



NEAR EAST UNIVERSITY

DISTANCE LEARNING AND INFORMATION TECHNOLOGY CENTER

BİLİŞİM

EBYS

KİMLİK

ÖNAMBARNA

YETİŞİM

PERFORMANS

E-SINAV

UZAKTAN EĞİTİM

UZEBİM

COORDINATION

ONLINE

HARDWARE

COMPUTER

TEKNOLOJİ

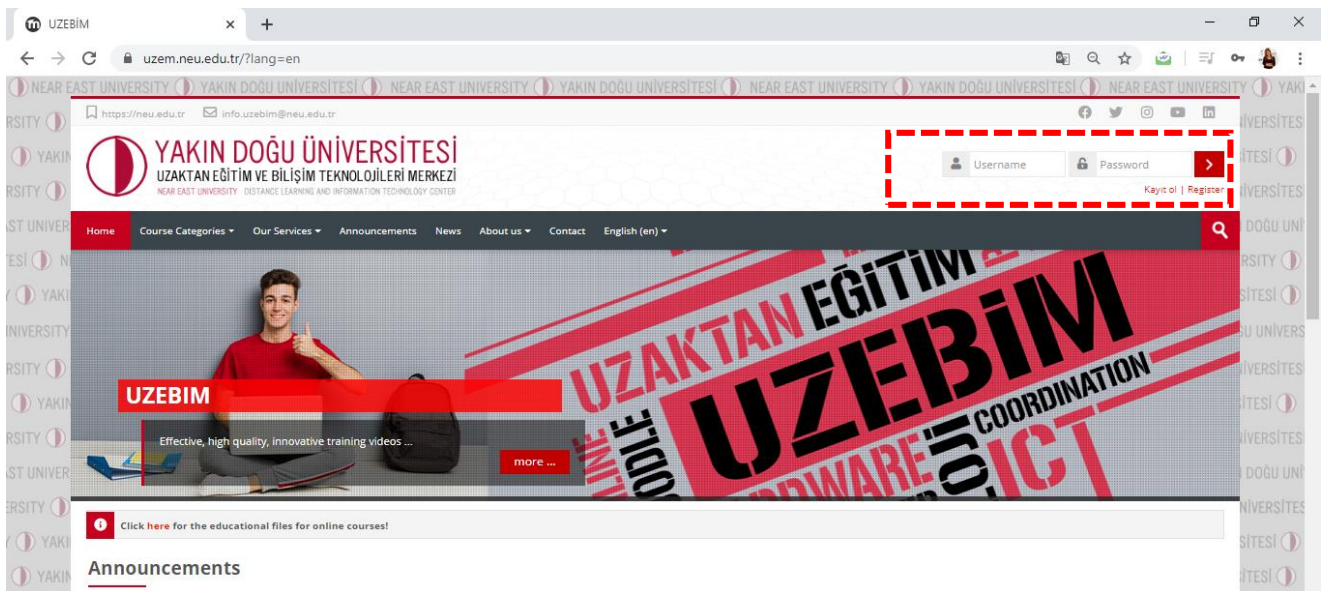
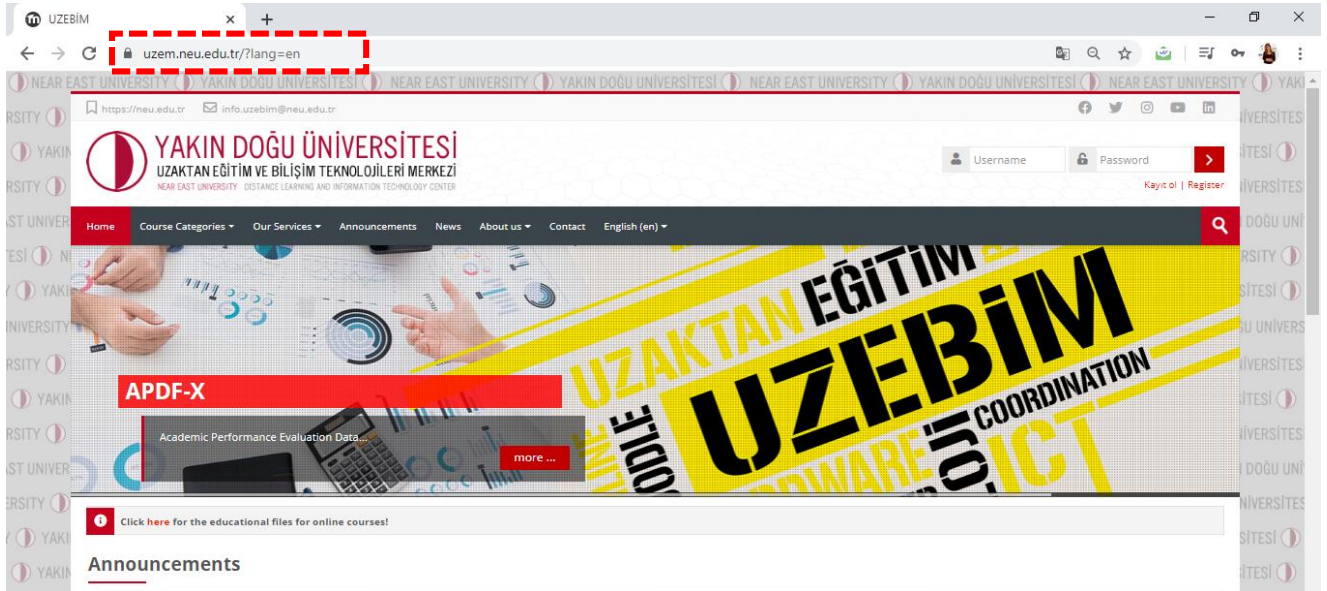
IC

