Table of Content

Introduction

This document is quick start guides for students , It offers a selection of the most important features and tools.

PUA (LMS**)** is online learning mangment system and mobile application , enabling educators to create their own private website filled with dynamic courses that extend learning, any time, anywhere. replace with old PUA web sit for upload lecture and Allows interaction and discussion between the lecturer and students, The heart of PUA(LMS) is courses that contain activities and resources. The main power of this Activity based model comes in combining the activities into sequences and groups, which can help you guide participants through learning paths.it improved Assignment features, easily create and manage Quiz.

PUA(LMS) URL

elearning.pua.edu.eg

PUA(LMS) Mobile Application

How to Download PUA(LMS)Application fom Mobile ?

1. Open "Playstore OR App store" then Search " Moodle mobile" , Select orange icon
2. Install "moodle mobile" and install application .
3. Write (URL) for LMS then click connect click "Connect ".
4. Insert your username and password then click login

Select Moodle mobile

Click on Install

Step (1)

Step (2)

Insert your username and password then click login

Write (URL) for LMS then click connect

Step (4)

Step (3)
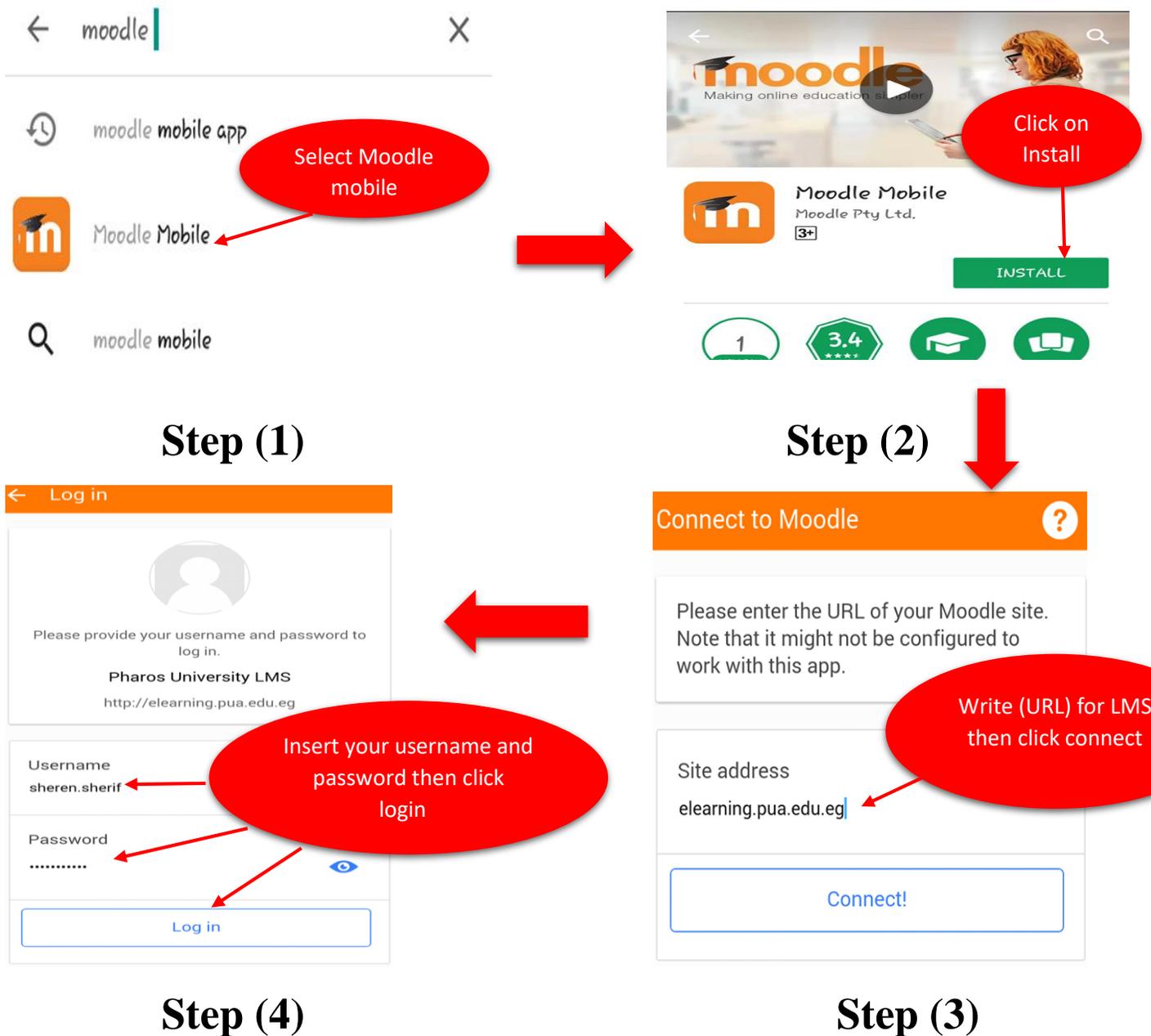
1. **Home Page**

- This page is called "Home page "
- Click in "Login " to Enter to Dashboard.   Fig (1-1)
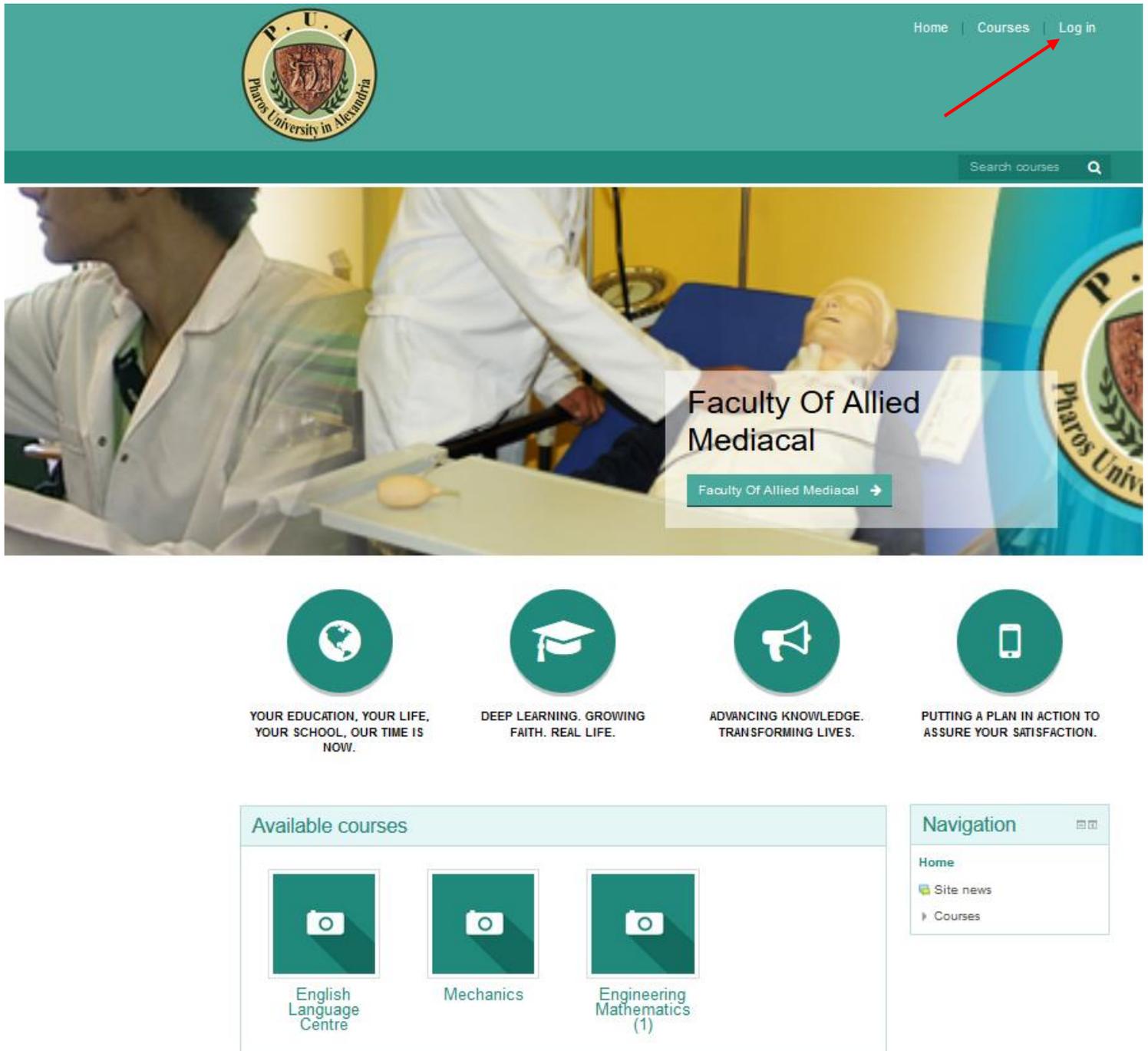
Fig (1-1)

2. Login Page:

How to Login into your dashboard

1. Click on login button ,login page will appear .   shown in Fig (2.1)
2. Enter your username and password .   shown in Fig (2.2)
3. If you need to save password Put tick in check box   shown in Fig (2.2)

Fig (2-1)
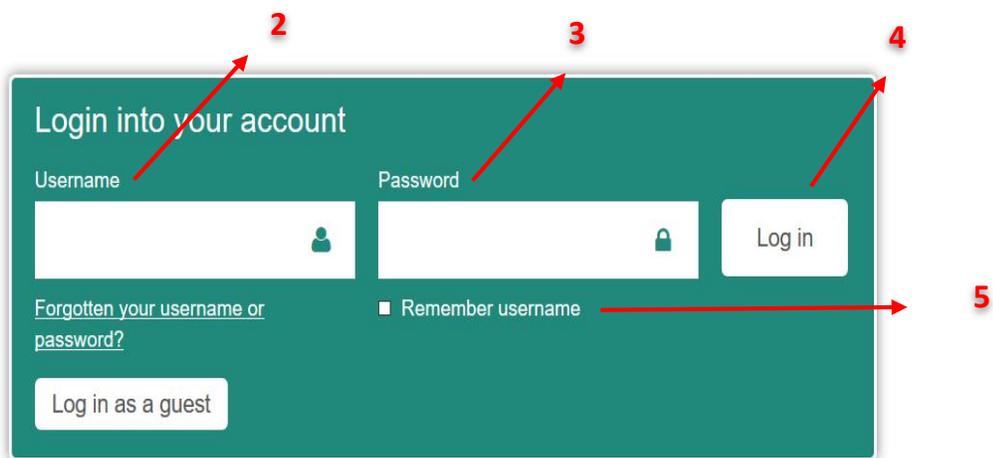
Fig (2-2)

3.Rest password

Change Password Page will Appear :

1. You should Put your current password.
2. Then enter new password
3. At last confirm new password
4. Finally click "save change"

