IZMIR INSTITUTE OF TECHNOLOGY

Distance Education Application and Research Center

CLOUD–LMS (Learning Management System)

Content Management for Instructors

CONTENT

1 - ABOUT CLOUD-LMS

Moodle is open-source, free software used in distance education systems. The word "Moodle" is an abbreviation for "Modular Object-Oriented Dynamic Learning Environment." This term can be translated into Turkish as "Modular Object-Oriented Dynamic Learning Environment." Various names are used for Moodle in Turkish sources, including terms such as Course Management System, Content Management System, Learning Management System, Teaching Management System, and Education Management System.

Moodle allows you to create a rich and interactive learning environment with your students.
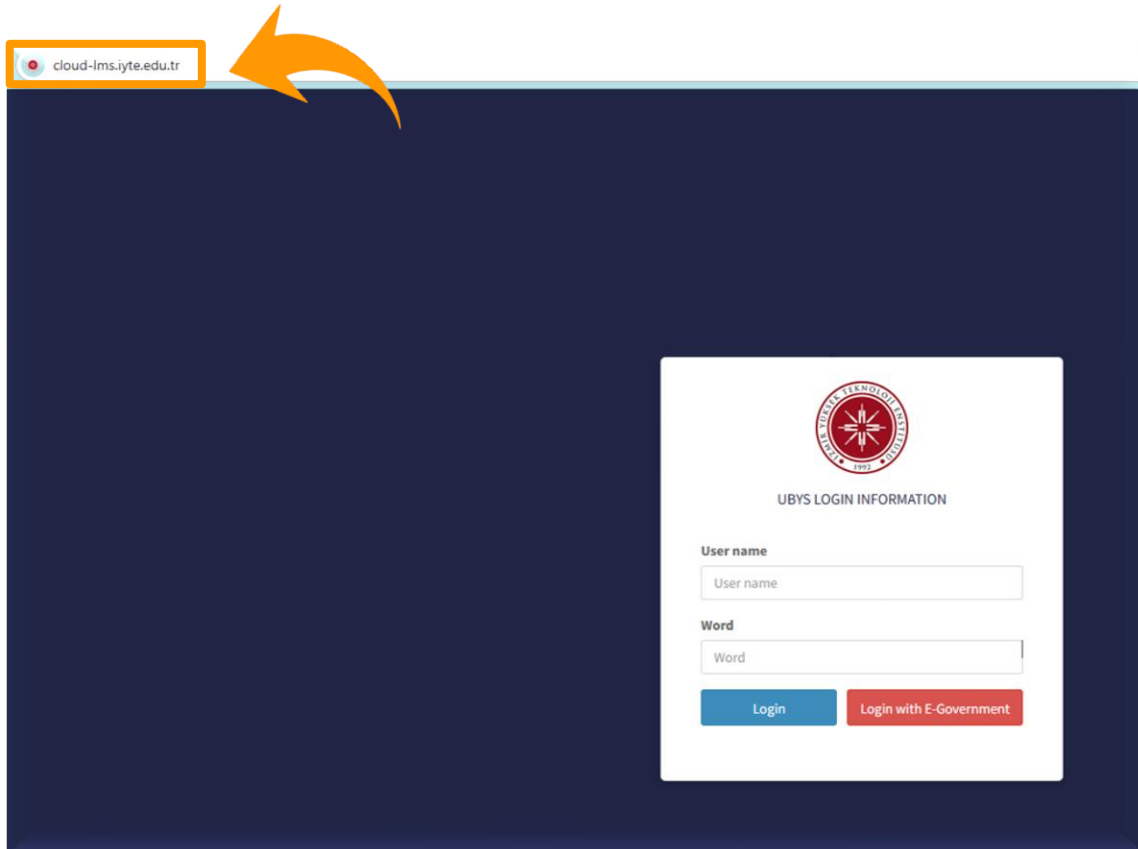
With Cloud-LMS;

- You can share all kinds of course content,
- You can hold your live lessons,
  You can create a discussion environment on any topic with forums and chat tools,
- You can organize surveys,
- You can collect homework from your students,

- You can reinforce learning by taking quizzes,
- You can apply for your visas and exams through the system,
- You can give feedback on homework and exams,
- You can manage different student groups within the same course,
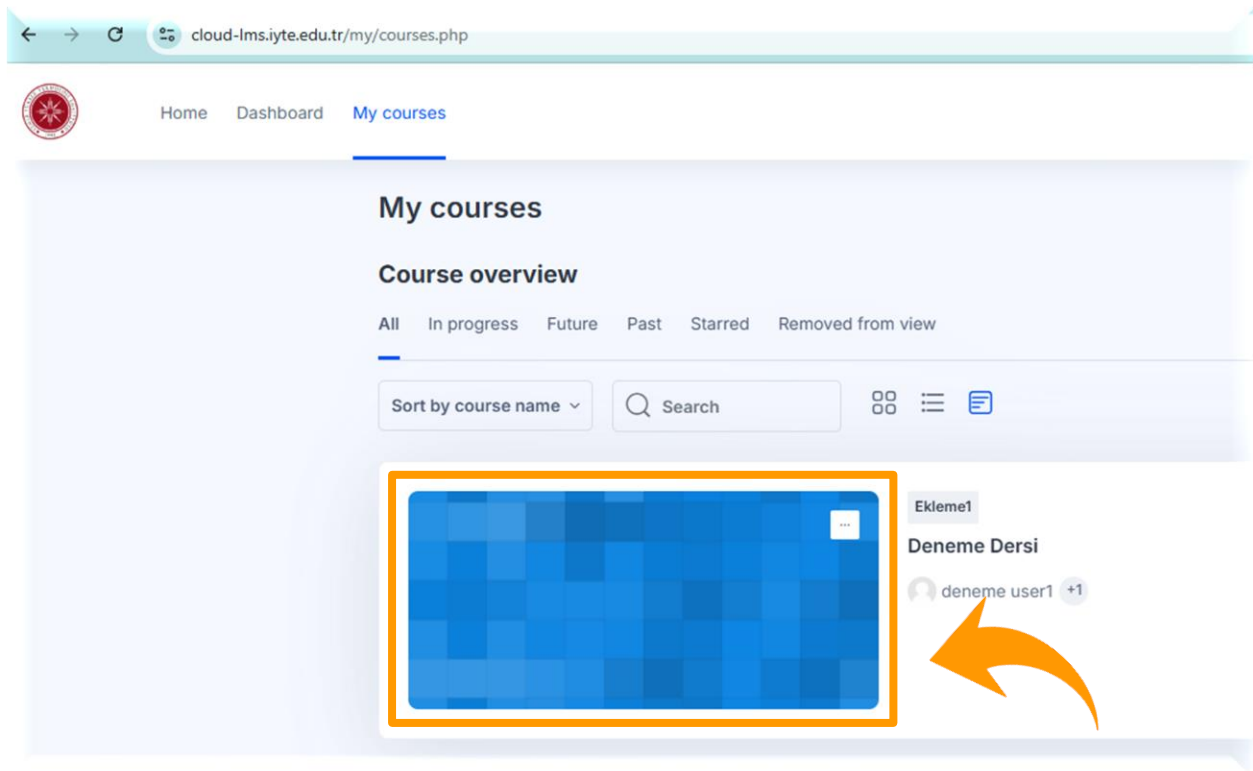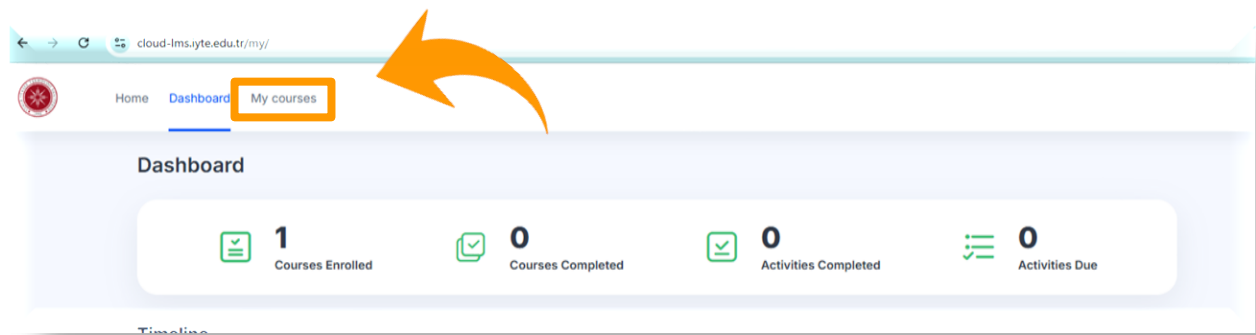- You can monitor student activities and get detailed reports.

