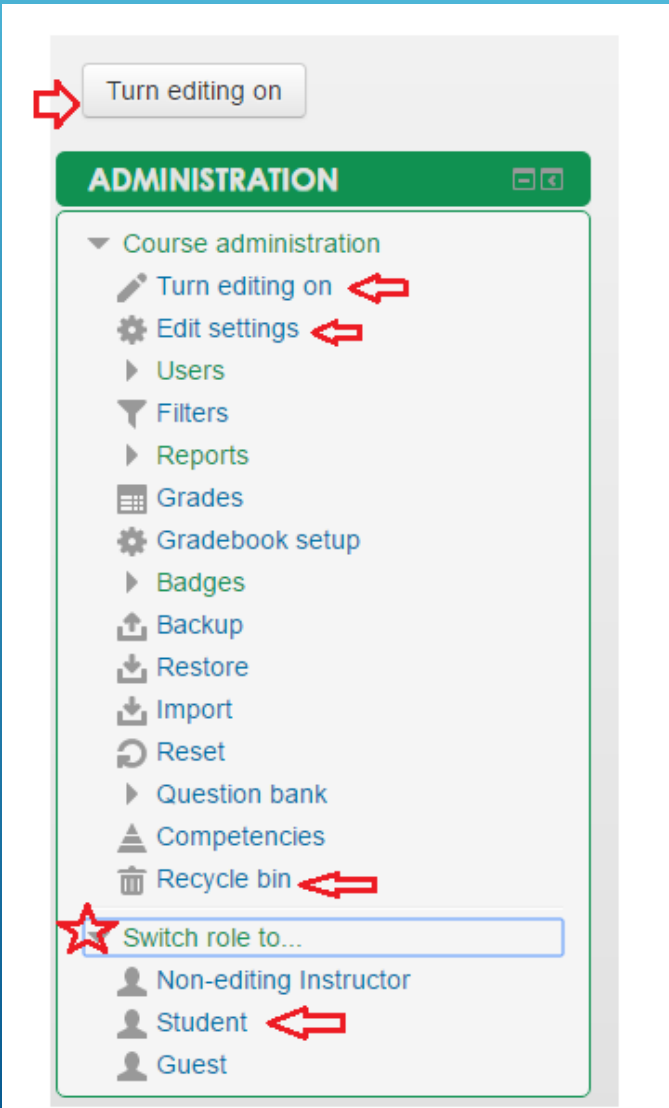
All your courses will be listed under “My Courses”

The screenshot displays a Moodle user interface. On the left, a sidebar titled "MY COURSES" contains two course entries: "Training - Course0 | Spring'17" and "2016- ركائز الحياة الروحية - من خلال شهود عبر التاريخ". The main content area features a "Site news" section with a "Subscribe to this forum" link. Below this is a forum post titled "Welcome to Moodle 3.1" by Admin eLearning, dated Monday, 17 September 2018, 9:19 AM. The post content includes a greeting "Dear Moodlers," and instructions for course opening requests: "To request a course opening, **Instructors** are kindly asked to send their course(s) code(s) to **Elearning@uls.edu.lb**". It also mentions that the "Elearning department provides services related to online courses, exams...". Below the forum post is a "My courses" section. A blue arrow points to the "My courses" header. Underneath, the course "Training - Course0 | Spring'17" is highlighted with a green oval. Below it, the instructor field is empty. The second course entry, "2016- ركائز الحياة الروحية - من خلال شهود عبر التاريخ", also has an empty instructor field.

Click on the course title to proceed with course creation.

# Administration Block

The Administration block allows you to customize your course page and sections, manage the students, the grades...



Click “Turn editing on” to manage your course content (add a word document, a PowerPoint, a Pdf, an audio, a video, etc.)

