Directorate of Distance Education
University of Peshawar

Moodle Guidelines

For Teachers

1. Logging in:
   - Go to your Moodle site URL using a web browser http://learn.uop.edu.pk
2. - Enter your provided username and password.
   - Click Login.
   - If you forget your password, use the 'Forgot password' link to reset.
3. Adding a Course:
   - From the dashboard, click 'Create Course' or 'Add a Course'.
   - Fill in Course Name, Description, Category, and Summary.
   - Set Course Start and End Dates if applicable.
   - Choose course format (Topics, Weekly, or Single Activity).
   - Save changes.
4. Adding Content:
   - Turn editing on by clicking 'Turn editing on' in the course page.
   - Use 'Add an activity or resource' for:
     * Assignments: Collect student submissions.
     * Quizzes: Add multiple-choice, true/false, short answer, and essay questions.
     * Files/Resources: Upload PDFs, Word docs, videos, or links.
     * Forums: Create discussions for students to participate.
5. Managing the Question Bank:
   - Go to Course administration → Question bank → Questions.
   - Create categories to organize questions by topic.
   - Add questions individually or import from CSV/Moodle XML files.
   - Preview questions to check formatting and correctness.
   - Use the question bank when creating quizzes or practice tests.
6. Monitoring Student Progress:
   - Go to 'Grades' to check scores and progress.

- Use 'Reports' to see activity logs, quiz attempts, and forum participation.
- Send feedback directly through assignments or messages.
- Track student engagement to identify struggling students.
7. Communication and Announcements:
- Use Announcements forum to post updates or reminders.
- Enable notifications so students receive emails for important updates.

For Students

1. Logging in:
- Visit the Moodle site URL using your web browser http://learn.uop.edu.pk.
- Enter your username and password provided by your institution.
- Click Login.
- If you forget your password, click 'Forgot password' to reset.

2. Accessing Courses:
- After login, go to Dashboard → My Courses.
- Click on the course you want to access.
- Check the course overview to see available modules, topics, and activities.

3. Participating in Activities:
- Assignments: Submit work before deadlines using the 'Add submission' button.
- Quizzes: Attempt online quizzes; check time limits and instructions.
- Forums: Post messages, reply to peers, and follow discussion threads.
- Resources: Download lecture notes, PDFs, videos, or links uploaded by your teacher.
- Activities may have completion tracking; mark them as complete if required.

4. Using the Question Bank (if allowed):
- Access practice quizzes provided by teachers.
- Attempt questions multiple times to improve understanding.
- Review correct answers and feedback after completion.

5. Tracking Progress:
- Go to Grades to check marks for assignments and quizzes.
- Check Activity Completion to see completed and pending tasks.
- Regularly review your dashboard for announcements and updates.

6. Communication:
- Participate in forums to communicate with teachers and peers.
- Use messaging to ask questions privately to your teacher.
- Always read announcements for course updates and deadlines.

Tip: Always log out after using Moodle, secure your password, and check notifications daily to stay updated.