

moodle

BASIC USER'S GUIDE



**Doğu Akdeniz
Üniversitesi**

UZAKTAN EĞİTİM ENSTİTÜSÜ

EASTERN MEDITERRANEAN UNIVERSITY
DISTANCE EDUCATION INSTITUTE

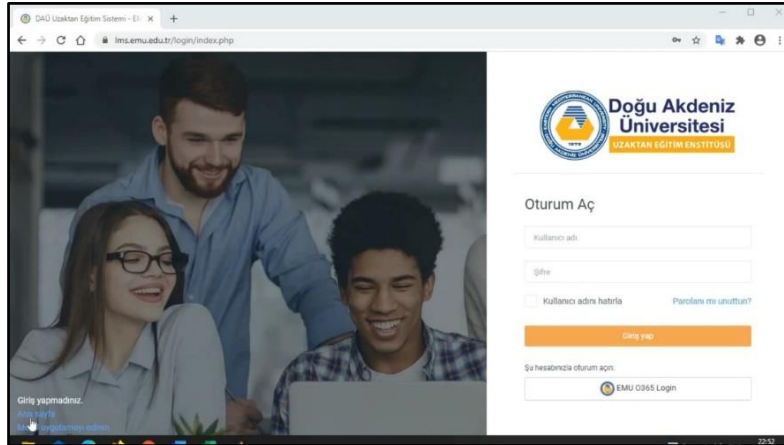
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1. Accessing to the System

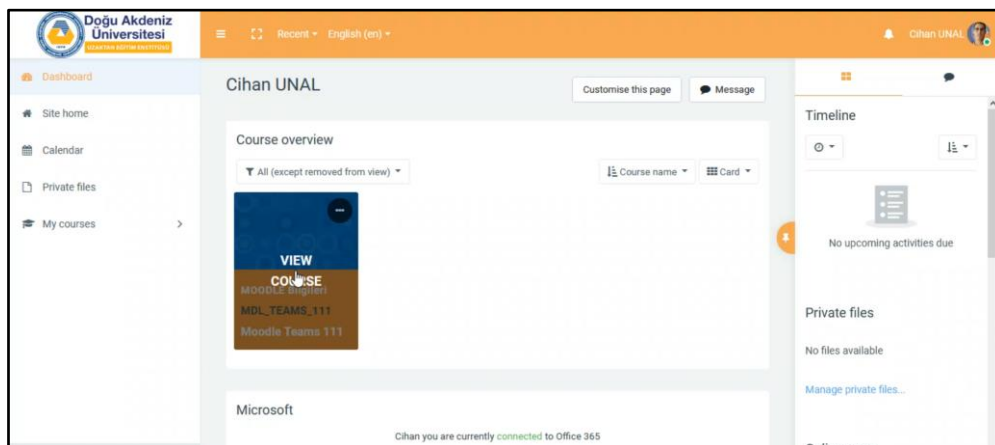
To connect to Eastern Mediterranean University Distance Education Institute Moodle page, enter to <https://lms.emu.edu.tr/> website. You will see the following page below.



You can login to the system by entering your username and password information. Or, by clicking the "EMU O365 Login" button at the bottom, you can log in with your EMU Office 365 e-mail address and password.

2. Homepage

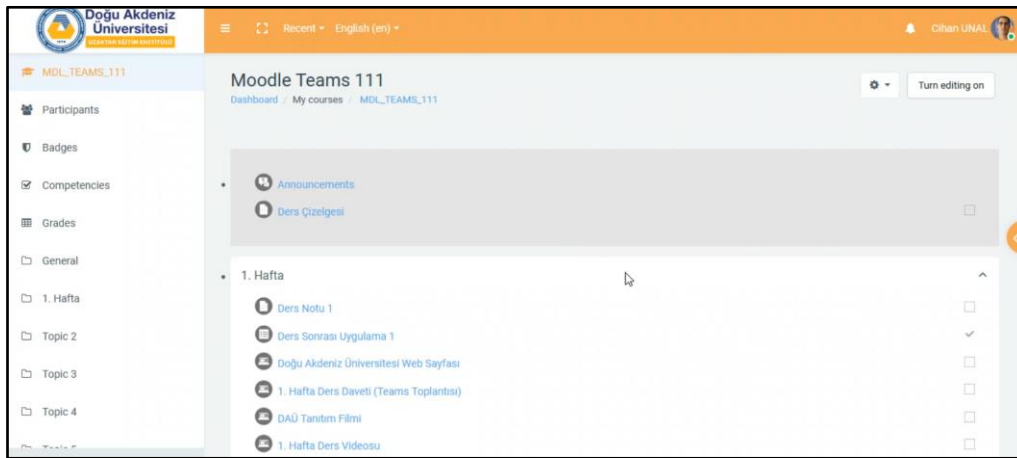
The page that shows up after logging in is the Moodle Home Page and it will look like the one below. In the middle of the page, you can see the courses assigned to you for the current semester. You can set the language to Turkish in the menu that opens by clicking the text "English (en)" at the top of the page.



As can be seen in the picture below, in this example the lesson named "Moodle Information" is available on the screen. You can enter course's page by clicking the course icon.

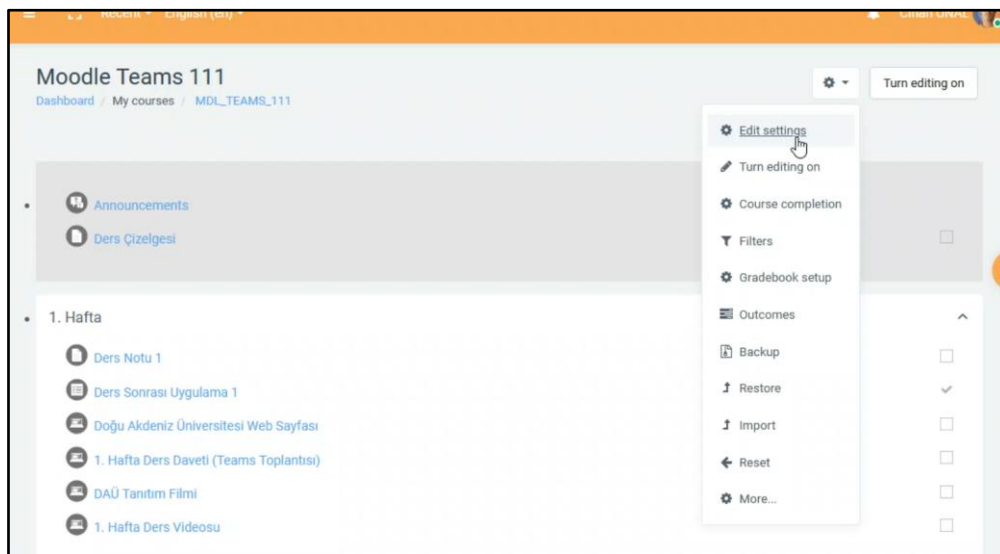
3. Page of the Course

The course page will look like the picture below. On the left side of the page, there are name of the lesson, participants, badges, competencies, grades and topics. In the middle of the page, the topic section will be shown.



4. Editing the Course

To change the course's settings, click on the settings icon on the upper right corner of the screen and click on the Edit settings option from the menu that opens.



You can expand all settings sections by clicking "Expand All" on the right side of the screen. On this page, you can make any changes you want about the course. The red exclamation point next to the Course full name and the Course short name section indicates that those fields are required. You can change course visibility in Course visibility and course start and end date in the date settings below.

The screenshot shows the 'Edit course settings' page for 'Moodle Teams 111'. The left sidebar contains a list of course sections: Participants, Badges, Competencies, Grades, General, 1. Hafta, Topic 2, Topic 3, and Topic 4. The main content area is titled 'Edit course settings' and has an 'Expand all' button in the top right corner. The 'General' section is expanded, showing the following fields:

- Course full name: Moodle Teams 111 (with a red exclamation point icon indicating it is required)
- Course short name: MDL_TEAMS_111 (with a red exclamation point icon indicating it is required)
- Course category: MOODLE Bilgileri
- Course visibility: Show
- Course start date: 29 September 2020 00:00
- Course end date: 1 October 2020 09:20 (with an 'Enable' checkbox)

After making those changes, you can write the description of the course in the "Course summary" section below. Then, you can choose how the topics of the course will appear with "Course format" section below. There are 2 commonly used types, one is Topics format and the other is Weekly format. Topics format contains the topics of the subject names that you will specify. The weekly format shows the weeks from the start date of the lesson to the end as topics.

The screenshot shows the 'Course format' and 'Appearance' sections of the 'Edit course settings' page. The 'Course format' section is expanded, showing the following settings:

- Format: Topics format (selected from a dropdown menu that also includes Single activity format, Social format, Topics format, and Weekly format)
- Hidden sections: Topics format (selected from a dropdown menu that also includes Single activity format, Social format, Topics format, and Weekly format)
- Course layout: Show all sections on one page

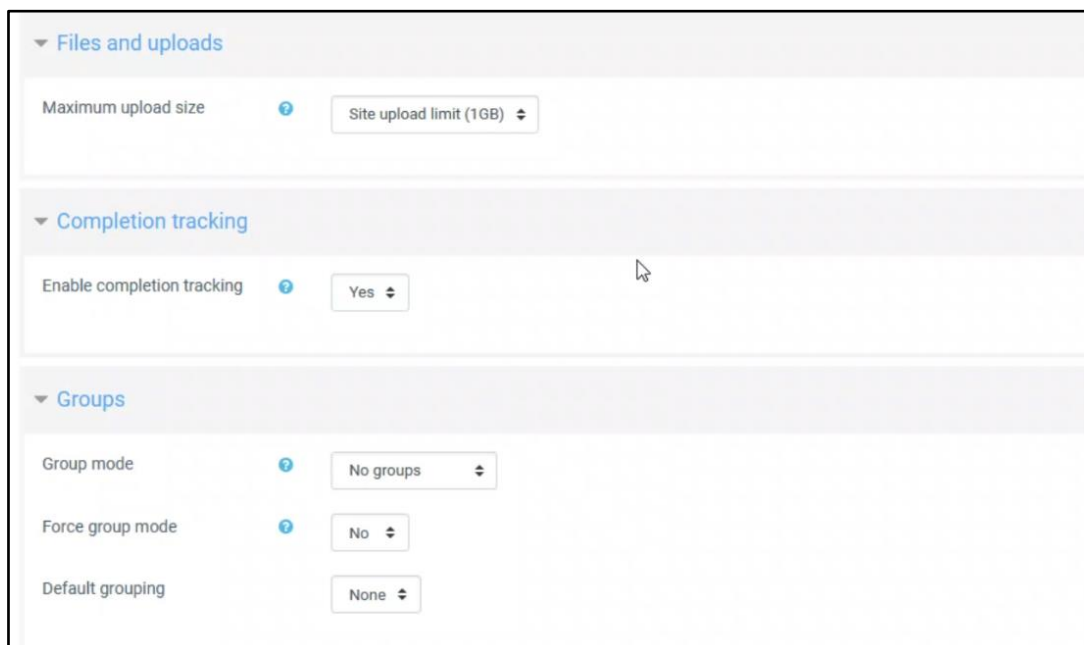
The 'Appearance' section is also expanded, showing the following settings:

- Force language: Do not force
- Number of announcements: 5
- Show gradebook to students: Yes
- Show activity reports: Yes

In the hidden sections setting, it can be edited how the topics / sections that contain things such as files, assignments etc. which are hidden from students will be displayed. In the Course layout section, how the titles of the course are displayed can be adjusted. All topics can be displayed on one page or each topic on a separate page.

Below, there is the Appearance section. The first part here is Force language. With this option, if you set the language of the page when entering the course as Turkish or English, the students will not be able to choose the other language. You can leave the choice to the student with the Do not force option. Right below that, in the Number of announcements section, you can adjust how many of the most recent announcements you will make will be displayed. Below that, you can change the Show gradebook to students and Show activity reports options.

With the Maximum upload size option, you can limit the file size that students can upload. You can also use the Enable completion tracking option, which shows a green check mark as students complete their homework activities, etc. Below that, you can divide your class into groups by using the Separate groups option in the Group mode section.



The screenshot displays three distinct settings sections within a course management interface. The first section, 'Files and uploads', includes a 'Maximum upload size' label and a 'Site upload limit (1GB)' dropdown menu. The second section, 'Completion tracking', features an 'Enable completion tracking' label and a 'Yes' dropdown menu. The third section, 'Groups', contains three settings: 'Group mode' with a 'No groups' dropdown, 'Force group mode' with a 'No' dropdown, and 'Default grouping' with a 'None' dropdown. Each setting is accompanied by a small blue question mark icon for help.

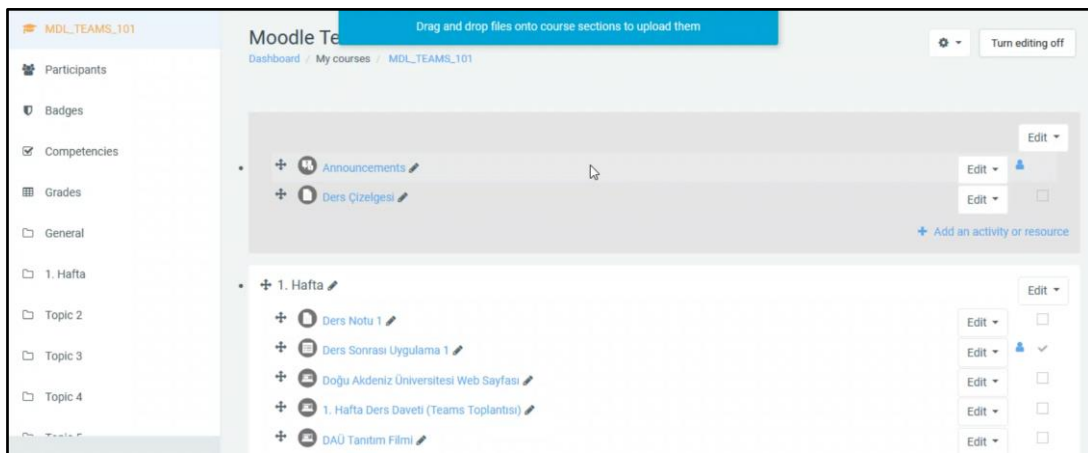
After completing the changes, you can save your changes by clicking the Save and display button at the bottom.

5. Editing Course Content

When you enter the page of your course, your course will look like the picture below. You can make necessary changes on the topics by clicking the Turn editing on button in the upper right corner.



After clicking the Turn on editing button, your lesson will look like the picture below. Here you can change the names, locations, visibility of topics, shared files, assignments, etc. For example, if you click on the pencil button on the right of the item that says "ders çizelgesi", you can change the name of that item, if you click and drag the icon on the left, you can change its location.



In addition, by clicking the Edit button opposite the items, you can hide items from students, delete them and make many other edits.



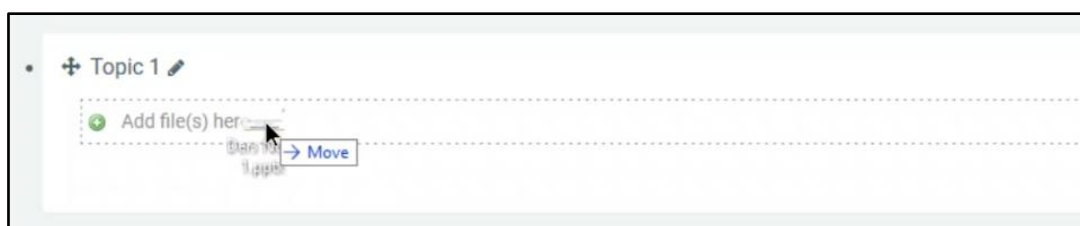
You can add a new topic with the Add topic button at the bottom of the topic. You can also edit, delete and hide the topic by clicking the Edit button opposite the topic headings.



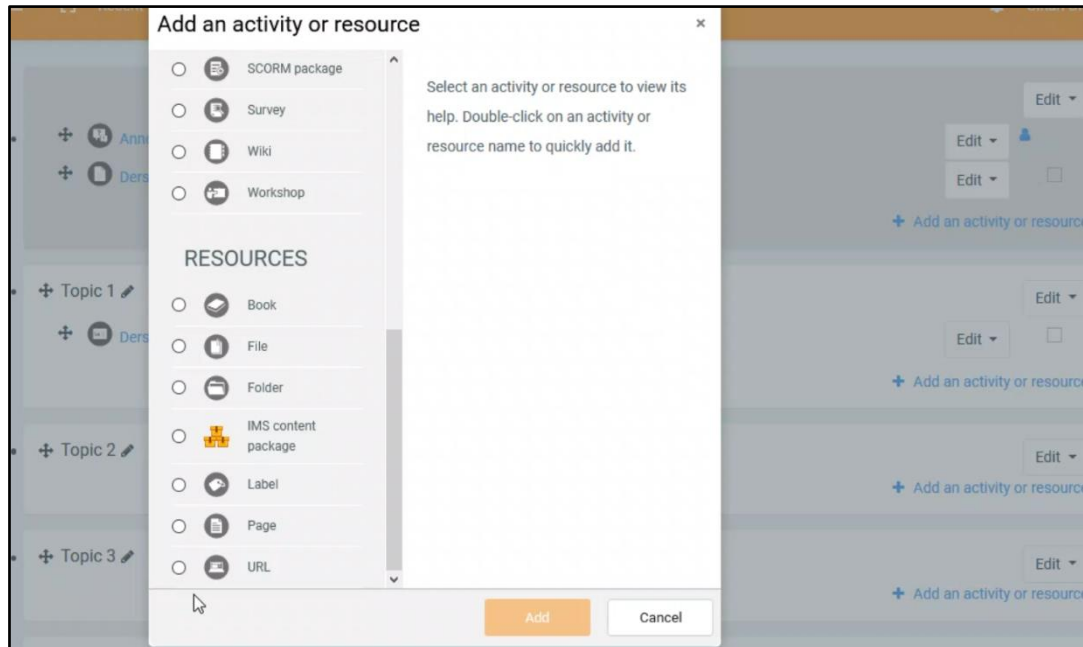
When you are done with the changes to the content of the course, you can click Turn off editing on the top right of the screen.

5.1. Adding a File to the Course

After clicking the Turn on editing button, you can add files to the topic you want to add files to by drag and drop as shown below. After you finish adding files, you can finish editing by clicking Turn off editing.

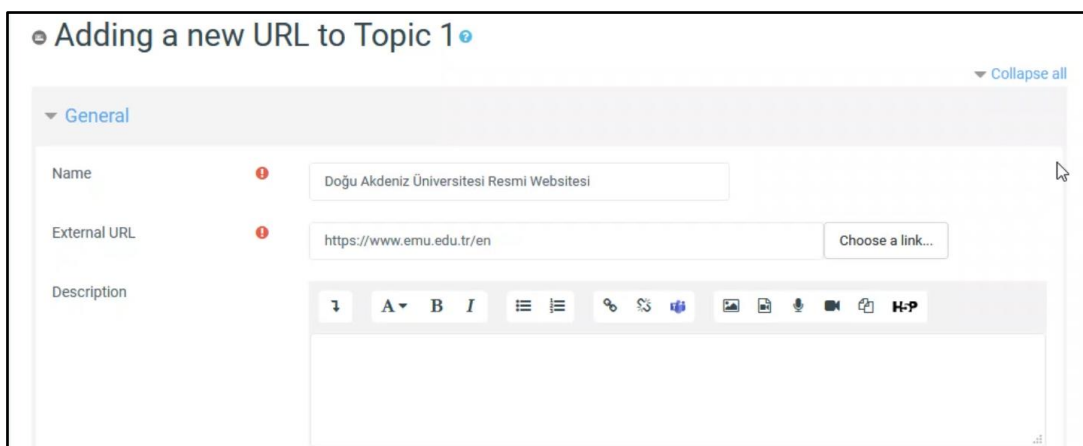


Necessary additions can be made to the topic by clicking the Add an activity or resource button under each topic. After clicking the button, you can make the desired addition from the window that opens.



