

# e-Learning

## General Instructions And Guidance

جامعة سليمان الراجحي  
Sulaiman Alrajhi University

## Introduction

Welcome to Sulaiman AlRajhi University's e-Learning General Instructions and Guidance booklet. In our rapidly evolving educational landscape, e-Learning has become an integral part of the academic experience. This booklet is designed to provide both faculty members and students with essential guidelines and best practices to navigate our digital learning environment effectively.

### For Faculty Members

As educators, your role in facilitating an engaging and productive online learning experience is paramount. This booklet offers comprehensive instructions on creating and managing online courses, utilizing digital tools, and fostering interactive and inclusive virtual classrooms. Our aim is to support you in delivering high-quality education that meets the diverse needs of our student body.

### For Students

Embracing e-Learning requires adaptability and self-discipline. This guide provides you with practical tips on how to make the most of your online courses, manage your time efficiently, and utilize the available technological resources. We are committed to helping you achieve academic success and encouraging you to take full advantage of the flexibility and opportunities that e-Learning offers.

### Our Commitment

At Sulaiman AlRajhi University, we are dedicated to providing a seamless and enriching e-Learning experience. This booklet is part of our ongoing efforts to ensure that both faculty members and students are well-equipped to thrive in a digital academic environment. By following the instructions and guidance provided, we can collectively uphold the standards of excellence that define our institution.

Thank you for being a part of our e-Learning community. Together, we can achieve great things as we continue to innovate and excel in the online education.

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## Principles of e-Learning

### Arabic playlist

تصميم وانتاج المقررات الالكترونية | الدكتور محمد شلتوت

[https://www.youtube.com/playlist?list=PLUhfNAPkVEvwaZ-HD9\\_PFuDecKhyEKcpH](https://www.youtube.com/playlist?list=PLUhfNAPkVEvwaZ-HD9_PFuDecKhyEKcpH)

### English playlist

2020 Design e-Learning

<https://www.youtube.com/playlist?list=PLFsFa7RPS2m35Hd9pZhQeU1-4Kib0HEQK>

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## الأدلة الإلكترونية للمدرسين والطلاب

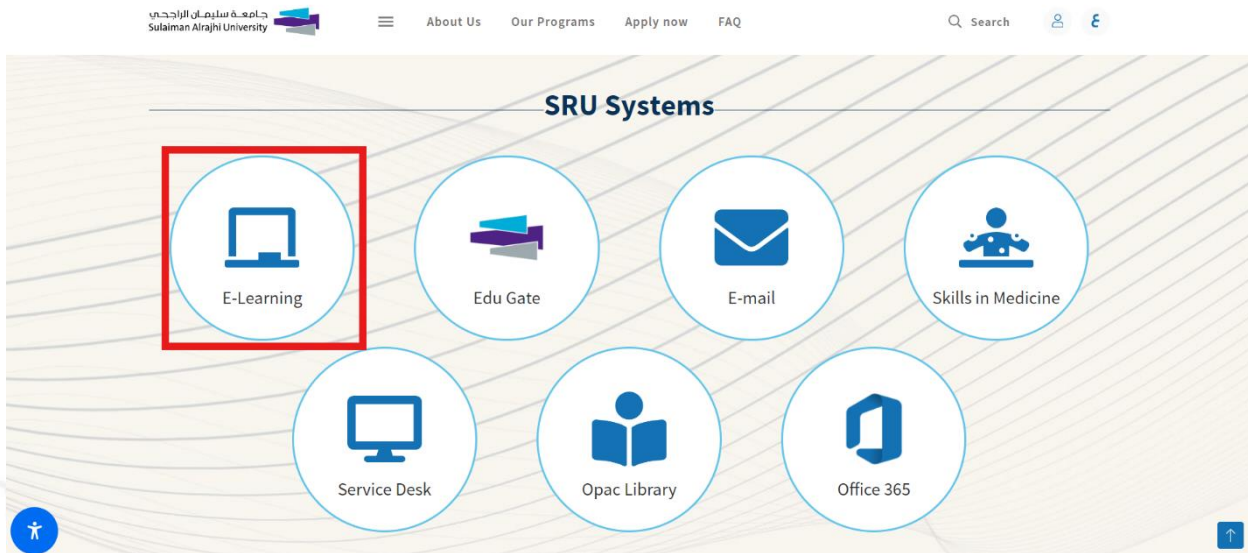
لتهيئة المتعلمين على استخدام التقنية وامتلاك الخبرة اللازمة للتعامل الفعال مع نمط التعليم الإلكتروني؛ توفر جامعة سليمان الراجحي عدد من الأدلة الإلكترونية التدريبية الغير متزامنة على استخدام النظام التعليمي :

