# Learning

# Management

# System

Moodle Administrator

# Syed Rehan Akhtar

Ibn Sina National College
for Medical Studies
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للعلوم الطبية
معتمده من الهيئة الوطنية
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# 1.Introduction

## About this document

This document is part of a Moodle Learning Management System(LMS) documentation **Start Guides** for Students.

## What is Moodle?

Moodle is an online Learning Management System (LMS) enabling educators to create dynamic courses that extend learning, anytime, anywhere.
The heart of LMS is courses that contain activities and resources. The main power of this activity-based model comes in combining the activities into sequences and groups, which can help you guide participants through learning paths. Thus, each activity can build on the outcomes of previous ones.

## What students can do with Moodle...

1. follow the Course
2. Watch lecture slides and videos
3. upload their assignment and test
4. chat sessions
5. take part into Quiz, forums and Survey
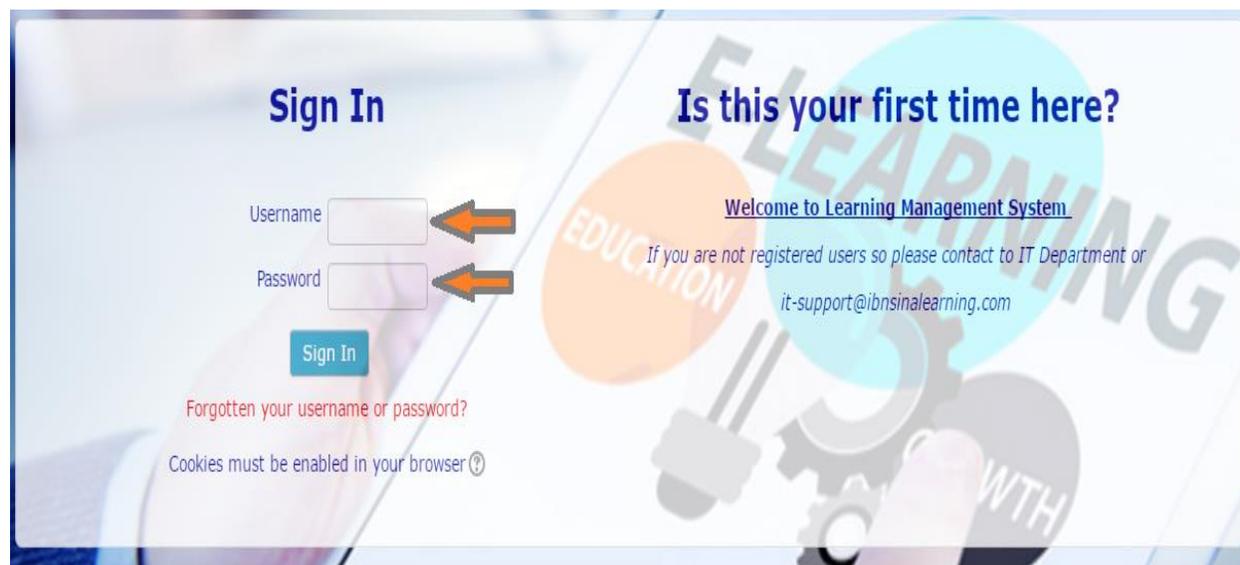6. Download Powepoint slides and PDF

# 2. How to sign in of Moodle

To Sign in to Moodle, go to http://ibnsina.edu.sa

1. **Click E-Learning button on Home page**



2. **In the *Sign in* block.**



- Enter your **academic number in username field**
- Enter Your academic number in **password flied**
- click the Sign in Button or press **enter**.
- You should see your name in the user menu at the top-right of the page.

**Note**: Students who cannot log in to Moodle should contact the IT Department (Room No 646).

To log out of Moodle, in the user menu at the top-right of the page click **Log out**.

