

İZMİR 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.

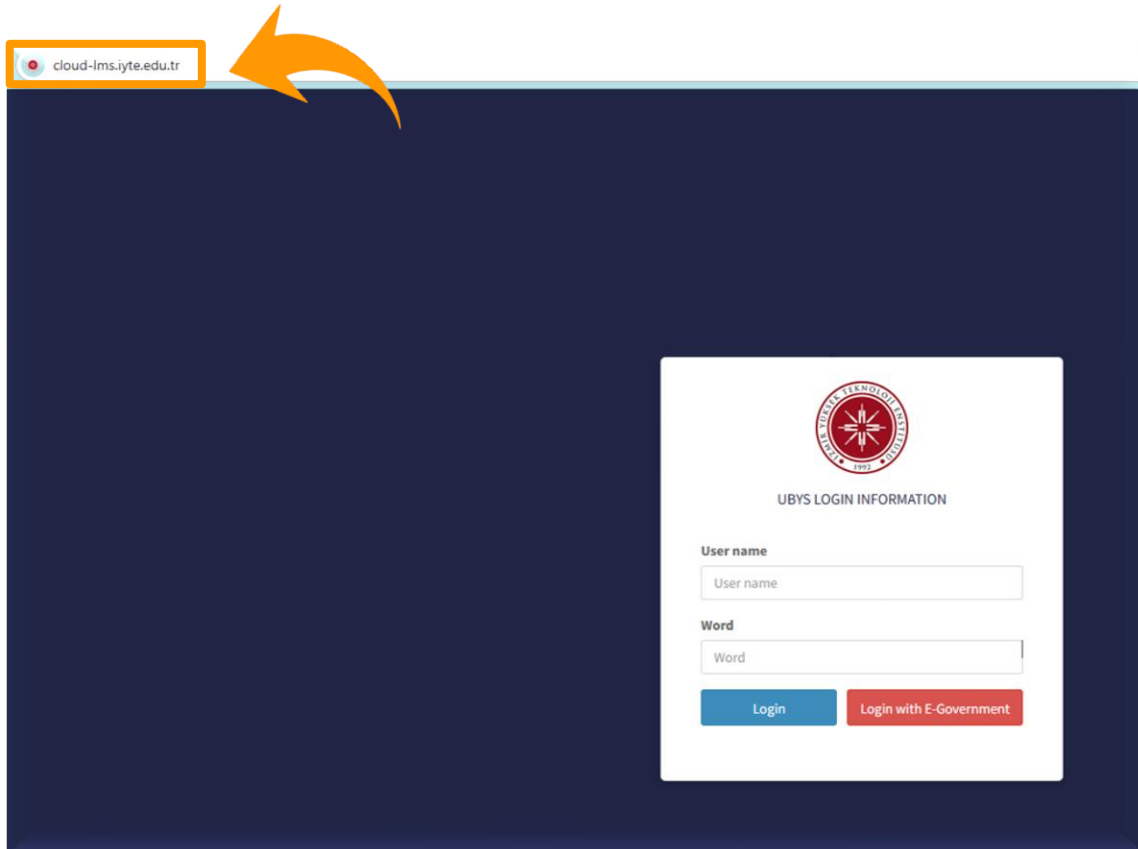
With Cloud-LMS;

- 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

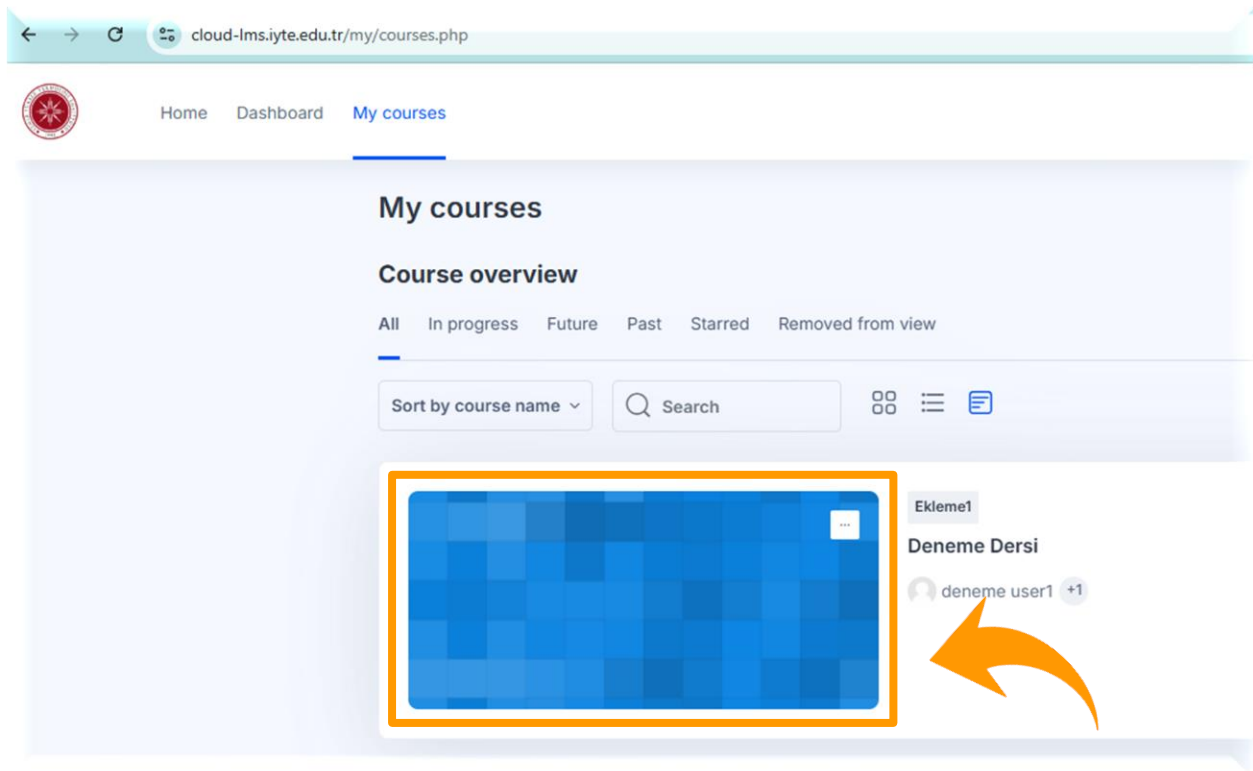
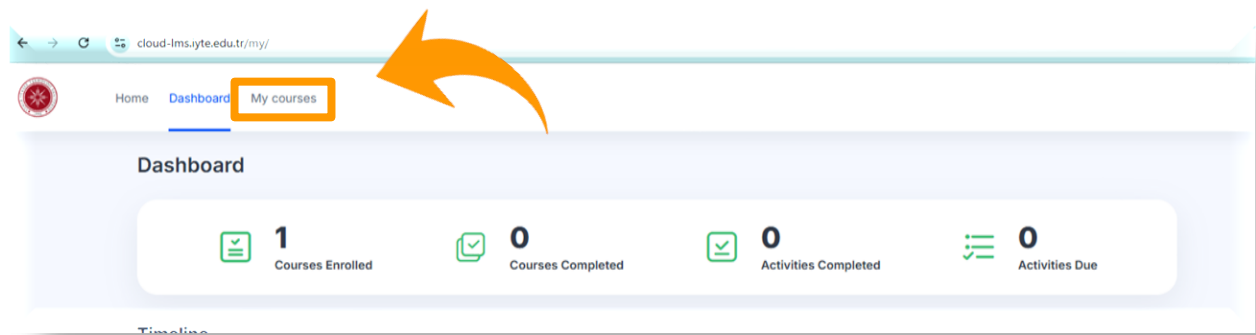
You can log in to Cloud-LMS at <https://cloud-lms.iyte.edu.tr> with your UBYS username and password.



