

# SOKOINE UNIVERSITY OF AGRICULTURE



## CENTRE FOR INFORMATION AND COMMUNICATION TECHNOLOGY

### INSTRUCTORS USER MANUAL FOR MOODLE (E-LEARNING SOFTWARE)

#### BACKGROUND

Moodle is an on-line Learning Management System (LMS) used to complement face-to-face class lectures, or deliver a course completely on-line. Moodle enables creating powerful, flexible, and active on-line learning environments that are intuitive to use and easy to manage. As the instructor of an on-line course you have complete control over what course material and activities you will provide your students. There are three general categories:-

- a) **Learning Resources** are static course materials that your students will read but **not** interact with; for example, you can post class notes/readings, provide links to related Web sites, or provide files for students to download.
- b) **Assessment Activities** are course materials that students interact with; for example, on-line lessons are posted to ask students questions to check their understanding as they go, assignments where students submit their work on-line, and quizzes to assess their understanding of course content.
- c) **Social Learning Activities** are activities where students interact with each other about course material; for example, live on-line chats among students and instructors, discussion forums, and shared glossaries and wikis.

#### GETTING STARTED

The following are the steps on how to create course and adding resource for an Instructor.

#### **STEP 1: LOG INTO THE MOODLE**

1. Open a web browser and navigate to <http://41.59.85.2/login/index.php>. Alternatively open SUA website on [www.sua.ac.tz](http://www.sua.ac.tz) then go to popular links and select E-Learning as shown in figure 1 below. The log in form will appear as shown in figure 2.

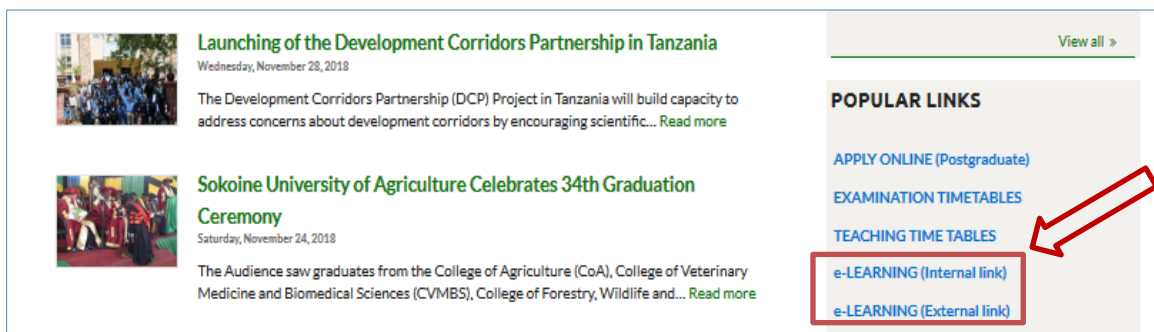


Figure 1: Click E-Learning to access the login page

Figure 2: Provide your credentials to Login

2. **Fill out the required fields:** The required fields show the Username<sup>1</sup>, and password<sup>2</sup>. Once these values are set, click **log in** to gain access to the course dashboard as shown in figure 3.

1 Username is your SUASIS username

2 Consult the office of Head of Department, Principal or Director or CICT

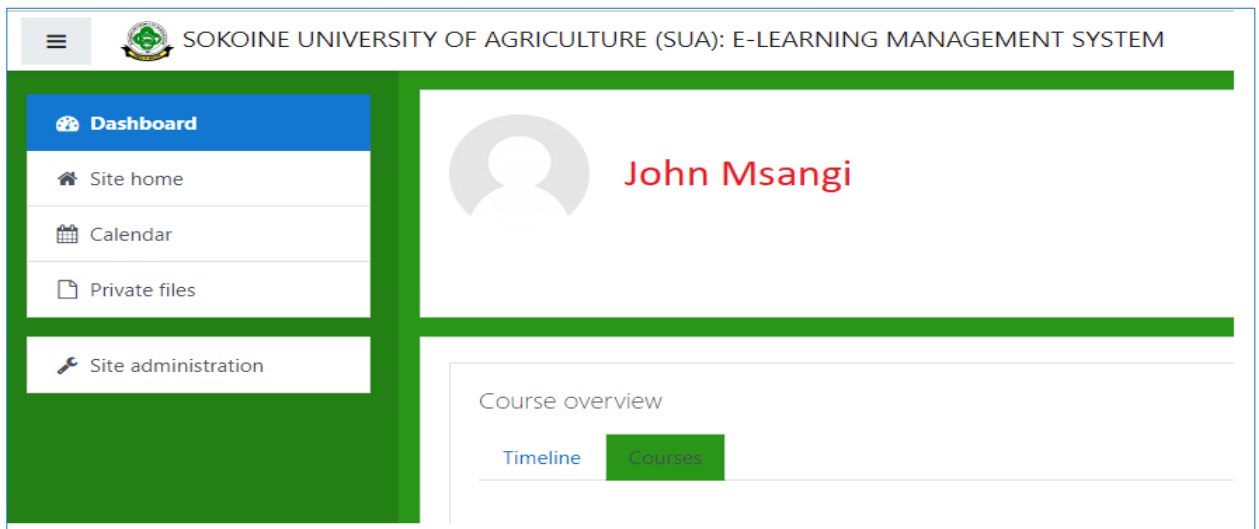


Figure 3: Course Dashboard

## **STEP 2: CHANGE PASSWORD**

Click **Image placeholder** to activate a link for change password menu (gears symbol with down arrow). Then click the arrow to access **change password** menu item.

