

Moodle Learning Management System



We are delighted to have you join us on this exciting educational journey! This part is designed to help you get familiar with **Moodle**, the online learning-teaching environment, where you will learn how to access the e-lessons and track your students' learning progress.

[CONTINUE](#)

Before getting started, let us take a moment to understand what Moodle is and how it will be your companion in this e-learning journey!



Moodle is more than just a website; it is your virtual gateway to an enriched e-learning experience. It is a dynamic and user-friendly platform that empowers directors and teachers to access the e-learning lessons, collect the students' grades, monitor students' engagement and progress, and much more.

Now, with a better understanding of what Moodle is about, let us embark on this learning journey together!

[CONTINUE](#)

Getting Started!

To ensure you make the most of your time on Moodle, we have included step by step instructions on how to navigate Moodle and benefit from various features available to you.

Login to your Moodle Account

First you need to login to your Moodle account using your credentials: username and password.

You need to click on "**Chrome**" to open the browser, then type: **giz.vte**

Our Moodle site will appear to you.

FIRST WAY

SECOND WAY

The first way to login into your Moodle account is through the GIZ website:

<https://giz.vte.gov.lb/>



FIRST WAY

SECOND WAY

Another way to login into your Moodle account is through the "General Directorate of Vocational and Technical Education" website:

<https://web.vte.gov.lb/>

[نشاطات](#)

وفد من التعليم المهني والتقني قدم واجب العزاء للدكتورة هنادي بري بوفاة خالها الحاج فايز زين الدين

قام وفد يضم رؤساء المصالح، الدوائر، رابطة التعليم المهني والتقني ومدراء المعاهد والمدارس التقنية بتقديم واجب العزاء للمعزة المدير العام د.هنادي بري زين الدين بوفاته خالها المرحوم الحاج فايز زين الدين في دارهم في بلدة [...]

[أحدث التعاميم](#)

If you picked the first way, you can easily convert your Moodle site into Arabic or French languages by clicking on "English" next to the log in button.

CONTINUE

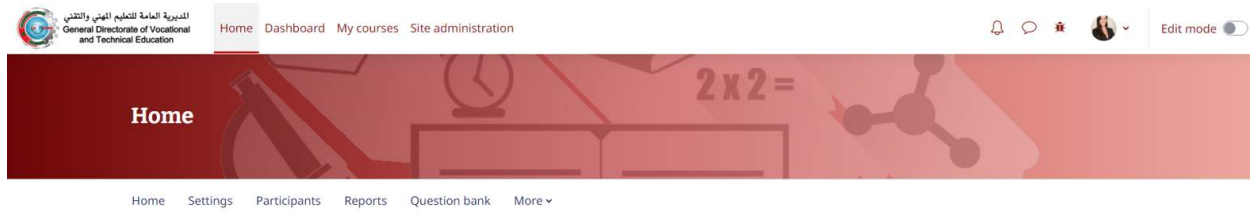
2

Get Know to Moodle Homepage

Moodle Homepage includes the below three tabs:

Home

The "Home" is Moodle front page where all the courses within the Moodle site are located.



Featured Categories



Dashboard

The "Dashboard" is a customizable page with details of your progress and upcoming deadlines.



Dashboard

Recently accessed courses



Digital ToT on e-learning lesson development

Digital ToT 4 on e-learning lesson d...



Competency Based Assessment

Competency Based Assessment - A...

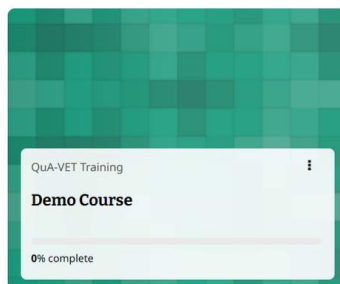
My Courses

The "My Courses" is the page where the links to all your teaching courses are displayed.



My courses

All Search Sort by course name Card



QUA-VET Training

Demo Course

0% complete



Digital ToT on e-learning lesson development

Digital ToT 4 on e-learning lesson development

0% complete



Teachers Training on Moodle for monitoring stu...

Training for teachers on monitoring students' ...

0% complete

Check your Assigned Courses

To access one of the technical theory courses, you need to go to "My Courses" page.

The screenshot shows the LMS interface for the course "سنة أولى. ميكروبيولوجيا المواد الغذائية" (Health Inspection and Food Safety). The user is identified as Balkis Jaafar, Instructor. The page displays a list of activities under the "General" section:

- الدرس الأول. الكائنات الحية الدقيقة (First lesson: Microorganisms)
- الدرس الثاني. تصنيف الكائنات الحية الدقيقة (Second lesson: Classification of microorganisms)

Each activity has a "Complete or pass the activity" button and a "Receive a grade" button.

Check the Students Enrolled in your Course

To check the names of the students enrolled in a particular course, you need to press on the "Participants" tab.