The screenshot shows a web browser window with the address bar displaying cloud-lms.iyte.edu.tr. An orange arrow points to the address bar. The main content area is dark blue. On the right side, there is a white login form titled "UBYS LOGIN INFORMATION". The form contains two input fields: "User name" and "Word". Below these fields are two buttons: "Login" (blue) and "Login with E-Government" (red). The form also features the logo of the Uzaktan Eğitim Teknoloji Enstitüsü (UZEM) at the top.

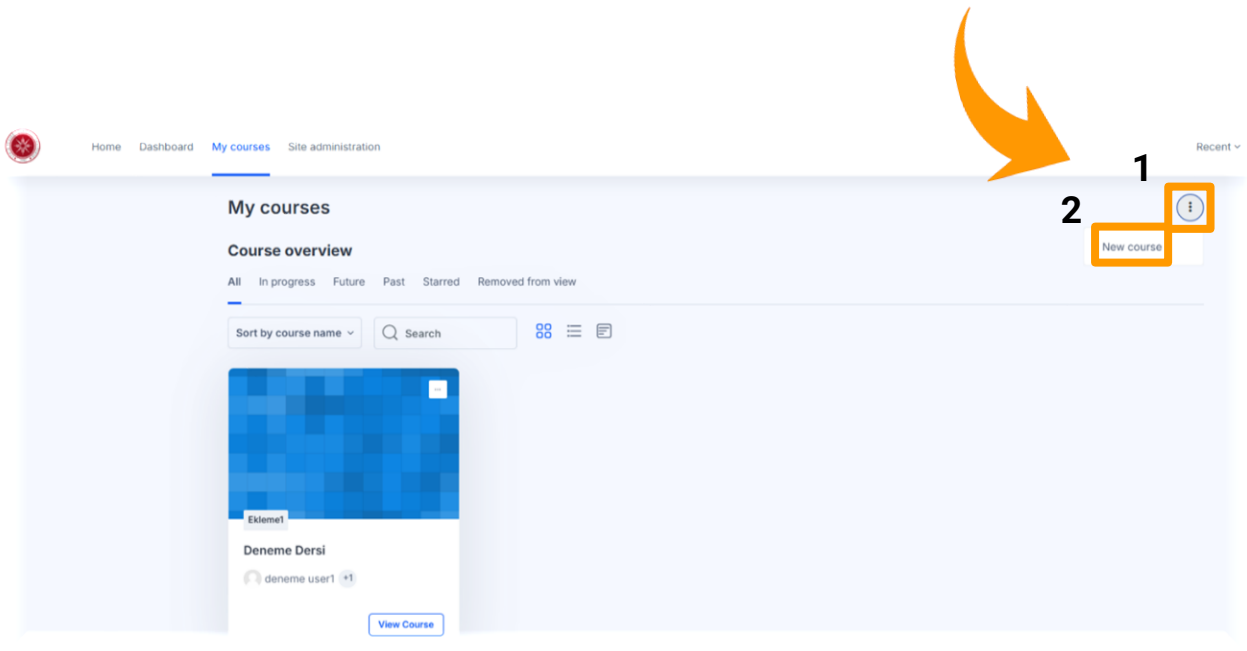
3 – INTRODUCTION TO THE COURSE

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



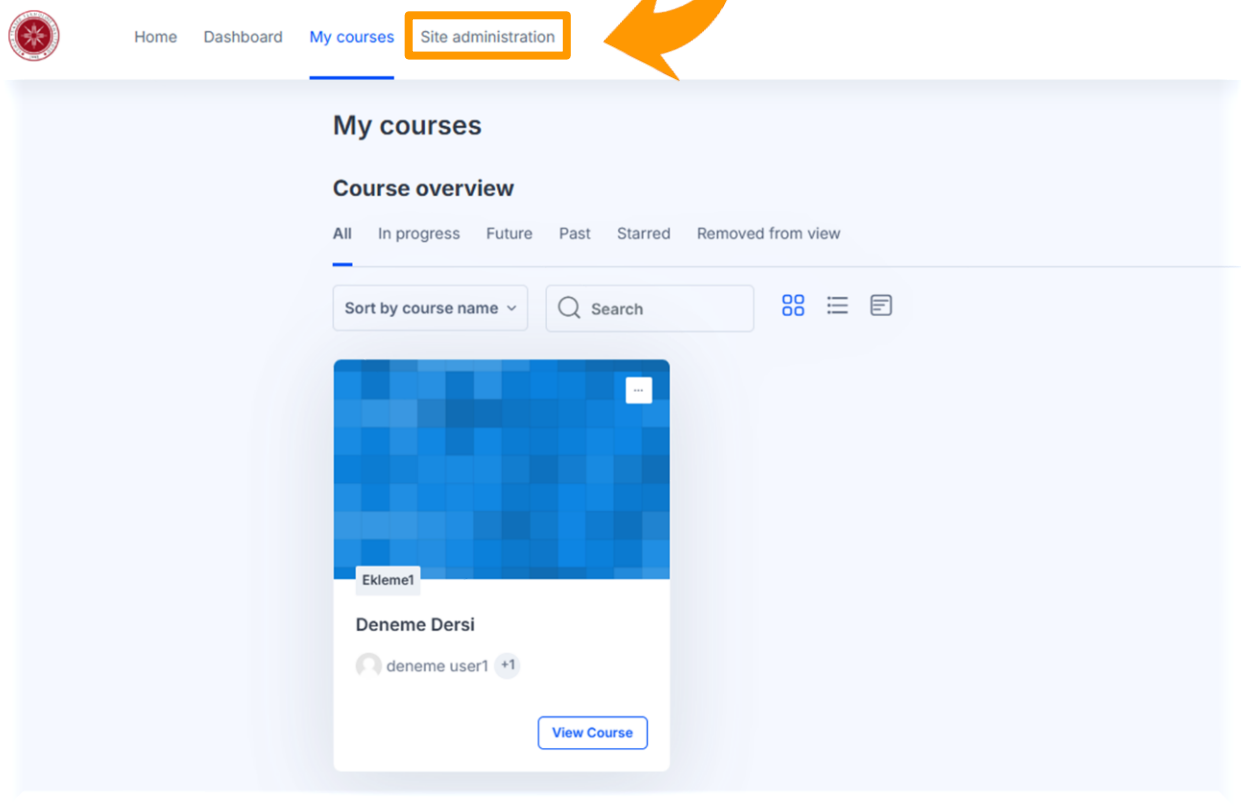
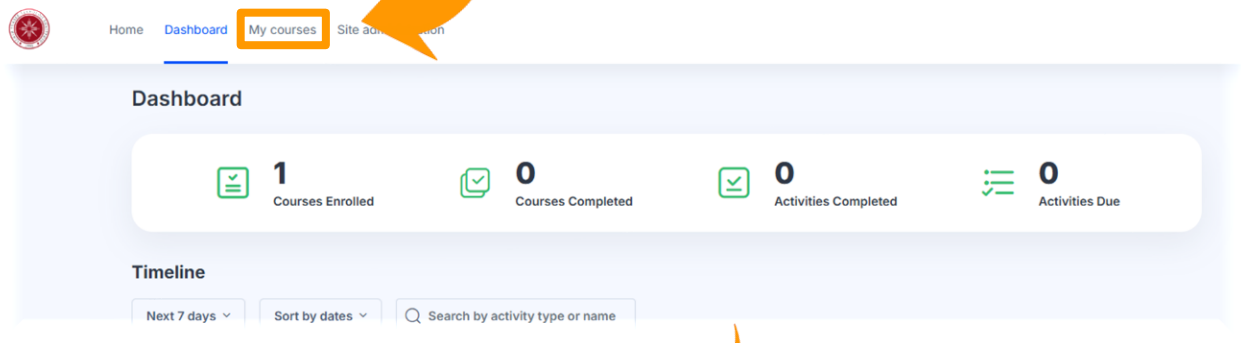
4 - ADDING A COURSE

