

*LMS*  
*User Guide for*  
*Students*

**BUETK-LMS**

**2020**



---

## About this Guide

This guide was prepared by the Department of Computer Systems Engineering & Sciences at Balochistan UET, Khuzdar in order to provide students with an overview of Moodle. This guide assumes students have basic familiarity with a computer, such as using a mouse, navigating operating systems, and using a web browser. This guide is designed for using Moodle on a desktop or laptop, but you can also use the Moodle mobile app. For more information, see the *Moodle Mobile App* section (page 12).

### Balochistan UET, Khuzdar LMS Team

#### Online Support

**Student Help Desk**  
**+92 (848) 413108**

#### Email

[Lms.helpdesk@buetk.edu.pk](mailto:Lms.helpdesk@buetk.edu.pk)

**24/7 Online Support System**  
Launching Soon

#### Dr. Sohrab Bizanjo

Chairman CSE&S Department

[chairmanccses@buetk.edu.pk](mailto:chairmanccses@buetk.edu.pk)

+92-848-550275

CSE&S Department | Room 001

Chairman Office

#### Syed Jahangir Zafar

Computer Programmer

[programmer@buetk.edu.pk](mailto:programmer@buetk.edu.pk)

+92-848-550276

CSE&S Department | Room 005



## *Table of Contents*

### **Page Topic**

1	System Requirements
2	Logging In
3	Dashboard
4	Editing Your Profile
5	Accessing and Navigating a Course
6	Common Course Activity Icons
7	Forums
8	Submitting an Assignment
10	Quizzes and Exams
11	Grades
12	Moodle Mobile App



# System Requirements

Generally, the only requirement is a computer with Internet access and a web browser. However, not all features are supported in older web browsers, so we suggest using the latest Firefox, Chrome, or Safari or Internet Explorer 10+. We highly recommend Firefox or Chrome as the BRTC Moodle site has been optimized for use with it. Some courses may require additional plugins and software such as Flash, QuickTime, or Acrobat Reader. Most classes require word processing software such as Microsoft Word. Each course syllabus should list specific software requirements.

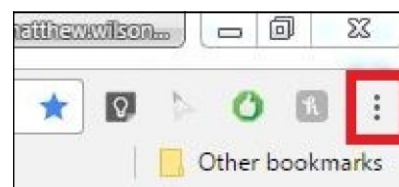
For more information, please visit <http://www.buetk.edu.pk/images/lms/requirements.pdf>

## Pop-up Blockers

Pop-up blockers should be disabled in order to display Moodle content correctly.

### Chrome

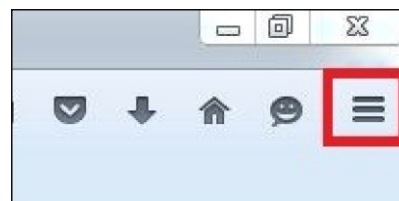
In the top right of your screen, click the Customize icon and then *Settings*. Scroll to the bottom and click the “*Show advanced settings...*” link. Under the *Privacy* heading, click *Content settings*. Scroll down to the *Pop-ups* heading and click *Manage exceptions*. In the box that says “[\*.]example.com”, type [\*.] buetk.edu.pk/lms. Then click *Done* twice. Close the tab.



Chrome Customize Icon

### Firefox

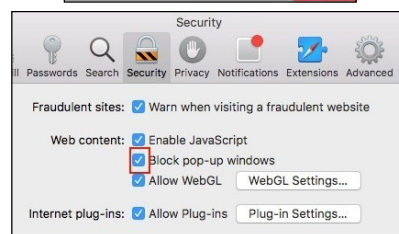
In the top right of your screen, click the Firefox menu, then *Options*. Click the *Content* on the menu on the left. Under *Pop-ups*, click *Exceptions*. In the address bar, type [http:// buetk.edu.pk/lms/](http://buetk.edu.pk/lms/), then click *Allow* and then *Save Changes*. Close the tab.



Firefox Menu Button

### Internet Explorer (IE)

In the top right of your screen, click the *Tools* menu and then *Internet options*. Now, click the *Privacy* tab. Next, under the *Pop-up* blocker heading, click *Settings*. In the address bar, type <http://>



IE Tools

[Buetk.edu.pk/lms/](http://Buetk.edu.pk/lms/) and click *Add*. Click *Close* and then *OK*.

