



MOODLE GUIDE FOR FACULTY

2017

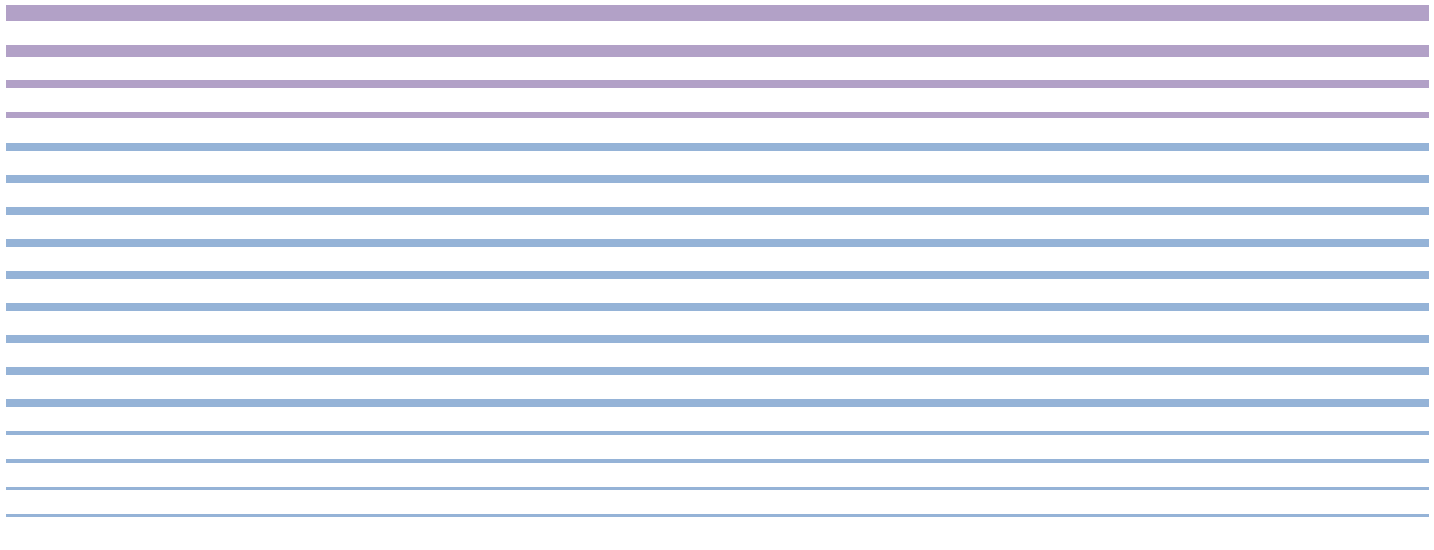


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1. Introduction to Moodle

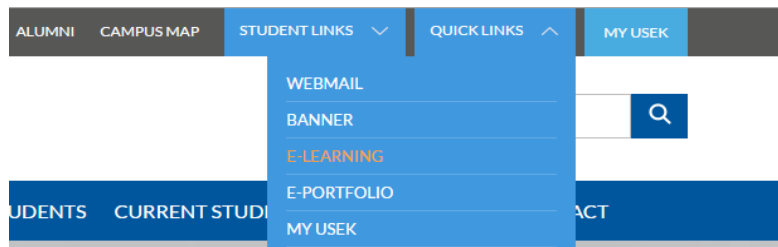
Moodle is a learning management system that is designed to help faculty members create an online classroom setting with opportunities for rich interaction and collaboration. Moodle contains various design aspects that allow faculty and students to interact, collaborate, and experience online learning in multiple ways. Moodle can be used to supplement on ground courses or can be used to host completely online courses.

This guide is designed to provide you as a faculty member with the basic tools on how to navigate, design and facilitate a course in Moodle.

2. Logging In

You can access the e-learning platform through:

- a- The USEK website (www.usek.edu.lb) and click on “**QUICK LINKS**” then “**E-LEARNING**”.