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.

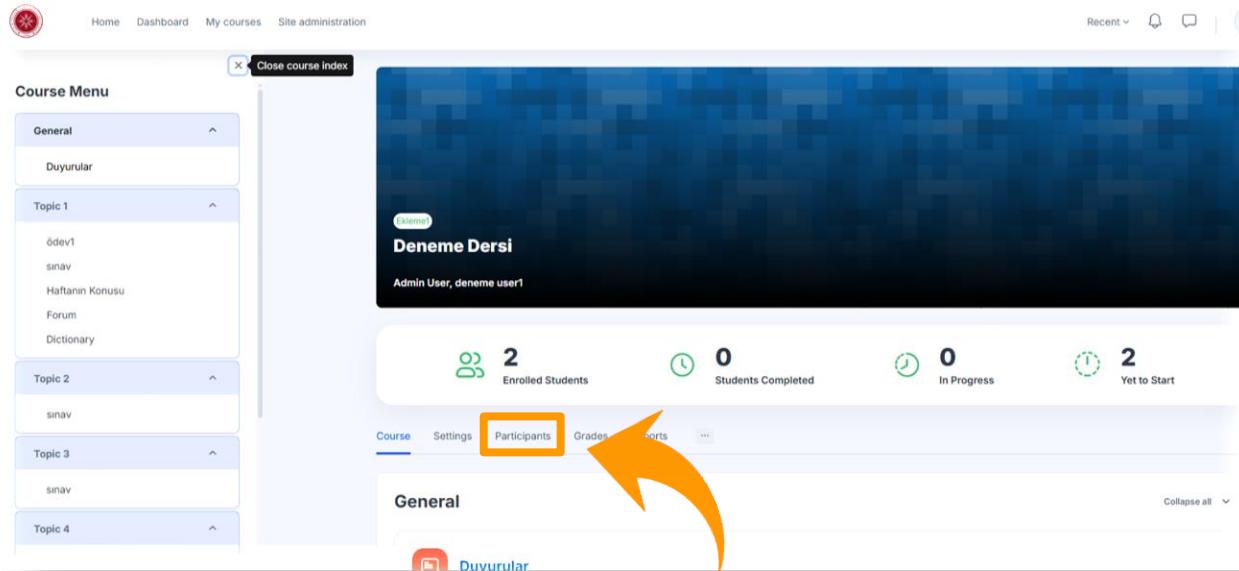


5 - ADDING STUDENT

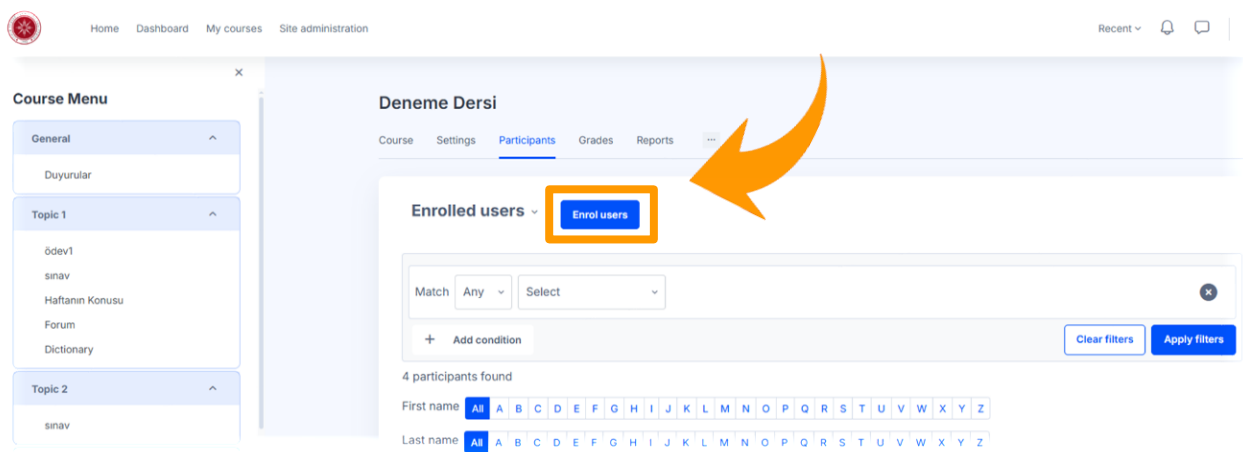
Go to the “My Courses” page from the top menu and select the course you want to add students to.



Select “Participants” from the drop-down menu.

