كليات المعرفة
ALMAAREFA COLLEGES

AlMaarefa Colleges for Science and Technology

Student User Manual for Moodle

How to use Moodle

قسم التعليم الإلكتروني
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Introduction

Moodle is a learning platform designed to provide educators, administrators and learners with a **single robust, secure and integrated system** to create personalized learning environments.**(1)**

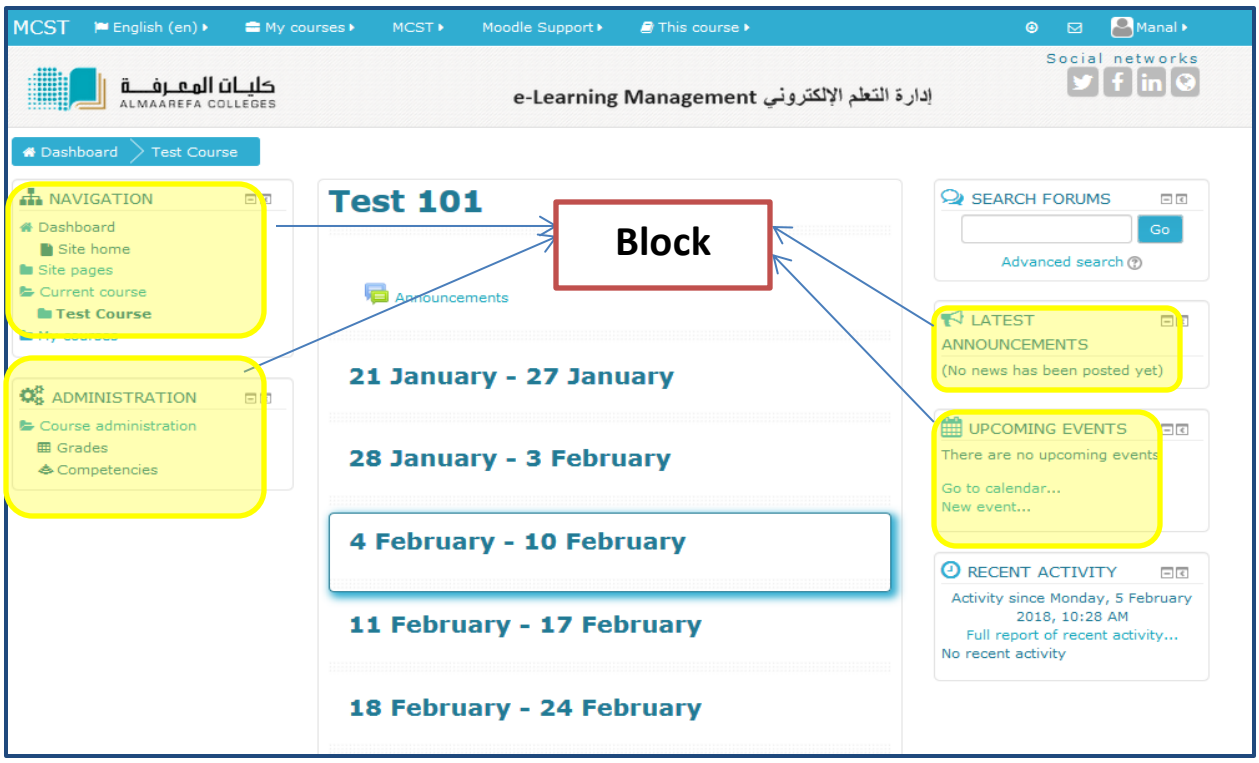
Moodle designed to create an interactive learning environment, manage the course content and evaluate the outcomes. It is an open source program used in most of the 532 countries; with total number of courses exceed 7 million and a half course.

Moodle in AlMaarefa Colleges

- Each student has a Moodle account that will be created at the beginning of each semester.
- Students must have an **academic email** in order to use Moodle
- Students are enrolled in their courses in Moodle based on their academic schedule.
- Each course has a unified page among all sections.
- The contents of the course are added by the instructor responsible for content management and it will be displayed to all students at the same time.
- The student can only review his/her grades (the grades of the other students will not be shown).
- Assignments and quizzes can be added on the course page and it is required that each student to follow-up updates on the course page and deliver assignments on time.
- Each student has a personal page in the system that shows his courses.
- Instructors can post news on the course page, it is essential to follow the course page for the updates.