المديرية العامة للتعليم المهني والتقني
General Directorate of Vocational and Technical Education

Home Dashboard My courses Site administration

BT1. Dessin Industriel

Course Settings **Participants** Grades Reports More

Enrolled users **Enrol users**

Match Any Select

+ Add condition Clear filters Apply filters

16 participants found

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

Last 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

	First name / Last name	Username	ID number	Email address	Department	Institution	Country	Roles	Groups	Last access to course	Status
<input type="checkbox"/>	HA Hadi AbouHaybi	hadj_abouhaybi	Male		BT1-IM	Chehim TI	Lebanon	Student	Chehim TI BT1	Never	Active
<input type="checkbox"/>	MA Mohamad AlMoalem	mohamad_almoalem	Male		BT1-IM	Chehim TI	Lebanon	Student	Chehim TI BT1	Never	Active
<input type="checkbox"/>	FA Fadi Awaly	fadi_awaly	Male		BT1-IM	Chehim TI	Lebanon	Student	Chehim TI BT1	Never	Active
<input type="checkbox"/>	BB BakrBilal Badawi	bakrbilal_badawi	Male		BT1-IM	Chehim TI	Lebanon	Student	Chehim TI BT1	Never	Active

5

Check the e-Lessons Uploaded

To enter a lesson, you need to click on the title next to the blue icon. Then, the lesson will open in a new window.

المديرية العامة للتعليم المهني والتقني
General Directorate of Vocational and Technical Education

Home Dashboard My courses Site administration

لذا ، أحضروا أجهزتكم وانضموا إلينا لكي نغوص في عالم من الاحتمالات التي لا حصر لها!
دعونا نجعل هذا العام الدراسي الأفضل حتى الآن ، معا.

نراكم في الدروس الإلكترونية!

General

Leçon 01. Introductio...

Leçon 01. Introduction et...

Leçon 02. Instruments...

Leçon 02. Instruments d...

Leçon 03. Utilisation d...

Leçon 03. Utilisation des ...

Leçon 04. Forme des c...

Leçon 04. Forme des car...

Leçon 05. Formats nor...

Leçon 05. Formats norm...

Leçon 06. Cartouche d...

Leçon 06. Cartouche d'in...

Leçon 01. Introduction et types de dessins

View

Complete or pass the activity

Receive a grade

Leçon 02. Instruments de dessin

View

Complete or pass the activity

Receive a grade

Leçon 03. Utilisation des instruments de dessin

View

Complete or pass the activity

Receive a grade

Check and Download the "Objectives Report" for a Lesson

The "Objectives Report" allows the teacher to check the number of attempts for each student in the lesson, the grades, the date and time of access for both students and teachers.

To check and download the "Objectives Report", you need to follow the below two steps:

Step 1

Access the Objectives Report

The screenshot shows a user interface for a lesson titled "Leçon 01. Introduction et types de dessins". The "Reports" menu is open, and the "Objectives report" option is selected. The report shows 1 attempt for 16 users, with 16 results. The table below lists the users and their attempt details.

	Participants	1 attempts for 16 users, out of 16 results									
	Participants										
	Participants										
	Participants										
<input type="checkbox"/>	Joseph SAYSOUK	username	ID number	Email address	Department	Institution	Country	Attempt	Started on	Last accessed on	
<input type="checkbox"/>	Joseph SAYSOUK	josephsays				Digital ToT 1 QuA-VET	LB	1	Sunday, 5 February 2023, 2:39 AM	Sunday, 5 February 2023, 2:42 AM	
<input type="checkbox"/>	Maria Frangieh	maria_frangieh						-	-	-	
<input type="checkbox"/>	Omar Othman	omar_othman	Male		BT1-IM	Chehim TI	LB	-	-	-	

To check the "Objectives Report" of a lesson, in the lesson page, press on "Reports", then on the left side under "Basic Report", choose the "Objectives Report".

Step 2

Download the Report

The screenshot shows a report interface for a course titled "Leçon 01. Introduction et types de dessins". The report is for "Objectives report" and shows data for "All participants". A summary indicates "1 attempts for 16 users, out of 16 results". A "Download" menu is open, showing options for "Download in ODS format", "Download in Excel format" (highlighted in red), and "Download in text format".

	First name / Last name	Username	ID number	Email address	Department	Institution	Country	Attempt	Started on	Last accessed on
<input type="checkbox"/>	Joseph Saysouk	josephsays				Digital ToT 1 QuA-VET	LB	1	Sunday, 5 February 2023, 2:39 AM	Sunday, 5 February 2023, 2:42 AM
<input type="checkbox"/>	Maria Frangieh	maria_frangieh						-	-	-
<input type="checkbox"/>	Omar Othman	omar_othman	Male		BT1-IM	Chehim TI	LB	-	-	-

To download the report, press on the "Download in Excel Format" under Download on the left side.

Check and Download the "Grades" for the Entire Course

The "Grader Report" allows the teacher to check and retrieve the highest grade of each student in each lesson.

It gives an overview of all the e-lessons and the grades for all the students enrolled.