2 – LOGIN TO THE SYSTEM

You can log in to Cloud-LMS at https://cloud-lms.iyte.edu.tr with your UBYS username and password.

3 – INTRODUCTION TO THE COURSE

After logging in, you can access the course content by selecting the "View Course" option from the "My Courses" menu.

4 – ADDING A COURSE

You can add your course by clicking the three-dot button on the My Courses page and opening the New Course menu. (The New Course menu is a feature that can be made available to users upon request.) On the page that opens, you can fill in the required fields for your course and save it by clicking the Save and Show button at the bottom of the page.
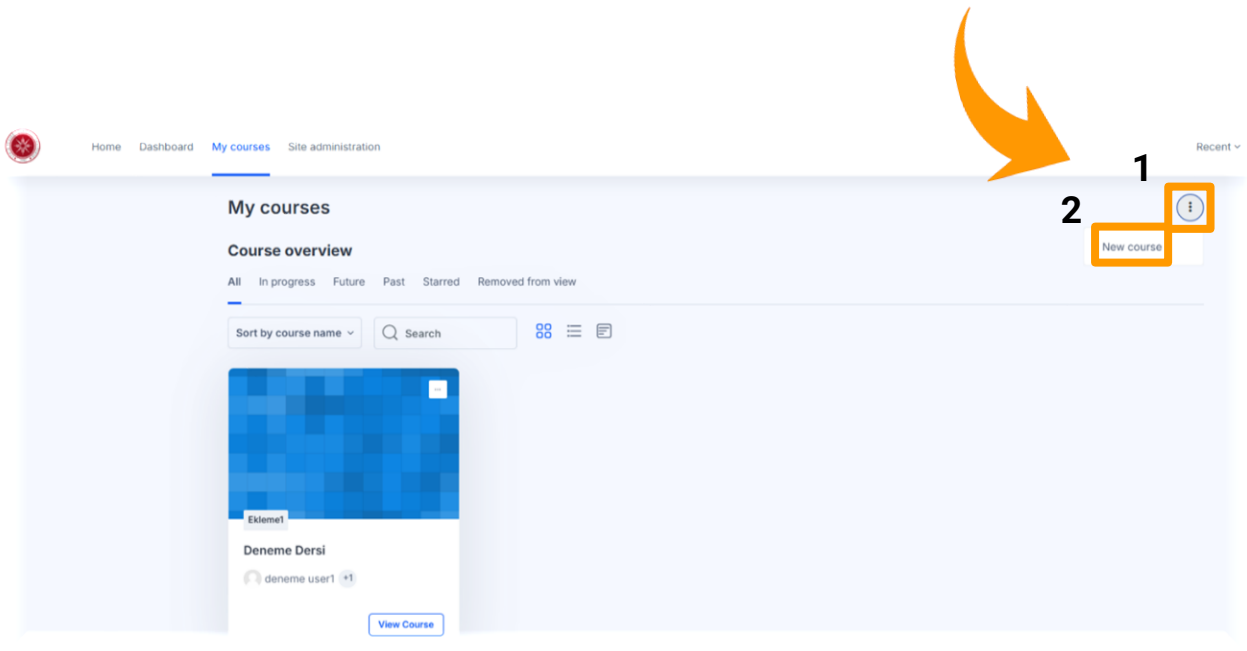
5 – ADDING STUDENT

