Click here to log in to Moodle.
Type the user’s name and password given by the school and click login.
When you have logged in, you will see a screen with names of courses and grade levels. Choose the course you want to access.
Course settings are made here.

When we switch to student role, we can see the changes we have made as the students see them.
This is where we edit course settings.
When we want to make a change (add an assignment or a resource or open a forum) to the weeks, all we need to do is to turn editing on.
After turning editing on, we go to the relevant week.
This part provides a summary of the concerned week.
In order to insert a picture, we click the picture insertion button on the summary page. We insert the picture by choosing the picture from its current location.
To provide a link to a file or web site, we click add a resource dropdown menu and choose link to a file or web site.
In the new window, we fill the spaces marked with * If we want to provide a link to a web site, we type the address in this space. However, in order to provide a link to a file, we need to click the choose or upload a file button to upload the file.
In the new window, we click the upload a file button. We choose the original location of the file. When we click the choose button next to the file name, the concerned file is uploaded to the relevant week on Moodle.
If the file is uploaded, its name appears in this slot. We can go back to our course by clicking save and return to course button at the bottom of the page.
In order to insert a label to the week, we need to click the insert a label button.
In the new window, we can write the label and then go back to our course by clicking save and return to course button.
In order to add an assignment, we click add an activity menu and choose upload a single file in the assignments.
We can provide information about the assignment by filling the slots marked with *. Then we can click the save and return to course button to go back to the relevant week.
We recommend you to choose the largest file size here. You can go back to your course by clicking save and return to course button after you fill the required slots.
In order to open a forum to students, click on the forum in the add an activity menu.
After typing relevant information about the forum here and choosing the type of the forum, we can go back to the course by clicking save and return to course button.
After you have added everything, your week will look like this. Now your work is over.
Some Reminders to Help You Use Moodle

• After you have logged in to Moodle, you need to click the “turn on editing” button to make any change in the weeks.
• You can check all the new additions to the week by switching your role to student using the switch role function.
• If you do not want your new additions to be visible to students, you can hide them by clicking and closing the eye next to these added entries.
• You can access language options by clicking the course settings button.
• In order to attract students’ attention, you can make your course page more colorful using the themes in the course settings part.