To check and download the "Grades", you need to follow the below four steps:

Step 1

Grades

The screenshot shows a web interface for a course grade report. At the top, there's a navigation bar with 'Course', 'Settings', 'Participants', 'Grades', 'Reports', and 'More'. The 'Grades' tab is selected. Below the navigation bar, there's a search bar for 'Grader report' and a dropdown menu for 'Grader report'. The main heading is 'Grader report' with a sub-heading 'Separate groups: All participants'. Below this, it says 'All participants: 13/13'. There are two filters for 'First name' and 'Last name', both set to 'All' and showing a list of letters A-Z. The main content is a table with columns for 'First name / Last name', 'Username', 'ID number', 'Email address', 'Department', 'Institution', 'Country', and three columns for course sections: 'Leçon 01. Introduction et...', 'Leçon 07. Les traits', and 'Leçon 09. Tracés géomé...'. The table lists five participants: Hadi AbouHaybi, Mohamad AlMoalem, Fadi Awaly, BakrBilal Badawi, and Mohamad Chaaban. Each participant has a score of -0. At the bottom of the table, there is an 'Overall average' row with a score of -.

First name / Last name	Username	ID number	Email address	Department	Institution	Country	Leçon 01. Introduction et...	Leçon 07. Les traits	Leçon 09. Tracés géomé...
HA Hadi AbouHaybi	hadi_abouhaybi	Male		BT1-IM	Chehim TI	LB	-0	-0	-0
MA Mohamad AlMoalem	mohamad_almoalem	Male		BT1-IM	Chehim TI	LB	-0	-0	-0
FA Fadi Awaly	fadi_awaly	Male		BT1-IM	Chehim TI	LB	-0	-0	-0
BB BakrBilal Badawi	bakrbilal_badawi	Male		BT1-IM	Chehim TI	LB	-0	-0	-0
MC Mohamad Chaaban	mohamad_chaaban	Male		BT1-IM	Chehim TI	LB	-0	-0	-0
Overall average							-	-	-

First, you need to access the course you would like to check its grader report.

Then, press on "Grades" tab.

Step 2

Export

The screenshot shows a Moodle course page for 'BT1. Dessin Industriel'. The 'Grades' tab is active, and the 'Grader report' dropdown menu is open. The 'Export' option is highlighted. Below the menu, a table of student data is visible.

	Username	ID number	Email address	Department	Institution	Country	Le
HA Hadi AbouHaybi	hadi_abouhaybi	Male		BT1-IM	Chehim TI	LB	
MA Mohamad AlMoalem	mohamad_almoalem	Male		BT1-IM	Chehim TI	LB	

Now, to download the report, press on the "Grader Report" again and choose "Export".

Step 3

File Type

Export ↕ **OpenDocument spreadsheet** ↕

Export to OpenDocument spreadsheet

Separate groups All participants Plain text file

▼ **Grade items to be included**

lesson

Course total

Select all/none

Expand all

› Export format options

Download

Change the file type to "Excel spreadsheet".

Step 4

Download

- Leçon 30. Perspective - Patrie 2
- Leçon 08. Échelles
- Leçon 02. Instruments de dessin
- Leçon 03. Utilisation des instruments de dessin
- Leçon 04. Forme des caractères et technique d'écriture
- Leçon 06. Cartouche d'inscriptions et nomenclature
- Leçon 05. Formats normalisés et cadre du dessin
- Course total

Select all/none

> Export format options

Download

Finally, press on "Download".



Note that the "Grader report" should be sent by the teachers to the QuA-VET team on a weekly basis.

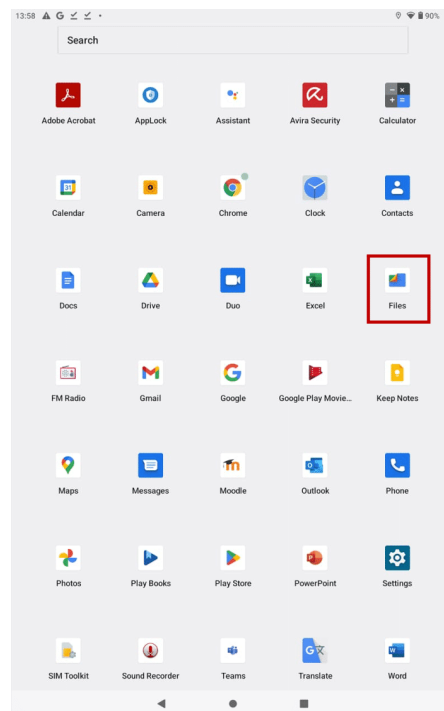
Send the "Grader Report" via email

After downloading the "Grader report", it is time to send it to the QuA-VET team via email.

Please follow the steps below to share your report by email using the **Tablet**.

