



Moodle - Restrict Access

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 to use the "Restrict Access" feature of this e-Service.

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1. Introduction

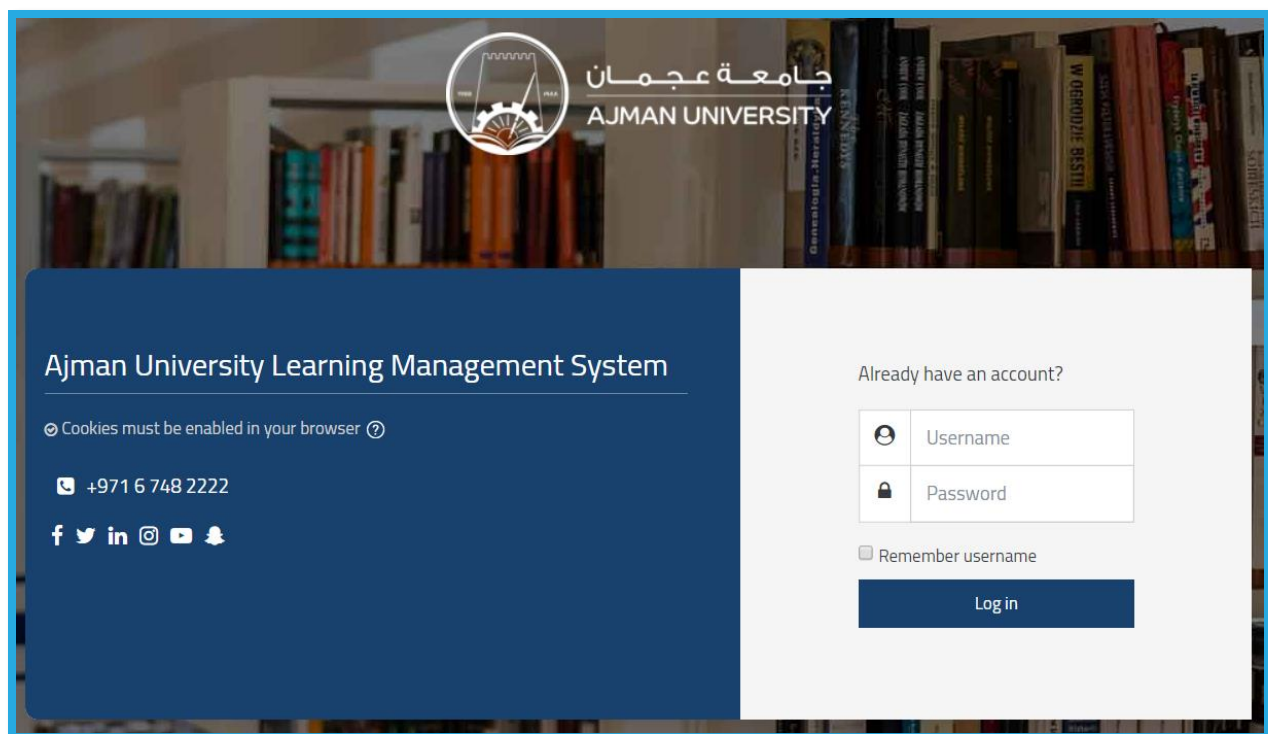
Restrict Access is a feature that is used to allow students enrolled in specific section(s) (or CRN) to view and access activity/resource (such as a file, assignment, Turnitin assignment, quiz, etc.) in a Moodle course.

2. Reaching the Restrict Access on Moodle

To reach the feature on Moodle, please follow the below steps:

2.1 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.



Ajman University Learning Management System

Ⓞ Cookies must be enabled in your browser ⓘ

+971 6 748 2222

f t in @ y s

Already have an account?

