




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.



The logo for IBES (Institut Breton d'Enseignement Supérieur) is located at the top of the login page. It features a shield with red and white diagonal stripes and three blue fleur-de-lis, flanked by two red lions. To the right of the shield, the letters "IBES" are written in a large, bold, blue sans-serif font. Below "IBES", the text "Institut Breton d'Enseignement Supérieur" is written in a smaller, red sans-serif font.

Log in

Lost password?

Cookies notice

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



[Home](#) [Dashboard](#) [My courses](#) [Student ID Card](#)



Welcome back, Rida! 🖐️

Timeline

Next 7 days ▾

Sort by dates ▾

Search by activity type or name



No activities require action

Calendar

All courses ▾

New event

← March

April 2025

May →

| Mon | Tue | Wed | Thu | Fri | Sat | Sun |
|-----|-------------------------------------|---|---------------------|-----------------------------------|-------------------|-----|
| | 1 ● MBA 04/... ● Orientati... | 2 ● Orientati... ● Module ... ● Orientati... | 3 ● Orientati... | 4 ● Module ... ● Module ... | 5 ● Module ... | 6 |

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



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Welcome back, Rida! 🖐️

Timeline

Next 7 days ▾

Sort by dates ▾

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No activities require action

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All courses ▾

New event

← March

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May →

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| | 1 ● MBA 04/... ● Orientati... | 2 ● Orientati... ● Module ... ● Orientati... | 3 ● Orientati... | 4 ● Module ... ● Module ... | 5 ● Module ... | 6 |

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



[Home](#) [Dashboard](#) [My courses](#) [Student ID Card](#)



Rs

Welcome back, Rida! 🖐️

Timeline

Next 7 days ▼

Sort by dates ▼

Search by activity type or name



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



Home Dashboard **My courses** Student ID Card



My courses


Course overview

All ▾

Search


Sort by course name ▾

Card ▾




BA.Ed 04/2025 The Art and Science of Learning ...
Apr 2025 - Jun 2026

6% complete



BABA TOP UP 04/2025 Strategic Management
Apr 2025 - June 2026 BABA


2% complete




Bachelor of Science in Computer Science

BSc 04/2025 Advanced Programming
April 2025 - March 2026

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

Home Dashboard My courses Site administration Student ID Card Rs Edit mode

ASSESSMENT



ASSIGNMENT

IBES-BABA TOP UP-SM-APRIL'25

Mark as done

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.

 Not available unless: The activity [Module Satisfaction Survey](#) is marked complete

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

Home Dashboard My courses Site administration Student ID CardRs Edit mode

ASSESSMENT



ASSIGNMENT

IBES-BABA TOP UP-SM-APRIL'25

Mark as done


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.

 Not available unless: The activity [Module Satisfaction Survey](#) is marked complete

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

ASSESSMENT

ASSIGNMENT
IBES-BABA TOP UP-SM-APRIL'25

Mark as done

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.

Not available unless: The activity **Module Satisfaction Survey** is marked complete

9. Here You have to “ANSWER THE QUESTIONS”



Home 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.



[Home](#) [Dashboard](#) [My courses](#) [Student ID Card](#)

End of survey

Thank you for your time and participation

There are required fields in this form marked  .

Submit your answers

Cancel

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



ASSIGNMENT

IBES-BABA TOP UP-SM-APRIL'25

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.



[Home](#) [Dashboard](#) [My courses](#) [Student ID Card](#)



Rs



Edit

▼ Add submission

File submissions

Maximum file size: 50 MB, maximum number of files: 1

Files

You can drag and drop files here to add them.

Accepted file types:

Document files .doc .docx .epub .gdoc .odt .oth .ott .pdf .rtf

Save changes

Cancel

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



[Home](#) [Dashboard](#) [My courses](#) [Student ID Card](#)








[Edit i](#)

▼ Add submission


File submissions

Maximum file size: 50 MB, maximum number of files: 1

Files



You can drag and drop files here to add them.

