



Improving the Quality and Attractiveness of TVET in Lebanon (QuA-VET)

Guide for SAB members on uploading content to Moodle LMS

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1 Step 1 – Login to Moodle account

1. Login to your Moodle account using your credentials.

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

استخدم بيانات الدخول الخاصة بك (إسم المستخدم – كلمة السر) لتسجيل الدخول عبر المواقع الإلكترونية:

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



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

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

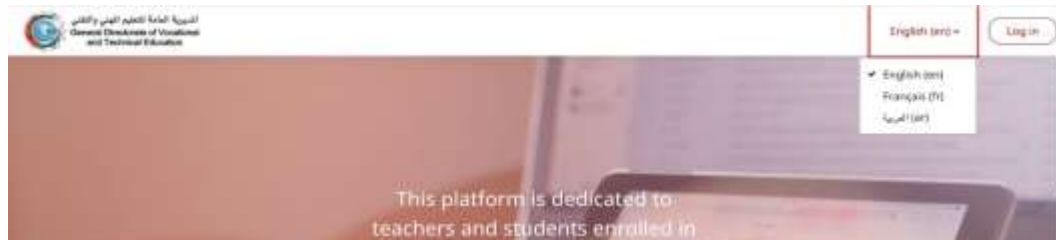
هناك طريقة أخرى لتسجيل الدخول إلى حساب Moodle الخاص بك وهي من خلال موقع المديرية العامة للتعليم

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



2. You can easily convert your Moodle site into Arabic or French languages by clicking on “English” next to the log in button.

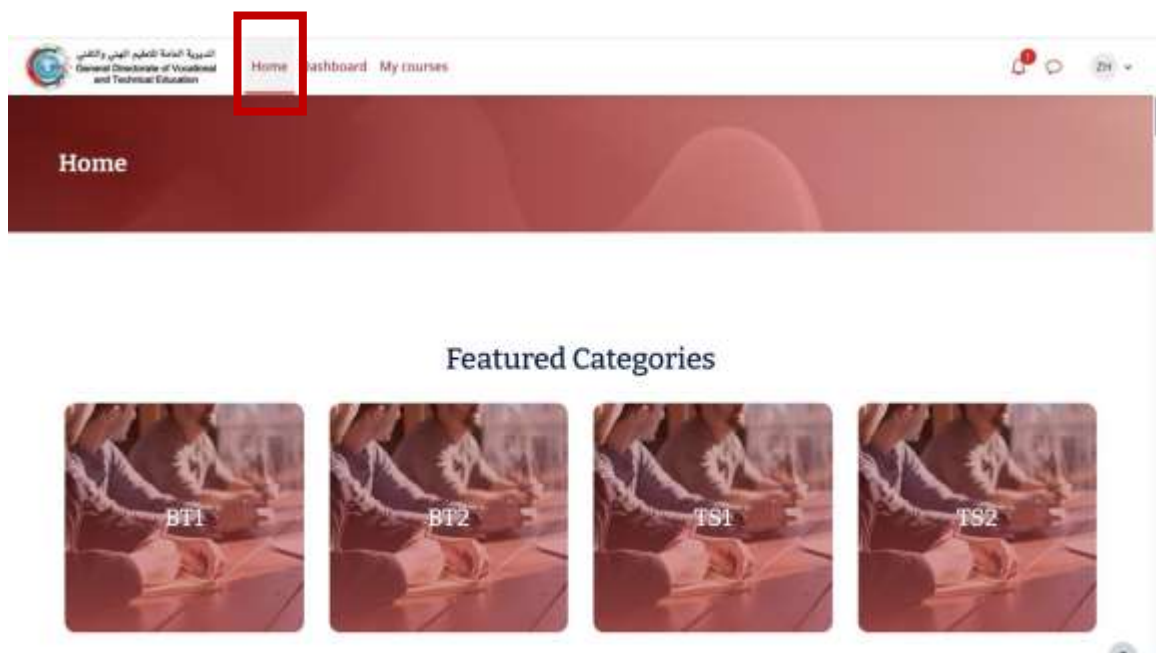
يمكنك بسهولة تحويل موقع Moodle الخاص بك إلى اللغات العربية أو الفرنسية عن طريق النقر على «الإنجليزية» بجوار زر تسجيل الدخول.