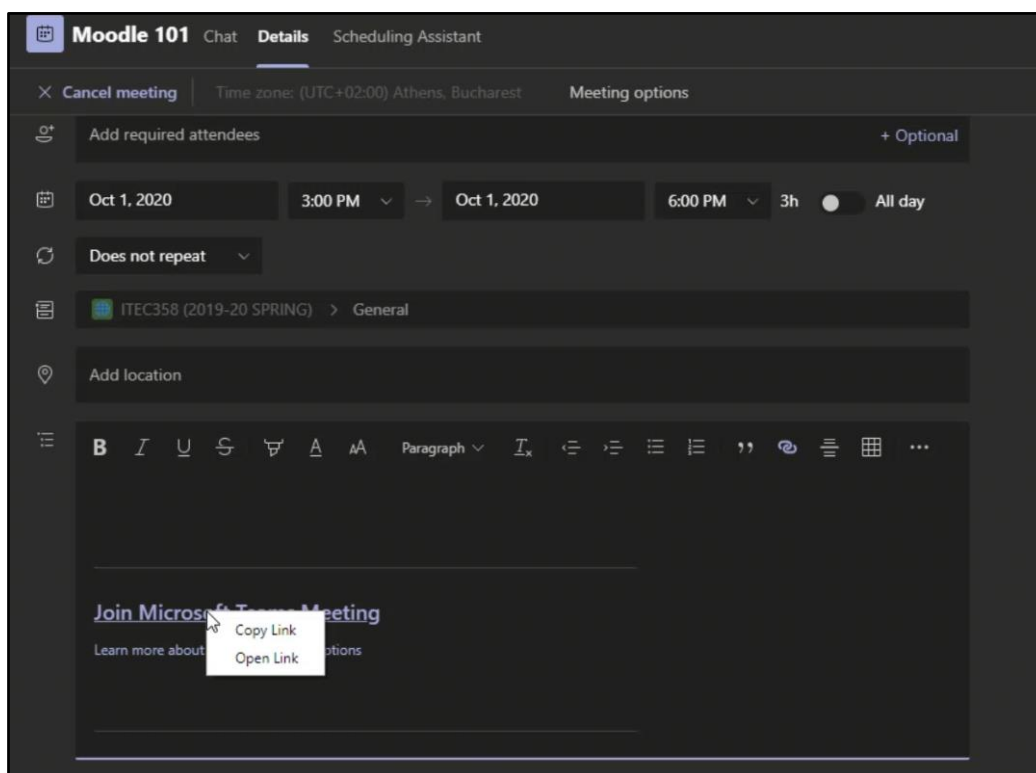
5.2. Adding a URL to the Course

In order to add a URL under the topic, click on the Add an activity or resource under the topic you want, click the "URL" option from the window that opens and click the Add button. Then the sections on the page should be filled as in the picture below. After the required boxes are filled, you can go to the bottom of the page and click the "Save and return to course" button to finish adding the URL and return to the course topics page. When your students click on the URL you added, they will be redirected to the external URL link you added.



5.3. Adding Teams Meeting to Class

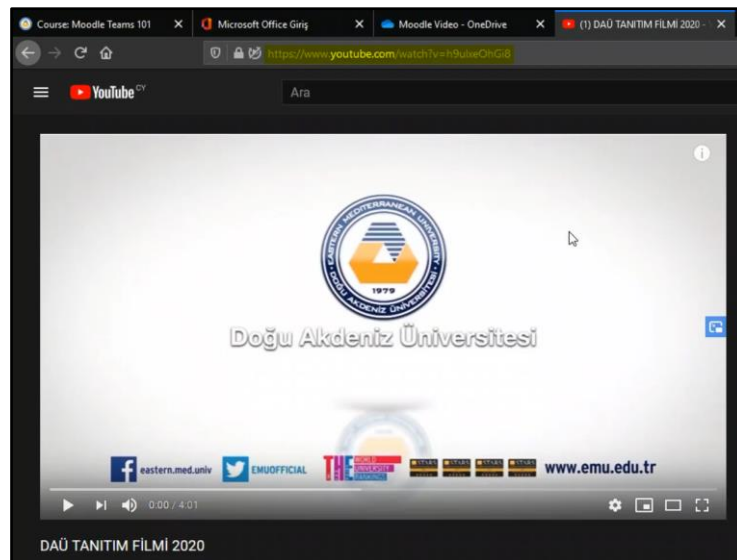
If you want to add the Teams join meeting link to a title of your course in Moodle, first open the Teams application and click the Meet button on the top right, select Schedule a meeting from the menu and create a meeting. Click on the meeting you created or if you already have a meeting, and right click the Join Microsoft Teams Meetings link below to copy the join meeting link.



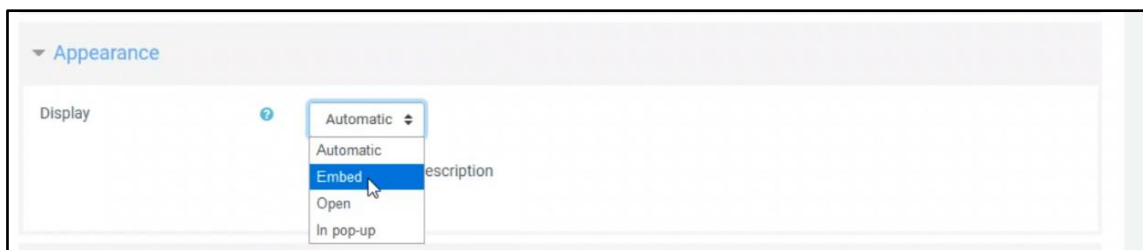
Then follow the steps in "Adding URL to the Course". Type the name of your meeting in the Name section and paste the link we copied into the External URL section. After the necessary changes, you can finalize adding Teams Meeting by going to the bottom of the page and clicking the "Save and return to course" button.

5.4. Adding a YouTube Video to the Course

To add a youtube video to your course, first open the youtube video you want to add and copy the link of the video from the address bar.



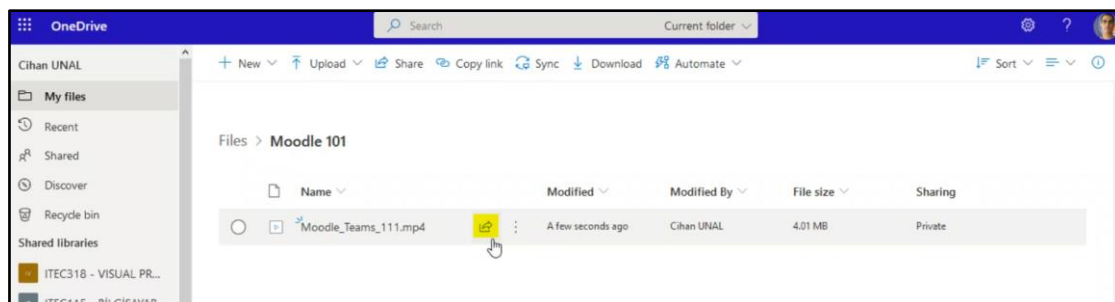
After the video link is copied, enter your course page in Moodle and repeat the steps for adding the URL. The name of the video or any other name you want to write is written in the Name section. The link of the copied video is pasted in the External URL section. When adding a Youtube video, if we select the Display option in the Appearance section as Embed, the URL link we created will be displayed embedded on the page instead of redirecting it to youtube's site.



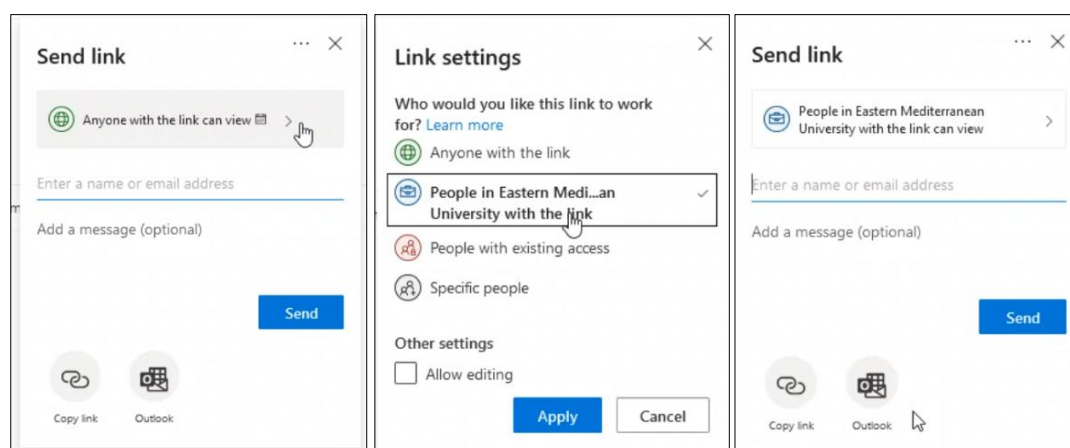
After the necessary changes are made, you can go to the bottom of the page and click the "Save and return to course" button to finish the process of adding Youtube Video.

5.5. Adding Video to Lesson with SharePoint

If you want to upload a video to our lesson with Sharepoint, you must first go to OneDrive and upload a video. Click on the file you uploaded or the file that already exists and click on the share icon as shown in the picture below.



After clicking the share icon, the screen that appears will be as on the left from the pictures below. Then, if you click on Anyone with the link can view option, the screen in the picture in the middle will appear. Here you can choose who you want to share the video with. Select People in EMU with the link and click Apply. After clicking, the screen on the right will appear. Click Copy Link from here and copy the link of the shared video.



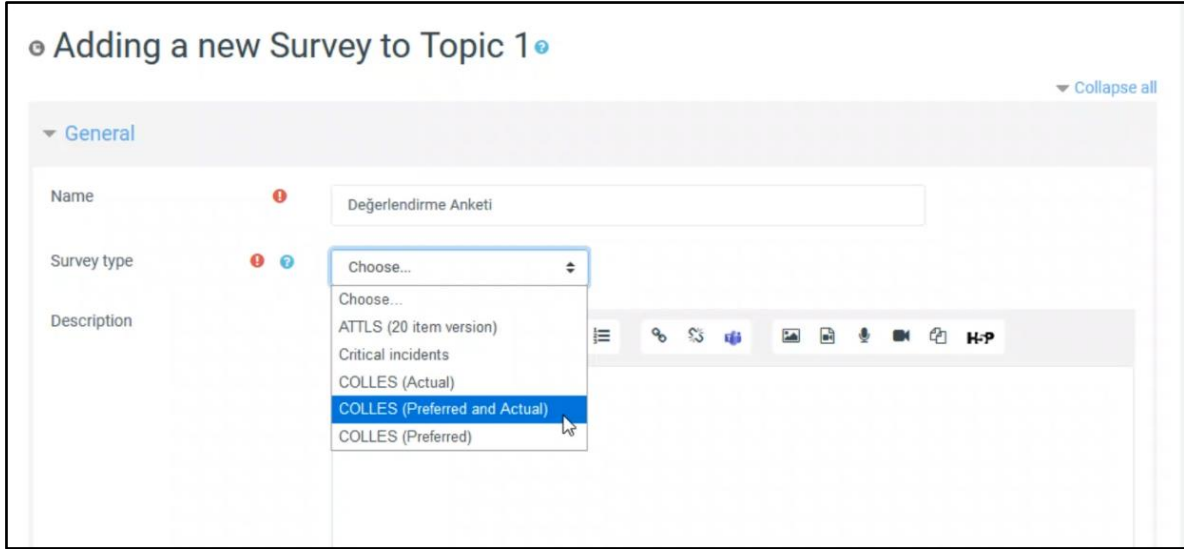
After the link is copied, enter your course page in Moodle and repeat the steps for adding URL. Display option in Appearance section is set to In pop-up. After selecting the pop-up, the resolution settings will appear right under it. You can change the resolution settings if you want.

After the necessary changes are made, you can go to the bottom of the page and click the “Save and return to course” button to finish the process of adding Video with SharePoint.

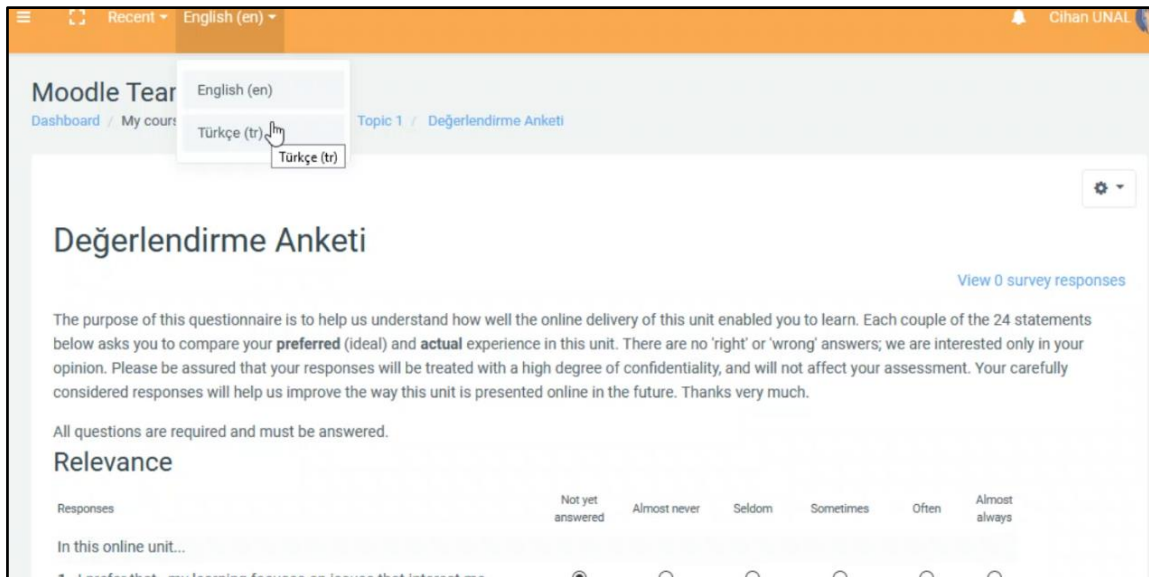
5.6. Adding a Ready-to-use Survey to the Course

In order to add a Survey to the topic, click on the Add an activity or resource under the topic you want and click on the Survey option from the window that opens

and click the Add button. Write the name of the survey in the Name section and select the ready-to-use survey type from the Survey type section. If you wish, you can write a description in the Description section. After the necessary changes are made, you can go to the bottom of the page and click the “Save and return to course” button to finish the process of adding a Ready-to-use Survey.



When we click on the survey we added, a ready-to-use survey will appear as in the picture below. We can also change the language of the survey automatically by changing the language option at the top of the page.




5.7. Adding a Single Question Questionnaire to the Course

In order to add a single question survey to your page, click on Add an activity or resource under the topic you want, click on the Choice option and click on the Add button. After that, click on Expand All on the right side of the page to expand all sections below. Then fill in the boxes on the screen as in the picture below and write the question you want.

The answers that can be chosen by the student are written in the Option 1, Option 2... sections as follows. With the Add 3 field (s) to form option, 3 more fields can be added. You can also change the "Allow more than one choice to be selected" option to Yes.

After the necessary boxes are filled, you can go to the bottom of the page and click the "Save and return to course" button to finish adding a Single Question

Questionnaire and return to the course topics page. When students enter this questionnaire, it will look like the picture below.



Lütfen aşağıdaki seçeneklerden birini seçiniz.

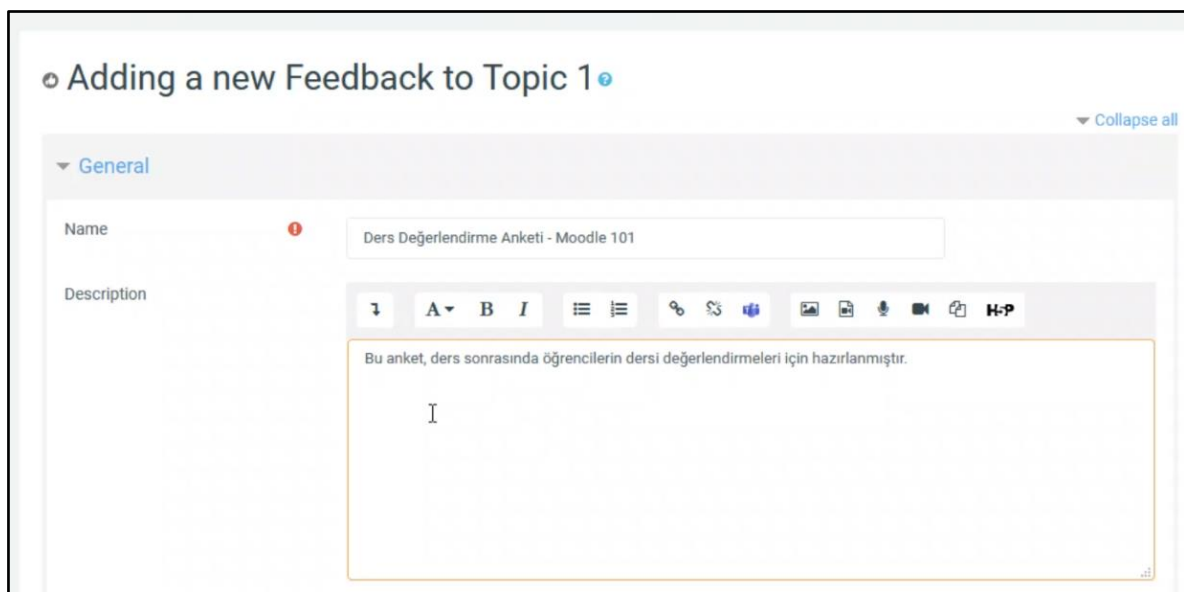
Bu dersten almayı planladığınız harf notu nedir?

☐ A ☐ B ☒ C ☐ D ☐ E ☐ F ☐ G

Save my choice

5.8. Adding a Multiple Question Survey to the Lesson

In order to add a single question survey to our page, click on the "Add an activity or resource" button under the topic you want, click on the Feedback option from the window that opens and click the Add button. Then click on the "Expand All" text on the right side of the page that opens, and expand all the sections below. Then fill in the boxes on the screen as in the picture below and write the question you want.



Adding a new Feedback to Topic 1

▼ Collapse all

▼ General

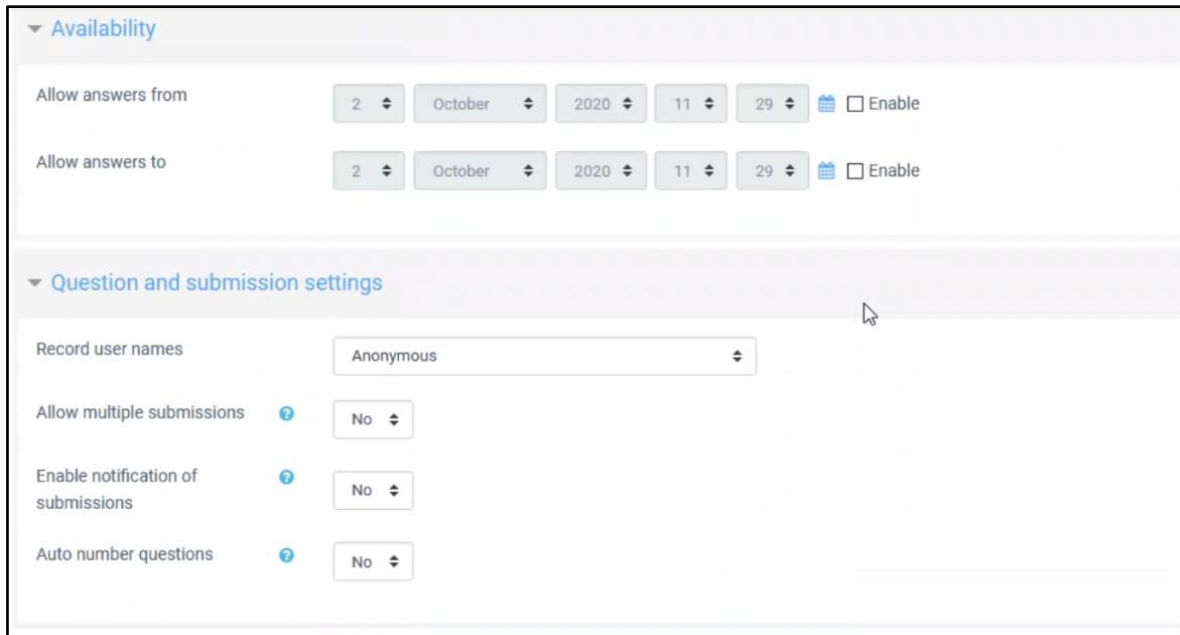
Name ! Ders Değerlendirme Anketi - Moodle 101

Description

Bu anket, ders sonrasında öğrencilerin dersi değerlendirmeleri için hazırlanmıştır.

