

# A Concise Handbook of Moodle



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<b>Table of contents</b>	
<b>Introduction</b>	<b>3</b>
<b>Access &amp; Login</b>	<b>3</b>
<b>Course Request</b>	<b>5</b>
<b>Student Enrollment</b>	<b>6</b>
<b>Manual enrolments</b>	<b>6</b>
<b>Self enrolment</b>	<b>7</b>
<b>Attendance</b>	<b>9</b>
<b>Safe Exam Browser (SEB)</b>	<b>11</b>
<b>Turnitin</b>	<b>13</b>
<b>Moodle App</b>	<b>15</b>
<b>Video Conferencing</b>	<b>16</b>
<b>Zoom for Education</b>	<b>16</b>
<b>Google Meet™ for Moodle</b>	<b>16</b>

## Introduction

AUIS Moodle Learning Management System has been designed as a platform to provide the maximum teacher-student engagement. It's been equipped with the necessary tools/plugin-ins to help teachers design their courses with ease and efficiency.

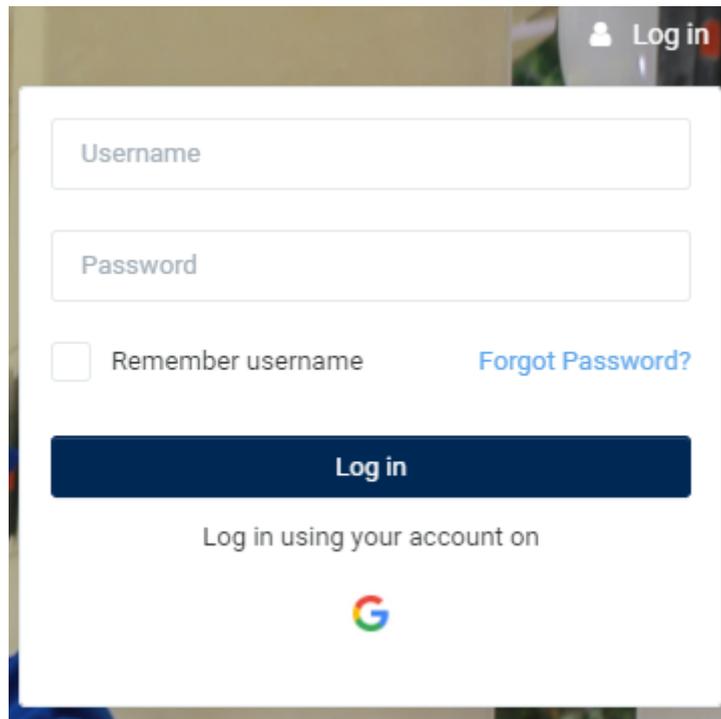
This handbook provides teachers with the necessary information and tips to make the most out of Moodle and to be able to make it a centralised platform which combines all the academic related areas together.

## Access & Login

To access the AUIS Moodle platform, enter the following address to your browser's address bar: <https://lms.auis.edu.krd>



Once you are on the platform, you will need a set of credentials in order to login and access the features.



Use the “**Log in**” button on the top corner of your right hand side of the screen to access the login screen. For efficiency, you can use your AUIS Email credentials to login to Moodle by clicking on the “” icon underneath the Username and Password fields.

Notes regarding logging in via Google credentials:

- You may see “**This client is restricted to users within its organization**” as an error message when you try to login with Google credentials. This error message means the user is trying to login to Moodle with a non-AUIS email address. Check your smartphone’s browser to check if you are logged in to your personal email account. In this case, log out from your personal account completely or clear your browser’s cache
- DO NOT enter your credentials into the Username and Password fields as you will not be able to login this way.

# Course Request

Once you have logged in successfully, your profile will be created on the system and you can begin to request courses. To request a course, please use the following link whilst logged in to the system: <https://lms.auis.edu.krd/course/request.php>