- b- The USEK intranet **MYUSEK** (<http://myusek/en/pages/default.aspx>) and click on the **E-Learning** icon.



- c- Direct link to USEK E-Learning: (<http://elearning.usek.edu.lb/>)

A Moodle page will open; use your **USEK username** and **password** in order to **login**.

USEK

LOGIN

Username

Password

Remember username

Log in

[Lost password?](#)

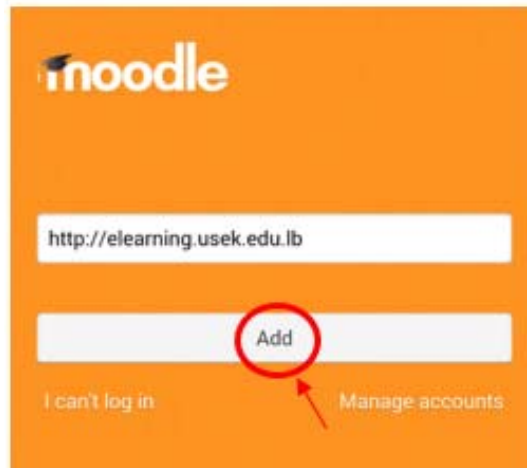
If you have forgotten your username and password, please contact **the IT helpdesk** by calling 09/600414 or by sending an email to sevicedesk@usek.edu.lb

Once you are logged in; you'll have access to your profile settings, courses, calendar etc.

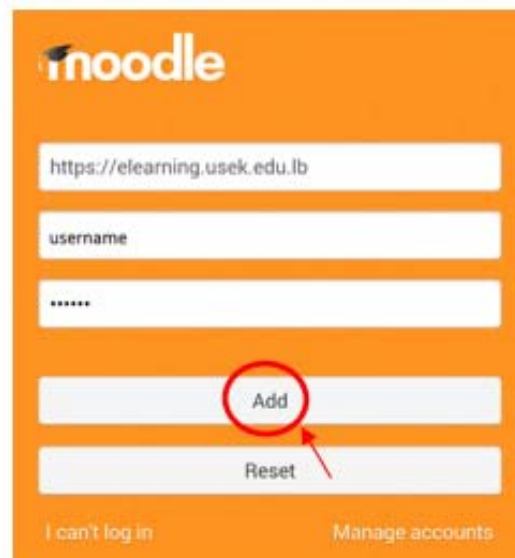
Or you can access the e-learning platform through your mobile (Moodle Mobile).



- 1- Download and Install the application Moodle Mobile on your device
- 2- Launch the application and Insert manually the following URL (<http://elearning.usek.edu.lb/>)



- 3- Insert your Moodle username and password (USEK account)



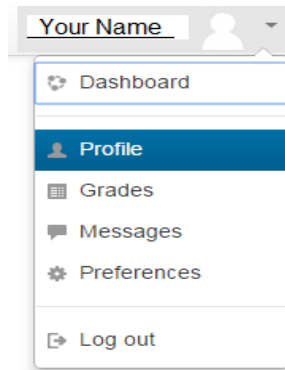
Note: this application does not replace the website, it will provide you an easy access to your courses and to your previously added files

3. Your Moodle Profile

In Moodle you have the option of setting up and maintaining your faculty profile. Your profile allows students to communicate with you and to get to know you within Moodle.

To update your **Moodle profile**:

- 1- Click on your name appearing on the top-right side of the page, then go to profile.