All 4 steps shown in Fig (3.1)
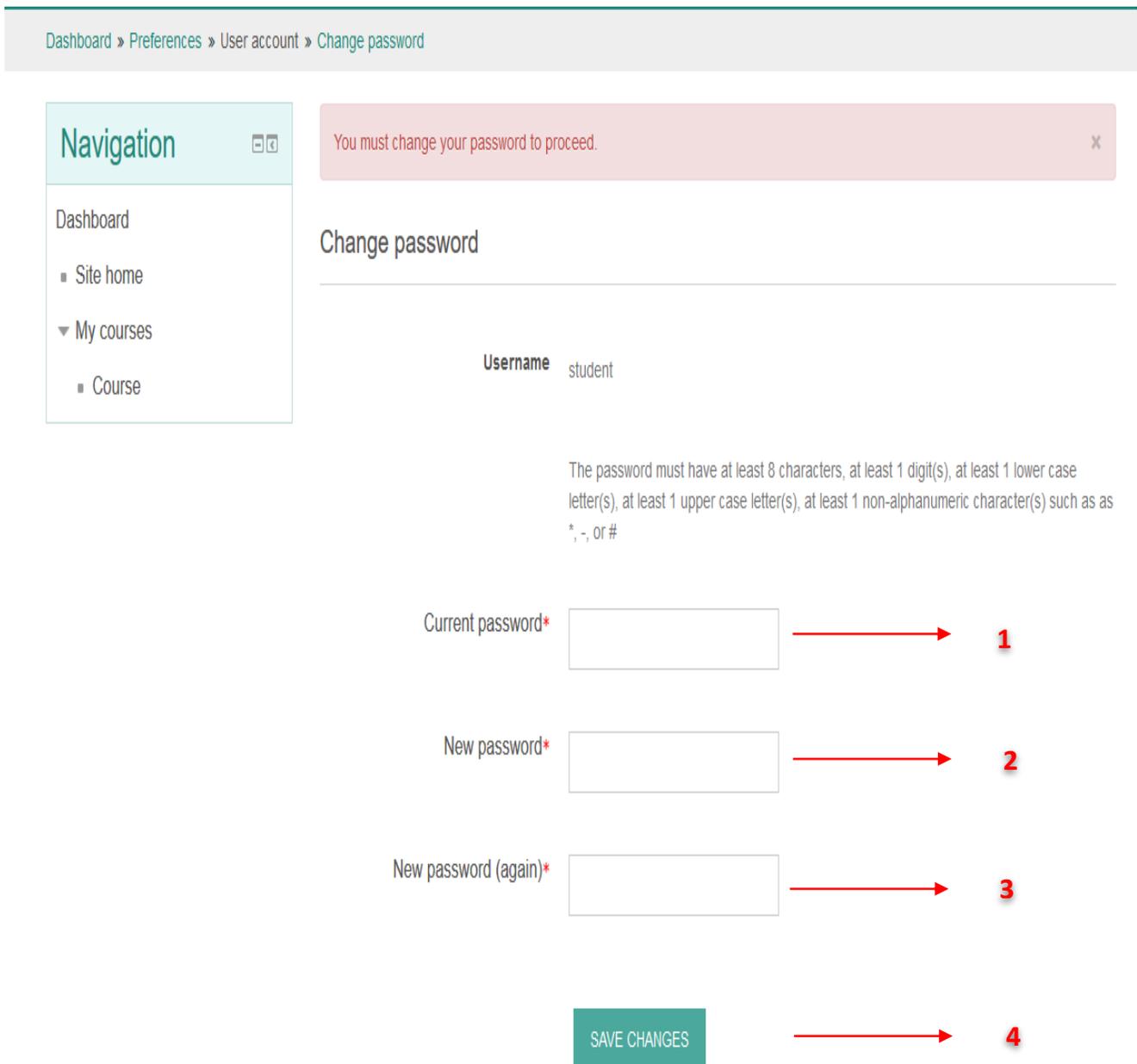
Fig (3-1)

5. After you click "Save change" anther page will appear, then click continue.
6. At last anther page will appear click on "Save change"

Dashboard » Preferences » User account » Change password

Navigation

Dashboard

- Site home
- Site pages
- My courses
  - BE 101

Password has been changed

CONTINUE → **Click her**
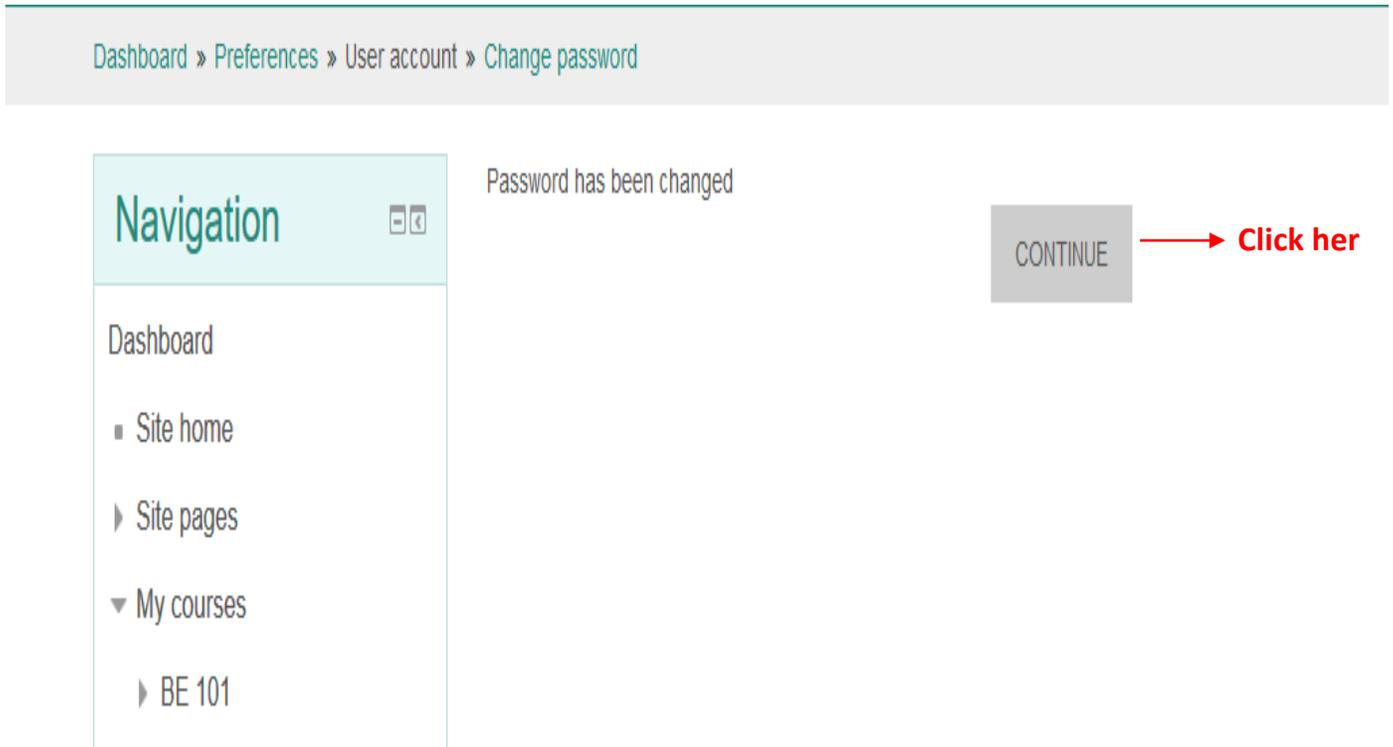
Fig (3-2)

4.Edit Profile

1. Click on profile that found in drop down list upper the page.   Fig (4.1)
2. Ather page will appear , Click on "Edit Profile"   Fig (4.2)
3. Anther page will appear , it contains 5 section: Fig (4.3)

   ▪ General
   ▪ User Picture
   ▪ Additional name
   ▪ Interests
   ▪ Optional: you can put your yahoo ID, skype ID, Phone, mobile phone
   ▪ Then click "Update profile"
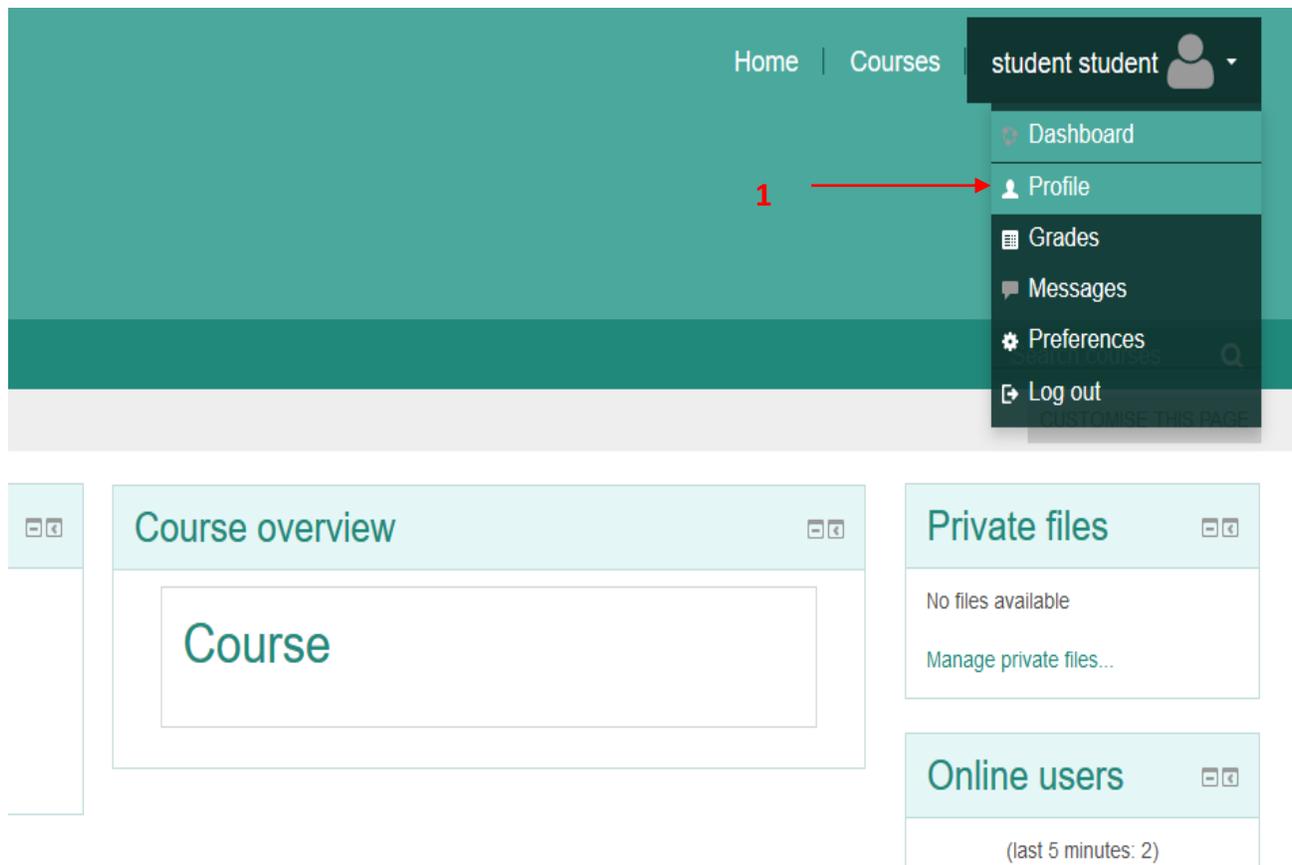
Fig (4-1)

