



Cyprus  
International  
University

Distance Education Application and Research Center



**CYPRUS INTERNATIONAL UNIVERSITY**

**MOODLE**

**LEARNING MANAGEMENT SYSTEM**

**USER MANUAL**

**(FOR STUDENTS)**

**(<https://moodle.ciu.edu.tr/>)**



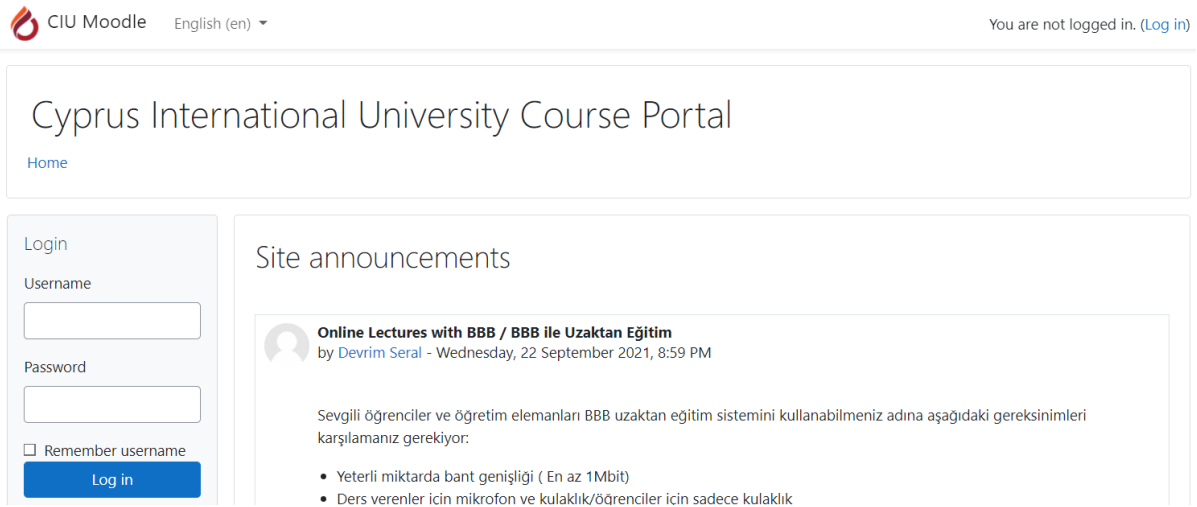
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## A. LOGIN TO THE SYSTEM

1. Our University Course Portal (moodle) <http://moodle.ciu.edu.tr> can be accessed by using any web browser
2. The 'Login' section on the left side of the screen (Figure 1) can be entered by typing the student number and the CIU-Net password.

Figure 1: CIU Moodle Home Page

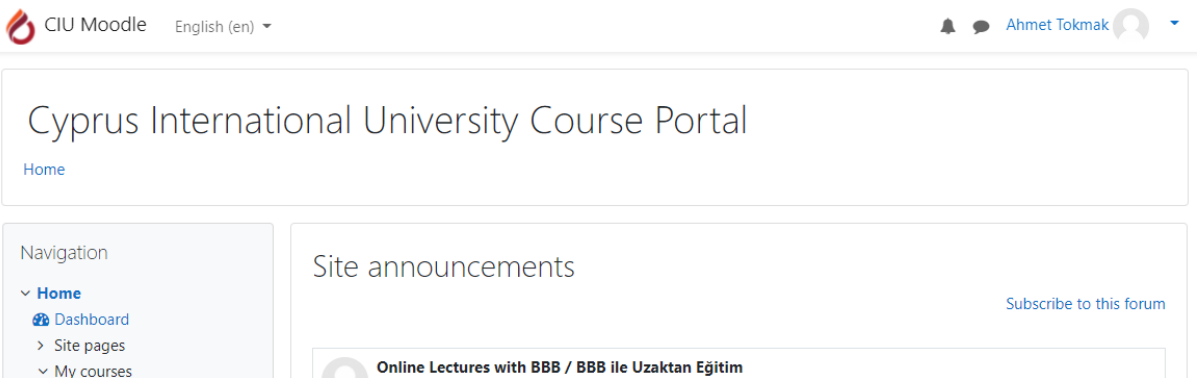


The screenshot shows the CIU Moodle Home Page. At the top left, there is a logo for CIU Moodle and a language dropdown menu set to English (en). At the top right, it says "You are not logged in. (Log in)". The main heading is "Cyprus International University Course Portal" with a "Home" link below it. On the left side, there is a "Login" section with fields for "Username" and "Password", a "Remember username" checkbox, and a "Log in" button. On the right side, there is a "Site announcements" section. The announcement is titled "Online Lectures with BBB / BBB ile Uzaktan Eğitim" by Devrim Seral, dated Wednesday, 22 September 2021, 8:59 PM. The announcement text reads: "Sevgili öğrenciler ve öğretim elemanları BBB uzaktan eğitim sistemini kullanabilmeniz adına aşağıdaki gereksinimleri karşılamanız gerekiyor:" followed by a list of requirements: "• Yeterli miktarda bant genişliği ( En az 1Mbit)" and "• Ders verenler için mikrofon ve kulaklık/öğrenciler için sadece kulaklık".

