



PHILADELPHIA UNIVERSITY
THE WAY TO THE FUTURE



2021-2022

Moodle Quick Guide for Students

Deanship of Development and
Distance Learning

Philadelphia University

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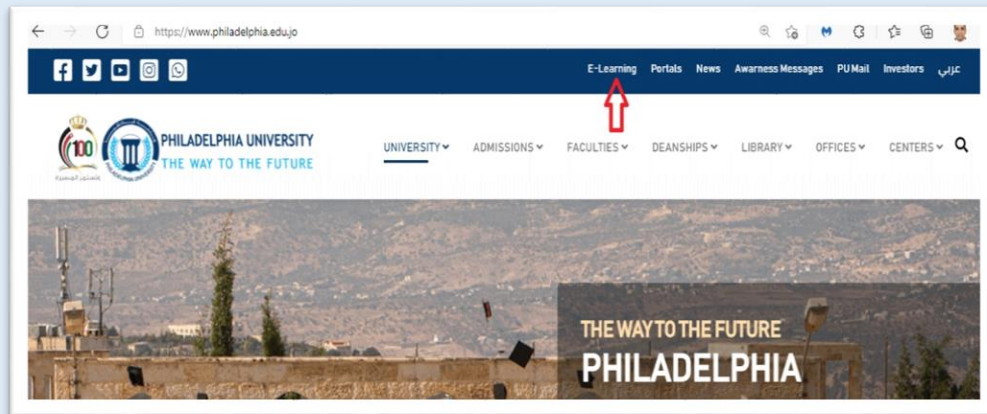
1) ABOUT THIS GUIDE

This guide was prepared by the Deanship of Development and Distance Learning in order to provide students with an overview of Moodle. The following user guide is designed as a quick reference guide for the basic functionality you will use every day with Moodle.

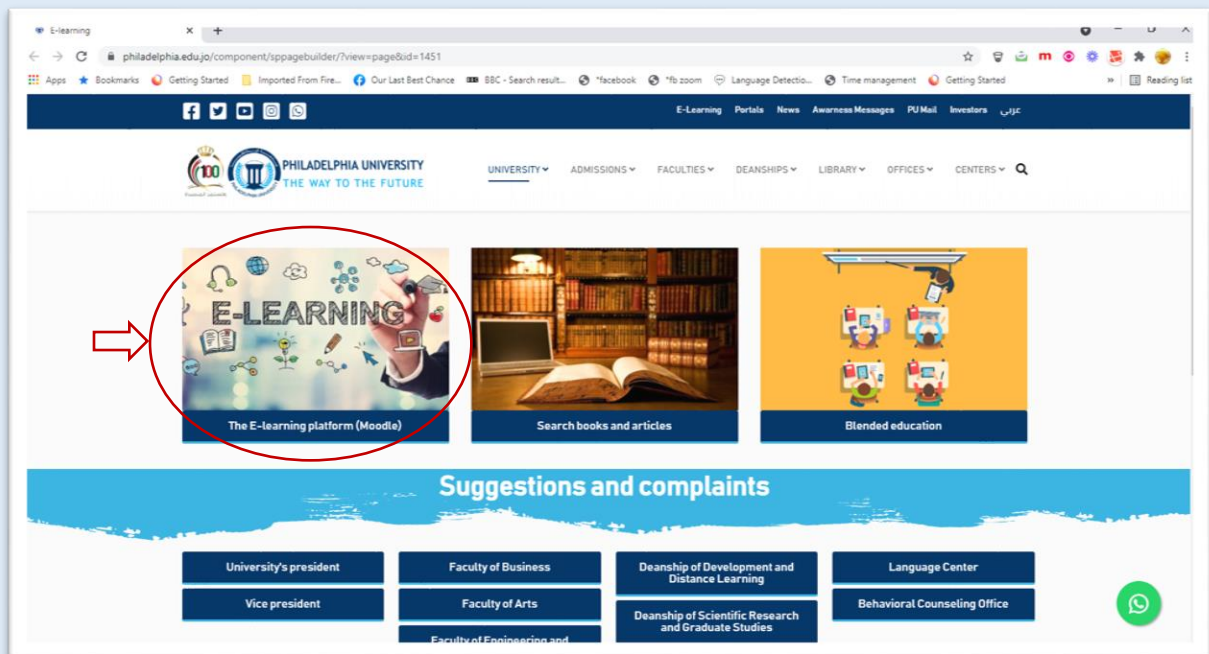
2) LOGGING IN MOODLE

To access Moodle use the following steps:

- Go to the Philadelphia university website <https://www.philadelphia.edu.jo>.
- Select “**E-learning**” as shown in the figure below:



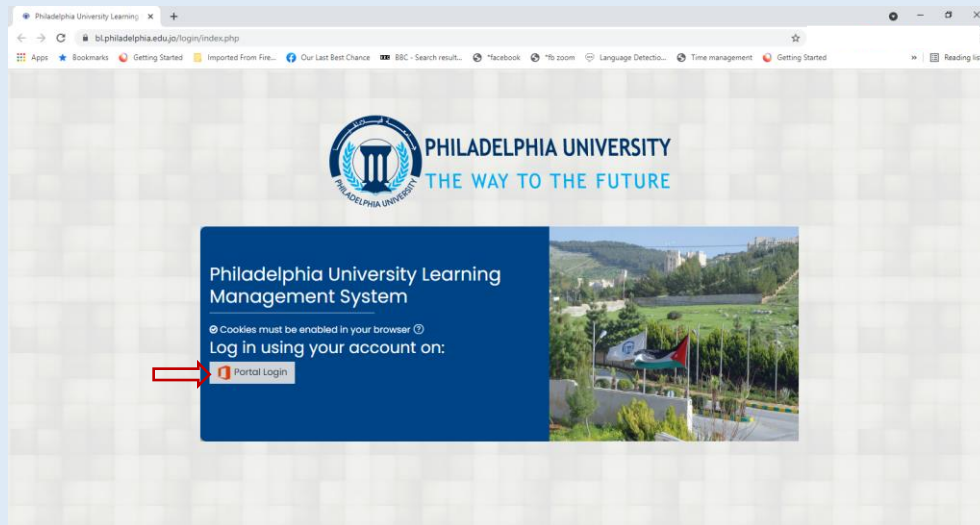
The following page will show. Click on (The E-Learning platform - Moodle), as shown in the figure:



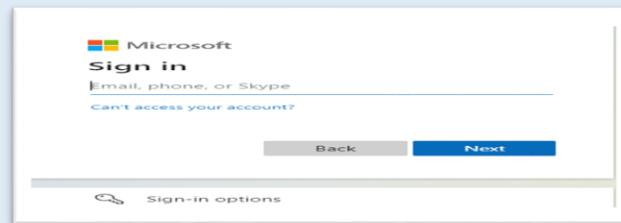
You will be navigated to the following e-learning page:

<https://bl.philadelphia.edu.jo/login/index.php>

- Select “**Portal Login**” as shown in the figure below:



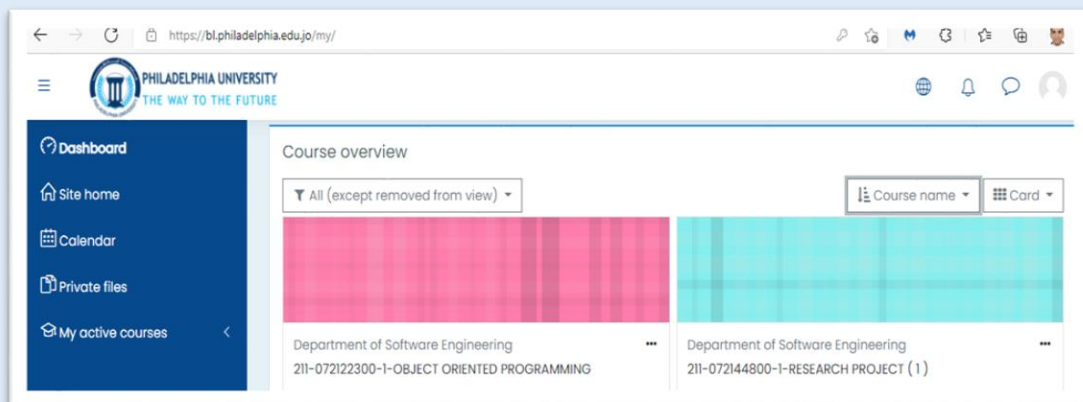
- Insert your **username**, press **Next** and insert your **password** (you can get your username and password from the student's portal) as shown in the figure below:



- If everything is okay, you will be directed to the following **Moodle main page**

3) DASHBOARD

After **logging in**, you are directed to the **Dashboard**, which is a customizable page for providing you with **Course overview block**, which allows students and teachers to easily track required activities and filter courses as shown in the figure below:

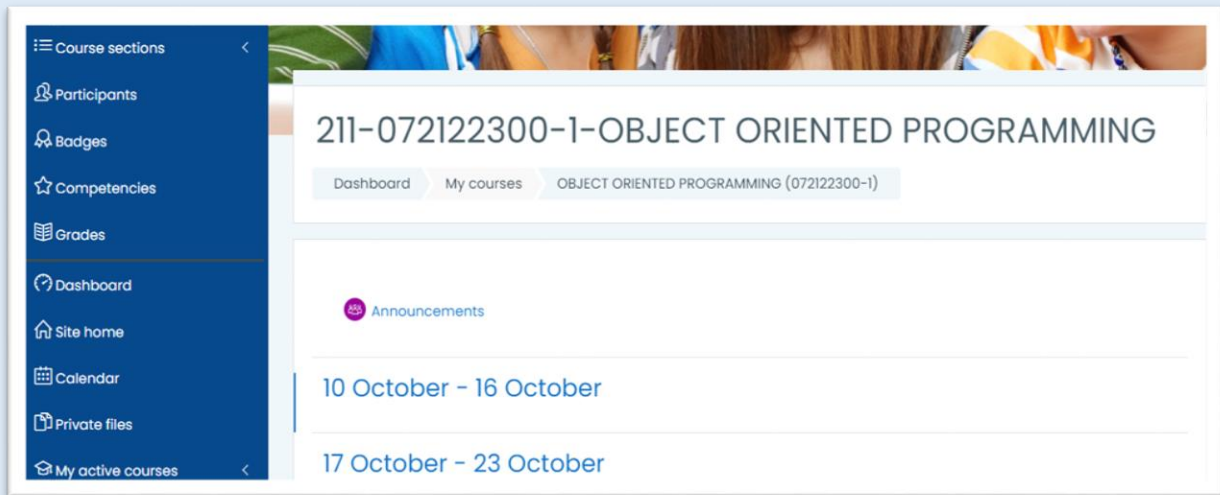


Dashboard is considered as a personalized home page displaying links to the courses a user is associated with and activity information (such as assignments).

4) PAGE LAYOUT AND BLOCKS

Moodle basic screen elements are explained in the figure below including:

- **The Navigation bar.**
- **Side blocks.**
- **Course content area.**



5) NAVIGATING THROUGH MOODLE (ACCESSING THE COURSE)

The **navigation bar** is the row of links you will find at the top left of your Moodle site. The navigation bar shows a user their current context path, with links to the higher contexts. The **Navigation block** provides easy access to view various sections of the Moodle site and includes:

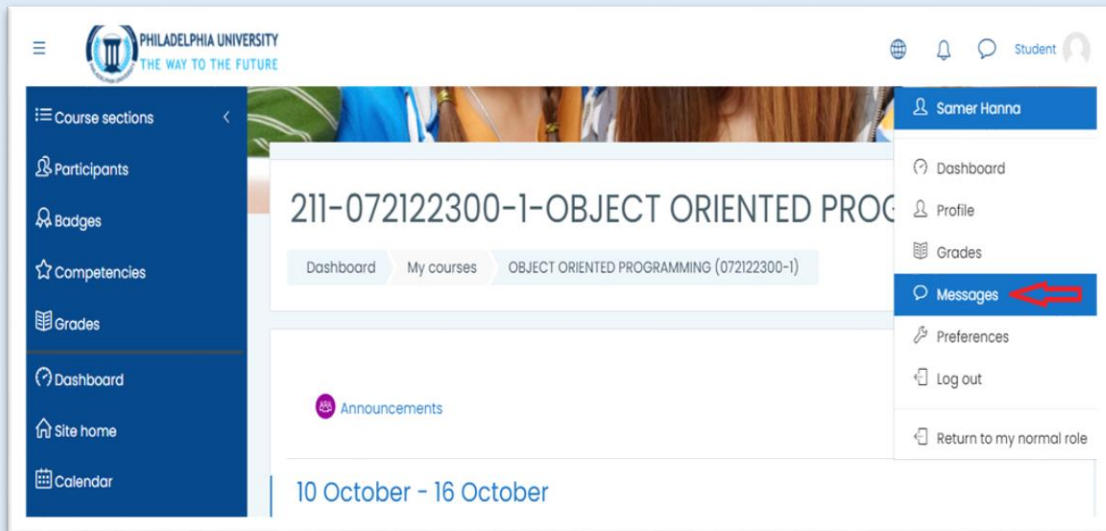
- **Dashboard**- a personalized home page displaying links to the courses a user is associated with and activity information (such as upcoming assignments).
- **Site pages** - links to site pages and resources from the front page of Moodle.
- **My courses** - expands to show courses the user is enrolled in.

