

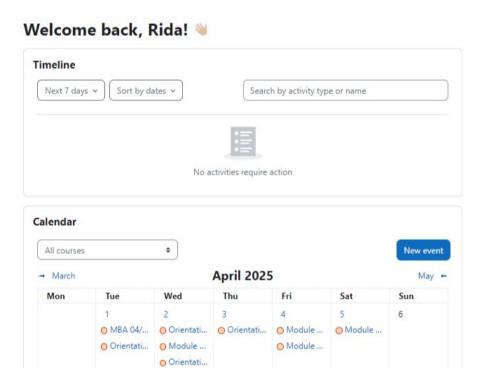
# Moodle Tutorial for Students: Easy Guide to Get Started

- 1. To access your Moodle, kindly click on the "Student Login" link which has been provided to you via email or https://ibesuni.fr/lms/login/index.php
- 2. You can then proceed to enter your username and password in the provided fields.



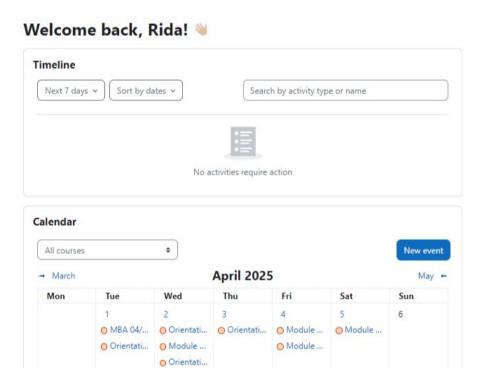
#### 3. This will then be redirected you to the Moodle Dashboard.





#### 3. This will then be redirected you to the Moodle Dashboard.





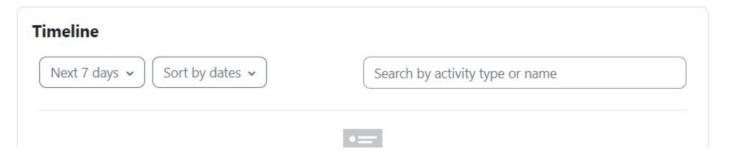
#### 4. At the top, you will notice the "My Courses" option available for you to access.



Home Dashboard My courses Student ID Card

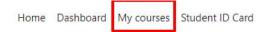


#### Welcome back, Rida! \*\*



### 5. By clicking on your enrolled course, you will be able to access and view the course material, resources, and assessments.

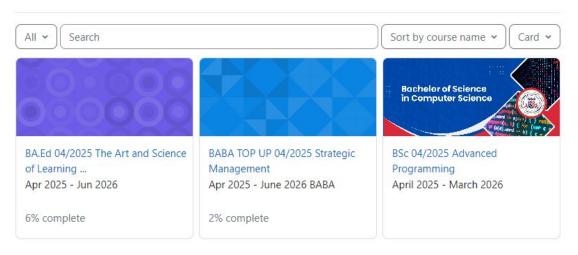




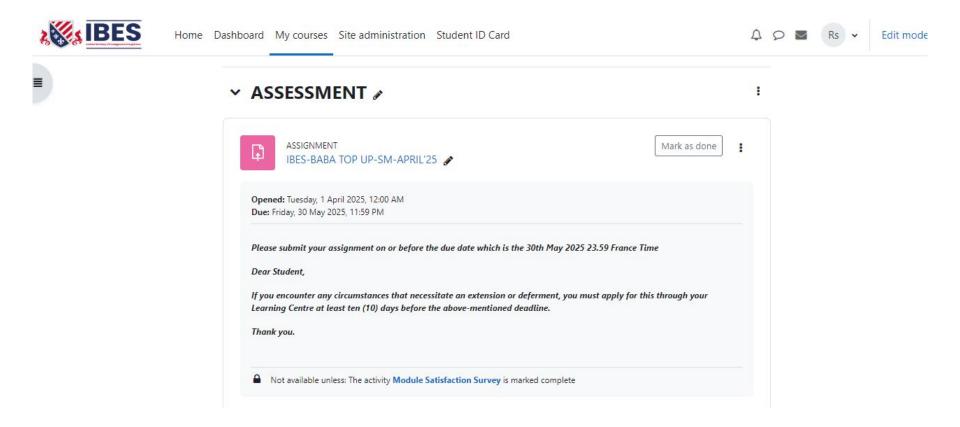


#### My courses

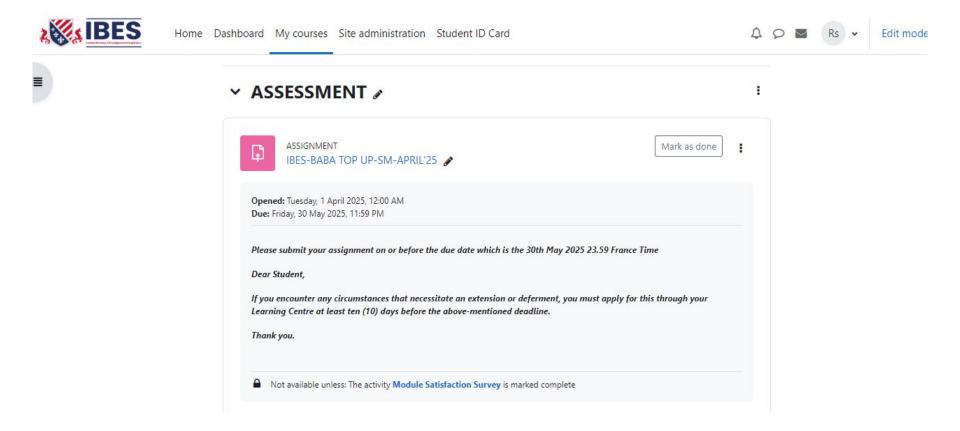
#### Course overview



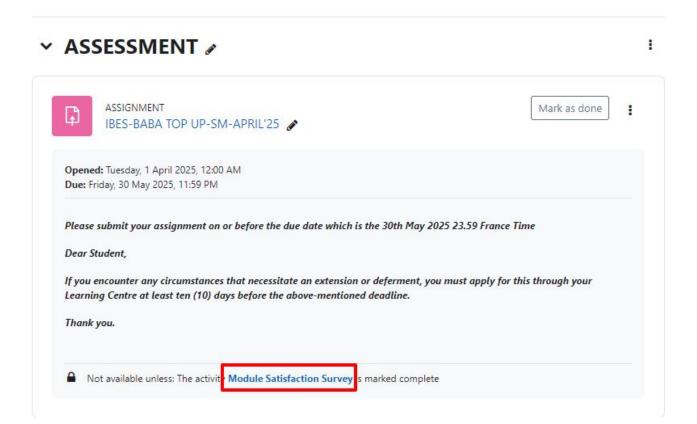
### 6. The Assignment Question (AQ) can be found on the course page, under the Assessment folder/tile



# 7. You can see a lock icon here, which indicates that you must first complete the Module Satisfaction Survey before you are able to submit the assignment



### 8. You need to click on the Module Satisfaction Survey link, and you will be redirected to the survey page



#### 9. Here You have to "ANSWER THE QUESTIONS"



Dashboard My courses Student ID Card









Dear Student,

We value your feedback and are committed to improving your learning experience at IBES. Your responses will help enhance our academic policies, teaching methods, and overall course delivery.

