

# Logging in to Moodle

- Start any web browser , and type the following address (<https://elearning.ju.edu.jo>)

Enter your UJ user name and password.

Click on (log in), see Figure 1.



The screenshot shows the login interface for the UJ E-learning Office. On the left, there is a logo for the 50th anniversary of the university (1962-2012) and the text "UJ E-learning Office" and "King Abdullah II School for Information Technology". On the right, there are two input fields labeled "Username" and "Password", and a "Login" button. Two callout boxes with red text provide instructions: "In this field enter the password for" pointing to the Password field, and "In this field enter your UJ account." pointing to the Username field.

# Accessing your personal profile

The screenshot shows a user's personal profile page. At the top, there is a header with the UJ E-learning Office logo and the user's name, Aman Rahahleh. The "Update profile" link is circled in red. Below the header, there is a navigation bar with a home icon and the date Wednesday 30 August 2017. The main content area is titled "Aman Rahahleh" and has tabs for Profile, Edit profile, Forum posts, Notes, and Activity reports. The "General" tab is selected, showing a form with the following fields:

- First name: Aman
- Surname: Rahahleh
- Email address\*: A\_Rahahleh@ju.edu.jo
- Email display: Hide my email address from everyone
- Email activated: This email address is enabled
- City/town\*: jordan
- Select a country\*: Jordan
- Timezone: Asia/Amman
- Preferred language: English (en)
- Description: Aman Rahahleh received a BSc degree in Computer Information Systems , Upon graduation she completed MSc in Computer science from Al-Balqa' Applied University

A "Show Advanced" button is visible in the top right corner of the profile form.

# Accessing your courses

- The courses you are enrolled or are teaching are listed under the heading My Courses

The screenshot displays the E-learning Office website for King Abdullah II School for Information Technology. The header includes the school's name, a user profile for Aman Rahahleh, and the date Wednesday 06 September 2017. A sidebar on the left shows 'Upcoming Events' with no events listed. The main content area features a grid of icons for 'Student Manual', 'Teacher Manual', 'E-exam Reservation', 'Support for Students', 'Support for Teachers', and 'Training'. Below this grid, a list of courses is shown under the heading 'My courses', which is circled in red. The courses listed are ABET, COMPUTER SKILLS - 1, COMPUTER SKILLS - 1 copy 1, course for test, and Course Fullname 101. On the right, there is a 'How to find us (Map)' section with a Google My Maps view of the school's location and a 'Messages' section indicating no messages are waiting.

2012-1962  
50  
E-learning Office  
King Abdullah II School for Information Technology  
Aman Rahahleh  
Update profile | Logout  
Wednesday 06 September 2017

Upcoming Events  
There are no upcoming events  
Go to calendar...  
New Event...

E-learning Office  
King Abdullah II School for Information Technology

Student Manual Teacher Manual E-exam Reservation  
Support for Students Support for Teachers Training

How to find us (Map)  
The University of Jordan  
Google My Maps  
Map data ©2017 Google, ORION-ME Terms SC  
View UJ in a larger map

Messages  
No messages waiting  
Messages...

**My courses**  
ABET  
COMPUTER SKILLS - 1  
COMPUTER SKILLS - 1 copy 1  
course for test  
Course Fullname 101

# Accessing your participants

The screenshot shows a Moodle course interface. At the top, there is a teal header with a home icon on the left and the date 'Tuesday 29 August 2017' on the right. Below the header, the course name 'UJ E-Learning Portal' and ID '1234567207228' are displayed. To the right of the course ID are two buttons: 'Switch role to...' and 'Turn editing on...'. On the left side, there is a vertical navigation menu with three main sections: 'People', 'Activities', and 'Search Forums'. The 'People' section is circled in red and contains a 'Participants' link. The 'Activities' section contains links for 'Assignments', 'Forums', and 'Resources'. The 'Search Forums' section has a search input field. The main content area is titled 'Topic outline' and contains a welcome message: 'WELCOME AT JOURNALISM COURSE 😊'. Below this is a paragraph describing the course: 'The course aims at training students to produce audio, visual, and cyber media reports. It also develops their skills in listening to and monitoring news bulletins and reading mainstream newspapers. Moreover, it promotes their skills in conducting interviews, in addition to reporting and editing news.' Below the paragraph are four links: 'News forum', 'COURSE SULLABUS', 'TEXTBOOK', and 'STUDENT MANUAL'. At the bottom of the main content area, there is a section titled 'Principles of Journalism' with a 'FILES' tab and a '1' icon. On the right side, there are two sidebars. The top sidebar is titled 'Latest News' and contains the text 'Add a new topic...' and '(No news has been posted yet)'. The bottom sidebar is titled 'Upcoming Events' and contains two event entries: 'ASSIGNMENT#1 (DESCRIPTION) Saturday, 2 September' and 'ASSIGNMENT2 Saturday, 2 September'. At the bottom of the sidebar is a 'Go to calendar... New Event...' link.

