

# Student LMS (Moodle) Manual

UTB-ICTC

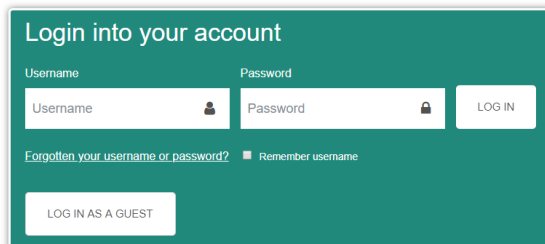
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## Get started

Log in and access a course

1. Open a web browser and navigate to **moodle.utb.edu.bn/lms**
2. Fill in the **username** and **password**



3. To reset your username or password, click [**Forgotten your username or password?**]
4. On this page, the username or the email address can be used to recover the login information that is needed.

To reset your password, submit your username or your email address below. If we can find you in the database, an email will be sent to your email address, with instructions how to get access again.

Search by username

Username

Search by email address

Email address

5. An email will be sent with the subject "**Change Password Confirmation**" which will contain the link to reset the login password. **Click the link.**

## Course homepage

A course in Moodle is basically a space on the Moodle site where one or more lecturers can add learning resources and activities for their students.

## Content of a Course Homepage

The image displays two screenshots of a Moodle course homepage. The top screenshot shows a course page with a navigation block on the left (1), a main content area with sections for 'Module 1' (2) and 'Topic 1', and side blocks for 'Recent Activity', 'Upcoming Events', 'Latest Announcements', and 'Search Forums' (3). The bottom screenshot shows the same page with a gear menu (4) overlaid on the 'Recent Activity' side block, providing options like 'Edit settings', 'Turn editing on', 'Filters', 'Gradebook settings', 'Backup', 'Restore', 'Import', and 'Reset'.

1. Navigation block - Normally visible on all pages, this block helps you find your way around the course and site.
2. Course sections - Here is where the learning materials are displayed. This element may be arranged in one or multiple weeks, topics, forums or other (non-standard) layouts.
3. Side blocks - Which blocks you see depend on what the administrator has selected and what you as teacher choose to add.
4. Gear menu - This replaces the course administration settings.

## Choosing a course format

1. On the Moodle Dashboard page, click on the name of the course you want to edit. This will take you to the course's home page.
2. Find the Gear Menu and click [**Edit Settings**].

Here you can change your course's name and summary information.

▼ General

Course full name ?

Course short name ?

Course category ?

Course visibility ?

Course start date ?

Course end date ?        Enable

Calculate the end date from the number of sections ?

Course ID number ?

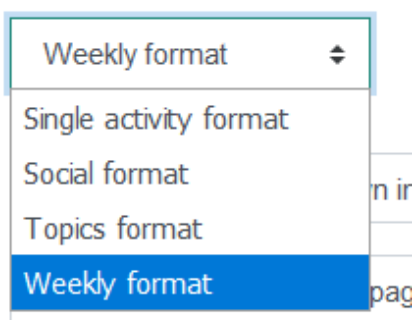
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▼ Description

Course summary ?

↶
A
B
I
☰
☰
🔗
🔗
📷
📷
📷
📷
📷
H-P

3. Under [**Course start date**], choose today's date.
4. Click to expand the Course format section. Under Format you choose the format that suitable to your need, as example below.

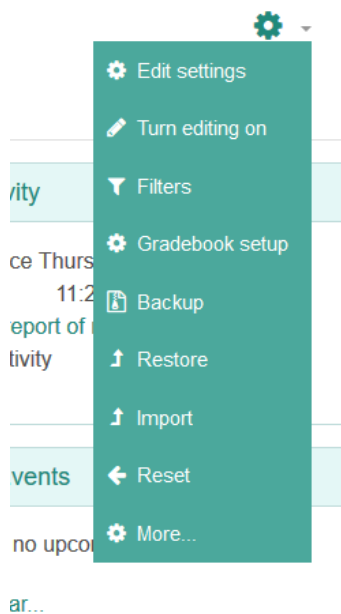


5. Under Files and Upload, the **maximum size of the uploaded** document are set to **200MB** (per document) by default.
6. Once finished, Go to the bottom of the page and click on the [**Save and display**] button.