6) USING MOODLE MESSAGING

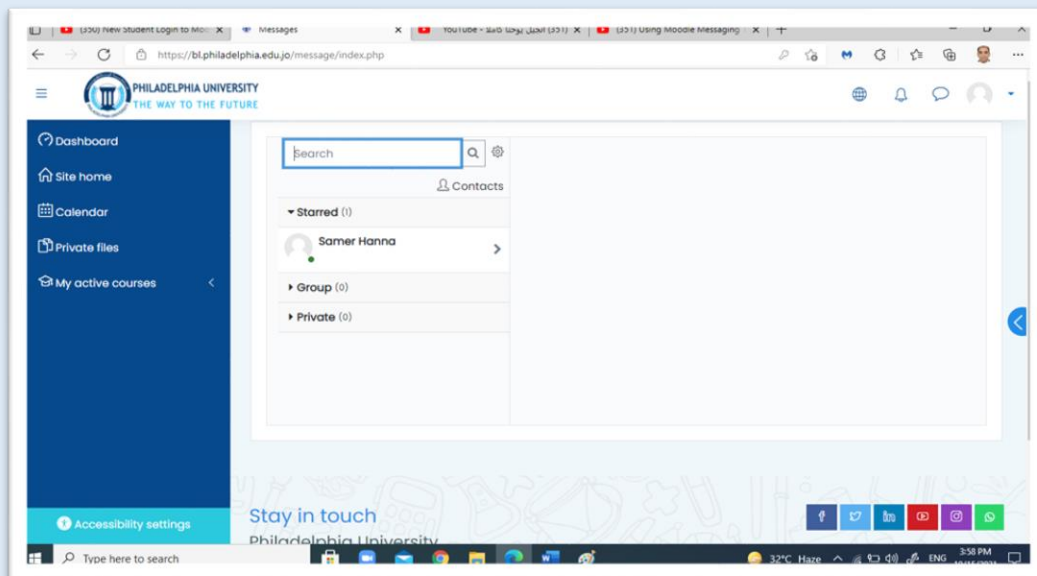
Students may send and receive messages via Moodle. This is in addition to receiving notifications about assignments, course discussions etc.

To send a message in Moodle:

- Click on your profile picture.
- Select **Messages** as shown in the figure below:

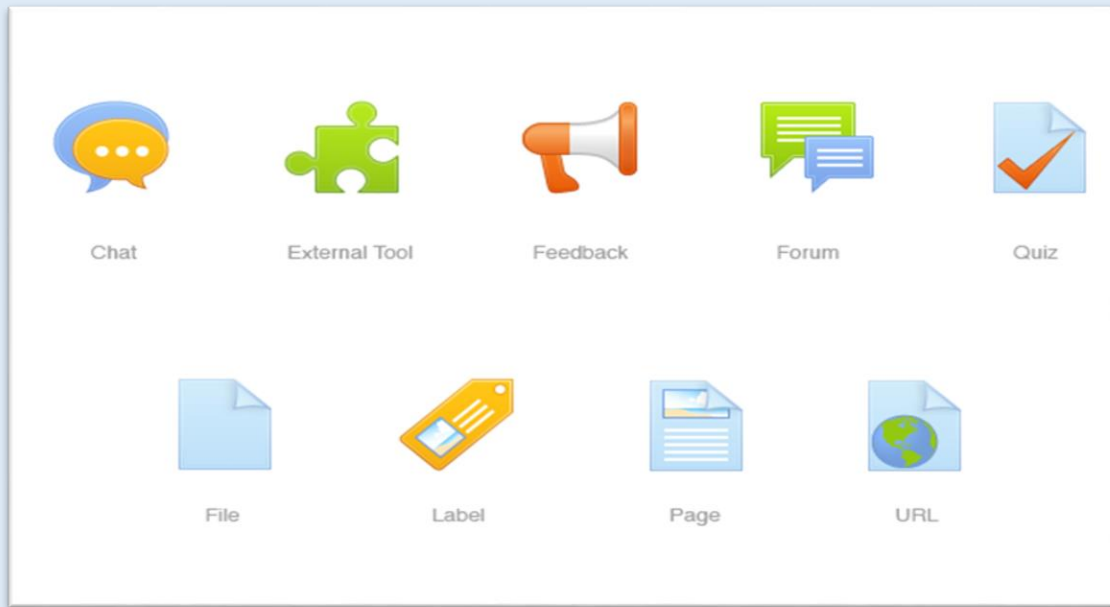


- After that, you will be asked to select to whom you want to send your message as shown below and you can also search for the required student or teacher.