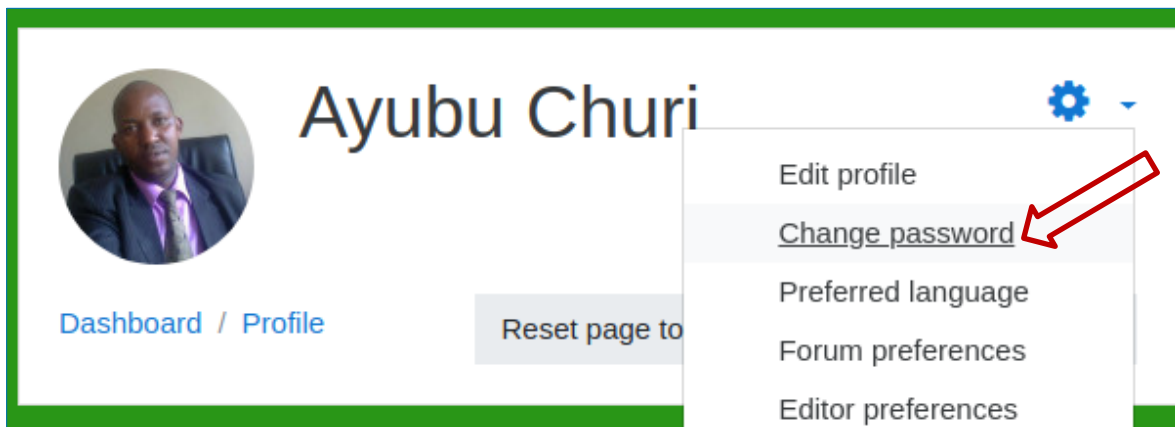
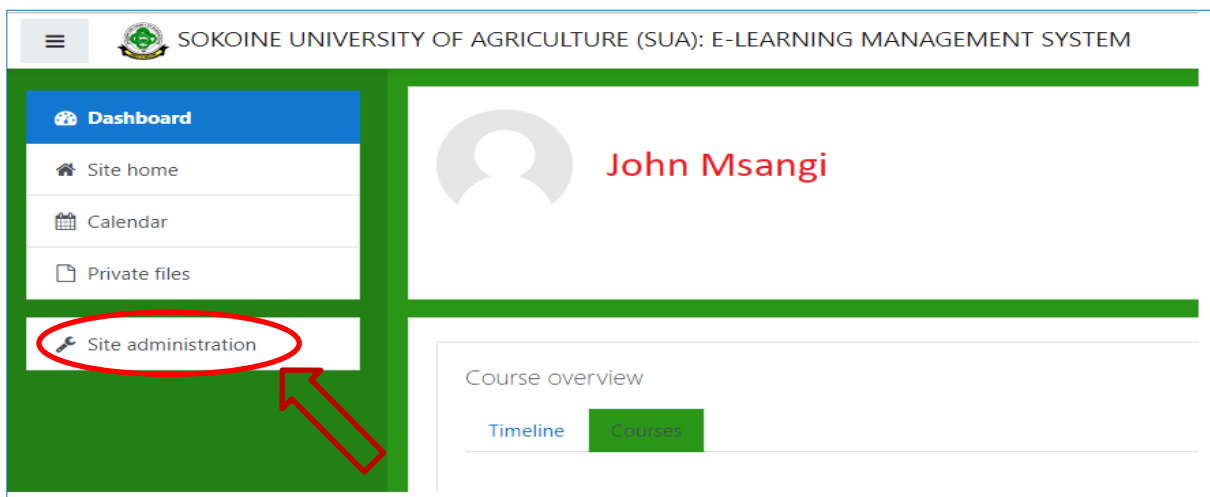