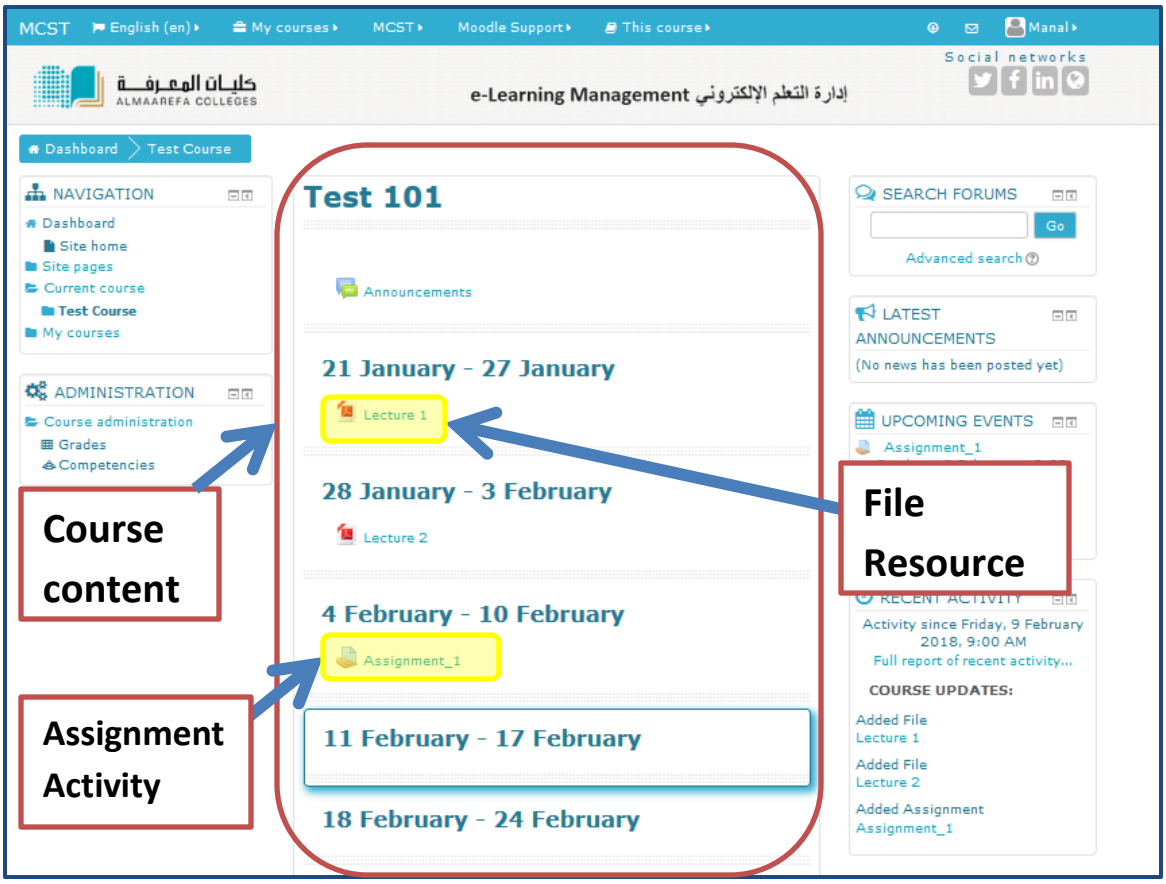
Terms

Course	For each course studied in the colleges, there is a unified web page in Moodle. The instructor responsible for adding the course contents. Accessing the course page is restricted to : • The students enrolled in this course • Instructors • Head of department
Block	Blocks are items which may be added to the left or right or center column of any page in Moodle. They may also be added to the center of the My Home (My Moodle) page. You can theme the position of blocks in the center of pages as well.**(2)**



Terms

Resource	A resource is an item that a teacher can use to support learning, such as **a file** or **link.** Moodle supports a range of resource types which teachers can add to their courses.**(3)**
Activity	An activity is a general name for a group of features in a Moodle course. Usually an activity is something that a student will do that interacts with other students and or the teacher like assignments and quizzes.**(4)**