2 Step 2 – Introduction to Moodle homepage icons

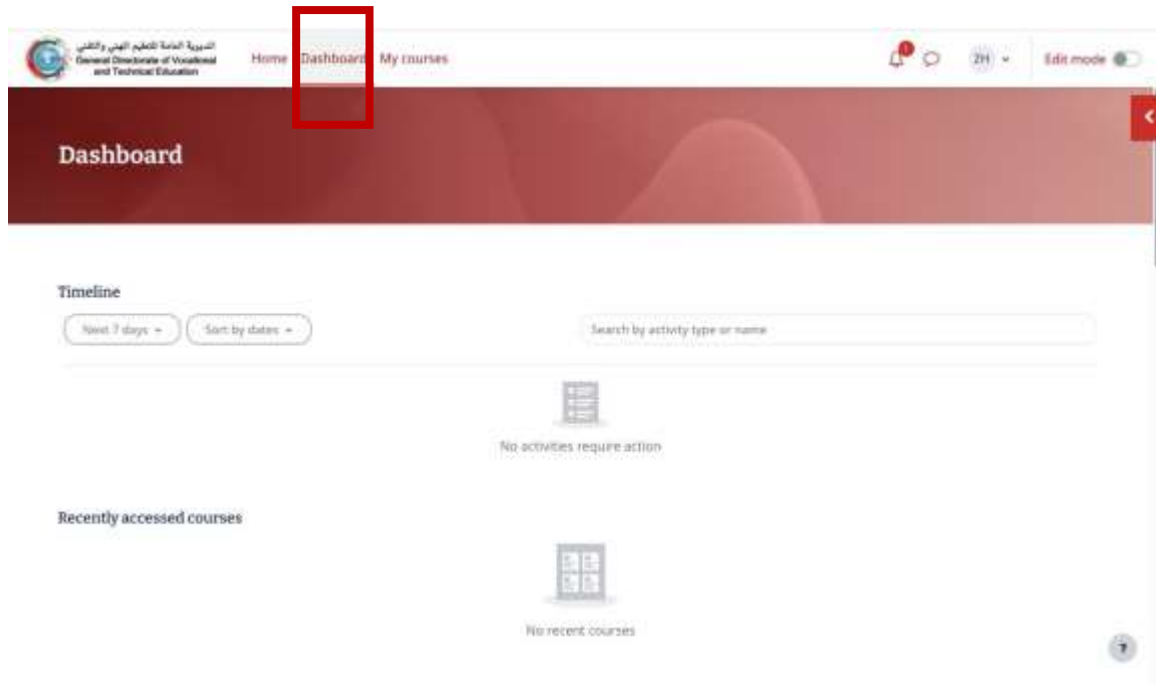
1. The **Home** is Moodle front page all the courses within the Moodle site are located.

الصفحة الرئيسية: حيث توجد كافة المقررات الدراسية.