Go to the "My Courses" page from the top menu and select the course you want to add students to.
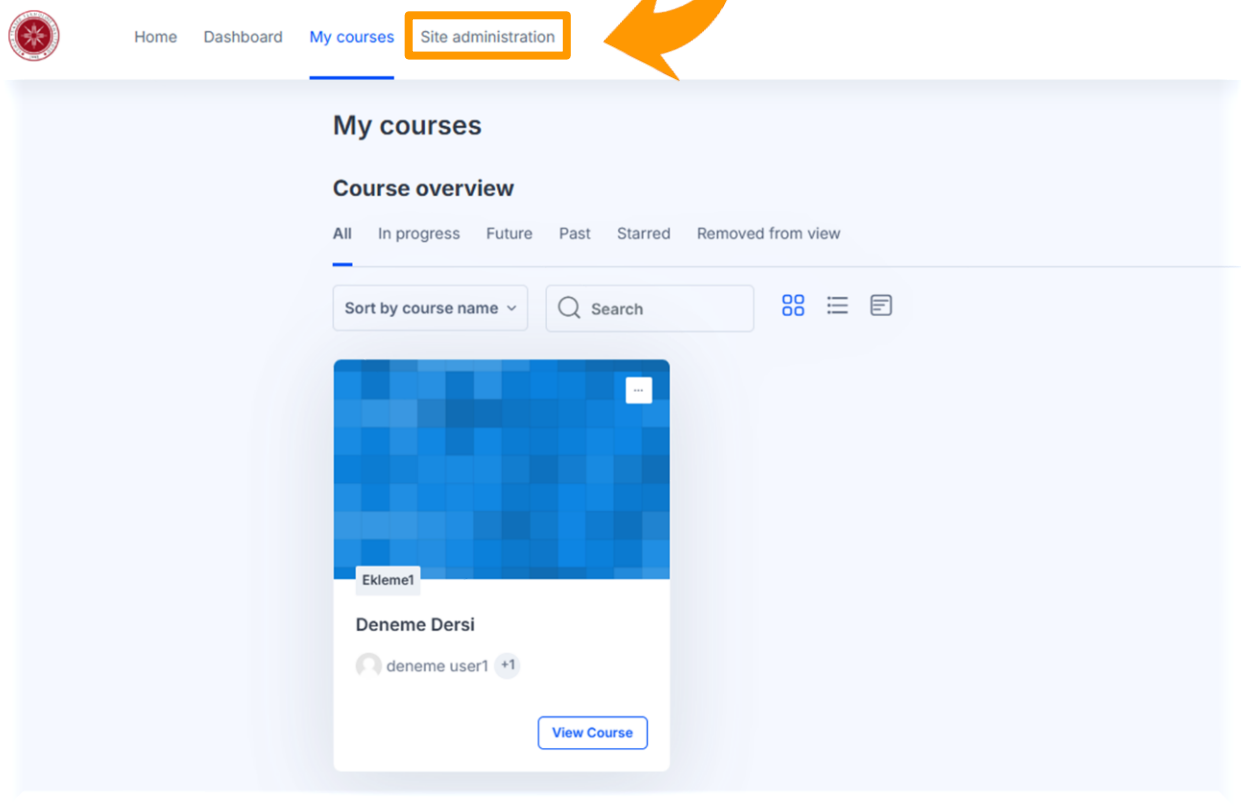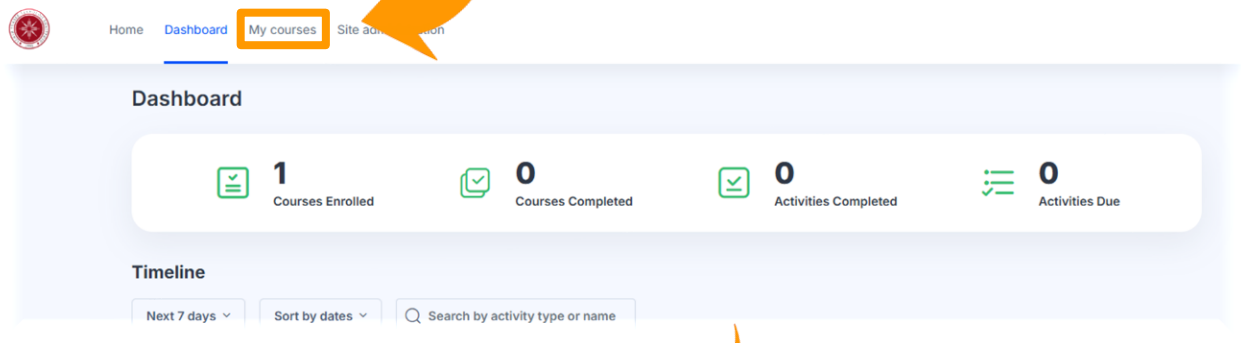
Select "Participants" from the drop-down menu.
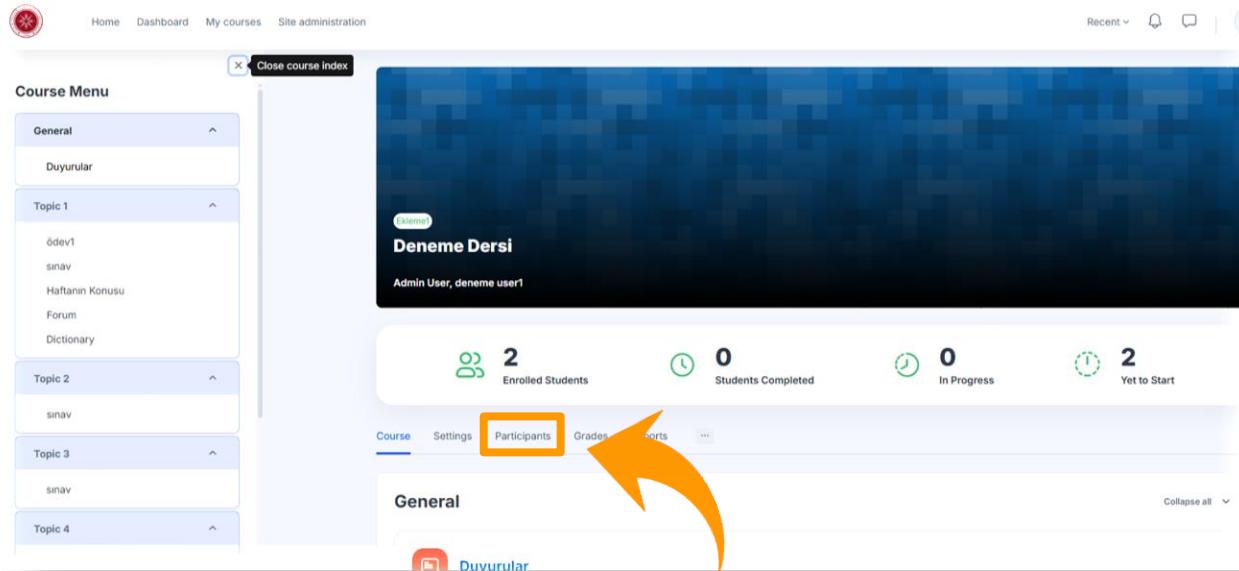
Click the "Enrol users" button in the middle.
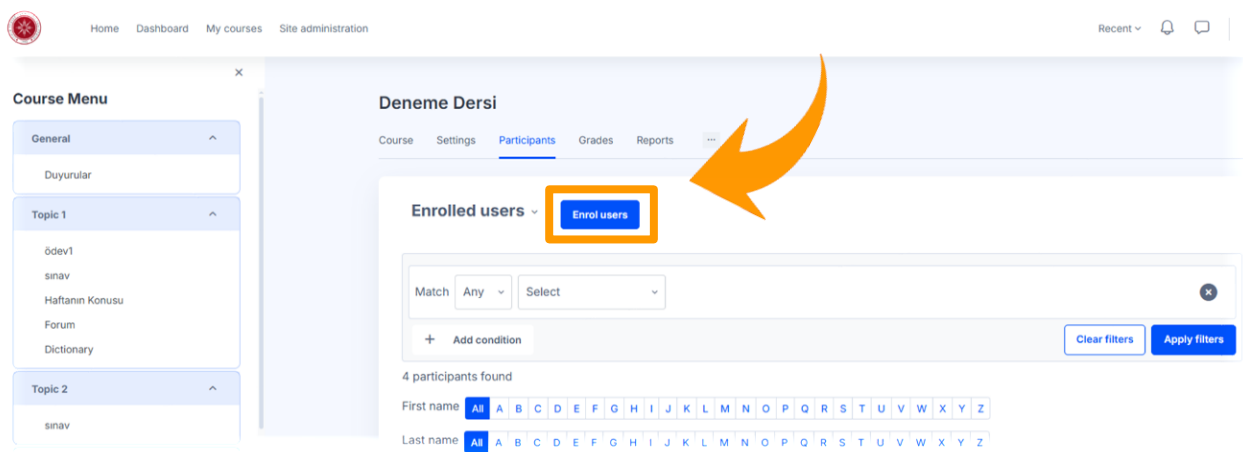
In the panel that opens, fill out the following fields:

Type the student's name, email address, or username in the search box. Make sure the role is "Student." After selecting the person, you want to enroll, click the "Enroll" button. Once the process is complete, the student will appear in the list of participants.
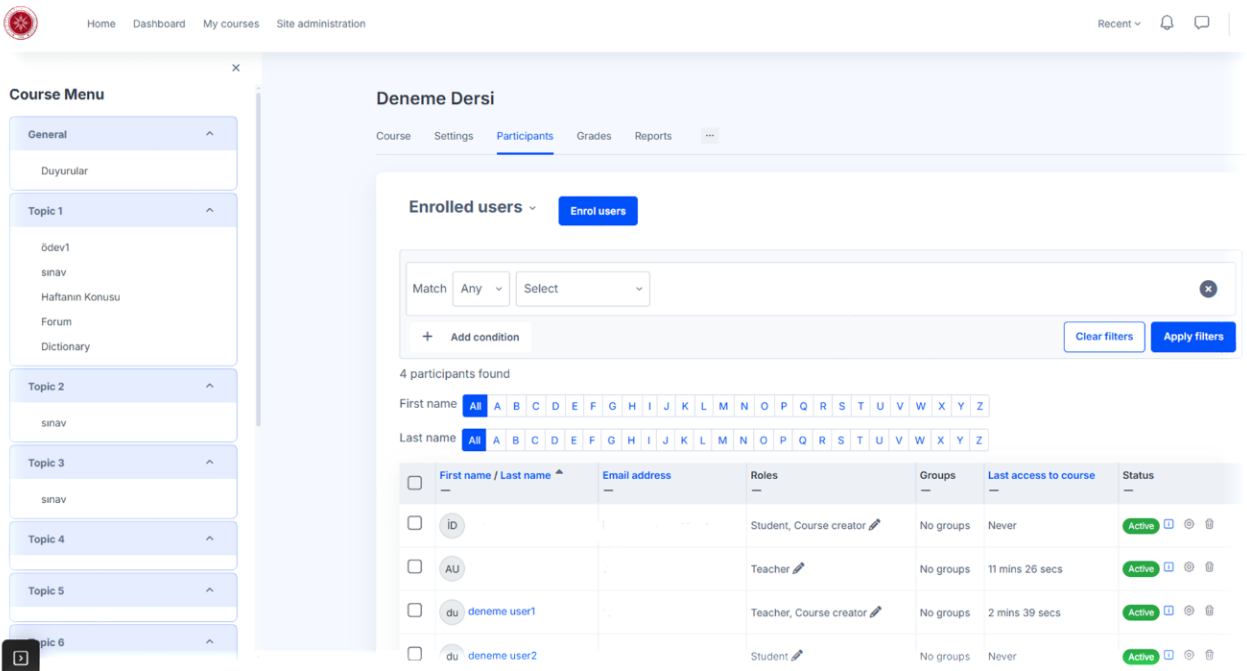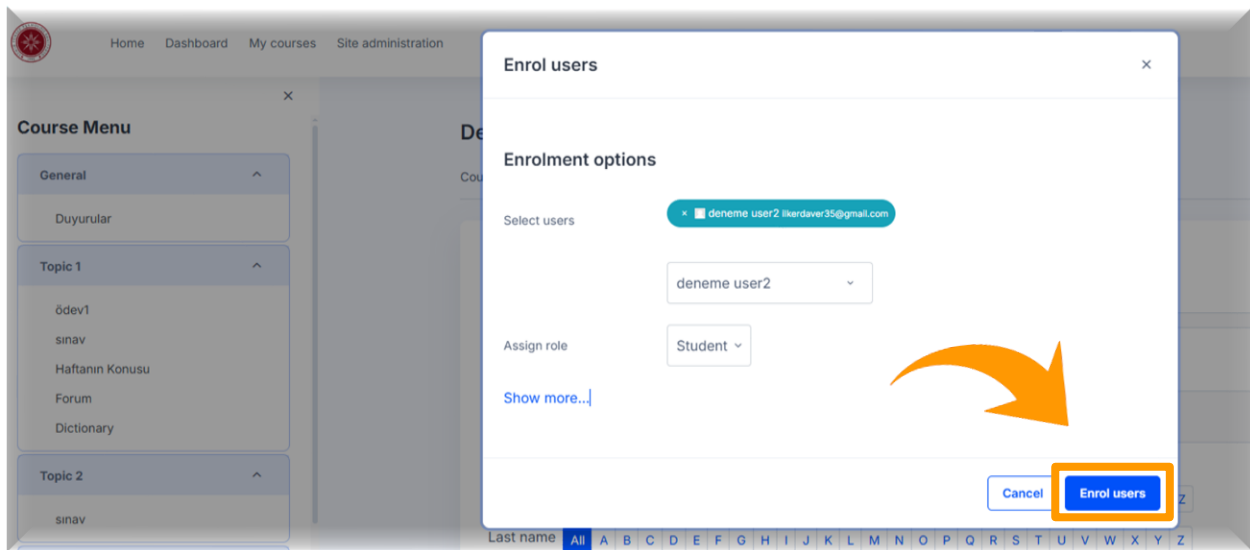
6 – CREATING AND VIEWING ASSIGNMENTS

Log in to Moodle and go to the relevant course. Then, activate the "Edit Mode Switch" option in the top right corner.

Then click on the week you want to add homework to (e.g. Topic 1).

Review and Grading of Exam Results
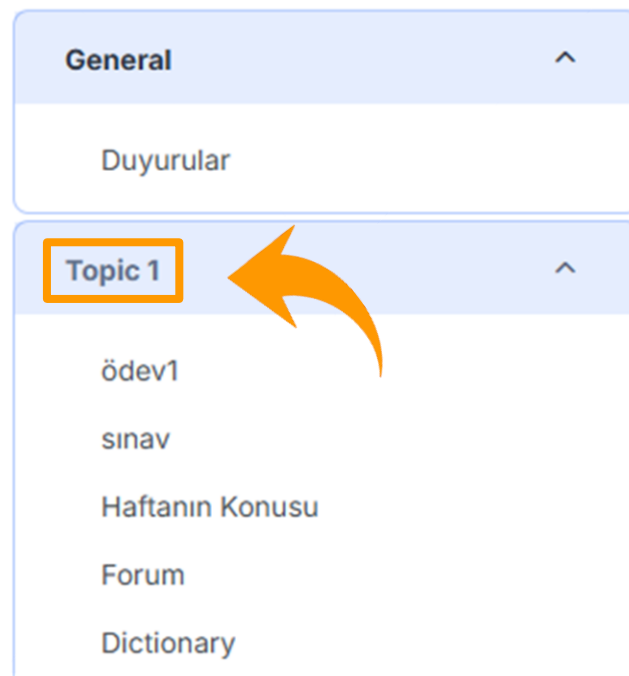
Click "Add an Activity or Resource" from the week you want to add an assignment to.
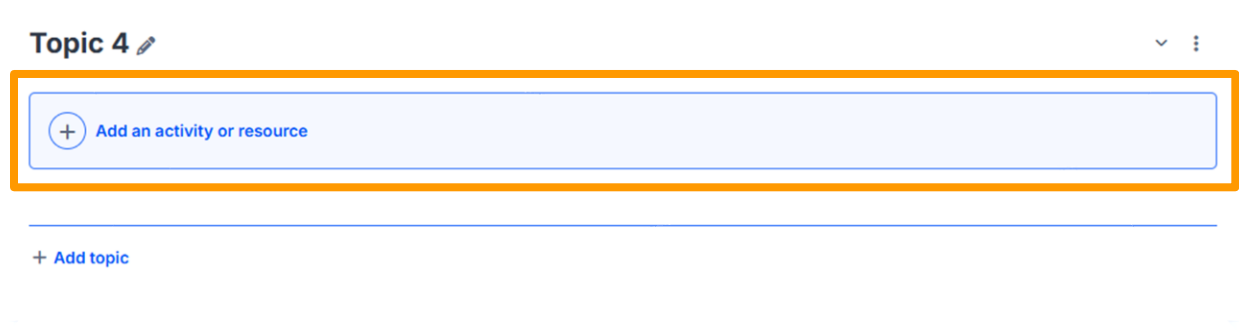
Select the "Assignment" option from the options that appear.
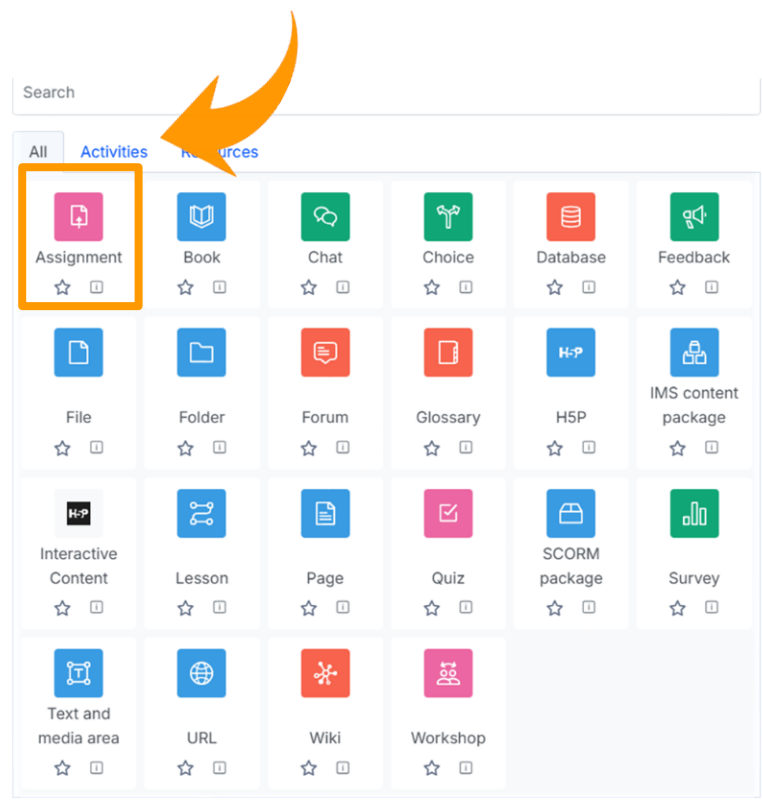
After providing the necessary information for your assignment in the tab that opens, you can complete your process by clicking the "Save and return to course" button at the bottom.