This survey will take only a few minutes, and your responses will remain confidential in accordance with Data Protection and Privacy Laws.

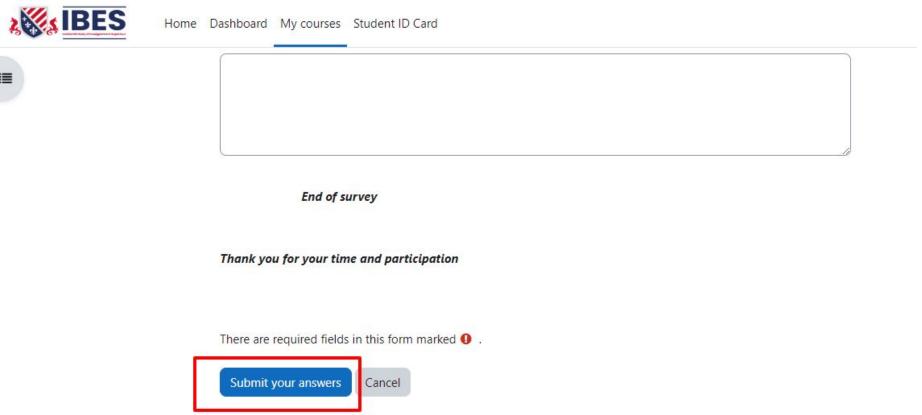
Thank you for your participation!

Preview questions

Answer the questions



# 10. It is essential to answer all the questions and click on 'Submit Your Answers' to complete the survey.



#### 11. After that, you will be able to access your assignment



Opened: Tuesday, 1 April 2025, 12:00 AM

Due: Friday, 30 May 2025, 11:59 PM

Please submit your assignment on or before the due date which is the 30th May 2025 23.59 France Time

Dear Student,

If you encounter any circumstances that necessitate an extension or deferment, you must apply for this through your Learning Centre at least ten (10) days before the above-mentioned deadline.

Thank you.

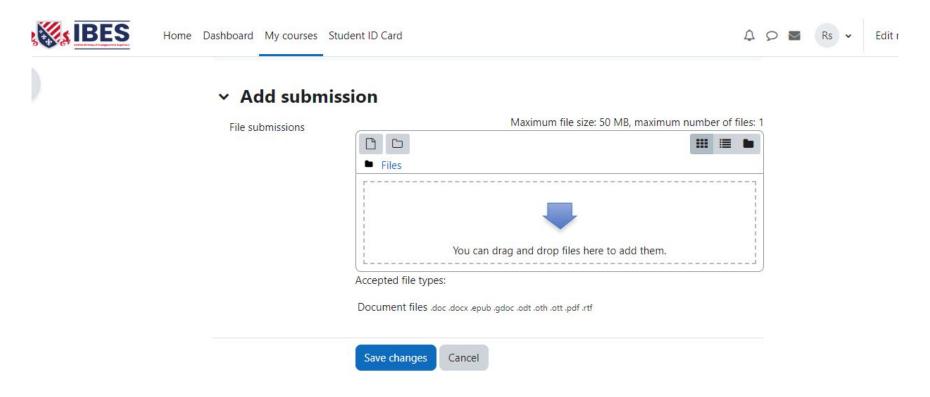
### 12. Upon clicking the Assignment link, you will be directed to the submission area. Once there, select the "Add Submission" option.

Add submission

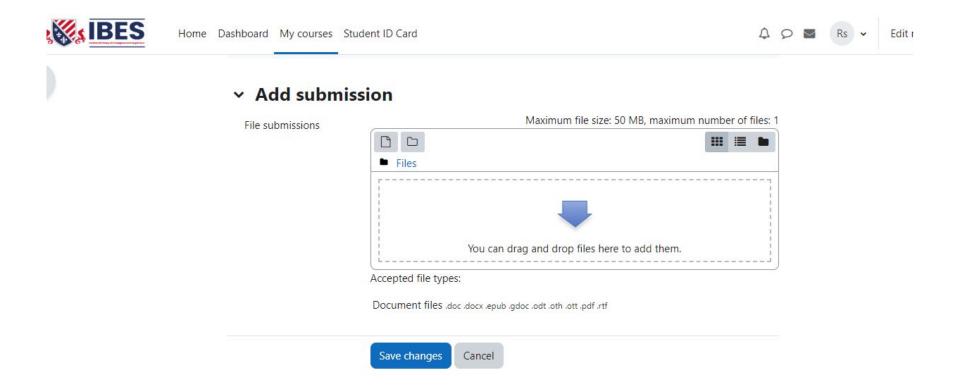
#### **Submission status**

Attempt number	This is attempt 1.		
Submission status	No submissions have been made yet		
Grading status	Not graded		
Time remaining	47 days 7 hours remaining		
Last modified	-		
Submission comments	Comments (0)		

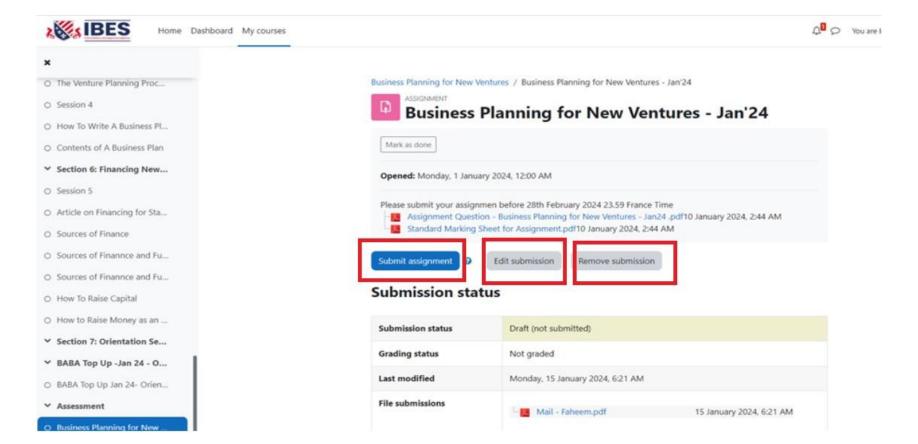
# 13. Please ensure that you submit your file in the required format of PDF or Word Document ONLY. Remember, you are allowed to submit only ONE attachment.