## B. ACCESS TO COURSES

1. After logging into the Course Portal, you will be redirected to the main page (Figure 2).

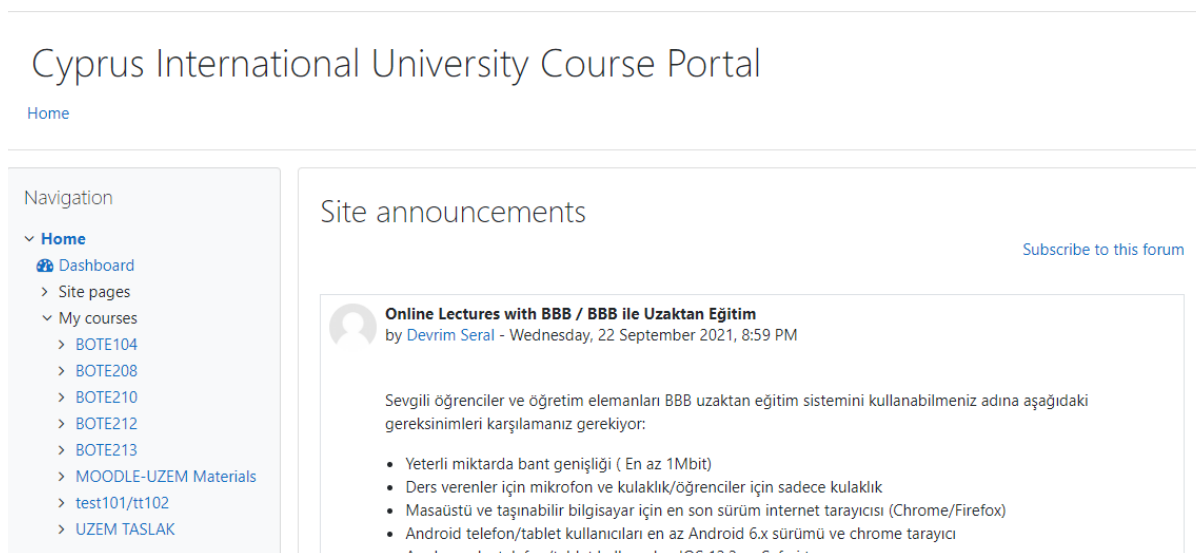
Figure 2: Moodle Course Portal



The screenshot shows the Moodle Course Portal after logging in. At the top left, there is a logo for CIU Moodle and a language dropdown menu set to English (en). At the top right, there is a notification bell icon, a speech bubble icon, and a user profile icon for Ahmet Tokmak. The main heading is "Cyprus International University Course Portal" with a "Home" link below it. On the left side, there is a "Navigation" section with a dropdown menu showing "Home", "Dashboard", "Site pages", and "My courses". On the right side, there is a "Site announcements" section. The announcement is titled "Online Lectures with BBB / BBB ile Uzaktan Eğitim" and has a "Subscribe to this forum" link.

2. The “Navigation” panel on the main page contains “My Lessons”. Here, there is a list of your courses that have been registered on the SIS site (Figure 3). By clicking on the code of the course that you want, you can access the course pages.

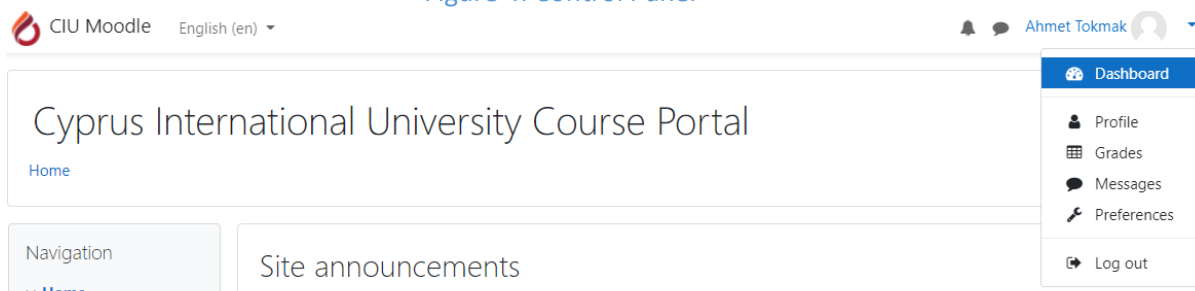
Figure 3: Course Portal-My Courses Screen



### C. PANEL

In the upper right corner of the screen (Figure 4), you can rearrange your profile by pressing the downward arrow located next to your name, see your course success notes, share a message or access shared messages, change your Moodle usage preferences such as language, notification, and log out of the system.