UJ E-Learning Portal ▶ 1234567207228

Switch role to... Turn editing on

People

Participants

Activities

- Assignments
- Forums
- Resources

Search Forums

Topic outline

WELCOME AT JOURNALISM COURSE 😊

*The course aims at training students to produce audio, visual, and cyber media reports. It also develops their skills in listening to and monitoring news bulletins and reading mainstream newspapers. Moreover, it promotes their skills in conducting interviews, in addition to reporting and editing news.*

- News forum
- COURSE SULLABUS
- TEXTBOOK
- STUDENT MANUAL

1

**Principles of Journalism**

FILES

Latest News

Add a new topic...  
(No news has been posted yet)

Upcoming Events

- ASSIGNMENT#1  
(DESCRIPTION)  
Saturday, 2 September
- ASSIGNMENT2  
Saturday, 2 September

Go to calendar...  
New Event...

# Sending Messages to your SStudents:

## **Sending Electronic Messages to your students:**

Click on “Participants” , You will see a screen similar to Figure 10.10



The screenshot shows a table of students with columns for name, location, and status. A dropdown menu is open over the table, showing options for actions on selected users. The table contains three rows of student data. Below the table are buttons for 'Select all' and 'Deselect all', and a dropdown menu labeled 'With selected users...'. The dropdown menu is open, showing options: 'With selected users...', 'Add / send message', 'Add a new note', 'Add a common note', 'Extend enrolment (individual)', and 'Extend enrolment (common)'. The 'Add / send message' option is highlighted. Below the table, there is a 'You are logged in as' section with a user icon and a 'Theme Originated' section with a logo and the number 50.

	Student Ali	amman	Jordan	Never	<input type="checkbox"/>
	student Omar	amman	Jordan	Never	<input checked="" type="checkbox"/>
	Student Tamara	amman	Jordan	Never	<input type="checkbox"/>

Select all Deselect all

You are logged in as

Theme Originated : 50

With selected users...  
With selected users...  
Add / send message  
Add a new note  
Add a common note  
Extend enrolment (individual)  
Extend enrolment (common)


The students registered in the course will appear as in Figure 10.10. Select the students that you want to send them a message, or click on “Select all” if you want to send the message to all students.

**Note:** The students will receive the message in their used email that they have in their profiles.



# How to arrange course (Topics or weeks)

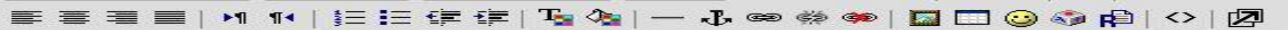
teachers can set the course format, which changes how the Course sections in the center column will appear to the student.

- From **administration** block  **Settings**
- ❖ **Weekly format** - Creates weekly sections based upon start dates.
- ❖ **Topic format**


**Edit course settings**

**General**

Full name	Journalism Test
Short name	1234567207228
Course ID number	1234567207228
Summary	

