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# How to use Moodle LMS

# Moodle Learning Management System (LMS) for :

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- Teachers
- Professor
- Students
- And More

# Login to Moodle :

login with your username and password.

username is your email ID

Password : Admin@123

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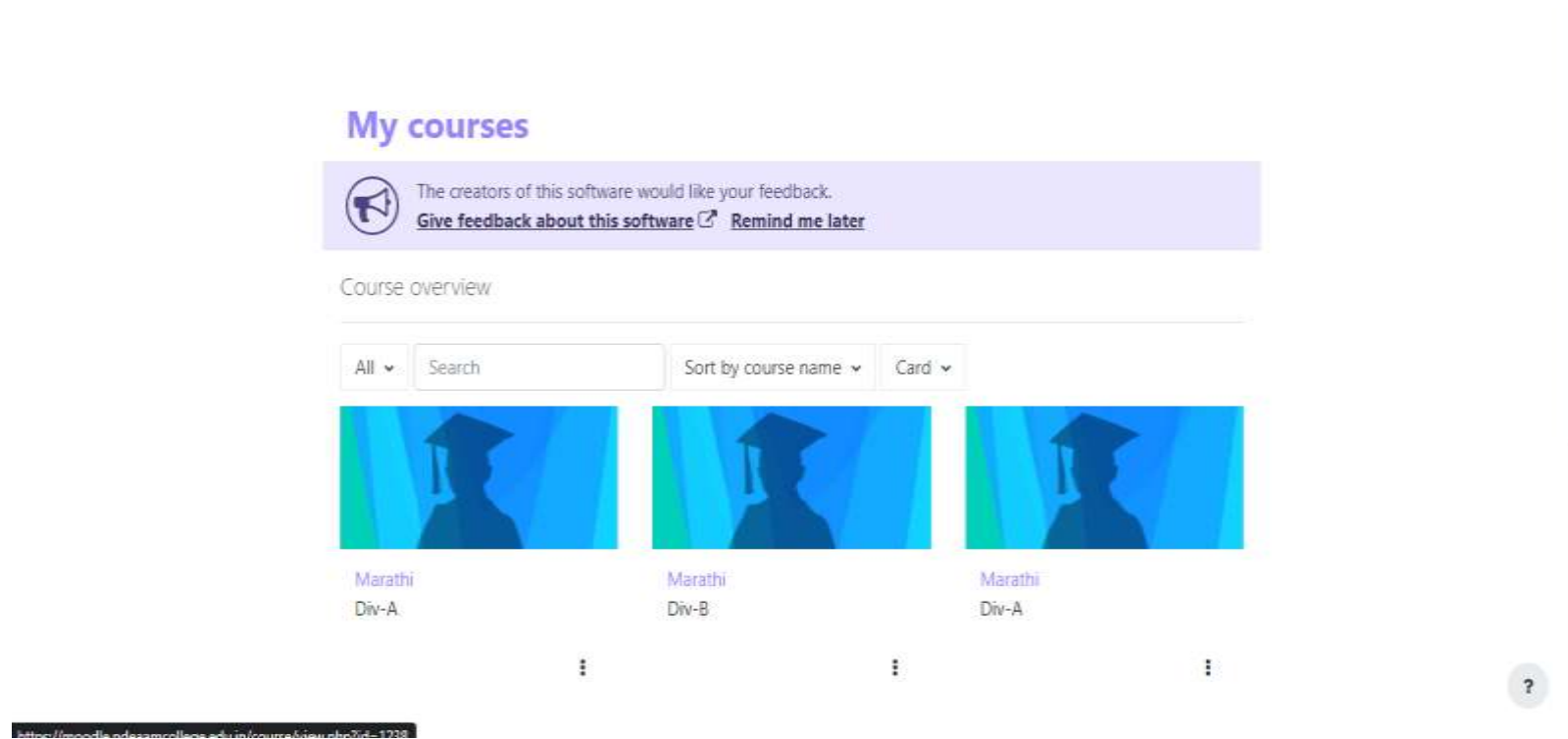


# How to reach the course:

step 1: Select my courses :

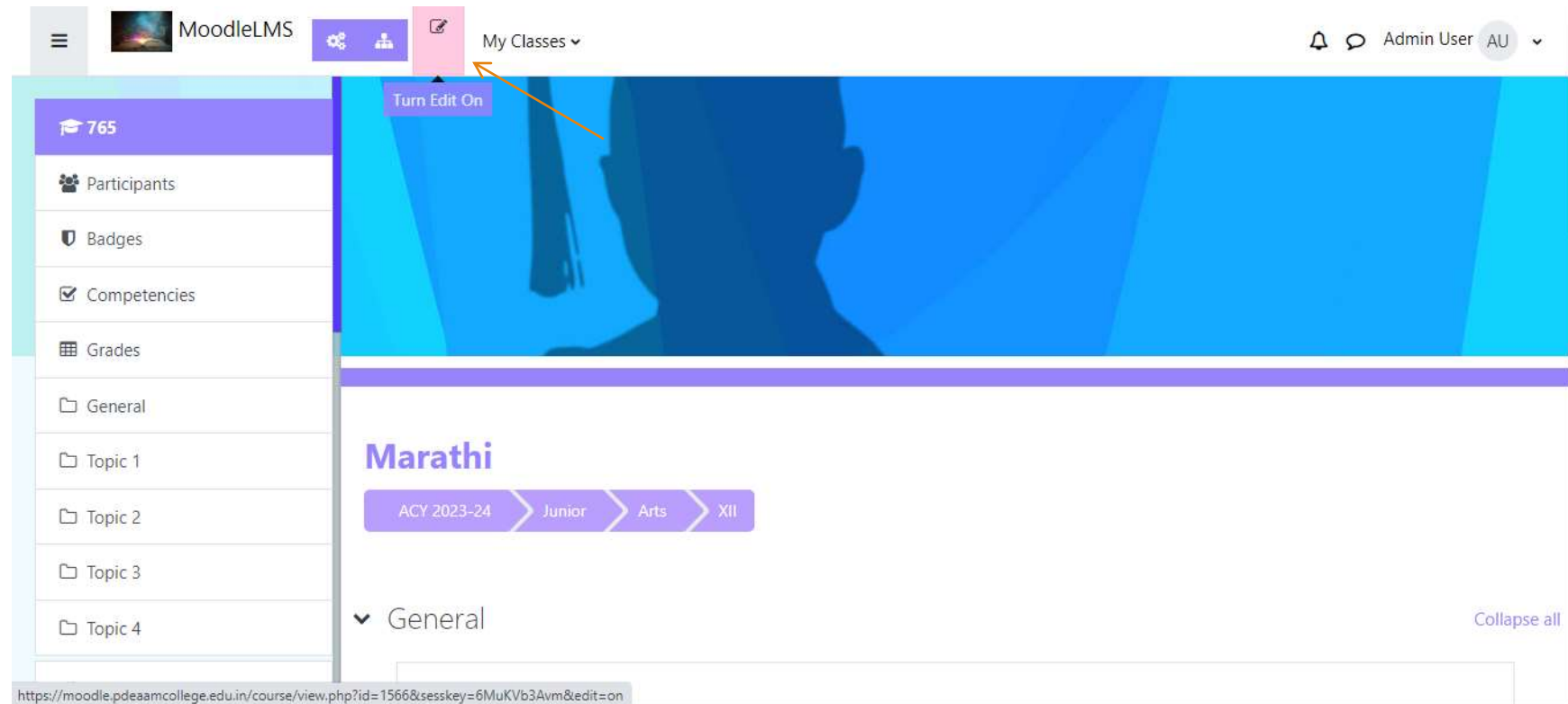
The screenshot displays the Moodle user interface. On the left, a vertical navigation menu contains the following items: Home, Dashboard (highlighted in purple), Private files, My courses (highlighted with an orange arrow), XII ARTS 1, XII ARTS 7, 765, and 771. The main content area is titled 'Dashboard' and features a feedback banner from the software creators, a row of four navigation buttons (Dashboard, Calendar, Badges, All Courses), and a 'Timeline' section with filters for 'Next 7 days', 'Sort by dates', and a search box. On the right side, there is a 'Customise this page' button and a 'Recently accessed items' section showing 'No recent items'. At the bottom, a message states 'No activities require action'. The browser's address bar at the bottom left shows the URL 'https://moodle.pdeaamcollege.edu.in/my/courses.php'.

step 2 : In that course you can see subjects as shown in below image.



