# [User Manual for Lecturers]

**Version 1.0**

**12/1/2014**

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# 1. What is Moodle?

Moodle (*Modular Object-Oriented Dynamic Learning Environment*) is a free open-source learning management system or e-Learning platform that serves educators and learners across the globe. It is the most widely used LMS in the world and currently has over 68 million users world-wide (and growing!).

Moodle was developed in 2002 by Martin Dougiamas to help educators create online courses with a focus on interaction and collaborative construction of content.

Moodle has several features considered typical of an e-learning platform, in addition to some original innovations like its filtering system. Moodle is a learning management system (LMS). Moodle can be used in many types of environments such as in education, training and development, and business settings.

Some typical features of Moodle are:

- Assignment submission
- Discussion forum
- Files download
- Grading
- Moodle instant messages
- Online calendar
- Online news and announcement (College and course level)
- Online quiz
- Wiki
- Gamification

**Designed to support both teaching and learning**
With over 10 years of development guided by social constructionist pedagogy, Moodle delivers a powerful set of learner-centric tools and collaborative learning environments that empower both teaching and learning.

**Easy to use**
A simple interface, drag-and-drop features, and well-documented resources along with ongoing usability improvements make Moodle easy to learn and use.

**Use anytime, anywhere, on any device**
Moodle is web-based and so can be accessed from anywhere in the world. With a default mobile-compatible (soon to be responsive) interface and cross-browser compatibility, content on the Moodle platform is easily accessible and consistent across different web browsers and devices.

## 2.    User Manual

### 2.1   Logging On

2.1.1    To access Moodle go to ***http://lms.icam.edu.my/moodle***  from Google Chrome or Firefox.



Figure 2-1 : Moodle Homepage

The first screen you will see is the Moodle home page. Click in the upper right corner to **login**. The screen is as in Figure 2-1.
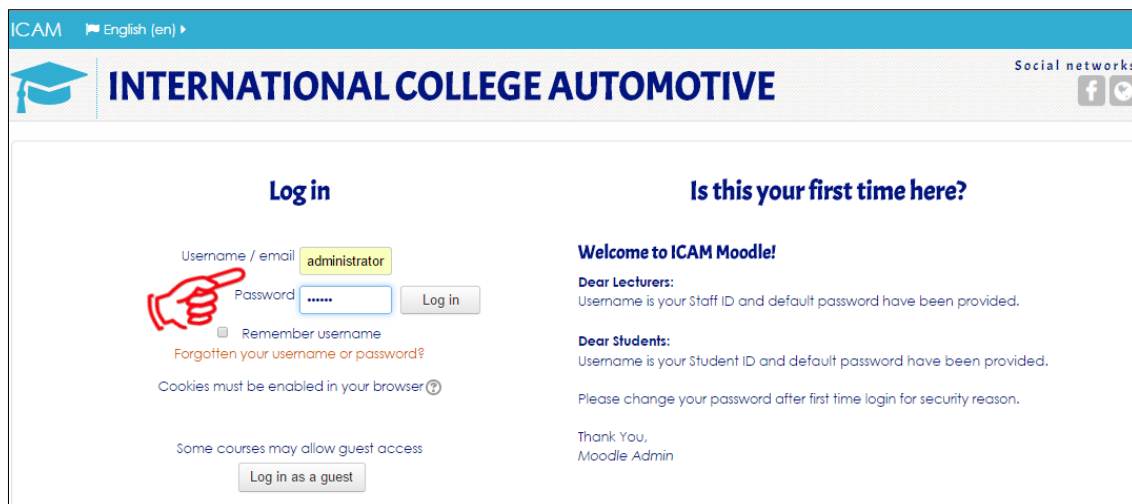


Figure 2-2 : Login Page

Please enter your Username and Password and Click **Log in**

## 2.2   Editing Your Profile

2.2.1   The first time you login, you can update your user profile and you need to change the default password. The screen is as in Figure 2-3 to 2-6.
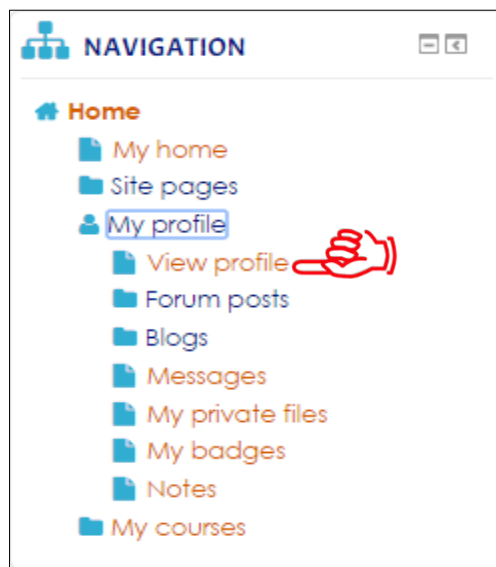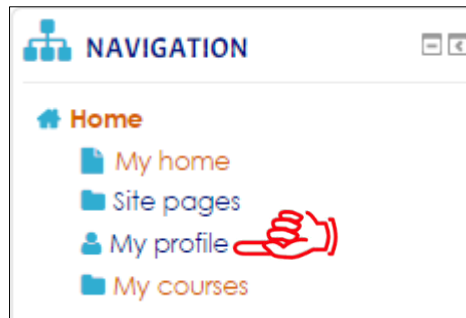




Figure 2-3: Homepage Screen
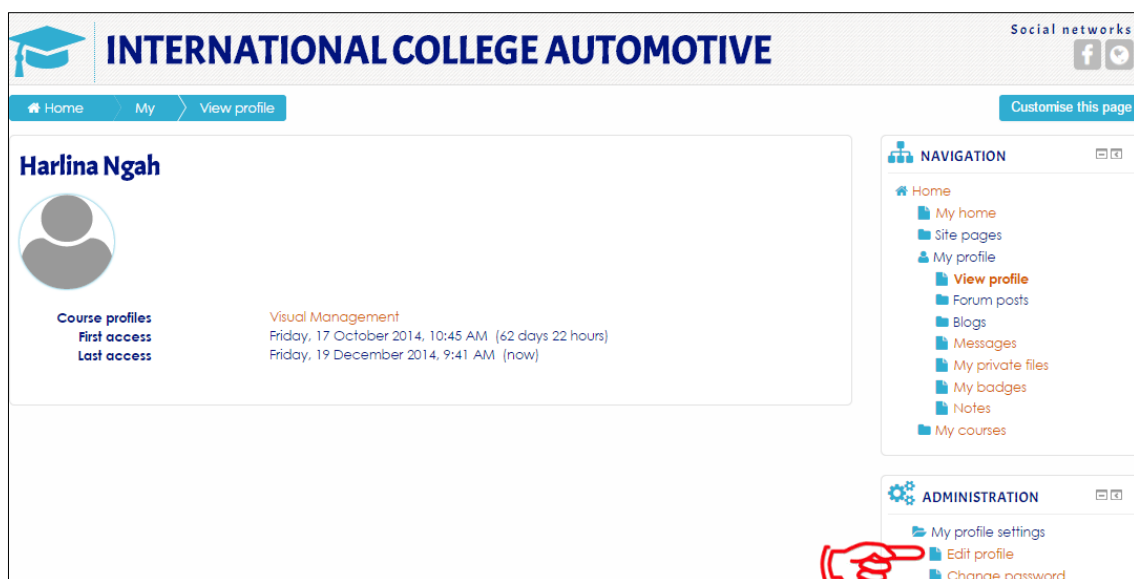


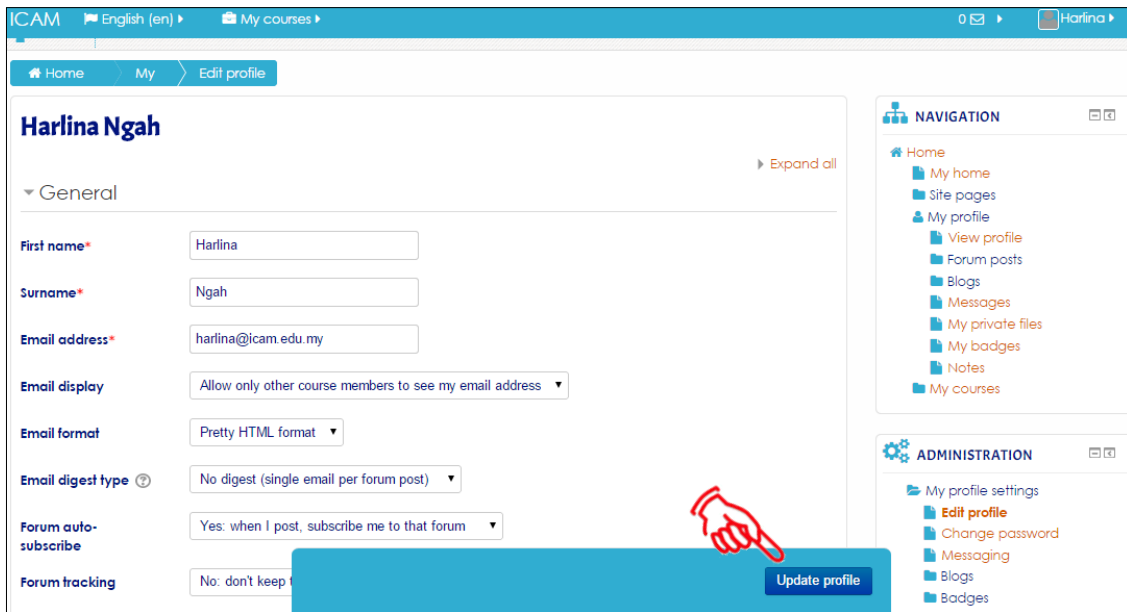Figure 2-3 : View Profile Screen

Figure 2-4 : Edit Profile Screen

Now your profile is all set to go. You won't have to edit this again unless you want to change further information. Click **Update Profile**

## 2.3   View Course/Subject

2.3.1   All the courses setup by Program Coordinator, automatically lecturer enrolled into the subject. Lecturers can also check at *My Courses* to see the list of the subject. The screen is as in Figure 2-5 to 2-7.
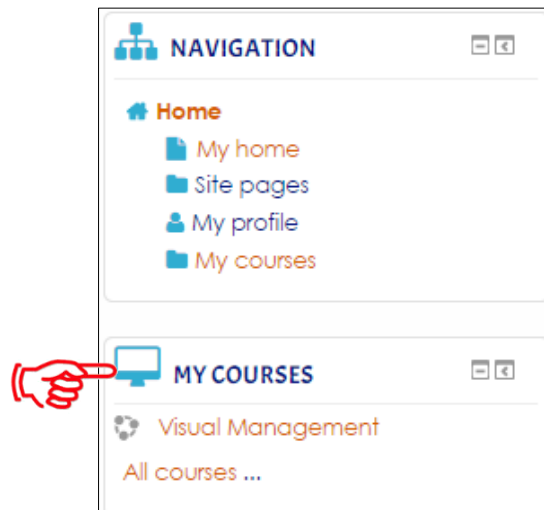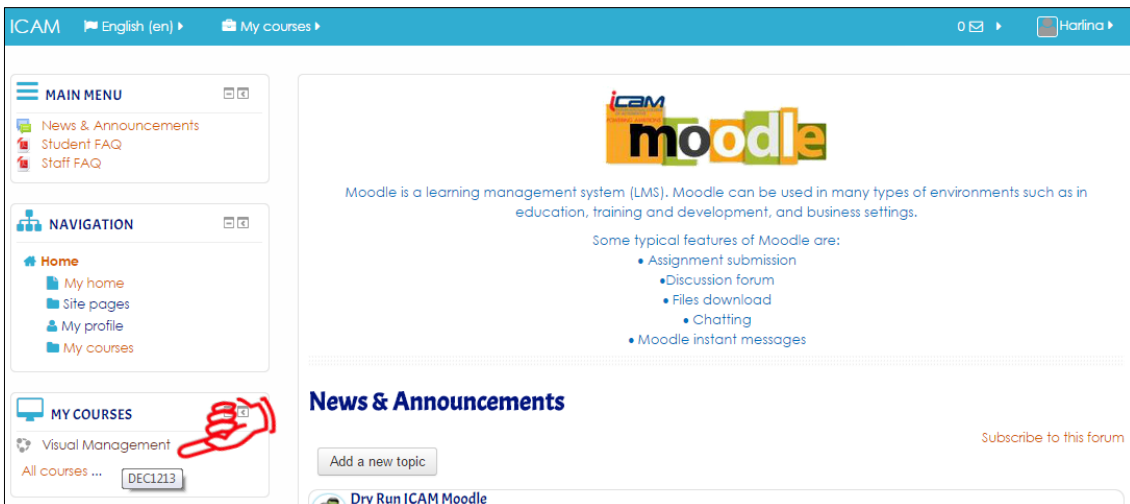


Figure 2-5 : View List of Course/Subject Screen

Figure 2-6 : Homepage Screen

Click **Subject Visual Management**
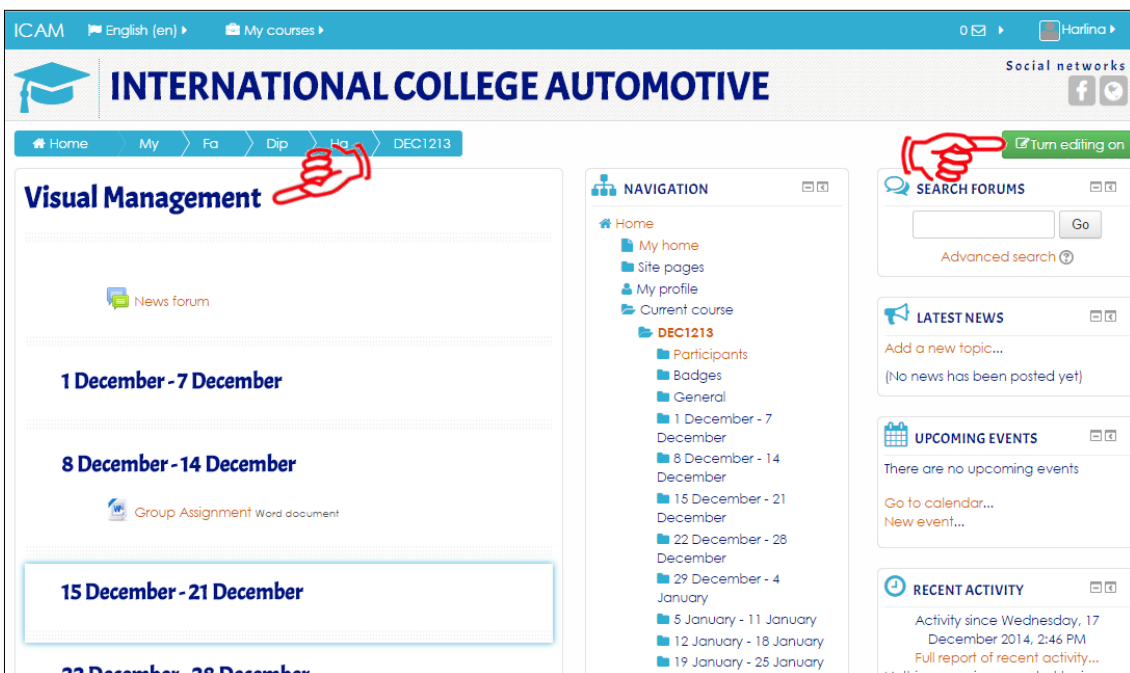


Figure 2-7 : Course Overview Screen

Click **Turn editing on**

2.3.2   Based on the subject, lecturers can add the activities such as **Assignment, Upload & Download File, Forum and Chatting**

