How-To Guide

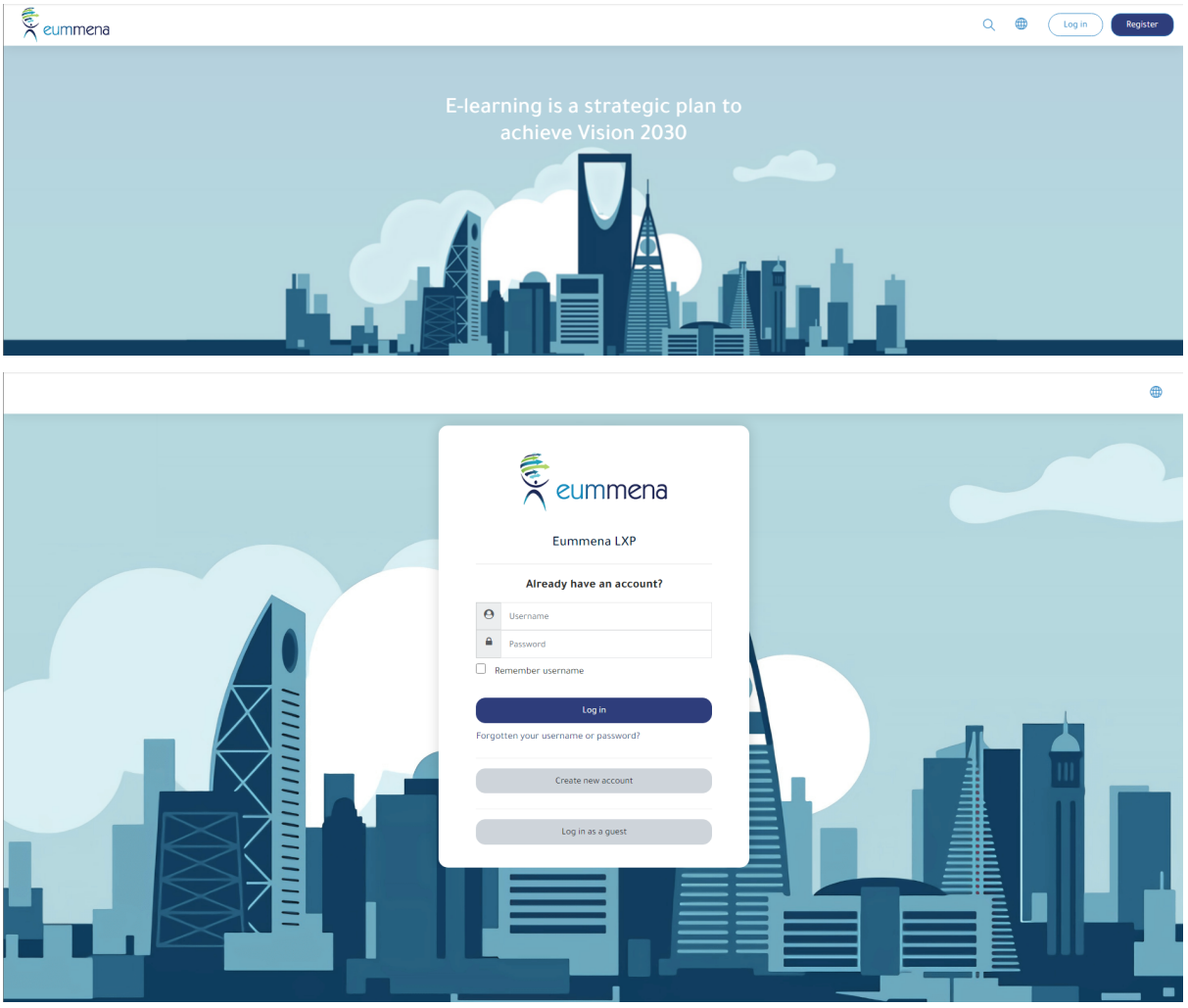
for the Interactive e-Learning Platform for Eummena Prima

Trainees' Guide

Riyadh, Saudi Arabia: 25 January 2022

Synopsis Guide for Learners

How do I log in?