## Adding names and summaries to topics

Each topic box has an area at the top where you can put a heading or title for that topic section. As well as the numbered topics there is also an unnumbered section above them that can be used for a subheading and general information about your course.

1. Click on the Gear Menu and then go to [ Turn editing on] button.



2. In the heading section above the topics, click on the Edit menu and choose Edit section.

### Summary of Topic 1

#### ▼ General

Section name

Custom

Topic 1

Summary



Everything you ever wanted to know about Topic one

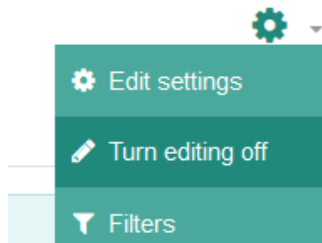
▸ Restrict access

SAVE CHANGES

CANCEL

3. Type "Topic 1" in the Section name box.

4. Type “the description of Topic 1.” in the Summary box.
5. Click on the Save changes button.
6. Click on the Gear Menu and then go to [ Turn editing off] button.



7. Your course will look something like this:

## Topic 1

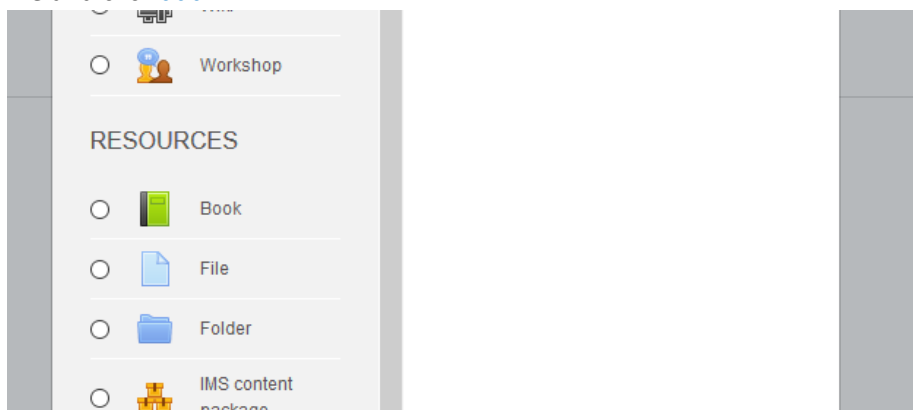
the description of Topic 1

## Adding basic resources

### Files

You can add any sort of file that you want your students to download - for example Word documents, PowerPoint presentations or PDFs.

1. Click on the Gear Menu and then go to [ **Turn editing on**] button..
2. Click on [**Add an activity or resource**] in the Resources topic. Then under resources, choose file and click **add**.



3. Choose File (towards the bottom of the list), click the Add button.
4. Enter the Name 'Document 1' and the Description 'Test document' for the file you will be adding.
5. Drag a Word document file onto the blue arrow in the Select files area; release your mouse button when the text changes to “Drop files here to upload”.
6. Alternatively, you can click on the [**Add**] button to choose a file to upload.



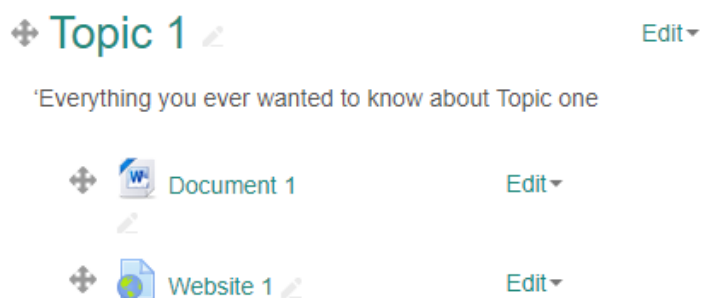
7. When the file has uploaded, click the **Save** and return to course button at the bottom of the page.
8. Find and click on the Document 1 you just added to the Topic 1 topic and check that it opens in Word.
9. You can also add files via **drag and drop** into a topic on the course home page. **This only works with editing on.**