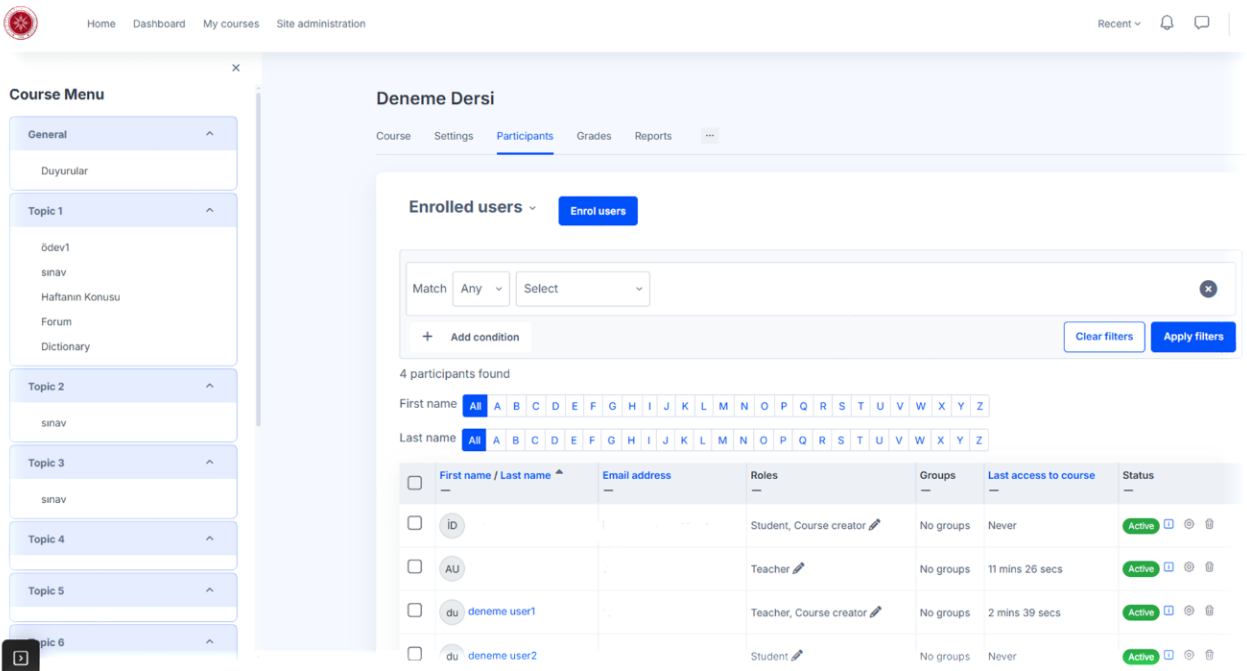
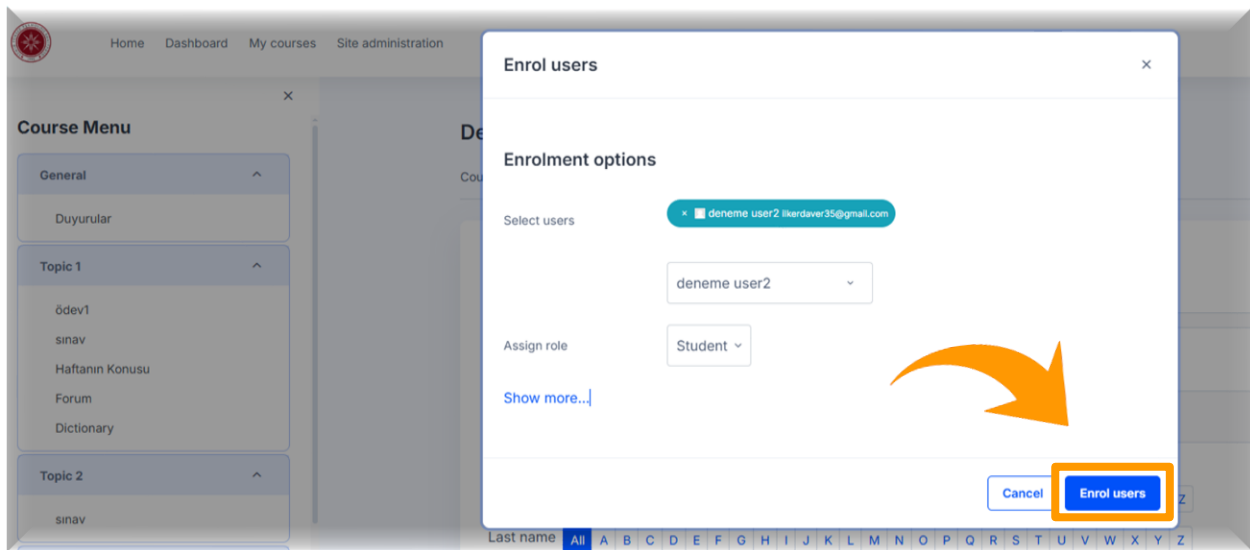


Click the “Enrol users” button in the middle.



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

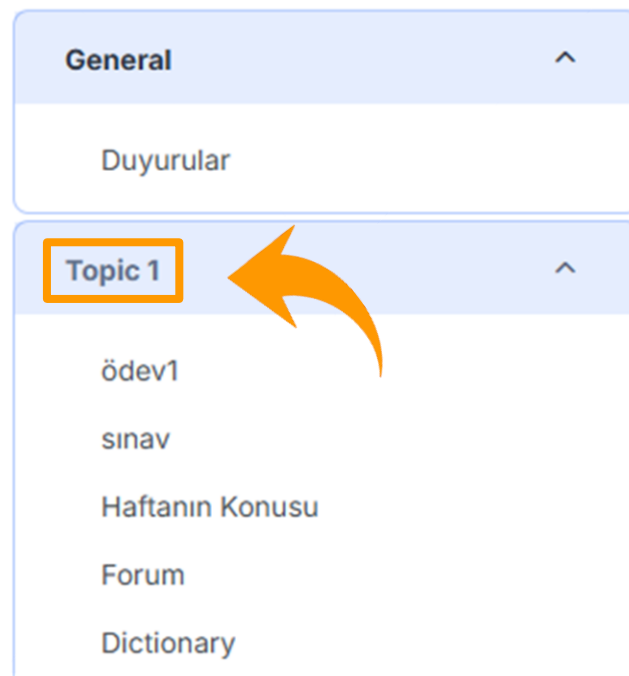
Log in to Moodle and go to the relevant course. Then, activate the "Edit Mode Switch" option in the top right corner.



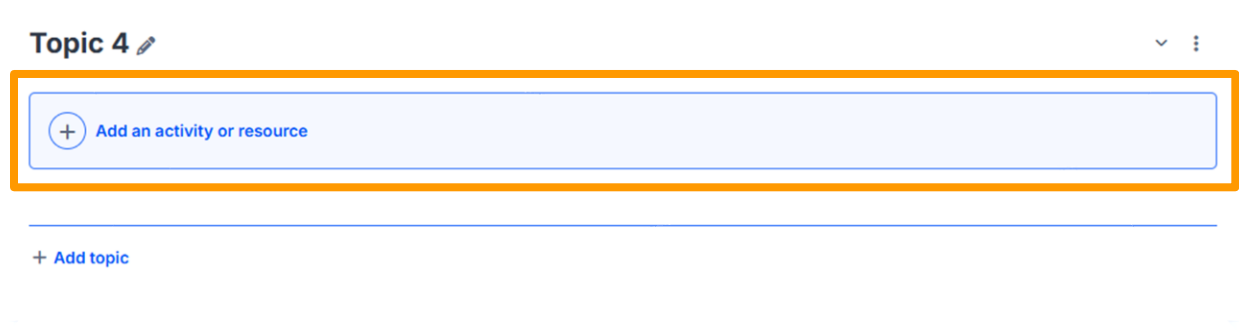
Then click on the week you want to add homework to (e.g. Topic 1).