#### 14. Don't forget to click on the "Save Changes" button



### 15.Once you have saved the document, it will be stored as a "Draft". In the provided screenshot below, you will notice three options highlighted in red boxes:

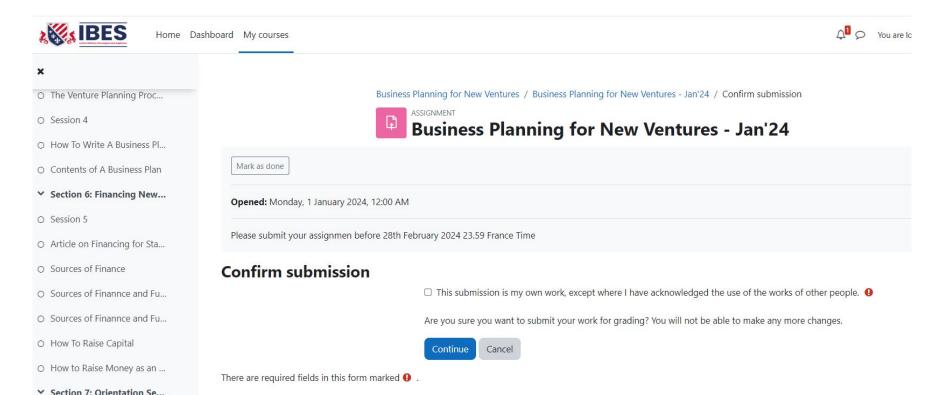


Submit Assignment: By selecting this option, you will be prompted to a declaration box. To successfully complete the submission within the deadline, you must tick the box and submit.

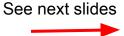
Edit Submission: If you choose to edit your submission, you will be prompted to upload a corrected PDF or Word file.

Remove Submission: Clicking on this option will delete your submission before the deadline.

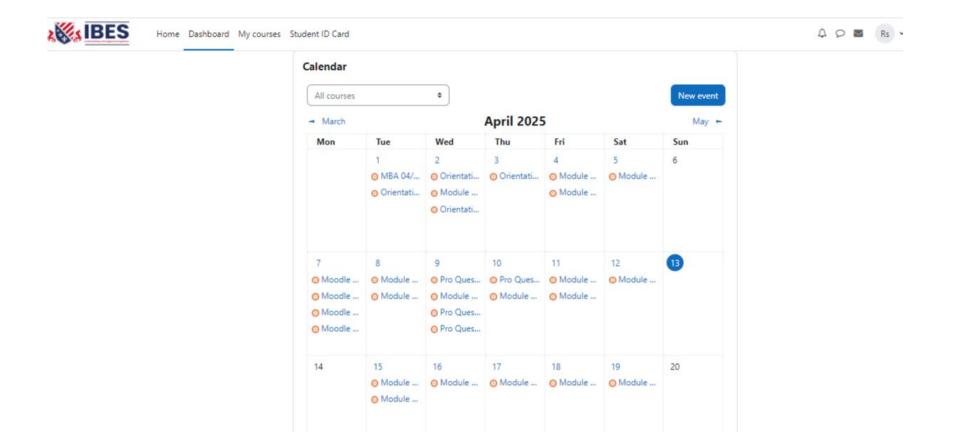
16. In order to complete the submission within the deadline, it is mandatory for the student to click on the "Submit Assignment" button. Any Draft submission will not be considered as submitted, but rather as a non-submission, which will require the student to Resit the assignment.



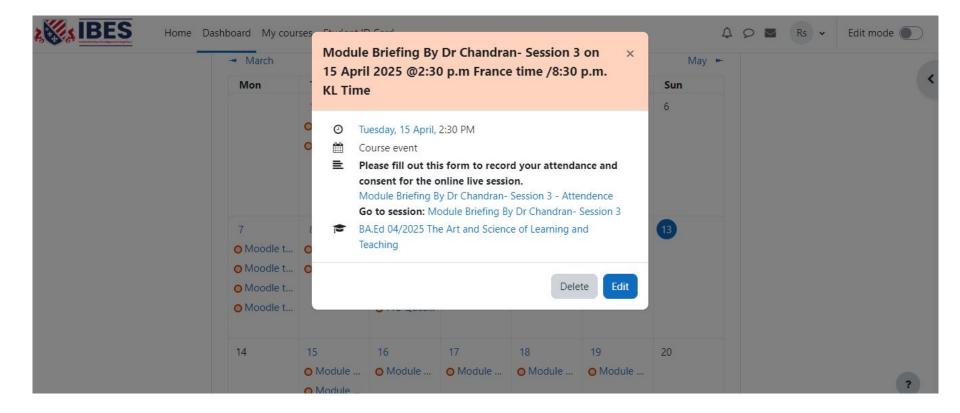
### **How to join the Online Sessions?**



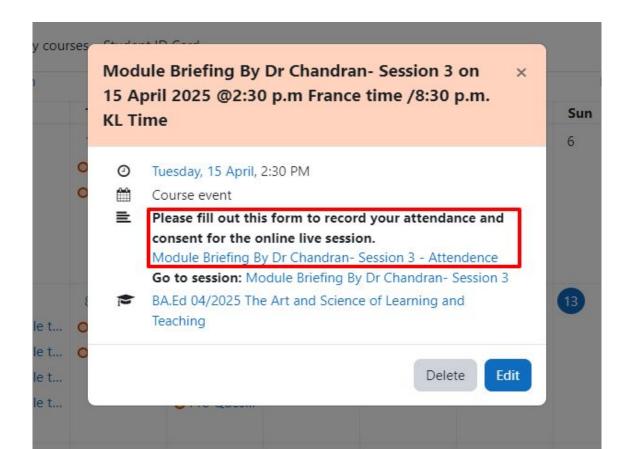
#### 1. You can view your scheduled sessions in the calendar block.



