جامعة عجمان
AJMAN UNIVERSITY

Moodle
User Manual

Moodle is an e-Service that allows the faculty of AU create personalized learning environments for their courses each semester, where they can upload lectures' materials, create different kinds of assignments, quizzes and other interactive features. This manual will provide you with step-by-step procedures for the main features of this e-Service which you will be using throughout the semester.

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1. Logging to Moodle

Log in to Moodle using your username without the domain (example: x.lastname, and **not** x.lastname@ajman.ac.ae) and password.
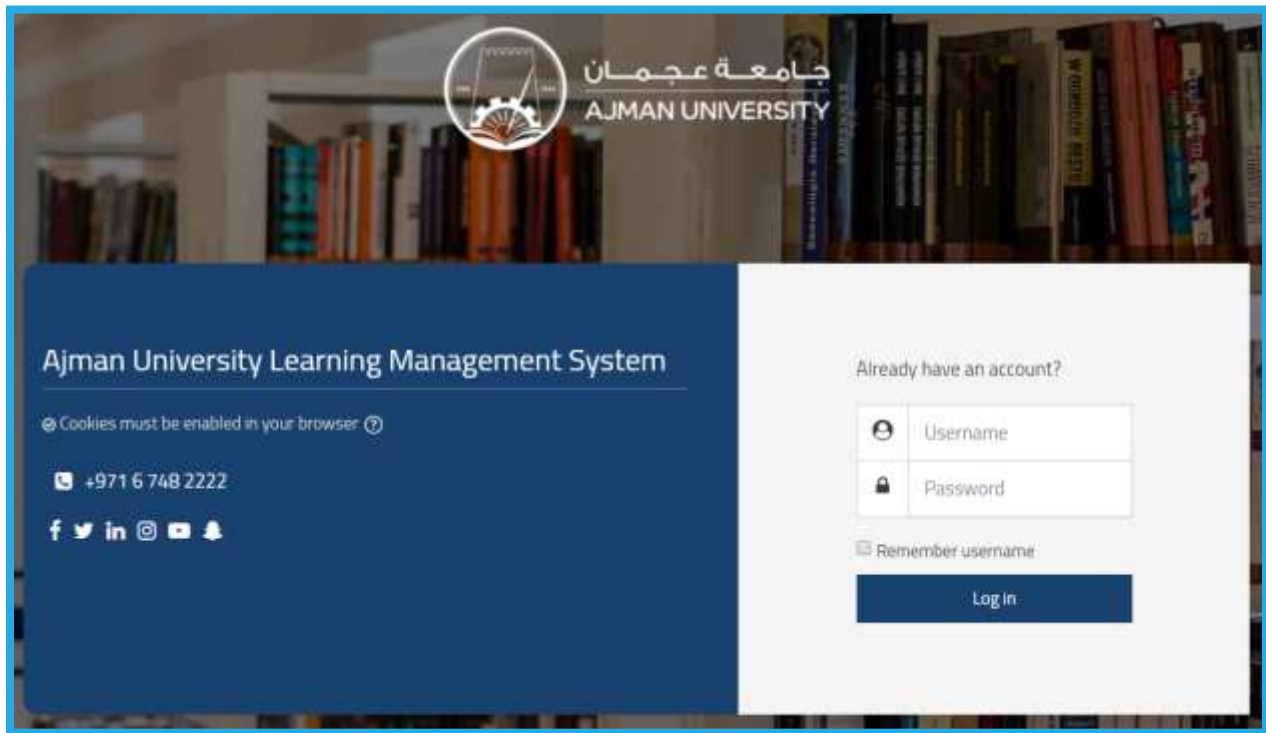
As soon as you're logged in, you will see posts for all the common announcement in the main page.

