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## What is Learning Management System ?

To support and strengthen the concepts of electronic learning (e-learning), the learning management systems were introduced and presently widely used across the globe to mainly empower the concept of blended teaching and learning. Basically an LMS provides a technological platform for the delivery of the online content (courses material), both in synchronous and asynchronous based modes.

### MOODLE Learning Management System:

There are wide variety of choices pertaining to the selection of the best LMS, pertaining to the organizational need and structure. There are paid LMS and on other hand, learning management systems that are free and open source, distributed under general public license. Among the wide variety of choices, the IT team of University of Balochistan had opted for MOODLE learning management system, as first of all it is free and open source, secondly, it is widely preferred and used across the globe and more importantly it provides a good technological platform in-connection to adaptation issues in line with constructive pedagogy, as it provides the adaptive feature known as 'Lesson', that can be effectively used where upon depending on the answers to the questions on each page, the learners can be moved through pages.

Moodle material support can be divided into three categories:

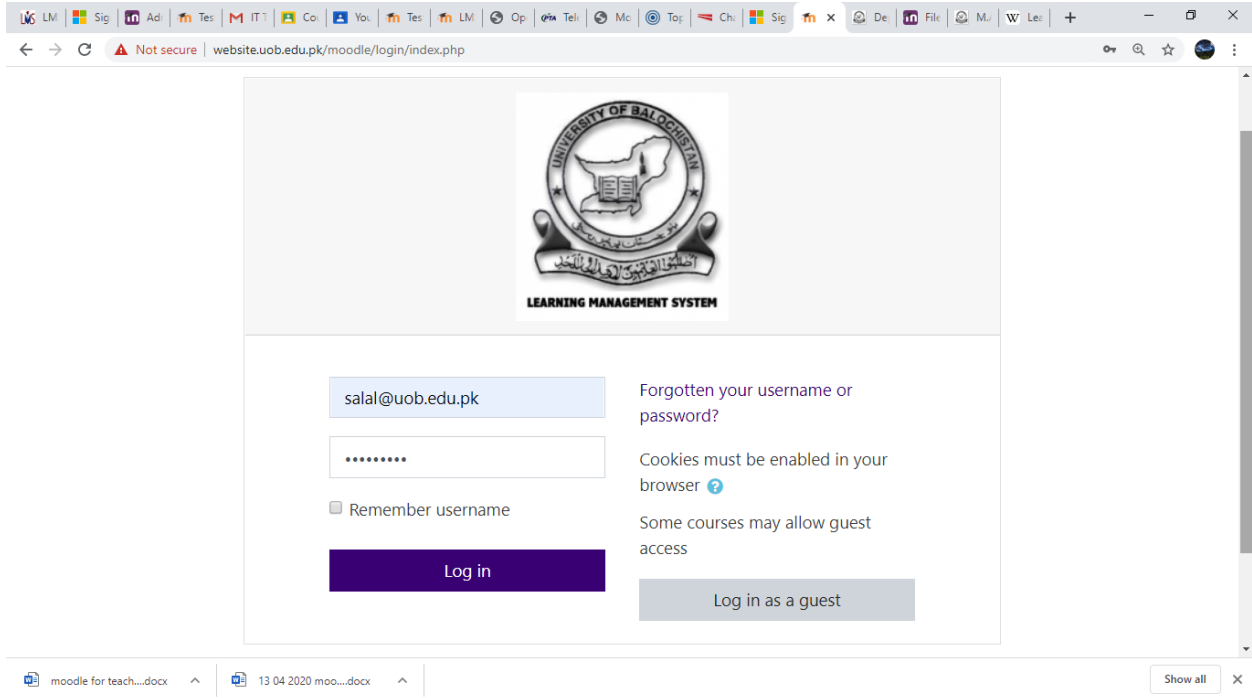
Static Course material (such as: File, Folder, Page, Url web-link to any document, label (text or image support)), Interactive Course Material (includes assignments, choice, lesson, quiz, survey etc.) and Student interaction (include chat, discussion forum, glossary, wiki, survey and workshop).

## FACULTY BASIC GUIDE FOR USING MOODLE

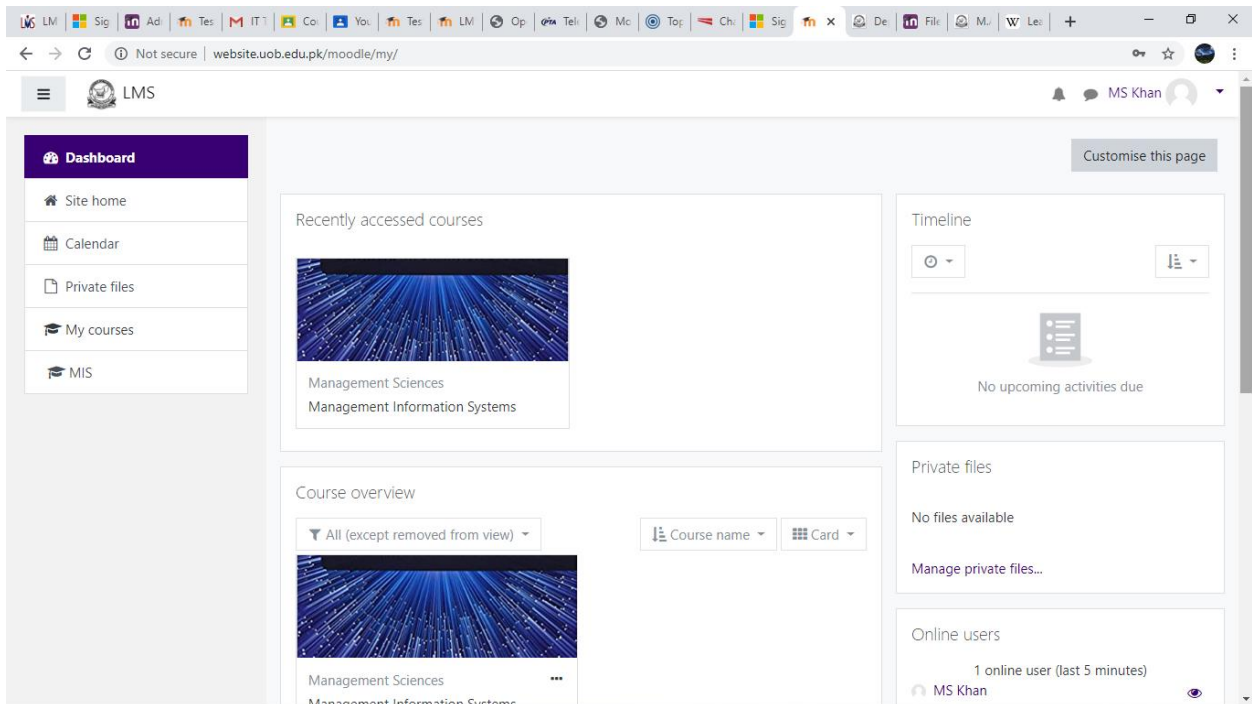
Faculty members will be provided with the user login credentials of UoB LMS, upon sending a request email on [dit@um.uob.edu.pk](mailto:dit@um.uob.edu.pk) and subsequently after verification of data, the login credentials will be provided to the concerned faculty member. It is worth mentioning that those faculty members who have already requested user credentials, they have been sent with the user name and password. Subsequently, the faculty member needs to provide DIT about the course(s) information that the teacher intends to deliver through the LMS.

The faculty member having the login details can access the LMS through UoB Official website or directly accessing the LMS through the following mentioned link <http://website.uob.edu.pk/moodle/login/index.php>

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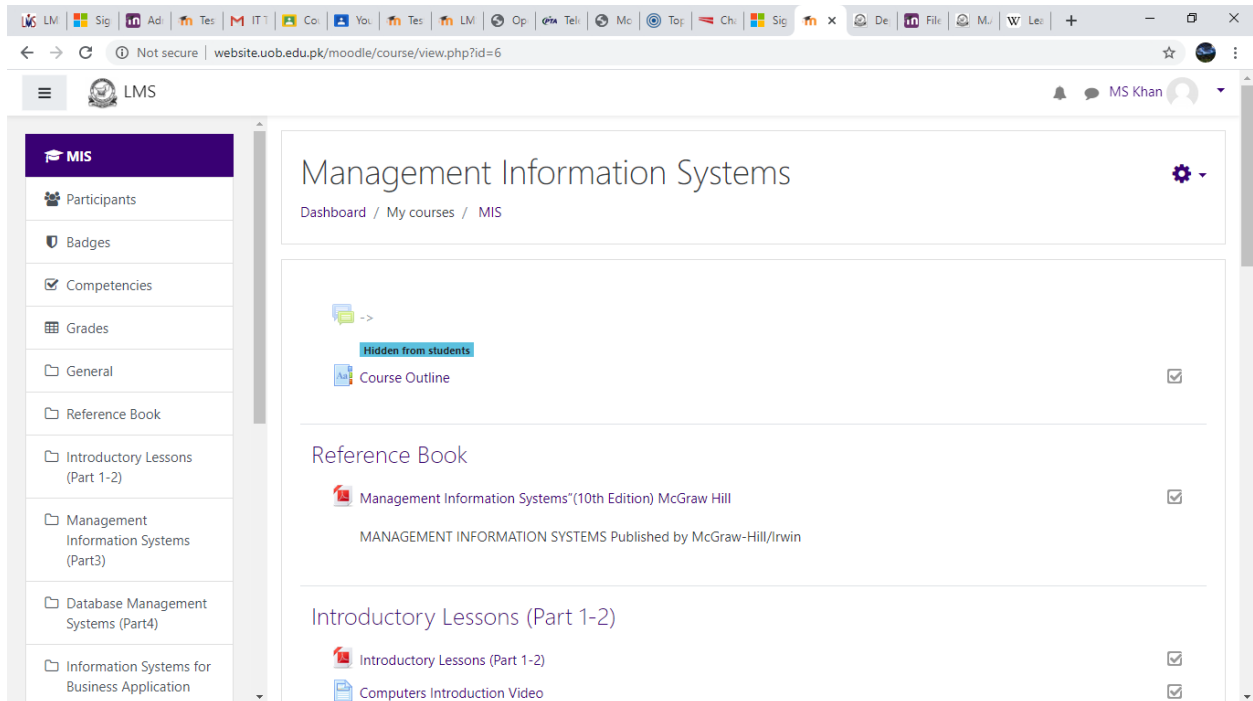