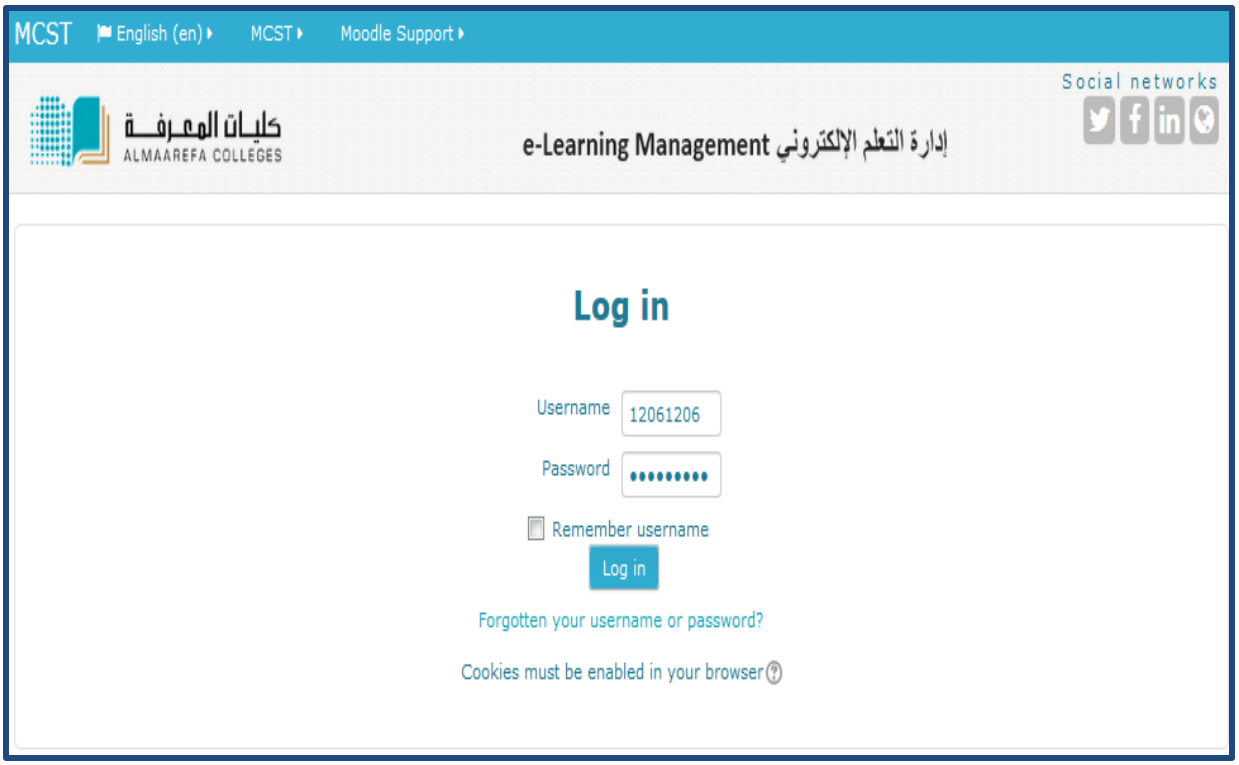


How to Access Moodle

(1) Access Moodle site **http://lms.mcst.edu.sa**

(2) In log in page enter your username and password as sent to your email at the start of each semester

