

MOODLE LEARNING MANAGEMENT SYSTEM GUIDE

KEYNOTES

- Learning Management System (LMS) is an online platform that offers students different activities such as learning materials, homeworks, forums, and exams, and provides feedback to the students for the activities they have done.
- Students have the opportunity to access course materials and other activities in the learning management system whenever and wherever they want.
- Students can send messages to their instructors on moodle..
- **Arel LMS** is a platform that provides students with activities such as course resources, exams, homework related to the courses they are taking distance education.
- LMS is a structure where the student performs learning activities for learning.

LOGIN TO THE LEARNING MANAGEMENT SYSTEM



Sign In

☐ remember username[Forgot your password?](#)

Follow



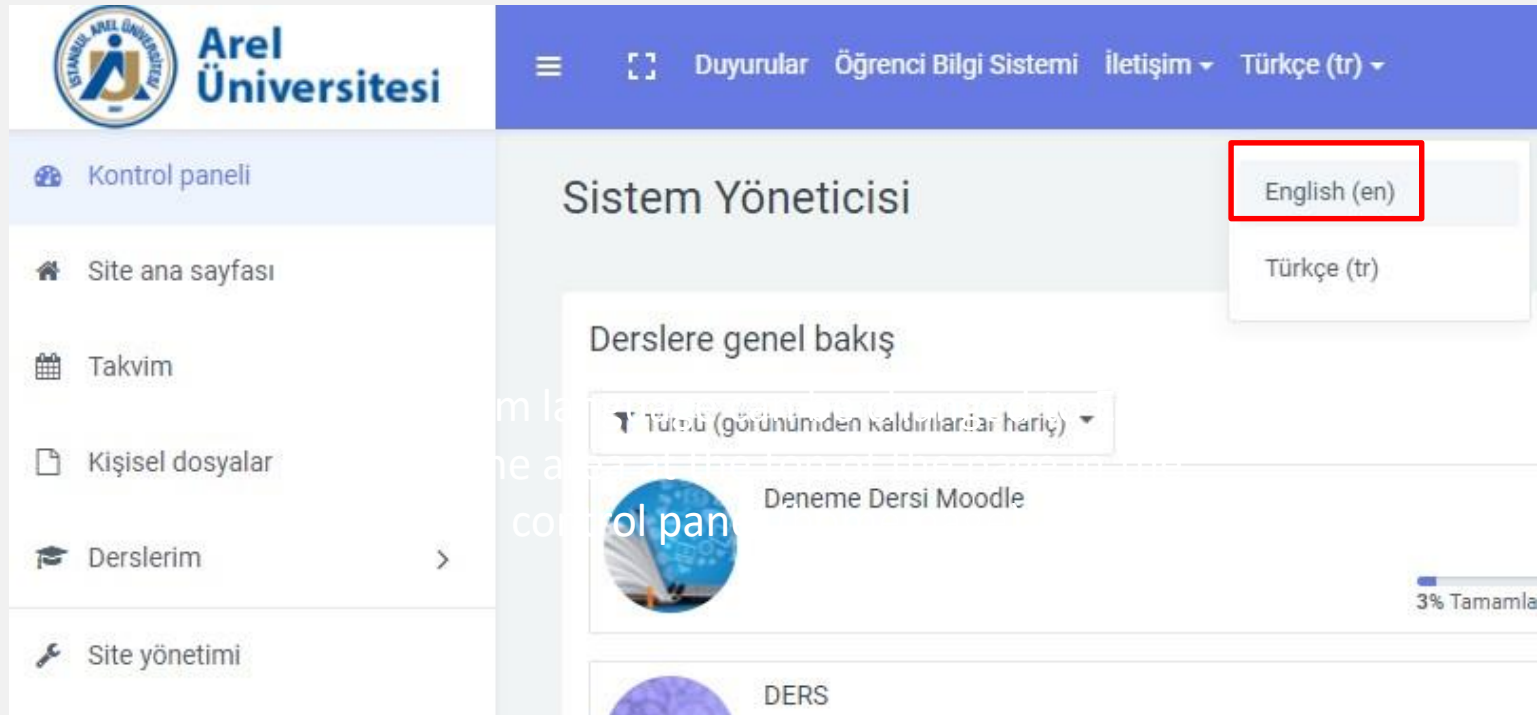
You can log in to the Learning Management System at <https://uzem.arel.edu.tr/> with your SIS (OBS) username and password

User Name: **SIS User Name**

Password: **SIS Password**

Note: If there is a problem to login, you can send an e-mail to areluzem@arel.edu.tr to get support.