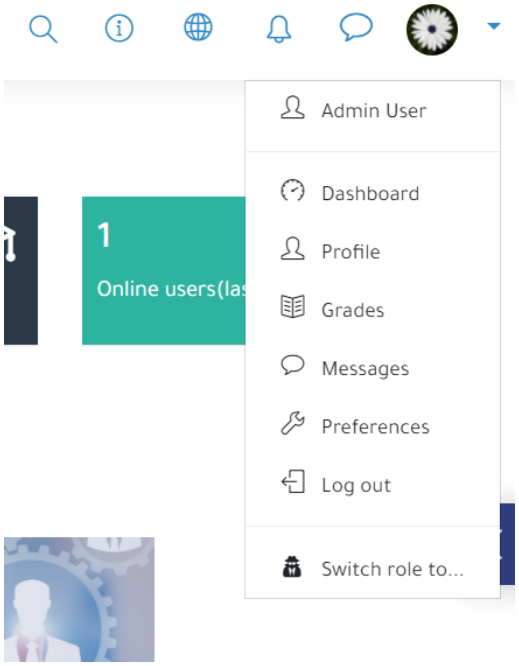


Login window

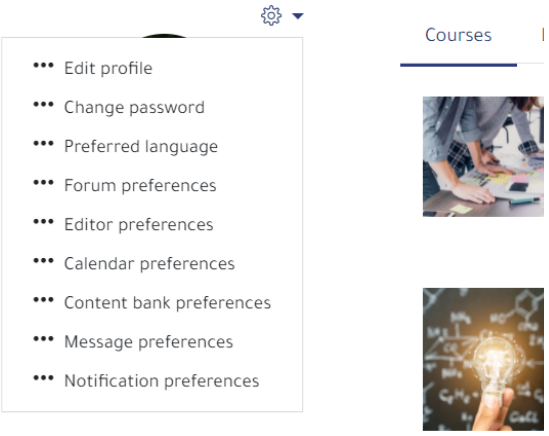
- Visit the Platform
- Click login on the upper left hand corner
- Type username and password
- Click on Log in

How do I edit my profile?

- Click on your avatar on the upper right hand corner
- Click on “Actions menu” from the left hand corner
- Choose “Edit profile” from the drop-down menu

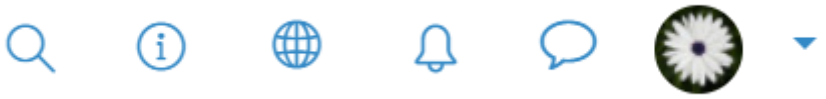


Profile icon and menu



Edit Profile options

How do I check my notifications and messages?

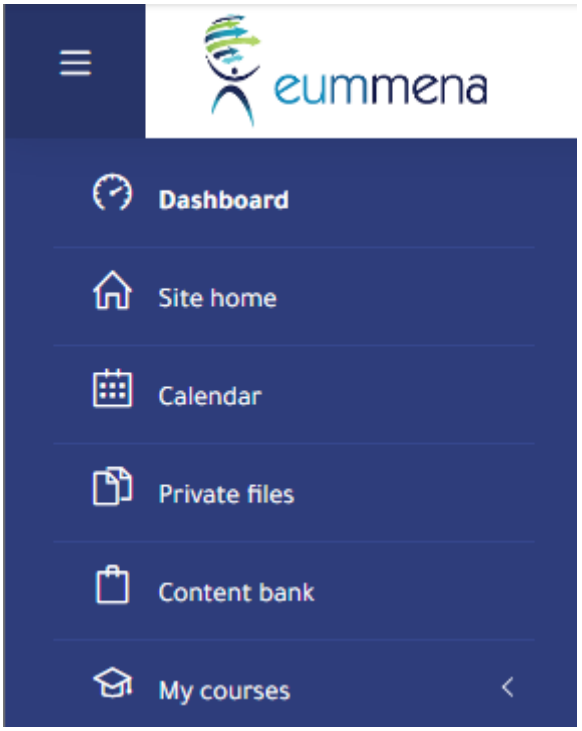


Options in page header

- Click on the bell icon from the top header to check your notifications
- Click on the messages icon right beside the notifications bell icon to check your messages

How do I see my dashboard?

To get access to your dashboard, you click on “Dashboard” at the left hand side bar of your page.