Lecturer

Handbook

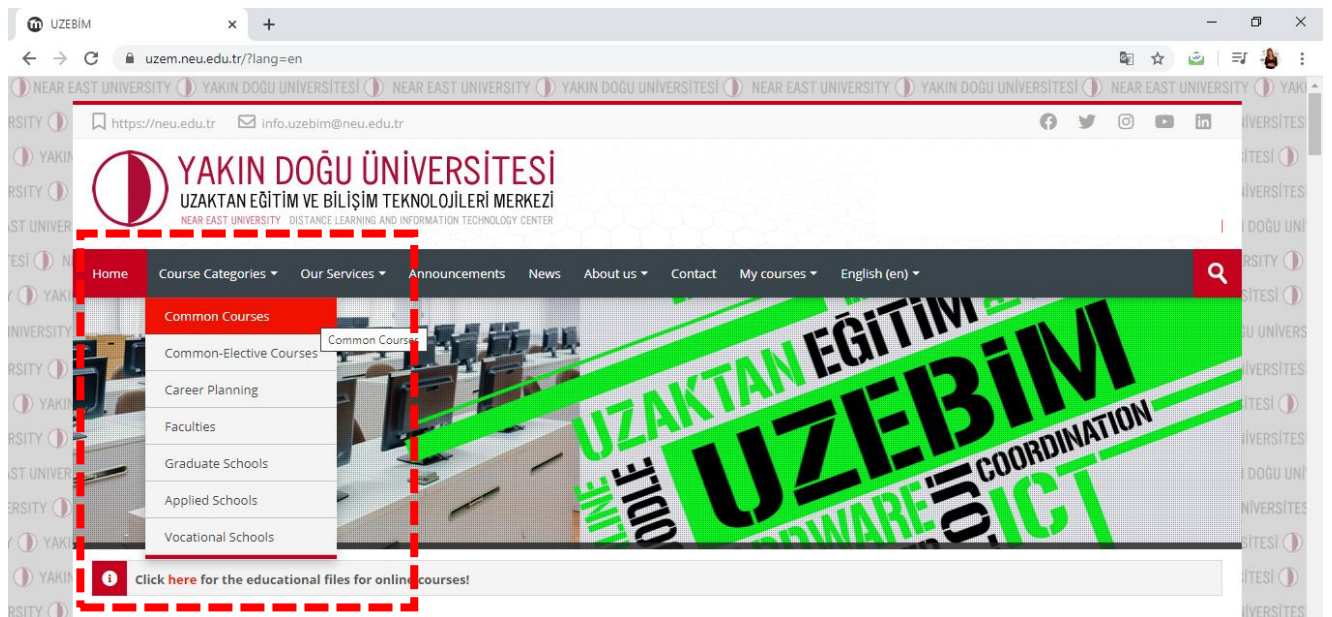
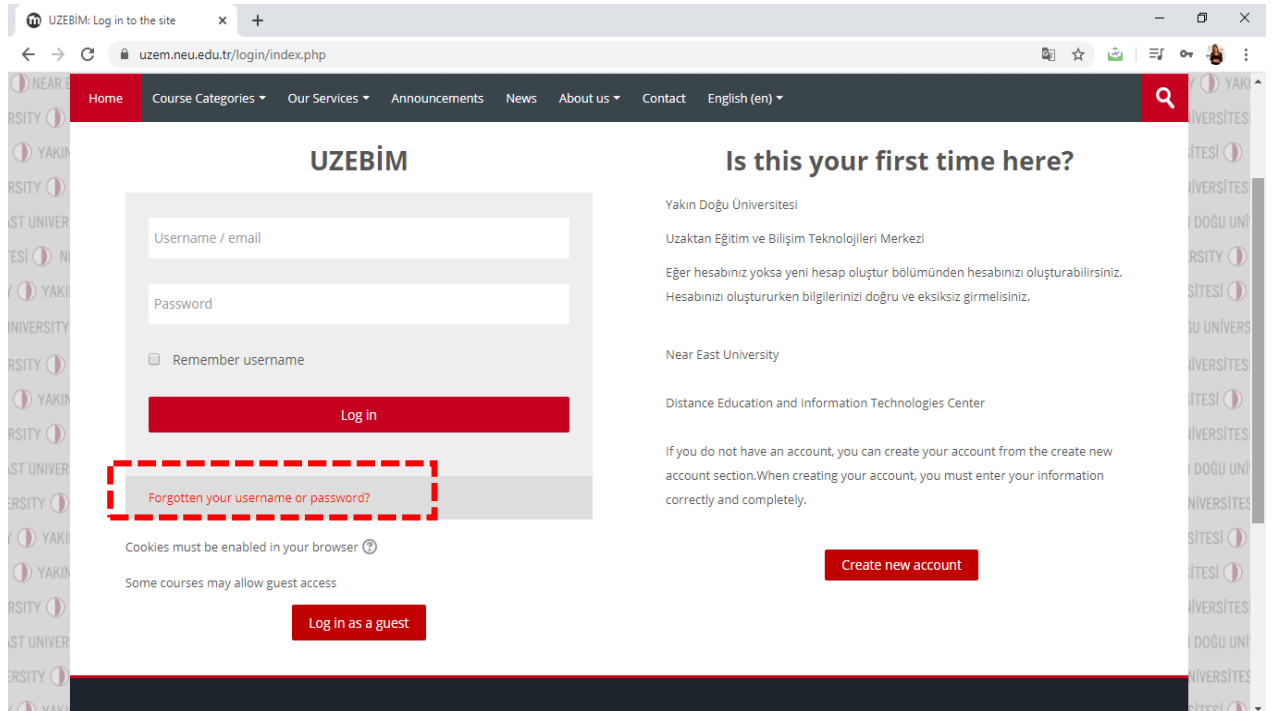
Accessing MOODLE

