المركز المغربي للإبداع والمقاولة الاجتماعية
Moroccan Center for Innovation and Social Entrepreneurship

Moodle Basic User Guide

for MCISE's D.lab Platform

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General Information
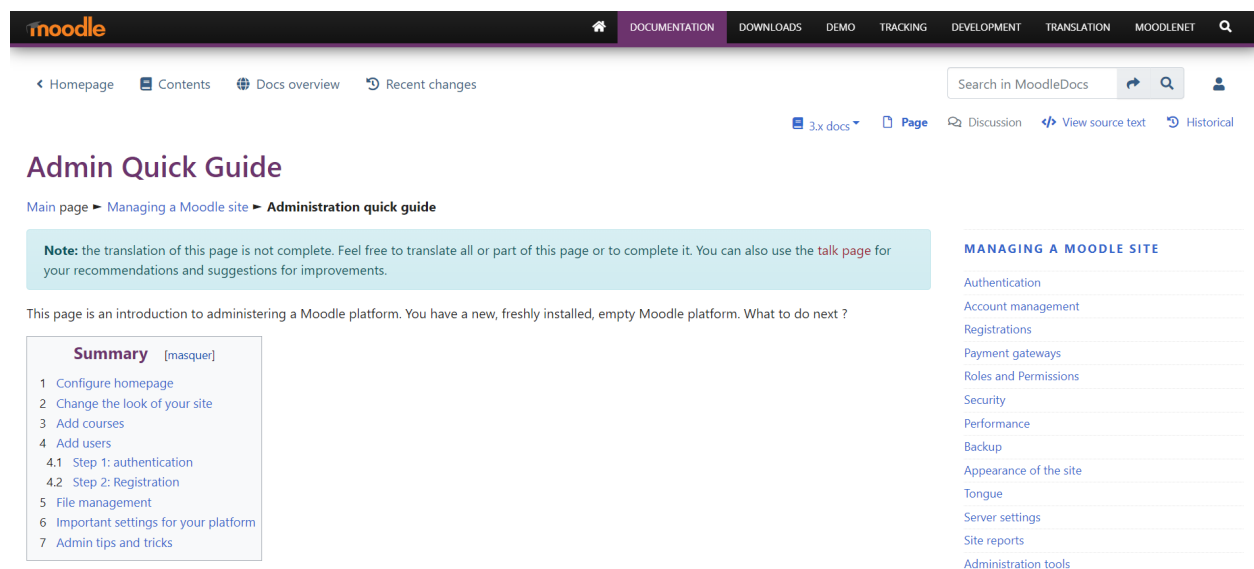
What is *Moodle*?

Moodle is an open-source learning management platform (LMS) used by institutions, educators, and students around the world for course creation and online learning.

Moodle has high appearance customizability and a large database of online support, including [*Moodle* user guides](#), [instructional videos](#), [online forums](#), and [email support](#).

Moodle Basic User Guide for MCISE's D.lab Program

This user guide assists users in navigating the *Moodle* site that was created for the MCISE D.lab program. The user guide includes help with basic features for teachers and administrators.

For a more detailed user guide, please visit the online user guide for [teachers](#) and [administrators](#). Below is a glimpse of the online user guide for administrators.

Contacting Support

To contact *Moodle* for further support, please visit the [online forums](#) or [email support](#) services.

Getting Started

Registering an Account

Everyone who uses *Moodle* needs an account. Users can create an account themselves, or the administrator can manually create an account for the users. Note that users are not automatically assigned the role of teacher or student. (Click here for instructions regarding how to assign roles.)

To register users manually (as an administrator):
1. Click on **Site administration** (outlined in blue).
2. Click on **Users** (outlined in yellow).
3. Click on **Add a new user** (outlined in red).
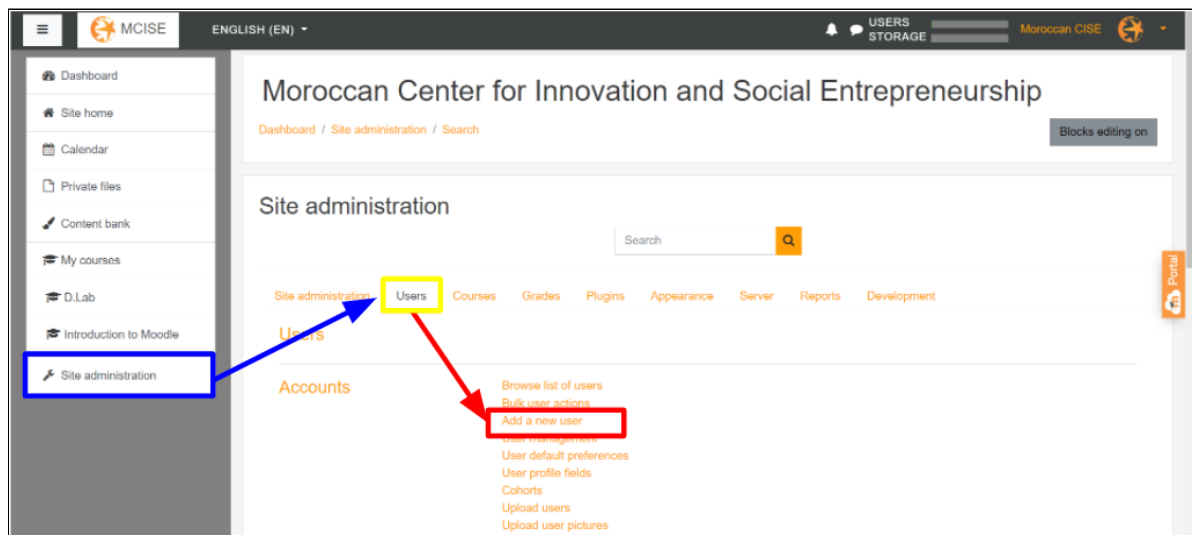
4. Enter the required information, including the account name and password.
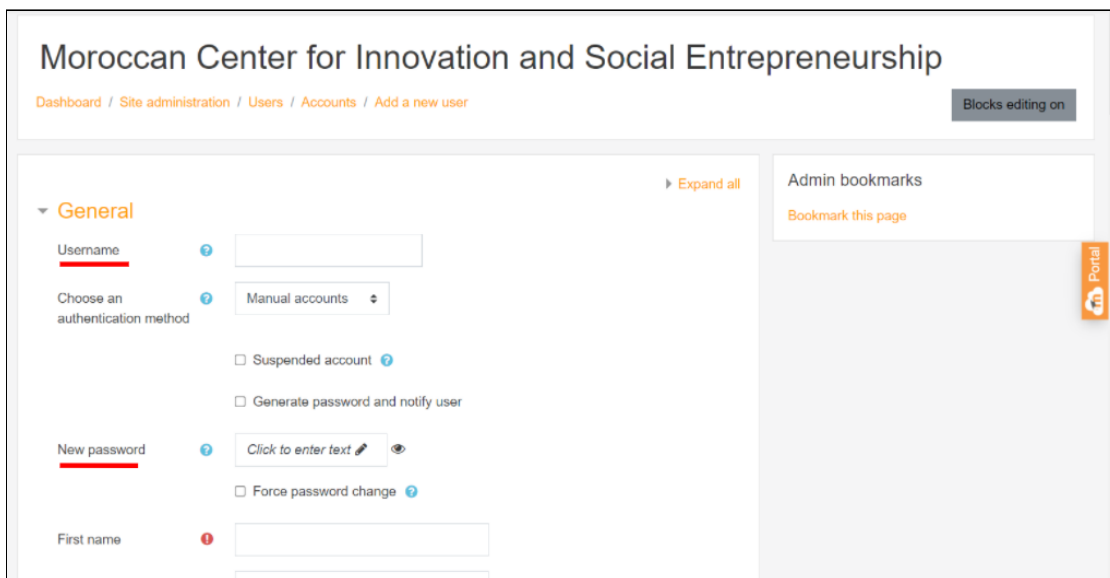
5. Click **Create user**.

To self-register as a new user:

1. Access mcise.moodlecloud.com.
2. Click **Create new account**.

3. Click **Next** until *Moodle* takes you to the screen below.

4. Check both of the boxes to agree to the terms and conditions.
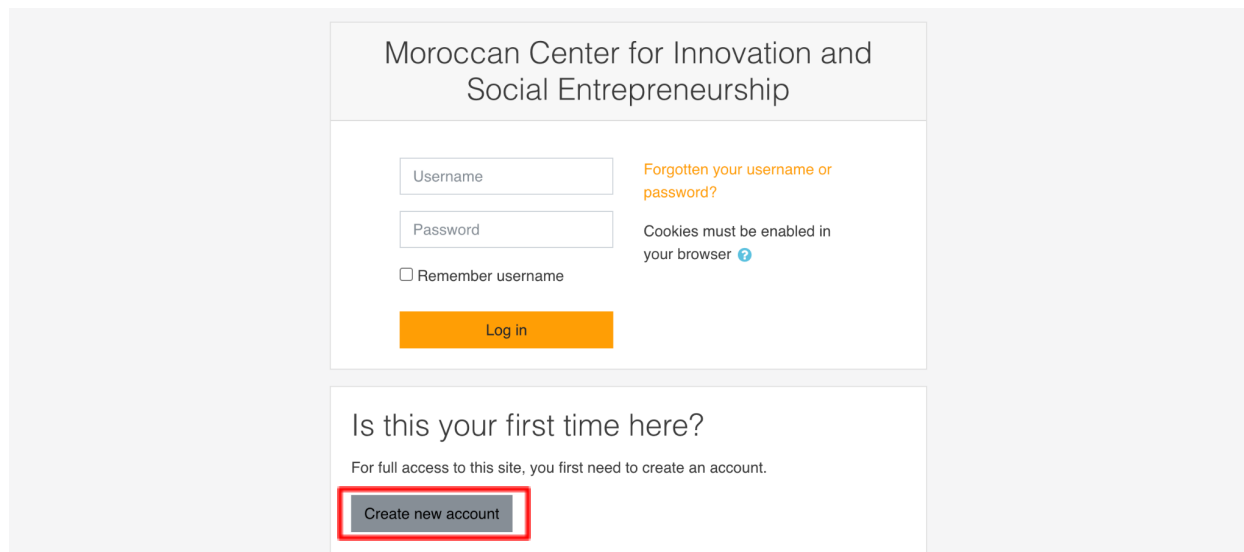5. Click **Next**.
6. Choose your account name, password, and email address.
7. Scroll down and click on **Create my new account**.
8. *Moodle* will take you to the site homepage.

You're successfully registered as a user! If you're a student, learn to enroll in a course in the next section (Enrolling in a Course (Students)). If you're a teacher, enroll in a course by asking the administrator to assign you the teacher role for that course (See Enrolling in a Course (Teachers) or this *Moodle* documentation about assigning roles.)

Changing the Language

Moodle supports over 50 languages, including French and Arabic.

