

How-To Guide

**for the Interactive e-Learning Platform for the
Eummena Prima**

Course Creators & Trainers Guide

Riyadh, Saudi Arabia: 25 January 2022

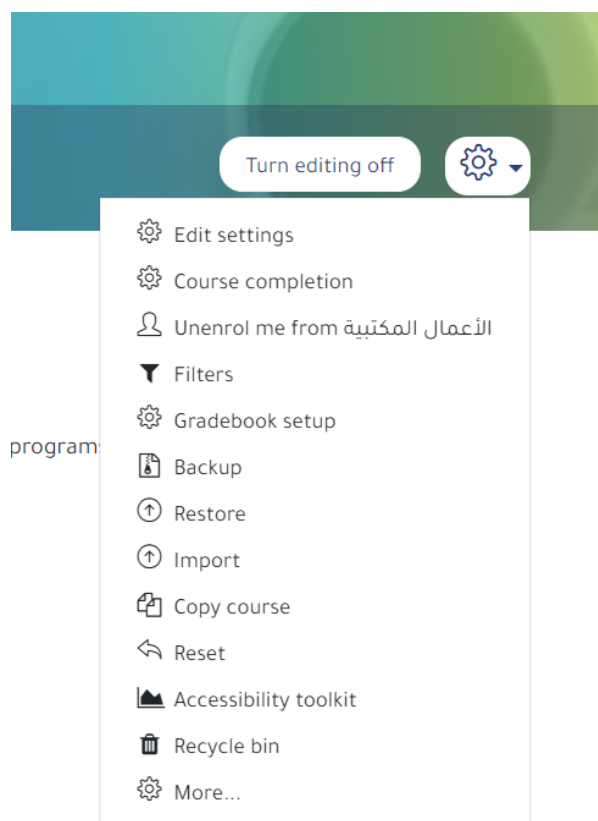
Synopsis Guide for Course Creators/Instructors

How do I set the interface language to match the language of my course?

This platform supports dual languages and this means that you can have English or Arabic courses created for your learners. Having the platform's interface matching the language of your course is very important. If the course language is not forced, this practically means that if the user changes the language platform, the course will be changed to the language of the platform which can cause problems with alignment.

To do this, you need to “force language” accordingly. For instance, if your course is in Arabic, you should force the Arabic interface from the course settings. To do that, you will need to do the following:

- Go to course settings from the “Actions menu”



- Click on “Edit Settings”
- Move down to course appearance and select the language to be forced.

▼ Appearance

Force language		العربية (ar) ⌵
Number of announcements	?	0 ⌵
Show gradebook to students	?	Yes ⌵
Show activity reports	?	No ⌵
Show activity dates	?	Yes ⌵

Setting for forcing language

- Choose the language you want to force beside "Force Language". In the screenshot above, we forced the Arabic language. You could do the same with the English language by clicking on "English".

How do I create a course?

In this platform, a Course Developer/Creator has the responsibility for the materials in their own course. They often also manage enrolments and are able to change the layout of the course page. This quick start guide introduces Moodle's features to those with the Course Developer/Creator role.

To create a new course:

- From the navigation bar click "Site administration"
- Click on the "Courses" tab > Manage courses and categories

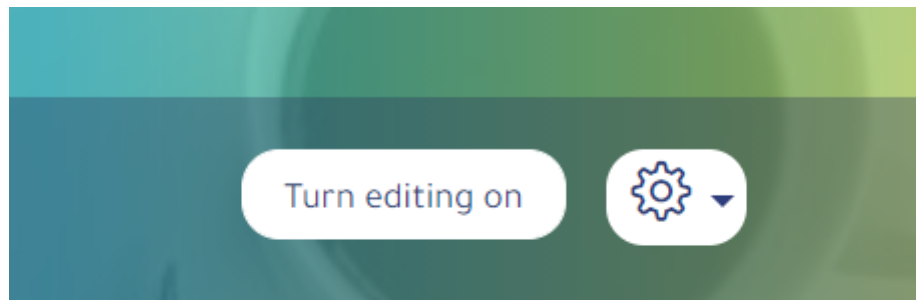
The screenshot shows the Moodle site administration navigation bar with the following items: Site administration, Users, Courses, Grades, Plugins, Appearance, Server, Reports, and Development. The 'Courses' tab is selected and highlighted with a blue underline. Below the navigation bar, a dropdown menu is open, listing the following options: Manage courses and categories (highlighted with a grey background), Course custom fields, Add a category, Add a new course, Restore course, Course default settings, Download course content, Course request, Pending requests, and Upload courses.