7 – VIEWING HOMEWORK

Log in to Moodle and navigate to the relevant course. From the left menu, open the week of the assignment (for example, "Topic 1"). Click the title of the assignment activity students are uploading to (for example, "ödev1").

On the page that opens, click the "View all submissions" link in the middle. This link will direct you to the student submission screen.

You can see the information of each student in the table that appears:

8 – CREATING A QIZ

This section explains the process of creating a quiz/exam activity and adding questions to it as an instructor in Moodle.

Go to the relevant lesson. Then, activate the "Edit Mode Switch" option in the top right.
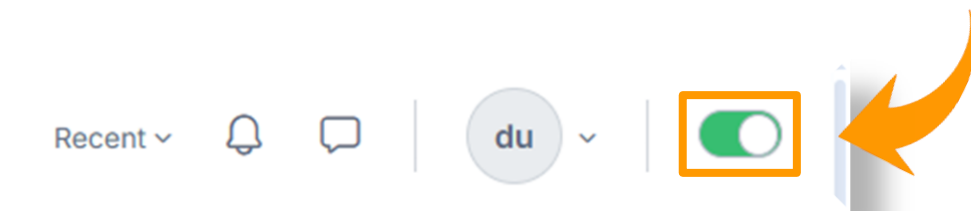
Go to the week/topic you want to add an exam to and click the "Add an Activity or Resource" button.
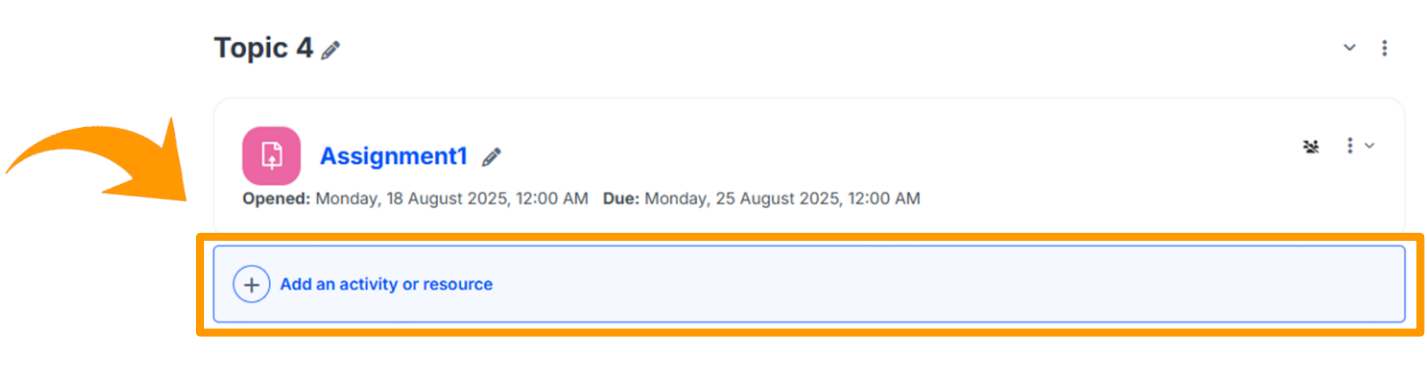
Click on the "Quiz" option from the window that opens.
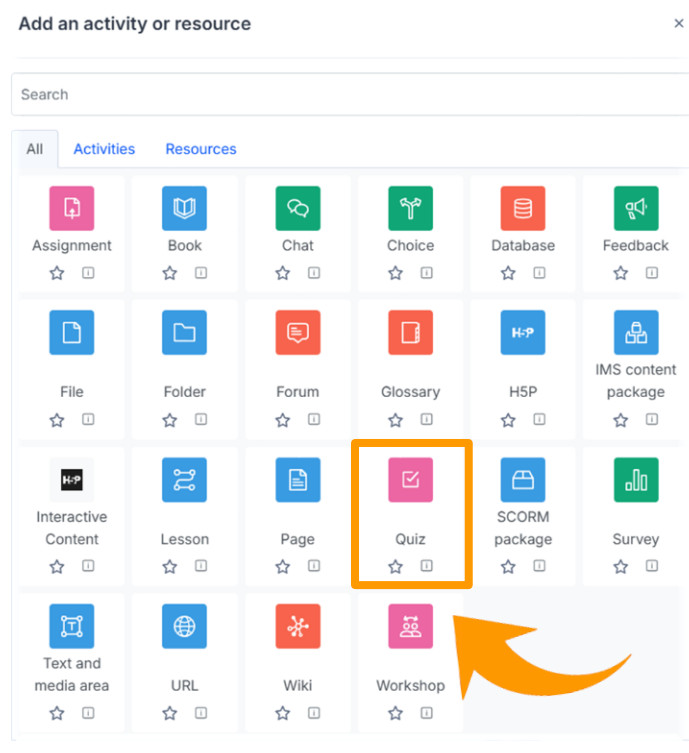
After setting the name, description, starting and end dates of your exam, press the Save button at the end of the page.

