Student Guide for Moodle (LMS)



# FORMAN CHRISTIAN COLLEGE



# Student Guide for Moodle (LMS)

Your first step to online digital learning platform at Forman Christian College (A Chartered University)

For Moodle help: its.moodle.help@fccollege.edu.pk

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Version 2.1

Information Technology Services Office FC College Lahore

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Links: FCCU Moodle

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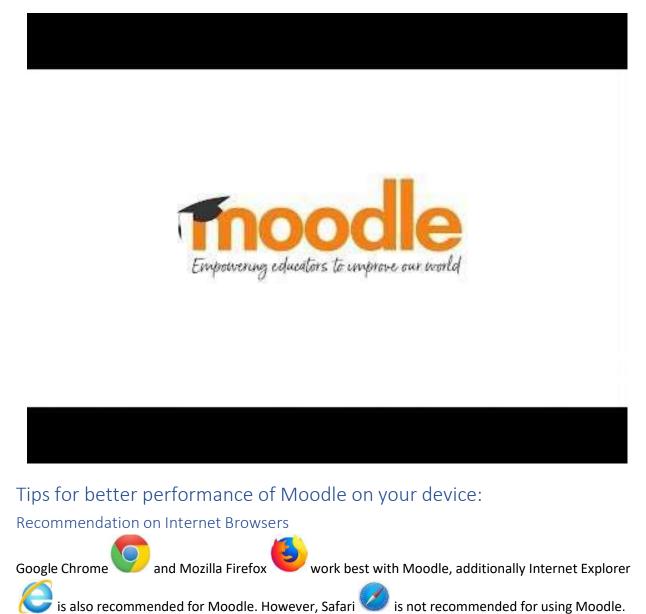
# Welcome to Moodle

Links:

**FCCU Moodle** 

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Moodle is a learning management system (LMS). Moodle LMS allows students to access course materials, gain feedback, contact instructors, upload work, see grades and much more all by logging in to their very own online account. Learning management systems like Moodle are in use to deliver courseware and popularize e-learning in educational institutions. This document comprises a basic guide of how to utilize this tool, focusing on students.



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#### Moodle App

Moodle Apps are available on both following platforms:



iStore (Apple)

&



The Moodle Apps are great for content sharing (viewing and downloading content). However, it is **NOT recommended** for attempting quizzes and submitting assignments on Moodle. If you want to attempt your quiz and submit assignments you are encouraged to use your smartphone/tablets, but use it with recommended browsers as described above.

Following is the procedure for installing Moodle App:

1. Download mobile app from Google Play (Moodle, not Moodle Classic)

2. Once downloaded onto your smartphone, enter FCCU Moodle's URL: tmoodle.fccollege.edu.pk/moodle

3. Enter your user name and password

Click here for the detailed guide

#### Some housekeeping items:

1. If your Moodle page, activity, or live class session is not functioning properly please clear your Cache first. Following are the links to guides for clearing cache on three above mentioned recommended browsers:



2. While using smartphones/tablets please ensure that your gadget/device is not running out of memory.









Links: FCCU Moodle

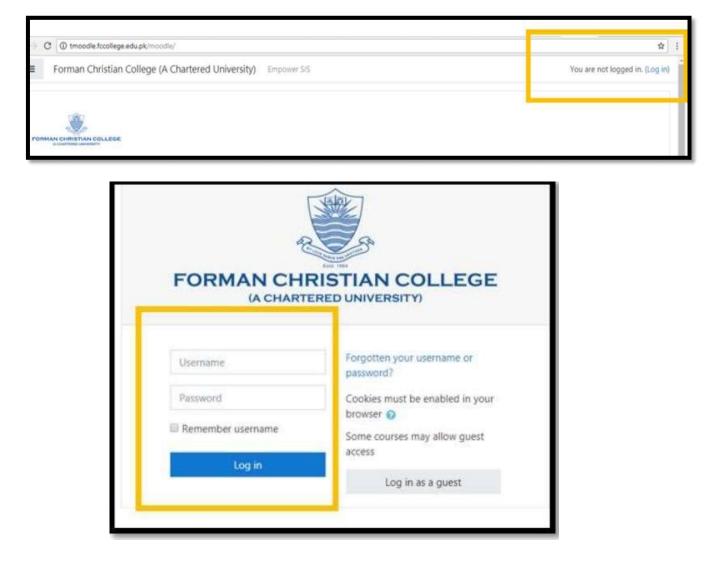


# Where to Contact for Moodle Help:

In addition to this guide, we also have the <u>Moodle FAQ page</u>, which may answer your basic queries. In case, the student guide for Moodle and Moodle FAQ page does not solve your problem. Please send an email to; <u>its.moodle.help@fccollege.edu.pk</u>.

# How do I Access Moodle and log in?

Step1: Go to (tmoodle.fccollege.edu.pk/moodle) and click on Login



#### What is my User Name and Password?

Your Username on Moodle is the same as on empower. If you are logging in for the first time, your password will be your tracking code.