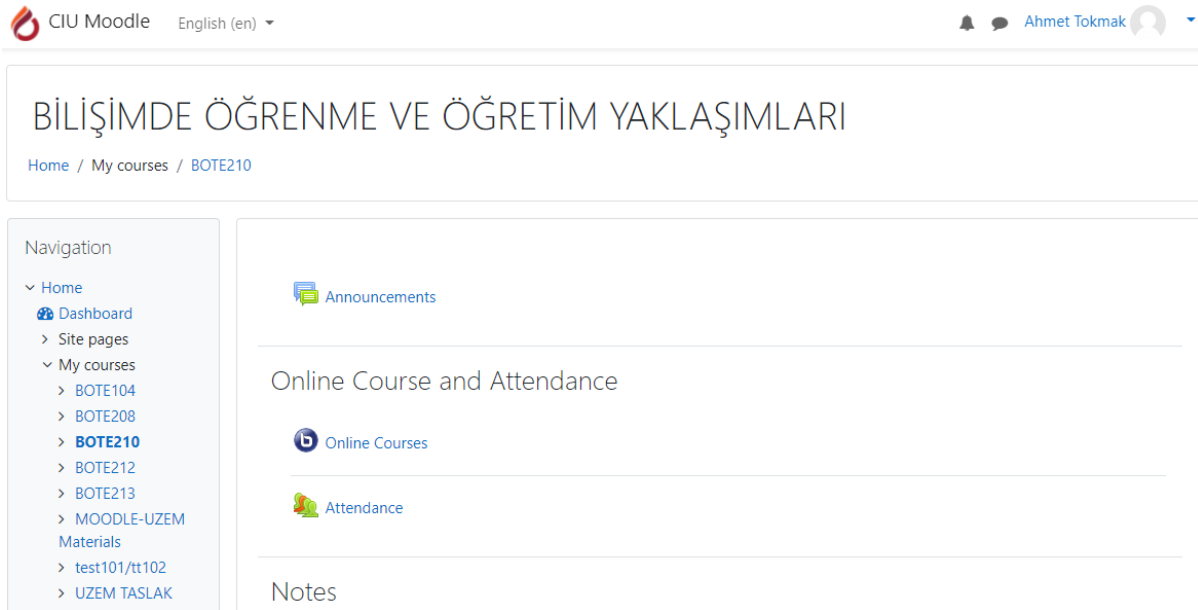
Figure 4: Control Panel



### D. COURSE PAGES

The ‘Navigation’ panel on the left shows the list of your courses. When you click on the code of any course, you will be redirected to the page of that course (Figure 5).

Figure 5: Course Sheet



The screenshot shows a Moodle course page. At the top left, it says 'CIU Moodle' and 'English (en)'. At the top right, there is a user profile for 'Ahmet Tokmak'. The main heading is 'BİLİŞİMDE ÖĞRENME VE ÖĞRETİM YAKLAŞIMLARI'. Below the heading is a breadcrumb trail: 'Home / My courses / BOTE210'. On the left side, there is a 'Navigation' menu with options: Home, Dashboard, Site pages, My courses (with sub-items BOTE104, BOTE208, BOTE210, BOTE212, BOTE213, MOODLE-UZEM Materials, test101/tt102, UZEM TASLAK), and UZEM TASLAK. The main content area has a section for 'Announcements', followed by 'Online Course and Attendance' which includes 'Online Courses' and 'Attendance'. At the bottom of the main content area, there is a 'Notes' section.

## E. PARTICIPATING TO MOODLE EVENTS

Your teaching staff may have organized events that require your active participation. These activities are active on the dates and times determined by the course instructor. It is not possible to participate in events that are not allowed, the date and time of which have not started or are finished. Therefore, it is important to monitor the course activities regularly.

The following describes the most frequently used Moodle events and how to participate in them.