To change the language on the *Moodle* platform:
1. Click the dropdown that shows the current language.
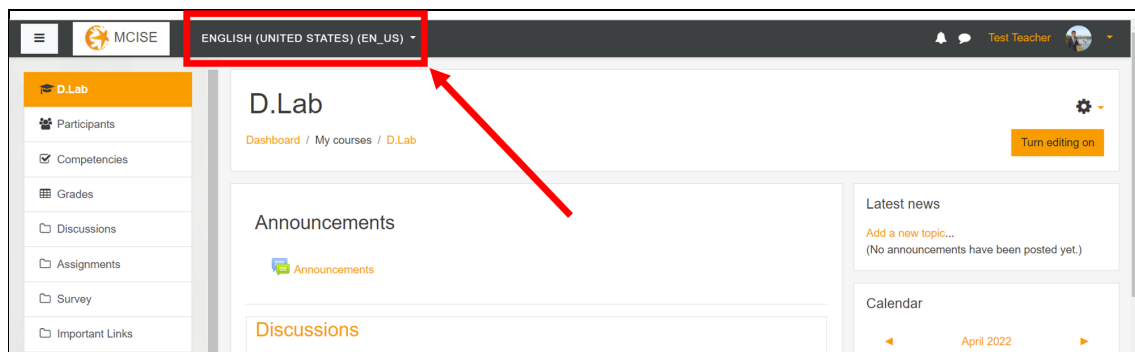
2. Click on the desired language in the menu that opens.

To change the site-wide language default:

1. Click on **Site administration**.
2. Click on **Language settings**, under the **Site administration** tab.
3. Click on the **Default Language** drop down bar.

4. Select your preferred default language.
5. Click **Save changes** at the bottom of the page.

Navigating the Homepage

After you log in, you will be taken to the *Moodle* Homepage.

On the left of the screen, you will see navigation links on the sidebar.

- Click **Dashboard** to see a general overview of all your courses and upcoming events on the calendar.
- Click **Site Home** to see the *Moodle* Homepage.
- Click **Calendar** to see the site-wide calendar.
- Click **Private files** to see a repository of files you have uploaded.
- Click **Content bank** to a *Moodle* area where content (currently [H5P](#) content) may be stored, edited, and created. (only available to administrators)
- Every registered course will appear under **My courses**. Click on a course to see that course's homepage.
  - Note: The **Introduction to *Moodle*** course takes the user to the Introduction to *Moodle* course. This course is not meant to permanently stay on the platform but was left here as a resource. It provides basic instructions on how to use *Moodle*.
- Click **Site administration** to access the site-wide settings page (only available to administrators).

Administrator Guide

Setting Up a Course
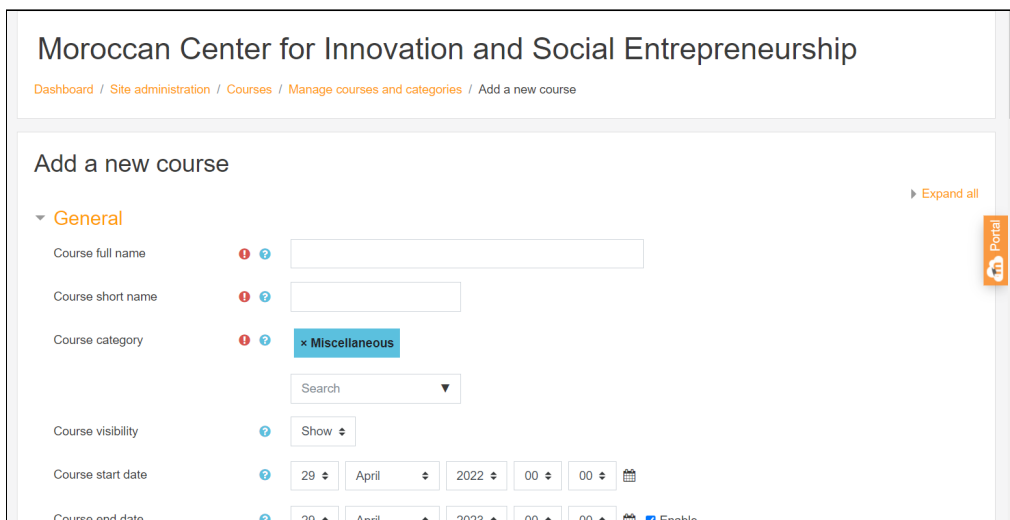
To add a new course to *Moodle*, you need to have the Administrator role. Refer to this video for a step-by-step walkthrough when setting up a course. We recommend that you create a teacher account to assign the teacher the course. While an administrator can also be a teacher, it is better to use a teacher account to differentiate responsibilities.

To add a new course:
1. Click **Site administration** (outlined in blue).
2. Click **Courses** (outlined in yellow).
3. Click **Add a new course** (outlined in red).
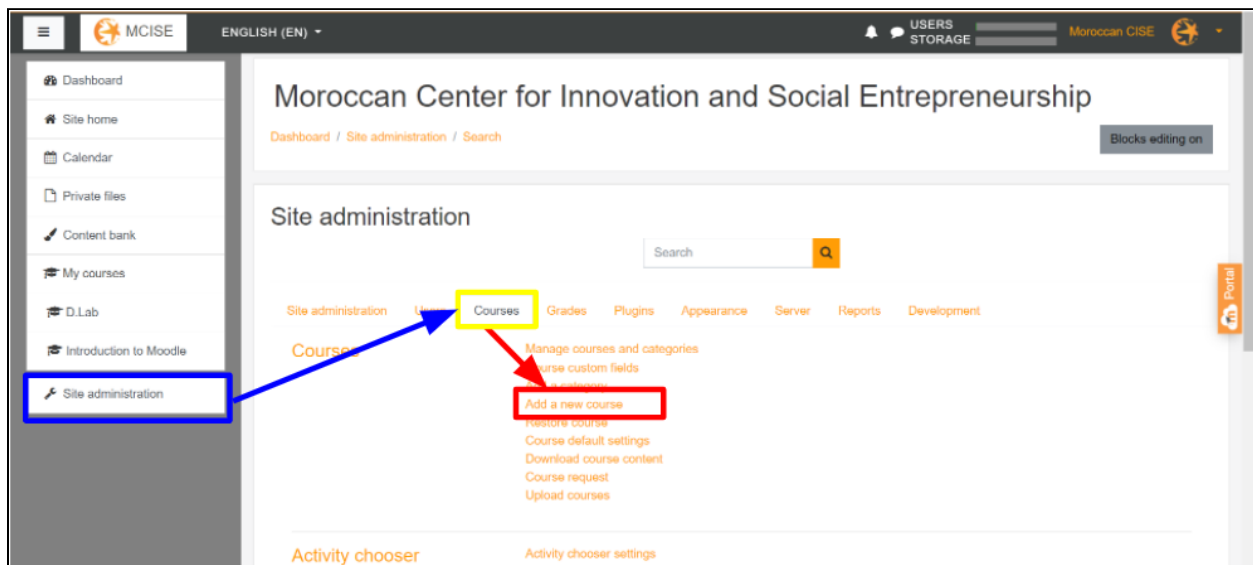
4. *Moodle* will take you to the screen below. Enter the course name, content, and start date.

5. **Optional:** Scroll down to the bottom of the page, and open the **Course Format** and **Appearance** dropdown menus to adjust additional settings.

6. Select **Save and display**.

Navigating the **Site administration** Block

The site administration page allows the administrator to change most things about the *Moodle* site. From here, the administrator will see nine different tabs. Each tab can control different aspects of the site. The **Site administration** block controls most of the settings that cannot fit into one of the other eight tabs.

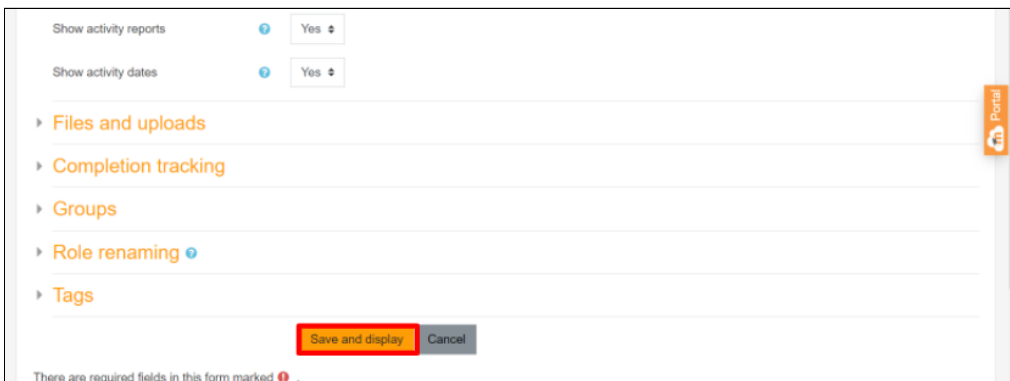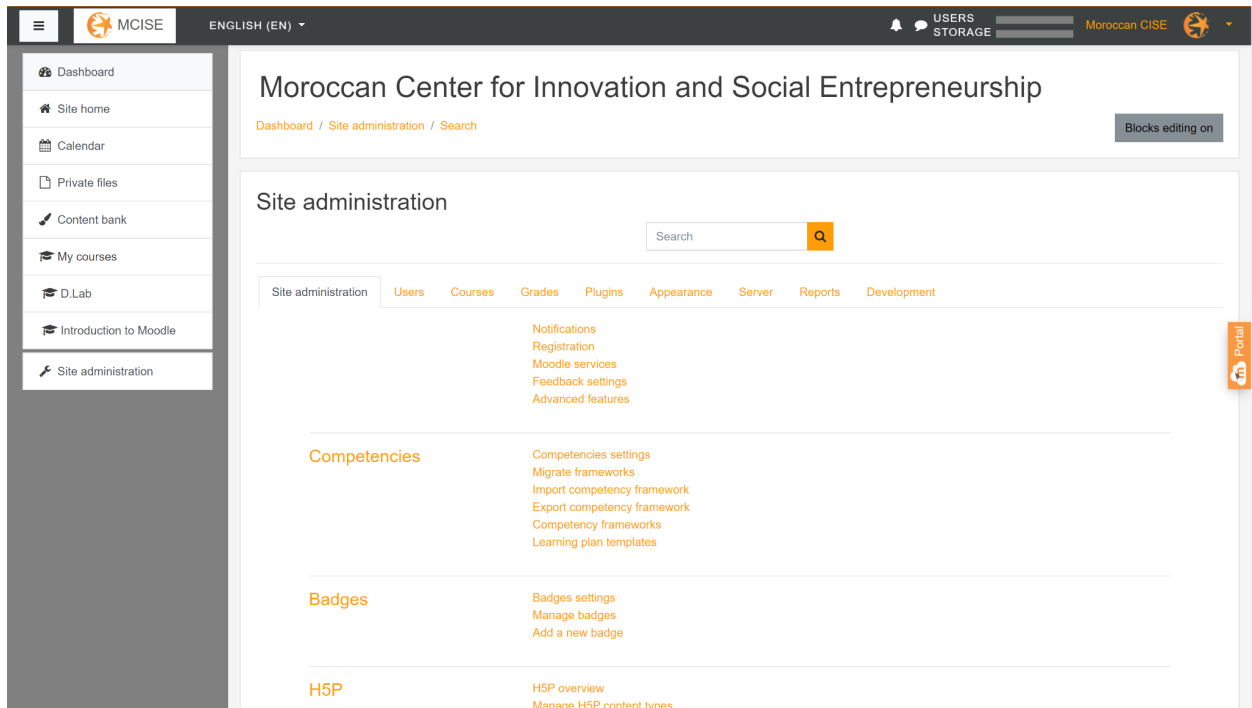- The **Site administration** tab allows you to control basic *Moodle* settings such as notifications and feedback. You can also edit competencies, badges, language settings, and the mobile app using this feature.
- The **Users** tab allows you to control all aspects of the site's users. The administrator can remove users, add users, define roles, and access data about the users.
- The **Courses** tab allows you to add new courses, delete courses, back up courses, restore courses, and adjust some course settings.
- The **Grades** tab can control how grades are given sitewide. It also functions as a database for all grades given to students throughout all courses.
- The **Plugins** tab allows you to add, manage, and remove the plugins installed on the site.
- The **Appearance** tab allows you to control how the whole site looks. To do basic tasks, such as changing background colors or font, visit To change the Appearance of your site section.
- The **Server** tab allows you to manage how the *Moodle* site interacts with the server. Here, the administrator can change email settings and the scripts the site uses.