Always to click **Turn editing on** to start the activities such as:-
- ✓ Assignment
- ✓ Upload & download file
- ✓ Forum
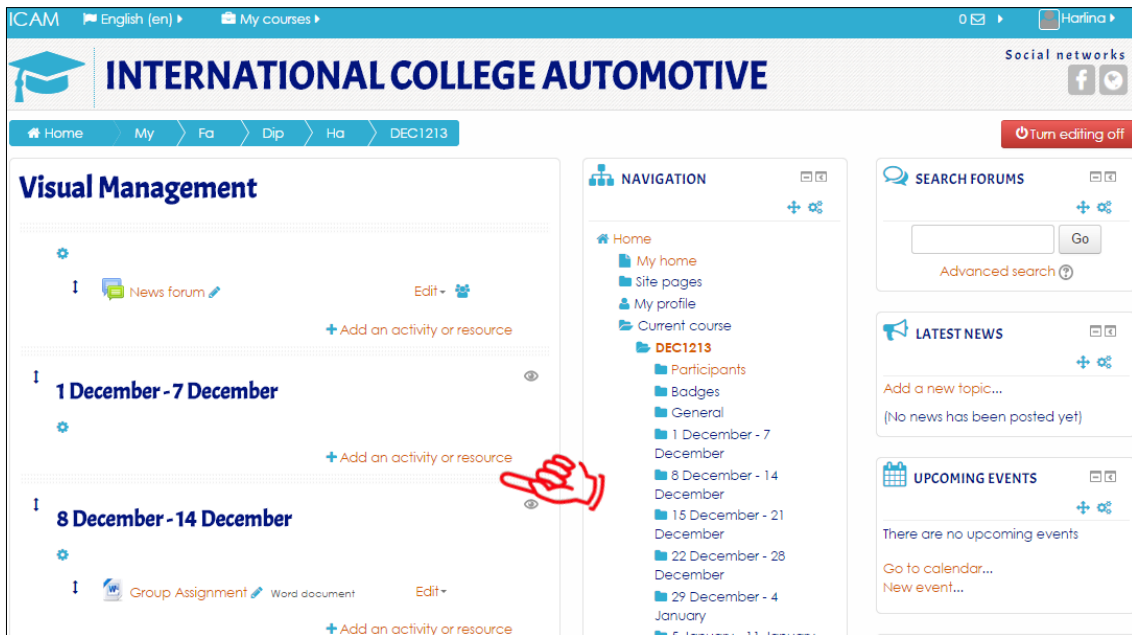- ✓ Chatting

The screen is as in Figure 2-8.

Figure 2-8 : Subject Dashboard Screen

Select the week before you start and click **Add an activity or resource**

## 2.4   Activities: Assignment

2.4.1   The assignment activity module enables a teacher to communicate tasks, collect work and provide grades and feedback. The screen is as in Figure 2-9.
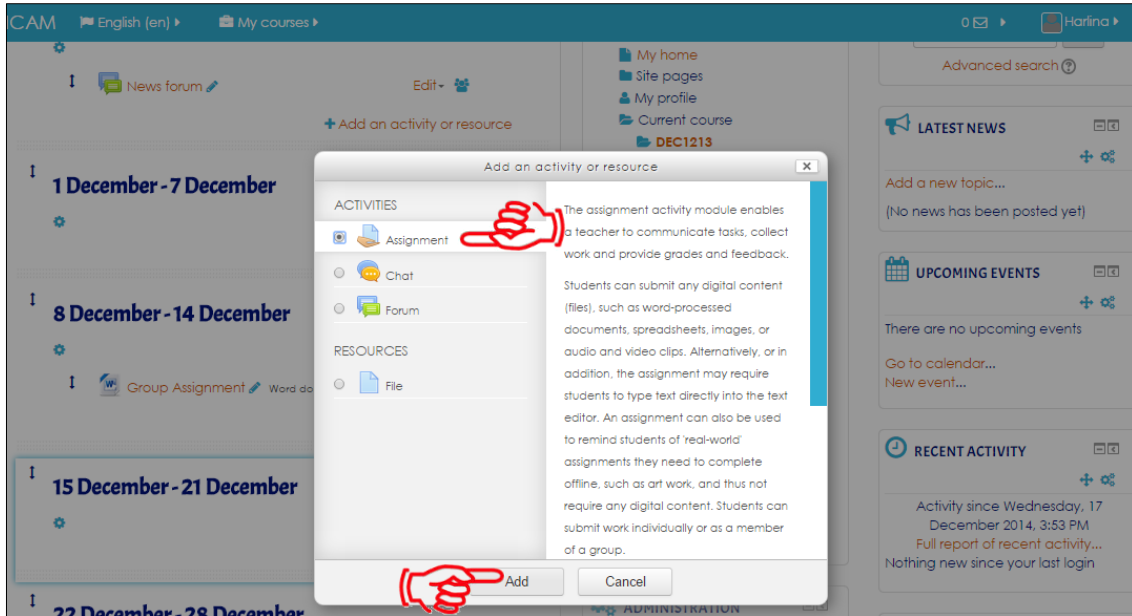


Figure 2-9 : Add Activity or Resource Screen
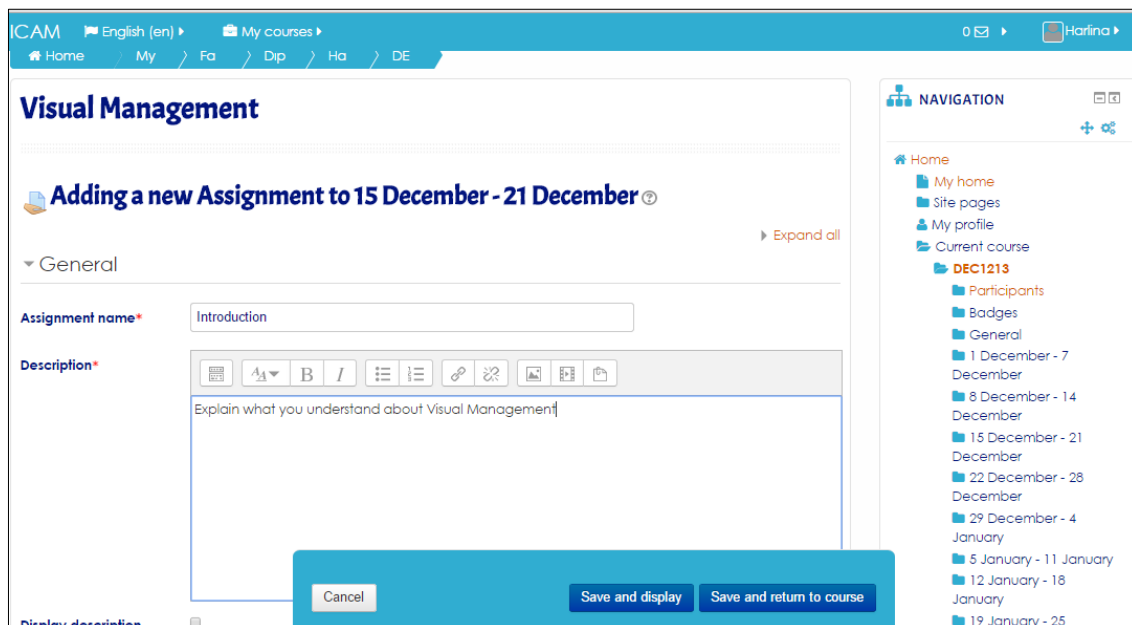
Tick **Assignment** and click **Add**



Figure 2-10 : Add New Assignment Screen

Lecturer also can assign the following setting for this activity,
- ✓ Availability
- ✓ Submission types
- ✓ Feedback types
- ✓ Submission settings
- ✓ Group submission settings
- ✓ Notifications
- ✓ Grade
- ✓ Common module settings

Lecturer must fill up all the details. The screen is as in Figure 2-11.
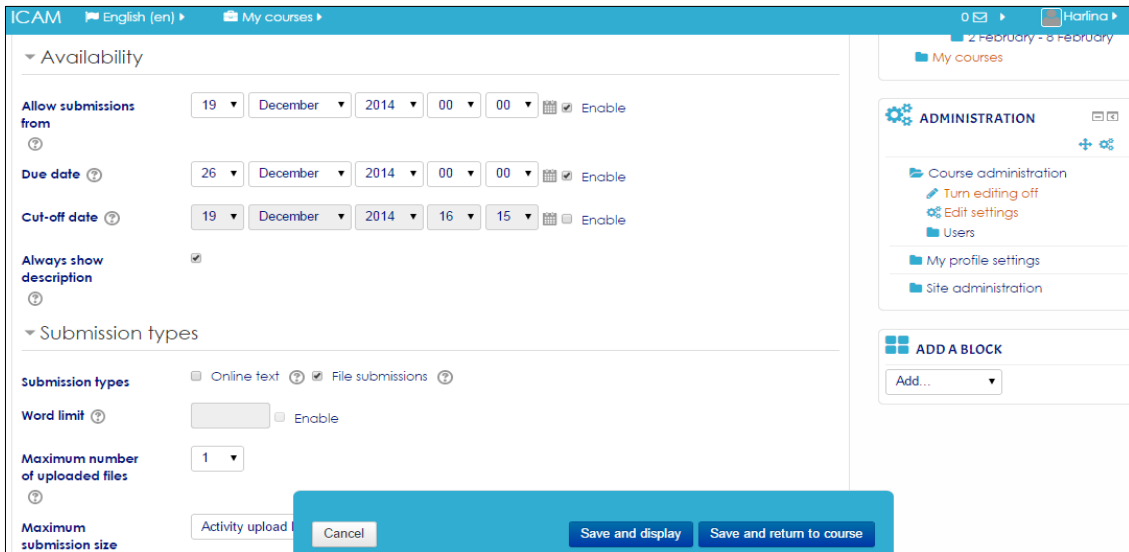


Figure 2-11 : Add New Assignment Screen

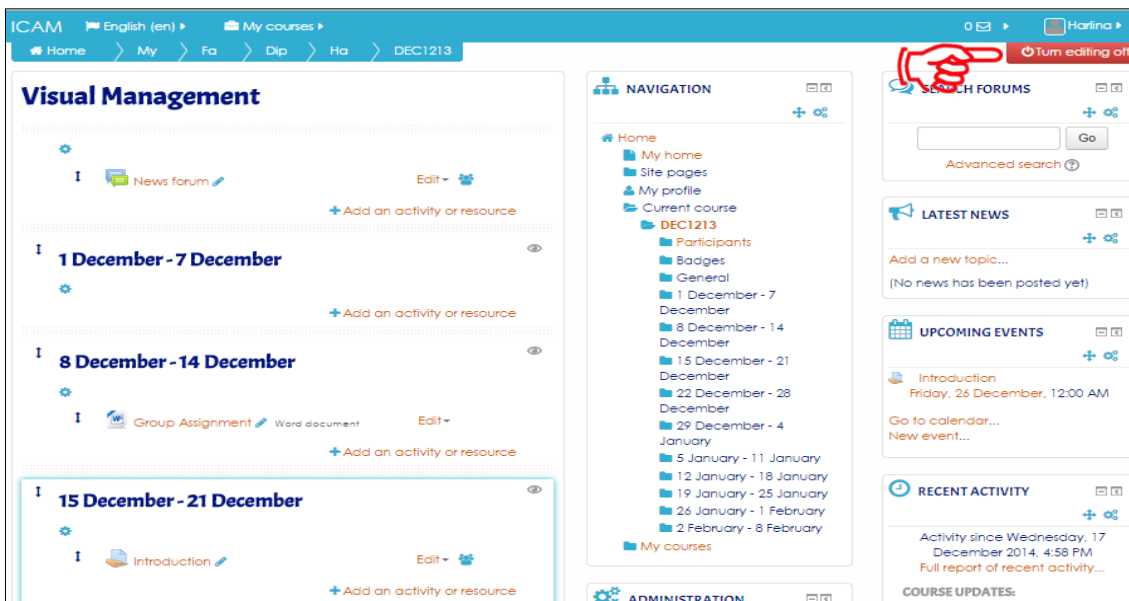Once done, click **Save and display** or **Save and return to course**