Click on Edit profile
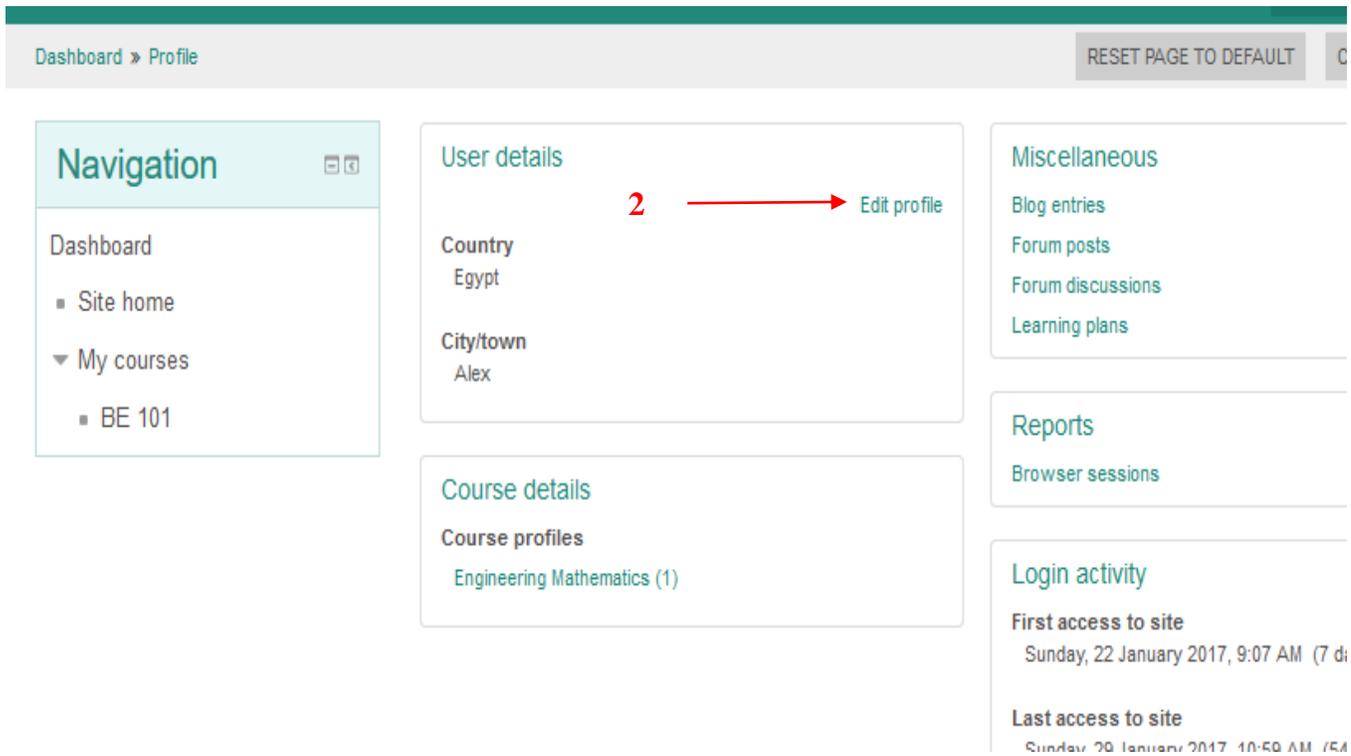
Fig (4-2)

This page will appear after click on "Edit profile"

Fig (4-3)

- **General**: you can edit your name, Email, (hide or display your email) ….

Fig (4.4)

- **User Profile**: you can upload your profile picture by follow the following steps:
  - Click on file icon (1)

Fig (4.5)

- New Pop up will appear called "File Picker" as shown in Fig (4.6)
- To upload photo from PC, click on "upload a file" --- (2)
- Then click on "Browser" --- (3)
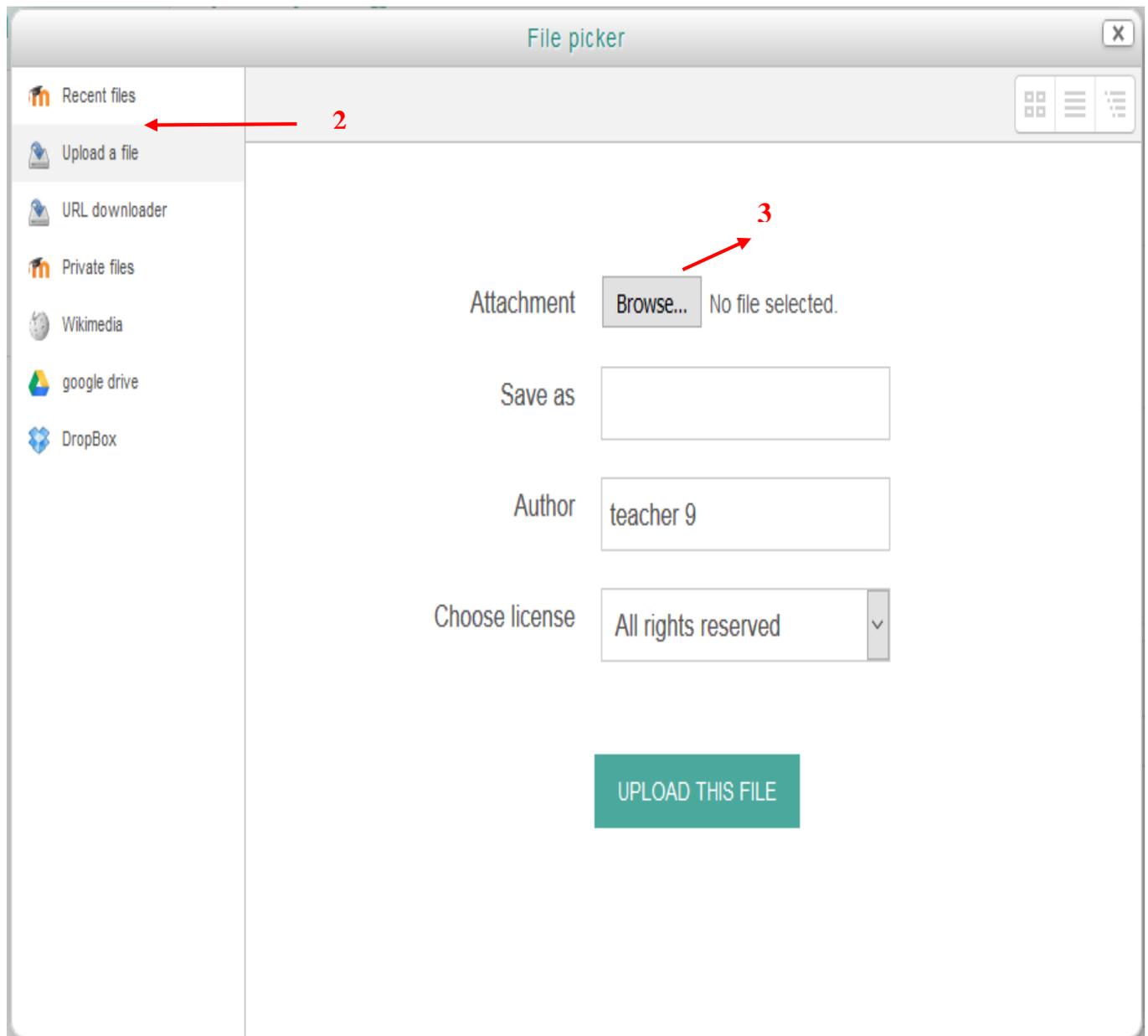
Fig (4.6)

- The following window will appear, select photo from you PC then click "Open" -- (4)
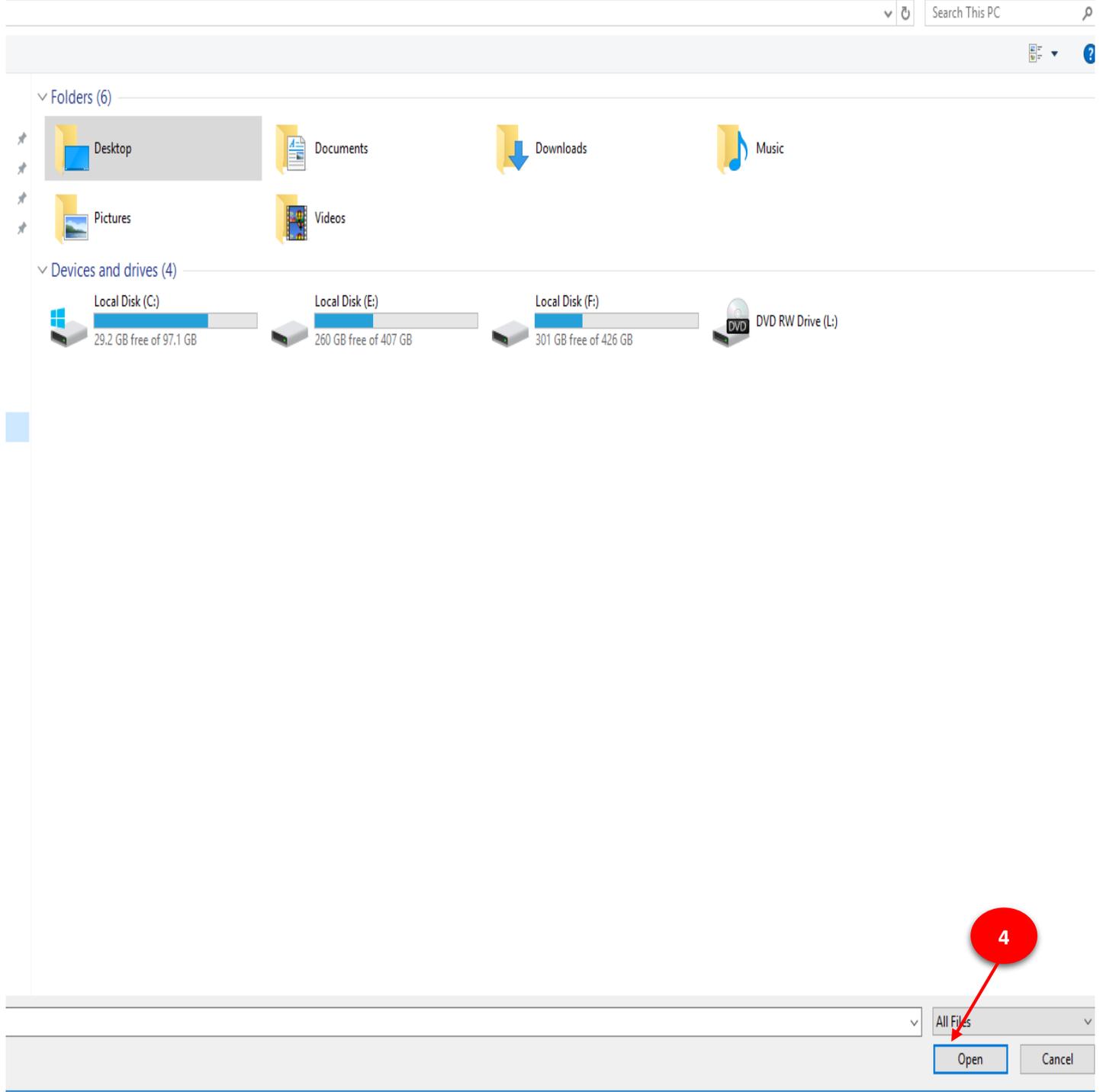
- **Optional:** you can put your yahoo ID, skype ID, Phone, mobile phone.