After successful login the faculty member will view the LMS site page showing the name of course(s), that have been assigned by the LMS administrative user.

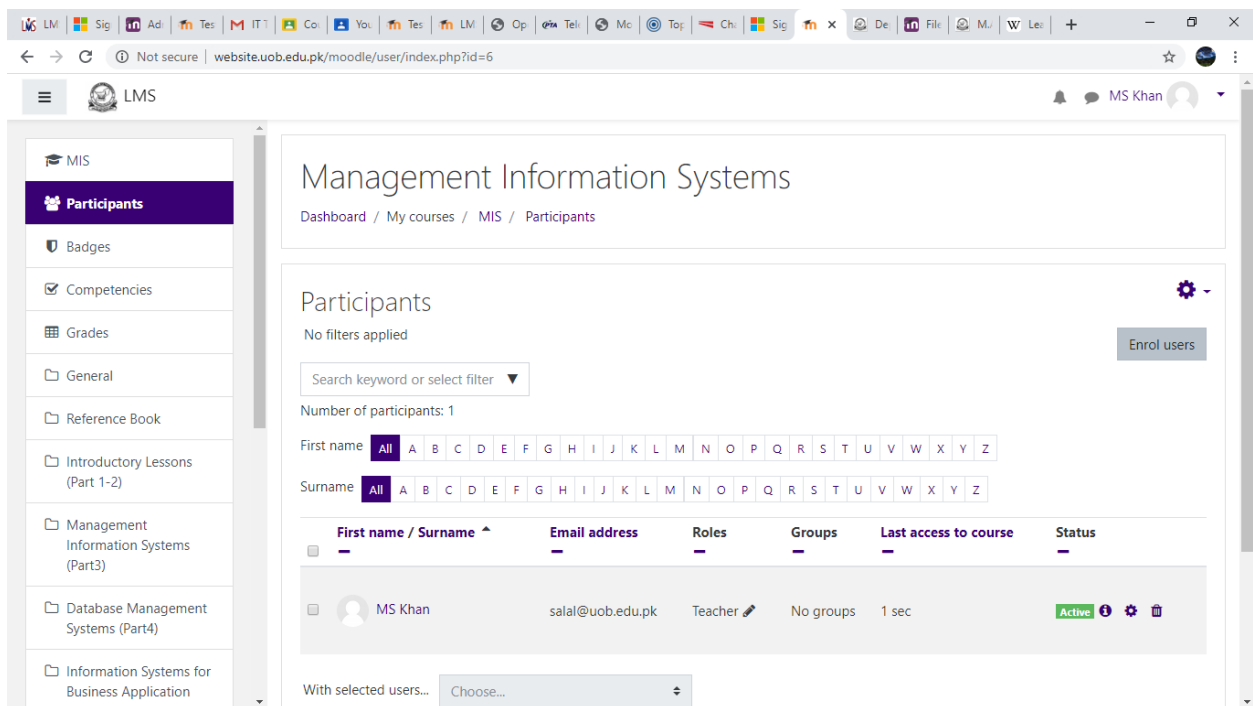


In the above shown example the user has been assigned the course of Management Information System (MIS). Subsequently to proceed with the course setting the faculty member will click on the course name that will be visible on the left hand side of the screen, in the above example case 'MIS'.

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Now the important aspect is to enroll the students, that in this LMS are called participants of the course. The faculty member will click on the participants link on the left hand side of the screen. The following page will open up:



There are basically three core methods through which a faculty member can enroll the students:

### Direct Students Enrollment

Through **Direct Enrollment** by clicking the enroll button, but for this option, it must be ensured that the all students data had already been uploaded on the LMS. If the said condition is true, then the faculty member can see and select the student name/ID for the participation in the course.

### Guest Access:

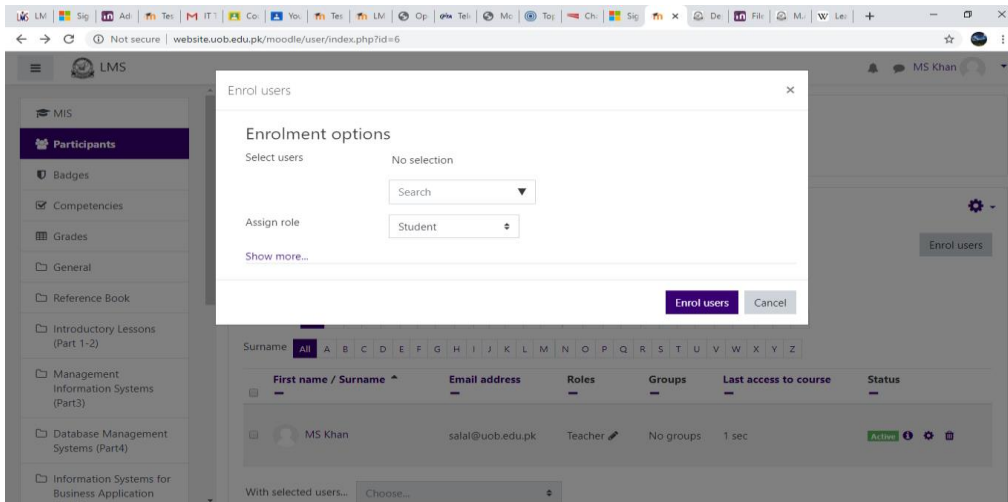
The faculty member can make the course available for the Guest access, either letting the course contents open to anyone or putting a password on the course, and subsequently distributing the password among the intended participants. The

participants, will simply click the login as guest, and will find the course name, click on it, and if it is with a password, they will be prompted to enter a password, otherwise simply they will be able to see and access the course material that has been set / uploaded. It is worth noting that as guest user are not registered users, therefore, a guest user cannot submit the assignment or directly participate in the course, however, the guest can view and download all materials. This option is suitable during any lockdown situations as like the situation caused by COVID-19 pandemic.

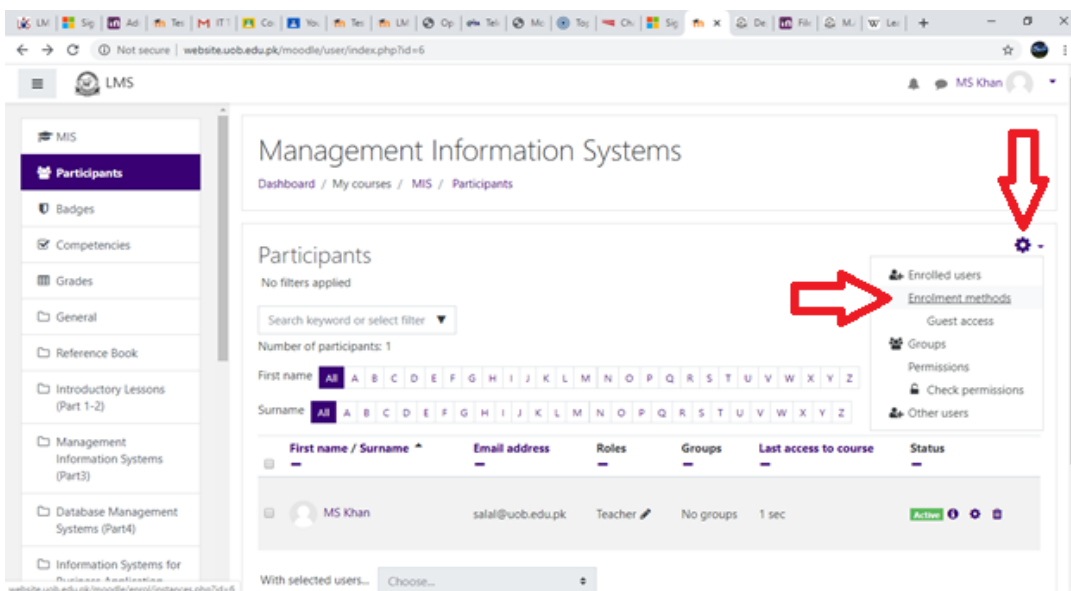
**Self Enrollment Method:**

This method of enrollment in course could only be applied, if all students record is already uploaded on the LMS, then the teacher at a given stance, can generate a course joining passkey and distribute among the already registered users/students. The students are supposed to login the LMS, find the course name, click on the course and enter the passkey to get enrolled.