- You can access **UZEBİM (MOODLE)** through **www.uzem.neu.edu.tr**

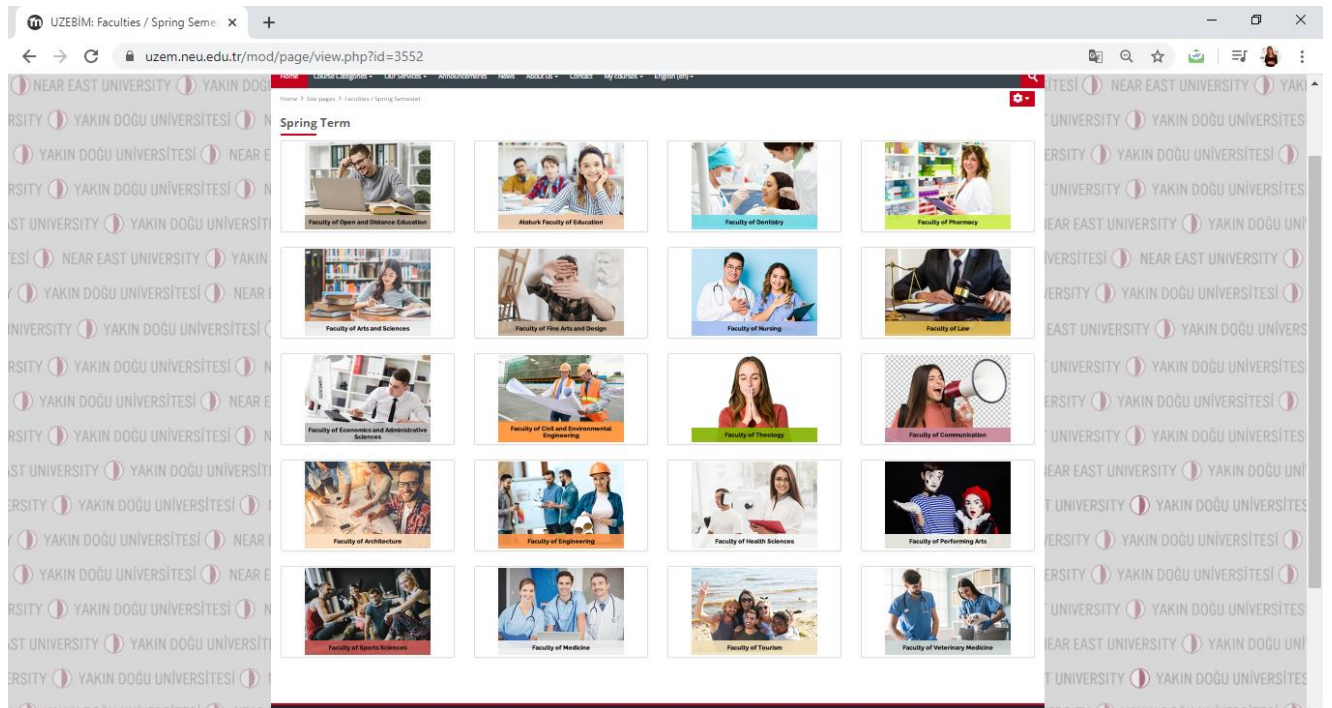


If you already have an account, log in by using your **username** and **password**.

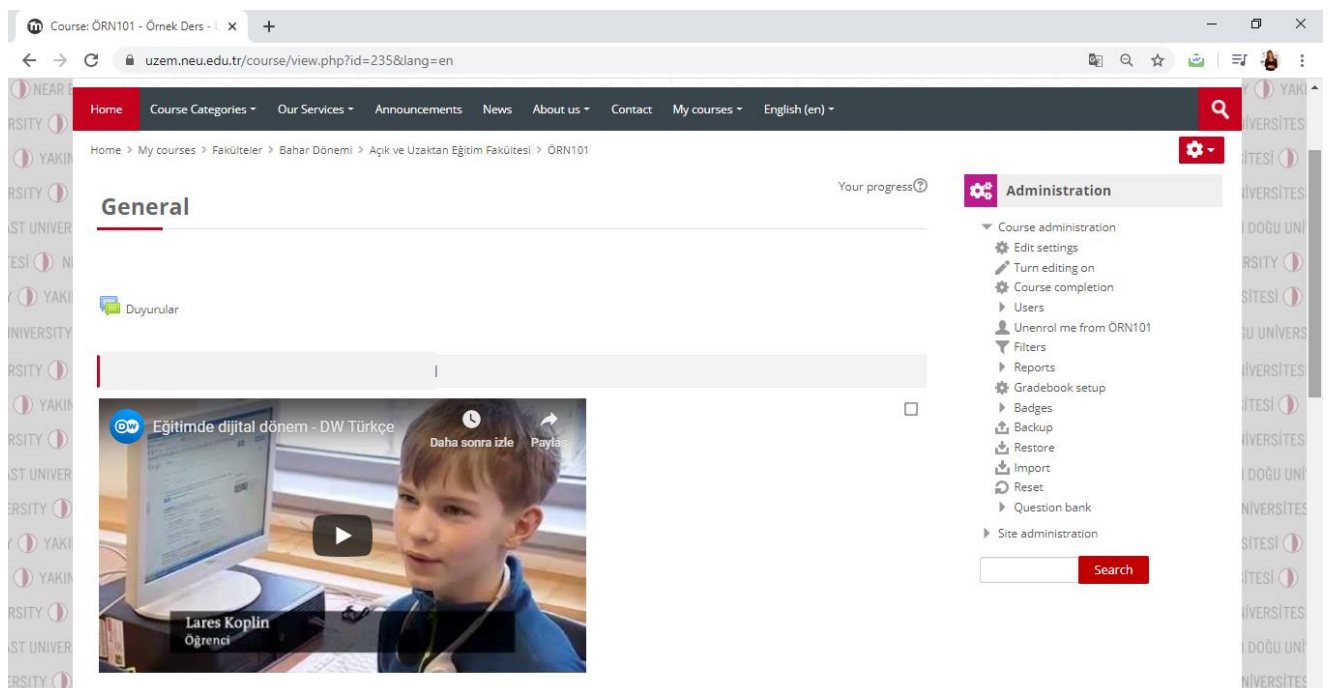
If you have forgotten your password, click on the right arrow next to log-in, then click on '**forgotten your username and password**' on the next page to create a new password.