Fig (4.8)

Then after you finish click "Update Profile"

Fig (4.9)

5.Dashboard

Dashboard is a customizable page for providing users with links to their courses and activities within them, such as unread forum posts and upcoming assignments.

Dashboard consist of:

- User menu. (1)
- Blocks.   (2)   as shown in fig (5.1)
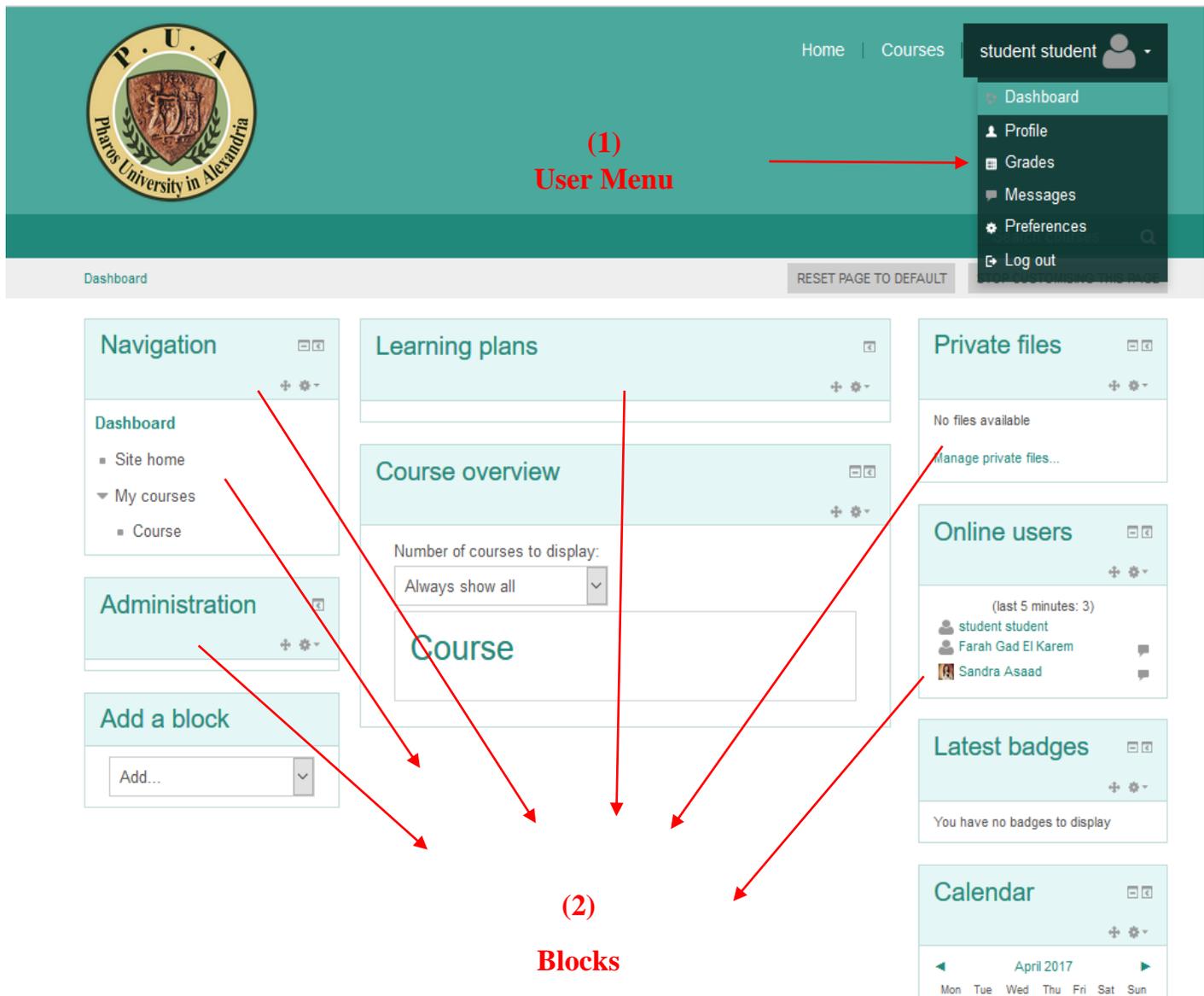
Fig (5-1)

5.1.User Dropdown Menu

When User open Dropdown menu , He will found five section

5.1.1 Profile
5.1.2 Grades.
5.1.3 Messages.
5.1.4 Preferences.
5.1.5 Log Out .
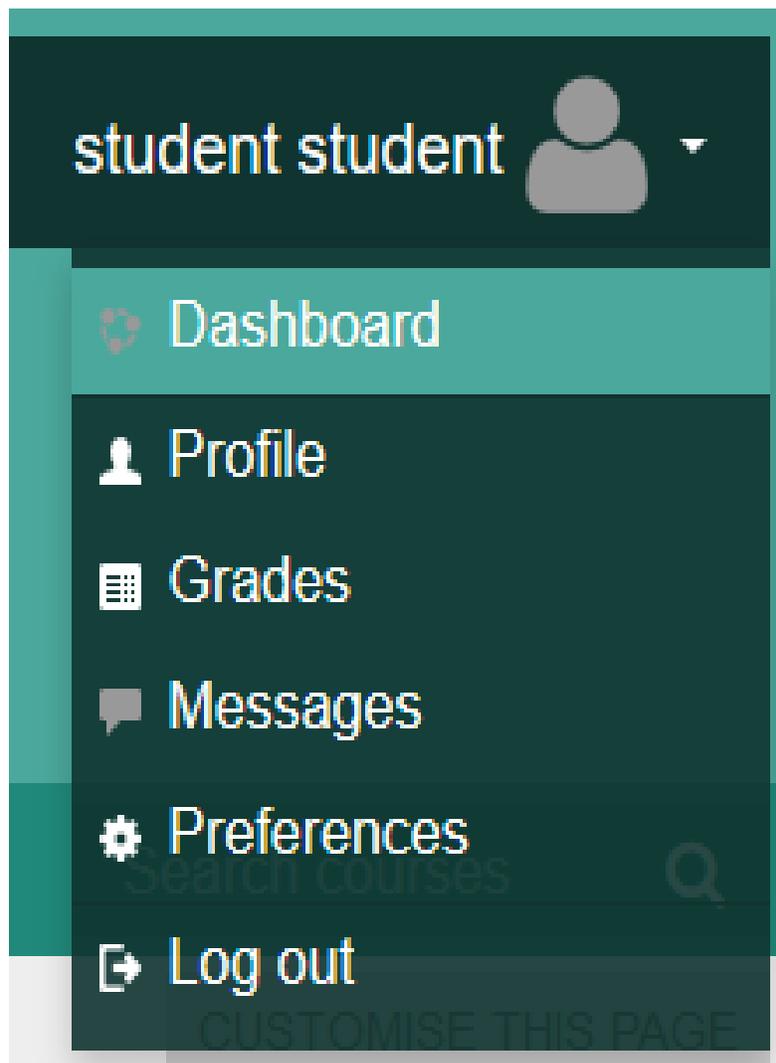
fig (5.1.1)

5.1.1 Profile :

This section (Edite profile) is explain before.

5.1.2 Grades:

- When you click on grades, anther page will appear show all subjects that teacher enroll in it, you can open each subject

- when you open any subject "Grader report" appear, show all participants.

5.2.3. Message:

When you click on 'message "anther page will appear show all message from all user in different subjects.

5.1.4.Preferences

The Preferences page gives users quick access to various settings they might wish to edit. It can be accessed directly from the user menu top right. What is displayed on the Preferences page may vary according to the permissions of each individual.

- You can edit you profile from "**Edit profile"**
- You can change password from **"Change Password"**
- You can control in time display format (24hr ,12hr) and start day in week from Calendar preferences
- You can Prevent non-contacts from messaging me.
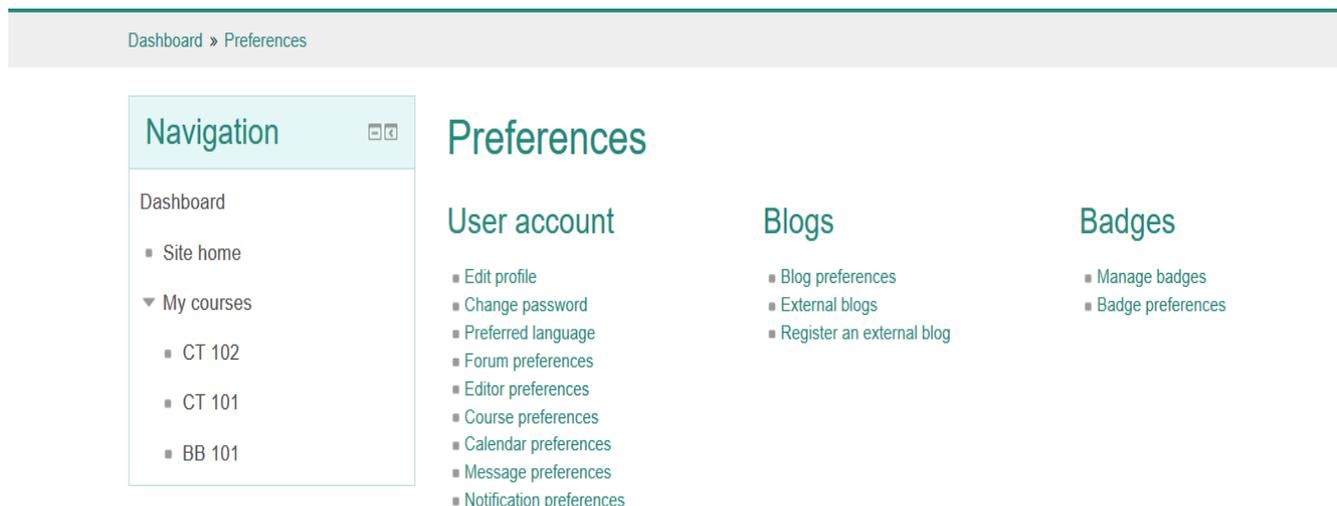
Dashboard » Preferences

Navigation

Dashboard
- Site home
- ▼ My courses
  - CT 102
  - CT 101
  - BB 101

Preferences

User account
- Edit profile
- Change password
- Preferred language
- Forum preferences
- Editor preferences
- Course preferences
- Calendar preferences
- Message preferences
- Notification preferences

Blogs
- Blog preferences
- External blogs
- Register an external blog

Badges
- Manage badges
- Badge preferences

5.2.Blocks:

Blocks are items which may be added to the left or right or Centre column of any page in PUA(LMS).