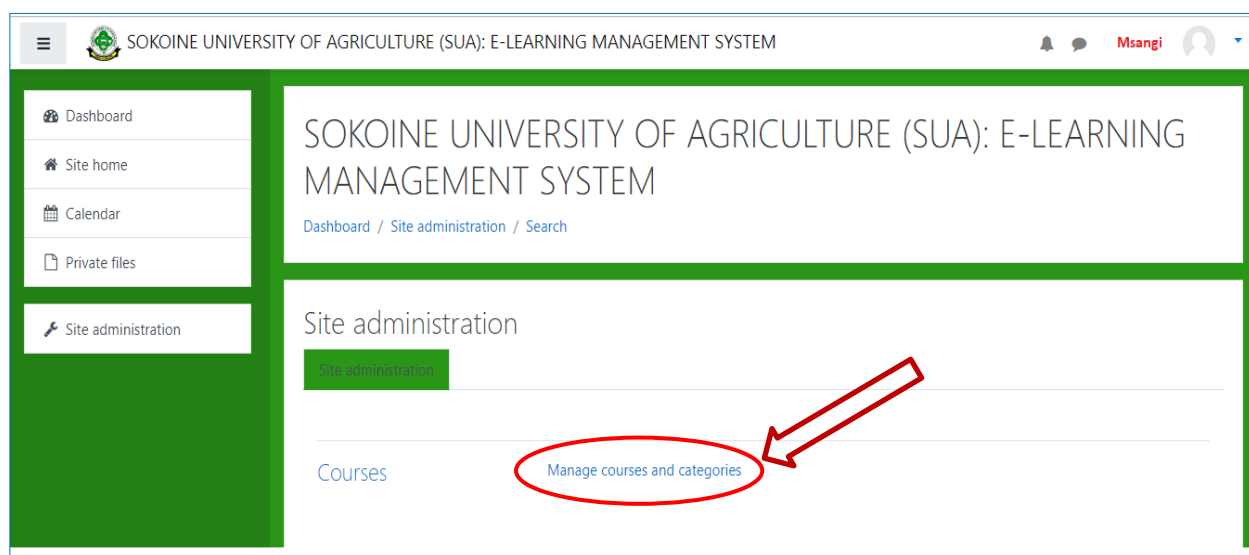
Figure 4: Change password

## **STEP 3: COURSE CREATION**

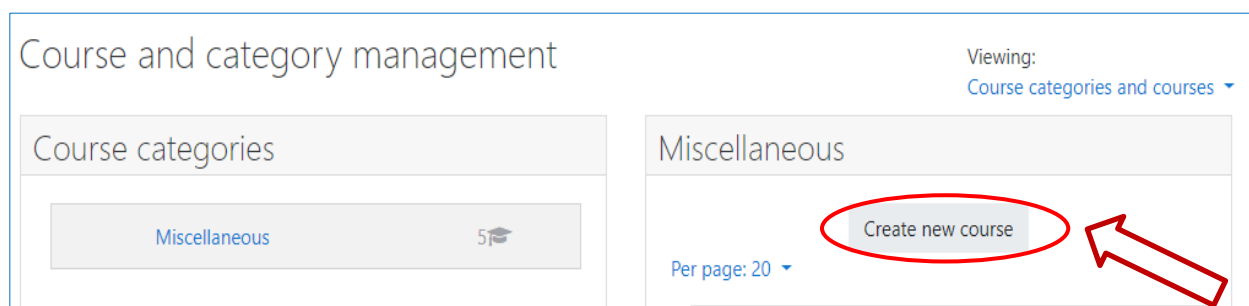
1. Click at the **Site administration** link at the Dashboard (left part) section and then click at the **Manage courses and categories** as shown in figure 5 and figure 6 respectively. A button for course creation will appear as shown in figure 7.



*Figure 5: Clicking Site Administration*



*Figure 6: Clicking manage courses and categories*



*Figure 7: Create new course button*

2. When the “**Create new course button**” is clicked, the “**Add course**” dialogue box appears as shown in figure 8 below. Fill the specific details about your course by clicking at the links “**General, Description, Course Format, Appearance, Files and Uploads, Completion Tracking, Groups, Role Naming and Tags**” and then scroll down and click **Save and Display** (Fig. 9).

*Figure 8: Add new course dialogue box (Course full name and Course short name are compulsory)*

*Figure 9: Save the new course form entries*

3. Add an activity (quiz, assignment, etc.) or resource (Lecture Notes) first by clicking the gear icon and then choose **turn editing on**. This action will provide links to add course activities and course resources. The course page will appear as shown in figure 10.