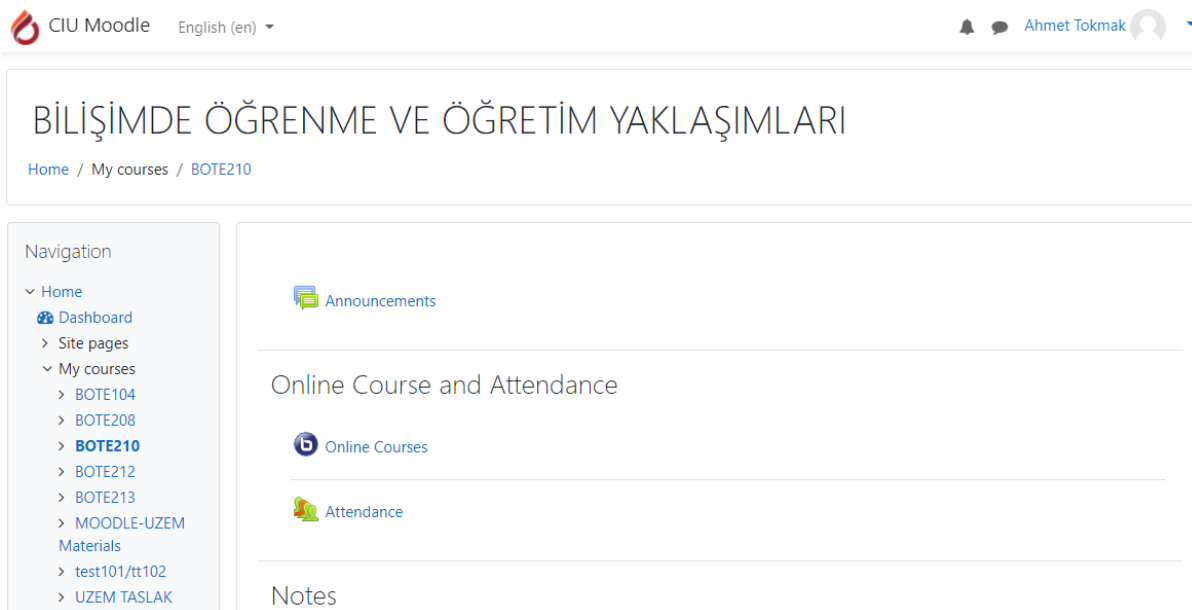
### 1. BigBlueButton VIRTUAL CLASSROOM ACTIVITY

You can participate in the virtual classroom (live course) activities of the courses you have registered for on the specified day and time. To join the Virtual Class:

- Click the virtual classroom link created by the course instructor on the course page. (Note: In the following example, the virtual course link name is defined as 'live course'.)

An icon  anywhere on the lesson page indicates that there is a live lesson link (Figure 6).

Figure 6: Virtual Classroom Connection



CIU Moodle English (en) Ahmet Tokmak

## BİLİŞİMDE ÖĞRENME VE ÖĞRETİM YAKLAŞIMLARI

Home / My courses / BOTE210

Navigation

- Home
- Dashboard
- Site pages
- My courses
  - BOTE104
  - BOTE208
  - BOTE210**
  - BOTE212
  - BOTE213
  - MOODLE-UZEM Materials
  - test101/tt102
  - UZEM TASLAK

Announcements

### Online Course and Attendance

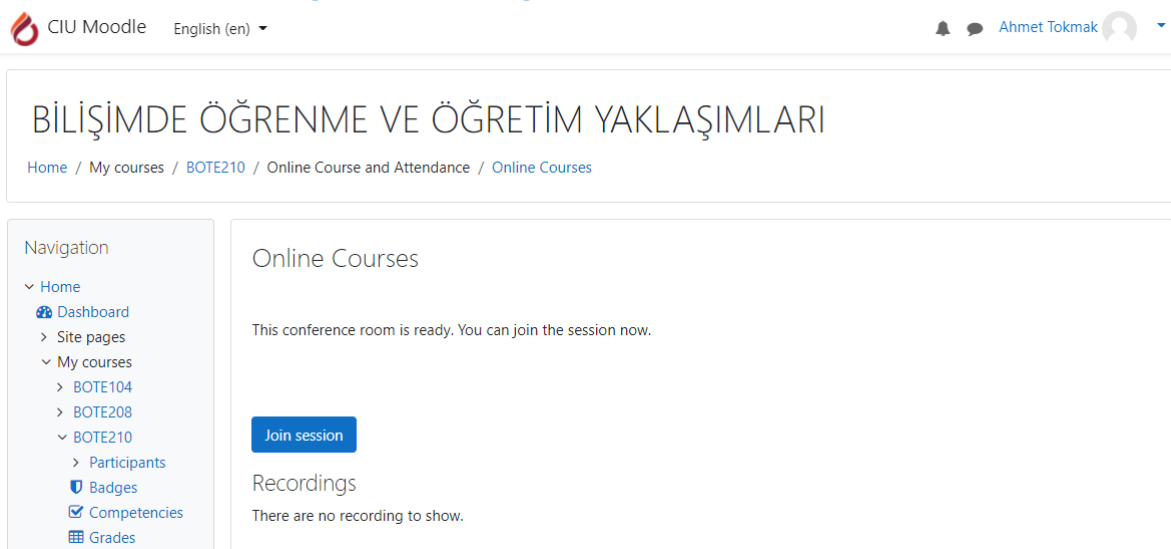
Online Courses

Attendance

Notes

- b) When you click on the virtual class link, you will see a screen similar to the following (Figure 7). Click the 'join session' button to connect to the virtual classroom.

