



mcm
MENA COLLEGE OF MANAGEMENT
كلية مينا للإدارة

Mena College of Management

E-learning/Distance Learning Manual

Using Moodle

What is Moodle

Moodle is a learning platform designed to provide educators, administrators and learners with a single robust, secure and integrated system to create personalized learning environments

Moodle is built by the Moodle project which is led and coordinated by Moodle HQ, which is financially supported by a network of over 80 Moodle Partner service companies worldwide.

Get into Moodle

Moodle service is integrated with both **SSS** (Smart Student System) and **Office365** account provided to students upon registering, student can access the system with the same credentials provided by the college for office365

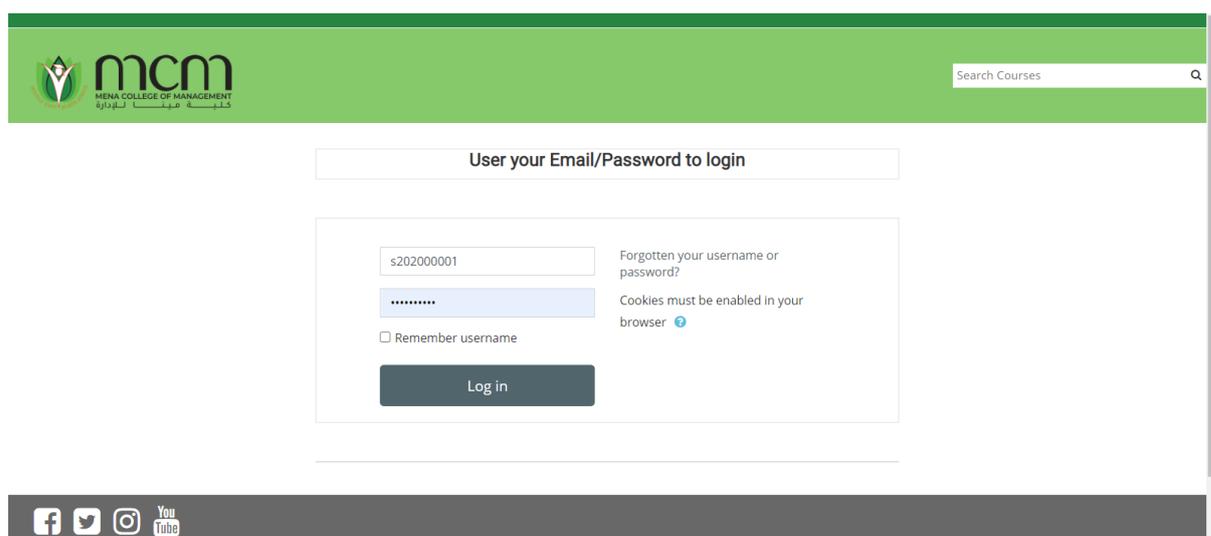
For website access: <https://moodle.mcm.ac.ae/>

[Click for Android OS](#)

[Click for iOS](#)

Login into Moodle

Student may use his/ her office365 account while logging into the website



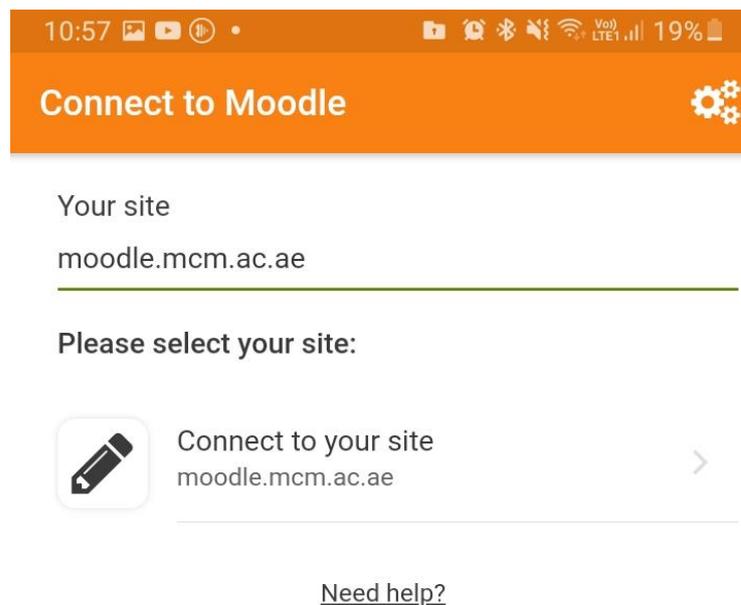
The screenshot shows the Moodle login interface. At the top left is the MCM logo. At the top right is a search bar labeled "Search Courses". Below the header is a section titled "User your Email/Password to login". This section contains a form with a username field (containing "s202000001"), a password field (masked with dots), a "Remember username" checkbox, and a "Log in" button. To the right of the form are links for "Forgotten your username or password?" and "Cookies must be enabled in your browser". At the bottom of the page are social media icons for Facebook, Twitter, Instagram, and YouTube.