Figure 2-12 : Subject Dashboard Screen

Click Tab **Turn editing off** if no further changes are made
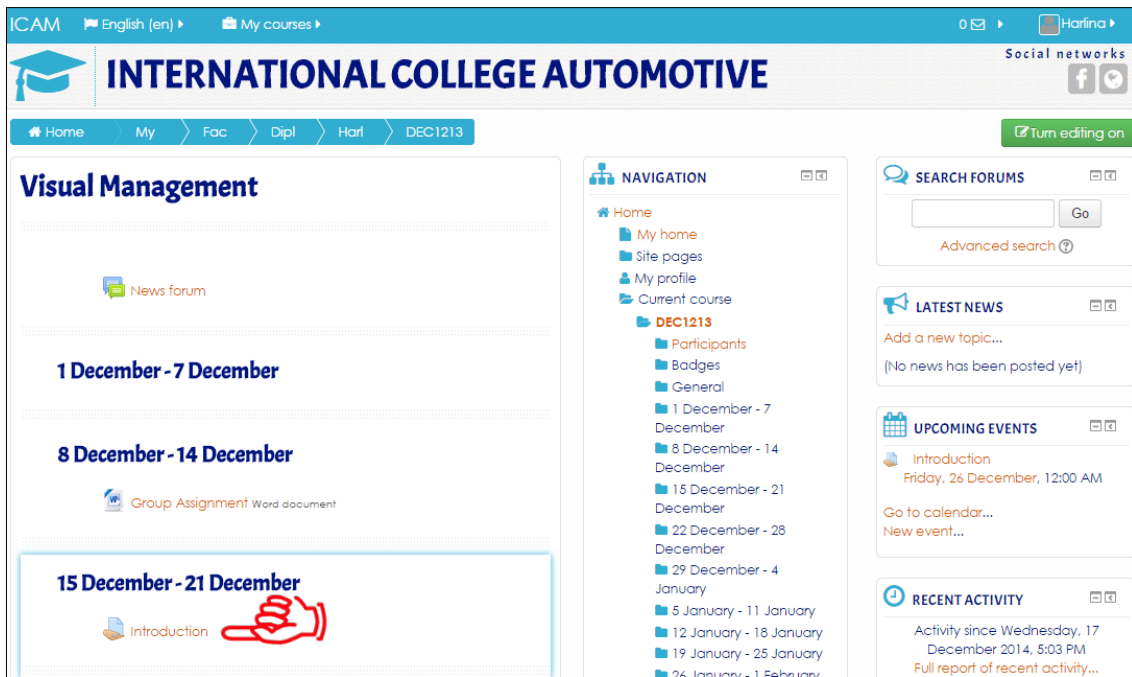
Figure 2-13 : Subject Dashboard Screen

The assignment is now created. To view details on the assignment that has been posted click **Introduction.** The screen is as in Figure 2-13 and 2-14.
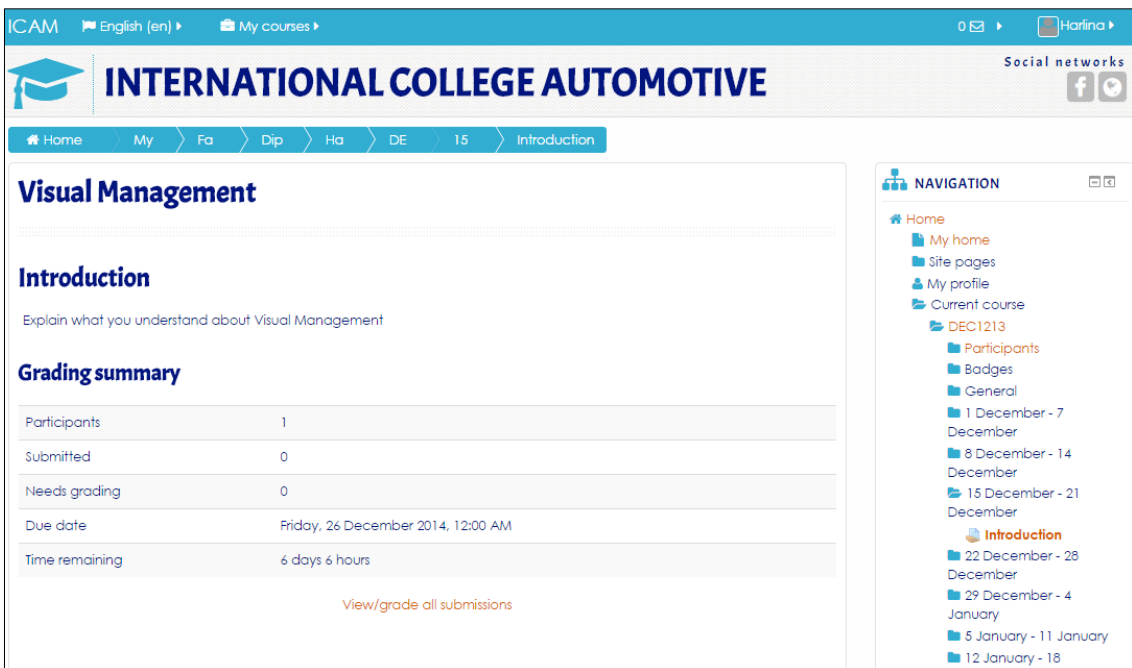


Figure 2-14 : Assignment Details Screen

## 2.5   Activities: Upload & Download

2.5.1    The file module enables a teacher to provide a file as a course resource. Where possible, the file will be displayed within the course interface; otherwise students will be prompted to download it. The file may include supporting files, for example an HTML page may have embedded images or Flash objects.

**Upload File**
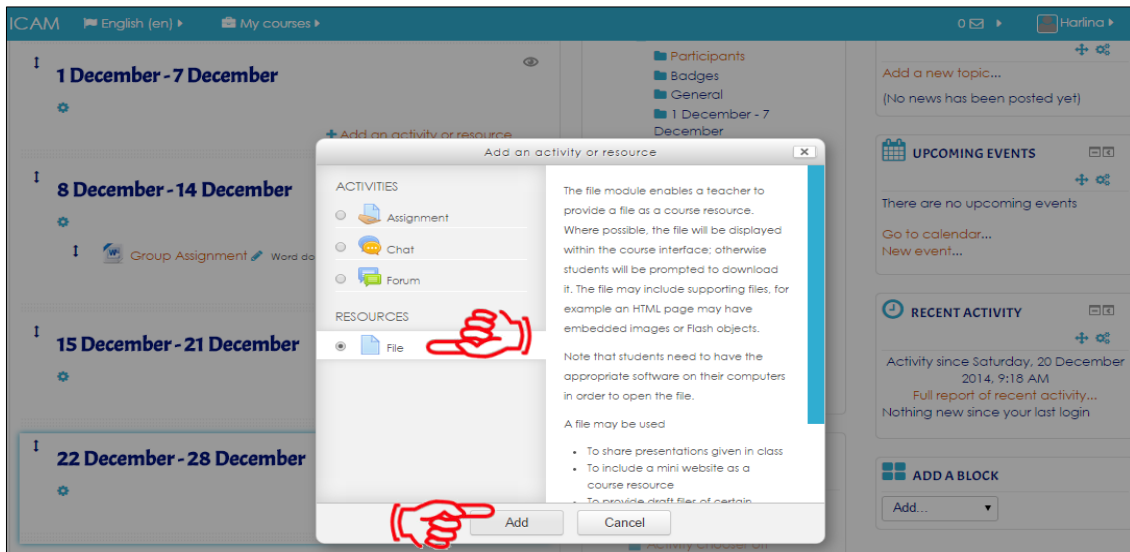


Figure 2-15 : Add Activity or Resource Screen

Tick **File** and click **Add**

2.5.2   Lecturer must fill up all the details about file. The screen is as in Figure 2-16
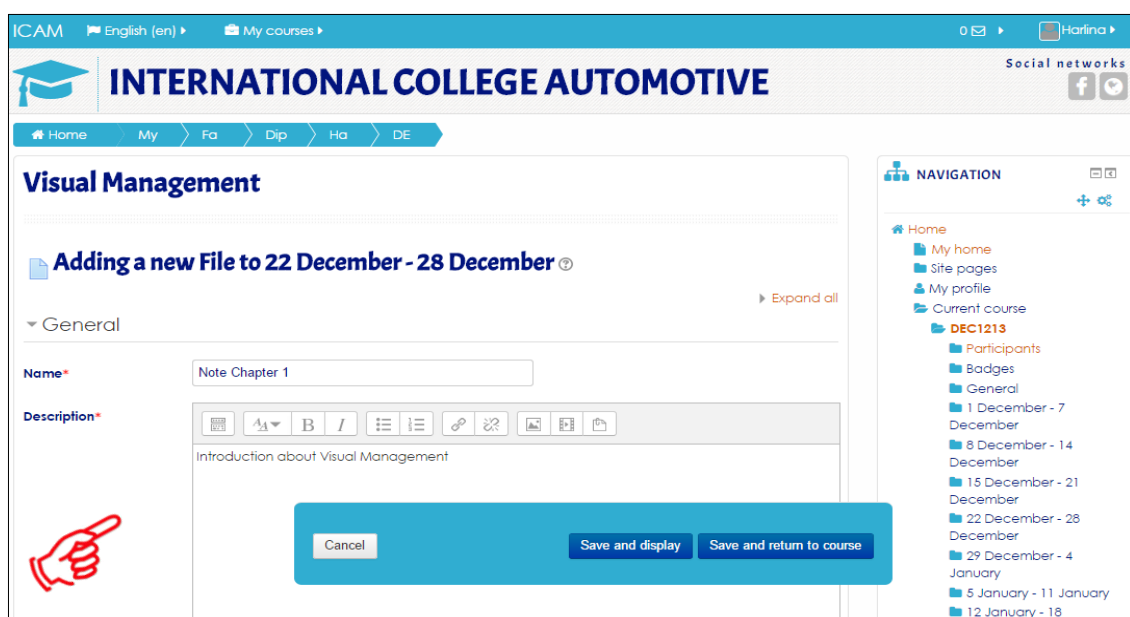


Figure 2-16 : Add New File Screen

2.5.2 Just drag and drop the files or can use select files. The screen is as in Figure 2-17
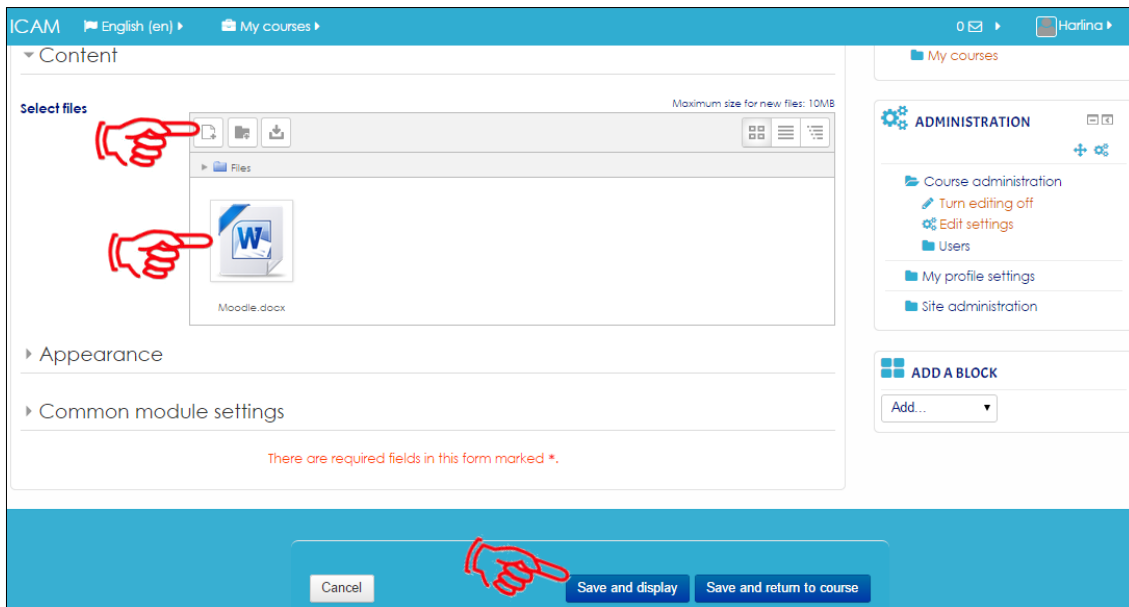


**Figure 2-17 : Add New File Screen**

Click **Save and return to course** or **Save and display**

2.5.3 The files (Microsoft Office Word) already create. The screen is as in Figure 2-18 and 2-19.
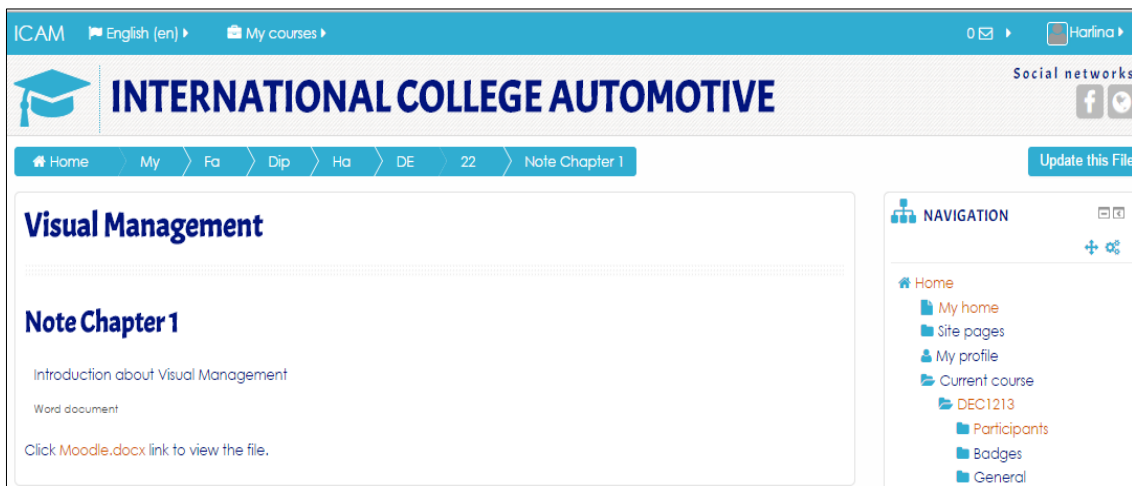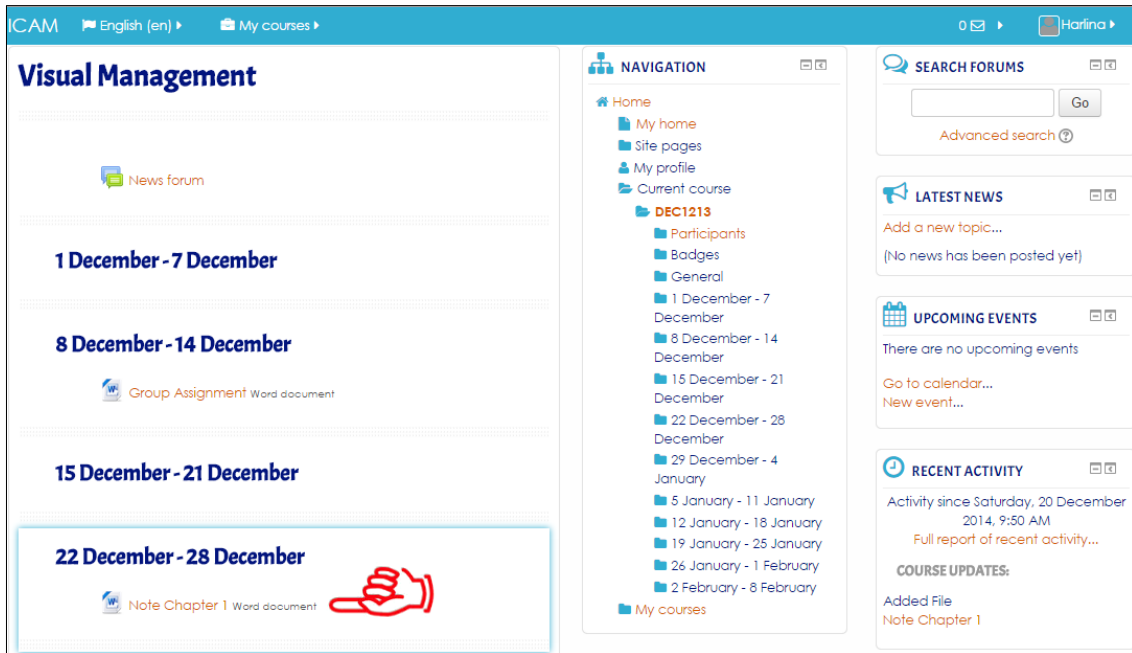