Trebuchet 1 (8 pt) Lang **B** *I* U ~~S~~  $x_2$   $x^2$  | 

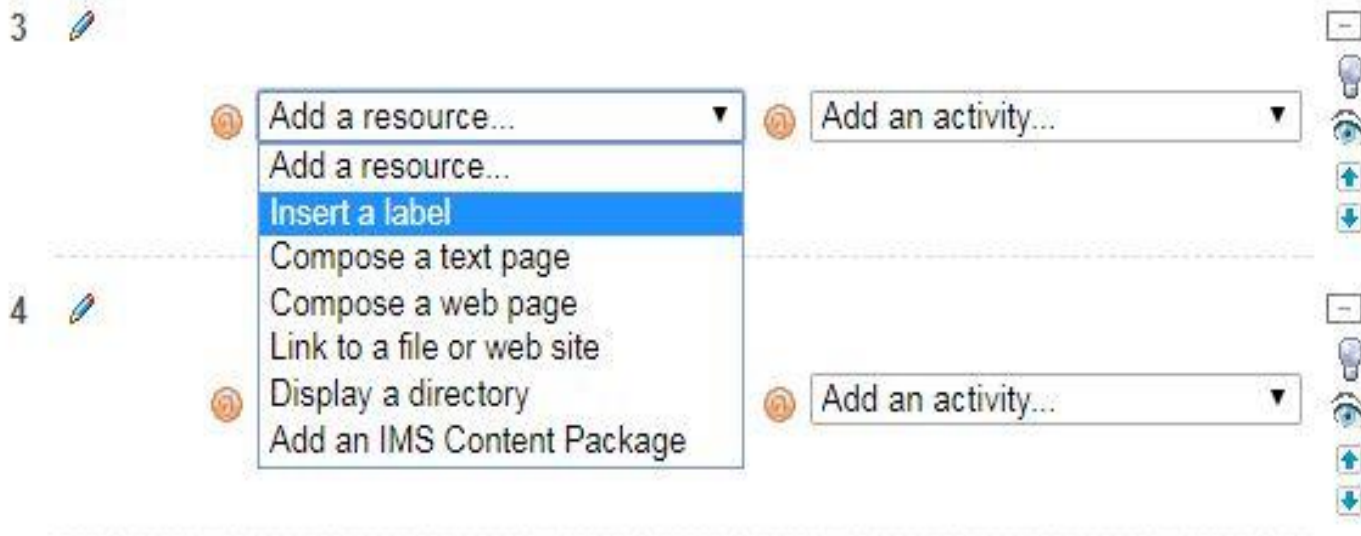
**master**

Path: 

<b>Format</b>	Topics format
<b>Number of weeks/topics</b>	7
Course start date	25 August 2017
Hidden sections	Hidden sections are shown in collapsed form
News items to show	5
Show gradebook to students	Yes
Show activity reports	No
Maximum upload size	50MB
Is this a meta course?	No - This course already has normal enrolments.

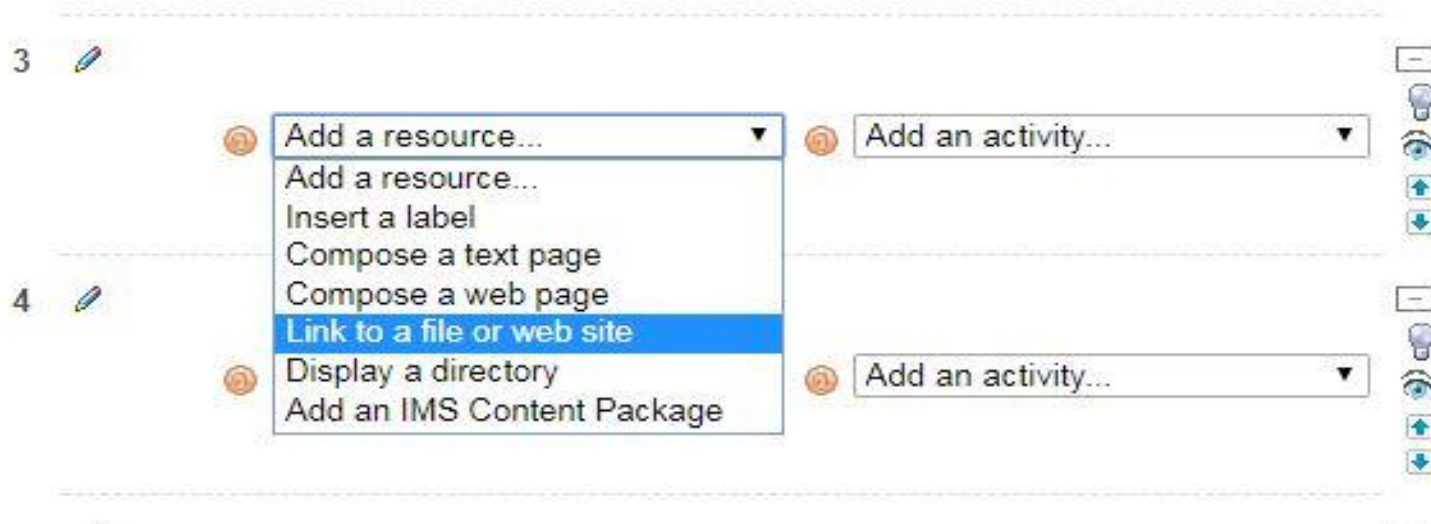
# Adding Resource (Label)

