

IZMIR INSTITUTE OF TECHNOLOGY

Distance Education Application and Research Center

# CLOUD-LMS (Learning Management System)

Content  
Management for  
Instructors

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# 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.

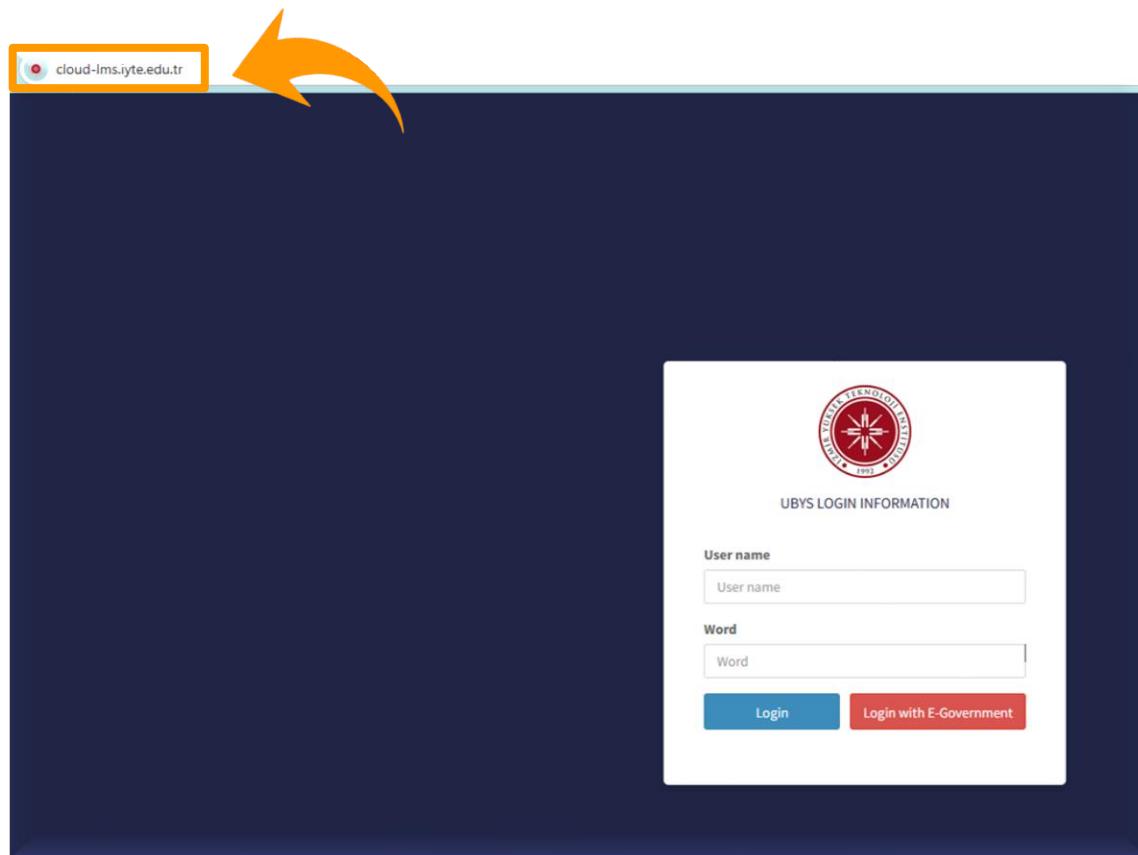
**With Cloud-LMS;**

- 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.