Figure 2-18 : Note Screen

Figure 2-19 : Subject Dashboard Screen

## Download File

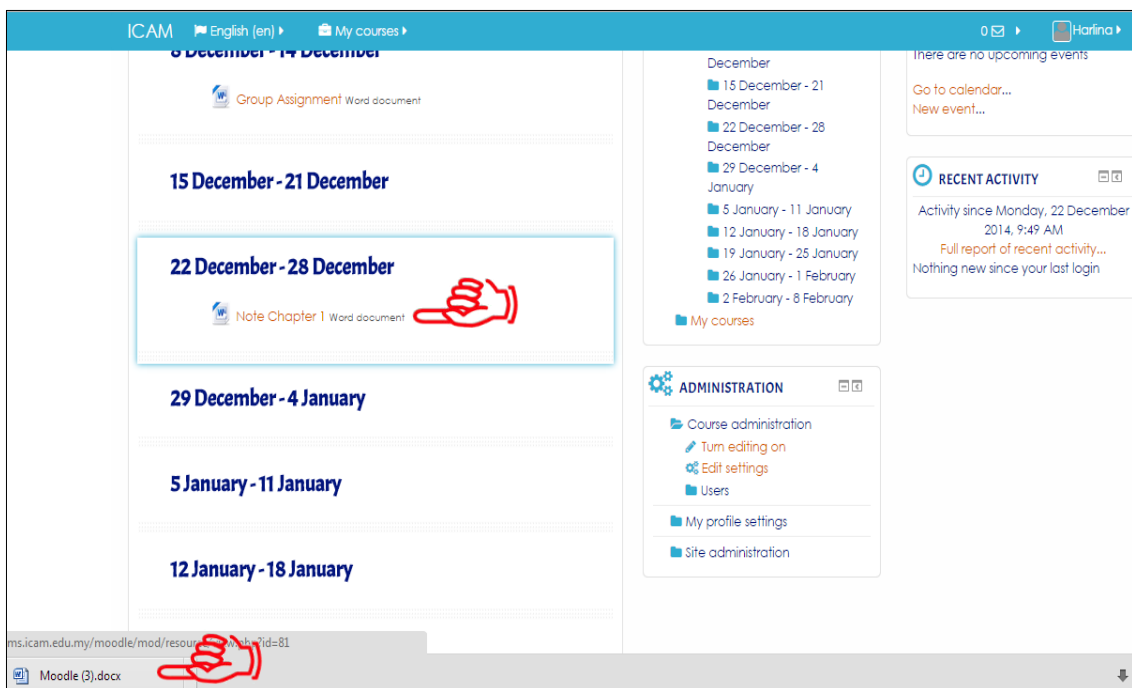2.5.4   Simple and easy way to download the file. The screen is as in Figure 2-20



Figure 2-20 : Subject Dashboard Screen

Click **File (Microsoft Office Word)** and wait until the download is complete

## 2.6  Activities: Forum

2.6.1   The forum activity module enables participants to have asynchronous discussions i.e. discussions that take place over an extended period of time.
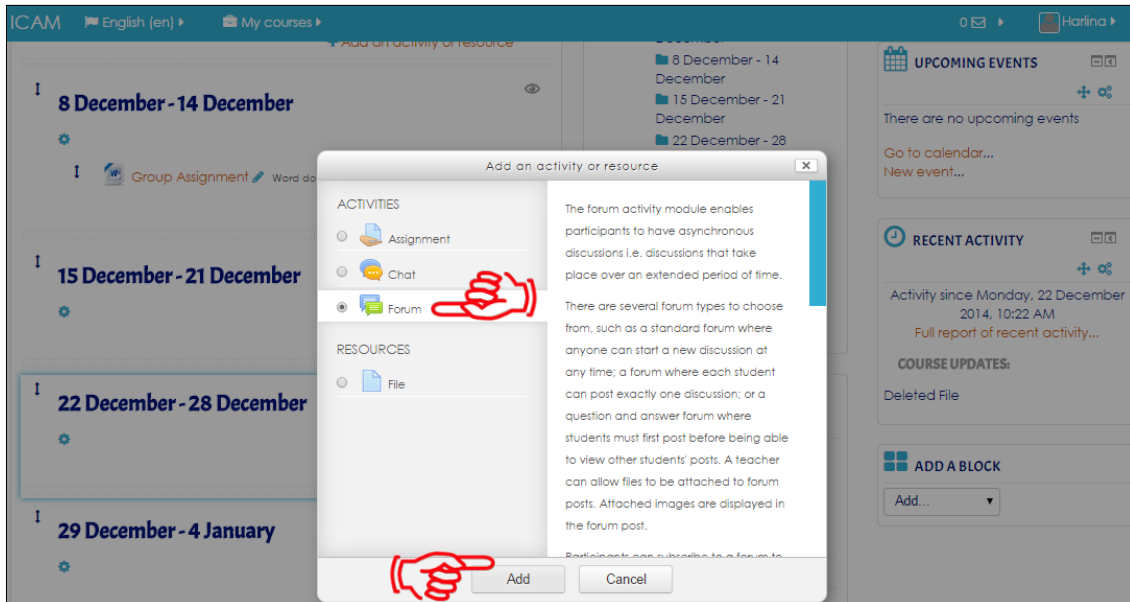


Figure 2-21 : Add Activity or Resources Screen

Tick **Forum** and click tab **Add**

Lecturer must fill up all the details and look one by one to setting this activity:-
- ✓ Attachments and word count
- ✓ Subscription and tracking
- ✓ Post threshold for blocking
- ✓ Grade
- ✓ Ratings
- ✓ Common module settings
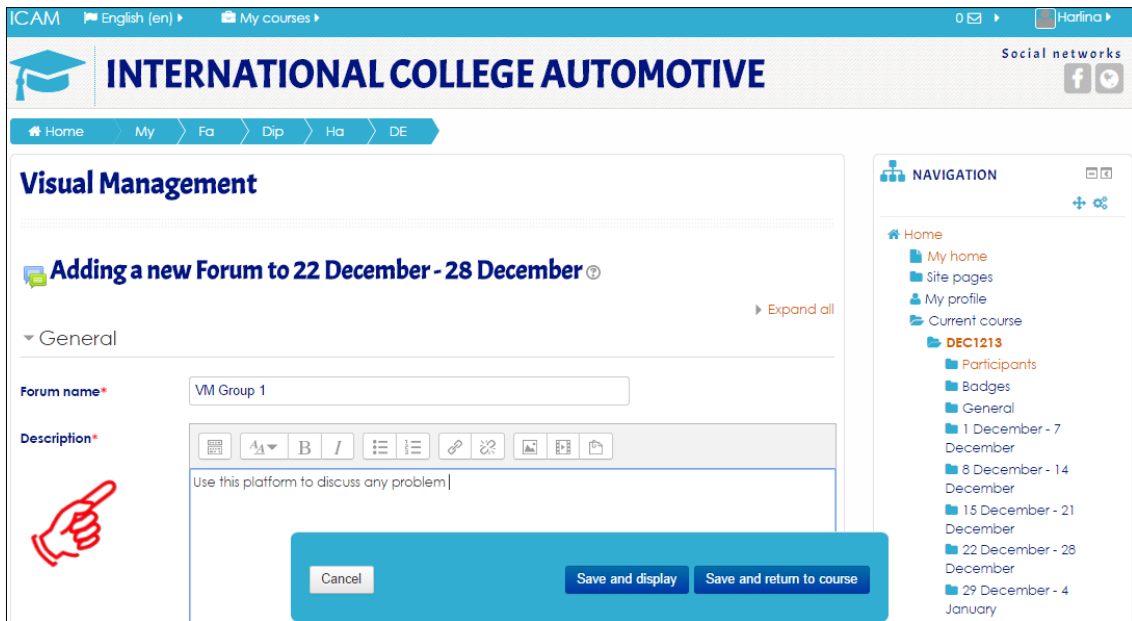
Figure 2-22 : Add New Forum Screen

2.6.2   Forum can open to all or only to a certain group. For the group's lecturer must setting before select the grouping. The screen is as in Figure 2-23.
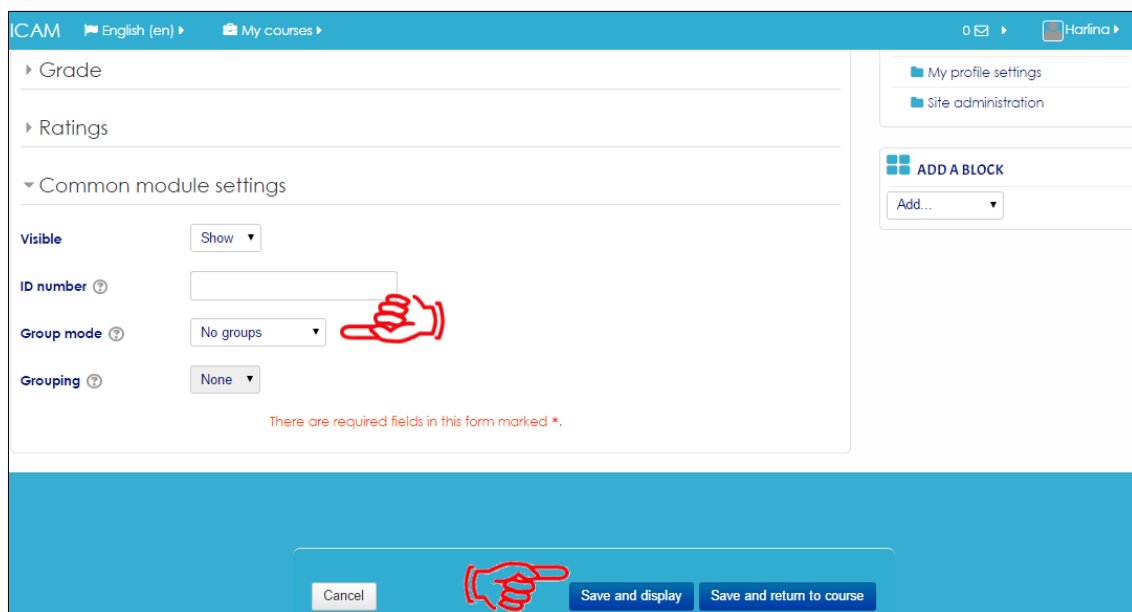