Site administration, creating and managing courses

- Click on the category where you want your course to be located
- Click on "Create new course" button
- Enter the course settings
- Click on "Save and display"

To edit a course section:

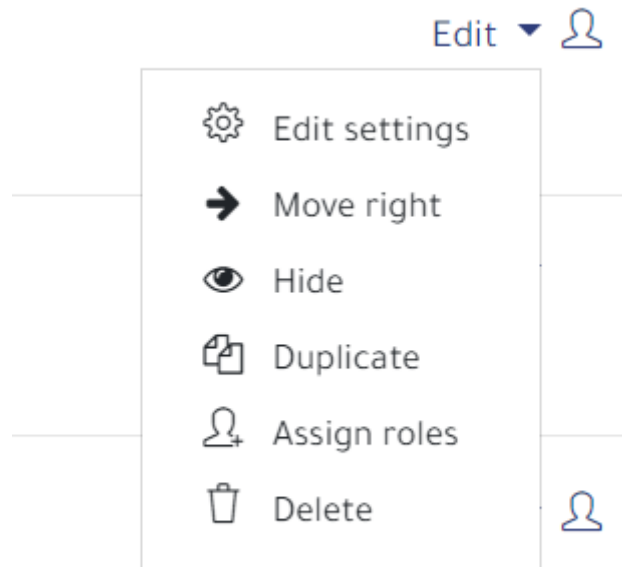
- Click on "Turn editing on" from the right hand side of your course's page



Your progress [?](#)

Turning editing of course "on"

- Click on the pencil icon, next to the name of the section the section you want to edit
- Click on the Edit menu from the "Edit" button
- Click on "Edit settings" to change the description and other settings of the section

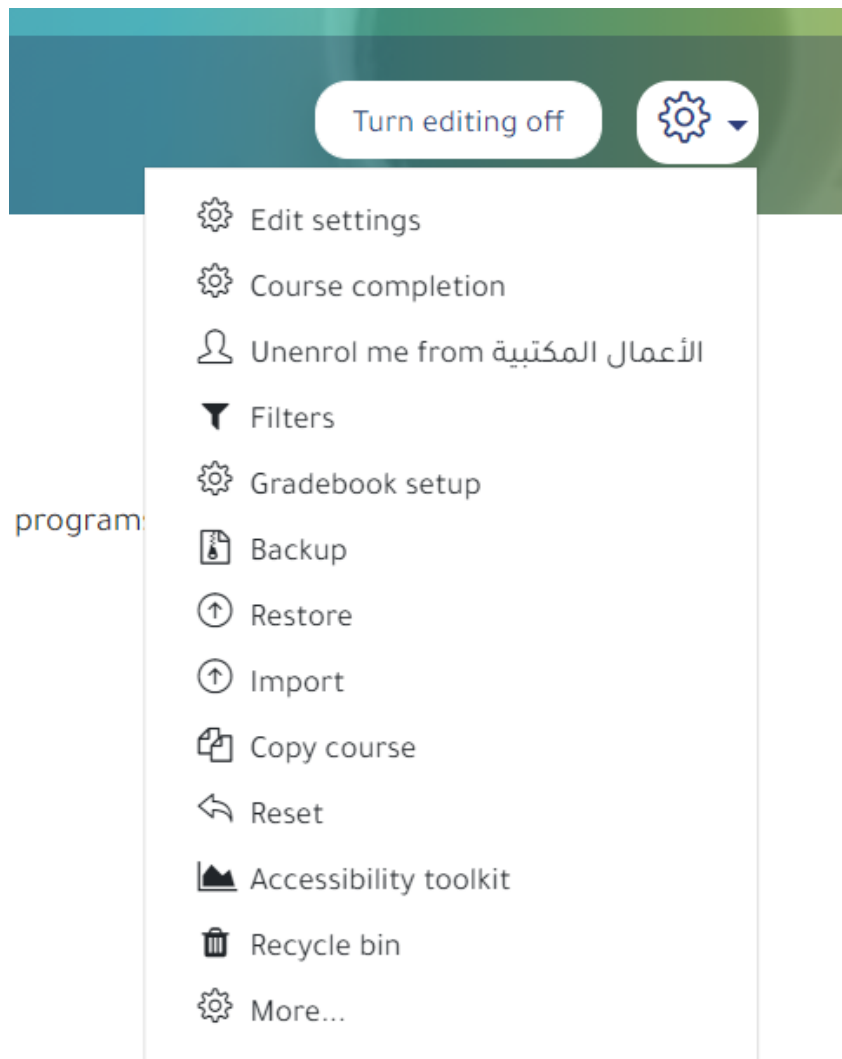


Edit settings of a section

How do I enroll students in my course?