### URLs

1. Check that editing is still turned on.
2. Click on the [**Add an activity or resource**] in the Resources topic, choose **URL** and click **Add**.
3. Enter the Name 'website 1' and the Description 'website education'.
4. Enter 'www.google.com' in the External URL box.
5. Click to expand the Appearance section and choose In pop-up from the Display menu.
6. Click the **Save** and return to course button at the bottom of the page.

Tip: You are advised to open external URLs in pop-ups because it is considered to be the most accessible of the four available options.

Your Resources topic will now look like this:

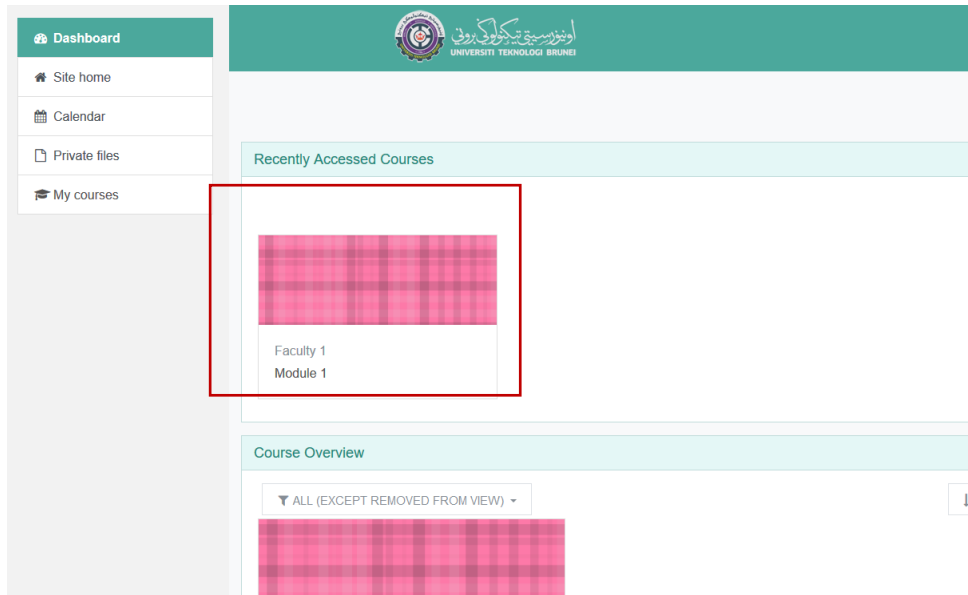




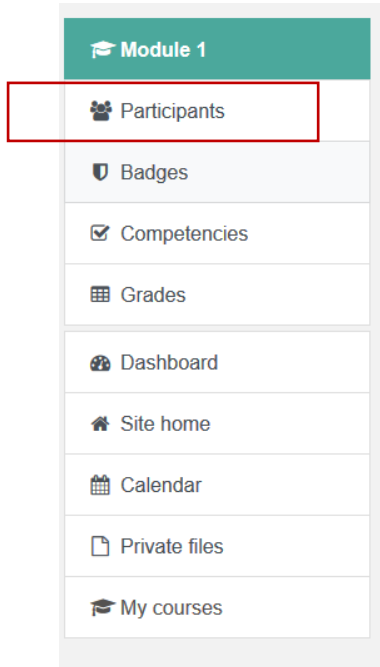
## Enrolling a user as a Student in a Course