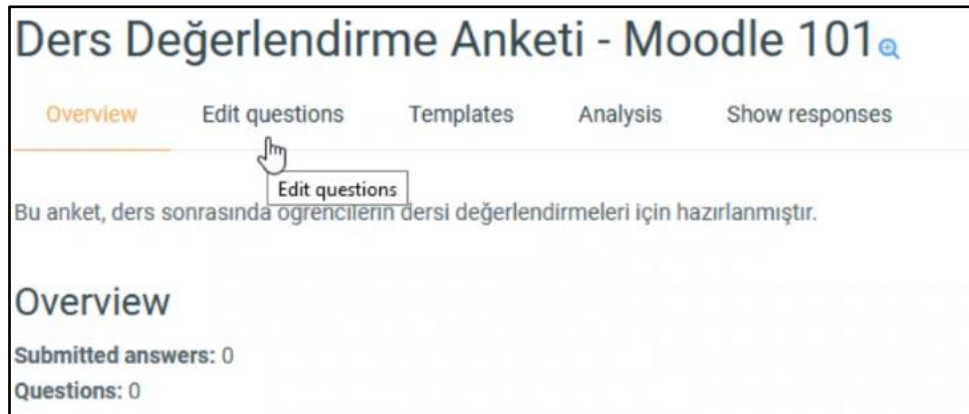
I

After that, you can edit the dates below and select the dates on which the survey will collect data. With Record user names, you can choose whether the respondents will be written anonymously or with their logged in names. You can change the "Allow multiple submissions" option to yes if you want.



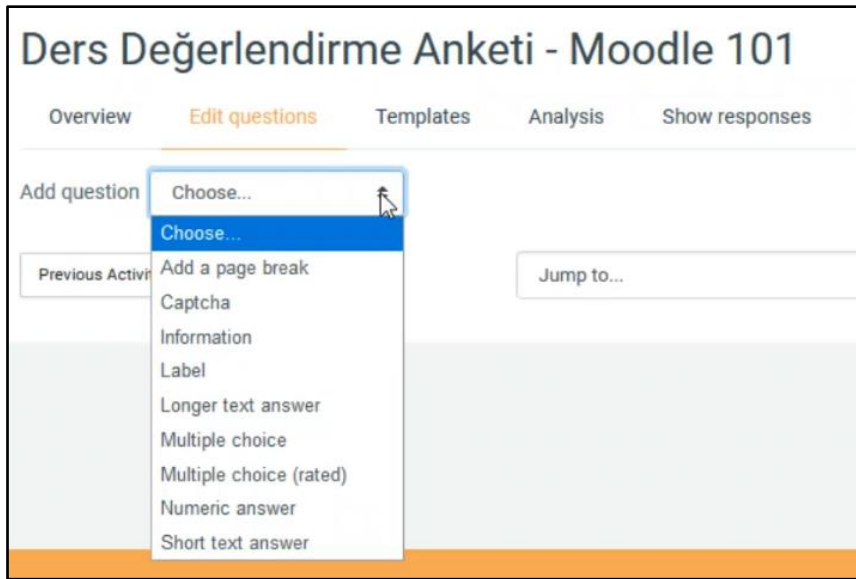
The screenshot shows the 'Availability' and 'Question and submission settings' sections of a Moodle question editor. The 'Availability' section has two identical rows for 'Allow answers from' and 'Allow answers to', each with dropdowns for day (2), month (October), year (2020), time (11), and end time (29), followed by a calendar icon and an 'Enable' checkbox. The 'Question and submission settings' section includes a 'Record user names' dropdown set to 'Anonymous', and three toggle switches for 'Allow multiple submissions', 'Enable notification of submissions', and 'Auto number questions', all currently set to 'No'.

After the required boxes are filled, you can go to the bottom of the page and click the "Save and return to course" button and return to the course's topics page. Click on the survey you created on this page. The page that opens will look like the image below.



The screenshot shows the 'Ders Değerlendirme Anketi - Moodle 101' survey page. It features a navigation bar with tabs: 'Overview' (highlighted), 'Edit questions', 'Templates', 'Analysis', and 'Show responses'. Below the tabs, a text box states: 'Bu anket, ders sonrasında öğrencilerin dersi değerlendirmeleri için hazırlanmıştır.' The 'Overview' section displays 'Submitted answers: 0' and 'Questions: 0'. A mouse cursor is pointing at the 'Edit questions' tab, with a tooltip labeled 'Edit questions' appearing above it.

Click on the Edit questions tab. You will see the Add question section as below. From there, click the Choose menu and select the question type you want to add.



Select the Multiple-choice option. A screen like the one below will appear. First of all, check the Required box if you don't want the question to be left blank. Write your question in the Question section. Select the type you want to use from the Multiple-choice type section. You can choose the one that suits you from the single answer, multiple answer, single answer drop-down menu options.

Then fill in the "multiple choice values" field with one response per line. After entering the response, click Save question to save this question..

Multiple choice values

Use one line for each answer!

Position

1

Save question
Cancel

After that, you can view the question you added from the page that opens and you can add another question if you wish.

5.9. Adding a Forum to the Course

In order to add a forum to a topic, click the "Add an activity or resource" button under the topic you want, and click the Forum option from the window that opens and click the Add button. On the page that opens, you can write the forum name there and also you can add a description to the box below. You can specify the forum type from the forum type section.

Forum name !

Description

↵
A
B
I
≡ ≡
🔗 ⚙️ 📌
🖼️ 📎 🎤 🎥 📄
H-P

☐ Display description on course page ?

Forum type ?

Standard forum for general use

A single simple discussion

Each person posts one discussion

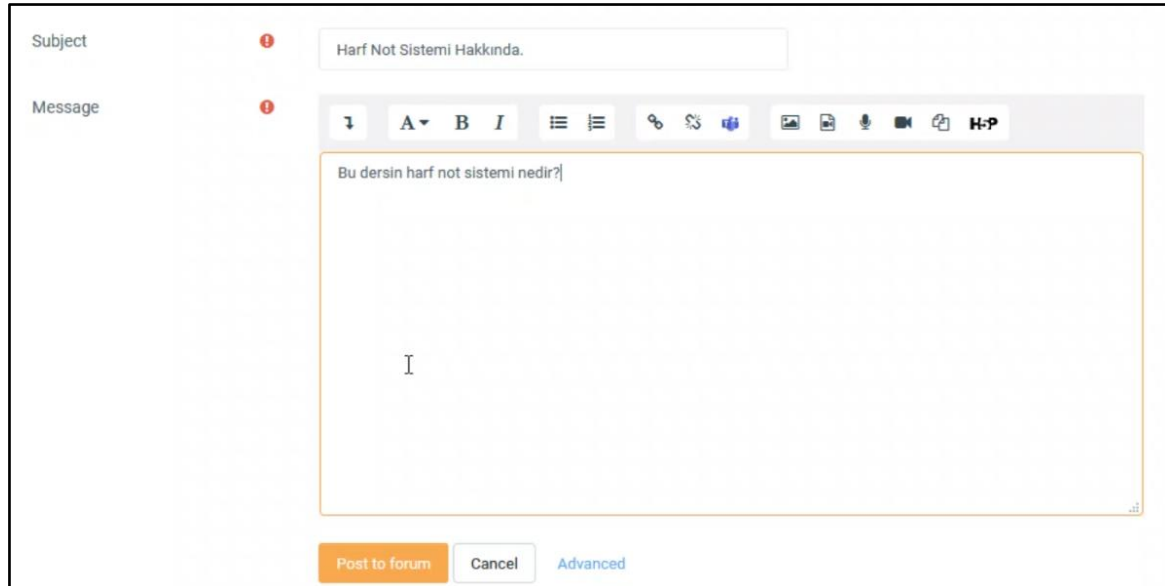
Q and A forum

Standard forum displayed in a blog-like format

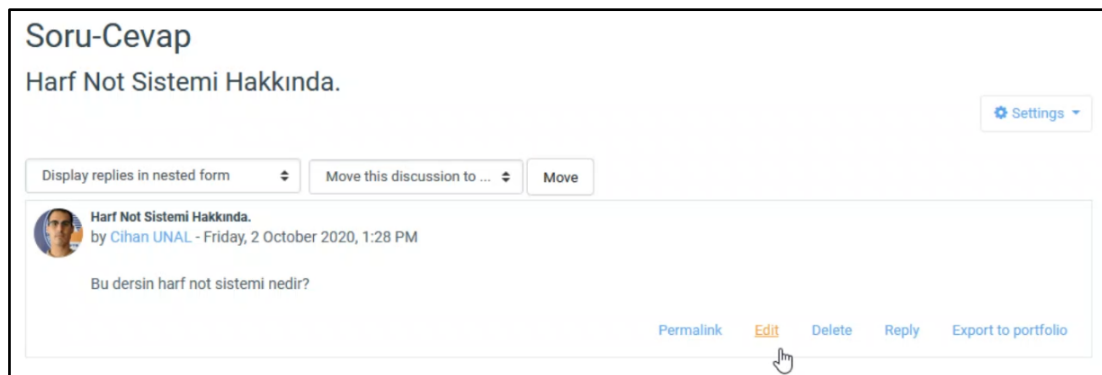
Standard forum for general use

▼ Availability

Then you can add the forum by going to the bottom of the page and clicking the "Save and return to course" button. The topics page will appear, you can open the forum page by clicking the forum you added from this page. You can add a discussion topic by clicking Add a new question on this page. Discussion forum can be started by filling the Subject and Message section as below and clicking Post to forum.

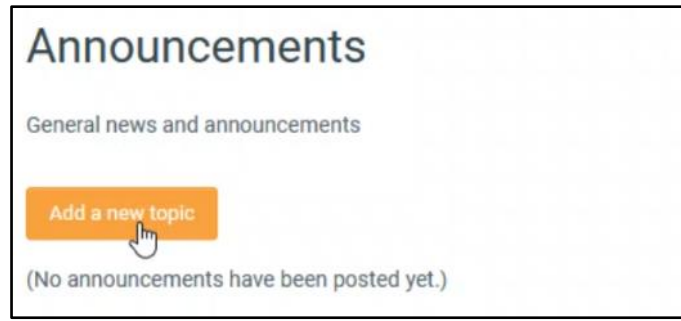


If we click on the question we created on the next forums screen, the following screen will appear. The message seen on this screen can be answered by clicking Reply.



5.10. Adding an Announcement to the Course

In order to add announcements to the course, click on the Announcements button at the top of the course page and enter the announcements page. We click on Add a new topic on the Announcements page.



You can add the announcement by writing the title in the Subject section, the content of the announcement in the Message section and clicking Post to forum.

A screenshot of the "Add a new topic" form. On the left, there are two sections: "Subject" and "Message". The "Subject" field contains the text "Vize Sınavı Hakkında". The "Message" field contains the text "Vize sınavında ilk 5 konudan sorumlusunuz." and "Başarıları dilerim.". Above the message field is a rich text editor toolbar with various icons for text formatting and media insertion. At the bottom of the form, there are three buttons: "Post to forum" (orange), "Cancel" (white), and "Advanced" (blue).

5.11. Adding an Assignment to the Course

In order to add an assignment to the topic, click on the Add an activity or resource under the topic you want and click on the Assignment option from the window that opens and click the Add button.

On the page that opens, you can write the name of the assignment in the Assignment Name section and the instructions of the assignment in the description section below. Then you can go down and add a file related to the assignment by dragging and dropping it to the Files section as shown below. You can edit the dates related to the assignment from the Availability section. You can set the start and deadline of the assignment.

Additional files
Maximum size for new files: 1GB

Files

PDF

Bygulla

Nota 1.pdf

→ Move

Drop files here to upload

▼ Availability

Allow submissions from

2

October

2020

00

00

Enable

Due date

9

October

2020

00

00

Enable

Cut-off date

2

October

2020

14

07

Enable

Remind me to grade by

16

October

2020

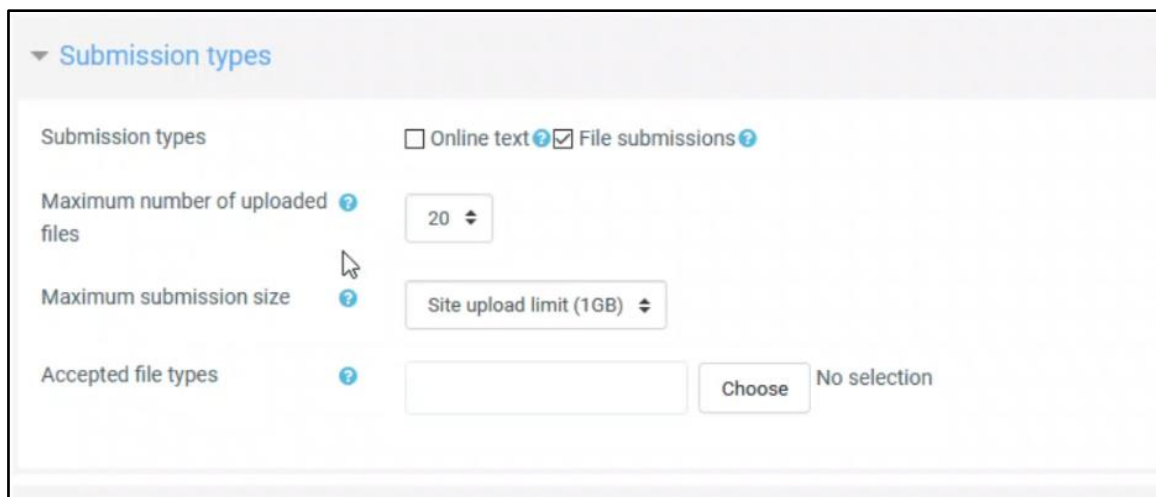
00

00

Enable

Students can upload assignments after Due date, but the note "Late Uploaded" appears. Cut-off date can be used to set the deadline for late uploads. It is not possible to upload homework after the cut-off date. "Remind me to grade by", it reminds you to grade the assignments on the date you set after the assignments are delivered.

Under Availability, there is Submission types. Here you can determine the type of homework file students will upload. You can enable students to upload files by checking the File Submission box, and allow students to write their homework directly to the box on the site by checking Online text. When you select the online text, the Word Limit option will appear below, where you can limit the word number of the text to be written online. Maximum number of uploaded files and Maximum submission can be adjusted in the following sections. At the bottom, you can select Accepted file types (eg docx, pdf etc.).



▼ Submission types

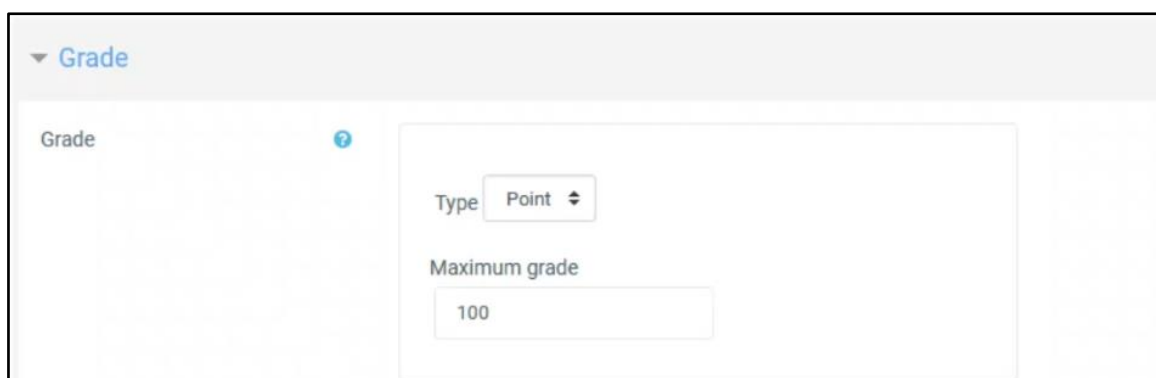
Submission types ☐ Online text ☒ File submissions

Maximum number of uploaded files

Maximum submission size

Accepted file types

In the Grade section, you can adjust how you grade assignments. None, Point and Scale options are available in the Type section. Here we select the Point and you can write the max score you want in the "Maximum grade" section.



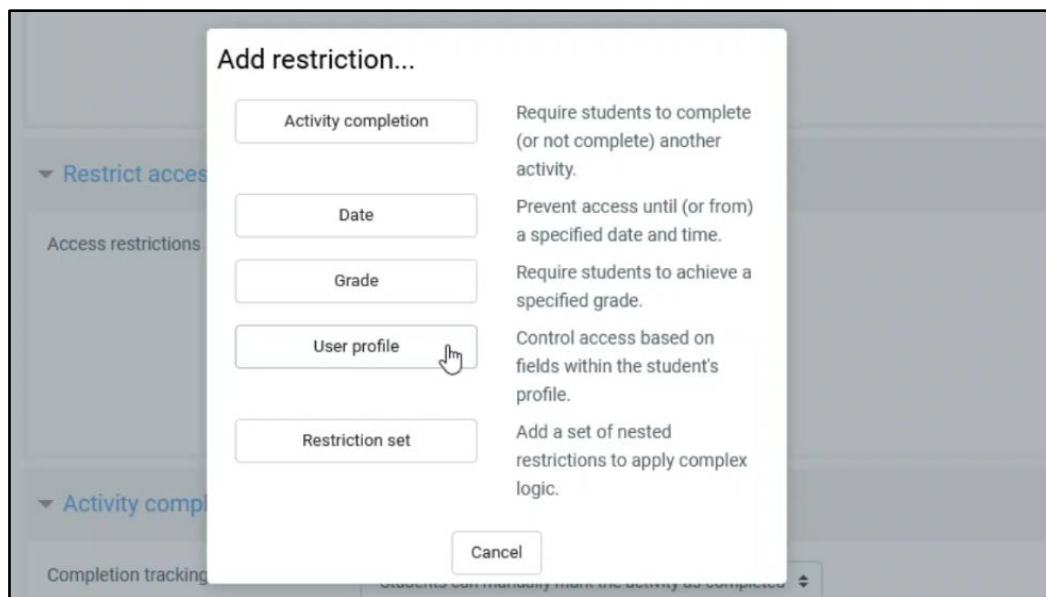
▼ Grade

Grade

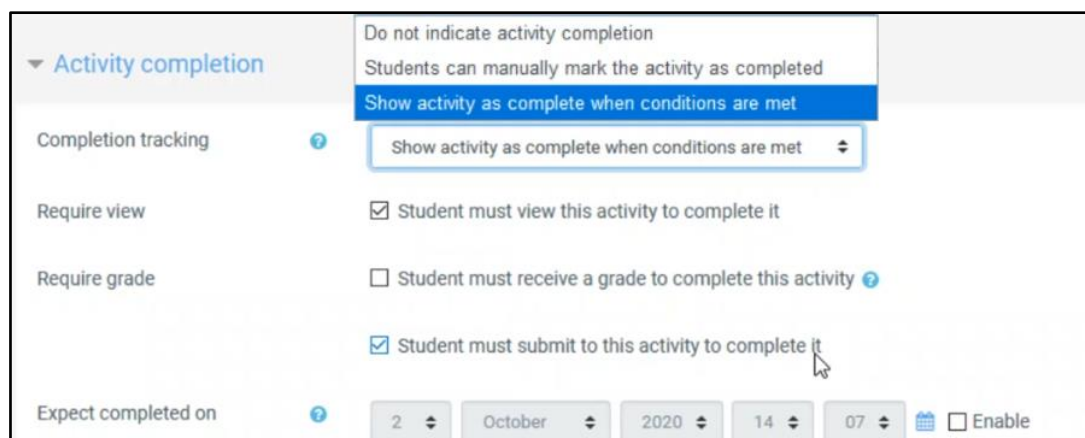
Type

Maximum grade

With the Restrict Access option, we can hide assignments under some conditions. As can be seen below, we can prevent this assignment from appearing before completing a certain activity by using "Activity completion". By using Date, it can be ensured that the assignment does not appear before a certain date range comes. By using "Grade", students who do not have a certain score can be prevented from viewing this assignment. Using the "user profile" assignment can be hidden from students with certain properties. By using the Restriction set, assignment can be hidden with certain nested restrictions.




In the Activity completion section, the condition under which the green tick will appear, indicating that the assignments are completed can be set. Completion tracking options are "Do not indicate activity completion", the second one is "Students can manually mark the activity as completed", the last one is "Show activity as complete when conditions are met". If the last option is selected, the following check boxes will appear. Tick the "Students must submit to this activity to complete it" option at the bottom.



After the necessary changes are made, you can go to the bottom of the page and click the "Save and return to course" button to return to the course page. If we click on the assignment we added, we can view the screen below. By clicking the "View all submission" button, you can see all the assignments that students have submitted.

Ödev 1

Lütfen ekteki dokümanı indiriniz ve belirtilen adımları uygulayınız.

 [Uygulama Notu 1.pdf](#)

2 October 2020, 2:18 PM

Grading summary

Hidden from students	No
Participants	1
Submitted	0
Needs grading	0
Due date	Saturday, 10 October 2020, 12:00 AM
Time remaining	7 days 9 hours

[View all submissions](#) [Grade](#)

5.12. Changing Role

To learn how the course page looks like by users in other roles, click where our name is written in the upper right corner, click the "Switch role to .." button at the bottom of the menu that opens.

