Sharda University LMS

User Manual for Students

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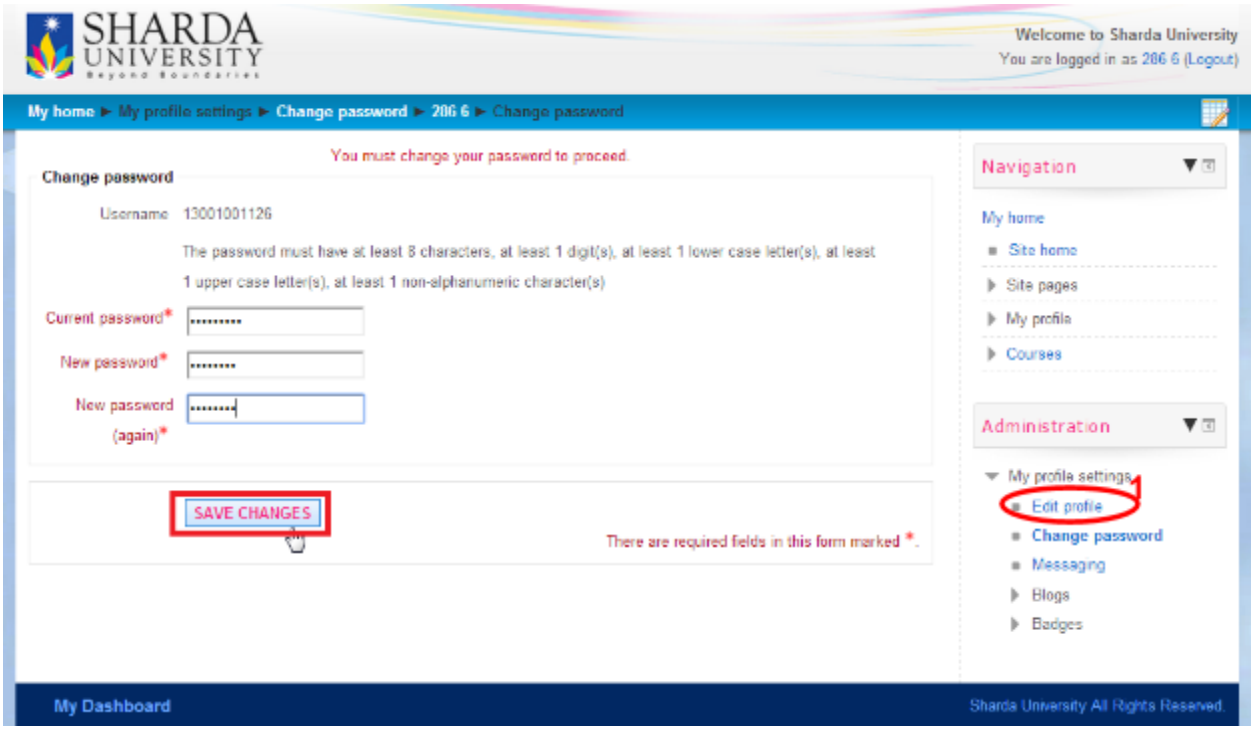
Authentication and Enrolment(LOG IN)

Moodle Landing Page for User

1. Login with credentials provided (using same username as PeopleSoft)
2. Once you are logged into the system, you can also optionally [configure it to login with your Facebook Account] which is explained later.

After login, you will be requested to change your password

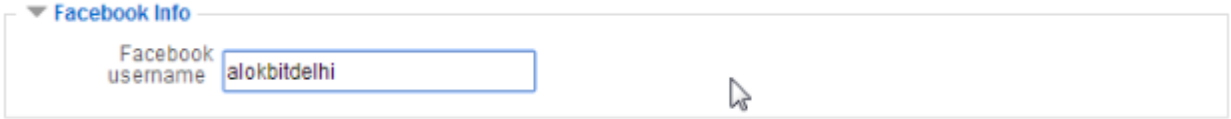


Users can also edit their Profile fields by clicking over Edit Profile link in Administration block. However, it will not be possible for the PeopleSoft users to edit the profile fields being imported from PeopleSoft in Moodle

Configure LMS Account for Facebook Login (Optional):