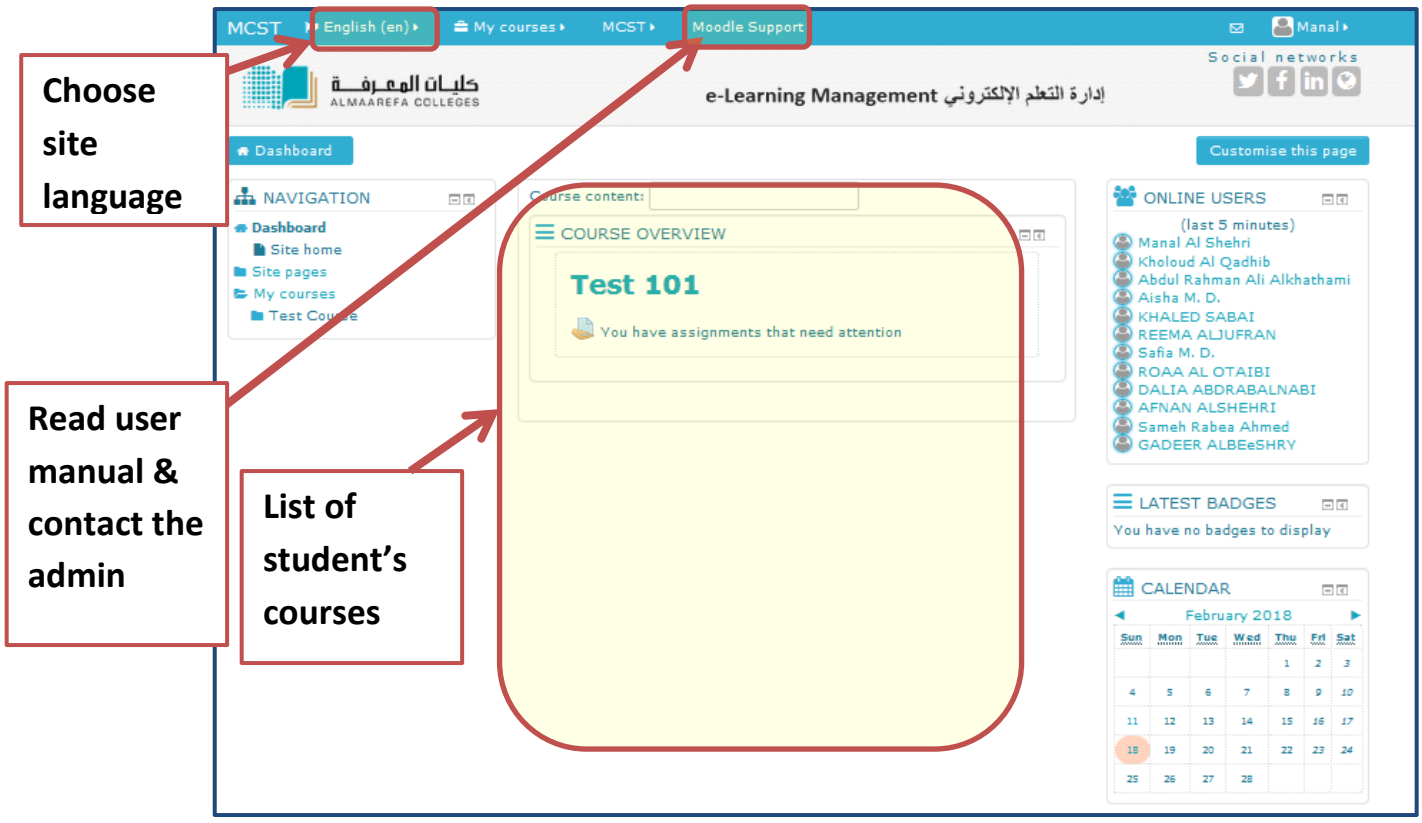
(3) Press **Log in** button



Dashboard

After logging in to Moodle, you will access your **dashboard**.

The Dashboard is a customizable page for providing users with details of their progress and upcoming deadlines. (5)