Figure 7: Connecting to a Virtual Classroom



CIU Moodle English (en) Ahmet Tokmak

## BİLİŞİMDE ÖĞRENME VE ÖĞRETİM YAKLAŞIMLARI

Home / My courses / BOTE210 / Online Course and Attendance / Online Courses

Navigation

- Home
- Dashboard
- Site pages
- My courses
  - BOTE104
  - BOTE208
  - BOTE210
    - Participants
    - Badges
    - Competencies
    - Grades

### Online Courses

This conference room is ready. You can join the session now.

[Join session](#)

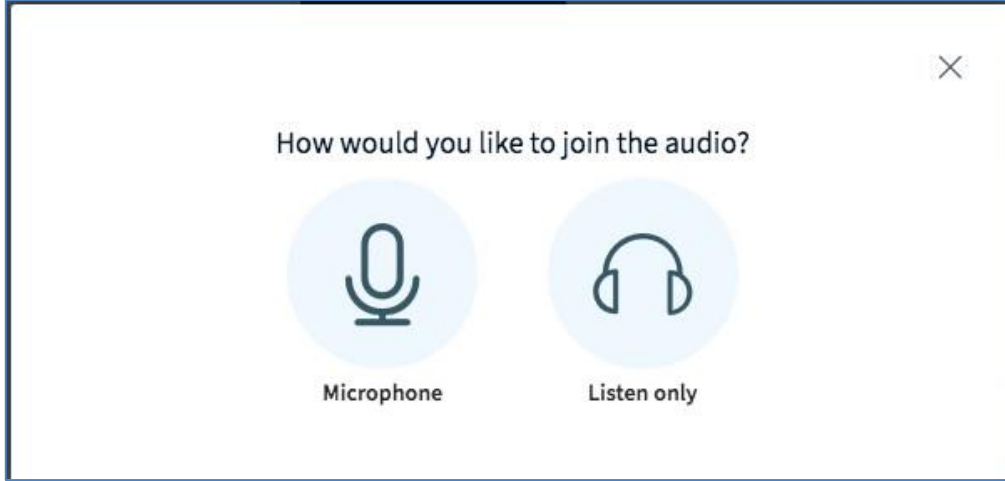
### Recordings

There are no recording to show.

- c) In the virtual class connection, you first encounter the following screen (Figure 8). You will be asked to select one of the participation options for the course that you can change later. You can attend the lesson with the microphone turned on, or the microphone turned off (listener). In order to prevent internet connection speed from falling, an echo from occurring, and prevent internet disconnections, it is suggested that you participate in the lesson as a listener

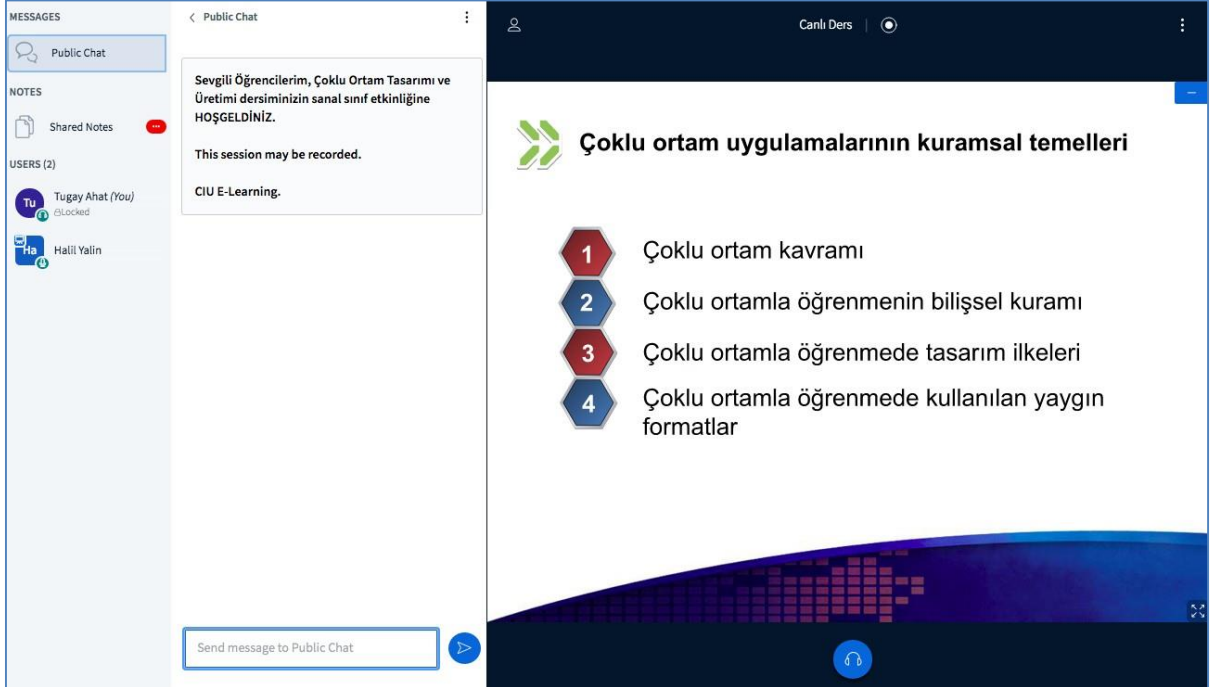
(listen-only). Please turn on your microphone only when your teacher gives you the right to speak or when you have to.