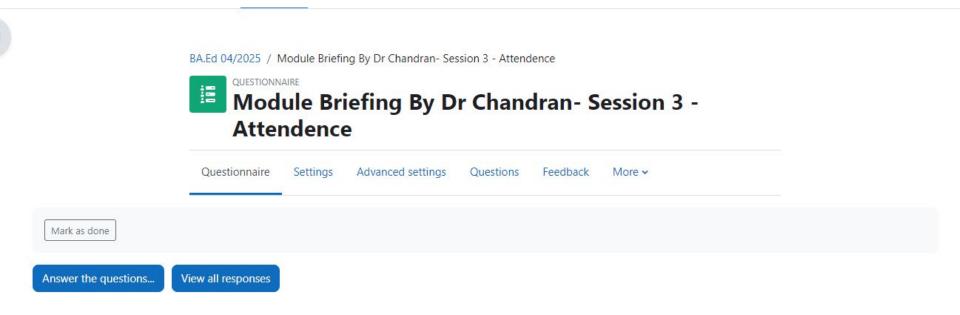
#### 2. By clicking on a session, you can view its detailed information.



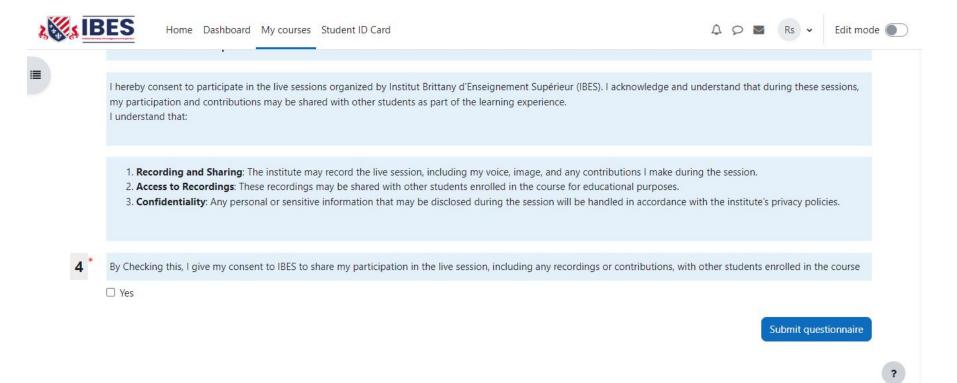
3. Please note that you must first complete your attendance by accessing the attendance link before you can join the session.



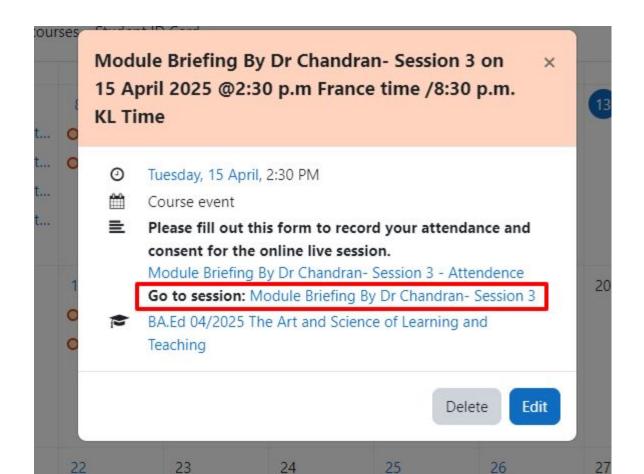
4. By clicking on the attendance link, you will be redirected to a dedicated page where you'll need to answer a few questions to complete your attendance.



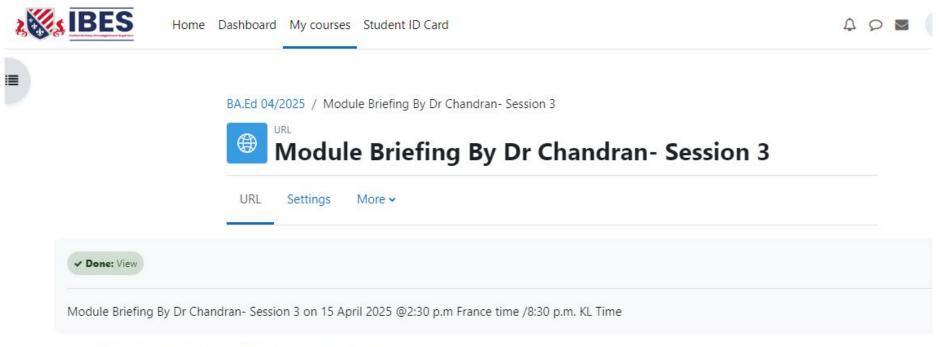
### 5. After answering the questions, it is mandatory to click on the "Submit Questionnaire" button to complete the process.



#### 6. Only after submitting the questionnaire will you be able to join the session.

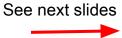


### 7. By clicking on the session link, you will be redirected to a dedicated page where you will click on the session link and will be able to join.

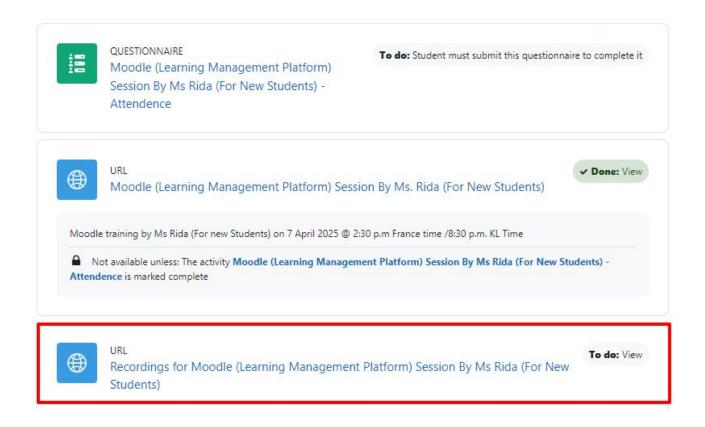


Click https://live.alzoedutech.uk/rooms/yij-64h-akw-45w/join link to open resource.

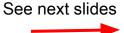
### How to view the recordings?