- The **Reports** tab allows the administrator to check the logs of the site. The logs track user inputs and sign in data.They also allow the administrator to see when and what each user is doing at anytime. This can be used to debug the platform or track any suspicious activity.
- The **Development** tab allows the administrator to try experimental features that *Moodle* has developed but that are not guaranteed to work. It also allows the administrator to debug the site.

Changing the Appearance of Your Site

To change the basic appearance of your site, such as background colors:

1. Click on **Site administration**.
2. Click on **Appearance**.
3. Click on **Theme**.
4. Click on **Boost**.
5. Make the desired edits to the site's theme.
   - The **General Settings** tab allows you to change the brand color, download a theme, and add a background image.
   - The **Advanced Settings** tab allows you to make additional changes by inputting CSS code.
     Refer to W3Schools's CSS Tutorial for instructions on how to write CSS code.
6. After making edits, click **Save Changes** and refresh the page. It may take a few moments before edits appear.
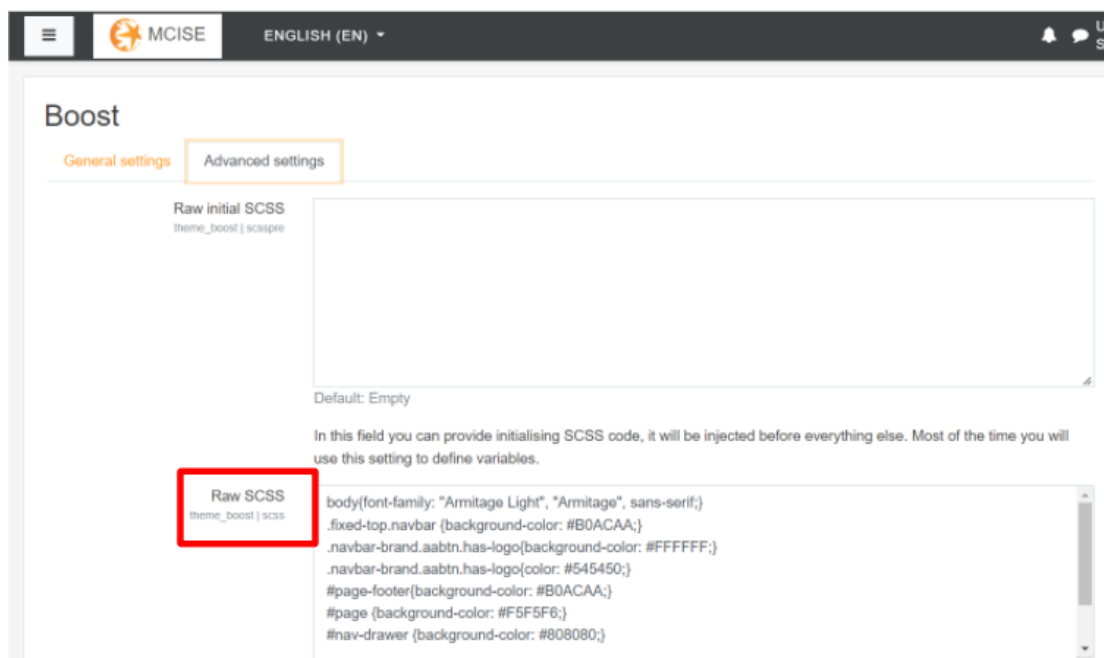
Tips for identifying CSS elements to change:
- The F12 key allows you to look at the HTML code for the website.
- Hovering the mouse over different sections of the code will highlight the respective areas of the page that are governed by that code.

For example, when hovering the mouse over the section of code in the red box, the section of the website in the blue oval is highlighted, indicating that this is the area of the webpage that the code is referring to. You can now identify the element you want to change, as well as its class and id.

To change the background color of this section to white, the line of code in the yellow box was written. As mentioned above, refer to W3Schools's CSS Tutorial for instructions on how to write CSS code.
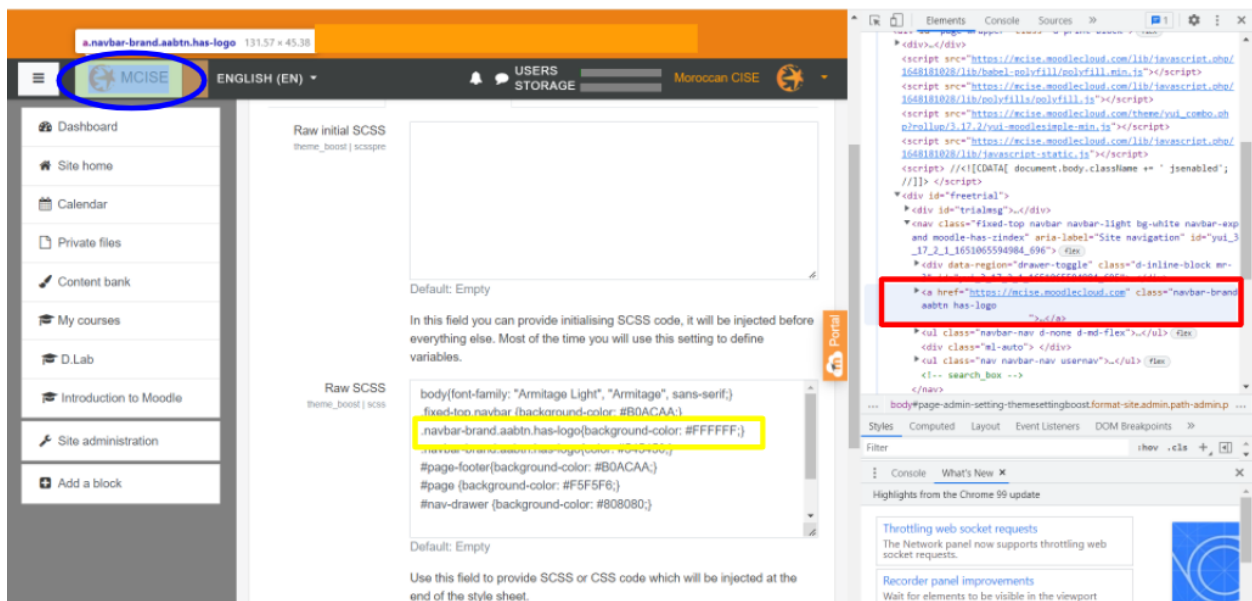
Managing Blocks

You must be logged in as an administrator to add a block.
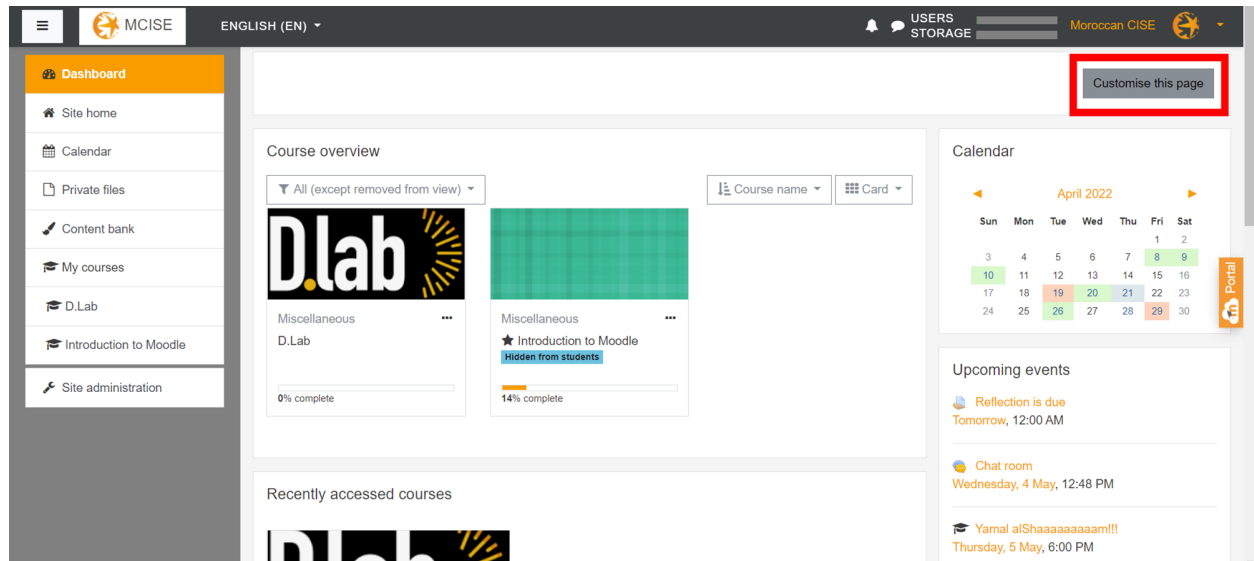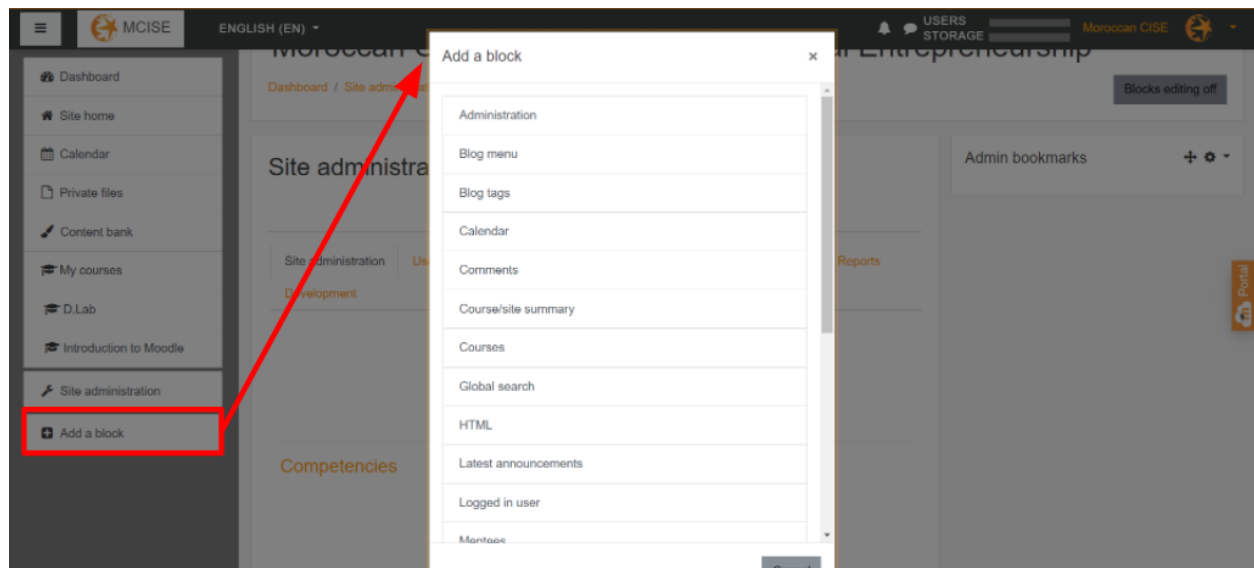
To add a block:

1. Click **Customise this page**.

2. Click **Add a Block**
3. Select the type of block you would like to add (for example, **Dashboard** or **Calendar**). The block should appear on the screen.