Course request  
Dashboard / Course request

Course request ▼ Collapse all

▼ Details of the course you are requesting

Course full name ⓘ

Course short name ⓘ

Course category ⓘ No selection

Search

Summary ⓘ

**Rich Text Editor:** A, B, I, [List icons], [Link icon], [Image icon], H:P

**Course full name:** This should be the course name found on the syllabus.

**Course short name:** The course code should be written here.

**Course category:** Teaching department of the course should be selected.

**Summary:** Write a brief description of the course.

**Reasons for wanting this course:** Along with the reason, please state the course start date and end date.

***Please note the following when requesting a course:***

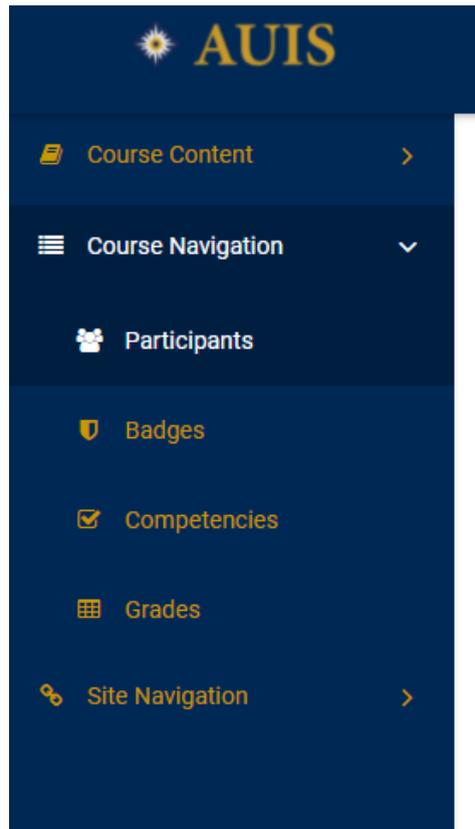
- Courses are approved by the Moodle site administrators.
- Course full name should not include teacher's name. Any other names except for the actual course name will be removed.
- Upon course request approval, the requester will automatically be assigned the role of **'Teacher'** on the requested course.
- Please allow up to 24 hours for a course to be approved.

## Student Enrollment

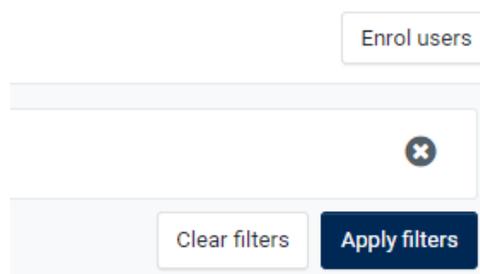
When courses are requested, and they have been successfully approved, teachers will be able to manually enrol students or allow students to enrol by themselves. In the following two sections, you will be guided through on how to enrol students with both methods.

### Manual enrolments

Once a course is approved and created, teachers have the ability to manually enroll users into the course by going to the **“Participants”** menu on the **“Course Navigation”** section on the left hand side of the course page.



Once the **“Participants”** menu is selected, click on **“Enrol users”** button and manually start typing names or email addresses of the students you that should be enrolled into the course:



You can enrol as many students as possible into a course in one attempt by typing their names or email addresses and pressing the Enter key on the keyboard. The assigned role will be **“Student”**.

You can select other options from the menu according to your preferences. Once done, press the **“Enrol users”** button, and the selected students will then become participants in the selected course.

Enrol users

Enrolment options

Select users: No selection

Search

Assign role: Student (Too many users (>100) to show)

Show less...

Recover user's old grades if possible

Starting from: Now (29/08/21, 11:06)

Enrolment duration: Unlimited

Enrolment ends: 29 August 2021 11:06  Enable

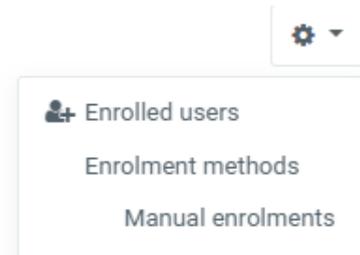
Enrol users Cancel

***If the name of the student is not coming up when you are trying manual enrolment, please consider the following:***

- Make sure the student's name is typed correctly. The spelling of the names may vary. You can also try typing their AUIS email address
- The student needs to have an active profile on the Moodle system. For this reason, the student must have logged into the system at least once prior to enrolment in order for their name to be visible

## **Self enrolment**

By default, every course created allows the course teacher(s) to manually enrol students. However, to make the enrolment process more efficient, teachers can also let students enrol themselves by enabling the **“Self enrolment”** option from the **“Enrolment methods”** menu of the course.



Go to “**Self enrolment (Student)**” section and enable it by clicking on the  button.

