

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 image shows a 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 name, the user's name 'Aman Rahahleh', and a profile picture. 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 several tabs: 'Profile', 'Edit profile', 'Forum posts', 'Notes', and 'Activity reports'. The 'Profile' tab is selected, showing a 'General' section with various fields for personal information. A 'Show Advanced' button is visible in the top right of the profile section. At the bottom, there is a rich text editor with a toolbar and a description of the user's education.

2012-1962
50

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

Aman Rahahleh
Update profile Logout

Wednesday 30 August 2017

UJ E-Learning Portal ▶ 1234567207228 ▶ Participants ▶ Aman Rahahleh ▶ Edit profile

Aman Rahahleh

Profile Edit profile Forum posts Notes Activity reports

General

Show Advanced

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

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Aman Rahahleh received a BSc degree in Computer Information Systems , Upon graduation she completed MSc in Computer science from Al-Balqa' Applied University

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 50th anniversary logo (2012-1962), and a user profile for Aman Rahaleh with options to update the profile or log out. The date is Wednesday 06 September 2017.

On the left, there is an 'Upcoming Events' section stating 'There are no upcoming events' with links to 'Go to calendar...' and 'New Event...'. The main content area features the 'E-learning Office' logo and a grid of six icons: '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 interface showing the location of The University of Jordan. Below the map is a 'Messages' section indicating 'No messages waiting Messages...'.

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 two sub-items: 'People' and 'Participants'. The 'Activities' section contains '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 of text: '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 text are three links: 'News forum', 'COURSE SULLABUS', and 'TEXTBOOK'. 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: 'Latest News' and 'Upcoming Events'. The 'Latest News' sidebar has a teal header and contains the text 'Add a new topic...' and '(No news has been posted yet)'. The 'Upcoming Events' sidebar has a teal header and contains two event entries: 'ASSIGNMENT#1 (DESCRIPTION) Saturday, 2 September' and 'ASSIGNMENT2 Saturday, 2 September'. At the bottom of the 'Upcoming Events' sidebar are two buttons: 'Go to calendar...' and 'New Event...'.

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

FILES

Principles of Journalism

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	

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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

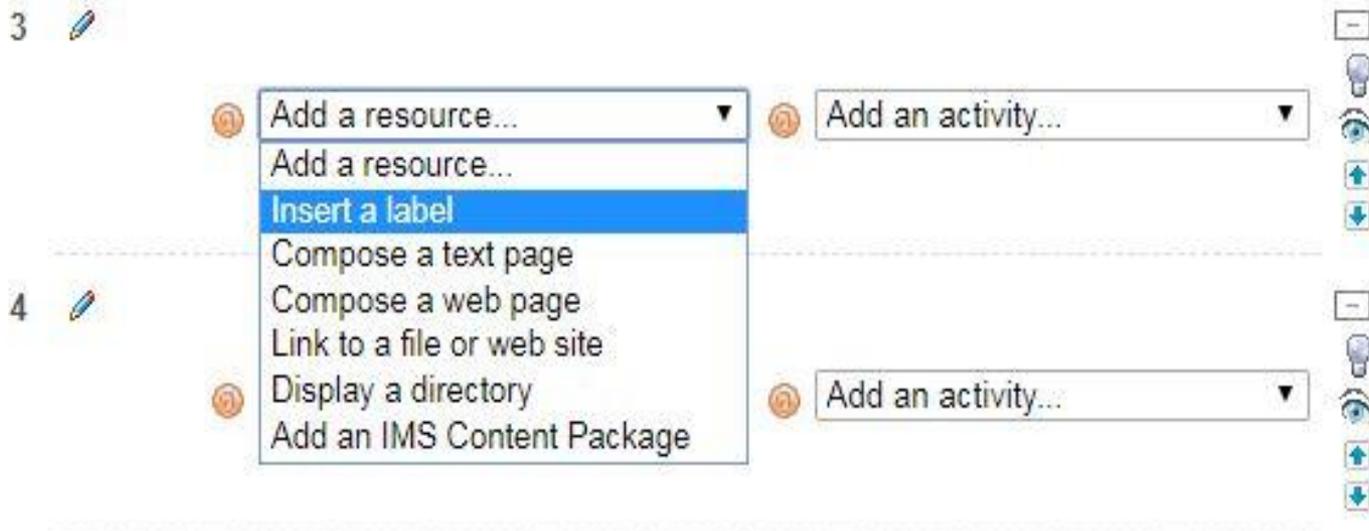
Show activity reports: No

Maximum upload size: 50MB

Is this a meta course?: No - This course already has normal enrolments.

