NEAR EAST UNIVERSITY
DISTANCE LEARNING AND INFORMATION TECHNOLOGY CENTER

BİLİŞİM
AKADEMİK
EBYS
PERFORMANS
E-SINAV
UZAKTAN EĞİTİM
UZEBİM
ONLINE
MOOODLE
HARDWARE
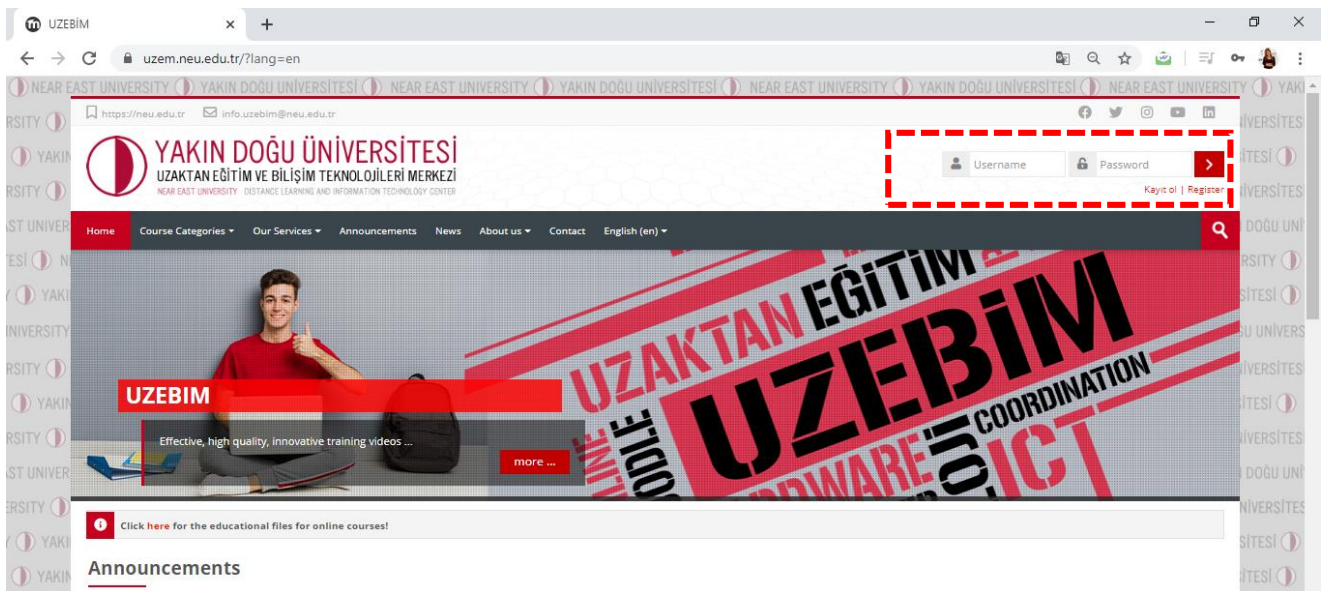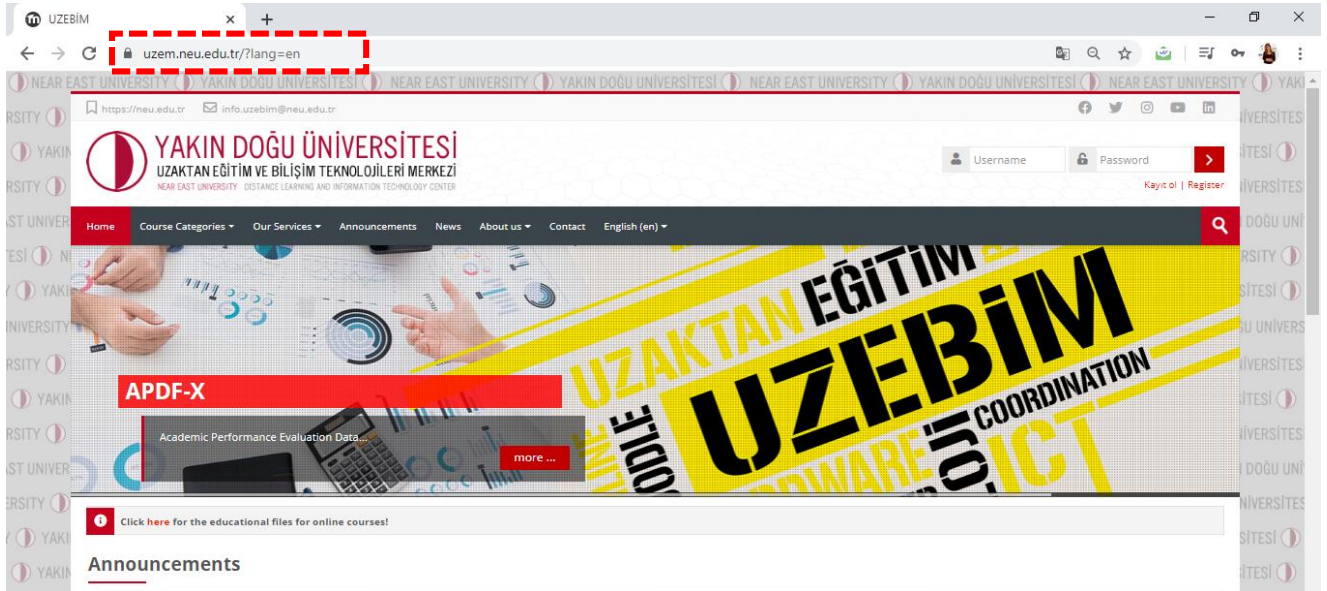COORDINATION
TEKNOLOJI
ICT
COMPUTER
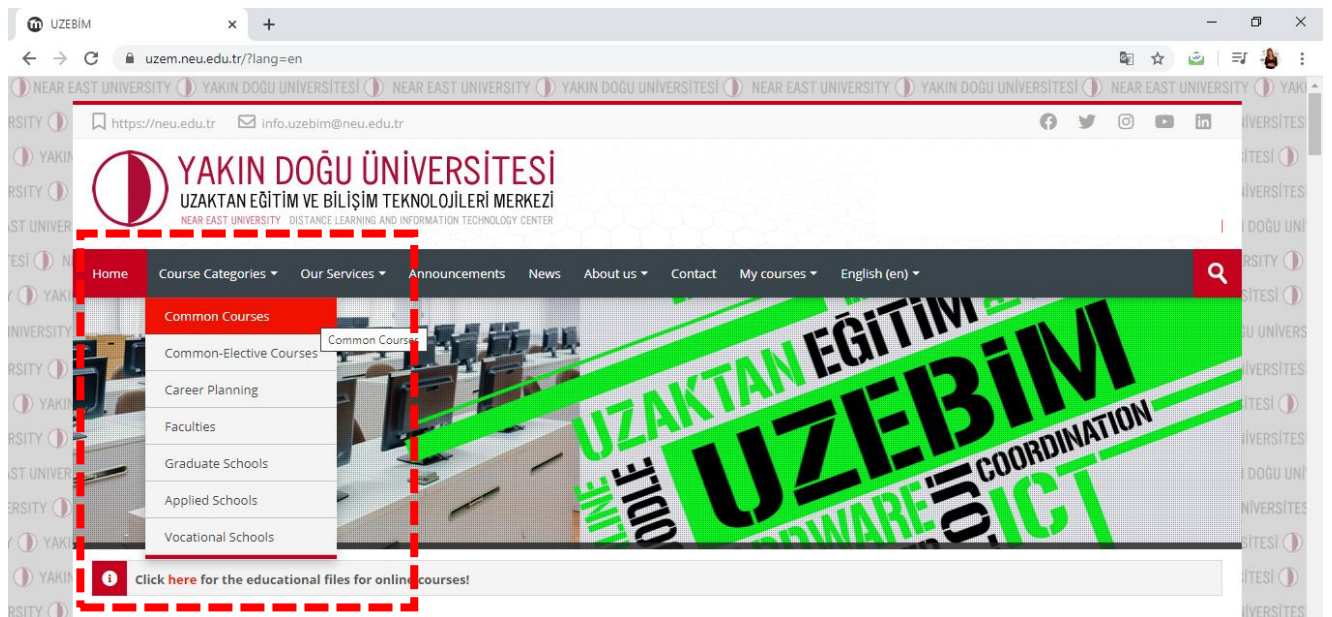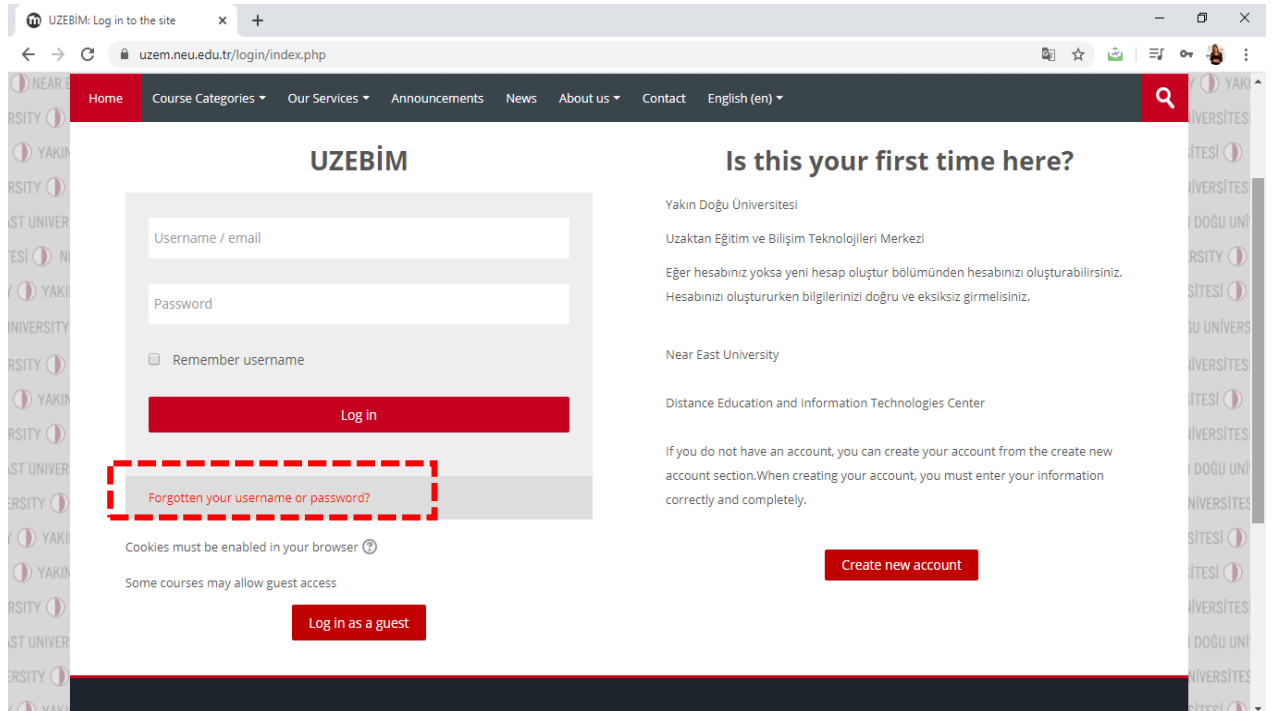
Lecturer
Handbook

