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.

In this field enter your UJ account.

In this field enter the password for

UJ E-learning Office
King Abdullah II School for Information Technology

Accessing your personal profile

Accessing your courses

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

Accessing your participants

Sending Messages to your SStudents:

Sending Electronic Messages to your students:

Click on "Participants", You will see a screen similar to Figure

The students registered in the course will appear as in Figure   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	

master

Path:

Format	Topics format
Number of weeks/topics	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 .
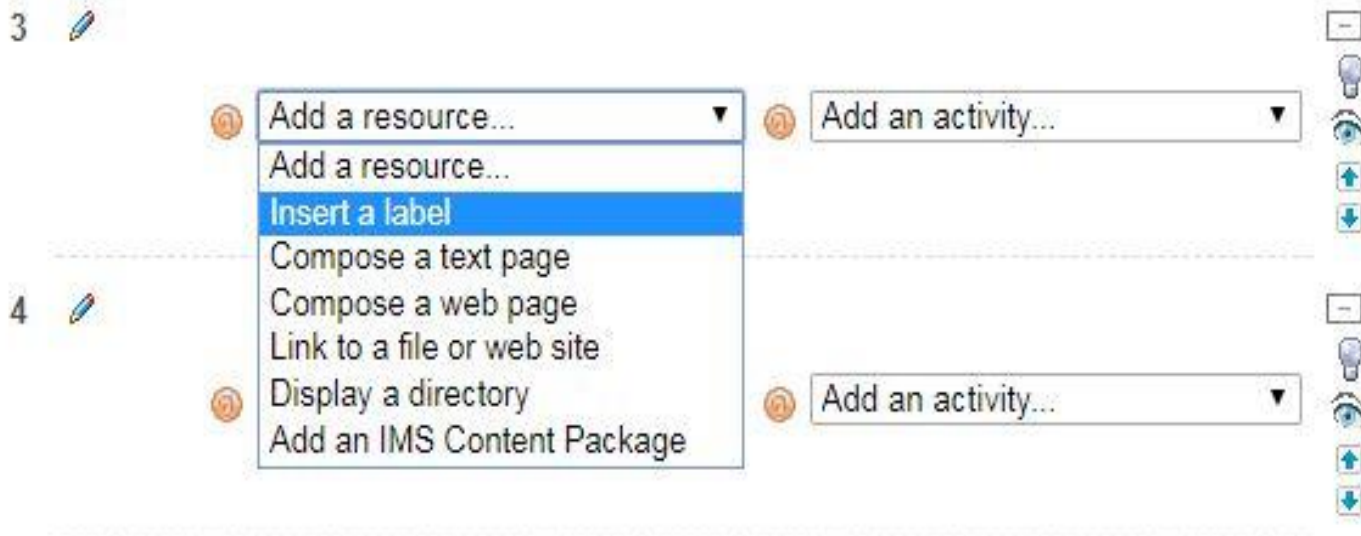
Adding Resource (File)

- 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.
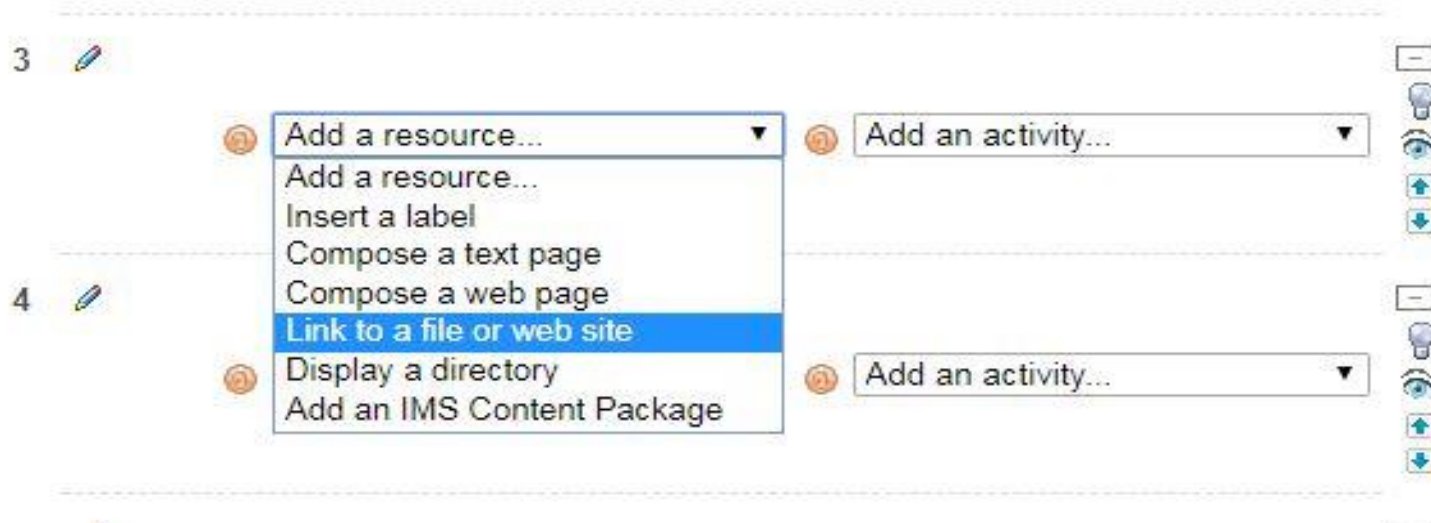
Adding Resource (File)