When accessing from mobile, student first will need to provide the URL of the Moodle service provider which is **moodle.mcm.ac.ae** and then type the username and password.

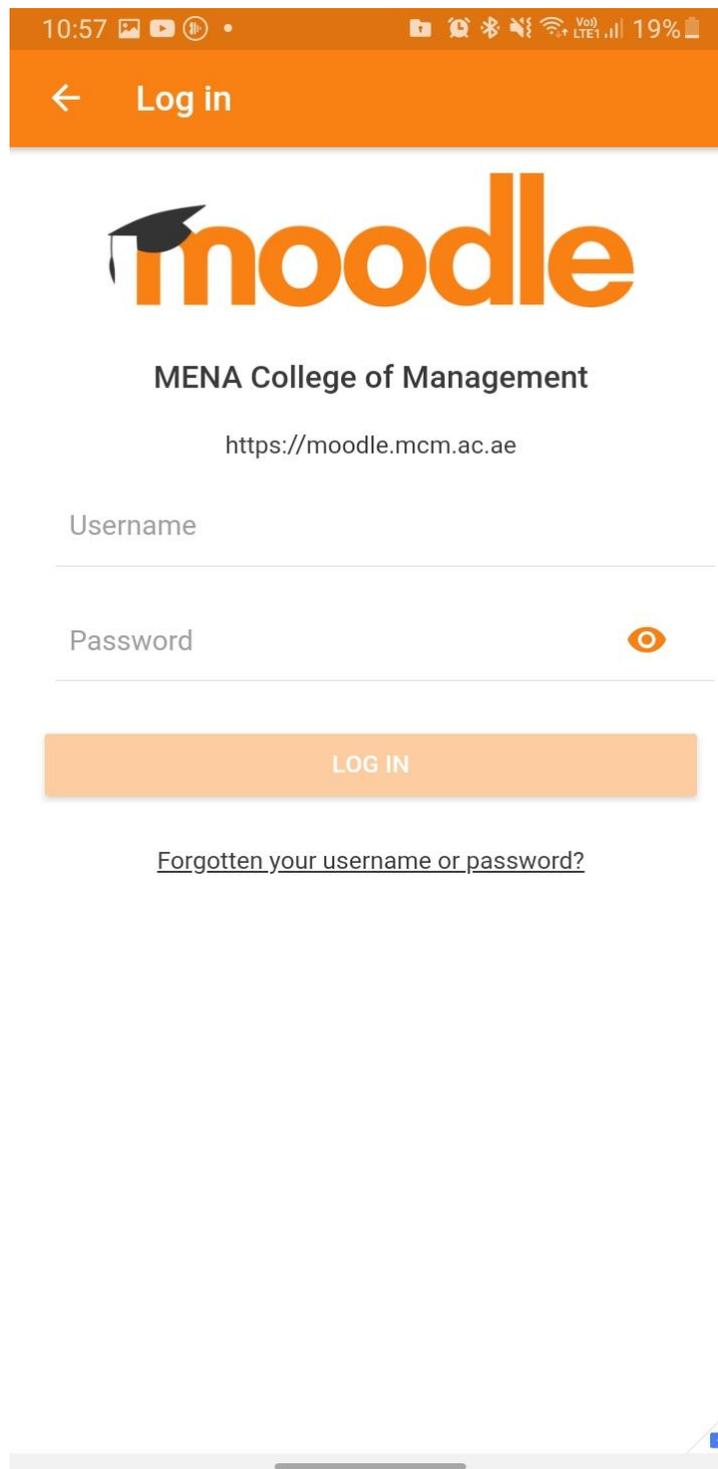
- First, the student chooses **I'M A LEARNER**