Figure 8: Course Participation Options



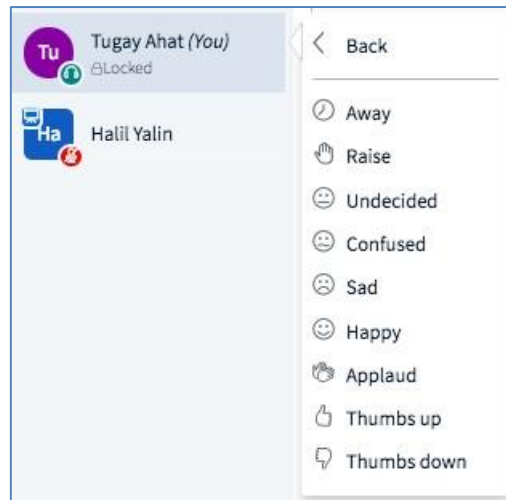
- d) When you attend the course, you will encounter a screen similar to the following (Figure 9). At this stage, you will start to listen to your teacher. You can participate in the course at any time by requesting the right to speak.

Figure 9: Lesson Screen

A screenshot of a lesson screen. On the left, there is a public chat window with a message: "Sevgili Öğrencilerim, Çoklu Ortam Tasarımı ve Üretimi dersinizin sanal sınıf etkinliğine HOŞGELDİNİZ. This session may be recorded. CIU E-Learning." Below the chat is a text input field "Send message to Public Chat" and a send button. On the right, the main lesson content area is titled "Çoklu ortam uygulamalarının kuramsal temelleri" (Theoretical Foundations of Multimedia Applications). It contains a list of four items: 1. Çoklu ortam kavramı (Multimedia concepts), 2. Çoklu ortamla öğrenmenin bilişsel kuramı (Cognitive theory of learning with multimedia), 3. Çoklu ortamla öğrenmede tasarım ilkeleri (Design principles in learning with multimedia), and 4. Çoklu ortamla öğrenmede kullanılan yaygın formatlar (Common formats used in learning with multimedia). At the bottom of the lesson area, there is a microphone icon.

e) PARTICIPATING CLASS When you click on your name from among the students listed on the left of the screen to the course, the following window opens with the 'Set status' link (Figure 10).

Figure 10: Course Participation

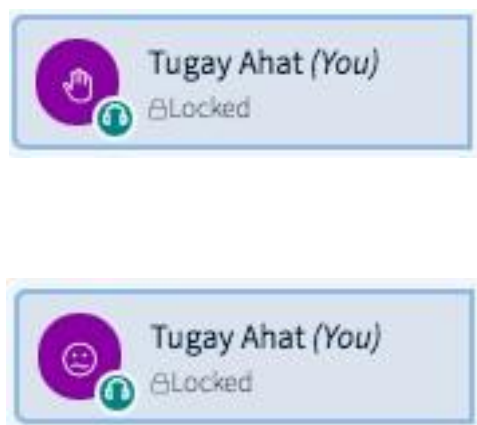


When you click on the symbols (emojis) in the course participation window (Figure 11), the instructors can see your request on their screen and does what is required of the symbol you use. In other words, if you have pressed the hand sign, the instructor will see on his screen that you want the right to speak and give you the right to speak.