2. Access your courses

To access your courses, click on "My Courses" from the navigator, as illustrated below, and you will see the list of the courses that have been assigned to you as instructor on Banner system in the current semester. You can click on the course that you would like to work on.
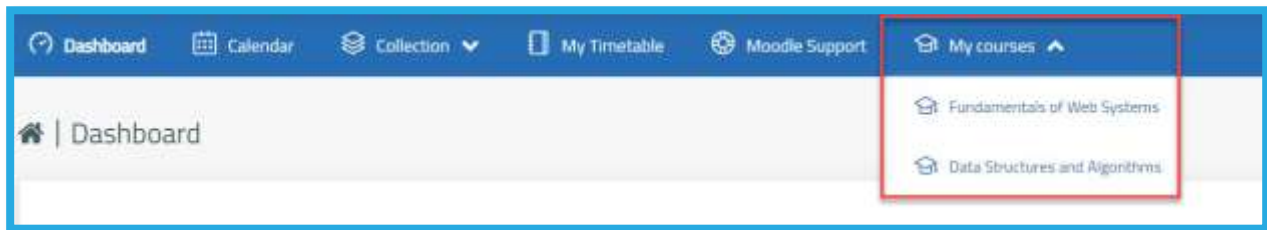
3. Moodle activities

You may conduct the activities mentioned below under each of your courses:

1. Post announcement to students
2. Upload the teaching material, and learning resources.
3. Add resources, as books & files
4. Set assignment.
5. Set quizzes.
6. Make survey.
7. Communicate with students through chat, or by sending messages to students or receiving messages from them.
8. Others

The Course page is divided to blocks (Topics), you can edit the block name, add activity such as posting announcement, uploading files, creating an assignment or quiz.

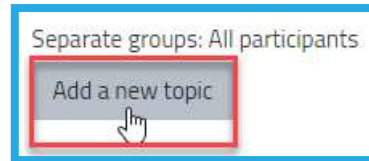**Note:** This section explains Posting Announcements, Uploading Files, and Creating Assignments.

3.1 Posting Announcements

In order to add announcement for a specific course, follow the below steps:

1- Inside the course, click on Announcements, as illustrated below:

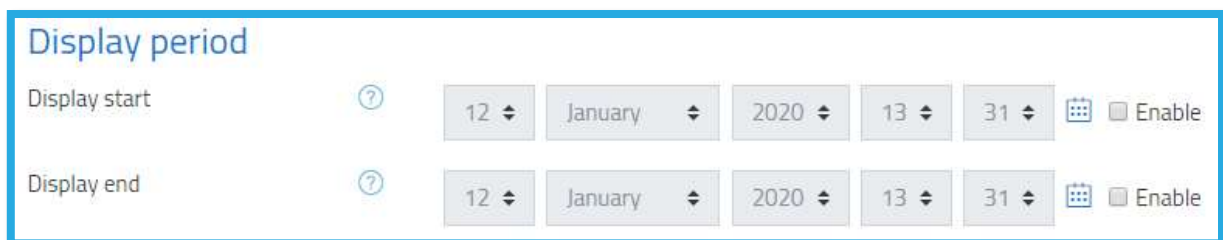2- Click on **Add a new topic**, as illustrated below:

3- Enter the Subject, Message and any attachments (as needed).

4- You can choose to notify the students with the announcement through their AU email with no time delay, as illustrated below. Otherwise, it will take 30 minutes to be sent so that you can edit on your announcement if needed
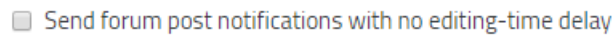

5- Choose the Display Period, if needed, by choosing the start and end display date and time, as illustrated below. Noting that if you do not enable this, the announcement will remain visible for the students throughout the semester:

6- Click the **Post to forum** button at the bottom of the page to post the announcement. Noting that he announcement will be sent to the AU e-mail of the students enrolled in the course.