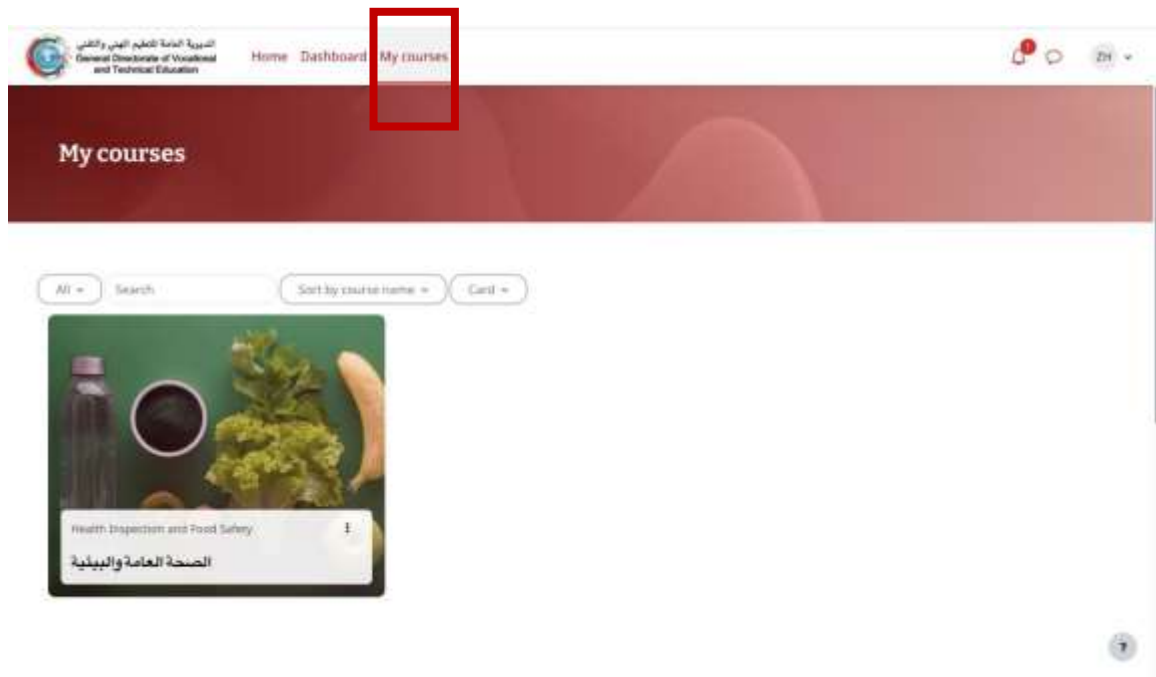
2. The **Dashboard** is a customizable page with details of your progress and upcoming deadlines.

لوحة التحكم: حيث يمكنك التأكد من التفاصيل والمهل.



3. **My Courses** is the page where the links to all your teaching courses are displayed.

مقرراتي الدراسية: حيث توجد الروابط الخاصة بمختلف المقررات الدراسية الخاصة بك.



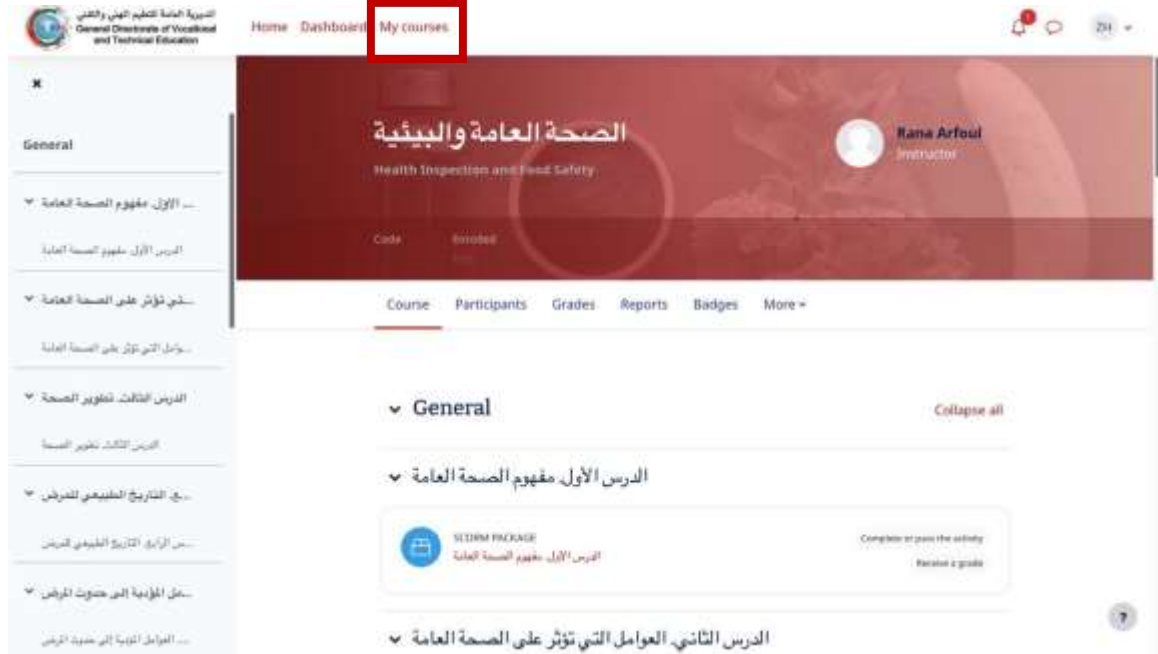
3 Step 3 – Check your assigned course(s)

From the **My Courses** page, access **your course(s)**.