Recent English (en)

Moodle Teams 101

Dashboard / My courses / MDL_TEAMS_101

Announcements

Ders Çizelgesi

Topic 1

Cihan UNAL

Dashboard

Profile

Grades

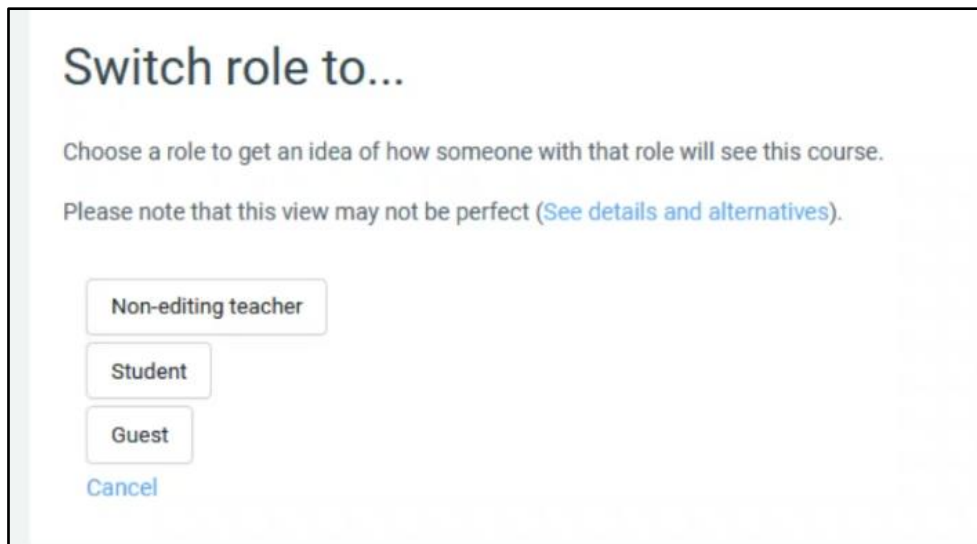
Messages

Preferences

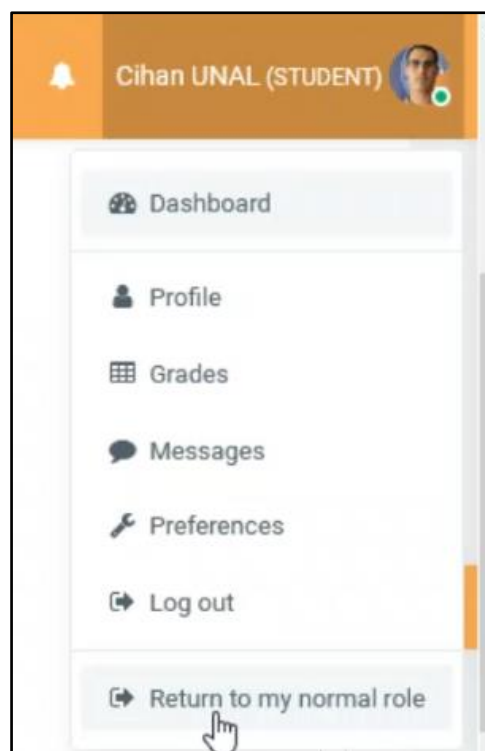
Log out

Switch role to...

When we click it, the following screen will appear. The options here are "Non-editing teacher", "Student", and finally "Guest".



From here, we can select the role we want and view the course's page through the eyes of that role. When we select the "Student" option, we can view it through students' eyes. To return to our role, we click the button with our name on the top right, then we can switch by clicking "Return to my normal role" at the bottom.



6. Creating Exams

In order to add exams to our page in Moodle, we click on the Turn on editing button on the top right, as we did in all other steps. Click on the Add an activity or

resource under the subject you want to add an exam and click on the Quiz option from the window that opens and click on the Add button. Click the Expand all button on the right of the page that opens. You can write the name of the exam in the Name section and the instructions of the exam in the Description section.

In the Timing section, the start date of the exam can be determined with the Open the quiz option, and the end date of the exam can be determined with the Close the quiz option. If the box next to Time limit is ticked, a certain time limit can be set for the exam. You can decide what to do when the time expires from the When time expires section. The first option is the most used option. With this option, the quiz is submitted automatically when the time expires, with the questions answered so far.

The screenshot shows the 'Timing' section of a quiz configuration interface. It includes four main settings:

- Open the quiz:** Set to 5 (dropdown), October (dropdown), 2020 (dropdown), 10 (dropdown), 30 (dropdown). There is a calendar icon and an 'Enable' checkbox.
- Close the quiz:** Set to 5 (dropdown), October (dropdown), 2020 (dropdown), 11 (dropdown), 30 (dropdown). There is a calendar icon and an 'Enable' checkbox.
- Time limit:** Set to 3 (input), minutes (dropdown), and an 'Enable' checkbox.
- When time expires:** A dropdown menu is open, showing three options:
 - Open attempts are submitted automatically** (highlighted in blue)
 - There is a grace period when open attempts can be submitted, but no more questions answered
 - Attempts must be submitted before time expires, or they are not counted

Below the 'Timing' section, the 'Grade' section is partially visible.

You can set the passing grade by using "Grade to pass" in the Grade section below. In the Attempts allowed section, you can set the number of times they are allowed to do the exam. Using the "New page" in the Layout section, how many questions will appear on each page can be adjusted. From the Navigation method section, you can choose whether the questions are displayed in order or displayed as students wish. The "Free" option allows students to skip the questions and solve them as they wish, while the "Sequential" option does not allow students to move on to another without solving the current question.

The screenshot displays a configuration interface for a quiz, divided into two main sections: 'Grade' and 'Layout'.

Grade Section:

- Grade category:** A dropdown menu with a question mark icon, currently set to 'Uncategorised'.
- Grade to pass:** An empty text input field with a question mark icon.
- Attempts allowed:** A dropdown menu with a double-headed arrow icon, currently set to '1'.

Layout Section:

- New page:** A dropdown menu with a question mark icon, currently set to 'Every question'.
- Navigation method:** A dropdown menu with an exclamation mark and question mark icon. The menu is open, showing three options: 'Free' (top), 'Free' (middle, highlighted in blue), and 'Sequential' (bottom). A mouse cursor is pointing at the 'Free' option.

At the bottom left of the 'Layout' section, there is a link labeled 'Show less...'.

With the "Shuffle within question" option in the Question behavior section below, questions can be made to display to each student in a mixed order. With the "Deferred feedback" option, which is automatically selected in the option below, you can choose to announce the results later.

You can make post-exam settings from the review options section. The boxes under "Immediately after the attempt", "Later, while the quiz is still on" and "After the quiz is closed" should look like the picture below. The "Marks" option is set below so that it can only be displayed after the exam is closed.

Review options

During the attempt	Immediately after the attempt	Later, while the quiz is still open
<input checked="" type="checkbox"/> The attempt	<input type="checkbox"/> The attempt	<input type="checkbox"/> The attempt
<input checked="" type="checkbox"/> Whether correct	<input checked="" type="checkbox"/> Whether correct	<input checked="" type="checkbox"/> Whether correct
<input checked="" type="checkbox"/> Marks	<input type="checkbox"/> Marks	<input type="checkbox"/> Marks
<input checked="" type="checkbox"/> Specific feedback	<input checked="" type="checkbox"/> Specific feedback	<input checked="" type="checkbox"/> Specific feedback
<input checked="" type="checkbox"/> General feedback	<input checked="" type="checkbox"/> General feedback	<input checked="" type="checkbox"/> General feedback
<input checked="" type="checkbox"/> Right answer	<input checked="" type="checkbox"/> Right answer	<input checked="" type="checkbox"/> Right answer
<input type="checkbox"/> Overall feedback	<input type="checkbox"/> Overall feedback	<input type="checkbox"/> Overall feedback

After the quiz is closed

☐ The attempt
☐ Whether correct
☒ Marks
☐ Specific feedback
☐ General feedback
☒ Right answer
☐ Overall feedback

If you wish, you can require a password to enter the exam from the section under "Extra restriction on Alsps". You can choose whether the exam will appear or not from the Availability section in the picture below. Even if you choose to show, only the name of the exam will be displayed, not the content of the questions until the exam date and time. If you have created a group, you can divide the quiz into groups.

Common module settings

Availability

?

Hide from students

ID number

?

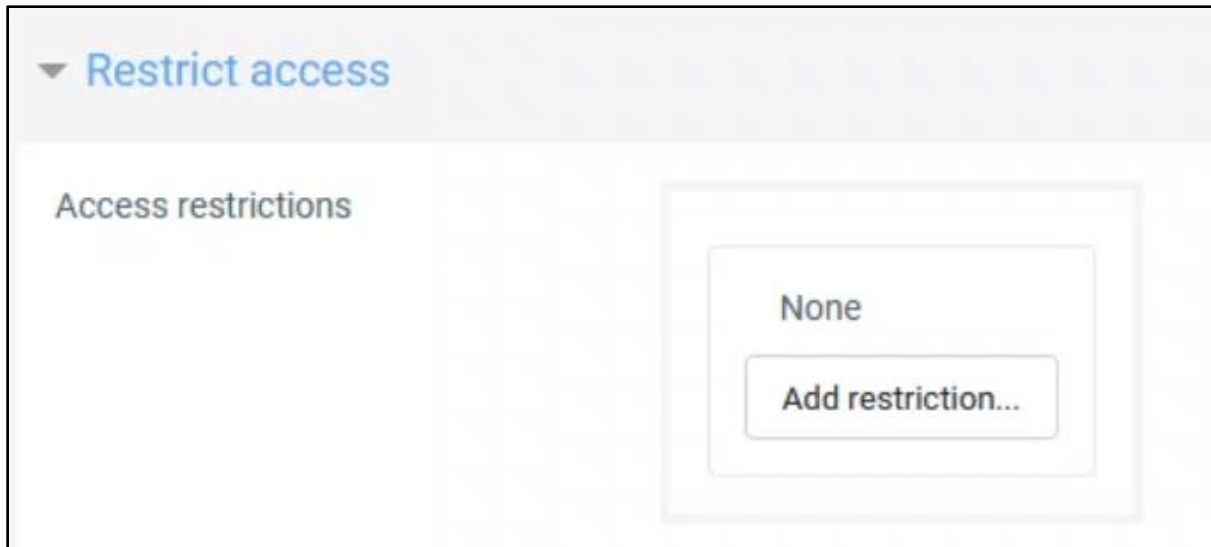
Group mode

?

No groups

Add group/grouping access restriction

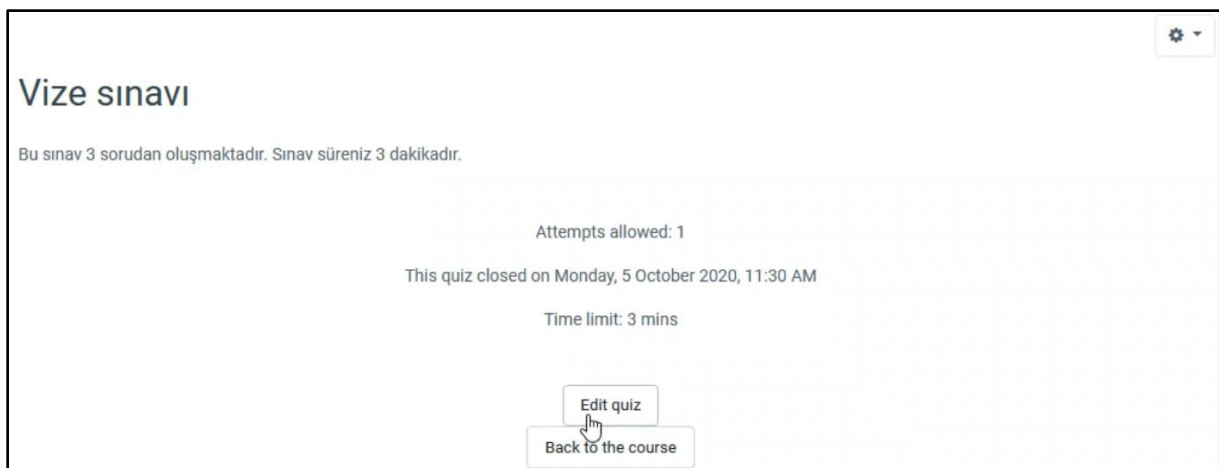
The settings in the Restrict Access section are explained in detail in "5.11 Adding an Assignment to the Course". Necessary adjustments can be made by looking there.



Then you can add the exam by going to the bottom of the page and clicking the "Save and return to course" button.

6.1. Adding a New Question to the Exam

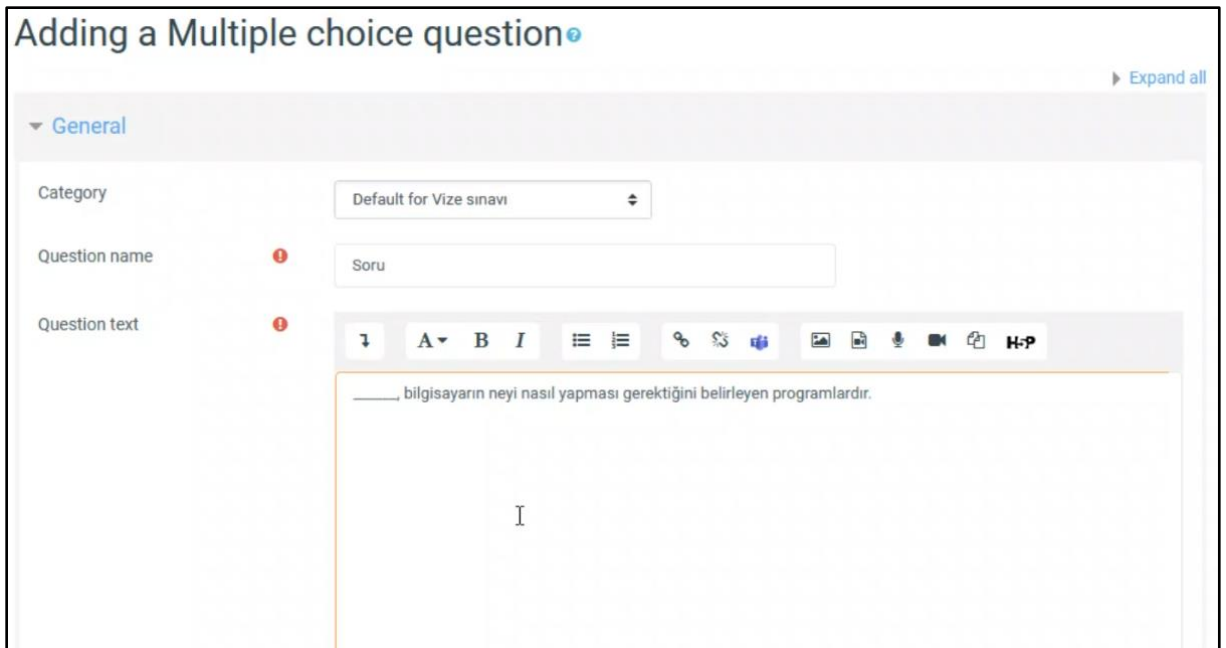
To add a new question to an existing exam, click on the exam you have created. Click on the Edit quiz button as in the picture below. If there is no Edit quiz button, click the settings button on the upper right corner and click Edit quiz from there.



On the page that opens, write the maximum score that can be obtained from the exam in the "Maximum grade" section on the right and click the Save button next to it. By checking the Shuffle box below, the order of the exam questions that will shown to the students will be in mixed way.



Click the Add button on the right side of the screen to add a question. Click the "a new question" button from the menu and select the question type you want to add from the window that opens and click the Add button. As shown in the picture below, in the Category section, select the category that the question will be added to. Then write the name of your question in the Question name section and write the question that will appear to students in the Question text section.



The score to be taken from the exam is determined with the "Default mark" below. In the picture below, you can determine in the first part how many correct answers of the question exists. "One answer only" is the option used when there is only one correct answer. With the "Shuffle the choices" option, you can show the places of the choices randomly.

One or multiple answers?

One answer only

☒ Shuffle the choices? ?

You can determine the options of the question from the Answer section below. Write your choices in Choice 1, Choice 2 and other boxes as shown in the picture below. Let's say the correct choice of this question is Choice 3, click on the None text in the Grade section and select the value of this choice as 100% and leave the Grade value of the other options as None.

Choice 1

↓

A ▾ B I

≡ ≡

🔗 🔗

📷 📷

🎤 🎤

📺 📺

📄 📄

H-P

Veriler

Grade

None

Feedback

↓

A ▾ B I

≡ ≡

🔗 🔗

📷 📷

🎤 🎤

📺 📺

📄 📄

H-P

Choice 2

↓

A ▾ B I

≡ ≡

🔗 🔗

📷 📷

🎤 🎤

📺 📺

📄 📄

H-P

Bilgiler

Grade

None

Feedback

↓

A ▾ B I

≡ ≡

🔗 🔗

📷 📷

🎤 🎤

📺 📺

📄 📄

H-P

Choice 3

↓

A ▾ B I

≡ ≡

🔗 🔗

📷 📷

🎤 🎤

📺 📺

📄 📄

H-P

Komutlar

Grade

100%

Feedback

↓

A ▾ B I

≡ ≡

🔗 🔗

📷 📷

🎤 🎤

📺 📺

📄 📄

H-P

If you want to give feedback based on the student's response, you can use the Combined feedback section. After the necessary settings are made, go to the bottom and click on "Save changes" and you will save this question. The example below will show adding a True / False type question. After repeating the above steps to create a question, select True / False from the window that opens and click the Add button, and the following screen will appear. Select the category for which you are preparing a question from the Category section. Question name and Question text are filled as in the picture below.

Adding a True/False question?

▼ Collapse all

▼ General

Category: Default for Vize sinavi (1)

Question name: Soru

Question text: Blu-Ray, manyetik depolama aygıtlarına örnek verilebilir.

The maximum score that can be obtained from this question is entered in the Default mark section. The answer to the question is determined from the "Correct answer" section below. If the answer to your question is true, select "True", if false, "False" should be selected.

Correct answer: False

Feedback for the response 'True': True

After the necessary settings are made, we go to the bottom and click on "Save changes" and we save this question. After adding these two questions, the Editing quiz page will look like the image below. In the upper right corner, the maximum score that can be obtained from the exam is 15 as we have determined before. However, since the questions we have added are 5 points each, the total score appears to be 10. You have to add one more question to complete this to 15.