7) COMMON COURSE ACTIVITY AND RESOURCE ICONS

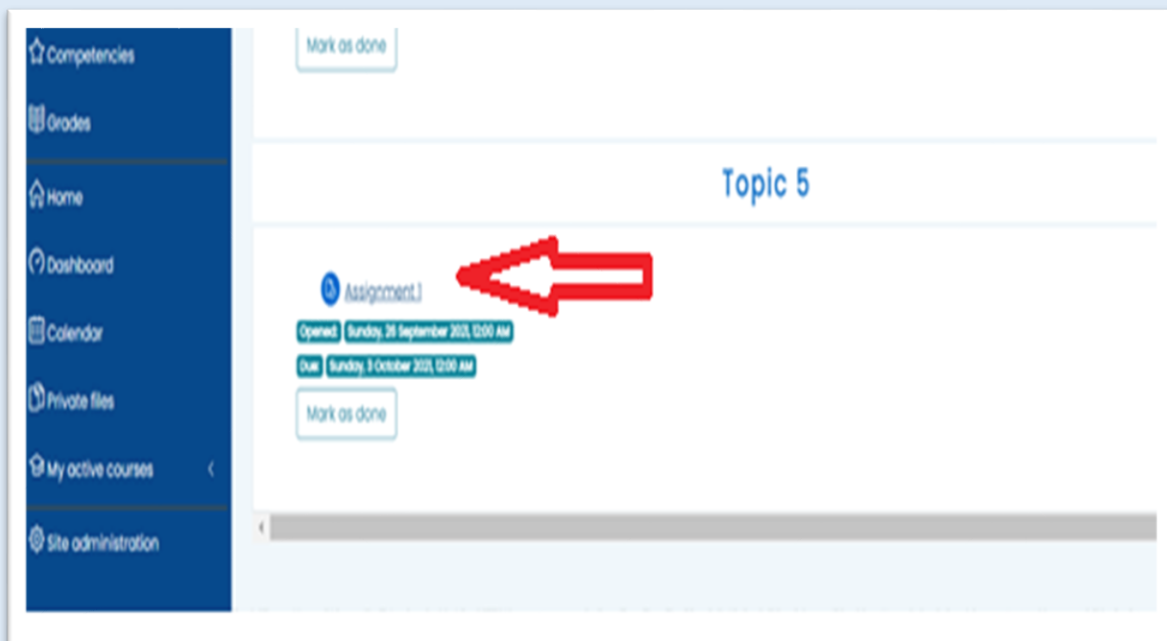
Common course activity icons are listed in the box below.



8) SUBMITTING AN ASSIGNMENT

Moodle provides several ways to track and collect work from students. The student can submit files or type into a text box.

- Firstly, the student has to find the right assignment, then **click on the assignment link**, after that he will see a screen that looks similar to following **Screen (1)**



Screen (1) link of Assignment

- Once student click on the Assignment Title link, he will be brought to a screen (**Screen (2)**) which shows a bit of basic information about the Assignment :

The screenshot shows a web interface for 'Assignment 1'. It includes a title, a 'Mark as done' button, a description of the task, a list of requirements, a 'Submission status' section with a table, and an 'Add submission' button. Numbered callouts (1-8) point to specific elements: 1 points to the assignment title, 2 to the requirements list, 3 to the 'Submission status' header, 4 to the 'Submission status' table, 5 to the 'Grading status' row, 6 to the 'Time remaining' row, 7 to the 'Submission comments' row, and 8 to the 'Add submission' button.

Assignment 1

Opened Sunday, 28 September 2023, 12:00 AM

Due Sunday, 3 October 2023, 12:00 AM

Mark as done

talk about project which must be a real system

White- box Testing contains:

- The source code
- The cyclomatic complexity of the resultant flow graph.

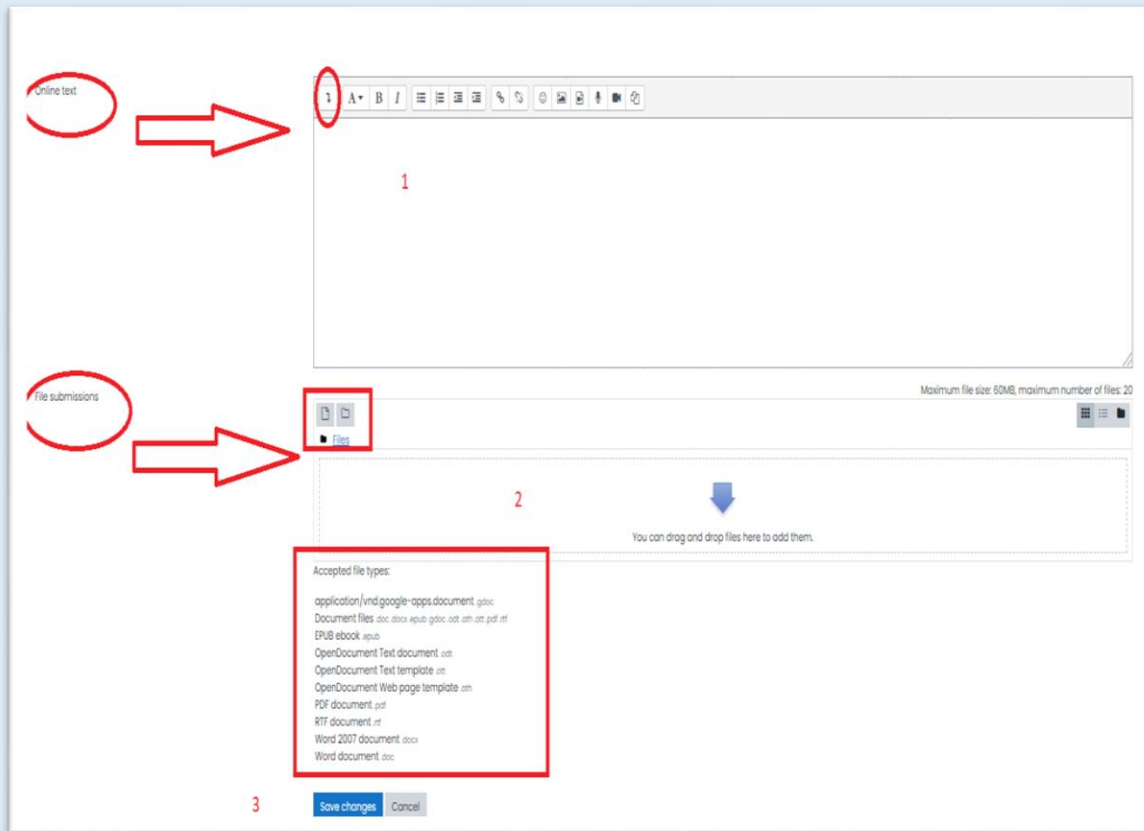
Submission status

Submission status	No attempt
Grading status	Not graded
Time remaining	6 days 4 hours
Last modified	-
Submission comments	Comments (0)