Accessing MOODLE

- You can access <mark>UZEBİM (MOODLE)</mark> through <mark>www.uzem.neu.edu.tr</mark>
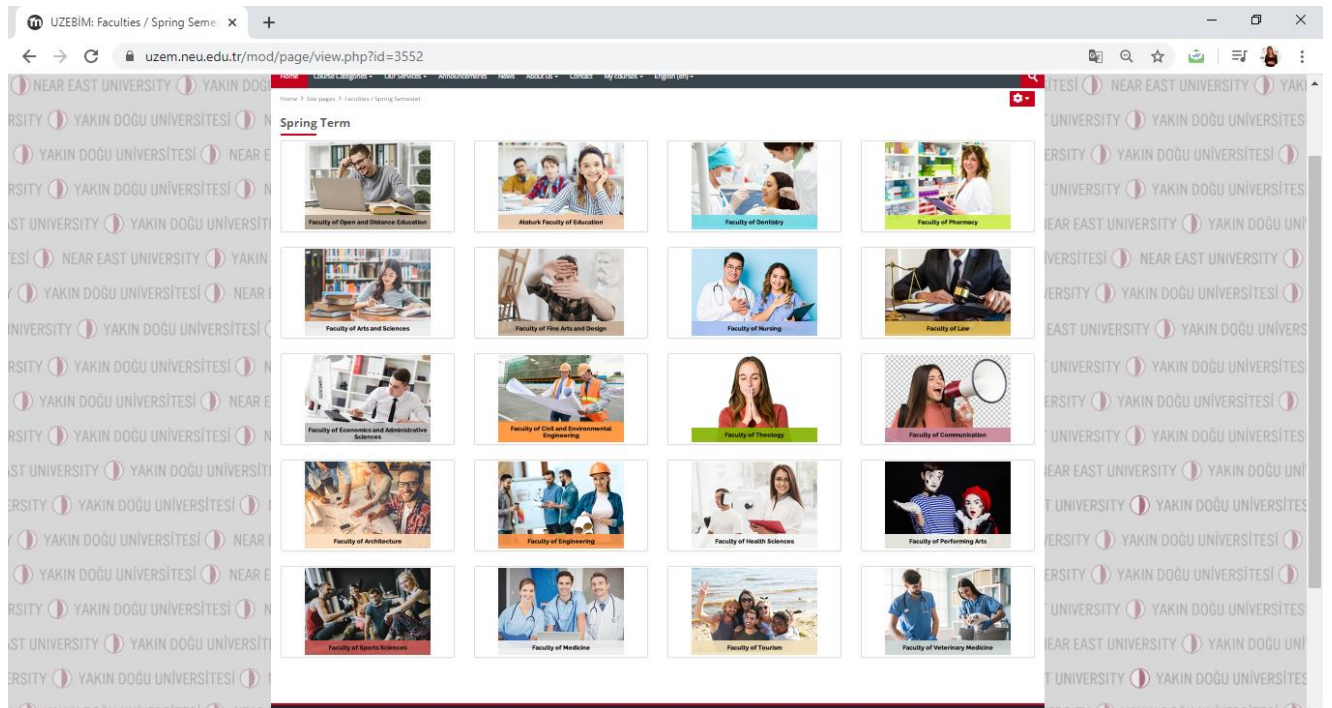