# How can I add course content on my Moodle LMS :

step 1 : select subject then to add content turn editing on

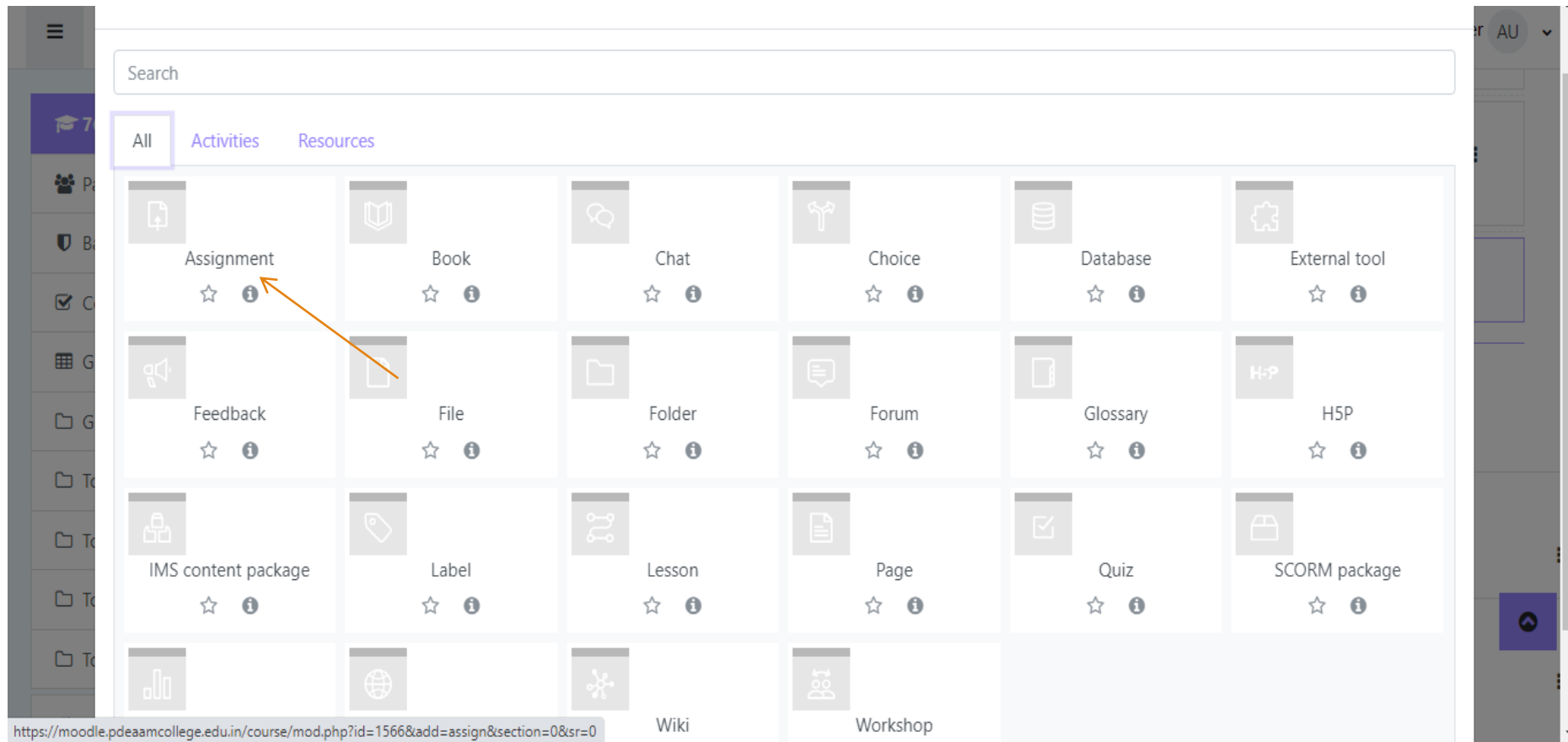


The screenshot displays the Moodle LMS interface for a course. The top navigation bar includes the MoodleLMS logo, a settings icon, a user icon, and a 'My Classes' dropdown menu. A 'Turn Edit On' button is highlighted with an orange arrow. The left sidebar shows a list of course components: 765, Participants, Badges, Competencies, Grades, General, Topic 1, Topic 2, Topic 3, and Topic 4. The main content area shows the course title 'Marathi' and a breadcrumb trail: 'ACY 2023-24 > Junior > Arts > XII'. Below the breadcrumb trail, the 'General' section is expanded, and a 'Collapse all' button is visible. The URL at the bottom of the browser window is <https://moodle.pdeeamcollege.edu.in/course/view.php?id=1566&sesskey=6MuKVb3Avm&edit=on>.

step 2 : You can Rename topics according to you. In this topic you can add an activity or resource

The screenshot displays the MoodleLMS interface. At the top, the MoodleLMS logo is on the left, and the user profile 'Admin User AU' is on the right. Below the logo is a navigation menu with items: 765 (highlighted), Participants, Badges, Competencies, Grades, General, Topic 1, Topic 2, Topic 3, Topic 4, and Home. The main content area shows a 'FORUM Announcements' section. Below this, there is a light blue box containing a plus icon and the text 'Add an activity or resource', which is pointed to by an orange arrow. Below this box is an 'Add topic' section with two topics: 'Topic 1' and 'Topic 2'. The 'Topic 2' entry is expanded, showing a dropdown arrow and an edit icon. A blue button with an upward arrow is visible on the right side of the expanded topic.

step 3: To add assignments click on assignment as shown in below image





# step 4: Add assignment name and description

The screenshot shows the Moodle LMS interface for configuring an assignment. The top navigation bar includes the MoodleLMS logo, a settings icon, and a 'My Classes' dropdown menu. On the right, there are notification and user profile icons for 'Admin User AU'. A sidebar on the left lists course components: 765, Participants, Badges, Competencies, Grades, General (highlighted), Topic 1, Topic 2, Topic 3, Topic 4, and Home. The main content area is titled 'General' and contains the following fields:

- Assignment name:** A text input field containing the text 'demo'. A red warning icon is visible to the left of the field.
- Description:** A rich text editor with a toolbar containing icons for undo, bold, italic, bulleted list, numbered list, link, unlink, smiley, image, file, microphone, video, print, H-P, and help. The text area contains the text 'describe yourself'.
- Activity instructions:** A rich text editor with the same toolbar as the description field. A green question mark icon is visible to the left of the field.

Below the description field, there is a checked checkbox labeled 'Display description on course page' with a help icon.

