

# **HOW TO DEAL WITH THE MOODLE SYSTEM**

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✓ يتم الدخول إلى الموقع الرئيسي لهذه المنظومة من خلال الرابط التالي:

<https://moodle.cihanuniversity.edu.iq>

لتظهر لنا الشاشة التالية، حيث يتم إدخال الأيميل الجامعي وكلمة السر (Moodle12345678&9) ومن ثم سيطلب منك تغيير كلمة السر السابقة كونها عامة للجميع.

The screenshot displays a web browser window with the Moodle login page for Cihan University - Erbil. The browser's address bar shows the URL <https://moodle.cihanuniversity.edu.iq/login/index.php>. The page header includes the university's logo and the text "CIHAN UNIVERSITY-ERBIL". The main content area contains a login form with a username field (containing "qusay.hameed@cihanuniversit"), a password field (with masked characters), and a "Remember username" checkbox. Below the form are two buttons: "Log in" and "Log in as a guest". To the right of the form, there are links for "Forgotten your username or password?", a message stating "Cookies must be enabled in your browser", and a note that "Some courses may allow guest access". The bottom of the browser window shows a notification that "You are not logged in." and links to "Home" and "Data retention summary". The Windows taskbar at the bottom indicates the time is 8:42 PM on 2/7/2020.

لكل عضو هيئة تدريس، ستظهر جميع المواد الخاصة به التي يتم تدريسها  
للفصل الدراسي الثاني، وعلى سبيل المثال Academic Computing.

Dashboard

Site home

Calendar

Private files

My courses

LMS

ACADC

PMBA

Customise this page

Recently accessed courses

SEM2  
Academic Computing

Miscellaneous  
Moodle

Timeline

No upcoming activities due

Private files

No files available

Manage private files...

Online users

s://moodle.cihanuniversity.edu.iq/course/view.php?id=631

بعد اختيار المادة، نضغط على More الموجودة في شريط الإعدادات على يمين الشاشة.

The screenshot shows a Moodle course page for 'Academic Computing'. The browser address bar displays the URL: <https://moodle.cihanuniversity.edu.iq/course/view.php?id=631>. The page header includes 'Cihan University-Erbil learning management system' and the user name 'qusay hameed'. The course title 'Academic Computing' is prominently displayed. A left sidebar contains navigation options: ACADC, Participants, Badges, Competencies, Grades, General, Topic 1, Topic 2, Topic 3, and Topic 4. The main content area shows 'Announcements' and 'Topic 1' and 'Topic 2'. A settings menu is open on the right, listing options: Edit settings, Turn editing off, Course completion, Filters, Gradebook setup, Backup, Restore, Import, Reset, and More... The 'More...' option is highlighted with a red box. At the bottom right, there is a button to 'Add an activity or resource'.

Bulk enrolments ← User ← Course administration تظهر

# Academic Computing

[Dashboard](#) / [My courses](#) / [ACADC](#) / [Course administration](#)

## Course administration

[Course administration](#)

[Users](#)

Users

[Enrolled users](#)

[Enrolment methods](#)

[Groups](#)

[Other users](#)

[Bulk enrolments](#)

[Bulk unenrolments](#)

[Permissions](#)

[Check permissions](#)



✓ عند هذه المرحلة يتم تحميل ملف أيميلات الطلبة الخاصة بهذه المرحلة والتي تم تعميمها عليكم – وبالنسبة لمثالنا هنا يتعلق بالمرحلة الأولى لهذا أحمل الملف الذي عنوانه First Year\_Moodle في الموقع File location أما باختيار موقع الملف في حاسوبك أو بالسحب واللصق.

Bulk enrolments Bulk unenrolments

### Bulk enrolments

With this option you are going to enrol a list of known users from a file with one account per line

**The firstline** the empty lines or unknown accounts will be skipped.

The file may contains several columns, separated by a comma, a semi-column or a tabulation.

**The first one must contains a unique account identifier : idnumber (by default) login or email** of the target user.

The second **if present**, contains the group name in wich you want that user be added.

You may repeat this operation at will without damages, for example if you forgot the group for some users.

File location ! Choose a file... Maximum size for new files: 8MB

You can drag and drop files here to add them.

CSV delimiter

Encoding

Role to assign

First column contains



the first one must contains a unique account identifier : idnumber (by default) login or email of the target user.  
the second if present, contains the group name in wich you want that user be be added.  
you may repeat this operation at will without damages, for example if you forgot the group for some users.