Access to dashboard through left hand-side menu

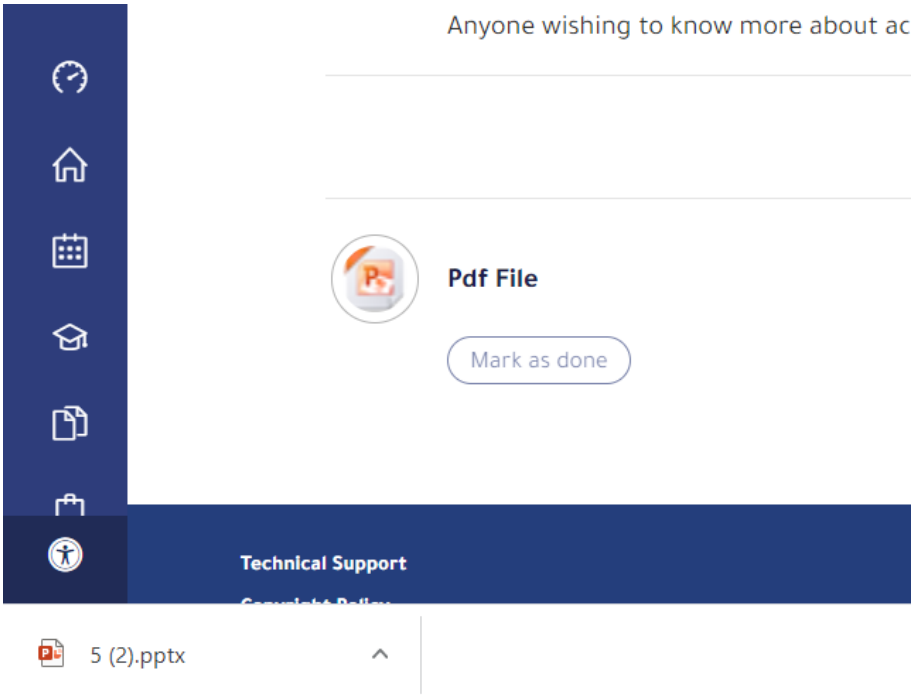
How do I see the courses I participate in?

- Click on “Dashboard” at the left hand side bar of your page
- View the courses you participate in under the “Courses” block

How do I download a file from a course I participate in?

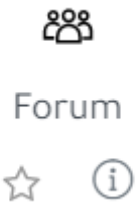
- Click on “Dashboard” at the left hand side bar of your page
- Go to the course from which you wish to download a file from

- Click on the pdf file or other files you wish to download, the file will be downloaded automatically to your computer

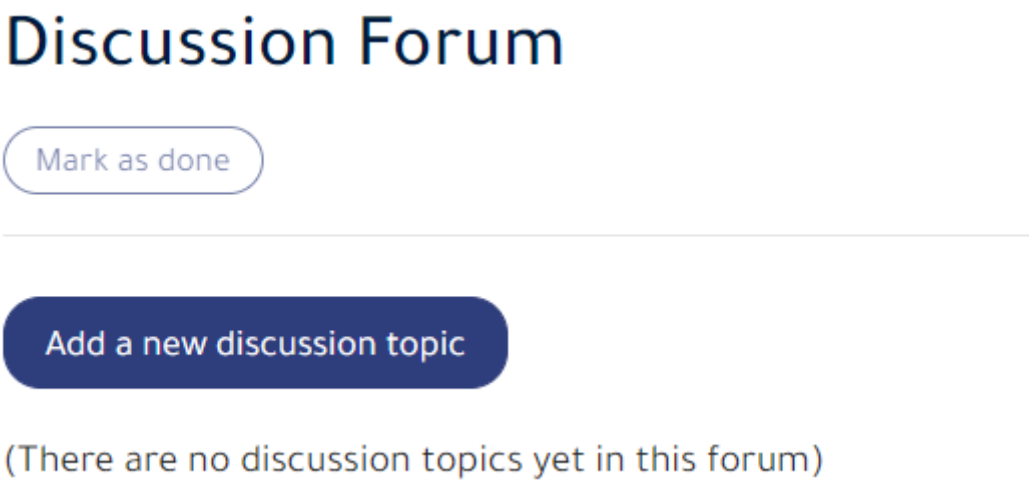


Example of how a file can be downloaded from a course

How do I participate in a forum?

