

ADDIS ABABA SCIENCE & TECHNOLOGY UNIVERSITY

ICT Directorate



E-Learning Instructors' Quick Guide

“We are, as a species, blended learners.” -Elliot Masie

Blended Learning
combining the best teaching methods



Please email us (elearning@aastu.edu.et) if you have any feedback regarding this training manual.

Table of Contents

1. Introduction.....	3
2. How to access & login to AASTU E-Learning portal	3
2.1. Access to AASTU E-Learning portal	3
2.2. Logging in.....	4
2.3 Site Navigation.....	5
2.4 How to edit your user profile	5
2.5 How to Changing your password?	6
3. Course Development - Adding Files.....	7
3.1 Adjust the format of your course.....	7
3.2 Adjust the number of weeks or topics in your course.....	7
3.3 Upload a file	8
3.4 Add a Resource.....	10
3.5 Add an Assignment	12
3.6 Add a Forum.....	12
3.7 Add a Quiz	13
3.8 Set up your Gradebook	13
3.9 Import from a template or a previous course site.....	Error! Bookmark not defined.
3.10 Set up the Attendance module	Error! Bookmark not defined.
Take Attendance	Error! Bookmark not defined.
Viewing your course as a student	Error! Bookmark not defined.

1. Introduction

The **Moodle** (Modular Object-Oriented Dynamic Learning Environment) e-learning system is used by the Addis Ababa Science & Technology University to provide a suitable virtual electronic learning environment for the instructors and students. Moodle is a course management system (CMS) - a software package designed to help educators create quality **online courses** and **manage learner outcomes** with opportunities for **rich interaction** and **collaboration**. Such e-learning systems are sometimes also called Learning Management Systems (LMS), Virtual Learning Environments (VLE) and Learning Content Management Systems (LCMS). Moodle contains various design aspects that allow instructors and students to interact, collaborate, and experience online learning in multiple ways. Moodle can be used to supplement on ground courses or can be used to host completely online courses. Students need only a browser (e.g., IE, Firefox, chrome, Safari etc) to participate in a Moodle course.

The AASTU e-learning management system is a customized Moodle system with the objective of introducing *blended learning system* for students.

This Instructors' quick guide is prepared to provide you with the most important functions in Moodle like: *login process*, *listing courses* and contents, *uploading files*, *formatting courses pages*, and *how to design and facilitate your course*. This guide covers the most frequently used features and is a good starting point when using Moodle. The functions are each described in detail, with a comprehensive explanation of how to carry out the different tasks within that function.

If you have trouble as you experiment with your courses design, forget your password or have any other technical questions, please e-mail elarning@aastu.edu.et. Keep in mind that you can always contact AASTU e-learning staff for help or support.

2. How to access & login to AASTU E-Learning portal

2.1. Access to AASTU E-Learning portal

- ❖ To use **AASTU E-Learning portal** for the first time, open Internet Explorer, or any web browser of your choice, and type the following address: <http://www.elarning.aastu.edu.et/>

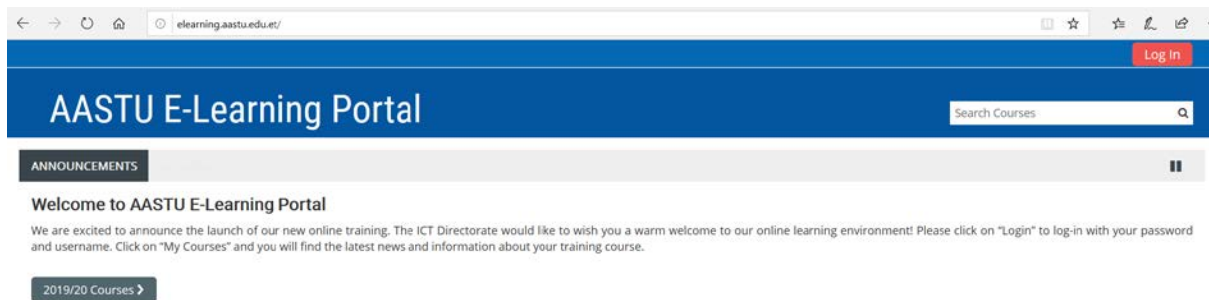
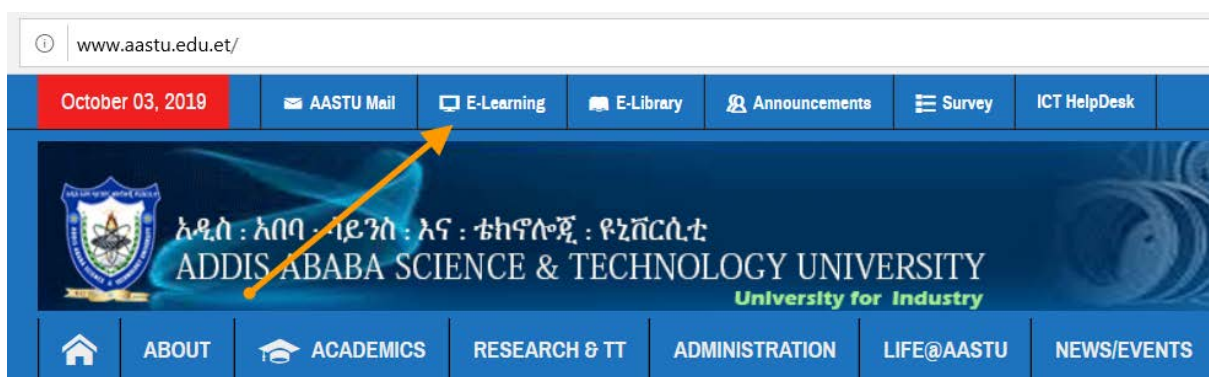