العنوان	نوعه	الرابط
كيفية استخدام النظام التعليمي (للأكاديمين والمدرسين)	دليل إرشادي مصور (PDF)	<a href="https://drive.google.com/file/d/1OXAECYobZ_YWNf2sfE-KFseKyMnFZY1C/view?usp=sharing">https://drive.google.com/file/d/1OXAECYobZ_YWNf2sfE-KFseKyMnFZY1C/view?usp=sharing</a>
كيفية استخدام النظام التعليمي (للطلاب)	فيديو	<a href="https://drive.google.com/file/d/1W3SXowrqHfFf63lfOpC9vheD8b9AoGTc/view?ts=65817026">https://drive.google.com/file/d/1W3SXowrqHfFf63lfOpC9vheD8b9AoGTc/view?ts=65817026</a>
طريقة الدخول لنظام الاختبارات الإلكترونية	فيديو	<a href="https://drive.google.com/file/d/1W3SXowrqHfFf63lfOpC9vheD8b9AoGTc/view?ts=65817026">https://drive.google.com/file/d/1W3SXowrqHfFf63lfOpC9vheD8b9AoGTc/view?ts=65817026</a>

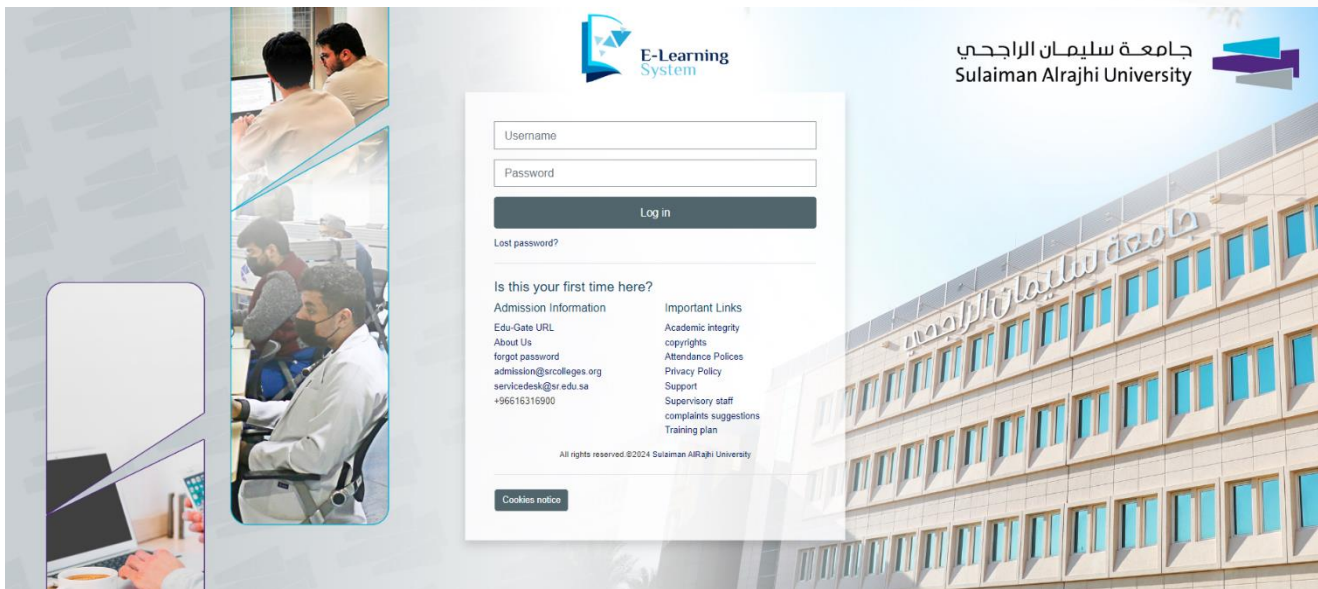


## How to use Moodle for teacher account.

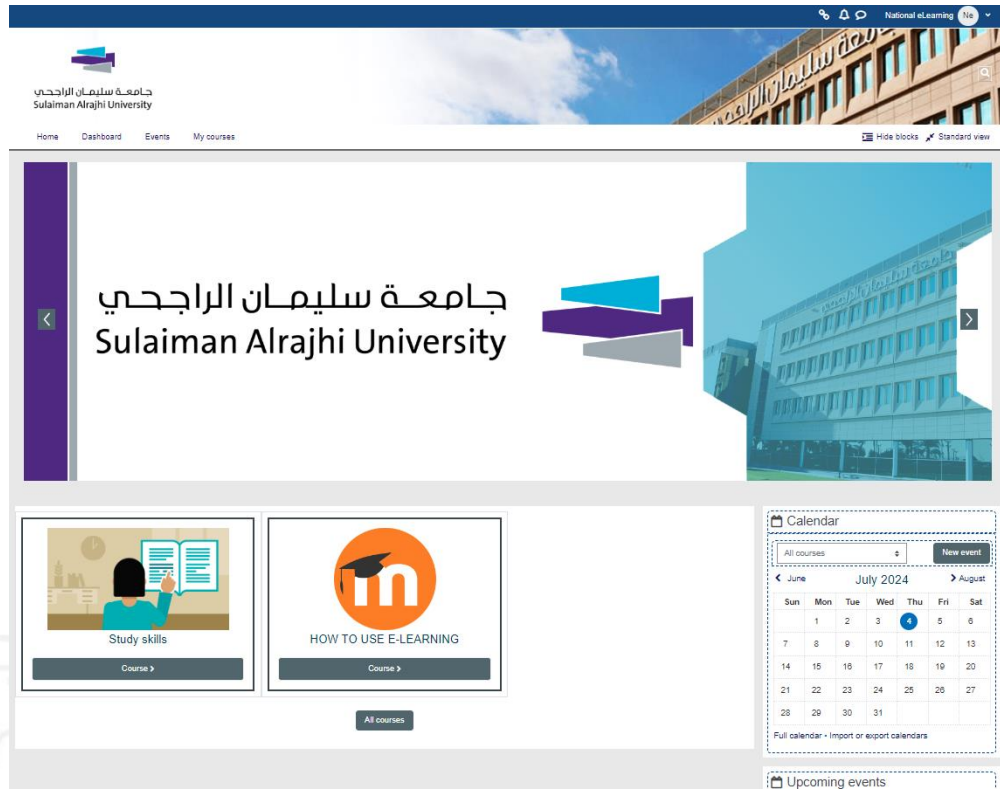
- 1- Go to the direct page [www.sr.edu.sa/elu](http://www.sr.edu.sa/elu) or from the website [www.sr.edu.sa](http://www.sr.edu.sa).click on E-learning menu and then click E-Learning.



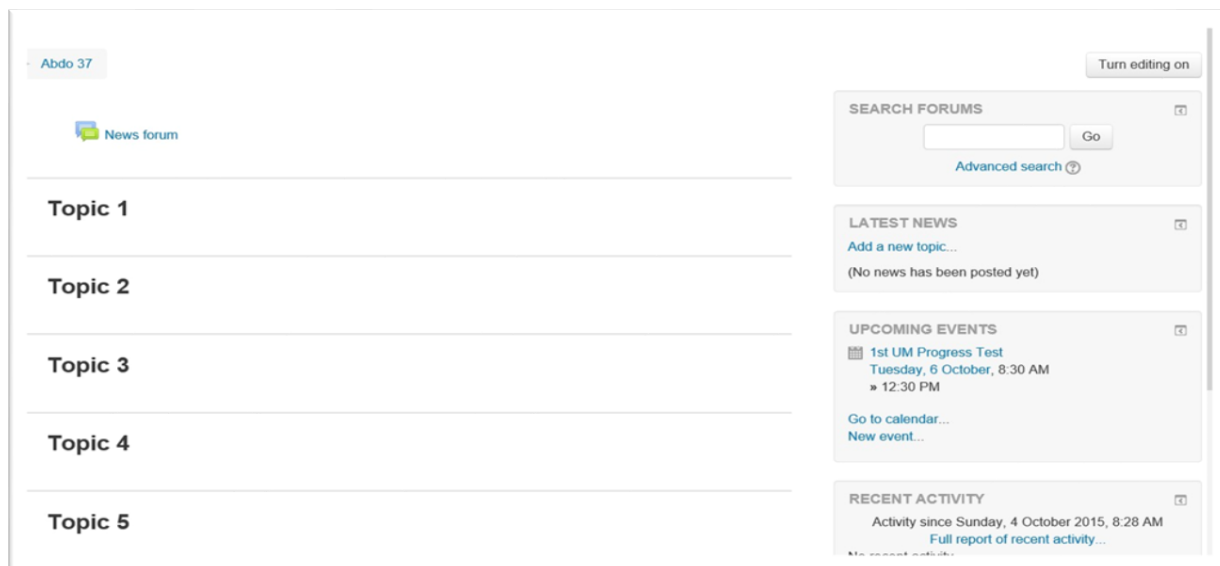
- 2- Login using your account (Username: xxxxxxxx , Password: the password you had set)