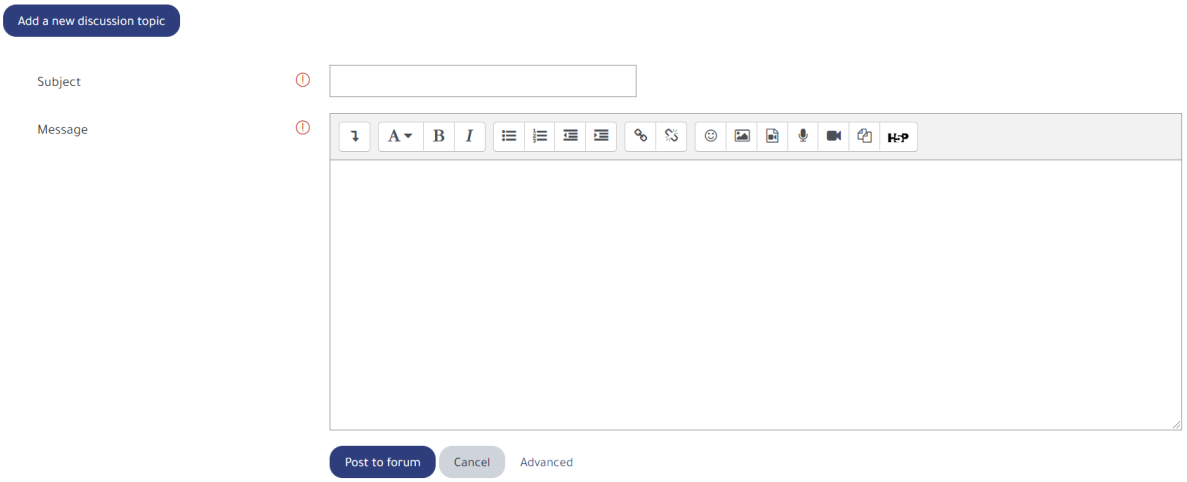


- Click on the forum activity on the course page
- Click “add a new discussion topic” at bottom left under the discussion question provided



Adding a new discussion topic

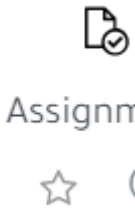
- Add your discussion topic subject as well as your message in the required fields



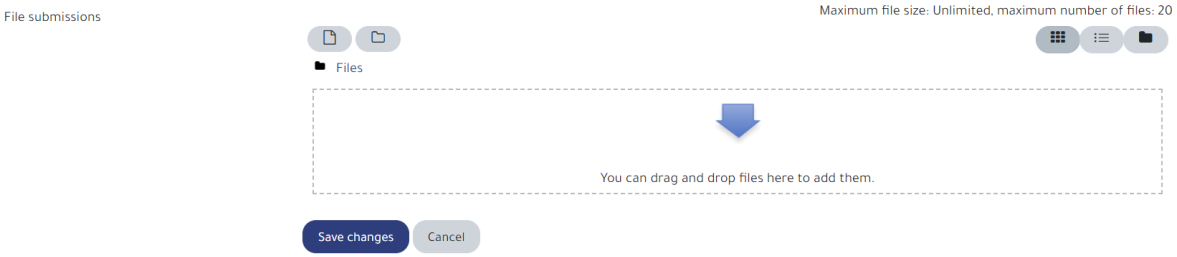
Fields for adding a new discussion topic

- Tick the "Discussion subscription" checkbox under the message box to receive notifications of new posts to that discussion
- Entre tags associated with your discussion under the display period block
- Click "post to forum"

How do I submit an assignment in a course I participate in?



- Click on the assignment activity on the course page
- Click “Add submission”
- Depending on the assignment setting, they either type directly into the “online text” box or upload files into the upload area, “File submission”

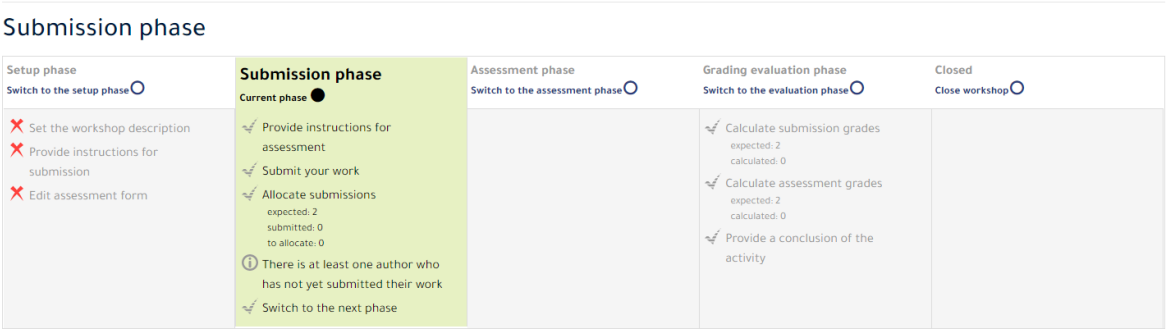


Upload a file option

- Click “Save changes”

