

## Getting Started with Moodle 2.0

Note: Please use Mozilla Firefox if you are working on a Mac

1.	<b>Login to Moodle</b>
2.	<b>How to Access a Course</b>
3.	<b>Edit your Profile Information</b>
4.	<b>Add a Personal photo</b>
5.	<b>Disable E-mail Forwarding to Personal E-mail</b>
6.	<b>Change Course Name</b>
7.	<b>Change your Course Display to “Weekly” or “Topic” Format</b>
8.	<b>Link to an Existing File</b>
9.	<b>Link to an Existing Folder</b>
10.	<b>Add a Web Link (URL)</b>
11.	<b>Add an Assignment</b>
12.	<b>Grade Assignments’ Submissions</b>
13.	<b>Add a Forum</b>
14.	<b>View a Student Activity Log</b>
15.	<b>Add a Choice (Poll)</b>
16.	<b>Assign Students to Groups</b>
17.	<b>Send E-mail(Message) to All/Selected Students</b>
18.	<b>Add a Blog</b>
19.	<b>Add A File Manager Block</b>
20.	<b>Upload a File or Zipped Folder</b>
21.	<b>Create Folder</b>
22.	<b>Move Files from one Folder to Another</b>
23.	<b>Delete a File or Folder</b>
24.	<b>Create a Zipped Folder on your Machine with all or some of your Moodle Files</b>

## 1. Login to Moodle

1. Go to : <http://moodle.aucegypt.edu/>
2. Type your Username (AUC E-mail Credentials without @aucegypt.edu )and password (AUC E-mail password) in their places.
3. Click on the **login** button

## 2. How to Access a Course

1. After your login, you'll be redirected **Your Site page**
2. A list of all your courses will show on that page
3. Click on the desired course title to access it.

## 3. Edit your Profile Information

1. From your Moodle main page, or after accessing a course
2. Go to the **Settings** block
3. Click on **My Profile Settings → Edit Profile**
4. You can edit your personal user information and E-mail
5. Click on **Update profile** button

## 4. Add a Personal Photo

1. From your Moodle main page, or after accessing a course
2. Go to the **Settings** block
3. Click on **My Profile Settings → Edit Profile**
4. Go to the **User Picture** section
5. Click on **Choose File** and select your personal picture file
6. Click on **Update profile** button

## 5. Disable E-mailing Forwarding to Personal E-mail

1. From your Moodle main page, or after accessing a course
2. Go to the **Settings** block
3. Click on **My Profile Settings → Edit Profile**
4. From **Email Display** drop down menu, choose *Hide my email from everyone*
5. Click on **Update profile** button

## 6. Change Course Name

1. Enter the course you want to change its name
2. Go to the **Settings** block
3. Under Course Administration, click on **Edit Settings**
4. Type in your course name in the **Course Full name** textbox field
5. Click on **Save changes** button

## 7. Change your Course Display to “Weekly” or “Topic” Format

1. Click on your preferred course
2. Go to the **Settings** block
3. Under Course Administration, click on **Edit Settings**
4. Go to the **Format** field
5. Select **Topics format** (you can edit each topic’s title) or **Weekly format** (topics will be divided per week, starting from the date in the **Course start date** field)

## 8. Link to an Existing File from the Home Page

1. Enter the course
2. Click on **Turn Editing On** to activate editing
3. Go to the topic where you want the file to be placed
4. Click on the **Add a resource** dropdown menu
5. Select **File** (You will be redirected to the **Adding a new file** page)
6. Go to the **Name** field, and give your file a name
7. Add a small Description in the **Description** field
8. Under **Content**, click the **Add** button to select the file
9. Your **File Picker** window appears, with all folders that you can choose from.
10. Click on a folder, double click on the file you wish to add to your content page.
11. A confirmation window appears, click on **Select this File**
12. When the file is added under the content section, scroll to the end of the page, and click **save and return to course** button.
13. The file will appear under the topic you chose.

