



Moodle

Students Startup Guide

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 guide includes the main features of this e-Service which you will be using throughout the semester.

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1. Introduction

Moodle is a learning management system that is provided by AU for its faculty members and students to collaborate throughout the semester. In this startup guide, you will become more familiar with the features of this e-service.

2. Reach Moodle

You can reach to Moodle either through this [link](#) or through the following:

[AU's website](#) → [MyAU](#) → [Moodle](#)

2.1 Log in to Moodle

Log in to [Moodle](#) using your student ID without the domain (example: 2019XXXXX, and not 2019XXXXX@ajman.ac.ae) and password.



3. Navigate in Moodle

Moodle has many features that you can navigate through including the dashboard, courses, timetable, and Moodle support:

3.1 Navigate the dashboard

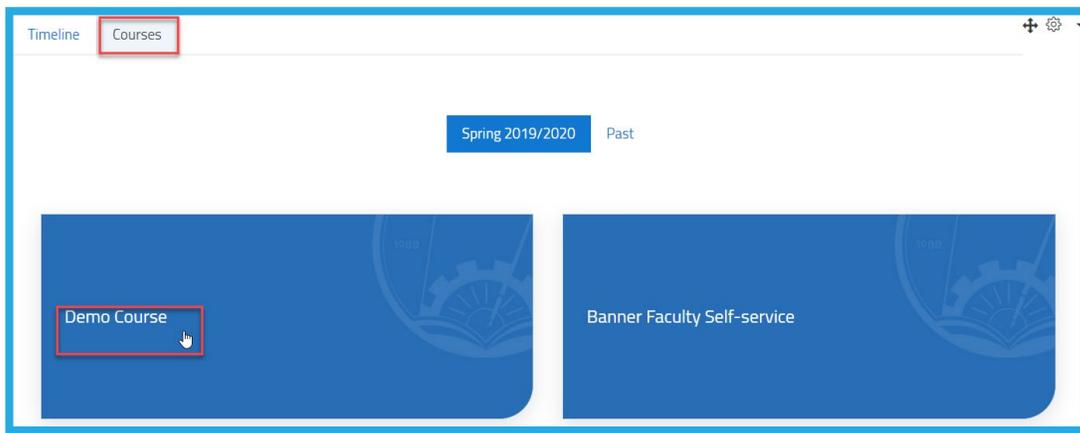
The dashboard consists of two main features:

3.1.1 View AU announcements

All announcements from AU will be available here.

3.1.2 Access your courses

You can view and access all courses which you are enrolled in from this section, as illustrated below:



3.2 Navigate inside the course

Inside each course, you can mainly access the following:

3.2.1 View the announcements

Each course on Moodle has an announcement section where the lecturer will share updates regarding the course.



3.2.2 View the course material

You can view the course material, which is uploaded by the lecturer and is usually divided per topic (depending on the lecturer's preference).



3.2.3 Submit assignments

There are two types of assignment, which are specified by the lecturer, that you can submit:

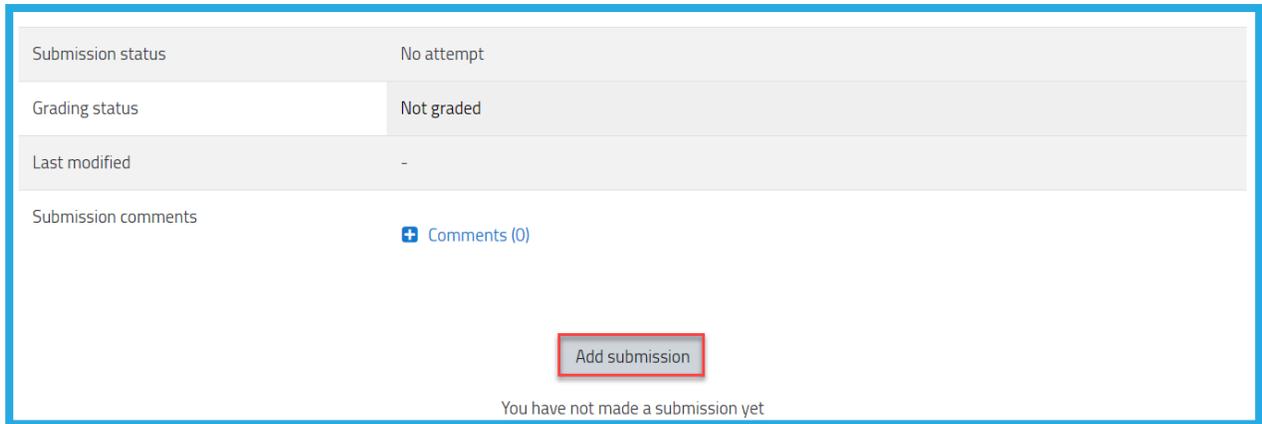
1- Standard assignment

In this assignment, you can either upload a file that contains your response, or type it in a text box, depending on the settings provided by the lecturer. The icon of the assignment is as illustrated below:

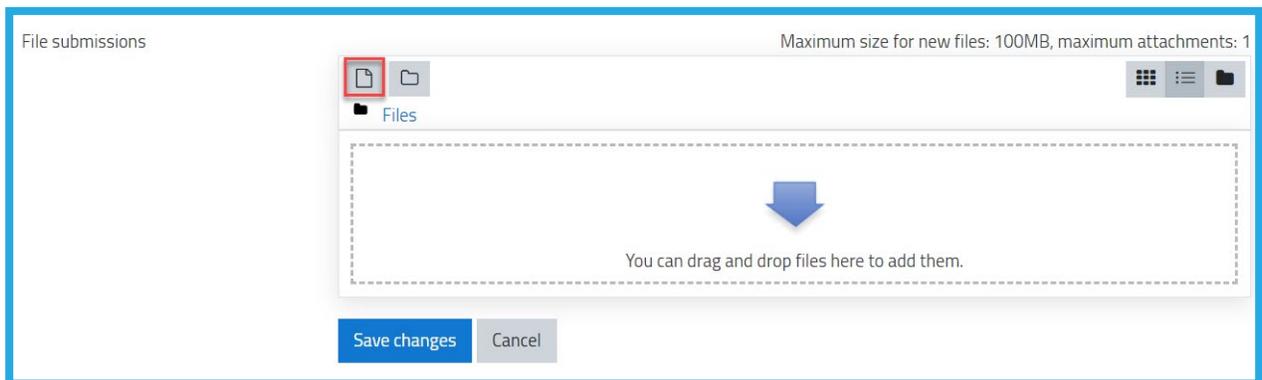


In order to upload a file for the assignment submission, follow the below steps:

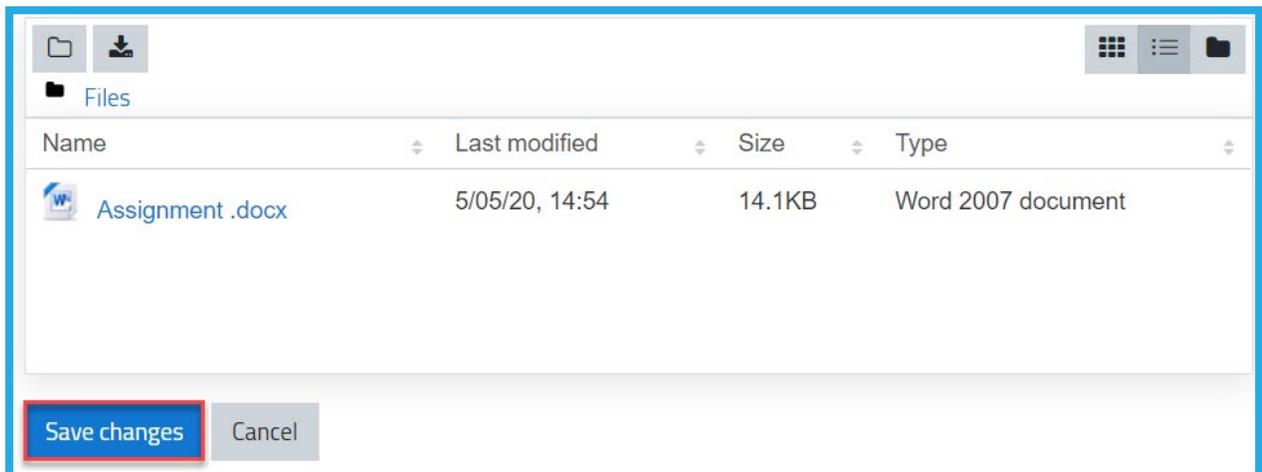
- 1- Click on the assignment
- 2- Click on **Add submission**, as illustrated below:



- 3- Drag and drop the file, or click on the **Upload file icon**, as illustrated below:



- 4- Once the file is uploaded, click on the **Save changes** button, as illustrated below:



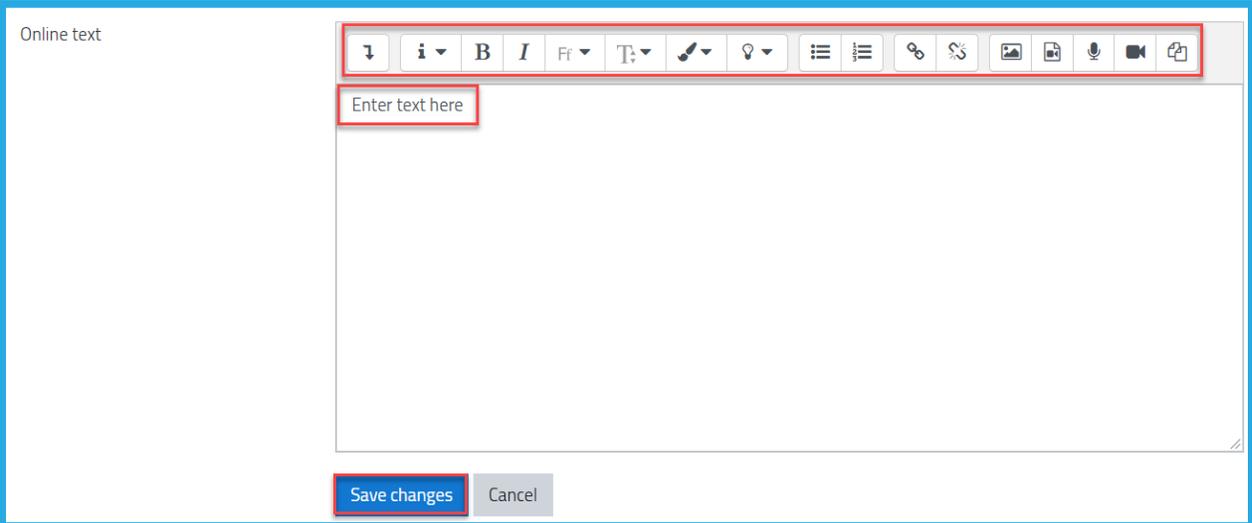
5- At a later stage and once the lecturer grades your assignment, you will be able to view the grade as illustrated below:



Submission status	Submitted for grading
Grading status	Not graded
Last modified	Tuesday, 5 May 2020, 2:54 PM
File submissions	 Assignment.docx
Submission comments	 Comments (0)

Otherwise, if the lecturer chose to allow text as a submission, you can submit your answer by following the below steps:

- 1- Click on the assignment
- 2- Click on **Add submission**.
- 3- Enter your answer in the text box noting that you can format the text from the toolbar and you can access advanced formats (such as inserting math equations and chemical formulas, etc.), and then click on the **Save changes** button. These details are available as illustrated below:



Online text

Enter text here

Save changes Cancel

4- At a later stage and once the lecturer grades your assignment, you will be able to view the grade, as mentioned previously.

2- Turnitin Assignment

In this assignment, you can upload a file that contains your response and have the possibility to view the similarity report, **if the lecturer enabled this setting**. The icon of the assignment is as illustrated below:



What is the difference between standard assignment and Turnitin assignment in Moodle?

Unlike standard assignment, Turnitin assignment checks for plagiarism and similarity between your file and all other resources available online, including other students work, books, websites, articles, etc. In addition, Turnitin assignment allows the lecturer to provide feedback for the student through the Feedback Studio.

In order to submit a Turnitin assignment, follow the below steps:

- 1- Click on the assignment

Note: In case of submitting a Turnitin assignment for the first time, you need to agree on the User Agreement, as illustrated below:

 You must accept the latest Turnitin User Agreement before you can make a submission. Please [click here](#) to read and accept the Agreement.