Review and Grading of Exam Results

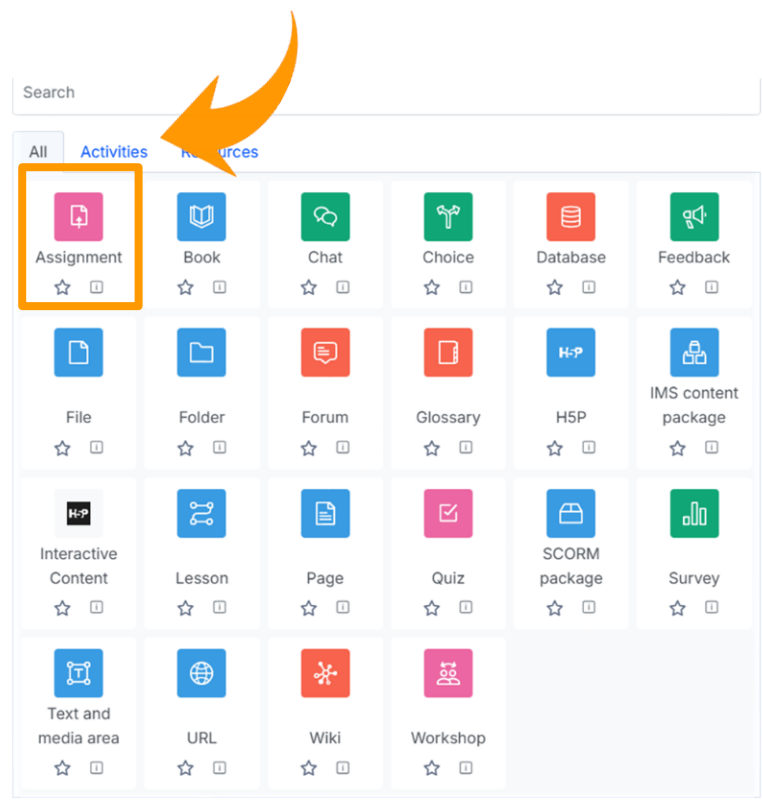
Course Menu



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.

Adding a new Assignment to Topic 4

[Expand all](#)

General

Assignment name 

Description

Edit View Insert Format Tools Table Help

↶ ↷ B I           

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

sınav



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](#)

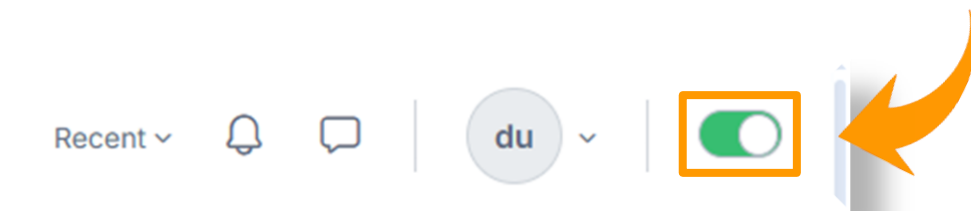
Last name [All](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

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"/>	id			No submission	Grade	Edit ▾	-			-	
<input type="checkbox"/>	du			No submission	Grade	Edit ▾	-			-	

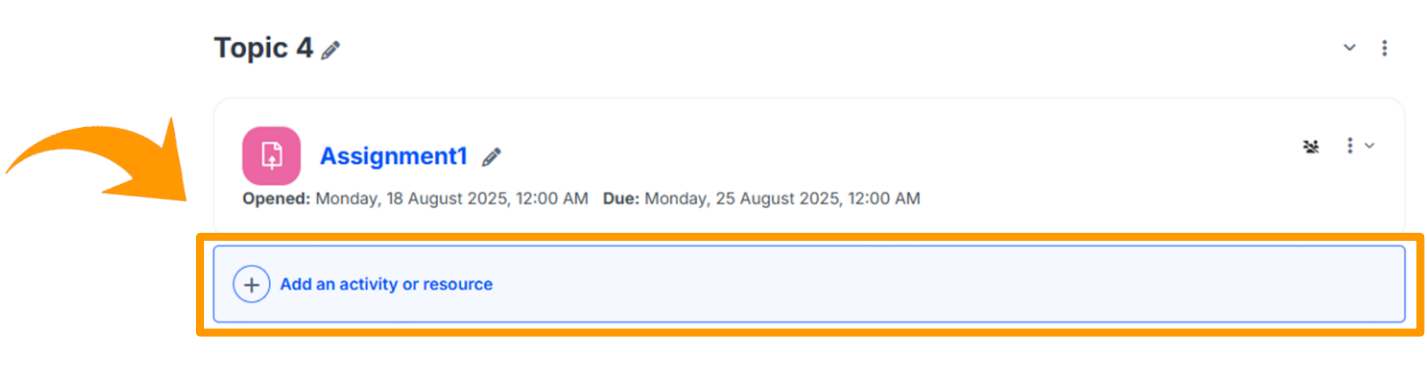
8 – CREATING A QIZ

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

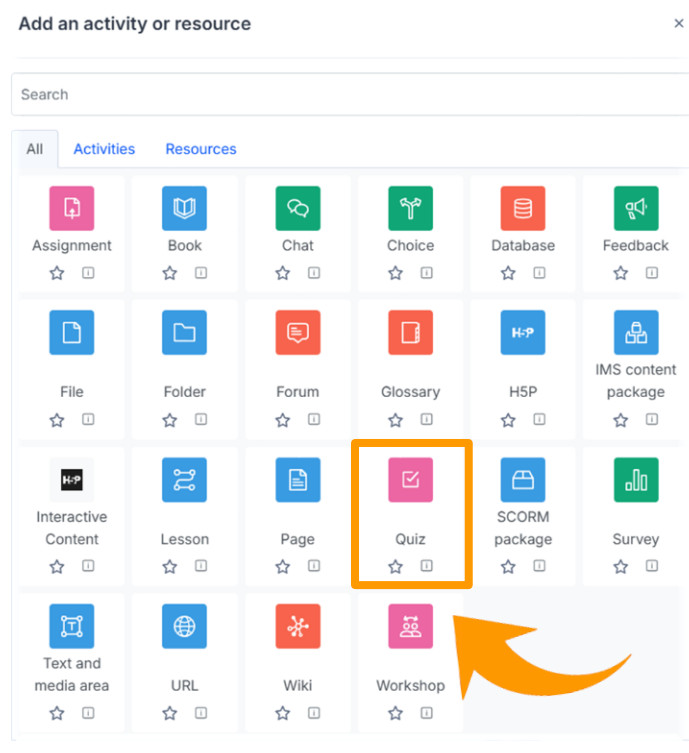
Go to the relevant lesson. Then, activate the "Edit Mode Switch" option in the top right.



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.

Course Settings Participants Grades Reports ...

Adding a new Quiz to Topic 4


[Expand all](#)