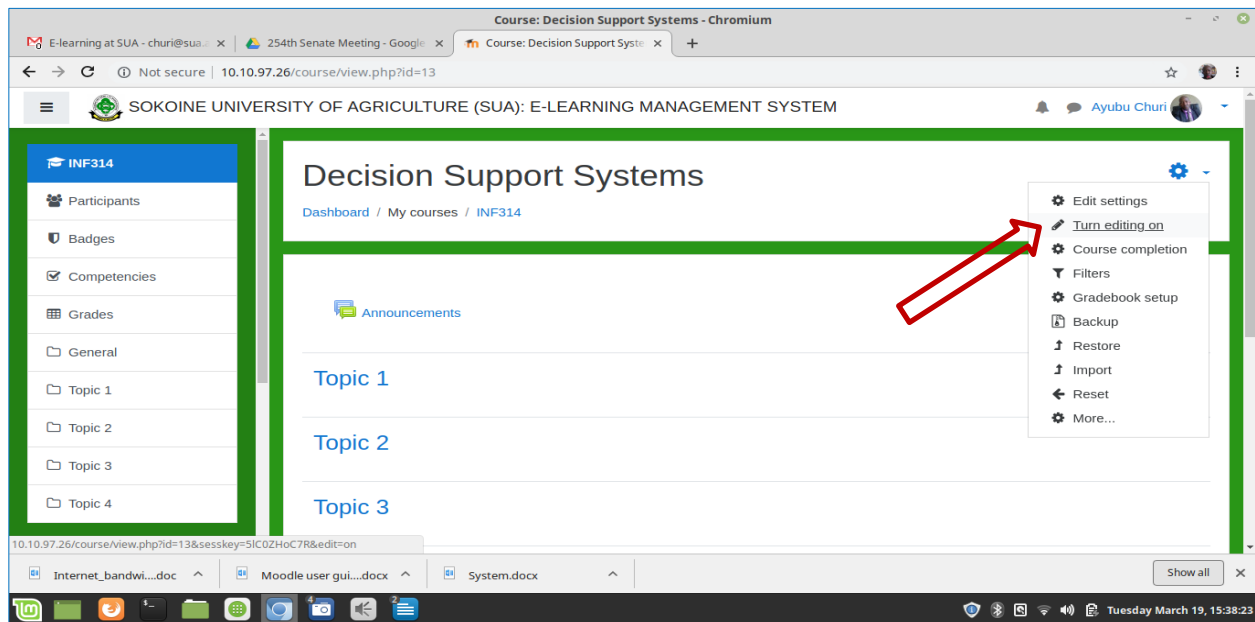


Figure 10: Turn edit on to enable adding course activity or resource.

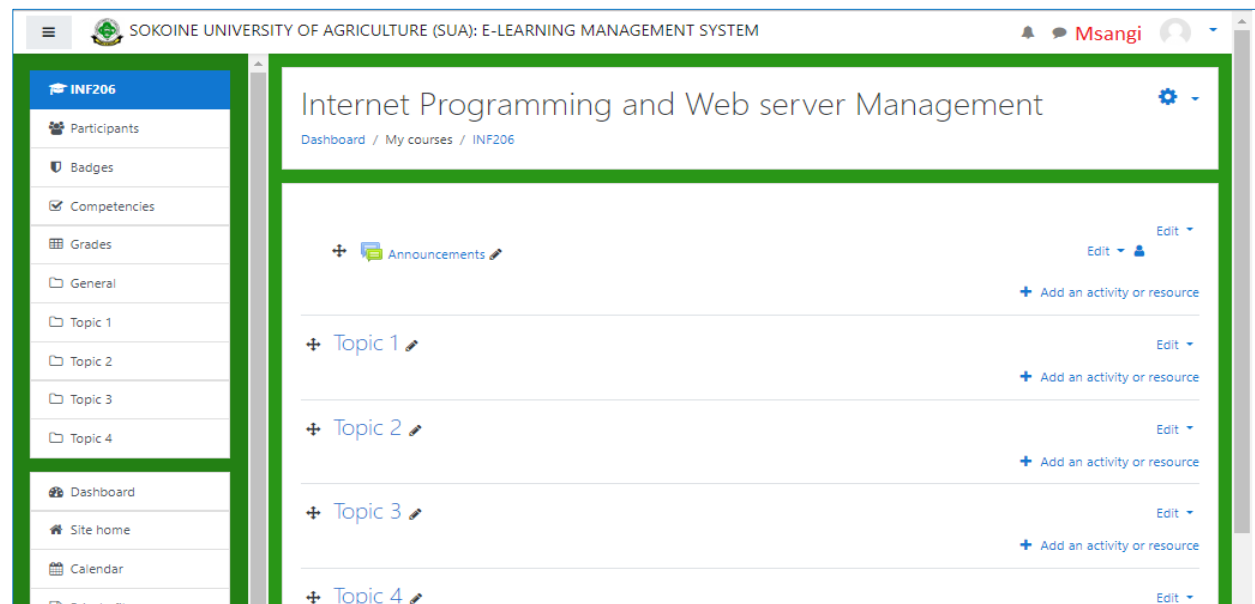


Figure 11: Course page

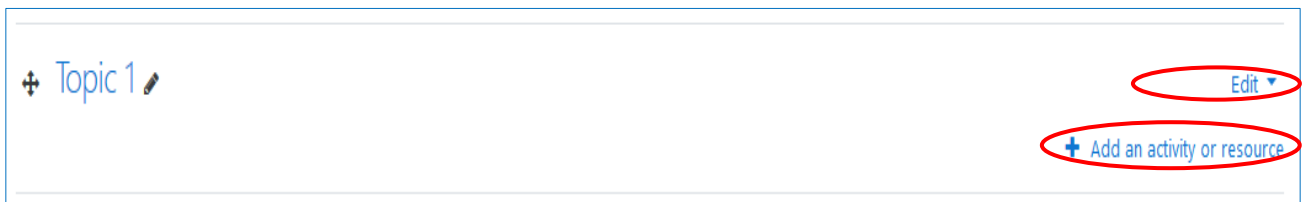
The course page is divided into two columns, the narrower column on the left displays small boxes called blocks. Blocks display navigation links and supplementary information. The wider column on the right is the content area where course information and resources are placed. The content area is also divided into sections. The first section at the top labeled “Announcement” is for general course information such as **Course Description**, **Course Learning Outcomes**, **Assessment Mode** and any general information about the course. Other sections labeled Topic 1, Topic 2, and Topic 3 etc. are for course resources and activities.