Figure 2-23 : Add New Forum Screen

Click Tab **Save and display** or **Save and return to course**

2.6.3    The forum already creates. The screen is as in Figure 2-24.
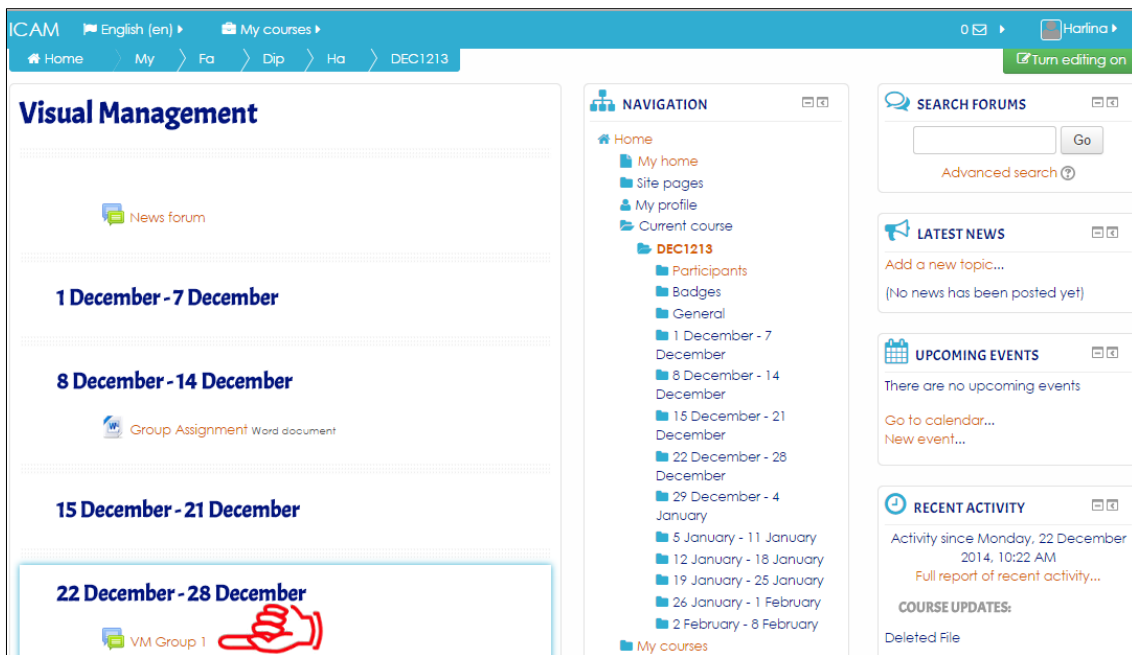


Figure 2-24 : Subject Dashboard Screen
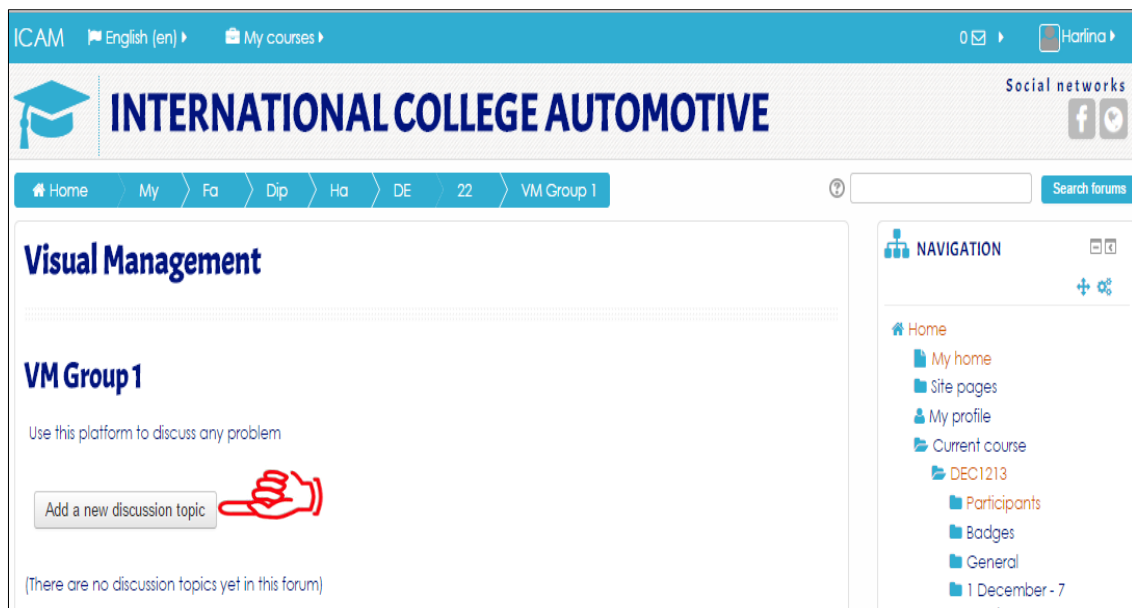
Click **VM Group 1** to start the forum



Figure 2-25 : Forum Screen

Click Tab **Add a new discussion topic**

2.6.4   Lecturer must fill up all the details of the forum. The screen is as in Figure 2-26.
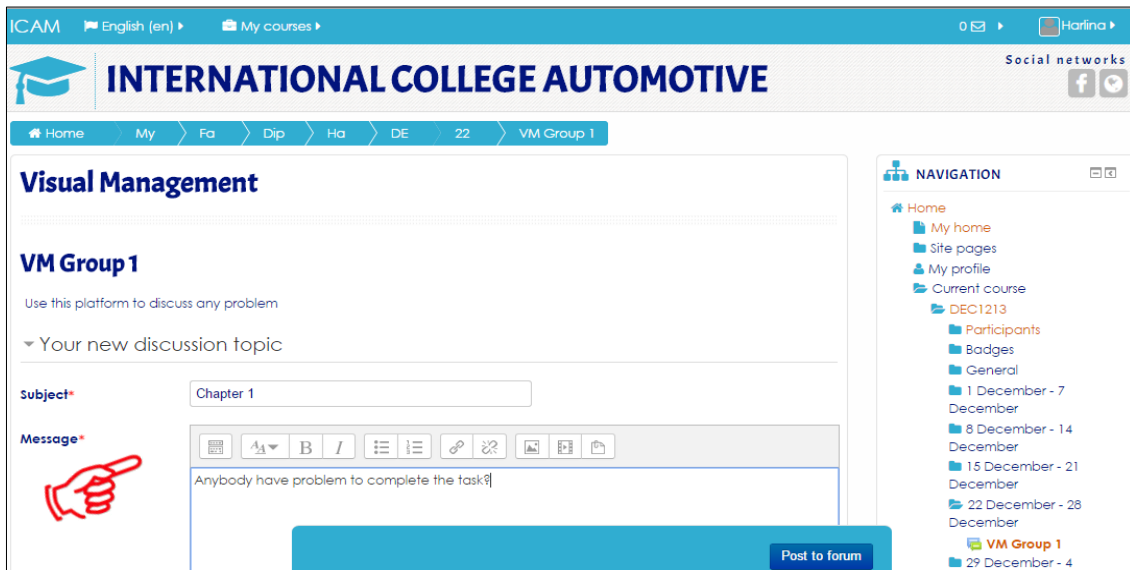


Figure 2-26 : Forum Details Screen

Click **Post to forum**
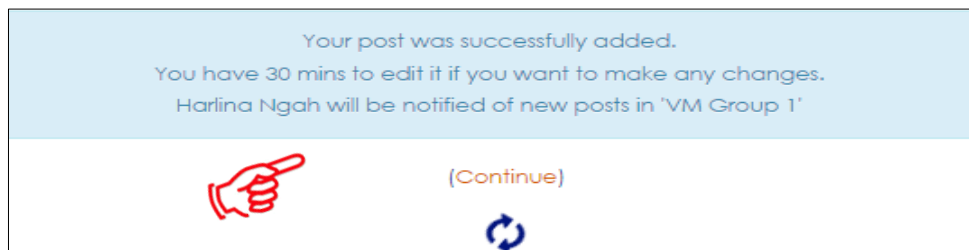


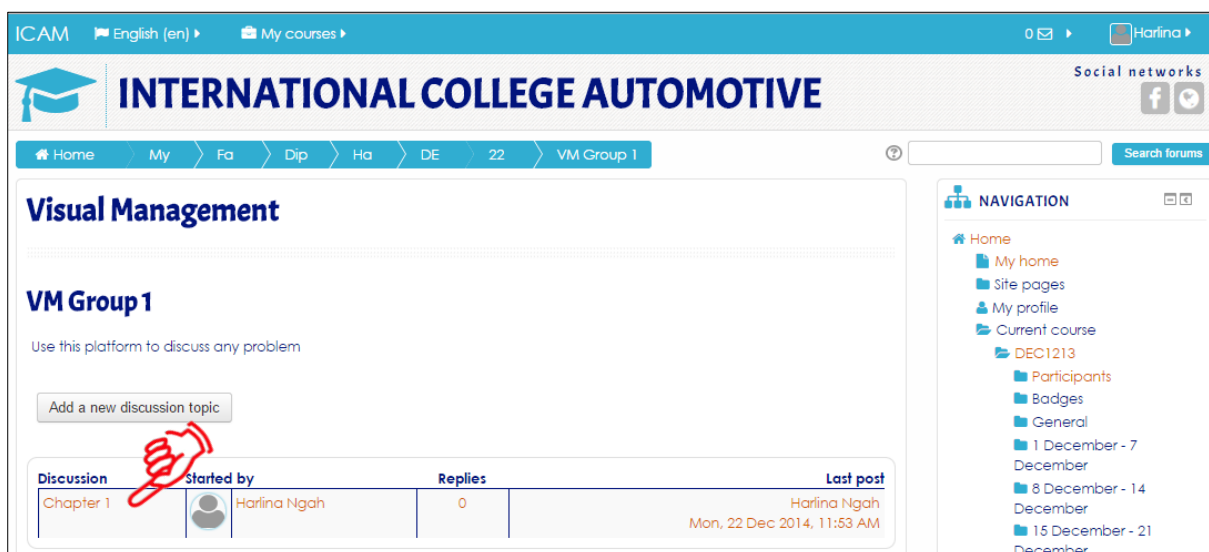Figure 2-27 : Notification New Post Screen



Figure 2-28 : Forum Dashboard Screen

Click **Chapter 1** to start the forum

2.6.5    Lecturer and students can start using the forum. The screen is as in Figure 2-29.
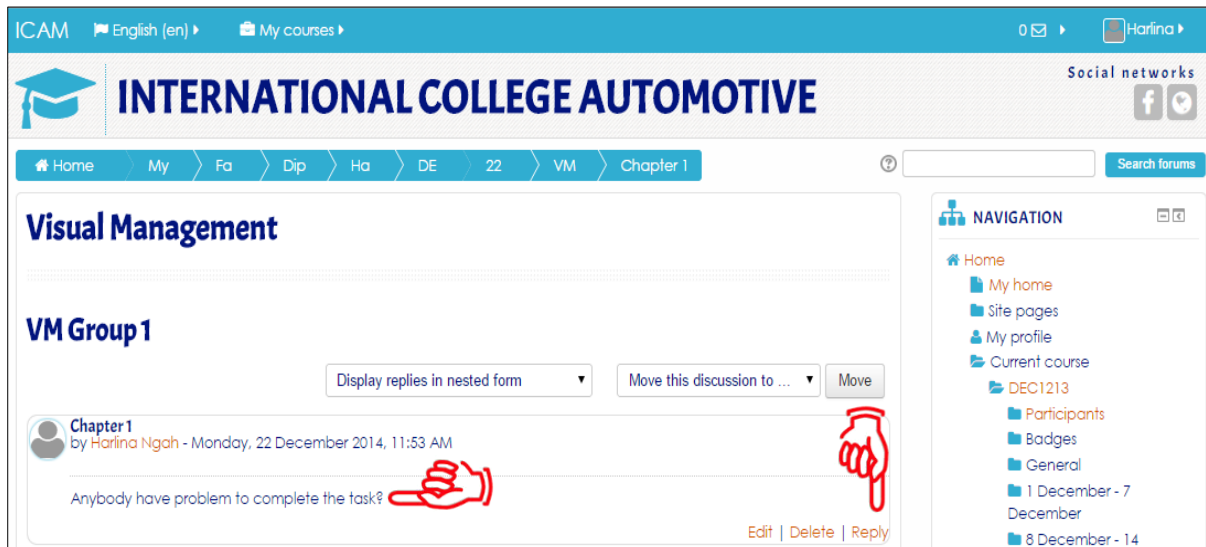


Figure 2-29 : Forum Details Screen

Click **Reply** to join the forum

## 2.7  Activities: Chat

2.7.1   The chat activity module enables participants to have text-based, real-time synchronous discussions.
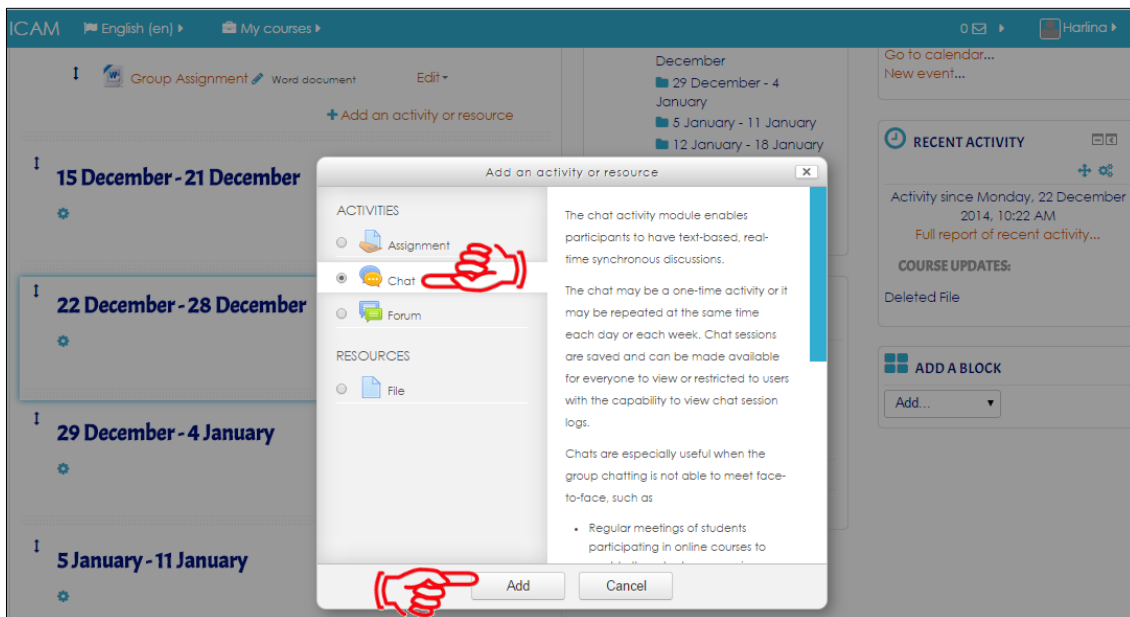