Turnitin End-User License Agreement

***Users who are not in the European Union refer to Section A only.**

****Users in the European Union refer to Section B.**

Protecting your personal data and privacy is our top priority. We are fully committed to transparency, accountability and using technology responsibly, no matter what changes emerge from our rapidly evolving digital world. We implement appropriate technical and organizational measures to protect your personal data.

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You should review this User Agreement carefully before continuing. If You breach the User Agreement, Your authorization to use the Site will automatically terminate.

2- Click on **Submit paper**, as illustrated below:

Title	Start Date	Due Date	Post Date	Marks Available
Assignment - Part 1	5 May 2020 - 15:26	12 May 2020 - 15:26	12 May 2020 - 15:26	100

Refresh Submissions

Submission Title	Turnitin Paper ID	Submitted	Grade
--	--	--	--

[Submit Paper](#)

3- Enter the assignment title, drag and drop the file or click on the **Upload file icon**, and then click on **Add Submission** button, as illustrated below:

Submit Paper

Submission Title

File to Submit

Maximum size for new files: 100MB, maximum attachments: 1

Files

You can drag and drop files here to add them.

[Add Submission](#)

4- To view the similarity and the feedback from the lecturer, you have to access the feedback studio by clicking on the submission, as illustrated below:

Title	Start Date	Due Date	Post Date	Marks Available
Assignment - Part 1	5 May 2020 - 15:26	12 May 2020 - 15:26	12 May 2020 - 15:26	100

Refresh Submissions

Submission Title	Turnitin Paper ID	Submitted	Grade
View Digital Receipt Assignment	1316516599	5/05/20, 15:41	--

[Submit Paper](#)

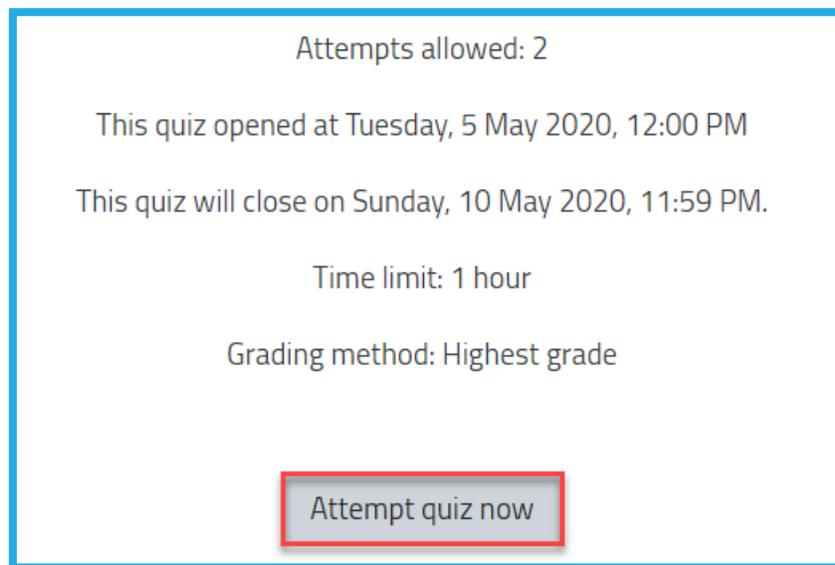
3.2.4 Attempt online quizzes

If you have any online quizzes, you can attempt them through Moodle and the settings of the quiz (e.g. the date and time, time limit, grade visibility, etc.) will be decided by the lecturer. The icon of the online quiz is as illustrated below:



To attempt the quiz, follow the below steps:

- 1- Click on the quiz
- 2- In the quiz page, you can view the quiz timing, time limit, allowed attempts, grading method and any other restriction. Plus, you can start the quiz by clicking on the **Attempt quiz now** button, as illustrated below:



- 3- A popup screen will appear where you will be able to view the time limit again. Click on the **Start attempt** button.

4- Answer the quiz questions. The below illustrates the quiz question page setup:

1 Time left 0:58:52

2 Quiz navigation

3 Question 2
Answer saved
Marked out of 3.00
Flag question

4 Match each country with its capital

Egypt Cairo

Jordan Amman

Iraq Baghdad

5 Previous page Next page

1 You can view the time countdown for the attempt.

2 You can navigate through the quiz.

3 You can view the question mark.

4 You can view the quiz question and answer it.

5 You can navigate through the quiz pages.

5- Once you answer all questions, click on **Finish attempt**.