Editing quiz: Vize sinavi

Questions: 2 | This quiz is closed

Maximum grade: 15.00 Save

Repaginate Select multiple items

Total of marks: 10.00

Shuffle

Page 1 Add

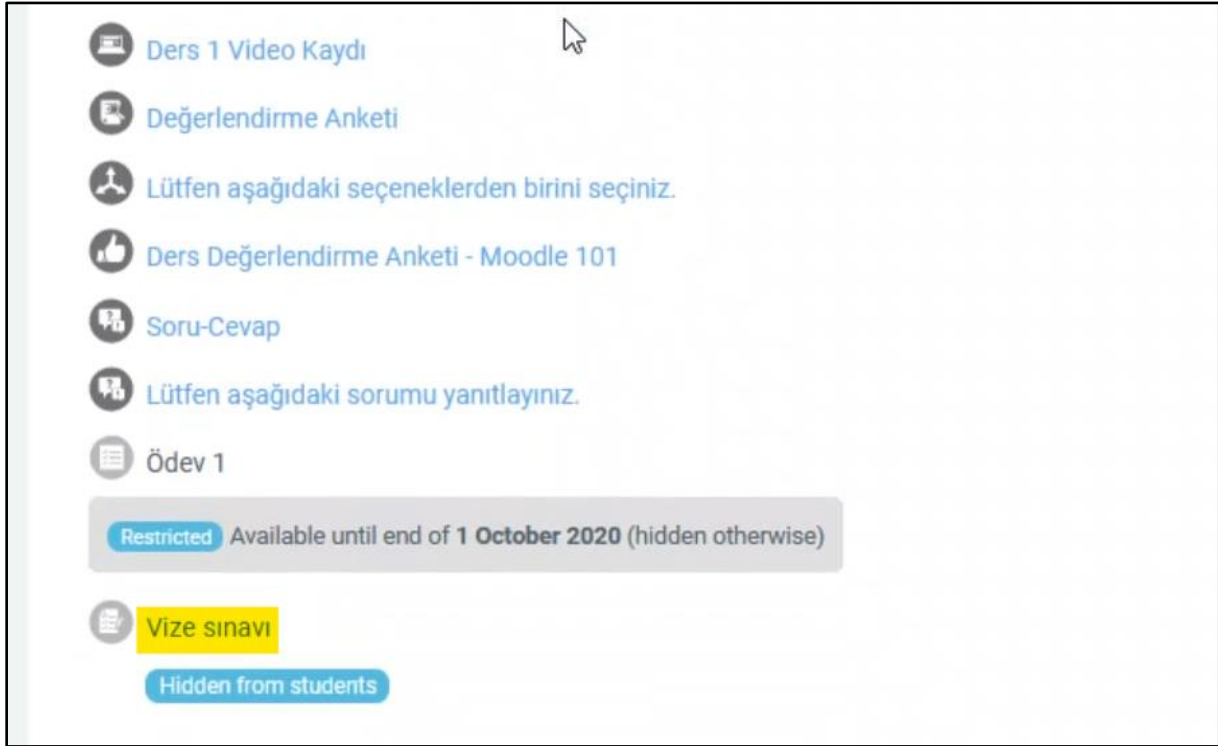
1 Soru _____, bilgisayarın neyi nasıl yapması gerektiğini belirleyen programlardır. 5.00

Page 2 Add

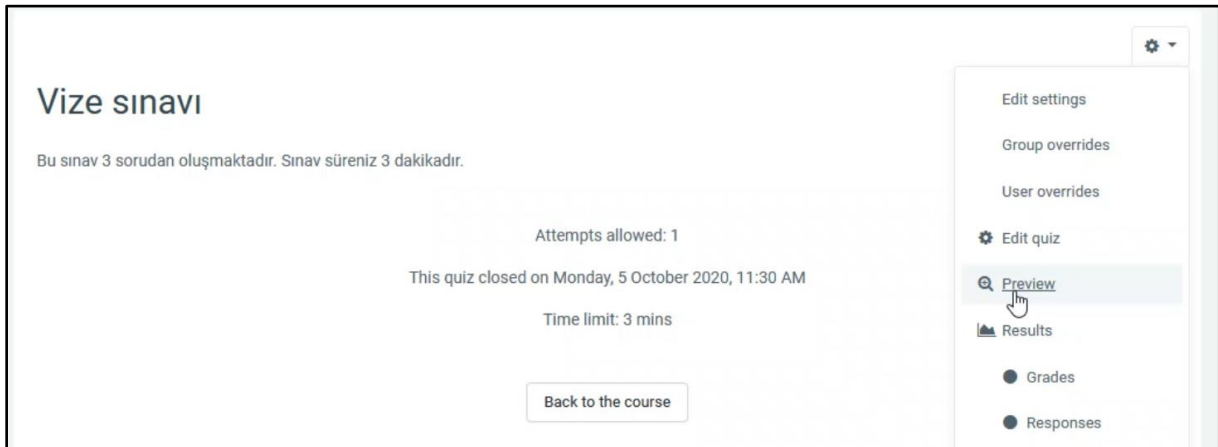
2 Soru Blu-Ray, manyetik depolama aygıtlarına örnek verilebilir. 5.00

Add

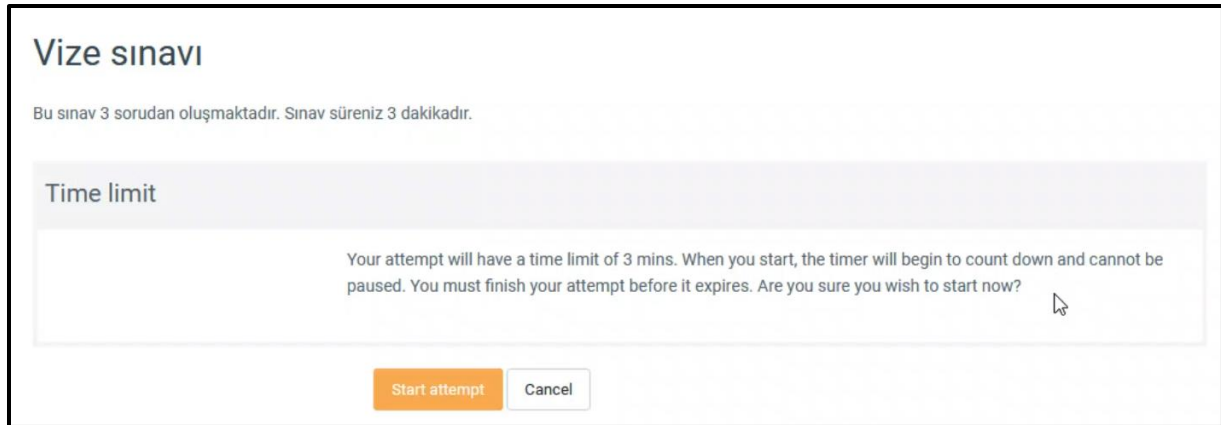
After reaching the sufficient number of questions, you can return to the page of the course. Our exam will look like the picture below on the page of the course.



If you click on the link of the exam we added (Vize sınavı), the following screen will open. The name of the exam and the instructions you wrote will appear here. If you click the settings icon on the top right and click the Preview button from the menu that opens, you can view how the exam will appear to students.



On the screen that appears, it shows important warnings like the exam will take 3 minutes as in the picture below, and there is no possibility to pause after it starts. It is waiting for you to press the start attempt button.



Vize sınavı

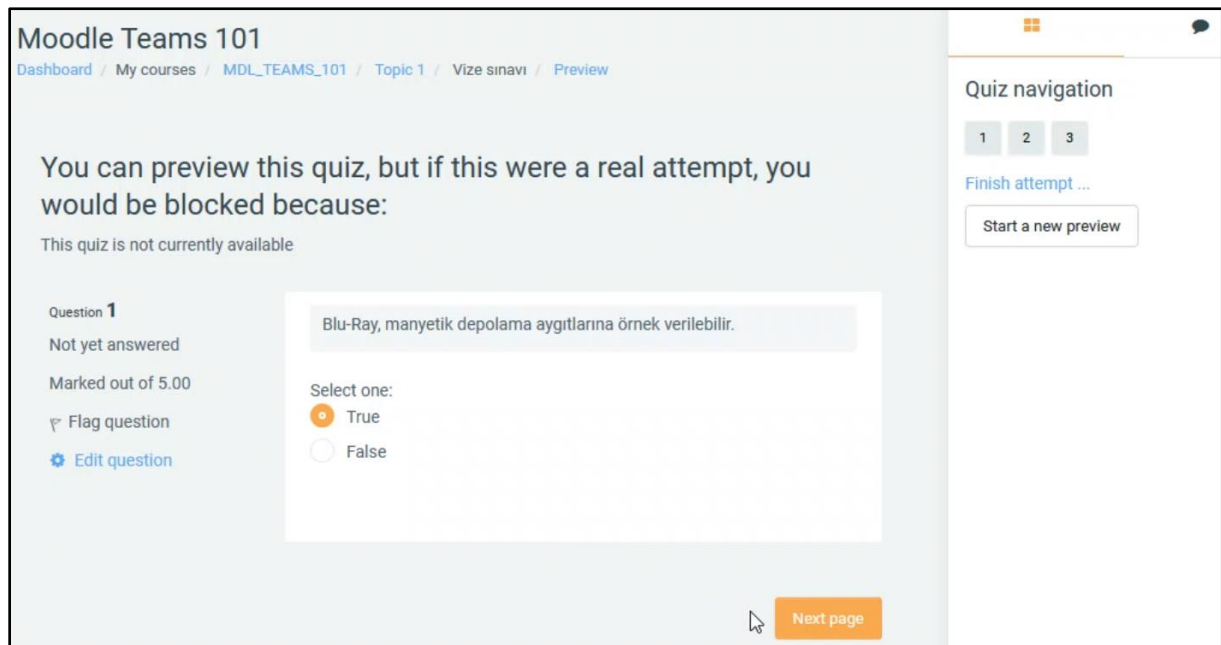
Bu sınav 3 sorudan oluşmaktadır. Sınav süreniz 3 dakikadır.

Time limit

Your attempt will have a time limit of 3 mins. When you start, the timer will begin to count down and cannot be paused. You must finish your attempt before it expires. Are you sure you wish to start now?

[Start attempt](#) [Cancel](#)

Since the questions were shown randomly, the first question came as follows. After reading the question, the student can answer the question, then click on the Next page button at the bottom right and move on to the next question.



Moodle Teams 101

[Dashboard](#) / [My courses](#) / [MDL_TEAMS_101](#) / [Topic 1](#) / [Vize sınavı](#) / [Preview](#)

You can preview this quiz, but if this were a real attempt, you would be blocked because:
This quiz is not currently available

Question 1
Not yet answered
Marked out of 5.00
[Flag question](#)
[Edit question](#)

Blu-Ray, manyetik depolama aygıtlarına örnek verilebilir.

Select one:

☒ True
☐ False

[Next page](#)

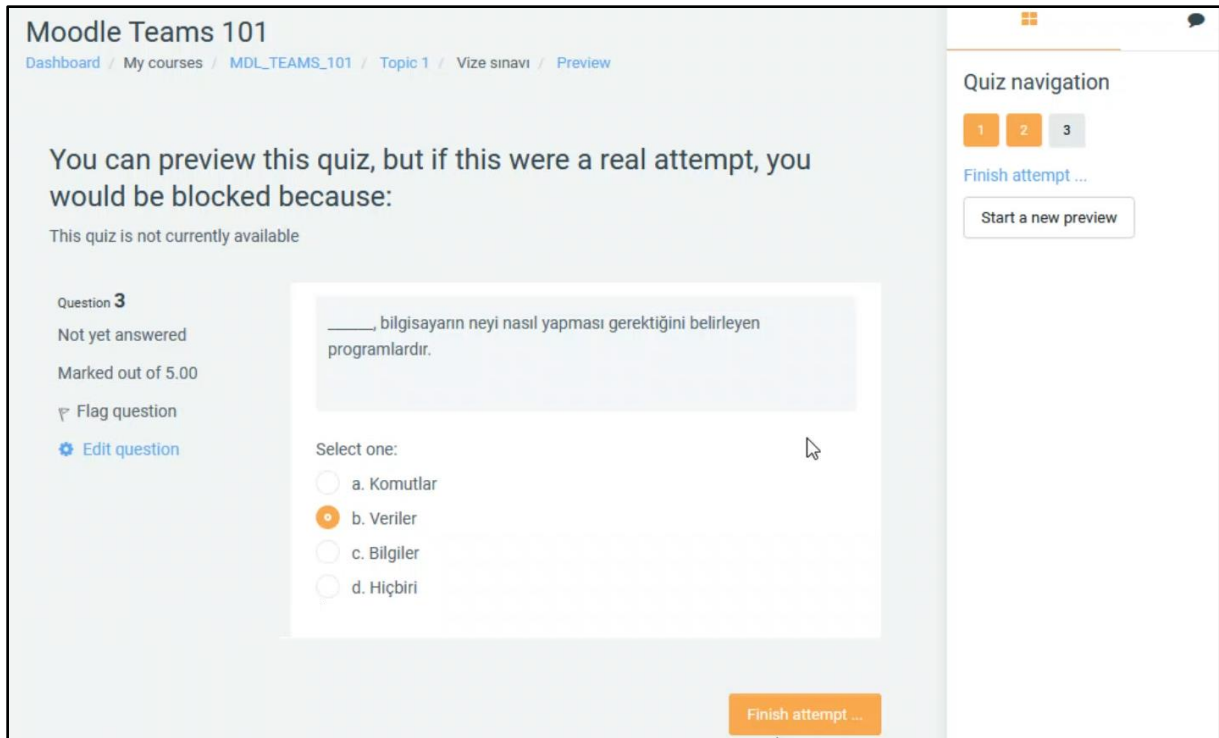
Quiz navigation

1 2 3

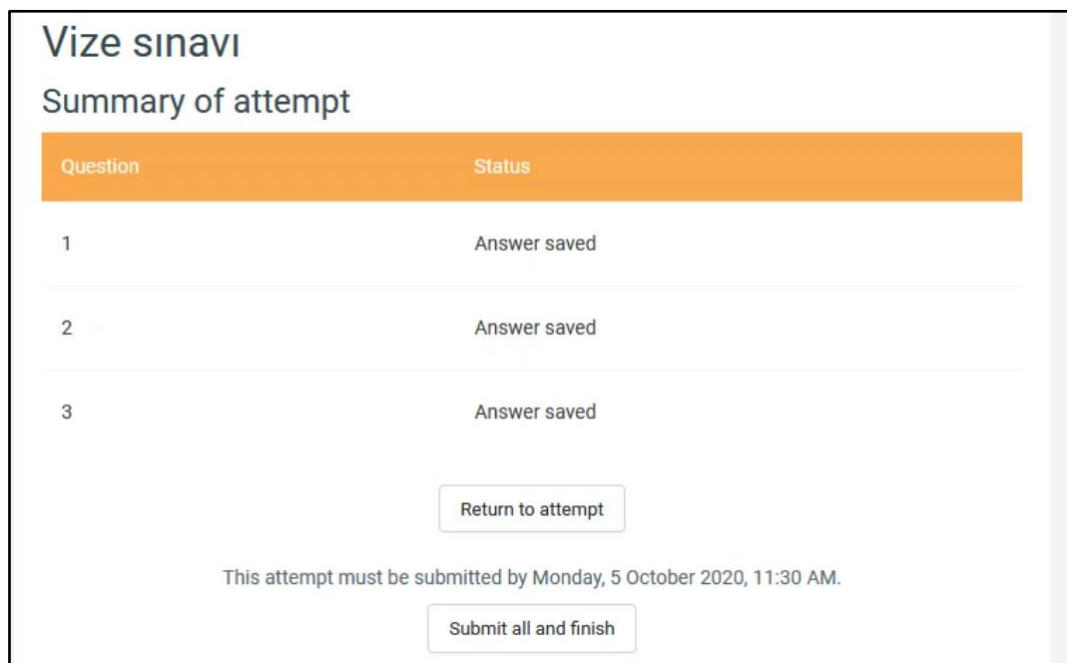
[Finish attempt ...](#)

[Start a new preview](#)

The last question will appear as in the image below. After solving this question, they can finish the exam by clicking the Finish attempt button below.

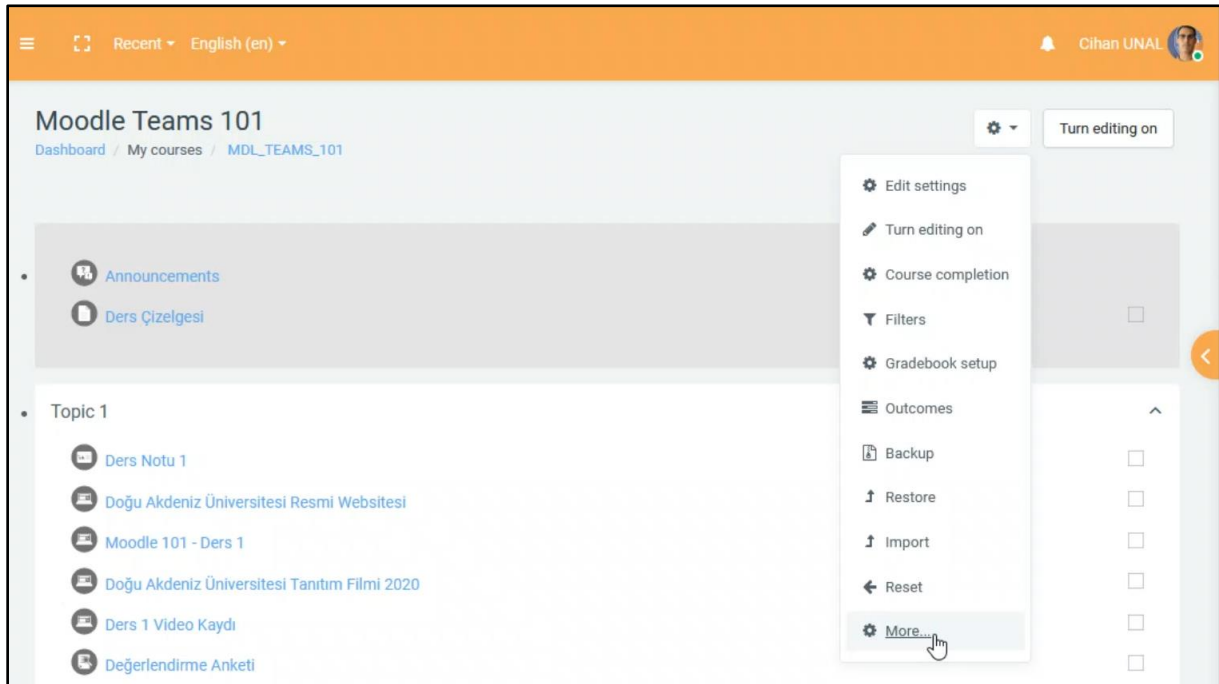


After clicking "Finish attempt", the page in the picture below will appear. It shows which questions have been answered. Also, if you click "Return to attempt", you can return to your last question and make a correction. Our exam was set to allow changing only the last question. If no corrections are to be made, click on the "Submit all and finish" button at the bottom, a small warning window will show that no correction can be made after it is submitted, and it is asked to confirm. From the window that opens, click on Submit all and finish again and the exam is submitted.

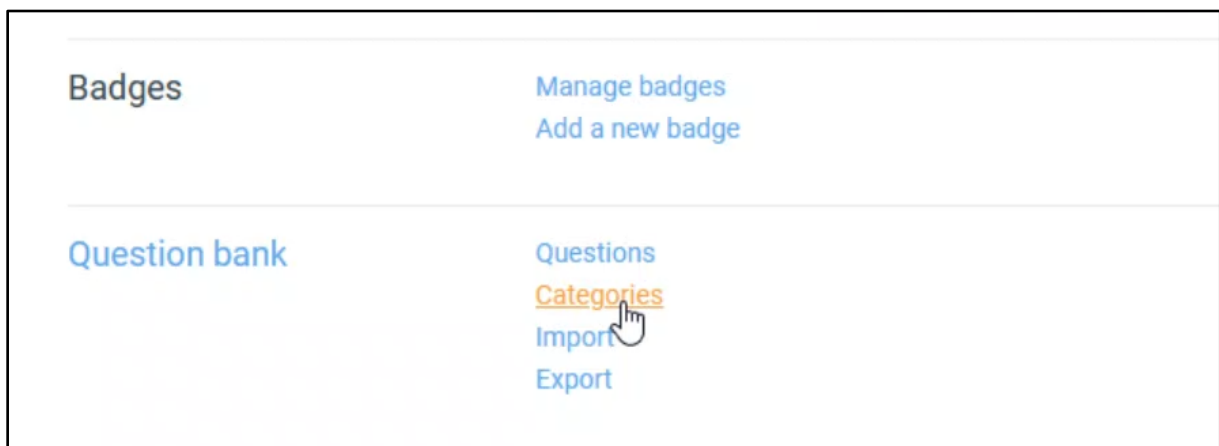


6.2. Creating a Category for the Exam Banks

To create a category, enter the page of the course and click the settings button on the top right corner as in the picture below, click the More button from the menu that opens.



Click the Categories button in the Question bank section at the bottom of the page that opens.



The page that opens after clicking it will appear as below. Make your selection from the "Parent category" section. Write the name of the category we will create in the Name section. Then click on the Add category button at the bottom.

▼ Add category

Parent category ? Top for MDL_TEAMS_101 Moodle Teams 101

Name ! MDL_TMS_101_Vize_Soru_Bankası

Category info

Rich text editor toolbar: Bold, Italic, Underline, Bulleted list, Numbered list, Link, Unlink, Image, Help.

ID number ? I

Add category

In this way, we have created our category. Now we can add exams to this created category, we can use them later.

6.3. Creating an Exam Under a Category

To create a category, enter the page of the course and click the settings button on the top right corner of the screen, click the More button from the menu that opens. Click the "Questions" button in the "Question bank" section at the bottom of the page that opens. The page that opens will look like the following.

Questions Categories Import Export

Question bank

Select a category: Default for MDL_TEAMS_101

The default category is **Course: MDL_TEAMS_101**.

No tag filters applied

Filter by tags...

☐ Show question text in the question list

[Search options](#) ▼

☒ Also show questions from subcategories

☐ Also show old questions

Create a new question ...

From the place where it says "Select a category", we select the category we created before, where we will add the questions. After selecting the category, the page will be refreshed within 1-2 seconds, after the renewal, click the "Create a new question" button at the bottom. Select the question type you want to add from the window that will open and add the question you want by repeating the steps in "6.1. Adding a New Question to the Exam". After adding the amount of questions you want, the page will appear as below, the questions will be listed as at the bottom.

Question bank

Select a category: MDL_TMS_101_Vize_Soru_Bankası (3)

No tag filters applied

Filter by tags...

☐ Show question text in the question list

Search options

☒ Also show questions from subcategories

☐ Also show old questions

Create a new question ...