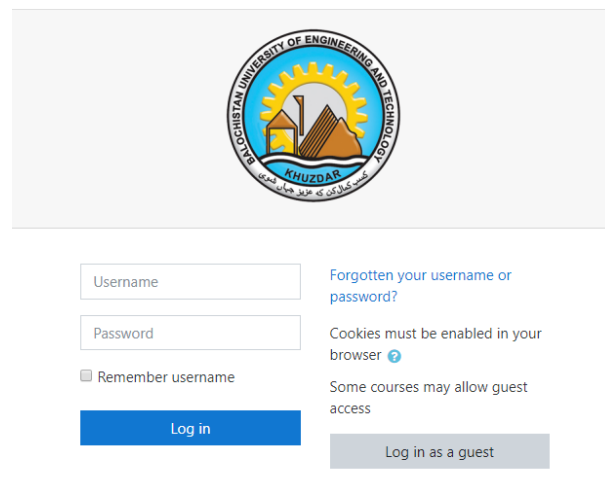
### Safari (Apple Computers)

Open Safari, and hit the command key and, simultaneously. This brings up Safari’s menu. Click *Security*. Untick the box that says *Block pop-up windows*.

## Logging In

To log in to Moodle, open a web browser and type <http://buetk.edu.pk/LMS/login/index.php> in the address bar. In the top right corner, click *Log in*.

After clicking *Log in*, you will be taken to the login page. Your username is your Class Roll Number. Your default password not set please click on “[Forget your username or password?](#)” link to reset it step by step. If your Student email is 20MECS39@buetk.edu.pk. Doe and your student id is 20MCS39, then your username would be 20MECS39. If your still fell trouble to login into your username, then please contact your subject teacher



The image shows the Moodle login page for BUET. At the top center is the BUET logo, which is a circular emblem with a gear and a building, surrounded by the text 'BUET UNIVERSITY OF ENGINEERING AND TECHNOLOGY' and 'KHUZDAR'. Below the logo, there are two input fields: 'Username' and 'Password'. To the right of the 'Username' field is a link that says 'Forgotten your username or password?'. Below the 'Password' field is a checkbox labeled 'Remember username'. To the right of the password field, there are two lines of text: 'Cookies must be enabled in your browser' with a small icon, and 'Some courses may allow guest access'. At the bottom left is a blue 'Log in' button. At the bottom right is a grey button labeled 'Log in as a guest'.

### Moodle Login Page

You can also log in to Moodle on your mobile device. See the *Moodle Mobile App* section (page 12) for more information.

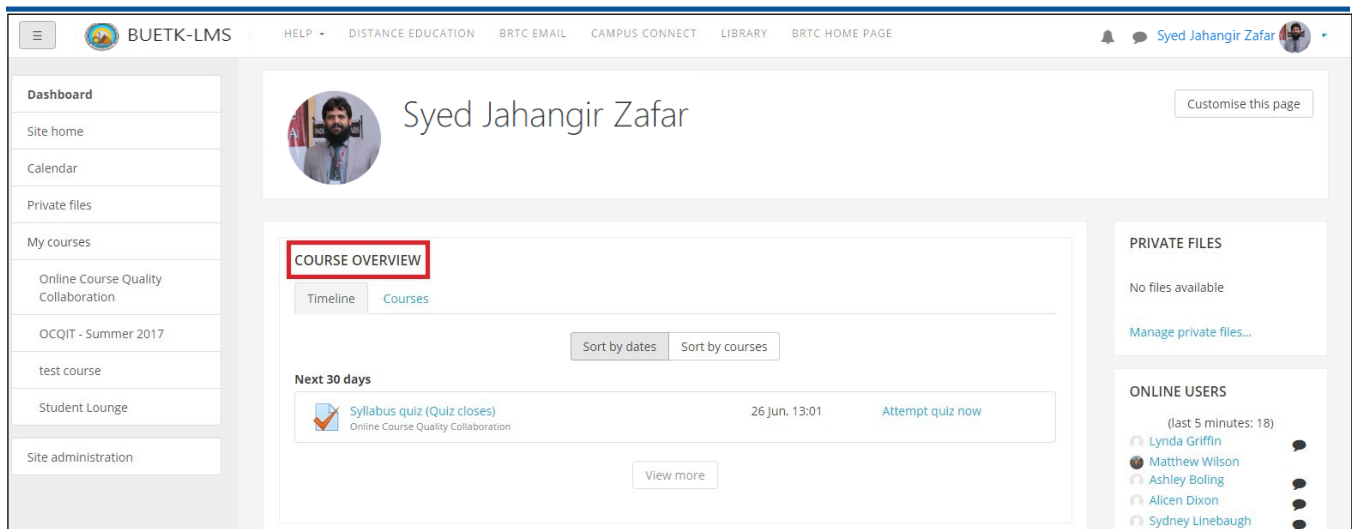
## Dashboard

Once you log in, you will see the Moodle dashboard.