There are two type of blocks:

- fixed blocks (can't remove from dashboard), In PUA(LMS) there are one fixed bocks is "Navigation block".
- Add / remove blocks.
  - You can add bocks from "Add blocks" from add block
  - You can remove blocks by click on icon that found in each blocks then delete Block.

Fig (5-2)

Personal Dashboard contain six blocks (by default):

1. Navigation blocks contain:
   - Dashboard.
   - Sit home: when you click it you will return to home page
   - My courses: contain courses
2. Private files.
3. Online users
4. Calendar
5. Upcoming events
6. Course overview

You can add or remove blocks from dashboard

Customise Dashboard

Each block has 2 icons :

- First icon for hide block
- Second icon for Duck block
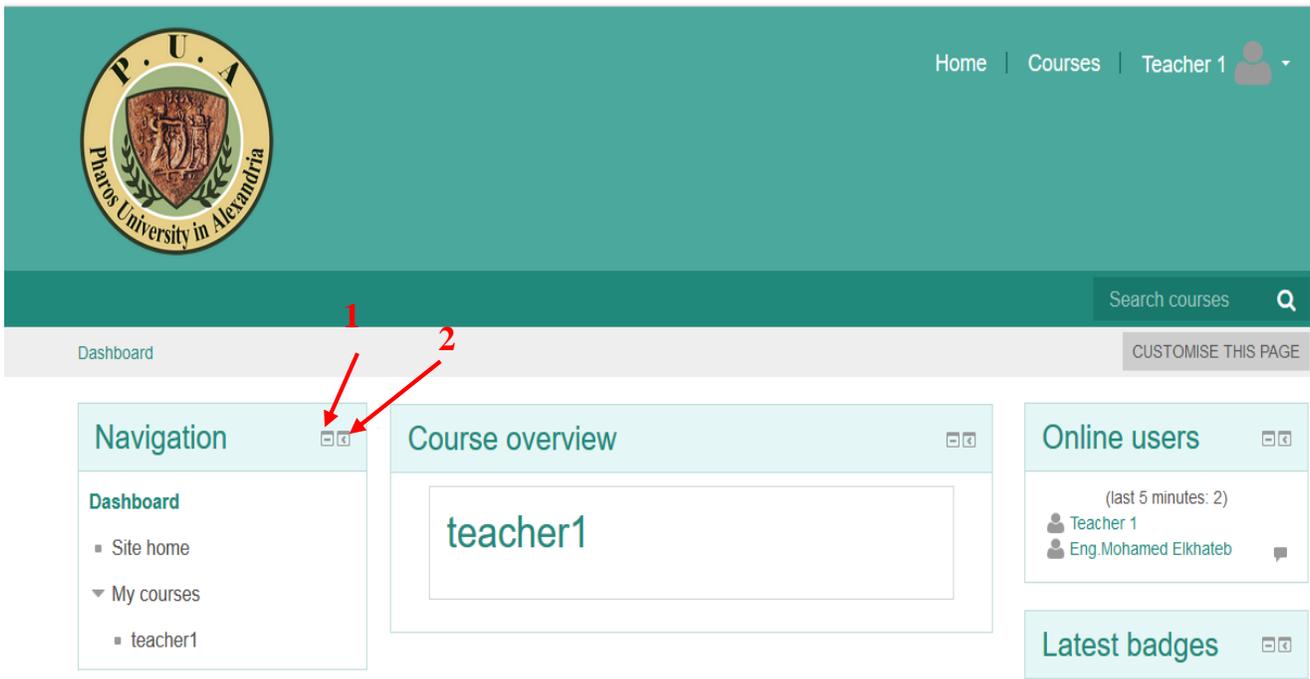
- When Click on icon (1) :

Navigation block is hide to expand it click

- When Click on icon (2) :
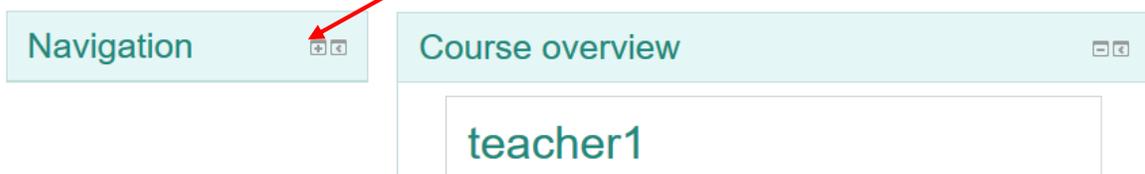
Navigation block is Duck
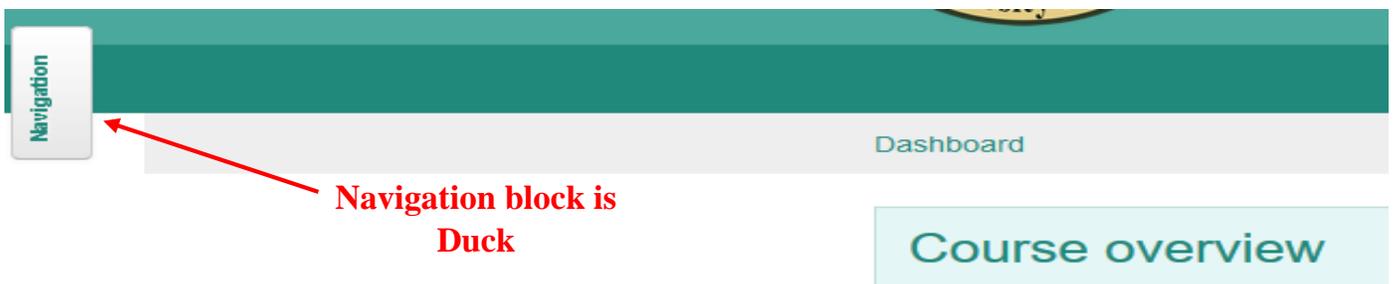
- To unduck navigation block click on (1)
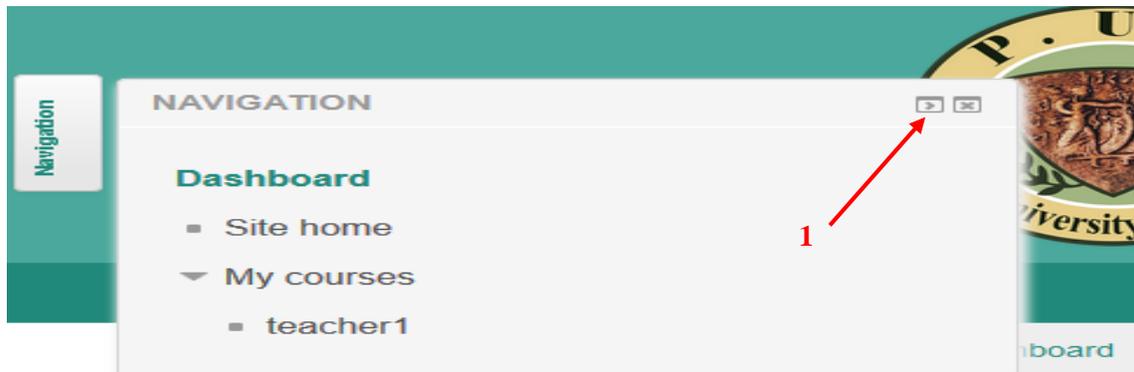
How to Add or Delete any block

1- Click on Customise this page button **(1)**
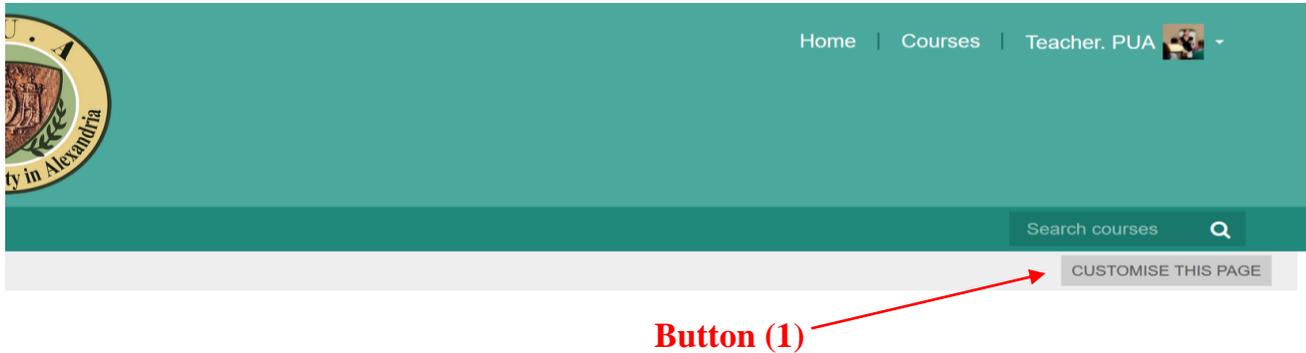
Button (1)

2- Anther two Buttons will appear :

- Resst page to default → Return page to defult.   **(Button 2)**
- Stop Customing this page → click when you finished **(Button3)**