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



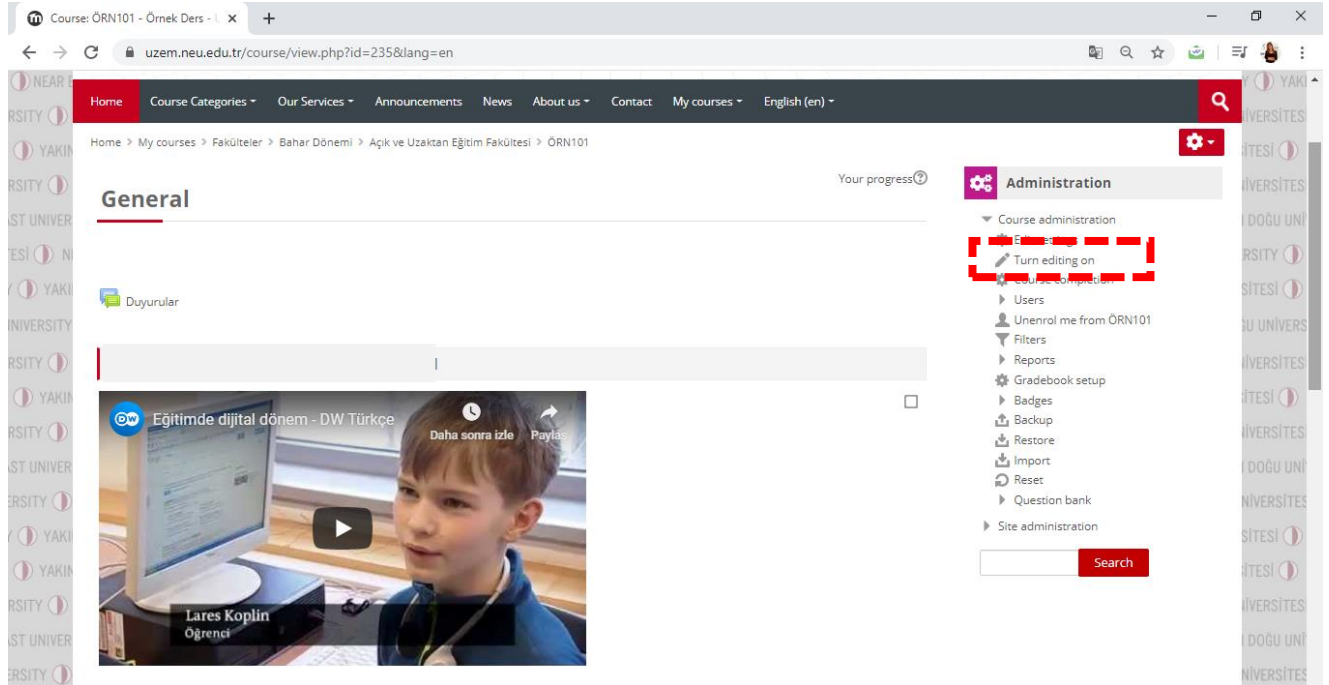
When you click on a **course**, you will be able to see the course content like the one shown below:



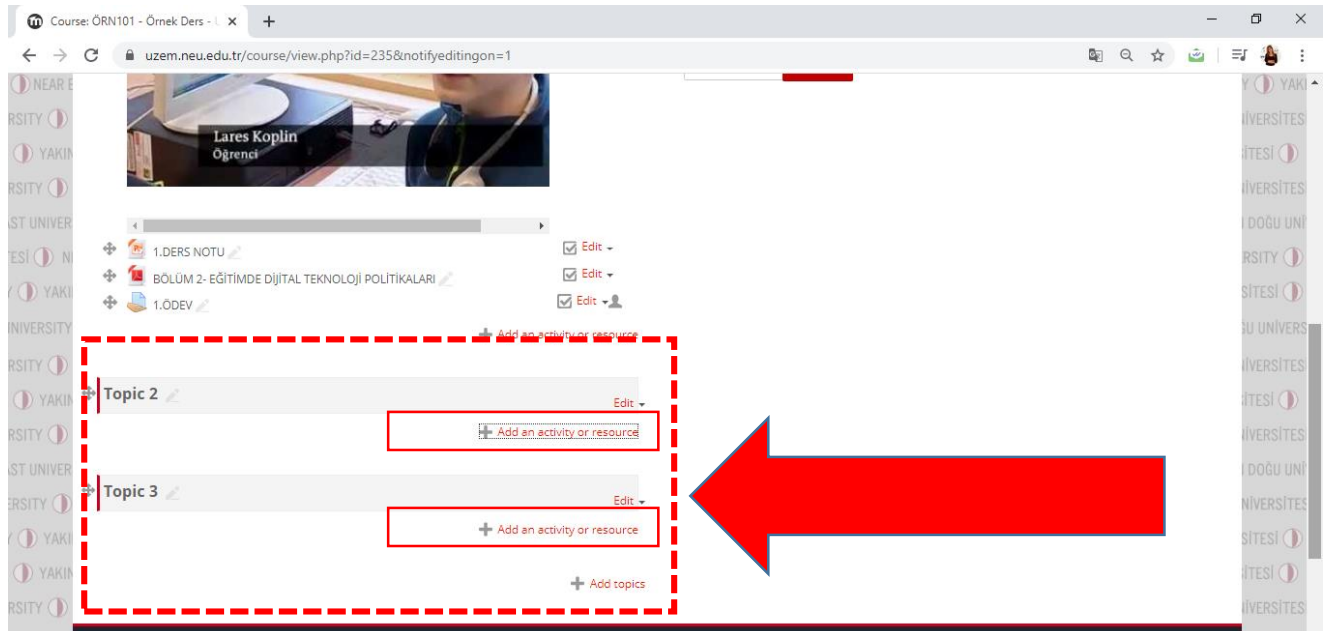
The page above shows the course materials that have been uploaded and organized by the course teacher. Each course is managed in the same way.