Figure 2-30 : Add Activity or Resources Screen

Tick **Chat** and click tab **Add**

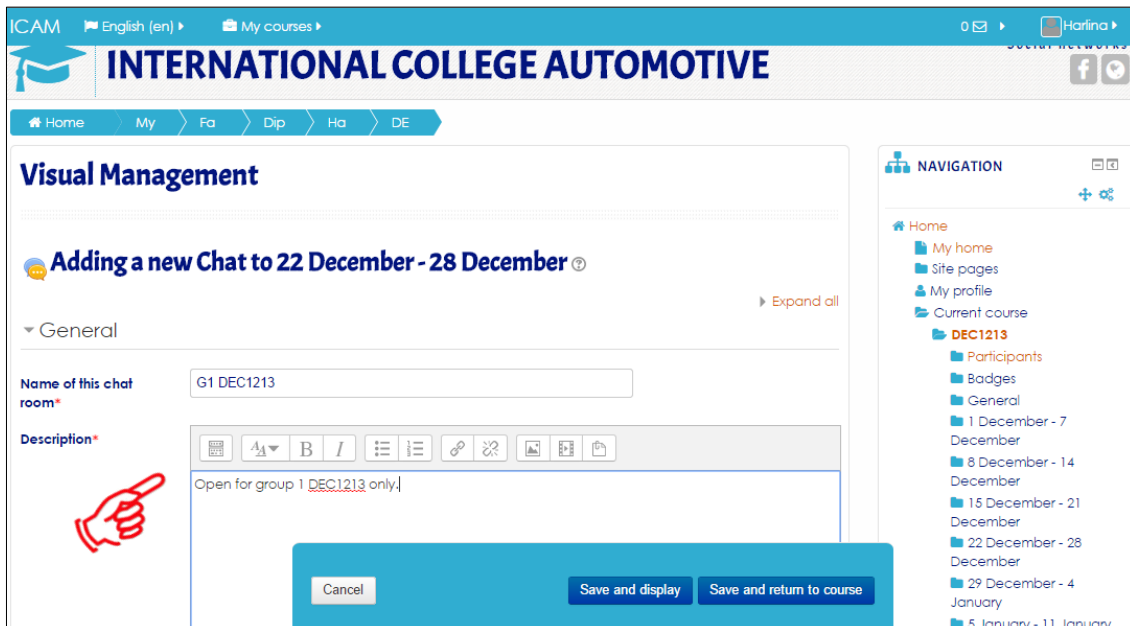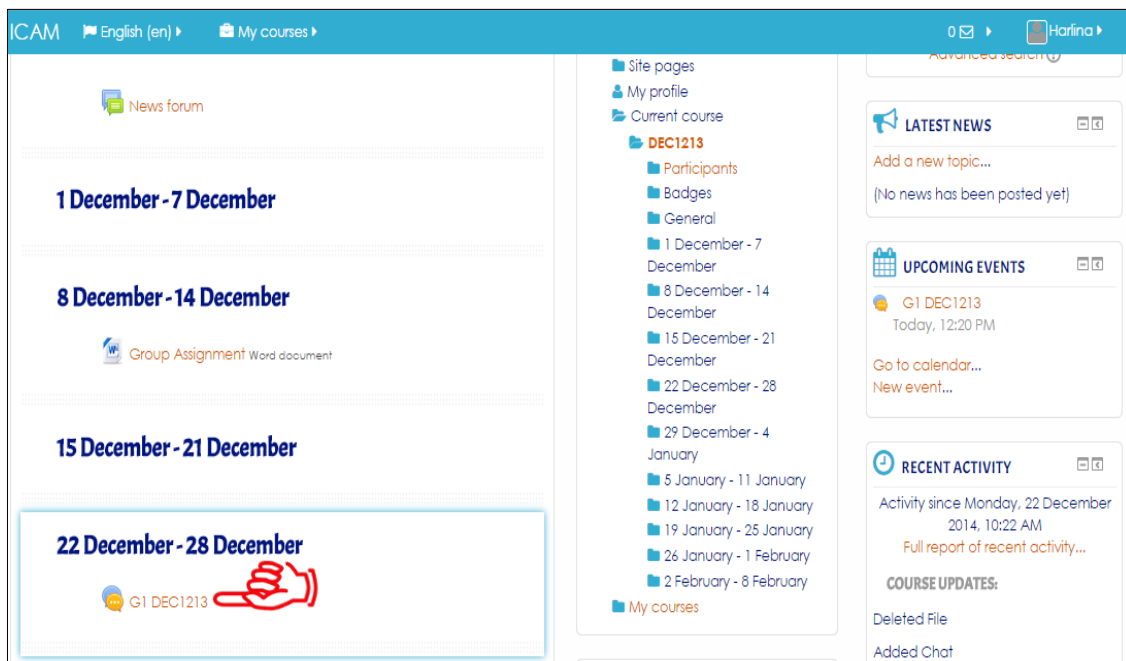2.7.2   Lecturer must fill up all the details of the Chat. The screen is as in Figure 2-31



Figure 2-31 : Add New Chat Screen

Click **Save and display** or **Save and return to course**

2.7.2   The chat already creates. The screen is as in Figure 2-32.



Figure 2-32 :  Subject Dashboard Screen

Click **G1 DEC1213**
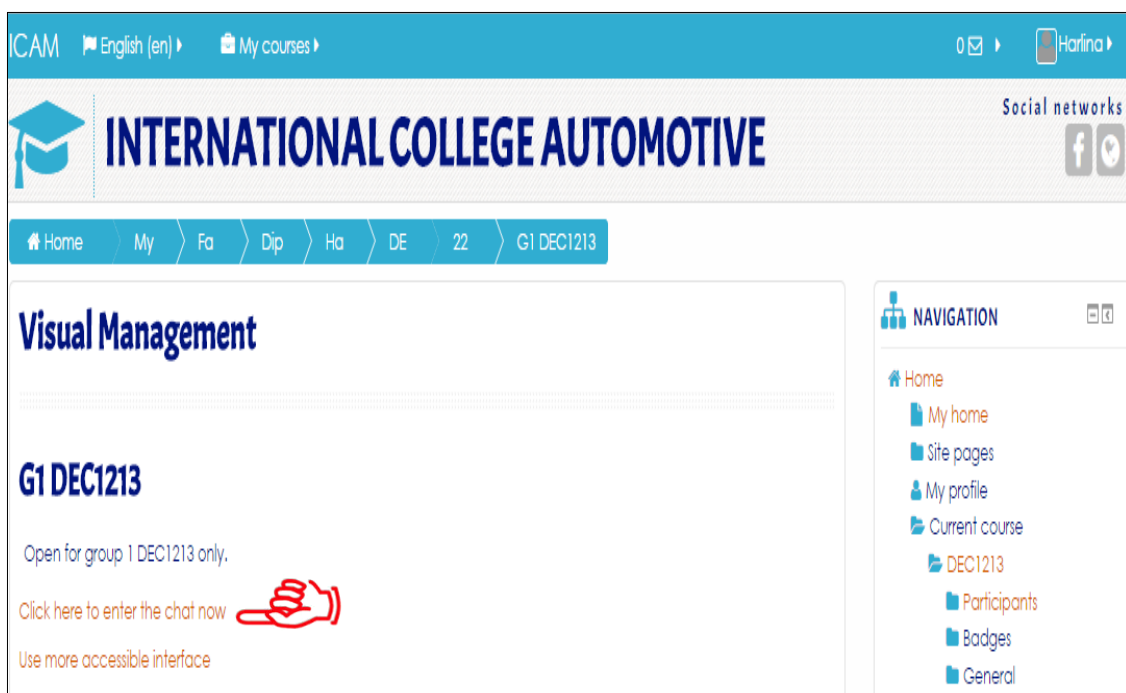


Figure 2-33 : Chat Dashboard Screen

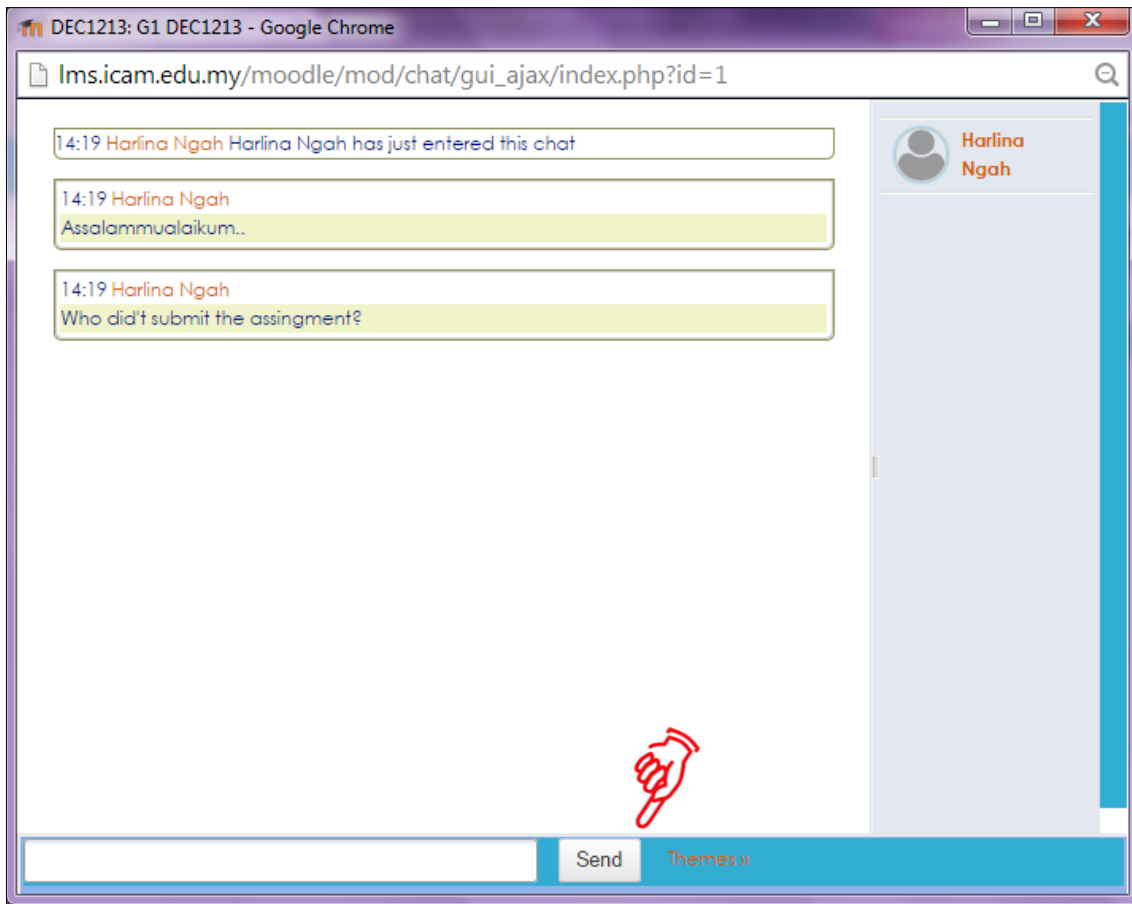**Click here to enter the chat now** to start chatting

Figure 2-34 : Chat Box screen

Type the message and click **Send**

## 2.8   Set Group for Student

2.8.1   Groupings are clusters of groups. You need to be in a group first in order to be in grouping. Lecturers can divide students according to a particular group. Group can be divided into:-

**Visible Group** – Student can view other groups activities but not participate

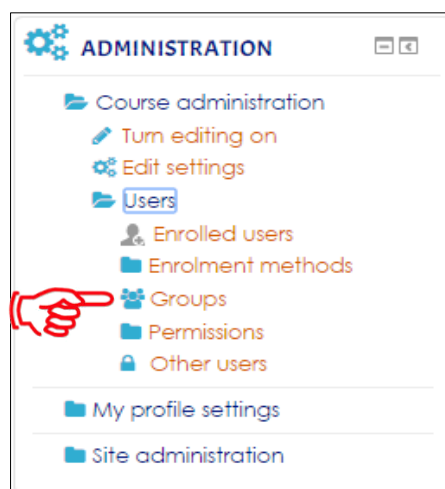**Separate Group** – Student can neither view for participate in other group activities
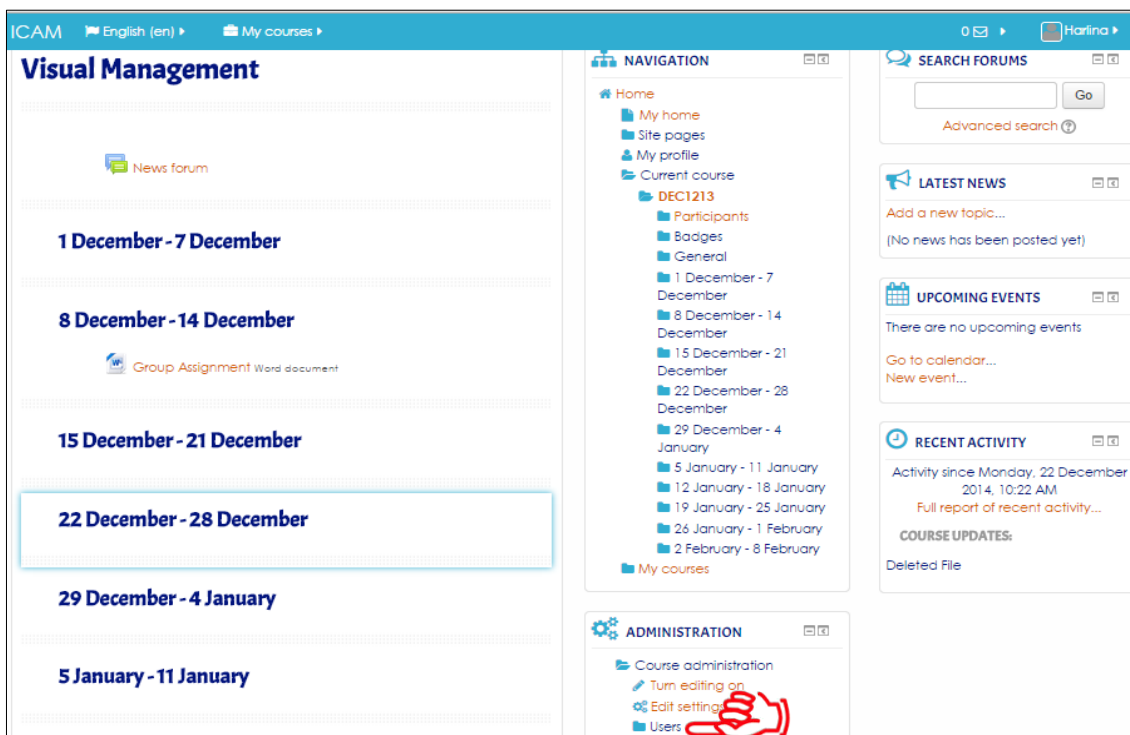