To edit a block:
1. Click on the settings icon (green arrow).
2. Select the option that corresponds with what you would like to change.
3. Edit the block's settings as you deem necessary.
4. Confirm your changes.

Note: Click on the icon to the left of the settings icon (blue arrow), to manually move the block.
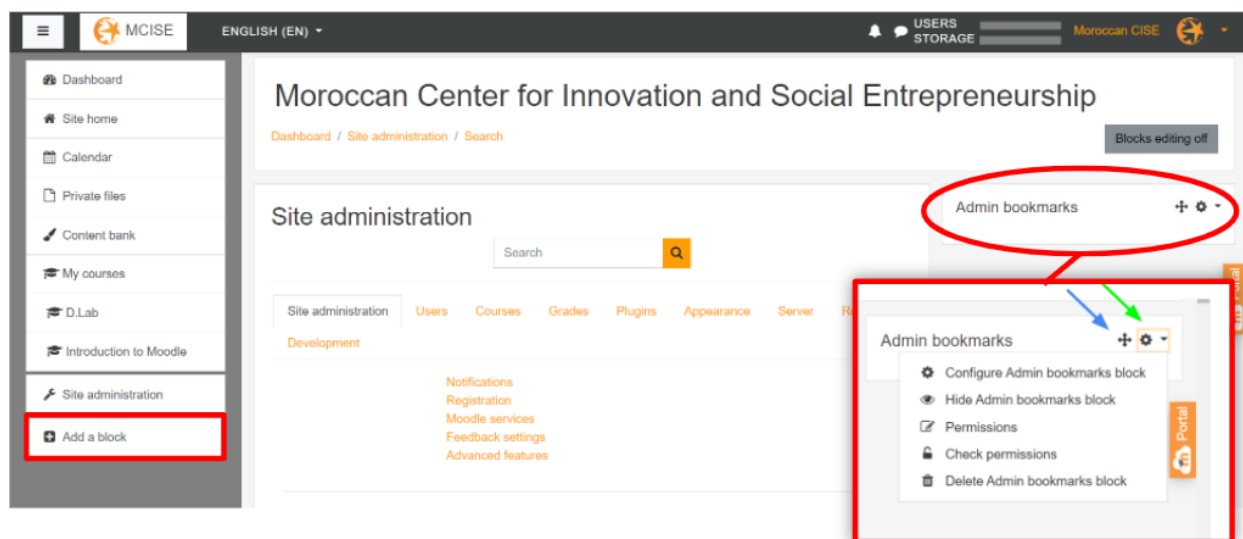
Switching Roles

You can use the "Switch role to…" feature to view the site as any of various types of users.

To switch your role:
1. Click the dropdown of the administrator profile at the top right of the screen (outlined in red).
2. Click **Switch Role to…** (outlined in blue).
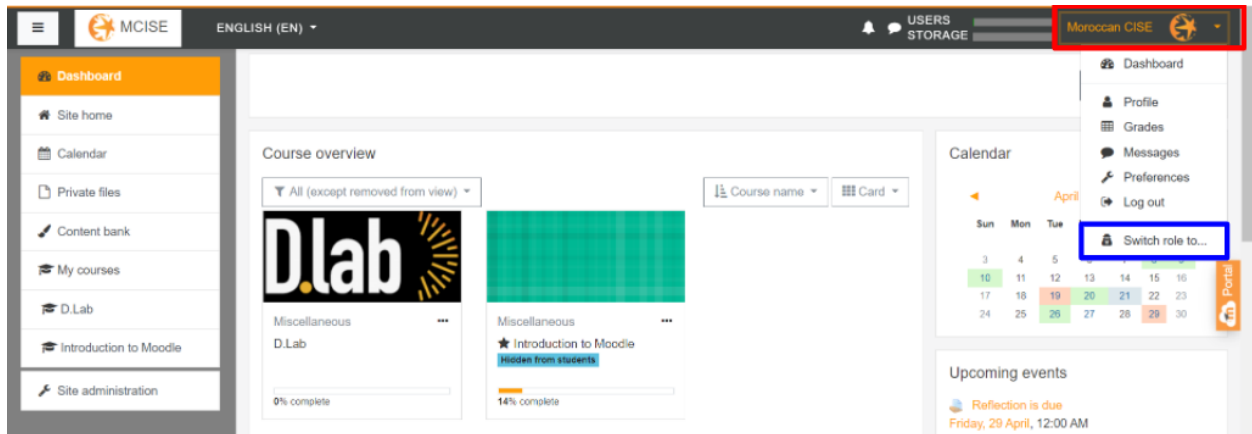
3. Click the role you would like to view the page as.
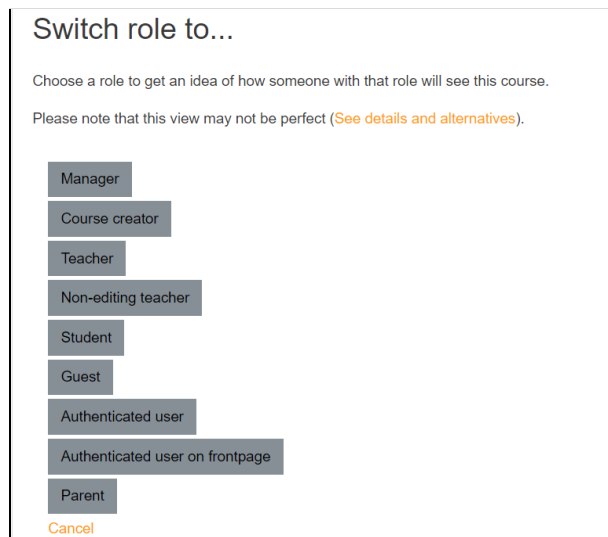
Now, the profile at the top right of the screen will show which role you are viewing the page as. In the example shown below, you are now viewing the page as a teacher.

To return to viewing the page as an administrator again:
1. Click the drop down in the top-right of the screen (outlined in red).
2. Click **Return to my normal role** (outlined in blue).
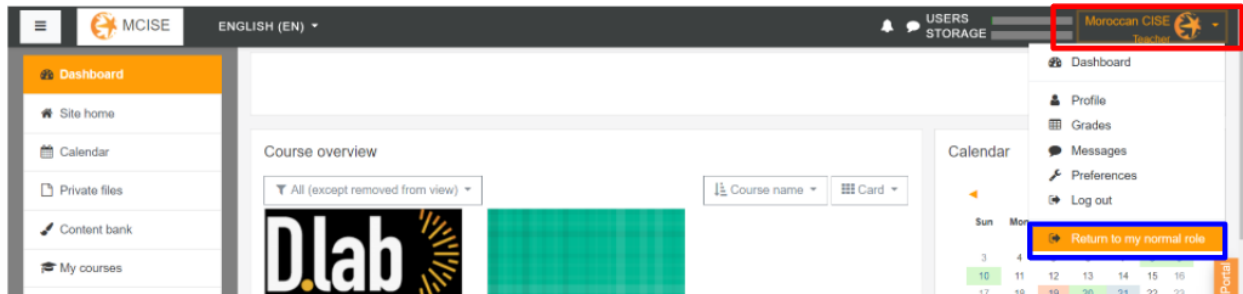
Restoring a Course

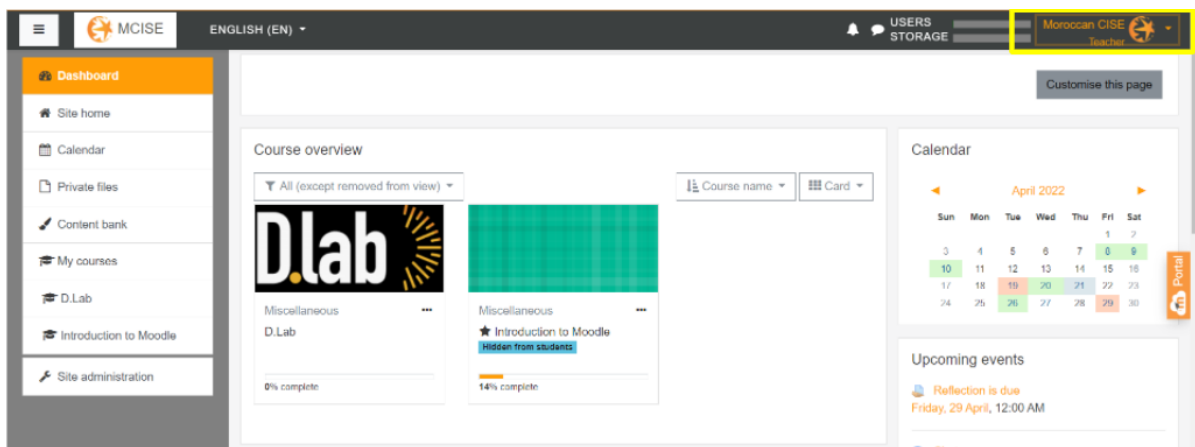To restore the course to a previous version:
1. Click **Site administration** on the left side of the screen (outlined in blue).
2. Click the **Courses** tab (outlined in yellow).
3. Click **Restore course** (outlined in red).
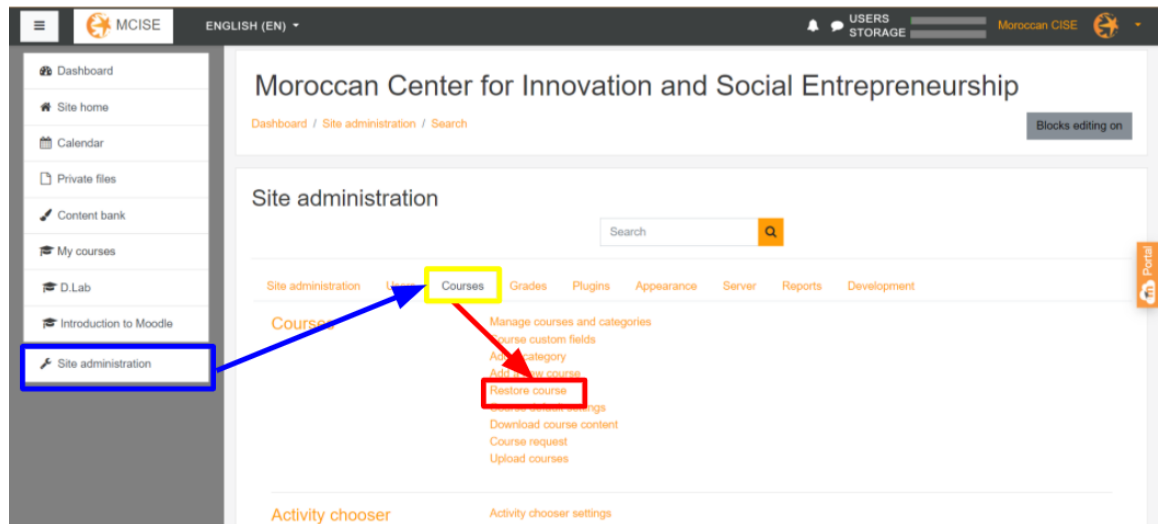
4. Click **Choose a file**.
5. Click **Choose file**.
6. Find the backup file in your directory.
7. Click **Upload this file**.
8. Click **Restore**.