General

Name

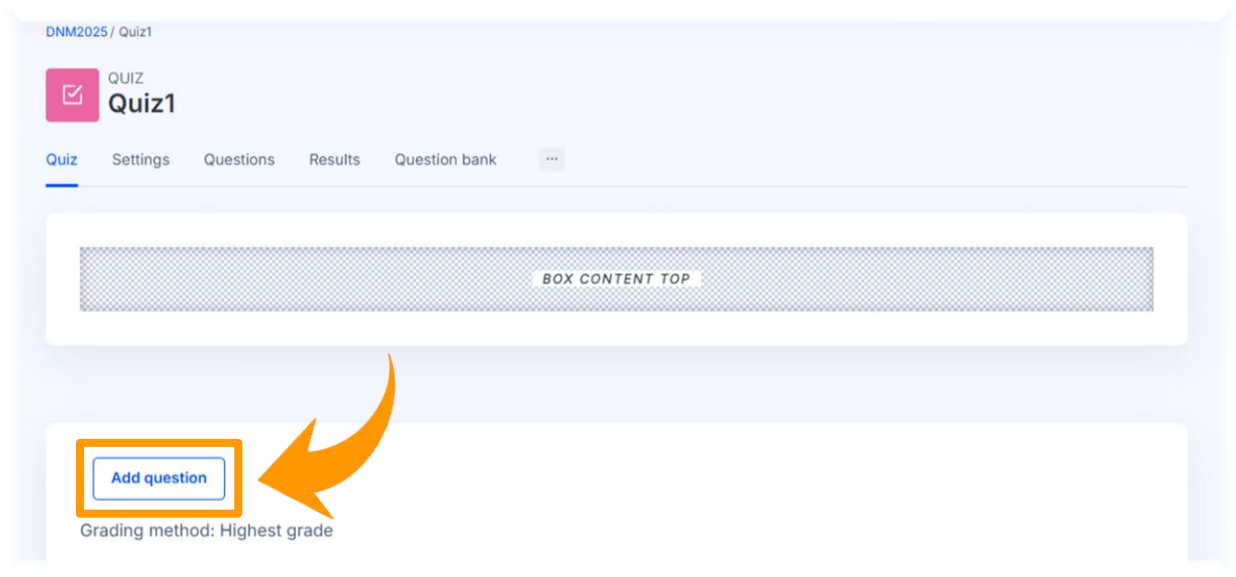
Description

Edit View Insert Format Tools Table Help



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.

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".

Choose a question type to add

QUESTIONS

- ☐ Multiple choice
- ☐ True/False
- ☐ Matching
- ☐ Short answer
- ☐ Numerical
- ☐ Essay
- ☐ Calculated
- ☐ Calculated multichoice
- ☐ Calculated simple
- ☐ Drag and drop into text
- ☐ Drag and drop markers

Select a question type to see its description.

Add Cancel

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

↩ ↪ B I     H-P         ...

