# Moodle Quick-Guide for Lecturer (Basic)

**A. How to Log In**
1. Go to http://learn.uph.edu.
2. Login with your account (*your credential is same with your previous Moodle account*).

**B. How to Connect to Office 365 *New**
1. Find the **Microsoft** block (on the left side).
2. Click **Connect to Office 365**, and then click **Office 365 Connection Setting.**
3. There are 2 options to connect:
   a. Use your Office 365 credentials to log in to Moodle
   b. Link your Moodle and Office 365 accounts
4. After you connect, you can find Office 365 features on the left-side block in Moodle.

**C. How to Create and Set Course in Moodle**
To create new course, you need to contact Mr. Masatyo by email (masatyo.bawono@uph.edu/ext 2341) or Ms. Esther (esther.krisanti@uph.edu/ext 2342) and give details about the course: **Course Catalog Number | Course Name | Class Code.**

**D. How to Access Courses in Moodle**
1. Go to **My Courses** in the menu toolbar or go to **Navigation** panel and click **My Courses**.
2. Choose your course.

**E. How to Set Groups in Course**
1. Go to your course.
2. Go to **Administration** block (on the left side).
3. Choose **Users > Groups.**
4. To create a new group:
   Click **Create group >** fill the details **>** click **Save changes.**
5. To edit existing group:
   **Choose the group** > click **Edit group settings.**
6. To manage the group member:
   - **Choose the group** > click **add/remove users**
   - **Choose the group members** by searching for their names > Click **Add/Remove**
7. Click **Back to Groups**.

**F. How to Add Resources**
1. Go to your course and click **Turn Editing On** (top right corner).
2. Go to specific session/topic to add the resources. Click **Add an activity/resource**.
3. Go to **Resources** section.
   ***Quick method***: drag and drop file/folder/link/media directly to the specific session/topic.
   ***Conventional method:***

- Choose the type of the resources
- Click **Add**
- Fill the details (upload file/copy URL)
- Click **Save and return to course**.

*Additional Note:
- You can also **upload file from your OneDrive** by choosing Office365 in the file picker pop-up.
- You also can **embed a video** through label by click icon **link/media** in label text area and copy paste the URL (e.g. Youtube URL).

**G. How to Add Assignment**
1. Go to your course and click **Turn Editing On**.
2. Go to specific session/topic to add the resources. Click **Add an activity/resource**.
3. Choose **Assignment**
   - Fill the details
   - Set the assignment date (submission date, due-date, cut-off date)
   - Set maximum number and size of uploaded files/OneNote files
   - Set the grade (1-100)
   - Set the group mode
   - After finish, click **Save and return to course**.

**H. How to View/Mark the Student's Assignment**
1. Go to your course.
2. Click the **assignment** that you want to check.
3. Click **view all submission** and then click **Grade** (or click **Grade** directly)**.**
4. Input the grade and feedback (optional).
5. Click **Save changes**

**I. How to See Student's Grade**
1. Go to your course.
2. Go to the **Administration** block (on the left side) > choose **Grades.**

**J. See Report from Administration Block**
1. Choose **Reports** from the Administration Block
2. Choose which report that you want to see

If you need assistance, you may contact

Mr. Masatyo : masatyo.bawono@uph.edu - ext 2341
Ms. Esther : esther.krisanti@uph.edu – ext 2342