On logging in you will be redirected to screen for changing password (See below)

Home / Dashboard / Prefe	rences /	User account / Change	e password	
You must change your pas	ssword to	proceed.		×
Change passwo	rd			
Username		skgill		
			have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 at least 1 non-alphanumeric character(s) such as as *, -, or #	1
Current password	0	•••••		
New password	0			
New password (again)	0	•••••		
		Save changes		

NOTE: Unless you do not change your password, you will not be able to proceed further.

#### Password Change Policy:

The password must have:

- A. At least 8 characters
- B. At least 1 digit(s)
- C. At least 1 lower case letter(s)
- D. At least 1 upper case letter(s)
- E. At least 1 non-alphanumeric character(s) such as \*, -, or #"

After you successfully change your password you will arrive at your post-login homepage:







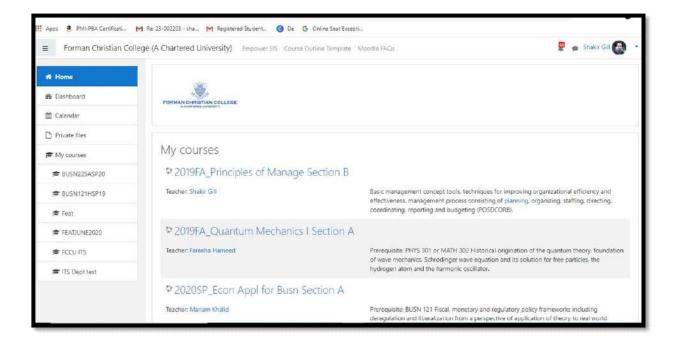


Links: FCCU Moodle



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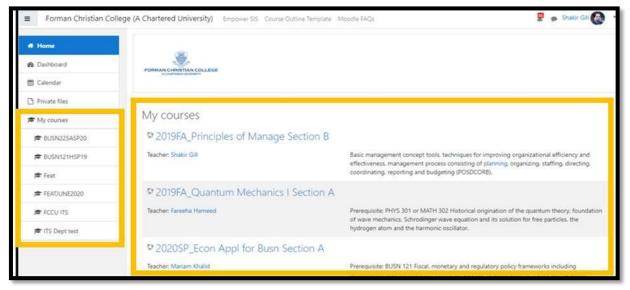
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### Some important items on my home page:

#### 1. My Courses:

Your list of courses will appear on your post-login home page under 'My Courses'. The list of courses will also appear in the Navigation bar on the left side of the page under the item 'My Courses'



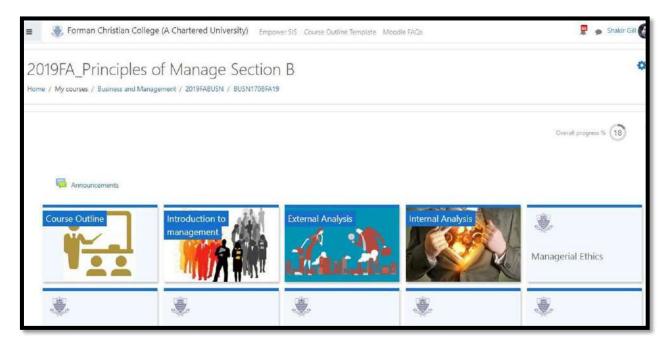
#### Accessing A Course Page:

To access the course page simply click on the course title from within the list of 'My Courses' and you will reach the course page of your enrolled course



Home		0
B Dashboard	PORMAN CHIRDITIAN COLLEGE	
🛱 Calendar	di Francisca de guarda de la	
Private files		
My courses	My courses	
CHEM100ASU18	♥ *Intro. to Chemistry Section A	
✔ Site administration	Teacher: Teacher:	Open for those students who have not taken chemistry at Intermediate or A Level Chemistry as a basic science, matter and states of matter, elements and periodicity, atomic structure, concept of mole and elementary stoichiometric calculations, acids and b
		All courses

Each course page has a different interface as per the customization done by the instructor of the course:



#### 2. Moodle Notifications:

Both faculty and students can view their Moodle notifications by clicking on the bell icon. The said feature provides you with the latest notifications with regards to your course events.



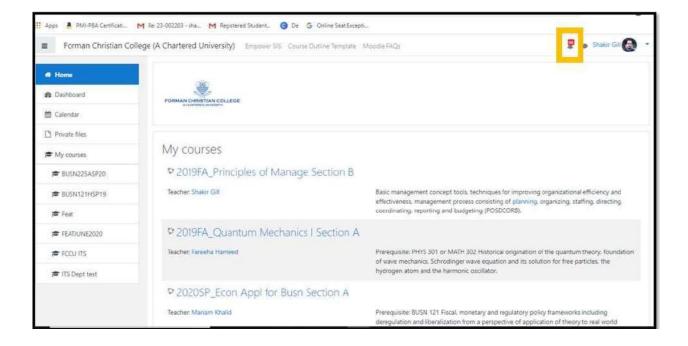






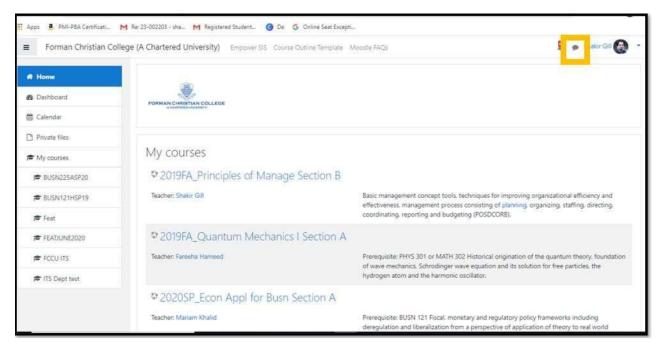
Links: FCCU Moodle

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#### 3. Messaging on Moodle:

Messages on Moodle can be sent by faculty and students. To access the message inbox and sending messages click on the message icon next to your notification bell icon.