If you already have an account, log in by using your <mark>username</mark> and <mark>password</mark>.
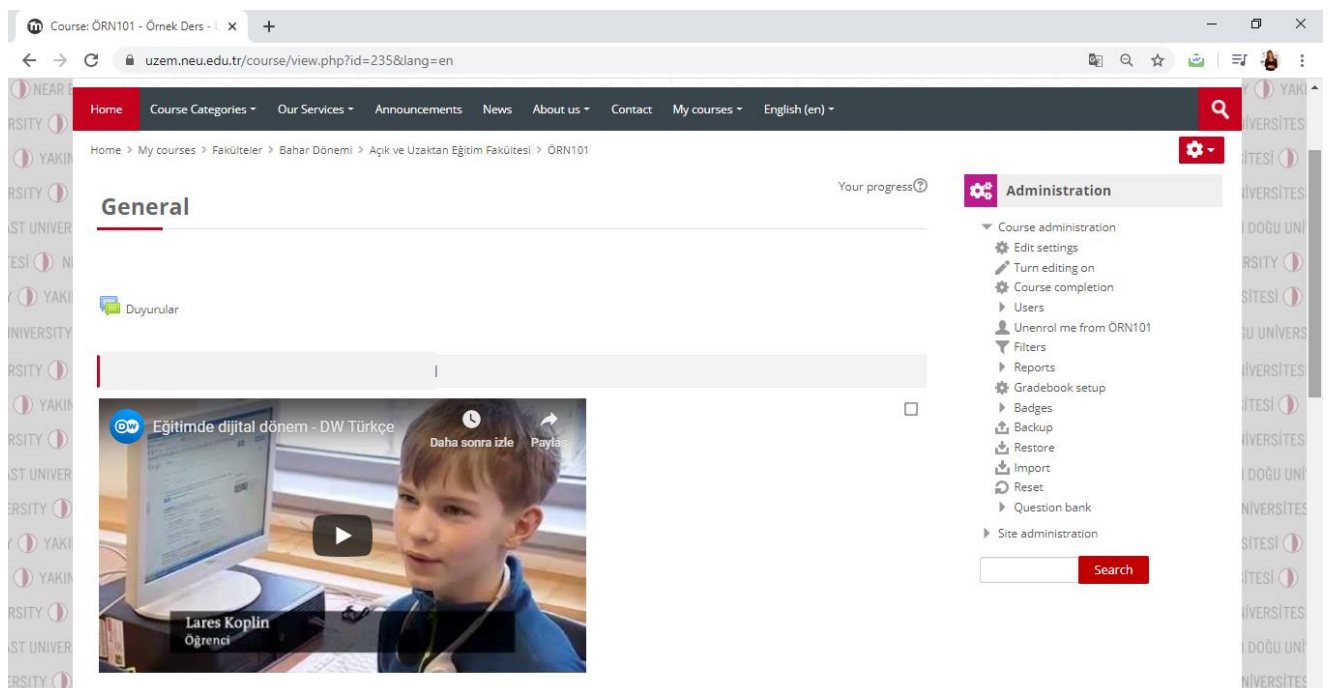
If you have forgotten your password, click on the right arrow next to log-in, then click on '<mark>forgotten your username and password</mark>' on the next page to create a new password.

To manage your courses, click on the **course categories** on the **home page**.

When you click on a **course**, you will be able to see the course content like the one shown below:


The page above shows the course materials that have been uploaded and organized by the course teacher. Each course is managed in the same way.

UPLOADING, DELETING OR MANAGING COURSE CONTENT

For all kinds of editting, uploading or deleting, '**Turn Editting on'** (found on the right on top of the page) should be clicked on first.
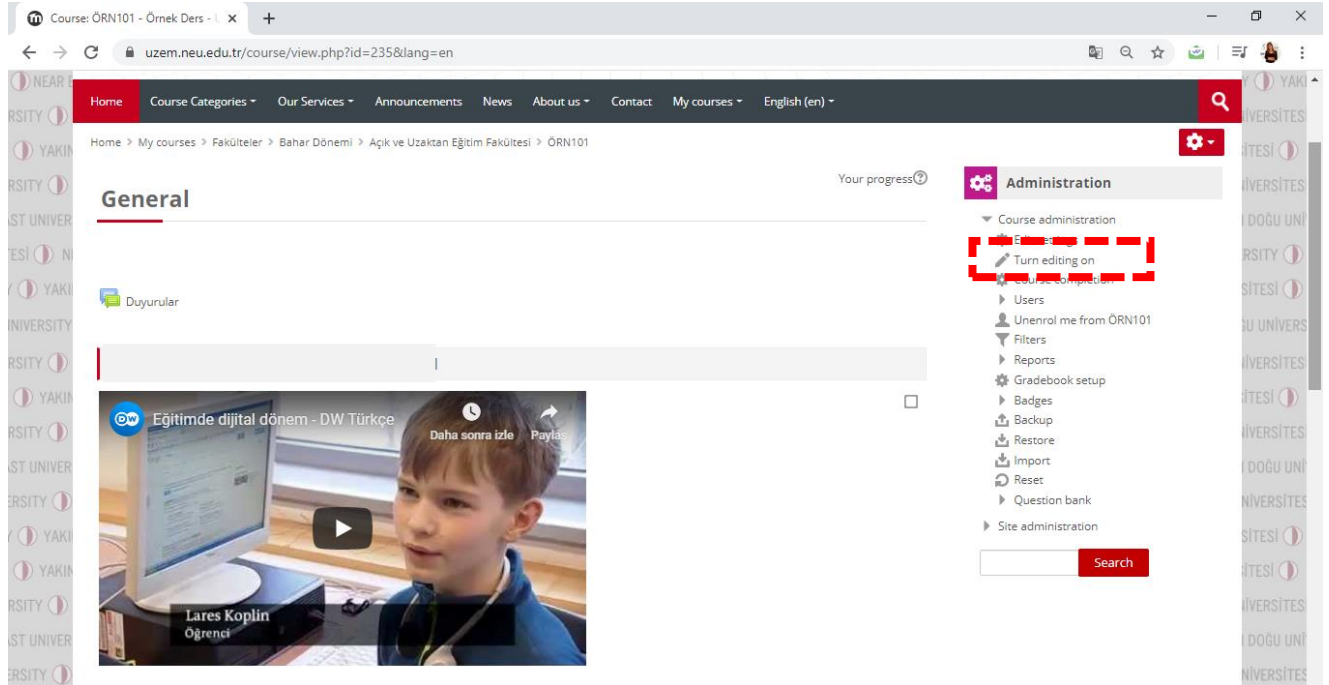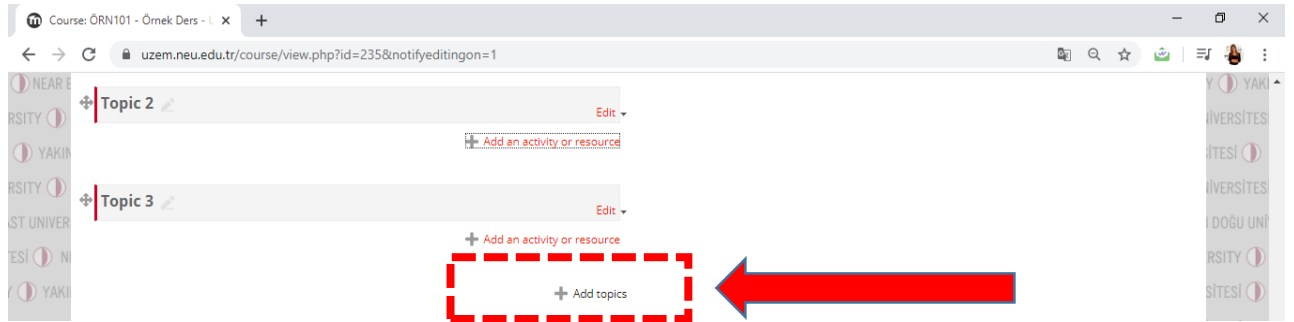