Figure: AASTU E-Learning Layout

There is also a link to E-Learning on the top of the **AASTU website**. This link is for indirect access to E-Learning, via the University's own website; even in the rare event that AASTU's site is down for whatever reason, you *still* have direct access to E-Learning at **elearning.aastu.edu.et**



2.2. Logging in

- ❖ To login to AASTU e-learning, you must have an account. If you don't have an account, please ask your **college/department** administrator to request an account on your behalf. AASTU e-learning team will send you your new username and temporarily password, which you must change later for your account security.
- ❖ Click on the **Login** link on the top right-hand corner. You will be redirected to a Log in page,

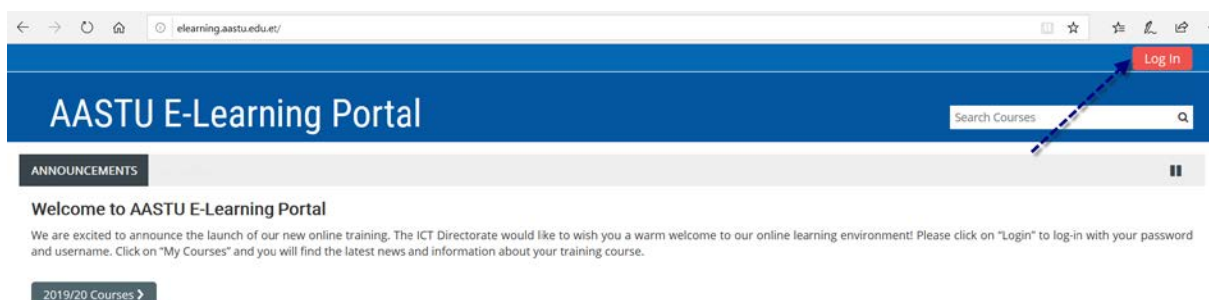


Figure: Log in Page

- ❖ Enter your credentials in the **Username** field, e.g. **user.name@aastu.edu.et** and your

password. Click on the Login button to enter the site.

AASTU E-Learning Portal

Search Courses

Log In

Username

Password

☐ Remember username

Log In

Log in as a guest

Forgotten your username or password?

Cookies must be enabled in your browser

Some courses may allow guest access

Is this your first time here?

For full access to this site, you first need to create an account.

Create new account

2.3 Site Navigation

- ❖ The most efficient way to navigate the site is by clicking on the **My Courses** Link located in the Navigation menu. This will show all the courses that you are currently a Teacher in. Click on the required course to open up the course.

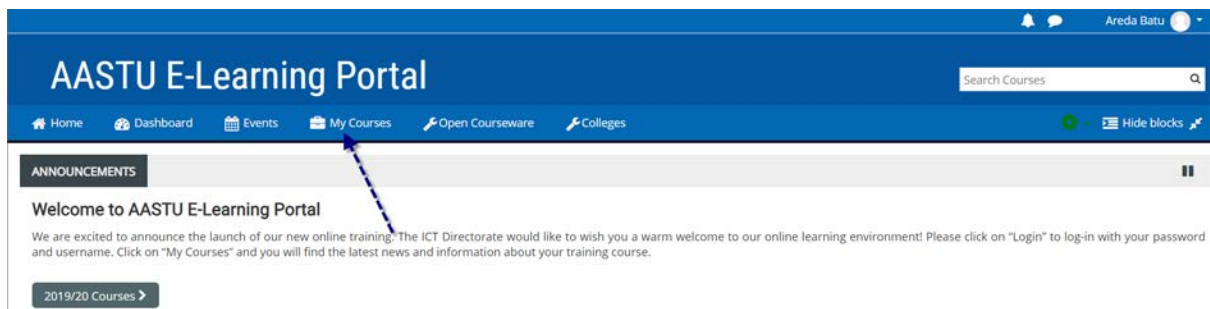
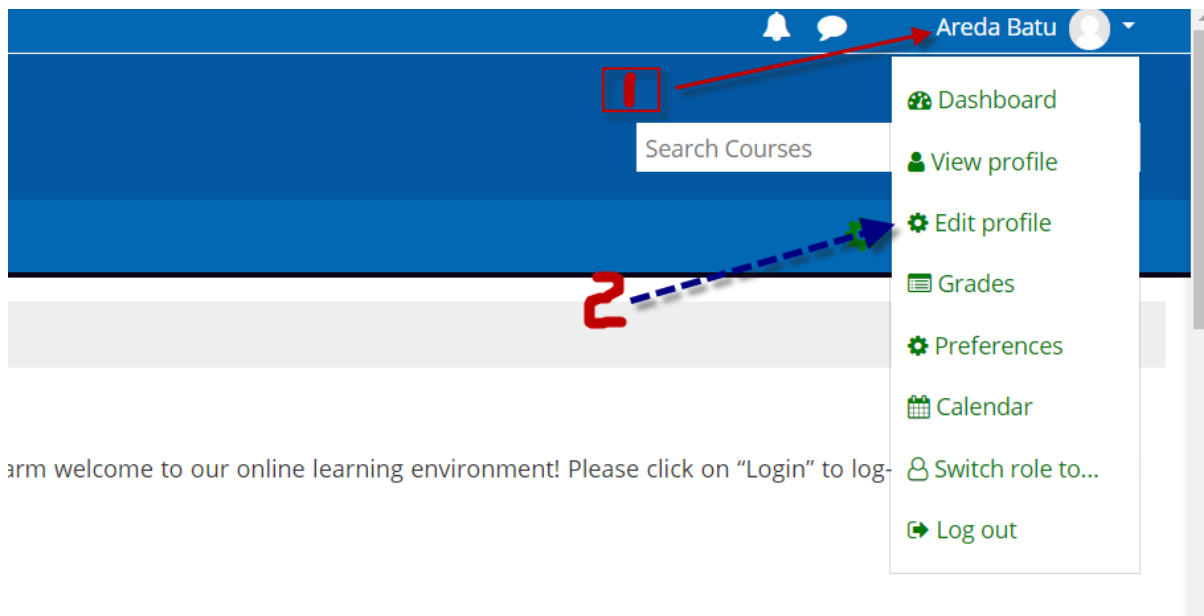