- 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)

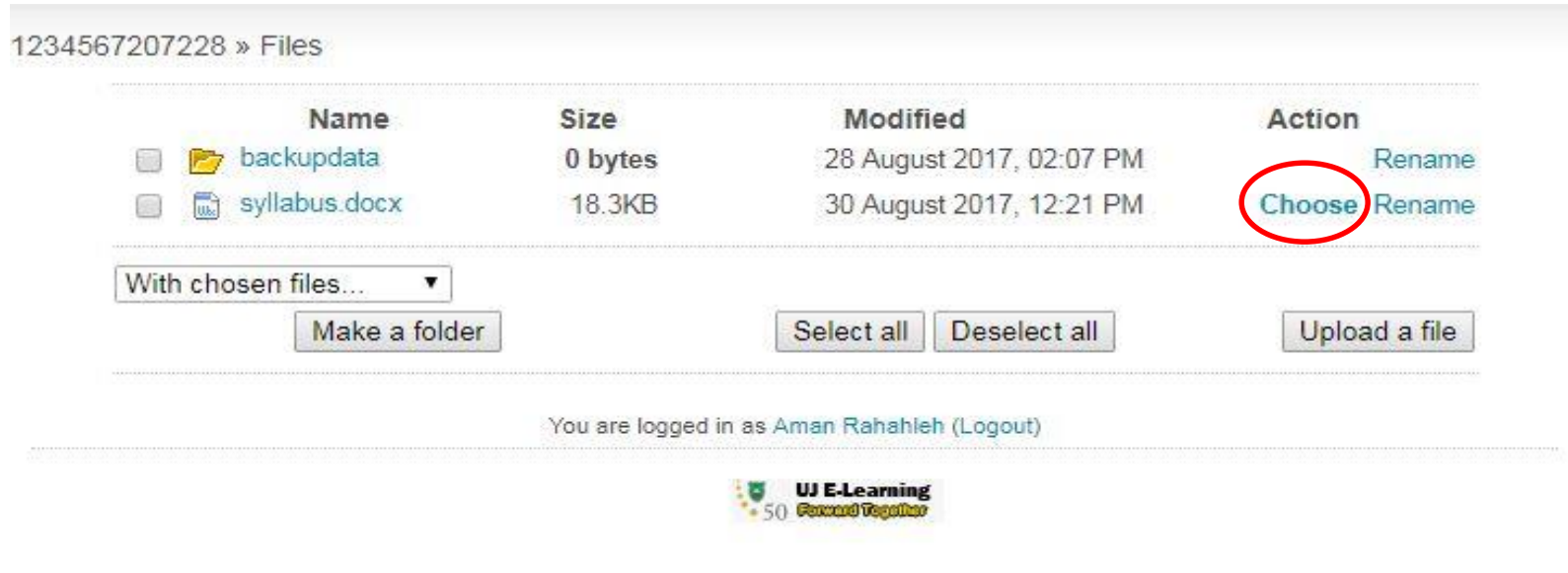- Click browse to explore the files on your computer. Choose the file you want and then click on upload button and the result will be as in next Figure :

- 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.
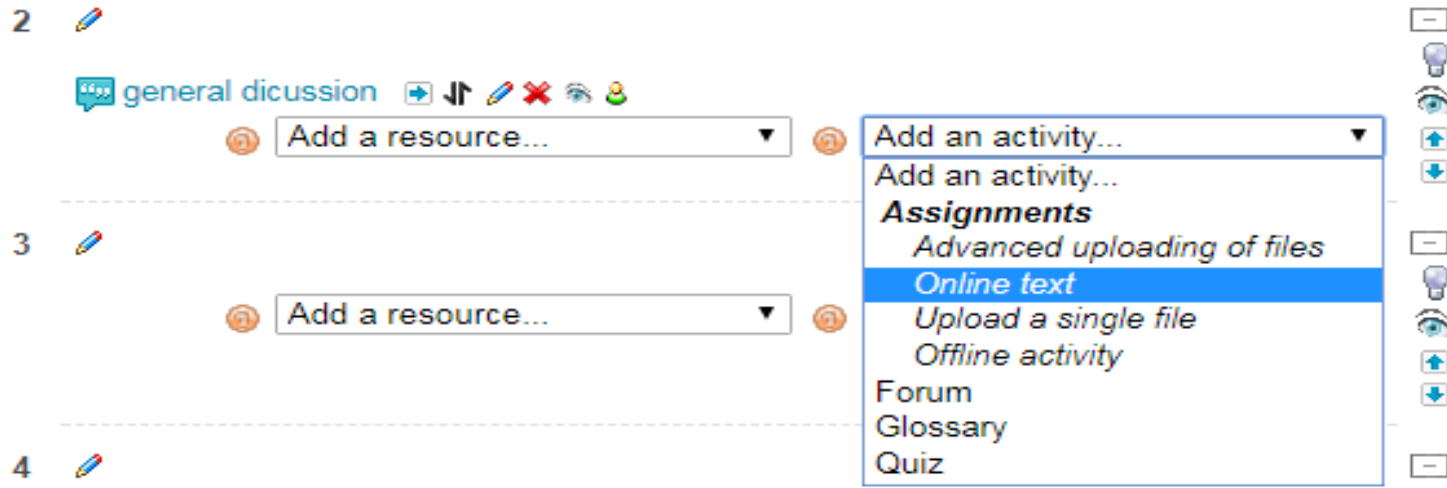
Adding Activity (Assignment)