HOW TO CHANGE MOODLE LANGUAGE



The screenshot displays the Moodle system administrator interface for Arel University. The top navigation bar is blue and contains the university logo, the name 'Arel Üniversitesi', and a menu with items: 'Duyurular', 'Öğrenci Bilgi Sistemi', 'İletişim', and 'Türkçe (tr)'. A red rectangle highlights the language selection dropdown menu in the top right corner, which shows 'English (en)' and 'Türkçe (tr)'. The main content area is titled 'Sistem Yöneticisi' and includes a section 'Derslere genel bakış' with a dropdown menu set to 'Türkçe (görünümünden kaldırımları hariç)'. Below this, there is a course card for 'Deneme Dersi Moodle' with a progress bar at 3% and a 'DERS' button.

The system language can be changed to English from the area at the top of the page in the control panel (home page).

LEARNING MANAGEMENT SYSTEM INTERFACE

Student

Customise this page

Message

Course overview

▼ All (except removed from view) ▼

🔍 Course name ▼



Introduction to Business_SB:1_İşletme (İngilizce)

...



★ Leadership Development_SB:1_İşletme (İngilizce)

...



Organization Theory and Design_SB:1_İşletme (İngilizce)

...



★ Strategic Management_SB:1_İşletme (İngilizce)

...



Strategic Management_SB:1_Yöneticiler İçin İngilizce İşletme

...

In order to reach course materials and course activities you need to click related course in the course overview section.

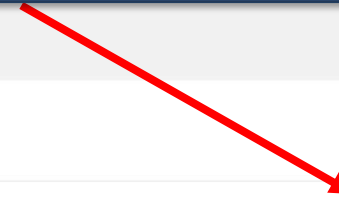
When you log in to the system, a screen like the one below will appear. When you log in to the system as a student, as you can see in the picture, auxiliary menus, announcements, event calendar, profile information, the courses you are taking during the active term, the courses you will take and the courses you have taken before will be displayed.

LAYOUT OF HOME PAGE

The following method can be applied in order to distinguish the courses that appear on the home page (control panel) in the UZEM system from the courses of the previous semester and this semester.





After clicking the symbol in the picture "Add course to favorites" or "Remove from view" option is marked.



Course overview

▼ All (except removed from view) ▼

	Introduction to Business_SB:1_işletme (İngilizce)	<div>Course name ▼ ...</div> <div>Star this course Remove from view</div>
	★ Leadership Development_SB:1_işletme (İngilizce)	

LAYOUT OF HOME PAGE

If we clicked on the "Add course to favorites" option on the previous page, the "Starred" tab below is marked in order to see only the favorite courses. If we clicked on the "Remove from view" option, we can see our lessons. The "Removed from view" tab is checked.

Course overview

▼ All (except removed from view) ▼

Course name ▼

All (except removed from view)	ess_SB:1_İşletme (İngilizce)	...
In progress		
Future	opment_SB:1_İşletme (İngilizce)	...
Past		
Starred	and Design_SB:1_İşletme (İngilizce)	...
Removed from view		

LAYOUT OF HOME PAGE

Sample; Starred

Course overview

▼ Starred ▼

☰ Course name ▼



★ Leadership Development_SB:1_İşletme (İngilizce)

...

Sample; Removed from view

Course overview

▼ Removed from view ▼

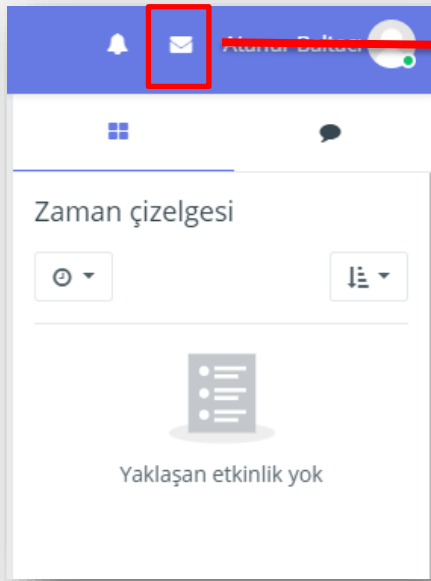
☰ Course name ▼



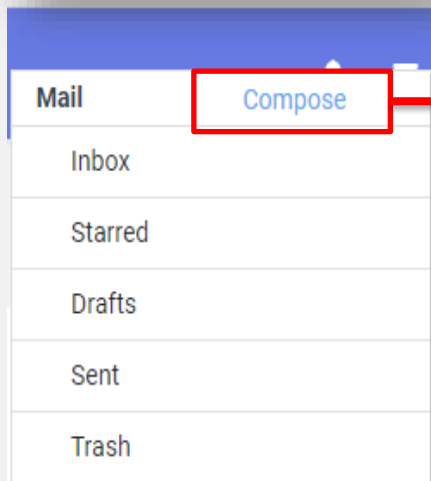
Human Resources Management_SB:1_İşletme (İngilizce)

...

LEARNING MANAGEMENT SYSTEM SENDING MESSAGE



With the Message icon, you can write a message to your course instructors, read the incoming messages, and write a reply.



By clicking the icon, a window will appear as on the right. You can write a message with the write e-mail button.