- 2- Click on the "Edit Profile" link and start editing your profile. (It's recommended to add a short description/bibliography of yourself along with a photo)

3- DO NOT MISS CLICKING ON UPDATE PROFILE AT THE BOTTOM OF THE PAGE

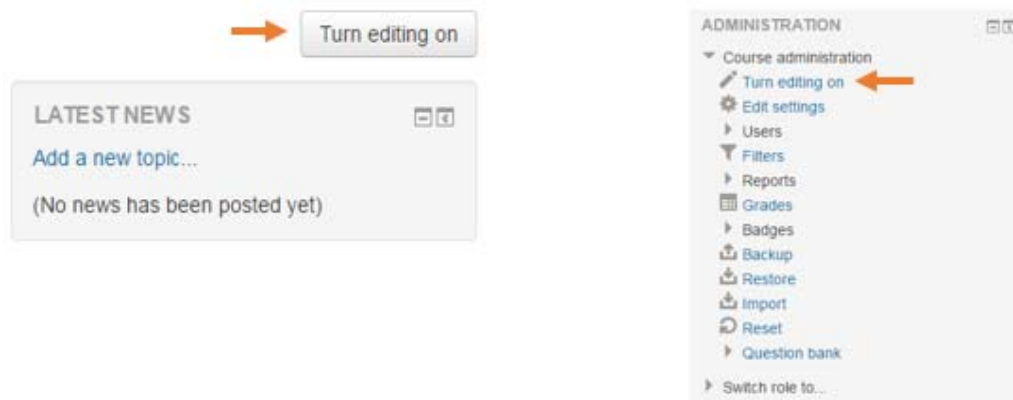
To go back to the home page, click on the "Home" link in the navigation block

Note: your first name, surname and email address cannot be modified.

4. Course Management

All your courses will be listed in your "**Home Page**".

To design, update, manage a course, click on the designated course link in the "**Home page**", then click on the **Turn Editing on button** on the Top right side of the page, or left down side in the Administration box.



**Course Page Layout
(Turn Editing ON mode)**

NAVIGATION

- Home
- Dashboard
- Site pages
- Current course
 - Training-Level1-201620
 - Participants
 - Badges
 - General
 - Topic 1
 - Topic 2
 - Topic 3
 - Topic 4
 - Topic 5
 - Topic 6
 - Topic 7
 - Topic 8
 - Topic 9
 - Topic 10
 - Topic 11
 - Topic 12
 - Topic 13
 - Topic 14
 - Topic 15
 - My courses

ADMINISTRATION

- Course administration
 - Turn editing off
 - Activity chooser off
 - Edit settings
 - Users
 - Filters
 - Reports
 - Grades
 - Badges
 - Backup
 - Restore
 - Import
 - Reset
 - Question bank
- Switch role to...

Topic 1

Activities

- Assignment
- Chat
- Choice
- Forum
- Questionnaire
- Quiz
- Turnitin Assignment

Topic 2

Resources

- File
- Folder
- Page
- URL

Topic 3

LATEST NEWS

Add a new topic...
(No news has been posted yet)

UPCOMING EVENTS

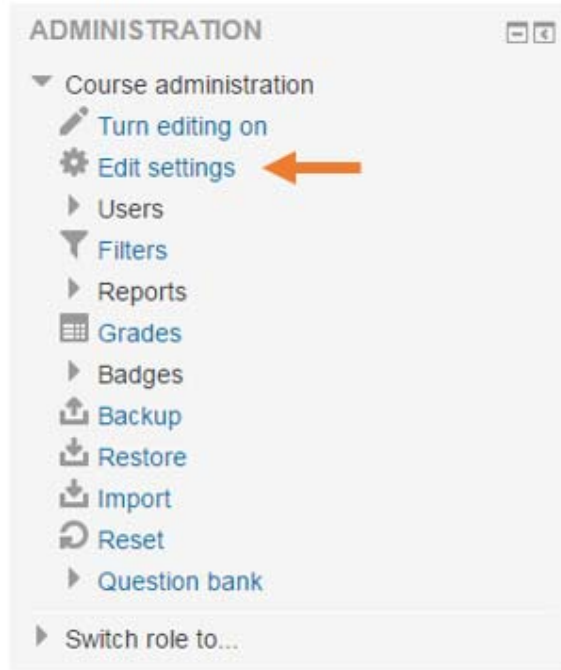
Assignment test
Tuesday, 13 September, 10:00 PM
Go to calendar...
New event...