- Click Turn Editing On button to activate the editing options for your course.
- A label is a way to add text to the homepage of your course. Labels can be used to give a quick instruction and announcement .



# Adding Resource (File)

- Click Turn Editing On button to activate the editing options for your course.
- From Add resource drop down list, choose Link to a file or website to upload your file.





# Adding Resource (File)

- You will see the Add resource screen , enter the name of your file.
- Click Choose or upload file button to complete the upload process.



- Click Upload file. The result screen will be the next:



# Adding Resource (File)

- Click browse to explore the files on your computer. Choose the file you want and then click on upload button and the result will be as in next Figure :



1234567207228 » Files

	Name	Size	Modified	Action
<input type="checkbox"/>	 backupdata	0 bytes	28 August 2017, 02:07 PM	<a href="#">Rename</a>
<input type="checkbox"/>	 syllabus.docx	18.3KB	30 August 2017, 12:21 PM	<a href="#">Choose</a> <a href="#">Rename</a>

With chosen files... ▾

[Make a folder](#) [Select all](#) [Deselect all](#) [Upload a file](#)

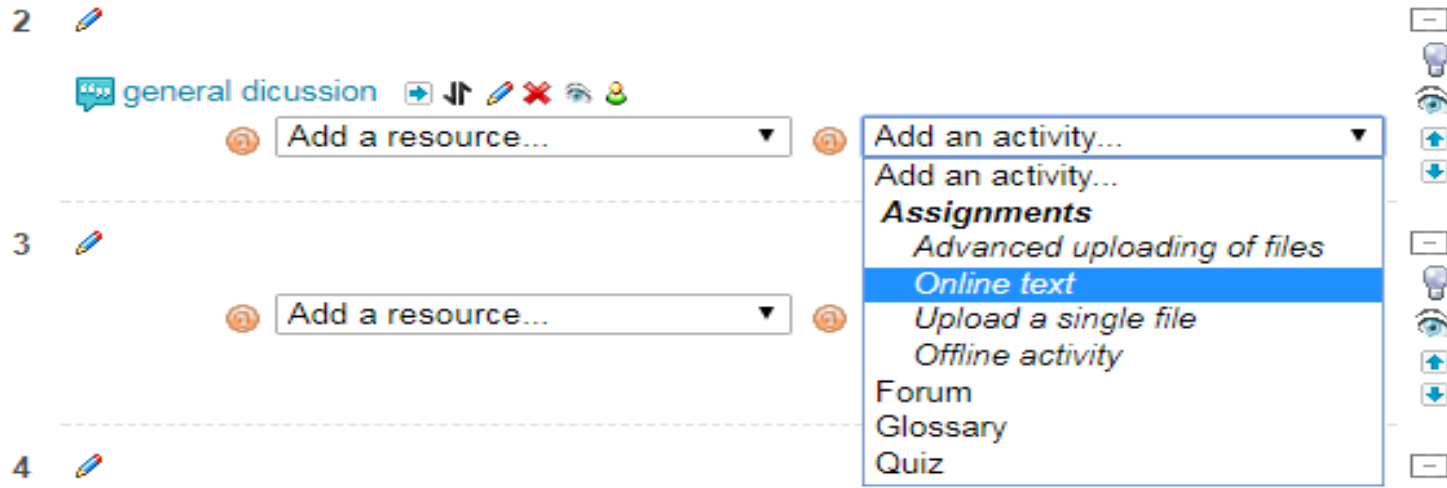
You are logged in as Aman Rahahleh (Logout)

 UJ E-Learning  
50 Forward Together

- click choose beside the uploaded file and finally click save and return to course button.