## 9. Link to an Existing Folder from the Home Page

1. Enter the course
2. Click on **Turn Editing On** to activate editing
3. Go to the topic where you want the folder to be placed
4. Click on the **Add a resource** dropdown menu
5. Select **Folder** (You will be redirected to the **Adding a new folder** page)
6. Go to the **Name** field, and give your folder a name
7. Add a small Description in the **Description** field
8. Under **Content**, click the **Create Folder** button
9. When the folder is added under the content section, scroll to the end of the page, and click **save and return to course** button
10. The file will appear under the topic you chose

## 10. Add a Web Link (URL)

1. Enter the course
2. Click on **Turn Editing On** to activate editing
3. Go to the topic where you want the URL to be placed
4. Click on the **Add a resource** dropdown menu
5. Select **URL** (You will be redirected to the **Adding a new URL** page)
6. Go to the **Name** field, and give your URL a name

7. Add a small Description in the Description field
8. Under **Content** type in an External URL, then click **Choose a Link**
9. Scroll to the end of the page, and click **save and return to course** button

## 11. Add an Assignment

There are 4 types of assignments, they **ONLY** differ in their submission way

1. **Advanced upload of files:** You post an assignment (write down the assignment text) and students can submit their answers as multi-files, and you can reply back by multi-files as well.
2. **Online text:** You post an assignment (write down the assignment text) and students can submit their answers as written text, they type it directly online.
3. **Upload a single file:** You post an assignment (write down the assignment text) and students submit their answers as a single file.
4. **Offline activity:** You post an assignment (write down the assignment text) and students hand it in personally to you.

### Common Steps for adding an assignment (Applies for all assignment types)

1. Enter the course
2. Click on **Turn Editing On** to activate editing
3. Go to the topic where you want the assignment to be placed
4. Click on the **Add an activity** dropdown menu
5. Select the type of assignment you want (You will be redirected to **Adding a new Assignment** page)
6. Go to the **Assignment name** field, and give your assignment a name
7. Type in the **Description** field your assignment body (text)
8. Set the grade from the **Grade** field
9. Set the start and end dates of the assignment from **Available from, Due date** fields
10. You can prevent or allow late students' submissions from the **prevent late submissions** dropdown menu

### Steps for *Advanced upload of files* assignments:

1. Follow the **Common Steps for adding an assignment (Applies for all assignment types)**
2. From **Advanced upload of files** block:
  - a. From **Maximum size** dropdown menu, select the maximum file size a student can upload
  - b. From **Allow deleting**, select **Yes** or **No**, to **give** or **deny** (respectively) your students the ability of deleting their uploaded files
  - c. From **Maximum number of uploaded files** dropdown menu, select the maximum number of files a student can upload
  - d. From **Allow notes**, select **Yes** or **No** to **enable** or **disable** (respectively) participants to enter notes into text area. It is similar to online text assignment
  - e. From **Hide description before available date**, select **Yes** or **No** to **hide** or **show** (respectively) assignment description before the opening date

- f. From **Email alerts to teachers**, select **Yes** to get an alert on your email whenever students add or update an assignment submission and **No** to avoid alerts
- g. From **Enable Send for marking**, select **Yes** to allow users to indicate to graders that they have finished working on an assignment. Graders may choose to revert the assignment to draft status
- h. **Activity Completion NEW**, can be set to mark the completion of an activity according to certain criteria. Setup your preferred criteria according to course goals
- i. Click **Save and return to course** button

**Steps for *Online text* assignments:**

1. Follow the **Common Steps for adding an assignment (Applies for all assignment types)**
2. From **Online Text** block:
  - a. From **Allow resubmitting**, select **Yes** to allow students to resubmit assignments after they have been graded (for you to re-grade). By default, this is set to **No**
  - b. From **Email alerts to teachers**, select **Yes** get an alert on your email whenever students add or update an assignment submission and **No** to avoid alerts
  - c. From **Comment inline**, select **Yes** to allow the original submission to be copied into the feedback comment field during grading, making it easier to comment inline (using a different color, for instance) or to edit the original text. By default, this is set to **No**
  - d. **Activity Completion NEW**, can be set to mark the completion of an activity according to certain criteria. Setup your preferred criteria according to course goals
  - e. Click **Save and return to course** button

**Steps for *Uploading a single file* assignments:**

1. Follow the **Common Steps for adding an assignment (Applies for all assignment types)**
2. From **Upload a single file** block:
  - a. From **Allow resubmitting**, select **Yes** to allow students to resubmit assignments after they have been graded (for you to re-grade). By default, this is set to **No**
  - b. From **Email alerts to teachers**, select **Yes** to get an alert on your email whenever students add or update an assignment submission and **No** to avoid alerts
  - c. From **Maximum size** dropdown menu, select the maximum file size a student can upload
  - d. **Activity Completion NEW**, can be set to mark the completion of an activity according to certain criteria. Setup your preferred criteria according to course goals