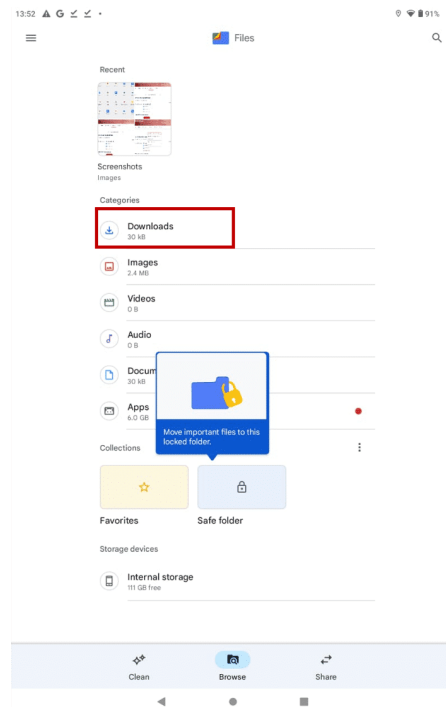
Step 1

Open "Files"



Step 2

Open "Downloads"

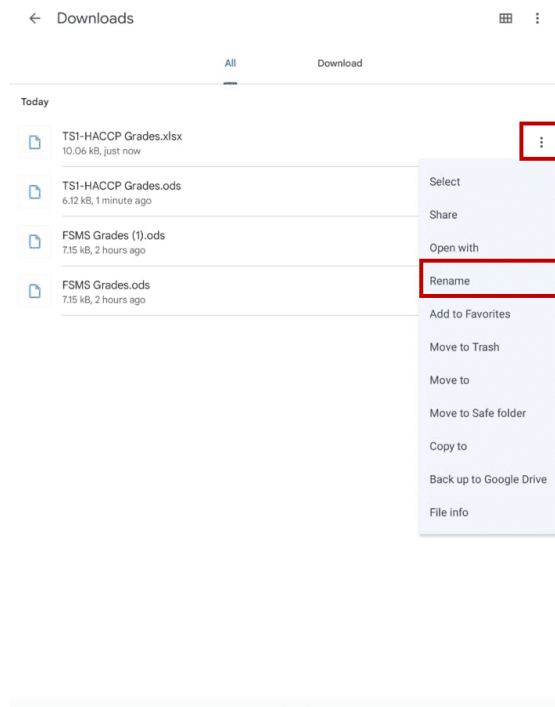


Step 3

Check and Rename File

You will see your file downloaded there.

To rename it, press on the "three dots" on the right side and then press "Rename".



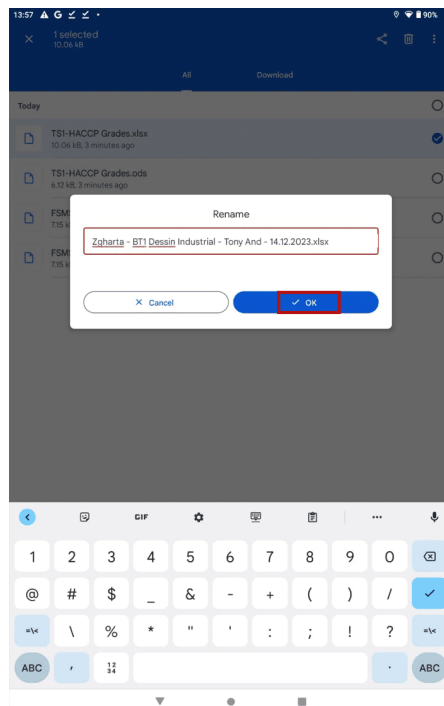
Step 4

Renaming Format

Rename your file as per the format:

"Institute - Class - Teacher Name - Date".

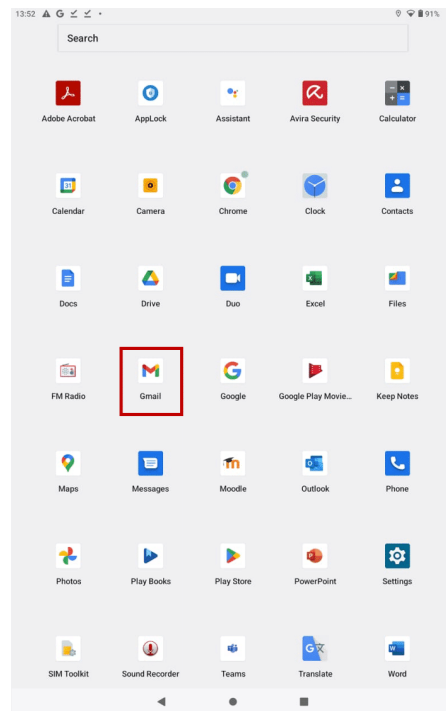
Then, press Ok.



Step 5

Open your Email

Open your email (Gmail or Outlook) on the Tablet or Laptop.



Step 6

Compose Message

Press on "Compose" to start writing your message.



Step 7

Attach your File

Press on "Attach file" on the top right.

← Compose

Attach file

Insert from Drive

From dgYTE596@gmail.com

To  frangieh.m@gmail.com

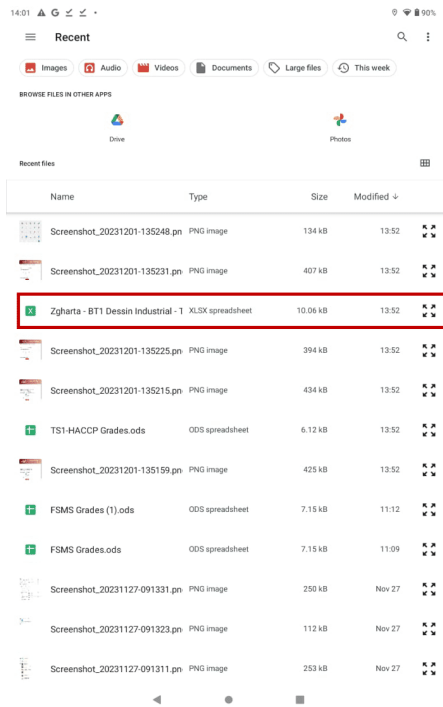
Grader Report - Zgharta Institute

|

Step 8

Pick your File

Pick the file you need to send.