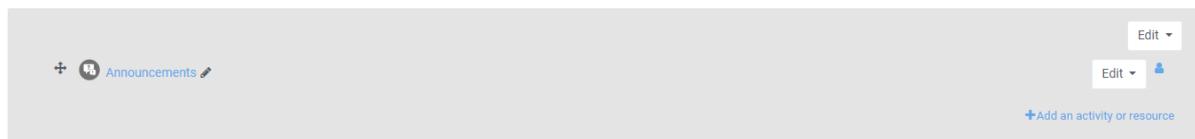
***Note the following when enabling self enrolment:***

- It is strongly recommended that a secret key or a passcode is set and given only to those students who need to be enrolled otherwise anyone can enrol themselves into the course if this option is enabled.
- You can set the secret key by clicking on the  next to the “**Self enrolment (Student)**” section on the “**Enrolment methods**” page.
- You can always disable the self enrolment option by clicking on the  button.

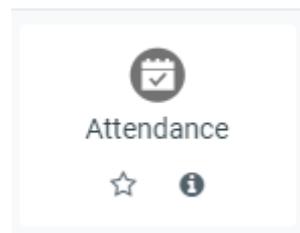
## Attendance

The attendance feature helps teachers to take attendance during class, and for students to be able to view their own attendance records. A teacher can mark the attendance status of a student as **"Present"**, **"Absent"**, **"Late"**, or **"Excused"**. These status descriptions are configurable, and more can be added. The teacher adds Attendance as an activity of a course, and then sets up the sessions for which attendance is to be tracked.

To create an Attendance for your course, go to the course page and click on Turn editing on to be able to add activity or resources and then click on **"Add an activity or resource"** in the grey area at the top of the course page.

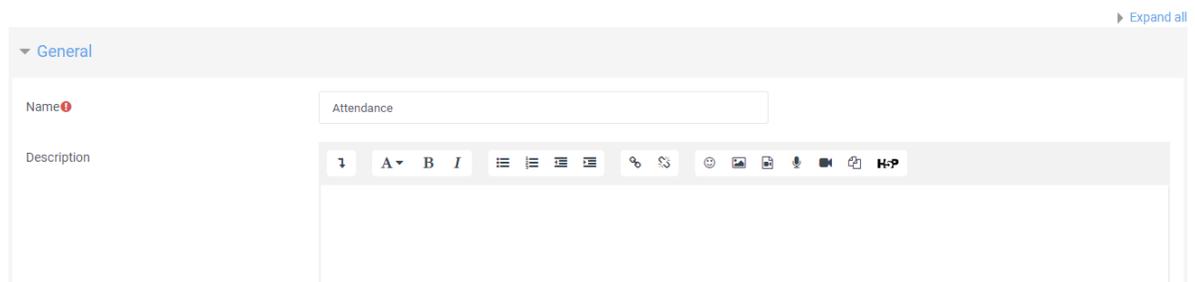


The grey area is pinned to the top of the course page. Therefore, it's ideal to add the Attendance activity to this section in order for it to be visible.



After adding the Attendance activity, you will be taken to the attendance confirmation page where you can configure the attendance schedule for the entire semester according to the dates and times that you specify.

### Adding a new Attendance

A screenshot of the 'Adding a new Attendance' form. The form has a 'General' section. The 'Name' field contains the text 'Attendance'. The 'Description' field is empty. Below the description field is a rich text editor toolbar with various icons for text formatting and media insertion. There is an 'Expand all' link in the top right corner.

The first step is to create a name and description for this activity. If you prefer to use the default values, leave this page as it is and click on Save and display. You will then be taken to a page where you can configure the attendance for your course.

To do so click on **"Add session"** and select the date you would like to start taking attendance of your students.

If you would like to configure attendance for all of your sessions throughout the semester, expand the **”Multiple sessions”** sub-menu and tick the **“Repeat the session above as follows.”** Then select the days in which you would like to repeat the attendance process

Multiple sessions

Repeat the session above as follows ⓘ

Repeat on  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

Repeat every  week(s)

Repeat until    ⓘ

The **“Repeat until”** option allows you to take attendance according to your schedule until the last day of the course. This ensures that all student attendance is recorded for each session and you can generate attendance reports based on that.

All

#	Date	Time	Type	Description	Actions
1	Mon 30 Aug 2021	12AM	All students	Regular class session	<input type="checkbox"/>
2	Sun 5 Sep 2021	12AM	All students	Regular class session	<input type="checkbox"/>
3	Mon 6 Sep 2021	12AM	All students	Regular class session	<input type="checkbox"/>
4	Sun 12 Sep 2021	12AM	All students	Regular class session	<input type="checkbox"/>

After creating the attendance sessions, you can begin to record attendance for a particular session by clicking on the next to the session and start recording attendance for each student by marking the appropriate radio button.