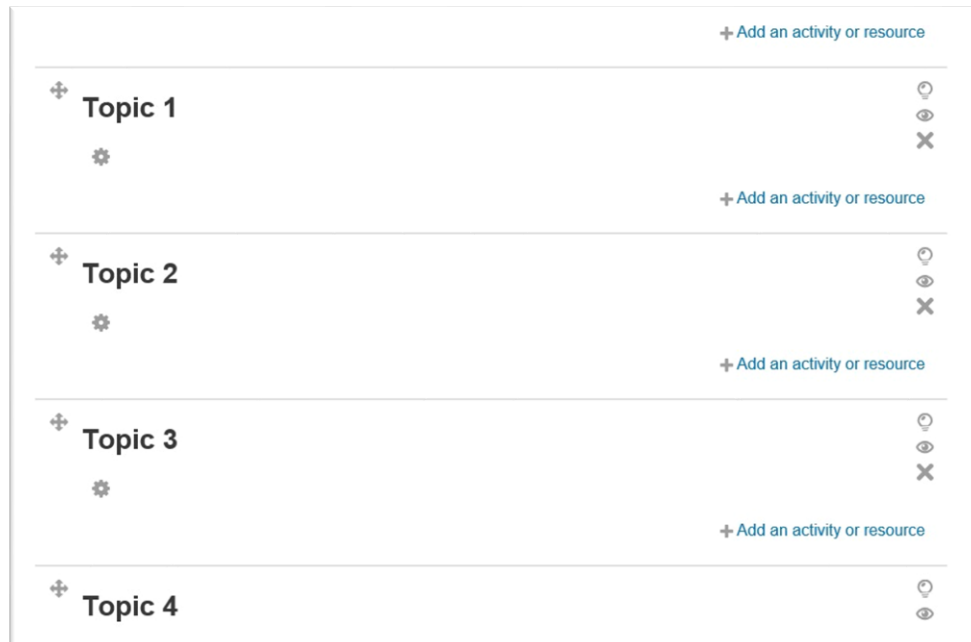
3- From the main page, click on the course you need to edit or add your material.



4- In the top right corner there is a button Turn editing on.

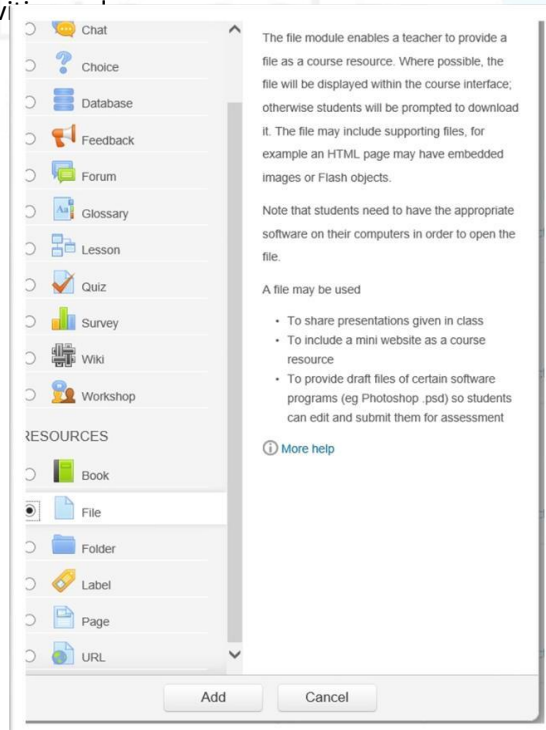


5- You will see changes on the page as seen below , click on + Add an activity or resource



6- There are different types of activities

- ACTIVITIES
  - Assignment
  - Chat
  - Choice
  - Database
  - Feedback
  - Forum
  - Glossary
  - Lesson
  - Quiz
  - Survey
  - Wiki
  - Workshop
- RESOURCES
  - Book
  - File
  - Folder
  - Label
  - Page
  - URL





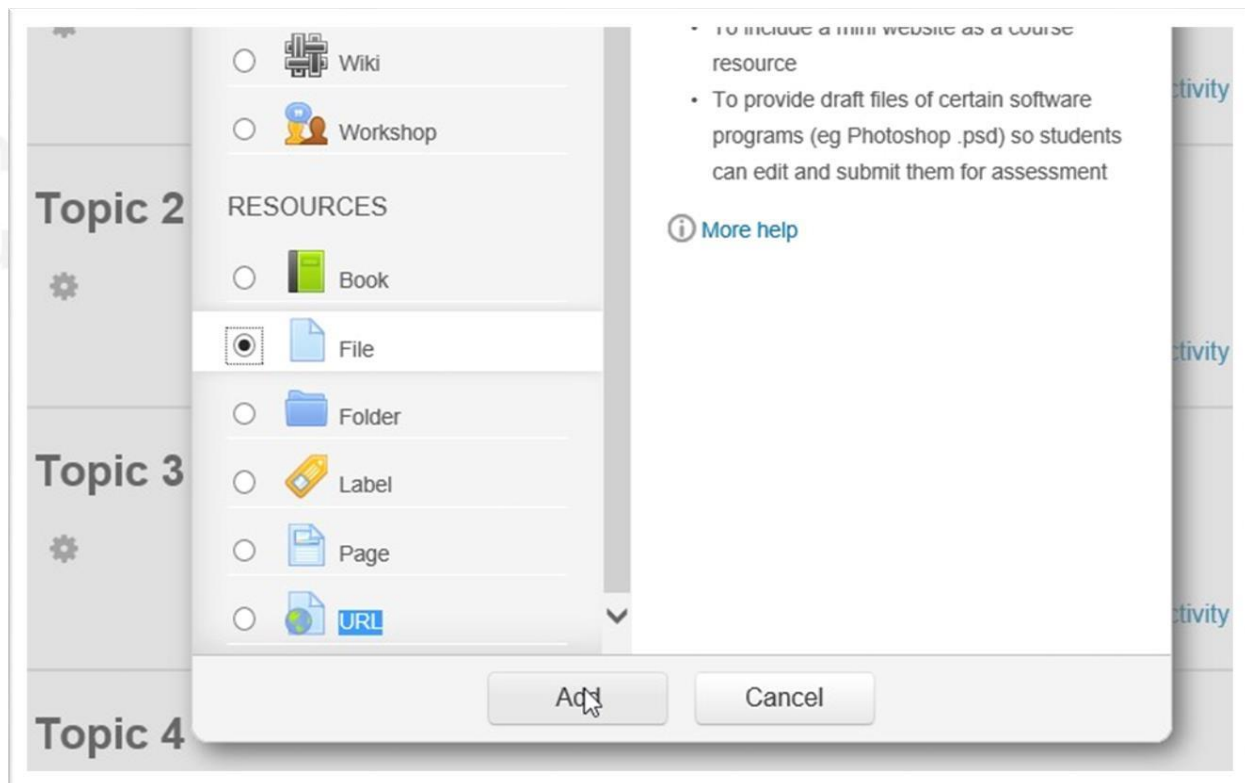
Each of these modules has an explanation in the next part. What we are interested of is the