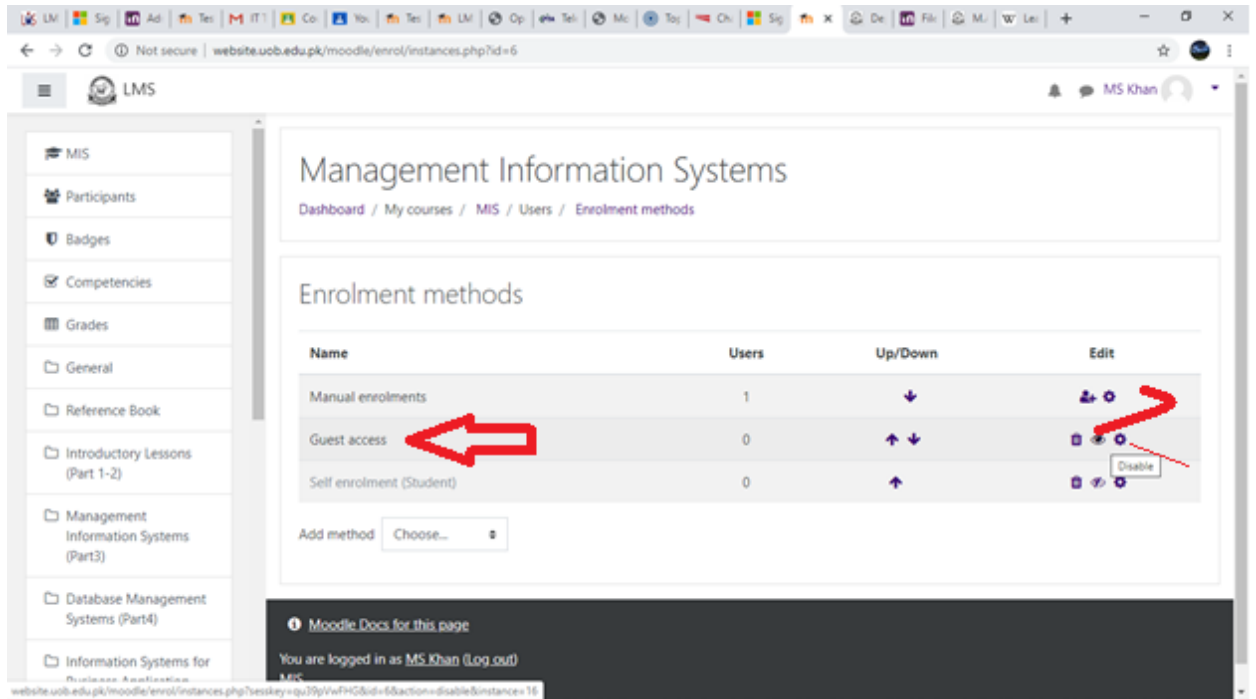
Below is the screen shot of direct enrollment first:



However, if the faculty wants to use other enrollment options such as Guest or Self enrollment than the faculty will click on the following cog icon (wheel icon) as shown below:

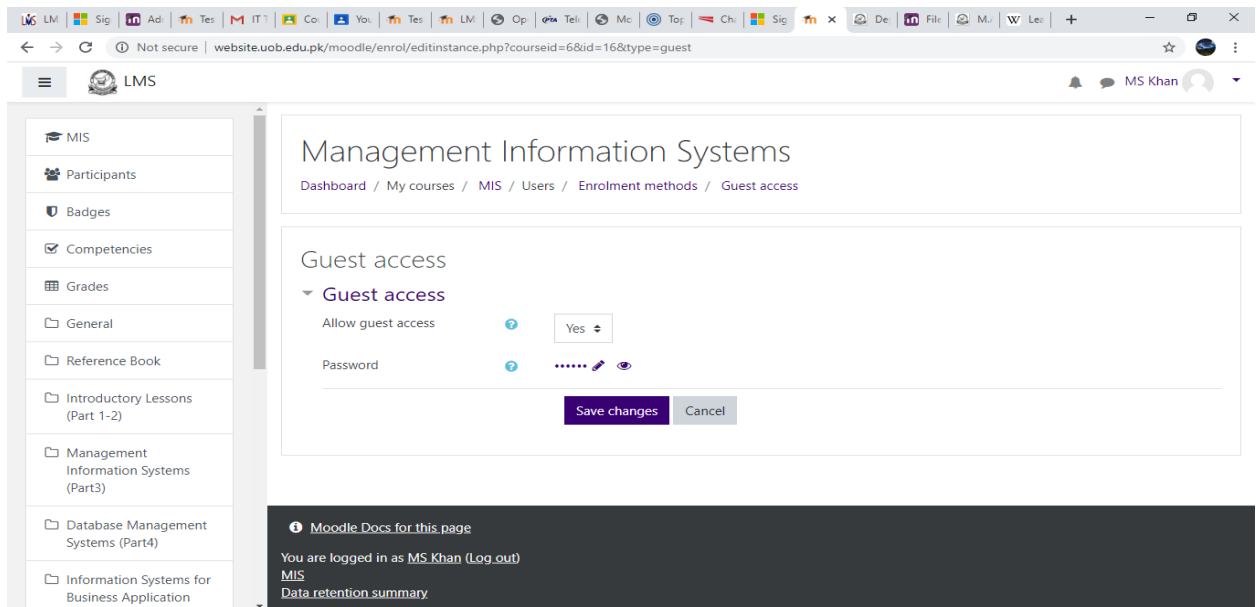


Now the faculty may click on Enrollment Methods links as shown above. Upon the clicking the Enrollment methods link the following screen will appear:

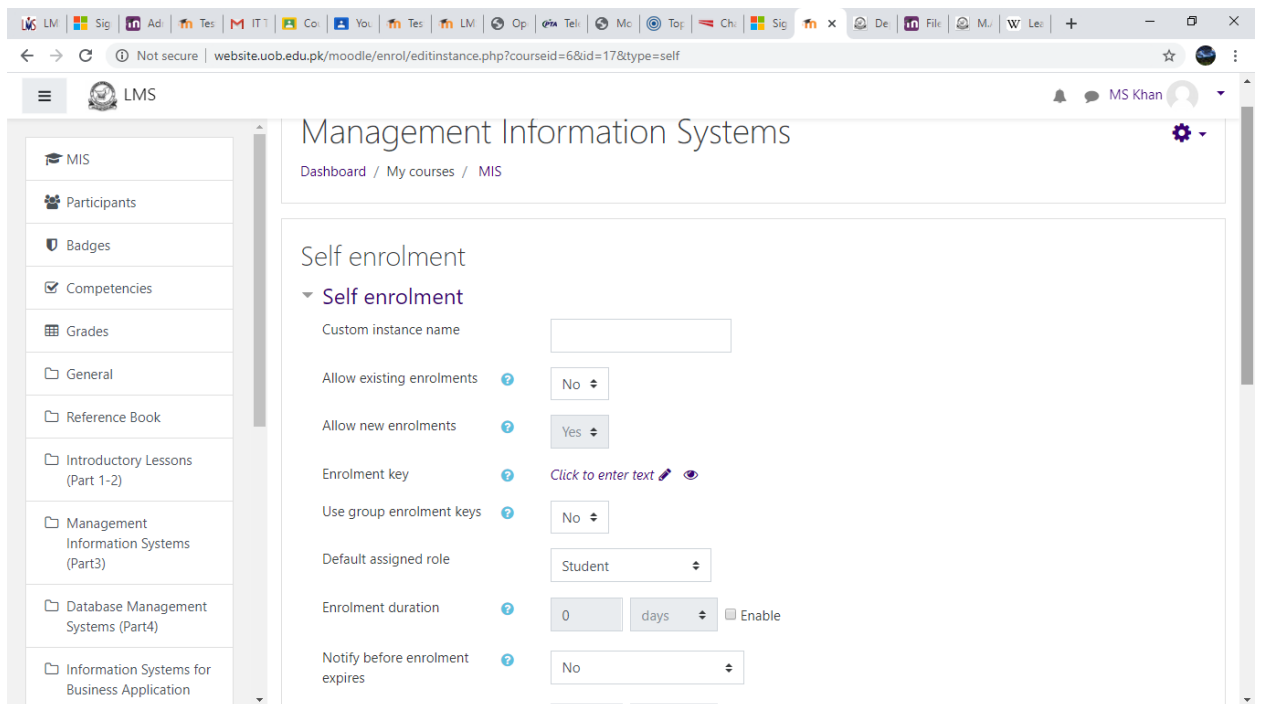


To enable the Guest access mode:

The faculty member will click on the eye icon in Guest Access row as seen above. Then will click on the cog icon (wheel icon edit) in the same guest access row. The following screen will open up, asking allow guest Yes / No, and if to set any password. However this password can be either entered as desired or left empty in case the faculty desire anyone to access the course material freely. Subsequently, the save button should be clicked, to the save the setting. Screen shot is shown below:



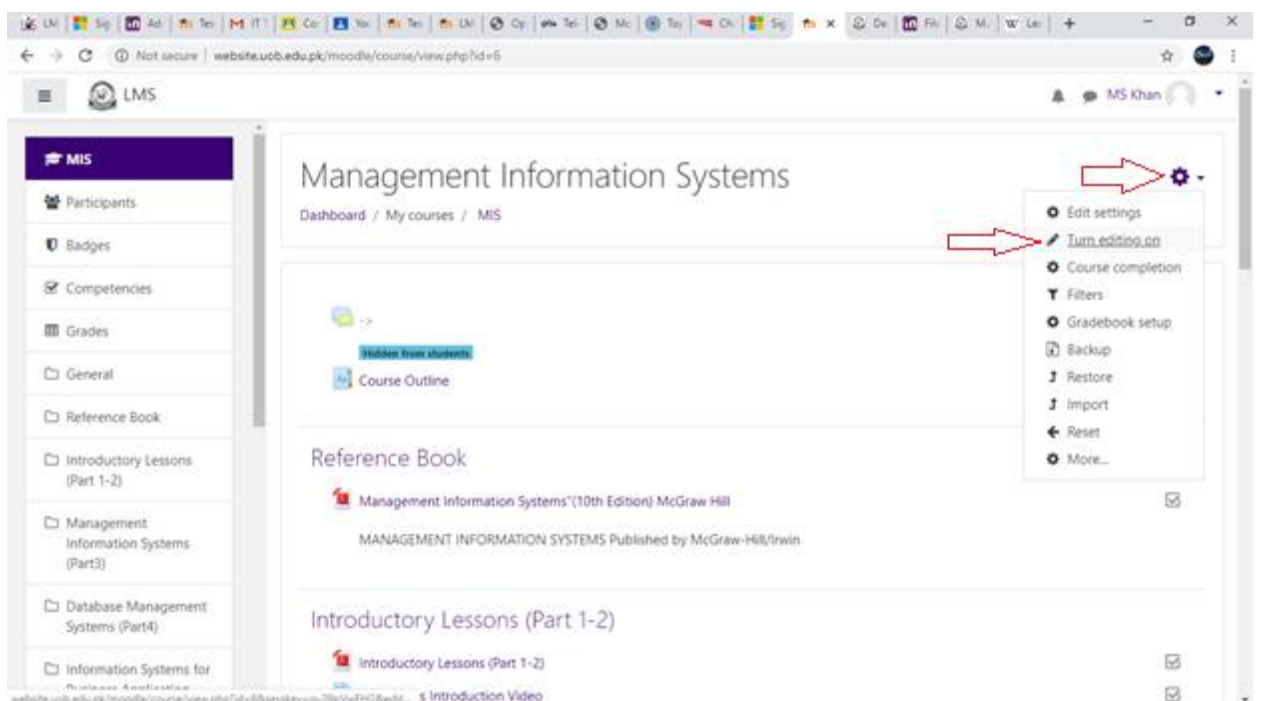
The third method is self enrollment. The faculty will click again on enrollment methods, and in the self enrollment row can click eye icon to activate this option, and then click on cog (wheel icon edit) to setup the desired enrollment process with a key / passcode.



After setting up the participants enrollment, now the next main step for the faculty member is to setup the course contents, as covered in the next section.

### SETTING UP THE COURSE CONTENTS:

The teacher will click again on the course name on the left hand side of the screen, and then click on the cog (wheel icon edit) on the right hand of the screen as can be seen in the screenshot as mentioned below:



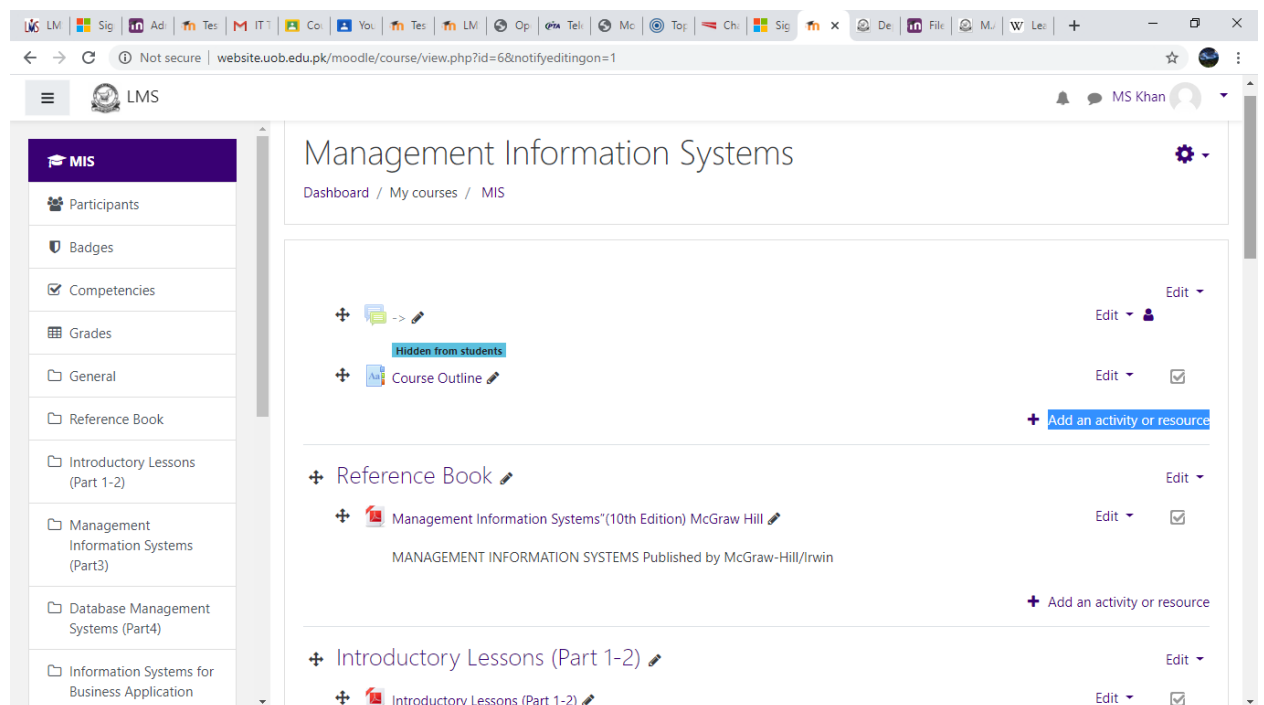
In order to setup the course material, the teacher will click on 'Turn Editing On' Now the format will be seen as like 'General', 'Topic1', 'Topic2'.....



### Add an activity or resource

Through clicking on the small pencil icon that is visible on these headings, the teacher can change / modify these headings, subsequently, upon modification the enter button must be entered in order to save the changes. In the above mentioned example, already the heading names have been changed as Reference Book, Introductory Lessons etc.

Under each heading the teacher can **Add an activity or resource** by clicking the + icon