# Step 5 : you can add Activity instructions,Additional files.

The screenshot displays the Moodle LMS course page editor interface. At the top, the course name 'MoodleLMS' and 'My Classes' are visible. The left sidebar contains navigation options: 765, Participants, Badges, Competencies, Grades, General (highlighted), Topic 1, Topic 2, Topic 3, Topic 4, Home, and Dashboard. The main content area is divided into two sections: 'Activity instructions' and 'Additional files'. The 'Activity instructions' section features a rich text editor with a toolbar containing icons for undo, bold, italic, list, link, unlink, smiley, image, video, audio, and H-P. The 'Additional files' section shows a file manager interface with a 'Files' folder and a large dashed box for file uploads. A message inside the box reads 'You can drag and drop files here to add them.' with a blue upload button. A checkbox at the bottom of the 'Additional files' section is labeled 'Only show files during submission'. The top right corner shows the user 'Admin User AU' and a notification bell icon.

step 6: select Availability in that you can set submission start - due date , reminder to grade

The screenshot shows the MoodleLMS interface for a class. The top navigation bar includes the MoodleLMS logo, a 'My Classes' dropdown menu, and a user profile for 'Admin User AU'. A left sidebar contains navigation options: 765, Participants, Badges, Competencies, Grades, General (highlighted), Topic 1, Topic 2, Topic 3, Topic 4, Home, and Dashboard. The main content area is titled 'Availability' and contains the following settings:

- Allow submissions from:** 24 July 2023 00:00.  Enable
- Due date:** 31 July 2023 00:00.  Enable
- Cut-off date:** 24 July 2023 16:16.  Enable
- Remind me to grade by:** 7 August 2023 00:00.  Enable
- Always show description

Below the 'Availability' section is the 'Submission types' section:

- Submission types:**  Online text  File submissions
- Maximum number of uploaded files:** 20
- Maximum submission size:** Site upload limit (2 MB)
- Accepted file types:** [Empty field] Choose No selection

A blue button with a right-pointing arrow is located at the bottom right of the settings area.

# Step 7: set Submission types, Feedback types

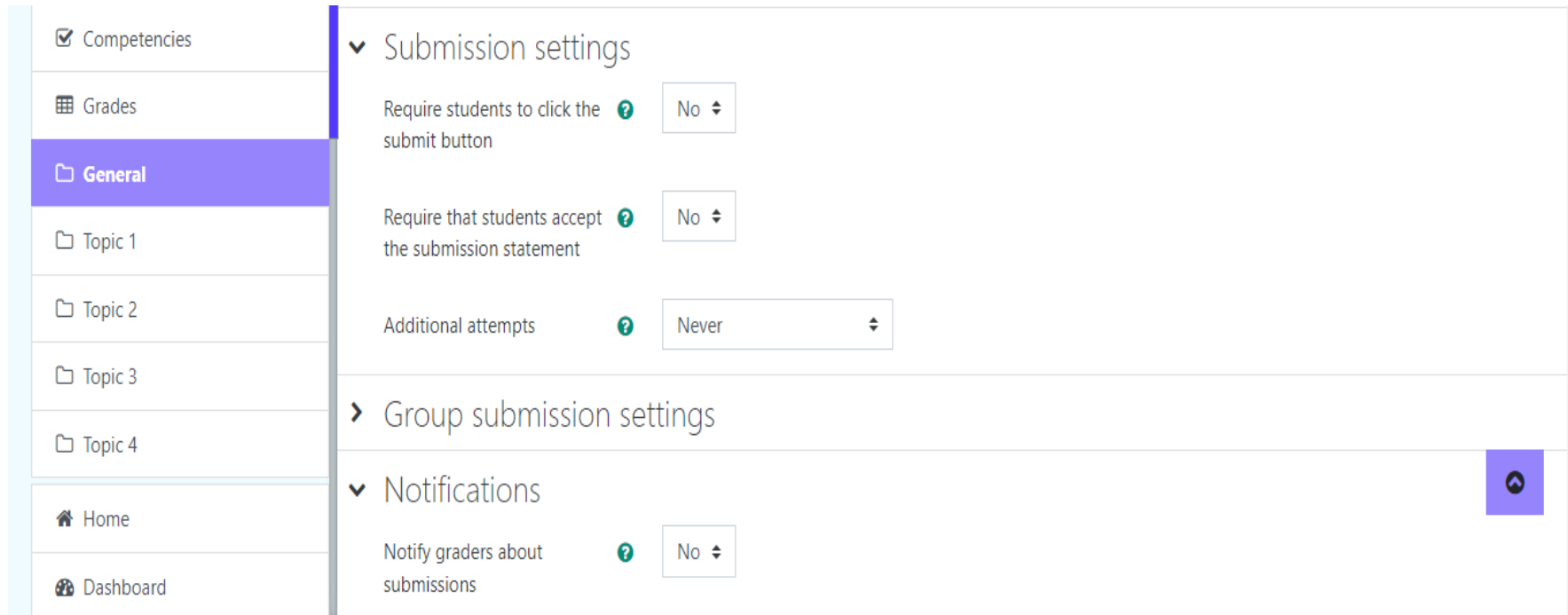
The screenshot shows the Moodle LMS interface for a class named "765". The left sidebar contains navigation options: 765, Participants, Badges, Competencies, Grades, General (highlighted), Topic 1, Topic 2, Topic 3, Topic 4, Home, and Dashboard. The main content area is divided into three sections:

- Submission types**
  - Submission types:  Online text [?](#)  File submissions [?](#)
  - Maximum number of uploaded files:  [?](#)
  - Maximum submission size:  [?](#)
  - Accepted file types:   No selection
- Feedback types**
  - Feedback types:  Feedback comments [?](#)  Offline grading worksheet [?](#)  Feedback files [?](#)
  - Comment inline:  [?](#)
- Submission settings**
  - Require students to click the submit button:  [?](#)

A blue save button is located at the bottom right of the settings area.

# Step 8: Set submission settings

- set if Require students to click the submit button
- set if Require that students accept the submission statement
- set Additional attempts