Add submission

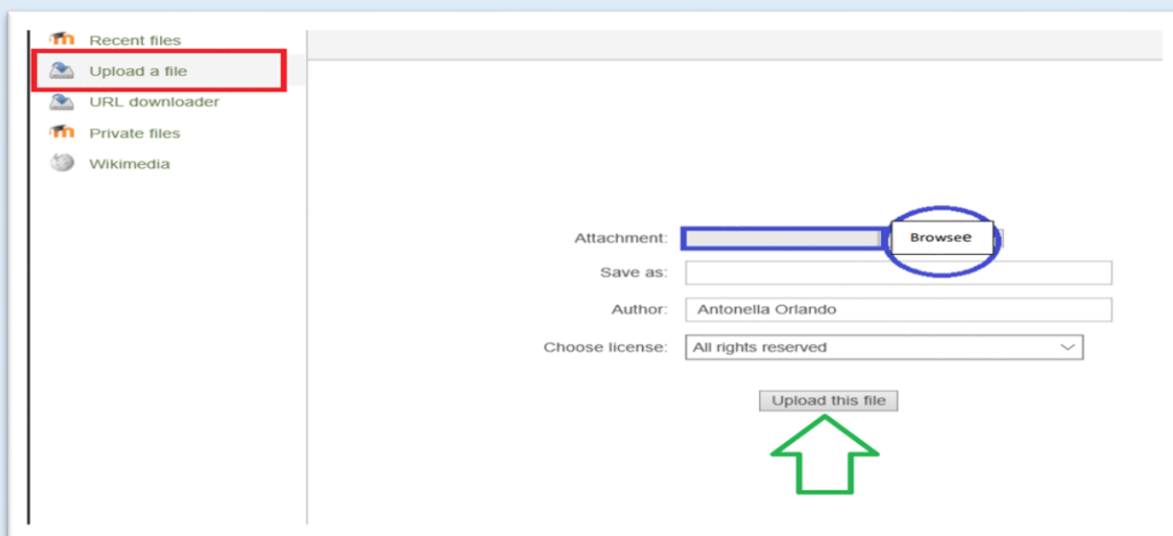
Screen (2) basic information about the Assignment

- ⊗ (1): which can include the title and the due date. **Mark as done** button works as described in section 14 (**Activity Completion**).
 - ⊗ (2): which can include the description and any instructions.
 - ⊗ 3, 4, 5, 6 and 7: submission status: if there was a submission, the grade, time left remaining to submit, add any comments (optional).
 - ⊗ (8): is button to **add submission**.
- When you click on **add submission**(8) button you will go to **screen (3)**



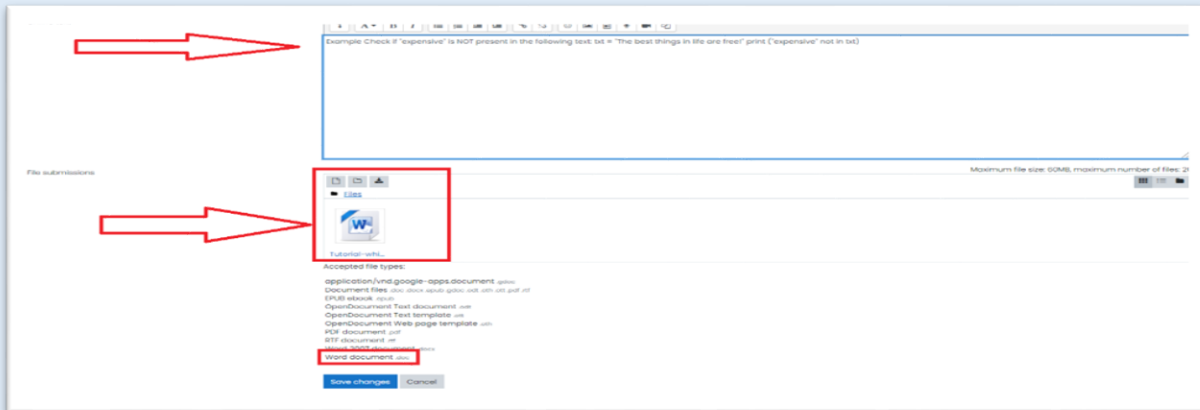
Screen (3) start submission the assignment

- It is based on the design of the assignment you could have:
 - ⊗ **(1) Online text editor** to write the answer directly to online text sometime it appears alone without upload
 - ⊗ Or **(2)** option to upload an attached file.
 - ⊗ **(3)** You have to check the accepted file attached type.



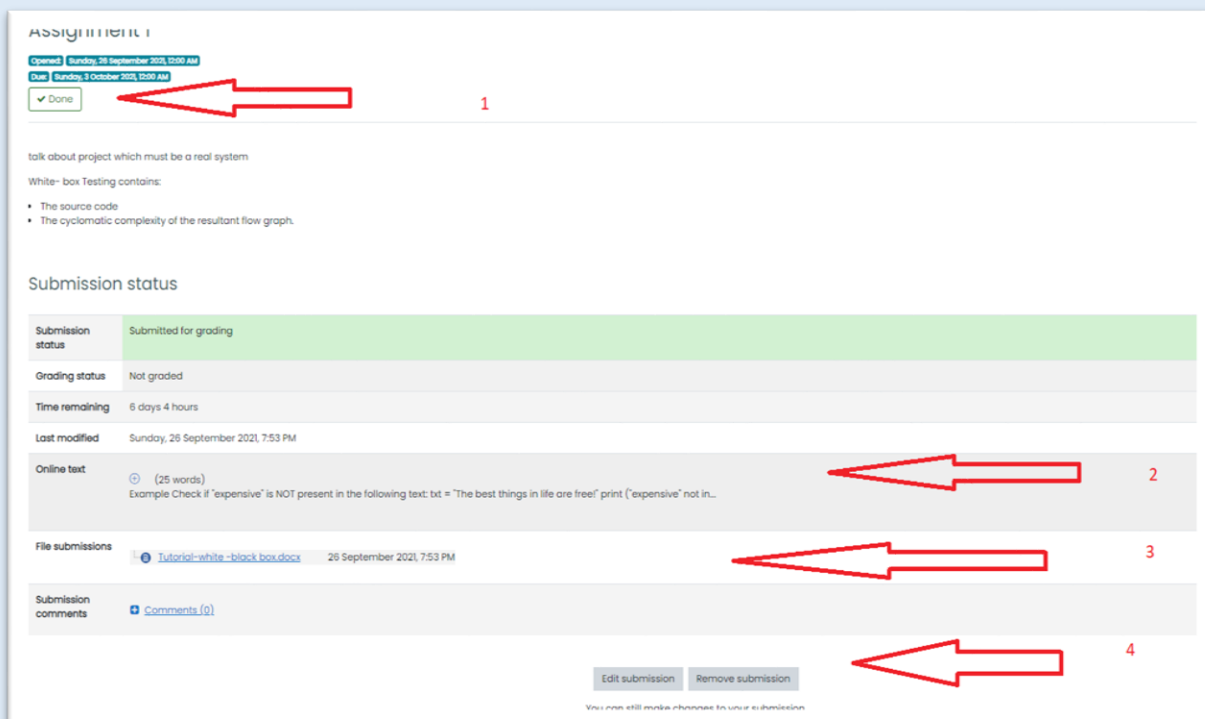
Screen (4): Uploading Files

- ⊗ You can upload a file that is saved on your computer; click “**Upload a file**”.
- ⊗ Click the first box next to the attachment box to upload Files.
- ⊗ Click **Upload this file** at the bottom of the screen. You will get screen (5).
- ⊗ Click “**Save Changes**”.