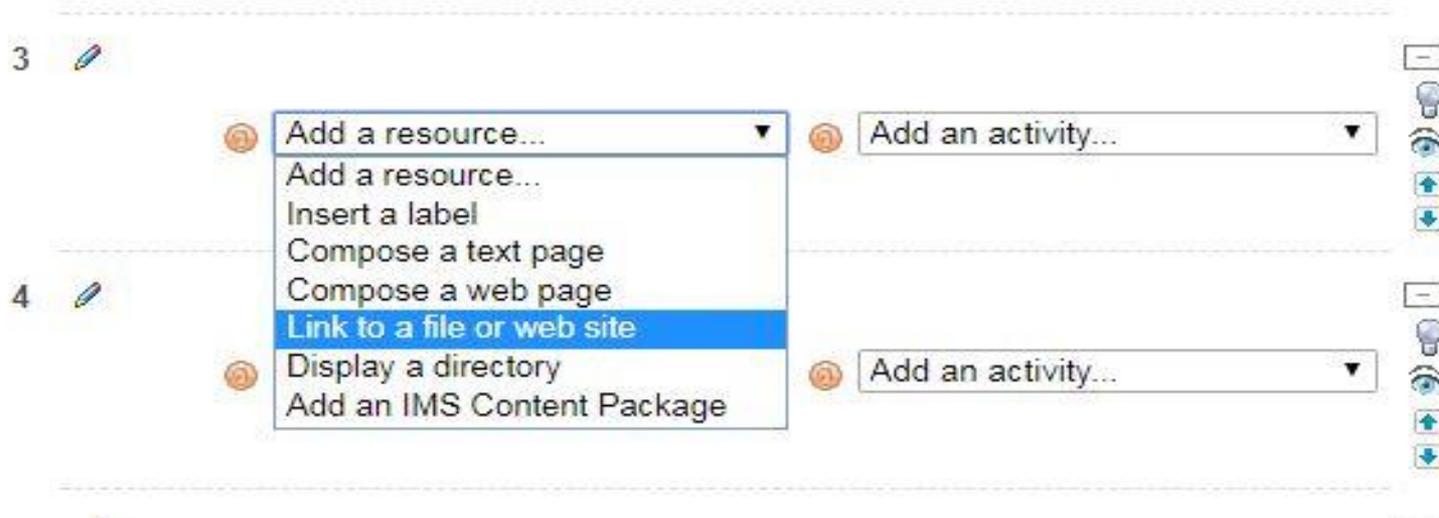
Adding Resource (Label)

- 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 :



1234567207228 » Files

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

With chosen files... ▾

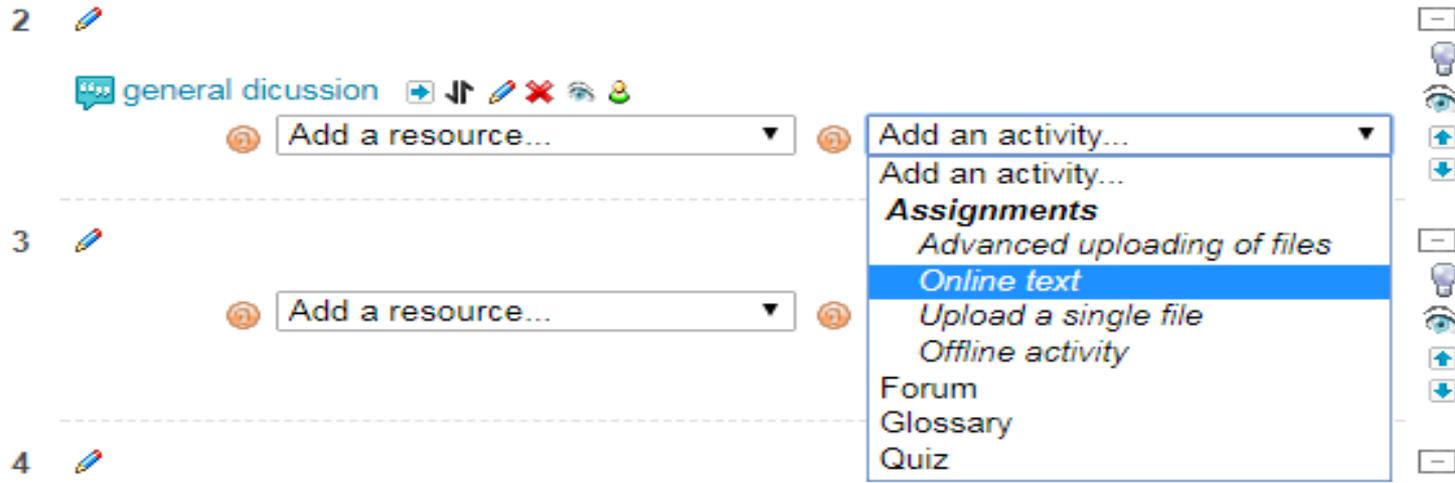
You are logged in as Aman Rahahleh (Logout)