Question	Actions	Created by	Last modified by
Question name / ID number		First name / Surname / Date	First name / Surname / Date
<input type="checkbox"/> Soru	Edit	Cihan UNAL 5 October 2020, 4:25 PM	Cihan UNAL 5 October 2020, 4:25 PM
<input type="checkbox"/> Soru	Edit	Cihan UNAL 5 October 2020, 4:27 PM	Cihan UNAL 5 October 2020, 4:27 PM
<input checked="" type="checkbox"/> Soru	Edit	Cihan UNAL 5 October 2020, 4:28 PM	Cihan UNAL 5 October 2020, 4:28 PM

With selected:

Delete Move to >> MDL_TMS_101_Vize_Soru_Bankası (3)

6.4. Selecting Random Questions from the Question Bank

In order to select random questions from the question bank that we have created before for an exam, first we go to the page of the course and click on the exam we created as in the picture below.

Ders Değerlendirme Anketi - Moodle 101

Soru-Cevap

Lütfen aşağıdaki sorumu yanıtlayınız.

Ödev 1

Restricted Available until end of 1 October 2020 (hidden otherwise)

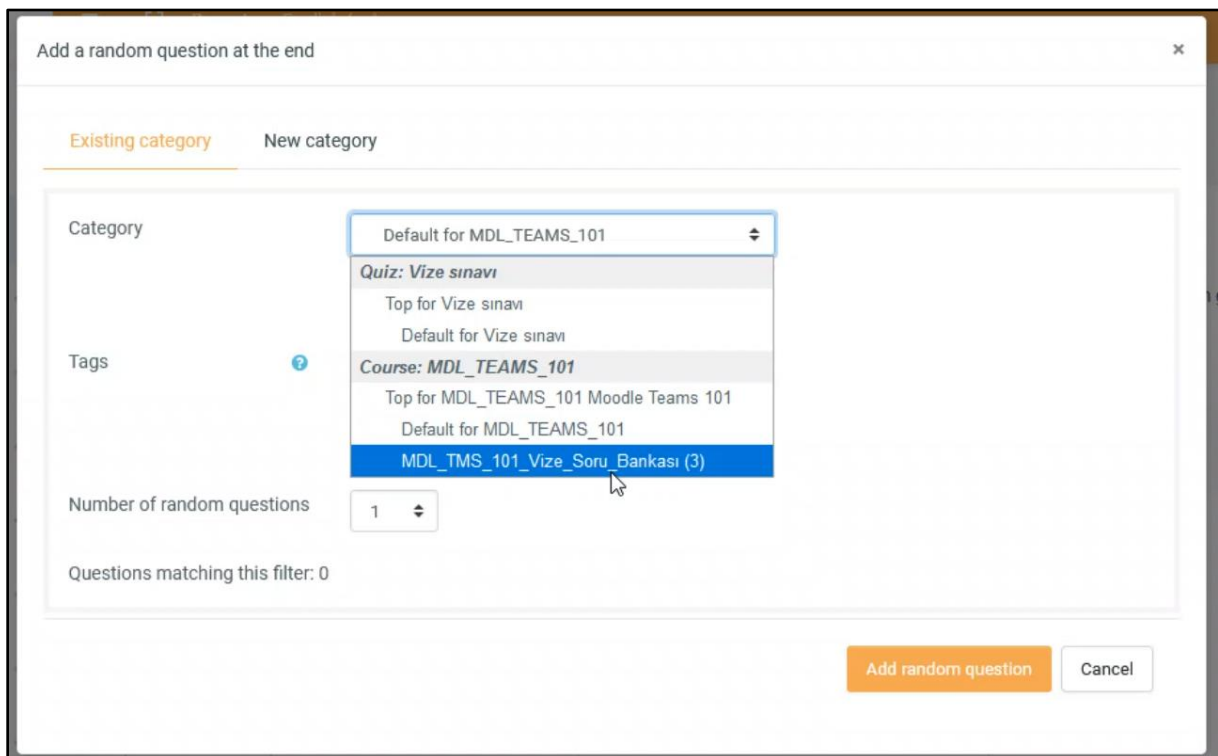
Vize sınavı

Hidden from students

Click on the "Edit quiz" button below. The page that opens after clicking it will look like the picture below. We click the Add button on the right part and click the "a random question" button from the menu that opens.



After clicking it, the following window will appear. Here we select the category we want to choose the question from. After selecting our category, the page will be refreshed for 1-2 seconds and the questions belonging to that category will be listed.



After selecting the category, the screen will look like the picture below. Determine how many random questions to choose from the "Number of random questions" section below. Here, if 2 is selected, each student will be shown two random questions that are chosen from the 3 questions from that category.

Existing category

New category

Category

MDL_TMS_101_Vize_Soru_Bankası (3)

☐ Include questions from subcategories too

Tags

Any tags

Search

Number of random questions

2

Questions matching this filter: 3

<

1

>

Soru

Soru

Soru

Add random question

Cancel

Then click on "Add random question" at the bottom of the window. After clicking, the screen will appear as below. The score of that question is determined from the numbers on the right of each question. Since the total score of this exam is 15, the value of each question is set to 7.50.

Editing quiz: Vize sınavı

Questions: 2 | This quiz is closed

Maximum grade 15.00

Save

Repaginate

Select multiple items

Total of marks: 15.00

☒ Shuffle

Page 1

Add

1

Random (MDL_TMS_101_Vize_Soru_Bankası)

(See questions)

7.50

Page 2

Add

2

Random (MDL_TMS_101_Vize_Soru_Bankası)

(See questions)

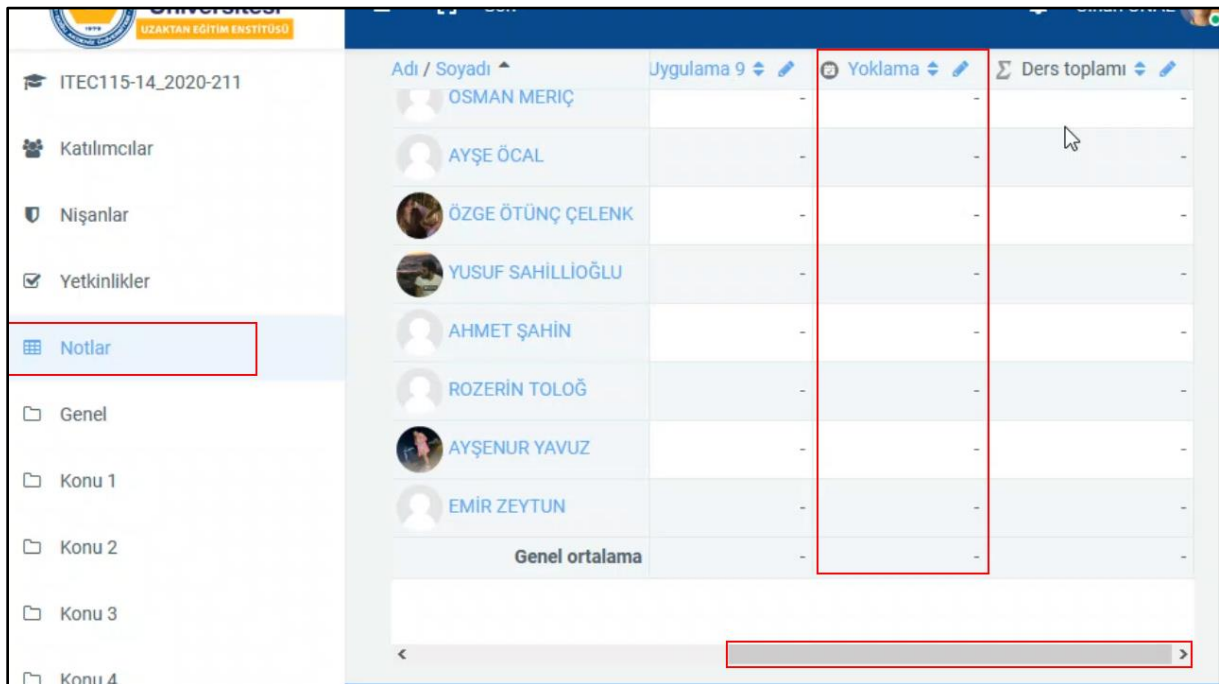
7.50

Add

7. Creating Attendance

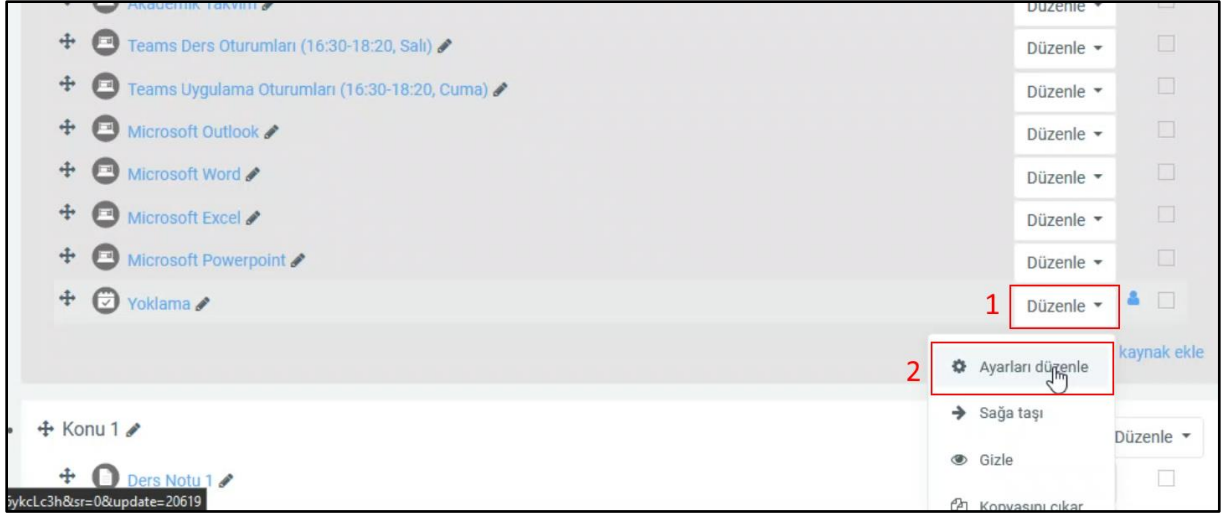
In order to add attendance to our page in Moodle, we click on the Turn on editing button at the top right, as we do in all other steps. Click the Add an activity or resource under the subject you want to add the attendance to, and click the Attendance option from the window that opens and click the Add button. Click the Expand all button on the right of the page that opens. You can give "Attendance" or any other name you want to the Name field.

The grade that can be given over attendance can be adjusted in the Grade section below. Then go to the bottom of the page and click the Save and return to course button. If you want to give points/grades your attendance, a column for your attendance will appear on the Grades page. After returning to the course page, go to the notes page by clicking the Notes button from the menu on the left. If you go down at the bottom of the table, there is a scroll bar, drag it to the far right, then you can see the column containing the grades of Attendance.

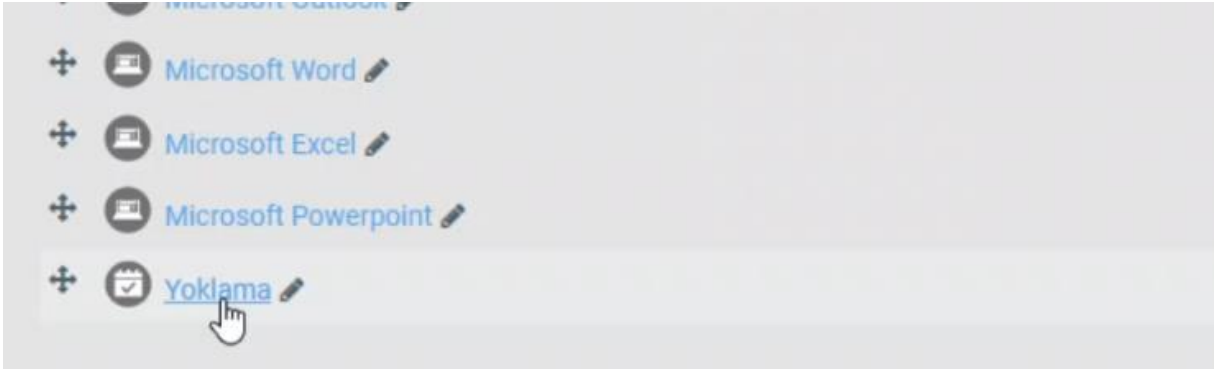


Adı / Soyadı	Uygulama 9	Yoklama	Σ Ders toplamı
OSMAN MERİÇ	-	-	-
AYŞE ÖCAL	-	-	-
ÖZGE ÖTÜNÇ ÇELENK	-	-	-
YUSUF SAHİLLİOĞLU	-	-	-
AHMET ŞAHİN	-	-	-
ROZERİN TOLOĞ	-	-	-
AYŞENUR YAVUZ	-	-	-
EMİR ZEYTUN	-	-	-
Genel ortalama	-	-	-

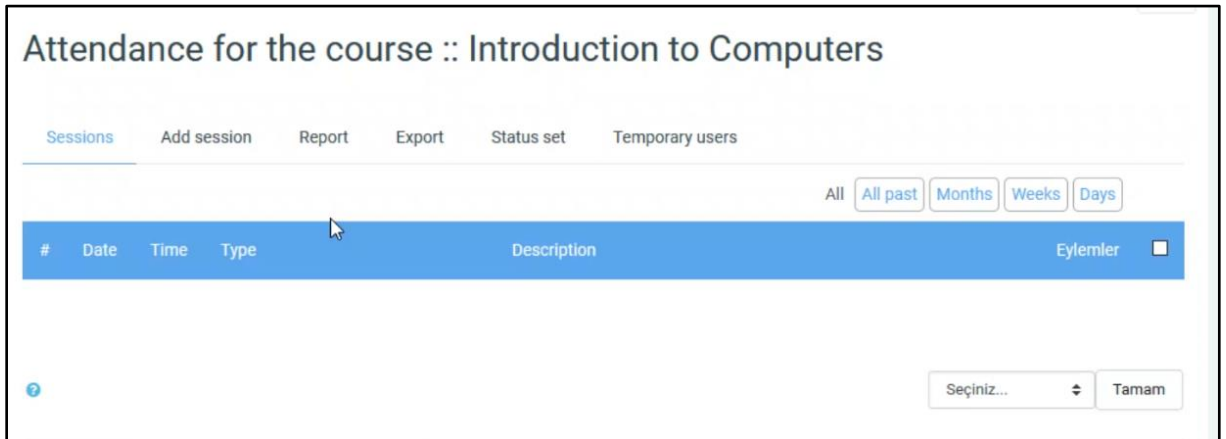
If you want to change something about attendance (eg attendance points); after entering to the course page, go to the settings of the Attendance, as shown in the picture below.



Make the necessary adjustments and go to the bottom of the page and click the Save and return to course button. After entering to the course page, we click on the link of the Attendance that we added, as shown in the picture below.



The page that opens is the attendance page and since no additions have been made yet, it will appear blank as in the picture below.











Then click on "Status set" from the tabs above. The page that opens will look like the image below. This screen shows the options we can choose when taking the

attendance of students. There are options such as "Present", "Late", "Excused", "Absent". You can delete them by clicking the trash can icon to the right of the item you want to delete.

Sessions Add session Report Export **Status set** Temporary users

Changes to status sets will affect existing attendance sessions and may affect grading.

Status set 1 (P L E A) ▾





#	Acronym	Açıklama	Points	Available for students (minutes) ?	Automatically set when not marked ?	Eylem
1	P	Present	2.00	<input type="text"/>	<input type="radio"/>	 
2	L	Late	1.00	<input type="text"/>	<input type="radio"/>	 
3	E	Excused	1.00	<input type="text"/>	<input type="radio"/>	 
4	A	Absent	0.00	<input type="text"/>	<input type="radio"/>	 
*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>	

In this example, we deleted the Late and Excused options and changed the names in the description column. We wrote the word "Present" as "Katıldım" and the word "Katılmadım" instead of "Absent". You can change the attendance score in the Points column, and set the "Katıldım" score to 1. Then, if you check the box in the "Automatically set when not marked" column which is placed right side of the "Katılmadım" option, it can be ensured that the "Katılmadım" is checked automatically when the students don't enter the system and don't click "Katıldım".

Sessions Add session Report Export **Status set** Temporary users

Changes to status sets will affect existing attendance sessions and may affect grading.

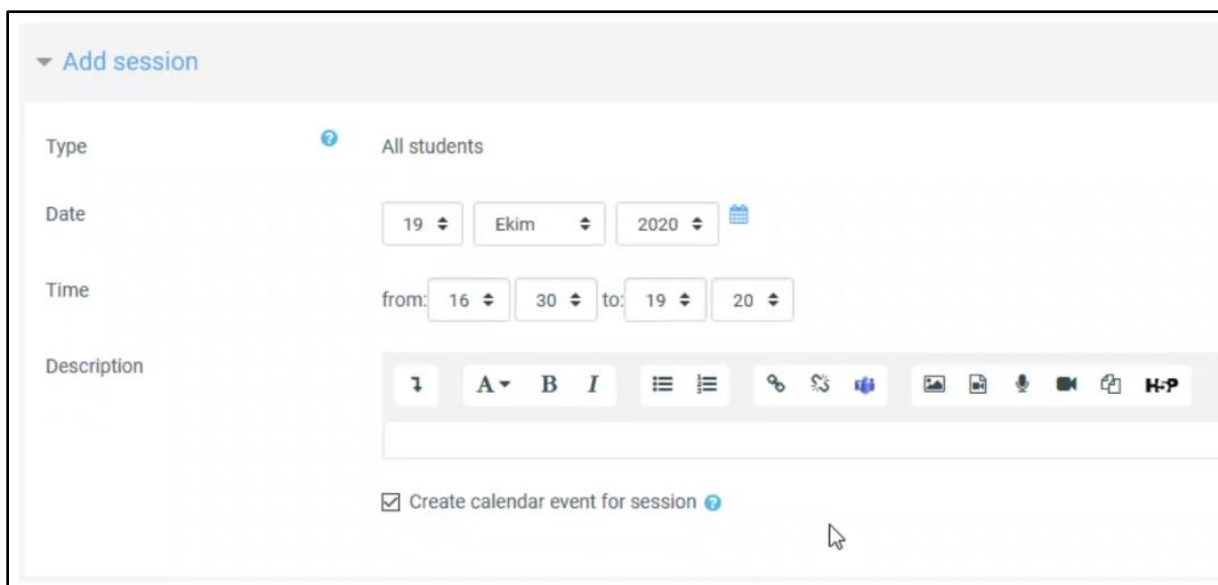
Status set 1 (P A) ▾

#	Acronym	Açıklama	Points	Available for students (minutes) ?	Automatically set when not marked ?	Eylem
1	P	Katıldım	1.00	<input type="text"/>	<input type="radio"/>	 
2	A	Katılmadım	0.00	<input type="text"/>	<input checked="" type="radio"/>	 
*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>	

After the changes made, the page will look like the picture above. Click the "Update" button below to save the changes and update the settings.

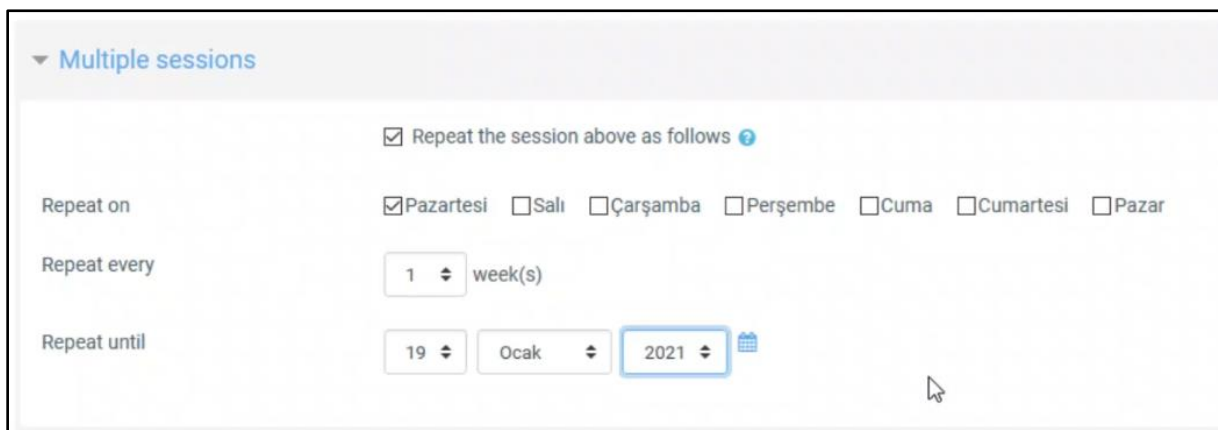
7.1. Adding Session to Attendance

Click on the "Add session" tab from the tabs on the attendance page. The page that opens will look like the image below. You can make the following settings according to the date and time of your lesson. You can specify the date of the lesson from the Date section, and you can set the start and end time of the lesson in the Time section.