Screen (5): Save Changes

- **Screen (5):** you will be able to submit your assignment. This step that might or might not be needed depending on how your instructor set up the submission settings.
- Then, verify that your file has uploaded and click “**Save Changes**”. Then you will go to screen (6).

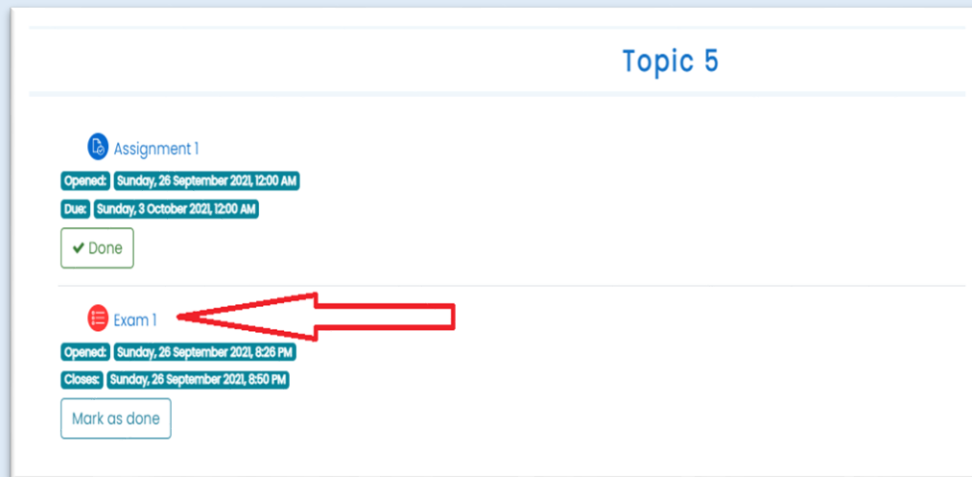


Screen (6): final step

- **Screen (6):** If you need to edit your submission, click “**Edit Submission**”. Then, click the file that you need to replace. In the following window, click “**Delete**” and then “**Update**”. Start the process to update a new file.

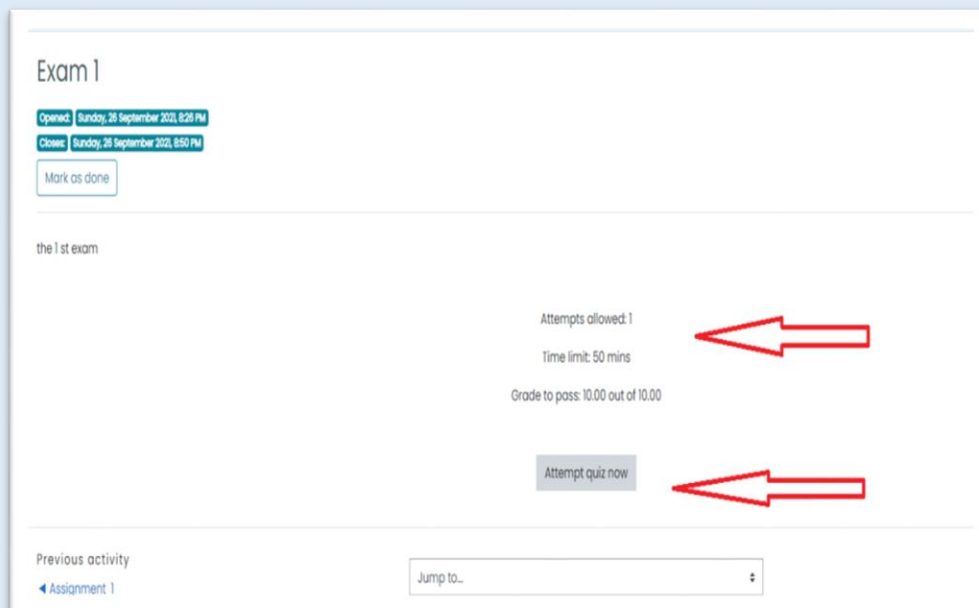
9) QUIZZES AND EXAMS

- To take a Quiz, you will need to navigate into the needed **Quiz activity** and ensure that you are ready to start your quiz, keeping in mind that a time limit might be implemented for the quiz by your instructor.
- To take a quiz or exam, click the name of the quiz next to the quiz icon. Your quiz link will look similar to **screen (1)**



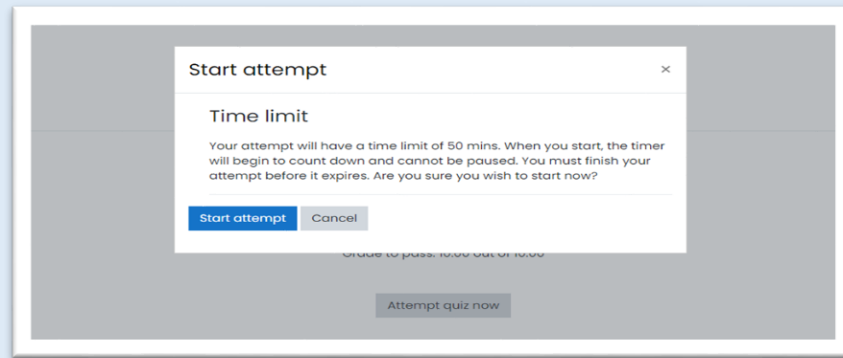
Screen (1) exam or quiz link

- When you click on your quiz or exam link, you will see **Screen (2)**:



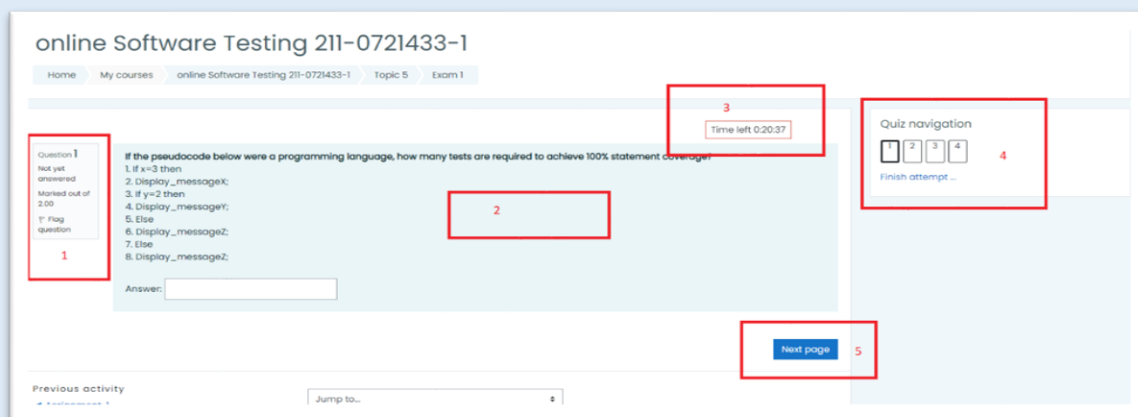
Screen (2) “Attempt quiz now” button.

- Start from a Quiz link and continue “**Attempt quiz now**” button. If the teacher has set a time limit, you will be notified “**The quiz has a time limit. Are you sure that you wish to start?**” **Screen (3)**.



Screen (3): Starting a Quiz

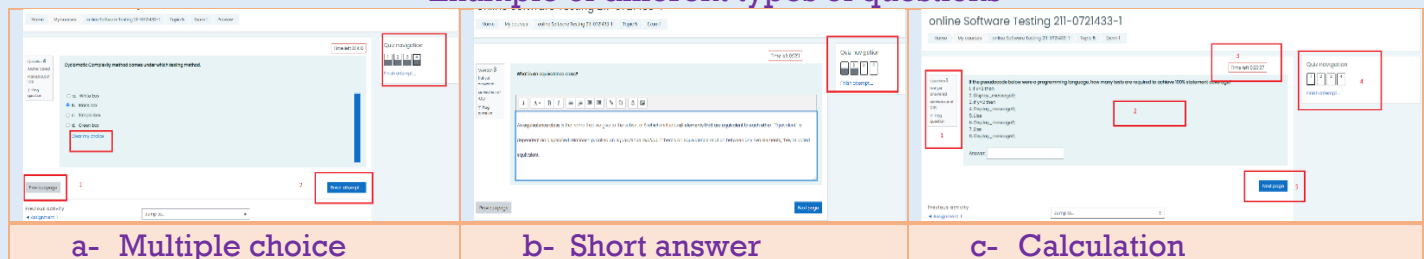
- Starting a quiz with **Time Limit** shown. Once you have started your quiz attempt, you will be able to see the **Quiz Questions**, the **Time Limit**, and the different pages within a quiz.



Screen (4): View of quiz page

- Screen (4):** (View of quiz page)
 - ⊗ (1): Question number and the mark.
 - ⊗ (2) The body of the question.
 - ⊗ (3) The time left to the exam.
 - ⊗ (4) **Quiz navigation:** Number of questions and you could navigate them.
 - ⊗ (5) Go to **Next page**.