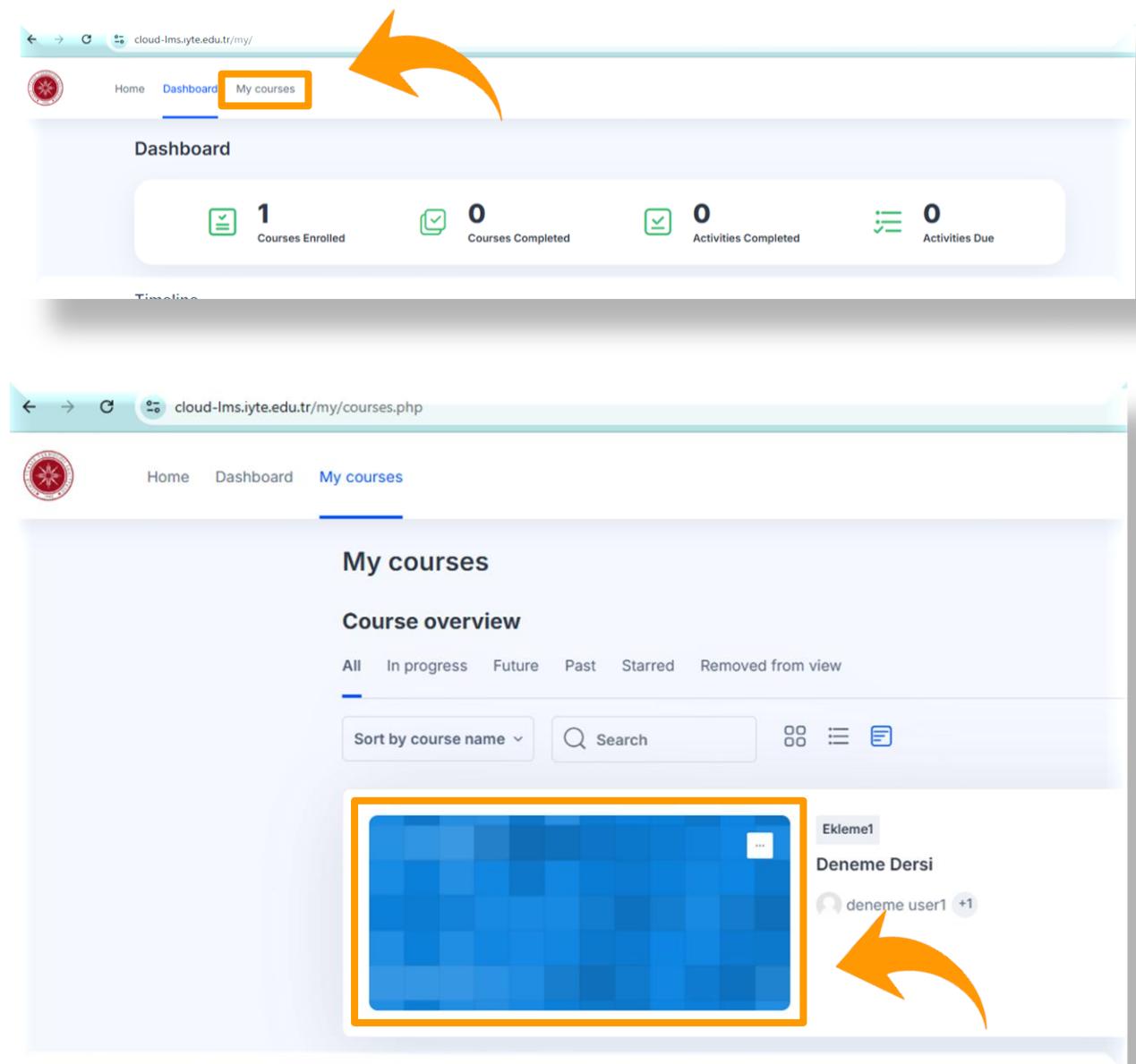
## 2 - LOGIN TO THE SYSTEM

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

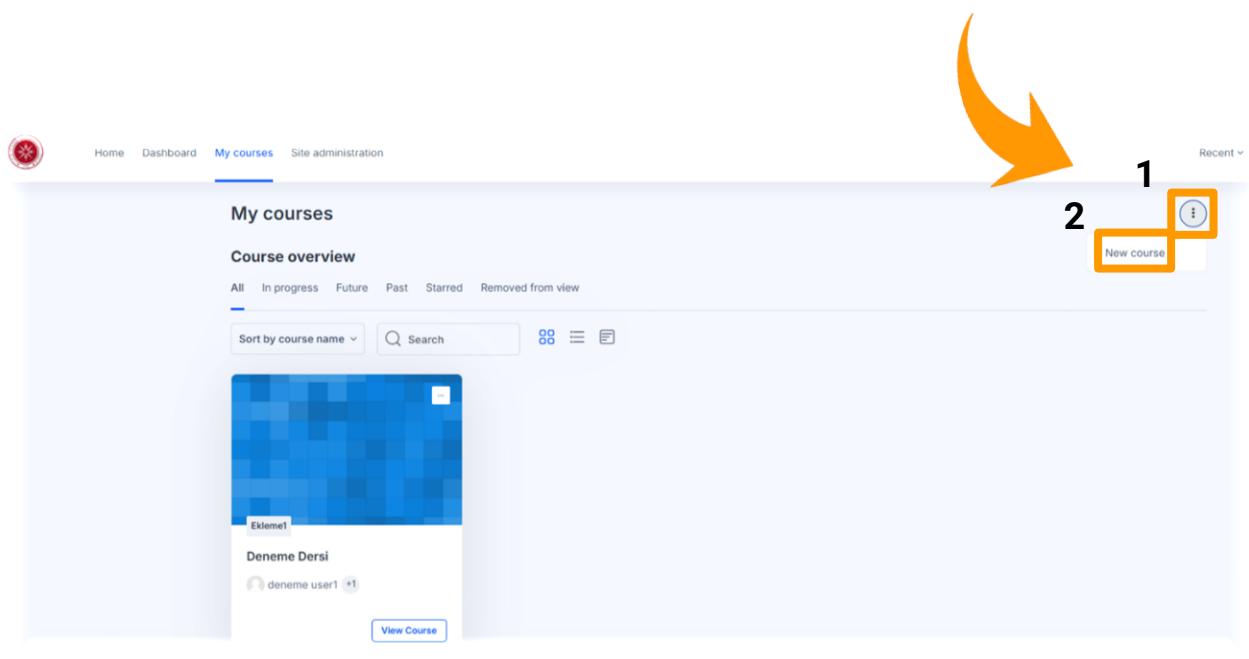
After logging in, you can access the course content by selecting the "View Course" option from the "My Courses" menu.



The image consists of two screenshots of a web-based learning management system (LMS) interface. The top screenshot shows the 'Dashboard' page. The navigation bar at the top includes 'Home', 'Dashboard', and 'My courses', with 'My courses' highlighted by a yellow box and a large orange arrow pointing to it. Below the navigation bar, the word 'Dashboard' is displayed. A summary section shows four metrics: '1 Courses Enrolled' (with a person icon), '0 Courses Completed' (with a checkmark icon), '0 Activities Completed' (with a checkmark icon), and '0 Activities Due' (with a checkmark icon). The bottom screenshot shows the 'My courses' page. The navigation bar at the top includes 'Home', 'Dashboard', and 'My courses'. Below the navigation bar, the word 'My courses' is displayed. A 'Course overview' section includes a filter menu with 'All', 'In progress', 'Future', 'Past', 'Starred', and 'Removed from view'. Below this is a search bar with 'Sort by course name' and a 'Search' button. A list of courses is shown, with the first course, 'Deneme Dersi', highlighted by a yellow box and a large orange arrow pointing to the 'View Course' button on the right side of the card. The course card also displays 'Ekleme1' and 'deneme user1 +1'.

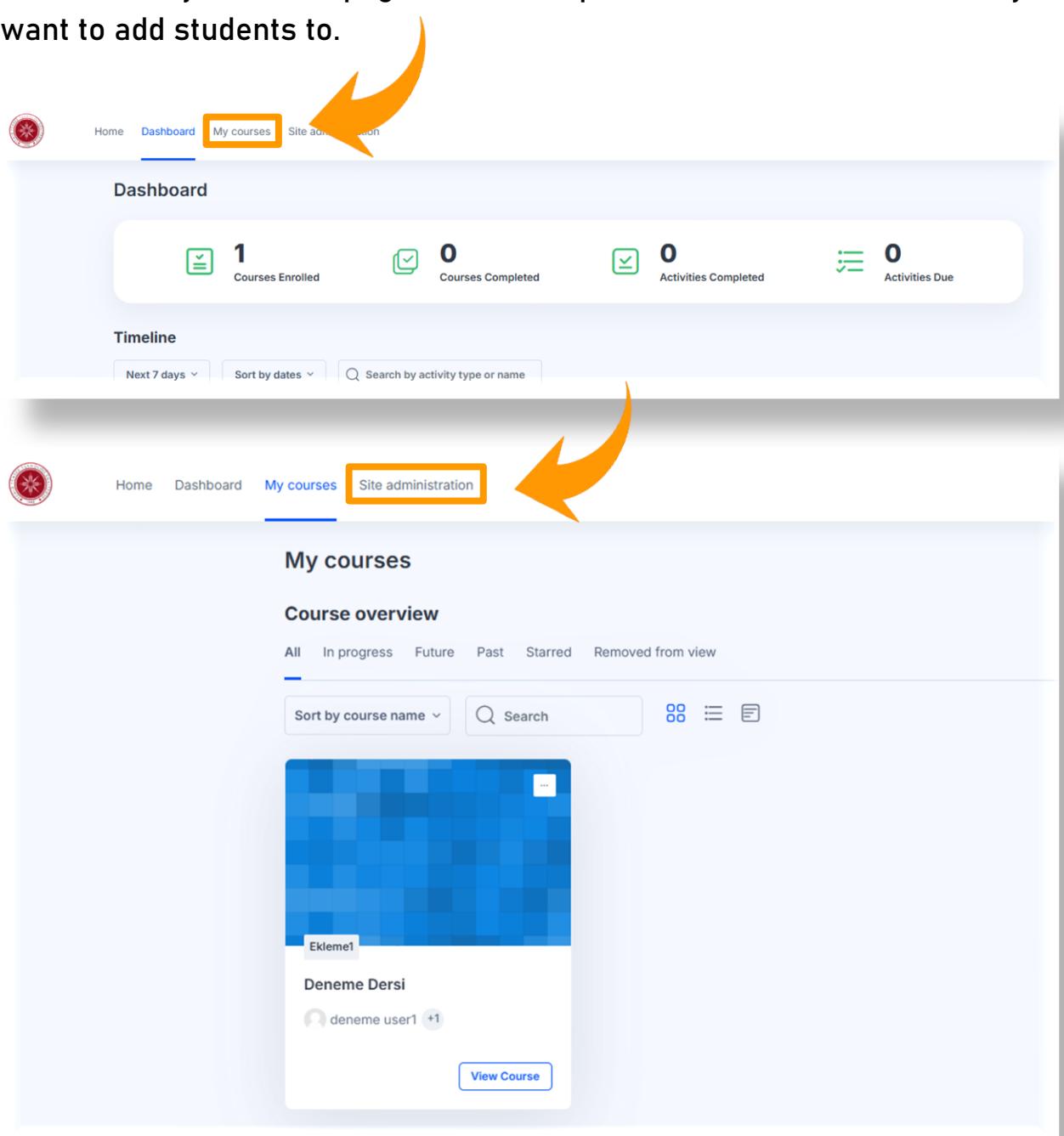
## 4 - ADDING A COURSE

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.