9 – ADDING A QUESTION

Click on the name of the exam you created. Then click on the "Add Question" button.
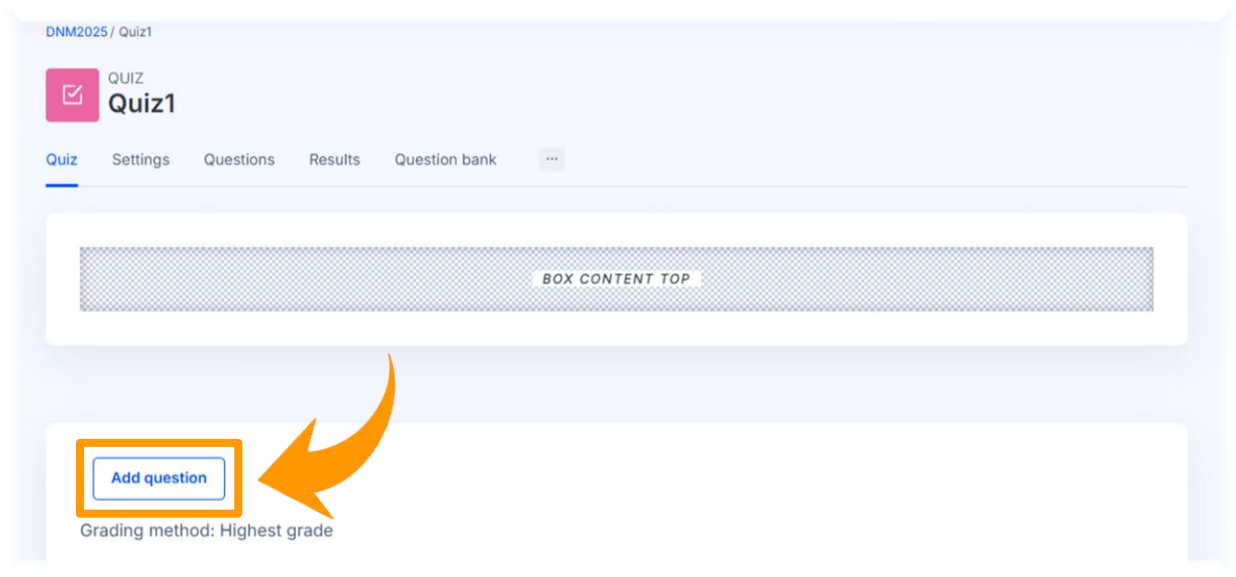
Press the "Save" button on the right side.

Select the question type in the window that opens and then click "Add".

Enter the question text, score, options in the window that opens.

After completing the operations, the reflection of the "Save Changes" button is saved.

10 – FORMATTING THE COURSE

10.1. ADDING A SOURCE

Come to the week where you want to add material and click on a "Add an Activity or Resource" option. In the window that opens, click "Resources" Select the type of resource you prefer. (Eg files)
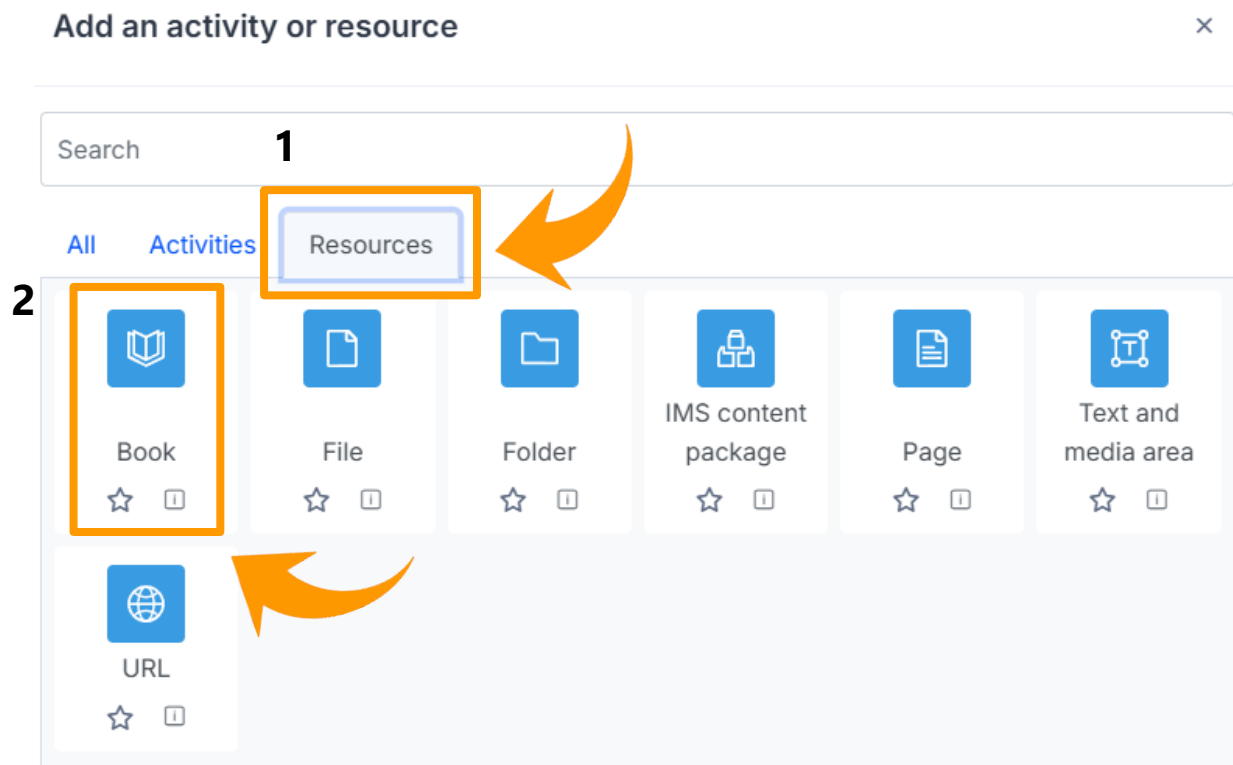
From the page that opens, leaving your file to the drag area and made the necessary settings and click on the "Save" button.