9. Scroll to the bottom of the screen and click **Continue**.

You must decide whether to create a new course from the backup file, merge the backup file into an existing course, or replace an existing course with the backed-up course.
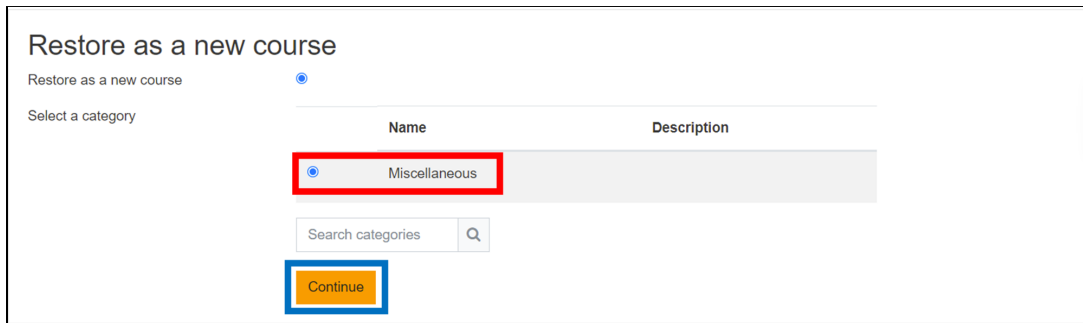
To create a new course from the backup file:
1. Select a course category from the available options (red outline).
2. Click **Continue** (blue outline).
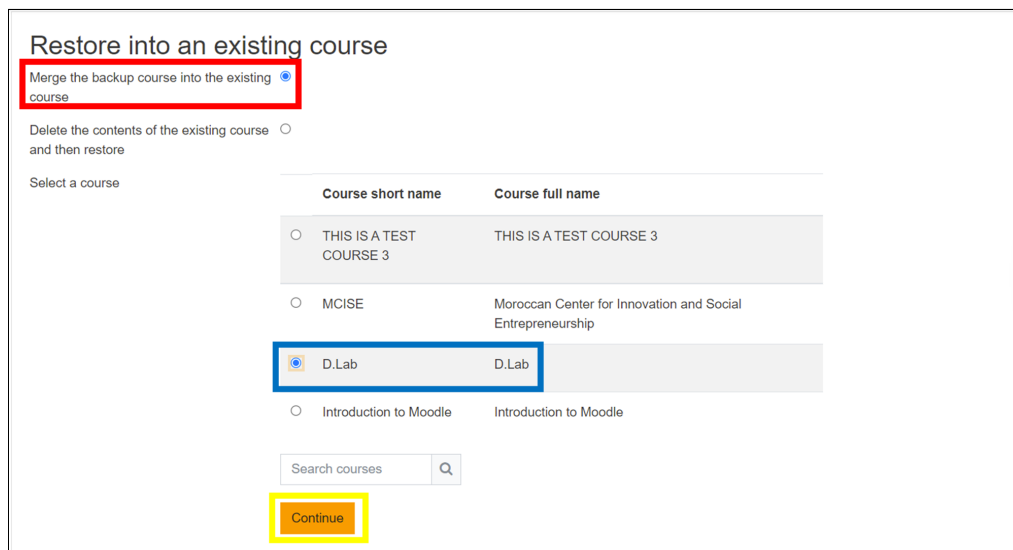
3. Ensure the settings shown are correct.
4. Click **Next**.
5. Enter the prompted information about the course.
6. Ensure the settings shown are correct.
7. Click **Next**.
8. Click **Perform restore**.
9. Click **Continue**.

You should now be taken to the restored course.

To merge the backup file into an existing course:
1. Ensure the **Merge the backup course into the existing course** option is selected (red outline).
2. Select the course into which you would like to merge the backed-up course (blue outline).
3. Click **Continue** (yellow outline).

4. Ensure the settings shown are correct.
5. Click **Next**.
6. Ensure the settings shown are correct.
7. Click **Next**.
8. Click **Perform restore**.
9. Click **Continue**.

You should now be taken to the restored course.

To replace an existing course with a backed-up course:
1. Ensure the **Delete the contents of an existing course** option is selected (red outline).
2. Select the course you would like to replace (blue outline).
3. Click **Continue** (yellow outline).

4. Ensure the settings shown are correct.
5. Click **Next**.
6. Ensure the settings shown are correct.
7. Click **Next**.
8. Click **Perform restore**.
9. Click **Continue**.

You should now be taken to the restored course.

Backing Up a Course

To back up the course:

1. Navigate to the course you want to back up.
2. Click on the cog in the top right corner of the screen.
3. Click **Backup**.

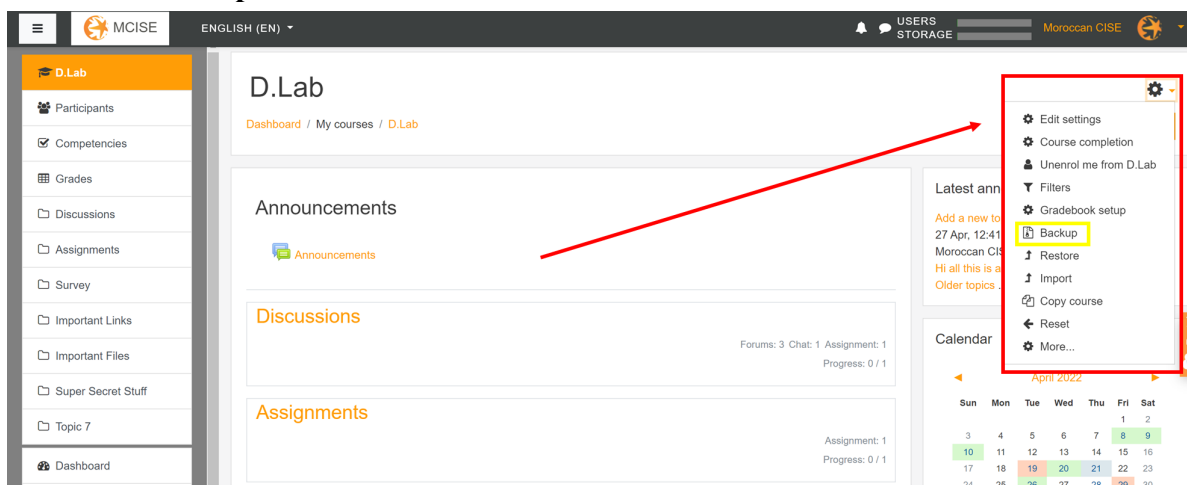
4. Ensure the settings shown are correct.
5. Click **Next**.
6. Ensure the settings shown are correct.
7. Click **Next**.
8. Click **Perform Backup**, and wait for the backup to complete.
9. Click **Continue**.

You will then see the new backup file you created. You can download that backup file and use it later to restore the course.

Editing the Paywall

To turn the paywall on and off:
1. Navigate to the class you want to edit the paywall on.
2. Click **Participants**.
3. Click on the cog.
4. Click **Enrolment methods**.
5. Click on the eyeball icon for **PayPal** to change the paywall's visibility.
6. Click on the eyeball icon for **Self enrolment** to change the availability of student self-enrollment.

IMPORTANT: Only one of **Self enrollment** and **PayPal** should be visible at the same time. If both are visible, students can self-enroll and avoid the paywall.
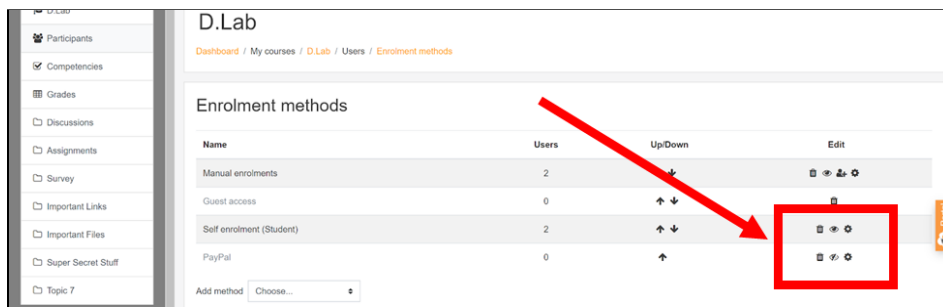
To change the paywall price and other settings:
1. Navigate to the class for which you want to edit the paywall.
2. Click **Participants**.
3. Click on the cog.
4. Click **Enrolment methods**.
5. Click on the cog next to the **PayPal**. You will be taken to a screen with PayPal settings.
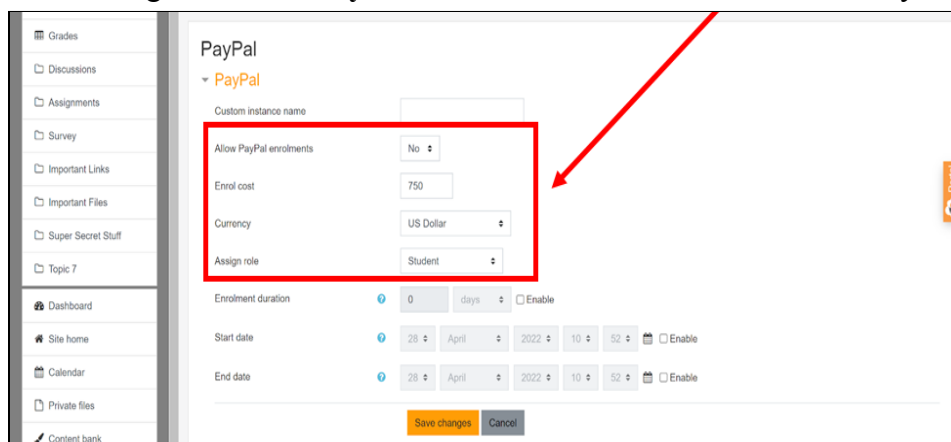
6. Adjust the settings to match your preferred options.
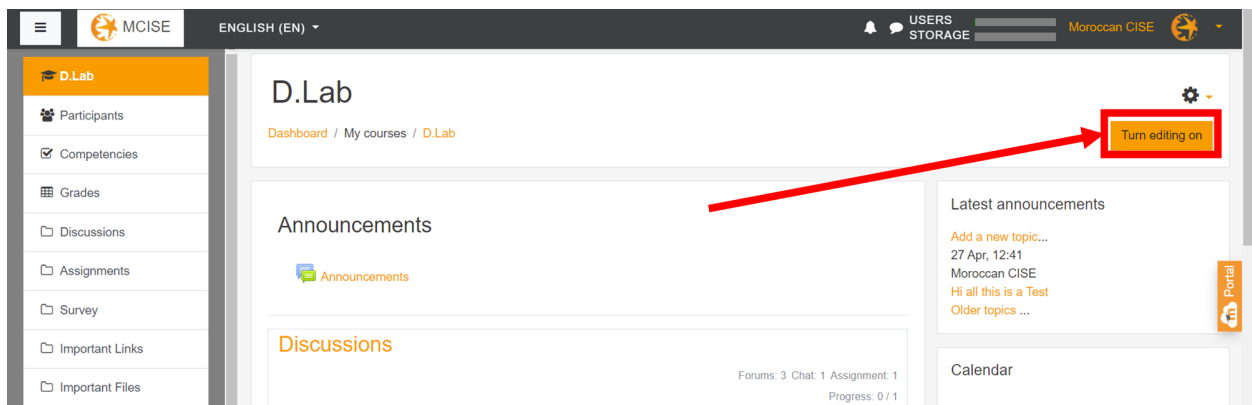
Click **Save changes**.