Button (2)   **Button (3)**
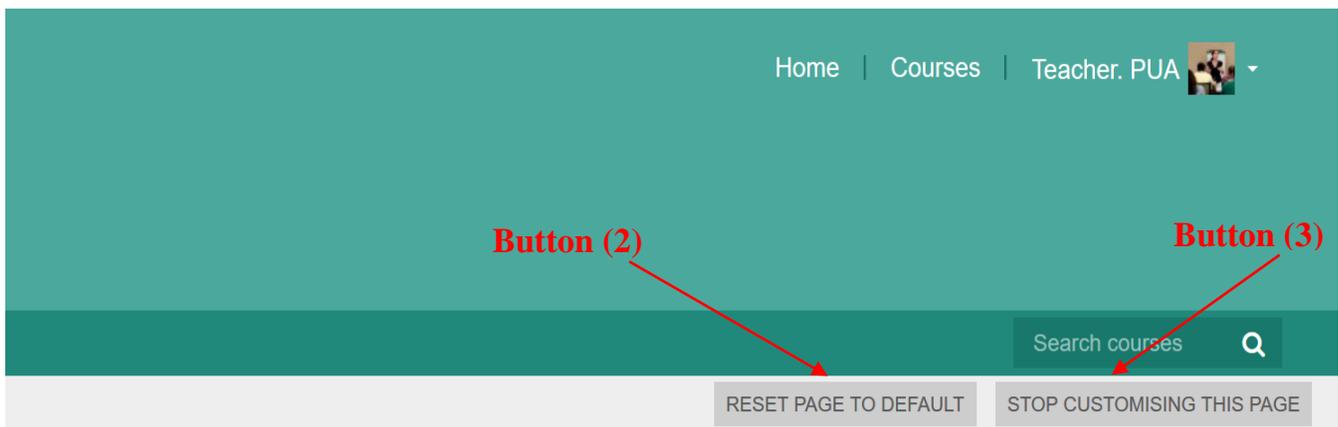
3- When click on button (1) two icons will appear in each block   Icon (1) , Icon(2)

Icon (1)   **Icon (2)**
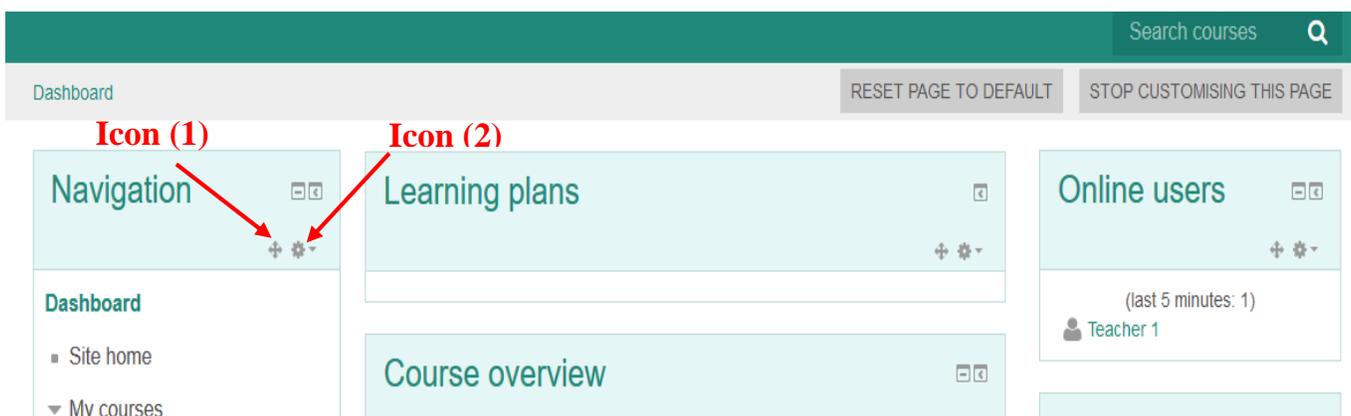
Icon (1) : Drage and Drop Blocks .

Icon (2) :When openthis icon you will find three options :

- Configure block :when open it you can control block postision in dashbord
- Hide block : to hide certain block from dashbord
- Delete block : to delete certain block from dashbord , you can add it again in dashbord from "Add block"
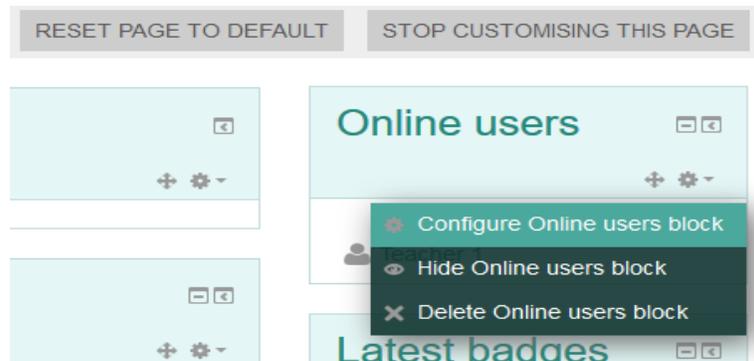
Note : Only navigation and administration blocks are fixed block we cant delete from dashbord
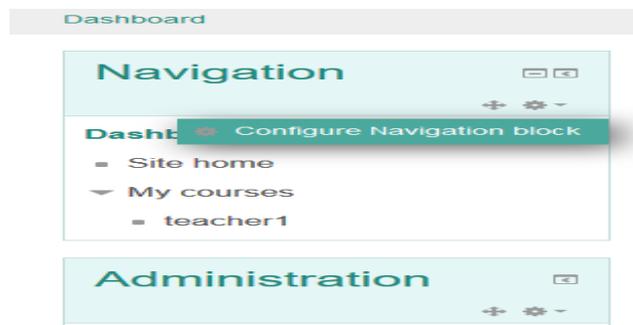
To Add any block :

After you click on "Customise this page" Add block will Appear in dashbord then select any bock you need from drop down list
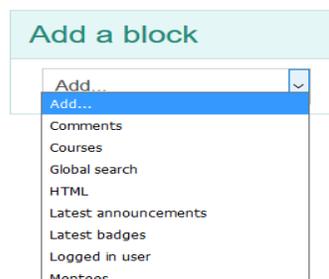
5.2.1. Navigation Block:

The Navigation block is fixed block. It contains an expanding tree menu which includes My Home (Dashboard), Site home that return you to home page, My Courses This expands to show courses the user is enrolled in.
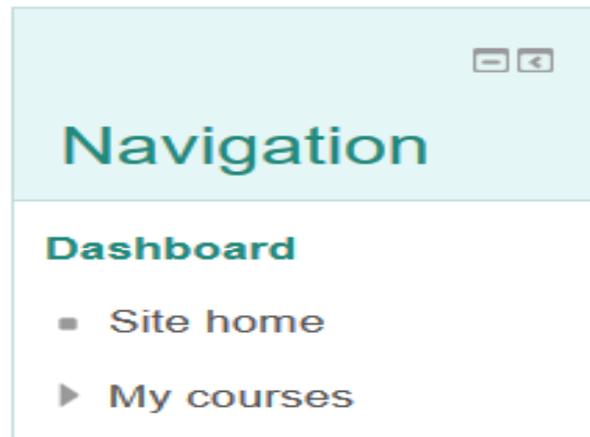
5.2.2. Private files:

The private files block enables access to a user's private files area.

How to upload files in private files?

- Click on Manage private files this page will appear

Files   Maximum size for new files: 100MB, overall limit: 100MB

1

► 📁 Files

You can drag and drop files here to add them.

SAVE CHANGES   CANCEL

- Then click in icon (1)

File picker

Recent files
Upload a file
URL downloader
Private files
Wikimedia

Search for:

Max image width (px):   1024

Max image height (px):   1024

SUBMIT
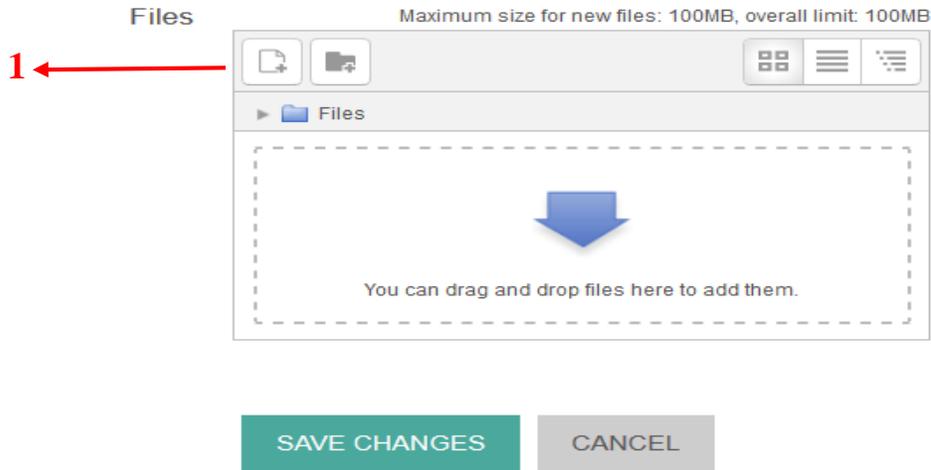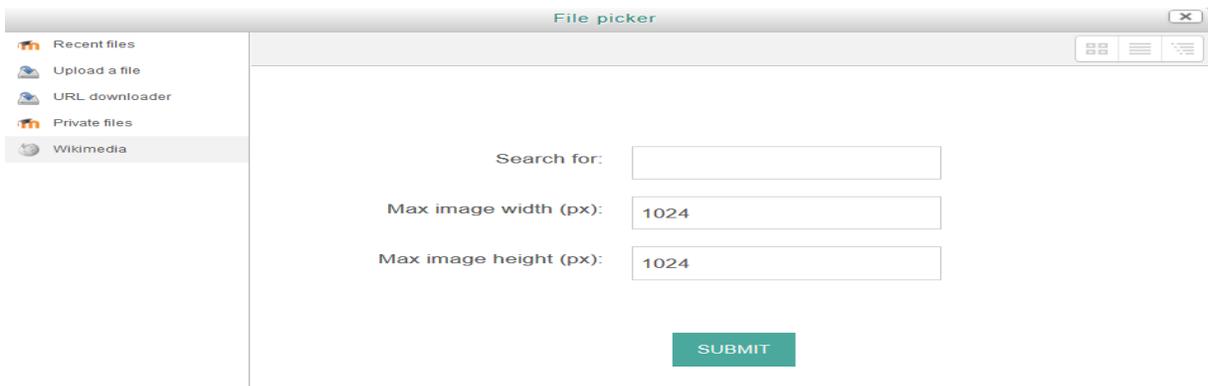
- Then upload file from

5.2.3. Online users:

The Online users block shows a list of users who have been logged into the current course.