## **STEP 4: ADD COURSE RESOURCES**

### **A. FILES**

You can add any sort of file containing lecture notes that you want your students to download and read in each topic of your course. The file can be word documents, PowerPoint presentations or pdf. Follow the following steps to upload file:-

1. Make sure your course page is in edit mode as shown in figure 8 above otherwise you have to set it to edit mode by clicking at the gear symbol at the top right corner of your course page and select Turn editing on option as shown in figure 10. Your course page will look like the one in figure 11
2. Click at the Add an activity or resource link located at the end of the section where you want to add the file as shown below.




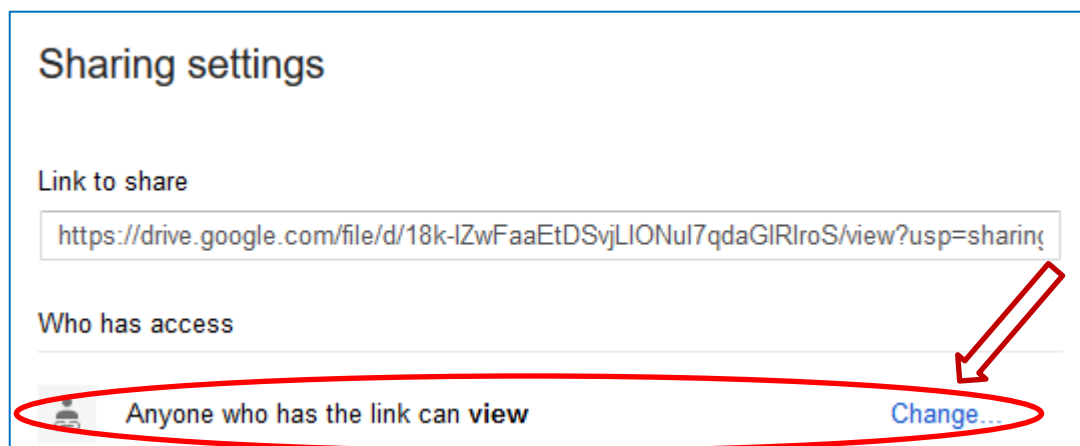
3. On the Dialogue box and in the activities and resources list, Select file resource and click Add.
4. Enter a name for the file into the Name field. This text will be the link students use to access the file from Moodle.
5. Click at this icon to  Select the file
6. In the File picker, click Upload a file.
7. In the dialog box, click Browse.
8. Select the file to upload, and click Open.
9. Click Upload this file.
10. Scroll down and click Save and return to course.
11. Click your new link on the course homepage to test it.

### **B. URL**

Instead of uploading large files directly to a course site, store large files in Google Drive. Share a Google Drive link with students using a URL resource or by adding a link in text. Here under are the steps on how to share Google drive link with students using URL resource:-

### Getting a Google Drive folder or filelink

1. Log into your Google Drive with your SUA email account;
2. Right click on the folder or file you want to provide to your students. A pop up menu will appear;
3. Click the **Share** icon . *The **Share with others** window pops will open;*
4. Make sure the folder or file is shared with your class. Click **Advanced** in the lower right. *A list of who has access and their sharing rights is displayed;*
5. Copy the Link to share ; and then