LEARNING MANAGEMENT SYSTEM SENDING MESSAGE

After click write an email, the following screen will appear. after that , you can choose course to you want to send a message and click **continue** button.

▼ Compose

Course

Introduction to Business_SB:1_İşletme (İngilizce)

Continue

Devam butonuna tıkladıktan sonra aşağıdaki sayfa açılır.

Course

Introduction to Business_SB:1_İşletme (İngilizce)

Add recipients

Subject

Message

Mesaj atılacak kişi seçilir.

LEARNING MANAGEMENT SYSTEM COURSE SCREEN

When you click on the course, you will see the course content as follows.

2021-2022 English Template Lesson

Kontrol paneli / Dersler / 2021-2022 Güz İngilizce Şablon Dersi

- COURSE NAME AND INSTRUCTOR NAME (UPDATE)



ANNOUNCEMENT



SYLLABUS



[LEARNING MANAGEMENT SYSTEM FOR INSTRUCTOR](#)

>>>KILAVUZ SUNUM<<<

Oğrencilerden gizli



[LEARNING MANAGEMENT SYSTEM FOR STUDENTS](#)

>>>KILAVUZ SUNUM<<<

- ASSESSMENT AND EVALUATION

- OCTOBER 4 - OCTOBER 10, 2021 (WEEK 1)



WEEKLY STUDY QUESTIONS(5)



WEEKLY COURSE PRESENTATION/NOTES



WEEKLY ADDITIONAL COURSE MATERIALS (READING TEXTS / VIDEO)

- OCTOBER 11 - OCTOBER 17, 2021 (WEEK 2)



WEEKLY STUDY QUESTIONS(5)



WEEKLY COURSE PRESENTATION/NOTES



WEEKLY ADDITIONAL COURSE MATERIALS (READING TEXTS / VIDEO)

HOMEWORK ASSIGNMENT

OCTOBER 4 - OCTOBER 10, 2021 (WEEK 1)

1



WEEKLY STUDY QUESTIONS(5)



WEEKLY COURSE PRESENTATION/NOTES



WEEKLY ADDITIONAL COURSE MATERIALS (READING TEXTS / VIDEO)



Homework



Homework

2

Submission status

Submission status
No attempt

Grading status
Not graded

Due date
Wednesday, 26 January 2022, 12:00 AM

Time remaining
6 days 8 hours

Last modified
-

Submission
comments
▶ Comments (0)

Add submission

You have not made a submission yet.

To upload assignments to the "HOMEWORK" fields created by the Instructor, click on the marked area.

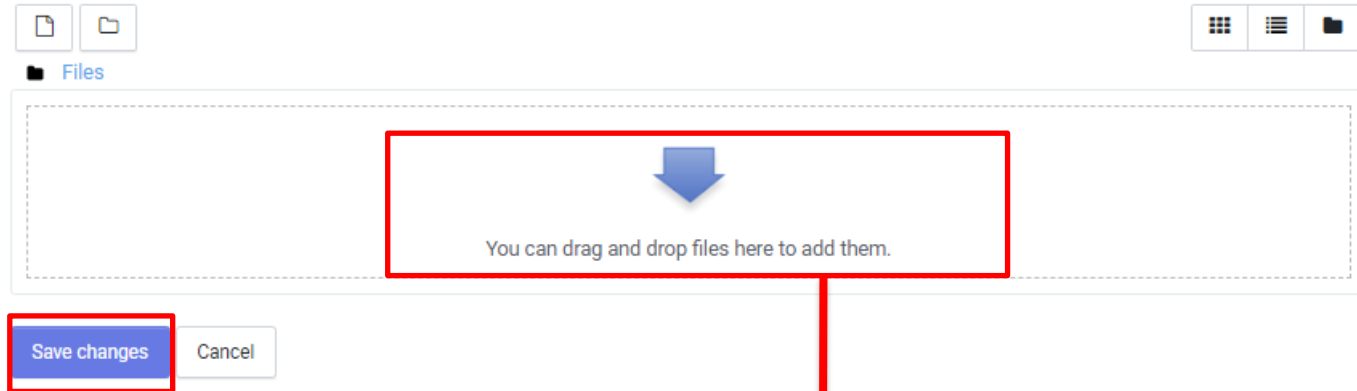
Click to " Add submission button " that located on the right to upload homework to System

HOW TO UPLOAD HOMEWORK ASSIGNMENT

Homework

File submissions

Maximum file size: 1GB, maximum number of files: 20



The screenshot shows a file upload interface. At the top, there are icons for a document and a folder. Below them is a 'Files' section with a dashed border. Inside this section, there is a large blue arrow pointing downwards and the text 'You can drag and drop files here to add them.' Below the 'Files' section, there are two buttons: 'Save changes' and 'Cancel'. A red box highlights the 'Save changes' button. A red arrow points from the 'Save changes' button to a text box below. Another red arrow points from the drop area to a text box below.