UPLOADING, DELETING OR MANAGING COURSE CONTENT

For all kinds of editing, uploading or deleting, ‘**Turn Editing on**’ (found on the right on top of the page) should be clicked on first.

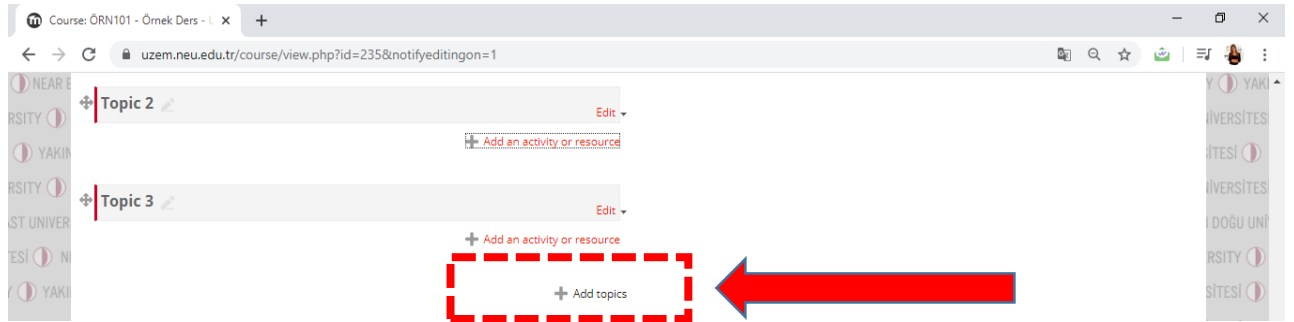


Once the editing is possible, you will be able to see the weeks as shown below: *(means editing is possible for each week)*

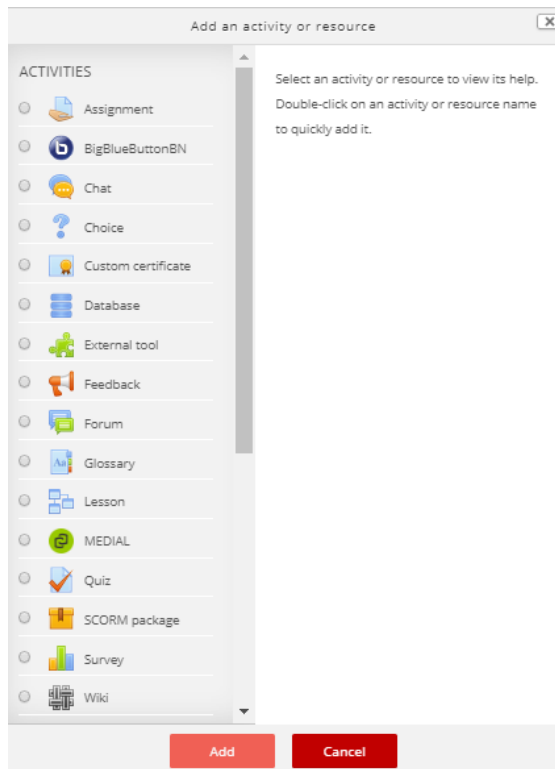


By clicking on the ‘**Add an activity or source**’, you will be able to see a list of possible things that can be added to the course such as videos, worksheets..etc.

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:

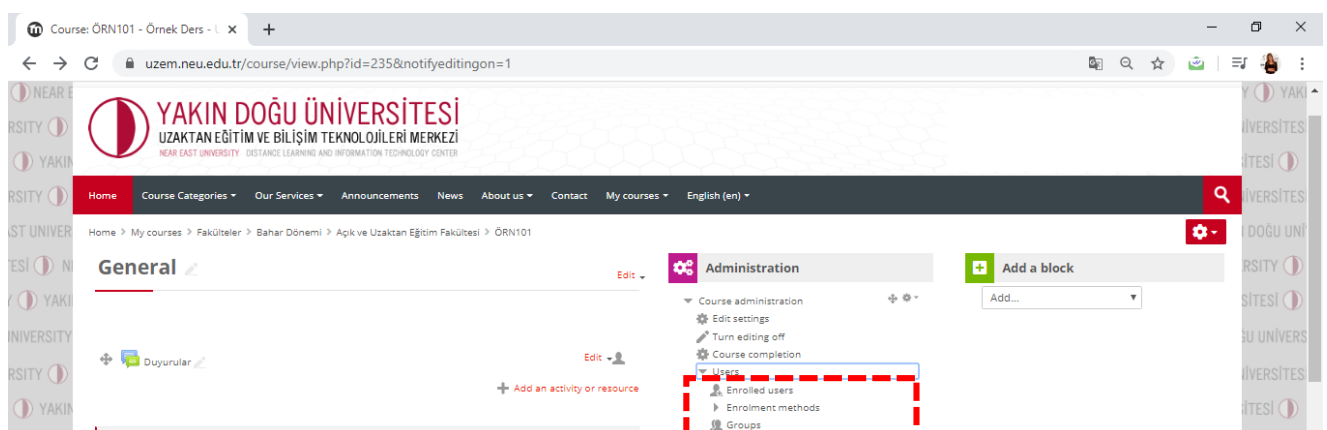
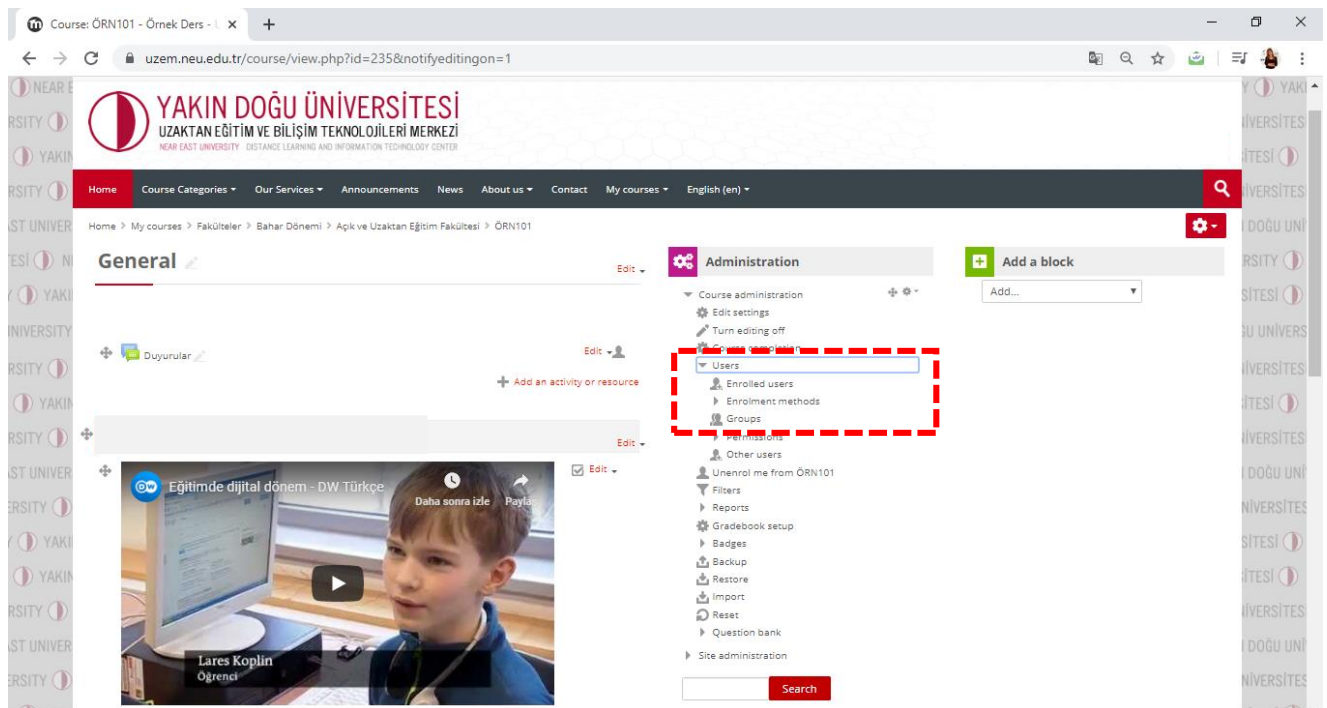


- 1 – Edit topic
- 2- Move right/left
- 3- Move (up/down/to another week)
- 4- Settings
- 5- Duplicate
- 6- Delete

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).

The screenshot shows the 'ÖRN101: Participants' page on the uzem.neu.edu.tr website. The page displays a list of users with columns for First name, Surname, Email address, Roles, Groups, Last access to course, and Status. Two users are listed: Ridvan yalgetekin (Student, No groups, 1 day 2 hours, Active) and Uz.Zohre SERTTAŞ (Teacher, No groups, 3 secs, Active). A red dashed box highlights the 'With selected users' section, which includes a dropdown menu with options: 'Choose...', 'Send a message', 'Add a new note', 'Download table data as' (with sub-options: Comma separated values (.csv), Microsoft Excel (.xlsx), HTML table, Javascript Object Notation (.json), OpenDocument (.ods), Portable Document Format (.pdf)), 'Manual enrolments' (with sub-options: Edit selected user enrolments, Delete selected user enrolments), and 'Self enrolment' (with sub-options: Edit selected user enrolments, Delete selected user enrolments). A large red arrow points from the 'Send a message' option to the 'Useful Links' section on the right. The 'Useful Links' section includes links for Common Courses, Flipped Learning, Open Courses, Activity Unit, Life Long Education Centre, Student Permission Portal, Student System, and Grand Library. The 'Contact' section provides contact information for the University Near East Boulevard, Education Palace, Nicosia / 10 - TURKEY, including a telephone number (+90 (392) 223 64 64 #5378) and an email address (info.uzelim@neu.edu.tr). Social media links for Facebook, Twitter, Instagram, YouTube, and LinkedIn are also shown.