#### Resources:

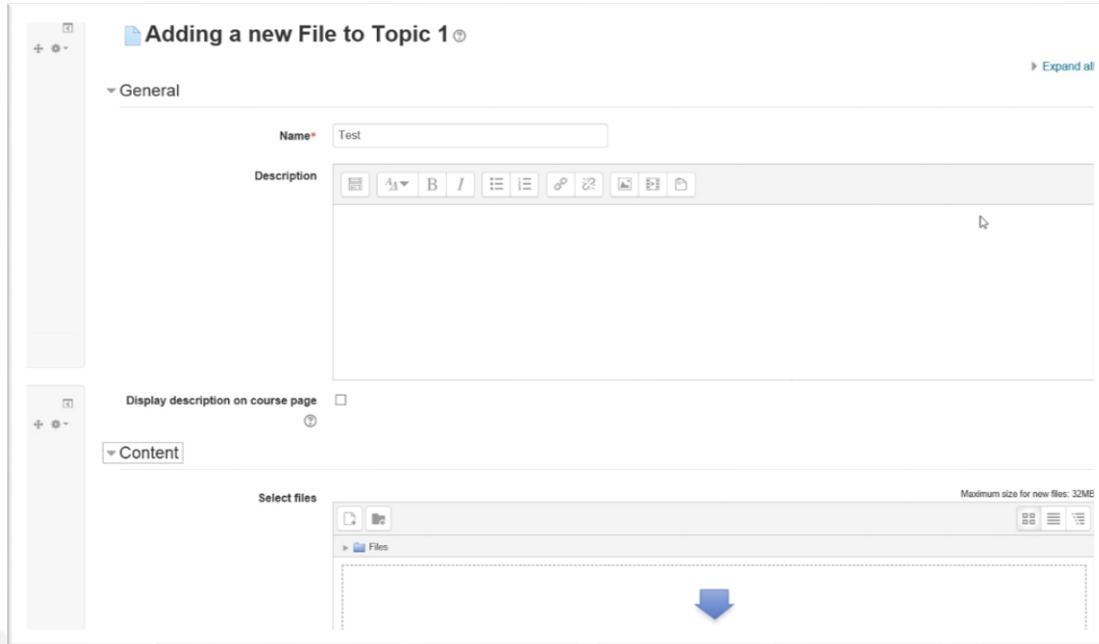
- 1- **Book:** In this module, you can create your own book or lecture with different chapters and you can write the content inside each chapter, it can be viewed as e-book.
- 2- **File:** In this module, you can upload existed file to become as resource for students.
- 3- **Folder:** is this module you can upload multiple files in one folder.
- 4- **Label:** In this module, you can add text, image, or link and it can be used in the top as an introduction to the block.
- 5- **Page:** in this module you can copy a whole page and past it inside to be viewed without any fear of losing the source page.
- 6- **URL:** In this module, you can add a link to any page in the internet.