Once the editting is possible, you will be able to see the weeks as shown below: (*means editting is possible for each week*)
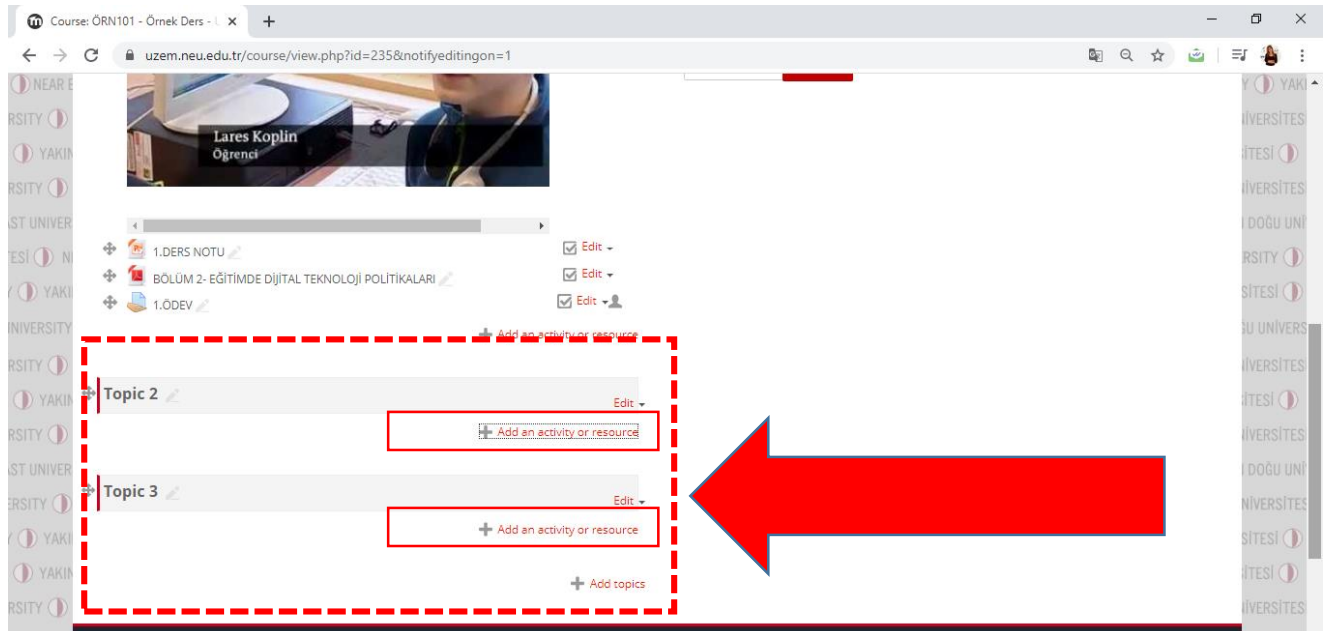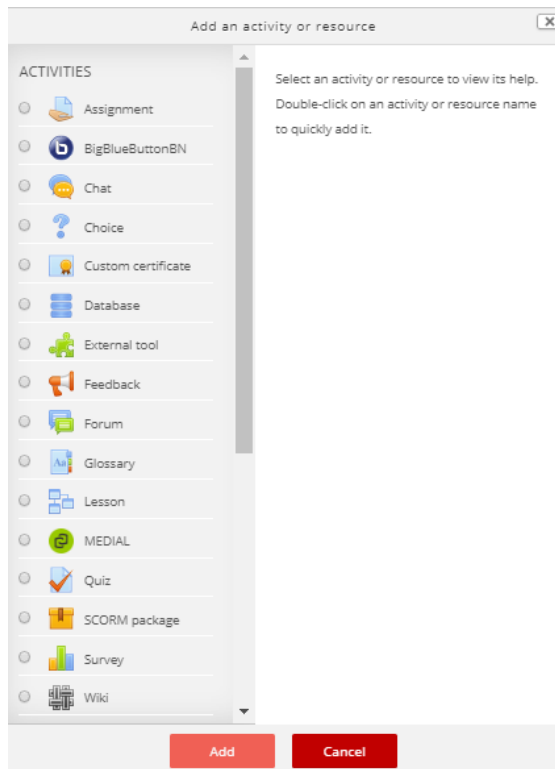

By clicking on the '**Add an activity or source'**, you will be able to see a list of possible things that can be added to the course such as videos, worksheets..etc.

Adding source or an activity can be made for each week separately.

You can also choose to add more weeks to your course by clicking on '**Add Topics'** at the end of the page.

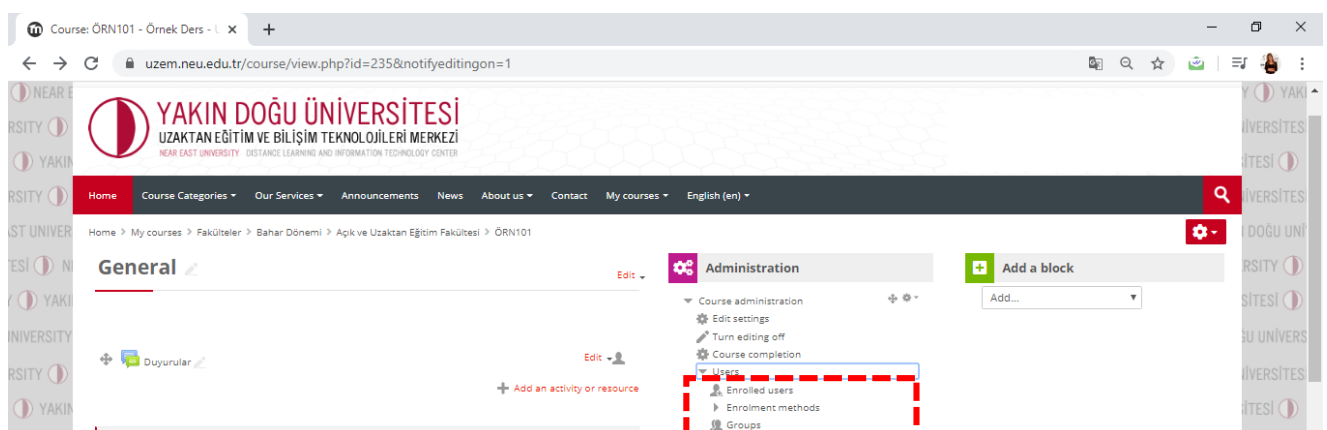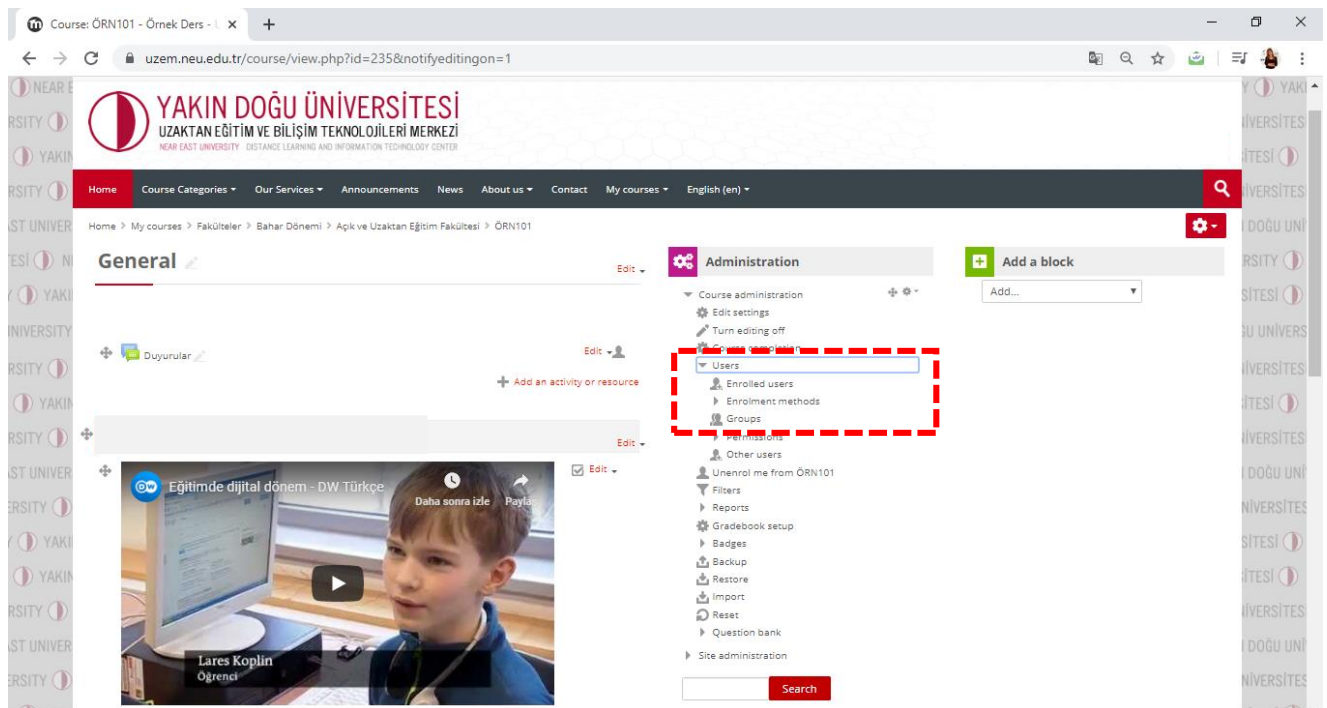How to manage the added sources or avtivities:

1 – Edit topic

2- Move right/left

3- Move (up/down/to another week)

4- Settings

5- Duplicate

6- Delete

7- Hide (*You can hide the materials so students can see them only when you choose to show them*)

8- Assign Roles

You can see the list of your students (*that have been registered to the system by the system manager*) by clicking on the '**Users**'.

When you click on the '**enrolled users**', you will be able to see the list of your students, their personal info and you will be able to message them, if needed. To do this, you need to check the

box next to the student's name. You can check more than one student if you need to message a group (*as shown below*).

ADDING AN ANNOUNCEMENT

You can make your announcements by sending a message to your students or you can add a new topic on top of the page and write the announcement there.
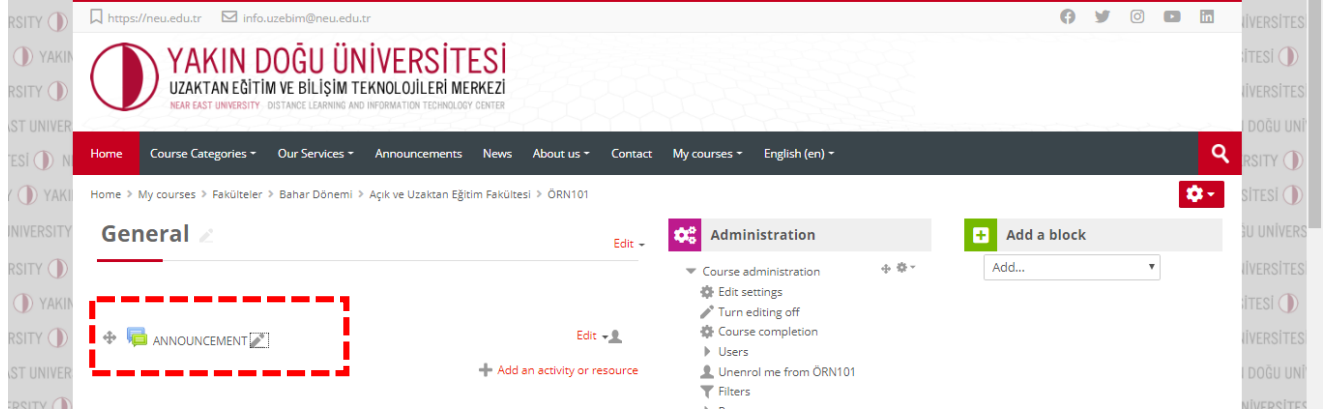
If you would like your announcement to get the students' attention, you need to click on '**Highlight**' that appears when you click on '**Edit**' at the end of the Topic bar.
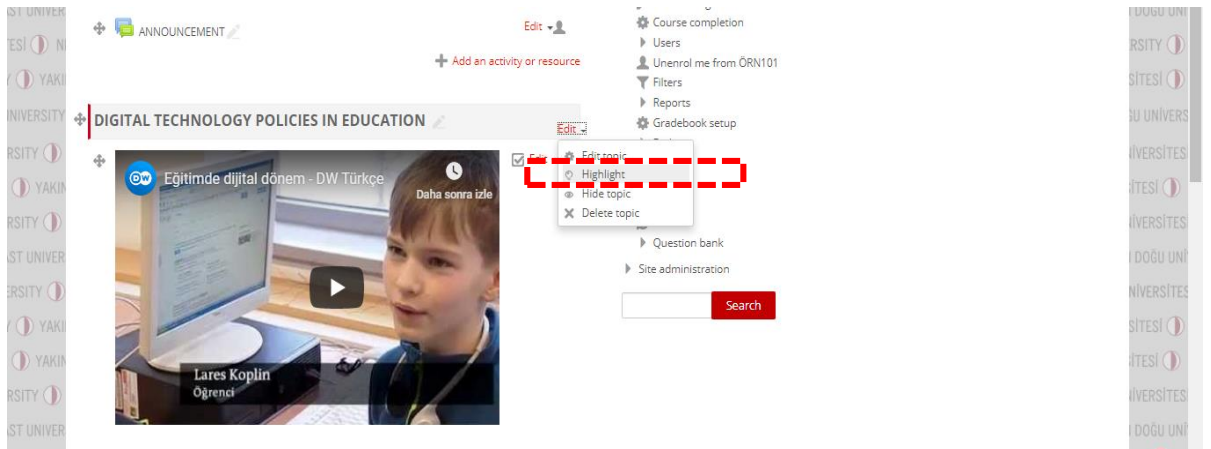
Or you can always contact us for any further issues about making **announcements**.

Synchronous Delivery (Live Course Delivery)

Course teachers can deliver their courses synchronously (when all the students and the teacher is online and using the platform at the same time). When delivering the course, it can be recorded so that the students who miss the course or who feel the need to revise can do so at ta later time. The details about delivering courses synchronously will be given below.

Since synchronous delivery involves interaction between the teacher and the students, it is thought to be more effective than asynchronous delivery. Thus it is important that the course teachers should integrate video conferencing or live chats into their courses.

To be able to implement synchronous learning effectively, course teachers should have a mic, camera, and speakers that work properly. If you encounter problems with any of these equipment, you can contact us.