First name	Surname	Email address	Roles	Groups	Last access to course	Status
Ridvan	yalgetekin	davidyalgetekin73@gmail.com	Student	No groups	1 day 2 hours	Active
Uz.Zohre	SERTTAŞ	zohre.sertas@gmail.com	Teacher	No groups	3 secs	Active

With selected users

- Choose...
- Choose...
- Send a message
- Add a new note
- Download table data as
 - Comma separated values (.csv)
 - Microsoft Excel (.xlsx)
 - HTML table
 - Javascript Object Notation (.json)
 - OpenDocument (.ods)
 - Portable Document Format (.pdf)
- Manual enrolments
 - Edit selected user enrolments
 - Delete selected user enrolments
- Self enrolment
 - Edit selected user enrolments
 - Delete selected user enrolments

Useful Links

- Common Courses
- Flipped Learning
- Open Courses
- Activity Unit
- Life Long Education Centre
- Student Permission Portal
- Student System
- Grand Library

Contact

University Near East Boulevard,
Education Palace, Nicosia /
10 - TURKEY

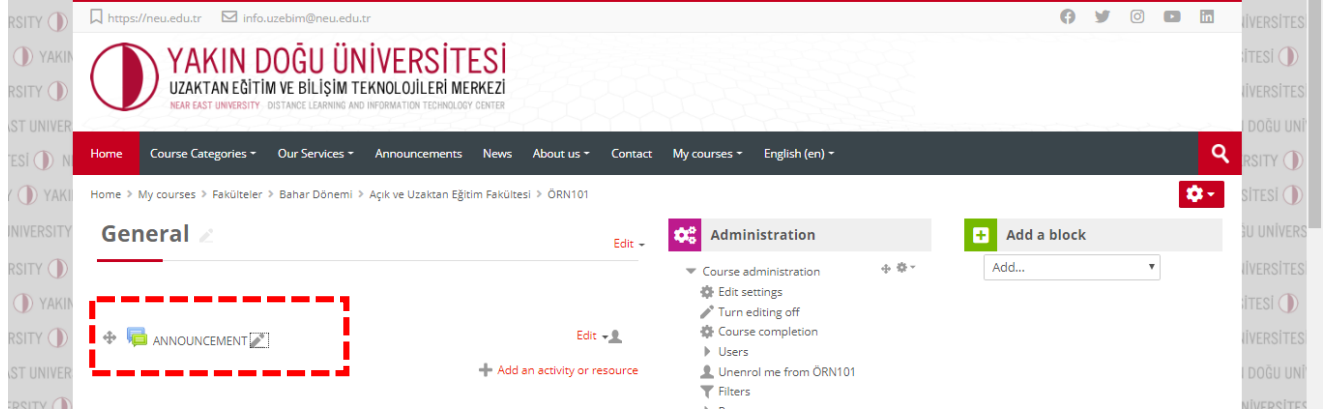
Tel: +90 (392) 223 64 64 #5378
E-mail: info.uzelim@neu.edu.tr

Social media:

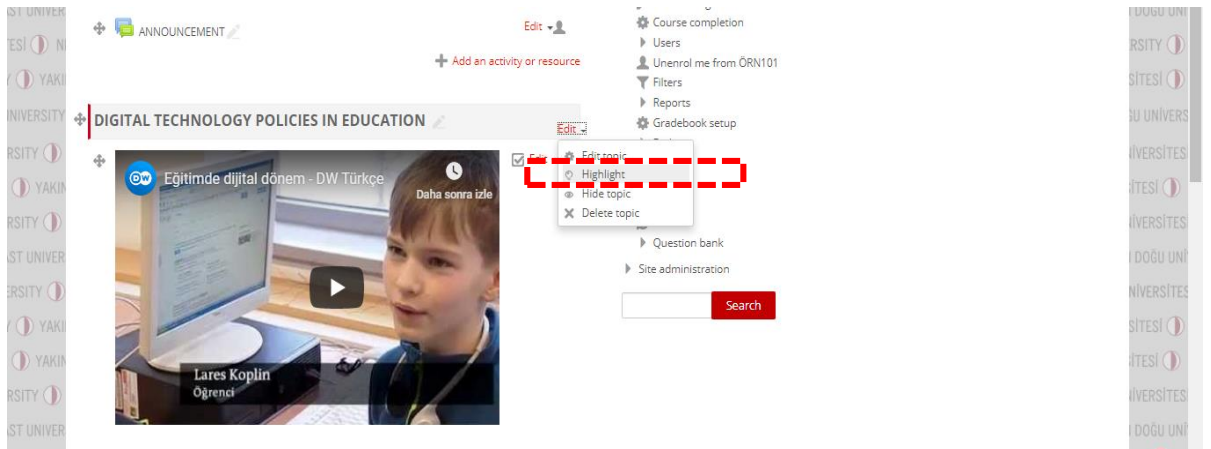
Facebook, Twitter, Instagram, YouTube, LinkedIn

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)