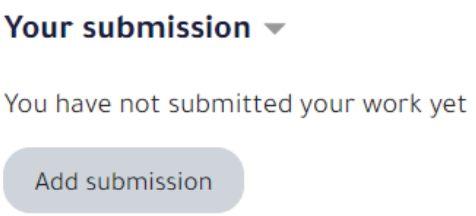
How do I submit a file to a workshop activity?

- Click on the workshop activity on the course page



Phases of a workshop activity in the Platform

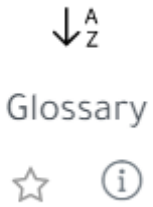
- Read “Instructions for submission” provided under “Submission phase”
- Click “your submission”, then click “Add submission”



Adding a submission to a workshop

- Write the title of your submission into “Title” box
- Type directly your text into “submission content” box, or Click “Add” under this box to insert your attachment file from your computer
- Click “Save changes”

How do I add a new entry in a Glossary activity?



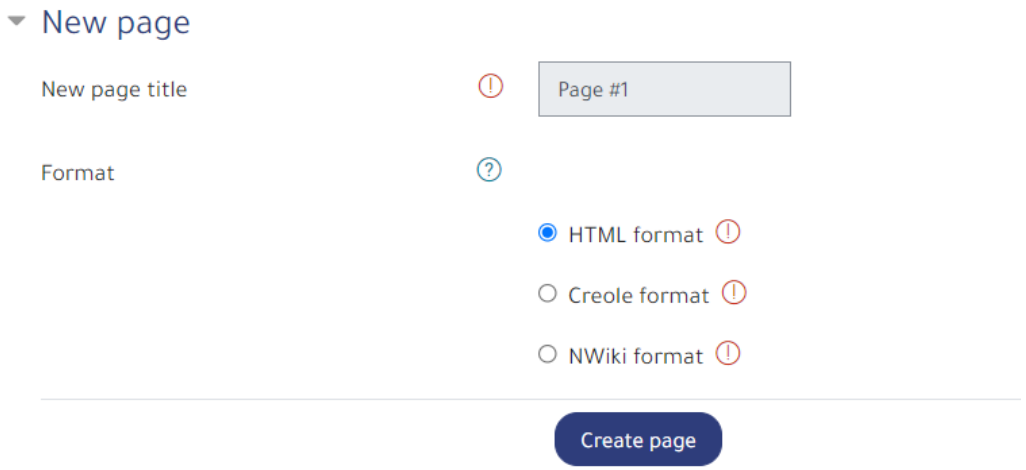
- Click on the Glossary activity on the course page
- Click “Add a new entry”

Adding a new entry to a glossary

- Add the concept and its definition in the required fields
- Click “save changes”

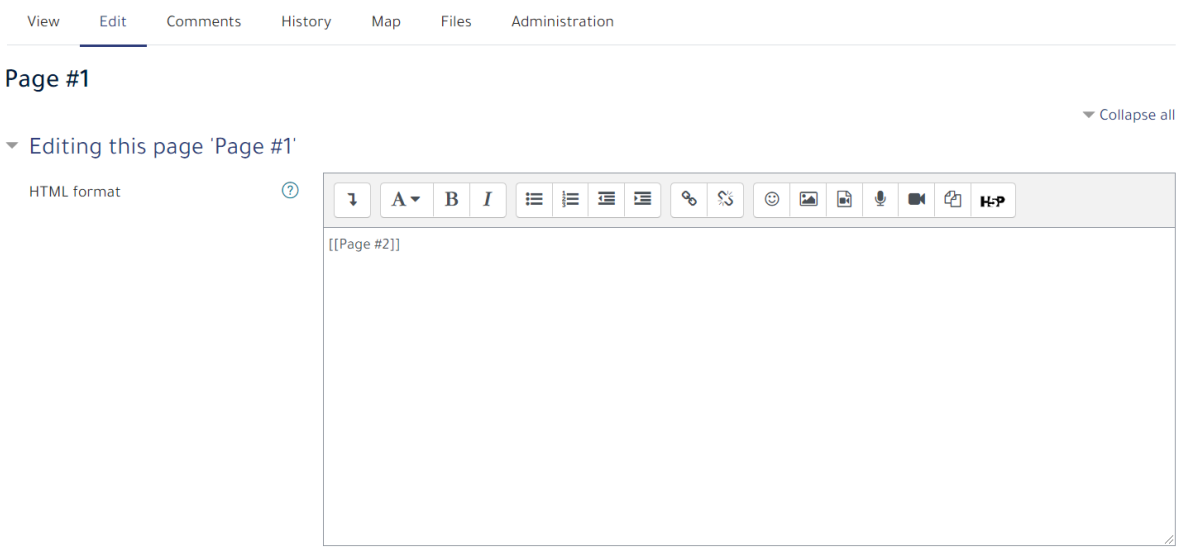
How do I contribute to a wiki in my course?