Annotations:

- This settings block provides context sensitive links to settings pages
- Switch role to Student to see the student Moodle view
- Editing buttons/links
- Add events, makeup sessions, view assignments deadlines...
- This link serves to add the activities and resources, available in the blue frame, to the relative topic

4.1. Course General Settings

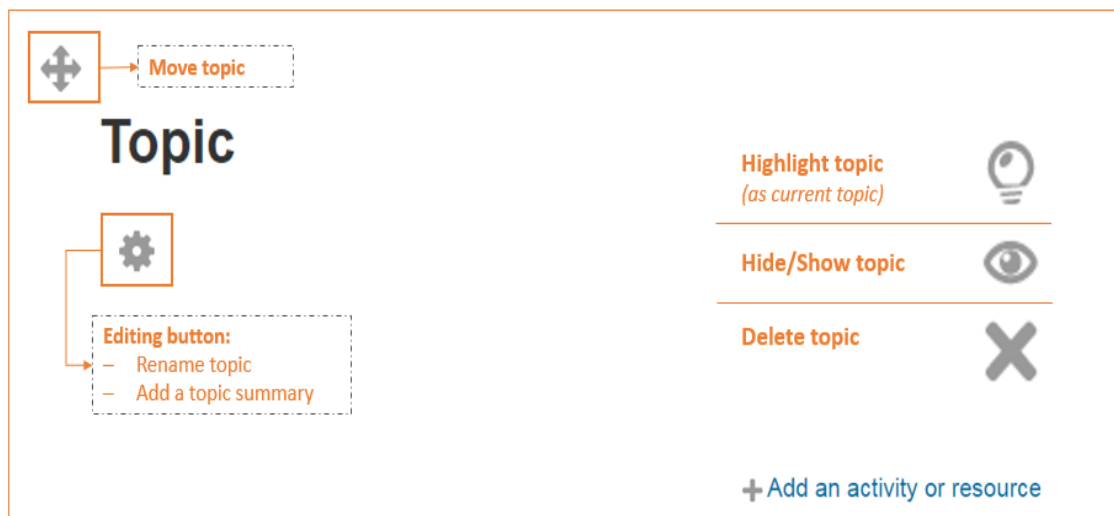
Use the **Course Administration** block and click on **Edit Settings** to change features of your course. You can add a course description for your course in the **Summary** box. You can also adjust the format, number of weeks/topics, and the start date of your course.



4.2. Topic General Settings

You can always move the topic position within the same course, as you can hide it from the student Moodle view. A Topic can be highlighted for better student visibility as it can be deleted with all its content.

Topics can be numbered or can be named according to the chapter/lesson etc.



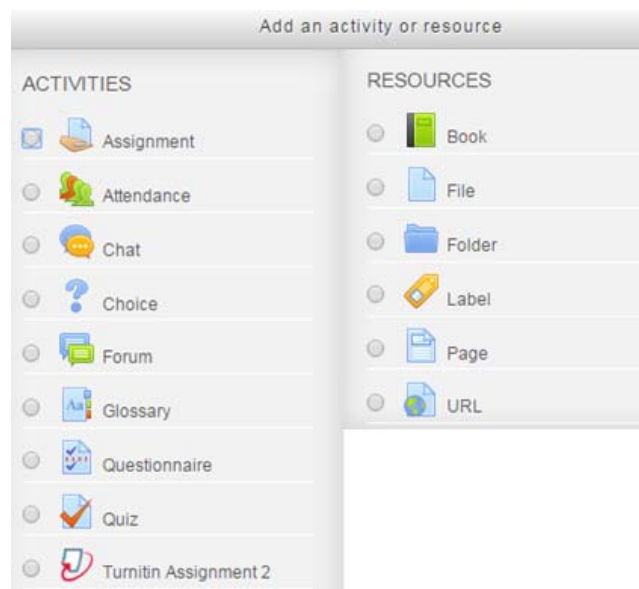
4.3. Topic Content: Adding Activities or Resources

Resources are non-interactive items that you can use to distribute information to your students.