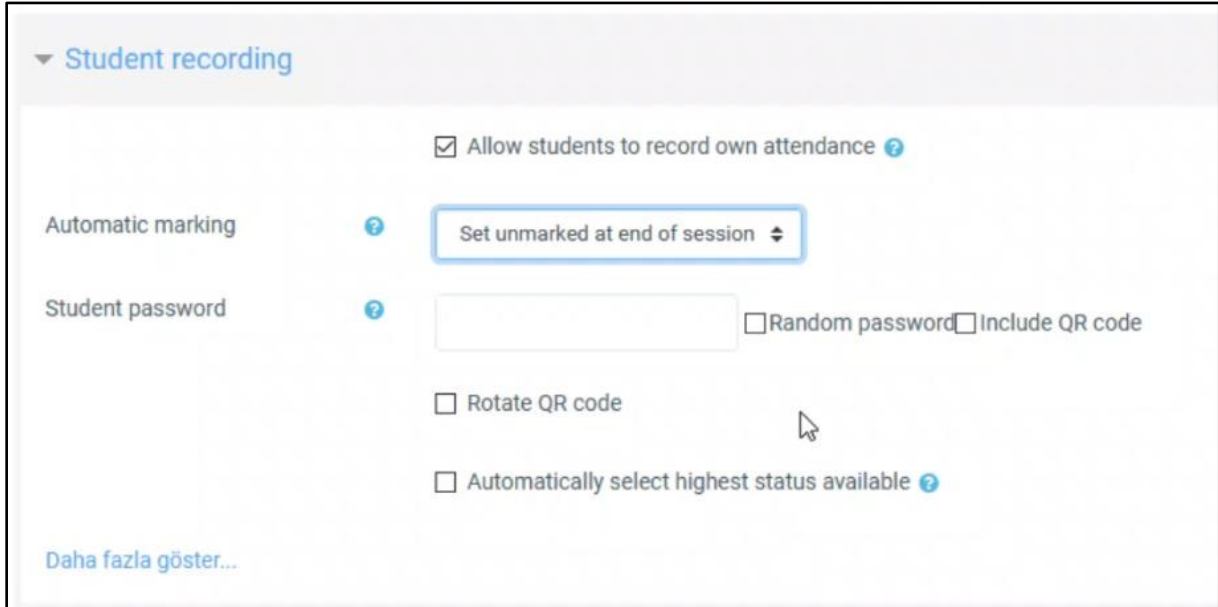
The screenshot shows the "Add session" form. It has a header "Add session" with a dropdown arrow. Below it, there are several sections: "Type" with a question mark icon and the text "All students"; "Date" with three dropdown menus showing "19", "Ekim", and "2020" and a calendar icon; "Time" with "from:" and "to:" labels and dropdown menus showing "16", "30", "19", and "20"; "Description" with a rich text editor toolbar containing icons for undo, redo, bold, italic, list, link, unlink, image, video, audio, and a text-to-speech icon. At the bottom, there is a checkbox labeled "Create calendar event for session" with a question mark icon.

Later, the repetitions of the lesson can be adjusted from the Multiple sessions section by going down. For example, if your course is on Tuesday every week, you need to make the settings as shown in the picture below. By selecting the last lesson day from the "Repeat until" section below, you can create a session only for the Tuesdays that are up to that date.



The screenshot shows the "Multiple sessions" form. It has a header "Multiple sessions" with a dropdown arrow. Below it, there are several sections: a checkbox labeled "Repeat the session above as follows" with a question mark icon; "Repeat on" with checkboxes for "Pazartesi", "Salı", "Çarşamba", "Perşembe", "Cuma", "Cumartesi", and "Pazar"; "Repeat every" with a dropdown menu showing "1" and the text "week(s)"; and "Repeat until" with three dropdown menus showing "19", "Ocak", and "2021" and a calendar icon. The "2021" dropdown is highlighted with a blue border.

In order to enable students to take their own attendance, the settings in the "Student recording" section at the bottom should be adjusted as follows.



▼ Student recording

☒ Allow students to record own attendance ?

Automatic marking ? Set unmarked at end of session ▾

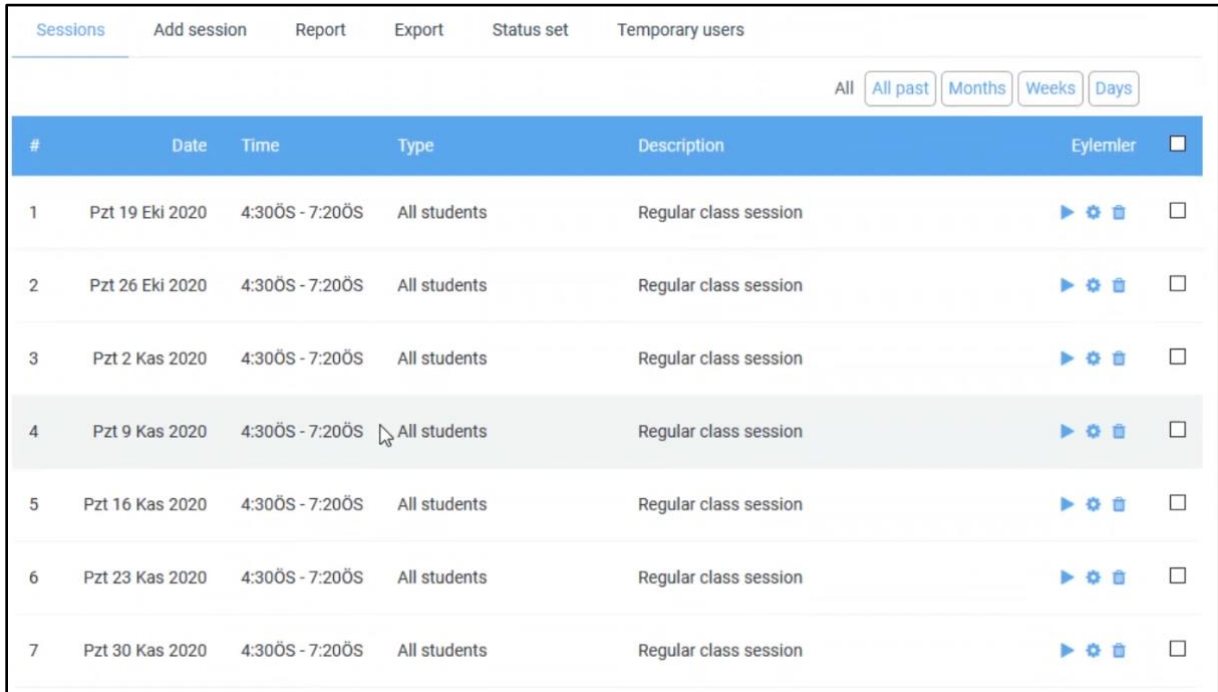
Student password ? ☐ Random password ☐ Include QR code

☐ Rotate QR code

☐ Automatically select highest status available ?

Daha fazla göster...

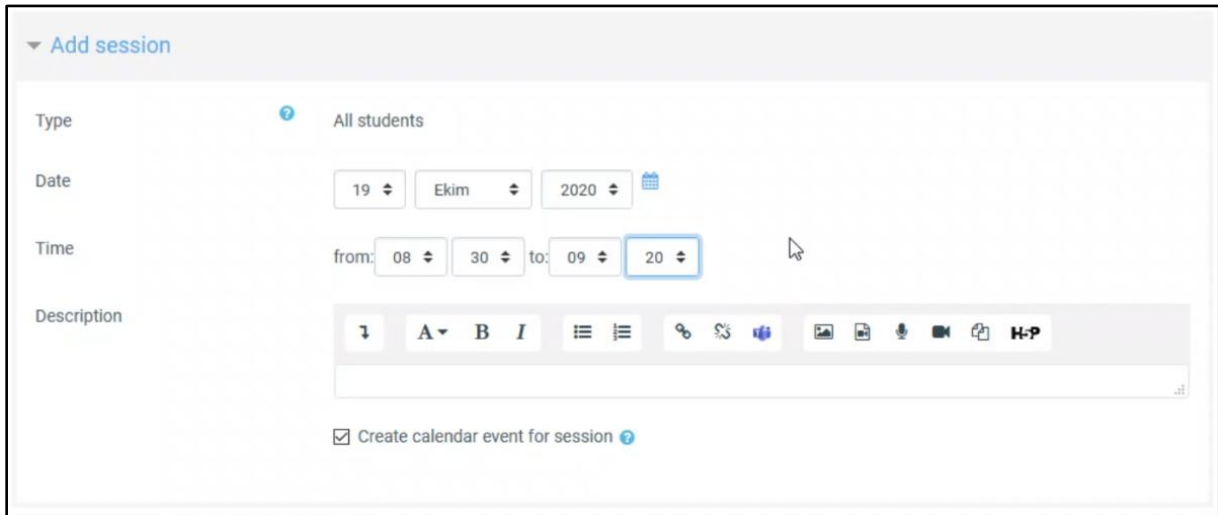
After making the necessary changes, you can add the session by clicking the "Add" button at the bottom of the page. The page that opens after clicking it will look like the picture below.



#	Date	Time	Type	Description	Eylemler	
1	Pzt 19 Eki 2020	4:30ÖS - 7:20ÖS	All students	Regular class session	▶ ⚙ 🗑	<input type="checkbox"/>
2	Pzt 26 Eki 2020	4:30ÖS - 7:20ÖS	All students	Regular class session	▶ ⚙ 🗑	<input type="checkbox"/>
3	Pzt 2 Kas 2020	4:30ÖS - 7:20ÖS	All students	Regular class session	▶ ⚙ 🗑	<input type="checkbox"/>
4	Pzt 9 Kas 2020	4:30ÖS - 7:20ÖS	All students	Regular class session	▶ ⚙ 🗑	<input type="checkbox"/>
5	Pzt 16 Kas 2020	4:30ÖS - 7:20ÖS	All students	Regular class session	▶ ⚙ 🗑	<input type="checkbox"/>
6	Pzt 23 Kas 2020	4:30ÖS - 7:20ÖS	All students	Regular class session	▶ ⚙ 🗑	<input type="checkbox"/>
7	Pzt 30 Kas 2020	4:30ÖS - 7:20ÖS	All students	Regular class session	▶ ⚙ 🗑	<input type="checkbox"/>

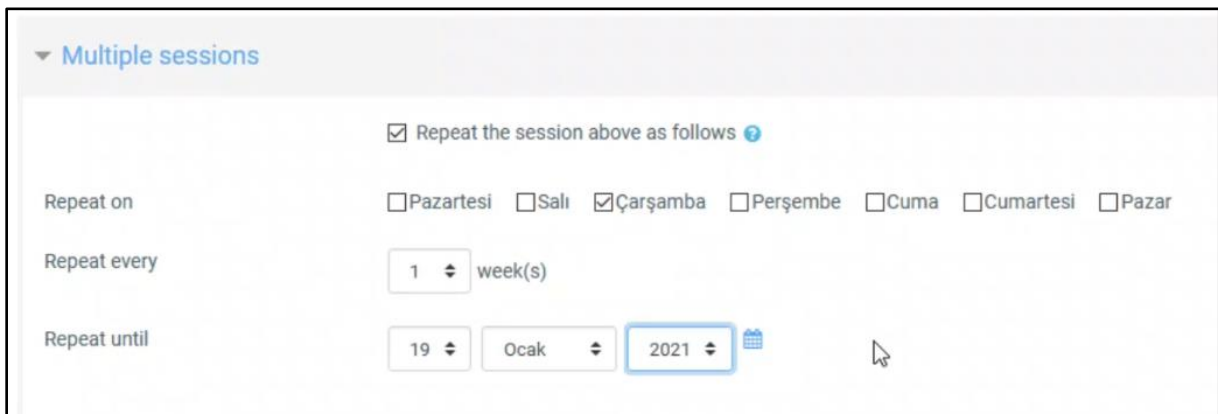
In the example above, an attendance was created for the Tuesday session of the lesson between 4:30 pm and 7:20 pm. If your lesson has another session, for example on Thursday between 08:30 and 09:20, then the above steps should be

repeated. Click the Add session button from the tabs above. Fill in the information on the page that opens as follows.



The screenshot shows the 'Add session' form. At the top, there is a tab labeled 'Add session'. Below it, the 'Type' is set to 'All students'. The 'Date' is set to '19 Ekim 2020'. The 'Time' is set to 'from: 08:30 to: 09:20'. The 'Description' field is empty, with a rich text editor toolbar visible. At the bottom, there is a checkbox labeled 'Create calendar event for session' which is checked.

In this session, since it starts at half past 8 and ends at 20 past 9, we adjusted the Time part accordingly. Then go down and set the Multiple sessions section to repeat every Thursday, as in the picture below.



The screenshot shows the 'Multiple sessions' form. At the top, there is a tab labeled 'Multiple sessions'. Below it, there is a checkbox labeled 'Repeat the session above as follows' which is checked. The 'Repeat on' section shows 'Çarşamba' (Wednesday) selected. The 'Repeat every' section shows '1 week(s)'. The 'Repeat until' section shows '19 Ocak 2021'.

After doing the last part as described in the previous Tuesday example, you can add Thursday sessions by clicking Add at the bottom of the page. After clicking it, you can view the list of both Tuesday and Thursday sessions of the course as shown in the picture below.

#	Date	Time	Type	Description	Eylemler	
1	Pzt 19 Eki 2020	4:30ÖS - 7:20ÖS	All students	Regular class session	▶ ⚙️ 🗑️	<input type="checkbox"/>
2	Çrş 21 Eki 2020	8:30ÖÖ - 9:20ÖÖ	All students	Regular class session	▶ ⚙️ 🗑️	<input type="checkbox"/>
3	Pzt 26 Eki 2020	4:30ÖS - 7:20ÖS	All students	Regular class session	▶ ⚙️ 🗑️	<input type="checkbox"/>
4	Çrş 28 Eki 2020	8:30ÖÖ - 9:20ÖÖ	All students	Regular class session	▶ ⚙️ 🗑️	<input type="checkbox"/>
5	Pzt 2 Kas 2020	4:30ÖS - 7:20ÖS	All students	Regular class session	▶ ⚙️ 🗑️	<input type="checkbox"/>
6	Çrş 4 Kas 2020	8:30ÖÖ - 9:20ÖÖ	All students	Regular class session	▶ ⚙️ 🗑️	<input type="checkbox"/>
7	Pzt 9 Kas 2020	4:30ÖS - 7:20ÖS	All students	Regular class session	▶ ⚙️ 🗑️	<input type="checkbox"/>

7.2. Viewing Attendance Report

To view the attendance status of the students, click the "Report" button on the above tabs on the attendance page. If you click the Report button above as shown in the picture below, the following screen will open. You can review the attendance status of students date by date. Question marks mean either that the lesson has not started yet or the student has not made any markup.

Introduction to Computers

Kontrol paneli / Derslerim / ITEC115-14_2020-211 / Genel / Yoklama / Report

Attendance for the course :: Introduction to Computers

Sessions Add session **Report** Export Status set Temporary users

Page 1 of 2 ▶ All All past Months Weeks Days Summary

Kullanıcılar

Adı / Soyadı	E-posta adresi	Eki 20 4:30ÖS All students	Eki 22 8:30ÖÖ All students	Eki 27 4:30ÖS All students	Eki 29 8:30ÖÖ All students	K 4:30ÖÖ All s
<input type="checkbox"/> ŞEVVAL AŞKIN ANLI	9001487@doguakdeniz.onmicrosoft.com	?	?	?	?	
<input type="checkbox"/> HAZAL ARSLANBAY	9000259@doguakdeniz.onmicrosoft.com	?	?	?	?	
<input type="checkbox"/> MEHMET ATMACA	9001125@doguakdeniz.onmicrosoft.com	?	?	?	?	

When you scroll down to the bottom of the page, you can see the "Özet" (Summary) line as in the picture below. Summary of each session is given here, the

numbers of those who marked "Katıldım" and "Katılmadım" are given separately under each session.

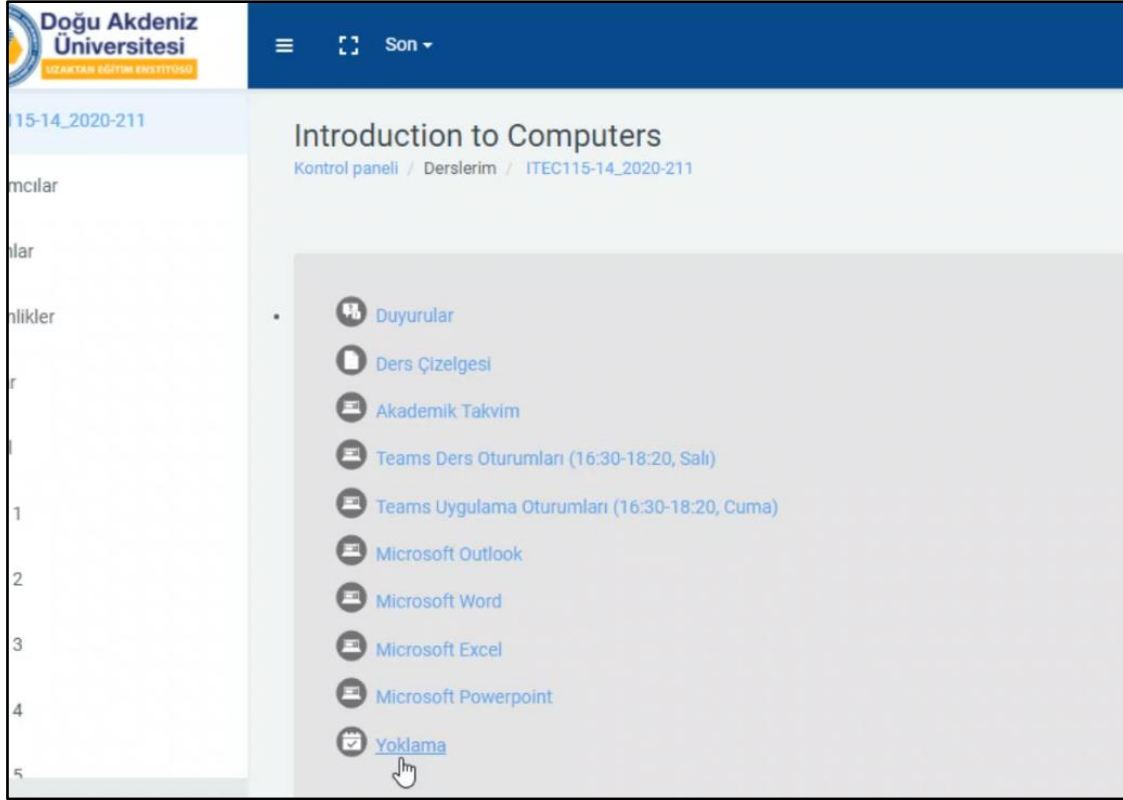
<input type="checkbox"/> ECENUR KEKLİK		?	?	?	?	?
<input type="checkbox"/> EZEL KESKİNOĞLU	om	?	?	?	?	?
<input type="checkbox"/> İREM KILIÇ	om	?	?	?	?	?
Özet		Katıldım: 0 Katılmadım: 0	Katıldım: 0 Katılmadım: 0	Katıldım: 0 Katılmadım: 0	Katıldım: 0 Katılmadım: 0	Katıldım: 0 Katılmadım: 0

At the bottom of the page, if you slide the scroll bar to the far right, "Sessions Points Percentage" columns will appear as you can see in the picture below. You can see how many sessions each student attended, how many points she / he got from the attendance and what percentage of sessions she / he attended.

<input type="checkbox"/> Adı / Soyadı	Oca 7 8:30ÖÖ All students	Oca 12 4:30ÖS All students	Oca 14 8:30ÖÖ All students	Oca 19 4:30ÖS All students	P	A	Sessions	Points	Percentage
<input type="checkbox"/> ŞEVVAL AŞKIN ANLI	?	?	?	?	0	0	0	0 / 0	0,0%
<input type="checkbox"/> ECENUR KEKLİK	?	?	?	?	0	0	0	0 / 0	0,0%
<input type="checkbox"/> EZEL KESKİNOĞLU	?	?	?	?	0	0	0	0 / 0	0,0%
<input type="checkbox"/> İREM KILIÇ	?	?	?	?	0	0	0	0 / 0	0,0%
Özet	Katıldım: 0 Katılmadım: 0	Katıldım: 0 Katılmadım: 0	Katıldım: 0 Katılmadım: 0	Katıldım: 0 Katılmadım: 0					

7.3. Taking Attendance Process

When students enter the course website, they will see the attendance we added as in the picture below. If students are to take attendance themselves, they can access attendance sessions by clicking the attendance link.