Links: **FCCU Moodle** 

**FCCU Website** 



Chartered University) Empower SIS Course Outline Template N						hakir Gill
		Messa	Adeel Aamir Thanks Shakir so	New message	~ ¢	
PORMAN CHRISTIAN COLLEGE		US	Admin (TS moodle Dear Moodle User,Weig your	come to FCCU Moodie. )	Kindiy note	
My courses						
2019FA_Principles of Manage Section B						
Teacher: Shakir Gill	Basic managemen effectiveness, mar coordinating, repo					f ency and directing,
© 2019FA_Quantum Mechanics I Section A						
				See all		ery, foundation

#### Viewing Conversations/Messages

The recent messages will always be on top of the message list. To access the messages simply click on the desired message in the message list.

3-002203 - sha M Registered Student 🔞 De 💪 Online Seat Excepti		
Chartered University) Empower SIS Course Outline Template Mod	odle FAQs Messages	New message 🗸 🗘
	Aceel Aamr Thanks Shakir sb	
PORMAN CHRISTIAN COLLEGE	Admin (15 moode Dear Moodle Ubry, We your-	kome to FCCU Moodle. Kindly note
My courses		
© 2019FA_Principles of Manage Section B		
Teacher: Shakir Gill	Basic management effectiveness. mana coordinating. repor	ficiency an ig. directin
Description of the last of the state		

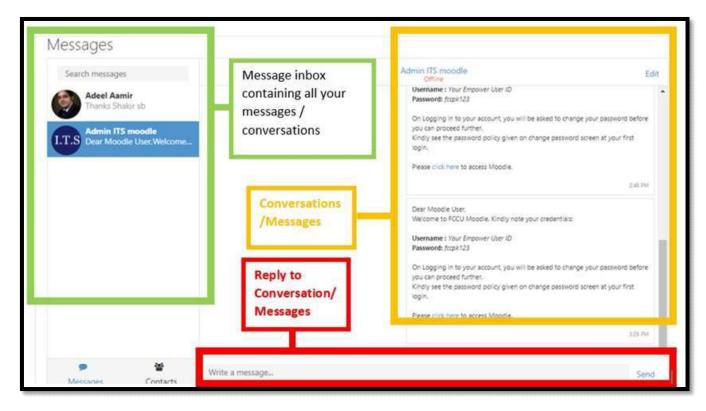


After you click on the message from the message list a page will open showing all your conversations/messages on Moodle. There are primarily three components of the screen:

Message Inbox

Conversations/Messages

Reply to Conversation/Messages



#### Sending Messages on Moodle:

For sending messages you can initiate the message by clicking on new message as shown below









Links: FCCU Moodle

FCCU Website

(A Chartered University) Empower SIS Course Outline Template N	loodle FAQs	Messi	ages	New message 🗸 🌣	hakir Gill 🌏
		۲	Adesi Aamir Thanks Shakir sb		
FORMAN CHRISTIAN COLLEGE		•	Admin /TS moodle Dear Moodle User We your	ecome to FCCU Moodie. Kindly note	
My courses					
© 2019FA_Principles of Manage Section B					
Teacher: Shakir Gill	Basic managemen effectiveness, mar coordinating, repo			2	f ency and directing.
© 2019FA_Quantum Mechanics I Section A					
Teacher: Fareeha Hameed	Prerequisite: PHYS of wave mechanic		alooor Have equa	See all	ry, foundation
	hydrogen atom an	d the h	narmonic oscillator	27	

After clicking on a new message, you will reach the following screen:

Messages	
Search for a user or course	Select or search for a contact to send a new message.
No contacts	
Messages Contacts	

On this screen, you can search your recipient of the message in two ways



#### 1. Search for a User

You can search your recipient through name by typing in the name in the search bar

🌷 Forman Christian College (A Cha	rtered University) Empower SIS Course Outline Template Moodle FAQs
essages	
Shakir Gil	Select or search for a contact to send a new message.
Non-contacts	
shakir gill 1	

#### 2. Search by Course

You can also search your recipient through course name by typing in the course name in the same search bar as shown above

ITS	Select or search for a contact to send a new message.
Courses	
019FA_Quantum Mechanics I Section A	
CCU Online teaching training session-	
ITS	
ITS Dept test	
Non-contacts	
I.T.S Admin ITS moodle	

After you select your course you will be presented with the list of enrolled students and teacher in the course