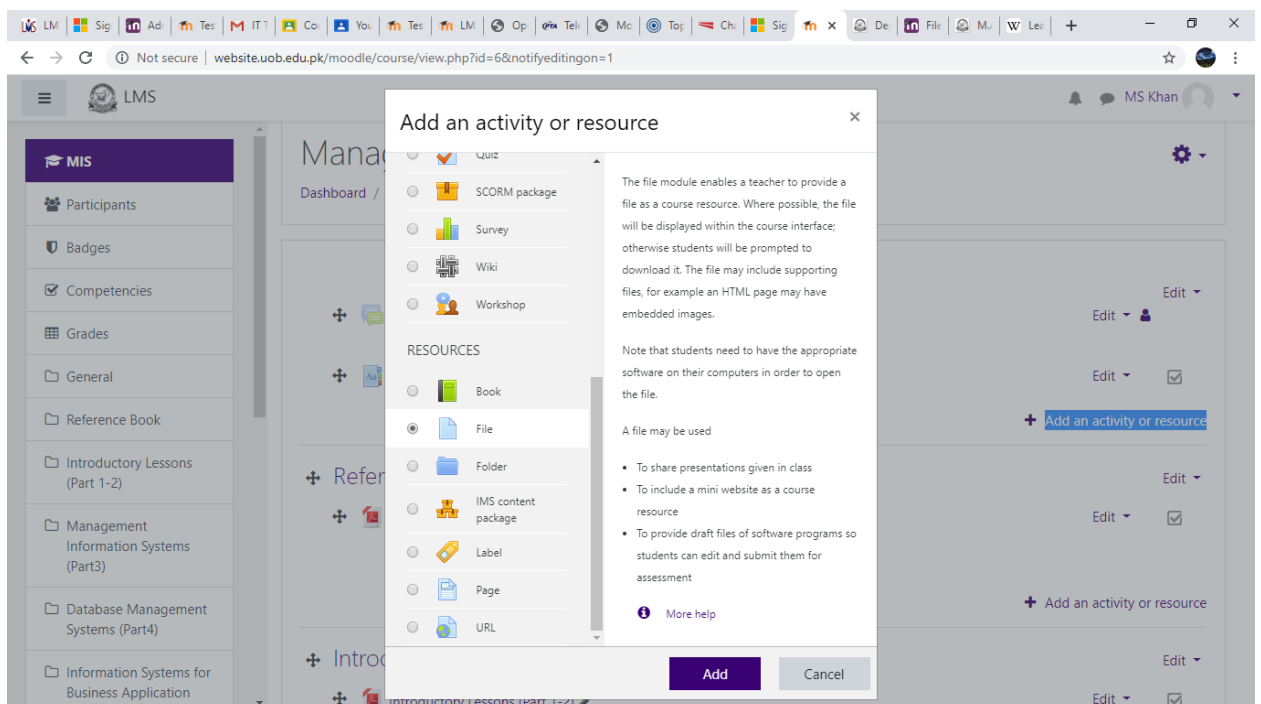
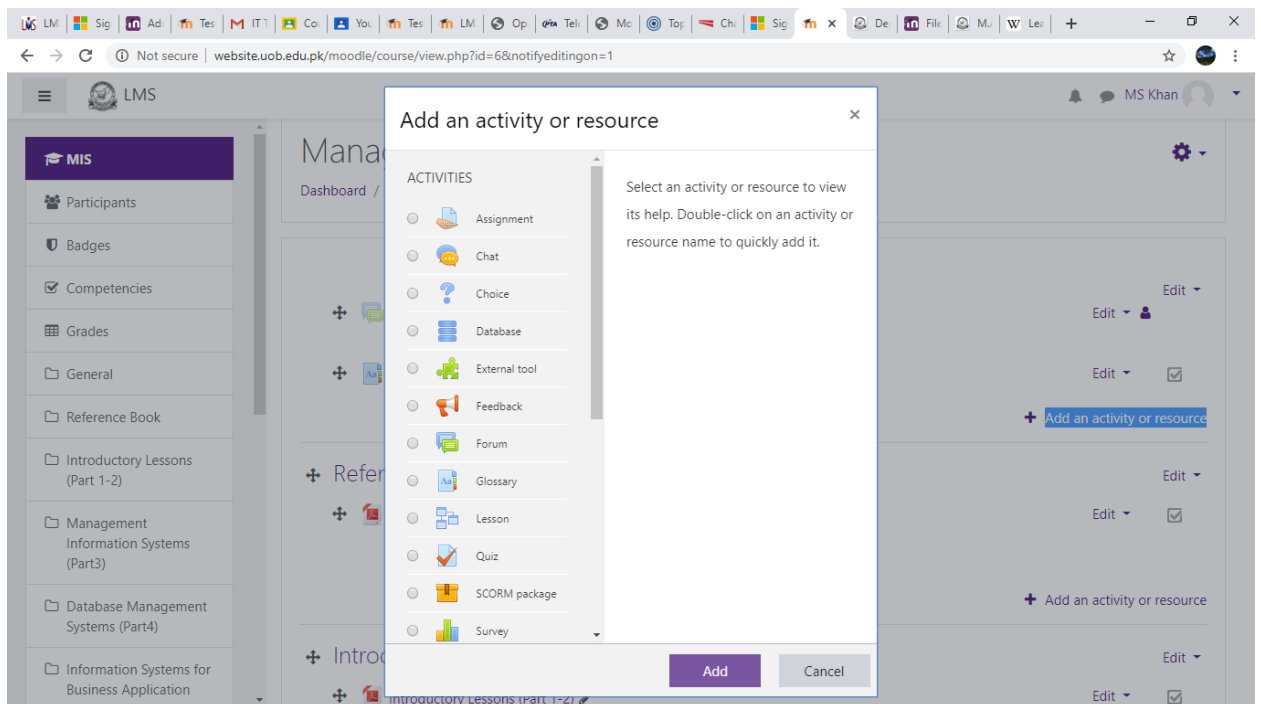


There it will open a wide choice of activities or resources that this LMS provides/offers and can be witnessed in the below mentioned screenshot. Basically, a teacher can select any Activity under the activity heading or a Resource under resource heading.

In Moodle LMS terminology, an Activity, such as Forums or Quizzes, functionally means to which the students can contribute directly, and is often differentiated to a Resource such as a File or Page, which is presented by the teacher to the students for example as lecture slides / notes / other material etc.



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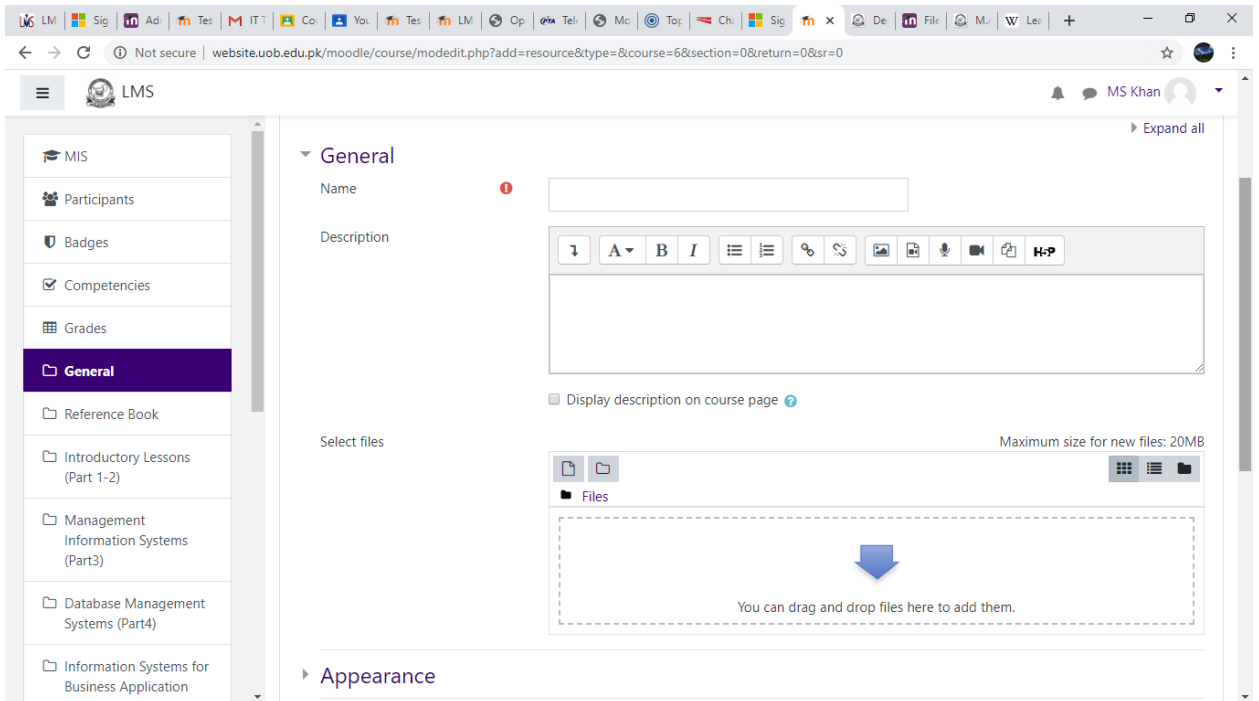


### To Upload Lecture Slides:

Each of the activity or the resource is self explanatory. Let suppose a teacher wants to upload the lecture slides, the teacher will select the File option under Resources tab and then click on Add button.

The following screen will open where the teacher can add the title and description of the slides and then proceed to upload section right below (clicking Blue downwards Arrow that is uploading) as can be seen in the following screen screenshot. *Display description course page may be enabled, to allow the student to view the description.*