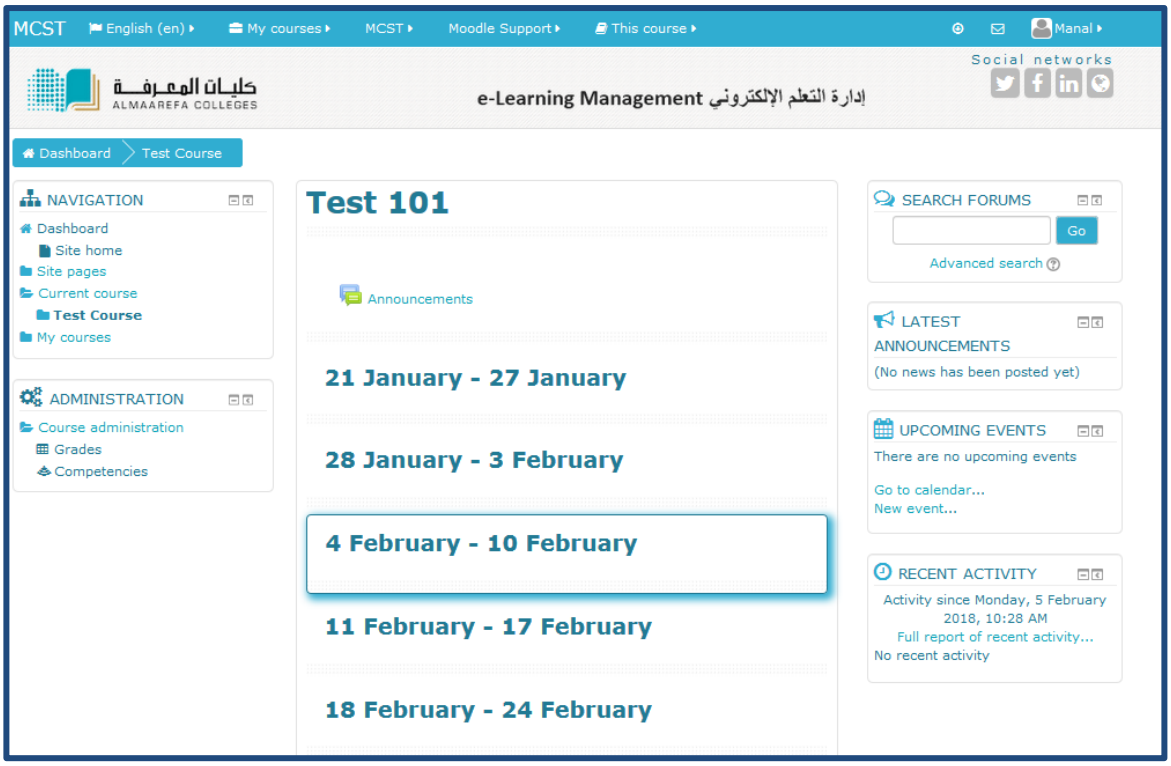


Click on the name of course page to access its homepage.

Course Page

There are many course options that determine a course's appearance and make it look very different from our examples. The example course has a header, footer (both content largely determined by a theme) and 3 columns in the middle. (6)

Following is a screenshot of an empty course page.



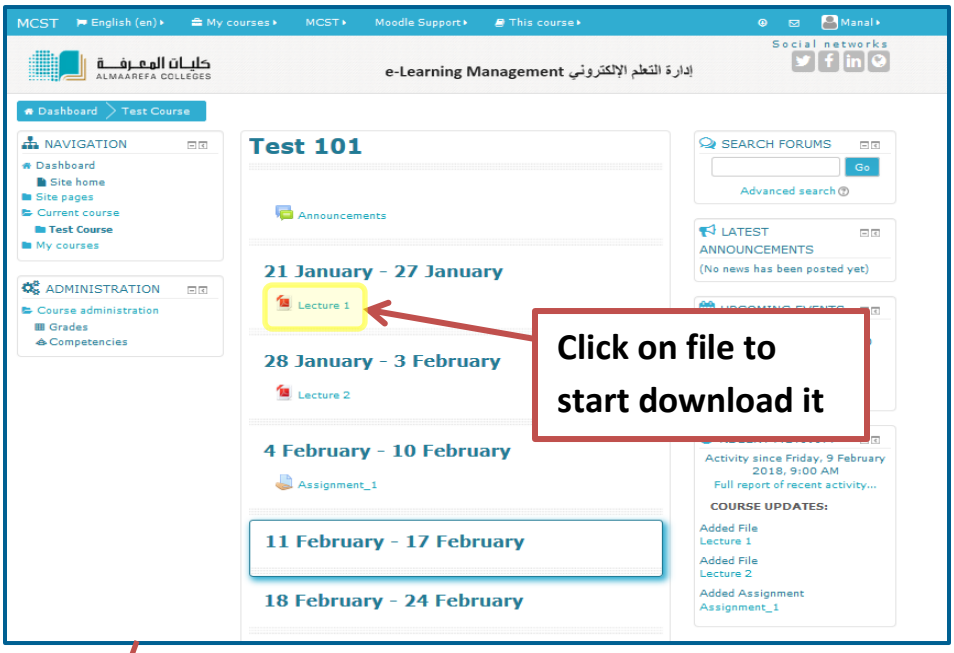
Resources

A resource is an item that a teacher can use to support learning, such as a file or link. Moodle supports a range of resource types which teachers can add to their courses. Resources appear as a single link with an icon in front of it that represents the type of resource. (7)