General

Name [i]
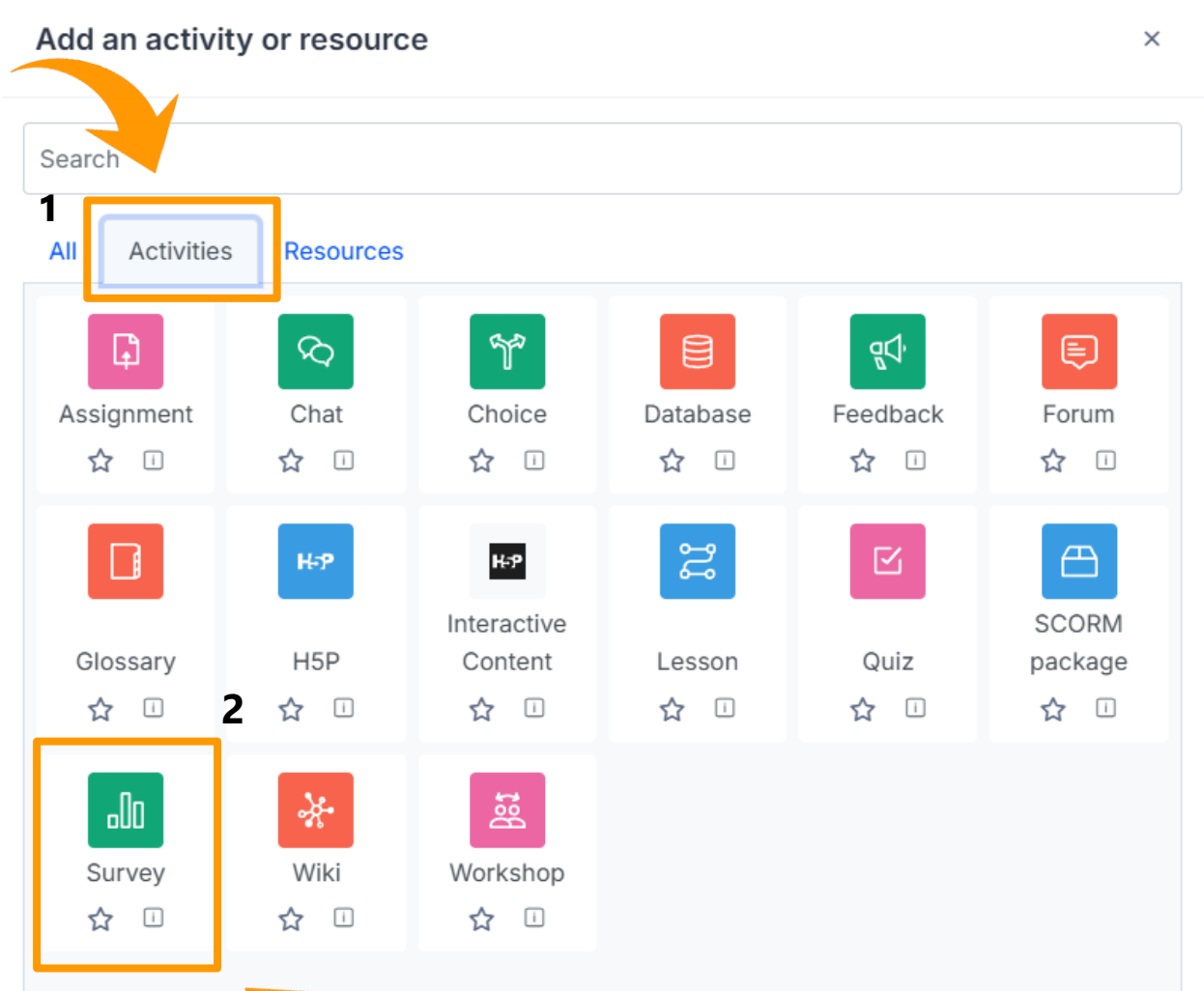
Description

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p   0 words

☐ Display description on course page ⓘ

Select files

⬇
You can drag and drop files here to add them.

Maximum size for new files: 20 MB

Appearance   >

Common module settings   >

Restrict access   >

Completion conditions   >

Tags   >

Competencies   >

☐ Send content change notification ⓘ

Save and return to course   Save and display   Cancel

10.2. ADDING AN ACTIVITY

Come to the week you want to add the event and click "Add an Activity or Resource" option. In the window that opens, click "Activities" Select the type of activity you prefer. (For example survey (ready -scale))

After making the necessary settings for the survey from the page that opens, click the "Save" button.

📊 Adding a new Survey to Topic 4 ⓘ

Expand all

General

Name ⓘ

Survey type ⓘ ❓   Choose... ⌄

Description

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p   0 words

Common module settings   ›

Restrict access   ›

Completion conditions   ›

Tags   ›

Competencies   ›

☐ Send content change notification ❓

**Save and return to course**   **Save and display**   Cancel

11 – GRANTING THE RIGHT TO TAKE AN EXAM TO A STUDENT WHO FAILED THE EXAM

Your students may fall from the exam for various reasons during the exam, or may not take the exam at all. In such a case, in order not to create an opportunity, you should give your student the right to exam again. To do this, after clicking on the relevant exam, click on the three –point icon in the right corner and then "overrides" option.
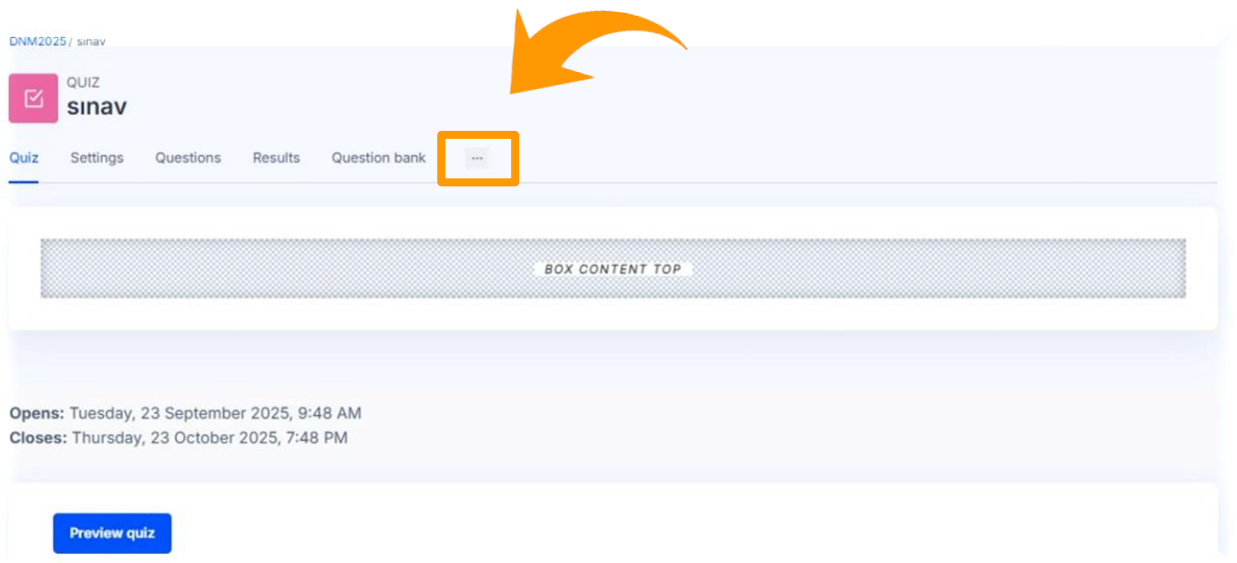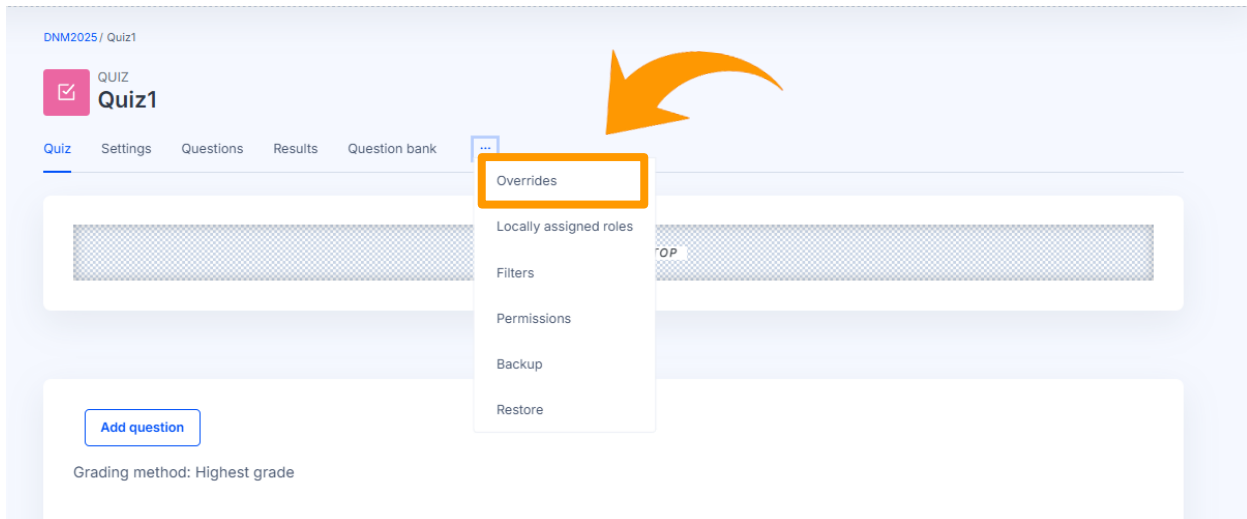
Then click on the "Add user override" button to add the selection by typing the name–surname of the relevant student in the search box in the window opened.
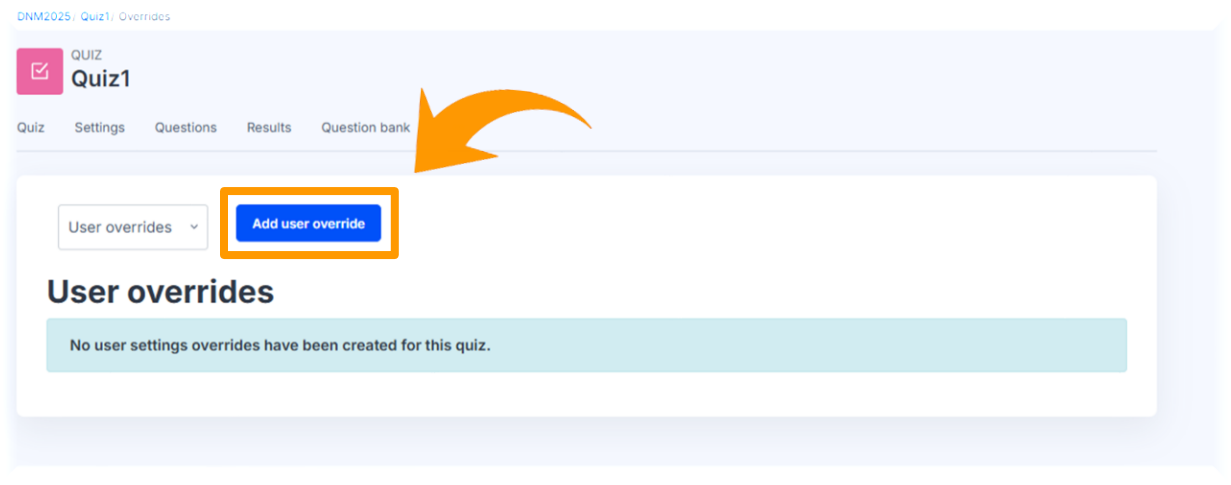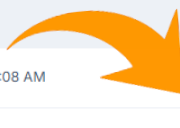
If you want the student to take the exam, make the necessary adjustments from the "Start the Exam" and "Finish the Exam" section. Then enter the limit that the student can re-apply to the "re -application permit" section and press the "Save" button. In this way, you will give your student a re - application permission during the time determined. You can update the settings you have specified by clicking on the wheel icon under the "Action" option.