Now we will create an activity and will see how it can be done,

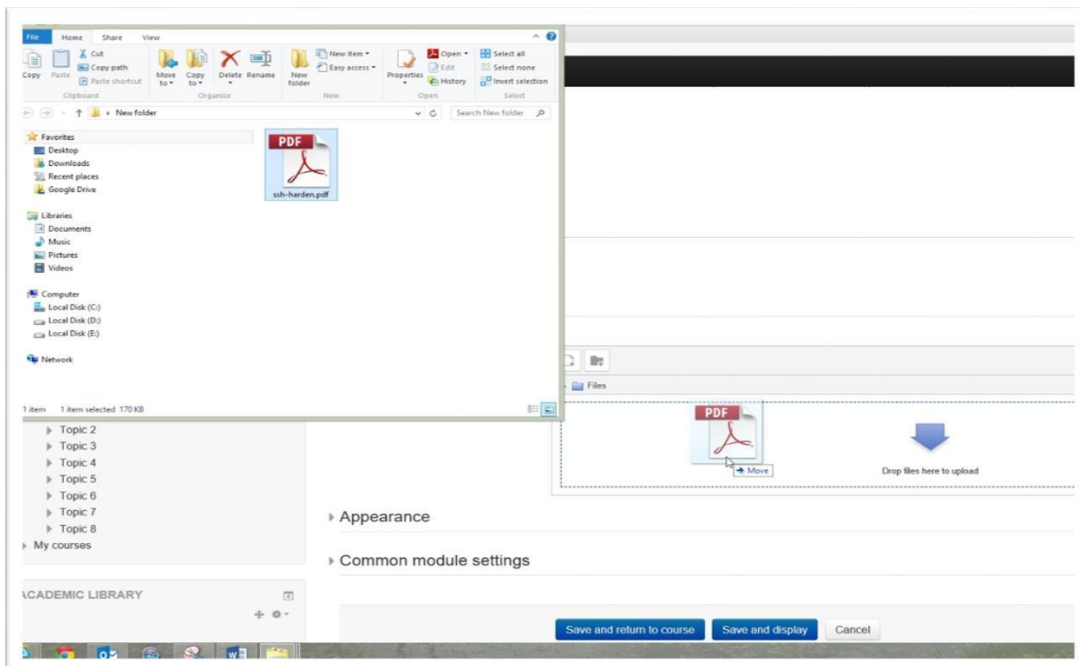
#### Chose file



Create file and named it any name you want (for example **Test**)



Then drag the file from the folder and dropped it inside the box as seen the below pic, you can use Upload button to upload normally form your pc, **chose drag and drop function because it's faster.**



Then click on save and display

Content

Select files Maximum size for new files: 32MB

Files

ssh-harden.pdf

Appearance

Common module settings

Save and return to course Save and display Cancel

There are required fields in this form marked \*.

This the created file inside course

News forum Edit

+ Add an activity or resource

Topic 1 Edit

Test 170.2KB Edit

+ Add an activity or resource

Topic 2 Edit

+ Add an activity or resource

Topic 3 Edit

SEARCH

LATEST

Add a new news item (No news)