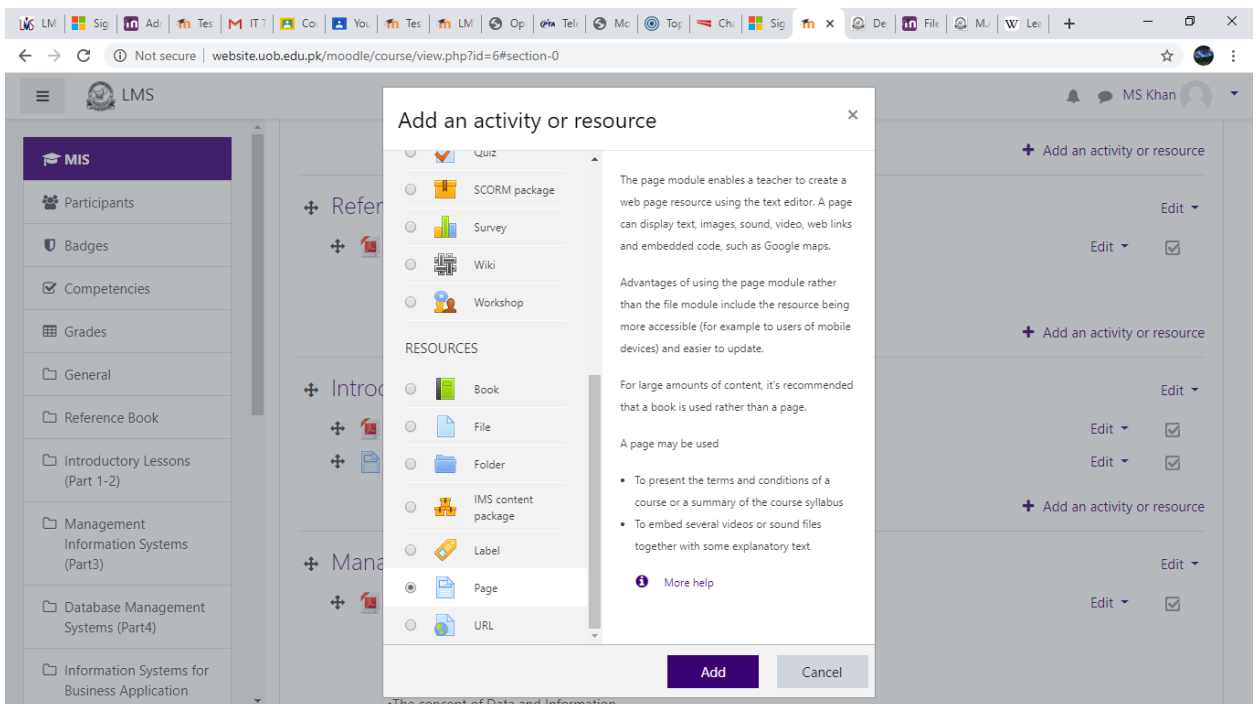
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After setting up, the save button below the screen must be pressed in order to save the resource.

### To Add Video or Image or third Party URL

Another scenario is that the teacher wants to add a video or image or third party url in the resource or activity page. Then the same can be achieved with various options. As an example, this time we will again click + button Add activity or resources. Then under resources tab we will select Page and click the Add button.

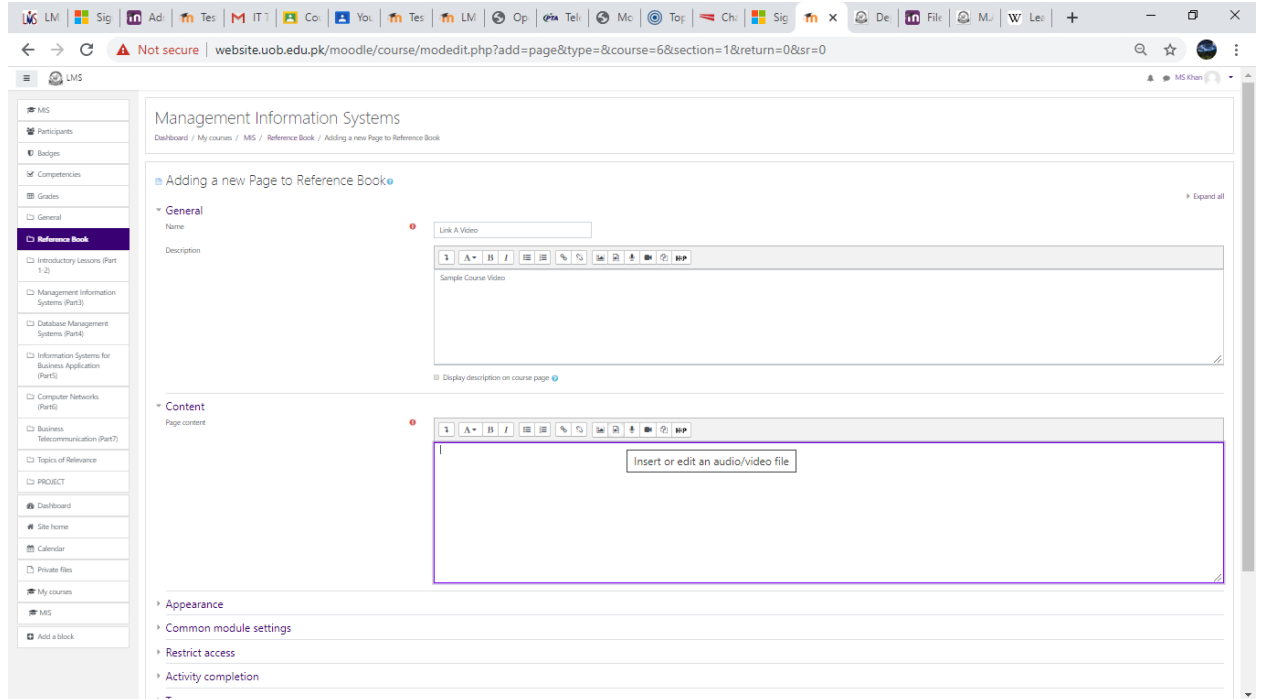


The teacher will give the title and description of the page, and if the teacher wants the description to appear on the student's page view then the teacher must click/enable display description on course page. Below is the portion for the course content:

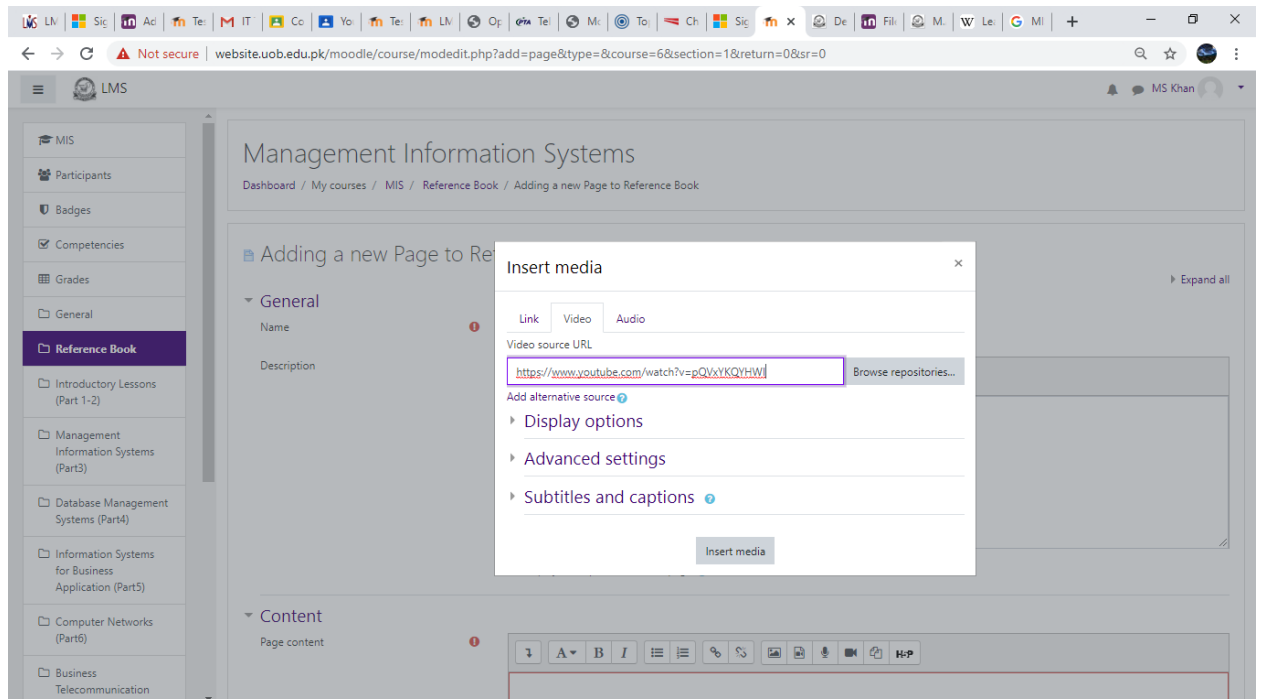
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Scenario 01: The teacher only wants to add typed material, then simply will type and click the save button below the screen.