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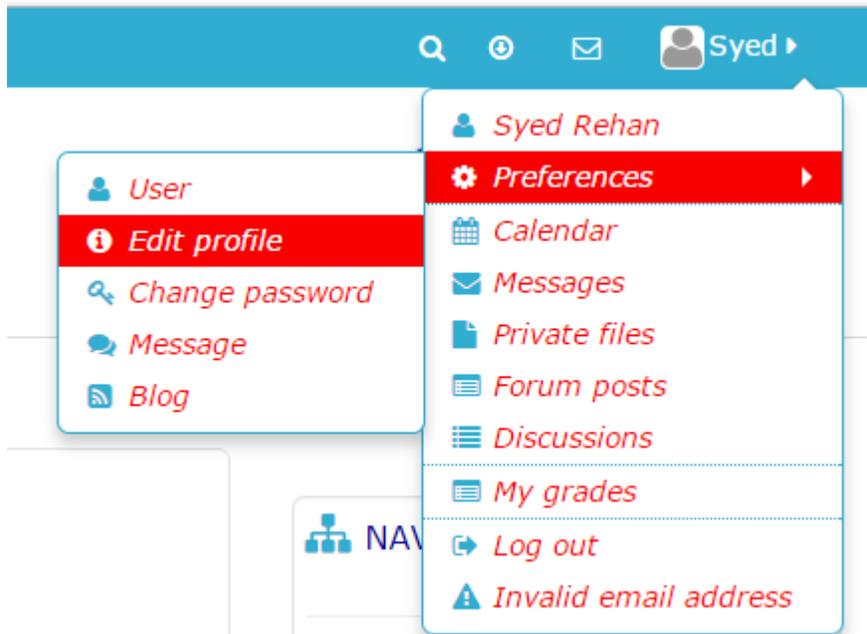معتمده من الهيئة الوطنية
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### 3.How to edit Student Profile and change password

Your Moodle Profile page can be viewed only by certain other individuals. For example, students cannot view each other's profiles, but an instructor or Teachers can view the profiles of the students enrolled in a course they are teaching.

Profile settings also impact privacy to some degree. You can choose to hide your email address from others, or choose to upload a photo to display when you contribute to a forum.

## 3.1 Edit your Moodle Profile

From the *User menu* (top-right), under preference select **Edit profile**. Your *Profile* page opens



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*On the Edit profile* page, we recommend you consider the following settings:

## 3.1.1 Standard Settings

### User name

*This may be changed. Can contain alphabetical letters in lowercase, uppercase, numbers, hyphen '-', underscore '_', period '.', or at sign '@'.*

### First name, surname

*The first two fields are quite self-explanatory. The first and last names should be those that the student is to be known by in the course. They will identify the student everywhere in the course.*

### Email address

The email address should be the address at which the student receives acknowledgements and messages from the system, and is also the address that is displayed to the instructor and other users of the Moodle site.

### Email display

This controls the visibility of the address to others, allowing you to show or hide your email in the class. There are three options

• **Hide your email from everyone** (students cannot hide emails from teachers, but this will hide it from other students).
• **Allow everyone (in Moodle) to see your email** (This can't really happen, but the setting is there).
• **Allow only people in your courses to see your email** (default).
**Note**: Hiding your email address does not prevent Moodle from sending you emails; it prevents other Moodle users from seeing your email address. Messages sent by you through Moodle will be *from* and have a *reply-to* address of <noreply@moodle.oit.umass.edu>.

### City/town; country

These fields are used to further identify you by geographical location.

### Time zone

This field is used to convert time-related messages on the system (such as assignment deadlines) from the default Moodle time zone to the correct time in whichever zone you have selected.

### Current picture

This shows the picture associated with a profile. Sometimes the refresh button on your browser will update the current image view.

### New picture

This field has a Browse button to allow the user to find and then upload a new picture for the profile. Uploaded image types supported include gif, jpg, and png.

### Picture Description

This text appears when the mouse rolls over the picture as a description.

## 3.1.2 Interests

### List of interests

Use a comma between different interests. This allows you to connect with others who list similar interests.

# 3.1.3 Advanced

Clicking on the Show Advanced button will reveal additional fields.

## 3.1.4 Optional

The site administrator may have added more fields to the user profile. The following are standard with Moodle and are revealed by the "Show Advanced" button:

- Web page
- ICQ number
- Skype ID
- AIM ID
- Yahoo ID
- MSN ID
- ID number
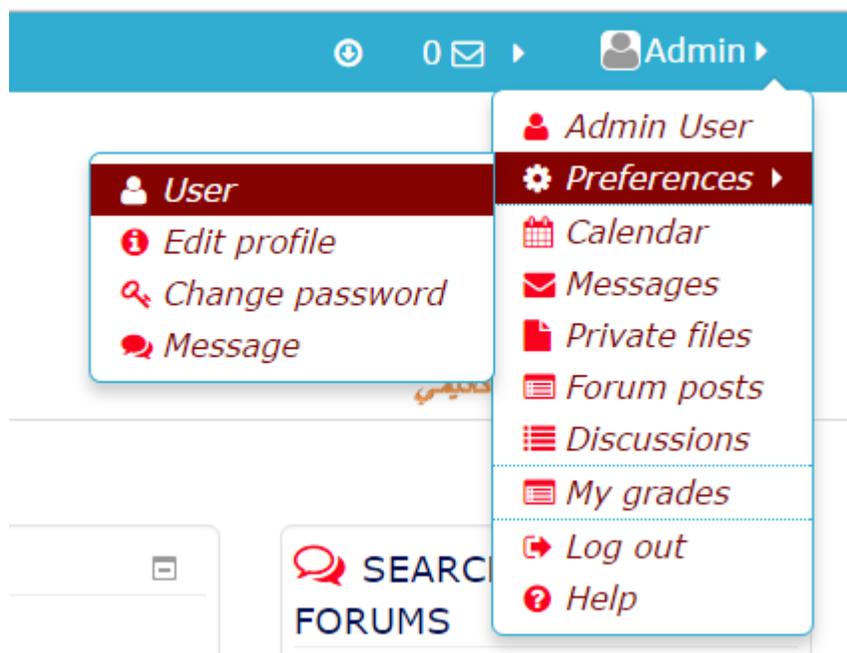- Institution
- Department
- Phone
- Mobile Phone

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### *7.1.5 Other*

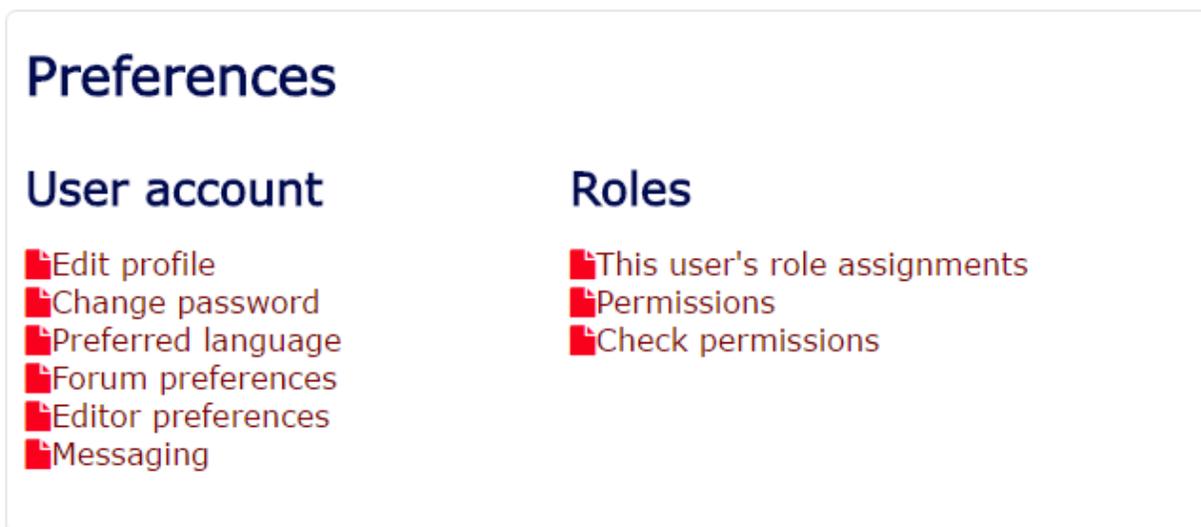Here are some good examples of fields you may want to add to your site's profiles:

- Year
- Gender

# 3.2. How to change Password

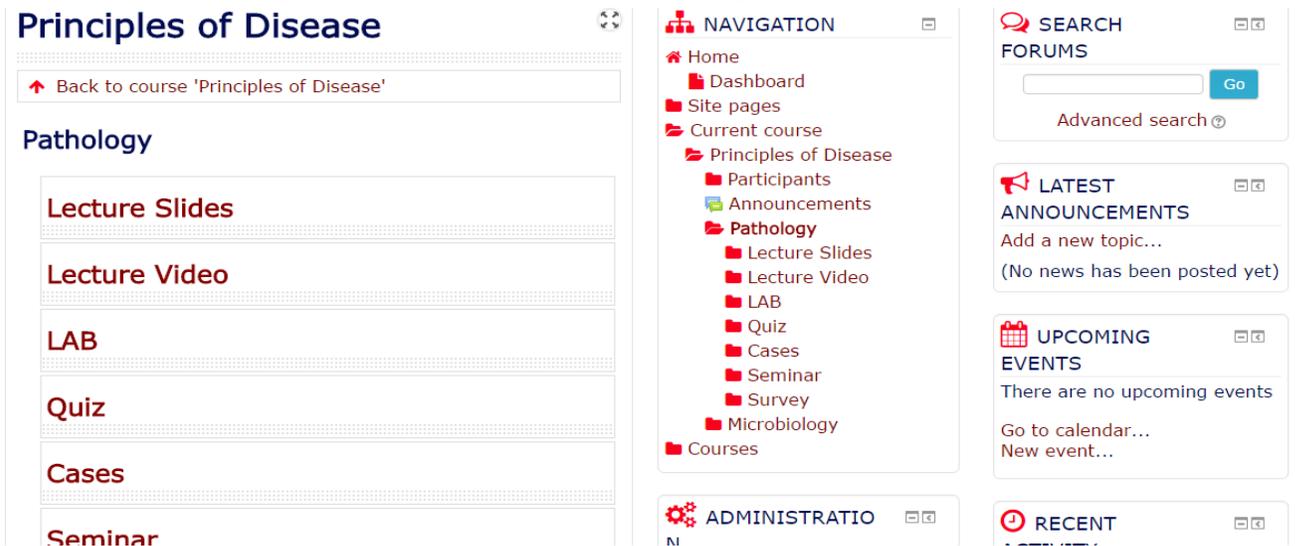1.From the *User menu* (top-right), under preference select **User.**



2.Your *preference* page opens and here you can change and edit your settings

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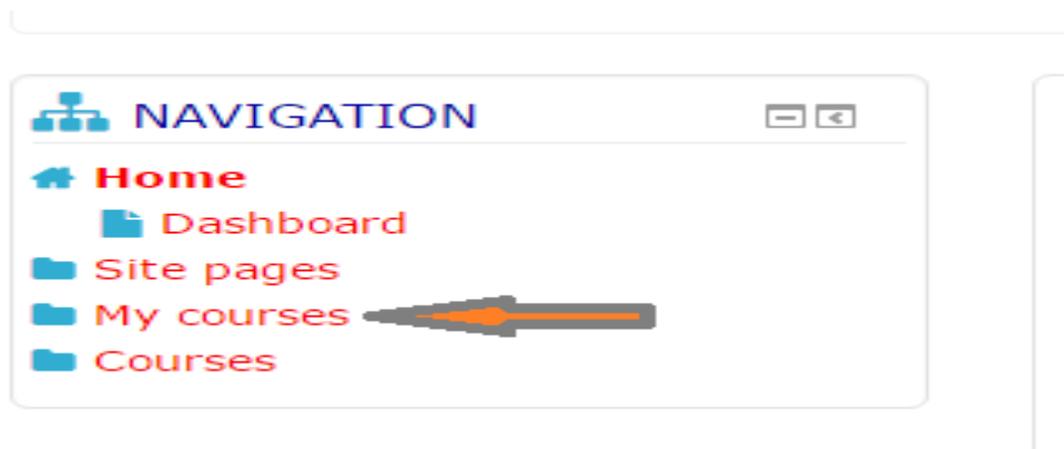for Medical Studies
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# 4.Course homepage

There are many course options that determine a course's appearance.



# 5.Find Your Courses

Once you log in, the *Login* block will be replaced by the *My courses* block where you'll find links to your current courses.
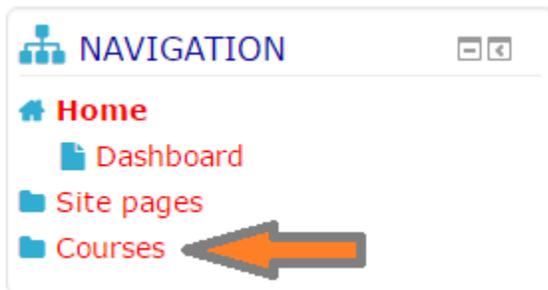
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# 5.1 If you log in and don't see your course in this block:

- The course may not yet have registered to you ID. So, ask enrolment key of each course from your course teacher.

# 5.2 How to enroll to yourself to your course

- Click course menu



- Search your course from search button or from course folder menu

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- After finding your course click it and enter enrolment key which is provided by your course instructor.



If you are still having problems, contact the IT Department and notify your instructor so that we can help you and keep track of Moodle issues.