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

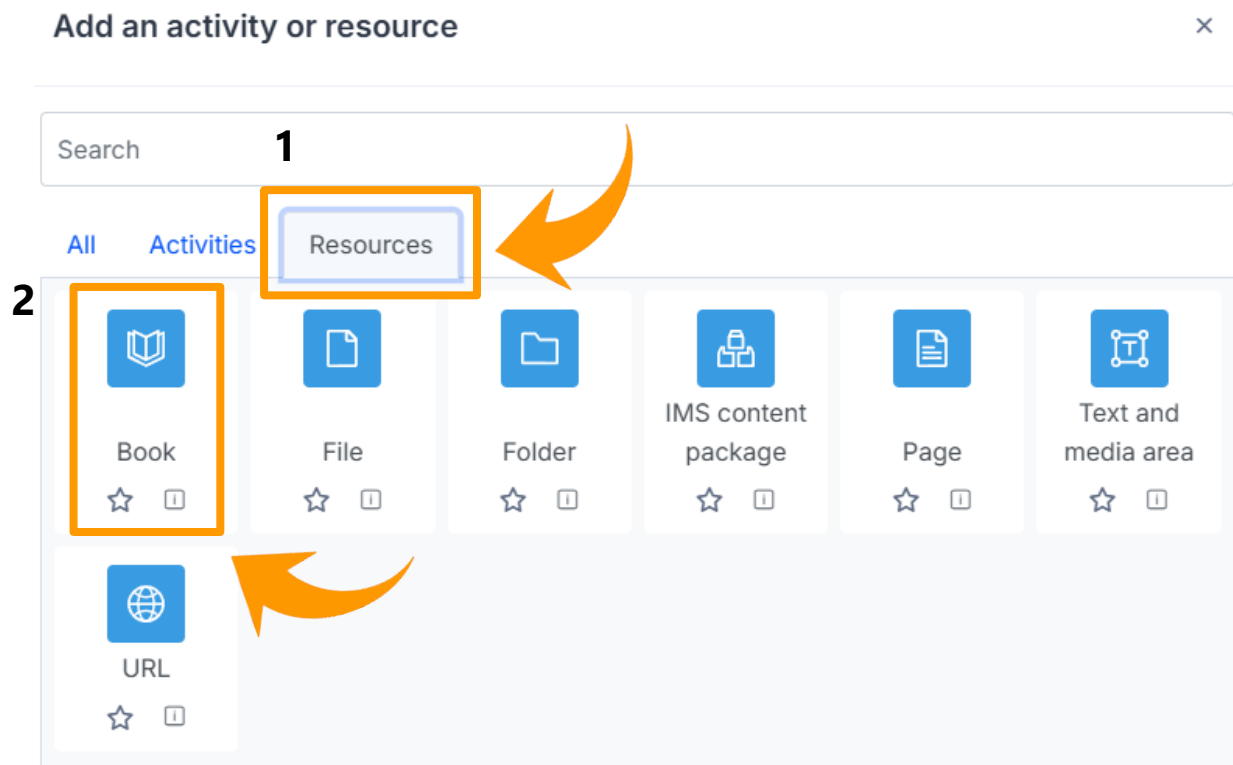
Save changes

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

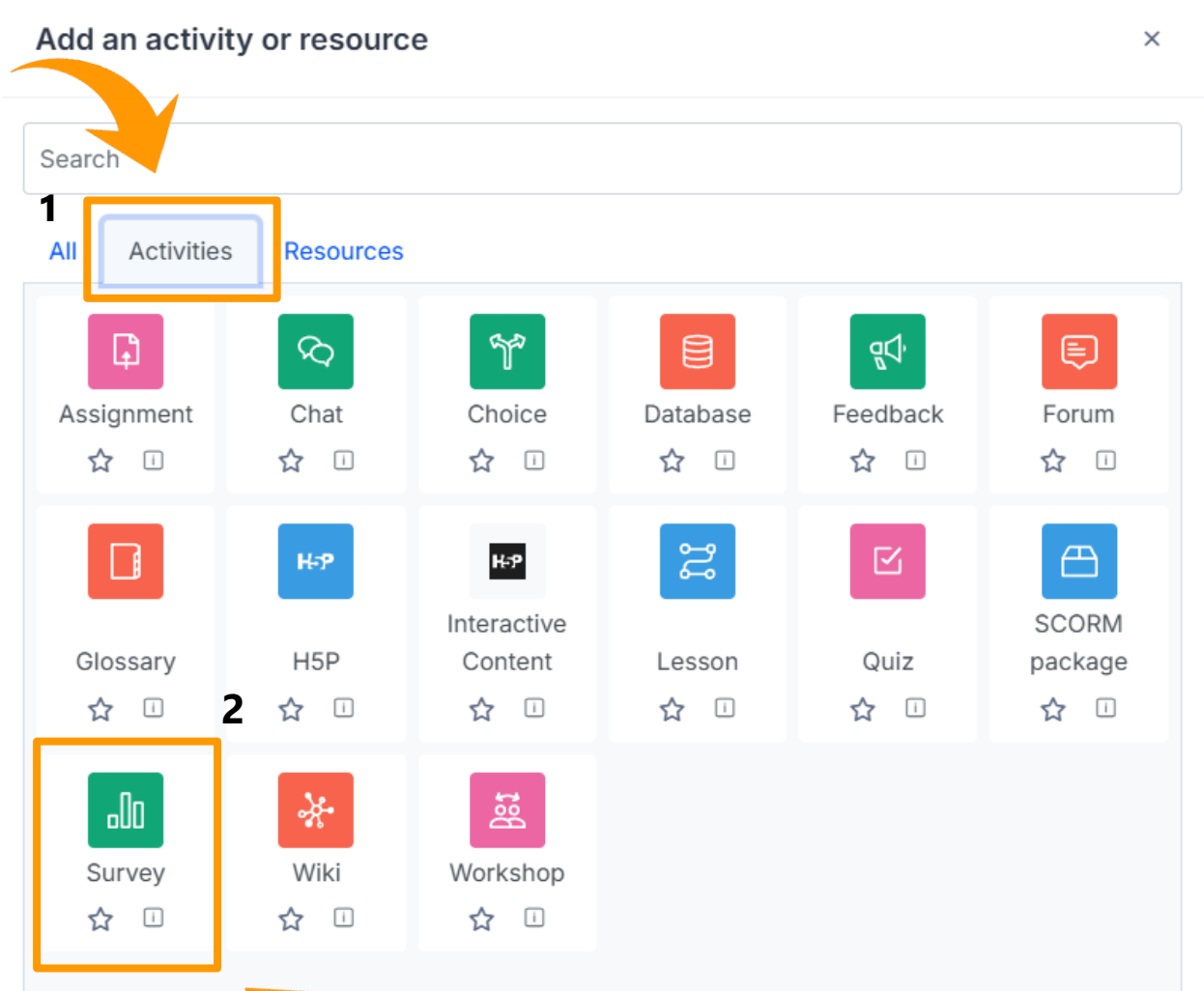
Description

Edit View Insert Format Tools Table Help

← → B I                           

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))



The screenshot shows a window titled "Add an activity or resource" with a close button (X) in the top right corner. Below the title bar is a search bar. Under the search bar, there are two tabs: "All" and "Activities". The "Activities" tab is selected and highlighted with an orange box, with a large orange arrow pointing to it from the left. Below the tabs is a grid of activity icons. The "Survey" icon, which is a green square with a white bar chart, is highlighted with an orange box. A large orange arrow points from the "Survey" icon towards the bottom right. The grid contains the following activities: Assignment, Chat, Choice, Database, Feedback, Forum, Glossary, H5P, Interactive Content, Lesson, Quiz, SCORM package, Survey, Wiki, and Workshop. Each activity icon has a star and a document icon below it.