- Second, type the Moodle hosting website for the college **moodle.mcm.ac.ae**



- Finally, type in the **username** and **password**



10:57 100% VoLTE+ LTE1 19%

← Log in



MENA College of Management

<https://moodle.mcm.ac.ae>

Username

Password 

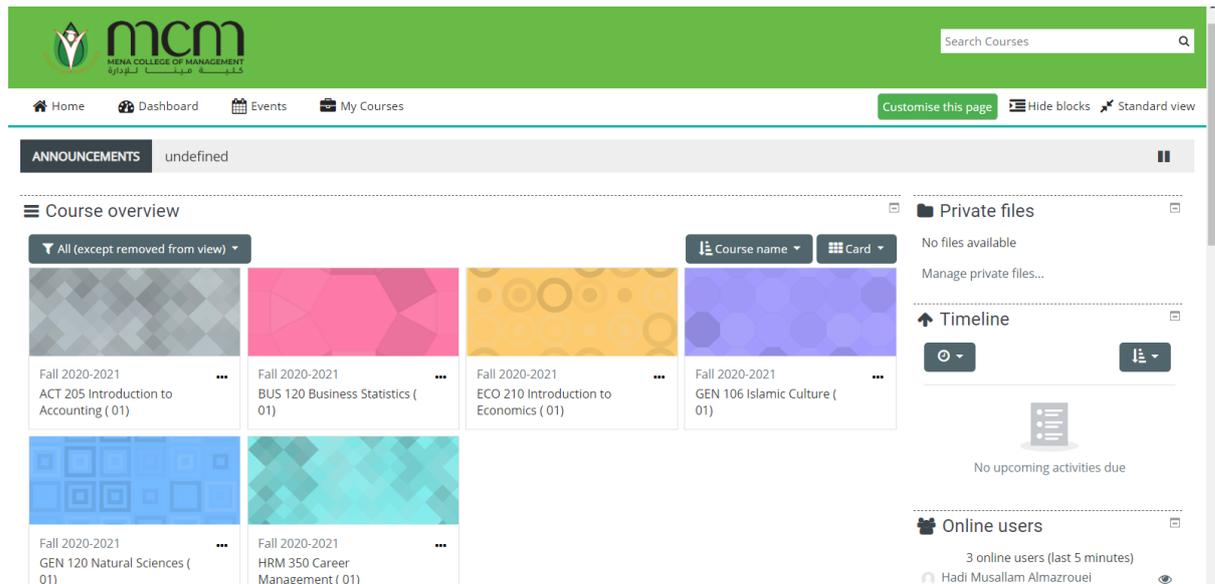
LOG IN

[Forgotten your username or password?](#)



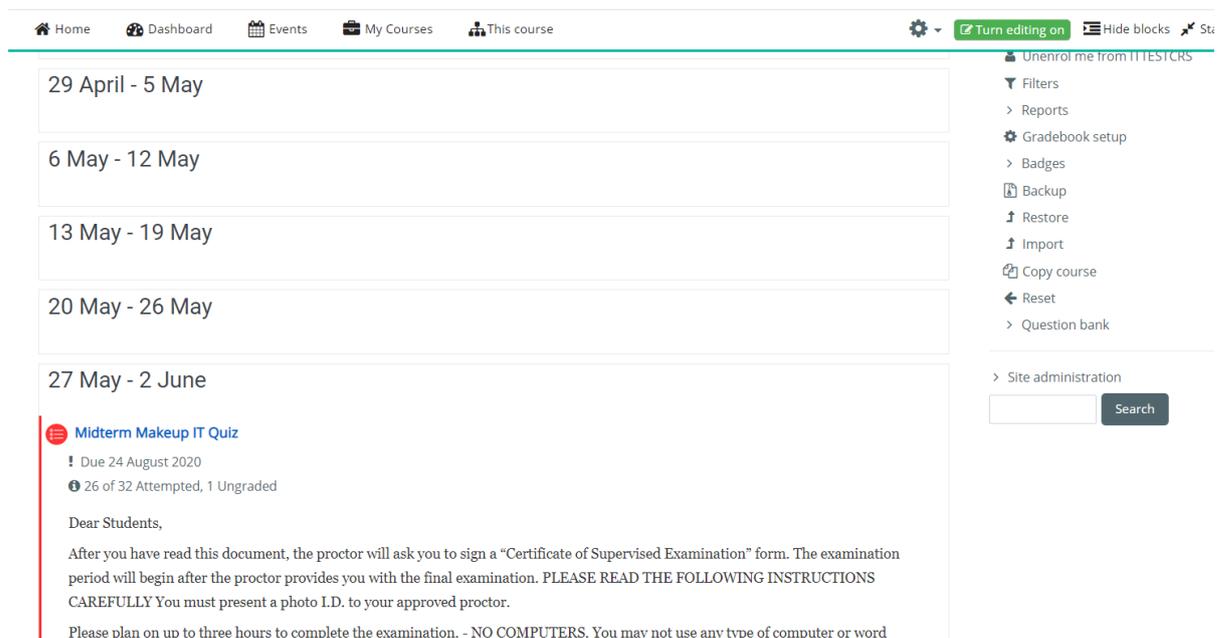
Start using Moodle

Once the student logs in, he/she will be able to view all registered courses listed on his/ her main home screen. Student may click on any of his/her desired courses and accompanying learning materials, assignments, and exams. This will be visible to the student as follows.