Figure 2-35 : Subject Dashboard Screen

Go to **Administration** Block and click **Users**
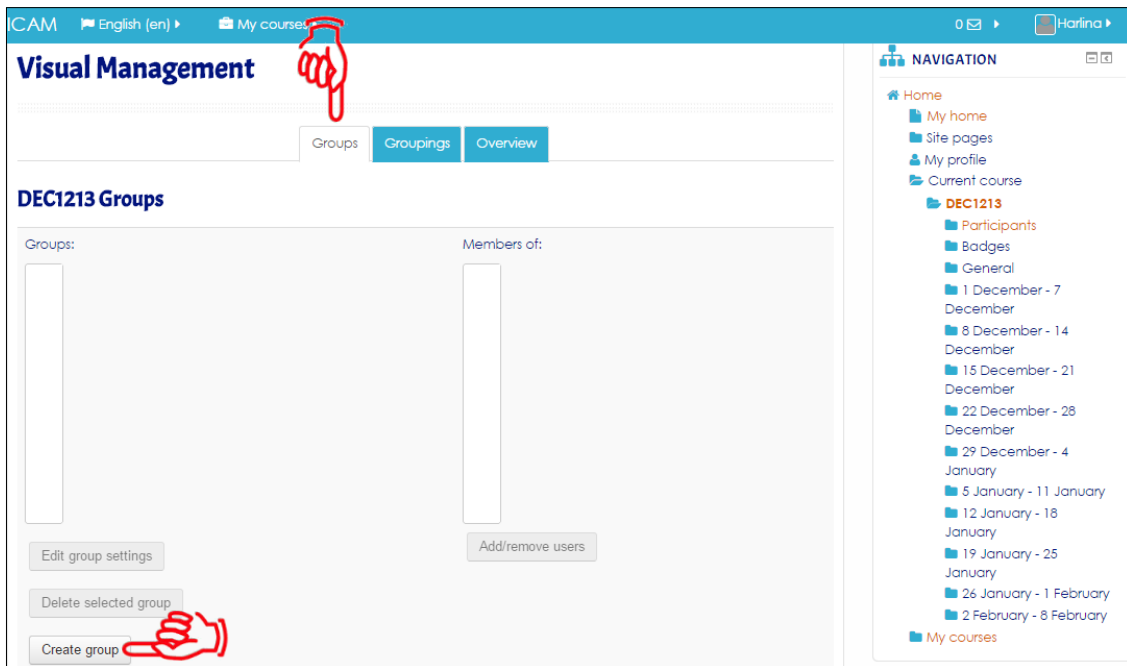


Click **Groups**

Figure 2-36 : Setup Groups Screen

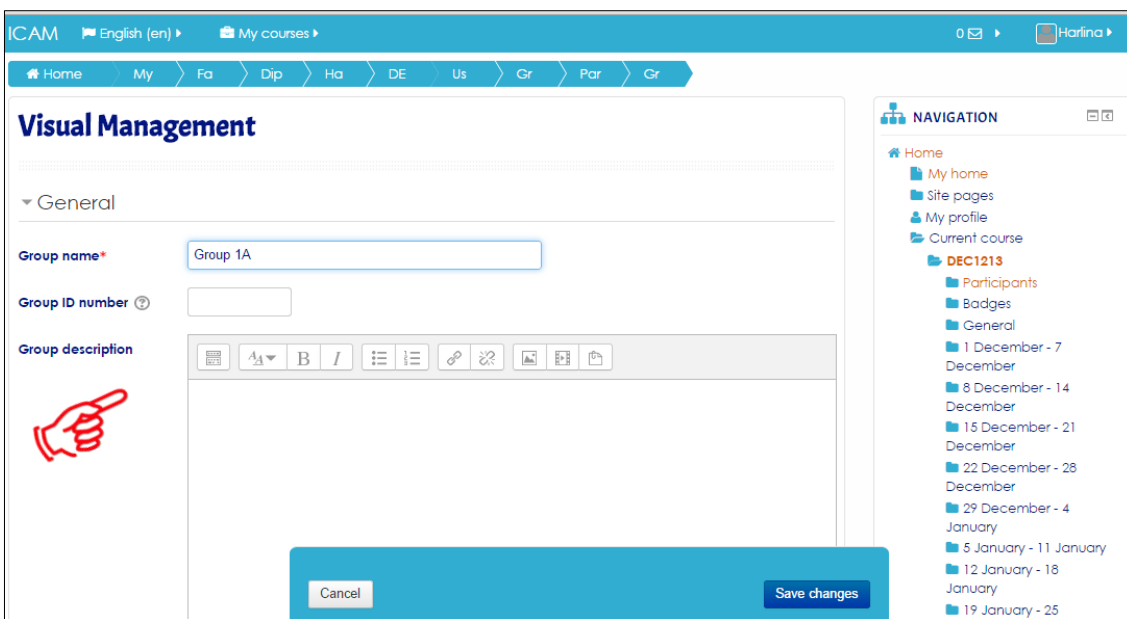On the Groups window, click at **Create Group** button



Figure 2-37 : Details Group Screen

Name the group, for example Group1A. Then click **Save changes.**
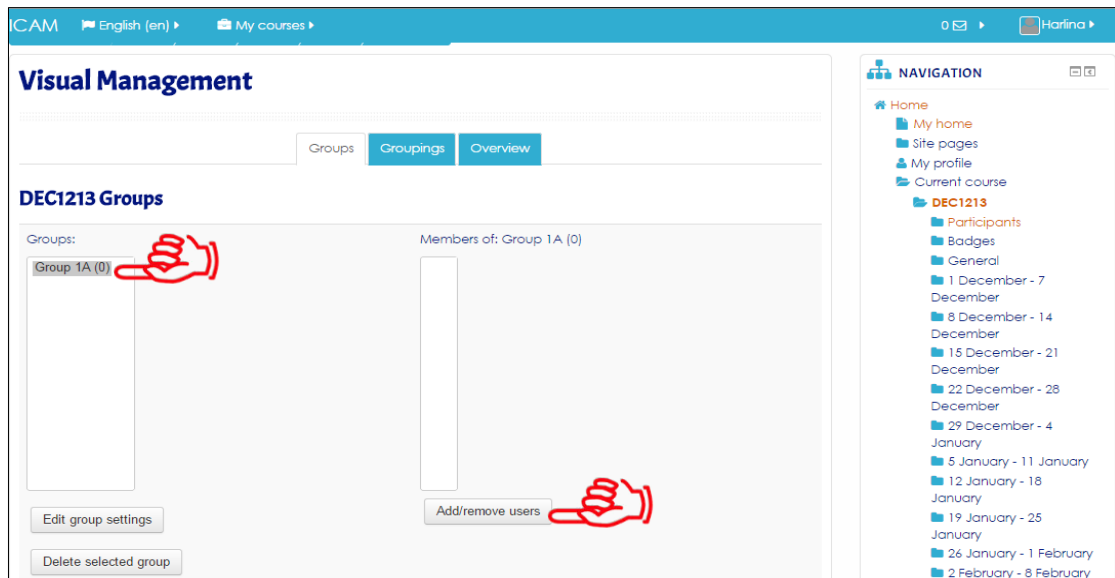
Figure 2-38 : Setup Groups Screen

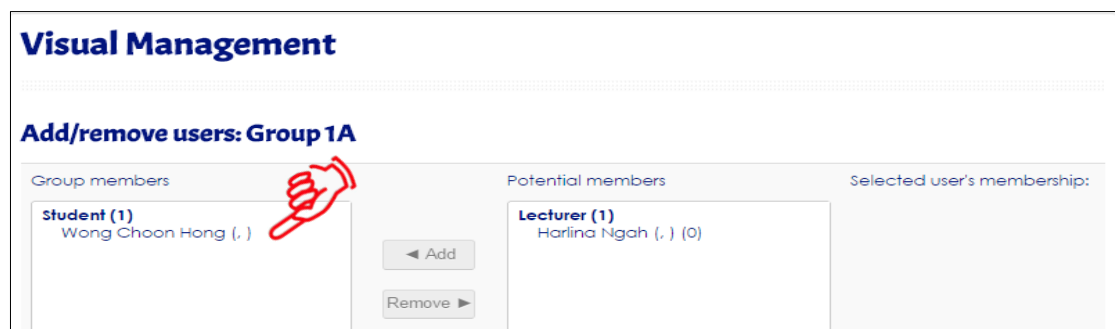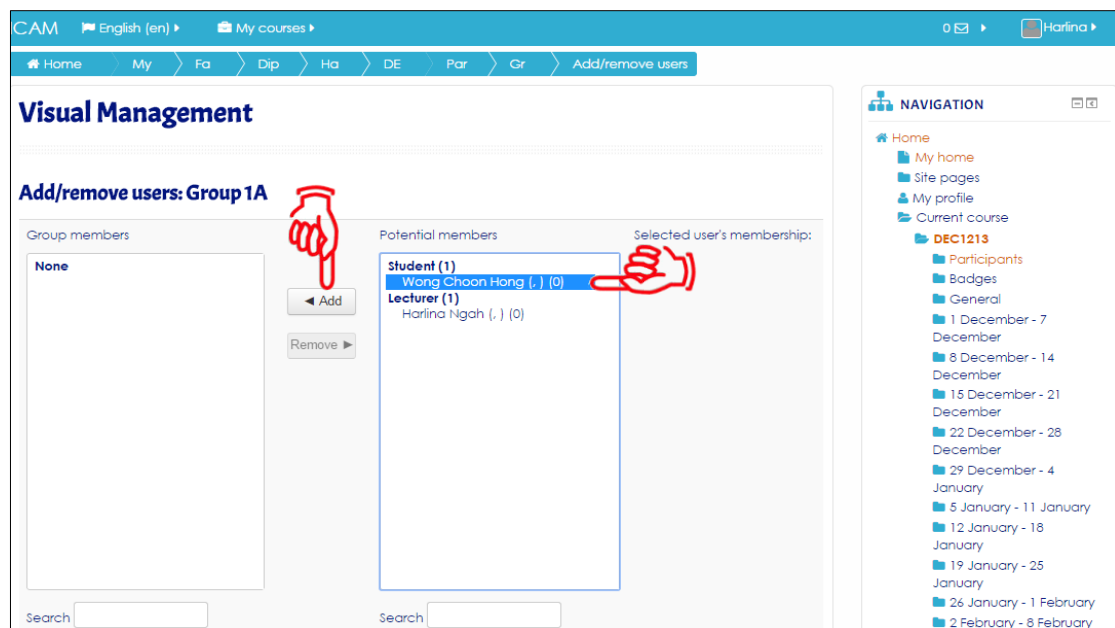Once the group is created, add students to the group. Click at **Add/Remove users**





Figure 2-39 : Add/Remove User Screen

Choose which student to add to the group. You can select multiple students at once. Click at **Add**
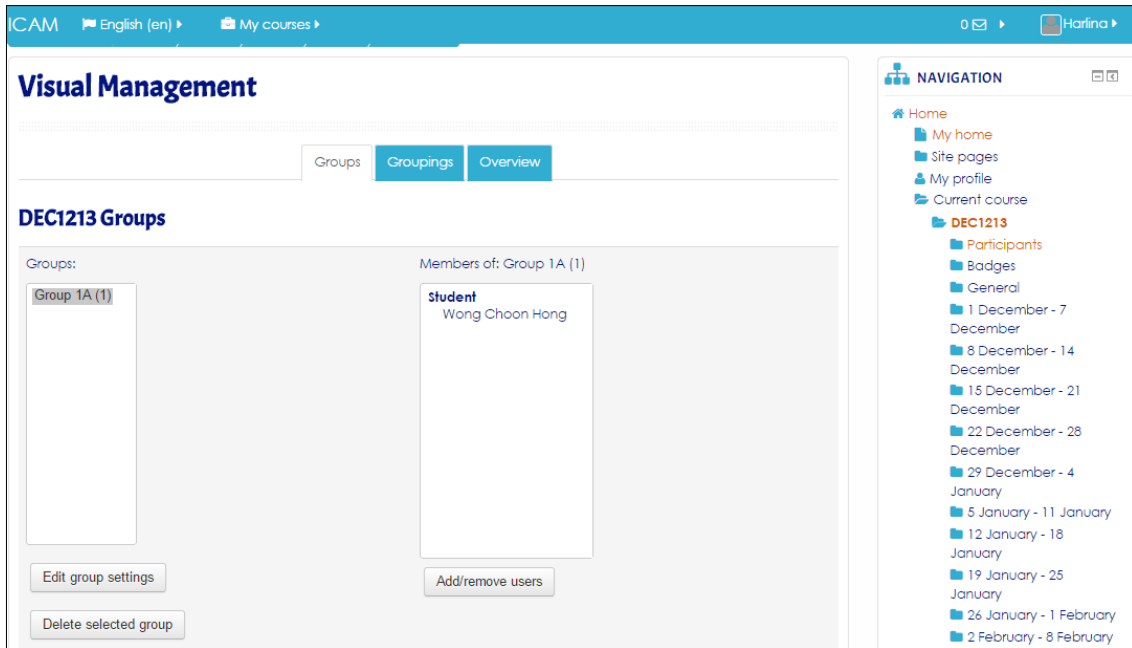
Figure 2-40 : Setup Groups Screen