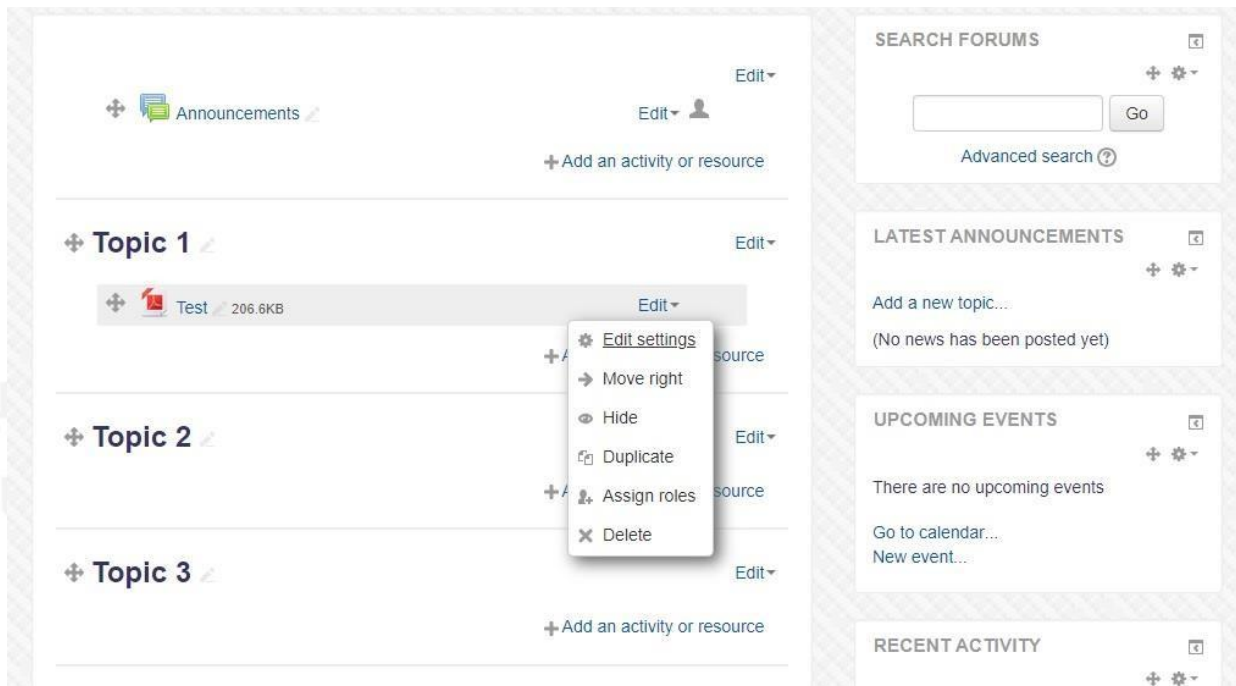
UPCOMING

1st UN Tuesd 12:30

Go to calendar New event

You can edit the file by click on “**Edit**”. List of options will appear with different actions, for example:

- Edit sitting: you can change the file name, file description, and add or change the attachment.
- Move right: change the file position to the right.
- Hide: to hide the course from the students.
- Duplicate: to duplicate the file.
- Assign role: you can enroll specific users such as “non-editing teacher” or “student”.
- Delete: to delete the file from the course



At the same page, on the right side you can add announcement for the course by clicking on “**Add anew topic**” under **LATEST ANNOUNCEMENT**



And don't forget when you finish all modification click on Turn editing off for the provision.

The screenshot shows a forum page for 'Abdo 37' under 'Year 1437' and 'Third Year'. It features a 'News forum' section with 'Topic 1' and 'Topic 2'. Each topic has an 'Add an activity or resource' button. On the right side, there are sections for 'SEARCH FORUMS', 'LATEST NEWS', and 'UPCOMING EVENTS'. A 'Turn editing off' button is highlighted in the top right corner of the forum area.

The screenshot shows a forum page with a 'News forum' section. It lists four topics: 'Topic 1', 'Topic 2', 'Topic 3', and 'Topic 4'. Under 'Topic 1', there is a file named 'Test' with a size of 170.2KB. The interface is clean and organized, with a clear separation between the forum content and the navigation elements.



## Moodle Student Guide

### How to Log In to Moodle

1. Log in to Moodle at <https://elu.sr.edu.sa>
2. Once logged in to Moodle, simply choose a course to enter.

[ TIP: Bookmark the Current Students page on the University website, which has Moodle, email and more quick links for easy access:

### Accessing Moodle - Course Content, Tools & Activities

#### Locating Course Content and Activities

No two courses are the same. Instructors may place syllabi, assignments, activities, and quizzes in different locations within their courses. Read each individual course's instructions, content and activities to understand how to access and what activities to complete in order to meet the requirements for a particular course/instructor. Most course content and activities are located in the center column of the course page. If you are not able to locate information or a particular activity, contact your instructor. Additional information about accessing course content is on page 2 of this guide.



**Submitting an Assignment** Moodle has several different types of assignments, so you may need to attach a document or type or paste text directly into an assignment textbox. Make sure to read your instructors directions carefully.

**To submit an assignment:**

1. Click the link for the assignment.
2. Read the instructions at the top of the screen. Note the Due Date.
3. Click the **Add Submission** button.
  - If you need to upload a file, you can drag and drop a file into the File Submissions block. If drag and drop is not available, click the **Add** button, and then select **Upload file** to browse your computer for the file.



- If you need to add text, type or paste your text into the textbox. If you are pasting from a Microsoft Word document, use the Paste from Word tool in the textbox's toolbar.
4. Click **Save Changes**. On some assignments you may also need to click a **Submit** button to complete the process.

**[ TIP:**

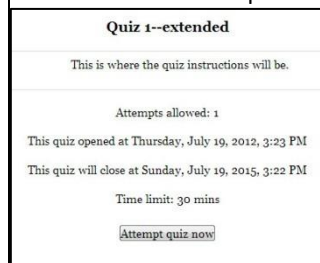
*Some assignments may allow you to submit multiple times. Check with your instructor about the expectations for the assignment.]*

**Taking a Quiz or Test**

Moodle quizzes are usually set to be available for a period of time. It is best to take the quiz early rather than waiting until the last minute to avoid technology issues. Read all instructions for the quiz.

**To take a quiz or test:**

1. Click the link for the quiz. Note any instructions about availability and number of attempts.



2. Click **Attempt quiz now**.
3. Answer the questions presented on the screen.
4. Click the **Next** button at the bottom of the screen to move to the next page of the test (Some tests will have only one page of questions.)
5. On the *Summary of attempt* page, click the **Submit all and finish** button to submit the test.
6. Click **Submit all and finish** in the pop-up confirmation window. (Depending on your instructor's settings, you may be taken to a review screen where you can see the test, answers, and your score.)

**[ TIPS:**

- Try to use a wired connection when taking a quiz.
- If you get bumped out of a quiz, try to log back in immediately.]