### Course Overview Block

By default, the *Timeline* displays upcoming assignments from all classes. To access your courses, click *Courses*. Here, you will see all courses that are in progress, as well as future and past courses. It is important to actually access your course by clicking on the course title and entering into the course view, rather than just clicking on assignments in the *Timeline*.

**Note:** Various blocks can be added above or below the **Course Overview Block**. See more about adding blocks on page 4 under *Customizing Your Dashboard*.

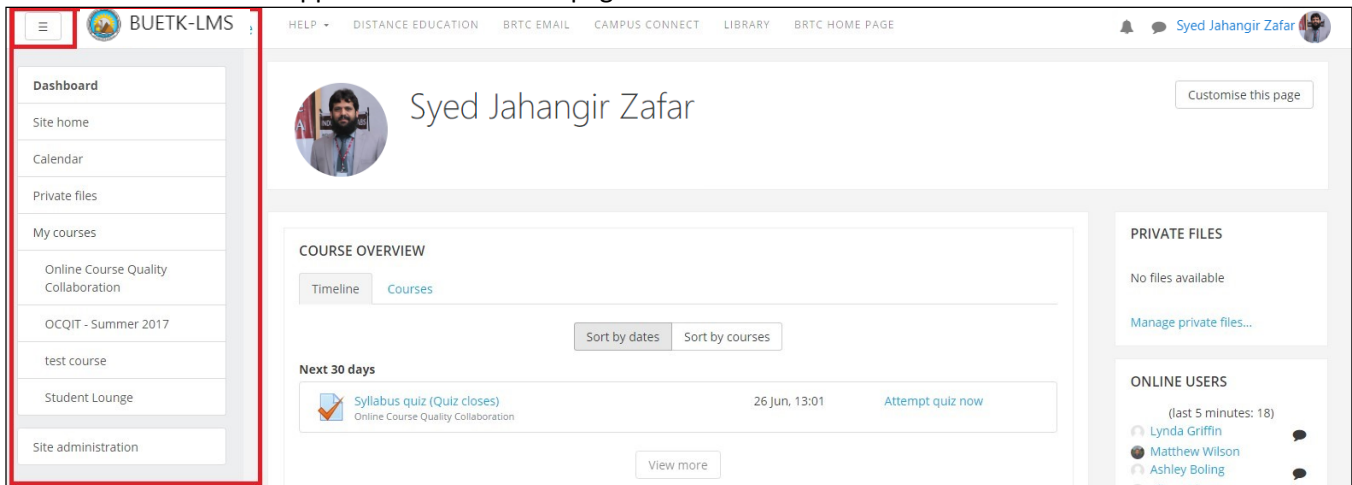


**Your Moodle Dashboard**

## *Dashboard (continued)*

### **Navigation Drawer**

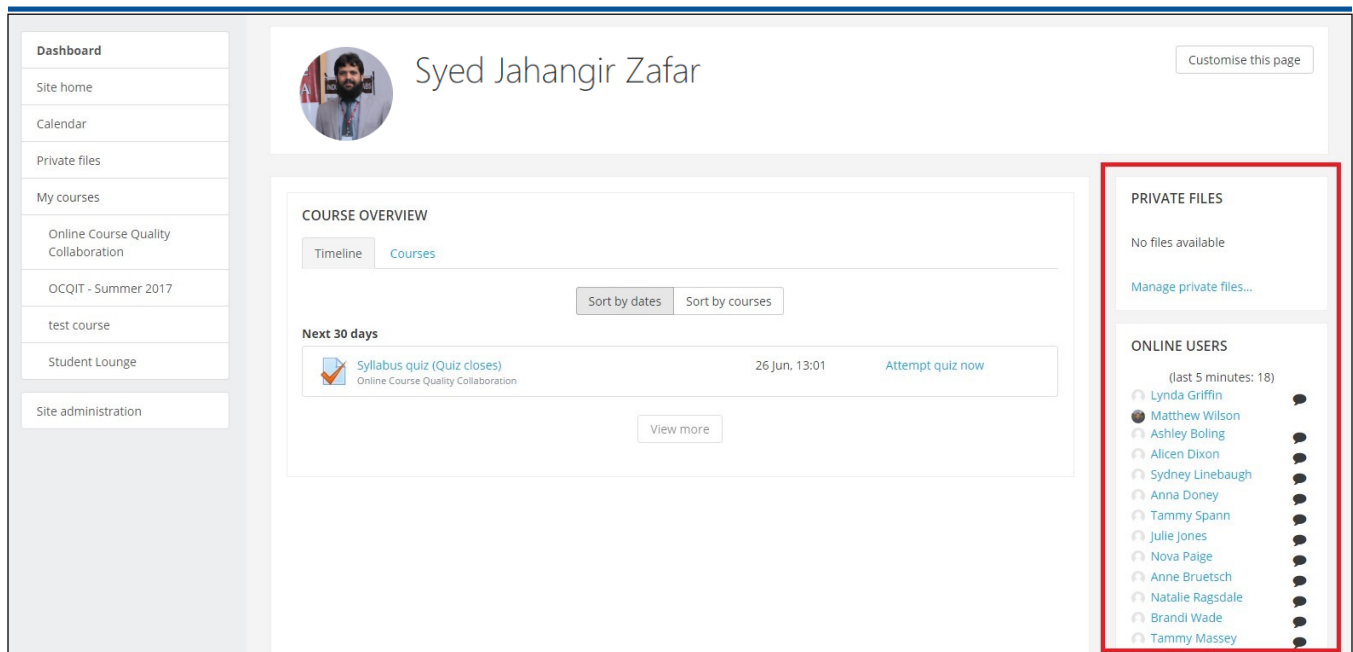
This drawer can be visible or collapsed, depending on the user's preference. When visible, it provides quick links to all courses (see listings under *My courses*). When you are inside a course, this drawer provides quick links to all topic/week sections within the course. The user can show or hide this drawer by clicking the button with three lines in the upper left corner of the page.



**Dashboard - Navigational Drawer**

### **Right Column**

This column can be customized with various blocks. Default blocks are **Private Files**, **Online Users**, **Latest Badges**, **Calendar**, and **Upcoming Events**. You will have to scroll down to see all of the blocks.