### File picker

- Server files
- Recent files
- Upload a file**
- URL downloader
- Private files
- Wikimedia

Attachment  
E:\2020\_2019 الجودة \ضمنة\ Browse...

Save as

Author  
qusay hameed

Choose license  
All rights reserved

**Upload this file**

Yes

**Enrol them to my course** Cancel

بعد تحميل الملف عن طريق الضغط على Upload this file تظهر الشاشة التالية ويتم أكمال معلوماتها كما مبين أدناه.



File location



Choose a file...

Maximum size for new fi

First Year\_Moodle.csv

CSV delimiter

.

Encoding

UTF-8

Role to assign

Student

First column contains

Email address

Create group(s) if needed

Yes

Create grouping(s) if needed

Yes

Send me a mail report

Yes

Enrol them to my course

Cancel

نضغط على Enrol them to my course بهذا يتم تحميل جميع  
أسماء الطلبة مع أيميلاتهم والمجموعة التي هم فيها، كما موضح  
أدناه.



# Academic Computing: Bulk enrolments

[Dashboard](#) / [My courses](#) / [ACADC](#) / [Users](#) / [Bulk enrolments](#)

Bulk enrolments

Bulk unenrolments

## Bulk enrolments

Enrolling users as :

Aso Mosleh Johar Jalal enrolled and added to Moodle's group MA

Aro Hussain Hussain Othman enrolled and added to Moodle's group MA

Ibrahim Ragab Shaker Abdullah enrolled and added to Moodle's group MA

Ibrahim Taha Abd Allah enrolled and added to Moodle's group MA

Ibrahim Walid Mahmoud Saeed enrolled and added to Moodle's group MA

Ahmed Abdullah Haji enrolled and added to Moodle's group MA

Ahmed Raqeeb Yaseen Aziz enrolled and added to Moodle's group MA

Ahmed Ryan Tawfik Khalil enrolled and added to Moodle's group MA

Yadesht Ziyad Ibrahim Ahmed enrolled and added to Moodle's group MB

Othman Fida Al-Din Muhammad enrolled and added to Moodle's group MB

Ali Saber Khaled Hamad enrolled and added to Moodle's group MB

Yasser Saady Mohamed Hassan enrolled and added to Moodle's group MB

Youssef Hadi Abu Bakr enrolled and added to Moodle's group MB

127 enrolled

2 group(s) created : MA MB

2 grouping(s) created : MA MB

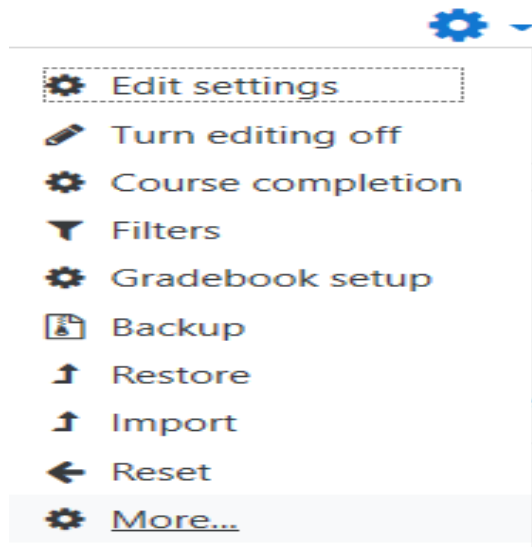
email sent to [qusay.hameed@cihanuniversity.edu.iq](mailto:qusay.hameed@cihanuniversity.edu.iq)

Continue نضغط على

Continue



✓ نرجع الى الشاشة الرئيسية ونذهب إلى الاعدادات التي تم الإشارة إليها سابقاً، ونختار Edit Setting



في أسفل شاشة Edit course settings نختار قائمة Groups ونعدل الأختيارات لتكون بالشكل التالي، ومن الضروري الضغط على Save and display لأعتماد التغييرات التي قد عملناها.

