

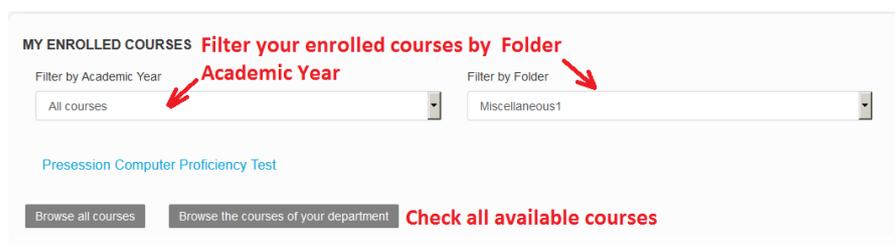
# Brief E-Learning Handout

## 1. Quick facts

- The e-learning course is **the central place to provide** all the necessary information to students
- Use online activities **supplementing** or substituting **offline work**
- Available **from any location at any time**

**2. Login:** You can find the site at: <http://ceulearning.ceu.edu/> The Login Box is at the top right corner, type your **Microsoft** Username and Password to the fields and click on the Login button.

**3. Profile: Your profile** is your identity in Moodle. The most important information, like your name and email address are already filled in, but you can add a lot more about yourself. To view your profile, click on your name next to the **"Logout"** link at the top right of the screen, then click the **"Edit profile"** link. You can fill in more information about yourself, and can also change your avatar by browsing for a picture (add > choose file > upload). Then click the **"Update my Profile"** button at the bottom - the image file will be cropped to a square and resized down to 100x100 pixels. Please use either PNG or JPG format. Note: You can NOT change your password or e-mail address here, as the site will always use your data from your CEU account.



**3. Accessing your courses:** For most departments, the empty courses are automatically created before a semester starts and ready for you to edit.

You can find your courses either by browsing the folders of your department or using the links in the **"My (enrolled) courses"** block on the dashboard. You can also always find the list in the **"My recent courses"** menu at the top navigation panel and navigation drawer (this contains only the newest courses). If you do not find the course you need, please send an email with the request to [acsg@ceu.edu](mailto:acsg@ceu.edu)

The "my enrolled courses" block enables you to change the list of courses shown to you. If you change the default folder or academic year (both apply at the same time), it will be stored. You can also "manage hidden courses" and hide courses from this block. If you made a mistake, you can undo hidden courses in the "manage hidden courses" menu (just "open" the eye next to the hidden course.) **Important note:** this is just your view, this block does not hide a course from students.

**4. Most important Settings you can change at "course settings" (administration block)** (you can always check the ? icon next to the settings for more information).

- **Full name:** This is the course title - This must be a unique name on the Moodle server.
- **Short name:** Short title (this will show up in the "breadcrumbs" listing) If it is not unique, the system will prompt you for a different name when you try to save your settings. It is recommended to use a name you and your students will be able to easily identify.

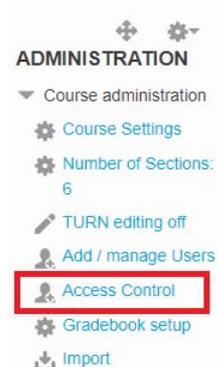
**Summary:** A paragraph explaining the "course" (Students and Guests may be able to see this without enrolling to the course – this will be visible for course participants at the footer). You can copy/paste the relevant summary from your syllabus here. You can also upload "course summary" files if needed (syllabi) and restrict this info if necessary.

**5. How can students enroll (be a participant) to your courses?**

Course Status **Published** Unpublish No Infosys connection

**Moodle is connected to the University Information System, Infosys.** This means, that after students register for a course in Infosys, they will be enrolled on the course in Moodle as well, when they log in to Moodle the next time. If a course is not listed in Infosys, you should enable self enrolment, and students will be able to enroll for it directly in Moodle. If the course is not synchronized, but it should be, ask for support ([acsg@ceu.edu](mailto:acsg@ceu.edu))

If the course name is displayed with gray color, or the "course status" is set to **"Unpublished"** at the course header, then students can not see it (it will not appear for them on their course lists and folders regardless of their rights and registration) You can easily change this setting if you change the "Course status" to **"Published"**. Alternatively you can edit the "course settings" at the administration block, and select "publish" for visibility.



### Can students enroll on the course in Moodle?

The default option is NO, students automatically appear on the courses if they register in Infosys if Infosys sync is enabled. If you would like to enable students to enroll on the course without Infosys enrolment (for example, they need to check the contents before the registration, or they are on the waiting list, you can enable **OPEN for CEU Students** (with or without a key) in the Ceequn menu. If an enrolment key is specified, any CEU user attempting to enrol on the course will be required to supply the key. This key has nothing to do with the official enrolment to a course (done in Infosys).