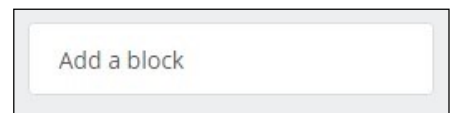
Dashboard - Right Column

## Dashboard (continued)

### Customizing Your Dashboard

Your dashboard can be customized by clicking *Customize this page* in the top right corner. This will allow you to add or edit blocks or delete some of the blocks you do not want displayed. In addition, you can re-arrange blocks by dragging the crosshair icon.

If you wish to add a block, show the **Navigation Drawer** (see page 2). At the bottom of the **Navigation Drawer**, click *Add a block*. Here, a selection of blocks can be added to your dashboard page. Once a block has been added, it can be configured using the gear icon.



Once you are done, click *Stop customizing this page* in the top right corner.

## Editing Your Profile

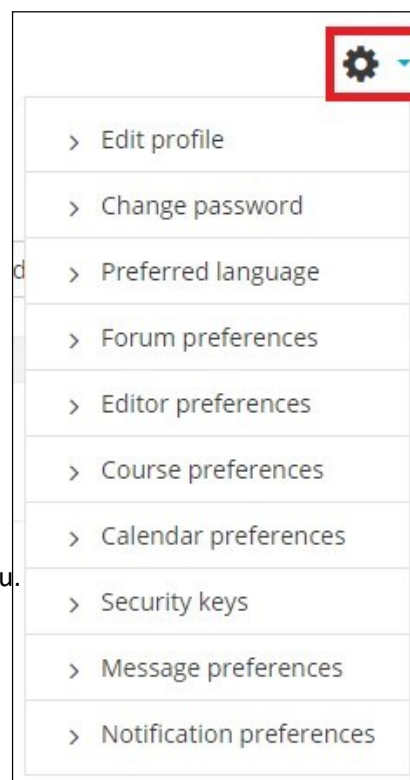
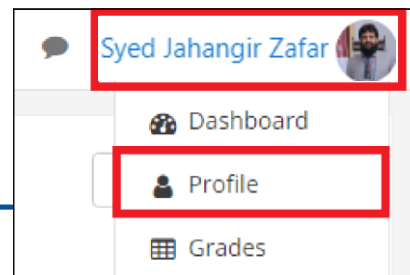
Your profile is your identity on Moodle. All BRTC Moodle users can see it, including your instructors. Your profile also contains email information. To view your profile, click your name in the top right corner, then click *Profile*.

On the next page, click the *gear* in the top right corner. This brings up a menu with several preference options. It is recommended that you explore the preferences below.