# Adding Activity (Assignment)

- Choose from the 4 types of assignments:
  - 1) Upload a single file
  - 2) Advanced uploading of files - multiple file submission, allowing students to type a message alongside their submission & returning a file as feedback.
  - 3) Online text - students type directly into Moodle, teachers can provide inline feedback.
  - 4) Offline Activity - teachers provide a description and due date for an assignment outside of Moodle. A grade & feedback can be recorded in Moodle.






# Adding Activity (Assignment)

















## Adding a new Assignment to topic 1

### General

Assignment name\*

Description\* 

Trebuchet 2 (10 pt) Lang **B** *I* U ~~S~~  $x_2$   $x^2$    

Use this area to describe the assignment and explain what learners are expected to do to complete this task. The assignment description can be as brief or as detailed as you feel is necessary to meet the needs of your learners

Path: body » span



Grade 


Available from       Disable

Due date       Disable

Prevent late submissions

### Online text

Allow resubmitting 

Email alerts to teachers 

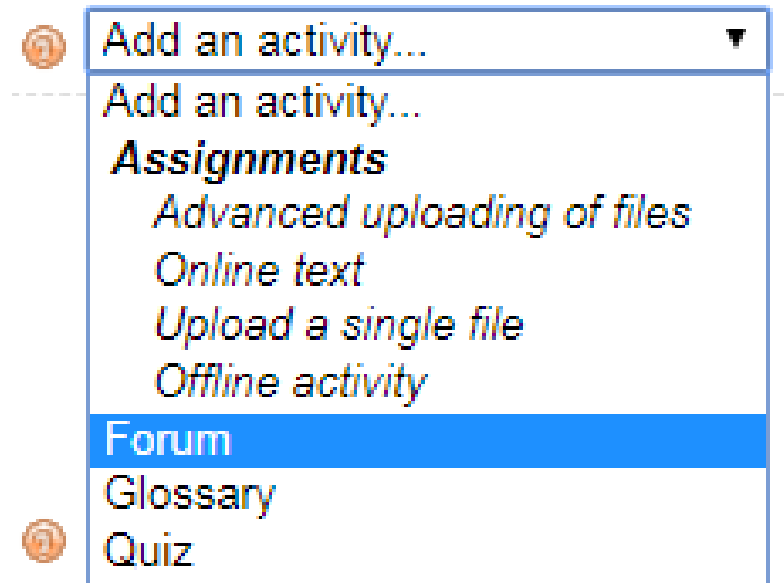
Comment inline 

# Adding Activity(Assignment settings)

- **Allow submissions from:** This option allows an teacher to set a day, month, year and time (24 hour clock) from which learners can begin to submit their assignments.
- **The Due date:** prevents students from submitting their assignment after the shown date.
- **Prevent late submissions:** Setting to Yes will prevent learners from being able to submit this assignment after the Due date (where specified).
- **Grade:** Specify the maximum grade or Scale to be applied to the assignment. If you will not be giving a grade for the assignment, choose No Grade.
- **Allow resubmitting:** If you turn this option on, then students will be allowed to resubmit assignments after they have been graded (for you to re-grade).
- **Email alerts to teachers:**If enabled, then teachers are alerted with a short email whenever students add or update an assignment submission.
- **Comment inline:** If this option is yes, then the original submission will be copied into the feedback comment field during grading, making it easier to comment inline.