**Posting to a Forum (Discussion)**

Discussion forums in Moodle may be set to allow you to create a new topic (thread) or reply to an existing topic. Read the instructions for the forum and post accordingly.

**To add a new topic post to a forum:**

1. Click the link for the discussion forum.
2. Click the **Add a new discussion topic** button.
3. Type in Subject and Message.
4. If you need to upload a file, you can drag and drop a file into the File Submissions block. If drag and drop is not available, click the **Add** button, and then select **Upload file** to browse your computer for the file.
5. Click **Post to forum** at the bottom of the screen. (You may see a message letting you know you have 30 minutes to edit the post.)

**To reply to a forum posting:**

1. Click the link for the discussion forum.
2. Locate the post you want to reply to.
3. Click the **Reply** link in the lower right corner of the post.
4. Type in a Subject and Message.
5. Attach a file if needed.
6. Click **Post to forum** at the bottom of the screen. (You may see a message letting you know you have 30 minutes to edit the post.)

**To edit your forum post (if available):**

1. Click the link for your post.
2. Click the **Edit** link in the lower right corner.
3. Make changes to the post.
4. Click **Save Changes**.

**Accessing Course Content**

### Accessing Course Resources and Documents

Depending on which Internet browser you are using, when you click on a document link in Moodle, the file may automatically download to your computer, or the browser may ask you if you want to open or save the file. To prepare for these options:

- Use the correct software to open the files.**

For example, if your instructor posts files in PDF format, you will need to have Adobe Reader installed to read PDF files

(<https://get.adobe.com/reader>)

- Set your browser's pop-up blocker to allow pop-ups from your Moodle account.** Search your browser's Help for instructions for pop-up settings.
- Locate your browser's automatic download location.**

This is where files are stored when they are downloaded. Some browsers will download files to the *Downloads* or the *My Documents* folder on your computer.

- Download a second internet browser on your computer.**

Internet browsers or system updates can sometimes prevent you from accessing course documents temporarily. Having a second browser as an option is a great idea. Mozilla Firefox and Google Chrome work well with Moodle.

## FAQs

### What browser should I use when accessing Moodle?

Google Chrome and Mozilla Firefox work best with Moodle. Safari works well on a Mac. It is a good idea to have two different browsers available on your device. If something in Moodle is not displaying or functioning correctly on one browser, try another browser.

### Why can't I log in?

Usually, login issues are related to an incorrect username and password. If you change your password, keep in mind that a password change for Moodle will also apply to all University related tools, such as email and Web Advisor.

- To check or change your password, click the **Forgotten your username or password** link below the Moodle login button.
- Type your username and password exactly using correct uppercase and lowercase letters.
- Also, remember to enable cookies in your browser.

If you are still unable to login, click the **Student Help Request** link at the top of your Moodle page and submit the form.

### Why is my class missing from Moodle?

- Classes may not appear in your Moodle course list until the date in which the class is scheduled to begin.
- If you are officially registered for the course (it is listed in your schedule in Web Advisor), contact the professor to make sure they have made the course "available" in the system.

If you are still unable to see a course, click the **Student Help Request** link at the top of your Moodle page and submit the form.

### Why am I getting so many emails from my Moodle class?

If you are receiving an overwhelming number of emails from your Moodle courses, you may need to change the email settings in your profile.

- Under your name on your Moodle home page, choose the drop down arrow to access and click on **Preferences**. Then, choose **Forum preferences**. Choose the appropriate preferences to meet your needs.
- Instructors may set some forum preferences so that you will automatically receive emails regardless of profile settings.

### Why am I not receiving emails from my Moodle class?

If you are not receiving emails from your Moodle class, check to see if the emails are in your email's Junk or Spam folders. If you still cannot locate the emails, complete the **Student Help Request** link at the top of your Moodle page or visit ITS-Student Computing Services for assistance.

### Where can I find my grades in Moodle?

You can find your grade by clicking on the "Grades" link in the "Administration" block. If the "Grades" link is not visible, your professor chose to hide it from students' view. Professors can show or hide this link at any point during the semester. At the end of the semester, you may also check WebAdvisor for accessing final grades.

### I cannot submit my assignment in my Moodle class. What is wrong?

Some potential causes could be: 1) The assignment deadline may have expired and you would need to contact the professor for assistance in submitting the assignment past the deadline, if applicable. Or, 2) the file is too large for submission; you may visit ITS-Student Computing Services for assistance in determining if your file's size can be reduced.

### Need Assistance?

If you have *specific questions about your course or requirements*, such as due dates for assignments or instructions, review your course material in **Moodle** and talk directly with your **professor**.

Need assistance *learning how to use Moodle tools and resources*? Visit **ITS-Student Computing Services**  
call 966163169000  
<https://sr.edu.sa/site/contact-us/>

If you are experiencing *technical difficulty, your class is missing, or errors within Moodle*, complete the **Student Help Request** form at the top of your Moodle screen or call 966163169000