**Edit Profile** - Among other settings, you can add/change your picture. Find the *User Picture* heading. As you upload a picture, please keep the picture small, about 100x100 pixels and 500kb or less in size. Moodle accepts either PNG or JPG format. Again, remember that this profile is accessible to all members of the BUETK-LMS community, and your teachers will see this picture. Please keep your image tasteful and only use an image of yourself. The same caution is applicable to your description.

#### Forum preferences

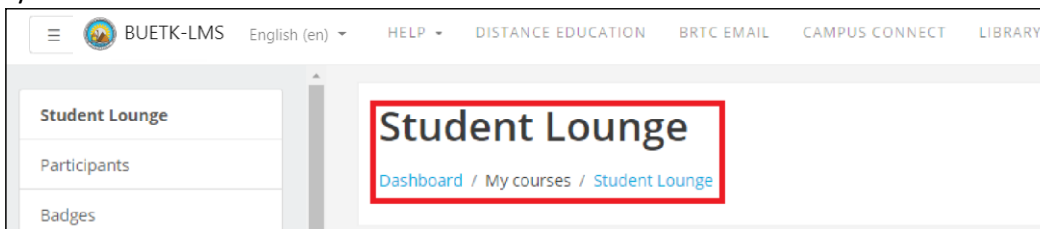
- *Email digest type*: Limit your emails by selecting *Subjects*.
- *Forum auto-subscribe*: If you select *Yes*, you will be automatically subscribed to forums you post on and will receive email copies of all messages from that forum. Selecting *No* will limit the number of emails you receive.
- If you enable *Forum tracking*, new forum posts will be highlighted for you.





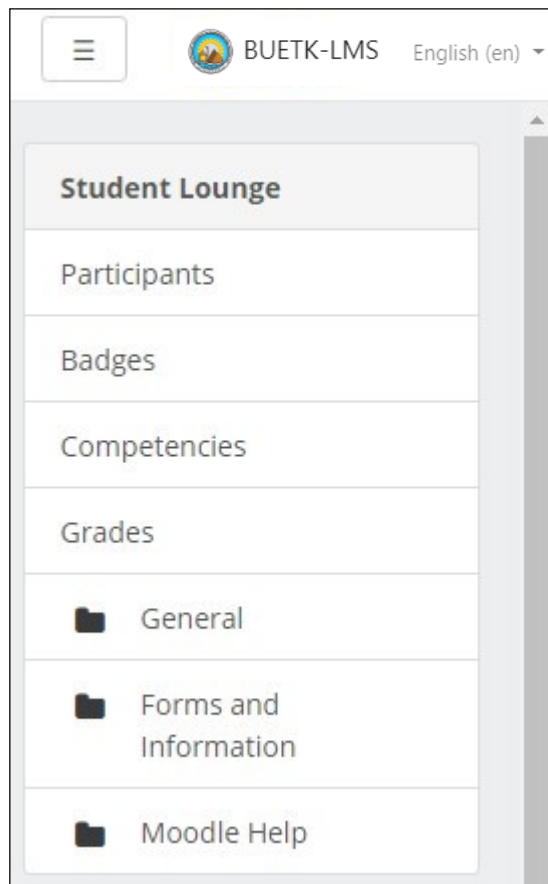
# Accessing and Navigating a Course

To access your course, navigate to your dashboard. Once on the dashboard, under the **Course Overview Block** (see page 2), click **Courses**. This will display a list of all courses in which you are enrolled. Click on the course you would like to access.



## Course Name and Breadcrumbs

Once you are in the course, the course name appears in bold. Breadcrumb links appear just under the course name (see figure above). Breadcrumbs display the pages you have passed through to get to your current location. More breadcrumb links are added as you navigate farther into the course.



After you enter your course, the **Navigation Drawer** now displays the hierarchical navigation for the course.

- The course name is in bold.
- *Participants* displays the course roster.
- By clicking *Grades*, your course grades are displayed.
- The *folder icons* represent topics/weeks in the course. This can save you scrolling time by jumping straight to a topic/week.

While the CSE&S department has set some guidelines for course layout, instructors are free to design their courses as they please. Therefore, your courses will not look the same. Typically, however, each course is divided into either weeks or topics, with a general heading section at the top. The general heading section contains the name of the course and will typically contain important documents such as the

**Navigation Drawer When Inside a Course** course syllabus, tentative schedule, and an announcements forum.

# Common Course Activity Icons

---

Each topic/week of the course will be made up of activities and instructions. These activities and instructions will vary within each course. It is important to read all instructions and click all links for the current section in the course. Each link is accompanied by an icon. Common course activity icons are listed in the box below.