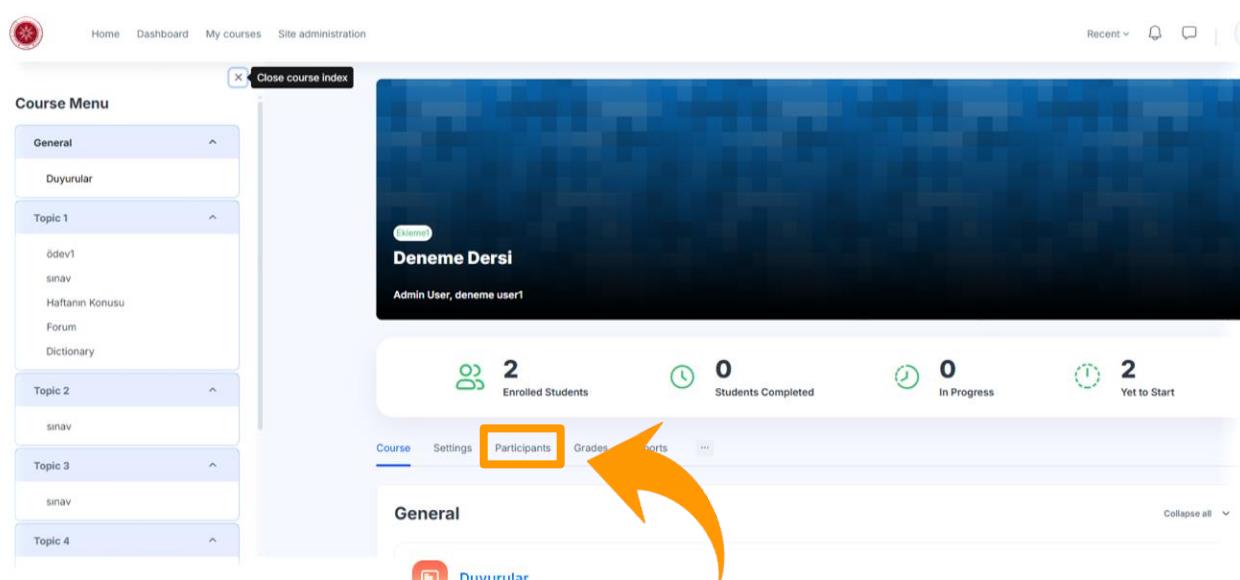
# 5 - ADDING STUDENT

Go to the “My Courses” page from the top menu and select the course you want to add students to.



The screenshots illustrate the steps to add a student to a course. In the first screenshot, the user is on the Dashboard, and the 'My courses' link in the top navigation bar is highlighted with a yellow box and an orange arrow. In the second screenshot, the user is on the 'My courses' page, and the 'Site administration' link in the top navigation bar is highlighted with a yellow box and an orange arrow.

Select “Participants” from the drop-down menu.



Course Menu

- General
- Duyurular
- Topic 1
  - ödev1
  - sinav
  - Haftanın Konusu
  - Forum
  - Dictionary
- Topic 2
  - sinav
- Topic 3
  - sinav
- Topic 4
  - sinav

Course Index

**Deneme Dersi**

Admin User, deneme user1

Enrolled Students: 2

Students Completed: 0

In Progress: 0

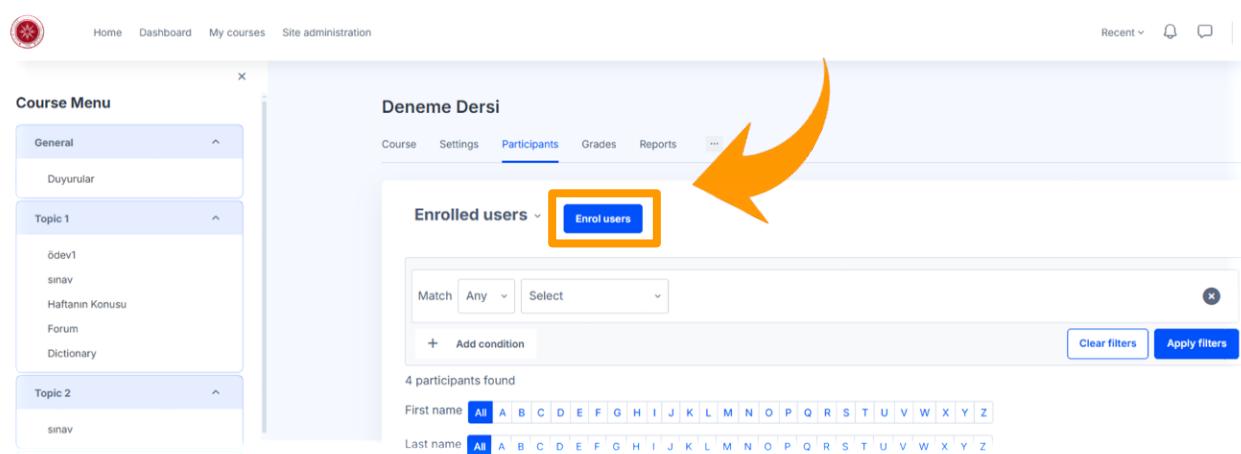
Yet to Start: 2

Course Settings Participants Grades Reports

General

Duyurular

Click the “Enrol users” button in the middle.



Course Menu

- General
- Duyurular
- Topic 1
  - ödev1
  - sinav
  - Haftanın Konusu
  - Forum
  - Dictionary
- Topic 2
  - sinav

Deneme Dersi

Course Settings Participants Grades Reports

Enrolled users

Enrol users

Match: Any Select

Add condition

Clear filters Apply filters

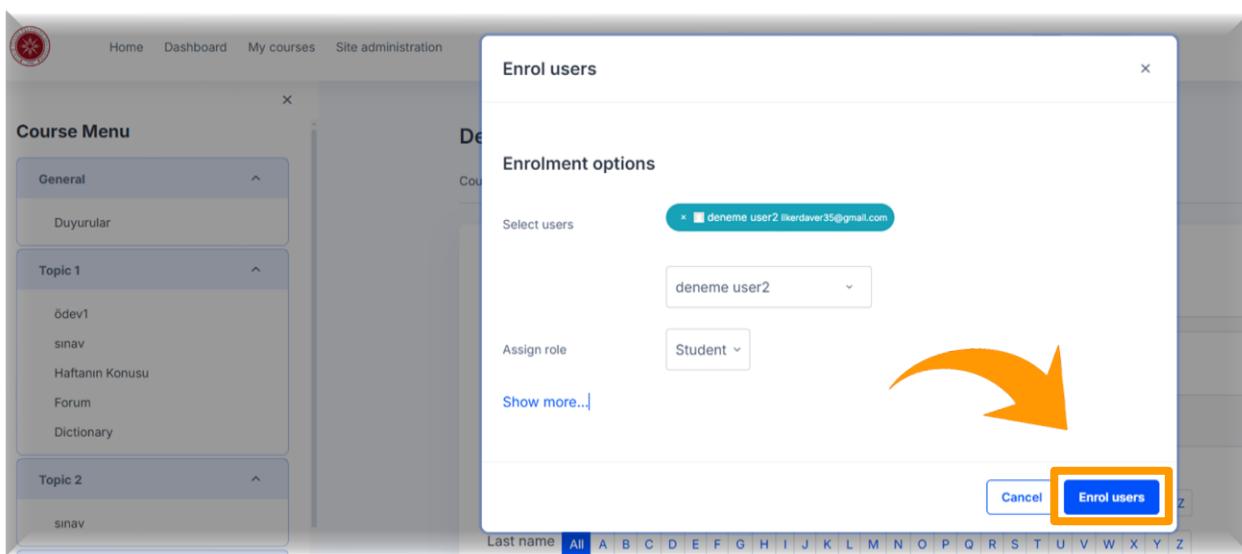
4 participants found

First name: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Last name: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

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.