Before enrolling a student in your course, they need to be authenticated into the platform and that is the responsibility of the site administrator. There are various enrolment methods available to a teacher. The manual enrolment is by doing the following actions:

- Click on your course to enter it
- Click on the "Action menu" from the left side at top page of your course
- Click on "more" from the menu (last option)



- Click on "Users" from the navigation bar
- Click on "Enrolled users"
- Click on "Enrol users" on the right hand side of the page
- Type the names of the students you want to enrol in your course
- Click on "Enrol selected users and cohorts"

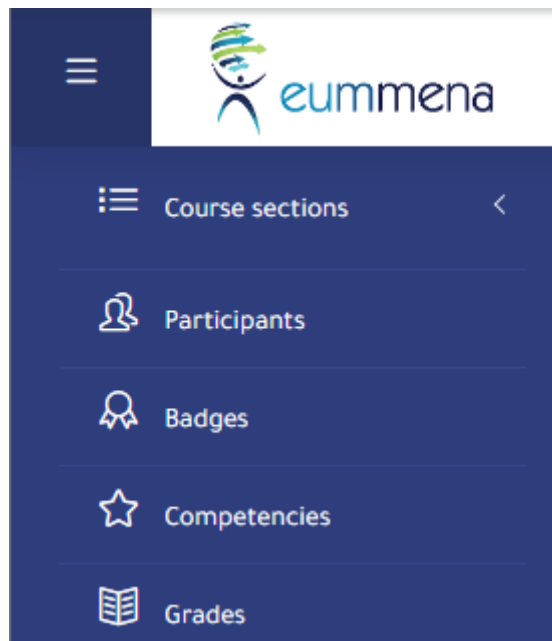
Course administration

Course administration	Users
Users	Enrolled users Groups Other users
Enrolment methods	Manual enrolments Guest access

Managing users inside a course

How can I see the grades of the students in my courses?

- From the navigation bar click "Grades"
- View the grades by seeing each name and the respective grades acquired in each activity



Access grades from navigation bar

How can I track the progress of the students in my course?

There are several ways to track the progress of your students on the platform. You can view their progress through different reports. You will need to:

- Click on your course to enter it
- Click on the "Actions menu" from the top page of your course
- Click on "more" from the menu
- Click on "Reports" to view their course participation, activity completion or activity reports.

Course administration

Course administration	Users
	<ul style="list-style-type: none">Edit settingsCourse completionUnenrol me from الأعمال المكتبيةFiltersGradebook setupBackupRestoreImportCopy courseResetAccessibility toolkitRecycle bin
Reports	<ul style="list-style-type: none">Competency breakdownLogsLive logsActivity reportCourse participationActivity completion

Access reports from course administration panel

How can I restrict the access to parts of my course?





The restrict access feature enables teachers to restrict the availability of any activity or even a course section inside your course according to certain conditions such as dates, grade obtained, group, or activity completion.

To restrict a course section access, you will need to:

- Click on "Turn editing on" from the right hand side of your course's page
- Click on the course section you want to restrict students from viewing
- Click on "Edit topic"

† Topic 1 

⊕ Ad Edit ▾

-  Edit topic
-  Highlight
-  Hide topic
-  Delete topic

- Click on "Restrict Access"
- Specify the conditions of restriction by clicking on "Add Restrictions"

▼ Restrict access

Access restrictions

None

Add restriction...

Add restriction option

Add restriction...

Date	Prevent access until (or from) a specified date and time.
Grade	Require students to achieve a specified grade.
User profile	Control access based on fields within the student's profile.
Restriction set	Add a set of nested restrictions to apply complex logic.
<p>Cancel</p>	

Options for restricting access

To restrict an activity or resource access, you will need to:

- Click on "Turn editing on" from the right hand side of your course's page
- Click on "Edit" on the right side of the activity or resource
- Click on "Edit settings"

Topic 1 Edit ▾

+ PDF File Mark as done

resource

Edit ▾

- ⚙ Edit settings
- ➔ Move right
- 👁 Hide
- 📄 Duplicate
- 👤 Assign roles
- 🗑 Delete

Topic 2 Edit ▾

- Scroll down and Click on “Restrict Access” section
- Specify the conditions of restriction by clicking on “Add Restrictions”

How do I add learning content to my course?