Accepted file types:


Document files .doc .docx .epub .gdoc .odt .oth .ott .pdf .rtf

Save changes

Cancel

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:

The screenshot displays the IBES LMS interface. The top navigation bar includes the IBES logo, 'Home', 'Dashboard', and 'My courses' links. A user profile icon is visible in the top right corner. The left sidebar contains a course menu with various topics, including 'Section 6: Financing New...' and 'Section 7: Orientation Se...'. The main content area shows the assignment 'Business Planning for New Ventures - Jan'24'. Below the assignment title, there is a 'Mark as done' button and a list of files: 'Assignment Question - Business Planning for New Ventures - Jan'24 .pdf' and 'Standard Marking Sheet for Assignment.pdf'. Three buttons are highlighted with red boxes: 'Submit assignment', 'Edit submission', and 'Remove submission'. Below these buttons is a 'Submission status' table.




| Submission status | Draft (not submitted) |
|-------------------|---|
| Grading status | Not graded |
| Last modified | Monday, 15 January 2024, 6:21 AM |
| File submissions | <div> Mail - Faheem.pdf</div> 15 January 2024, 6:21 AM |


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.

Home Dashboard My courses You are logged in



The Venture Planning Process

Session 4

How To Write A Business Plan

Contents of A Business Plan

Section 6: Financing New Ventures

Session 5

Article on Financing for Startups

Sources of Finance

Sources of Finance and Funding


Sources of Finance and Funding

How To Raise Capital

How to Raise Money as an Entrepreneur

Section 7: Orientation Session

Business Planning for New Ventures / Business Planning for New Ventures - Jan'24 / Confirm submission

 ASSIGNMENT


Business Planning for New Ventures - Jan'24

Mark as done

Opened: Monday, 1 January 2024, 12:00 AM

Please submit your assignment before 28th February 2024 23:59 France Time


Confirm submission

☐ This submission is my own work, except where I have acknowledged the use of the works of other people. 

Are you sure you want to submit your work for grading? You will not be able to make any more changes.

Continue

Cancel


There are required fields in this form marked  .

How to join the Online Sessions?





See next slides




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



Home Dashboard My courses Student ID Card

































Calendar

All courses 

New event

← March April 2025 May →

| Mon | Tue | Wed | Thu | Fri | Sat | Sun |
|---|---|--|---|--|--|-----|
| | 1  MBA 04/...  Orientati... | 2  Orientati...  Module ...  Orientati... | 3  Orientati... | 4  Module ...  Module ... | 5  Module ... | 6 |
| 7  Moodle ...  Moodle ...  Moodle ...  Moodle ... | 8  Module ...  Module ... | 9  Pro Ques...  Module ...  Pro Ques...  Pro Ques... | 10  Pro Ques...  Module ... | 11  Module ...  Module ... | 12  Module ... | 13 |
| 14 | 15  Module ...  Module ... | 16  Module ... | 17  Module ... | 18  Module ... | 19  Module ... | 20 |

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

The screenshot displays the IBES (International Business Education System) interface. At the top, there is a navigation bar with links to Home, Dashboard, My courses, and Student ID Card. A calendar view is shown, with a modal window open for a specific session.

Module Briefing By Dr Chandran- Session 3 on 15 April 2025 @2:30 p.m France time /8:30 p.m. KL Time

- Tuesday, 15 April, 2:30 PM
- Course event
- Please fill out this form to record your attendance and consent for the online live session.**
[Module Briefing By Dr Chandran- Session 3 - Attendance](#)
Go to session: [Module Briefing By Dr Chandran- Session 3](#)
- [BA.Ed 04/2025 The Art and Science of Learning and Teaching](#)

At the bottom of the modal, there are two buttons: **Delete** and **Edit**.