- ▶ Course format
- ▶ Appearance
- ▶ Files and uploads
- ▶ Completion tracking

### ▶ Groups

Group mode



Visible groups ▾

Force group mode



Yes ▾

Default grouping

None

MA

MB

- ▶ Role renaming

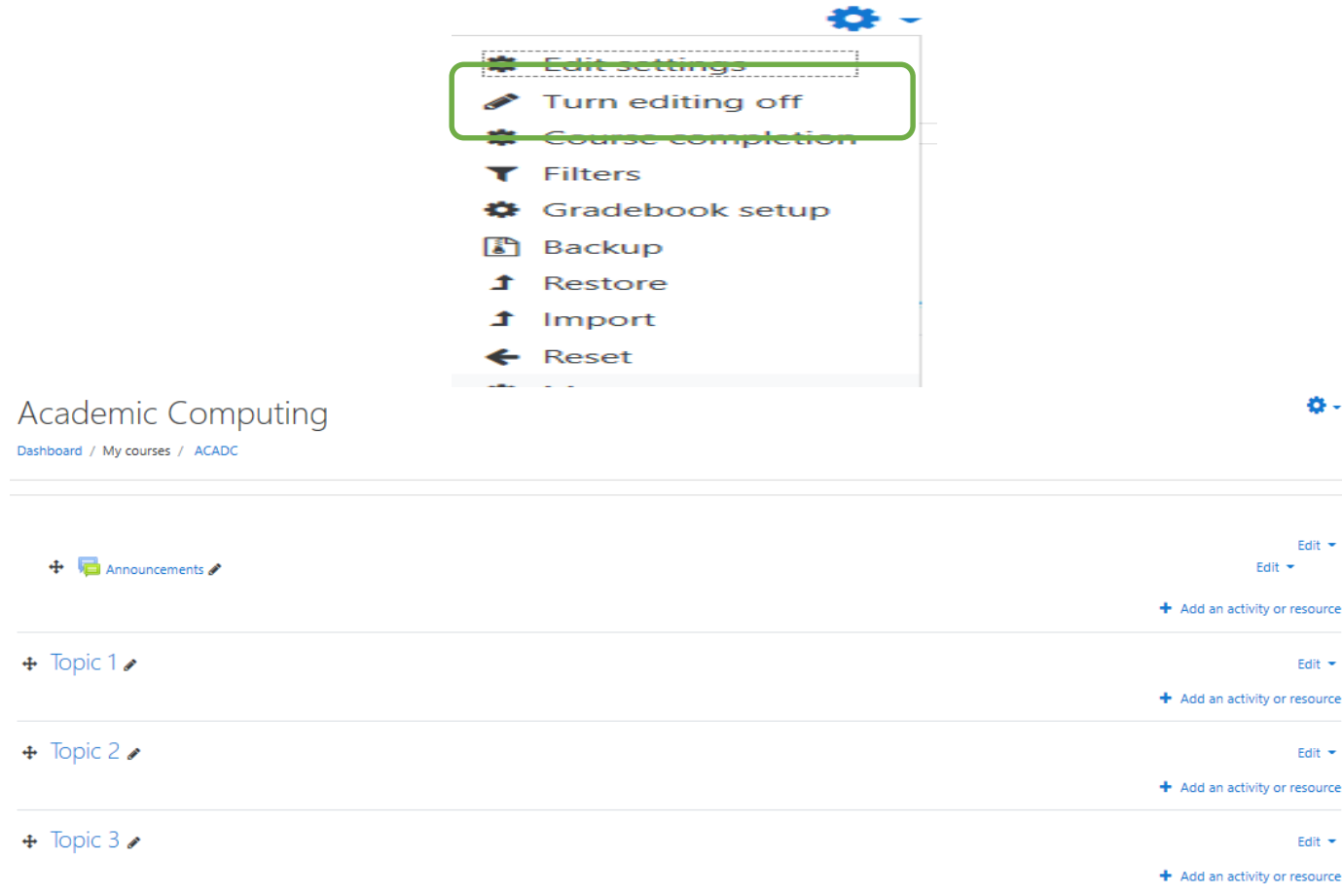
- ▶ Tags

Save and display

Cancel

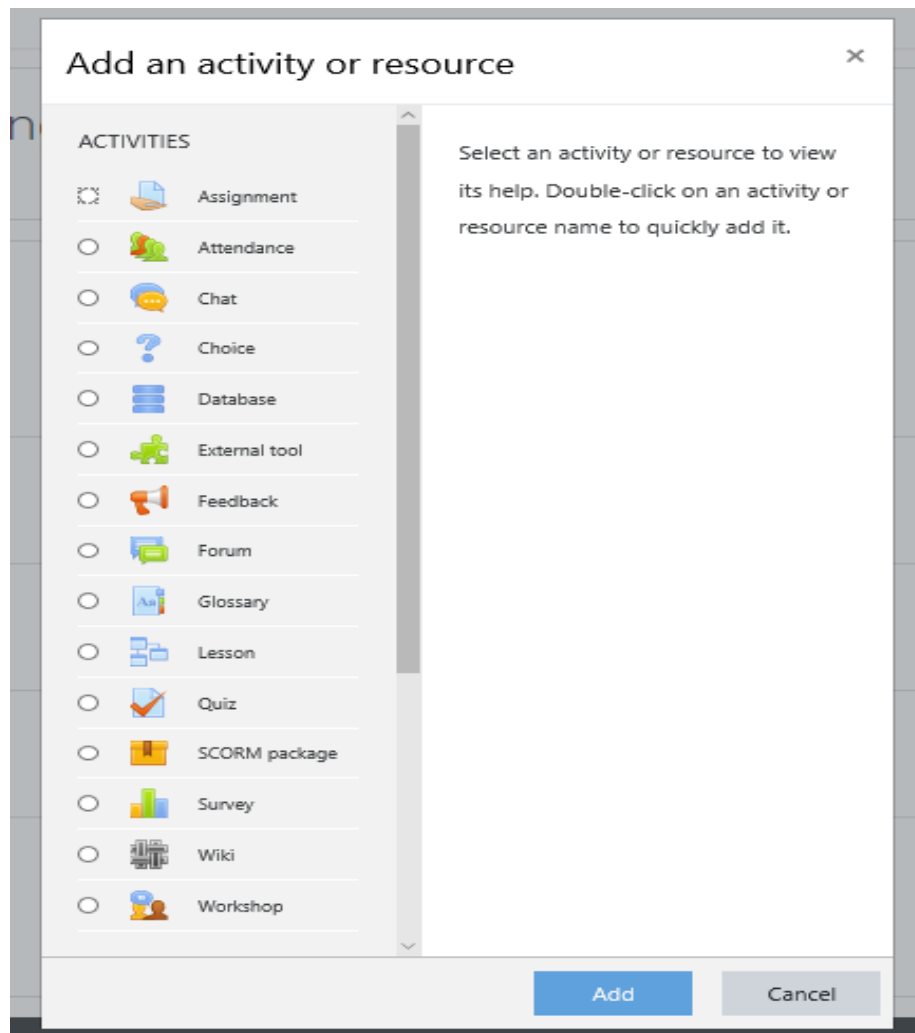


# ✓ لإضافة مادة جديدة أو نشاط، نضغط على Turn editing off



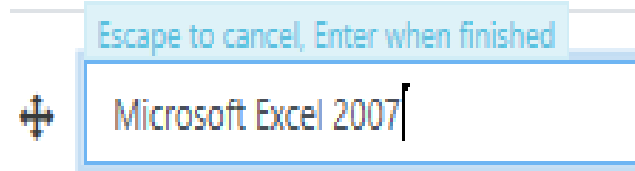
The screenshot shows a Moodle course page for 'Academic Computing'. A settings menu is open, and the 'Turn editing off' option is highlighted with a green box. The menu includes options like 'Edit settings', 'Course completion', 'Filters', 'Gradebook setup', 'Backup', 'Restore', 'Import', and 'Reset'. Below the menu, the course content is visible, including 'Announcements' and several 'Topic' sections. Each topic has an 'Add an activity or resource' button and an 'Edit' dropdown menu.

ثم نضغط على **Add an activity or resource** المقابلة للمادة الأولى **Topic 1** تظهر لنا الشاشة التالية



من هذه الشاشة يمكن إدخال مفردات المادة، وحضور الطلبة وغيرها من الأمور.

+ Topic 1 ✎ من الممكن الضغط على صورة القلم المجاورة للمادة الأولى وذلك لتغيير عنوان المادة من Topic 1 إلى الأسم الجديد مثلا Microsoft Excel 2007 ثم نضغط Enter لأعتماد الأسم الجديد وبخلافه نضغط ESC