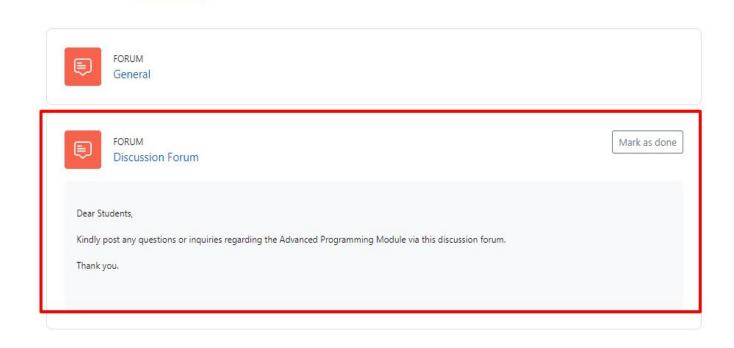
1. The recording URL will be placed right below the session link. You just need to click on it, and you will be redirected to the recording.



### How to view and reply under Discussion Forum?



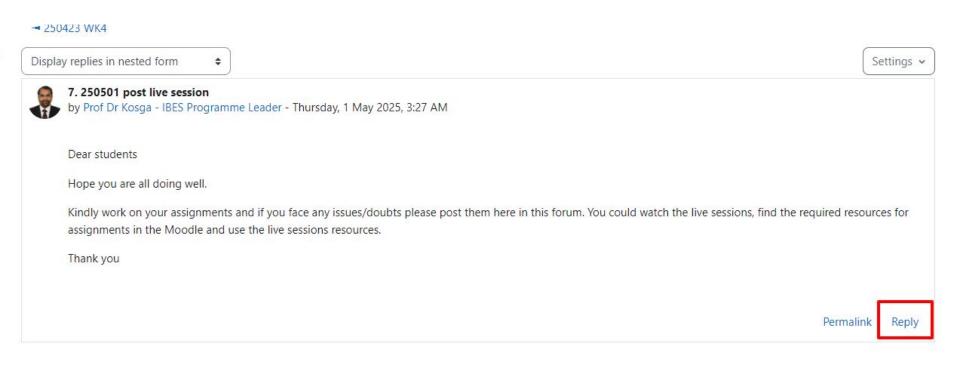
1. You need to click on the Discussion Forum activity, which is located at the top of your course page.



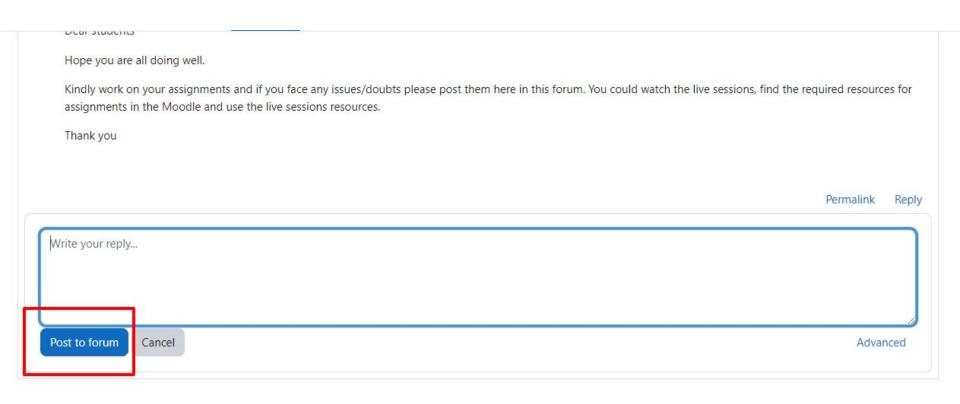
# 2. Once you click on it, an interface like this will appear, where you can view the discussion topics posted by your teacher

	Discussion	Group	Started by	Last post ↓	Replies	Subscribe	
☆	7. 250501 post live session	HOPKINS	Prof Dr Kosga - I 1 May 2025	Prof Dr Kosga - I 1 May 2025	0		:
☆	250423 WK4	HOPKINS	Prof Dr Kosga - I 23 Apr 2025	Prof Dr Kosga - I 23 Apr 2025	0		i
☆	5. 250417 WK 3	HOPKINS	Prof Dr Kosga - I 17 Apr 2025	Prof Dr Kosga - I 17 Apr 2025	0		:
☆	250414 – videos123	HOPKINS	Prof Dr Kosga - I 15 Apr 2025	Prof Dr Kosga - I 15 Apr 2025	0		:
☆	250414 – videos	HOPKINS	Prof Dr Kosga - I 15 Apr 2025	Prof Dr Kosqa - I 15 Apr 2025	0		:
☆	for week 2 250411	HOPKINS	Prof Dr Kosga - I 11 Apr 2025	Prof Dr Kosqa - I 11 Apr 2025	0		:
			△ D( D V 1	△ D4 D-1/ 1			

# 3. If you want to participate in a discussion on any topic, you'll need to click on that topic. There, you will find a reply option



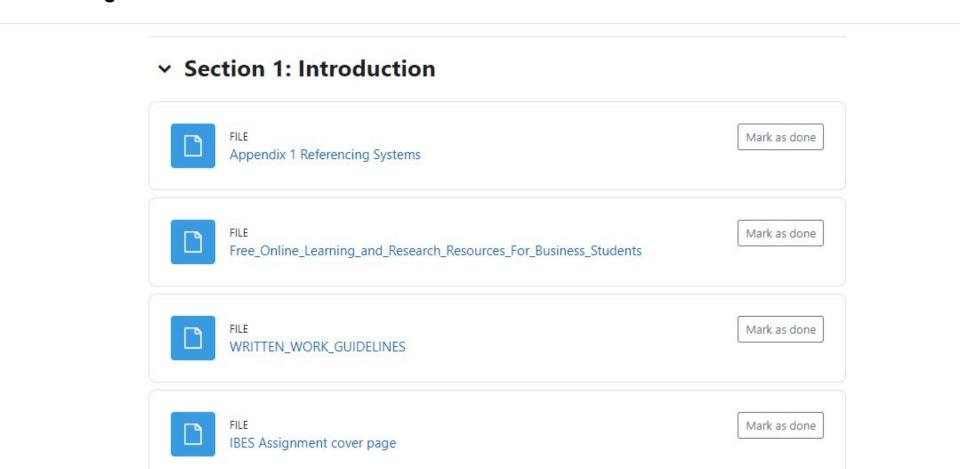
# 4. When you click on "Reply," a message box will appear where you can type your response. After writing your reply, click on "Post to forum" to submit it