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

The screenshot shows a calendar interface with a grey background. A white event card is displayed in the center, titled "Module Briefing By Dr Chandran- Session 3 on 15 April 2025 @2:30 p.m France time /8:30 p.m. KL Time". The card has an orange header and a white body. The event details include the date and time, the course name "BA.Ed 04/2025 The Art and Science of Learning and Teaching", and a red-bordered box containing the instruction "Please fill out this form to record your attendance and consent for the online live session." followed by a blue link "Module Briefing By Dr Chandran- Session 3 - Attendance". At the bottom of the card are "Delete" and "Edit" buttons. To the right of the card, a calendar grid shows the date "Sun 6" and a blue circle with the number "13".

Module Briefing By Dr Chandran- Session 3 on 15 April 2025 @2:30 p.m France time /8:30 p.m. KL Time

Tuesday, 15 April, 2:30 PM

Course event

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

[Module Briefing By Dr Chandran- Session 3 - Attendance](#)

Go to session: [Module Briefing By Dr Chandran- Session 3](#)

[BA.Ed 04/2025 The Art and Science of Learning and Teaching](#)

Delete Edit

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.

BA.Ed 04/2025 / Module Briefing By Dr Chandran- Session 3 - Attendance



QUESTIONNAIRE

Module Briefing By Dr Chandran- Session 3 - Attendance

Questionnaire

Settings

Advanced settings

Questions

Feedback


More ▾

Mark as done

Answer the questions...

View all responses

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



Home Dashboard My courses Student ID Card

Rs Edit mode

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.

I understand 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.

4 * 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

Submit questionnaire

?

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

The screenshot shows a mobile application interface with a course event notification. The notification is titled "Module Briefing By Dr Chandran- Session 3 on 15 April 2025 @2:30 p.m France time /8:30 p.m. KL Time". It includes a clock icon for the time, a calendar icon for the date, and a list icon for more details. The text "Please fill out this form to record your attendance and consent for the online live session." is followed by a link "Module Briefing By Dr Chandran- Session 3 - Attendance". Below this, the text "Go to session: Module Briefing By Dr Chandran- Session 3" is highlighted with a red rectangle. At the bottom, there is a link "BA.Ed 04/2025 The Art and Science of Learning and Teaching" and two buttons: "Delete" and "Edit".

Module Briefing By Dr Chandran- Session 3 on 15 April 2025 @2:30 p.m France time /8:30 p.m. KL Time

Tuesday, 15 April, 2:30 PM

Course event

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


[Module Briefing By Dr Chandran- Session 3 - Attendance](#)

Go to session: Module Briefing By Dr Chandran- Session 3




[BA.Ed 04/2025 The Art and Science of Learning and Teaching](#)


Delete Edit

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.




Home Dashboard **My courses** Student ID Card





BA.Ed 04/2025 / Module Briefing By Dr Chandran- Session 3



URL

Module Briefing By Dr Chandran- Session 3

URL

Settings

More ▾

✓ Done: View

Module Briefing By Dr Chandran- Session 3 on 15 April 2025 @2:30 p.m France time /8:30 p.m. KL Time

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

How to view the recordings?

See next slides



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.



QUESTIONNAIRE

Moodle (Learning Management Platform)
Session By Ms Rida (For New Students) -
Attendance

To do: Student must submit this questionnaire to complete it



URL

Moodle (Learning Management Platform) Session By Ms. Rida (For New Students)

✓ **Done:** View

Moodle training by Ms Rida (For new Students) on 7 April 2025 @ 2:30 p.m France time /8:30 p.m. KL Time



Not available unless: The activity **Moodle (Learning Management Platform) Session By Ms Rida (For New Students) - Attendance** is marked complete



URL

Recordings for Moodle (Learning Management Platform) Session By Ms Rida (For New Students)

To do: View

How to view and reply under Discussion Forum?

See next slides



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



FORUM
General



FORUM
Discussion Forum

























Mark as done

Dear Students,

Kindly post any questions or inquiries regarding the Advanced Programming Module via this discussion forum.

Thank you.