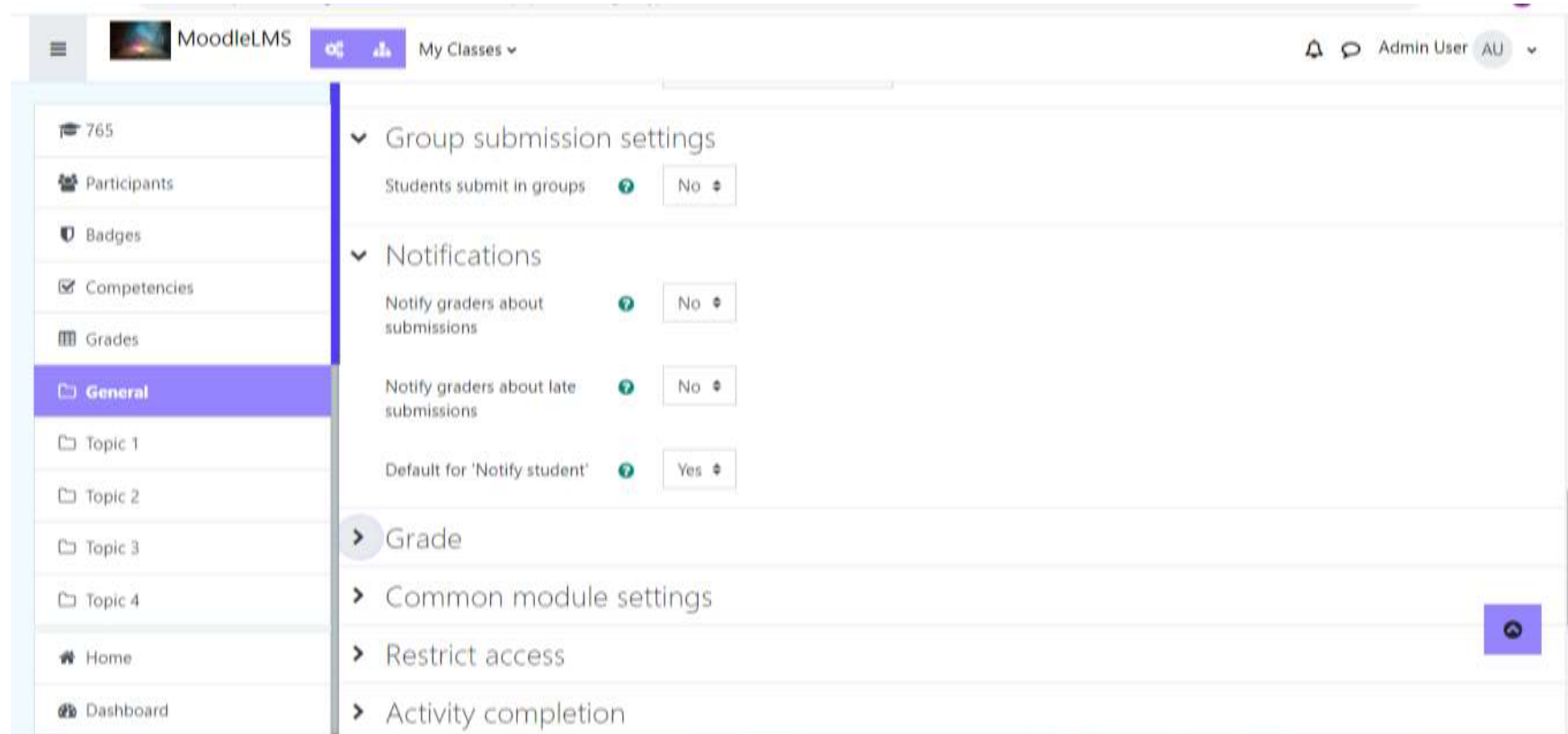
The screenshot shows a user interface for setting submission parameters. On the left is a navigation sidebar with the following items: Competencies (checked), Grades, General (highlighted in purple), Topic 1, Topic 2, Topic 3, Topic 4, Home, and Dashboard. The main content area is titled 'Submission settings' and contains three rows of settings, each with a help icon (question mark) and a dropdown menu:

- Require students to click the submit button: No
- Require that students accept the submission statement: No
- Additional attempts: Never

Below these settings is a section for 'Group submission settings' with a right-pointing arrow icon. At the bottom of the main content area is a 'Notifications' section, which is currently collapsed (indicated by a downward arrow icon). The 'Notifications' section includes the setting 'Notify graders about submissions' with a dropdown menu set to 'No'. A blue square button with a white upward-pointing arrow is located on the right side of the 'Notifications' section.

## Step 9: Set Group submission setting and notifications.

In notification you can set if you want to Notify graders about submissions, Notify graders about late submissions or you can set Default for 'Notify student'

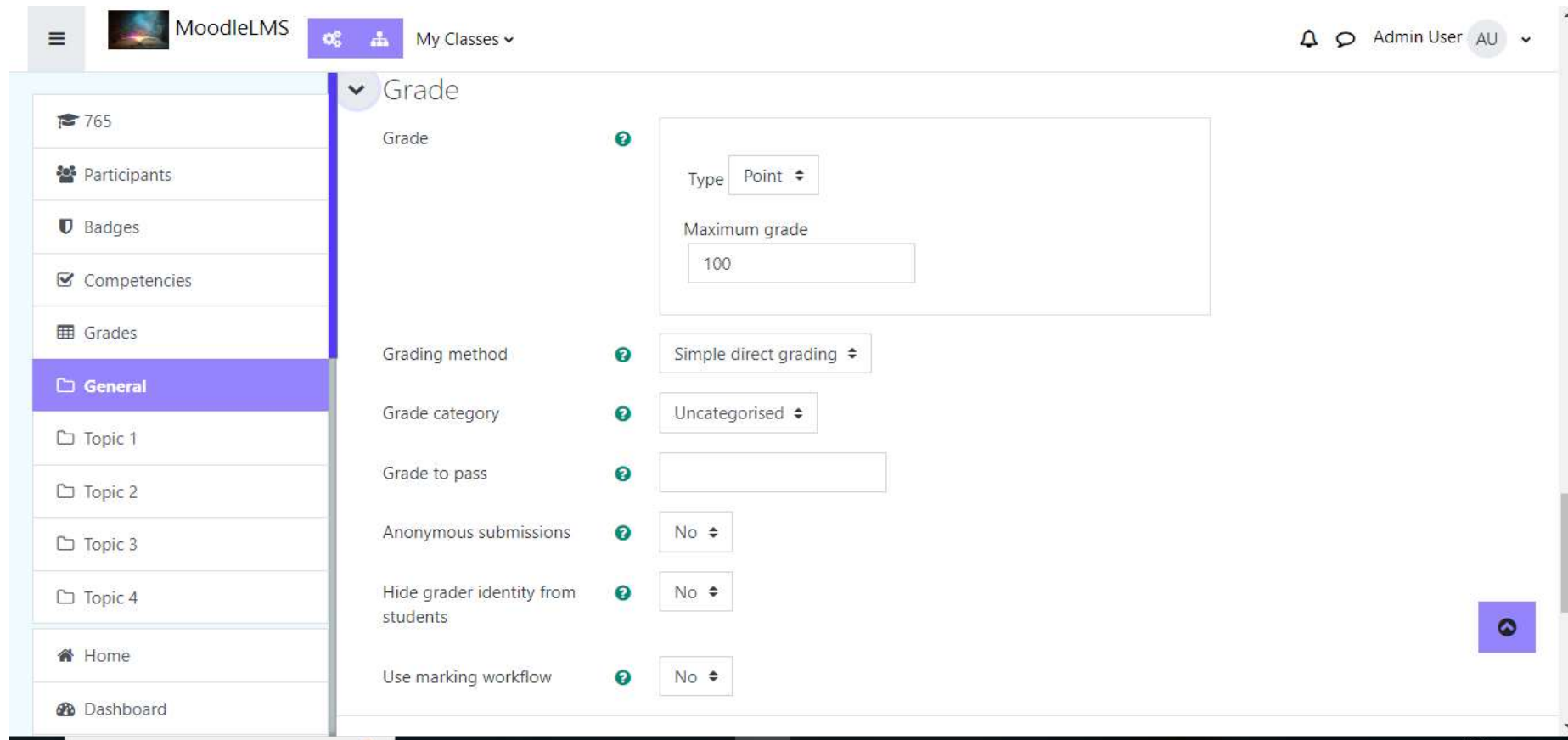


The screenshot shows the Moodle LMS interface for a class. The left sidebar contains navigation options: 765, Participants, Badges, Competencies, Grades, General (highlighted), Topic 1, Topic 2, Topic 3, Topic 4, Home, and Dashboard. The main content area displays the following settings:

- Group submission settings**
  - Students submit in groups: No
- Notifications**
  - Notify graders about submissions: No
  - Notify graders about late submissions: No
  - Default for 'Notify student': Yes
- Grade
- Common module settings
- Restrict access
- Activity completion

# step 10: set grade

In that you can set Grade, Grading method, Grade category, Grade to pass, Anonymous submissions, Hide grader identity from students, Use marking workflow.