Links: FCCU Moodle



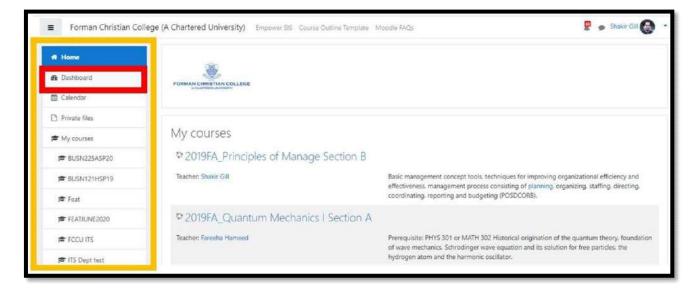
Messages	
Search for a user	Select or search for a con
ITS Dept test 🛍	
I.T.S Admin ITS moodle	
Anthony Richards	
Benedict Frederick	
Bunny Albert	
Kashif Rasheed	
Pervaiz Ashraf	
Raheel Robson	

From the list simply select the recipient, type the message and click send:

Search for a	a user		Rahael Robson Offine	Edit
ITS Dept test 1	tin ITS moodle			
Anth	iony Richards		Recipient	
Bene	dict Frederick		of the Message	
Bunn	ny Albert			
Kashi	if Rasheed		Message	Send Message
Perva	aiz Ashraf			
Rahe Messages	HI Rahsel. How are you Regards			Send
	ĩn			
_inks:	FCCU Moodle	FCCU Website	FCCU Student Portal	Send Email for issues

#### 4. Dashboard

The option to access your Moodle Dashboard appears in the left navigation bar. Simply click on it to access the Moodle dashboard



Following is the user dashboard on Moodle:

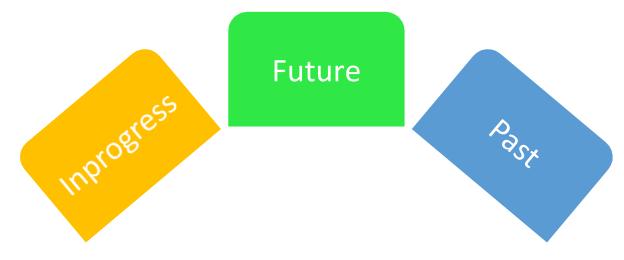
🦉 🍺 Shakir Gill 🚱
Customise this page
Private files No files available
Manage private files Online users 11 online users (last 5 minutes)
Shair Gil     Shair Gil     Shair Gil     Muhammad Umer     Muhammad Daim     Sehar Imdad

On this screen, you can view the Course Overview. This section is primarily divided into 2 components:



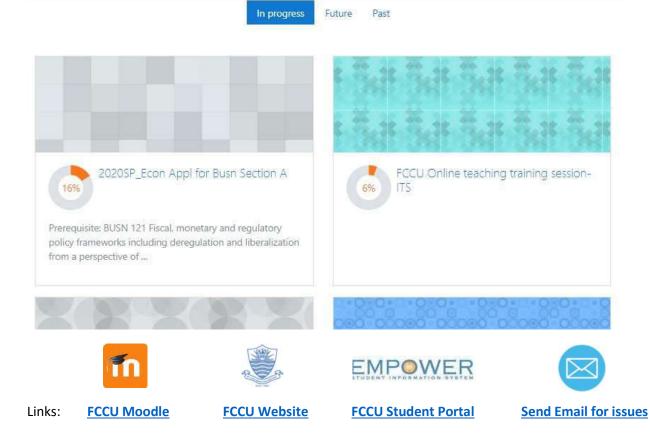
#### 1. Courses

You can view your courses on 3 filter criteria



on

You can select one of the parameters to view the list of courses as per your requirement



In the above screenshot, you can see that in-progress courses have been selected, to view the complete list you would need to scroll down on your dashboard.

#### 2. Timeline

The other option apart from 'Courses' is 'Timeline'. This section shows you various events that are:

#### 1. Recently overdue

- 2. Events that will take place in 'Next 7 Days'
- 3. Events that will take place in 'Future' beyond the next 7 days

= 👋	Forman Christian College (A Chartered University) Empower SIS Course Outline Template Moodle FAQs
	Shakir Gill
Course Timelir	overview Re Courses
	Sort by dates Sort by courses
	Exam discussion is scheduled for 16 Jun. 18:45 Join session 20205P_Management inf Syste Section E

#### 5. Calendar:

The calendar displays course, and user events. Also, the calenda shows assignments and quizzes deadlines, etc. and other course events.









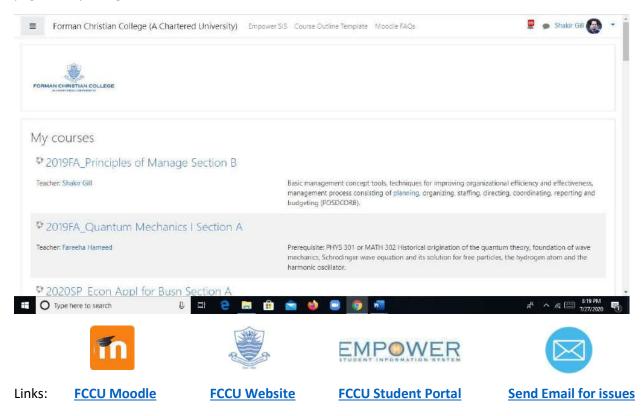
Links: FCCU Moodle

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Calendar		Fil	ter events by	courses	Togg	le between Mon
Detailed month view fo	or: All courses		Toggle betwe July 2020	en Months		New event
Mon	Tue	Wed 1	<b>Thu</b> 2	Fri 3	Sat 4	<b>Sun</b> 5
6	7	8	9 Shajeel Im	10	11	12
13	14	<ul> <li>Sarah Joh</li> <li>Syeda Kha</li> </ul>	16 Ammar H Mehwish Rana Rub Sarah Joh Syeda Kha	👩 🖸 Rana Rub	18	19
20 Assignme	21	22	23	24	25	26

### Courses on Moodle

As described earlier in this guide you can access your list of courses that you see on your Moodle home page after you log-in.