 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* 

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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 

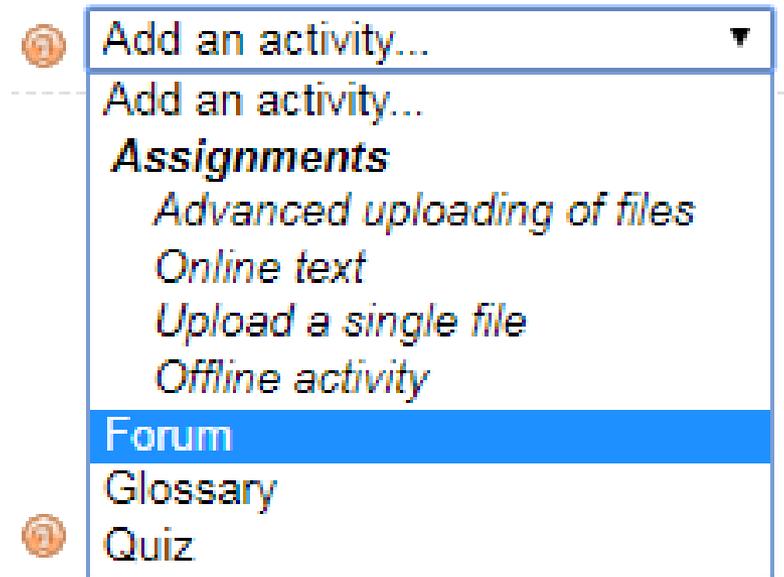
Comment inline 

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



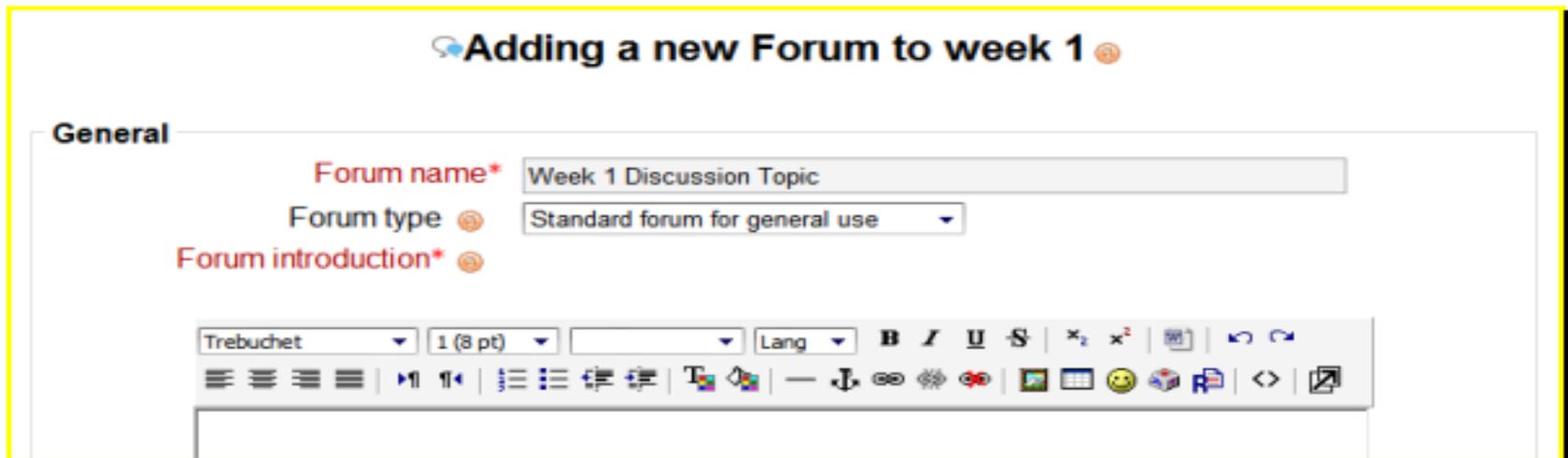
Adding Activity (Forum Settings)

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 the 'Adding a new Forum to week 1' interface. The 'General' section is highlighted, showing the following fields:

- Forum name***: Week 1 Discussion Topic
- Forum type**: Standard forum for general use
- Forum introduction***: (This field is currently empty)

Below the fields is a rich text editor toolbar with various icons for text formatting (bold, italic, underline, strikethrough), alignment, list creation, indentation, text color, background color, link, unlink, insert image, insert video, insert media, and source code.