This is the icon for **forums**. The link next to a forum icon will take you to a forum where you can communicate with your instructor and/or other students. See more about forums in the *Forums* section (pages 7-8).



(pages 8-9).

This is the icon for **assignments**. The link next to an assignment icon will take you to a page where you will submit your work. See more about assignments in the *Assignments* section



10-11).

This is the icon for a **quiz or an exam**. The link next to this icon will take you to a quiz or an exam within your course. See more about quizzes in the *Quizzes and Exams* section (pages



This icon represents a **link**. The link next to this icon will take you to an external link.



This icon represents a **folder**. The link next to this icon will take you to a page with additional files.



This icon represents a **page**. The link next to this icon will take you to a page with additional text and resources.



This icon represents a **book**. The link next to this icon will take you to a page displaying a collection of text or resources that is organized by chapters.



This icon represents a **Word document**. Moodle is able to recognize some file types and display their appropriate icons. These are resources (such as Word documents and PDFs) that your instructor has posted and intends for you to view and/or download.

## Forums

Most instructors use forums in a course to allow students to communicate with one another, as an assignment, or to post questions or concerns. If your instructor has a forum in the course, the link on the main page will look similar to this:



**Note:** It is a good practice to type forum posts in a word processor (such as Microsoft Word) and copy and paste the text into Moodle's text editor. This will prevent you from losing your work if your Internet

## Adding a New Thread

[illegible]

Be sure to change the subscription setting to suit your needs. If you want to receive emails of all posts in this specific forum, keep the *Discussion Subscription* box (under the *Message* box) ticked. If you do not want to receive emails about new posts to this forum, untick the *Discussion Subscription* box. Some instructors may have set the forums to force you to be subscribed, in which case this option will not appear.

---

# Forums (continued)

## Replying to a Thread

1. Click the name of the thread in the forum.
2. Reply to a post by clicking the *Reply* link at the bottom right of the post.
3. Give your post a title in *Subject* heading.
4. Type (or paste from a word processor) your post in the *Message* section.
5. When finished, check your post for errors, and click the *Post to forum* button at the bottom of the page.

Some instructors use groups within forums. If you want to see the forum posts for a particular group, select the group name from the drop-down menu that will appear on the forum's page. Depending on the course's setting, set by the instructor, you may only be able to see posts made by members of your own group.

---

# Assignments

The assignment feature in Moodle allows instructors to easily collect external documents from students. Instead of physically printing out a document and handing it to your instructor, you upload a file into Moodle for your instructor to view and grade. To submit an assignment, click the name of the assignment in your class. A description of the assignment and a box showing the submission status, date and time due, and time remaining for the assignment will appear. Assignments links will be similar to this:



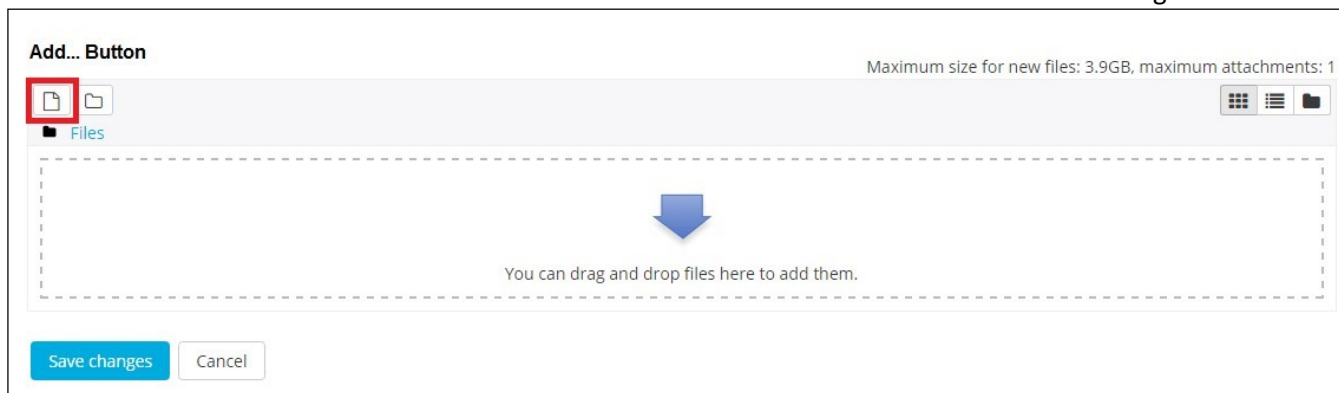
Once you click on the assignment link, you will see a screen that looks similar to this:

Reaction Paper	
Submission status	
Submission status	No attempt
Grading status	Not graded
Due date	Thursday, 29 June 2017, 12:00 AM
Time remaining	6 days 15 hours
Last modified	-
Submission comments	<a href="#">+ Comments (0)</a>
<div>Add submission</div>	
Make changes to your submission	

## Assignments (continued)

### Uploading Files

Click *Add submission* at the bottom of the screen (see previous page). The maximum upload size for files and number of attachments are listed above the submissions box under the *File submissions* heading.

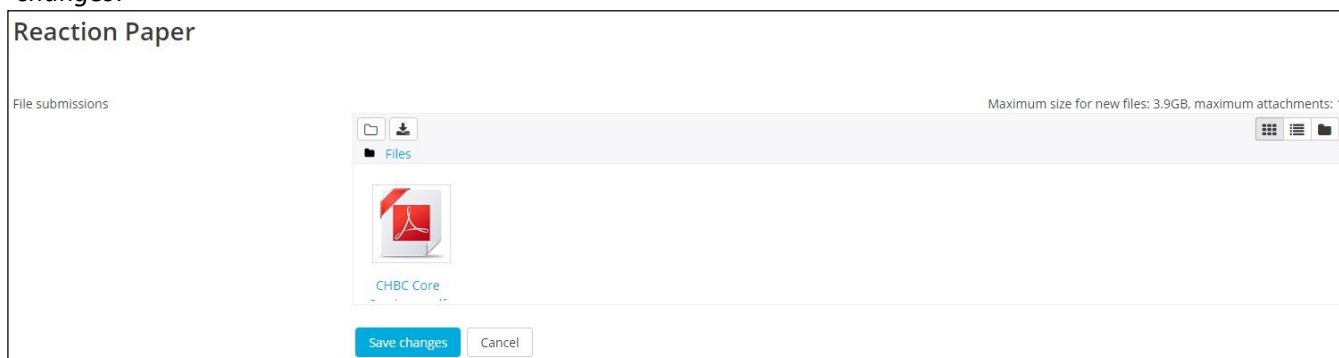


### Assignment Submission Screen

There are two ways to upload files:

1. The easiest method is to locate the file within your computer's file system, click and hold down on the file, and drag it into the box that says *You can drag and drop files here to add them* (see figure above). Note: This is not available with Internet Explorer 9 and below.
2. Click the *Add...* button (see red box in figure above). Next, choose *Upload a file* in the left sidebar. Click the *Choose File* button under *Attachment* field. Locate your file within your computer's file system. Click open. Lastly, click *Upload this file*.

You should now see the uploaded file (see figure below). If you accidentally uploaded the wrong file, simply click the file you uploaded and click *Delete* in the pop up window. If there are additional files your instructor requires you to submit, repeat the submission process. Once you have uploaded the correct file(s), click *Save changes*.



**The file has been uploaded. Once you hit *Save changes*, the file will be submitted for grading.**



# Quizzes and Exams

Many instructors require students to take quizzes and exams within Moodle. To take a quiz or exam, click the name of the quiz next to the quiz icon. Your quiz link will look similar to this:



When you click your quiz or exam link, you will see this page:

## Chapter 3 Quiz

Attempts allowed: 1

This quiz will close at Sunday, 18 June 2017, 11:59 PM

Time limit: 30 mins

Attempt quiz now

Initial Quiz Screen

This page should provide you with information about the quiz. This includes the date and time the quiz is due as well as its time limit (if applicable).

**Note:** The time and due date set is when the quiz must be submitted, not attempted. If you are in the middle of the quiz when time expires, you will not be allowed to finish. Make sure to give yourself ample time to complete the quiz before the close time.

Once you are ready to begin the quiz, click *Attempt quiz now*. After you begin the test, you will see the question page. There are several different question types, including multiple choice, essay, true/false, short answer, or matching questions. On the right of your screen, a block titled **Quiz Navigation** appears (see figure). This block shows the question(s) you are attempting and how many questions are left on the quiz. The question(s) you are currently on will have a bold border around it.

Some instructors allow you to navigate through the questions by clicking the question number. However, some may not allow you to do this. If clicking the question number does not allow you to navigate, then the instructor only allows you to move sequentially through the quiz. Therefore, you will not be able to go back and answer skipped questions or change an answer. If the quiz is timed, the timer will be located at the bottom of the block.