#	First name / Surname	Email address	P	L	E	A	Remarks			
			Set status for <input type="text" value="unselected"/>				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1	Moodle Student	moodle.student@auis.edu.krd	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>			

**Save attendance**

After marking the student attendance, click on the **Save attendance** button to save the attendance record for that session. You can also create customised attendance reports by clicking on the **“Export”** option of the attendance activity for a particular course.

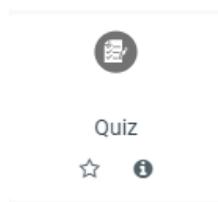
## Safe Exam Browser (SEB)

The quiz has built in settings to allow secure exams using the Safe Exam Browser. Safe Exam Browser is a customised web browser, available for Windows (7, 8.1, 10), macOS (starting 10.7, recommended 10.11 or newer) and iOS (9.3.5 or newer). The application must be downloaded and installed on the device that the student uses to attempt the quiz.

Since Safe Exam Browser is a software running on the student's computer, it can do a much more effective job of restricting their actions, such as:

- Students will only be able to attempt the quiz if they are using Safe Exam Browser.
- The browser window will not have a URL or search field and back/forward navigation and reload can be disabled.
- Safe Exam Browser cannot be closed until the test is submitted.
- Switching to other applications is disabled by default, but it's possible to allow the use of specific third party applications during an exam.
- Shortcut keys such as Win+Tab, Alt+Tab, Ctrl+Alt+Del, Alt+F4, Print Screen, and Cmd+Tab are disabled or cannot be used to close Safe Exam Browser or to switch to other user accounts on the computer. The possibility of taking screenshots is also disabled.
- The clipboard is cleared when starting and quitting the Safe Exam Browser.
- The browser context menu is disabled.
- Specific web sites/pages/resources can be configured to be accessible during an exam, using a URL filter.
- Spell checking and dictionary lookup is disabled, but can optionally be allowed.

To enable SEB for your quiz, you must first create a Quiz using the “**+Add an activity or resource**” link and selecting the “**Quiz**” activity from the options.



After adding the Quiz activity, you will then be taken to the Quiz configuration page where you can set up your quiz accordingly. To configure the SEB, scroll down to the “**Safe Exam Browser**” section and expand it to see the settings.

To enable SEB for your Quiz, the user needs to choose “**Yes - Configure manually**” when you are presented with the “**Require the use of Safe Exam Browser**” option.

Leave the rest of the settings as default, unless you would like to change something specifically and you have prior experience with using SEB

When a student tries to take a SEB enabled quiz using a normal browser, they will be presented with the following screen:

This quiz has been configured so that students may only attempt it using the Safe Exam Browser.

Grading method: Highest grade

The config key or browser exam keys could not be validated. Please ensure you are using the Safe Exam Browser with correct configuration file.

Download Safe Exam Browser

Launch Safe Exam Browser

Download configuration

Back to the course

***Please note the following regarding Safe Exam Browser:***

- Students can take quizzes using personal computers, as well as AUIS lab computers
- If SEB software is not found on the student's computer, clicking on the “**Download Safe Exam Browser**” button will allow the student to download and install the software on his/her computer in order to proceed with the quiz.
- Once the software has been successfully installed, the student can begin the quiz by

Launch Safe Exam Browser

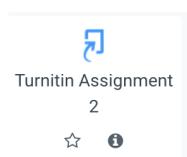
clicking on button from the quiz page. The student will then be taken to the login page where he/she can login and take the quiz.

## Turnitin

Turnitin, which is a plagiarism detection system, has been integrated into Moodle so that students can directly submit written assignments or assessments into Moodle and have it checked for plagiarism by Turnitin.

Teachers can directly see a student's Turnitin submission via Moodle without having to login to Turnitin separately, and can also mark it within Moodle and release the grades at a specified date and time.

To create a Turnitin submission activity for your course, add “**Turnitin Assignment 2**” via the “**+Add an activity or resource**” link from your course page.



Once selected, you will be redirected to the assignment configuration page where you can configure the assignment submission according to your needs:

The first part of the Turnitin configuration page (General) is self-explanatory and you can click on the  next to any option if you are unsure how to set it up.

Depending on the number of assignment parts, the following options need to be set correctly in order for students to be able to submit assignments and also for the grades to be posted to each student afterwards.