- Click on the Wiki activity on the course page
- Choose one of the formats displayed to create a new page

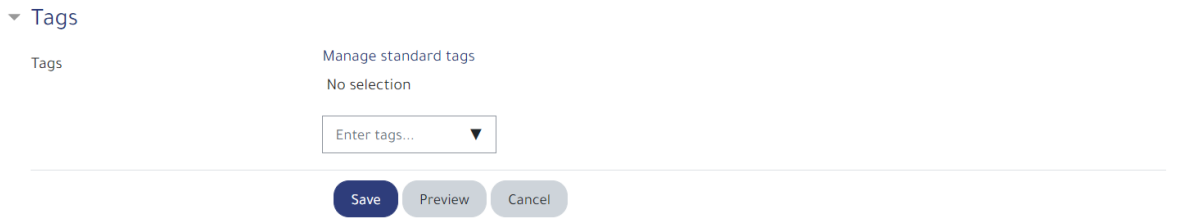


Adding a new wiki page

- Click “create page”
- In “Edit” tab, Add your wiki into the text box, or create a new page by typing the new page name enclosed in double square brackets, e.g., [[Page 2]]



Adding more pages to a wiki

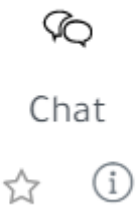


Adding Tags to a wiki

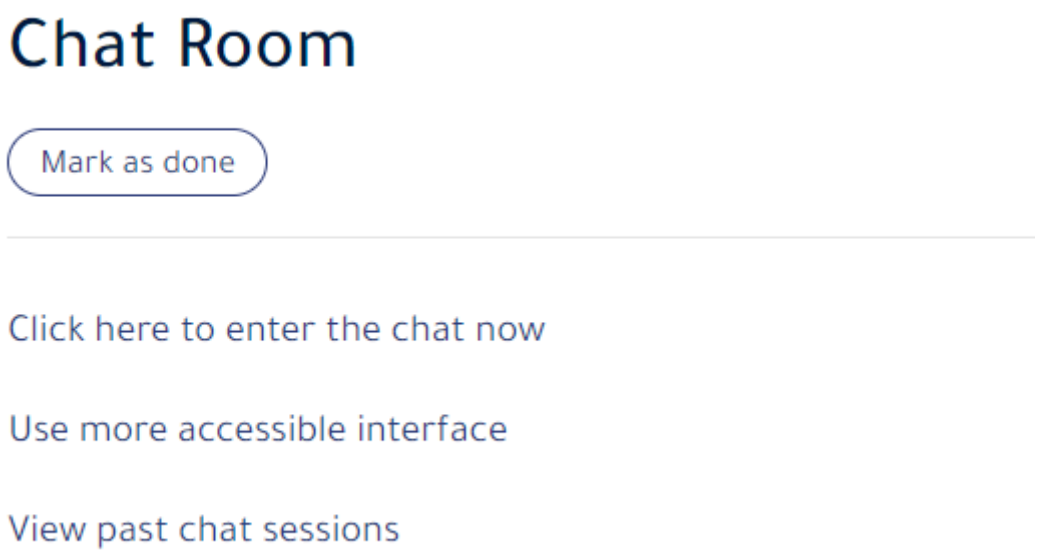
- Click “save”

- Now click on the link in italics for one of the existing pages in “View” tab
- Click on “comment” tab to see and add comments about the wiki
- Click on “History” tab to see what has been altered in the wiki
- Click on “Map” tab to view areas of the wiki such as a list of pages, updated or orphaned pages (unlinked pages)
- Click on the “Files” tab to access any files have been added to the wiki

How do I use the Chat activity?