Figure 11: Participation in the Course

Student Screen

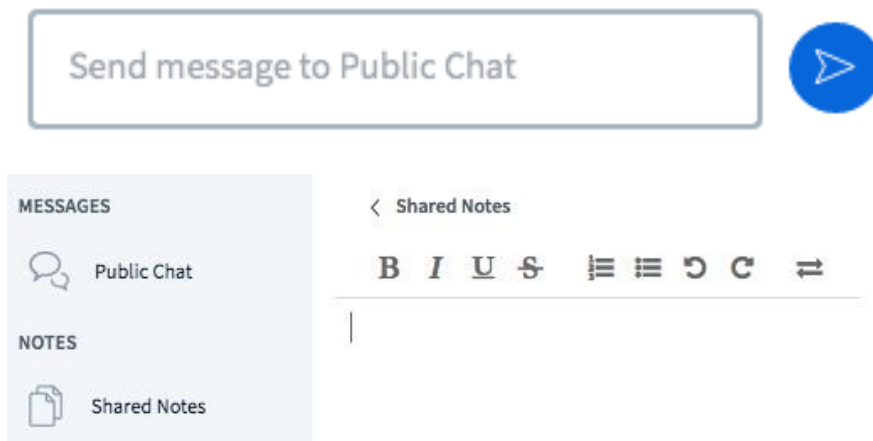
Teacher Screen





In addition, during the lesson, you can send a message that everyone can see and share a note (Figure 12).

Figure 12: Sending a Message



## 2. ASSIGNMENT ACTIVITY

In order for the course instructor to see the assignments requested from you and upload them to the system within the required time frame, you must follow the steps below. Note: You can upload digital files such as 'Word, Excel, PDF, image, audio and image, etc. ' to the system. The assignment loading operations are described using an example (Figures 13-14).

- a) Click on the assignment link on the course page.

Figure 13: Assignment Link



- b) In the window that opens, click the Add Submission button.

Figure 14: Loading Homework

## Project

**Opened:** Thursday, 23 September 2021, 12:00 AM

**Due:** Thursday, 30 September 2021, 12:00 AM

✓ Done

## Submission status

<b>Submission status</b>	No attempt
<b>Grading status</b>	Not graded
<b>Time remaining</b>	6 days 1 hour
<b>Last modified</b>	-
<b>Submission comments</b>	▶ Comments (0)

Add submission

You have not made a submission yet.

- c) On the screen that opens, drag your homework file to the box indicated by the arrow (Figure 15) or click the Add button (Figure 16) and click the 'Upload this file' button by using the 'choose file' option. Your file will appear in the File Submission box. Finally, click the 'Save Changes' button.

Figure 15: File Upload (Drag and Drop)

## Project

**Opened:** Thursday, 23 September 2021, 12:00 AM


**Due:** Thursday, 30 September 2021, 12:00 AM

✓ Done

File submissions

Maximum file size: 32MB, maximum number of files: 20

Files
Grid View





You can drag and drop files here to add them.


Save changes
Cancel


Figure 16: File Upload (Choose File)

File picker ×

 Recent files

 Upload a file

 Private files


 Wikimedia


Attachment

Dosya seçilmedi

Save as

Author

Choose licence 

All rights reserved 

### 3. EXAM ACTIVITY

The course instructor may ask you to take an exam consisting of multiple choice, matching, short answer type questions in certain weeks. Each answer you have given is automatically saved (except for open-ended questions), and the note you have received is transferred to the note sheet.

To participate in the exam event (Participation in the exam is explained by using an example): (Figure 17,18,19)

- Click on the exam link on the course page (the exam may be defined differently in your own course).

Figure 17: Exam Link



- b) In the window that opens, click the 'Apply exam now' button.