Quiz Navigation Block

### QUIZ NAVIGATION

 Syed Jahangir Zafar

1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20

Finish attempt ...

Time left 0:29:55

---

## Quizzes and Exams

When all questions are answered on a page, click *Next*. Once you have answered all the questions and are ready to submit your quiz or exam, click *Next* on the last page or click *Finish attempt...* in the **Quiz Navigation Block** (see previous page). You will then be directed to the *Summary of Attempt* page, which displays whether or not you have answered each question. If you are ready to submit your quiz, click *Submit all and finish* at the bottom of the page.

---

## Grades

If you have completed assignments in Moodle and your instructor has posted grades, you can view them by clicking on the *Grades* link in the **Navigation Drawer** (see page 5).

Once you have clicked on Grades, a table (see below) will appear with the column headings:

- *Grade item* - the name of the assignment, quiz, forum, etc.
- *Calculated weight* - the number of points available for the grade item divided by the total number of points available in the course (this will vary according to course grade aggregations).
- *Grade* - the number of points you received for this grade item.
- *Range* - the range of points (minimum and maximum points) available for this grade item.
- *Percentage* - this is the number of points you earned divided by the number of points available.
- *Feedback* - what the instructor wants you to know about this grade item.
- *Contribution to course total* - the total points earned for the grade item divided by the total number of points available in the course (this will vary according to course grade aggregations).

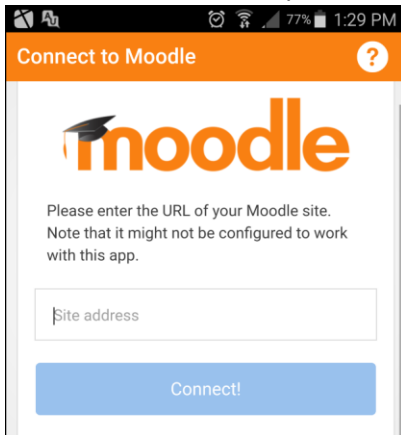
Grade item	Calculated weight	Grade	Range	Percentage	Feedback	Contribution to course total
📁 Test Course						
📄 quiz 1 in-class	28.57 %	42.00	0-40	105.00 %		30.00 %
🧩 test	71.43 %	75.00	0-100	75.00 %	test	53.57 %
📄 Test Lesson	0.00 % ( Empty )	-	0-100	-		0.00 %
Σ Course total	-	117.00	0-140	83.57 %		-

**Course Grade Screen**

---

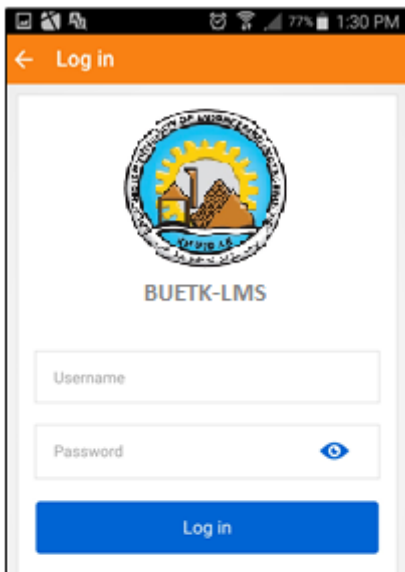
# Moodle Mobile App

Moodle is also available for your smart device. The app is called **Moodle Mobile** and is available for Android and iOS devices. Once you have installed and opened the app, you will see this screen:



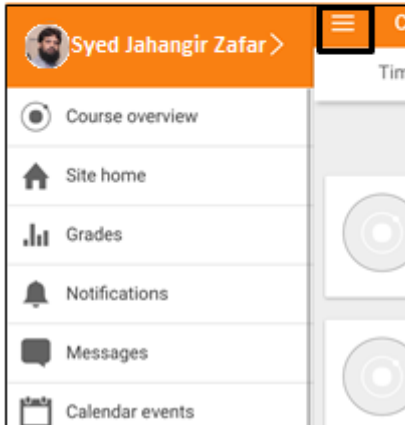
Step 1:

In *Site address* , enter: **buetk.edu.pk/lms** Then hit *Connect!*



Step 2:

Enter in your login credentials. If you can't remember them, see the *Logging In* section of this manual (page 2).



Once you log in, a list of your courses appears. If you tap the button with three horizontal lines in the top left corner, this will open up the **Navigation Drawer**. Navigating the mobile app will be similar to navigating Moodle within a browser.