To add a resource or an activity, go to the designated topic, and click on the relative link **Add an activity or resource** at the right side of the screen and choose from the drop down list the type of resource or activity you wish to insert.

Fill in the details of the added resource/activity: title, summary, etc. Then **Upload** or **Browse** the relevant item you need to insert (if necessary).

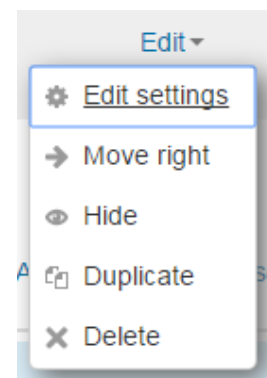
List of Activities and Resources:



Once you add an activity or resources, an **Editing** link will appear.

This link will be used to:

- **Access the settings** of this activity/resource (Editing Settings) noting that the settings differ from an activity/resources to another.
- **Change the position** of the activity/resource within the topic (move right/left)
- **Make** the activity/resource **invisible** from the student view (Hide)
- **Make a copy** of the same activity/resource with the same settings (Duplicate)
- **Delete** the activity/resource with its records



Note: There are 3 types of assignments: online, submissions files, and offline assignment. For online assignment, you have to tick online text in submissions types. File submissions allow students to upload several files (you can determine the maximum number uploaded files and the maximum submissions sizes). For offline, keep fields empty.

▼ Submission types

Submission types Mahara portfolio File submissions Online text

Site Home - Mahara

Lock submitted pages Yes, but unlock after grading

Maximum number of uploaded files 2

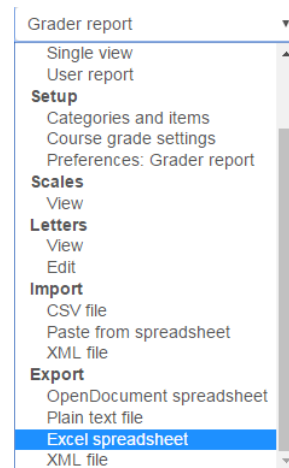
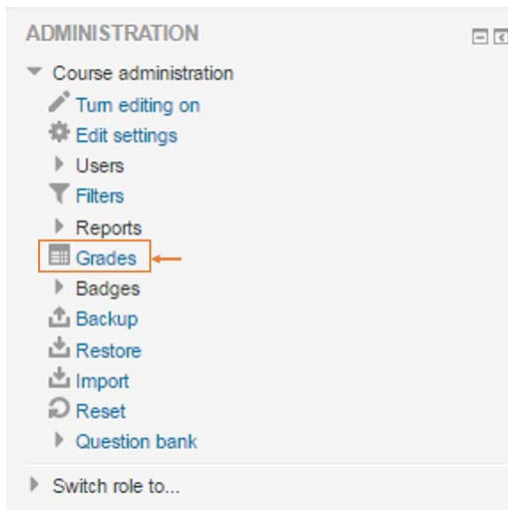
Maximum submission size 5MB

Word limit Enable

4.4. Grading

Access the grade book by clicking on **Grades** in the **Settings** Block. A list of your students and the relevant quiz/assignment will appear. Simply add the grades to each activity and the platform will calculate the sum of grades, the average, etc.

The gradebook can be exported to an excel sheet by choosing “Export-Excel spreadsheet” in the combo box



5. Using the calendar

There are three types of events:

1. A **User Event** will be visible by the user currently logged in; the instructor.
2. A **Group Event** will be visible to a particular Group of students or participants.
3. A **Course Event** will be visible to all course participants; all students (added automatically when homework is created).

To add a user calendar event, click on any month from the **Calendar** to get an expanded month view and then click on **New Event** at the top of the page.

Calendar

Detailed month view for:
All courses

← August 2016 **September 2016** October 2016 →

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

Set the event properties and **Save changes** at the end.

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