- e. Click **Save and return to course** button

**Steps for *Offline activity* assignments:**

1. Follow the **Common Steps for adding an assignment (Applies for all assignment types)**
2. **Activity Completion NEW**, can be set to mark the completion of an activity according to certain criteria. Setup your preferred criteria according to course goals
3. Click **Save and return to course** button

## 12. Grade Assignments' Submissions

1. Enter the course
2. Go to the **Recent Activity** block and check each student submission **OR**
3. Go to the **Activity** block
4. Click on **Assignments** (You will be redirected to the **Assignments** page)
5. Under the column **Submitted**, Click on "**View # Submitted Assignments**", where # is the number of submissions you received. (You will be redirected to **Submissions** page, where you will have your students' list)
6. Under the **Last modified (Student)** column, Click on the Submission next to the student you want
7. There are two ways of putting the grade:
  1.
    1. Click on **Grade** under the **Status** column
    2. A grading window will be opened, with the student answer on the top
    3. From the **Grades** block, select the grade you want from the **Grade** dropdown menu
    4. Write your comment in the **Feedback** section
    5. Select the **Send Notifications** check box, if you wish students to be notified when their submissions are graded
    6. Click **Save Changes** to save and exit, or **Save changes and Next** to grade the next student's submissions
  2.
    1. From the bottom of the page, check in the box next to **Allow quick grading** field, and click on **Save preferences**
    2. The columns **Grade** and **Comment** will be transformed into an editable format allowing multiple submission to be graded at the same time
    3. Under the **Grade** column, select the grade you want from the **grade** dropdown menu next to the student you want to grade
    4. Under the **Comment** column, write your comment in the empty box
    5. Finally, click on **Save all Feedback**

### 13. Add a Forum

1. Enter the course
2. Click on **Turn Editing On** to activate editing
3. Go to the topic where you want the forum to be placed
4. Click on the **Add an activity** dropdown menu
5. Select **Forum** (You will be redirected to the **Forums Adding a New Forum to a topic** page)
6. Go to the **Forum name** field, and give your Forum a name
7. Select a **Forum Type** from the dropdown menu. There are 5 forum types:
  - i. *A single simple discussion* - A single discussion topic which everyone can reply to
  - ii. *Each person posts one discussion* - Each student can post exactly one new discussion topic, which everyone can then reply to
  - iii. *Q and A forum* - Students must first post their views before viewing other students' posts
  - iv. *Standard forum displayed in a blog-like format* - An open forum where anyone can start a new discussion at any time, and in which discussion topics are displayed on one page with "Discuss this topic" links
  - v. *Standard forum for general use* - An open forum where anyone can start a new discussion at any time
8. Go to **Forum introduction** field and write a description of what needs to be posted on this forum
9. From the **Force everyone to be subscribed?** Field, Select **Yes, forever** if you need all your students to participate in this forum
10. Check the other settings if you want to change any.
11. Click on the **Save and return to course** button

#### 14. View a Student Activity Log

1. Enter the course
2. Go to the **Recent activity** block
3. Click on **Full report of recent activity**
4. On the **Filters** block, check the button on the right, if it's **Show advanced** click on it (This area will expand and the button will turn into **Hide advanced**)
5. Go to **Participants** field, and select the student you want to view his/her full activities (You can select a certain activity from the **Activities** field)
6. Click on **Show Recent Activity**

#### 15. Add a Choice (Poll)

1. Enter the course
2. Click on **Turn Editing On** to activate editing
3. Go to the topic where you want the poll to be placed
4. Click on the **Add an activity** dropdown menu
5. Select **Choice** (You will be redirected to the **Updating choice** page)
6. Go to the **Choice Name** field, and give your Choice a name
7. Go to the **Introduction text** field, to write down your polling question
8. From the **Limit** block, enabling the **Limit the number of responses allowed** option allows you to limit the number of participants that can select each particular option. Once Limits have been enabled, each option can set a limit. When the limit is reached then no-one else can select that option. A limit of zero (0) means that no-one can select that choice. If Limits are disabled any number of participants can select any of the options
9. From the **Option #** block (where # is the choice number), enter your choices, and the limit if you enables the **Limit the number of responses allowed** option
10. From **Restrict answer to this period** block, checking this setting allows you to define a time window within which participants are allowed to make a choice. To set an open-ended close date just set the time very far in the future. If you don't need this at all then uncheck the box.
11. Check the other settings if you want to change any
12. Click on the **Save an return to course** button