The screenshot shows the Moodle 'Course overview' page. At the top, there is a navigation bar with 'Home', 'Dashboard', 'Events', and 'My Courses'. Below this is a search bar for courses. The main content area is titled 'Course overview' and displays a grid of course cards. Each card shows the semester (Fall 2020-2021) and the course name, such as 'ACT 205 Introduction to Accounting (01)', 'BUS 120 Business Statistics (01)', 'ECO 210 Introduction to Economics (01)', 'GEN 106 Islamic Culture (01)', 'GEN 120 Natural Sciences (01)', and 'HRM 350 Career Management (01)'. To the right of the course cards, there are sections for 'Private files' (No files available), 'Timeline' (No upcoming activities due), and 'Online users' (3 online users, last 5 minutes).

Student may choose the course and see the contents ordered in weeks of the arranged in weekly sequence as below:



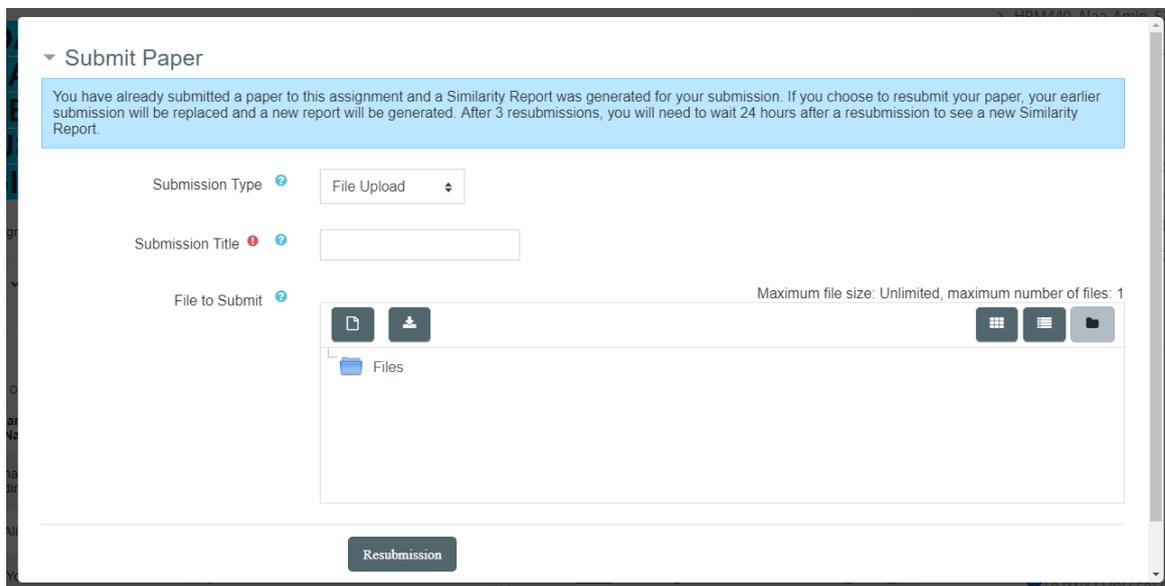
The screenshot shows the Moodle 'This course' page. The navigation bar includes 'Home', 'Dashboard', 'Events', 'My Courses', and 'This course'. The main content area displays a weekly sequence of course content. The weeks listed are: 29 April - 5 May, 6 May - 12 May, 13 May - 19 May, 20 May - 26 May, and 27 May - 2 June. The content for the week of 27 May - 2 June is expanded, showing a 'Midterm Makeup IT Quiz' due on 24 August 2020. The quiz has 26 of 32 attempts, with 1 ungraded. The text below the quiz reads: 'Dear Students, After you have read this document, the proctor will ask you to sign a "Certificate of Supervised Examination" form. The examination period will begin after the proctor provides you with the final examination. PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY You must present a photo I.D. to your approved proctor. Please plan on up to three hours to complete the examination. - NO COMPUTERS. You may not use any type of computer or word'.