Scenario02: The teacher, let suppose wants to add a virtual university course lecture video or some relevant video from YouTube source. The below screen shot guides on adding the video in the page:

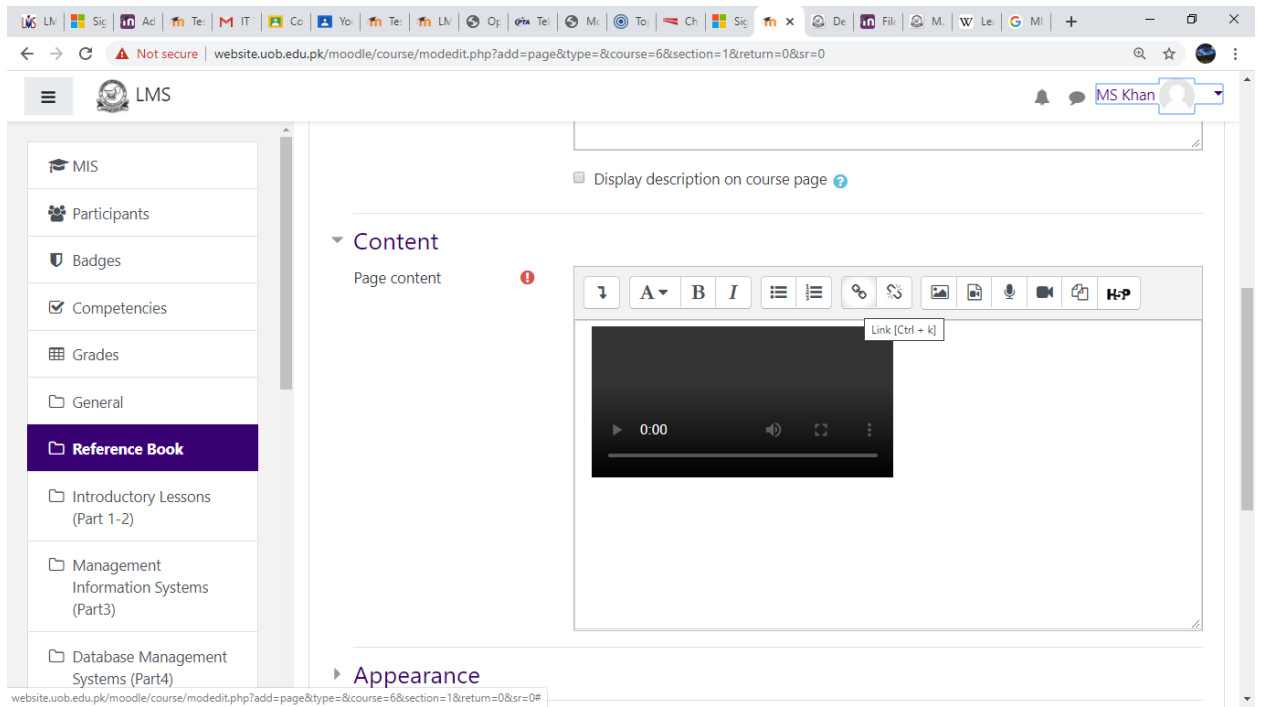


Click on the small icon of 'insert or edit the video file' the following screen will show, click on video or audio as per your need, and copy paste video link url and enter / click insert media.

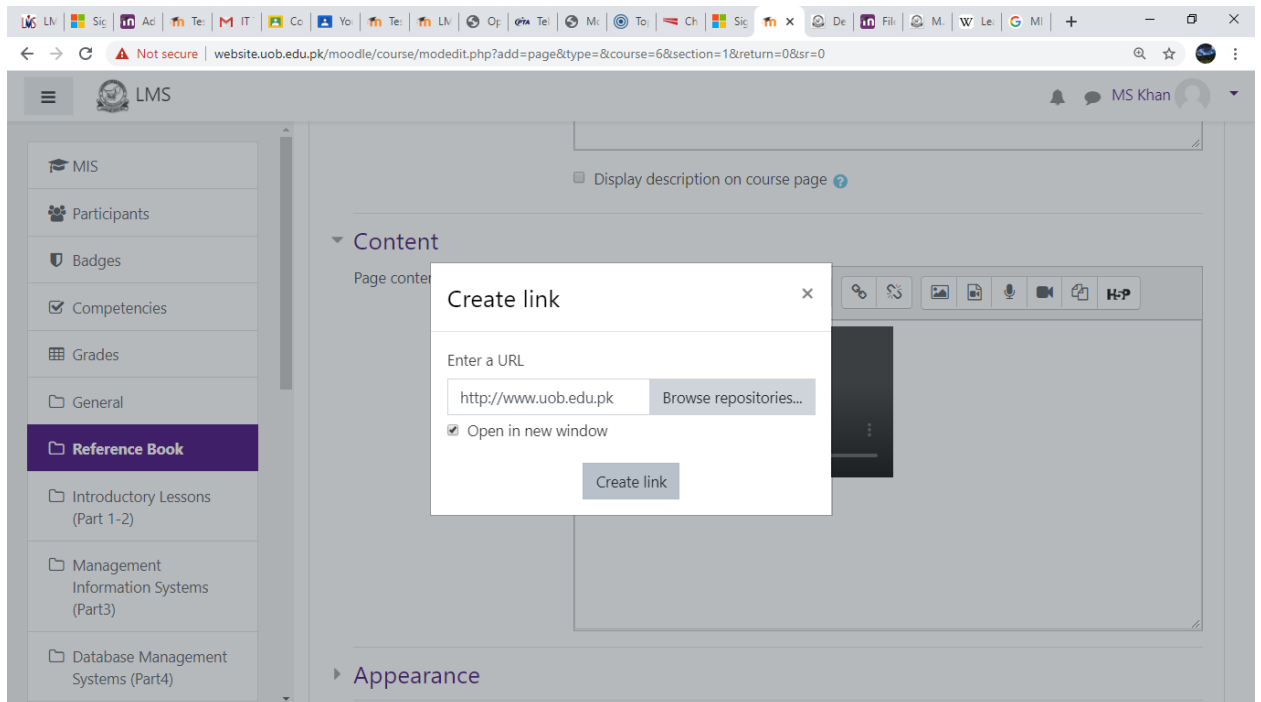


To copy video URL. Simply right click any online video in browser, and click copy link address, and the same you can paste in video or audio source file.

Other Scenarios of adding Hyper link to URL or Adding Image:

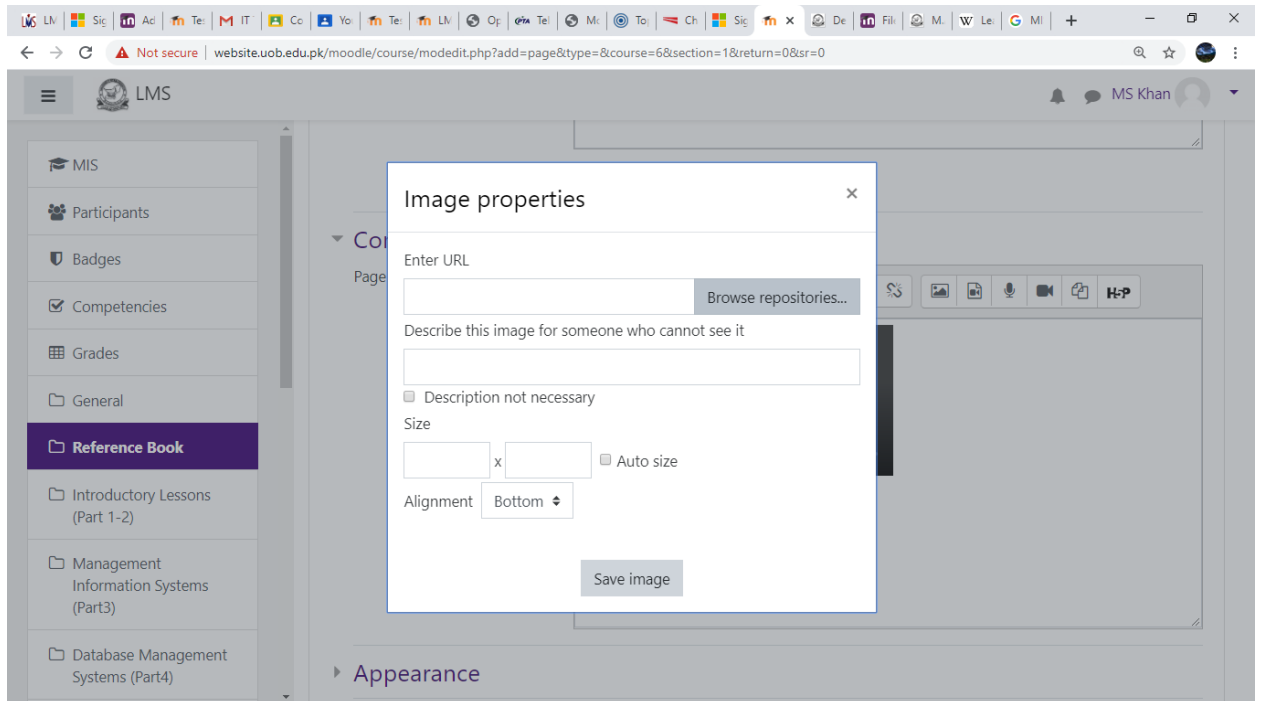


The teacher as per need can click on link icon incase of creating / linking URL address of another website, as show below.