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 | <input type="checkbox"/>  |
| ☆ 250423 WK4 |  HOPKINS |  Prof Dr Kosga - I... 23 Apr 2025 |  Prof Dr Kosga - I... 23 Apr 2025 | 0 | <input type="checkbox"/>  |
| ☆ 5. 250417 WK 3 |  HOPKINS |  Prof Dr Kosga - I... 17 Apr 2025 |  Prof Dr Kosga - I... 17 Apr 2025 | 0 | <input type="checkbox"/>  |
| ☆ 250414 – videos123 |  HOPKINS |  Prof Dr Kosga - I... 15 Apr 2025 |  Prof Dr Kosga - I... 15 Apr 2025 | 0 | <input type="checkbox"/>  |
| ☆ 250414 – videos |  HOPKINS |  Prof Dr Kosga - I... 15 Apr 2025 |  Prof Dr Kosga - I... 15 Apr 2025 | 0 | <input type="checkbox"/>  |
| ☆ for week 2 250411 |  HOPKINS |  Prof Dr Kosga - I... 11 Apr 2025 |  Prof Dr Kosga - I... 11 Apr 2025 | 0 | <input type="checkbox"/>  |

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

→ 250423 WK4

Display replies in nested form



Settings ▾



7. 250501 post live session

by [Prof Dr Kosga - IBES Programme Leader](#) - Thursday, 1 May 2025, 3:27 AM

Dear students

Hope you are all doing well.

Kindly work on your assignments and if you face any issues/doubts please post them here in this forum. You could watch the live sessions, find the required resources for assignments in the Moodle and use the live sessions resources.

Thank you

[Permalink](#)

[Reply](#)

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

Dear students

Hope you are all doing well.

Kindly work on your assignments and if you face any issues/doubts please post them here in this forum. You could watch the live sessions, find the required resources for assignments in the Moodle and use the live sessions resources.

Thank you

[Permalink](#) [Reply](#)

Write your reply...

Post to forum

Cancel

Advanced

Introduction Content

See next slides



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

✓ Section 1: Introduction



FILE

Appendix 1 Referencing Systems

Mark as done



FILE

Free_Online_Learning_and_Research_Resources_For_Business_Students

Mark as done



FILE

WRITTEN_WORK_GUIDELINES

Mark as done



FILE

IBES Assignment cover page

Mark as done

How to view and download the resources?

See next slides



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

▼ Section 1: Introduction



FILE
Appendix 1 Referencing Systems

Mark as done



FILE
Free_Online_Learning_and_Research_Resources_For_Business_Students

Mark as done



FILE
WRITTEN_WORK_GUIDELINES

Mark as done

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



FILE

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.

Appendix 1 Referencing Systems

1 / 16 | — 100% + | [Fullscreen] [Refresh]

[Download] [Print] [More]



Appendix 1 Systems of referencing

Preferred styles of referencing differ both between universities and between departments within universities. Even styles that are in wide use such as 'Harvard' vary in how they are used in practice by different institutions. When this is combined with the reality that some lecturers apply an adopted style strictly, while others are more lenient, it emphasises the need for you to use the precise style prescribed in your assessment criteria. Within business and management, two author-date referencing systems predominate: the Harvard style and the American Psychological Association (APA) style.

How to see the Published grades?

See next slides



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

BABA TOP 12/2024 E Commerce and Digital Economy

Course

Grades

Competencies

▼ DISCUSSION FORUM

[Collapse all](#)



FORUM

Discussion Forum

Dear Students,

Kindly post any questions or inquiries regarding the BABA Top UP E Commerce and [Digital Economy](#) Module via this discussion

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

| Grade item | Calculated weight | Grade | Range | Percentage | Feedback | Contribution to course total |
|---|---------------------|--------------------------------|--------------|-------------|----------|------------------------------|
| BABA TOP 12/2024 E Commerce and Digital Economy | | | | | | |
| 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 | - | | 0 % |
| BABA TOP UP-ECDE-DECEMBER'24-Direct entry | 0.00 % (Empty) | - | 0-100 | - | | 0 % |
| Course total Include empty grades. | - | 75 % (Distinctions) | 0-100 | 75 % | | - |

How to join the orientation session?