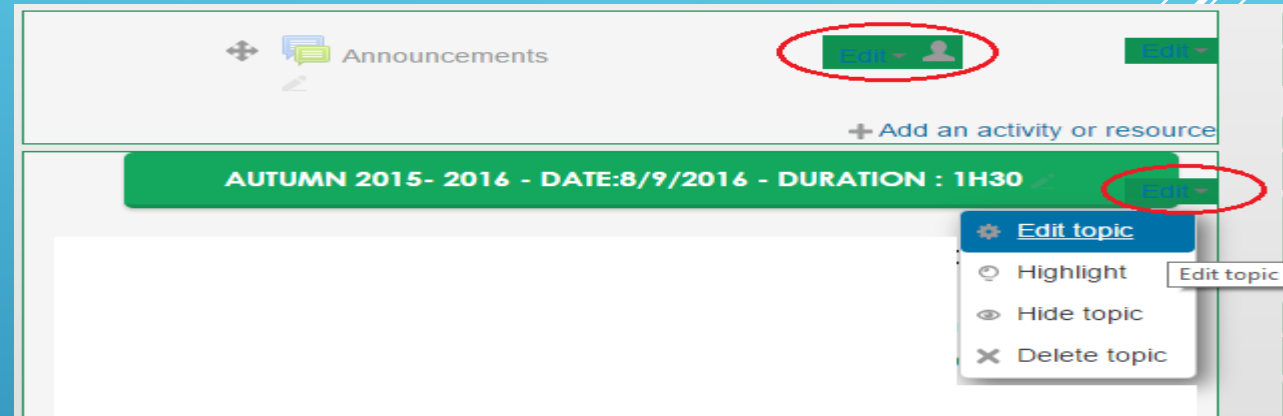
“Edit Settings” helps you organize your course (add a brief course description the number of sections...)

“Recycle Bin” allows you to restore what you have deleted.

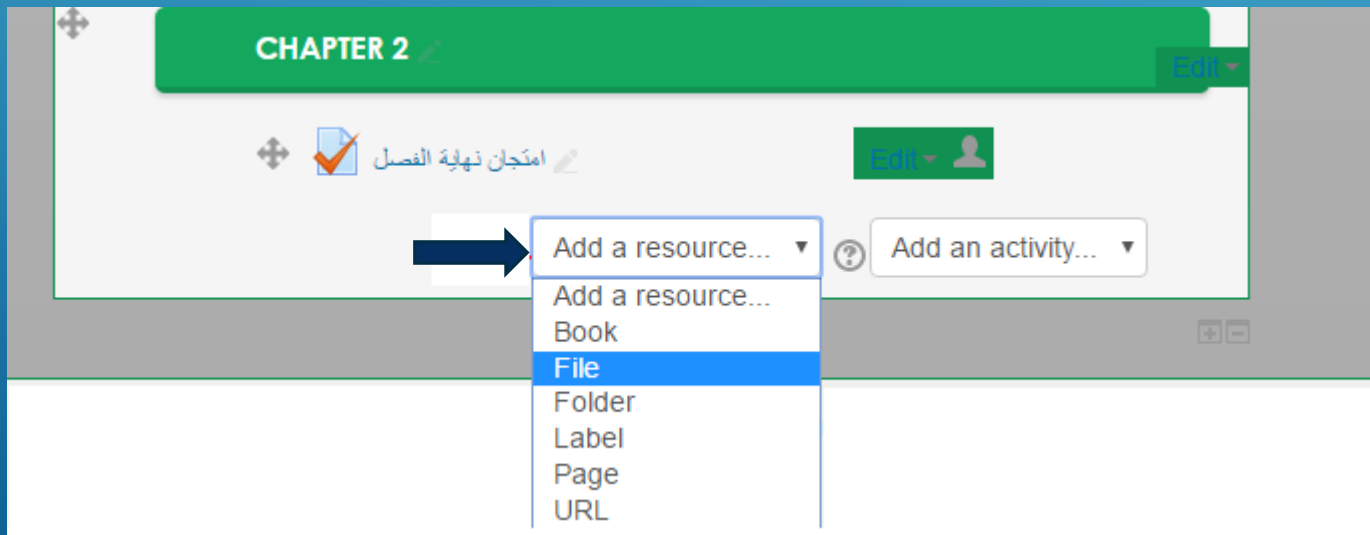
“Switch role to” allows you to view your course as if you were a Student

## Course content

- 1- “Turn editing on”
- 2- The “**Edit**” pull-down menu enables you to manage the course topics (ex. Topic title...)



- 3- “**Add a resource**” helps you adding the course material (document, useful links....)



Note that “Announcements” is a forum created by default for the entire course.

## Course content

To add a “Resource” such as a “File”, you must provide a Name for the file.  
Click on Add, to choose and upload the file.  
Save and return to course, to view the added file.