▼ Assignment Part 1	
Name ⓘ	Part 1
Start Date	29 ▾ August ▾ 2021 ▾ 20 ▾ 57 ▾ 📅
Due Date	5 ▾ September ▾ 2021 ▾ 20 ▾ 57 ▾ 📅
Post Date	5 ▾ September ▾ 2021 ▾ 20 ▾ 57 ▾ 📅
Max Marks	100

**Name:** Indicates the name of the part. Leave it as it is if you would like to keep the default value.

**Start Date:** This is the date when students will be able to start the submission process.

**Due Date:** The deadline date for the assignment submission.

**Post Date:** The date when the assignment marks are released to the students.

The other sections may be altered as per teacher's requirement and needs. However, it's not always necessary to alter these sections and it's recommended that the default values are kept, unless the user has prior advanced knowledge regarding the use of these options.

Submission Inbox Turnitin Tutors Turnitin Students

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Part 1

Title	Start Date	Due Date	Post Date	Marks Available	Export
Assignment 1 - Part 1	29 Aug 2021 - 20:57	30 Aug 2021 - 20:57	1 Sep 2021 - 20:57	100	

Peermark Assignments (0)

Show 10 Entries Download Search: Refresh Submissions Notify Non-Submitters Turnitin Messages Inbox (1)

Showing 1 to 3 of 3 entries.

First Name / Last Name	Submission Title	Turnitin Paper ID	Submitted	Similarity	Grade
Diary Barham	--	--	--	--	--
Hozak Jamal	--	--	--	--	--
Moodle Student	--	--	--	--	--

Showing 1 to 3 of 3 entries.

The above screen shows the status page of the Turnitin page and depending on the students submission, the teacher can mark each submitted assignment and see the similarity report.

Showing 1 to 3 of 3 entries.

First Name / Last Name	Submission Title	Turnitin Paper ID	Submitted	Similarity	Grade
Diary Barham	--	--	--	--	--
<input type="checkbox"/> Hozak Jamal	<a href="#">Submission 1</a>	1638073384	30/08/21, 08:13	2%	90/100
<input type="checkbox"/> Moodle Student	<a href="#">My submission</a>	1638071543	30/08/21, 08:09	29%	--/100

Showing 1 to 3 of 3 entries.

The above screen shows the status page after a student submits an assignment. The teacher will receive an email notification indicating a student has submitted an assignment and the student also receives a digital receipt of his/her submission.

## Moodle App

The official Moodle App has been enabled in order for students and teachers to use Moodle on the go. The App is not as rich in features as the web based application, however, it contains useful features for students and teachers to benefit from. To download the App on your smartphone device:



Once you install the app on your smartphone, open it and on “**Your site**” section type in the following URL: <https://lms.uis.edu.krd> or the word “**AUIS**” to be taken to the AUIS Moodle app.

To login with your credentials tap or click on the “” icon and login with your AUIS email credentials.

**Note:** *You may see the following error message when you try to login with Google credentials: “**This client is restricted to users within its organization**”. This error message means the user is trying to login to Moodle with a non-AUIS email address. Check your smartphone’s browser to see if you are logged in to your personal email account. In this case, log out from your personal account completely or clear your browser’s cache.*

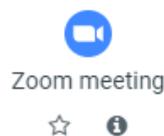
## Video Conferencing

AUIS Moodle has been integrated with the following video conferencing solution in order to assist with remote learning or make it simpler for easy teacher-student interaction:

### Zoom for Education

AUIS uses Zoom as its official video conferencing solution for remote learning. This application has been integrated into Moodle for easy access. Teachers can schedule Zoom meetings directly from their Moodle's course page using simple and easy steps below:

Turn editing mode on from your course home page and click on “**+Add an activity or resource**” then select “**Zoom meeting**” from the list of activities.



Once you select the activity, you will be redirected to the setup page where you can schedule your meetings and notify your students about an upcoming meeting.

### Google Meet™ for Moodle

As an alternative solution to Zoom, Google Meet for Moodle has been integrated into Moodle for teachers to be able to schedule virtual meetings with their students in few simple steps shown below:

Turn editing mode on from your course home page and click on “**+Add an activity or resource**” then select “**Google Meet™ for Moodle**” from the list of activities.



Once you select the activity, you will be redirected to the setup page where you can schedule your meetings and notify your students about an upcoming meeting.

A screenshot of the Moodle configuration page for Google Meet. The section is titled "Room url" with a dropdown arrow. Below the title, there is a text input field labeled "Room url" and a button labeled "Generate Room URL".

In the “**Room url**” section of the configurations page, you will need to connect to your AUIS email account in order to generate a meeting link. Click on “**Generate Room URL**” and you will be taken to a Google page to connect your account and return to the setup page.