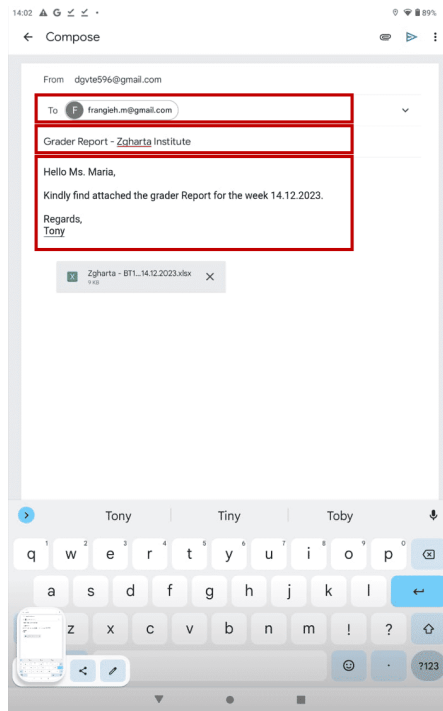
Step 9

Write your message

In the "**To**": write Maria's email: frangieh.m@gmail.com

In the "**Subject**": write the title of your message, for example "*Grader Report - Maria Frangieh*"

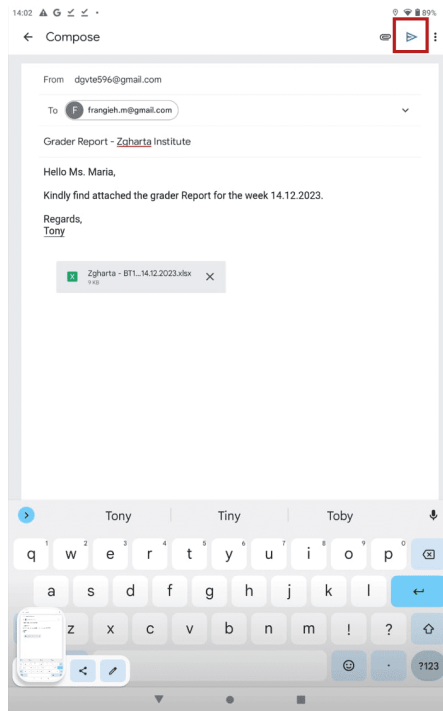
In the "**Body**": write your message following the attached picture.