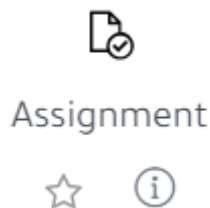
To add learning content to your course, you will need to do the following:

- Click on “Turn editing on” from the right hand side of your course’s page
- Under the section where you want to add the activity/resource, click on ‘Add an activity or resource’
- Choose the activity/resource you want to add to your course



Adding an activity or resource

How can I create an assignment inside my course?



- Click on “turn editing on” on the right hand side inside your course
- Under the topic you want to create an assignment in, click on “Add an activity or resource”
- Choose “Assignment” from the list
- Enter the Assignment information such as name, description, & submission options
- Click on “Save and Display”

Assignment name ⓘ ⓘ
- You must supply a value here.

Description

Rich text editor toolbar:

Rich text editor area

Display description on course page ?

Additional files ? Maximum size for new files: Unlimited

Files

You can drag and drop files here to add them.

Assignment creation window

FAQ for Course Creators/Instructors

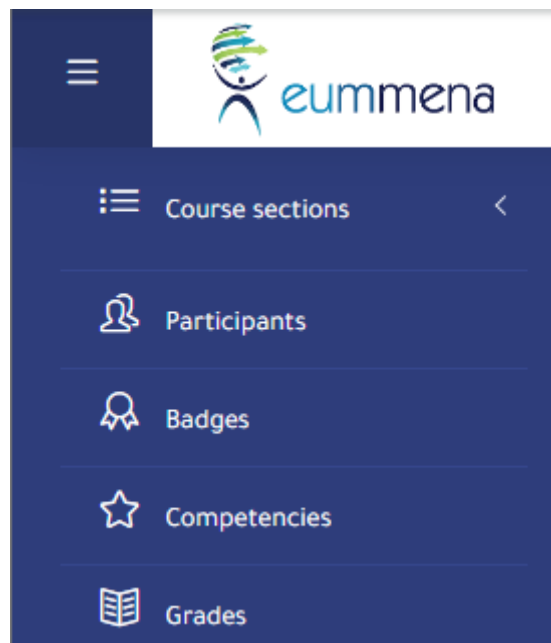
How can I get my students to sign up for this moodle platform?

The administrator can sign up and authenticate your students' accounts. Your students also can register on this platform by:

- Click on Login/Register
- Click on "Sign Up!"
- Fill the account data
- Click on "Create my new account"

How can I suspend a user's account?

- Click on "Participants" from the navigation bar



Participants of a course in navigation bar

- Click on "Edit enrolment" icon for the user that you want to suspend his account

Participants

Enrol users

Match

+ Add condition Clear filters Apply filters

1 participants found

First name A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

<input type="checkbox"/>	First name / Surname	Email address	Roles	Groups	Last access to course	Status
<input type="checkbox"/>	Admin User	sysadm@eummena.local	Student	No groups	14 secs	Active

Course participants

- From the status menu, choose "Suspend"

Edit Admin User's enrolment ✕

Enrolment method: Manual enrolments

Status:

Enrolment starts: Enable

Enrolment duration:

Enrolment ends: Enable

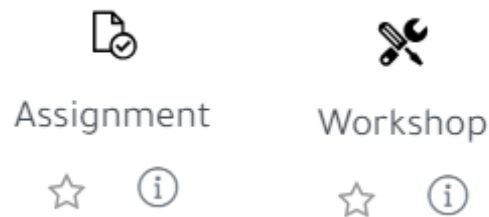
Enrolment created: Sunday, 26 September 2021, 11:58 AM

Save changes Cancel

Enrolment of a user to a course

- Click "Save changes"

What is the difference between Assignment and Workshop activity?



The assignment module allows only you as the instructor to collect your students' work, grade it, and give feedback. The workshop activity tool allows you and also other students' to do peer review and thus allow peer to peer evaluation.

How can I make sure that my students did not copy content from somewhere else?

Plagiarism is when a student submits content from another author without mentioning their name and the source of where the content has been copied from.

Moodle doesn't come with any pre-installed plagiarism prevention method but the administrator can enable plagiarism prevention.

Similarly, TurnItIn is a powerful plagiarism plugin that can be easily installed on this platform and used. The administrator can do the installation.