See next slides



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.

▼ Orientation Session By Dr. Lourdes (For New Students)



QUESTIONNAIRE

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

To do: Student must submit this questionnaire to complete it



URL

Orientation Session By Dr. Lourdes (For New Students)

Mark as done

Orientation Session By Dr. Lourdes (For New Students) on 6 May 2025 @2:30 p.m France time /8:30 p.m. KL Time



Not available unless:

- The activity **Orientation Session By Dr. Lourdes (For New Students) - 6.5.2025- Attendance** is marked complete
- The activity **Enrollment Expectation Survey (EES)** is marked complete

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.




[Home](#) [Dashboard](#) [My courses](#) [Student ID Card](#)



2. Do you have any concerns or negative thoughts that you would like to express regarding your expectations for the programme? Please expound your answer if you have any concerns or negative thoughts. 

3. Upon enrolling, do you have any feedback regarding the onboarding process? 

4. Please share any additional comments, suggestions or feedback that you may have. 

There are required fields in this form marked  .

Submit your answers

Cancel

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

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.

I understand 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.

4 *

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?

See next slides



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."

The screenshot displays the IBES student dashboard. At the top, the navigation bar includes the IBES logo, links for Home, Dashboard, My courses (which is underlined), and Student ID Card. On the right, there are notification icons and a user profile indicator showing 'You are logged in as Leung Chi Hin' with a dropdown arrow.

The main content area is titled 'My courses' with a subtitle 'Course overview'. Below this is a search bar with a dropdown menu set to 'All' and a search input field. The course overview is presented in a grid of cards. The first card, with a blue background, is for 'BABA TOP 12/2024 E Commerce and Digital Economy' (Dec 2024 - Feb 2026 BABA) and shows '6% complete'. The second card, with a purple background, is for 'BABA TOP UP 01/25 Business Planning for New ...' (Jan 2025 - Mar 2026 BABA) and shows '8% complete'. Below these are two more cards with blue and grey backgrounds, partially visible.

A mail dropdown menu is open on the right side of the dashboard. It features a 'Mail' header with a 'Compose' link and a settings gear icon. The menu lists several folders: 'Inbox', 'Starred', 'Drafts' (with a count of 2), 'Sent', 'Trash', and a list of course-related folders: '05/2025 Digital Marketin...', '04/2025 Strategic Manag...', 'BABA TOP UP 03/2025', '02/25 Business Innovation', 'BABA TOP UP 01/25', '12/2024 E Commerce an...', and 'LA'.

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.


[Home](#) [Home](#)

▼ **Compose**

Course

Continue

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



CourseGradesCompetencies

▼ **Compose**

CourseBABA TOP UP 05/2025 Digital Marketing Essential

Add recipients

Subject

Message

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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.

The screenshot shows the 'Add recipients' dialog box. At the top, there is a blue header bar with the title 'Add recipients' and a close button. Below the header, there is a 'Role' dropdown menu set to 'All' and a 'Group' field set to 'HOPKINS'. A search bar is located below these fields. To the right of the search bar are buttons for 'To', 'Cc', 'Bcc', and a close button 'X'. The main area of the dialog is a list of recipients. Each recipient entry consists of a circular icon with a letter, the recipient's name, and a set of three buttons: 'To', 'Cc', and 'Bcc'. A red rectangular box highlights the 'To', 'Cc', and 'Bcc' buttons for the first six recipients: Chan Tsz Chun, Wong Vera Ching Tung, Cheung Wai Lai Winnie, Young Yuen Yi, Dr Srinivasan - Module Leader, and Prof Dr Kosga - IBES Programme Leader. The seventh recipient, Lam Ka Yu, is partially visible at the bottom of the list.