After uploading the file to the system, the submission process is completed by clicking the "Save Changes" button above.

In order to upload homework files to system, drag the file and drop it the following field.

HOW TO JOIN THE LIVE CLASSROOM

1

+ OCTOBER 4 - OCTOBER 10, 2021 (WEEK 1) ✎

- + WEEKLY STUDY QUESTIONS(5) ✎
- + WEEKLY COURSE PRESENTATION/NOTES ✎
- + WEEKLY ADDITIONAL COURSE MATERIALS (READING TEXTS / VIDEO) ✎
- + **Virtual Class** ✎

Click the link on the left to connect to the live lesson.



2

Meeting Name
Virtual-Class

Meeting start time
Wednesday, 19 January 2022, 3:27 PM

Meeting end time
Wednesday, 19 January 2022, 5:27 PM

Meeting Summary

Join Meeting

After clicking on the link, we will see the screen like the one on the right. With the "Join the Meeting" button on the screen that comes up, you can enter the Live Lesson (Virtual Classroom) held at that moment. **There is a 70% attendance requirement in the courses.**

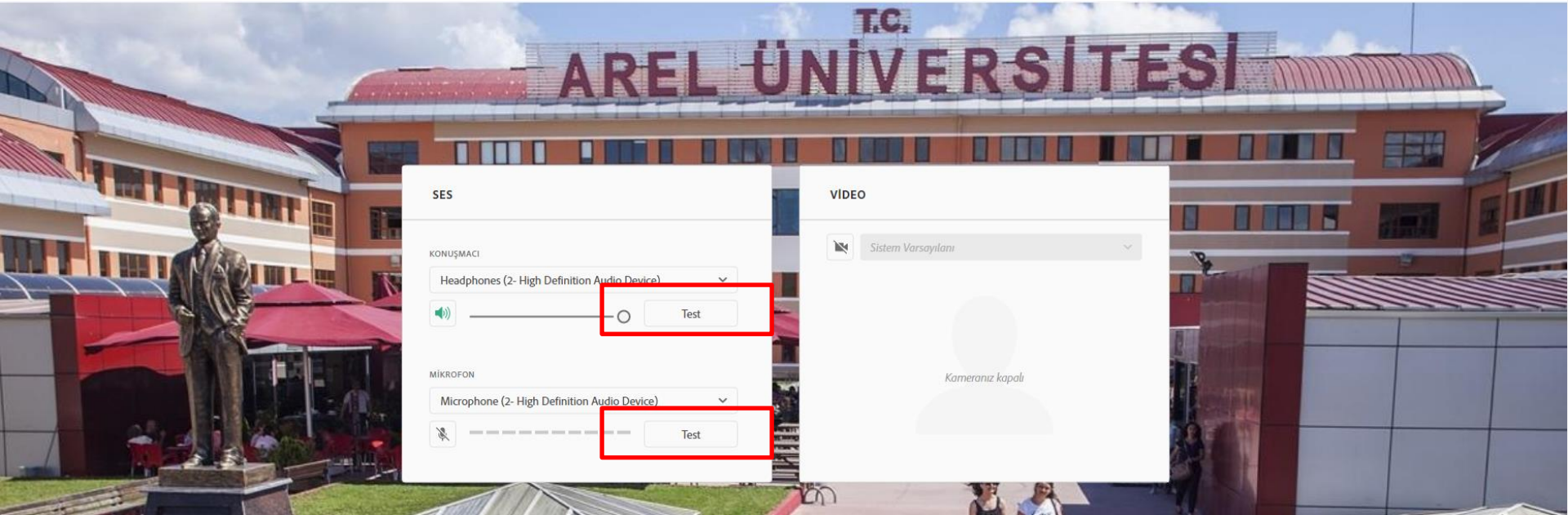
HOW TO JOIN THE LIVE CLASSROOM



After saying Join the Meeting, the following screen will appear. With the "Join Now" button, you can attend to the live lesson.

LEARNING MANAGEMENT SYSTEM LINK TO VIRTUAL CLASSROOM (LIVE LESSON)

