Moodle Faculty Guide
VLE Training Session 1 – Agenda:

- Moodle Virtual Learning Environment (VLE) – brief introduction
- Logging into UOL VLE Account
- Changing the user profile
- Detailed look at VLE Dashboard
- Editing your courses at VLE
- Posting weekly slides, notes, case studies and assignments on VLE

What we have planned down the line? Training Session 2:

- Taking quizzes on-line
- Direct communication with students through chat and messages
- Designing the badges for students against their performance
- On-line grading through Moodle
- Conducting surveys and workshops through Moodle
- Conducting class participation through student’s engagement
Open the URL www.slate.uol.edu.pk in your browser.

Provide your university login and password in the boxes to login to your Moodle account.
You are login on Model.

Click on “Profile” button to edit your Moodle profile. You may change your name, profile photo and basic information in this section.
“Navigate” section provides you a quick access to the sections i.e. Dashboard, Sites Pages and My Courses.

“My Courses” section provides you the access to your current courses, you are teaching in this semester.
Open your courses from “My Courses” section and click on “Turn Editing On” button to start uploading material in the folder.

Click on “Edit button” as shown in the figure, to change the section’s name or credentials.
Select an appropriate name for the section, you may write a brief summary of the section as well, and then click on “Save Changes”.

Click on “+Add an activity or resource” to add any material e.g. weekly slides, assignment, hand-outs, case studies, etc.
To Uploading helping material or any file such as class activity, weekly slides, check “File” option within Resources dropdown menu to upload a file.

Once “File” option is selected, press “Add” button to continue.

To Uploading helping material, class notes, class activity select “File” check box only with in “Resources” dropdown menu to upload a file in relevant topic.

Once “File” option is selected, press “Add” button to continue.
Write down the “Name” of the file e.g. Perpetual Inventory System, Provide a brief “Description” of the file to be uploaded. Press “Add File” button or “Drag” the relevant file into the box. Maximum File Size allowed is 100 MB.

There are several options to upload your file, e.g. Server Files, Recent Files, URL Downloads, etc. If you are going to upload a file from your PC/Laptop, simply you use upload file option then click “Choose file” button and select your file.

You click “Choose file” button and select your file.

After the selection of file click “Upload this file”
Once the file has been uploaded, it will be appeared in the box down. You can also upload more than one file. After the selection of file just click on “Save and Return to Course”

To upload an “assignment”, first turn editing on for the concerned course.

Open your courses from “My Courses” section and click on “Turn Editing On” button to start
Secondly, click the button “Add an activity or resource” to continue posting an assignment, this process is similar to uploading “Weekly Slides, Class Activity or Notes”.

In the activities dropdown option, select the first option i.e. “Assignment”

Check the “Assignment” box and proceed by pressing the “Add” button at the bottom of the box.

Once “Assignment” option is selected, press “Add” button to continue.
Write down the “Assignment Name” and Description in the relevant boxes. Although Assignment description is optional as you can upload a file along with the title. You also upload a file or drag a file into the box, if require.

Provide other information such as “Allow submission form”, “Due date” and “Cut-off date”.

Press “Add File” button or “Drag” your file into the following box to make file ready to be upload.

Maximum File Size of New Files is 100 MB.
If you require an on-line submission for the assignment, select the “Submission Type”, “Word Limit” and “Maximum Submission size for the file. [It is not recommended to allow students for on-line submission unless LBS announces VLE Plagiarism Policy]

“Save and return to the course”, once all the required actions are done.