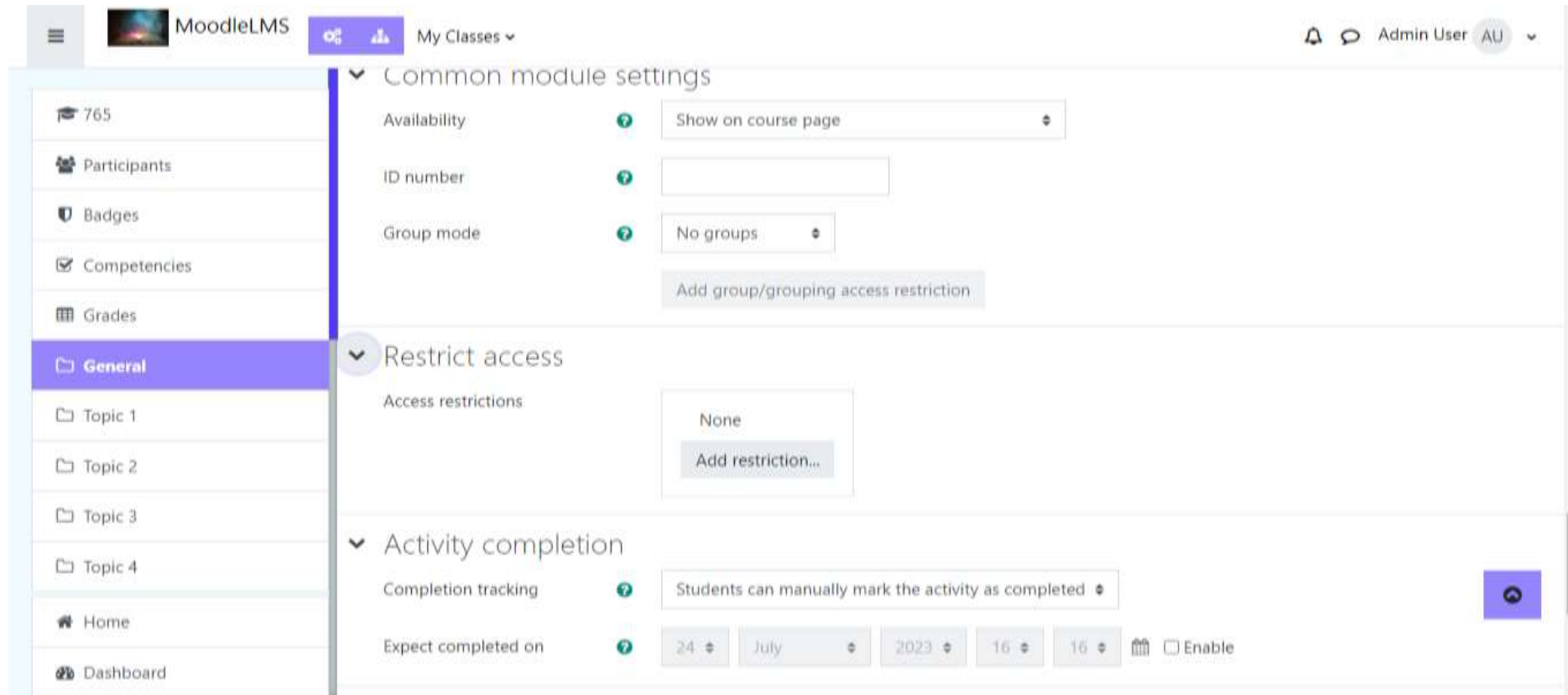


The screenshot shows the Moodle LMS interface for setting grade-related options. The top navigation bar includes the MoodleLMS logo, a settings icon, and a 'My Classes' dropdown menu. The user is logged in as 'Admin User AU'. The left sidebar contains a navigation menu with options like '765', 'Participants', 'Badges', 'Competencies', 'Grades', 'General' (highlighted), 'Topic 1-4', 'Home', and 'Dashboard'. The main content area is titled 'Grade' and contains the following settings:

- Grade:** Type: Point (dropdown), Maximum grade: 100 (text input).
- Grading method:** Simple direct grading (dropdown).
- Grade category:** Uncategorized (dropdown).
- Grade to pass:** (empty text input).
- Anonymous submissions:** No (dropdown).
- Hide grader identity from students:** No (dropdown).
- Use marking workflow:** No (dropdown).

A blue save button is located at the bottom right of the settings area.

# Step 11: Set common module settings, restrict access, Activity Completion .



The screenshot shows the Moodle LMS interface for editing a module. The top navigation bar includes the MoodleLMS logo, a 'My Classes' dropdown menu, and the user 'Admin User' with a profile icon. A left sidebar contains a list of navigation items: 765, Participants, Badges, Competencies, Grades, General (highlighted in purple), Topic 1, Topic 2, Topic 3, Topic 4, Home, and Dashboard. The main content area is divided into three sections:

- Common module settings:** Includes 'Availability' (set to 'Show on course page'), 'ID number' (empty field), and 'Group mode' (set to 'No groups'). A button 'Add group/grouping access restriction' is located below these settings.
- Restrict access:** Shows 'Access restrictions' set to 'None' with an 'Add restriction...' button.
- Activity completion:** Shows 'Completion tracking' set to 'Students can manually mark the activity as completed' and 'Expect completed on' set to '24 July 2023 16:16'. There is an 'Enable' checkbox and a blue button with a circular arrow icon.