### Add / manage Users

OPEN for CEU Students  Yes  No

Without any key

OPEN for External Guests  Yes  No

In case you will need to close the course after the registration period (so only students registered in Infosys will remain), it is possible to delete the additional students with the "X" next to their names in the Add/manage users menu.

**How to open the course for external, non-CEU users (Guests)**  
You just need to change the **"Open for external Guests"** setting to

"Yes".

You should be really careful with this setting, especially if you have uploaded copyrighted materials for your students' use. If you allow Guests (outside the CEU community) to access your course without a password, you will make the course public, and anyone will be able to access it.

You can still protect the course with a guest password (this key is necessary only for guests, not for CEU students!). Guests will be able to log in and see all the materials in your course (but they will not be able to access activities like assignments or forums).

## Editing the Course

### 1. Always start with (top right corner)

You can use the appearing Icons and menus to add, change, move, edit content.

### 2. How to upload files?

The most convenient way to upload files is the **drag and drop** method.

- Open the folder on your computers' desktop (containing the files).
- Select them with your mouse. (You can select more than one file if you hold the CTRL key during the process).
- Click on that selection, but **HOLD** your finger on the left mouse button and start to move the cursor towards your course.
- (Optional: If you can't see the browser window at the moment, move the cursor above the browser on the TRAY – and the window will open up.)
- Move the cursor to the appropriate section of the course and **RELEASE** the left mouse button.

You will see that the files are uploading to the course.

*If you experience any problems:*

- Make sure that you are using an up-to-date browser: Chrome 30, Firefox 25, Safari 6, IE 10
- The max. file size of any file uploaded is 50 Mb.
- Make sure that the Editing is enabled (Turn editing on)

You can watch a video about this. [https://www.youtube.com/watch?v=zfNiKsz\\_n9k](https://www.youtube.com/watch?v=zfNiKsz_n9k)

### 3. Additional content



You can open the activity chooser with the **add an activity or resource menu** and select resources or activities you would like to add. The activity chooser provides details about these possibilities, but the easiest method is to ask for a training at ([acs@ceu.hu](mailto:acs@ceu.hu)).

**a) Summaries** The very top of your course (the General section) and every topic or week contains a summary. This is a default label which allows you to place brief information about the specific topic or week. It can be an introduction to the unit of study or a short summary of the weekly plan. Activities and resources are listed below this section. You can start editing with the "**Edit section summary**" link. If you hide a topic (edit section >unpublish), the background of the topic become gray, and NO content will be visible for students regardless of the individual settings of the resources in the Topic. Clicking on the eye again makes the topic visible.

**b) Label:** Labels serve as "spacers" between resources and activities, for example you can use a label to add the Text "Required readings" before a set of PDF files.

**c) Forum:** The forum activity enhances the course with the possibility of asynchronous discussions for students. All students can start new discussions, view all posts and reply to them by default (there is a "main course forum" in every course by default). Most common uses:

- Group Discussion about a Topic
- Student "repository" or blog - this is the easiest way for students to upload files to a course. Everyone can read, reply to each discussion and check the files. The teacher can act as a moderator.

**d) Assignment:** The assignment activity allows teachers to collect works from students, review them and provide feedback. Usually the teacher creates the activity and students upload their files (papers) to the e-Learning site. Students can see the deadlines automatically

- You can grade/mark and comment them online, and students receive an immediate feedback.
- You can export the grades in excel to be used in Infosys
- Only professors can see the uploaded documents
- It is possible to check the papers with Turnitin (plagiarism check)

### 4. Editing

You will see **icons** next to each resource Moodle and an "**EDIT**" link if you move your mouse next to it. You can change the settings of the resource if you open this "EDIT" menu.

	<b>Edit title:</b> You can change the title / link name
	<b>Move right:</b> This arrow allow you to move any type of content to the indicated direction.
	<b>Replace:</b> With this button you can move the content with the much more user-friendly drag and drop method.
	<b>Edit:</b> This button allows you to modify any type of content you created previously.
	<b>Duplicate:</b> You can make a duplication from any resource (not available by default, ask for permission).
	<b>Delete:</b> You can delete the resource with this icon.
	<b>Publish/Unpublish:</b> With this button you can hide the content from the students. If you click on the icon again, the content will be shown.

**5. Communication:** If you post a discussion to a **Main course forum**, all participants of the course will receive the message in email. **This forum is automatically created for each course.** By default, it is placed in the top of the middle section and both students and teachers may use it for important information and questions.

## E-learning Support

Gabor Acs  
[acs@ceu.edu](mailto:acs@ceu.edu)  
#2999

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Please find more detailed help materials at the footer section of the site!