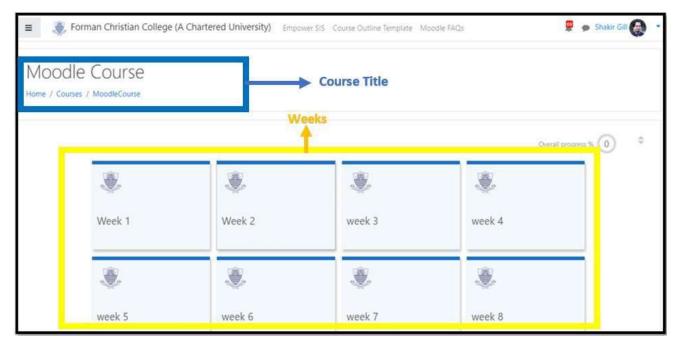


You can simply click on the course to access it.

#### The interface of Courses:

The interface of all the courses includes the following sections:

- a. Course Title
- b. Weeks (Sections on Moodle with learning materials)



Note: Please note that the above mentioned interface is the default for each student and instructor and can be customized according to the instructor. See an example below showing a customized course. Instead of 'Weeks', 'Topics' with pictures are used in the given below









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#### Learning Resources & Course Activities:

The following are the list of Resources and Activities that you may find on your course page. These resources and activities will be organized within section Weeks/Topics of your course.

Resources	Activities
Documents (Powerpoint Presentations, Word Documents, Excel Sheet, PDFs, Pictures or Images, etc.)	Online Class Session (Google Meet)
Videos	Quizzes/Tests
Audios	Assignments
Links to other websites or webpages	Discussion Forums

Following is the example of Resources and Activities organized in Week 2:



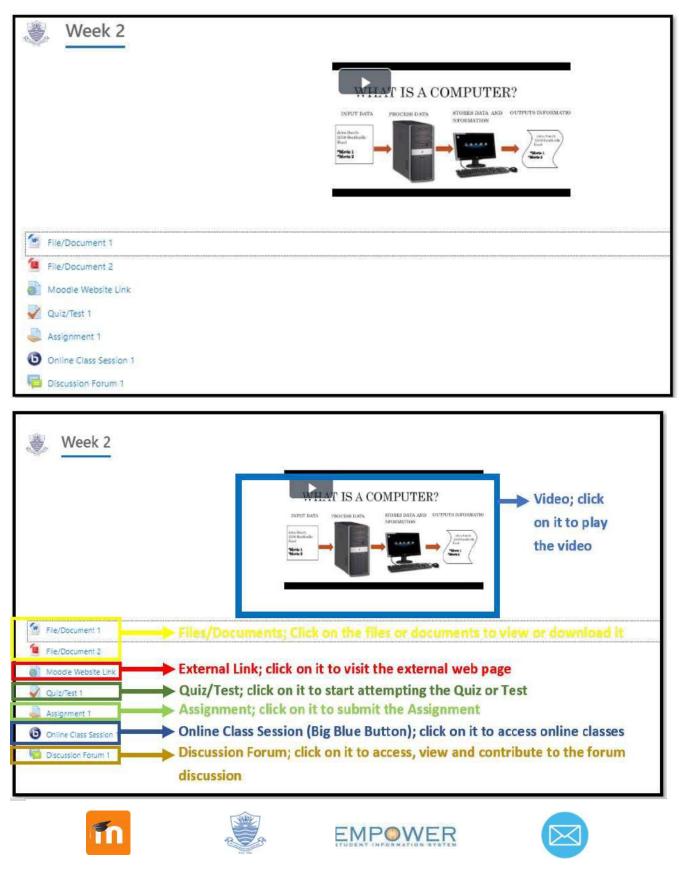






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Links: FCCU Moodle

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#### Files/Documents and Folders:

Your instructors would upload different documents in your courses on Moodle. These files and folders can be uploaded by the instructor in any 'Week'/ 'Topic' as shown above. The files can be directly added to the 'Week' or 'Topic' or may be organized in a folder.