You might like to skip this if you do not want to login through Facebook

1. Goto Administration > My Profile Settings > Edit Profile > Facebook info (under the user field category)

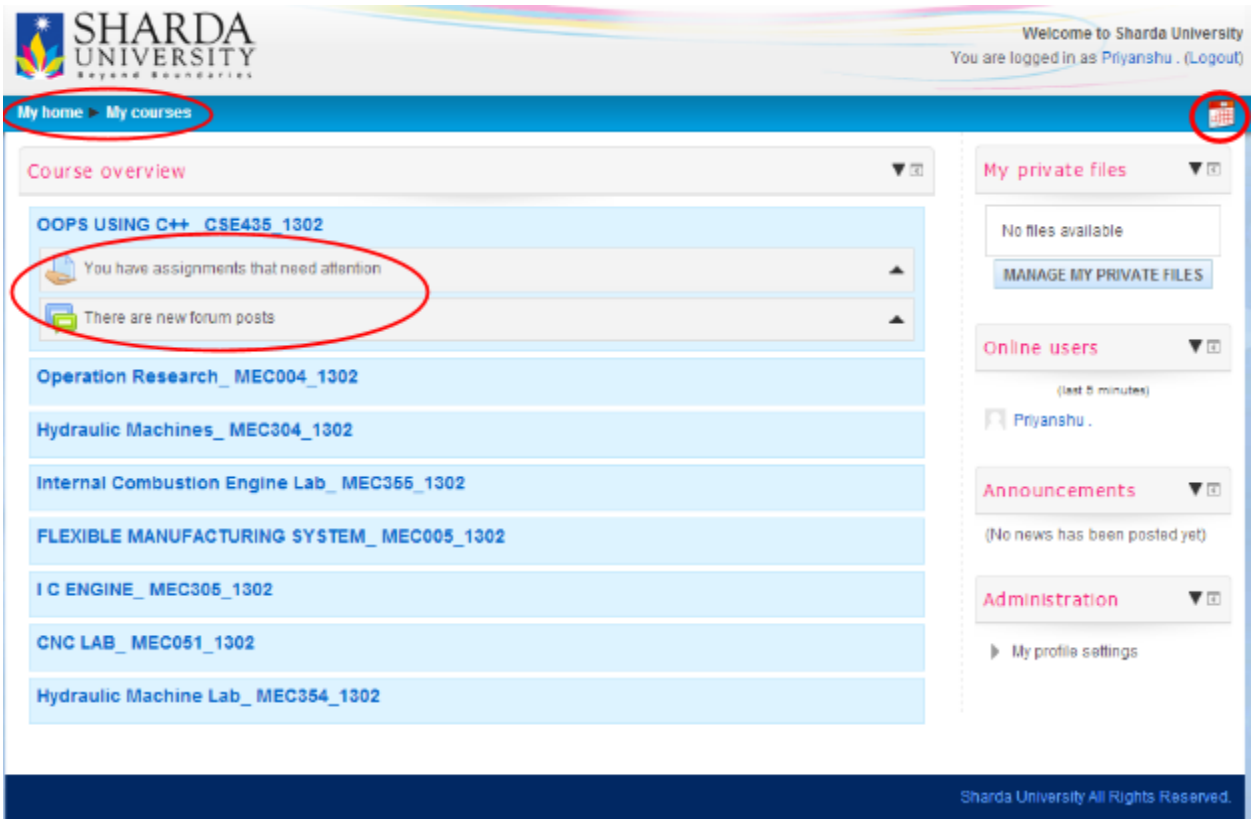


1. Inside the facebook info text box enter your unique facebook username. Please note that this is neither the e-mail or the phone no. but the username provided by facebook. You can see the same in URL once you have logged into Facebook and clicked on your name. It is usually your name followed by a dot and a number.

2. After saving this page, you will be able to login if you accept the ‘Sharing the Data’ Prompt
3. After you completed 3, you can directly login if you are already logged into Facebook.

Dashboard

After changing password, you are taken to the Dashboard. For later logins you will be taken to your dashboard area directly.



1. The first page that you see after login is My Home Page which is your dashboard for the LMS. This will show all the courses you are enrolled in - any items requiring attention e.g. assignments need to submit, quizzes you need to attempt or new forum posts will also appear course-wise under heading of each course.
2. In the right panel there are the blocks for maintaining your private files and a block that shows you Latest announcements/ news for University.
3. You will also see an icon for timetable towards the upper right corner that will take you to your Timetable page on the PeopleSoft. You will need to enter your username and PeopleSoft password. This link will be available throughout the site - not only on dashboard.
4. You can click on a course name to visit the course area for that course.

Course Area

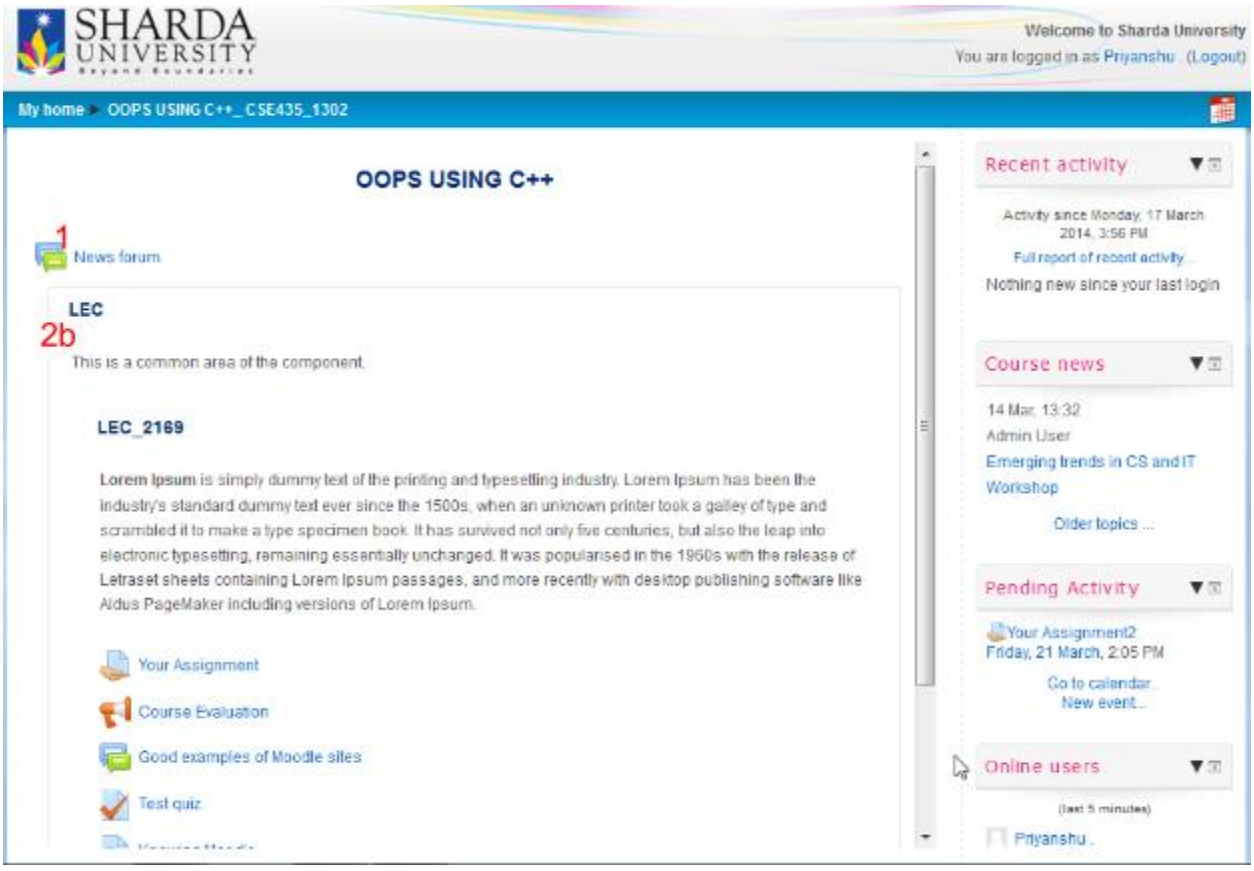
The course area is the area shared with the class-mates, course-mates and teachers. This is where you will spend most of their time performing activities like:

1. reading content and browsing links provided by the teacher;
2. submitting assignments, attempting quizzes; and
3. participating in forum discussions.

The course is structured as under:

1. Common Area for the course with common News Items for all classes
2. Component-wise Area (LEC for Lectures, TUT for Tutorials and so on)
    a. Each component area is further divided into classes.
    P.S. You will not be able to see other classes
    b. However, each component also has a common area

The common areas 1 and 2b above are available for viewing to all.



The above areas will contain the resources and activities that will reveal themselves further once you click on them.

Difference between Resources and Activities

While both Resources and Activities are content put in the course area by teachers for use by the students, you might like to understand the difference between the two in the context of LMS here. Resources are content primarily for students' reading, whereas Activities are content that expect student to perform an action besides reading like submitting an assignment or attempting a quiz and might often have a grade associated with them.

Various Activities and Resources with their icons

1. Resources:

   File

   Folder

   URL

1. Activities:

   Assignment

   Quiz

   Forum

   Feedback

Resources

File

The material provided by the teacher to their students, these materials may take the form of the files. Files may be a documents (pdf, doc files, images or slideshow presentations.
The materials can be displayed on the page either as individual items or bundled together inside folders
Note that you will only be able to open your files if you have the appropriate software on their own computers.

Users will simply have to click the file link on the course page to access the file

URL

A URL (Uniform or Universal Resource Locator) is a link on the internet to a website or online file.
A teacher can provide to its students with weblinks for research, saving the student time and effort in manually typing out the address.

Users will simply have to click the weblink on the course page to access the provided information on internet.

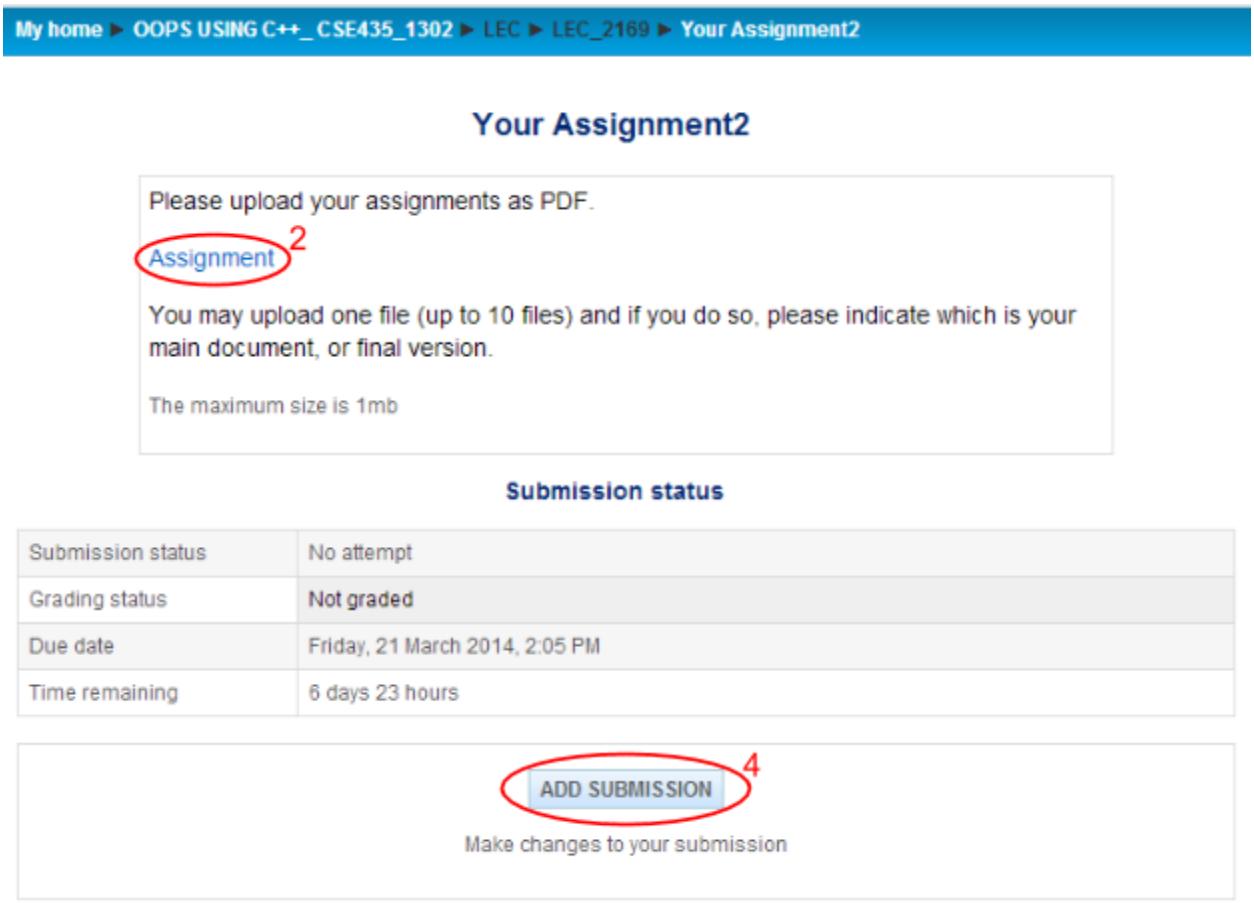
Actions to be Performed by Teachers and Students