Figure: Home Page (Showing My Courses)

2.4 How to edit your user profile

Your AASTU e-learning profile includes information about you, such as your name, email address, location, courses you are enrolled in, and any interests you care to share with others. After logging into the system, you will see a **dropdown menu** indicating your name. Click on the dropdown menu and click on **edit profile**.

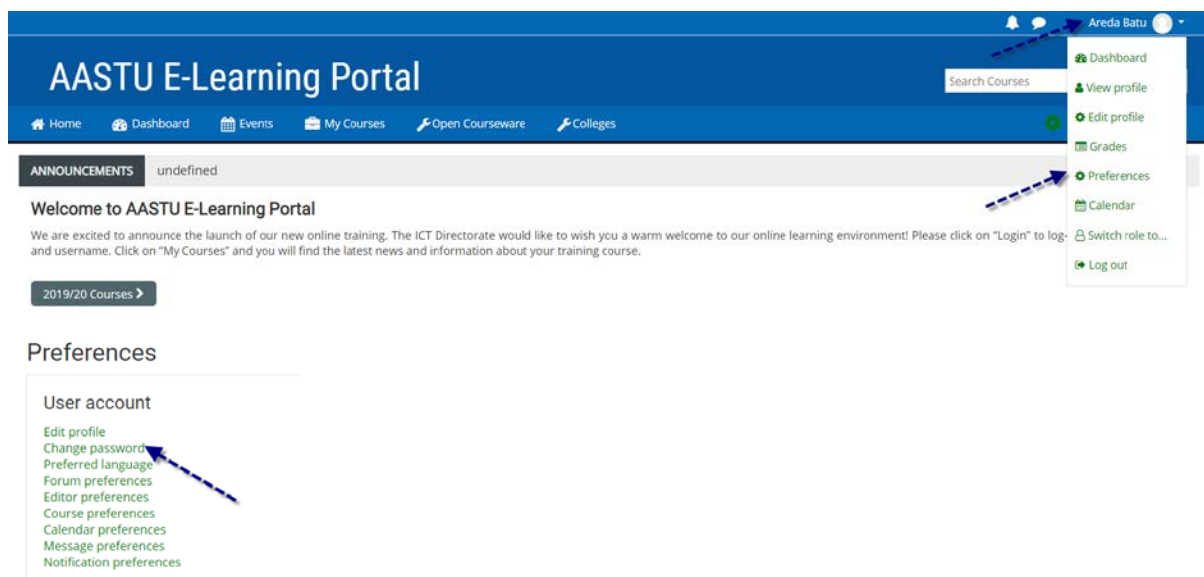


arm welcome to our online learning environment! Please click on "Login" to log-

Required profile settings are marked with an asterisk (*). Unless specified otherwise, it's best to leave the default settings. You can upload a picture of yourself in the **Pictures** area. This will replace the yellow smiley face beside your name with a picture of your choice. Finally click on **Update profile** icon.

2.5 How to Changing your password?

Click on the dropdown menu showing your name and click on **preferences**, then click on **change password** under preferences.