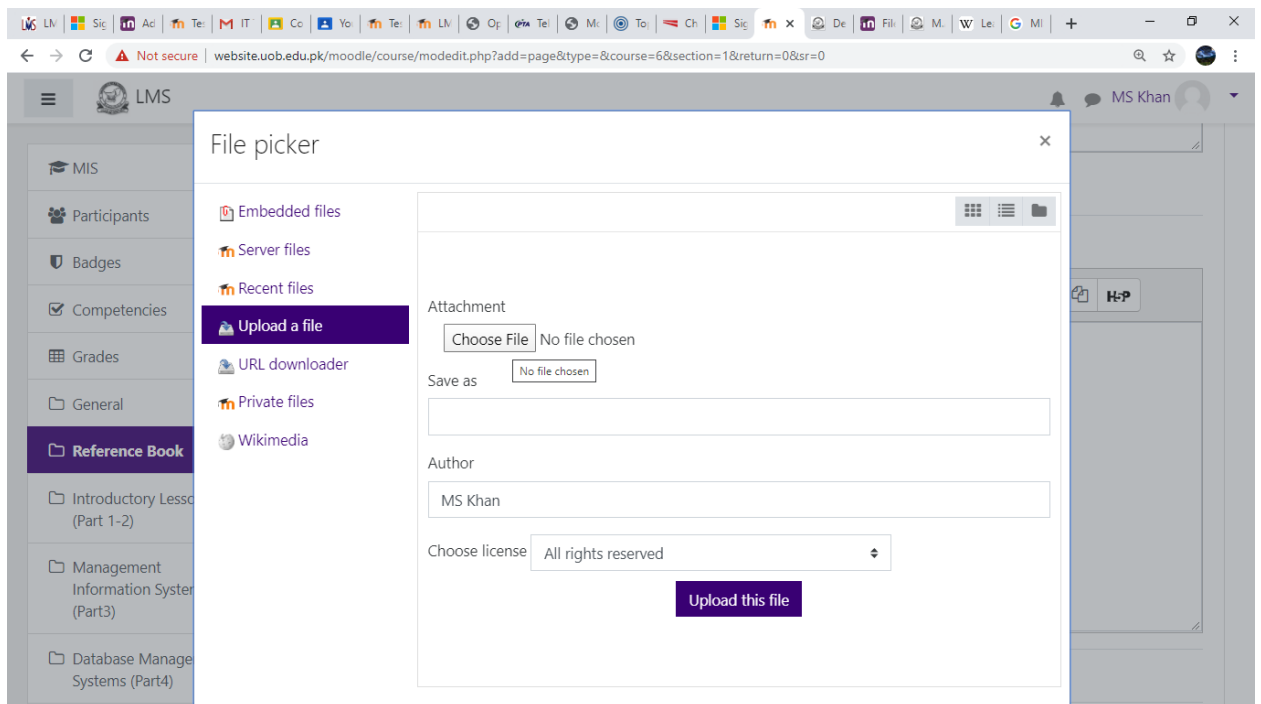


Incuse the teacher would like to add an image file, the teacher will click on the small image icon, as can be witnessed in the below shown screen shot.

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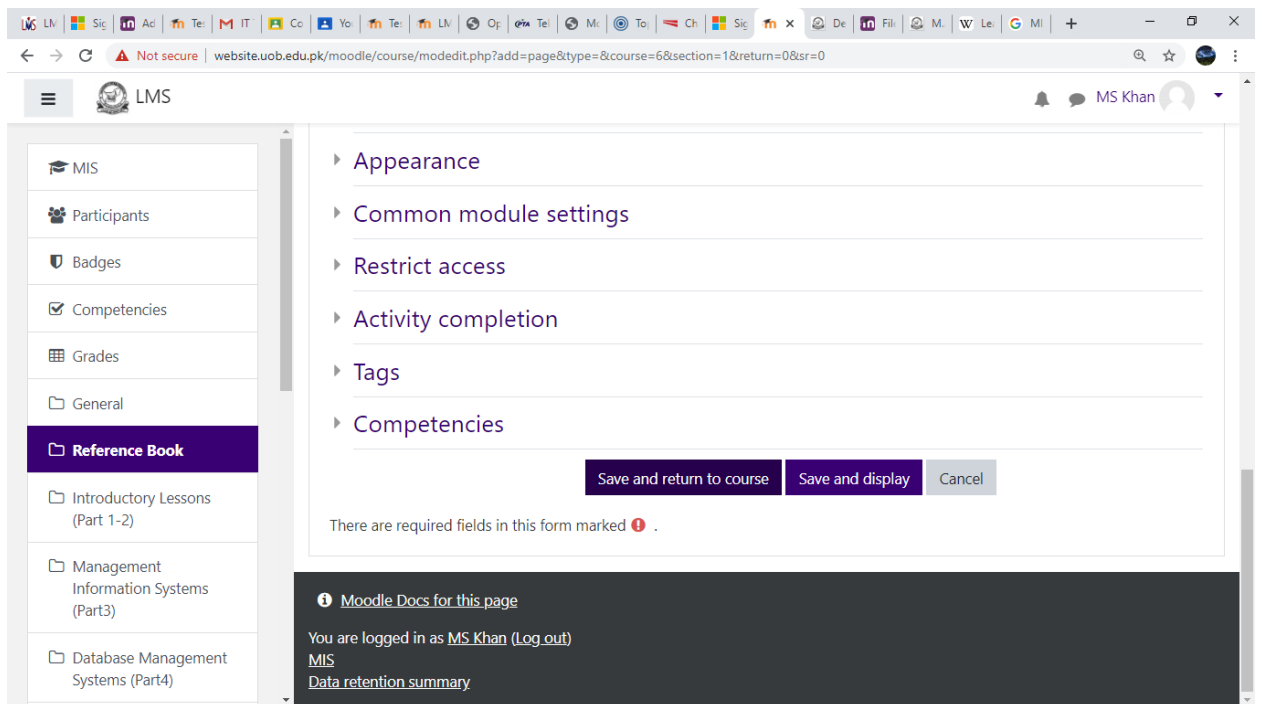
Then click on the Browse repositories button



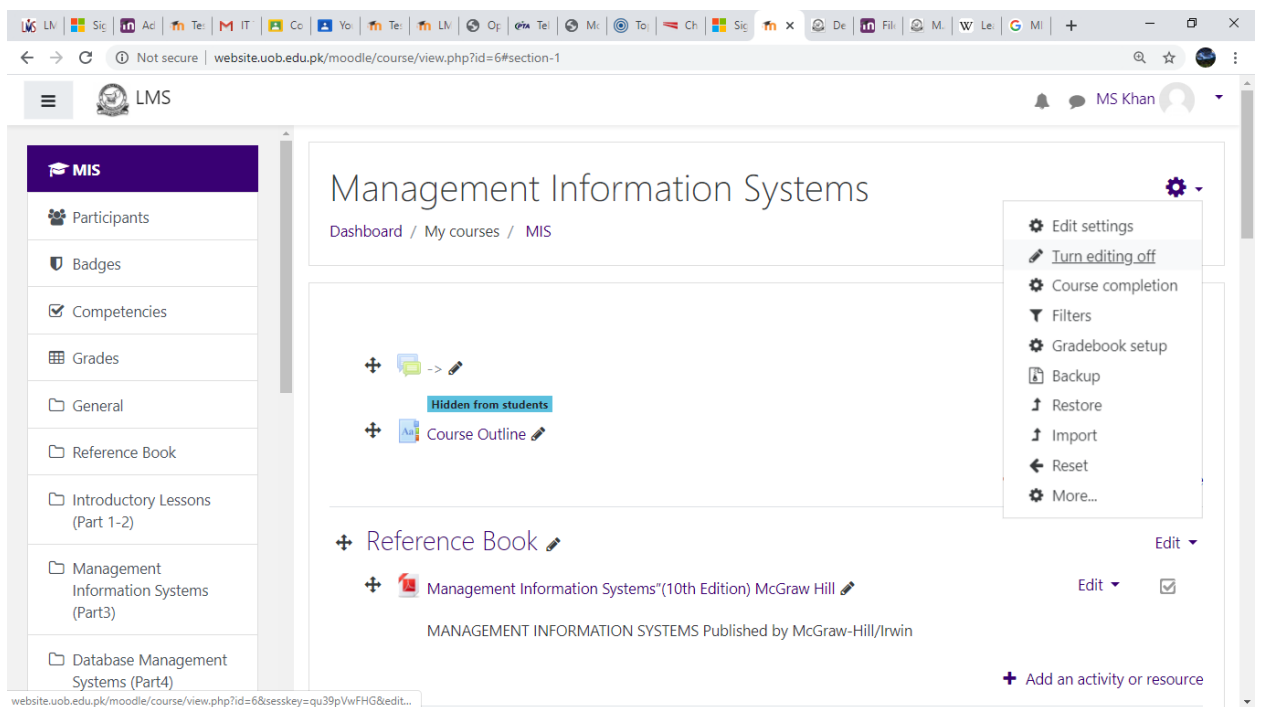
And after selection the file, then will click on Upload this file button.

Once all the desired contents have been placed and set by the teacher then the teacher must click the save and return to course button as shown in the below screenshot.

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Once the teacher is satisfied that the relevant course material creating, editing and uploading has been accomplished then the teacher may turn of the editing by clicking the main page cog icon as seen in the below screenshot.



## TO ACCESS THIS EXAMPLE COURSE

Any faculty member can visit UoB site and click on LMS link, then click on Guest user button, click on Management Information System (MIS) course, below a password entering box will appear. The faculty member can type in mis786 in the password box and course contents will appear.

There are many ways of setting up any course along with relevant material and activities from simplest to complex, however depending on the teacher's choice,

any approach could be adopted. The purpose of this basic tutorial was to give a very basic start-up demonstration of setting course material for a course. DIT has also created three small demonstration videos, of the same, in order to facilitate our faculty members. However, any further assistance and technical help can also be provided upon receiving a request.