Step 10

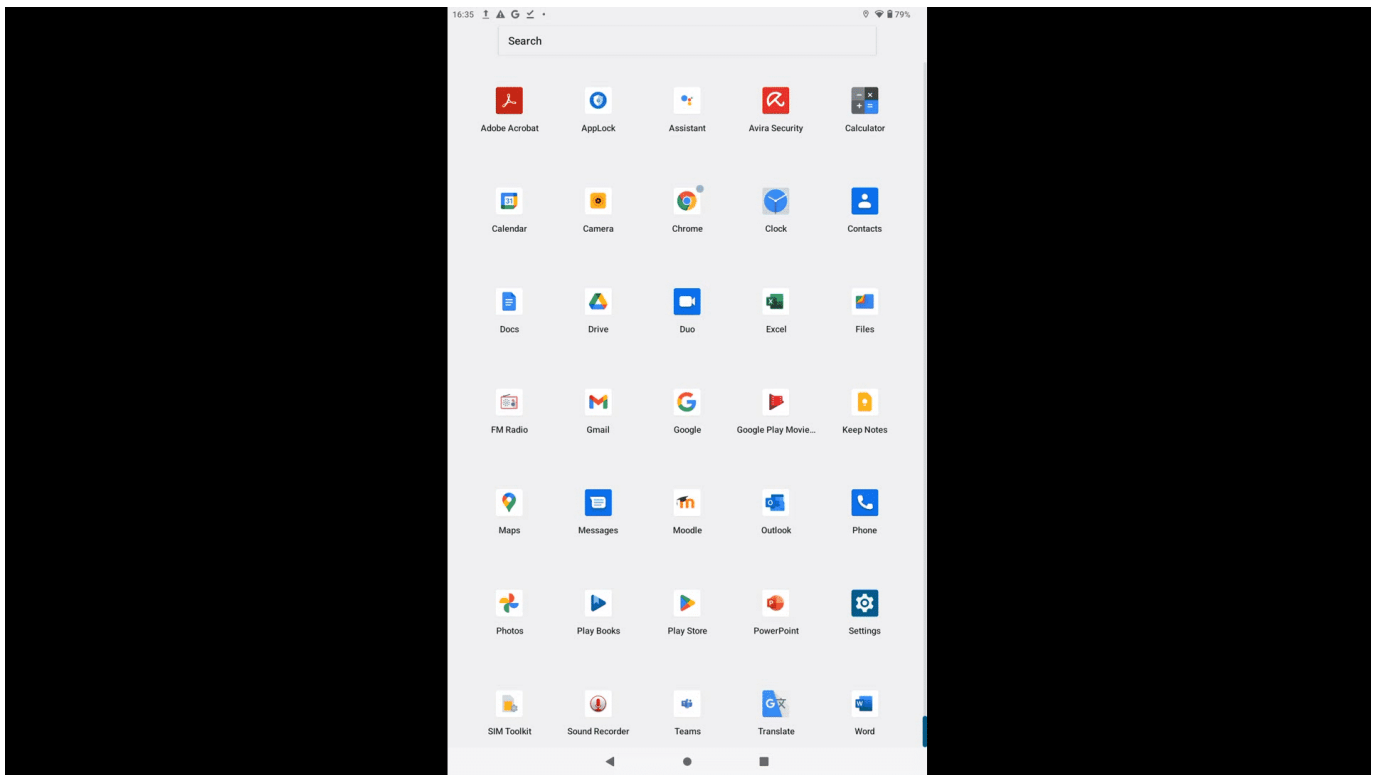
Send Message

Press on the "arrow" on the top right to send your message.



Instructional Video

Below you may find a step-by-step video that assists you in sending the "Grader Report" via e-mail.



Check the Engagement of your Students

You can check the engagement of your students by checking the **last time they accessed their courses**. Follow the below two steps:

Step 1

Press on the participants tab in the course.

Digital ToT 4 on e-learning lesson development

Digital ToT on e-learning lesson development

Code Enrolled

Course Settings **Participants** Grades Reports More

Step 2

Find the name of the student and check the "last access to course" column.

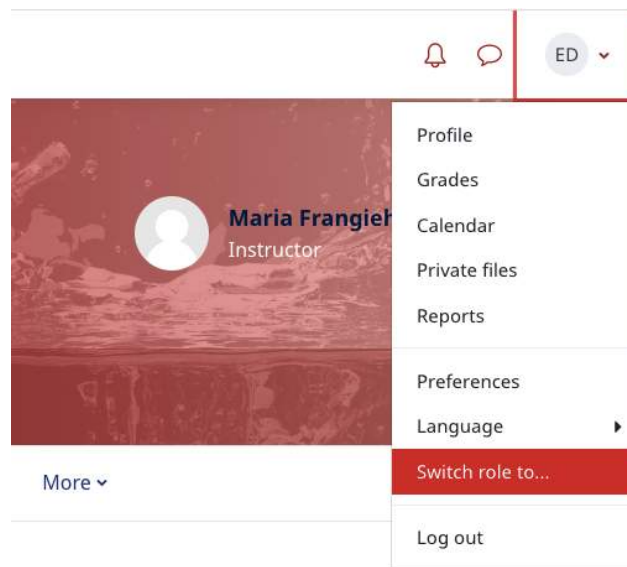
First name / Last name	Username	ID number	Email address	Department	Institution	Country	Roles	Groups	Last access to course	Status
FA FatimaAlBatoul Aalloush	fatimaalbatoul_aalloush			HIFS-TS2	NINC TI	Lebanon	Student	ts2ninc cohort	Never	Active
HA Heba Abdallah	heba_abdallah						Teacher	No groups	Never	Active
AA Amar AbdAlRahman	amar_abdalrahman			HIFS-TS2	Akkar TI	Lebanon	Student	TS2akkar cohort	Never	Active
BA Batoul Abdo	batoul_abdo			HIFS-TS2	Akkar TI	Lebanon	Student	TS2akkar cohort	Never	Active
AA Aida Abdo	aida_abdo			HIFS-TS2	Akkar TI	Lebanon	Student	TS2akkar cohort	Never	Active
CA Chafiq AbouAntoine	chafiq_abouantoine			HIFS-TS2	Rene Moawad TI	Lebanon	Student	ts2renemoawad cohort	Never	Active

Navigate Moodle as a "Student"

To check how students will view their Moodle page, you need to switch your role from "teacher" to "student" **from inside the course page** by following the below steps:

Step 1

Press on your name initials, then press on "Switch role to..."



Collapse all

Step 2

Under "Switch role to", choose "Student"

Switch role to...

Choose a role to get an idea of how someone with that role will see this course.

Please note that this view may not be perfect ([See details and alternatives](#)).

Student

Guest

Cancel

Step 3

You will be returned to the course main page. This how students will view the course:

x

Course Participants Grades Competencies More

General

Announcements

مهميته في الصناعات الغذائية...
اهميتها في الصناعات الغذائية...
التحديات السلبية لعدم وجوده...
أسسه - النتائج السلبية لعدم وجوده...
العوامل المؤثرة في كفاءته...
خطوات - العوامل المؤثرة في كفاءته...
الإرشادية - أسبابه وأهدافه...
طوبه الإرشادية - أسبابه وأهدافه...