Teacher Guide

Creating a New Topic

Creating a new topic is how the teacher can add new sections to the course. You must begin on the course homepage to add a new topic for the course or edit topics for the course.

To add a new topic:

1. Click on **Turn editing on** at the top of the course page on the right-hand side.

2. Scroll down to the bottom of the page and click **Add topics**.
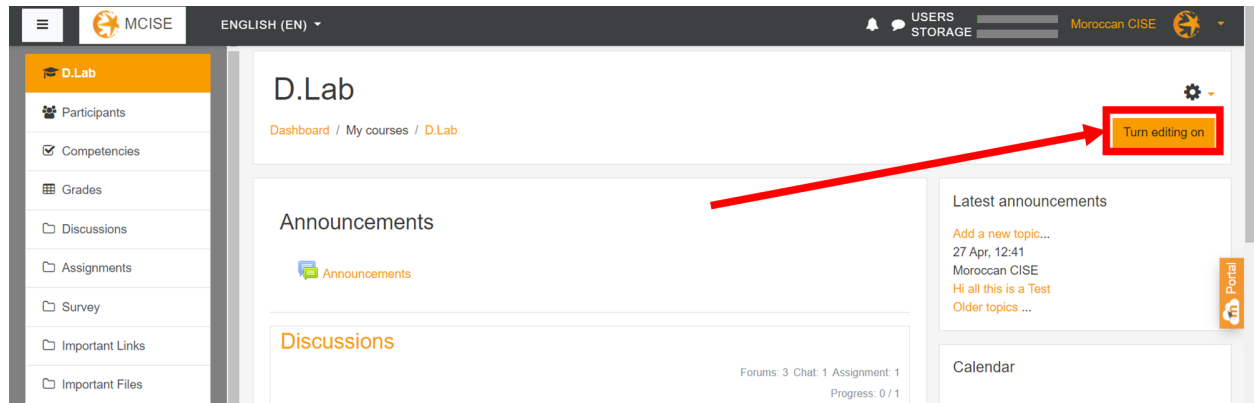3. Choose the number of new topics you want to create.
4. Click **Add topics**.

Editing Topics

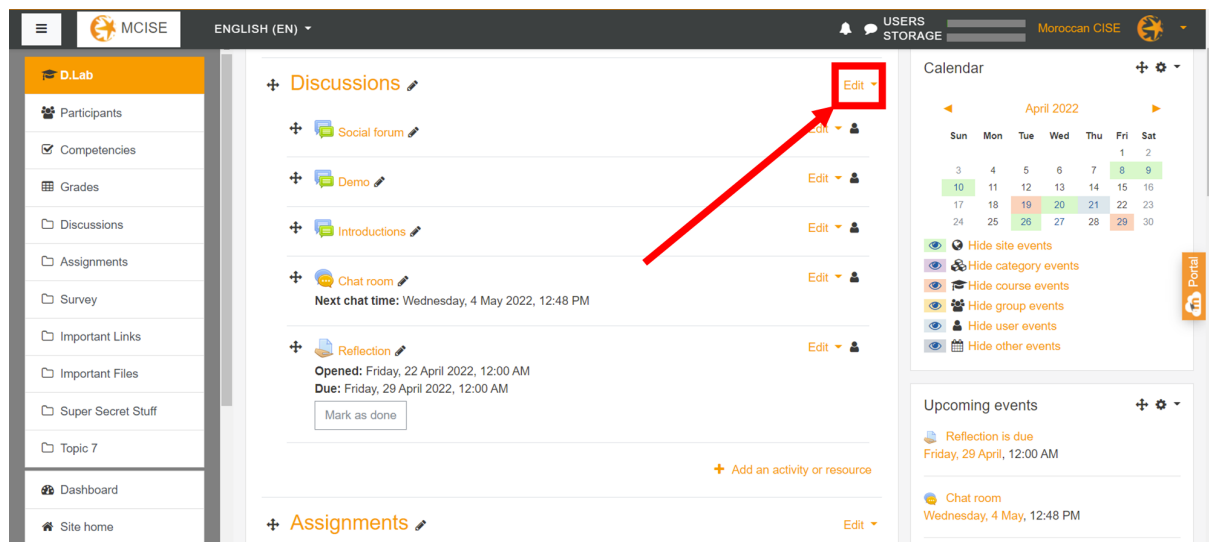You must begin on the course homepage to populate or edit course topics.

To change the name or description of the topic:

1. Click **Turn editing on** at the top of the course page on the right-hand side.

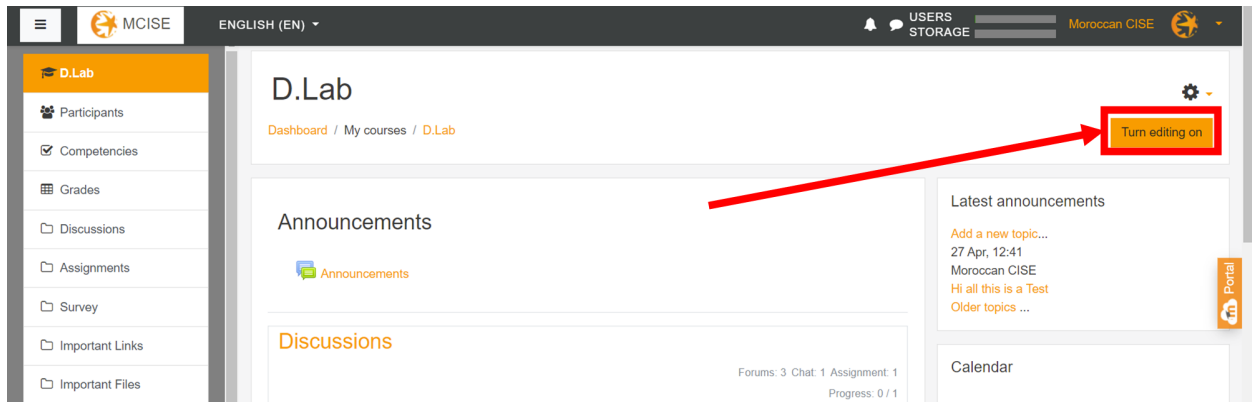2. Click the **Edit** button that corresponds with the topic you would like to edit.

3. Click **Edit topic** in the drop-down that appears.
4. Edit the settings.
5. Click **Save changes**.

To add activities or resources to the Topic:

1. Click **Turn editing on** at the top of the course page on the right-hand side.

2. Click **Add an activity or resource** on the topic you want to add a new activity or resource to. You will see a pop-up with a list of all the possible activities and resources you can add.
3. Choose the activity or resource that fits your needs. You will then be taken to a new screen where you can edit all the information about the new activity.
4. When you are finished configuring the activity or resource, click **Save and display** or **Save and return to course**.
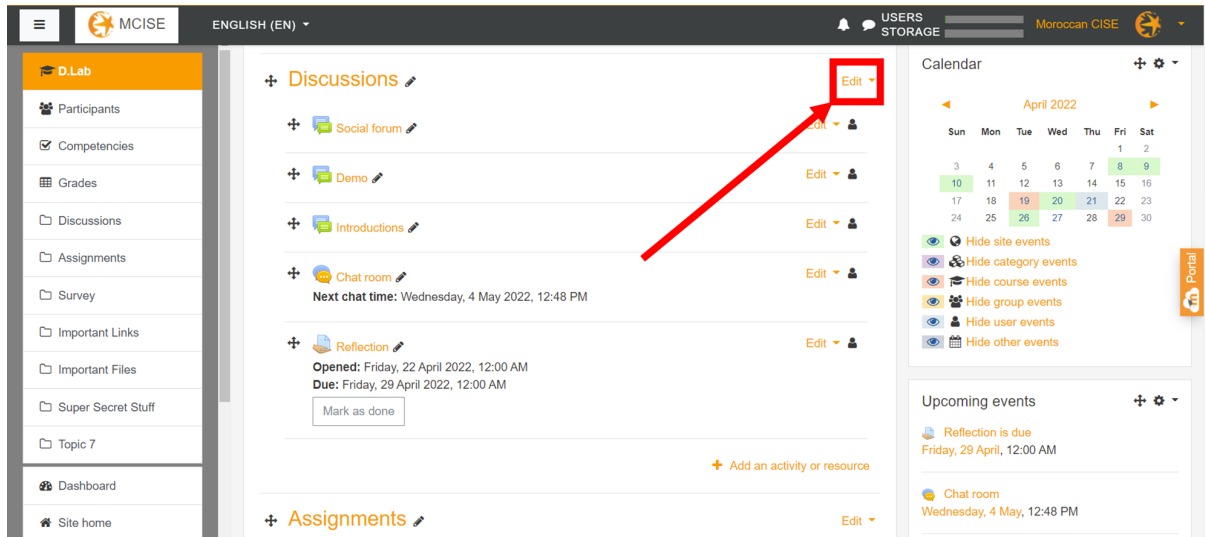
For more information, refer to this video by *Moodle*.

To delete a topic:

1. Click **Turn editing on** at the top of the course page on the right-hand side.
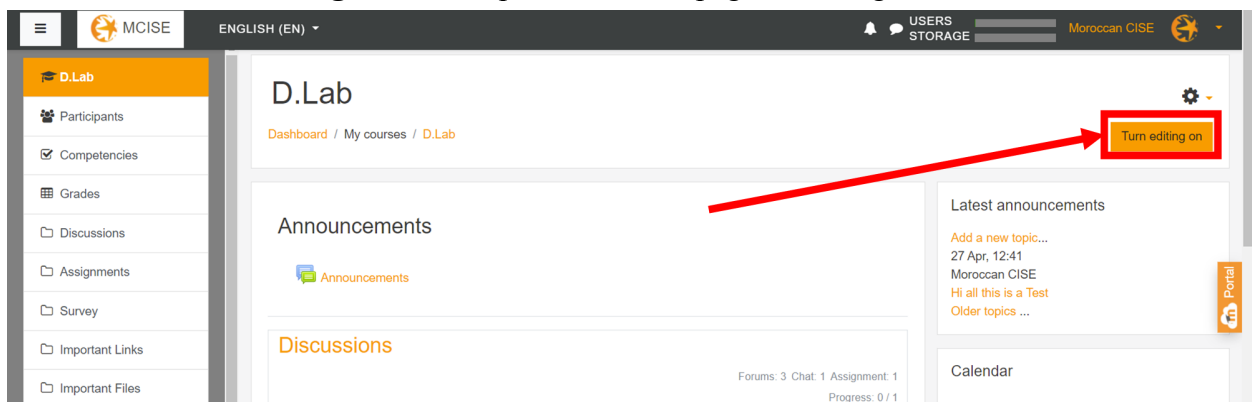
2. Click the **Edit** button that corresponds with the topic you would like to edit.