Course Menu

General

Duyurular

Topic 1

ödev1

sinav

Haftanın Konusu

Forum

Dictionary

Topic 2

sinav

Enrol users

Enrolment options

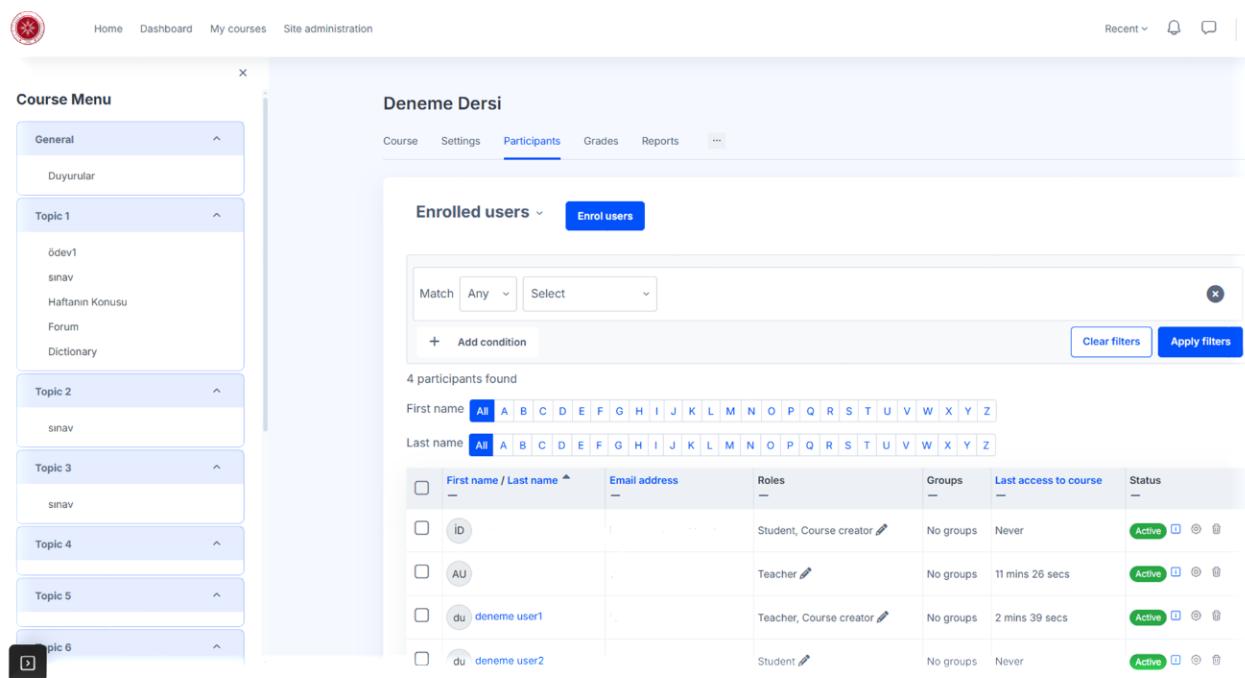
Select users: deneme user2 lkerdaver35@gmail.com

Assign role: Student

Show more...

Last name: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Cancel Enrol users



Course Menu

General

Duyurular

Topic 1

ödev1

sinav

Haftanın Konusu

Forum

Dictionary

Topic 2

sinav

Topic 3

sinav

Topic 4

Topic 5

Topic 6

Deneme Dersi

Course Settings Participants Grades Reports ...

Enrolled users Enrol users

Match: Any Select

+ Add condition Clear filters Apply filters

4 participants found

First name / Last name	Email address	Roles	Groups	Last access to course	Status
—	—	—	—	—	—
id	—	Student, Course creator	No groups	Never	Active
AU	—	Teacher	No groups	11 mins 26 secs	Active
du deneme user1	—	Teacher, Course creator	No groups	2 mins 39 secs	Active
du deneme user2	—	Student	No groups	Never	Active

# 6 - CREATING AND VIEWING ASSIGNMENTS

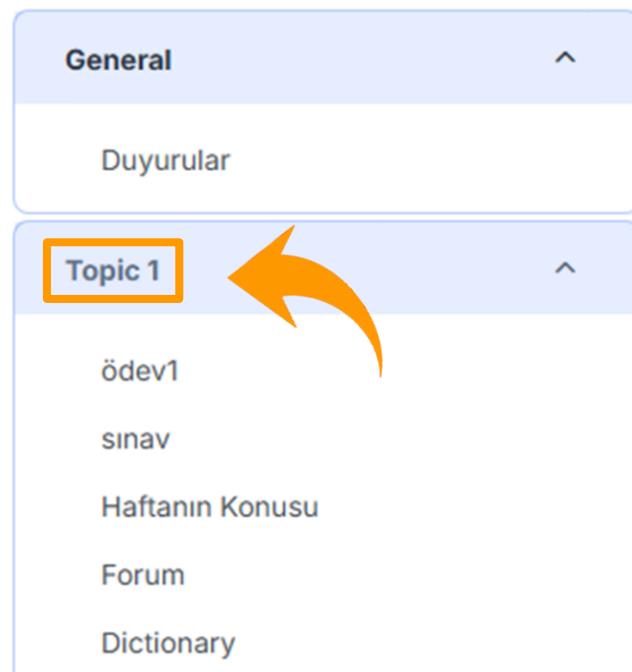
Log in to Moodle and go to the relevant course. Then, activate the "Edit Mode Switch" option in the top right corner.



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

Review and Grading of Exam Results

## Course Menu



General

Duyurular

Topic 1

ödev1

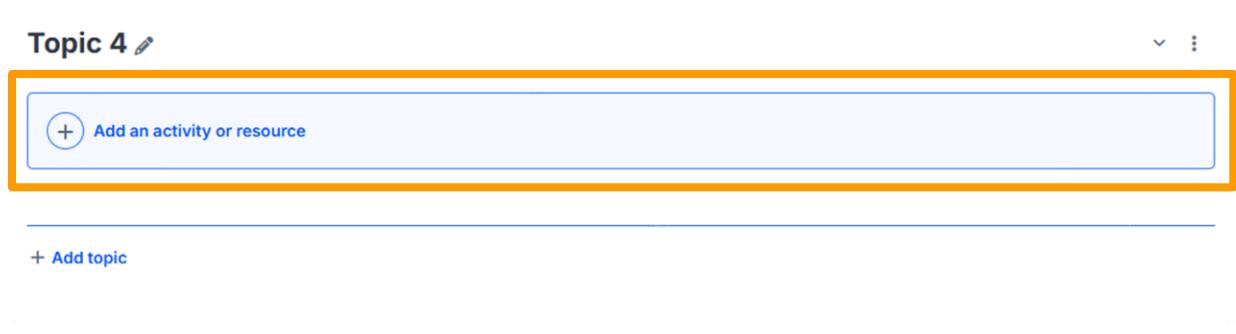
sınav

Haftanın Konusu

Forum

Dictionary

Click "Add an Activity or Resource" from the week you want to add an assignment to.

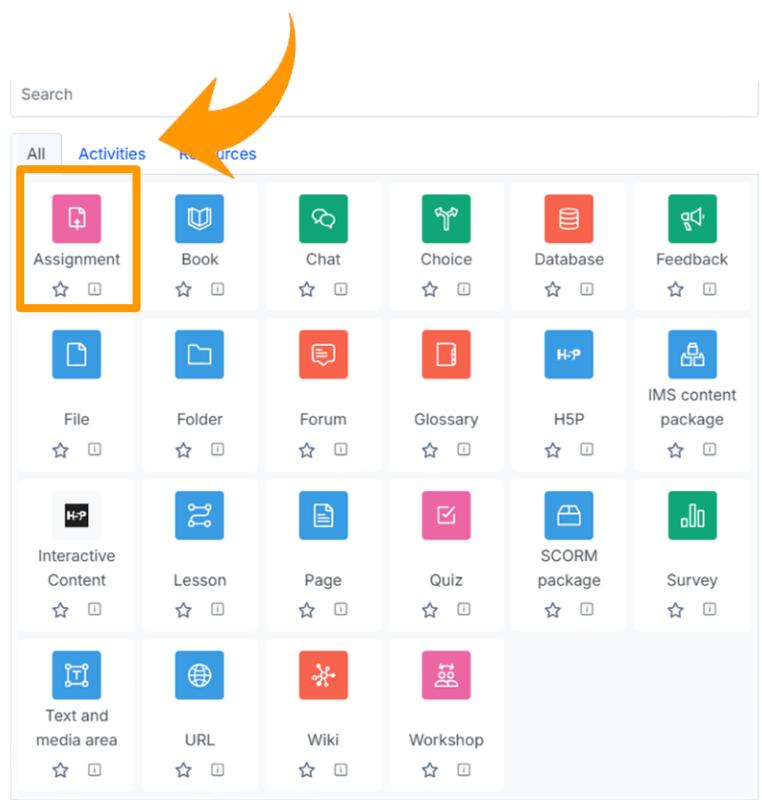


Topic 4

Add an activity or resource

+ Add topic

Select the “Assignment” option from the options that appear.



Search

All Activities Resources

Assignment	Book	Chat	Choice	Database	Feedback
File	Folder	Forum	Glossary	H5P	IMS content package
Interactive Content	Lesson	Page	Quiz	SCORM package	Survey
Text and media area	URL	Wiki	Workshop		

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.