6. Click **Done**.

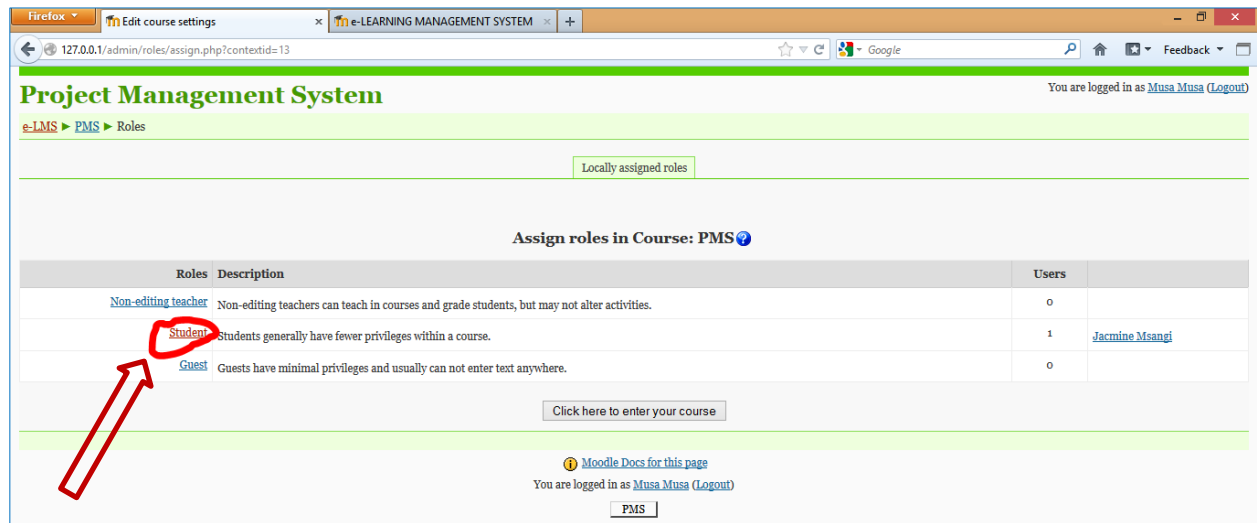
### Pasting the Google Drive link in a Moodle URL resource

1. Go to the course homepage and click Turn editing on.
2. Click Add an activity or resource in the section where you want to add the Google file or folder.
3. On the Dialogue box and in the activities and resources list, Select URL and click Add.
4. Type a Name. This will be the text that links to the Google folder or file.
  - Optional: Enter a description in the **Description** text box.
5. Scroll down to **External URL** and paste the Google Drive link.
6. Keep all other settings the same.
7. Scroll down and click **Save and return to course**.
8. Click **Turn editing off**.
9. Test your link to make sure it goes to the correct file or folder. If it does not, **Turn editing on**, and **Edit** the link.