Sl. No.	Teacher	Student
1	Create Resources for reading by uploading document and image files e.g. PDFs etc. Many other formats are also supported within their classes with deadline.	Read the resources within their classes and in the course common area as well as component common areas
2	Create Activities requiring Student Participation like Assignment and Quizzes in the course common area as well as component common areas with deadline.	Attempt and participate in these activities in the course common area as well as component common areas
3	Grading assignment for Students	View their grades
4	Posting in forums	Posting in forums

Activities

Assignment

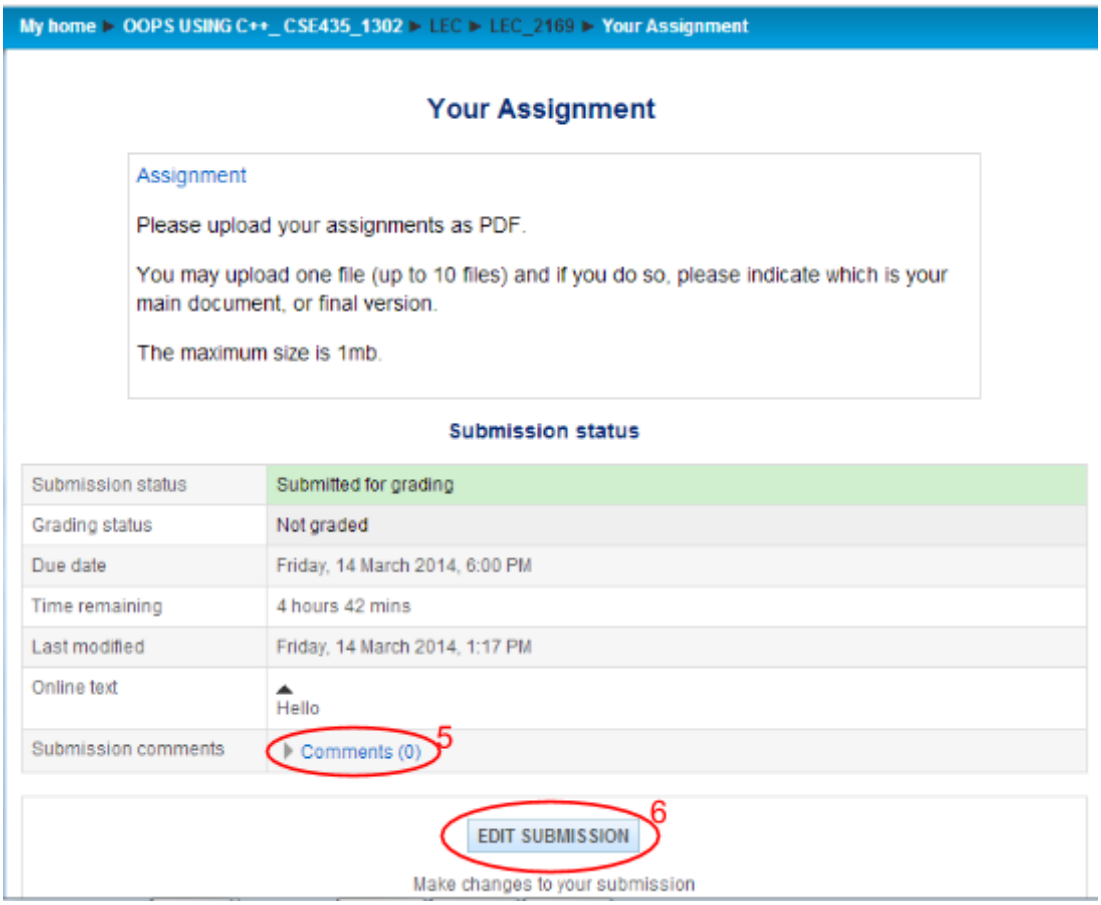
Assignments are created by teachers so that students can submit some work either in the form of text or a file with a deadline and which may be graded.



On the assignment page you will see:

1. The instructions/directions for that particular assignment given by the teacher.
2. Assignment questions that can be available directly on the screen or as a link.