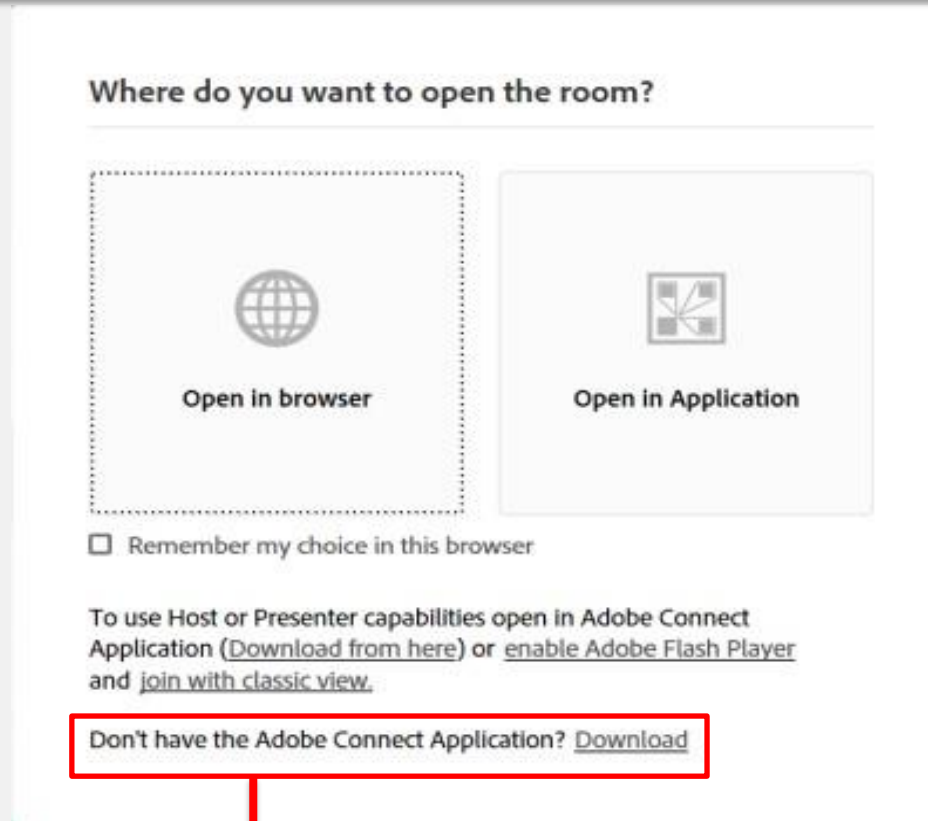
Odaya Gir



Before accessing the meeting, you can check whether there is movement by clicking on the test areas above for audio and camera testing. If there is no problem, the "Enter the room" button is clicked.

LEARNING MANAGEMENT SYSTEM LINK TO VIRTUAL CLASSROOM (LIVE LESSON)

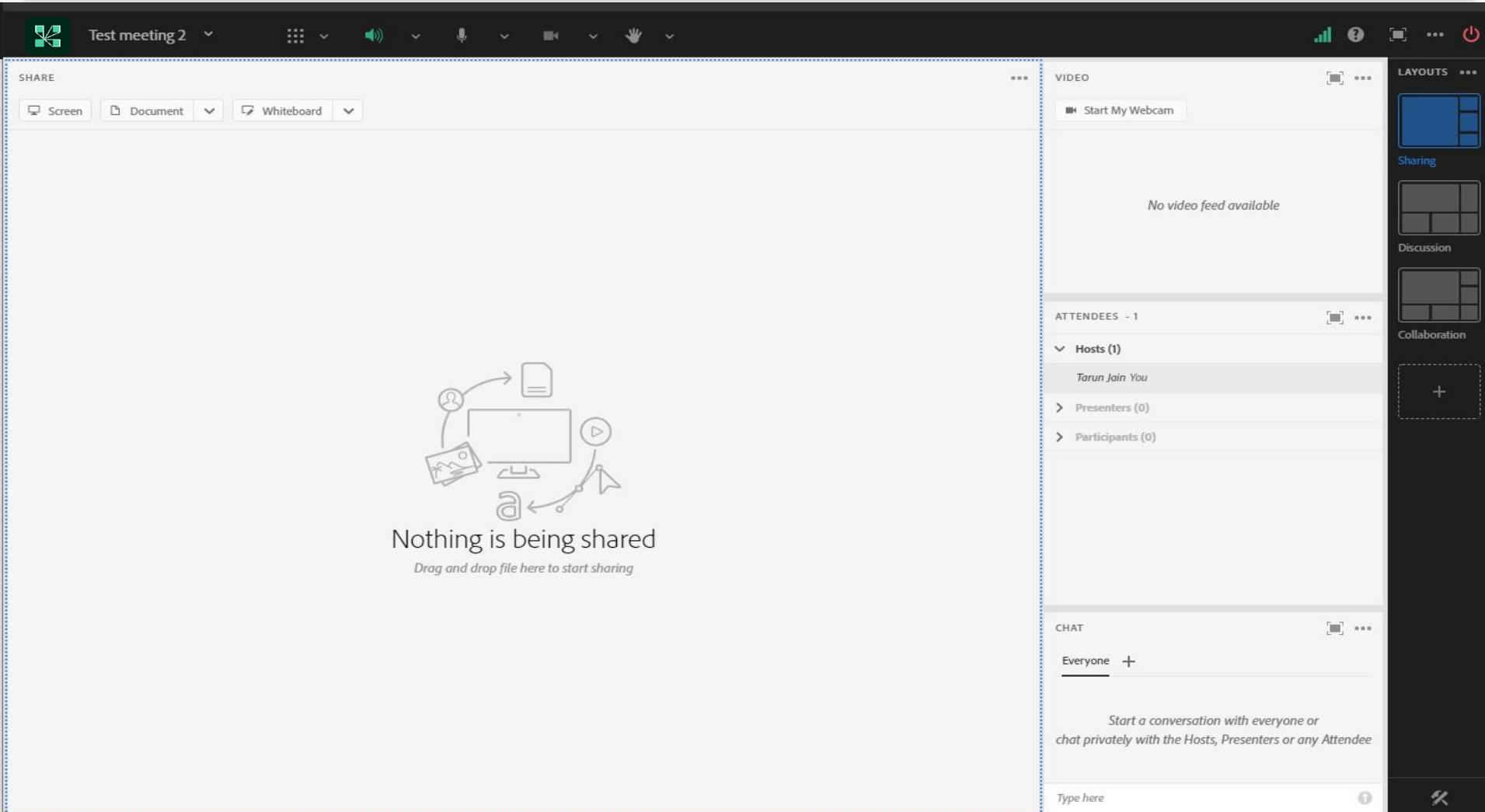
After saying "**Join Now**", the following window will appear. Adobe Connect application is used to open the virtual classroom room (Live lesson). Access to the live lesson is provided by the "**Open in Application**" button.