Adding 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
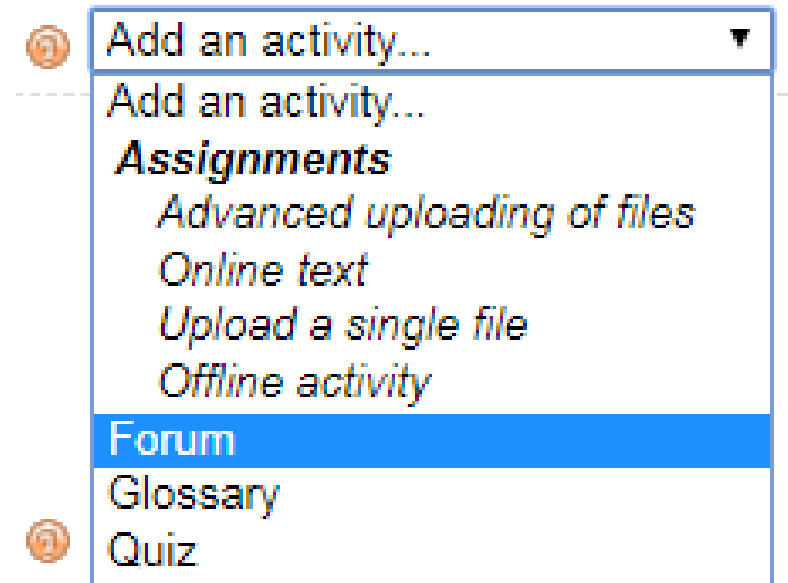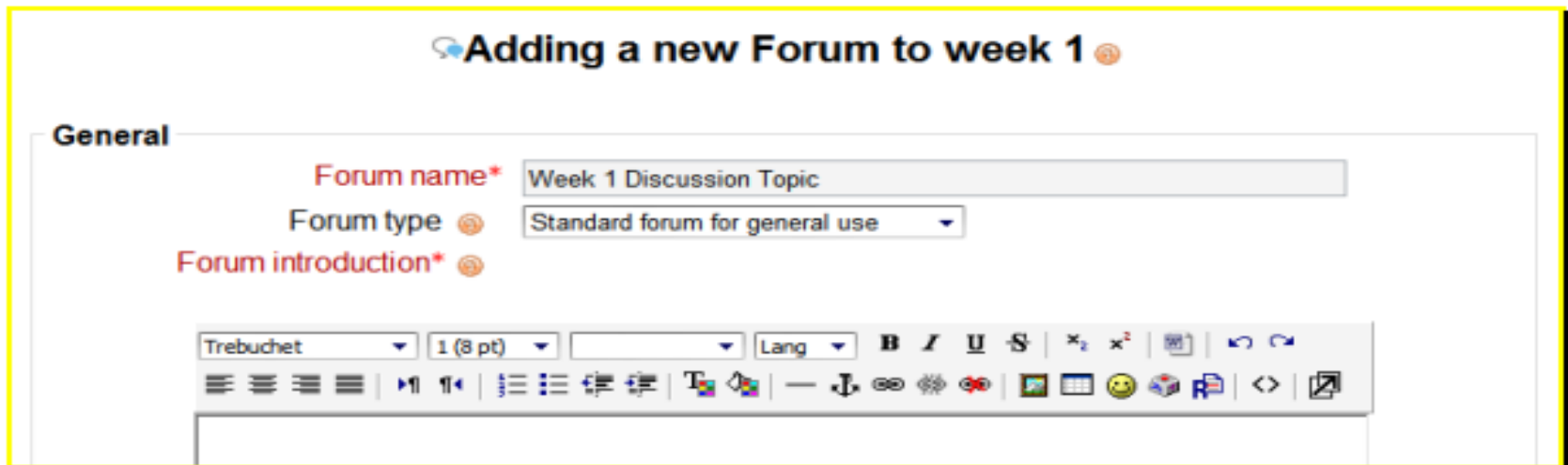
Adding Activity (Forum Settings)

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

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