For this training, you are enrolled in “*Capacity Building Training for new SAB Members in Lebanon*” course.

من صفحة مقرراتي الدراسية، قم بالوصول إلى الدورة (الدورات) الخاصة بك.

من أجل هذا التدريب، لقد التحقتم بدورة "Capacity Building Training for new SAB Members in Lebanon".



4 Step 4 – Send and receive messages within Moodle

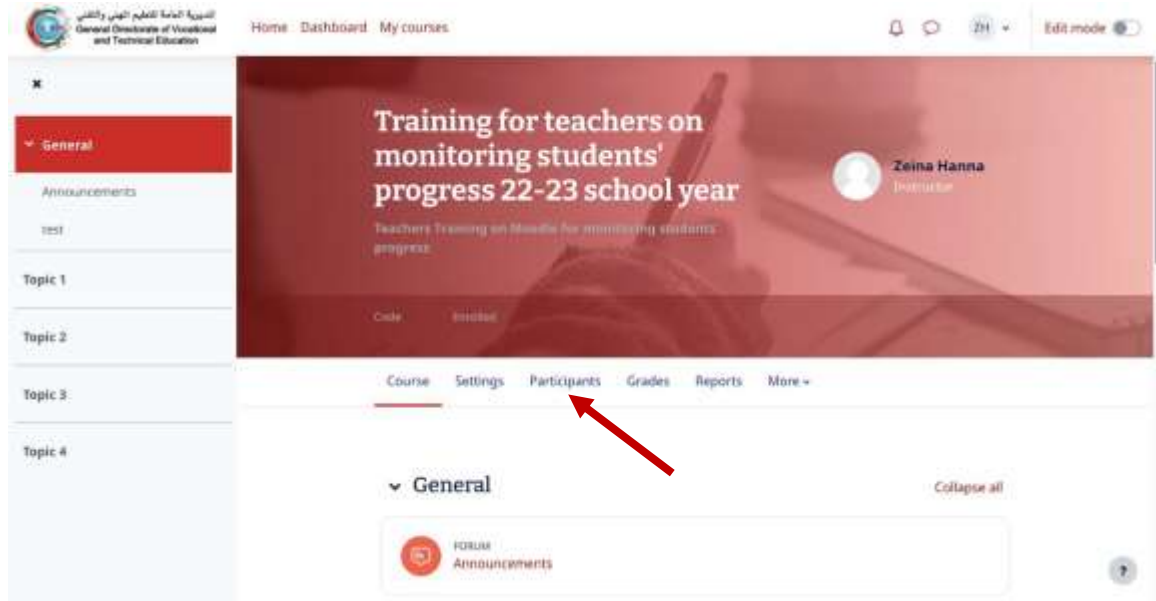
Another way of communication among participants is by “**sending a message**” to those enrolled in the respective module/course.

This type of communication is **private** and not visible to all participants.

هناك طريقة أخرى للتواصل بين المشاركين عبر «إرسال رسالة» إلى المسجلين في الوحدة/الدورة التدريبية المعنية.
هذا النوع من التواصل **خاص** وغير مرئي لجميع المشاركين.

1. Press on the “**Participants**” tab.

اضغط على علامة «المشاركين».



2. Select the **participants** for whom you want to **send a message**, then scroll down and press on **“Send a message”**.
 حدد المشاركين الذين تريد إرسال رسالة لهم، ثم قم بالتمرير للأسفل واضغط على «أرسل رسالة».



3. Write your message in the **white box**, then “send message to...”

اكتب رسالتك في الصندوق الأبيض، ثم «أرسل رسالة إلى...»



- From the **message icon** up right, you can check the message you sent and received.