3. Then, there will be a submission status section that have some fields as:
    a. Submission status
    b. Grading status
    c. Due date
    d. Time remaining
4. In the end there is a “Add Submission” button, clicking on the button will takes you to the submission page where you can submit your assignment as an online text and a file submission and click on the submit button



1. Users can even add a submission comment after submitting your assignment.
2. Users can edit their submission within 30 minutes by clicking over EDIT SUBMISSION button.

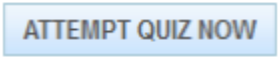
Quiz

A quiz in Moodle is a set of questions grouped together, to be answered by a student in one sitting. There are many different types of question available, including multiple choice, short answer types and many more. A teacher controls who can see the quiz and when, how it will be scored, how feedback is provided and host of other properties.

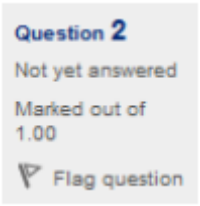
How students take a quiz

Note: Help Link for the Quiz is provided inside the quiz, there is a icon towards the upper right corner of the page (might not be available in UAT)
This is a hypertext link that will open into a new tab and help for attempting the quiz will be provided with images.

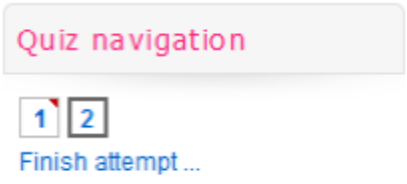
1. Click on the quiz link on the course homepage and read the information to check you're in the right quiz.
2. Click on "Attempt quiz now" button.



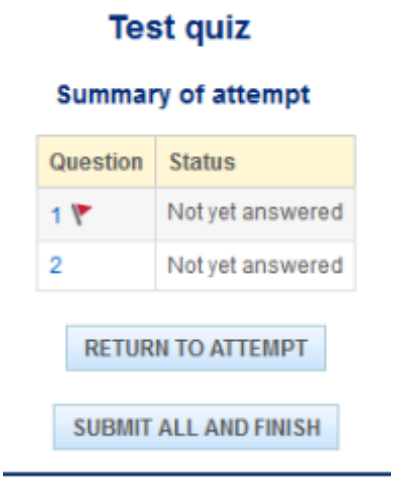
1. Click on the "Next" button at the bottom of the page to see the next page of questions
2. Click on the "flag" in the box next to the question to put a temporary marker on it



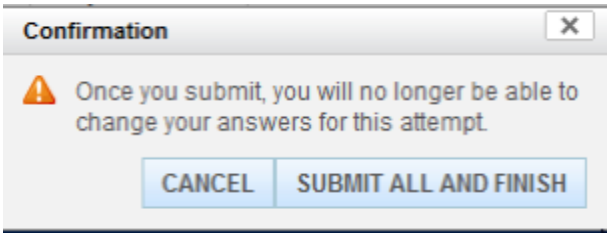
1. Notice the Quiz navigation block in the upper right corner. You can use it to jump to any question. Question boxes for the current page are in bold. Flagged questions will have a "red corner" in their box



1. To finish the exam,click "Finish attempt" in the navigation block of "Next" on the last page of the exam.
2. The "Summary of attempt" page - reviews the questions and alerts you to questions not attempted.

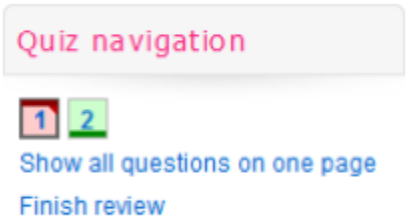


1. Click on any question page number or "Return to attempt" to go back to the quiz.
2. Click on "Submit all and finish" to have your quiz scored. A warning will pop up telling you you can no longer change your answers.



How students review a quiz (if allowed by the teacher)

1. In the quiz navigation block incorrect answers are RED: partially correct answers are YELLOW and correct answers are GREEN. The flags are still visible:



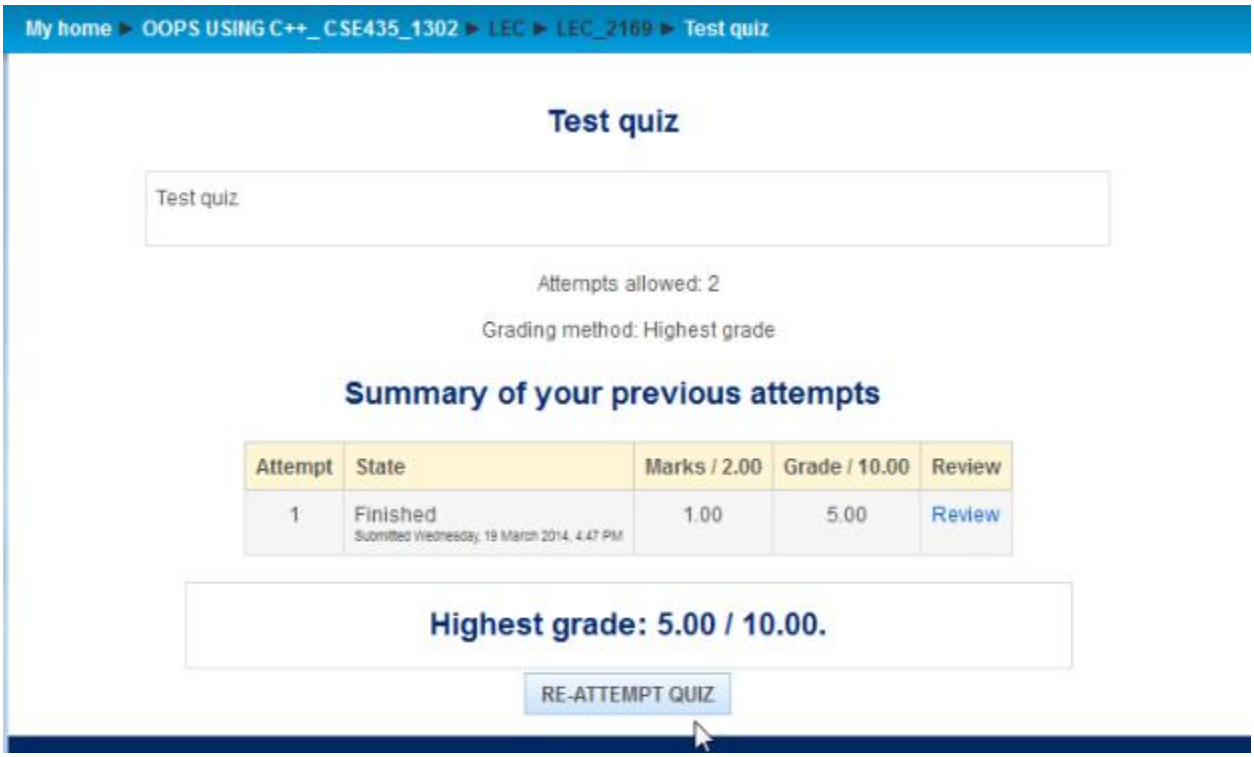
2. In the questions themselves, correct answers will be in green with a check mark. Incorrect answers will be in red with a cross. will have a green check mark next to your correct answer
3. According to your teacher's settings, you might get general feedback, specific feedback on each question and/or overall feedback on your final score.

Saving questions and returning later to a quiz

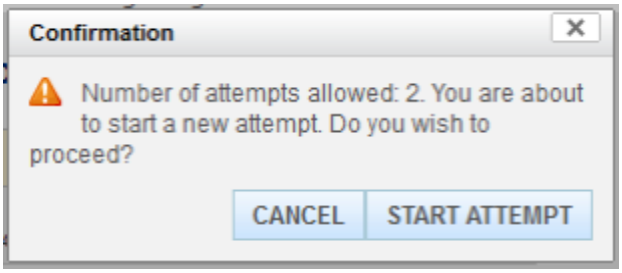
1. If you answer a number of questions and then want to complete the quiz at a later time,click "Finish attempt".

2. When you return to continue the quiz, Moodle will remember which page you were on and allow you to continue from there, having saved your previous questions.

Retaking a quiz (if allowed by the teacher)



1. If your teacher has allowed multiple attempts, when you click on the quiz again you will be informed how many attempts you have remaining along with your previous scores.