Week 1	Week 2	week 3	week 4
File/Document 2	File; outside fold		r click to download the folder
		Sector 7	unali 9

On clicking the file you will be able to open the file and view it on Moodle:



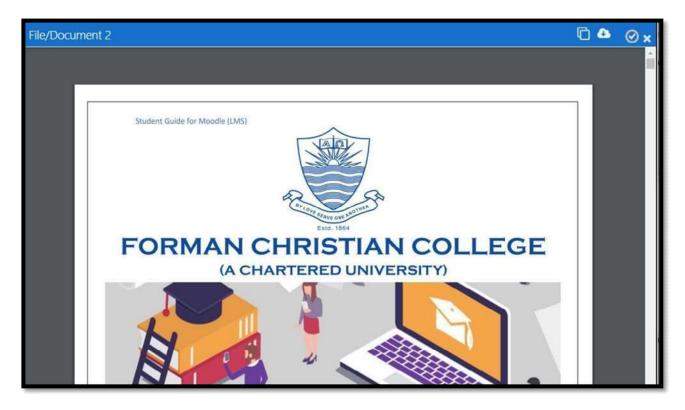






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Once the file open's you can also download it:

File/Document 2			6
Student Guide for Moodle (LMS)	1/18	Download button 🔫 🖒	•
· · · · · · · · · · · · · · · · · · ·			Download
Student Guide for Moodle (LM	(5)		
	Ar cove serve one hormen		
FORMAN		COLLEGE	

If you click on the folder you will be able to see the files uploaded within the folder:



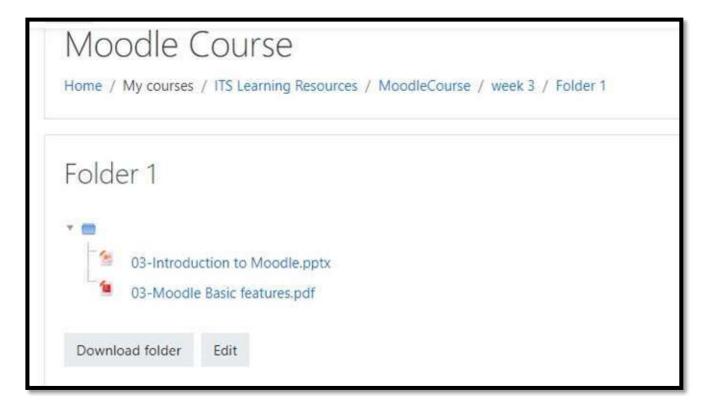




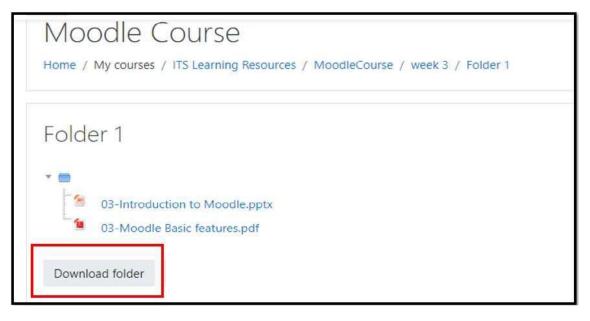


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Once you reach the screen with a folder expanded you can download each file by clicking on it. Furthermore, you have the option of downloading the entire folder by clicking on the button that says; 'Download Folder'











Links: FCCU Moodle

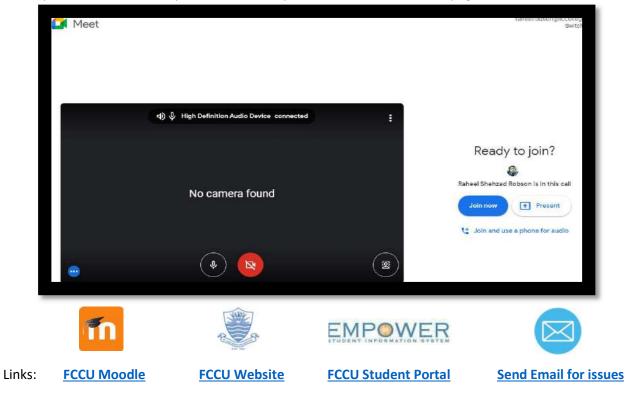
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#### Live online classes; Google Meet:

Your live classes will be held on Google Meet activity that will be on your Moodle page and can be added in any particular 'Week' or 'Topic'. The live online class/Google Meet activity like any other resource or activity is created and placed on your course page by the instructor.

■ FCC INTER		<b>6</b>
rest 🕫 test		
Participants	Announcements	
U Badges		
Competencies		
I Grades	week 1	
🗅 week 1		
C Animated navigation off		
Data preference	week 1	
# Home		 
B Dashboard	Online Class	
🛗 Calendar		_
0		

When you click on the activity as shown below you are redirected to a new page:











Links: FCCU Moodle

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On clicking join session you will reach the conference room as follows:



#### Online Recording of the Session:

After the session is finished, if your instructor recorded the session the instructor can share the link. The link will be opened in your google drive:









FCCU Moodle Links:

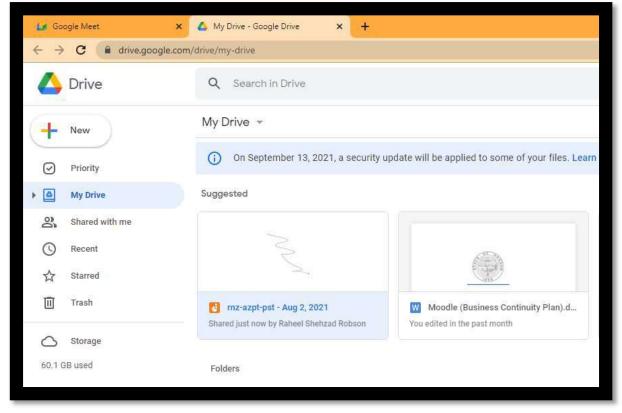
FCCU Website

FCCU Student Portal

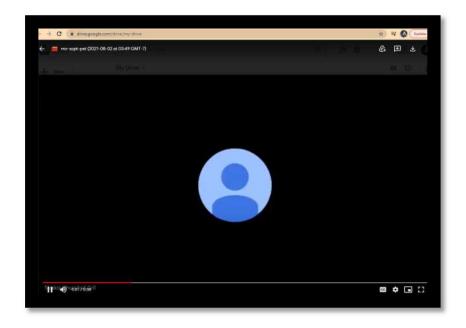
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Click on the recording to view it:











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#### Quizzes/Tests:

On Moodle for assessments Moodle quiz activity can be used as test/exam etc. by the instructor to test your knowledge and assign marks/scores/grades.

The quiz activity is created by your instructor and is then placed under a particular 'Week' or 'Topic'. Depending on how your instructor has configured the activity you will have a certain time window to access the quiz and then a time limit to finish your quiz.

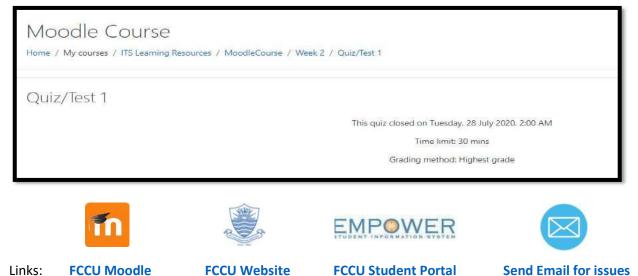
Once created by your course instructor you can view and access the quiz activity during a set time frame or window. For instance, your instructor can set the quiz to be available from 12 pm on 28<sup>th</sup> July 2020 until 6 pm on 28<sup>th</sup> July 2020. If you try to access the quiz after the end time of the time window you will not be able to access the quiz anymore. Also, you cannot access the quiz before the quiz time window begins.

Following are the messages you will get on three possibilities as described above:

# Moodle Course Home / My courses / ITS Learning Resources / MoodleCourse / Week 2 / Quiz/Test 1 Quiz/Test 1 The quiz will not be available until Tuesday, 28 July 2020, 3:57 AM Time limit: 30 mins Grading method: Highest grade

#### 2. Accessing the Quiz after the time window ends:

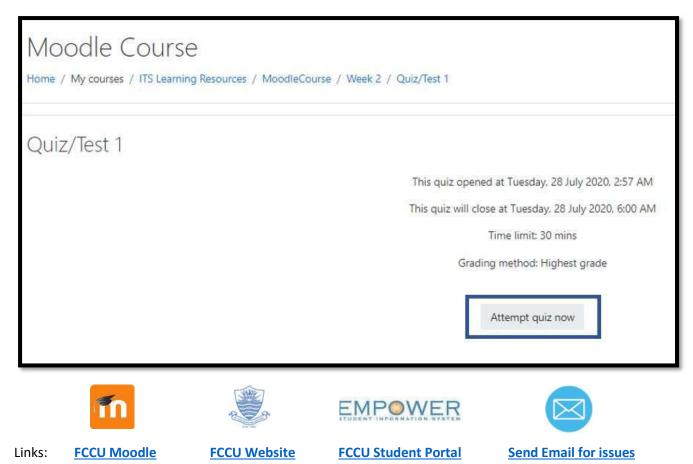
1. Accessing Quiz before the time window begins:



#### 3. Accessing the Quiz during the time window:

Moodle Course Home / My courses / ITS Learning Resources / MoodleCourse / Wee	ek 2 / Quiz/Test 1	
Quiz/Test 1		
	This quiz opened at Tuesday, 28 July 2020, 2:57 Al	M
	This quiz will close at Tuesday, 28 July 2020, 6:00 A	М
	Time limit: 30 mins	
	Grading method: Highest grade	
	Attempt quiz now	
- Discussion Forum 1	Jump to	٠

If the quiz is within a time window then you will get the button; Attempt quiz now. Click on it to begin the quiz:



	e Course	dleCourse / Week 2 / Quiz/Test 1	Navigating between questions
Question 1 Not yet answered Marked out of 1.00 IP: Flag cuestion	Who is the founder of FC College Select one: A: James Bond B. Dr. Charles W Forman C. Dr. Tebbe	Question	Quiz navigation Quiz navigation Prish attempt – Time left 0:29:40 Time Left Go to Next Question
→ Discussion F	iorum 1	Jump to	File/Document 1