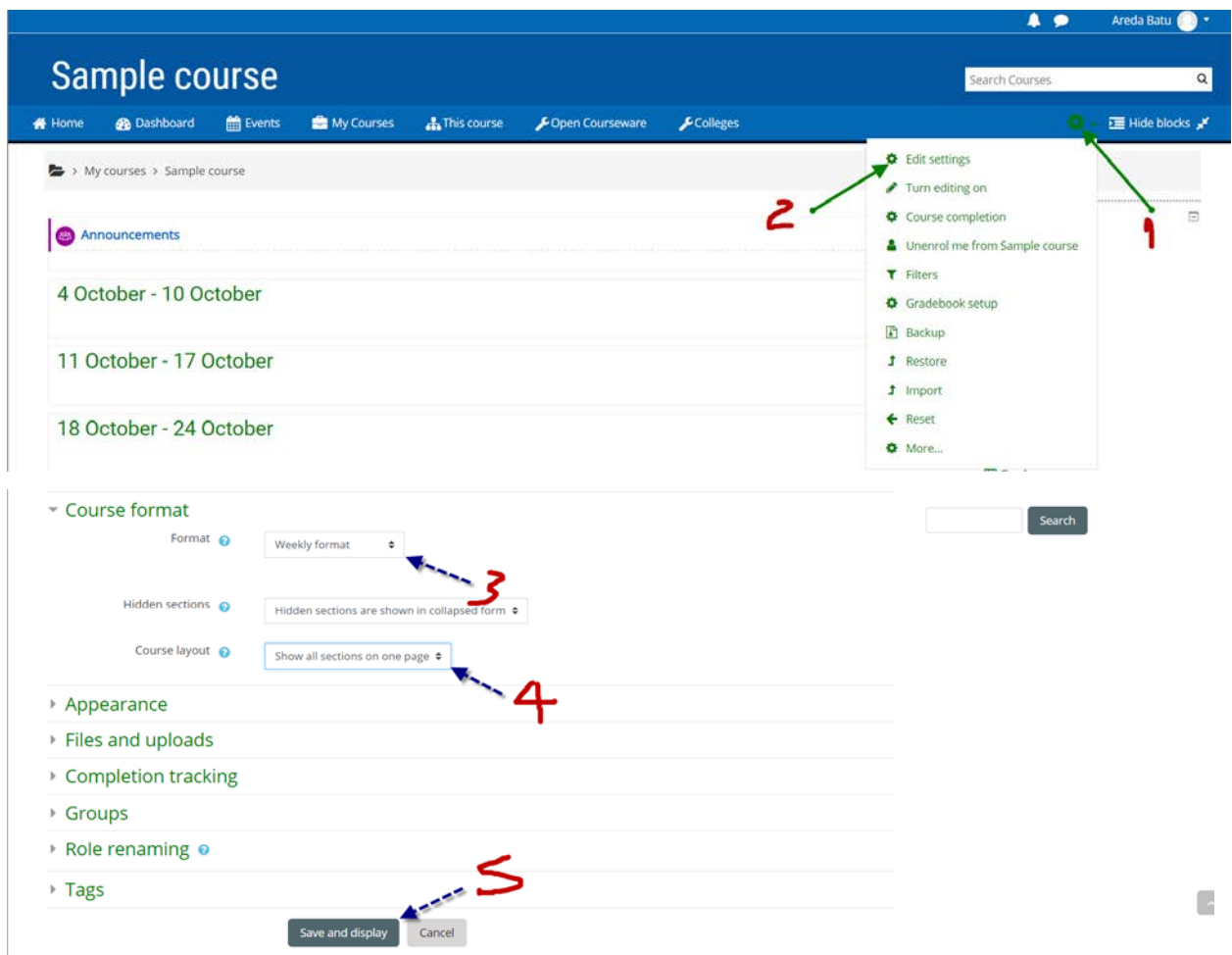


After clicking on change password, write your current password and new password in their respected areas. Please note that the password must have at **least 8 characters**, at **least 1 digit(s)**, at **least 1 lower case letter(s)**, at **least 1 upper case letter(s)**, at **least 1 non-alphanumeric character(s)**

3. Course Development - Adding Files

3.1 Adjust the format of your course

1. Go to the **gear** icon at the top right of your course page.
2. Click **Edit settings**.
3. Expand the **Course Format** section.
4. Select the **Weekly Format** from the drop-down menu that has to be enabled on your site.
5. Scroll down to the bottom of the page and click the **Save and display** button.