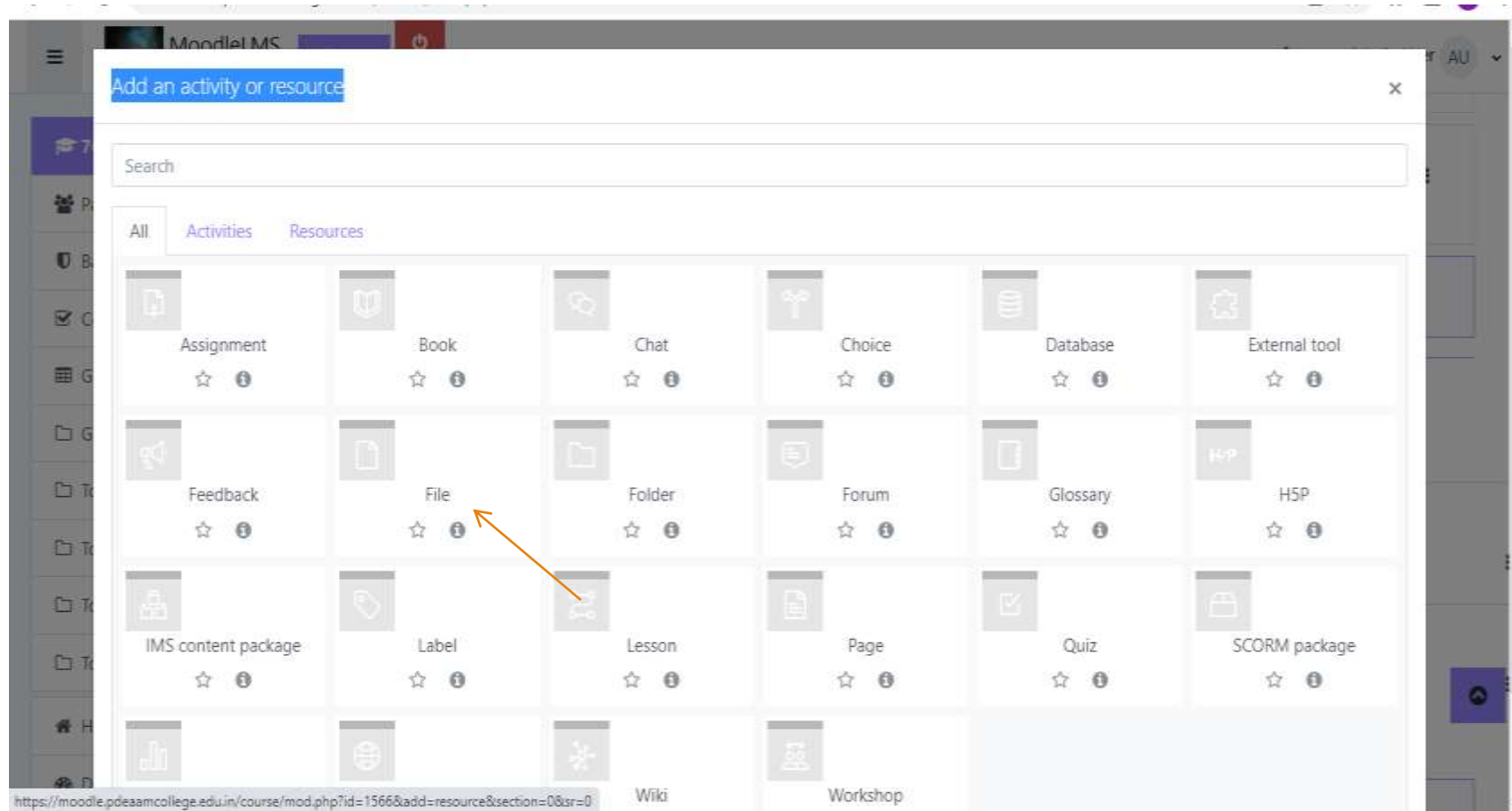


Step 12: set Tag,competencies and then after filling all the required details click on save button.

The screenshot displays the Moodle LMS interface for a course. The top navigation bar includes the MoodleLMS logo, a 'My Classes' dropdown, and a user profile for 'Admin User AU'. The left sidebar shows a navigation menu with 'General' selected. The main content area is divided into sections: 'Expect completed on' (24 July 2023, 16:16), 'Tags' (with a 'Manage standard tags' link and 'No selection'), and 'Competencies' (with 'Course competencies' set to 'No selection' and 'Upon activity completion' set to 'Do nothing'). A 'Send content change notification' checkbox is also present. At the bottom, there are three buttons: 'Save and return to course', 'Save and display', and 'Cancel'. A red 'Required' indicator is visible at the bottom left.

# How to add file :

Step 1: turn editing on then go to Add an activity or resource then click on file.



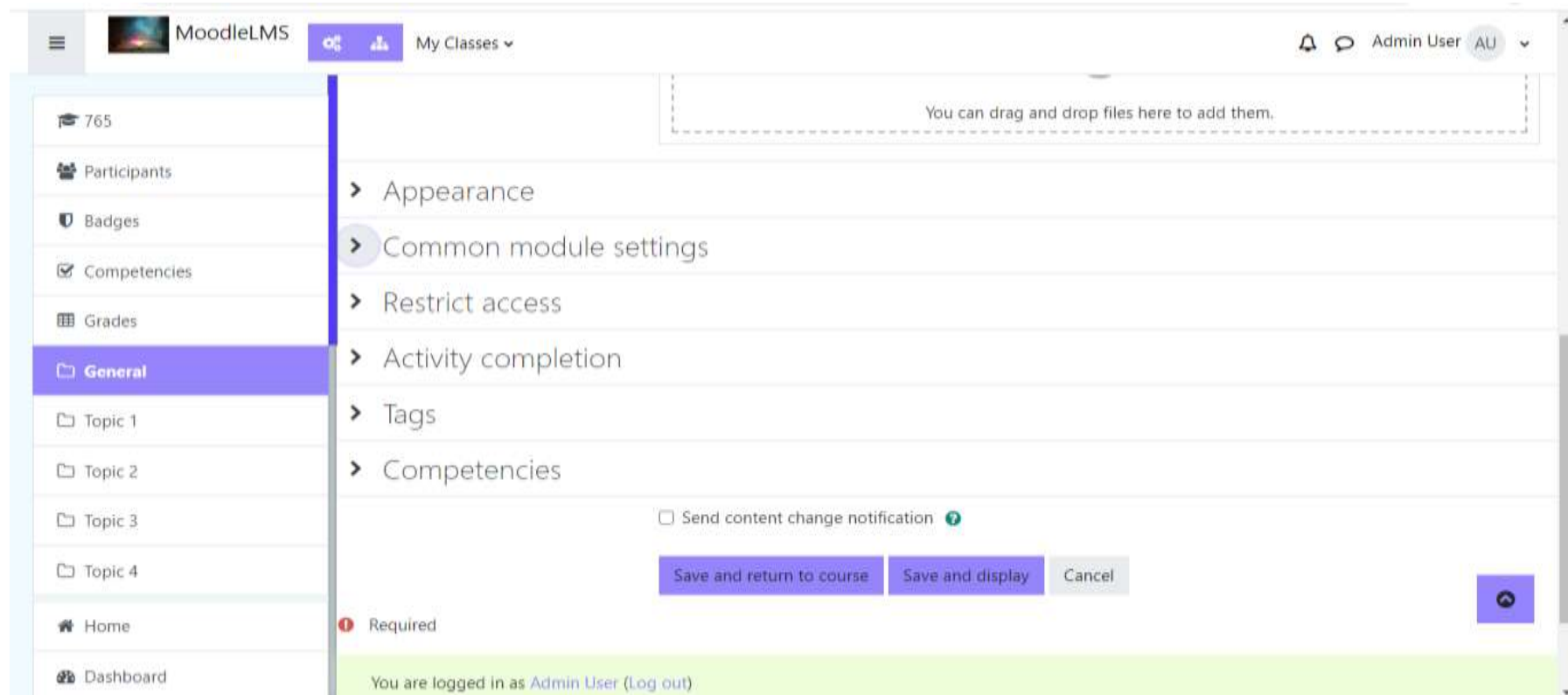
# step 2: Give file name and upload file.

The screenshot shows the Moodle LMS course editing interface. The top navigation bar includes the Moodle logo, the course name 'MoodleLMS', and a 'My Classes' dropdown menu. The user is logged in as 'Admin User AU'. The left sidebar contains a navigation menu with options like '765', 'Participants', 'Badges', 'Competencies', 'Grades', 'General' (highlighted), 'Topic 1', 'Topic 2', 'Topic 3', 'Topic 4', 'Home', and 'Dashboard'. The main content area is titled 'General' and contains the following elements:

- Name:** A text input field containing the word 'demo', with an orange arrow pointing to it.
- Description:** A rich text editor with a toolbar containing icons for undo, bold, italic, bulleted list, numbered list, link, unlink, smiley, image, video, audio, and help. Below the toolbar is a large empty text area.
- Display description on course page:** A checkbox that is currently unchecked.
- Select files:** A section with a 'Files' folder icon and a large dashed box for file uploads. Inside the dashed box is a circular icon with a downward arrow and the text 'You can drag and drop files here to add them.', with an orange arrow pointing to it.

Additional details include a 'Maximum size for new files: Unlimited' label and an 'Expand all' link in the top right corner.

Step 3: set Appearance, common module settings, restrict access, Activity Completion, Tag, competencies then click on save .