- Click on the Chat activity on the course page
- Click on the chat link “Click here to enter the chat now” which uses the site default chat system, then type messages in real time and click “send”
- Click on the chat link “Use more accessible interface” which uses a simpler chat room, then type messages in real time and click “Submit”
- Click on the link “View past chat sessions” to view a list of past sessions



Options for a chat room in the platform

FAQ for Learners

How long does it take me to learn to use the platform?

Moodle is built to be intuitive. With basic web browsing and editing skills., you can learn how to use it instantly!

What I need to know before using the platform?

You need to know how to login into the site and access your course. You also need to have some web browsing and computer skills. For example, you need to know how to use a keyboard, attach a file, download a file, or upload a file.

Do I have to be online all the time to use the platform?

The platform is an online learning management system. You will need to be online for sometime to use it but you will be able to download resources on your computer for offline use. Concerning the activities on the platform, most moodle sites use a mix of online and offline learning activities but this will depend on the course you are enrolled in.

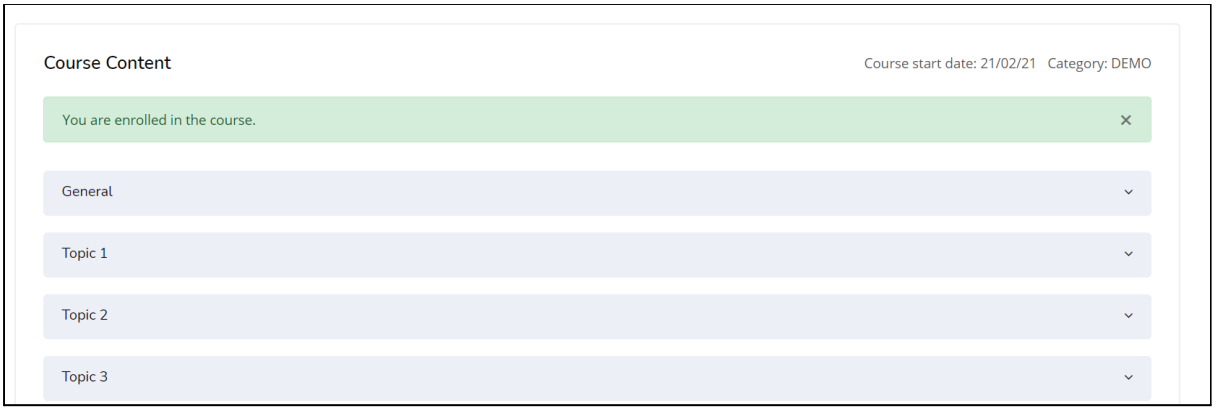
Why can't I log in?

There could be many reasons but the most probable is you have simply forgotten your password, are trying the wrong one or are entering it incorrectly. Some other things to think about include:

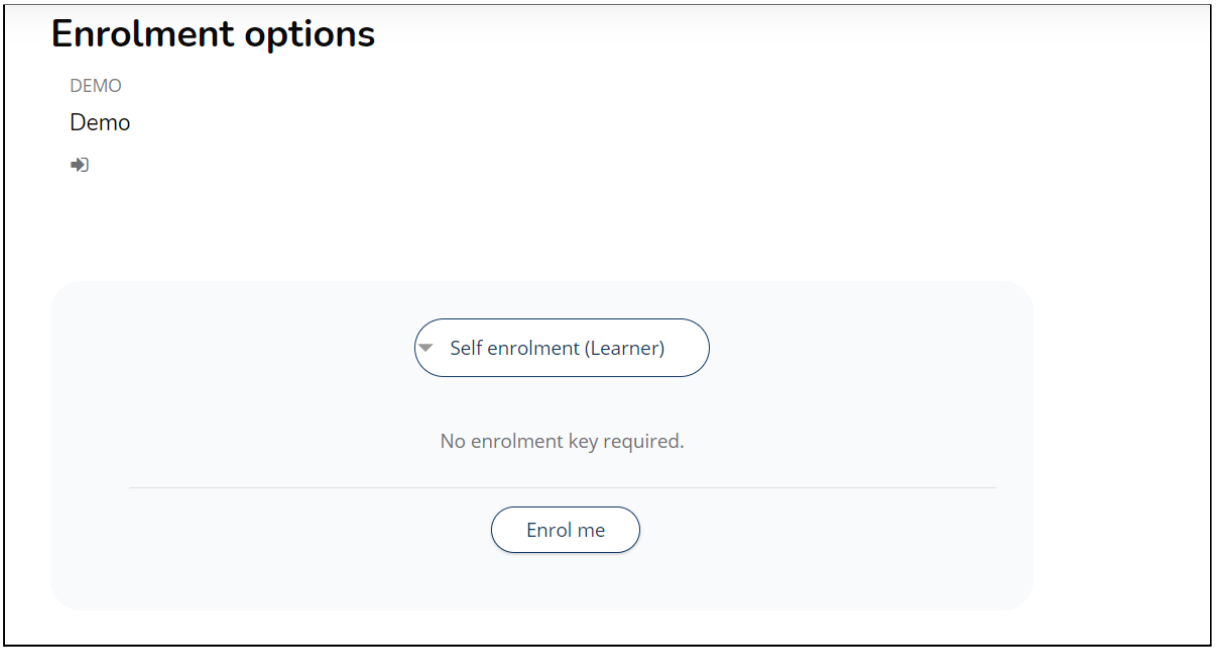
- Does your username or password contain a mixture of upper and lower case letters? It should be entered exactly
- Are cookies enabled on your browser

How do I gain access to a course?

Locate or search for the desired course (you can click "All courses..." in the "My courses" block) and click on the course name. If your teacher has given you an enrollment key, enter it when prompted, and click "Enroll me in this course". Once you are enrolled in a course, it will appear under "My courses" any time that you are logged into your platform.



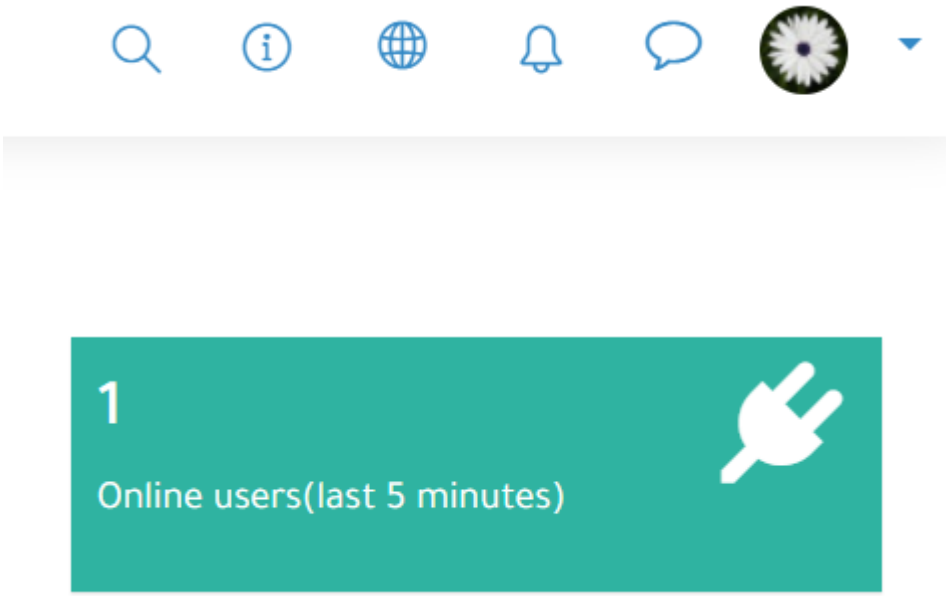
User enrolled successfully to a course



Options for user enrolment to a course

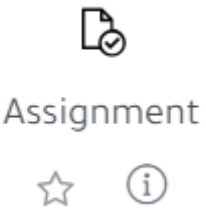
How do I search for any course on the platform?

If you are not already enrolled in a course you can search for it by name and description using the search bar on the page header.



Search bar on the top of the page

How can I see my recent assignment feedback?



There are many ways you can access their feedback. The most common method is by simply going to the same place where you uploaded the work. Another common method is to follow the link in the recent activity block (if the teacher has included it on the course). Another method would be to access the grade book and then follow the link for the required assignment. Depending upon how the assignment was set up, you may receive an email when it has been marked with a direct link to the feedback.