### Enrolled Student (individually | Groups)

1. From **Dashboard**, Select the **module** either from the **“Recently Accessed Courses”** or **“Course Overview”**.



2. Under **Navigation drawer**, click **Participants**.



3. Under **Participants**, click the **[enrol users]** button.

## Participants

No filters applied

Search keyword or select filter ▼

Number of participants: 2



ENROL USERS

4. Under **[Enrol]**, the lecture can search the user through :
- Select user (Individually)
  - Select Cohort (Groups)

## Enrol users



### Enrolment options

Select users

No selection

Search ▼

Select cohorts

No selection

Search ▼

Assign role

Student ⇅

[Show more...](#)

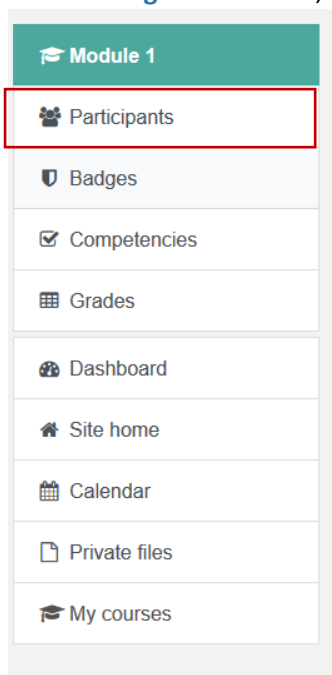
ENROL SELECTED USERS AND COHORTS

CANCEL

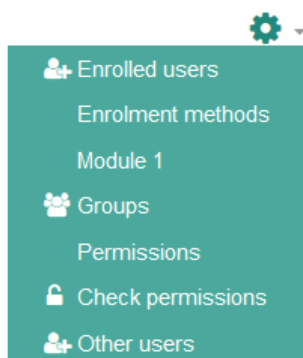
5. Once done, click **[enrol selected users and cohorts]** button

## Self-Register to the module

1. From **Dashboard**, Select the module either from the “**Recently Accessed Courses**” or “**Course Overview**”.
2. Under **Navigation drawer**, click **Participants**.



3. Click Gear Menu and then go to [**enrolment methods**]



4. Go to the **Add Method** and choose [**self enrolment**]

Enrolment methods

Name	Users	Up/Down	Edit
Module 1	0	↓	🗑️ 👁️ ⚙️
Manual enrolments	2	⬆️ ⬇️	👤 ⚙️
Guest access	0	⬆️	🗑️ 🔄 ⚙️

Add method

5. Fill: Custom instance name : [Any name]  
 Allow existing enrolments : No  
 \*\*Enrolment key : [Any suitable key] (this key will be distribute to the student to enroll to the module.)  
 Default assigned role : Student  
 Enrolment duration (optional): to set the duration , enable and then fill in the date.  
 then click **[ADD METHOD]** button.

## Self enrolment

### ▼ Self enrolment

Custom instance name	<input type="text"/>
Allow existing enrolments	<input type="button" value="Yes"/>
Allow new enrolments	<input type="button" value="Yes"/>
Enrolment key	<input type="button" value="Click to enter text"/>
Use group enrolment keys	<input type="button" value="No"/>
Default assigned role	<input type="button" value="Student"/>
Enrolment duration	<input type="text" value="0"/> <input type="button" value="days"/> <input type="checkbox"/> Enable
Notify before enrolment expires	<input type="button" value="No"/>
Notification threshold	<input type="text" value="1"/> <input type="button" value="days"/>
Start date	<input type="text" value="2"/> <input type="button" value="January"/> <input type="text" value="2020"/> <input type="text" value="15"/> <input type="text" value="18"/> <input type="button" value="Enable"/>
End date	<input type="text" value="2"/> <input type="button" value="January"/> <input type="text" value="2020"/> <input type="text" value="15"/> <input type="text" value="18"/> <input type="button" value="Enable"/>
Unenrol inactive after	<input type="button" value="Never"/>
Max enrolled users	<input type="text" value="0"/>
Only cohort members	<input type="button" value="No"/>
Send course welcome message	<input type="button" value="From the course contact"/>
Custom welcome message	<div style="border: 1px solid #ccc; height: 100px;"></div>