General Collapse all

Bienvenue!

Nous espérons que vous avez eu une pause fantastique et que vous êtes maintenant prêt pour une nouvelle année académique, rempli de leçons en ligne passionnantes et d'expériences d'apprentissage enrichissantes!

Préparez-vous à participer à des leçons électroniques interactives qui éveilleront votre curiosité et feront de l'apprentissage une aventure amusante.

Alors, prenez vos appareils et rejoignez-nous alors que nous plongeons dans un monde de possibilités infinies! Faisons de cette année académique la meilleure à ce jour, ensemble.

Rendez-vous dans les e-leçons!

مرحبا، عودة حميدة!

Step 4

Students can check the names of their colleagues by pressing on "Participants".

المديرية العامة للتعليم المهني والتقني
General Directorate of Vocational and Technical Education

Home Dashboard My courses

Student ED

سنة ثانية. التنظيف والتعقيم

Course Participants Grades Competencies More

Enrolled users

Match Any Groups Type or select... TS2akkar cohort

+ Add condition Clear filters Apply filters

43 participants found

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

Last 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

1 2 3 »

https://oiv.vte.gov.lb/user/index.php?id=208

Step 5

The students can check the grades of this particular course by pressing on "Grades".

المديرية العامة للتعليم المهني والتقني
General Directorate of Vocational and Technical Education

Home Dashboard My courses

Student ED

سنة ثانية. التنظيف والتعقيم: View: User report

Course Participants Grades Competencies More

User report

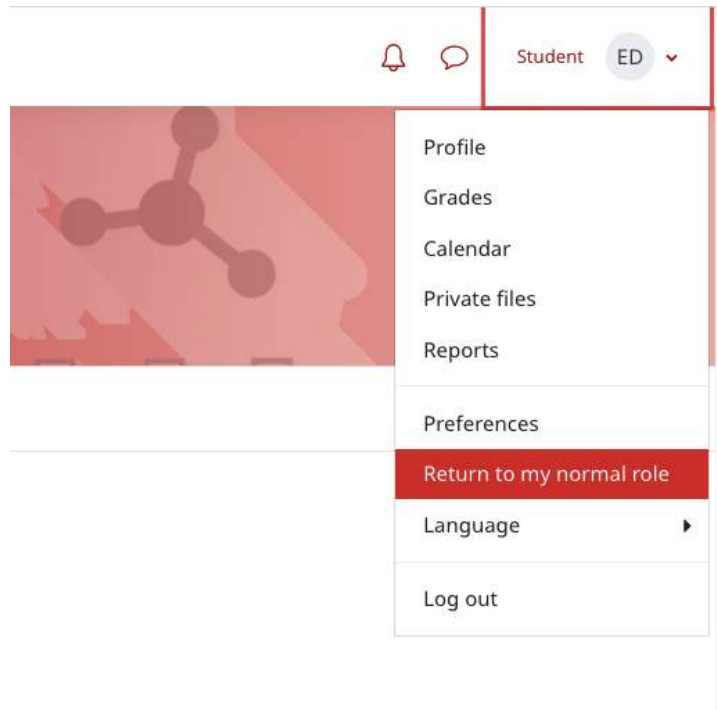
User report - Elie Dib

Grade item	Calculated weight	Grade	Range	Percentage	Feedback	Contribution to course total
سنة ثانية. التنظيف والتعقيم						
الدرس الأول. التنظيف: تعريفه - أقسامه - أهميته في الصناعات الغذائية	-	-	0-100	-		-
الدرس الثاني. التنظيف: أسسه - النتائج السلبية لعدم وجوده	-	-	0-100	-		-

?

Step 6

To return back to your "Teacher" role, press again on your name initials and then press on "Return to my normal role".



Through Moodle, you can communicate with your students by sending and receiving messages. Follow the below steps to learn how:

Step 1

The screenshot shows a web application interface for a course. At the top, there is a navigation bar with 'Home', 'Dashboard', and 'My courses'. The main content area features a header with the course title 'سنة ثانية. التنظيف والتعقيم' (Second Year. Cleaning and Disinfection) and the instructor's name 'Maria Frangieh'. Below the header, there are tabs for 'Course', 'Participants', 'Grades', 'Reports', 'Badges', and 'More'. The 'General' section is expanded, showing a welcome message in French: 'Bienvenue! Nous espérons que vous avez eu une pause fantastique et que vous êtes maintenant prêt pour une nouvelle année académique, rempli de leçons en ligne passionnantes et d'expériences d'apprentissage enrichissantes! Préparez-vous à participer à des leçons électroniques interactives qui éveilleront votre curiosité et feront de l'apprentissage une aventure'. A sidebar on the left contains various navigation options, and a search icon is visible at the top left.

Press on the "Participants" tab.