#### Adding a new Assignment to Topic 4

[Expand all](#)

##### General

Assignment name

##### Description

Edit View Insert Format Tools Table Help



## 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").

### Course Menu

General

Duyurular

Topic 1

ödev1

sinav

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

DNM2025 / Assignment1

 **ASSIGNMENT**  
**Assignment1**

[Assignment](#) [Settings](#) [Advanced grading](#) [...](#)

BOX CONTENT TOP

Opened: Monday, 18 August 2025, 12:00 AM  
Due: Monday, 25 August 2025, 12:00 AM

[View all submissions](#)

[Grade](#)

Grading summary



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

## Submissions

Grading action [Choose...](#)

First name [All](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

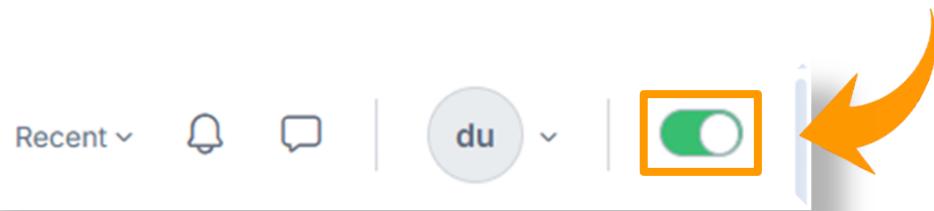
Last name [All](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

Select	User picture	First name / Last name	Email address	Status	Grade	Edit	Last modified (submission)	File submissions	Submission comments	Last modified (grade)	Feedback comments
<input type="checkbox"/>		—	—	—	—	<a href="#">Edit</a>	—	—	—	—	—
<input type="checkbox"/>		id	—	No submission	<a href="#">Grade</a>	<a href="#">Edit</a>	—	—	—	—	—
<input type="checkbox"/>		du	—	No submission	<a href="#">Grade</a>	<a href="#">Edit</a>	—	—	—	—	—

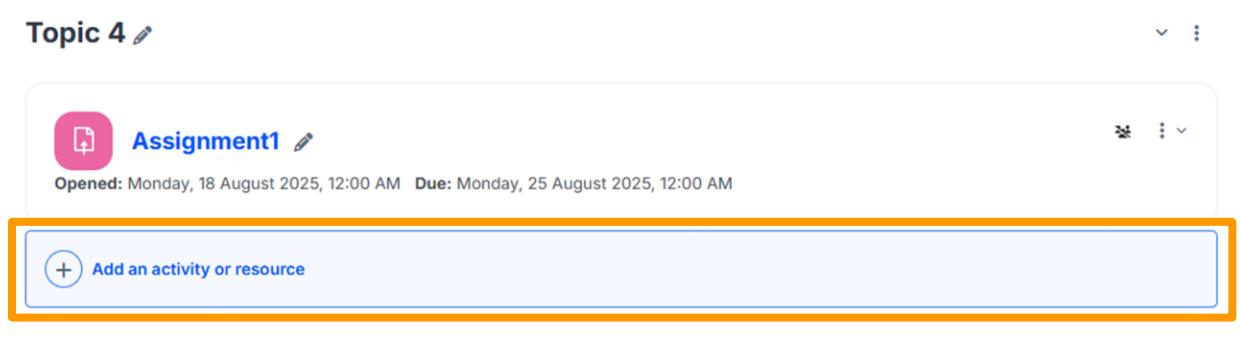
# 8 – CREATING A QUIZ

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

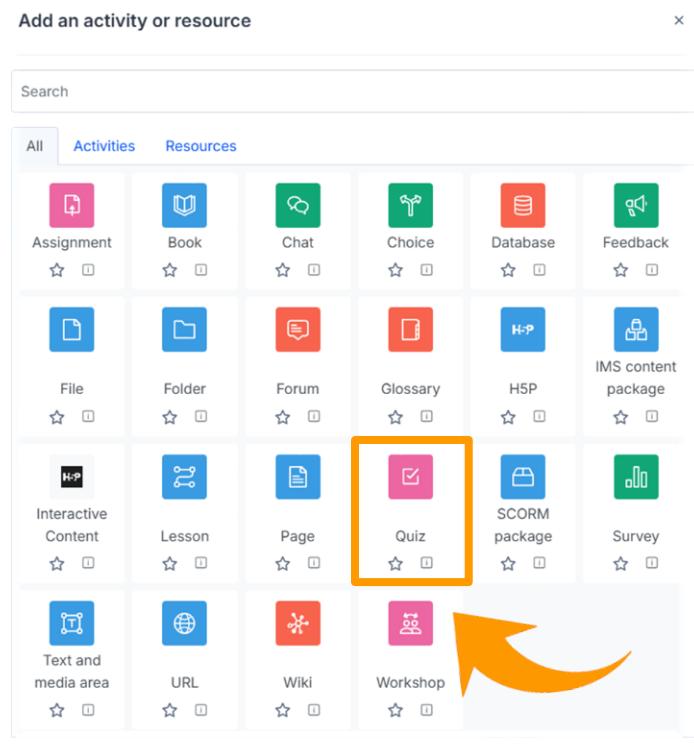
Go to the relevant lesson. Then, activate the "Edit Mode Switch" option in the top right.



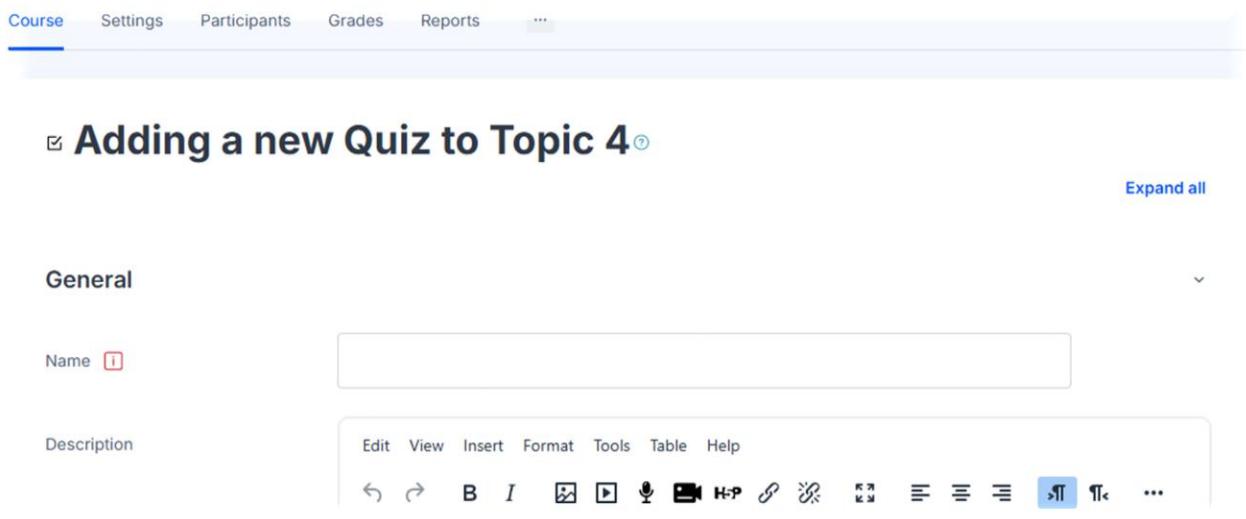
Go to the week/topic you want to add an exam to and click the "Add an Activity or Resource" button.

A screenshot of a Moodle topic page titled 'Topic 4'. It shows an 'Assignment1' activity and a button labeled '+ Add an activity or resource'. The '+ Add an activity or resource' button is highlighted with a large orange arrow pointing to it.

Click on the "Quiz" option from the window that opens.