+ Topic 2 ✎







# ✓ ولأضافة مفردات مادة جديدة تابع لمادة معينة فأنا نضغط على +Add topics



## Academic Computing



Dashboard / My courses / ACADC

+ Announcements  Edit   
Edit   
+ Add an activity or resource


+ Microsoft Excel 2007  Edit   
+ Add an activity or resource

+ Topic 2  Edit   
+ Add an activity or resource

+ Topic 3  Edit   
+ Add an activity or resource

+ Topic 4  Edit   
+ Add an activity or resource

+ Add an activity or resource  
+ Add topics

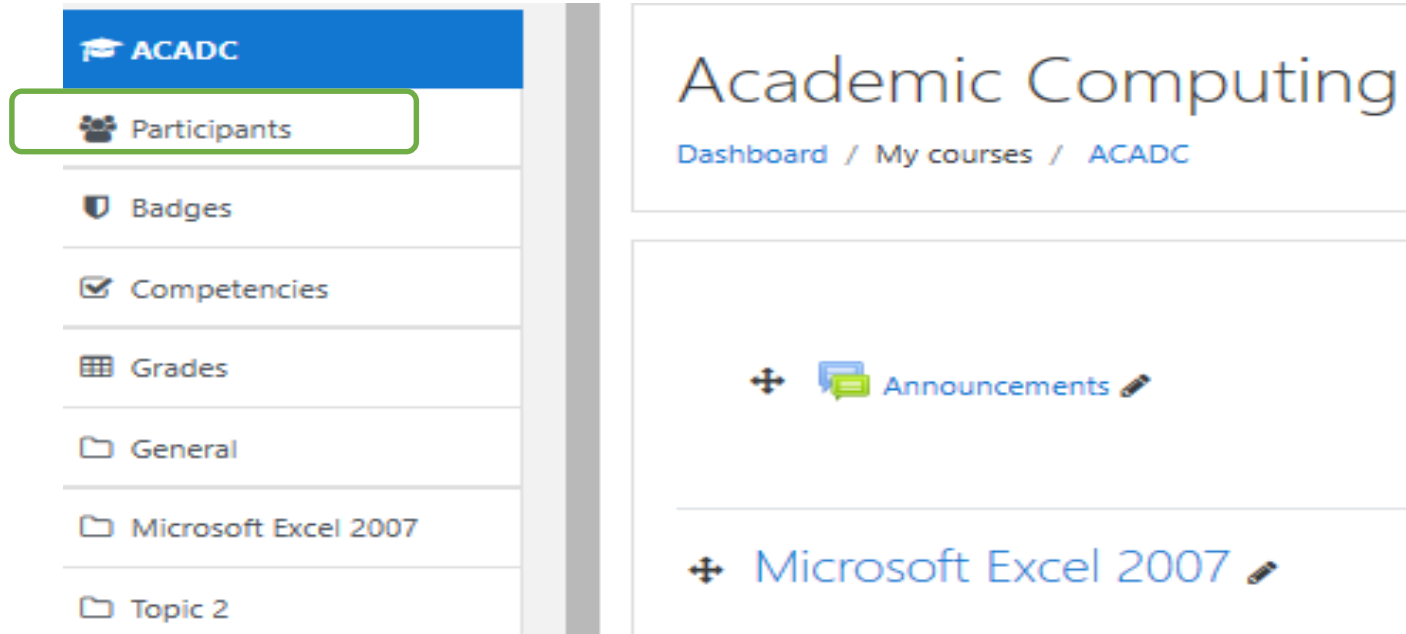
Add topics 

Number of sections



✓ لمعرفة الطلبة النشطين الذين أطلعوا على المادة ومحتوياتها، ممكن

الضغط على Participants



The screenshot displays the ACADC (Academic Computing) dashboard. On the left, a navigation menu is visible with the following items: 'Participants' (highlighted with a green box), 'Badges', 'Competencies', 'Grades', 'General', 'Microsoft Excel 2007', and 'Topic 2'. The main content area on the right shows the title 'Academic Computing' and the breadcrumb 'Dashboard / My courses / ACADC'. Below this, there are two sections: 'Announcements' and 'Microsoft Excel 2007', each with a plus icon and a pencil icon.



## Participants

No filters applied

Enrol user

Search keyword or select filter

Number of participants: 128

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

Surname 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

1 2 3 4 5 6 7 >

Select	First name ^ / Surname	Email address	Roles	Groups	Last access to course	Status
<input type="checkbox"/>	Abbas Pshtaiwan Abd Al-Sattar	ap0302119034@cihanuniversity.edu.iq	Student	MA	Never	Active
<input type="checkbox"/>	Abdul-Mujib Muhammad Jasim Muhammad	am0302119099@cihanuniversity.edu.iq	Student	MB	Never	Active
<input type="checkbox"/>	Abdullah Alaa Hussein Ali	aa0302119097@cihanuniversity.edu.iq	Student	MB	Never	Active

حيث نلاحظ أن أسماء جميع الطلبة وعددهم 128 قد ظهرت بدون أي تصنيف أو أي نوع من التصنيفية، لهذا من الخانة تحت No filters applied

## Participants

No filters applied

Search keyword or select filter

- Role: Course creator
- Role: Teacher
- Role: Non-editing teacher
- Role: Student
- Group: No group
- Group: MA
- Group: MB
- Status: Active
- Status: Inactive
- Enrolment methods: Manual enrolments

حيث يمكن اختيار نوع المجموعة مثلا (الفترة الصباحية المجموعة A وأختصارها MA).

