

“Moodle How To” help guide.

For more please visit libguides.aua.am Moodle page, or contact for the workshop

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1. How can I access my course in Moodle?

If you have your AUA email and password then just login to the Moodle system by using <https://elearning.aua.am/> and click **Log in** page, from the upper right corner.

2. How do I find my course on the Moodle page?

You can find your course from the left side in the **Navigation** block, under **Home -My courses**. Your course/es will be attached to your name by IT department.

3. How do I get around my course?

You can use **Navigation** block from the left side of your course. From there you can go to any part of the Moodle you have access to.

4. How should I set up and edit my course page?

You need to find your course, enter it and then set up your course page settings through **Administration** block, from the left side.

5. How can I upload a syllabus, reading materials?

You need to activate your course by clicking **Turn editing on** button from the upper right corner or from the **Administration** block. Use **Add an Activity or a Resource** button to add a **File** for uploading a one file that can be either syllabus or one reading material.

6. How can I put a password on my course?

You can create a **password/Enrolment key** for your course. You can create it by accessing your course page and going to the **Administration** block- **Users - Enrolment methods - Self enrolment (students)** page.

7. How can my students access my course?

Your students should have your course **Enrolment key**, so that they can access your Moodle course. You can choose to send students a welcome email which includes the enrolment key prior to the start of classes.

8. How can I create an assignment/TurnItIn assignment, quiz?

You need to activate your course content by clicking **Turn editing on** button. Click the **Add an Activity or a Resource** button and choose from the **Activity** menu the **Assignment, Quiz, TurnItIn Assignment**. Fill in the corresponding fields and **Save** the content.

9. How can I edit/hide/unhide my course content from my students?

You need to click on the **Turn editing on** button to make changes in the course content. Find the content you want to edit/hide/unhide. Click the **Edit** button in front of the item you want to edit. Chose the corresponding button from the **Edit** menu.

10. How can I set up a gradebook?

You need to go to the **Administration** block **Gradebook setup setting**, set up the **Grade calculation method**, and then add the **Grade items** that you want to grade your students.

11. How can I grade my students?

You need to grade either from the assignments or just go to the **Gradebook** activate the Gradebook cells by clicking on **Turn editing on** icon and then put the corresponding grades in the cells. Then click **Save**. The gradebook will calculate the grades.

Please remember that final grades (and official class lists) are documented in im.aua.am NOT in Moodle.