Online users

(last 5 minutes: 4)
student1 pharos
sheren Sherif
Teacher. PUA
Student Test
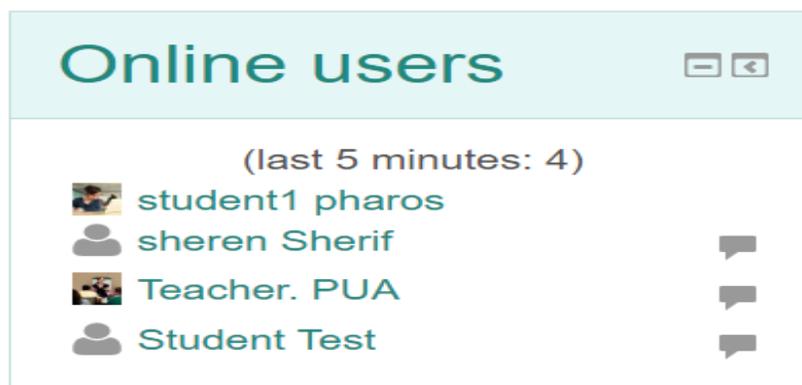
5.2.4. Calendar:

The Calendar block displays the following events:

- Course (event viewable only to course members - created by teachers)
- Groups (event viewable only by members of a group - created by teachers)
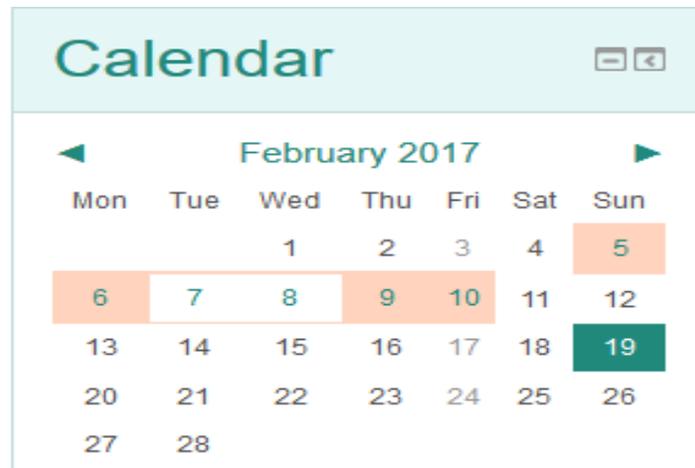
5.2.5. Upcoming events:

The Upcoming events block displays future events in a summarized list

Events are generated directly from the calendar and/or activity deadlines, providing a link to full details or directly to the activity. There are also links to Go to calendar... and add a New Event.

5.2.6. Course overview:

The Course overview block is visible on a user's My home page and shows a list of all courses and all event in this course in which a user is enrolled/has an assigned role.
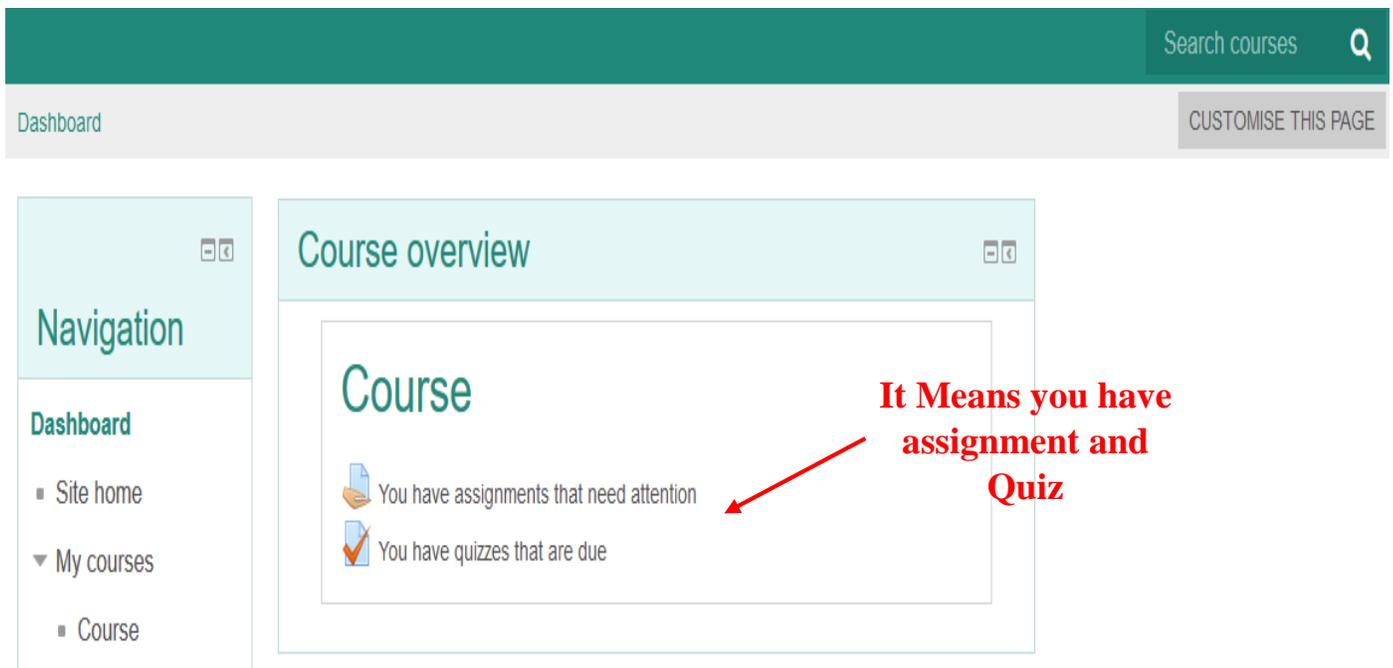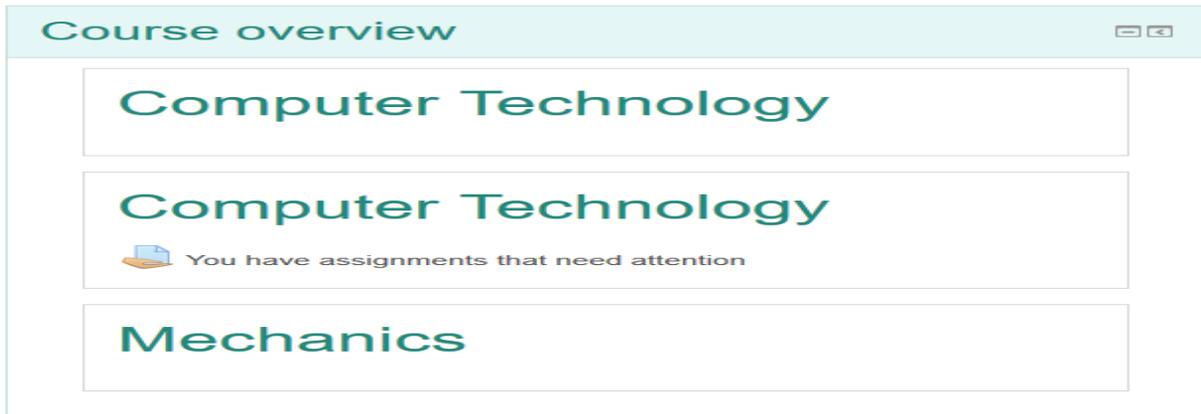
6. **How to work with course**

A course in PUA(LMS) is an area where an Instructors will add resources (File ex: pdf, word, …., folder, book, URL, ……) and activities (assignment, quiz, vote, questioner…....) for their students to complete. It might be a simple page with downloadable documents or it might be a complex set of tasks where learning progresses through interaction

Click on my course to show all courses enrolled
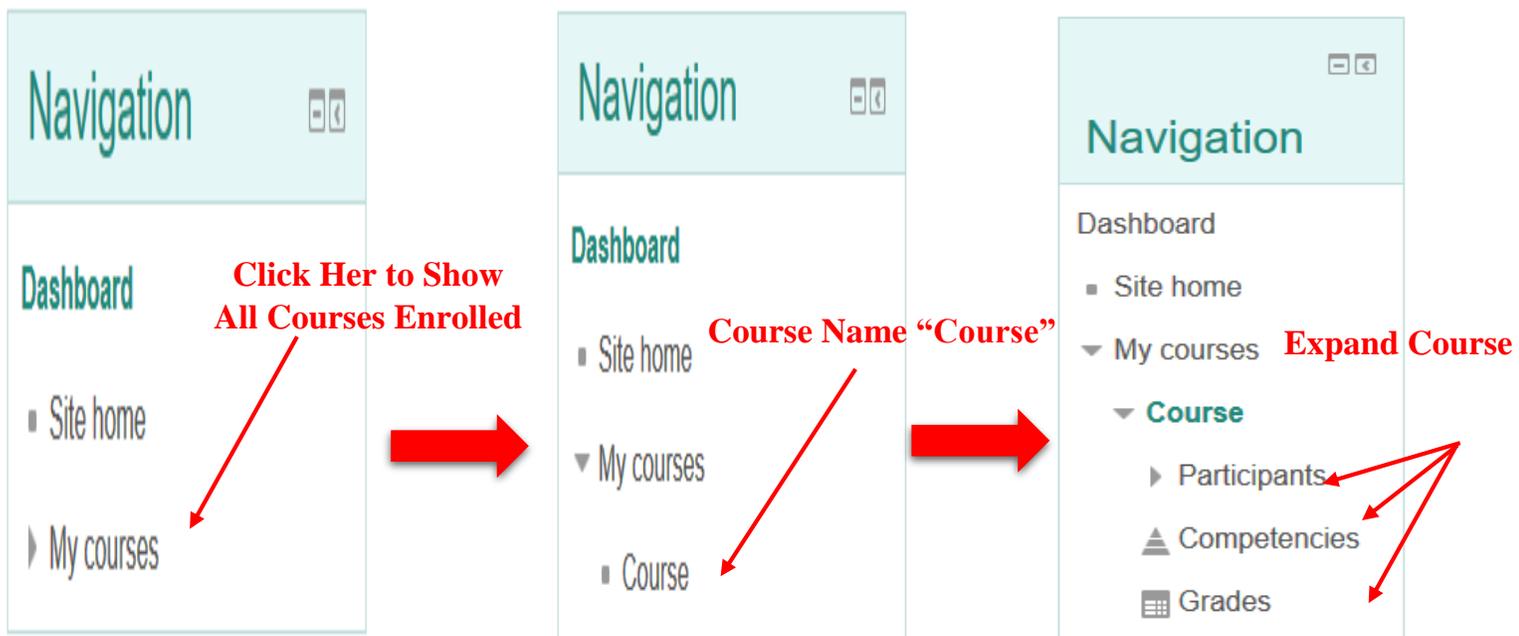
Participants:

Participants are the teachers and students who are part of a course. The list of participants can be seen by clicking the *Participants* link in the Navigation block

6.1. Standard course formats

Instructor can change course format when he created courses, it will be appearing with four different format

- **Weekly format**

The course is organized week by week, with a clear start date and a finish date. PUA(LMS) will create a section for each week of your course.

- **Topics format**

The course is organized into topic sections that a teacher can give titles to. Each topic section consists of activities, resources and labels.

- **Social format**

This format is oriented around one main forum, the social forum, which appears listed on the main page. It is useful for situations that are more free form. They may not even be courses. The Moodle Lounge is an example of a social format course.