3. Click **Delete topic**.
4. Click **Delete**.

Making an Announcement

An announcement will be sent to the students of the course and will show up in the **Latest announcements** block on the right side of the screen. You must begin on the course homepage to make an announcement for the course.
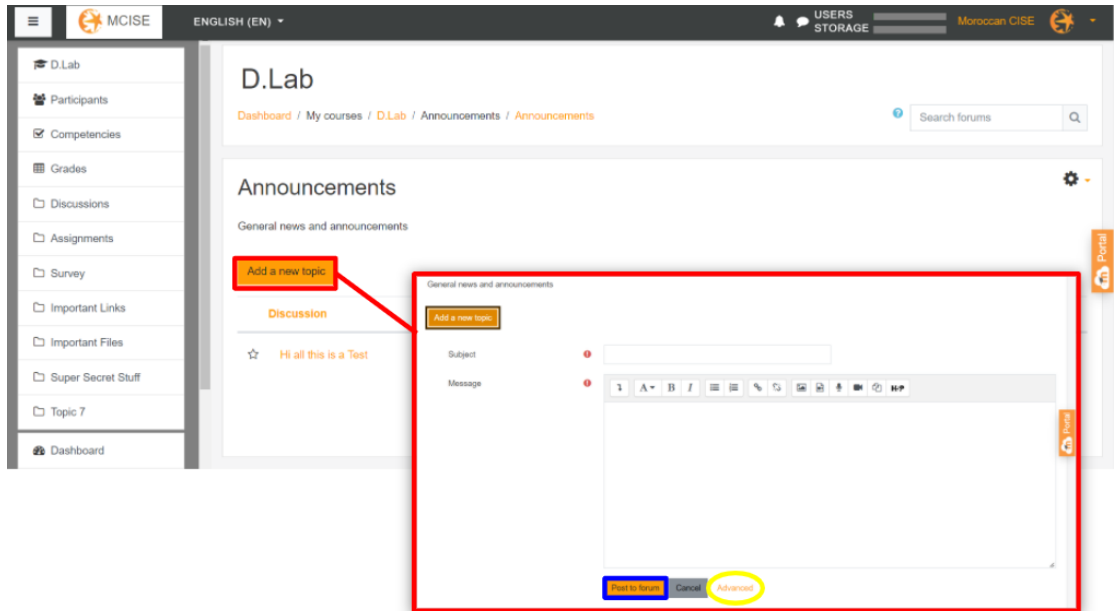
To make an announcement:
1. Click on the **Announcements** button under the Announcements topic.
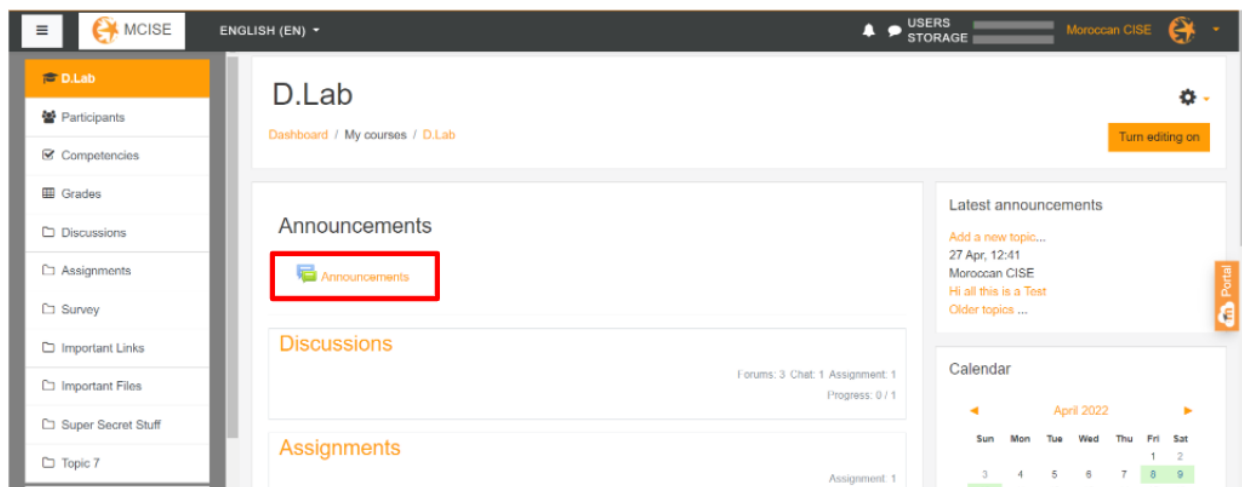
2. Click **Add new topic** (see red outline below).
3. Enter a subject and a message for your announcement.

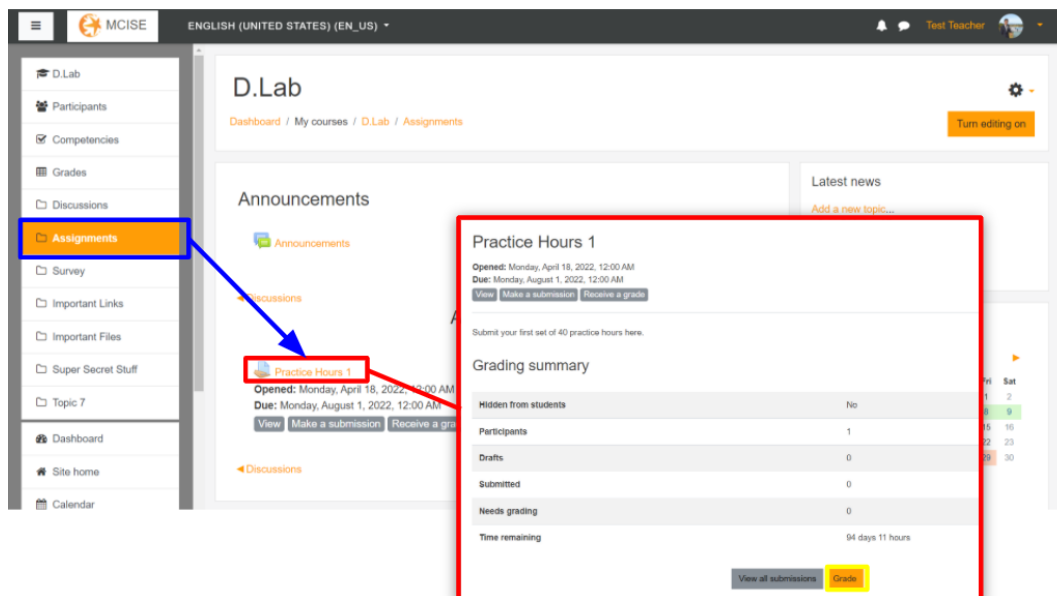4. Click **Post to forum** (see blue outline below).

Note: The **Advanced** button (circled in yellow) provides additional settings, such as attachments and tags.


Grading an Assignment

To grade an assignment:

1. Click on the assignment you wish to grade.
2. Click **Grade**.

3. Review the student's submission, which you can see on the left side of the screen.

4. Enter a grade in the **Grade** text entry box.
5. Enter any comments you have in the **Feedback Comments** text entry box.
6. Save your changes.
   - If you want to continue grading students' submissions, click **Save and show next** (outlined in blue).
   - If you are finished grading, click **Save Changes** (outlined in red), and exit the grading screen by clicking on one of the buttons in the top-left corner of the screen (outlined in yellow).
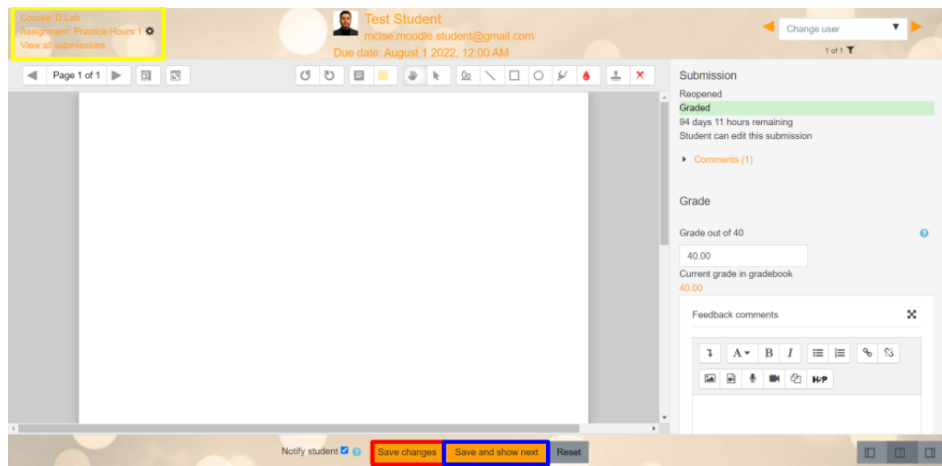
## Adding Events to the Calendar

To add an event to the calendar:
1. Click the **Calendar** button on the left-hand side of the screen.
2. Click the date for which you want to add the event.
3. Add the details about the event, such as the title and the start time.
4. Click **Save**. The event will be posted to the calendar.
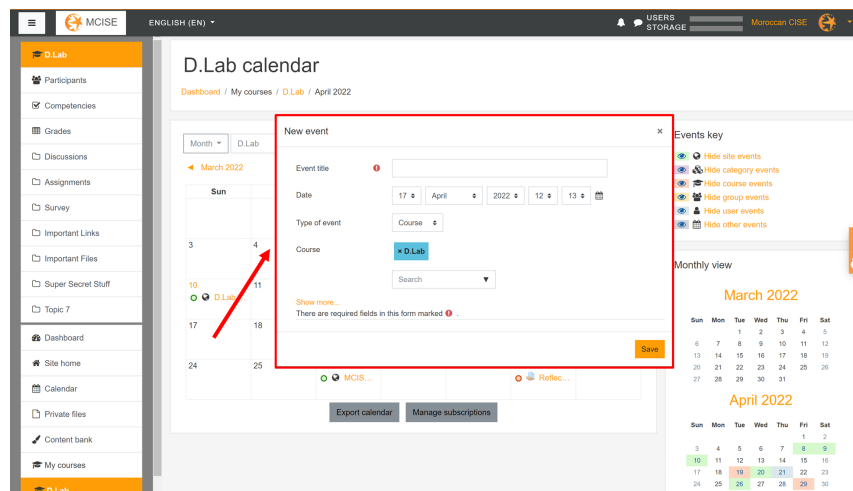
Sending a Private Message

To send a private message to a user you do not already have a conversation with:

1. Click **Participants** on the left-hand side of the screen.
2. Click on the name of the student you want to start the conversation with.
3. Click on the **Message** button next to the student's name. The chat window will open on the right side of the screen.
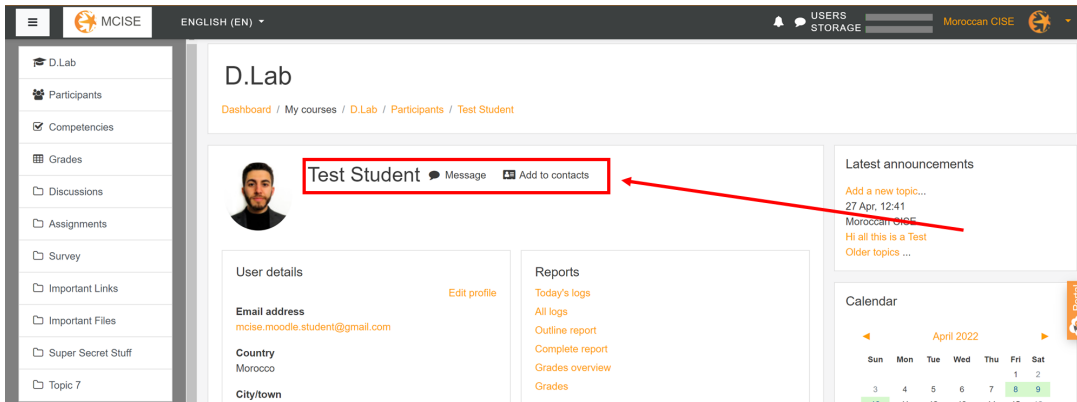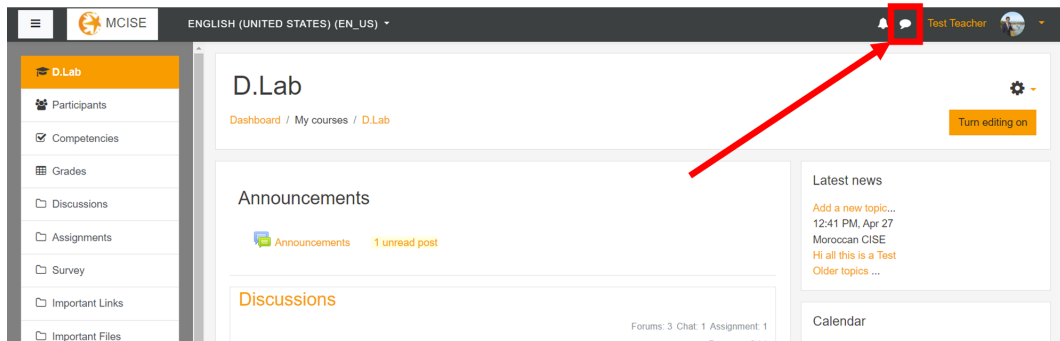