3.2 Uploading Files

1- Inside the course, turn editing on by clicking on the **gear icon** and then the **Turn editing on** option, as illustrated below:
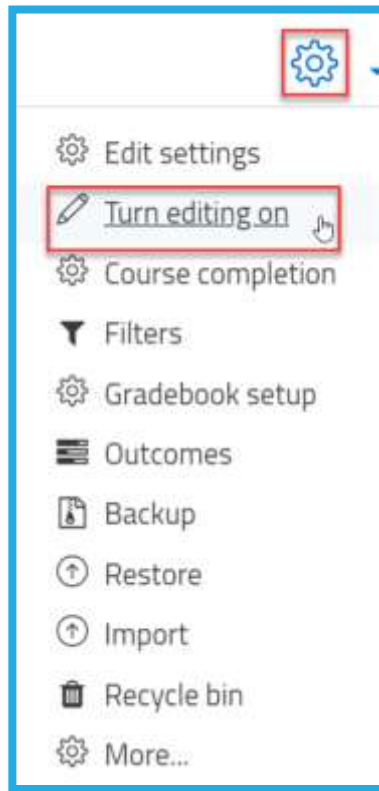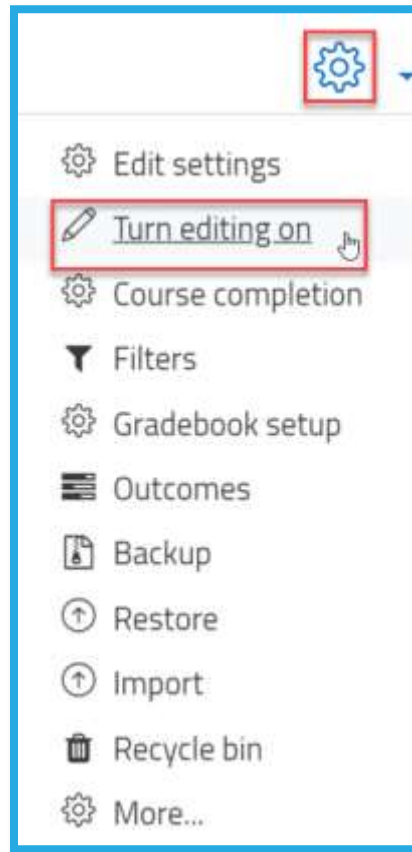

2- Select any type of file and drag it to the section you'd like to have it in. Below is an example of dragging the file "Chapter 1- Notes" from the desktop to Topic 1.
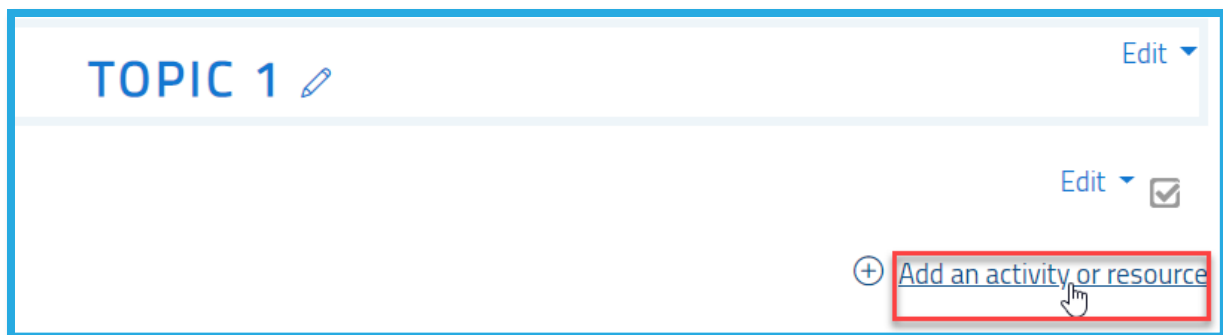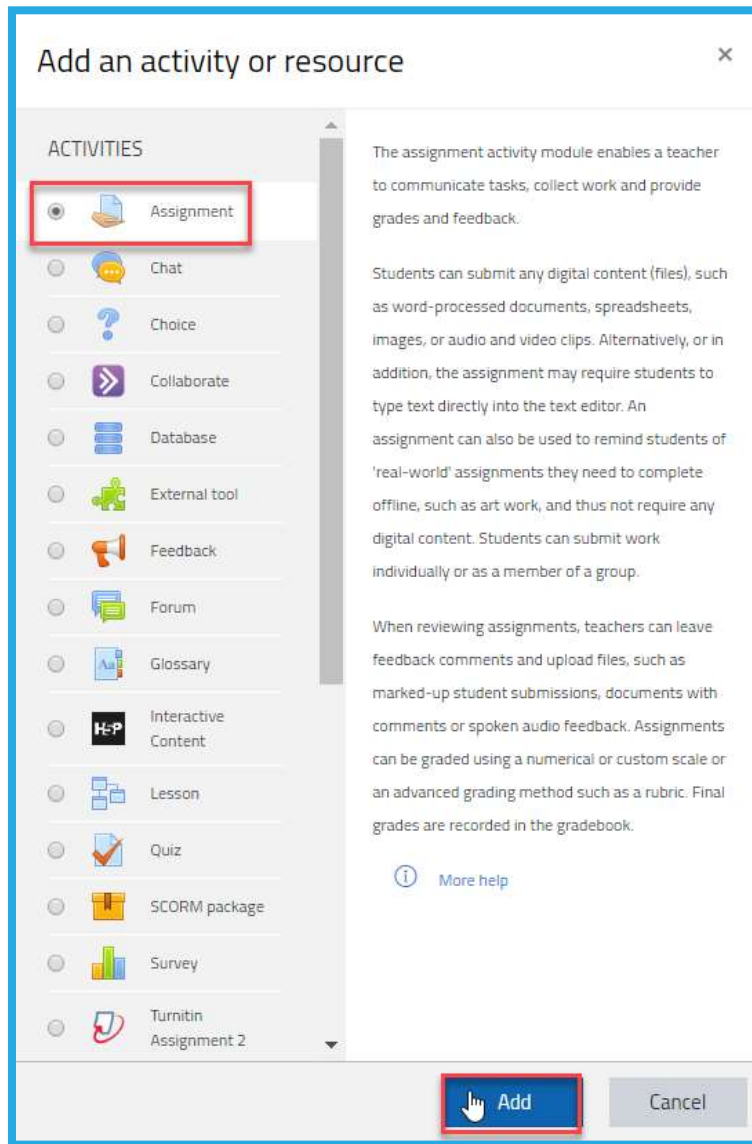
3.3 Creating Assignments