The screenshot displays a user interface for adding course content. It is divided into several sections:

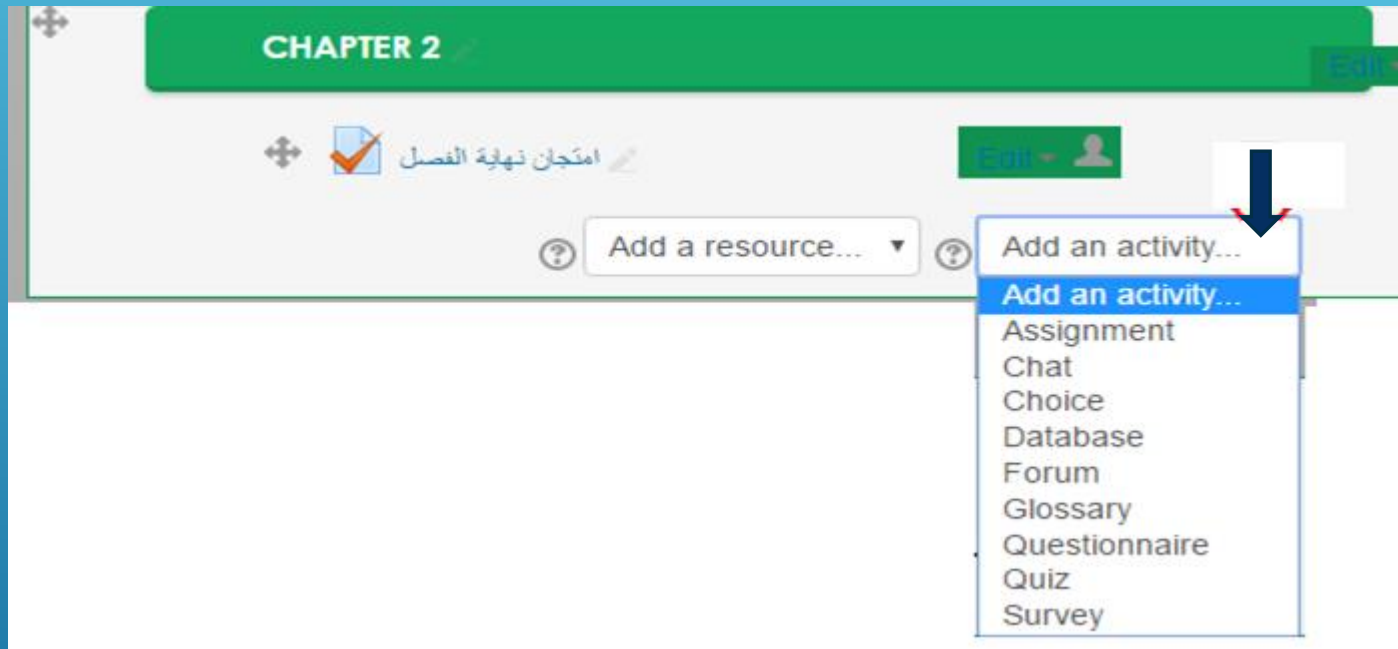
- General:** Contains a 'Name\*' field (circled in blue), a 'Description' text area with a 'Show editing tools' button, and a checkbox for 'Display description on course page'.
- Content:** Features a 'Select files' section with an 'Add...' button (circled in blue) and a 'Create folder' button. Below this is a large dashed box with a blue arrow pointing down and the text 'You can drag and drop files here to add them.' A note on the right indicates 'Maximum size for new files: 1000M'.
- Appearance:** A section that is currently collapsed.
- Common module settings:** A section that is currently collapsed.

At the bottom of the interface, there are three buttons: 'Save and return to course', 'Save and display', and 'Cancel'.



## Course content

4- “**Add an activity**” helps you create activities such as assignments, quiz, forums....



# Assignments

Choose “Assignment” from the “Add an activity” list.  
Name the assignment and provide a Description.

*You may limit the submissions within a date range , and decide for the submission type which can be a File submission (document to upload) or an Online text*

*You may also grade assignments and make them viewable in the grade-book.*

**Adding a new Assignment to plan**

**General**

Assignment name\*

Description\*

Display description on course page

**Availability**

Allow submissions from	6	March	2016	11	45	<input checked="" type="checkbox"/>	Enable
Due date	22	March	2016	11	45	<input checked="" type="checkbox"/>	Enable
Cut-off date	15	March	2016	11	45	<input type="checkbox"/>	Enable