Click her to start discussion

Select Suitable Display
Replay, then click replay

Click her to replay
discussion

Search courses   Q

Dashboard » My courses » Course » Social forum » Discussion 1 » Reply

Navigation

Dashboard
- Site home
- ▼ My courses
  - ▼ Course
    - ▶ Participants
    - ▲ Competencies
    - ▦ Grades
    - 🔲 **Social forum**

Administration

▼ Forum administration
- Optional subscription
- Subscribe to this forum

Social forum

Discussion 1
by student student - Tuesday, 9 May 2017, 12:37 PM

Discussion 1

Permalink

This Page Will Appear, You Can Replay and Upload Files

▼ Your reply

Subject*   Re: Discussion 1

Message*
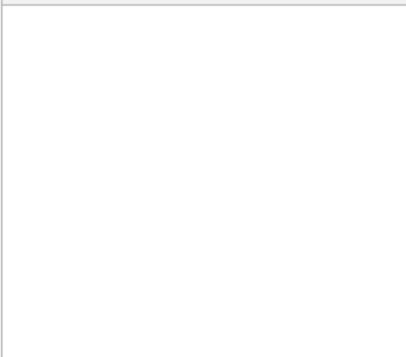
Discussion subscription ☑

Attachment   Maximum size for new files: 100MB, maximum attachments: 1

▶ 📁 Files

You can drag and drop files here to add them.

POST TO FORUM   CANCEL
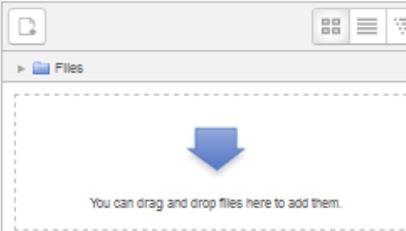
There are required fields in this form marked *.

- **Single activity format:**

The single activity format only has 1 section, and allows the teacher to add one activity only to the course. When the single activity format is selected, a drop down menu appears for the teacher to choose the activity they wish to use. (some activity like create Book)
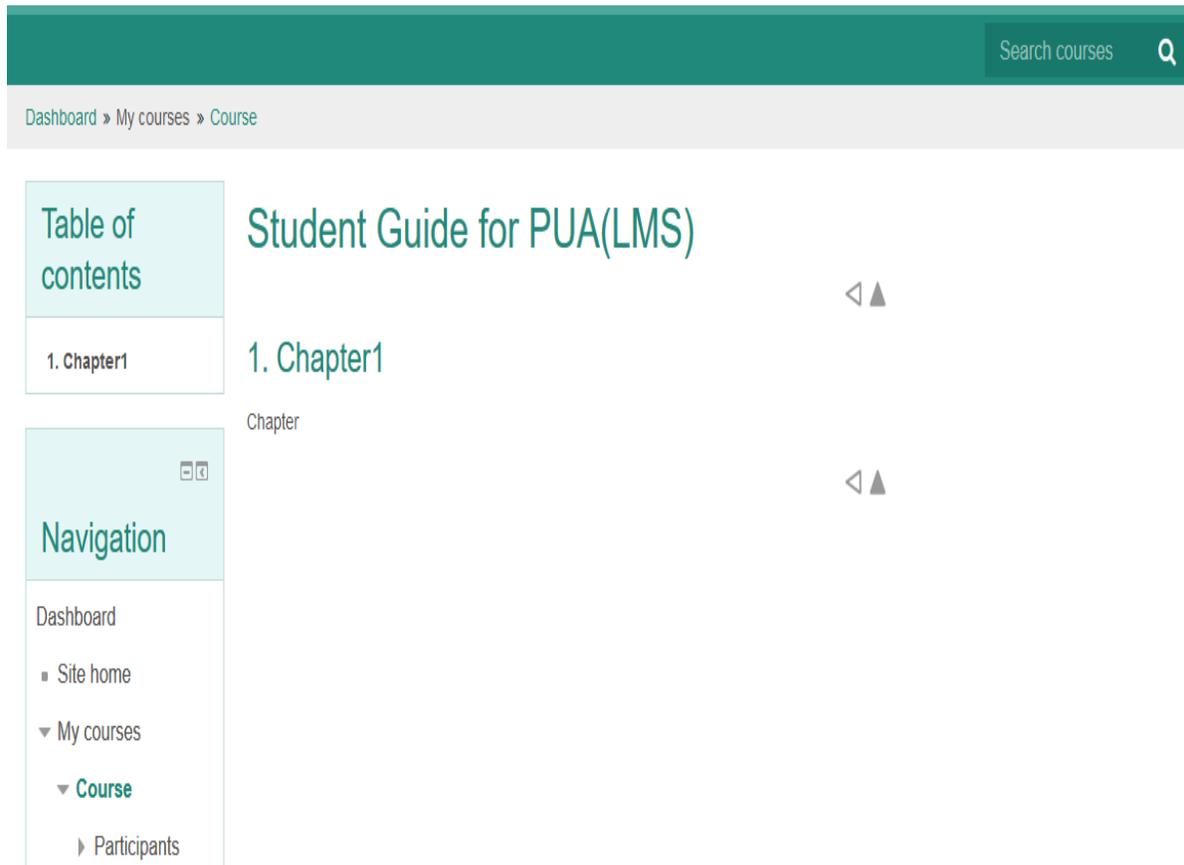
6.2. Course

Courses that format (Weekly Format or Topically Format) are Consist of:

- Announcements. *(it is option for Instructor when start create course, may be found or not)*
- Weeks or Topics.

6.3. Announcements

Announcements (formerly known as News forum) is a special forum for general announcements. A course may only have one Announcements or more or not found at all, it depends on instructor when he creates course. This forum is automatically created for each course. By default, it is placed in the top of the central section.

6.4.Weeks or topics

Weeks and Topics Contain Activity and Resources

- Files
- Folder
- Assignment
- Quiz
- Vote

6.4.1.Working with files

PUA(LMS) provides an easy way for a teacher to present materials to their students. These materials may take the form of files such as word-processed documents or slideshow presentations. The materials can be displayed on the page either as individual items or bundled together inside folders. One teacher might for instance wish to share a single research document in pdf format

Most types of files can be uploaded and accessed through PUA(LMS)

6.4.2. Working with Folder

A folder allows a teacher to display several course resources together. The resources may be of different types and they may be uploaded in one go, as a zipped folder which is then unzipped, or they may be added one at a time to an empty folder on the course page.
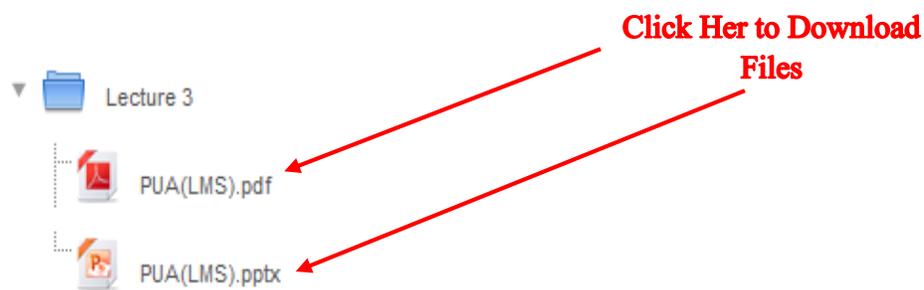
6.4.3.Assignment

The assignment activity provides a space into which students can submit work for teachers to grade and give feedback on. This saves on paper and is more efficient than email. It can also be used to remind students of 'real-world' assignments they need to complete offline, such as art work, and thus not require any digital content.

31 May - 6 June

Assignment 1

Click Her to Start Assignment   1

Dashboard » My courses » Course » 31 May - 6 June » Assignment 1

Navigation

Dashboard
- Site home
- My courses
  - Course
    - Participants
    - Competencies
    - Grades
    - 31 May - 6 June
      - Assignment 1

Assignment 1

Assignment 1.docx

Click Her to Download Assignment   2

Submission status

Submission status	No attempt
Grading status	Not graded
Due date	Saturday, 20 May 2017, 9:00 AM
Time remaining	9 days 19 hours
Last modified	-
Submission comments	▶ Comments (0)

3

Submission

ADD SUBMISSION

Make changes to your submission

Assignment (Submission) types:

Students can type directly into PUA (LMS), upload files or add media. The options are in the Submission types section and if you don't see a particular option, get the admin to check the Site administration settings in Assignment settings documentation.

Online text:

Text typed into the Atto editor is automatically saved and the teacher can set a word limit which will display a warning if students exceed it.

File submissions:

Students can upload files of any type. The teacher can specify the maximum number of files which may be uploaded and a maximum size for each file.

Students may be able to add a note (comment) to their teacher when the submit their work

After you click "Save Changes" this page will appear

On Line Text

File uploaded
(File Submission)

6.4.4.Quiz

The **Quiz** activity allows the teacher to design and build quizzes consisting of a large variety of Question types, including multiple choice, true-false, short answer and drag and drop images and text. These questions are kept in the Question bank and can be re-used in different quizzes.

When you click Attempt Quiz Now

Click her to start "Attempt"

Click her to go Next Question

Time lift for Quiz , it become red when

There is different type of Quiz

For Example:

- Multi choice

- Drag and Drop text:

- Short Answer

- Choice:

After you finished attempt "Summary of attempt" is appear

Dashboard » My courses » Course » 31 May - 6 June » Quiz » Summary of attempt

Quiz navigation

| 1 | 2 | 3 | 4 |
| 5 |

Finish attempt ...

Quiz

Summary of attempt

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

If you want to return attempt, click her → RETURN TO ATTEMPT

Time left **0:16:20**

This attempt must be submitted by Wednesday, 10 May 2017, 3:42 PM.

If you want to finished Quiz, click her → SUBMIT ALL AND FINISH

Conformation message will appear

Confirmation

Once you submit, you will no longer be able to change your answers for this attempt.

SUBMIT ALL AND FINISH ← Click her

CANCEL

All question and their answer will appear

In the end of the page click "Finish review" to end review

Click her

After that this report will Appear, the report explains all data about Quiz (start, end date, time allow, repot show number of attempt and marks)

Dashboard » My courses » Course » 31 May - 6 June » Quiz

Navigation

Dashboard
- Site home
▼ My courses
  ▼ Course
    ▸ Participants
    ▵ Competencies
    ▦ Grades
    ▼ 31 May - 6 June
      ☑ **Quiz**

Quiz

This quiz opened at Wednesday, 10 May 2017, 11:22 AM

This quiz will close at Thursday, 11 May 2017, 12:22 PM

Time limit: 30 mins

Grading method: Highest grade

Summary of your previous attempts

Attempt	State	Marks / 41.00	Grade / 10.00	Review
1	Finished Submitted Wednesday, 10 May 2017, 3:32 PM	33.83	8.25	Review

Highest grade: 8.25 / 10.00.

RE-ATTEMPT QUIZ