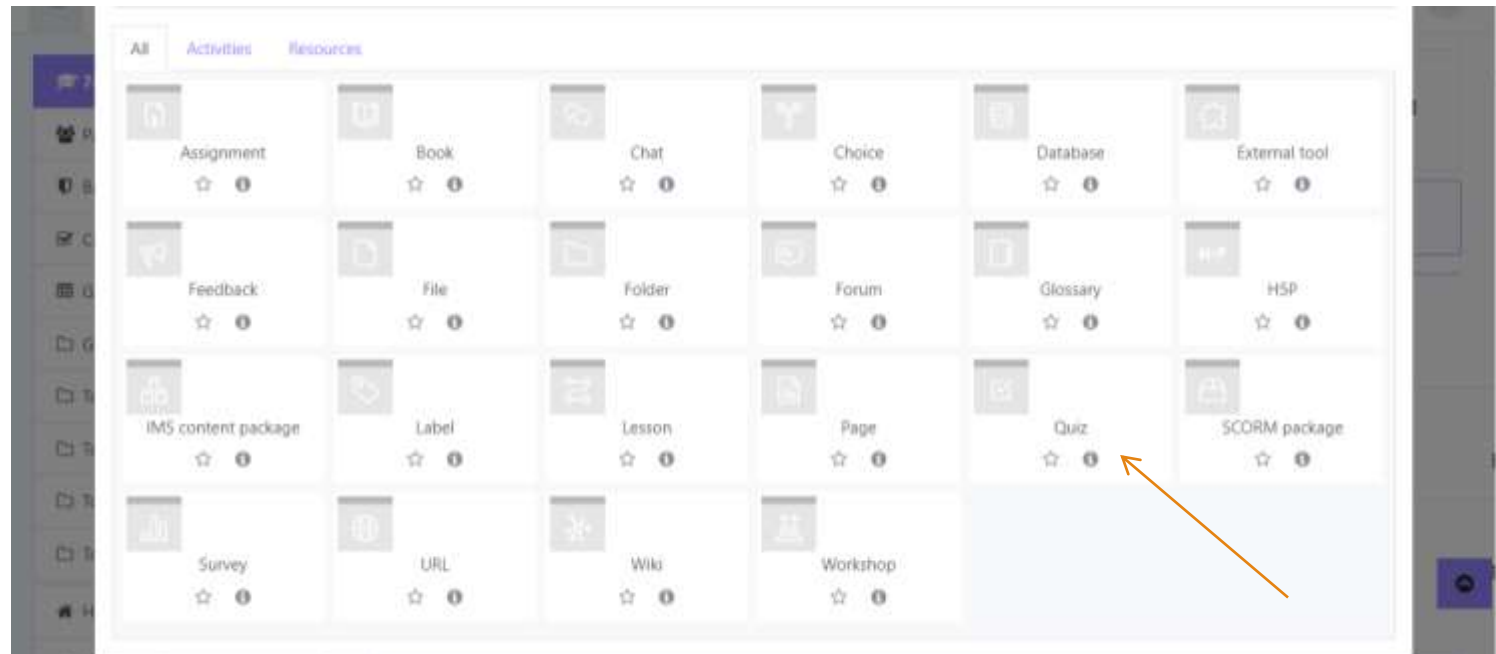


The screenshot shows the Moodle LMS interface for course settings. The top navigation bar includes the MoodleLMS logo, a 'My Classes' dropdown menu, and the user 'Admin User' with a profile icon. A sidebar on the left contains a list of course elements: '765', 'Participants', 'Badges', 'Competencies', 'Grades', 'General' (highlighted in blue), 'Topic 1', 'Topic 2', 'Topic 3', 'Topic 4', 'Home', and 'Dashboard'. The main content area features a dashed box for file uploads with the text 'You can drag and drop files here to add them.' Below this is a list of settings categories: 'Appearance', 'Common module settings' (selected with a blue circle), 'Restrict access', 'Activity completion', 'Tags', and 'Competencies'. At the bottom of the settings list, there is a checkbox for 'Send content change notification' which is currently unchecked. Three buttons are visible: 'Save and return to course' (blue), 'Save and display' (blue), and 'Cancel' (grey). A red 'Required' icon is present next to the 'Send content change notification' checkbox. The footer of the page indicates the user is logged in as 'Admin User' and provides a 'Log out' link.

# To set quiz :

step 1: select subject then turn editing on and select Add an activity or resource then click on quiz

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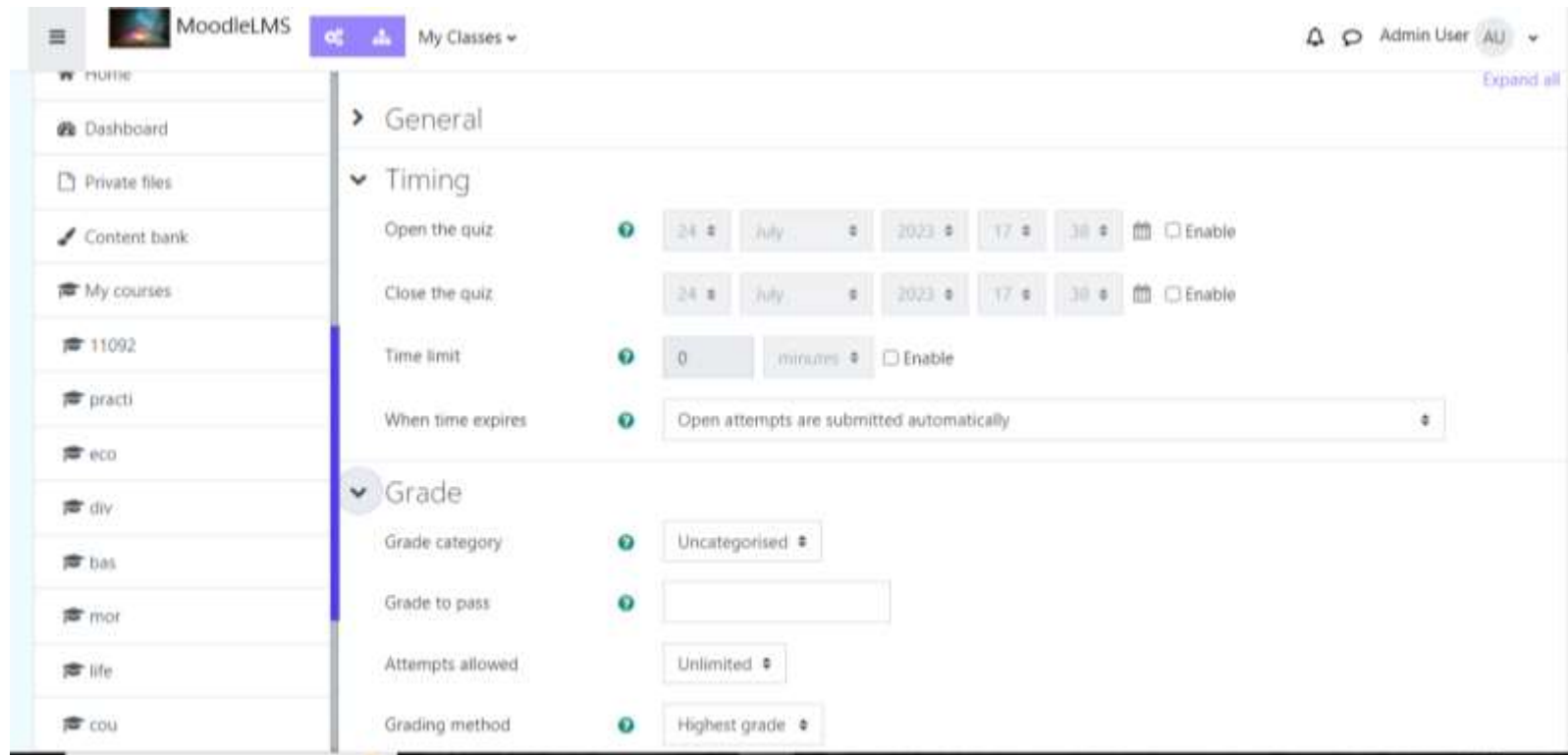


step 2: set quiz name description.