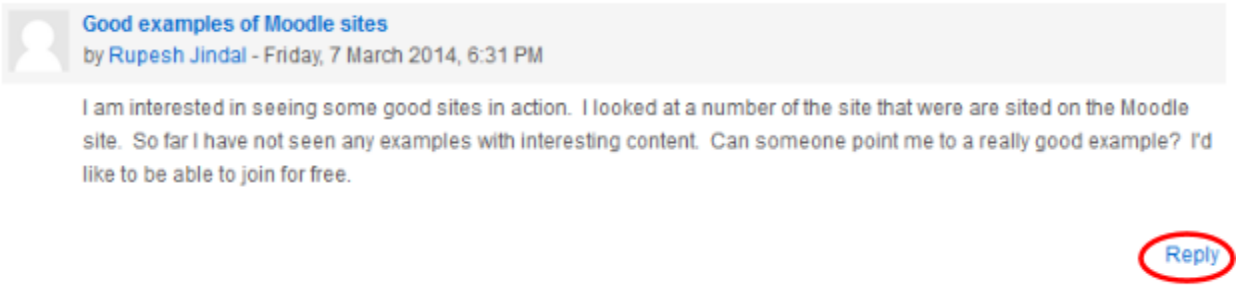


Forum

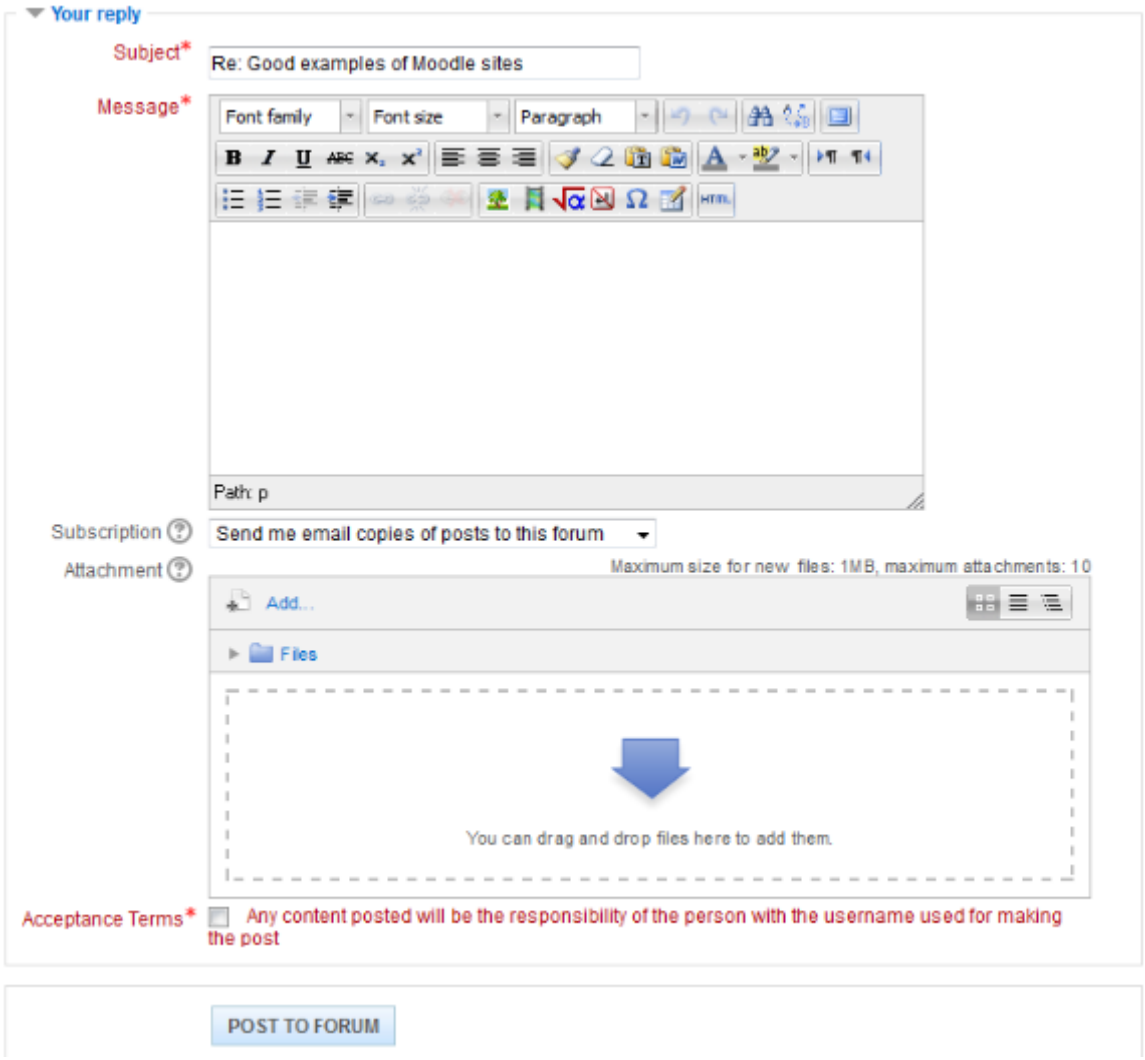
Forum is an activity where students and teachers can exchange ideas by initiating discussions and posting replies / comments.

View

Students will see the introduction text in a separate space above the discussion field, in which you will see the information such as the title of the discussion (which means the forum's title), its author, the number of replies and the date of the last post.



1. Reply on the Forum post by clicking over the Reply button.
2. Frame your reply,
3. Before making a post user has to tick the checkbox in front of the Acceptance Terms stating “Any content posted will be the responsibility of the person with the username used for making the post.
4. To post your reply click on the POST TO FORUM button



Forum Posting

When writing text in Moodle there are several formats you can choose to produce your text, depending on your expertise and the type of browser you are using. Please refer to Formatting text for further information.

Sharing images through forums

1. When an image is "attached" as a file to a forum message, it is immediately displayed full size after the message (i.e. no need to click on an attachment). This an excellent way of sharing images without having to go through the process of uploading them as files and linking them from within web pages.
2. Images may be dragged and dropped into the box as well as uploading via the "add" link and the File picker.

Post length

Extra-long posts cause problems when doing a forum search and can be difficult to read on screen. Rather than creating a very long post, consider copying and pasting the text into a text file and add it as an attachment to your forum post.

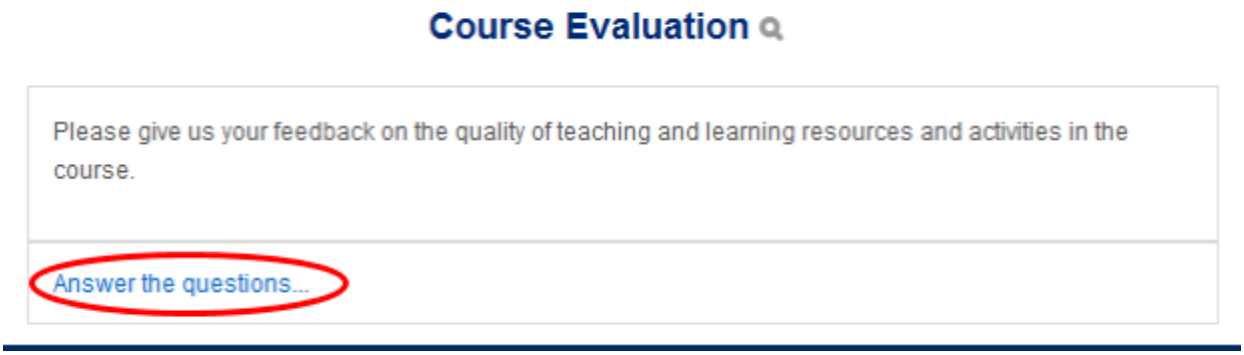
- There is a time limit for editing posts, usually 30 minutes.