Username

Password

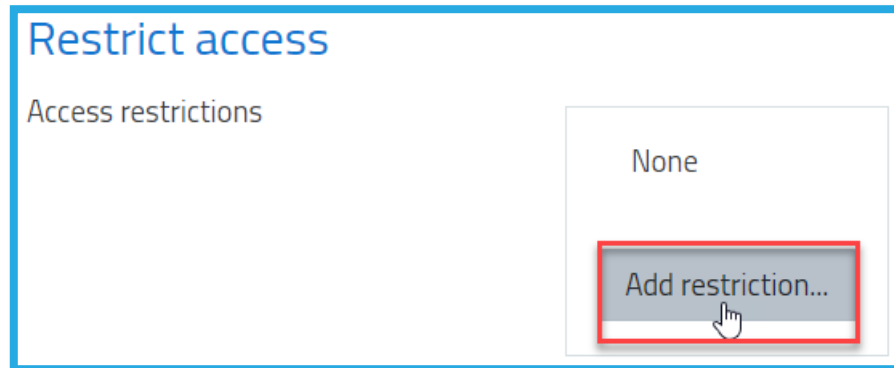
☐ Remember username

Log in

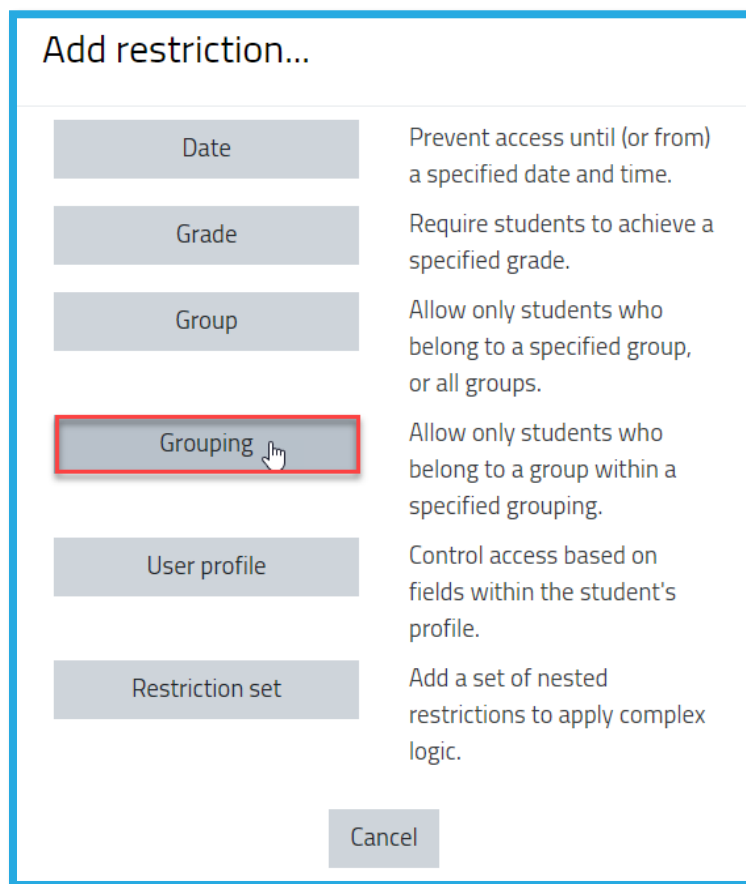
2.2 Restricting access for an activity/resource while uploading/creating it

While uploading the activity/resource, in the options, go to the **Restrict access** section and follow the below steps:

- 1- click on the **Add Restriction** button, as illustrated below:



- 2- Choose **Grouping** from the list to give access based on CRN, as illustrated below:



- 3- Choose a grouping or a CRN that should be able to view this part of the course, as illustrated below:

Restrict access

Access restrictions

Student must match the following

Grouping Choose... × Please set

Add restriction...

- 4- If you'd like to add multiple sections to the grouping, click on the **Add restriction**, as illustrated below. Otherwise, skip to step 8 from this section:

Student must match the following

Grouping 1F - LEC - 11348 ×

Add restriction...

5- Select **Grouping** again, as illustrated below:

Add restriction...

Date	Prevent access until (or from) a specified date and time.
Grade	Require students to achieve a specified grade.
Group	Allow only students who belong to a specified group, or all groups.
Grouping	Allow only students who belong to a group within a specified grouping.
User profile	Control access based on fields within the student's profile.
Restriction set	Add a set of nested restrictions to apply complex logic.

Cancel

6- Choose another grouping or CRN that should be able to view this part of the course, as illustrated below:

Student must match all of the following

Grouping 1F - LEC - 11348

and

Grouping 3F - LEC - 11350

Add restriction...

7- Change the matching settings to **Any**, as illustrated below:

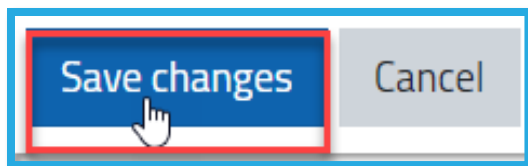
The screenshot shows a matching settings interface. At the top, it says "Student" followed by a dropdown menu set to "must", then "match", and another dropdown menu. This second dropdown menu is open, showing "all" and "any" options, with "any" highlighted in blue. To the right of the dropdown is the text "of the following". Below this, there are two "Grouping" boxes. The first box contains "1F - LEC - 11348" and has an eye icon to its left. The second box contains "3F - LEC - 11350" and has an eye icon to its left. Between the two grouping boxes is a small grey box with the word "and". To the right of the second grouping box is a small grey box with an "X" icon. At the bottom left, there is a button labeled "Add restriction...".

What is the difference between “All” and “Any” in the matching option?