How to download Files

File is a picture, a pdf document, a spreadsheet, a sound file, a video file. Click on the file to start download it.

(1)



(2)

NOTE

Based on your browser settings, the file can be opened in new tab rather than start downloading. After it is open in new tab, you can download it. And you can change your browser settings to ask you each time where to download the file.

Folders

A folder allows a teacher to display several course resources together. The resources may be of different types and they may be uploaded in one go.(8)

URL

A URL (Uniform or Universal Resource Locator) is a link on the internet to a website or online file.

Following table shows the icons of resources in Moodle course page.

Resource	Icon
File	
Folder	
URL (link)	

Activities

Moodle offers a large variety of activities that are designed to help your learning. When your instructors create activities they will **name them**. This means that they will not appear as simply Assignment or Wiki etc. on the course page, but will display with a meaningful title as set by your instructor.

Figure below shows the activities block with a brief description of each activity. This is to help you familiarize yourself with the activities your course instructor may have included in your course and the associated icons. (9)

Activity	Icon
Assignments	
Quiz	
Discussion forum	
Feedback	
Wiki	

Activities

Assignments

Moodle provides several ways to track and collect work from students. You can submit files or type into a text box.

Quiz

Quizzes in Moodle are used to evaluate student understanding of material. Moodle quizzes are comprised of a *Quiz* activity that contains one or more questions from your course's *Question bank.*

Discussion forum

Instructors and students can communicate and collaborate using *Forums*, sometimes called "discussions." Instructors can create topics or, depending on the *Forum type*, allow students to originate topics, to which course members can "post" a reply.