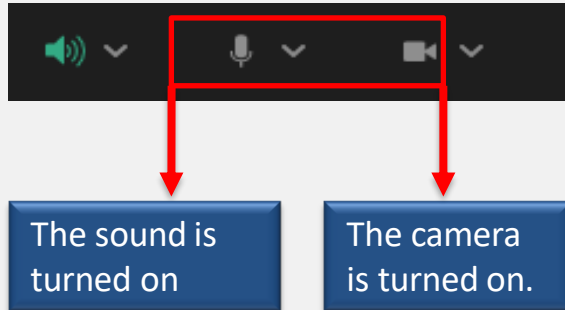
If you do not have Adobe Connect application on your computer, you can download it here.

LIVE CLASSROOM(ADOBE CONNECT) INTERFACE

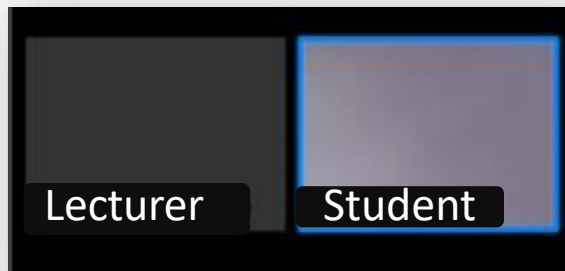
When connected to the live lesson with the Adobe Connect application, the image of the page will appear as follows.



ADOBE CONNECT SETTINGS



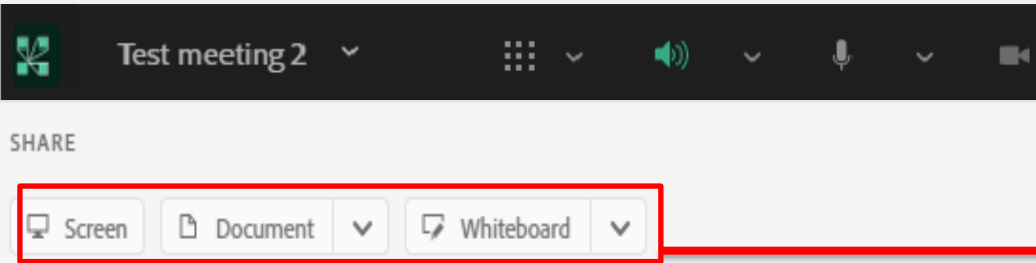
The symbols below will become active when the Instructor authorizes the student to turn on audio and video in the live lesson. With these symbols, the student can share the sound and image during the live lesson.



When the student receives the authorization and shares his/her voice and image, the image of the lecturer and the student will be as follows.

ADOBE CONNECT SETTINGS

If the instructor authorizes the student to share screens or documents during the live lesson, the option to share my screen will appear on the student's screen as follows.



Butona tıkladıktan sonra aşağıdaki seçenekler gelecektir.

Screen my share

It is used to share the computer screen in the live lesson.