6- You can view the attempt summary and you can return to the attempt to modify your answers, but the attempt is only submitted once you click on **Submit all and finish** as illustrated below:

Summary of attempt

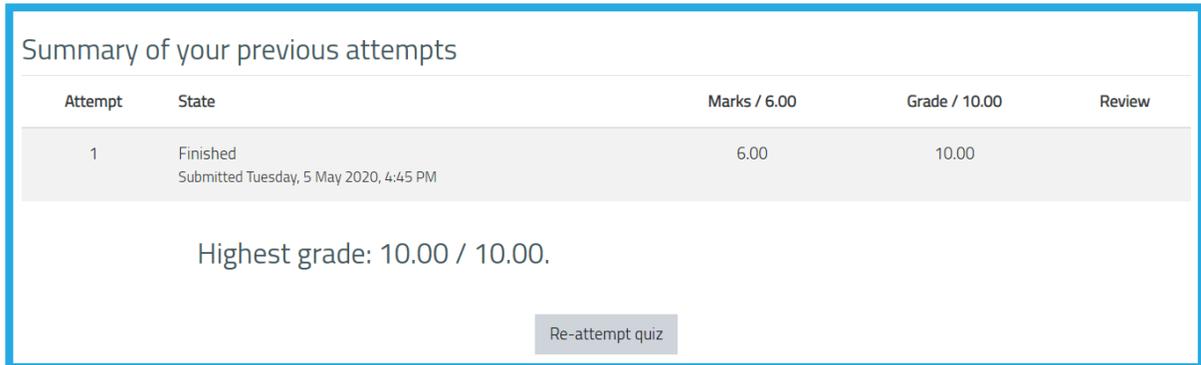
Question	Status
1	Answer saved
2	Answer saved
3	Answer saved

Return to attempt

This attempt must be submitted by Tuesday, 5 May 2020, 5:43 PM.

Submit all and finish

7- You can view the grades, as per the settings set by the lecturer, as illustrated below:



Attempt	State	Marks / 6.00	Grade / 10.00	Review
1	Finished Submitted Tuesday, 5 May 2020, 4:45 PM	6.00	10.00	

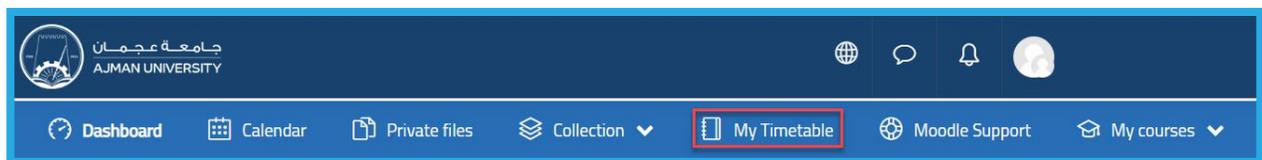
Highest grade: 10.00 / 10.00.

Re-attempt quiz

3.3 Other Features

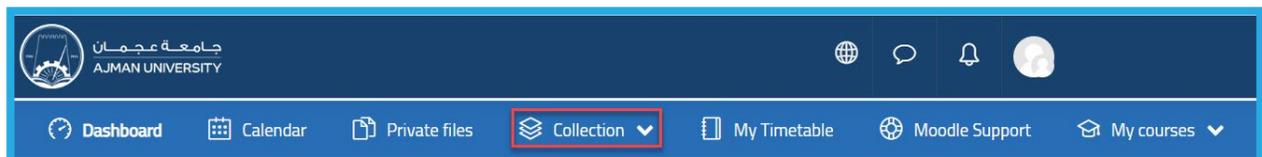
3.3.1 View your Timetable

You can view your timetable for the current semester through Moodle's navigator, as illustrated below:



3.3.2 Access the collection

The collection section of Moodle is a dedicated area for all the manuals and guidelines regarding AU's e-Services, noting that all documents are available in English and Arabic. You can access the collection section through Moodle's navigator, as illustrated below:



3.3.3 Reach out for technical support

If you are facing any technical issues in Moodle, you can reach out for the IT's help through Moodle Support, as illustrated below. Don't forget to provide all details for your issue (i.e. course code, screenshots, etc.). Noting that the IT support will get in touch with you through your AU's email address.