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# 6.Dashboard

For an overview of upcoming deadlines in all your Moodle courses,
click **Dashboard** (at the top of the *Navigation* block). This page lists all of
the courses you are currently enrolled in and allows you to quickly navigate to
new assignments. You can also customize this page and add additional blocks
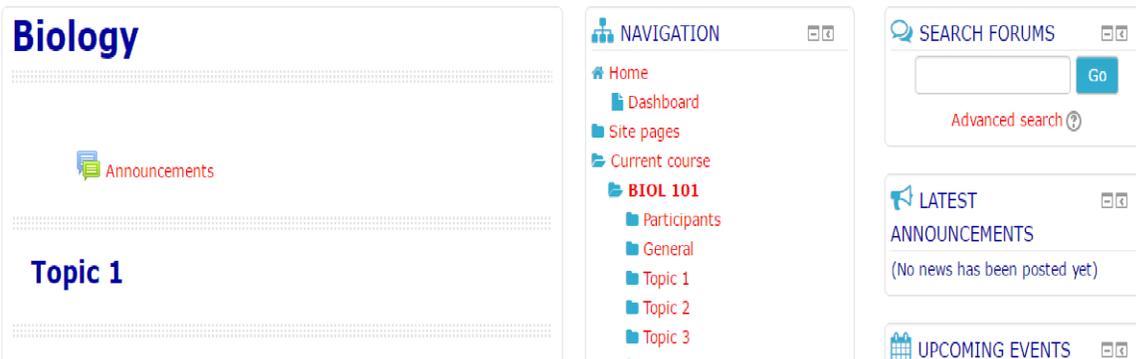to the right side, to help you stay organized.
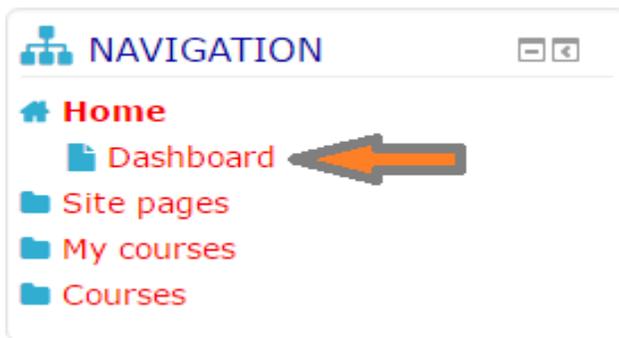


# 7.Typical Course Layouts

Courses in Moodle are usually organized in two or three columns. These
columns may contain blocks that are often customizable, and topics where
your instructor will post content and assignments for your course.

## 7.1Three-Column Layout

In most courses on a laptop or desktop computer, you'll see a three-column
layout. The center column is where your instructor will post information about
the course, links to resources and assignments, and other activities you'll be
doing on Moodle. This main course content is contained in
expandable *Sections* which may be organized by week, or by topic.

On either side are *Blocks* you can use to navigate in Moodle, see upcoming
assignments, see a calendar, link to library resources, and more, depending on
what your instructor has added to the course.

**Biology**

📰 Announcements

**Topic 1**

⛓ NAVIGATION

🏠 Home
📄 Dashboard
📁 Site pages
📁 Current course
📁 **BIOL 101**
📁 Participants
📁 General
📁 Topic 1
📁 Topic 2
📁 Topic 3

💬 SEARCH FORUMS

[        ] Go

Advanced search ⑦

📢 LATEST ANNOUNCEMENTS

(No news has been posted yet)

📅 UPCOMING EVENTS

## 6.2 Two-Column Layout

On occasion, you may see a course page with a two-column layout. This works exactly the same as a three-column layout except that all *Blocks* are on one side of your screen.

## 6.3 Docking Blocks

To provide more screen space for the main course content, you can tuck Blocks to the side of the screen.

- To dock a block, click the **Dock** icon [ ⧉ ] at the top right of any block. The block will collapse to a tab at the left side of the page. (If you are trying to create screen space, you'll probably want to collapse all the blocks in a column.)
- To view what's in a collapsed block, simply hover your cursor over the tab for the block. The block will temporarily expand and you can click the links within it.
- To expand a block, hover over its collapsed tab and click the **Undock** icon [ ⧉ ] at the top right of the block.

# 8. Mobile Layout

On smaller screens, such as a phone or small tablet, the page layout will rearrange for easier viewing: Blocks (*Navigation*, *Activities*, *Calendar*, etc.) will move to the bottom of the screen below the main course content.