Always show description

**Submission types**

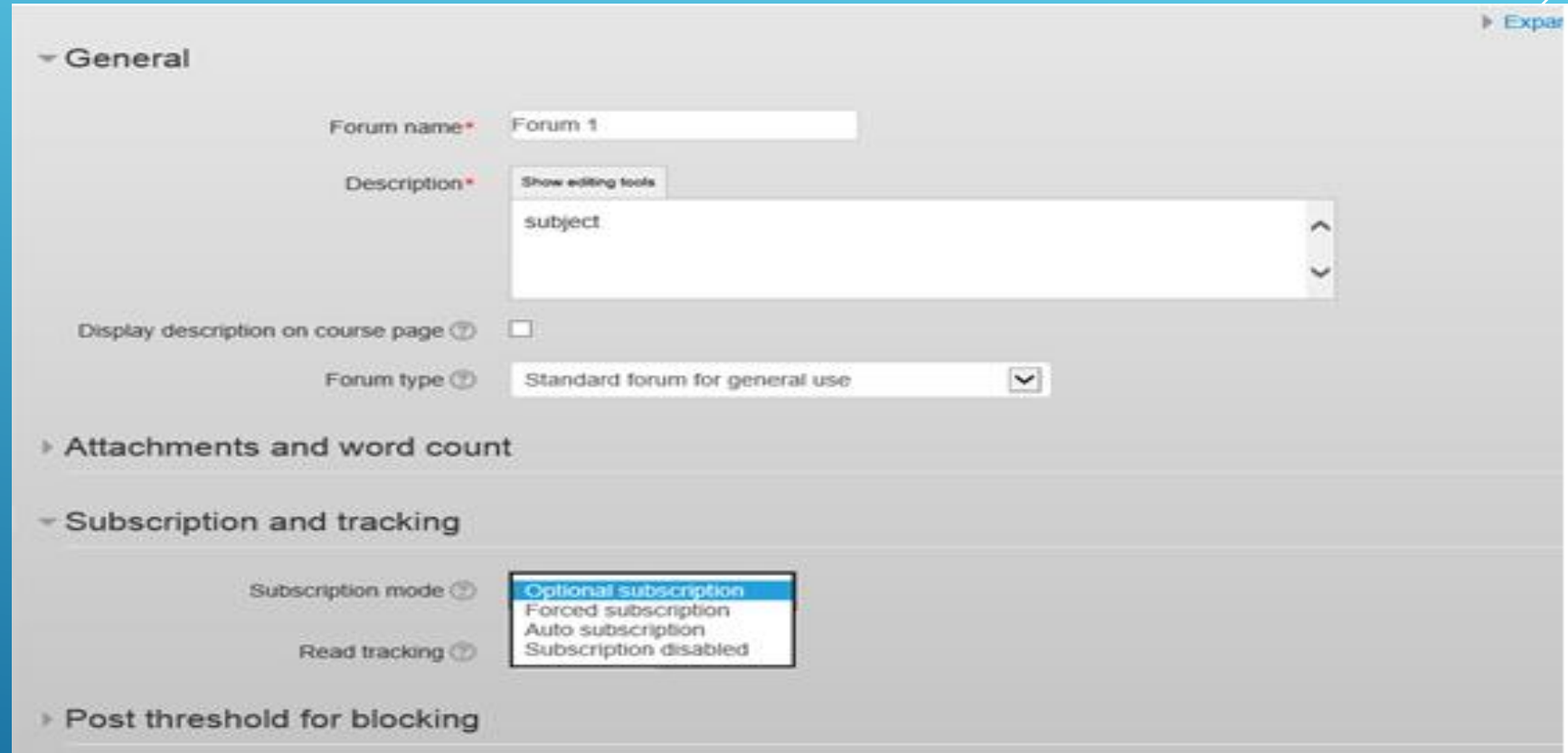
Submission types  Online text  File submissions  Submission comments

Maximum number of uploaded files

Maximum submission size

# Forums

Choose “Forum” from the “Add an activity” list. Add a title, a description and the type of the forum.  
*You may limit the posts and enable the rating (participation grade given for each post)*



The screenshot shows the 'General' configuration section for a forum. The 'Forum name' field contains 'Forum 1'. The 'Description' field contains 'subject'. The 'Display description on course page' checkbox is unchecked. The 'Forum type' dropdown is set to 'Standard forum for general use'. The 'Subscription mode' dropdown is set to 'Optional subscription'. The 'Read tracking' checkbox is unchecked. The 'Post threshold for blocking' section is partially visible at the bottom.

The created forum will look like this



Click on the forum to add the discussion topic, its content and send it to all the course participants.