# Adding Activity (Forum)

1. In your course site click Turn editing on.
2. open the Add an activity ... menu.  
Click the Forum option





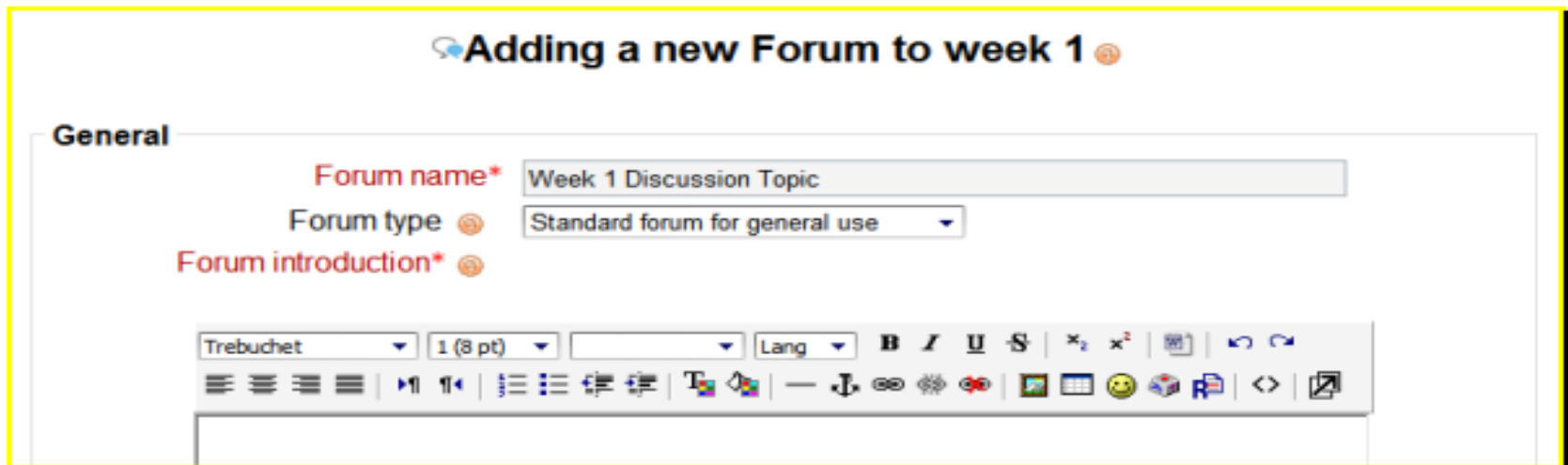
# Adding Activity (Forum Settings)

1. Type **Week 1 Discussion Topic** in the **Forum name** field.

2. **choose** the Forum type :

1. **A single simple discussion** - is just a single topic, all on one page. Useful for short, focussed discussions.
2. **Standard forum for general use** - is an open forum where any one can start a new topic at any time. This is the best general-purpose forum.
3. **Each person posts one discussion** - Each person can post exactly one new discussion topic (everyone can reply to them though). This is useful when you want each student to start a discussion about, say, their reflections on the week's topic, and everyone else responds to these.
4. **Q And A Forum** - The Q & A forum requires students to post their perspectives before viewing other students' postings. After the initial posting, students can view and respond to others' postings. This feature allows equal initial posting opportunity among all students, thus encouraging original and independent thinking.

3. Type **Please introduce yourself** in the *Forum Introduction* area



The screenshot shows a web interface titled "Adding a new Forum to week 1". Under the "General" section, there are three main fields:

- Forum name\***: A text input field containing "Week 1 Discussion Topic".
- Forum type**: A dropdown menu with "Standard forum for general use" selected.
- Forum introduction\***: A text area for the forum introduction, which is currently empty.

Below these fields is a rich text editor toolbar with various icons for text formatting (bold, italic, underline, strikethrough), alignment, list creation, indentation, and other editing functions. The font is set to "Trebuchet" and the size is "1 (8 pt)".

# Adding Activity (Forum Settings)

- **Forum aggregation** defines how all the ratings given to posts in a forum are combined to form the final grade (for each post and for the whole forum activity).
- Choose from the following aggregation methods:
- **Average (default)** The mean of all the ratings given to posts in that forum. This is especially useful with peer grading when there are a lot of ratings being made.
- **Count** The number of rated posts becomes the final grade. This is useful when the number of posts is important. Note that the total can not exceed the maximum grade allowed for the forum.
- **Max** The highest rating is returned as the final grade. This method is useful for emphasising the best work from participants, allowing them to post one high-quality post as well as a number of more casual responses to others.
- **Min** The smallest rating is returned as the final grade. This method promotes a culture of high quality for all posts.
- **Sum** All the ratings for a particular user are added together. Note that the total is not allowed to exceed the maximum grade for the forum.

**Grade**

Aggregate type ⓘ No ratings ▼

Grade ⓘ Scale: real number ▼

Restrict ratings to posts with dates in this range:

From 6 ▼ September ▼ 2017 ▼ 12 ▼ 50 ▼

To 6 ▼ September ▼ 2017 ▼ 12 ▼ 50 ▼