#### Questions Types in Quizzes or Test:

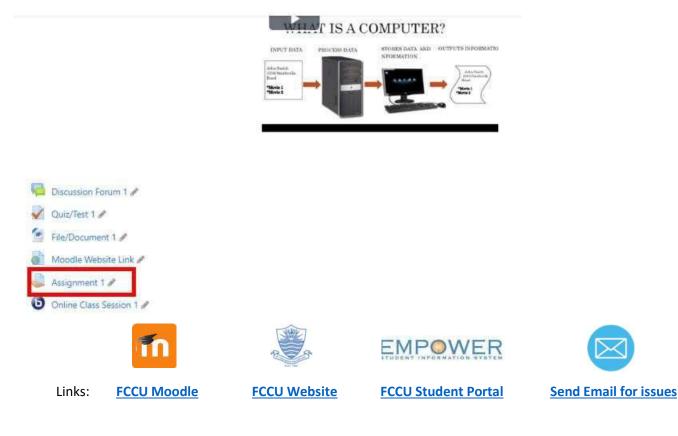
The following link shows the complete list of question types with the description that the instructor may use while preparing a quiz/test/exam.

https://docs.moodle.org/39/en/Question\_types

#### Assignments:

This activity allows the instructor to give a question or series of questions to which students need to answer and submit either directly on Moodle or by uploading a file on Moodle. This activity is again created by the instructor and placed in a 'Week' or Topic. Assignments are also usually defined by the deadline or due date for students to submit their responses.

In order to access the assignment do to relevant 'Week' or 'Topic' and access the assignment activity:



After accessing the assignment activity you will get the following screen:

Assignment 1	
What do you know about FC College?	
Submission status	
Submission status	No attempt
Grading status	Not graded
Due date	Monday, 3 August 2020, 12:00 AM
Time remaining	5 days 20 hours
Last modified	
Submission comments	Comments (0)
	Add submission









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Once you are ready to submit your assignment, click on Add submission.

Assignment 1	
What do you know about FC College?	
Submission status	
Submission status	No attempt
Grading status	Not graded
Due date	Monday, 3 August 2020, 12:00 AM
Time remaining	5 days 20 hours
Last modified	-
Submission comments	Comments (0)
	Add submission









FCCU Moodle Links:

FCCU Website

Assignment 1 What do you know about FC College?		
Online text	1 i · B / I II / S & A . 2	
File submissions		Maximum size for new files: 160MB, maximum attachme
	Files	

#### Now you will have two options to submit your assignment; 1. Online Text 2. File Submissions

#### 1. Online Text Submission:

In this type of submission, you simply need to provide text in the text box and submit.

signment 1 do you know about FC College?						
Online text	1 1.	B I ≡	j≘ % %		8 m	■ Ø
	Lahore Missio were awarded classes resum onwards has a The early year Enrollment gr	n College, but in 11 I through the Calcu ed in 1886, with de awarded its own de s of the college we ew from 18 studen	894 the name wa itta University. Co grees being awa grees. re marked by ra ts in 1886 to 130	as officially ch ollege-level in inded through pid growth in ) in 1890, 311	nanged to nstruction h the Univ enrollme i in 1900,	nan, a Presbyterian missionary from the USA. The college was initially known a to Forman Christian College in honor of the founder. In the early years, degree on was interrupted in 1869 due to the illness of key faculty members. College inversity of Punjab. In 2004, FCCU became a chartered University and from 200 ment, and a constant struggle to find enough space to house the growing coll 0, 426 in 1910, and 600 in 1915. Enrollment had reached 1.500 students by the tion alone stands at 3,200 students today.









Links: FCCU Moodle





#### 2. File Submission (Uploading File)

In this type of submission, you can create a document by using Microsoft Word (for instance) and can submit your assignment by uploading the document through file picker. Following are the steps:

Step 1: Click on the file icon next to File submission and you will access the file picker to select your file.

File submissions	Maximum size t
	Files
	You can drag and drop files here to add them.
	Save changes Cancel

Step 2: Make sure you select 'Upload a File' then click on 'Choose File'

File p	oicker			×
m Rec	ent files			II I b
🚲 Upl	load a file			
🏐 Wik	cimedia odle	Attachment Choose File No file cho	osen :	
🗘 Dro	pbox	Jane as	-	
		Author		
		Admin ITS moodle Choose license		
		Creative Commons - Sha		~
			Upload this file	
	ĩn		EMPOWER	
		to the		
nks:	FCCU Moodle	FCCU Website	FCCU Student Portal	Send Email for issues



🗧 🖃 🛧 🧧 🔹 This PC 🤉	Desktop > 001-Moodle		∨ 0 S	earch 001-Mood	le	,p
Organize 🗕 New folder				lis		0
	Name	Date	Туре	Size	Length	
VIDEO_TS	🔁 Student Moodle Guide	7/28/2020 2:47 AM	Microsoft Word Document	8,030 KB		
OneDrive	😰 instructor su	7/24/2020 1:42 PM	Microsoft Excel Comma Separated Values File	16 KB		
	faculty for moodle su	7/24/2020 1:37 PM	Microsoft Excel 97-2003 Worksheet	208 KB		
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3D Objects	instructor with courses su	7/24/2020 12:39 PM	Microsoft Excel 97-2003 Worksheet	24 KB		
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Documents	🔁 screenshots student guide	7/22/2020 9:41 AM	Microsoft Word Document	183 KB		
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	i rubric	7/13/2020 10:25 AM	JPG File	46 KB		
Pictures	Contract Moodle Guide	6/30/2020 2:48 AM	PDF File	1,699 KB		
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