#### 16. Assign Students to Groups

1. Enter the course
2. Go to the **Settings** block
3. Click on **Users → Groups** (You will be redirected to **Groups** page)
4. Click on **Create Group** button (You will be redirected to **Create group** page)
5. Go to the **Group name** field, and give the group a name
6. Describe the group in the **Group description** field
7. From the **Enrollment key** block, set an enrollment key for the group if you want to restrict it to only members of the group. Whoever knows the key automatically becomes a member in this group
8. From the **New picture** field, upload a picture to the group from your computer
9. Click on **Save** (You will be redirected to **Groups** page)



10. Assign students :
  - a. Highlight the group you want to assign members to
  - b. Click Add/Remove users button
  - c. A list of all the course members will appear to you in the rectangle to the right
  - d. Select the student and click on **Add** button(The student will move to the rectangle to the left)
  - e. To remove a student, click on their names from the rectangle to the left and click on the **Remove** button
11. Click on **Back to groups**
12. Return back to the course

## 17. Send E-mail (Message) to All/Selected Students

1. Enter the course
2. From the **Navigation** block, click on **Participants** or:
3. From **People** block, click on **Participants**
4. You will be redirected to the **All Participants** page
5. You will have a list of all your students
6. Mark on the checkbox next to the student name you want to send the mail/message to (**OR** from the bottom of the page click on **Select all** button to select all students)
7. From the **With selected users** dropdown menu, select **Send message**
8. Write your message in the **Message Body**
9. Press **preview** button, to preview your message before sending it
10. Press **Update** if you want to edit something in your message, if not press **Send message**

## 18. Add a Blog

1. Enter a course
2. From the **Navigation** block → **My Profile** → **Blogs** → **Add a new entry**
3. Give your entry a title from **Entry title** field
4. Write what you want in the **blog entry body**
5. If you want to attach a file, from **Attachment** field, Add the file you want
6. Click on **Save changes**

## 19. Add A File Manager Block

1. This block allows you to create a repository of all your material files and folders to be used for adding content
2. Turn Editing On
3. Scroll to the end of your Moodle page, from the **Add Block** box, click the drop down menu and select **Repository File Manager**
4. **Open File Manager** link appears

## 20. Upload a File or Zipped Folder

1. Enter the course
2. Scroll to the **Repository File Manager** block (see 20) and click **Open File Manger**

3. From **Available Repositories**, select where you want to upload your files. Preferably choose **Course File Area**
4. Click on **Upload file to this repository** button
5. Click on **Browse**
6. Browse your machine for your file or zipped folder
7. Click on **Open**
8. Click on **Upload this file**

## 21. Create a Folder

1. Scroll to the **Repository File Manager** block (see 20) and click **Open File Manger**
2. From **Available Repositories**, select where you want to create your course folders. Preferably choose **Course File Area**
3. Click on **Create folder** button
4. Write your folder's name
5. Click **Create**

## 22. Move Files from One Folder to Another

1. Scroll to the **Repository File Manager** block (see 20) and click **Open File Manger**
1. From **Available Repositories**, select the repository where you uploaded your files in
2. Click on the check box next to the file you want to move. From the **with chosen files** dropdown menu select **Move to another folder**
3. Double click the destination folder
4. Click on **Move files to here** button

## 23. Delete a File or Folder

1. Scroll to the **Repository File Manager** block (see 20) and click **Open File Manger**
2. From **Available Repositories**, select the repository where you uploaded your files in
3. Click on the check box next to the file you want to delete (You can also click on **Select all** button if you want to delete all your files)
4. From the **with chosen files** dropdown menu select **Delete completely**
5. Click yes to confirm deletion

## 24. Create a Zipped Folder on your Machine with all/Some of your Moodle Files

1. Scroll to the **Repository File Manager** block (see 20) and click **Open File Manger**
2. From **Available Repositories**, select the repository where you uploaded your files in
3. Click on the check box next to the file(s) you want to zip on your machine (You can also click on **Select all** button if you want to Zip all your files)
4. From the **with chosen files** dropdown menu select **Create zip archive**
5. Give your zipped folder a name underneath the question "What do you want to call the zip file?"
6. Click Create zip archive button
7. The zipped folder will be created containing all selected files
8. Click on the zipped folder title to download it to your machine