USING VIRTUAL CLASSROOMS

BigBlueButtonBN' virtual classrooms will be created for each of your courses. When you access your course, you will be able to access the "**BigBlueButtonBN**" virtual classes.
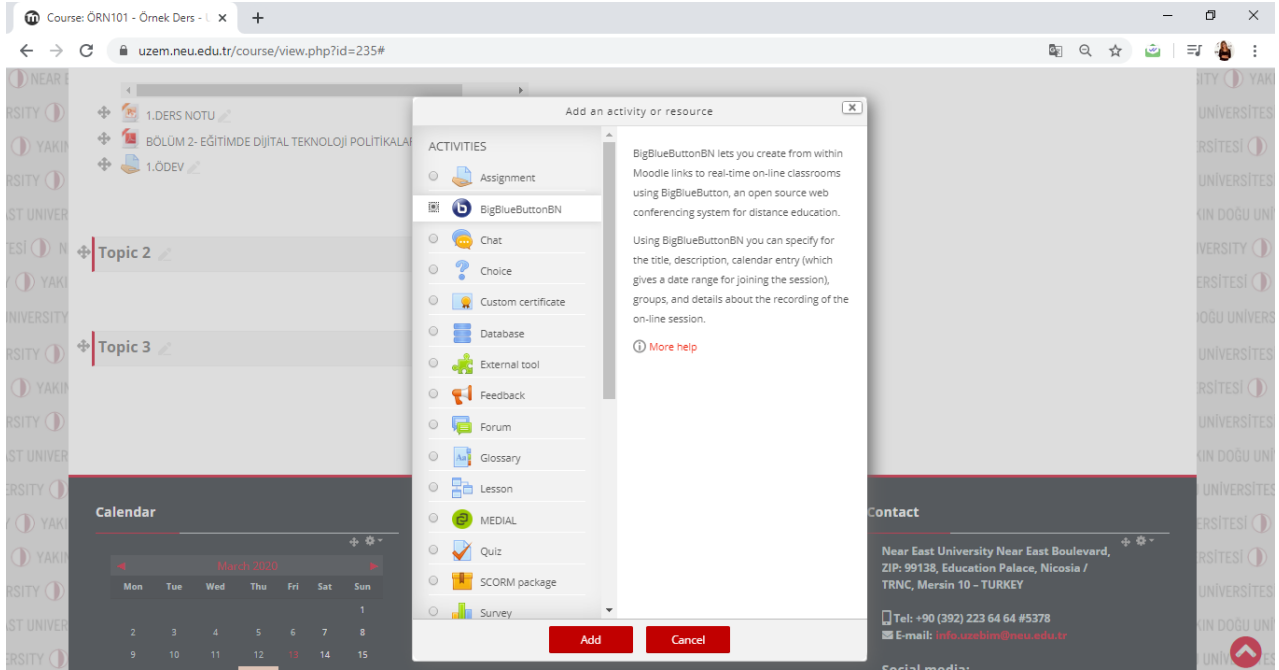
When you click on the button for '**BigBlueButton**, you will see some info about what it is and how it is used. You need to type the name of the class when the new page appears.
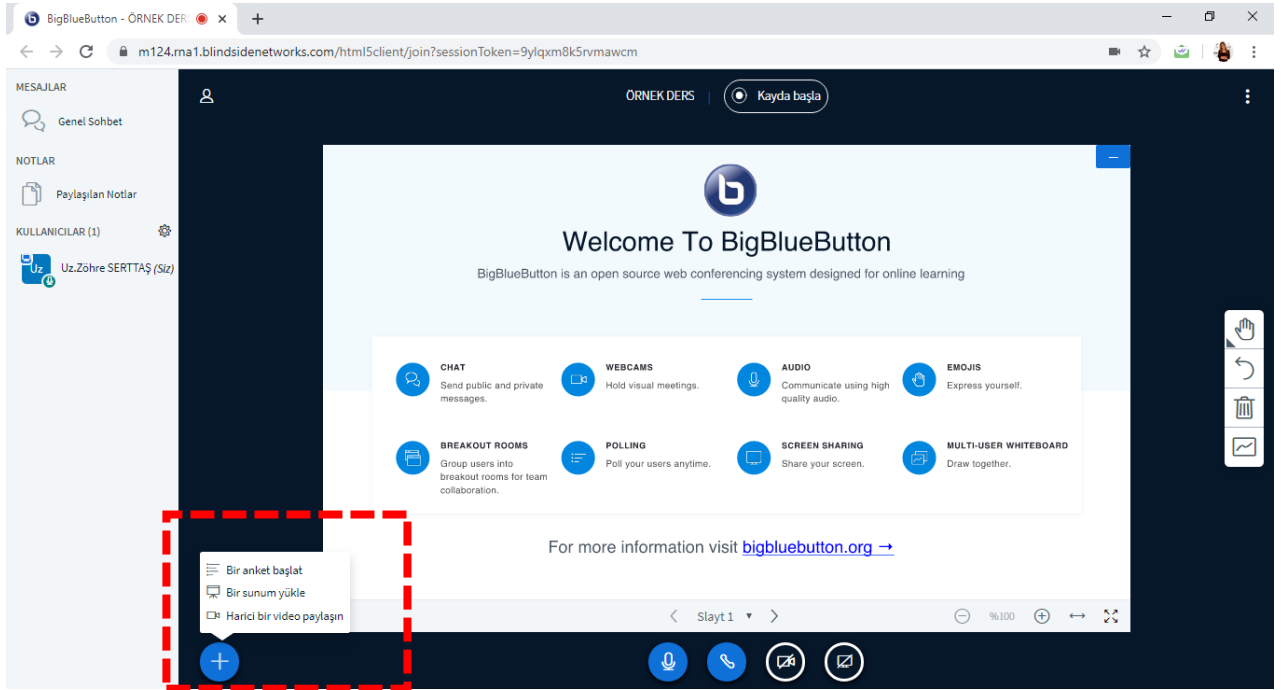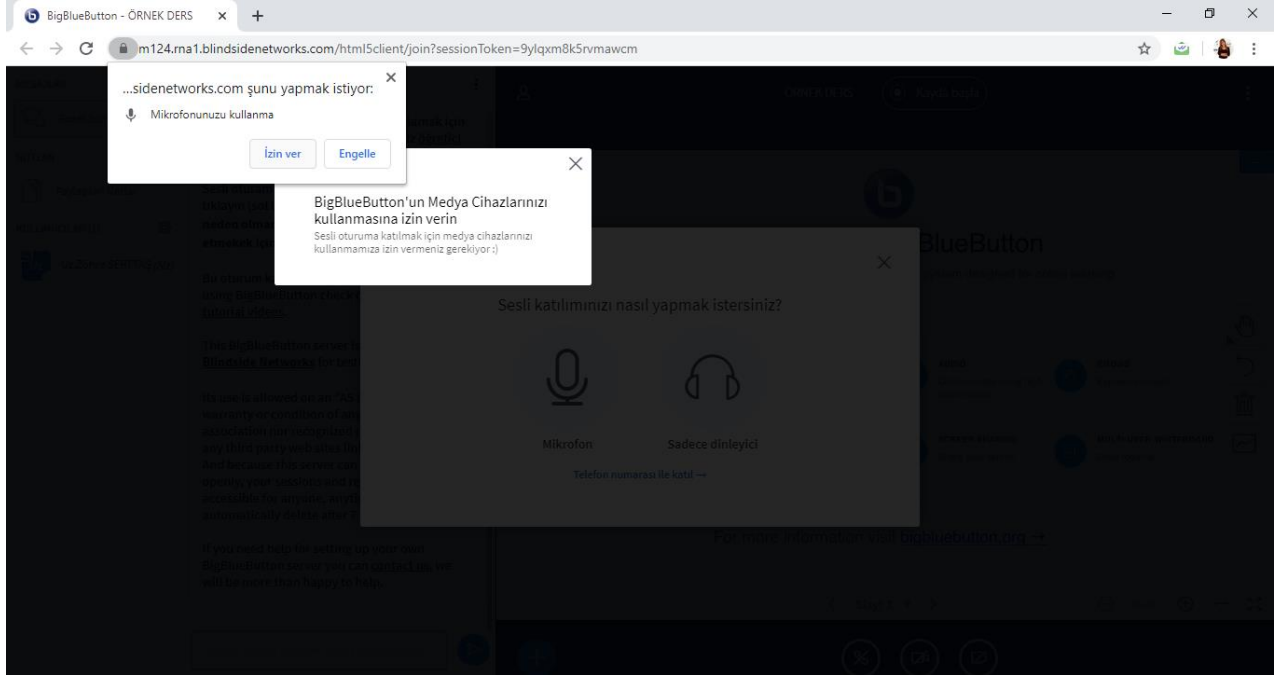