Step 2

	First name / Last name	Username	ID number	Email address	Department	Institution	Country	Roles	Groups	Last access to course
<input checked="" type="checkbox"/>	AA Amar AbdAlRahman	amar_abdalrahman		amar.abdelrahman@icloud.com	HIFS-TS2	Akkar TI	Lebanon	Student	TS2akkar cohort	Never
<input checked="" type="checkbox"/>	AA Aida Abdo	aida_abdo		aydaabdo2001@gmail.com	HIFS-TS2	Akkar TI	Lebanon	Student	TS2akkar cohort	Never
<input checked="" type="checkbox"/>	BA Batoul Abdo	batoul_abdo		batoul_abdo@gmail.com	HIFS-TS2	Akkar TI	Lebanon	Student	TS2akkar cohort	Never
<input checked="" type="checkbox"/>	SA Souzan Ahmad	souzan_ahmad		ahmadsuzane42@gmail.com	HIFS-TS2	Akkar TI	Lebanon	Student	TS2akkar cohort	Never
<input checked="" type="checkbox"/>	AA Amna AlAbdallah	amna_alabdallah		amna_alabdallah@gmail.com	HIFS-TS2	Akkar TI	Lebanon	Student	TS2akkar cohort	Never
<input checked="" type="checkbox"/>	TA Taghrid AIDonawi	taghrid_aldonawi		taghridaldenawi@gmail.com	HIFS-TS2	Akkar TI	Lebanon	Student	TS2akkar cohort	Never
<input checked="" type="checkbox"/>	AA Aya AIDonawi	aya_aldonawi		aya_aldonawi@gmail.com	HIFS-TS2	Akkar TI	Lebanon	Student	TS2akkar cohort	Never
<input checked="" type="checkbox"/>	SA Soaad AIDonawi	soaad_aldonawi		souaaddannawi1@icloud.com	HIFS-TS2	Akkar TI	Lebanon	Student	TS2akkar cohort	Never

Select the names of students you want to send them a message.

Step 3

The screenshot shows a web application interface for the General Directorate of Vocational and Technical Education. The top navigation bar includes 'Home', 'Dashboard', and 'My courses'. A user profile dropdown for 'ED' is visible in the top right. The main content area displays a table of users with columns for checkboxes, user ID, name, email, and other details. Two users, 'Elie Dib' and 'Roa Dib', are selected. Below the table, there is a 'Show all 43' link and a 'Select all 43 users' button. A dropdown menu is open over the 'Choose...' button, listing options such as 'Send a message', 'Add a new note', and various data export formats. The footer contains logos for 'german cooperation' and 'giz', along with contact information for the Directorate.

	ID	Name	Email	Role	Institution	Location	Cohort	Status		
<input checked="" type="checkbox"/>	ED	Elie Dib	elie_dib	dr.eliedib@yahoo.com	HIFS	Orthodox Vocational Institute TI	Lebanon	Non-editing teacher	TS2akkar cohort	now
<input checked="" type="checkbox"/>	RD	Roa Dib	roaa_dib	roaa_dib@gmail.com	HIFS-TS2	Akkar TI	Lebanon	Student	TS2akkar cohort	Never

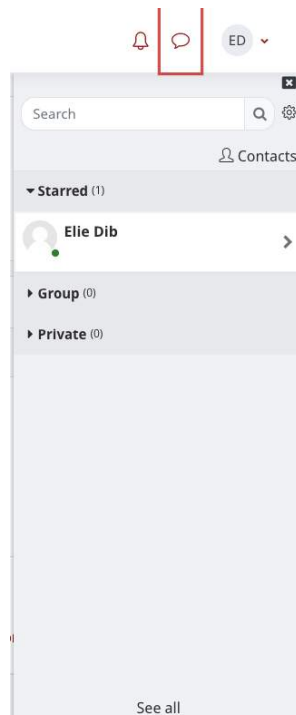
Scroll down and press on "Send a message".

Step 4

The screenshot displays a web application interface for the General Directorate of Vocational and Technical Education. A modal dialog box titled "Send message to 20 people" is centered on the screen. Inside the dialog, there is a text input field containing the word "Hello". Below the input field are two buttons: "Cancel" and "Send message to 20 people". The background shows a dashboard with a sidebar menu, a list of users, and a footer with contact information for GIZ.

A white box will appear. Write your message inside the box and press on "Send message to...".

Step 5



To check the messages/replies you might receive from the students, press on the "message" icon and the messages will appear.

Log out

To logout from your account, you need to press on the small arrow beside your initials then press "Log out".

The screenshot shows a Moodle course page for the General Directorate of Vocational and Technical Education. The page title is "My courses" and the site administration menu is visible. The course content includes a list of lessons, each with a checkbox indicating completion status. The lessons are:

- Leçon 28. Notion d'assemblage des pièces filetés
- Leçon 29. Perspective - Patrie 1
- Leçon 30. Perspective - Patrie 2
- Leçon 08. Échelles
- Leçon 02. Instruments de dessin
- Leçon 03. Utilisation des instruments de dessin
- Leçon 04. Forme des caractères et technique d'écriture
- Leçon 06. Cartouche d'inscriptions et nomenclature
- Leçon 05. Formats normalisés et cadre du dessin
- Course total

The user menu on the right side of the page includes the following options:

- Profile
- Grades
- Calendar
- Private files
- Reports
- Preferences
- Language
- Switch role to...
- Log out

CONTINUE

Moodle Application