من رمز الرسالة الأيمن أعلاه، يمكنك التحقق من الرسالة التي أرسلتها أو تلقيتها.

The screenshot shows a user interface for a learning management system. At the top right, there is a notification bell icon with a red box around it and an arrow pointing to a dropdown menu. The dropdown menu is also highlighted with a red box and contains the following items: '+ Starred (1)', a user profile for 'Zeina', '+ Group (0)', and '+ Private (0)'. Below the notification, the main content area shows a list of 'Enrolled users' with columns for 'First name / Surname', 'Username', 'Email address', 'Institution', 'Roles', and 'Groups'. Two users are listed: 'Zeina' (Teacher) and 'test1' (Student).

5 Step 5 – Add an Assignment

5.1 Trainee's view

- To submit your assignments, you should click the assignment link, then choose **“Add submission”**.

لتقديم مهامهم، يجب على المتدربين النقر فوق رابط المهمة ثم فوق «إضافة تقديم».

The screenshot shows a 'Grading summary' page. At the top, there are two buttons: 'View all submissions' and 'Grade'. Below the buttons, the page displays a table with the following data:

Hidden from students	No
Participants	1
Submitted	0
Needs grading	0
Time remaining	6 days 12 hours

At the bottom of the page, there is a red button labeled 'Add submission', which is highlighted by a red arrow.

- Depending on the assignment settings, you either have a text box into which to type the work or an **upload area to submit their file**.

حسب إعدادات المهمة، إما أن يكون لديهم مربع نصي يكتبون فيه أعمالهم أو منطقة تحميل لإرسال ملفهم.

6 Step 6 – Answer a Quiz

6.1 Trainees view

1. Quizzes are **visible** on the page once you add them. Depending on the settings, trainees may see questions all on one page or on separate pages.

الإختبارات مرئية على الصفحة بمجرد إضافتها. حسب الإعدادات، قد يرى المتدربون الأسئلة كلها في صفحة واحدة أو في صفحات منفصلة.

2. In order to finish the quiz, trainees must click '**Submit all and finish**' when they reach the Summary of attempt page.

من أجل إنهاء الاختبار، يجب على المتدربين النقر فوق «إرسال والانتهاء» عند وصولهم إلى ملخص صفحة المحاولة.

The image shows two screenshots of a quiz interface. The top screenshot displays a question titled 'Question 1' with a 'Back' button in the top left. The question asks 'What does SAB stand for?' and provides three radio button options: '1. School Advisory Brand', '2. School Advisory Board', and '3. School Advisory Brand'. The second option is selected. There are buttons for 'Play question', 'Edit question', and 'Retest'. A red arrow points from the bottom right of the question area to a 'Finish attempt ...' button. The bottom screenshot shows the 'Quiz Summary of attempt' page, also with a 'Back' button. It features a table with columns 'Question' and 'Status'. The first row shows '1' under 'Question' and 'Answer saved' under 'Status'. Below the table are buttons for 'Return to attempt' and 'Submit all and finish'. A red arrow points from the bottom left of the table area to the 'Submit all and finish' button.

3. This is what the trainee will see after submitting his answers.

هذا ما سيراه المتدرب بعد تقديم إجاباته.

Started on	Thursday, 23 May 2024, 7:08 PM
State	Finished
Completed on	Thursday, 23 May 2024, 7:08 PM
Time taken	17 secs
Marks	1.00/1.00
Grade	10.00 out of 10.00 (100%)

Question 1
Correct
Mark 1.00 out of 1.00
Flag question
Add question
v1 (latest)

What does SAB stand for?

- 1. School Advysory Brand
- 2. School Advisory Board ✓ SAB stands for "School Advisory Board".
- 3. School Advisory Brand

Your answer is correct.
The correct answer is:
School Advisory Board

Finish review

7 Step 7 – Logout

Name: Dashboard My course Site administration

Module 1
2x2=
Add content

Course Settings Participants Grades Reports More

- Staffs
- Users
- Courses
- Private files
- Reports
- Preferences
- Language
- System roles...
- Logout

General
Announcements
Add an activity or resource

Topic 1
Add an activity or resource