- The All option: it means that the student must be registered in both sections/ CRNs to be able to view this part. Choosing this option will restrict the part from all students because there is not any student registered in more than one section/CRN for the same subject.
- The Any option: it means that the student must be registered in any of the chosen sections/CRNs to be able to view this part.

The screenshot shows a matching settings interface. At the top, it says "Student" followed by a dropdown menu set to "must", then "match", and another dropdown menu. This second dropdown menu is open, showing "all" and "any" options, with "any" highlighted in blue. To the right of the dropdown is the text "of the following". Below this, there are two "Grouping" boxes. The first box contains "1F - LEC - 11348" and has an eye icon to its left. The second box contains "3F - LEC - 11350" and has an eye icon to its left. Between the two grouping boxes is a small grey box with the word "or". To the right of the second grouping box is a small grey box with an "X" icon. At the bottom left, there is a button labeled "Add restriction...".

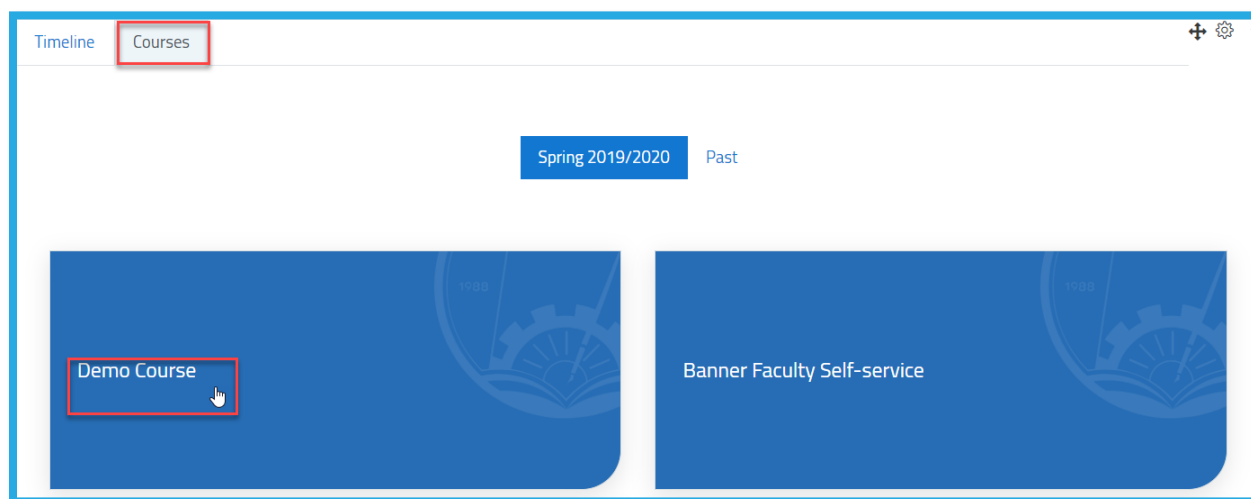
- 8- Once you are done with adding the groupings, click on the **Save changes** button, as illustrated below:



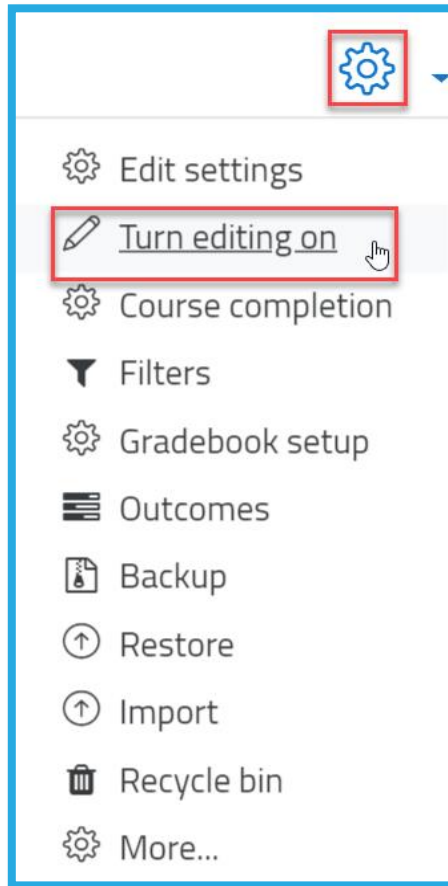
2.3 Restricting access for an activity/resource that was previously added

If you would like to restrict access for an activity/ resource after adding it to the Moodle course, then follow the below steps:

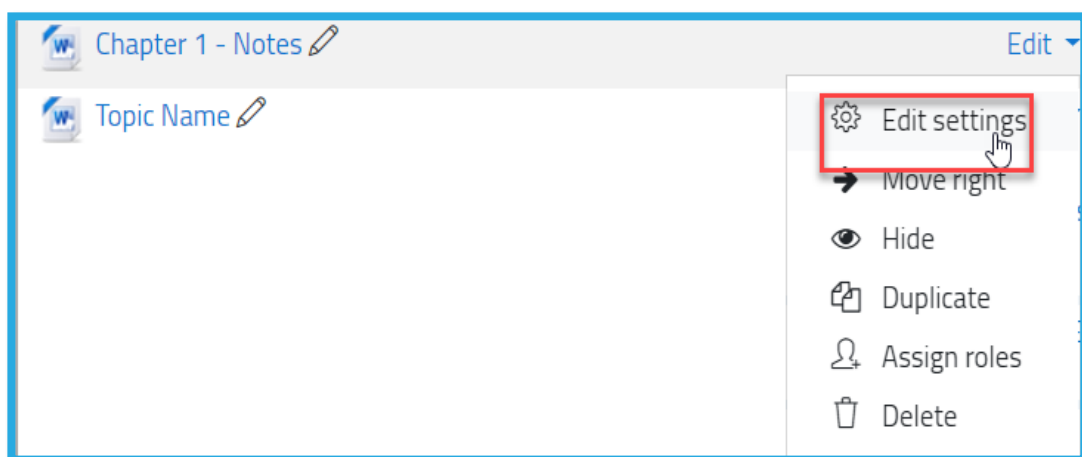
- 1- Select the course from the Dashboard, as illustrated below:



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



3- Choose the activity/ resource to have a restrict access and click on the **Edit** button and then on the **Edit settings** button, as illustrated below:



4- Follow the steps in [section 2.2](#) of this document.

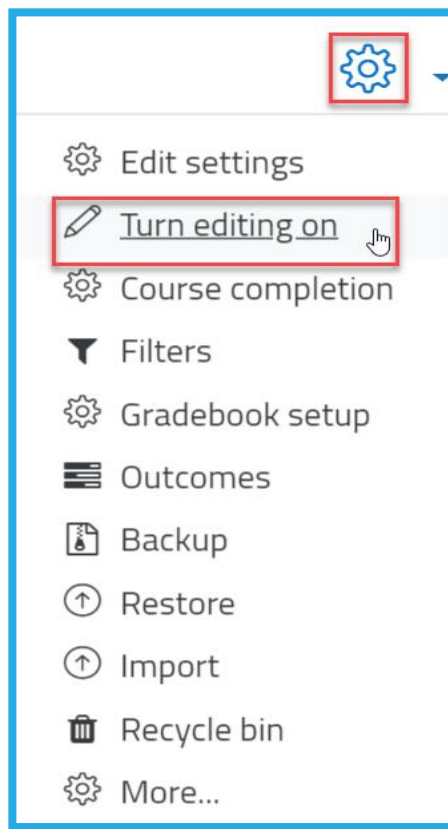
2.4 Restricting access for a section/ topic

In order to give access for a section or topic for a certain group of students (for example: a certain CRN) in the Moodle course, follow the below steps:

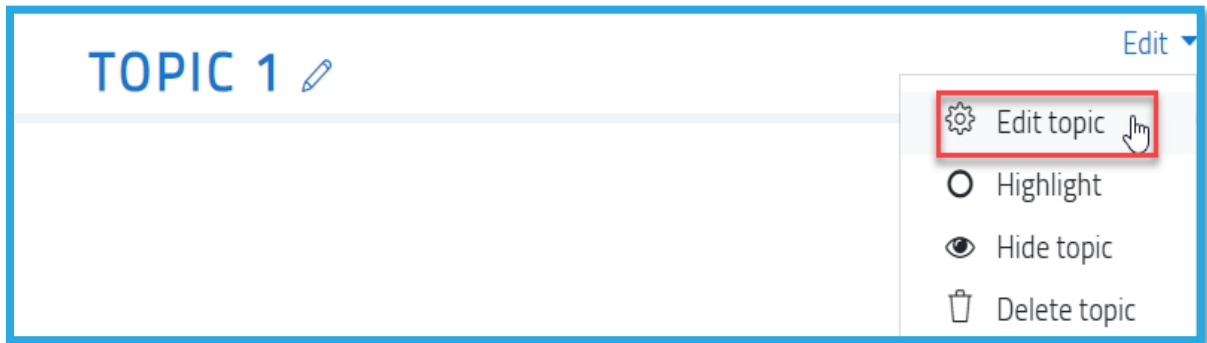
1- Select the course from the Dashboard, as illustrated below:



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



- 3- Choose the topic or section to have a restrict access and click on the **Edit** button and then on the **Edit topic** button, as illustrated below:



- 4- Follow the steps in [section 2.2](#) of this document.