Assignments in Moodle

Student will see the assignment requirements from him, and submit according to the requested format (Word, PowerPoint, etc.), in the assignment section.

The assignment will be processed immediately by **Turnitin** (*The Turnitin software checks for potentially unoriginal content by comparing submitted papers to several databases using a proprietary algorithm. It scans its own databases and also has licensing agreements with large academic proprietary databases*).

Student may resubmit the assignment as per settings decided by the course instructor.



The screenshot shows the 'Submit Paper' interface in Moodle. At the top, there is a blue notification box stating: "You have already submitted a paper to this assignment and a Similarity Report was generated for your submission. If you choose to resubmit your paper, your earlier submission will be replaced and a new report will be generated. After 3 resubmissions, you will need to wait 24 hours after a resubmission to see a new Similarity Report." Below this, the 'Submission Type' is set to 'File Upload'. The 'Submission Title' field is empty. The 'File to Submit' section shows a file manager interface with a 'Files' folder and a 'Resubmission' button at the bottom.

Once the assignment is submitted, student must click on the submit button again to resubmit if he/ she needs to add an updated version. Also, student can see the Turnitin score in percentage.

1375916368	29/08/20, 21:09	18%	<div style="width: 18%; height: 10px; background-color: #8ebf42;"></div>	--/100		
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Subsequently, the option of resubmitting is removed and the submitting window is closed.

1375916368	29/08/20, 21:09	18%	<div style="width: 18%; height: 10px; background-color: #8ebf42;"></div>	--		
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Quiz and Exams in Moodle

Likewise, the student may find the Quiz or Exam (midterm, final, etc.) posted in the system. These assessments will only allow one attempt and will be available only during the set by the college/instructor. Student must take the exam using Safe Exam Browser on PCs and Laptops running Microsoft OS or MacOS.

Safe Exam Browser

Safe Exam Browser is a web browser environment to carry out e-assessments safely. The software turns any computer temporarily into a secure workstation. It controls access to resources like system functions, other websites and applications and prevents unauthorized resources being used during an exam.

For downloading Safe Exam Browser and tutorials of how to install it, please visit the following link: <https://www.mcm.ac.ae/en/seb>

The Exam may be started in two ways:

- 1- You may click on download configuration which download a small file and you may then proceed opening that file which will lead you to "load Safe Exam Browser". It will ask you for your credentials before starting the exam.
or
- 2- Click on Launch Safe Exam Browser for immediate launching of the application which will ask you for your credentials to start the exam.

Attempts allowed: 1

This quiz opened at Monday, 26 October 2020, 1:00 PM

This quiz will close on Monday, 26 October 2020, 9:59 PM.

This quiz has been configured so that students may only attempt it using the Safe Exam Browser.

Time limit: 1 hour

The config key or browser exam keys could not be validated. Please ensure you are using the Safe Exam Browser with correct configuration file.

Download Safe Exam Browser

Launch Safe Exam Browser

Download configuration

Back to the course

Now the student may start answering the exam. Each question based on a specific type or category.

A co-processor

Select one:

- a. Is relatively easy to support in software
- b. Works with any application
- c. Causes all processor to function equally
- d. Is quite common in modern computer

A Microsoft Windows is a(n)

Select one:

- a. Operating system
- b. Graphic program
- c. Database program
- d. Word Processing

The student may see a quick review of his/ her unanswered question through the right side of the screen. Student may click on the **white boxes** as to view the unanswered question and navigate directly to it and submit the answers.

☰ Quiz navigation

1	2	3	4	5	6	7	8
9	10	11	12	13	14	15	16
17	18	19	20	21	22	23	24
25	26	27	28	29	30	31	32

Finish attempt ...

Time left **1:53:58**

When the student finishes and wants to end the exam, he/ she may click on "Finish attempt" button. This will redirect him/ her to the following screen showing a summary of the answers.

Summary of attempt	
Question	Status
1	Answer saved
2	Answer saved
3	Answer saved
4	Answer saved
5	Answer saved
6	Not yet answered
7	Not yet answered
8	Not yet answered
9	Not yet answered
10	Not yet answered
11	Not yet answered
12	Answer saved

For finishing and closing the exam, as the student must navigate through the summary. At the end of the summary, he/ she will find the **"Submit All and finish"** button. However, the student will still be able to go back again to edit answers by clicking on **Return to attempt**.

Return to attempt

Time left 1:48:25

This attempt must be submitted by Saturday, 5 September 2020, 2:00 PM.

Submit all and finish