12 – SCORING AND NOTING

To score the exam, enter the highest grade of the exam from the exam editing screen questions menu and press the Save button.
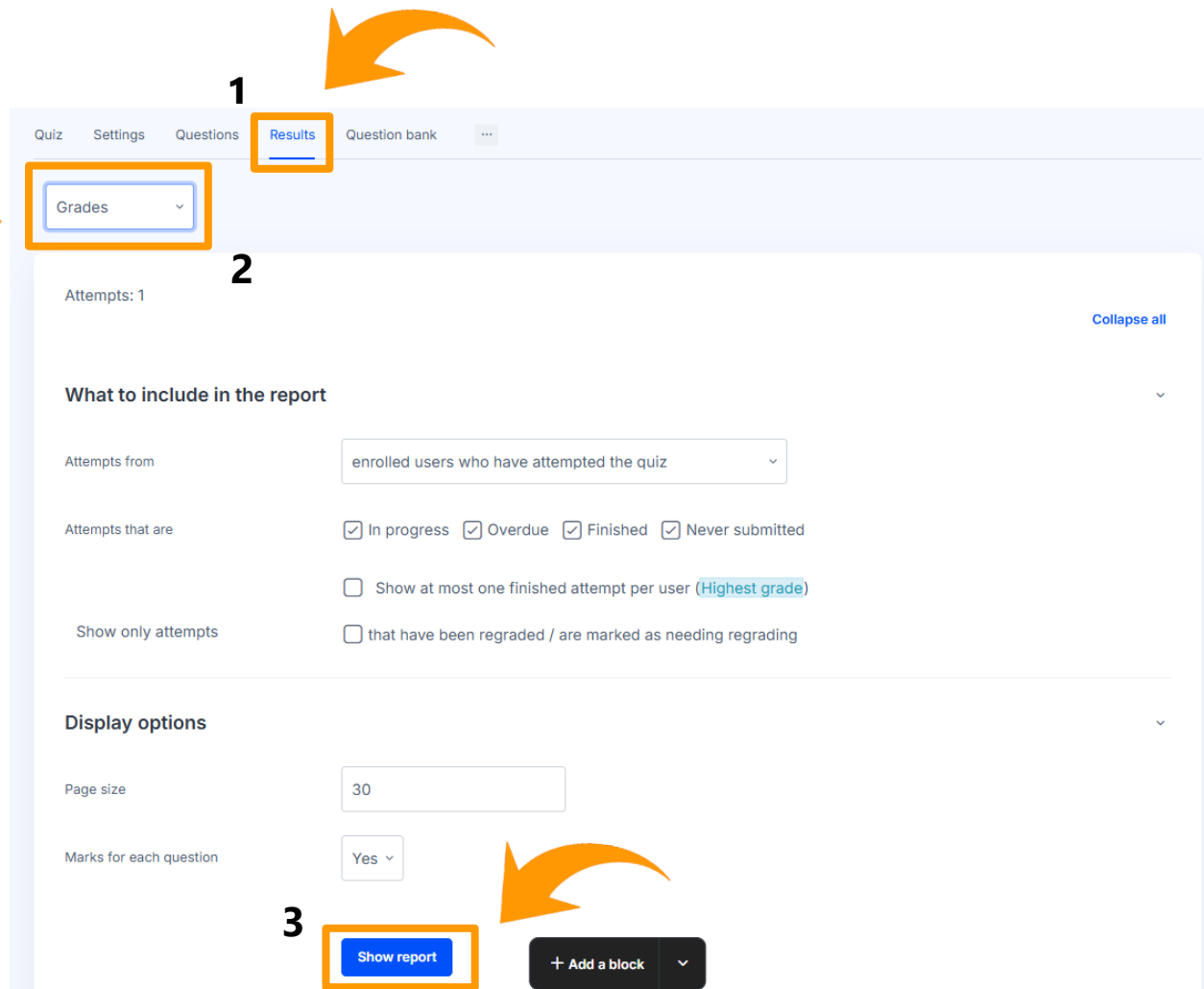

🖉 Click the icon to enter the problem and press the enter key. Repeat this process for each other question.

13 – REVIEW AND GRADING OF EXAM RESULTS

To access exam results, you can create a report by clicking the "Create a report" button for "Grades," "Answers," and "Exam Statistics" from the "Results" menu of the relevant exam. You can also perform these operations from the "Manual Grading" menu.