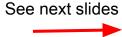
### **Introduction Content**



1. In the course, you can view the introduction content. These files can be opened by simply clicking on them.

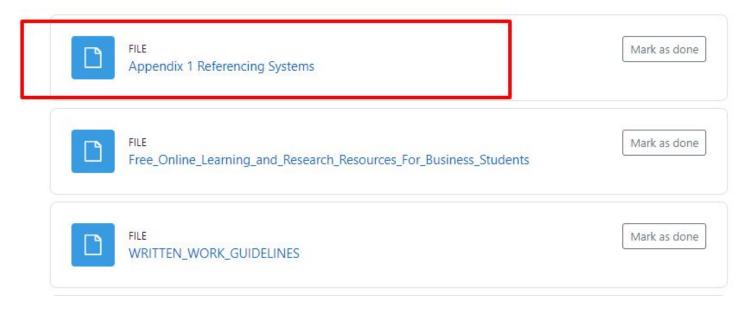


### How to view and download the resources?



1. You need to click on this resource link to access the content.

### Section 1: Introduction



2. When you click on it, you will see a link to the file. Just click on that link to open the file.

04/2025 Strategic Management / Appendix 1 Referencing Systems



### Appendix 1 Referencing Systems

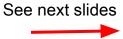
Mark as done

Click Appendix 1 Referencing Systems link to view the file.

## 3. After clicking, the file will open, and you can download it by clicking on the download icon.



## **How to see the Published grades?**



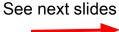
1. To view your published grades, you need to click on the "Grades" button.



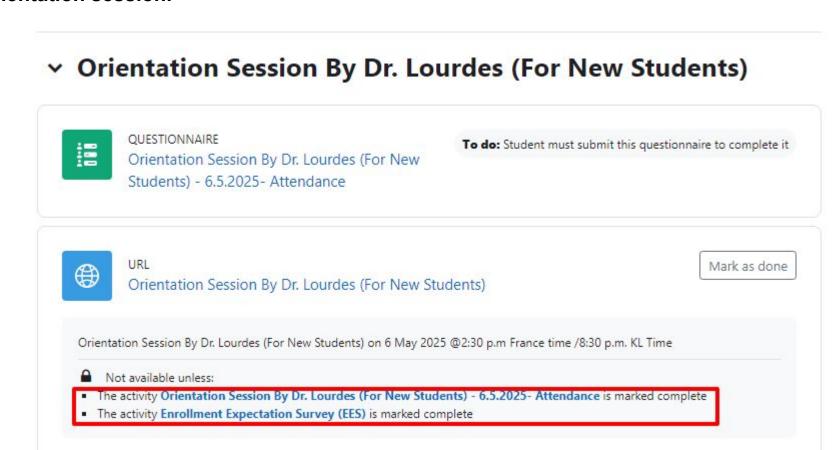
# 2. If your teacher has published your grades, an interface like this will appear, where you can view your grades.

ade item	Calculated weight	Grade	Range	Percentage	Feedback	Contribution to course total
■ BABA TOP 12/2024 E Commerce and Digital Econom	у					
BABA TOP UP-ECDE-DECEMBER'24- HOPKINS	100.00 %	75 % (Distinctions)	0-100	75 %		75 %
BABA TOP UP-ECDE-DECEMBER'24- FFC	0.00 % ( Empty )	-	0-100	-		0 %
BABA TOP UP-ECDE-DECEMBER'24-Audentes Education	0.00 % ( Empty )	-	0–100	la		0 %
BABA TOP UP-ECDE-DECEMBER'24-Direct entry	0.00 % ( Empty )	-	0–100	ā		0 %
Course total Include empty grades.	÷	75 % (Distinctions)	0–100	75 %		•

## How to join the orientation session?



1. To join the orientation session, you must complete both the Enrollment Expectations Survey and the Attendance Sheet. Only after completing these will you be able to join the orientation session.



## 2. To complete the Enrollment Expectations Survey, you will need to answer the given questions.



#### Dear Esteemed Student,

Greetings! We request your participation in this survey to provide us with valuable insights instrumental to shaping our understanding and improving our services. Your honest feedback is crucial in helping us enhance the quality of our offerings. We appreciate your time and willingness to participate in this survey. Rest assured that your responses will be treated with the utmost confidentiality. Thank you for being an integral part of our continuous improvement process.

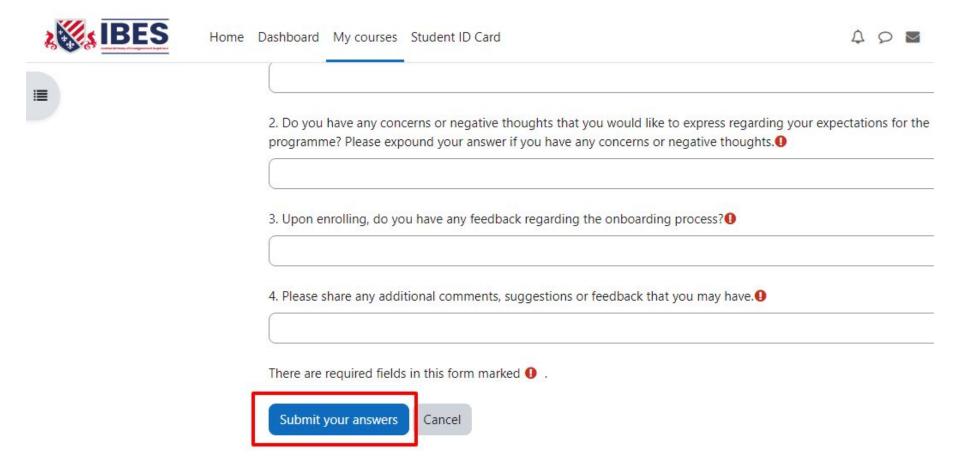
#### Personal Data Protection

Find further information about our GDPR here.

Preview questions

Answer the questions

# 3. After providing your answers, you will need to click on Submit your answers to complete the survey.



#### 4. To fill out the Attendance Sheet, you need to click on Answer the questions.

MBA LC May'25 / Orientation Session By Dr. Lourdes (For New Students) - 6.5.2025- Attendance

QUESTIONNAIRE

Orientation Session By Dr. Lourdes (For New Students) - 6.5.2025- Attendance

Students) - 6.5.2025- Attendance

Questionnaire

Answer the questions...

To do: Student must submit this questionnaire to complete it

Please fill out this form to record your attendance and consent for the online live session.

Answer the questions...