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

  **B** *I*           ...

p

0 words


Common module settings

Restrict access

Completion conditions

Tags

Competencies

☐ Send content change notification 

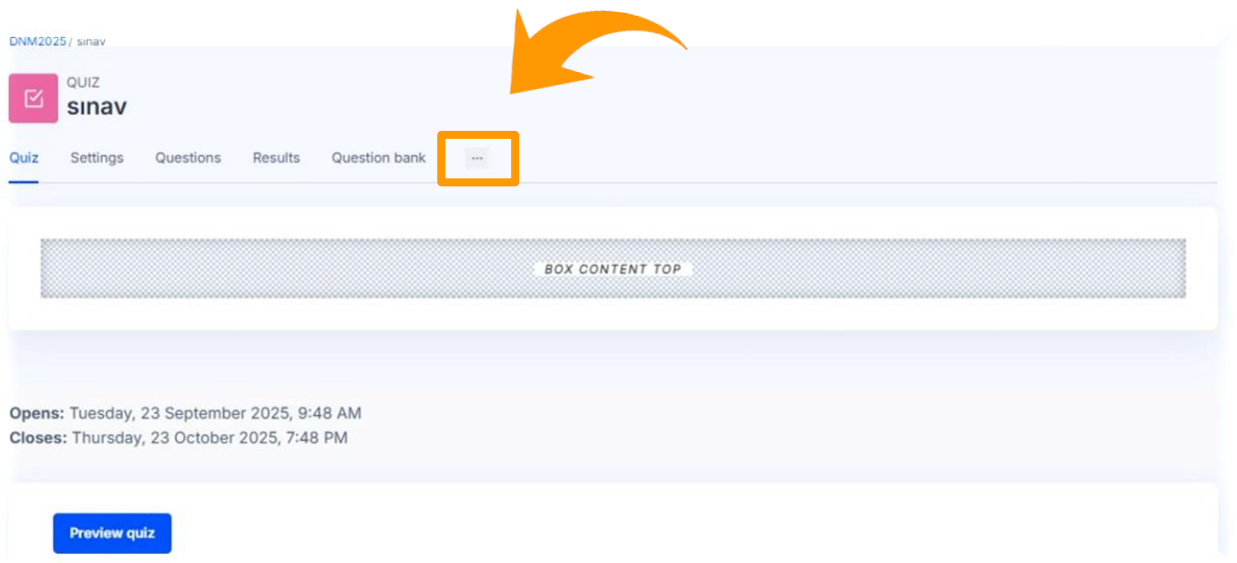
Save and return to course

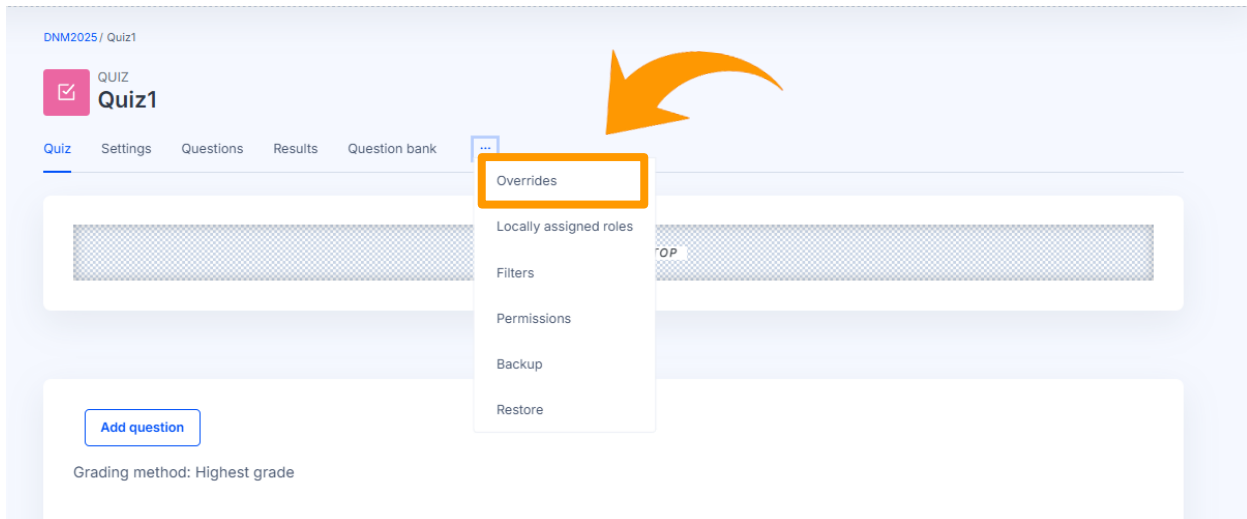
Save and display

Cancel

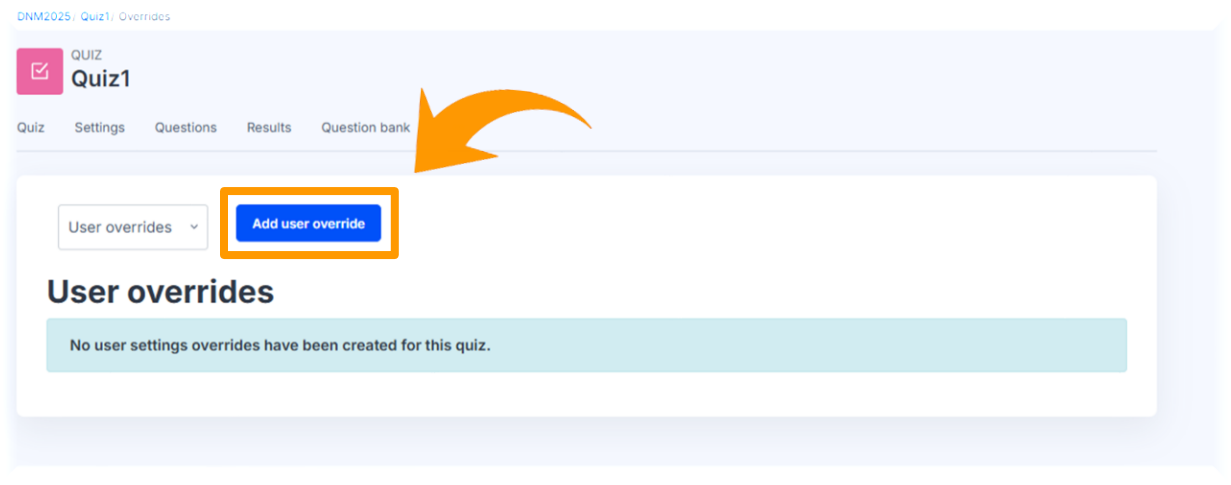
11 - GRANTING THE RIGHT TO TAKE AN EXAM TO A STUDENT WHO FAILED THE EXAM

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.





Override


Override user  deneme user2 (ilkerdaver35@gmail.com)

Require password 

Open the quiz ☐ Enable 18 August 2025 10 07 

Close the quiz ☐ Enable 18 August 2025 10 07 

Time limit  minutes ☐ Enable

Attempts allowed 

[Revert to quiz defaults](#)

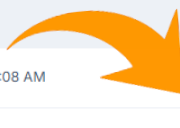
[Save](#) [Save and enter another override](#) [Cancel](#)

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 Save 

Total of marks: 110.00

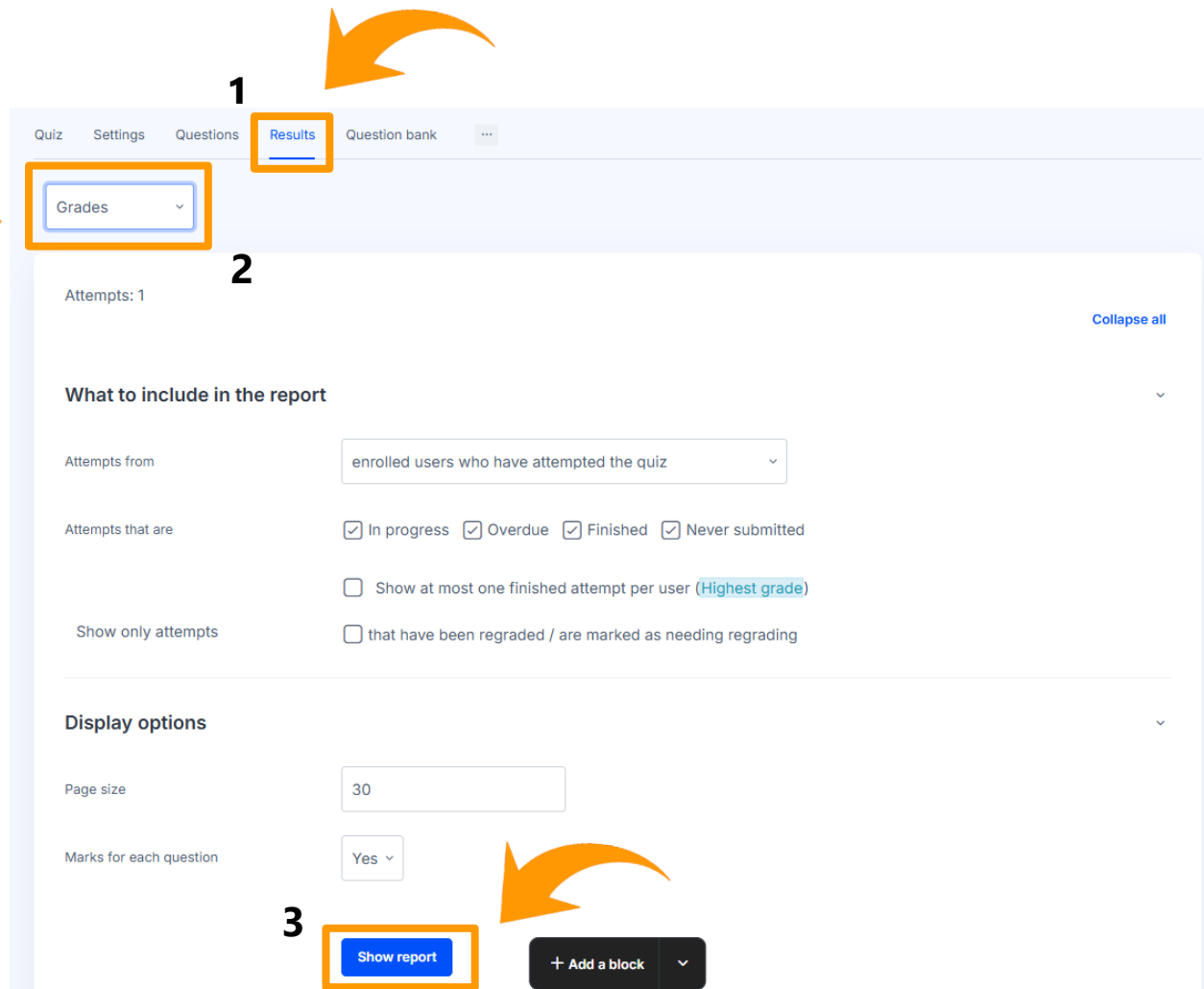
☐ Shuffle ?

Always latest 

 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.



The screenshot shows the 'Results' menu in the Uzem system. The interface includes a top navigation bar with 'Quiz', 'Settings', 'Questions', 'Results', and 'Question bank'. The 'Results' tab is selected and highlighted with an orange box and the number '1'. Below the navigation bar, a dropdown menu is open, showing 'Grades' as the selected option, also highlighted with an orange box and the number '2'. The main content area is titled 'Attempts: 1' and includes a 'Collapse all' link. Under the heading 'What to include in the report', there are several options: 'Attempts from' (enrolled users who have attempted the quiz), 'Attempts that are' (In progress, Overdue, Finished, Never submitted), and 'Show only attempts' (Show at most one finished attempt per user, that have been regraded / are marked as needing regrading). The 'Display options' section includes 'Page size' (30) and 'Marks for each question' (Yes). At the bottom, the 'Show report' button is highlighted with an orange box and the number '3', with an orange arrow pointing to it from the right.