Feedback

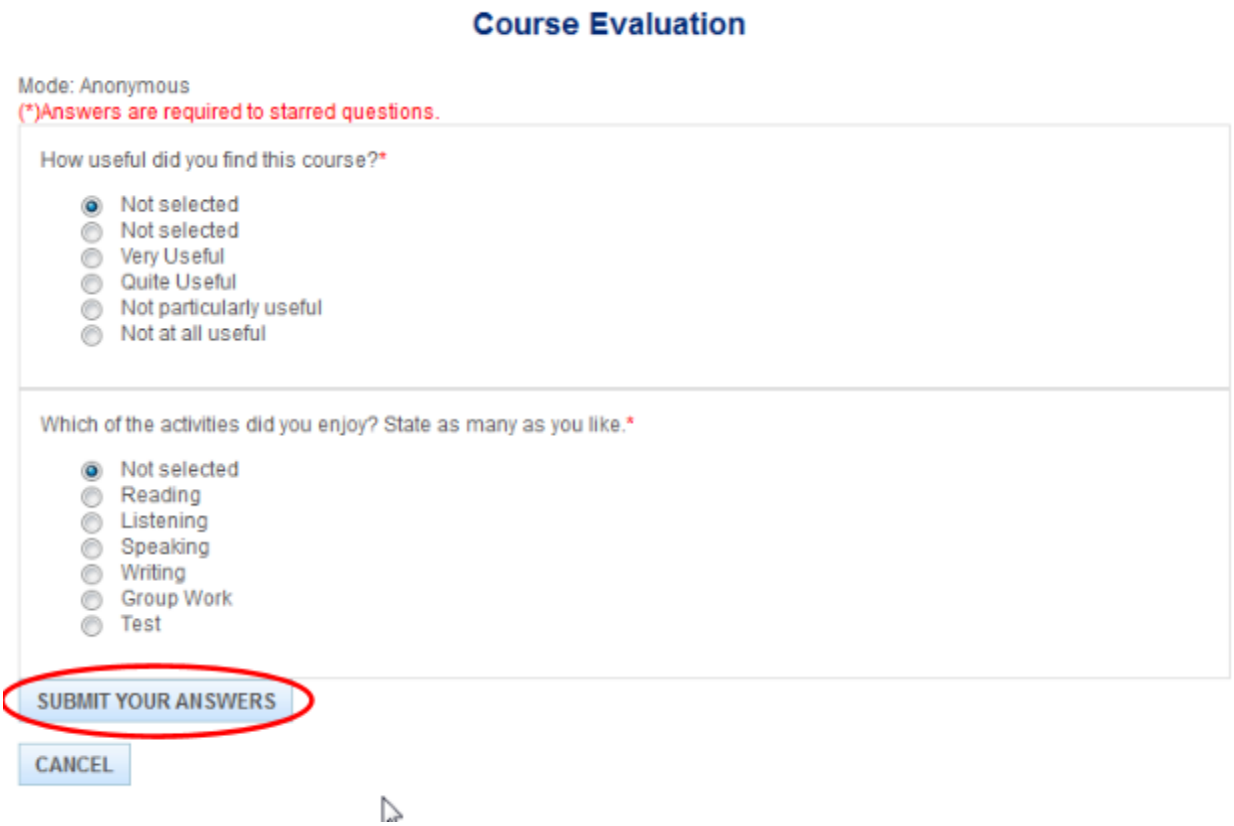
Feedback is a process to gather information about a reactions to a process, a person's performance of a task, etc. which is used as a basis for improvement.
In Moodle it is used to conduct survey to collect feedback.

What the user sees & How to Attempt/Proceed

1. When first clicking on a feedback activity, the student will be presented with an entry page with description and link to the feedback questions:



1. Clicking the link takes them to the feedback questions which they will complete and then submit by clicking the "Submit your answers" button.



1. On submitting their responses, user may be directed to a particular URL or a "thankyou" page.

Side Blocks

Besides the resources and activities, on the right side of most pages, you will see information in the form of side blocks. Some of the blocks are explained below.

Recent Activity Block

The Recent Activity Block will show participants updates since they last accessed the course.

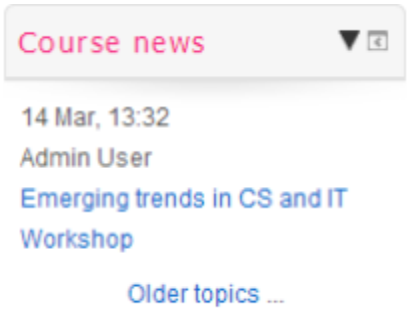
- The Recent Activity Block can relieve a lot of anxiety in those users who are worried about missing something important.
- The Recent activity block lists course activity, such as updated resources and activities, forum posts and assignment submissions, since the user last accessed the course.

Full report of recent activity

A full report of recent activity can be accessed via a link in the recent activity block.

Announcements / Latest News Block

The News forum is a special forum for general announcements.
In this you will be able to see the course news for this course



- By default, the Latest news block displays 3 news items.
- You can even view the full news by clicking over ‘more’ link

Online User block

At the bottom of the The Online users block shows a list of users who have been logged into the current course. The list is updated on a regular basis (the default is every 5 minutes but this may be changed

Note that even though a user may have been logged into a course within the last 5 minutes, it does not necessarily mean that this user is still online.

- If you hold the cursor over somebody's name, you will see how long ago that person was last "seen" in the course

Pending Activities Block

The Pending activities block displays future events in a summarized list

- Events are viewed directly from the calendar and/or activity deadlines, providing a link to full details or directly to the activity.
- If you click on a date, you will go to the day-view calendar for that day. If the title of the event is a link, and you click on it, you will be taken to that event