# Quiz

Choose “Quiz” from the “Add an activity” list. Add a title, a description, the time range, the number of allowed attempts ...

**General**

Name\*

Description

Display description on course page

**Timing**

Open the quiz       Enable

Close the quiz       Enable

Time limit    Enable

When time expires

Submission grace period    Enable

Add a Quiz password, for additional restrictions

**Extra restrictions on attempts**

Require password\*   Unmask

Require network address\*

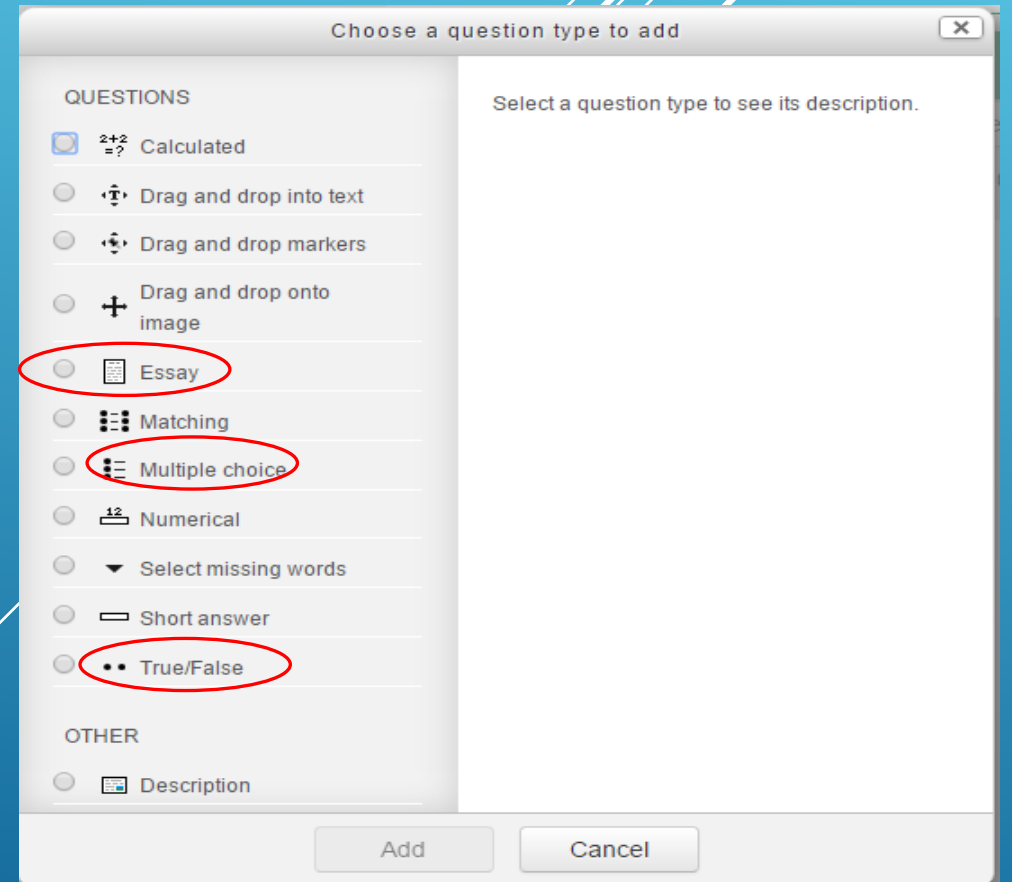
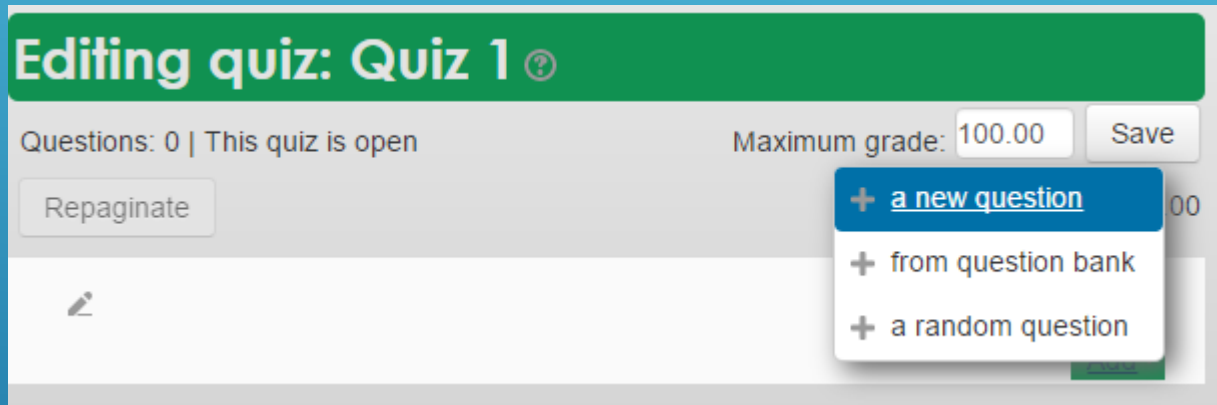
Enforced delay between 1st and 2nd attempts\*    Enable