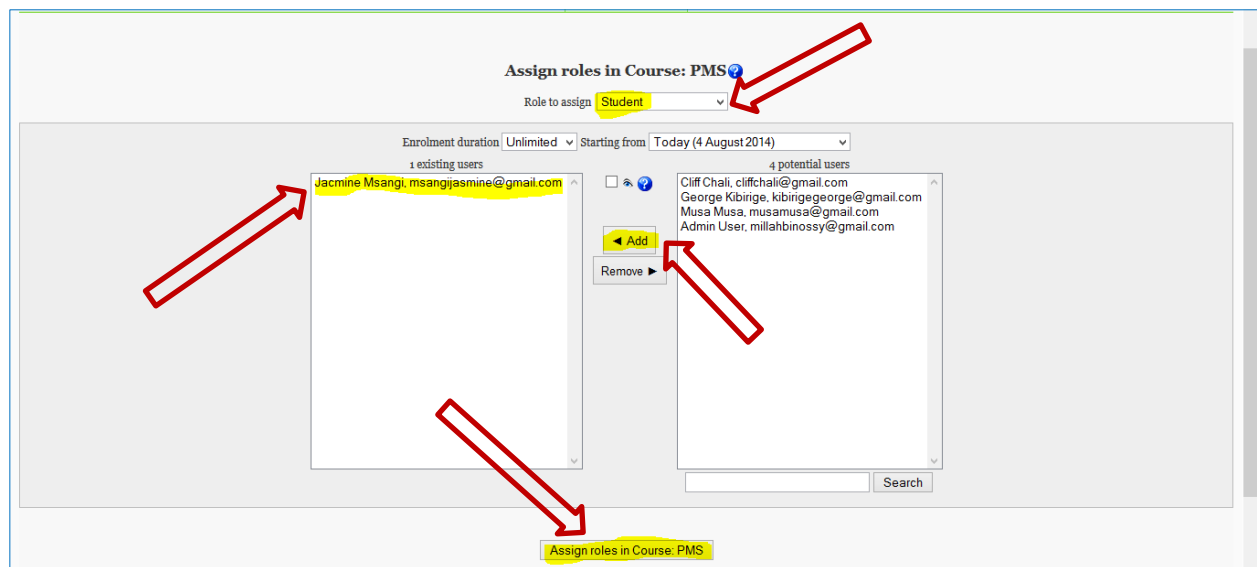


## STEP 5: CREATE COURSE ACTIVITY

### A. ASSIGNMENT

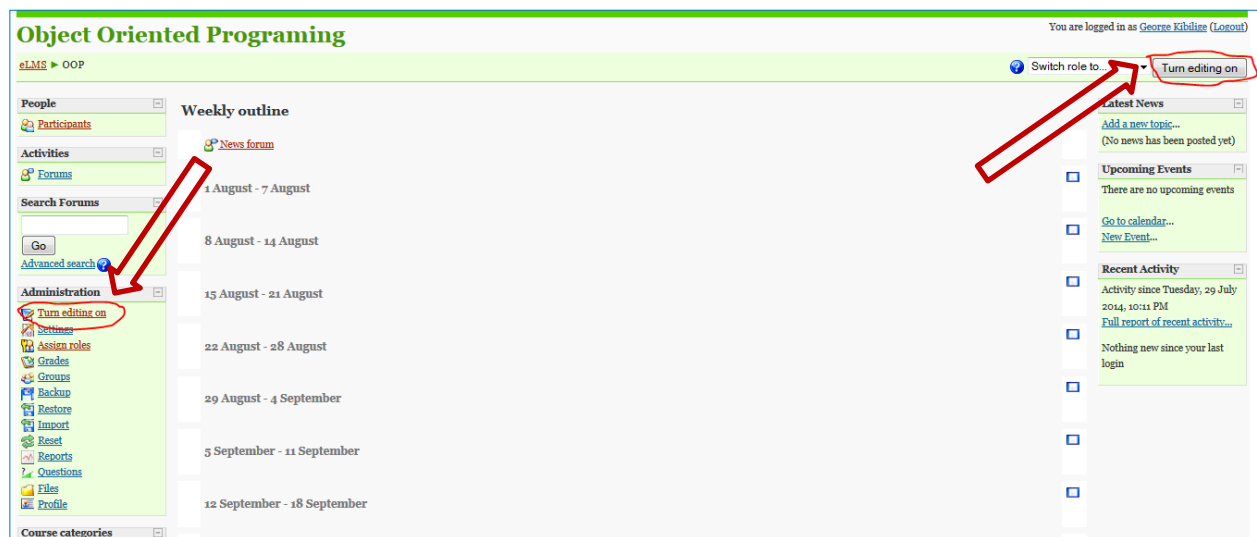


The following page below will appear where user can be added as students by selecting the name of students and **click** add button.

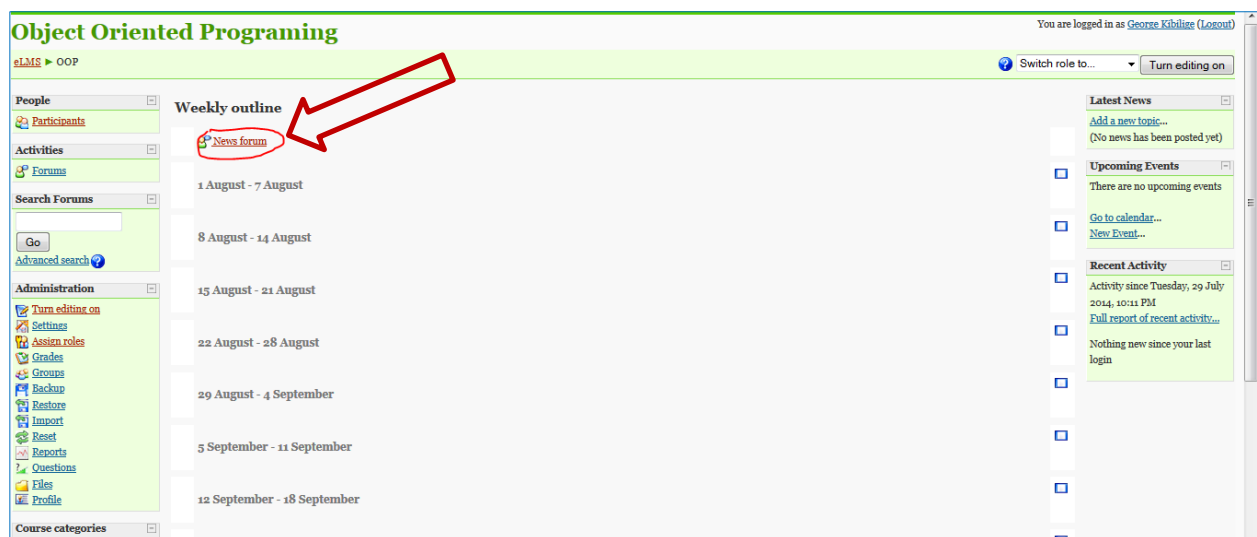


After creating your course now you can add resources by clicking on the **“Enter your course”**.

**IMPORTANT:** Keep in mind that Editing must be turned on in the Settings section in order to edit any of these options.

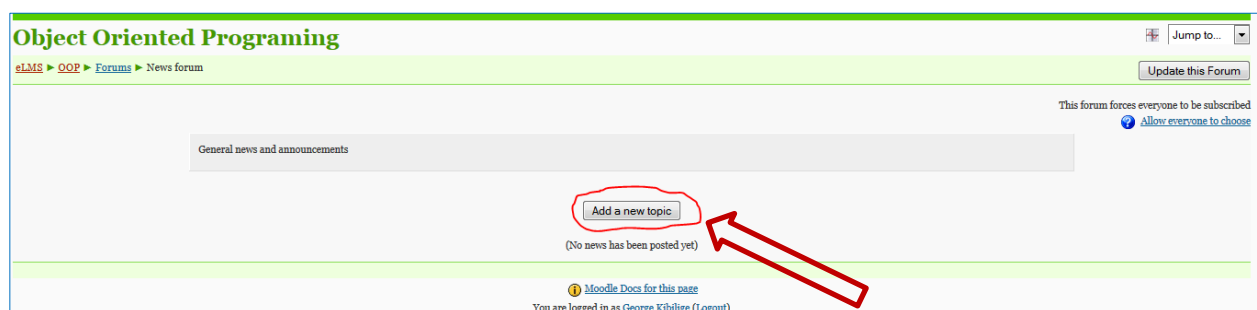


After turning on editing click news forum



After clicking the news forum the following page will appear.