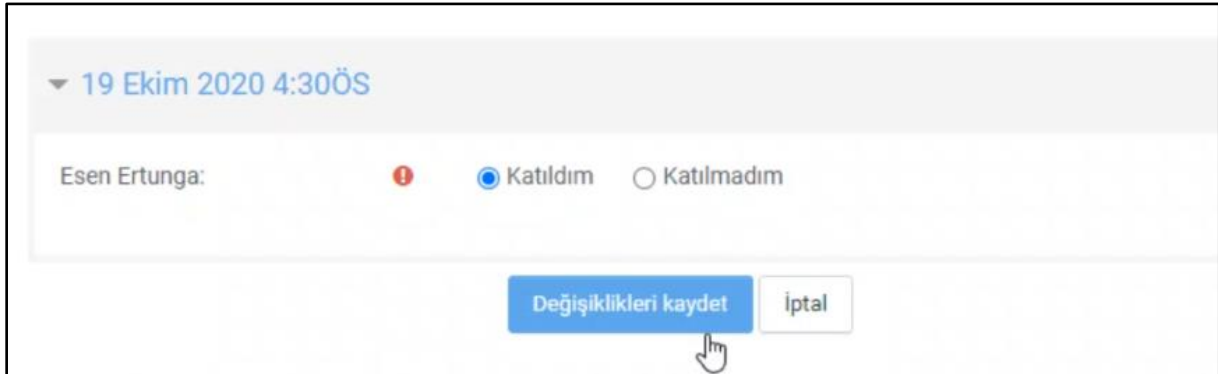
The page that opens will look like the following. At the time of the screenshot below, the date was October 20, 2020, 18:22. Therefore, there is a button "Submit attendance" in front of the attendance that is only related to the lecture on that date and that time. Student can take attendance of that lesson by clicking Submit attendance button.

The screenshot shows the 'Attendance report' page for the 'Introduction to Computers' course. The page includes a navigation bar with 'Kontrol paneli / Derslerim / ITEC115-14_2020-211 / Genel / Yoklama / Attendance report'. Below the navigation bar, there are tabs for 'This course' and 'All courses'. A date selector shows 'Ekim' (October) and a filter for 'All past' is selected. The main table displays the attendance report with columns for Date, Description, Status, Points, and Remarks.

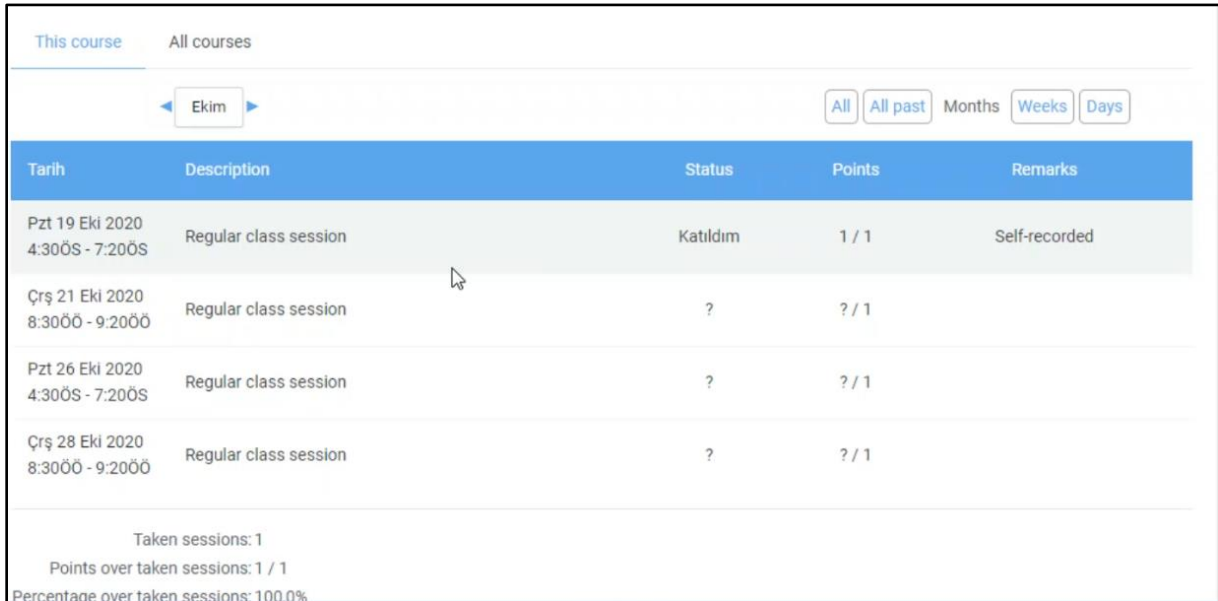
Tarih	Description	Status	Points	Remarks
Pzt 19 Eki 2020 4:30ÖS - 7:20ÖS	Regular class session			Submit attendance
Çrş 21 Eki 2020 8:30ÖÖ - 9:20ÖÖ	Regular class session	?	? / 1	
Pzt 26 Eki 2020 4:30ÖS - 7:20ÖS	Regular class session	?	? / 1	
Çrş 28 Eki 2020 8:30ÖÖ - 9:20ÖÖ	Regular class session	?	? / 1	

Taken sessions: 0

After clicking on Submit attendance, a page like the picture below will open. If he / she will attend the lesson, he / she should mark “Katıldım” and if not, “Katılmadım”. After marking it, you can click Save changes.















After clicking it, it will return to the page with probe sessions as in the image below. The option (for example: Katıldım) will appear in the "Status" column opposite the session where attendance is entered. In order to take the attendance of the next courses, he / she can log in the system on the day and time of the course and click Submit attendance and record his / her attendance regarding the relevant course.








Tarih	Description	Status	Points	Remarks
Pzt 19 Eki 2020 4:30ÖS - 7:20ÖS	Regular class session	Katıldım	1 / 1	Self-recorded
Çrş 21 Eki 2020 8:30ÖÖ - 9:20ÖÖ	Regular class session	?	? / 1	
Pzt 26 Eki 2020 4:30ÖS - 7:20ÖS	Regular class session	?	? / 1	
Çrş 28 Eki 2020 8:30ÖÖ - 9:20ÖÖ	Regular class session	?	? / 1	

Taken sessions: 1
Points over taken sessions: 1 / 1
Percentage over taken sessions: 100.0%

If you want to take the attendance yourself, go to the website of the course and click on the attendance link. The screen in the picture below will appear. Whichever session is currently active will appear in blue text. In this example, the active session is the one that appears at the top as “Sal 20 Ekim 2020 4:30ÖS – 7:20ÖS” (Tue 20 October 2020 4:30 pm - 7:20 pm).

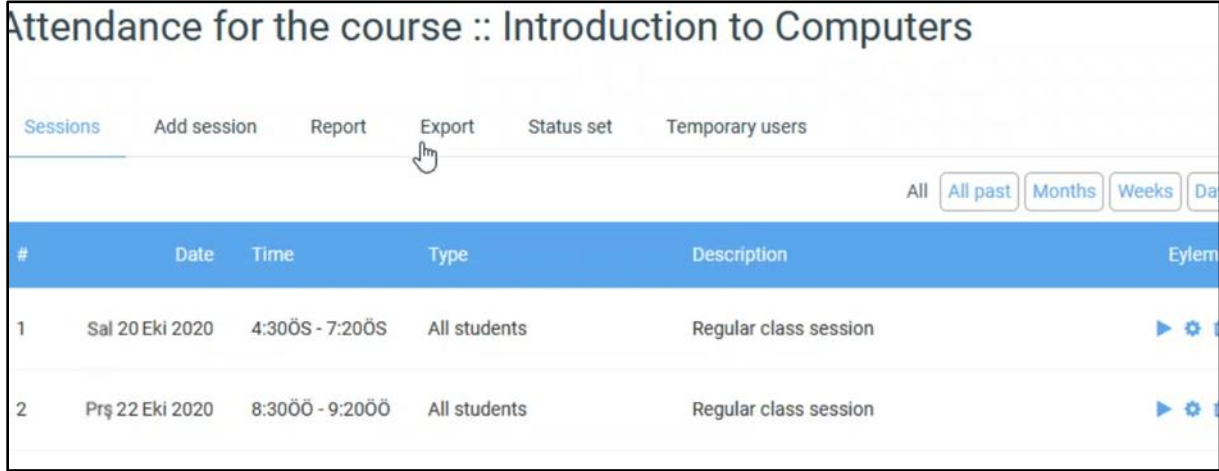
Attendance for the course :: Introduction to Computers						
Sessions Add session Report Export Status set Temporary users						
All All past Months Weeks Days						
#	Date	Time	Type	Description	Eylemler	
1	Sal 20 Eki 2020	4:30ÖS - 7:20ÖS	All students	Regular class session	  	<input type="checkbox"/>
2	Prş 22 Eki 2020	8:30ÖÖ - 9:20ÖÖ	All students	Regular class session	  	<input type="checkbox"/>
3	Sal 27 Eki 2020	4:30ÖS - 7:20ÖS	All students	Regular class session	  	<input type="checkbox"/>
4	Prş 29 Eki 2020	8:30ÖÖ - 9:20ÖÖ	All students	Regular class session	  	<input type="checkbox"/>

When you click on the active session, you will see a page like the picture below. You can get attendance on their behalf from the "P A" column next to each student's name. The letter P represents Present, and the letter A represents Absent. In the Remarks column, you can see who took the attendance. For example, in the Esen Ertunga's column, it says "Self-". After taking the attendance, you can save the attendance by clicking the Save attendance button at the bottom.

Attendance for the course :: Introduction to Computers						
Sessions Add session Report Export Status set Temporary users						
<div>Upload attendance by CSV</div> <div>20 Ekim 2020 4:30ÖS - 7:20ÖS</div> <div>Regular class session</div> <div>View mode</div> <div>Sorted list 25</div> <div>Page 1 of 2</div>						
#	Adı / Soyadı	E-posta adresi	P	A	Remarks	
Set status for <input type="text" value="unselected"/>						
1	 ŞEVAL AŞKIN ANLI	19001487@doguakdeniz.onmicrosoft.com	<input type="radio"/>	<input type="radio"/>		
2	 Esen Ertunga	esen.ertunga@emu.edu.tr	<input checked="" type="radio"/>	<input type="radio"/>	Self-	
3	 SİMGE GARİP	18300129@doguakdeniz.onmicrosoft.com	<input type="radio"/>	<input type="radio"/>		
4	 ECENUR KEKLİK	20001568@emu.edu.tr	<input type="radio"/>	<input type="radio"/>		
5	 EZEL KESKİNOĞLU	19000284@doguakdeniz.onmicrosoft.com	<input type="radio"/>	<input type="radio"/>		
<div>Save attendance</div>						

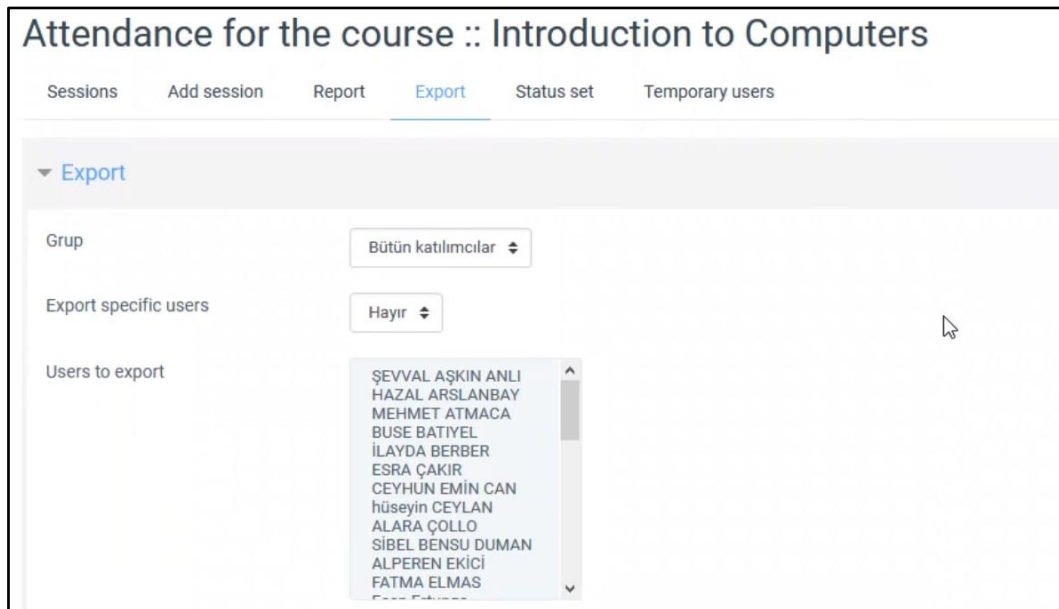
7.4. Exporting Attendance

To export the attendances to Excel, enter the attendance page and click Export on the tabs above.



Sessions	Add session	Report	Export	Status set	Temporary users
All All past Months Weeks Da					
#	Date	Time	Type	Description	Eylem
1	Sal 20 Eki 2020	4:30ÖS - 7:20ÖS	All students	Regular class session	► ⚙
2	Prş 22 Eki 2020	8:30ÖÖ - 9:20ÖÖ	All students	Regular class session	► ⚙

The page that opens will look like the image below. Here, All participants must be selected from the Group section.



Attendance for the course :: Introduction to Computers

Sessions Add session Report **Export** Status set Temporary users

▼ Export

Grup Bütün katılımcılar

Export specific users Hayır



Users to export

- ŞEVVAL AŞKIN ANLI
- HAZAL ARSLANBAY
- MEHMET ATMACA
- BUSE BATIYEL
- İLAYDA BERBER
- ESRA ÇAKIR
- CEYHUN EMİN CAN
- hüseyin CEYLAN
- ALARA ÇOLLO
- SİBEL BENSU DUMAN
- ALPEREN EKİCİ
- FATMA ELMAS

Later, we can display the student's student number and username in the Excel file if we leave the part below as is.

Identify student by	<input checked="" type="checkbox"/> Student ID
	<input checked="" type="checkbox"/> Kullanıcı adı
	<input type="checkbox"/> ID numarası
	<input type="checkbox"/> Kurum
	<input type="checkbox"/> Bölüm

You can select in which date range attendance will be displayed from the section below. If you choose the format section as follows, it will create a file in Excel format. You can download the Excel file by clicking the "OK" button at the bottom.

Start of period	22	Eylül	2020	
End of period	19	Ekim	2020	
Biçim	Download in Excel format			
<div>Tamam</div>				

The downloaded Excel file will look like the image below. On October 20, 2020, at 4.30 PM, you can see the attendance results of that session. Question marks indicates empty, P (1/1) indicates that student has participated.

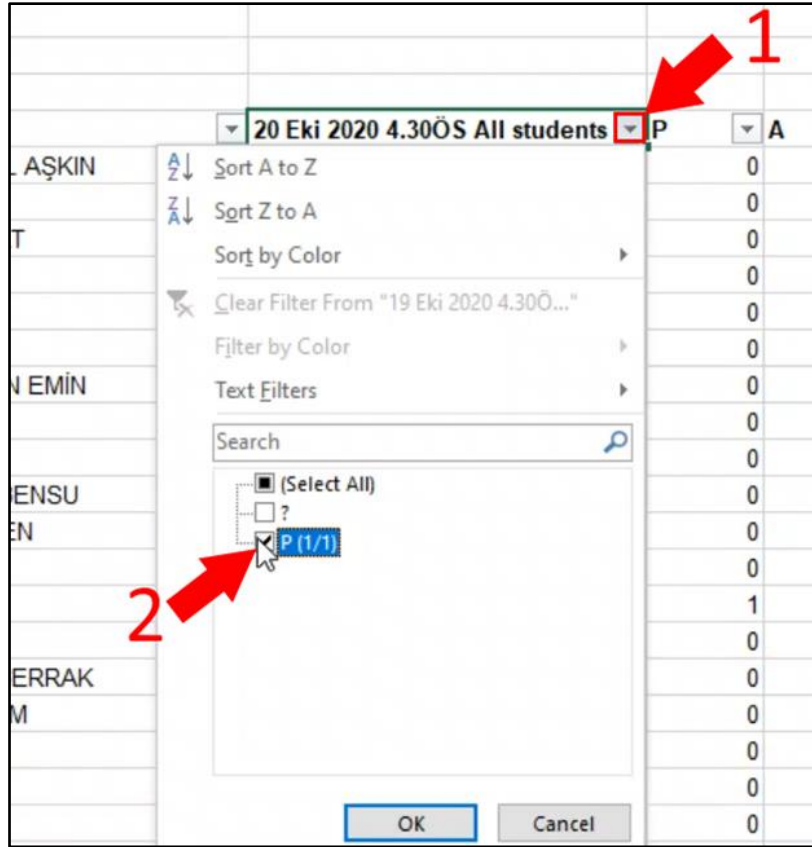
ITEC115-14_2020-211_Attendances_20201020-1849.xlsx - Excel										
FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW ADD-INS TEAM										
Clipboard Font Alignment Number Styles Cells										
A1	Ders									
1	Ders	Introduction to Computers								
2	Grup	Bütün katılımcılar								
3										
4	Student ID	Kullanıcı adı	Soyadı	Adı	20 Eki 2020 4.30ÖS All students	P	A	Taken ses	Points	Percentage
5	14309	19001487@emu.edu.tr	ANLI	ŞEVVAL AŞKIN	?		0	0	0 0 / 0	0,0
6	7693	19000259@emu.edu.tr	ARSLANBAY	HAZAL	?		0	0	0 0 / 0	0,0
7	9713	19001125@emu.edu.tr	ATMACA	MEHMET	?		0	0	0 0 / 0	0,0
8	3784	19000895@emu.edu.tr	BATİYEL	BUSE	?		0	0	0 0 / 0	0,0
9	8161	20001537@emu.edu.tr	BERBER	İLAYDA	?		0	0	0 0 / 0	0,0
10	5940	18000125@emu.edu.tr	ÇAKIR	ESRA	?		0	0	0 0 / 0	0,0
11	4264	18331050@emu.edu.tr	CAN	CEYHUN EMİN	?		0	0	0 0 / 0	0,0
12	7913	19001132@emu.edu.tr	CEYLAN	HÜSEYİN	?		0	0	0 0 / 0	0,0
13	1468	19330546@emu.edu.tr	ÇOLLO	ALARA	?		0	0	0 0 / 0	0,0
14	14540	20001516@emu.edu.tr	DUMAN	SİBEL BENSU	?		0	0	0 0 / 0	0,0
15	1852	19001137@emu.edu.tr	EKİCİ	ALPEREN	?		0	0	0 0 / 0	0,0
16	6328	20001517@emu.edu.tr	ELMAS	FATMA	?		0	0	0 0 / 0	0,0
17	260	esen.ertunga@emu.edu.tr	Ertunga	Esen	P (1/1)		1	0	1 1 / 1	100,0
18	14628	18300129@emu.edu.tr	GARIP	SİMGE	?		0	0	0 0 / 0	0,0
19	14796	19000278@emu.edu.tr	GÜL	SUDE BERRAK	?		0	0	0 0 / 0	0,0
20	10392	20001519@emu.edu.tr	GÜVEN	MERYEM	?		0	0	0 0 / 0	0,0
21	8173	19000901@emu.edu.tr	HİNTÖĞLÜ	İLAYDA	?		0	0	0 0 / 0	0,0
22	4573	20330624@emu.edu.tr	KALAYCI	DENİZ	?		0	0	0 0 / 0	0,0
23	16270	19001145@emu.edu.tr	KARA	YUSUF	?		0	0	0 0 / 0	0,0
24	12683	19001146@emu.edu.tr	KARAKUŞ	ÖZGE CAN	?		0	0	0 0 / 0	0,0

7.5. Filtering the Students Who Have Attended Class In Excel

If you want to list only the participants, click on the places shown in the picture below in order.

students										
E	F	G	H	I	J	K	L	M	N	
20 Eki 2020 4.30ÖS All students	P	A	Taken ses	Points	Percentage					
?		0	0	0 0 / 0	0,0					
?		0	0	0 0 / 0	0,0					
?		0	0	0 0 / 0	0,0					
?		0	0	0 0 / 0	0,0					
?		0	0	0 0 / 0	0,0					
?		0	0	0 0 / 0	0,0					

After clicking the third button, an arrow will appear on the right of the cell we selected. Click on the items shown in order as in the picture below. After clicking on the 1st place, the Select All option will appear as checked. After unchecking, check the box shown in the 2nd place and click the button that says "Ok".



After clicking the "Ok" button, the screen will appear as in the picture below, only the list of students who participated to that session will be shown.

20 Eki 2020 4.30ÖS All students										
	A	B	C	D	E	F	G	H	I	J
1	Ders	Introduction to Computers								
2	Grup	Bütün katılımcılar								
3										
4	Studen	Kullanı	Soyadı	Adı	20 Eki 2020 4.30ÖS All students	P	A	Taken	Points	Perce
17	260	esen.ertun	Ertunga	Esen	P (1/1)	1	0	1 / 1	100.0	
41										
42										
43										