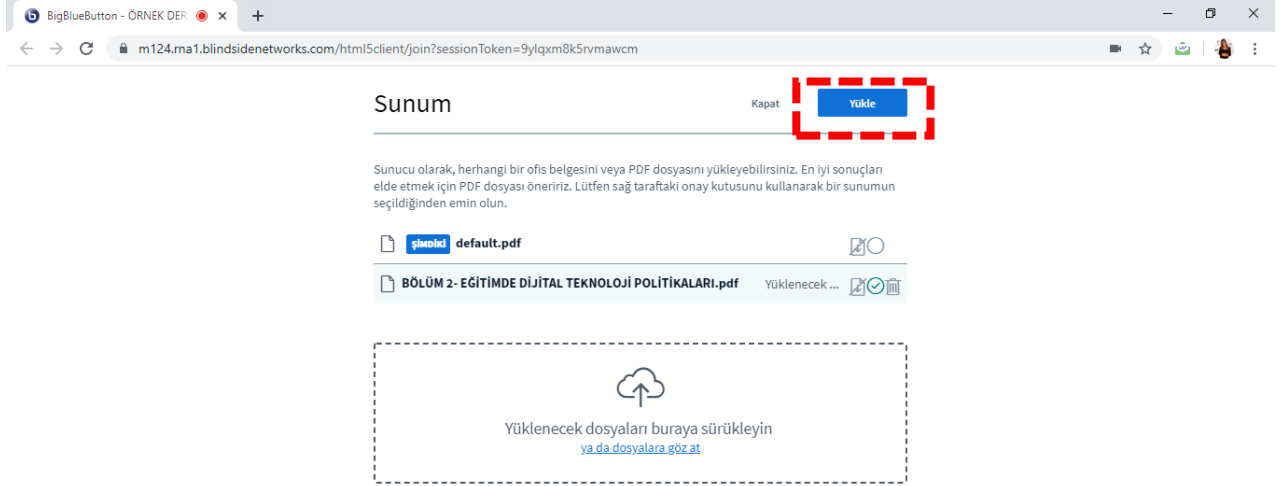You can choose the opening and closing times for the class.
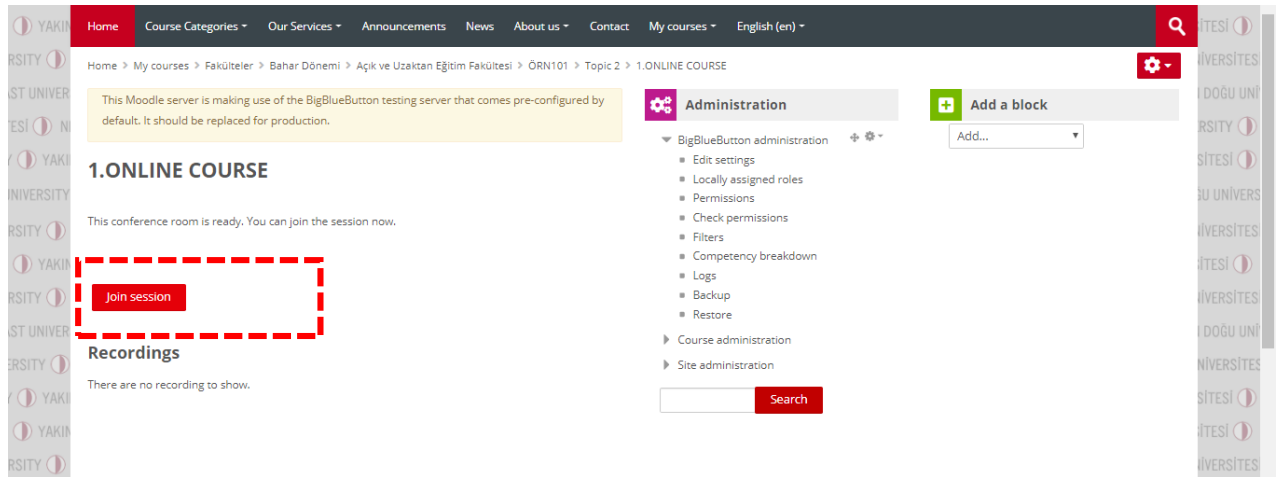
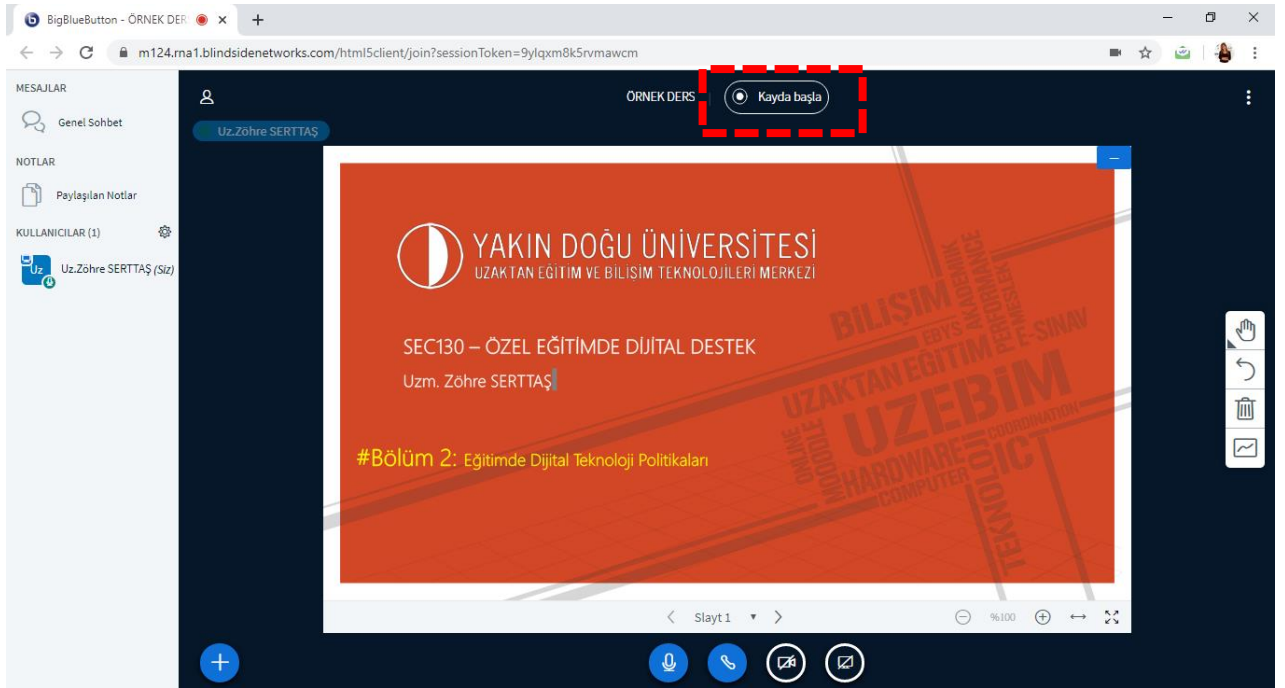When you click on 'Join session', the **BigBlueButton** app will start in a new tab.
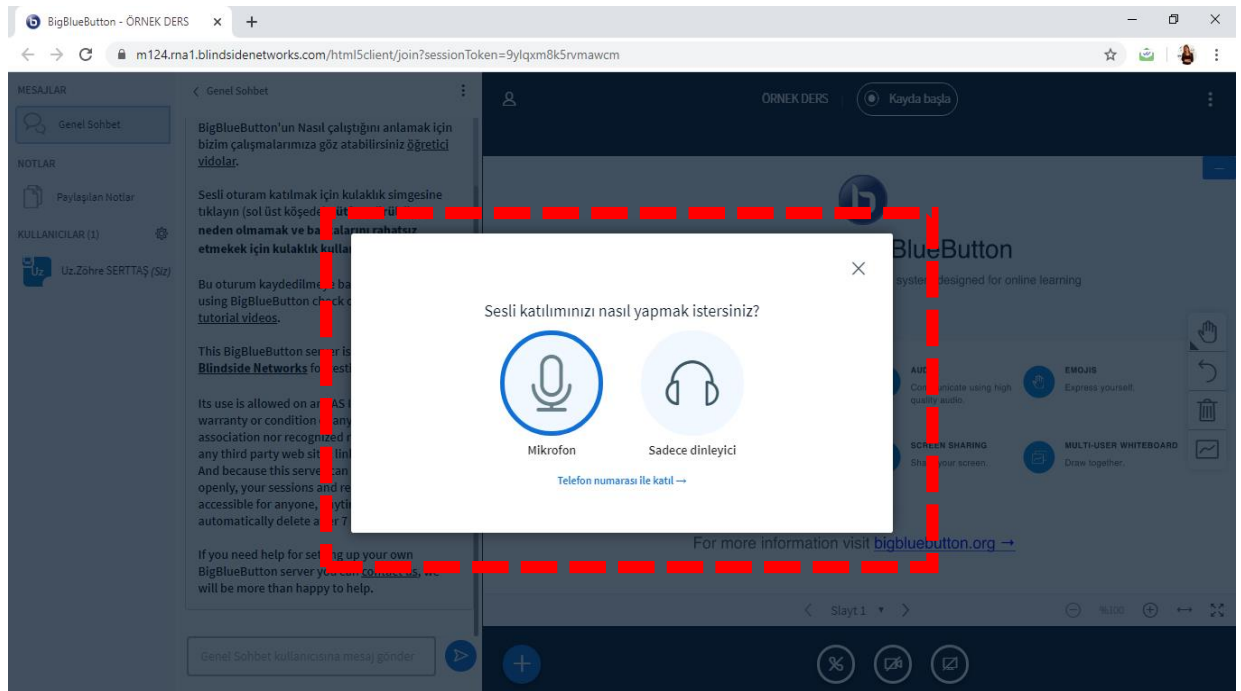
You can join the virtual classroom as '**the audience**' or '**the presenter**'. (*Course teachers should participate as the 'presenter'*)