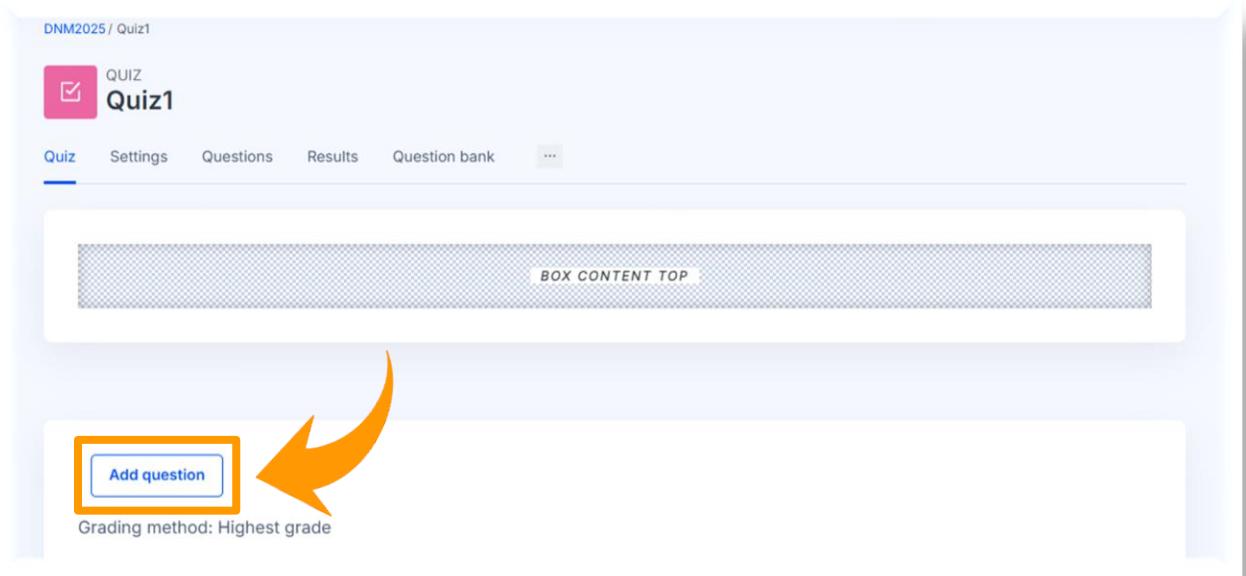
After setting the name, description, starting and end dates of your exam, press the Save button at the end of the page.



The screenshot shows a configuration interface for adding a new quiz. At the top, there is a navigation bar with 'Course', 'Settings', 'Participants', 'Grades', 'Reports', and a '...' button. Below this is a title 'Adding a new Quiz to Topic 4' with an 'Expand all' link. The main area is titled 'General'. It has a 'Name' field which is currently empty. Below the name field is a rich text editor with a toolbar containing various icons for text formatting and media insertion.

# 9 - ADDING A QUESTION

Click on the name of the exam you created. Then click on the "Add Question" button.



DNM2025 / Quiz1

QUIZ Quiz1

Quiz Settings Questions Results Question bank ...

BOX CONTENT TOP

Add question

Grading method: Highest grade

Press the "Save" button on the right side.

## Questions

Questions: 0 | This quiz is open

[Repaginate](#)

[Select multiple items](#)



Maximum grade 10.00

[Save](#)

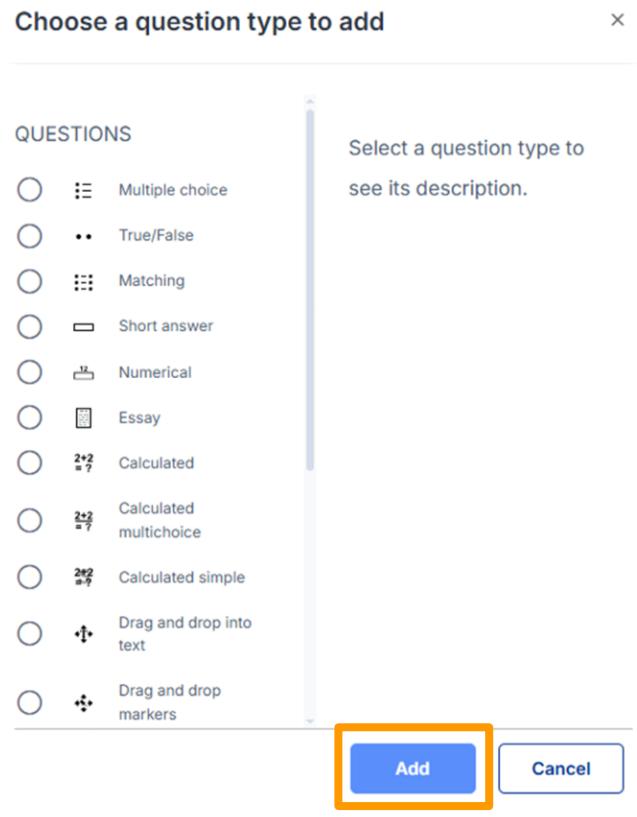
Total of marks: 0.00

Shuffle ?

[Add](#) ▾



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



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

## Adding a Multiple choice question

[Expand all](#)

### General

Category

Default for Quiz1

Question name 

Question text 

Edit View Insert Format Tools Table Help



p

0 words 

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

Combined feedback 

Multiple tries 

Tags 

[Save changes and continue editing](#)



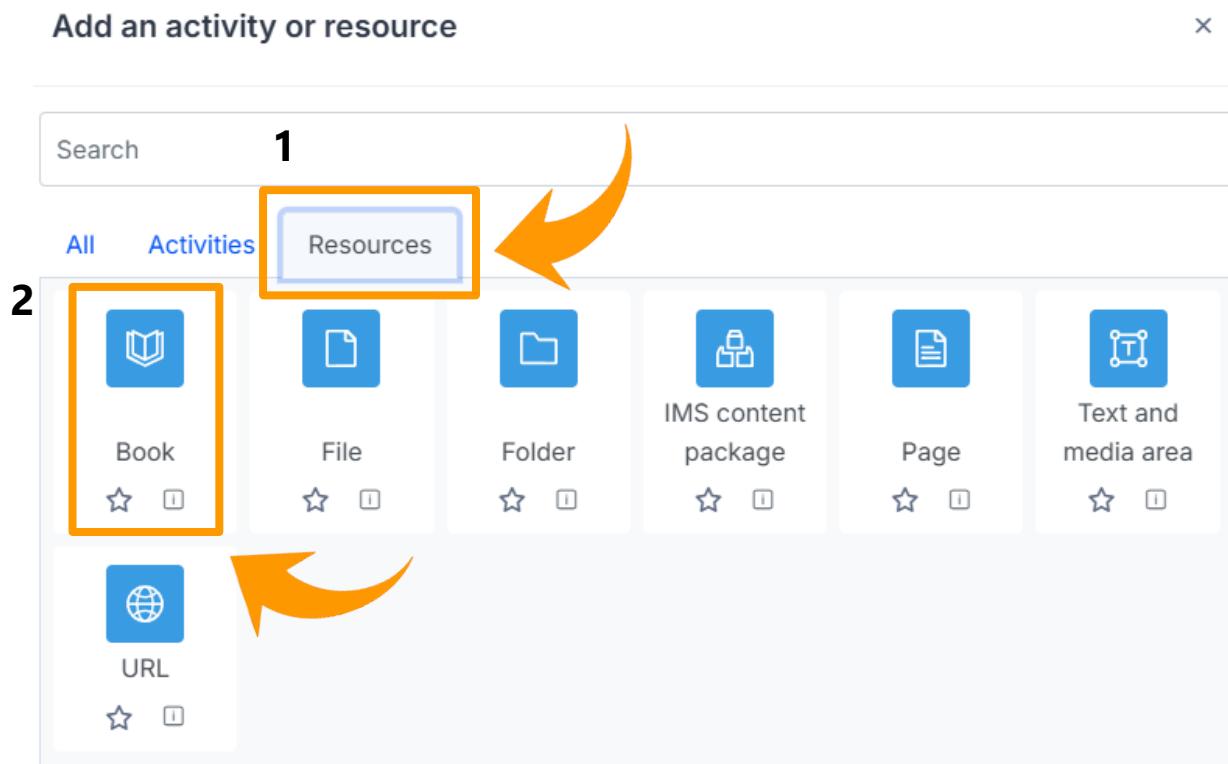
[Save changes](#)

[Cancel](#)