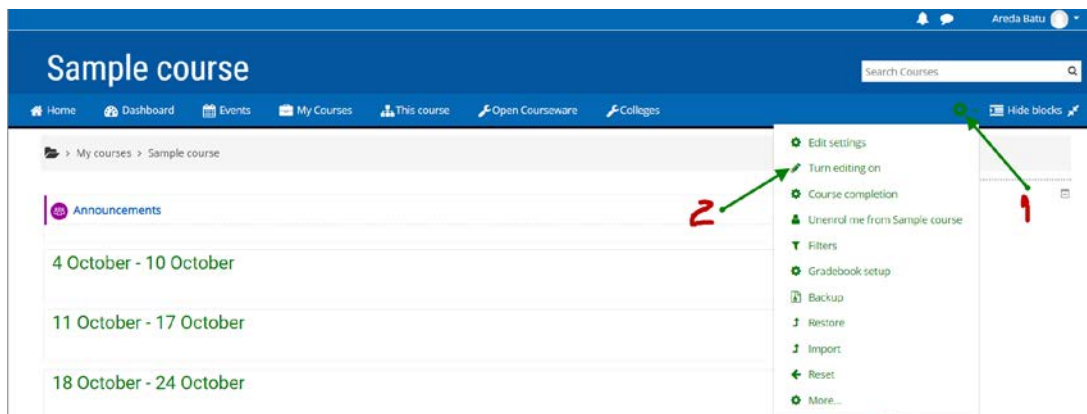


3.2 Adjust the number of weeks or topics in your course

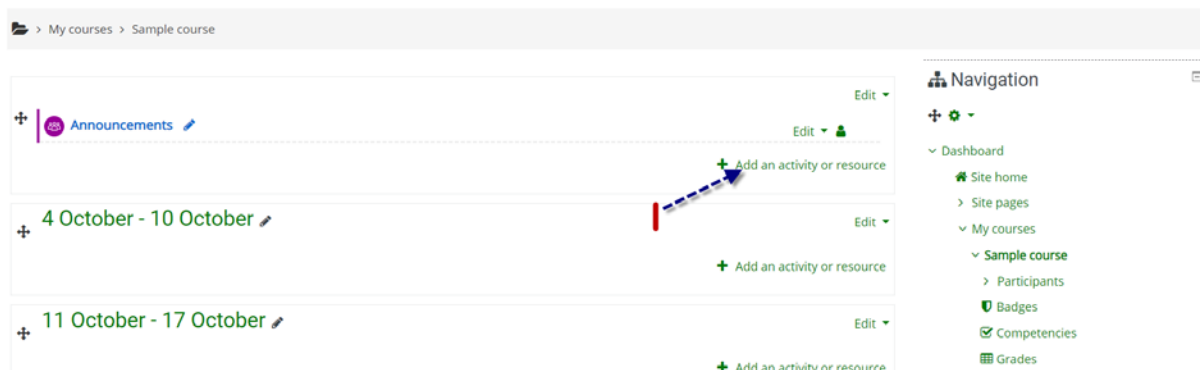
1. Go to the **gear** icon at the top right of your course page.
2. Click **Edit settings**.
3. Expand the **Course Format** section and select **Weekly format only**.
4. Change the **Number of sections** setting from the drop-down menu accordingly.
5. Scroll down to the bottom of the page and click the **Save and display** button.

3.3 Upload a file

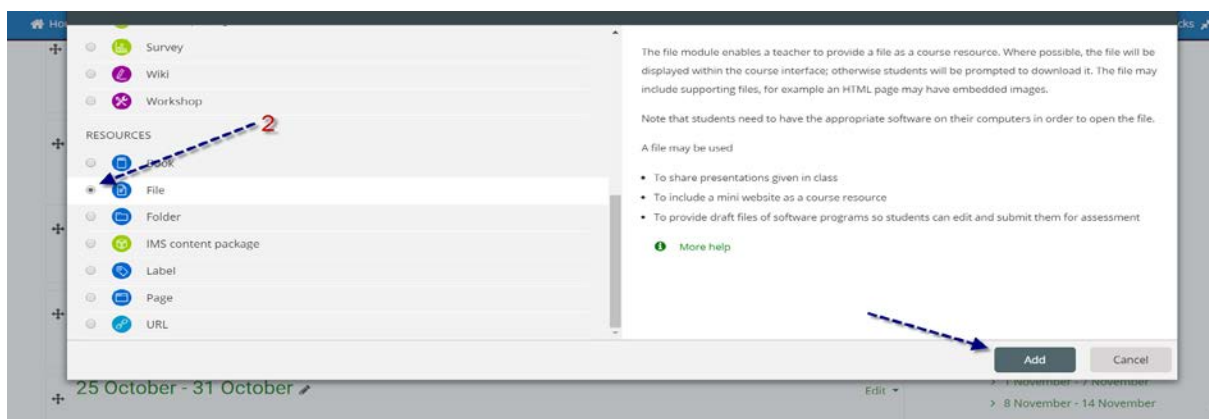
1. In your E-Learning course, *click* the **gear** icon at the top right of your course page.
2. *Click* the **Turn editing on** option.