4. Type your message in the text box at the bottom of the screen.
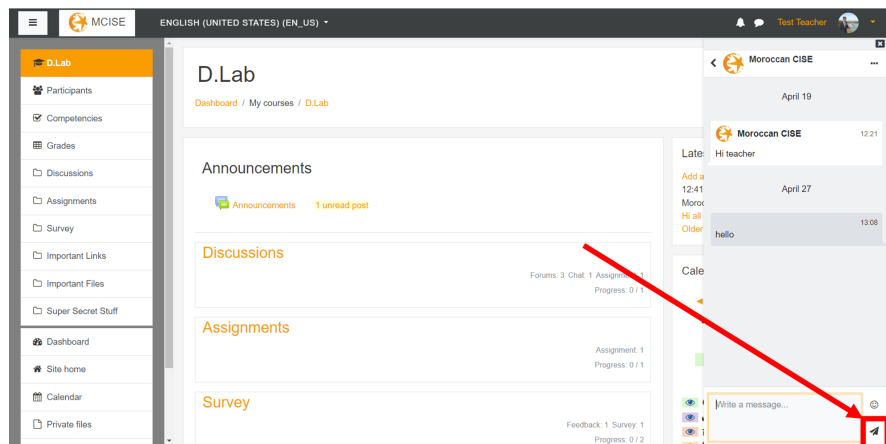5. Click the **Send** button.
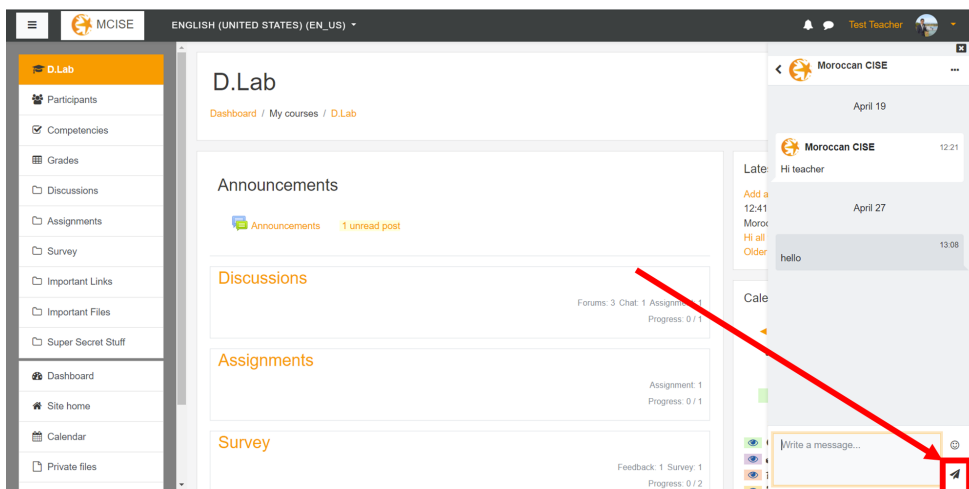
Responding to a Private Message

To respond to a private message, or to continue a conversation you have already started:

1. Click the **Chat** button on the top of the screen.

2. Click on the conversation you want to continue.
3. Enter your message in the text box at the bottom of the screen.
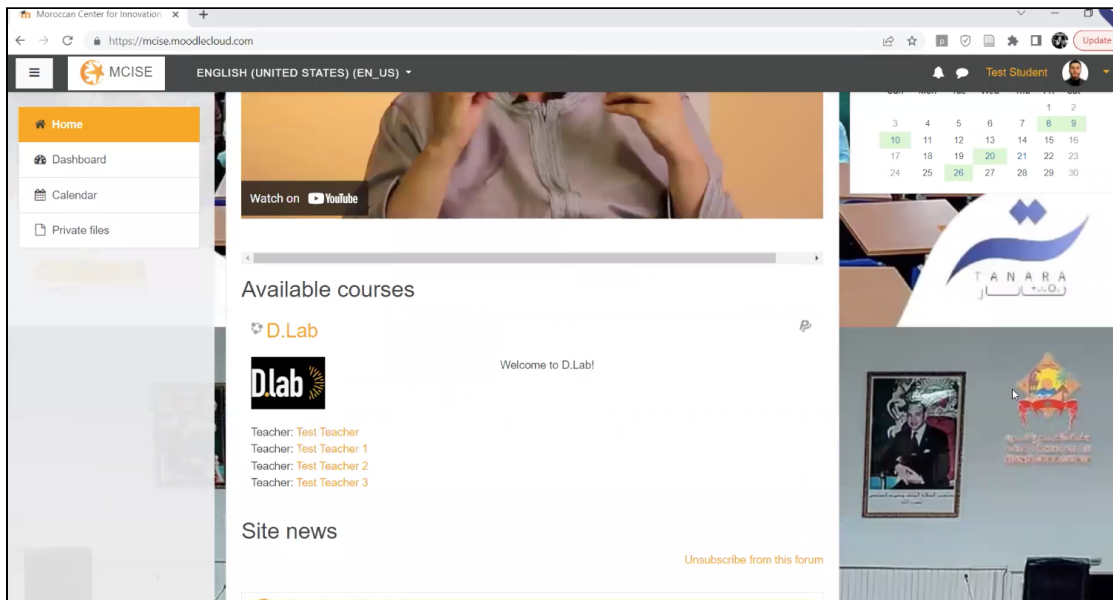4. Click the **Send** button.

Course Enrollment

Enrolling in a Course (Students)

Students can enroll in a course to access the course's content, assignment, and grade. Courses are listed under Available Courses.
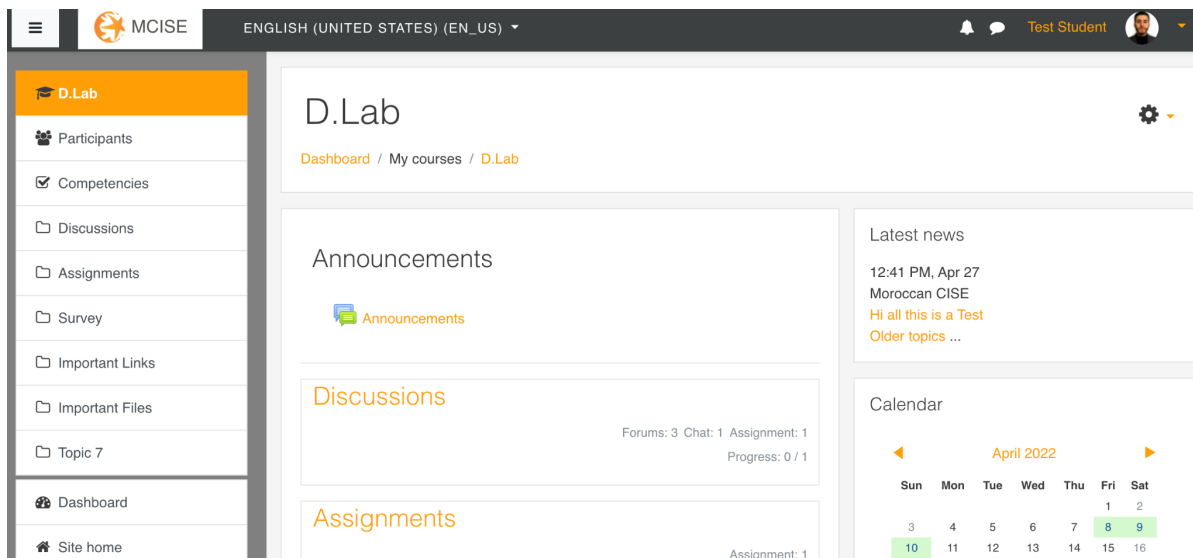
1. Scroll down to **Available Courses** on the homepage site (as shown below).

2. Click on the course hyperlink to access the course.
3. If the course requires payment, click **Send payment via PayPal** and enter Paypal information.
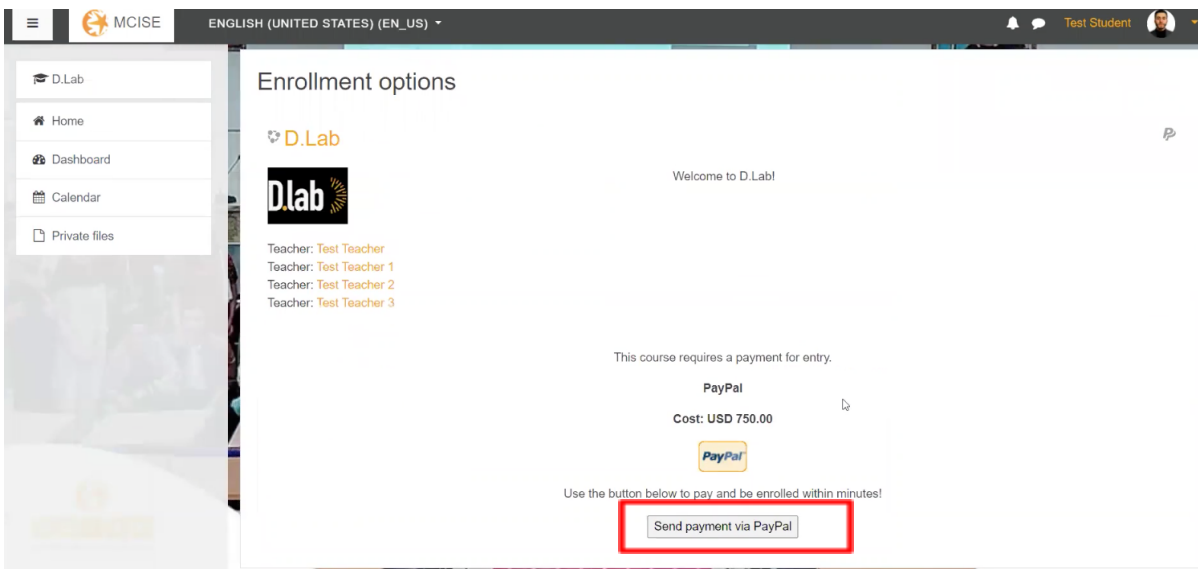
4. After payment, you will be taken to the **Course homepage.**

Congratulations; you have successfully enrolled yourself in a course!

For instructions on enrolling users in bulk or creating cohorts of users, refer to this *Moodle documentation.*

Enrolling in a Course (Teachers)

As a teacher, you can enroll in a course by asking the administrator to assign you the "Teacher" role for that course.

You should not have to pay for the course if there is a paywall (See this documentation on how to assign roles).