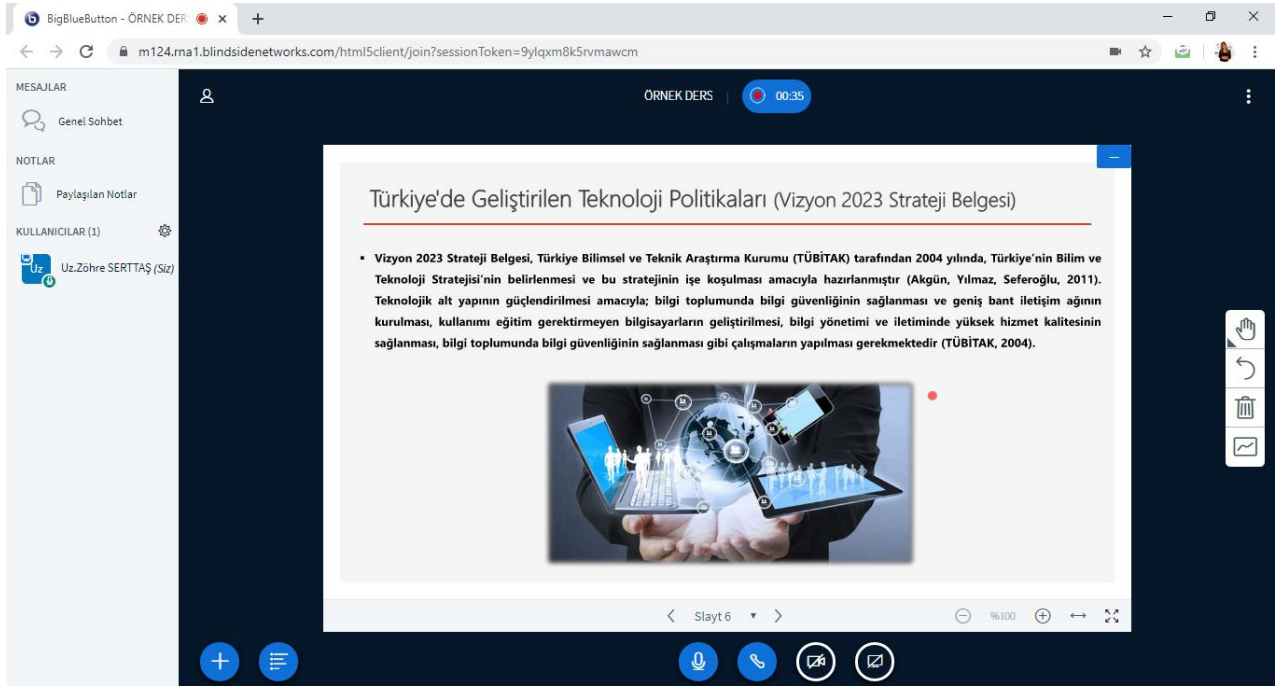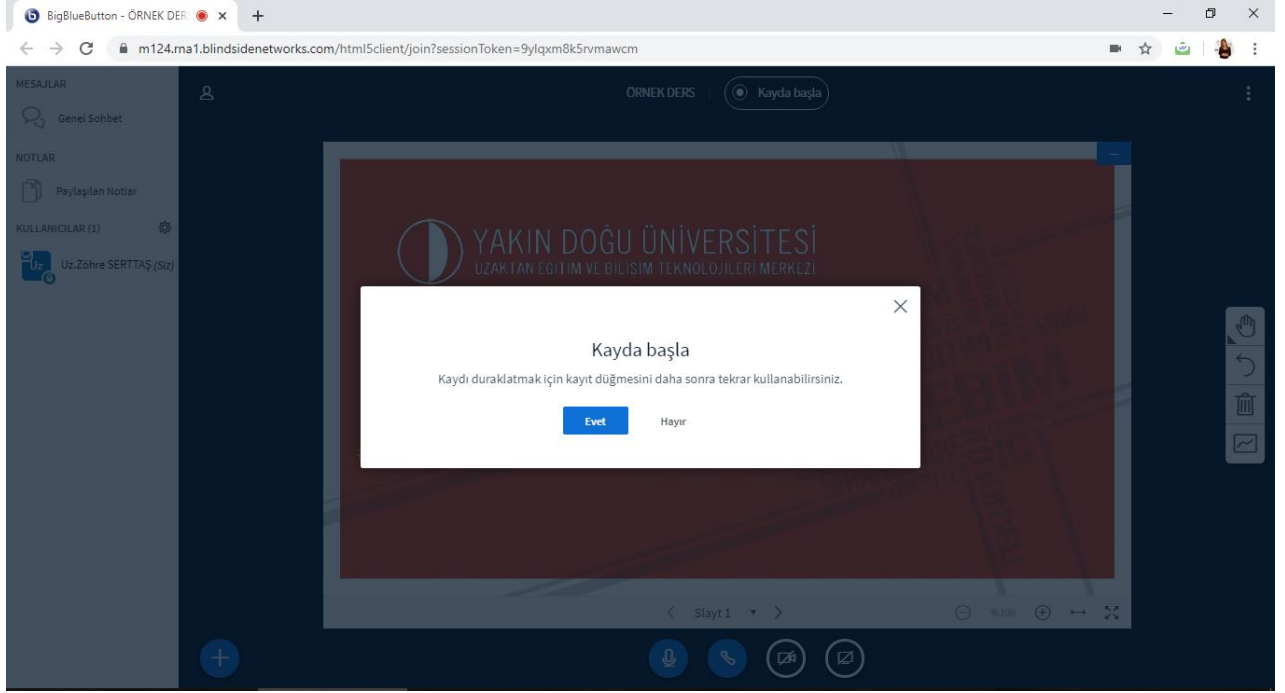
You can share files or presentations by clicking on the **+ sign**

- Once you have added your presentation, click on '**Upload**'.

Click on '**Record**' once you have uploaded the presentation.

You can also use the whiteboard in the virtual classroom to highlight the important parts in a text or presentation.

You can use the 'Public Chat' to get feedback from your students or to send additional information during synchronous delivery.