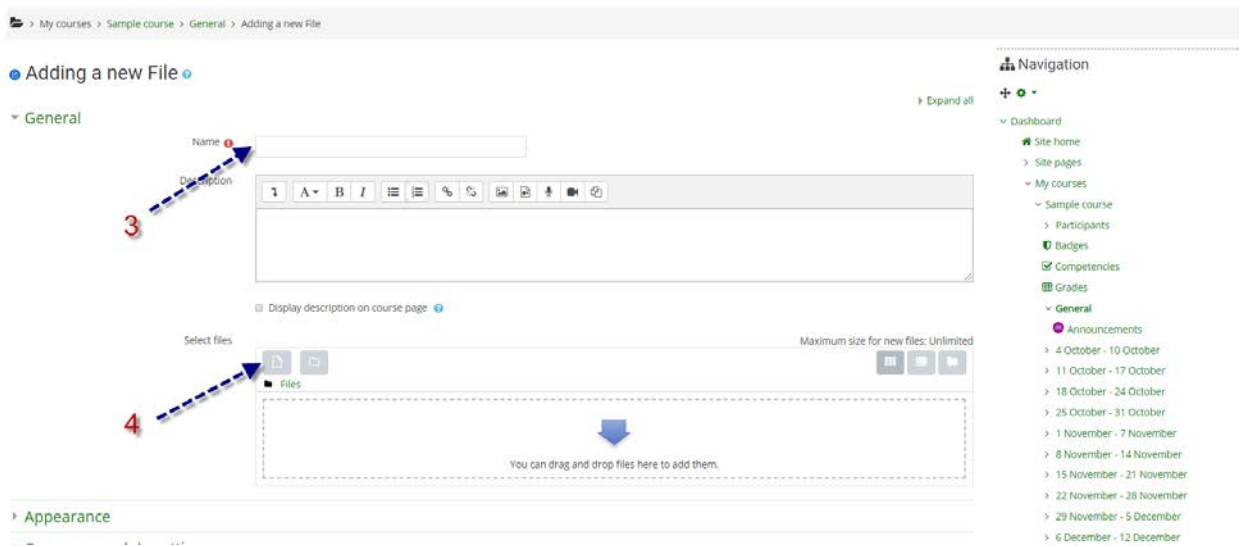
3. If you are adding a file, you can **DRAG & DROP** it from a given location on your computer or hard disk into the week you want to add the resource to.
 - Sometimes drag and drop may not work perfectly, and could be related to your browser.
 - If the drag and drop functionality **does not work**, follow these steps:
1. In the week you wish to add it to, *click* on the + **Add an activity or resource** menu.



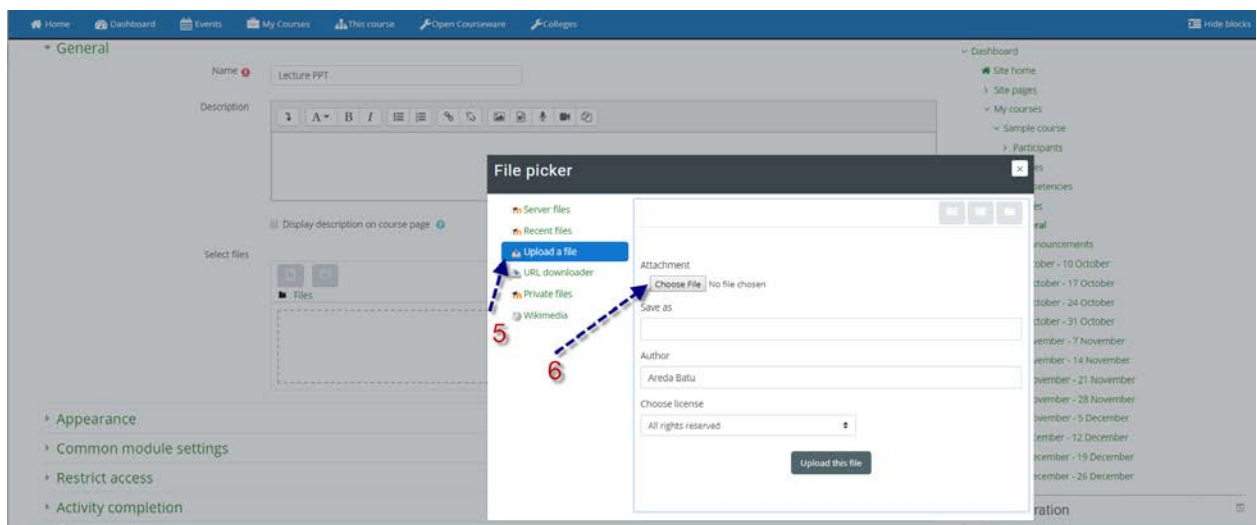
2. *Select* File and click on **ADD**.



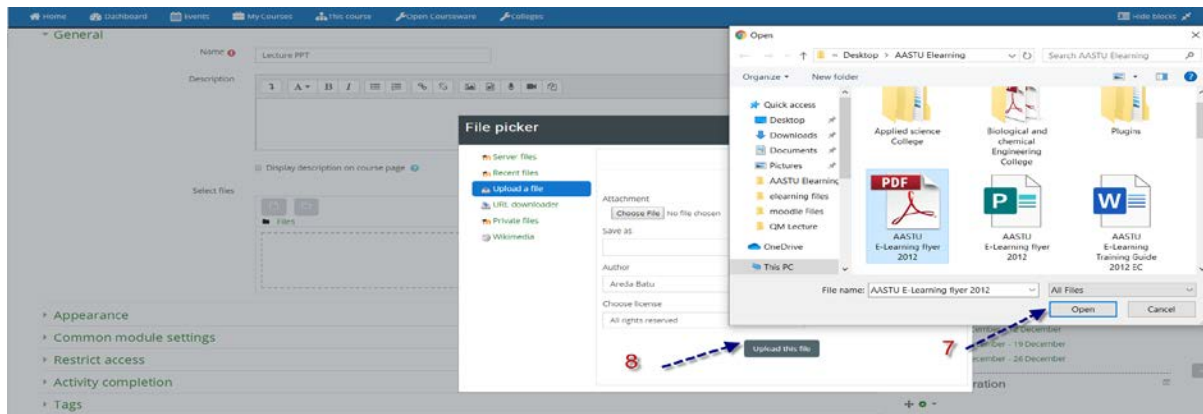
3. Fill in the name of the resource.
4. In the upload area, *click* on the "Add file" icon in the top left corner. This will open system's "File Picker".