Figure 18: Participation in the Exam

## Quiz

**Opened:** Tuesday, 28 September 2021, 1:00 AM

**Closes:** Tuesday, 28 September 2021, 2:00 AM

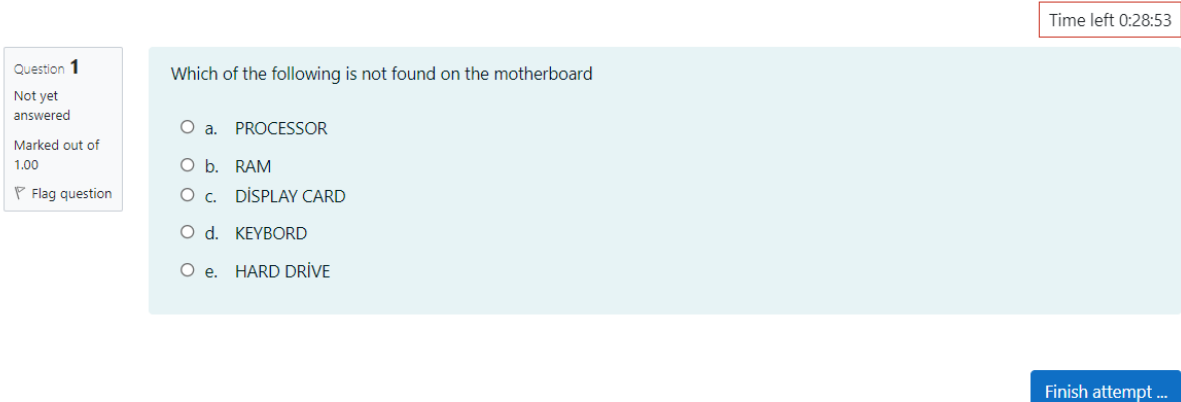
Time limit: 30 mins

Grading method: Highest grade

Attempt quiz now

- c) Questions will appear in the opened window. After answering the question on the screen, click the 'Next' button to answer other questions.

Figure 19: Question Screen



The screenshot shows a quiz interface. At the top right, a red-bordered box indicates "Time left 0:28:53". On the left, a sidebar for "Question 1" shows it is "Not yet answered", "Marked out of 1.00", and has a "Flag question" option. The main area contains the question: "Which of the following is not found on the motherboard". Below the question are five radio button options: a. PROCESSOR, b. RAM, c. DISPLAY CARD, d. KEYBORD, and e. HARD DRIVE. At the bottom right, there is a blue button labeled "Finish attempt ...".

Note: If a time limit has been set for the exam, you must complete the questions in the exam within this time frame.

- d) Click on the 'Submit and finish all' button to finish the exam.



#### 4. CHAT ACTIVITY

Chat activity is a module that allows students to communicate simultaneously and text-based on the specified dates. Participants can talk collectively and keep track of previously discussed topics. The following are the steps to follow to view the chat room and write messages.

- a) Click on the chat link on the course page (Figure 20) (chat may be defined differently in your own course).

Figure 20: Chat



- b) To enter the chat room, click the 'Join chat now' button in the window that opens (Figure 21).

Figure 21: Joining the Conversation

## Discussion

In this chat, you are expected to explain your views on distance education.

[Click here to enter the chat now](#)

The chat window has the names of the participants in the chat, what is written, and a text box for typing and sending the text. To add a message, type the relevant text in the text box and click Enter (Figure 22).

Figure 22: Chat Activity Screen

01:15 Ahmet Tokmak Ahmet Tokmak has just entered this chat

01:15 Uzaktan Eğitim Uzaktan Eğitim has just entered this chat

Ahmet Tokmak  
Talk Beep

Uzaktan Eğitim

Send ? Themes »

## 5. SURVEY ACTIVITY

A survey activity is a module where a course instructor asks students to submit possible answers by asking questions(s). Students can view the question asked and choose the appropriate answer from the provided answers. The survey results can be published after the students have answered or at a specific time.

- Click on the survey link on the course page (the name of the survey may be defined differently in your own course).



- Click on the 'Answer questions' button to participate in the survey.

Answer the questions

- A page will open as follows. In the survey question that appears on the page, when you select the option that suits you and clicks the 'Submit your answers' button, you will have sent the survey questions by answering it.



Do you think distance education can be as successful as face-to-face education?

- Definitely Yes
- No Way
- Partially Yes
- Mostly Yes

Submit your answers

Cancel

## 6. FORUM ACTIVITY

The course instructor may have created a forum to start a discussion about a certain topic of the course. You can use the forum as a discussion board where you can message teachers or other students.

To view and participate in the forum activity:

- a) Click on the forum link on the course page (the forum may be defined differently in your own course).



- b) Discussion topics that have been created will appear on the opened page.

Discussion	Started by	Last post ↓	Replies	Subscribe
☆ screen design	Uzaktan Eğitim 28 Sep 2021	Uzaktan Eğitim 28 Sep 2021	0	<input type="checkbox"/>

- a) When you click on the discussion topic, the following screen will appear. In the window that opens by clicking the 'Reply' button on this screen, type your opinion and click the 'Send' button. The message you have written will appear on the forum page.



## screen design

by Uzaktan Eğitim - Tuesday, 28 September 2021, 1:38 AM

What are the screen design tips to create an effective message?

[Permalink](#) [Reply](#)

Write your reply...

Post to forum

Cancel

Advanced

### A. ACCESSING MOODLE RESOURCES

You can access it by clicking on the name of the resource

- Access to any file (Word and PDF documents, PowerPoint presentations, images, graphics, Flash objects, etc.),
- To folders containing files,
- Web pages and links shared as course resources

Which has been added as a course resource by the instructor.