# 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

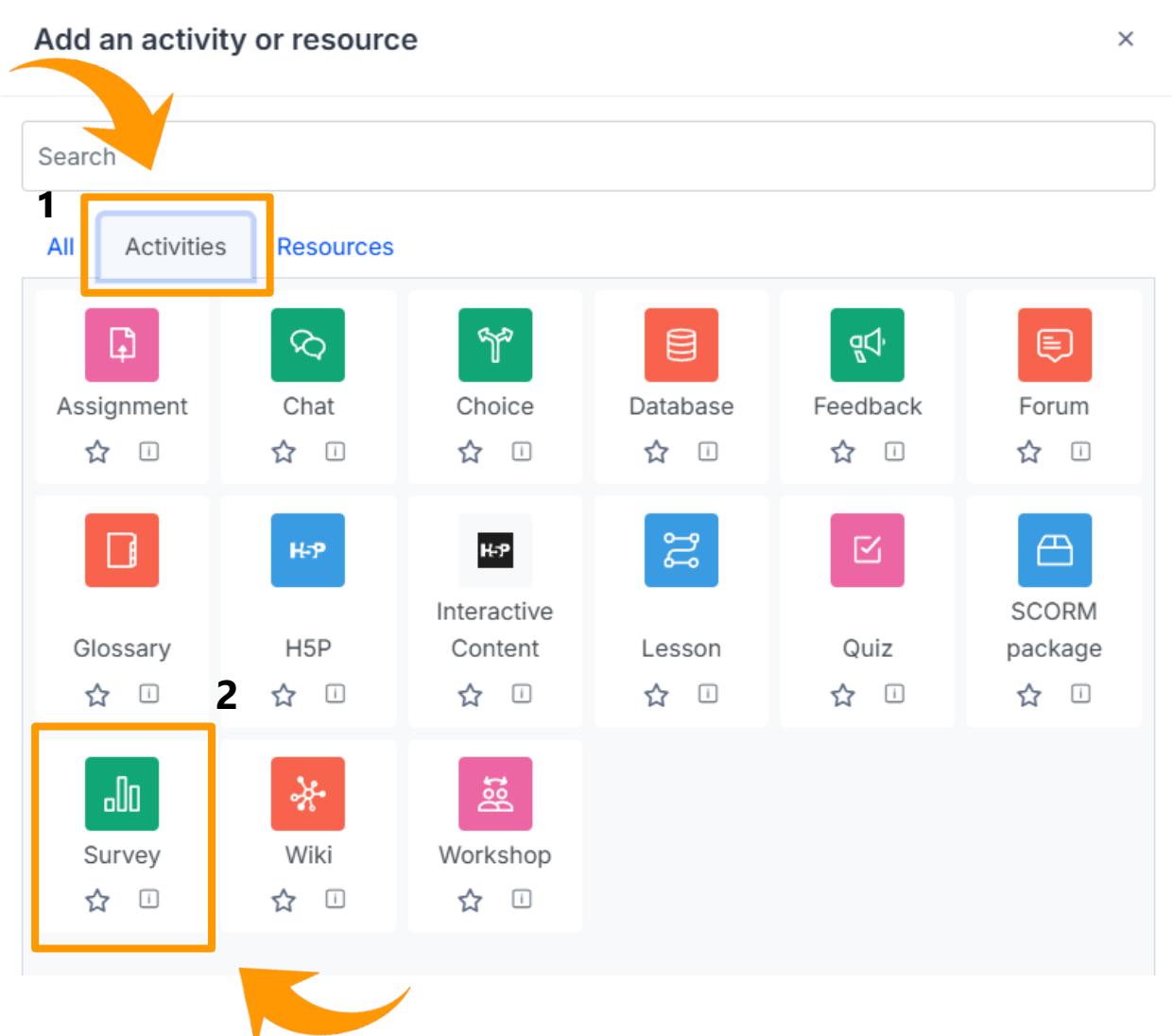
Description

Edit View Insert Format Tools Table Help

← → B I                      <img alt="list icon" data-bbox="4675

## 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

Edit View Insert Format Tools Table Help



P

0 words

### Common module settings

### Restrict access

### Completion conditions

### Tags

### Competencies

Send content change notification ?



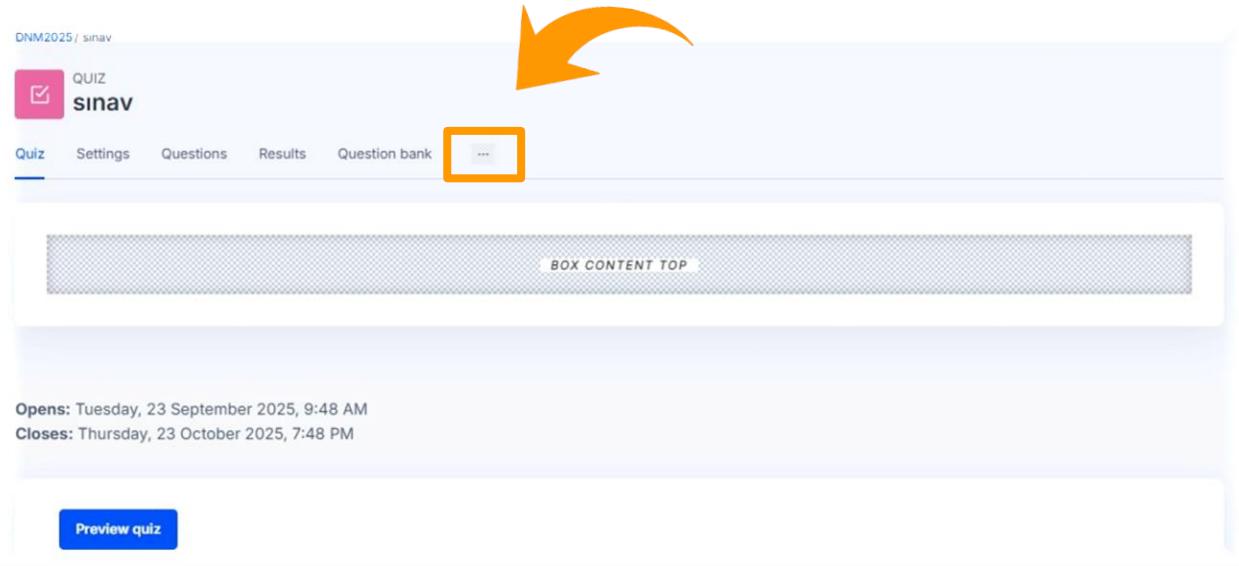
**Save and return to course**

Save and display

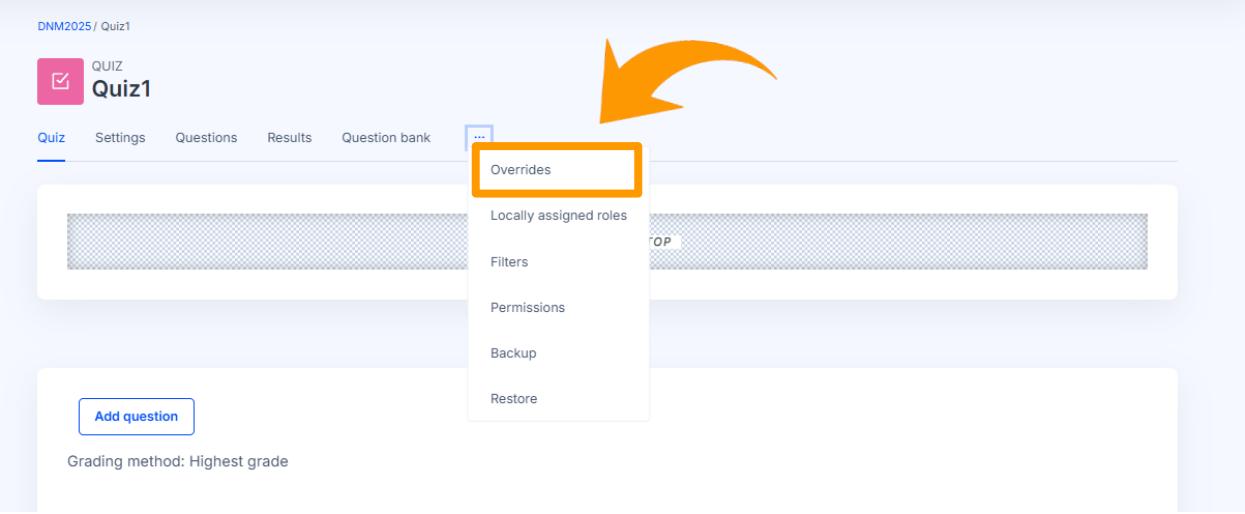
Cancel

# 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.



The screenshot shows a quiz management interface for 'DNM2025 / sınav'. The top navigation bar includes 'Quiz', 'Settings', 'Questions', 'Results', 'Question bank', and a three-dot menu. The 'Quiz' tab is selected. A large orange arrow points to the three-dot menu icon in the top right corner of the 'Question bank' section. Below the menu, a greyed-out box contains the text 'BOX CONTENT TOP'. At the bottom, it shows 'Opens: Tuesday, 23 September 2025, 9:48 AM' and 'Closes: Thursday, 23 October 2025, 7:48 PM'. A blue 'Preview quiz' button is at the bottom left.