On that page click “Add new topic”



Fill out the required fields by typing the name of the topic and description.

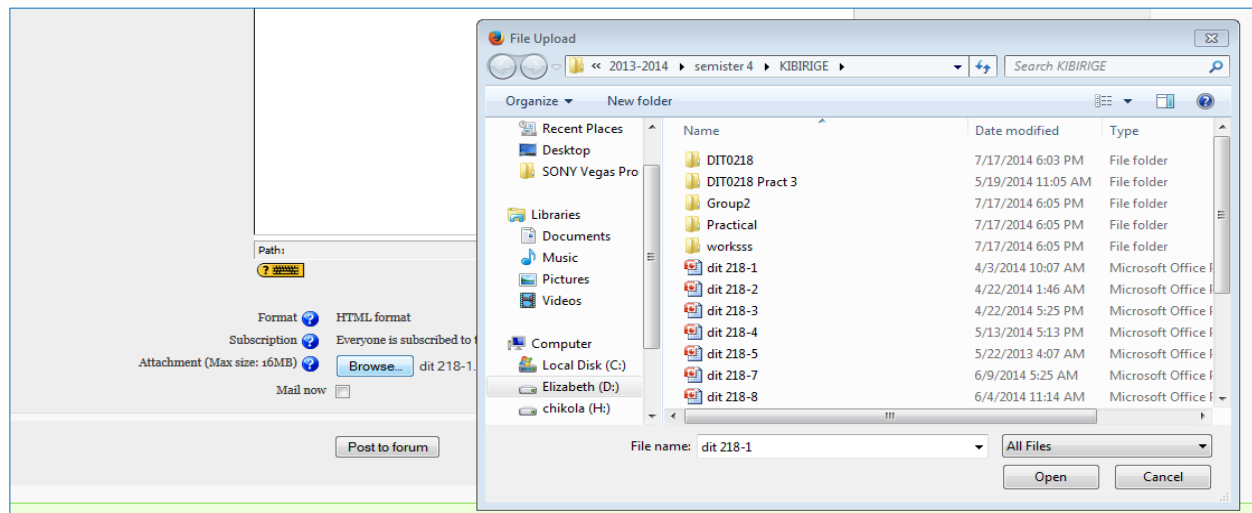
Your new discussion topic

Subject\* introduction to java application

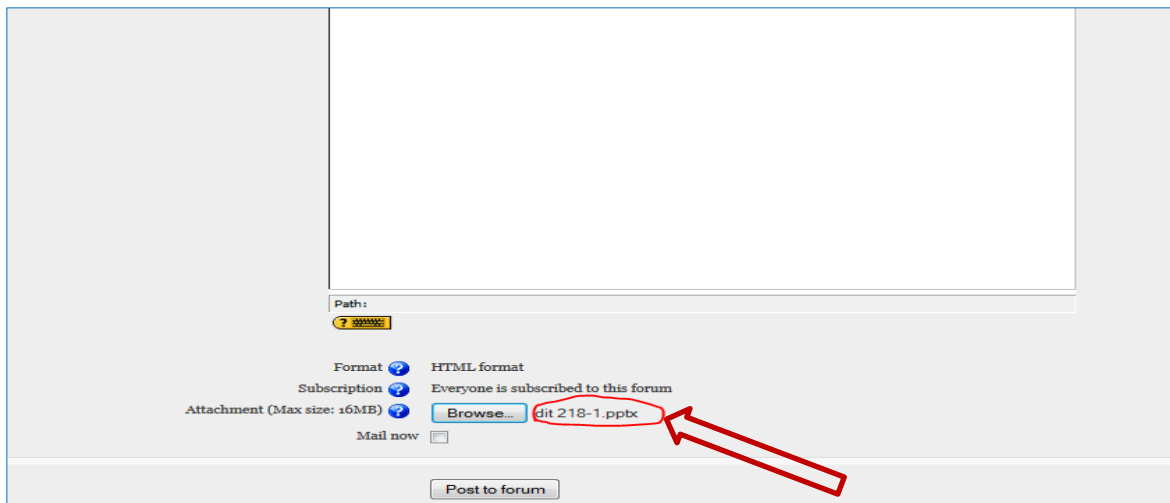
Message\*

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