Enforced delay between later attempts\*    Enable

# Quiz

Once created, click on the Quiz to Edit it: Click on “**Add**” to add a new question. Choose the question type and post your questions accordingly.

Note that for an Essay, you can limit the number of lines and words per answer...



the Quiz Administration block gives you control over the quiz !

# Grading

Choose “Grades” from the Administration block. A list of your students and the relevant exams will appear. Simply add the grades and the platform will calculate the sum of grades, the average, etc.

The screenshot displays the Moodle Grader report interface. On the left is the Administration block with a menu for Grade administration, including Grader report, Outcomes report, User report, Import, Export, Course grade settings, My report preferences, Letters, Scales, and Categories and items. Below this is the Calendar block and an Add a Block button. The main content area is titled 'Grader report' and includes navigation tabs for View, Categories and items, Scales, Letters, Import, Export, Settings, and My preferences. Below these are sub-tabs for Grader report, Outcomes report, and User report. The main table shows student data for the 'FSE Test Course - Fall'15'.

Surname	First name	Email address	TP	2015-11-4	a	ε	c	25/2/2016	TP1	Quiz	Course
		1982@gmail.com	Q	-	-	Q	-	-	-	-	Q
		c@hotmail.com	Q	-	-	Q	-	-	-	-	Q
Moodlestd Test		i@uls.edu.lb	Q	Excluded	-	-	Q	-	-	-	Q
MoodleStd1 Test	r	fi@uls.edu.lb	Q	50.00	20.00	Q	-	-	-	-	Q
Moodlestd10 Test		i@uls.edu.lb	Q	-	-	Q	-	-	-	-	Q
MoodleStd2 Test	ri	i@uls.edu.lb	Q	60.00	30.00	Q	-	-	-	-	Q
MoodleStd3 Test		@uls.edu.lb	Q	40.00	50.00	Q	-	-	-	-	Q
MoodleStd4 Test	i	fi@uls.edu.lb	Q	70.00	70.00	Q	-	-	-	-	Q
MoodleStd5 Test		@uls.edu.lb	Q	10.00	50.00	Q	-	-	-	-	Q
MoodleStd6 Test	rz	@uls.edu.lb	Q	-	70.00	Q	-	-	-	-	Q
MoodleStd7 Test		i@uls.edu.lb	Q	65.00	20.00	Q	-	-	-	-	Q
Moodlestd8 Test	r	fi@uls.edu.lb	Q	35.00	-	Q	-	-	-	-	Q
Moodlestd9 Test		@uls.edu.lb	Q	75.00	50.00	Q	-	-	-	-	Q
Overall average			-	50.63	45.00	-	-	-	-	-	-

# Import

Choose “Import” from the Administration block, to import the content of one course into another.

2- You can either choose from the list of courses

3- or search for your course

4- Press on Continue to proceed with the import.

The screenshot shows the Moodle Administration interface. On the left, the 'ADMINISTRATION' sidebar is visible, with the 'Import' option circled in green and labeled with a green '1'. The main content area is titled 'Find a course to import data from:'. It displays a list of courses under the heading 'Select a course' and 'More than 10 courses found, showing first 10 results'. The list has two columns: 'Course short name' and 'Course full name'. The courses listed are: Sageesse University, TP- 4, TP -3, TP- 2, TP -1, and EEE 4. The 'TP- 4' option is circled in green and labeled with a green '2'. Below the list, there is a message: 'There are too many results, enter a more specific search.' Below this message is a search input field with a green arrow labeled '3' pointing to it, and a 'Search' button. At the bottom, there is a 'Continue' button labeled with a green '4'.

Course short name	Course full name
Sageesse University	Sageesse University
TP- 4	Test
TP -3	Test
TP- 2	Test
TP -1	Test
EEE 4	Englist