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The screenshot shows the Moodle LMS interface for editing a quiz. The top navigation bar includes the Moodle logo, the course name '765', and the user 'Admin User AU'. The left sidebar contains a list of course elements: 765, Participants, Badges, Competencies, Grades, General (highlighted), Topic 1, Topic 2, Topic 3, Topic 4, Home, and Dashboard. The main content area is titled 'My Classes' and shows the 'General' settings for the quiz. The 'Name' field is empty. The 'Description' field is a rich text editor with a toolbar containing various icons for text formatting and media insertion. Below the description field is a checkbox labeled 'Display description on course page' which is currently unchecked. The bottom of the screen shows the Windows taskbar with the search bar, taskbar icons, and system tray information including the date '24-07-2023' and time '17:38'.

# step 3: set timing and grade



The screenshot shows the Moodle LMS interface for configuring a quiz. The left sidebar contains navigation options: Home, Dashboard, Private files, Content bank, My courses, and a list of courses (11092, practi, eco, div, bas, mor, life, cou). The main content area is titled 'My Classes' and shows the 'Timing' and 'Grade' sections.

**Timing Section:**

- Open the quiz: 24 July 2023 17:30 [Enable]
- Close the quiz: 24 July 2023 17:30 [Enable]
- Time limit: 0 minutes [Enable]
- When time expires: Open attempts are submitted automatically

**Grade Section:**

- Grade category: Uncategorised
- Grade to pass: [Empty field]
- Attempts allowed: Unlimited
- Grading method: Highest grade

step 4:set layout,question behaviour,review options.

The screenshot shows the Moodle LMS interface for configuring a quiz. The top navigation bar includes the MoodleLMS logo, a 'My Classes' dropdown menu, and the user profile 'Admin User AU'. A left sidebar lists various site pages like 'Dashboard', 'Private files', and 'My courses'. The main content area is divided into three sections:

- Layout:** 'New page' is set to 'Every question'.
- Question behaviour:** 'Shuffle within questions' is set to 'Yes', and 'How questions behave' is set to 'Deferred feedback'.
- Review options:** This section is divided into three columns:
  - During the attempt:** 'The attempt', 'Whether correct', 'Marks', 'Specific feedback', 'General feedback', 'Right answer', and 'Overall feedback' are all checked.
  - Immediately after the attempt:** 'The attempt', 'Whether correct', 'Marks', 'Specific feedback', 'General feedback', 'Right answer', and 'Overall feedback' are all checked.
  - Later, while the quiz is still open:** 'The attempt', 'Whether correct', 'Marks', 'Specific feedback', 'General feedback', 'Right answer', and 'Overall feedback' are all checked.

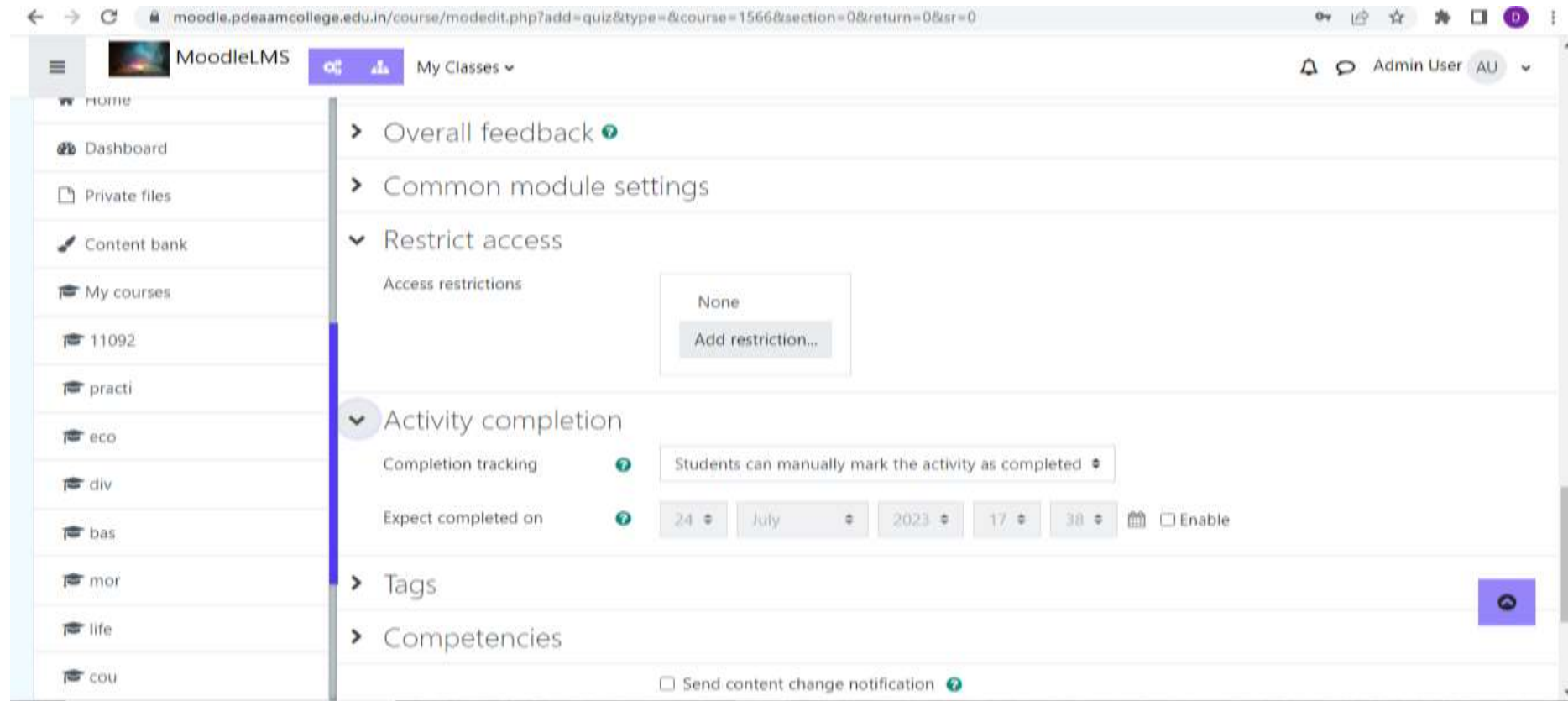


# step 5 : set appearance,safe exam browser,extra restrictions attempts

The screenshot shows the Moodle LMS settings page for a class. The page is titled 'MoodleLMS' and 'My Classes'. The user is logged in as 'Admin User AU'. The left sidebar contains navigation links: Home, Dashboard, Private files, Content bank, My courses, 11092, practi, eco, div, bas, mor, life, and cou. The main content area is divided into sections:

- Appearance**
  - General feedback:  General feedback
  - Right answer:  Right answer
  - Overall feedback:  Overall feedback
  - Show the user's picture:  No image
  - Decimal places in grades:
  - Decimal places in marks for questions:
- Safe Exam Browser**
  - Require the use of Safe Exam Browser:
- Extra restrictions on attempts**
  - Require password:

step 6: set overall feedback,common module settings , restrict access,activity completion,tags,compentencies and then click on save and return to course button.



Thank You !!!