Share Document

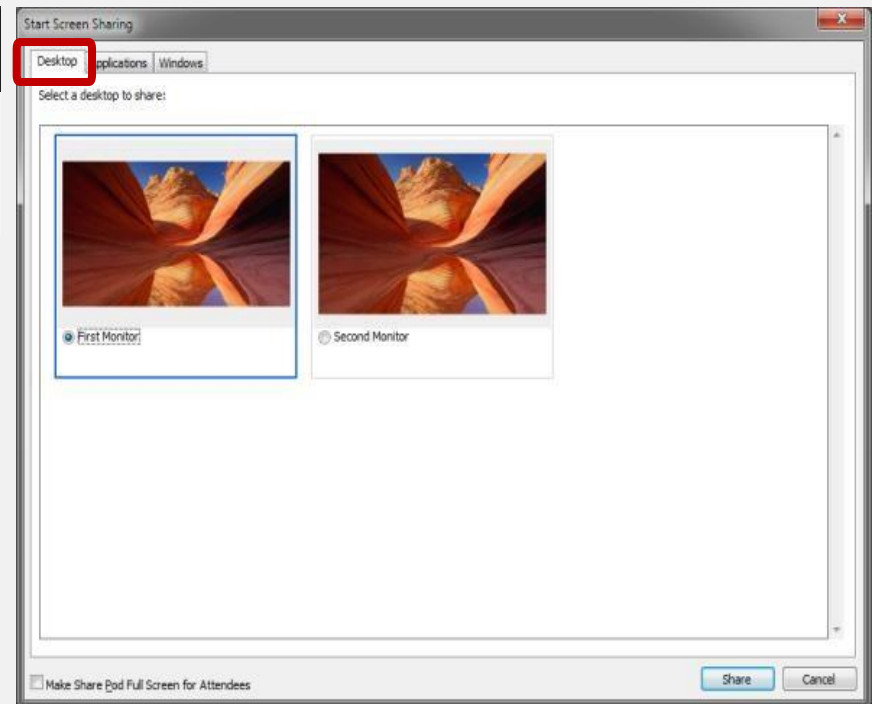
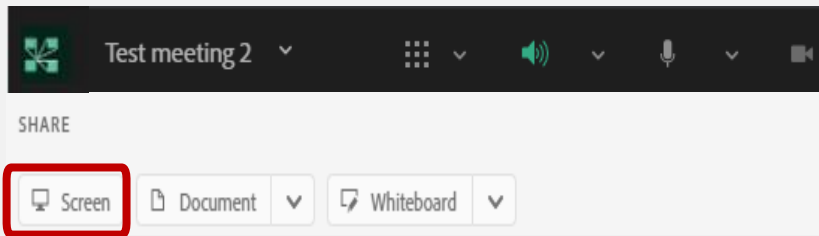
It is used to share files (PowerPoint, Word, PDF) in the live lesson.

Share Whiteboard

It is used to share the whiteboard (drawing screen) during the live lesson.

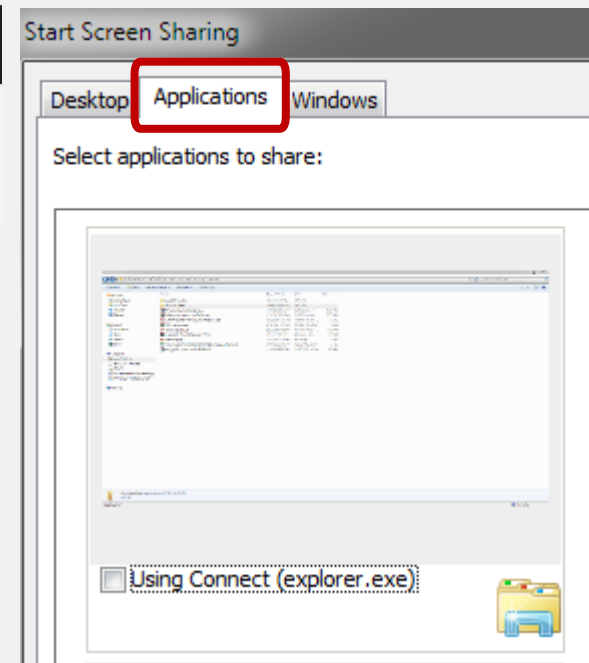
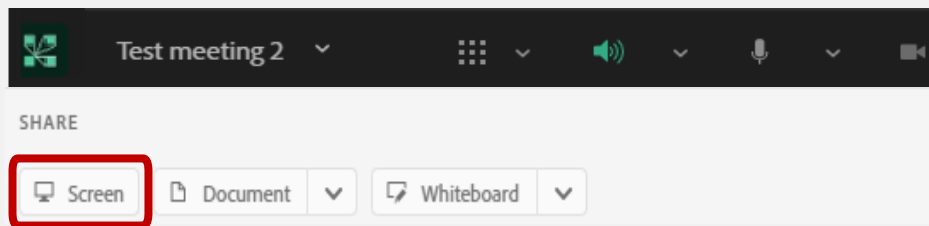
ADOBE CONNECT SHARING SCREEN

In order to share the screen in the lesson, click the "Screen" button as in the picture to share the screen of the computer on which we are LEARNING live in Adobe Connect. In the window that opens, if the screen we want to share is our desktop screen, click the "Desktop" tab as follows.