✓ بالأمكان إدخال درجات الطلبة سواء لإمتحان Quiz أو غيرها وذلك من خلال اختيار Graders من القائمة على يسار الشاشة.

ACADC

Participants

Badges

Competencies

**Grades**

General

Microsoft Excel 2007

Topic 2

Topic 3

Topic 4

Topic 5

Topic 6

Topic 7

Topic 8

Topic 9

Dashboard

Site home

## Academic Computing: View: Preferences: Grader report

Dashboard / My courses / ACADC / Grades / Grade administration / Grader report

### Grader report

View **Setup** Scales Letters Import Export

Grader report Grade history Outcomes report Overview report Single view User report

Visible groups All participants

All participants: 127/127

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

Surname 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

1 2 »

First name / Surname		Email address	Academic Computing
Muhammad Abdul Qadir Karim		ma0302119110@cihanuniversity.edu.iq	Σ Course total -
Rinjadr Abdul Rahman Qadir		ra0302119084@cihanuniversity.edu.iq	-
Overall average			-
Atim Abdul Razzaq		aa0302119010@cihanuniversity.edu.iq	-



- ACADC
- Participants
- Badges
- Competencies
- Grades**
- General
- Microsoft Excel 2007
- Topic 2
- Topic 3
- Topic 4
- Topic 5
- Topic 6
- Topic 7

## Academic Computing: Setup: Gradebook setup

[Dashboard](#) / [My courses](#) / [ACADC](#) / [Grades](#) / [Grade administration](#) / [Setup](#) / [Gradebook setup](#)

### Gradebook setup

[View](#) [Setup](#) [Scales](#) [Letters](#) [Import](#) [Export](#)

[Gradebook setup](#) [Course grade settings](#) [Preferences: Grader report](#)

ثم نضغط على Setup ونضغط  
على Add grade item

Name	Weights	Max grade	Actions
Academic Computing		-	<a href="#">Edit</a> ▾
Σ Course total		0.00	<a href="#">Edit</a> ▾

[Save changes](#)

[Add grade item](#)

[Add category](#)



- ACADC
- Participants
- Badges
- Competencies
- Grades**
- General
- Microsoft Excel 2007
- Topic 2
- Topic 3
- Topic 4
- Topic 5
- Topic 6
- Topic 7
- Topic 8
- Topic 9
- Dashboard

### Grade item

Item name

Grade type

Scale

Maximum grade

Minimum grade

Hidden

Locked

[Show more...](#)

### Parent category

Weight adjusted

Weight

Extra credit

من الضروري الضغط Save changes



## Gradebook setup

[View](#) [Setup](#) [Scales](#) [Letters](#) [Import](#) [Export](#)

[Gradebook setup](#) [Course grade settings](#) [Preferences: Grader report](#)

Name	Weights ?	Max grade	Actions
Academic Computing		-	<a href="#">Edit</a> ▼
▾ Quze1	<input type="checkbox"/> 100.0	5.00	<a href="#">Edit</a> ▼
Σ Course total		5.00	<a href="#">Edit</a> ▼

[Save changes](#)

✓ والآن نضغط على View حتى نستطيع وضع درجات ال-Quiz1 في الجدول الجديد - تحت العمود الذي عنوانه Quiz1



# Grader report

View Setup Scales Letters Import Export

Grader report Grade history Outcomes report Overview report Single view User report

Visible groups All participants

All participants: 127/127

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

Surname 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

1 2 »

First name / Surname		Email address	Academic Computing
Muhammad Abdul Qadir Karim	ma0302119110@cihanuniversity.edu.iq	Quze1	Course total
Rinjadr Abdul Rahman Qadir	ra0302119084@cihanuniversity.edu.iq		
Amin Abdul Razzaq Wasaman	aa0302119010@cihanuniversity.edu.iq		

ولأدخال درجات Quiz1 يجب الضغط على صورة القلم للتمكن من التعديل والأضافة، ولا ننسى الضغط على Save الموجودة في أسفل قائمة الدرجات هذه

**Thank you**