Click **Back to groups** to see what you have done.
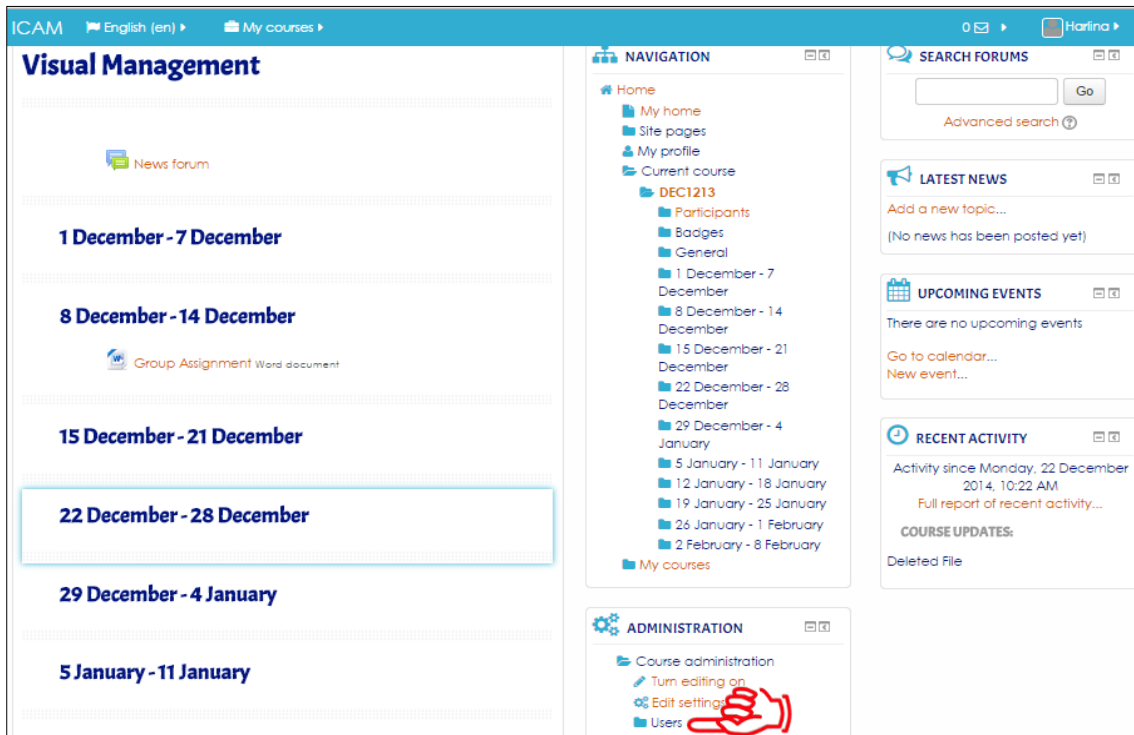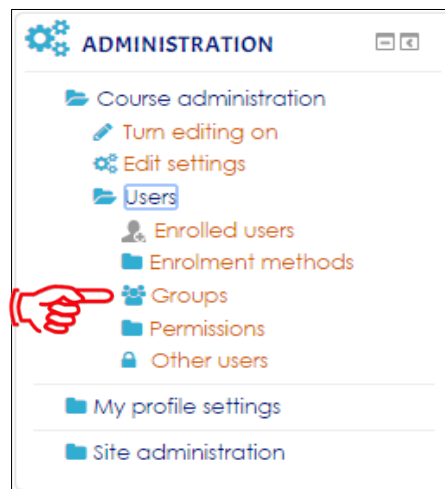
## 2.9  Set Grouping for Student



Figure 2-41: Subject Dashboard Screen

Go to **Administration** Block and click **Users**
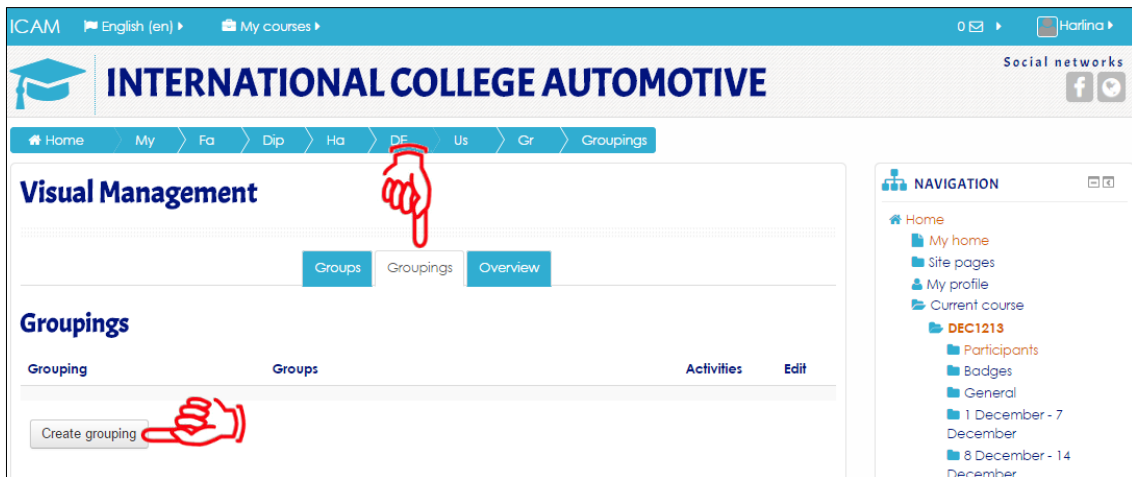


Click **Groups**

Figure 2-42: Setup Groupings Screen

On the Group window, click at the **Grouping** tab and click **Create grouping**
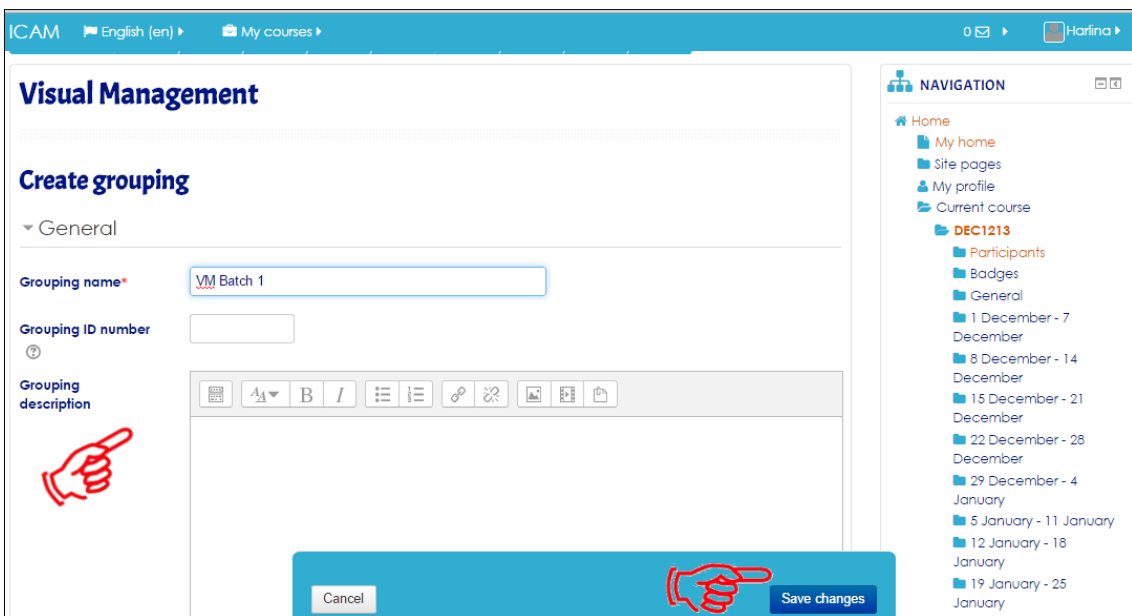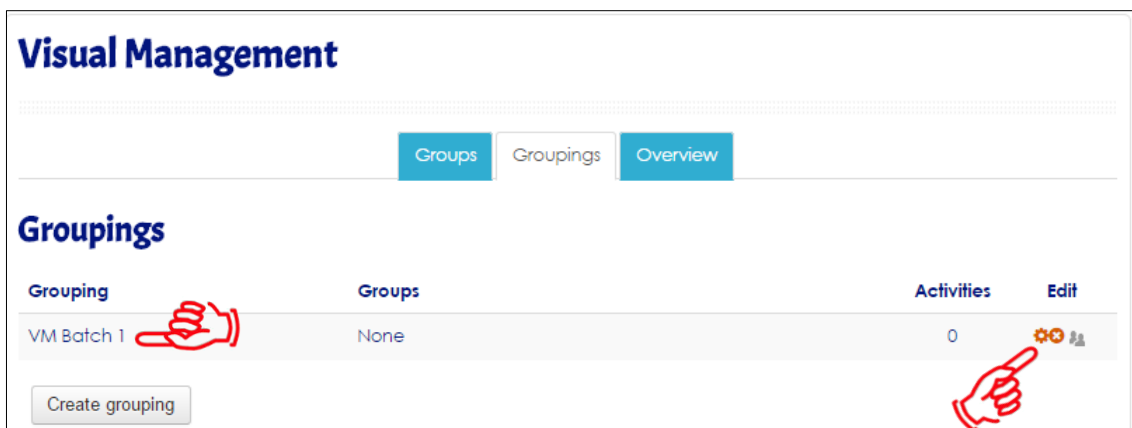


Figure 2-41 : Create Grouping Screen

Name the Grouping, for example VM Batch 1 (can be as same as group name).
Click at **Save Changes**

Once the grouping is created, add which group to the grouping. Under edit click at **Show groups in grouping** icon (mouse over the icon).
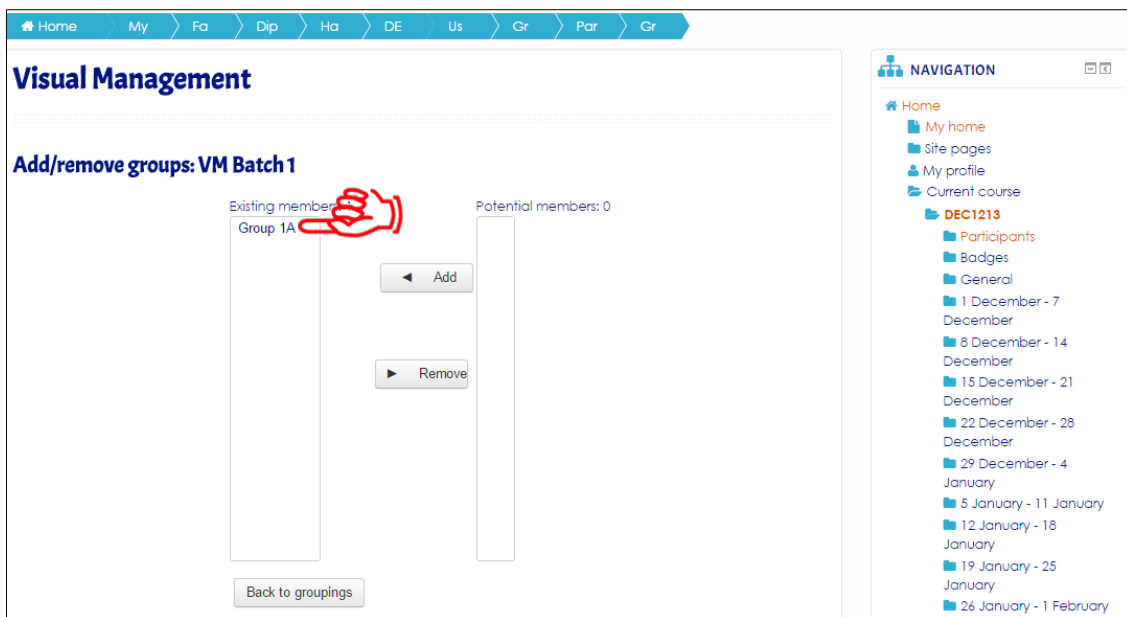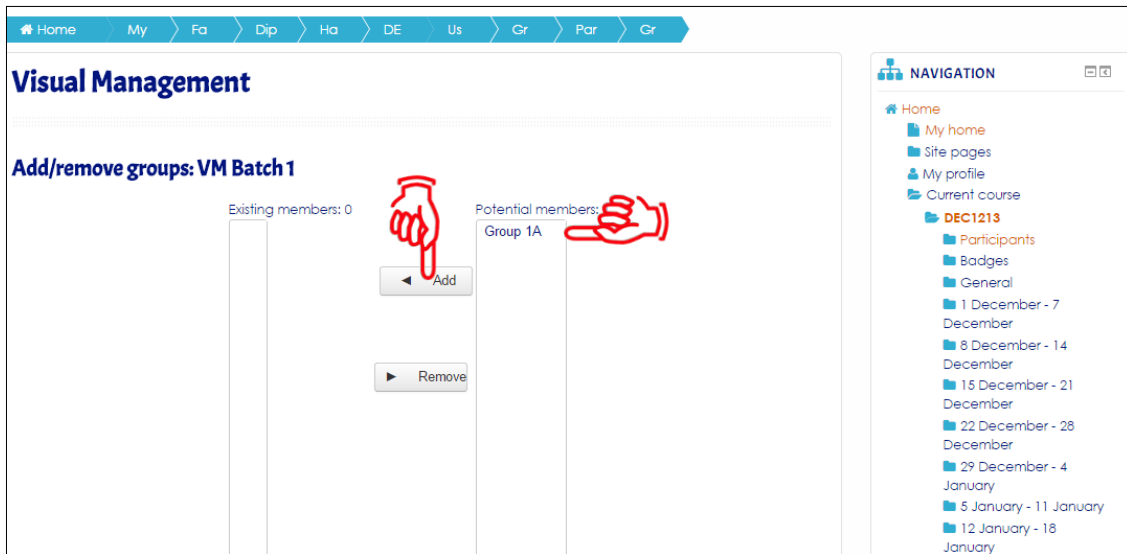




Figure 2-42: Add/Remove Groups Screen

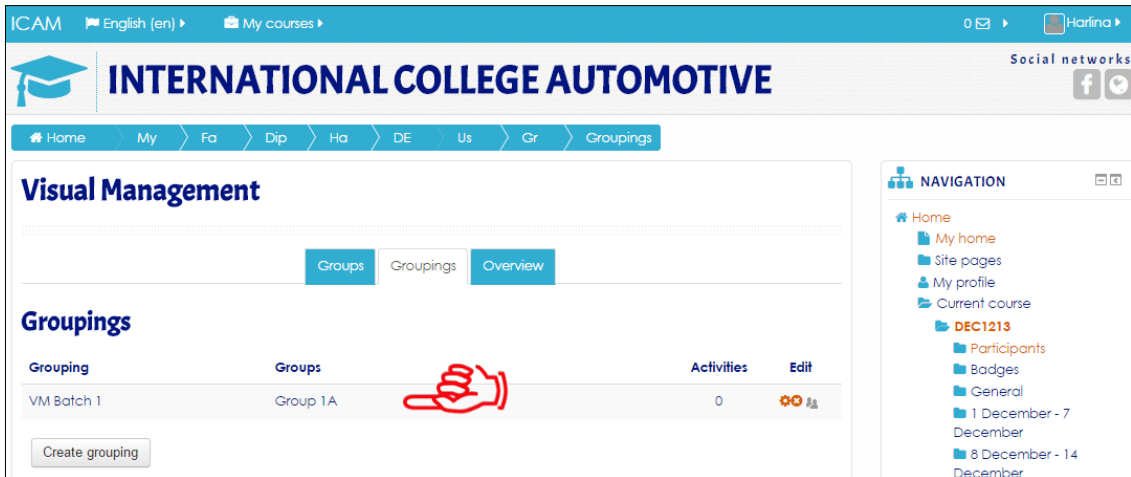Choose which group to add to the grouping. Click at **Add**

Figure 2-43 : Setup Groupings Screen

Click **Back to groupings** to see what you have done.