Feedback

For creating and conducting **surveys** to collect feedback

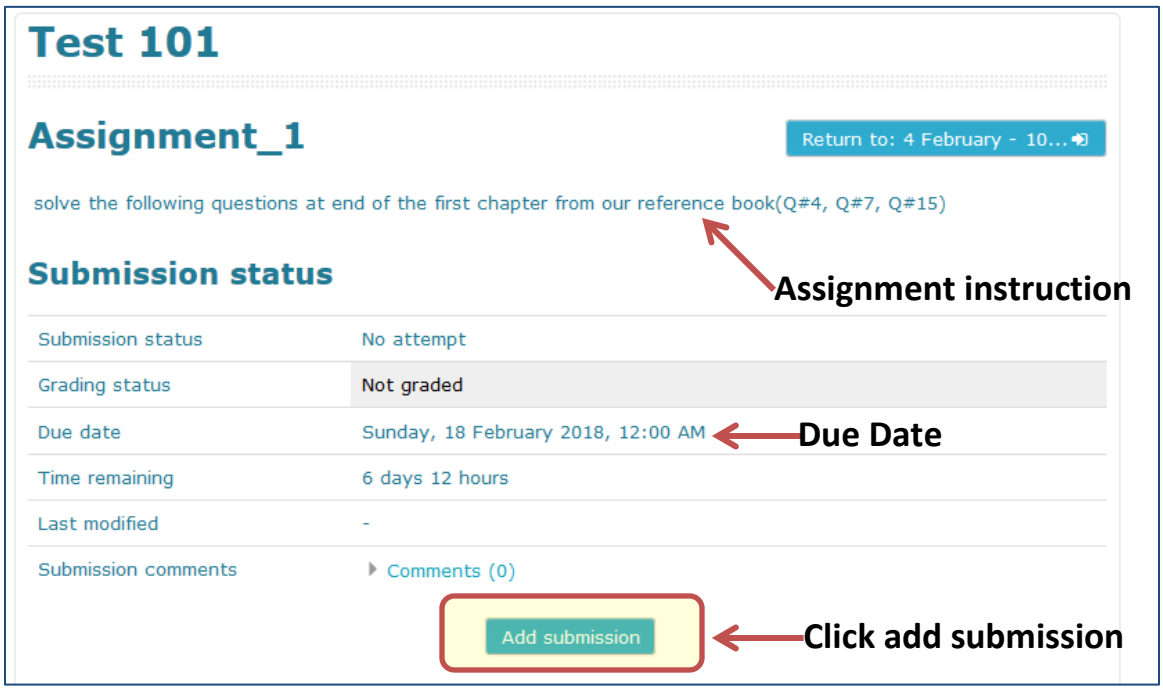
Wiki

Wiki is a web page (or set of web pages) that class members can create together, working directly in the browser without needing to know HTML. A Moodle Wiki starts with one front page. Any contributor can add additional pages **(10)**

How **to submit assignment** Moodle?

1) Click on the assignment.

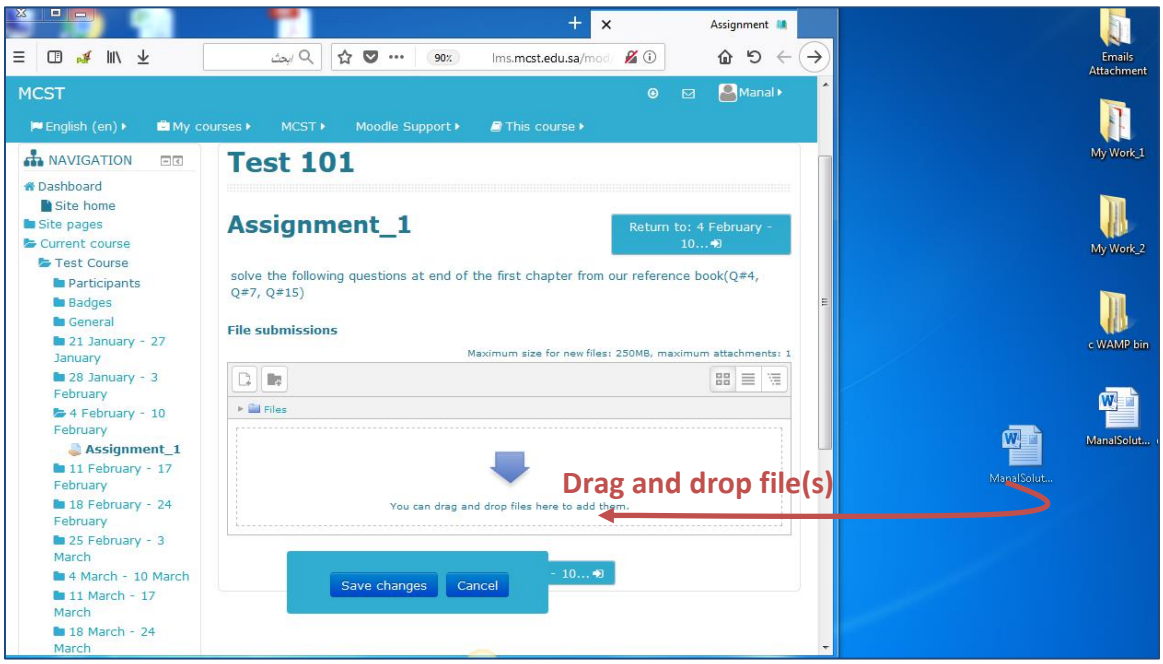
2) The ***Assignment page*** will open, showing instructions and your submission status (due date, grading status, grade, etc.) for this assignment.



3) Click **Add submission**. The ***Assignment submission page*** will open. Depending on how your instructor set up the assignment, you may have the option to submit file(s), enter text in a text entry box or both.

To submit a file using drag-and-drop:

1) Arrange your computer desktop windows so that you can view both your browser window and your files on your computer (e.g., in an open folder or on your desktop).
2) Drag files from your computer and release them on top of the big blue arrow in the Files area



3) To enter online text, type directly into the *Online text* box. Alternately, you can compose your submission in a word processing program and then cut and paste the text into the Moodle text box.(11)