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:

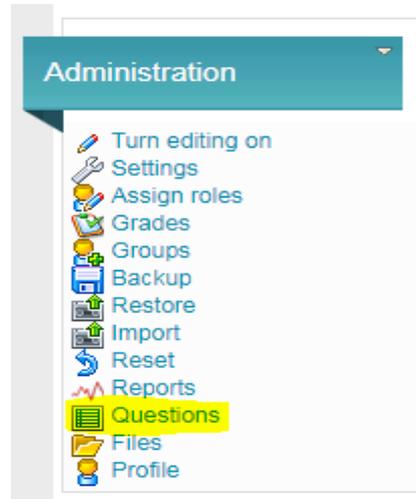
From 6 ▼ September ▼ 2017 ▼ 12 ▼ 50 ▼

To 6 ▼ September ▼ 2017 ▼ 12 ▼ 50 ▼

Question bank

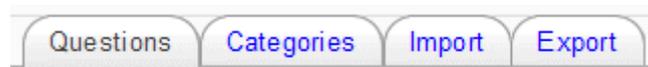
This feature allows a teacher to create, preview, and edit questions in a database of question categories. The categories can be limited to being used on the site, course or quiz level. The questions in a category can be added to a **Quiz** activity via an export process. The teacher enters the question bank by creating or editing a quiz activity or through the Administration block **Question Icon Administration**

The initial Question Bank page has tabs that allow you (as teacher) to edit questions, categories.



Question categories

Questions are organized into categories. Initially each course has only one category called "Default". It is good practice to create more categories to organize your questions. This not only makes it easier to find questions, but makes the use of random questions and matching question easier. You can create a hierarchy of categories because you can create subcategories inside parent categories. To add or edit categories click on the "**Categories**" tab.



- Below the list of current categories you will see a form to add a new category

Add category

Parent  Default for Course Fullname 10112451 (3) ▼

Name*

Category info

- Choose the 'parent' category in which your new category will be placed

Parent ? Default (1)

Name* **Course: CF101**

Category info

Top

Default (1)

Category: Miscellaneous

Top

Default for Miscellaneous

Core system

Top

Default (shared) (CF101_1)

not shared (CF101_1)

shared (CF101_1) (1)

- Placing your category in another category makes it a sub-category of the parent.
- Choosing 'Top' means that your category is a top level category, not a sub category. When more than one sharing context is available you can place your category as a top level category in any of the contexts.
- Notice you can choose to make your category a 'top level' category in any context that is available to you. Or you can choose to add your category as a sub category of another category in the same context as the
- Type the name of your new question category in the text box.
- Add an optional meaningful description in the category info area.
- Click the 'Add Category' button. Your new question category will appear in the list of current categories.

Multiple Choice question type

Moodle provides teachers with a lot of flexibility when creating this common question type. You can create single-answer and multiple-answer questions, include pictures, sound or other media in the question and/or answer options (by inserting HTML) and weight individual answers.

There are two types of multiple choice questions - *single answer* and *multiple* answers.

Single-answer questions

These questions allow one and only one answer to be chosen by providing radio buttons next to the answers. You will specify non-negative marks for each answer, usually zero marks for wrong answers, maximum marks for correct answers and partial marks for partially correct answers.

Multiple-answer questions

The teacher can select "multiple answers are allowed" in a Multiple Choice question type. "Multiple answers" questions types in a quiz allow one or more answers to be chosen by providing check boxes next to the answers. Each answer may carry a positive or negative grade, so that choosing ALL the options will not necessarily result in good grade. If the total grade is negative then the total grade for this question will be zero.

Feedback can be associated either with specific answers, or with the question as a whole.

Question set-up

Adding a Multiple Choice question

General

Category: Default for Course Fullname 10112451 (3) **1**

Question name*: **2**

Question text

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3

Path:

Format HTML format **4**

Image to display: None **5**

6 Default question grade*: **5**

Penalty factor*

1. Select the question category
2. Give the question a descriptive name. You'll use the name to track your questions later so "Question 1" isn't a good idea. The name will be used in the question lists on the quiz editing page or in the lesson as

True/False question type

A student is given only two choices for an answer in this kind of question: True or False. The question content can include an image or html code.