| Recipient | To | Cc | Bcc |
|---------------------------------------|-----------------------------------|-----------------------------------|------------------------------------|
| Chan Tsz Chun | <input type="button" value="To"/> | <input type="button" value="Cc"/> | <input type="button" value="Bcc"/> |
| Wong Vera Ching Tung | <input type="button" value="To"/> | <input type="button" value="Cc"/> | <input type="button" value="Bcc"/> |
| Cheung Wai Lai Winnie | <input type="button" value="To"/> | <input type="button" value="Cc"/> | <input type="button" value="Bcc"/> |
| Young Yuen Yi | <input type="button" value="To"/> | <input type="button" value="Cc"/> | <input type="button" value="Bcc"/> |
| Dr Srinivasan - Module Leader | <input type="button" value="To"/> | <input type="button" value="Cc"/> | <input type="button" value="Bcc"/> |
| Prof Dr Kosga - IBES Programme Leader | <input type="button" value="To"/> | <input type="button" value="Cc"/> | <input type="button" value="Bcc"/> |
| Lam Ka Yu | <input type="button" value="To"/> | <input type="button" value="Cc"/> | <input type="button" value="Bcc"/> |

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

✓ Compose

Course

BABA TOP UP 05/2025 Digital Marketing Essential

To



Dr Srinivasan - Module Leader



Add recipients

Subject


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**.

Attachments

Maximum file size: 10 MB, maximum number of files: 5

 Files   



You can drag and drop files here to add them.

Send

Save

Discard

How to navigate to student profile?

See next slides



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



[Home](#) [Dashboard](#) [My courses](#) [Student ID Card](#)



You are logged in as Leung Chi Hin



Edit mode ☐

Dashboard

Timeline

Next 7 days ▾

Sort by dates ▾

Search by activity type or name



No activities require action

Profile

Grades

Calendar

Private files

Reports

Preferences

Language ▶

Log out

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

[Reset page to default](#)

Rs

Rida shahbaz [Message](#)

User details

Email address
rida@ibes.education (Visible to other course participants)

Date of Issue
2 March 2023

Passport Number
444444444

Admission Type
IBES44

Admission No
456666666

Date of Birth
1 NOV 2004

Intake
Feb 2024

Specialisation
LEADERSHIP

Thesis / Project Title
Jineoloji in Education: A New Approach to Gender

Miscellaneous

[Blog entries](#)

[My certificates](#)

[Forum posts](#)

[Forum discussions](#)

[Learning plans](#)

Reports

[Browser sessions](#)

[Grades overview](#)

Login activity

First access to site
Thursday, 20 March 2025, 12:38 PM (47 days 3 hours)

Last access to site
Tuesday, 6 May 2025, 5:37 PM (12 secs)

Moodle 4 Tabs

See next slides



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.



FILE

[Online Learning Guide For Students](#)



FILE

[How to Access and Edit Your Profile in Moodle LMS](#)

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

Timeline

Next 6 months ▾

Sort by dates ▾

Search by activity type or name

Friday, 30 May 2025

23:59



IBES-BA.Ed- TASLT-APRIL'25

BA.Ed 04/2025 The Art and Science of Learning and Teaching · Assignment is due

Add submission

Sunday, 6 July 2025

22:59



Module Satisfaction Survey

BA.Ed 04/2025 The Art and Science of Learning and Teaching · Feedback closes

Answer the questions

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

Calendar

All courses

[New event](#)[◀ April](#)**May 2025**[June ▶](#)

| Mon | Tue | Wed | Thu | Fri | Sat | Sun |
|-----|---------------------|--------------------|-----------------------------------|-------------------|-----|-----|
| | | | 1 ○ Orientati... | 2 | 3 | 4 |
| 5 | 6 ○ Orientati... | 7 ○ Pro Ques... | 8 ○ Module ... ○ Module ... | 9 ○ Module ... | 10 | 11 |

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)



Student Card

Download Student Card

BACK TO MAIN PAGE

**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-