Example of different types of questions

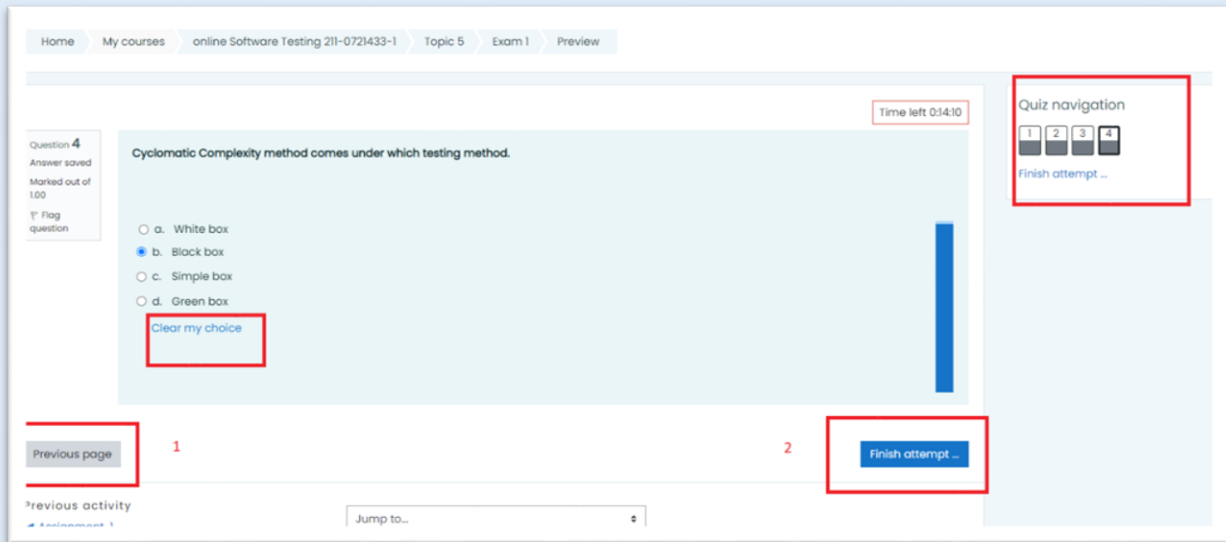


a- Multiple choice

b- Short answer

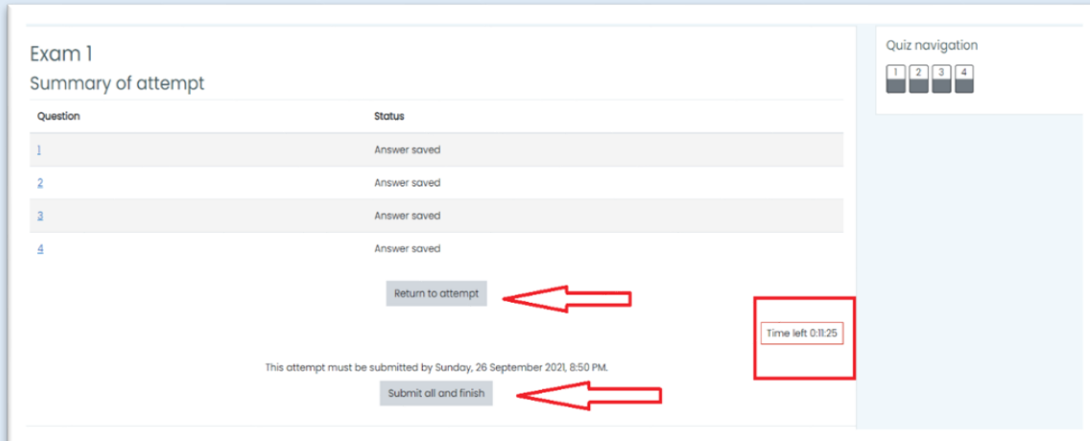
c- Calculation

- After you have completed all the quiz questions on all pages, you will be able to '**Submit All and Finish**'.



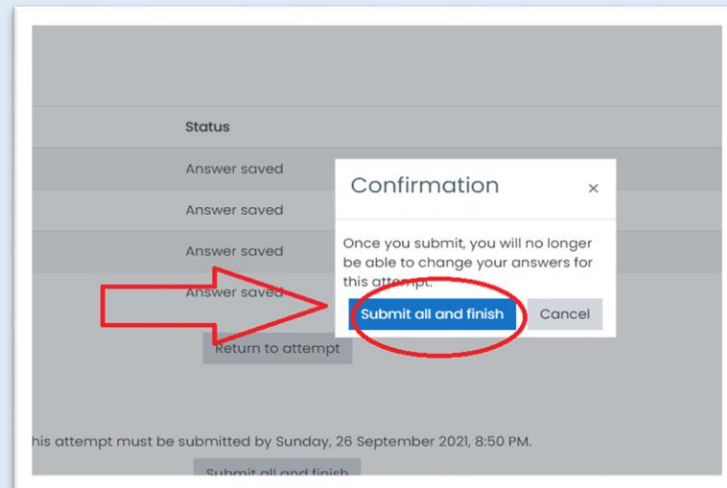
Screen (5): click “Finish attempt” button

- **Screen (5):** After you have completed all the quiz questions on all pages.
 - ⊗ (1) You could go the **Previous page** in order to check your answers.
 - ⊗ Or finish your quiz by click (2) “**Finish attempt**” button.
 - ⊗ “**Finish attempt**” button: This will finalize your attempt and submit all your answered questions. Note that you will have a confirmation screen pop up, to ensure that you are ready to submit your answers.



Screen (6): finish your quiz and submission

- You can modify your answers, choosing the option “**Return to attempt**”. You can control how much time is left checking “**Time left**”, on the right.
- At the end of your quiz, click “**Submit all and finish**” button. NOTE: Once you submit, you will no longer be able to change your answers.
- By clicking **submit all and finish** you will go to **screen (7)**.



Screen (7): Submit all and finish popup

- When you click on Confirmation popup (**Submit all and finish button**) you already submitted a quiz. So now you will be able to see the grade if the instructor has allowed it.

10) GRADES

After **logging into** Moodle and selecting the course:

- You can view your grades by clicking on the **Grades** link in the **Navigation Drawer**.
- This loads your **User report**, which lists your grades for all activities that has been graded as shown in **Screen (1)**.

Assignment 1	0.00 %	12.00	0-20	60.00 %	0.00 %
Understand the relationship between black-box and white-box testing and know how to apply as appropriate.	-	-	D-A	-	-
Understand the role and importance of software quality assurance in software verification	-	-	D-A	-	-
Σ assignment total	30.00 %	0.00	0-0		

Screen (1): student's Grades

11) VIEWING AND ADDING FORUM POSTS AND TOPICS (PARTICIPATE IN FORUMS)

In a discussion forum, instructors will generally provide topic(s) for you to

- Read the forum instructions and other students' posts.
- Add a new post.
- Read and reply to other's posts.

After logging into Moodle and selecting the course:

TO POST A NEW THREAD (OR DISCUSSION):

- 1) Click in the Forum activity link you want to post in.
- 2) Click **Add a new discussion topic** button at the top of the list of threads.
- 3) Type a **subject** and a **body** and add **attachments** if necessary (You can use the formatting buttons, create a link, add images etc.).
- 4) Click **Post to forum**.

Hint: You will have 30 minutes to edit your post after posting.

TO REPLY TO AN EXISTING POST:

- 1) Click in the Forum activity link you want to reply to.
- 2) Click on the name of the thread in the forum.
- 3) Click **reply** link at the bottom right of the post to which you want to reply.
- 4) Type a subject and a body and add attachments if necessary.
- 5) Click **Post to forum**.

TO EDIT YOUR OWN POSTS WITHIN 30 MINUTES OF POSTING:

- 1) Click in the Forum activity link you want to edit.
- 2) Click on the discussion topic you wish to edit.
- 3) Click on **Edit**.
- 4) Review your post.
- 5) Click on **Save changes**.

TO REMOVE YOUR POST COMPLETELY:

- 1) Click in the Forum activity link you want to delete.
- 2) Click on the discussion topic you wish to delete.
- 3) Click on Delete.

TO READ ANNOUNCEMENTS SENT TO STUDENTS BY THE INSTRUCTOR

- Click on the course name topic.
- Click on **Announcements**.

12) JOINING A CHAT

The chat activity enables student to have text-based, real-time synchronous discussions with other students and teacher.

TO PARTICIPATE IN A CHAT SESSION:

- 1) Click "**Chat Rooms**" in the main page course.
- 2) Window indicating that it is possible to join the chat will appear.
- 3) Note your name in the right upper corner of the window. Also, observe the presence of others students.
- 4) To participate, write in the box and press "**Enter**". Your message will appear at the top of the screen.

13) ACTIVITY COMPLETION

Activity Completion allows your instructors to set up criteria to set a point when an activity is completed. This can be done by three ways:

- 1) Students can **manually mark** their own completion.
- 2) **Setting some criteria** based on things like: activity viewed, or student receives grades.
- 3) **Do not indicate** completion for activity.

14) REFERENCES

Moodle Website <https://moodle.org/>

Moodle. In Wikipedia: <https://en.wikipedia.org/wiki/Moodle>