## 5. After filling it up, you must click on Submit Questionnaire to complete the attendance sheet.

#### **Consent to Share Participation in Live Sessions**

I hereby consent to participate in the live sessions organized by Institut Brittany d'Enseignement Supérieur (IBES). I acknowledge and understand that during these sessions, my participation and contributions may be shared with other students as part of the learning experience.

Lunderstand that:

- 1. Recording and Sharing: The institute may record the live session, including my voice, image, and any contributions I make during the session.
- 2. Access to Recordings: These recordings may be shared with other students enrolled in the course for educational purposes.
- 3. Confidentiality: Any personal or sensitive information that may be disclosed during the session will be handled in accordance with the institute's privacy policies.

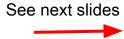
By Checking this, I give my consent to IBES to share my participation in the live session, including any recordings or contributions, with other students enrolled in the course.

Yes

Save and exit

Submit questionnaire

## **How to send Email in moodle?**



1. In Moodle, you can see the mailbox icon. To send an email, you need to click on this icon.



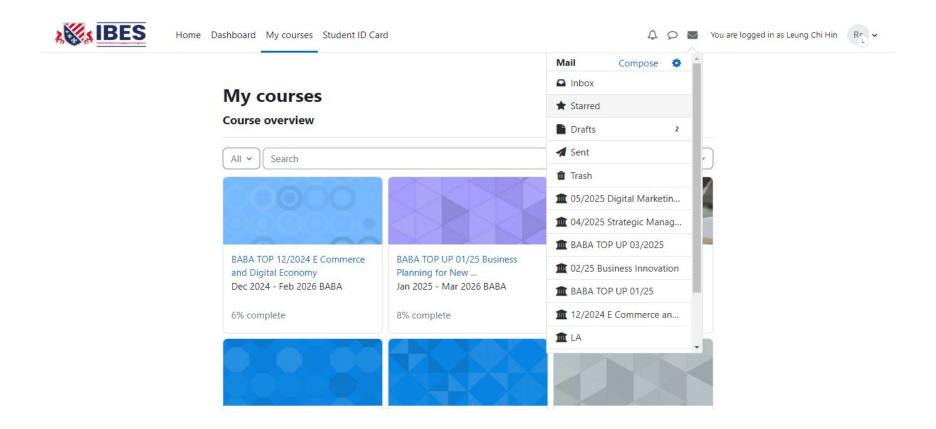
Home Dashboard My courses Student ID Card



### My courses

Course overview

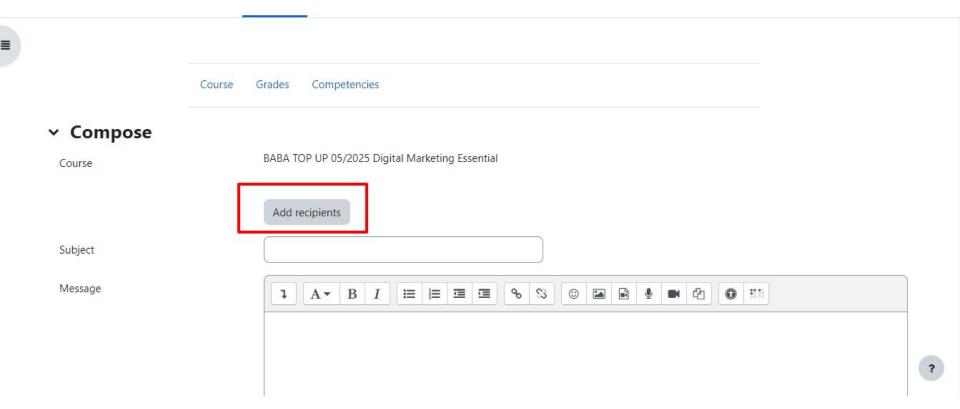
# 2. After clicking, something like this will appear. Then, to send an email, you need to click on "Compose."



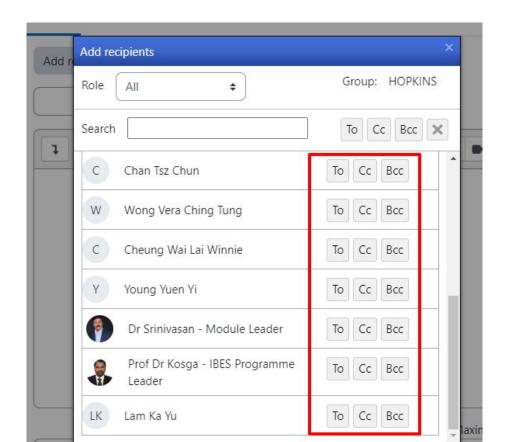
3. After that, to send an email to participants or teachers of a specific course, you need to select the course from the dropdown menu.



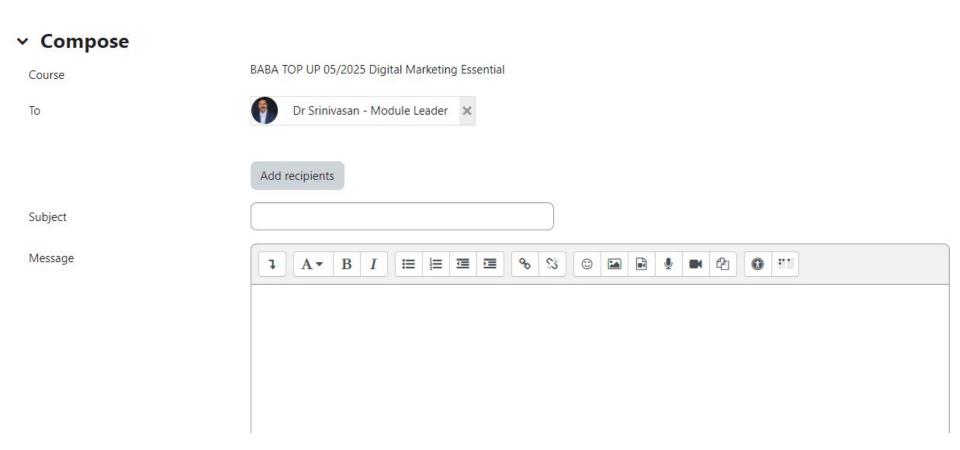
### 4. After selecting the course, you need to click on "Add Recipients."



5. After that, you need to add recipients from here. You will see the options for To, Cc, and Bcc. Click on To for the main recipient, Cc if you want to send a copy to someone, and Bcc to send a blind copy.