ADOBE CONNECT SHARING SCREEN

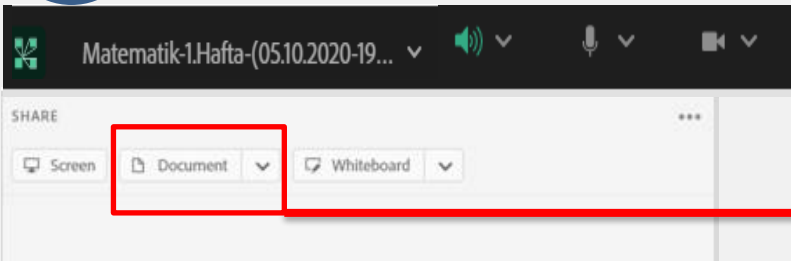
If we want to share only the application in screen sharing, only the desired application will be shared by clicking the "Applications" button in the window that opens after pressing the "Screen" button.



SHARING DOCUMENT

Follow the steps in the picture to share documents in the virtual classroom.

1



Click the "Document" button.

2

Select Document to Share

Cancel

Share

History

Whiteboard

Uploaded Files

My Content

Shared Content

Browse My Computer

History

Clear

NAME

Fixed issues in RoboHelp (2019 release).pdf

failure.jpg

success.jpg

RCS-workflow.pptx

RH2020-scope.pptx

robohelp-server-help.pdf

PDF

After clicking the Document button, the side window opens and we select the file (Presentation, PDF) we want to share from our computer with the "Browse on Computer" button.

HOW TO ACCESS VIRTUAL CLASSROOM RECORDS

1

+ OCTOBER 4 - OCTOBER 10, 2021 (WEEK 1) ✎

+ WEEKLY STUDY QUESTIONS(5) ✎

+ WEEKLY COURSE PRESENTATION/NOTES ✎

+ WEEKLY ADDITIONAL COURSE MATERIALS (READING TEXTS / VIDEO) ✎

+ Virtual Class ✎

As we entered the virtual classroom before, the live lesson link is clicked.

2

Meeting Name

Virtual-Class

Meeting start time

Wednesday, 19 January 2022, 3:27 PM

Meeting end time

Wednesday, 19 January 2022, 5:27 PM

Meeting Summary

Join Meet

Recordings





Virtual-Class_0

To watch the live lesson again later, simply click on the link in the Recordings section below.

HOW TO TAKE AN EXAM

1

OCTOBER 11 - OCTOBER 17, 2021 (WEEK 2)

-  WEEKLY STUDY QUESTIONS(5)
-  WEEKLY COURSE PRESENTATION/NOTES
-  WEEKLY ADDITIONAL COURSE MATERIALS (READING TEXTS / VIDEO)
-  Exam

Click on the exam created by the instructor.

2

Time limit: 30 mins

Attempt quiz now

After entering the exam, we see the exam screen and click the "Apply the exam now" button as above to enter the exam and start the exam.

TAKING AN EXAM

After entering the exam, the questions will come as follows.

In this field, the desired question can be passed.

By clicking **Finish attempt**, exam will be over.

25 + 45 = ?

Select one:

- ☐ a. 50
- ☒ b. 70
- ☐ c. 80
- ☐ d. 60

Quiz navigation

1 2 3 4

Finish attempt ...

Next page

The answer is selected and the **"Next Page"** button at the bottom right is pressed to move on to the next question.

HOW TO FINISH THE EXAM

After we click "**Finish the Application**" button , a summary screen appears where we answered the questions in the exam and the "**Send all and finish**" button is pressed to finish the exam completely.

Summary of attempt

Question	Status
1	Answer saved
2	Answer saved
3	Answer saved
4	Answer saved

With the "**Send all and finish**" button, the exam is completely finished.

Return to attempt

Submit all and finish

Neden Uzaktan Eğitim?

Hayat Boyu Öğrenme. Ömür Boyu Başarı!

Uzaktan Eğitim Sistemi, hem iş hayatının yoğun temposu içine girerek eğitimini tamamlayamamış hem de maddi imkansızlıklar nedeniyle uzak şehirlerde üniversitelere gidemeyen öğrencilere arzu ettiği üniversite eğitimini oldukça uygun koşullarla vermektedir.

Örnek Canlı Sınıf

Akademik Takvim

Sık Sorulan Sorular

Giriş



WE WISH A SUCCESSFUL TERM.

UZAKTAN EĞİTİM VE UYGULAMA ARAŞTIRMA MERKEZİ

Müdür Sema Kılıç

Müdür Yardımcısı Sinan Yıldız

Eğitim Teknolojileri Uzm. Yrd. Alperen Aslan

Eğitim Teknolojileri Uzm. Yrd. Rahman Yıldırım

Eğitim Teknolojileri Uzm. Yrd. Özcan Çiftçi

Eğitim Teknolojileri Uzm. Yrd. Selim Öznur

Eğitim Teknolojileri Uzm. Yrd. Alihan İmancı

Destek için; areluzem@arel.edu.tr