1. Inside the course, turn editing on by clicking on the **gear icon** and then the **Turn editing on** option, as illustrated below:
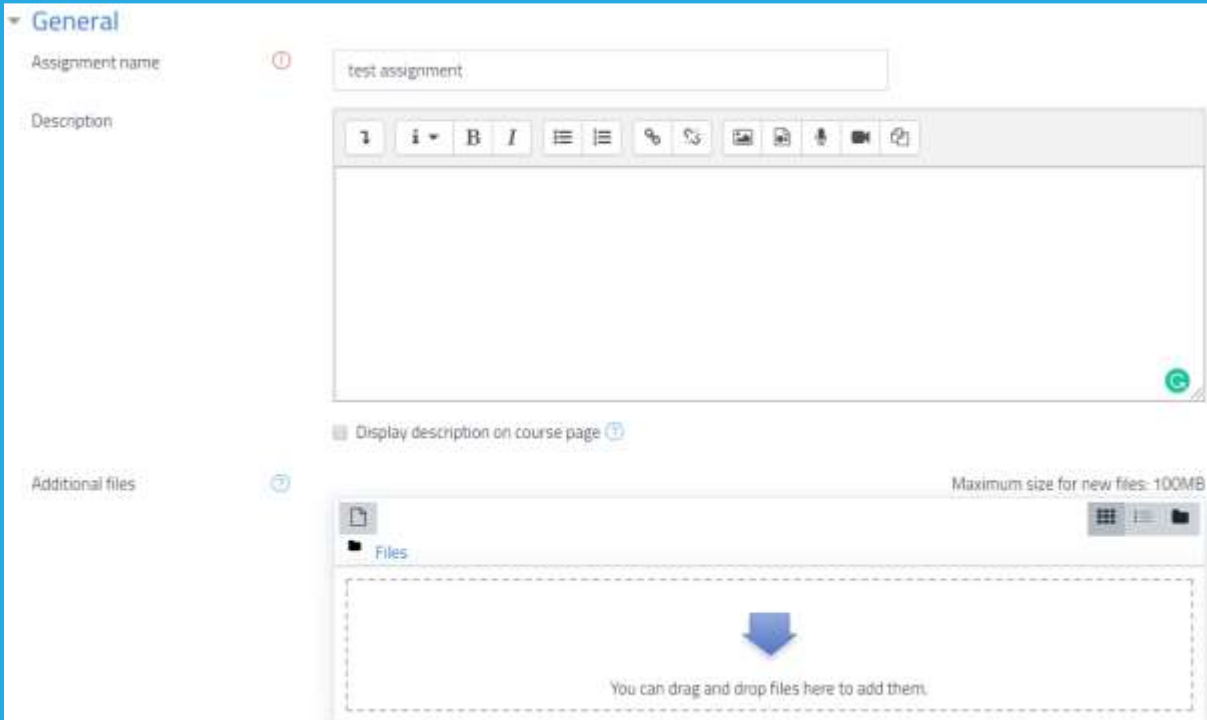