DNM2025 / Quiz1

QUIZ Quiz1

Quiz Settings Questions Results Question bank

Overrides

Locally assigned roles

Filters

Permissions

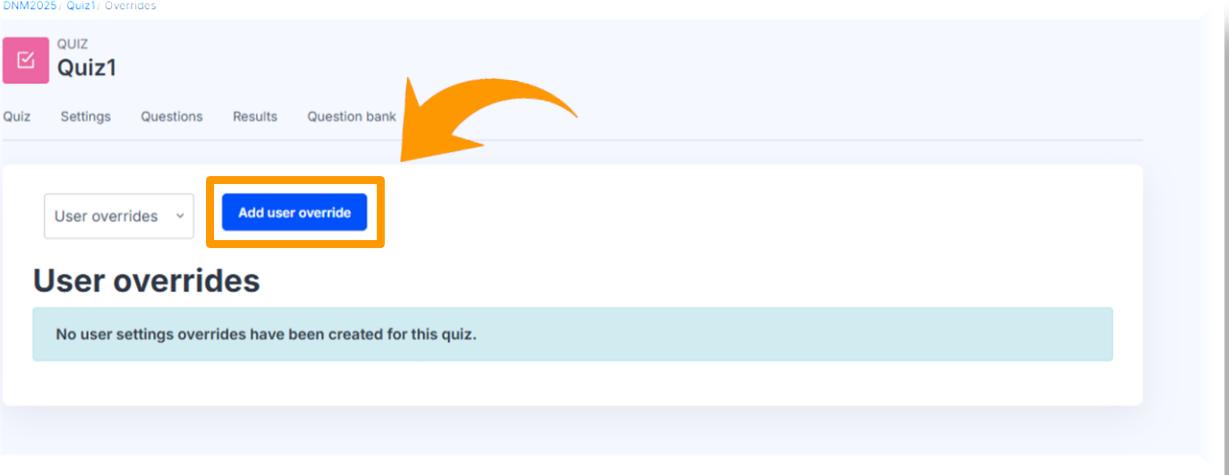
Backup

Restore

Add question

Grading method: Highest grade

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.



DNM2025 / Quiz1 / Overrides

QUIZ Quiz1

Quiz Settings Questions Results Question bank

User overrides

Add user override

User overrides

No user settings overrides have been created for this quiz.

Override

Override user 

Search 

Require password 

Click to enter text 

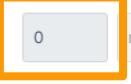
Open the quiz 

Enable 18 August 2025 10 07 

Close the quiz 

Enable 18 August 2025 10 07 

Time limit 

0 minutes   Enable 

Attempts allowed 

Unlimited 

**Revert to quiz defaults**

**Save** **Save and enter another override** **Cancel**

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.

User overrides  Add user override

**User overrides**

User	Email address	Overrides	Action
deneme user2	ilkerdaver35@gmail.com	Quiz opens: Monday, 18 August 2025, 10:08 AM Quiz closes: Monday, 18 August 2025, 10:08 AM	  

## 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.

Maximum grade  

Total of marks: 110.00

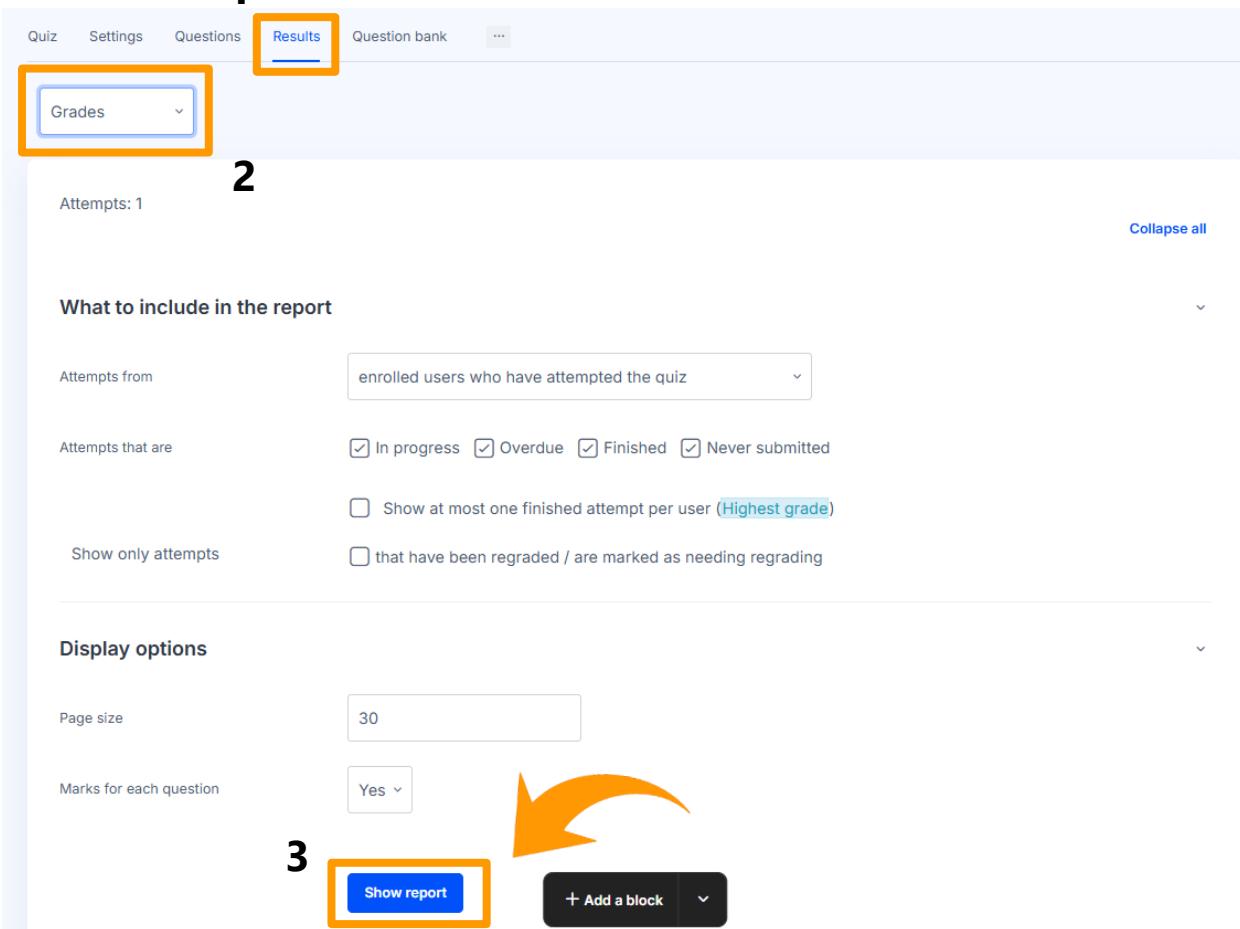
Shuffle 

 10.00 

 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.



1

2

3

What to include in the report

Attempts from: enrolled users who have attempted the quiz

Attempts that are:  In progress  Overdue  Finished  Never submitted  
 Show at most one finished attempt per user (Highest grade)

Show only attempts:  that have been regraded / are marked as needing regrading

Display options

Page size: 30

Marks for each question: Yes

Show report

+ Add a block