



Managing E-Learning Process

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Cihan University - Erbil
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1. Inviting students to join Hangout Meeting

A. Hangout Meetings



1. Inviting students to join Hangout Meeting

To invite students you have to follow these steps below:

1. Login your Moodle account.
2. Enter to subject that you want to invite its students to hangout meeting.
3. Enter to participants. You will see all students' names and emails. Copy each email individually by selecting the email, then pressing Cltr+C.
4. Login your academic email.
5. Press Google Apps
6. Choose Calendar
7. Choose the date that you want to make the invitation.
8. Press left click in any empty space. New dialogue will be appeared.
9. In this dialogue, you can insert (title of the meeting, time of meeting, students as guests, location, reminders for repeating meetings)
10. To add students, you have to paste the email of each student that you already copied from Moodle in (Add guests).



History of Wind Energy

Calendar interface showing a weekly view for May 2020. The current date is May 19, Tuesday. A modal window is open for creating a new event on May 19, 2020, from 9:00am to 10:00am. The event title is "(No title) 9 - 10am". The modal includes options for event type (Event, Out of office, Reminder, Appointment slots), adding guests, Google Meet video conferencing, location, and description. A "Save" button is visible at the bottom right of the modal.

Calendar navigation: Today, May 2020

Event details in modal:

- Title: Add title
- Type: Event (selected)
- Date: May 19, 2020 9:00am - 10:00am
- Options: Add guests, Add Google Meet video conferencing, Add location, Add description
- Buttons: More options, Save



2. Editing invitations.

To edit invitation, you have to press on (pencil icon) after clicking on the meeting itself.

A screenshot of a calendar application interface. On the left, a calendar for April 2020 is visible, with the 29th and 30th highlighted. Below the calendar is a 'Meet with...' section with a search bar and a 'My calendars' section with checkboxes for 'Musaab Sami Younus', 'Birthdays', 'Reminders', and 'Tasks'. The main part of the screen shows a calendar grid with a blue event block from 9 AM to 3 PM on Thursday, April 30. A pop-up window is overlaid on the event, titled 'According to timetable (Introduction to Design Group B +...)' with a pencil icon and 'Edit event' text. The event details include the location 'Cihan University, Architectural Eng. Department, 100m ...', a Google Meet link, 62 guests (9 yes, 53 awaiting), a 10-minute reminder, and the organizer 'Musaab Sami Younus'. At the bottom of the pop-up, there is a 'Going?' section with 'Yes', 'No', and 'Maybe' options.



2. Editing invitations.

✕ According to timetable (Introduction to Design Grc) Save More actions

Apr 30, 2020 9:00am to 3:00pm Apr 30, 2020 (GMT+03:00) Arabian Standard Time - Baghdad Time zone

All day Weekly on Thursday RSVP: Yes Add note / guests

Event Details Find a Time

Location Cihan University, Architectural Eng. Department, 100m St., Hawler, Kurdistan, Erbil, Iraq