2. Under a specific topic, click on the **Add an activity or resource** button, as illustrated below:

3. Choose **Assignment** as an activity type and click the **Add** button, as illustrated below:

4. In the General Settings specify the name of the assignment and the description, if needed, and upload any files which will be helpful for the students in the assignment, as illustrated below:

1- In the Availability section, set the settings as the following:

Availability

1 Allow submissions from — 12 ÷ January ÷ 2020 ÷ 00 ÷ 00 ÷ ☑ Enable

2 Due date — 19 ÷ January ÷ 2020 ÷ 00 ÷ 00 ÷ ☑ Enable

3 Cut-off date — 12 ÷ January ÷ 2020 ÷ 10 ÷ 47 ÷ ☐ Enable

4 Remind me to grade by — 26 ÷ January ÷ 2020 ÷ 00 ÷ 00 ÷ ☑ Enable

☑ Always show description

1 You can enable this option to set a specific date and time where the students can only submit after it passes. If you disable this option, students will be able to submit the assignment right away

2 Specify the date and time to be determined as a deadline for the assignment

3 The cut-off date is an extension date. If you enable it, it should be set **after the due date**. Noting that students will not be able to submit after this date

4 You can set a date and time to receive a reminder to grade the assignments

2- In the Submission Types, set the settings as the following:

Submission types

1 Submission types   ☐ Online text ⑦ ☑ File submissions ⑦

2 Word limit   ⑦   [ ] ☐ Enable

3 Maximum number of uploaded ⑦   20 ⬍
files

4 Maximum submission size ⑦   Site upload limit (100MB) ⬍

5 Accepted file types   ⑦   [ ]   Choose   No selection

1 Choose the submission type, whether it's Online Text, where the student can type in the answer for the assignment; or File Submission, where the student should upload file(s)

2 If you chose Online Text as a Submission Type, then you can enable the Word Limit option to determine the maximum words allowed

3 **It is recommended to chose the Maximum Number of Uploaded Files between 1 and 3 files**

4 Keep the Maximum Submission Size as it is

5 You can choose the Accepted File Types from a varied check list

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3- In the Submission Settings, set the settings as the following:

Submission settings

1 Require students to click the ⑦ submit button — No ⬍

2 Require that students accept the ⑦ submission statement — No ⬍

3 Attempts reopened ⑦ — Manually ⬍

4 Maximum attempts ⑦ — 1 ⬍

1 If you enable this option, students will have to click the Submit button in order to declare their submission as final

2 If you enable this option, students are required to accept the submission statement

3 This option determines how the submissions are reopened, and has three options:
1- Never: the submission cannot be reopened
2- Manually: the lecturer can reopen for the student where the student can replace the submission until the due date
3- Automatically until pass: the same as the previous option but the lecturer should grade the assignment and if the student failed then they can resubmit until they pass

4 If you choose "Manually" or "Automatically until pass" in the Attempts Reopened, you can specify the maximum attempts for resubmission

4- Once you complete all settings, click on the **Save and return to course** button, as illustrated below:

Save and return to course   Save and display   Cancel