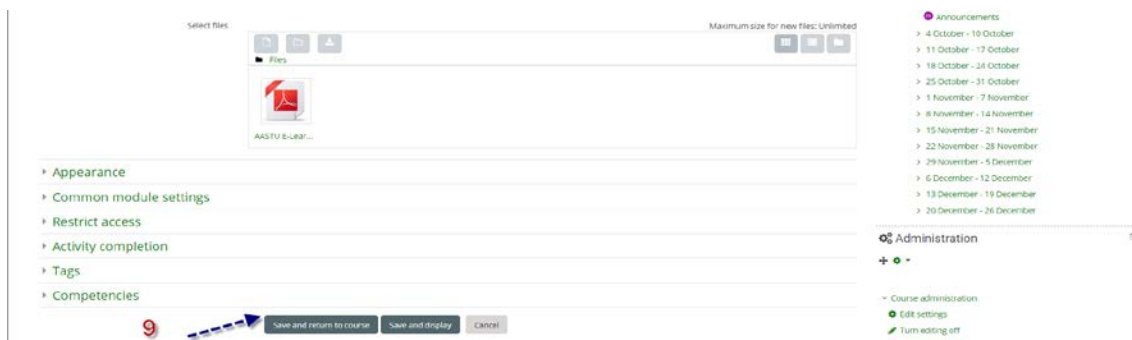
5. Click "Upload a file" from the menu on the left.



6. Click the **choose File** button to search for your file.
7. Select your file and click "Open".
8. Click the "Upload this file button".

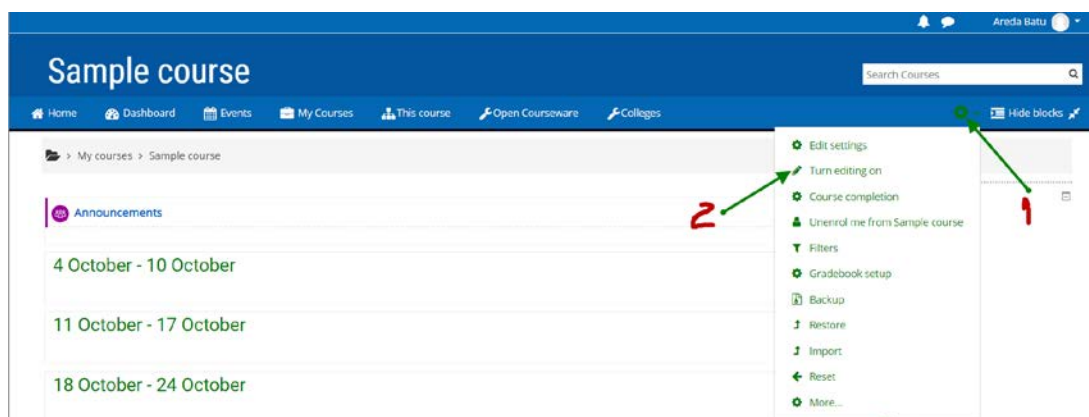


9. Scroll down and Click the Save and return to course or the Save and display button to finish.



3.4 Add a Resource

1. In your course, *click* the **gear** icon at the top right of your course page.
2. *Click* the **Turn editing on** option.



3. In the week you wish to add it to, *click* on the + **Add an activity or resource** menu.
4. *Select* the type of **resource** you wish to add (**Page**, **URL**, **Label**, etc.) and
5. *click* the Add button.
6. *Fill in* required areas & *adjust settings* as necessary.
7. *Click* the **Save and return to course** or the **Save and display** button to finish.

Sample course

Search Courses

Home Dashboard Events My Courses This course Open Courseware Colleges

> My courses > Sample course

Announcements

4 October - 10 October

11 October - 17 October

Navigation

- Dashboard
 - Site home
 - Site pages
- My courses
 - Cheg 5211
 - Sample course
 - Participants
 - Badges
 - Competencies
 - Grades

3

Add an activity or resource

SCORM package

Survey

Wiki

Workshop

RESOURCES

Book

File

Folder

IMS content package

Label

Page

URL

4

The URL module enables a teacher to provide a web link as a course resource. Anything that is freely available online, such as documents or images, can be linked to; the URL doesn't have to be the home page of a website. The URL of a particular web page may be copied and pasted or a teacher can use the file picker and choose a link from a repository such as Flickr, YouTube or Wikimedia (depending upon which repositories are enabled for the site).