When feedback is enabled, the appropriate feedback message is shown to the student after the answer. For example, if the correct answer is "False", but they answer "True" (getting it wrong) then the "True" feedback is shown.

Question set-up

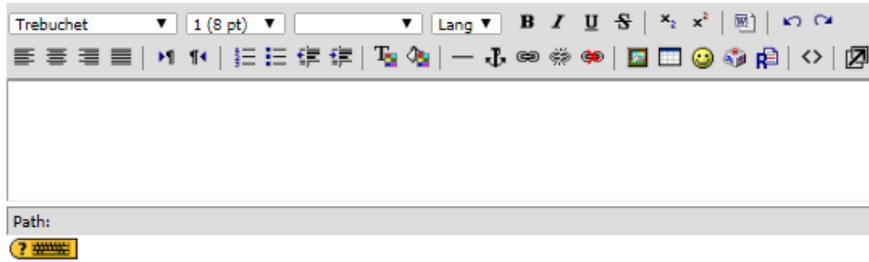
The screenshot shows the 'Adding a True/False question' form. The form is titled 'Adding a True/False question' and has a 'General' tab. The form contains the following fields and options:

- Category:** A dropdown menu with the value 'Default for Course Fullname 10112451 (3)'. This field is circled with a red circle containing the number 1.
- Question name*:** A text input field. This field is circled with a red circle containing the number 2.
- Question text:** A large text area for entering the question text. This area is circled with a red circle containing the number 3.
- Format:** A dropdown menu with the value 'HTML format'. This field is circled with a red circle containing the number 4.
- Image to display:** A dropdown menu with the value 'None'. This field is circled with a red circle containing the number 5.
- Default question grade*:** A text input field with the value '1'. This field is circled with a red circle containing the number 6.
- Penalty factor:** A text input field with the value '1'. This field is circled with a red circle containing the number 6.

1. Select the question category
2. Give the question a descriptive name - this allows you to identify it in the question bank.
3. Enter a question in the 'question text' field.
4. Select an image to display if you want to add a picture to the question. For the student, it appears immediately after the question text and before the choices.
5. Set the 'default question grade' (i.e. the maximum number of marks for this question).
6. Set the '**Penalty factor**' only applies when the question is used in a quiz using adaptive mode - i.e. where the student is allowed multiple attempts at a question even within the same attempt at the quiz. If the penalty factor is more than 0, then the student will lose that proportion of the **maximum** grade upon each successive attempt. For example, if the default question grade is 10, and the penalty factor is 0.2,

then each successive attempt after the first one will incur a penalty of $0.2 \times 10 = 2$ points.

General feedback 



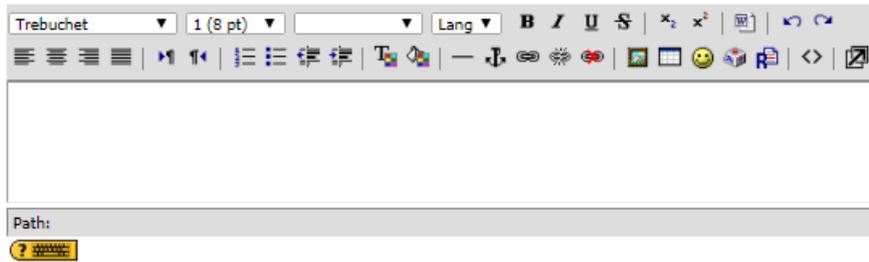
A rich text editor interface with a toolbar containing various icons for text formatting (bold, italic, underline, strikethrough, text color, background color), alignment, and other functions. Below the toolbar is a large empty text area for entering feedback.

Path:



Correct answer

Feedback for the response 'True':



A rich text editor interface with a toolbar containing various icons for text formatting (bold, italic, underline, strikethrough, text color, background color), alignment, and other functions. Below the toolbar is a large empty text area for entering feedback.

Path:



Feedback for the response 'False':



A rich text editor interface with a toolbar containing various icons for text formatting (bold, italic, underline, strikethrough, text color, background color), alignment, and other functions. Below the toolbar is a large empty text area for entering feedback.

7. If you wish, add general feedback. This is text that appears to the student after he/she has answered the question.
8. Select the correct answer - true or false.
9. Finally, provide feedback for each of the answers 'true' and 'false'.

10

There are required fields in this form marked*.

10. Click 'Save changes' to add the question to the category.