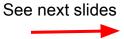
### 6. After selecting the recipients, you need to write your subject and message.



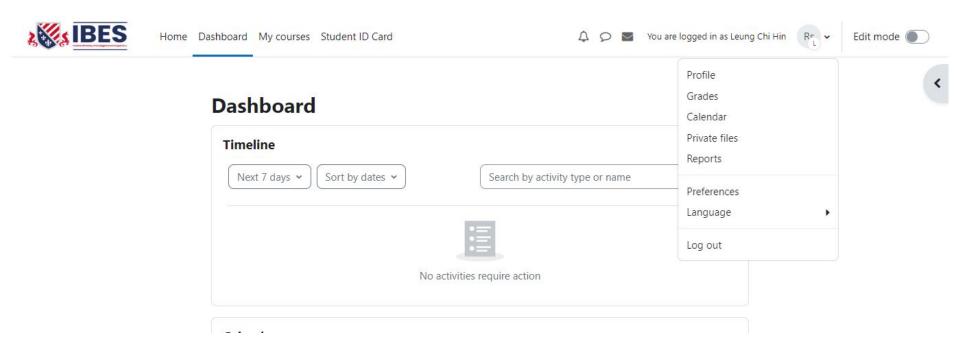
7. After that, you will see three options below: Send, Save, and Discard. If you want to send the email, click Send. If you want to save it in Moodle for later, click Save. If you don't want to keep or send the message, click Discard.



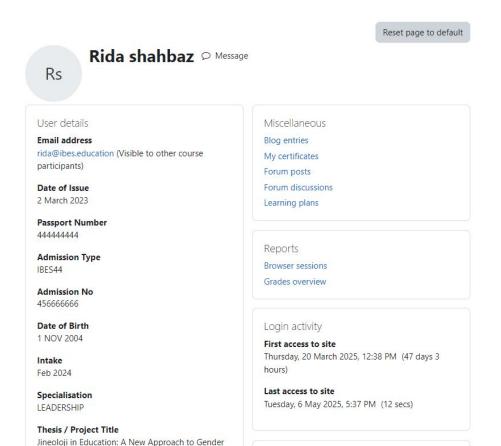
## How to navigate to student profile?



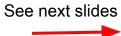
### 1. To view your profile, you need to click on the Profile option here.



#### 2. After clicking on Profile, you will be able to view your complete profile information.



## **Moodle 4 Tabs**



1. You will see four tabs in Moodle: Home, Dashboard, My Courses, and Student ID Card.



Home Dashboard My courses Student ID Card

#### 2. On the Home page, you can watch video tutorials related to Moodle.



Home Dashboard My courses Student ID Card

#### **IBES**

#### **Video Tutorials**

Tutorial videos in the IBES LMS are short, instructional videos that provide step-by-step guidance on how to use specific features or tools within the Moodle platform. These videos are designed to help users quickly learn how to navigate and utilize different aspects of Moodle, making it easier for them to effectively use the platform for their learning and teaching needs.



3. On the Dashboard, the first block will be the Timeline. It shows your assignment activities or any upcoming surveys, along with their due dates. It's like a reminder to help you complete tasks on time.



Home Dashboard My courses Student ID Card

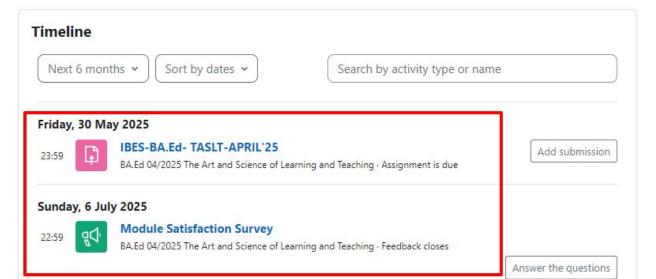




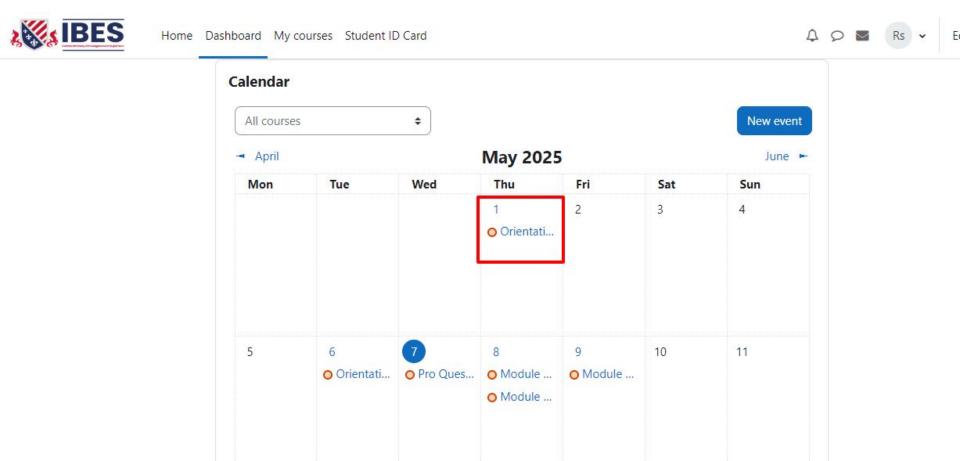


Rs

#### Dashboard



# 4. The second block is the Calendar. Here, you can view your upcoming events and important dates.



# 5. The third block is Latest Announcements, where you can view any important announcements related to your course.

#### Latest announcements

7 May, 10:49

Pupinder Singh

Scheduled Downtime for Server Upgrade

9 Apr, 08:15

Malini Jayabala - Head Operations

Full Name as per Registered details to be included into Final Project/Thesis upon submission

28 Mar, 09:01

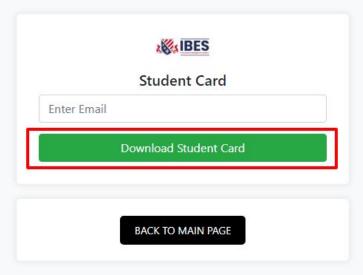
Pavithra Raja Mohan

Master of Arts in TESOL: Phasing Out of students who commenced the programme prior to April 2025

Older topics ...

6. The fourth tab in Moodle is Student ID Card. Here, you can enter your email address and download your student ID card.

#### Institut Brittany d'Enseignement Supérieur (IBES)



We hope this guide helps you navigate Moodle with ease. If you have any questions, don't hesitate to reach out to your course instructor or support team

## -THE END-