There are a number of display options for the URL, such as embedded or opening in a new window and advanced options for passing information, such as a student's name, to the URL, if required.

Note that URLs can also be added to any other resource or activity type through the text editor.

More help

5

Add Cancel

Adding a new URL

General

Name ¹ Top 9 skills needed for eLearning/Instructional Design

External URL ² [Choose a link...](#)

Description

6

7

Display description on course page

Appearance

URL variables

Common module settings

Restrict access

Activity completion

Tags

Competencies

Save and return to course Save and display Cancel

3.5 Add an Assignment

1. In your Moodle course, *click* the **gear** icon at the top right of your course page.
2. *Click* the **Turn editing on** option.
3. In the week /topic you wish to add it to, *click* on the + **Add an activity or resource** menu.
4. *Select* **Assignment** from the pop-up that appears and then *click* the Add button.
5. You will be taken to a screen that allows you to create the activity & set its parameters.
6. Give the assignment a name & description.
7. *Set* **Available from & due dates/times**. Note that Moodle uses a 24-hour clock.
8. *Set* the **cut-off date**, if desired. This setting allows the students a "grace-period" of time to submit the assignment late. Moodle will timestamp it as such.
9. The groups of settings that follow can be changed if desired. You can *click* on the Help icon for a brief description of what a particular setting does to help you determine whether or not to change the default.
10. **Submission types**: By default, the assignment will allow students to upload one file. If you wish to allow more than one file submission, or prefer to use the online text format for your assignment, you can configure those settings here.
11. To finish, *click* either the **Save and return to course** or **Save and display** button.

3.6 Add a Forum

1. In your Moodle course, *click* the **gear** icon at the top right of your course page.
2. *Click* the **Turn editing on** option.
3. In the week /topic you wish to add it to, *click* on the + **Add an activity or resource** menu.
4. *Select* **Forum**. You will be taken to a screen that allows you to create the quiz activity & set its parameters.
5. *Give* the forum a name and an introduction.
6. *Choose* a **Forum Type** to use from the drop-down menu that appears under "Forum name."
 - If you do not change the forum type, "Standard forum for general use" is the default. (Most use this type).
 - *Click* on the Help icon for a brief description of the other types of forums.
7. *Click* the **Save and display** button.

3.7 Add a Quiz

1. In your Moodle course, *click* the **gear** icon at the top right of your course page.
2. *Click* the **Turn editing on** option.
3. In the week /topic you wish to add it to, *click* on the + **Add an activity or resource** menu.
4. *Select Quiz.*
5. You will be taken to a screen that allows you to create the quiz activity & set its parameters.
6. When finished *click* the **Save and display** button at the bottom of the page.
 - Notice that it says, “No questions have been added yet.” *Click* the **Edit Quiz** button to add questions.
 - *If you plan to write your own questions for this quiz*, it’s ok to click the “Add a new question” on one of the empty pages.
 - *If using question banks (publisher provided or otherwise)*, you should set up a category (like a pool) BEFORE attempting to add questions to your quiz.

3.8 Set up your Gradebook

1. From the Navigation drawer in your Moodle course, *click* on the **Gradebook** option.
2. From the dropdown menu at the top center, *select* Gradebook setup.
3. We recommend that you *set up categories* based on the grading scheme in your course outline.
 - *Scroll* to the bottom of the page & *click* on the **Add category** button.
 - *Give* the category a name & *click* the **Save changes** button.
 - *Repeat* this process for each category you wish to create.
4. Next, *choose* the **Aggregation method** for these categories *by choosing* from the **Edit menu** next to the **parent category** for the course. (This is the category at the very top, which is named after your course.)
 - If you want to weight each of the categories you just added, *choose* **Weighted mean of grades**.
 - Boxes will appear next to each of the categories, you can *enter* the weight for each here & then *click* the **Save changes** button at the bottom of the page.
 - If you prefer to use a points-based system, you can leave the default **Natural** aggregation method at the parent level and for each category. This method calculates weights using the total points of each item, which can be

overridden is desired.

NOTE: As you add quizzes or assignments, you have the option in the activity settings to put it in one of the grade categories you created. If you want to add something to the grade book that is done outside the system, then *choose* to **Add grade item** by *clicking* on the button at the bottom of the Gradebook Setup page. Give it a descriptive name. This will add a column in your grader report for it.

3.9 Making Content Available (visible or invisible) to Students

- ❖ When editing is turned on, clicking the **Edit** link provides several options.
- ❖ For example, making an item visible or invisible to students you find an option “**Hide**” and “**Show**” within **Edit** link option.
- ❖ Just as content is hidden, content can be made available again. Once the content is hidden, follow the same process and the words **SHOW** will appear instead of Hide.

3.10 Making an Entire Week Invisible to Students

- ❖ When editing is turned on, in the right-hand corner of that week, (above the X) is a symbol of an ‘Eye’ Clicking on that ‘Eye’ will either make that week Invisible or visible to students. A slash through the eye indicates the eye is closed – meaning that week is invisible to students.
- ❖ If there is no slash through the eye, just the eye – that indicates that week is **visible** to students.