Meeting Google Meet ×

Join with Google Meet
meet.google.com/rxy-uich-glr · Up to 250 participants

Notification 10 minutes ×

Add notification

Calendar musaab.sami@cihanuniversity.edu.iq

Availability Busy Default visibility

Add description

Guests

Add guests

62 guests
9 yes, 53 awaiting

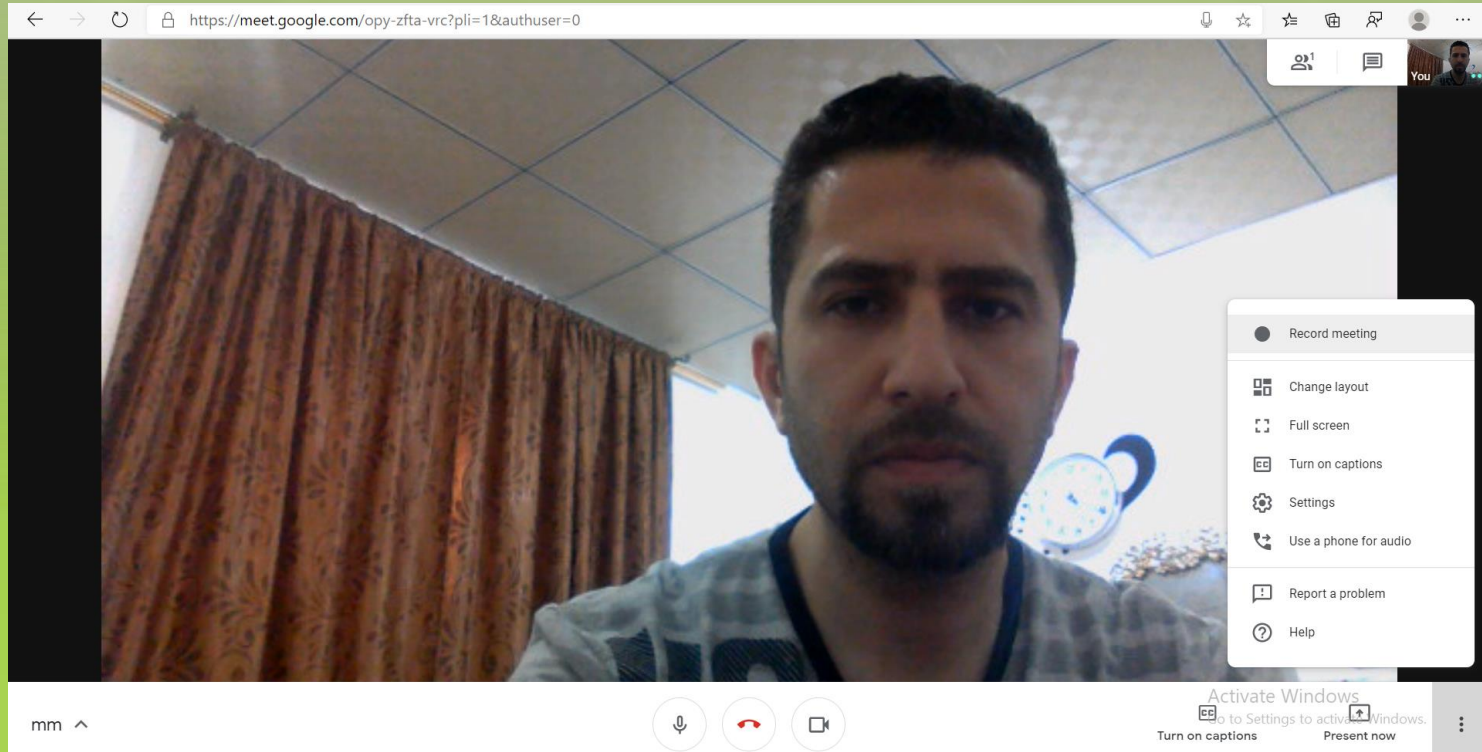
- musaab.sami@cihanuniversity.edu.iq Organizer
- Dhiaa Wassfee Thabit
- Fatima Ghaze Musher Abdulrahman
- Muhammad Omer Hamad Braym
- Renas Nsko Aziz Salih
- Shwan Othman Faqy Ahmad
- Wessam Sirajaldin Mohammedtahir
- Zhyar Nazl Rasheed Qadir
- Zaynab Omer Saeed Ahmad
- Abdalrazak Ammar Abdalrazak Saeed
- Aland Abdulwahab Jamil Khalil
- Ali Abdulaziz Ali Mohammad

Activate Windows
Go to Settings to activate Windows.



3. Recording meetings

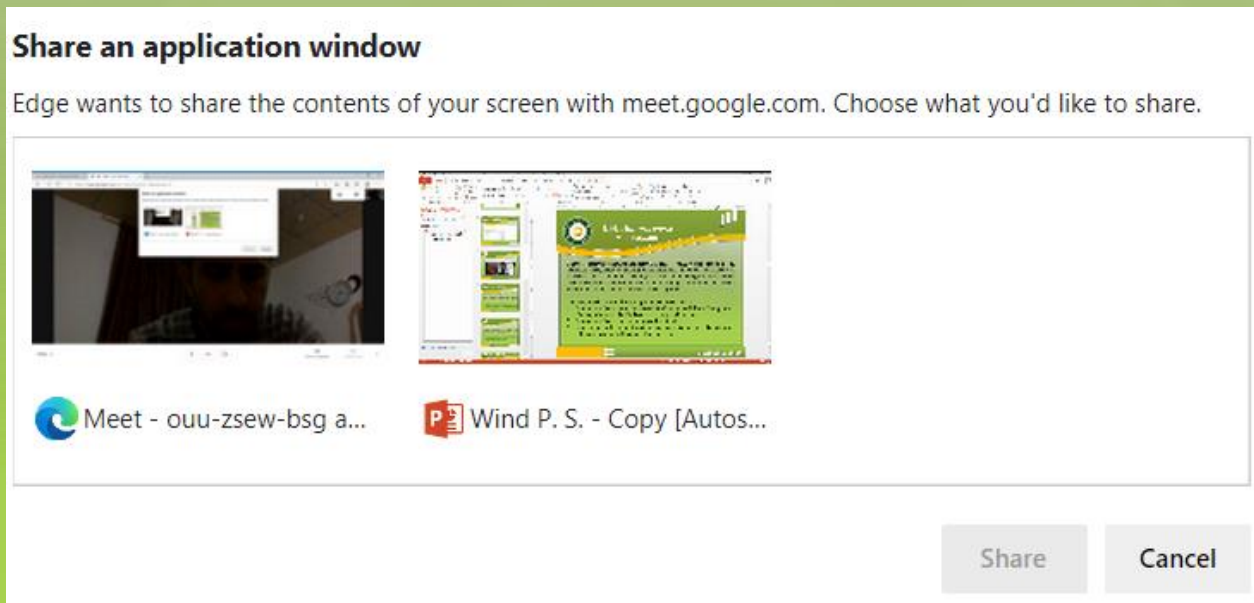
To record a meeting, you have to choose record from the list as shown below:





4. Sharing your screen with students

If you want to share your presentation, you have to press present now as shown below:





4. Recording a video for students as a lecture

There are many applications and softwares for recording videos such as: zoom, Microsoft team, hangouts meeting, icecream, izvid, and so on. The easiest way to record videos is hangouts meeting software. The advantages of this way are easy to use, do not need time to upload video to google drive, you can share the video with student like the same steps of sharing files.

This way also has some disadvantages as mentioned below:

1. You are not able to pause the record. You have to end it immediately, if you face any obstacles like blackouts, receiving a call, and so on.
2. You are not able to choose the resolution of video.
3. You are not able to modify videos on hangouts meeting like trimming, adding watermark, adding subtitles, and so on.



B. Moodle



1. Taking attendance of students by Moodle chat

A screenshot of a web browser displaying the Moodle learning management system dashboard for Cihan University. The browser address bar shows the URL https://moodle.cihanuniversity.edu.iq/my/. The dashboard includes a sidebar with navigation options like 'Dashboard', 'Site home', 'Calendar', and 'My courses'. The main content area shows 'Recently accessed courses' with three cards for 'SEM6 Advertising and Art', 'Miscellaneous Moodle-Instructors', and 'SEM2 Colouring and presentation'. Below this is a 'Course overview' section with a table listing these courses. On the right side, a chat window is open, showing a list of contacts and a search bar. The Windows taskbar at the bottom shows the system time as 8:28 PM on 4/29/2020.

Dashboard

Site home

Calendar

Private files

My courses

Moodle-Instructors

Introduction to Architectural Design

Colouring and presentation

Shade and Shadow

Advertising and Art

Recently accessed courses

SEM6 Advertising and Art

Miscellaneous Moodle-Instructors

SEM2 Colouring and presentation

Course overview

Course name	Summary
SEM6 Advertising and Art	...
SEM2 Colouring and presentation	...
SEM2 Introduction to Architectural Design	...
Miscellaneous Moodle-Instructors	...

Search

Contacts 2

Starred (1)

Group (0)

Private (56) 17

Ali Abdulaziz Ali Moham... 26/04/20
request permission ودریت

Renas Nsko Aziz Salih 25/04/20
Renas nasko azize

Adam Sabir Shekhmoham... 25/04/20
as0502119002@cihanuniversity...

Marwa Mohammad Saada... 23/04/20
mailto:mm0502119049@cihan...

Aryan Tamr Fattah Abdi 23/04/20
ato502119053@cihanuniversity...

Lara Hussein Ali Mohamm... 23/04/20
lh0502119044@cihanuniversity...

Shokhan Sherwan Jafar Sa... 23/04/20
ss0502119040@cihanuniversity...

Muhammed Ismail Hawez 23/04/20
Mi0502119047@cihanuniversit...

Omar Fatah Mohealddin A... 23/04/20
of0502119042@cihanuniversity...

Hawraz Gailani Ahmed M... 23/04/20
hg0502119051@cihanuniverst...

8:28 PM
4/29/2020



2. Sending URL to students.

To send URL to students, you have to follow steps below:

1. Open your moodle account.
2. Go to intended subject.
3. Choose (Turn Editing On)
4. Go to the intended topic and press add activity.
5. Choose URL
6. Write the title of this URL
7. Paste the URL
8. Save and continue

**Thank you For
Listening**