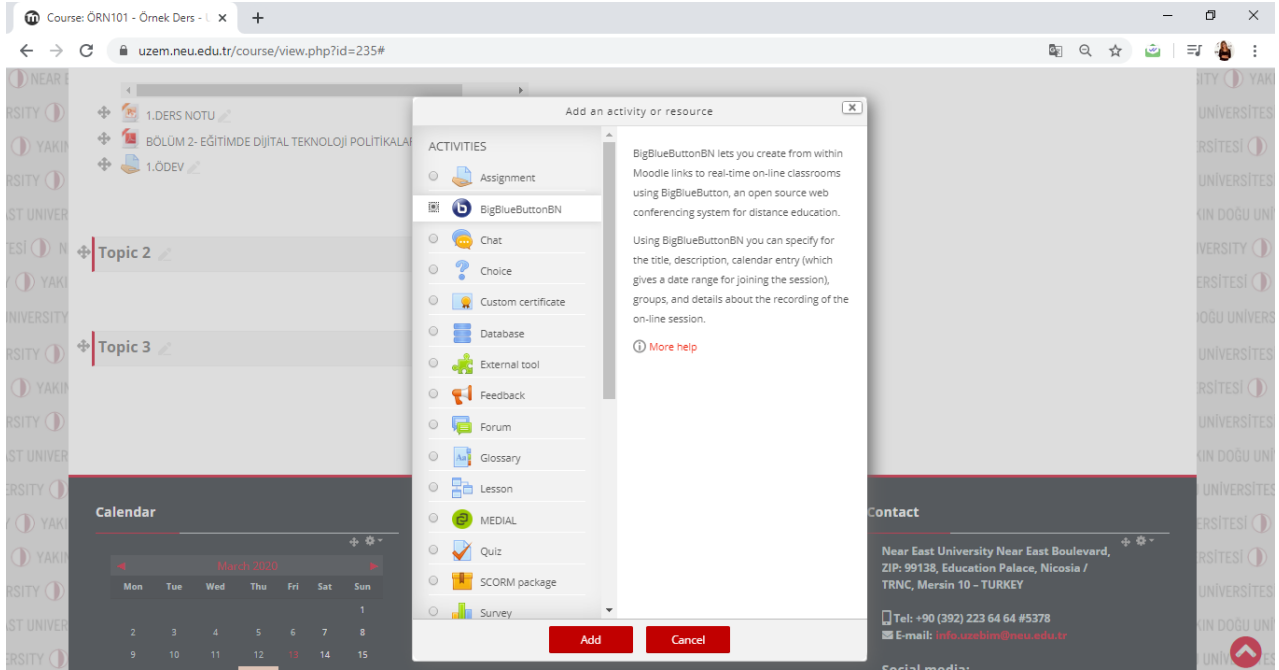
Course teachers can deliver their courses synchronously (when all the students and the teacher is online and using the platform at the same time). When delivering the course, it can be recorded so that the students who miss the course or who feel the need to revise can do so at a later time. The details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

Editing BigBlueButtonBN

uzem.neu.edu.tr/course/modedit.php?add=bigbluebuttonbn&type=&course=235§ion=2&return=0&sr=0

Home > My courses > Fakülteler > Bahar Dönemi > Açık ve Uzaktan Eğitim Fakültesi > ÖRN101 > Topic 2 > Adding a new BigBlueButtonBN to Topic 2

Adding a new BigBlueButtonBN to Topic 2

Instance type: Room/Activity with recordings

General settings

Virtual classroom name: [Red dashed box highlights this field]

Send notification: [Red dashed box highlights this field]

Activity/Room settings

Recording settings

Participants

Add participant: All users enrolled [Red dashed box highlights this field] Add

Administration

- Course administration
 - Edit settings
 - Turn editing off
 - Course completion
 - Users
 - Unenrol me from ÖRN101
 - Filters
 - Reports
 - Gradebook setup
 - Badges
 - Backup
 - Restore
 - Import
 - Reset
 - Question bank
- Site administration

Search

Add a block

Add...

Editing BigBlueButtonBN

uzem.neu.edu.tr/course/modedit.php?add=bigbluebuttonbn&type=&course=235§ion=2&return=0&sr=0

Participant list

All users enrolled as Viewer

User: Uz.Zöhre SERTTAŞ as Moderator

Schedule for session

Join open: 13 March 2020 18:47 Enable

Join closed: 13 March 2020 18:47 Enable

Common module settings

Restrict access

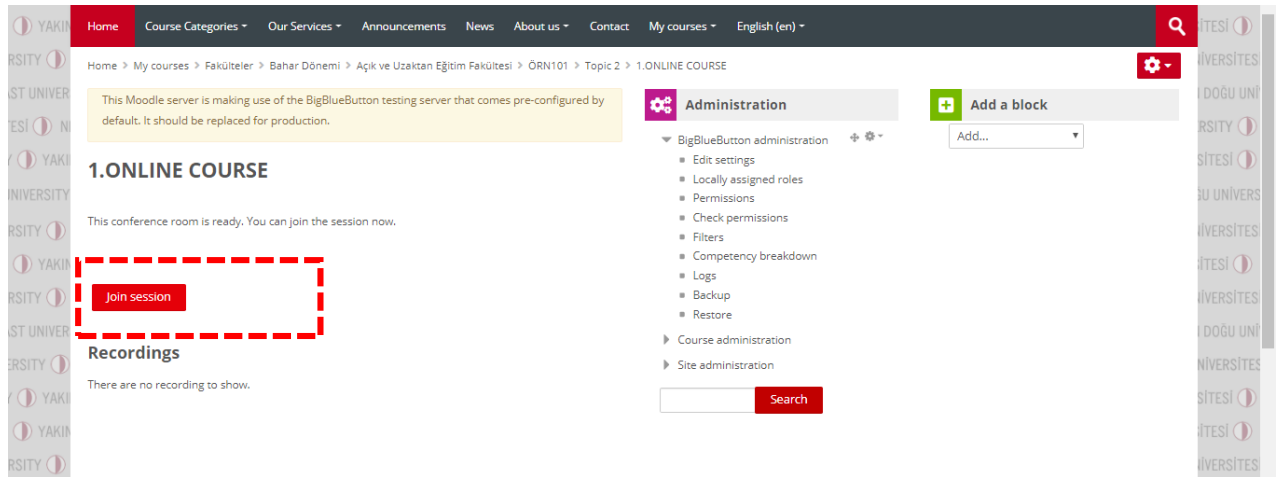
Activity completion

Tags

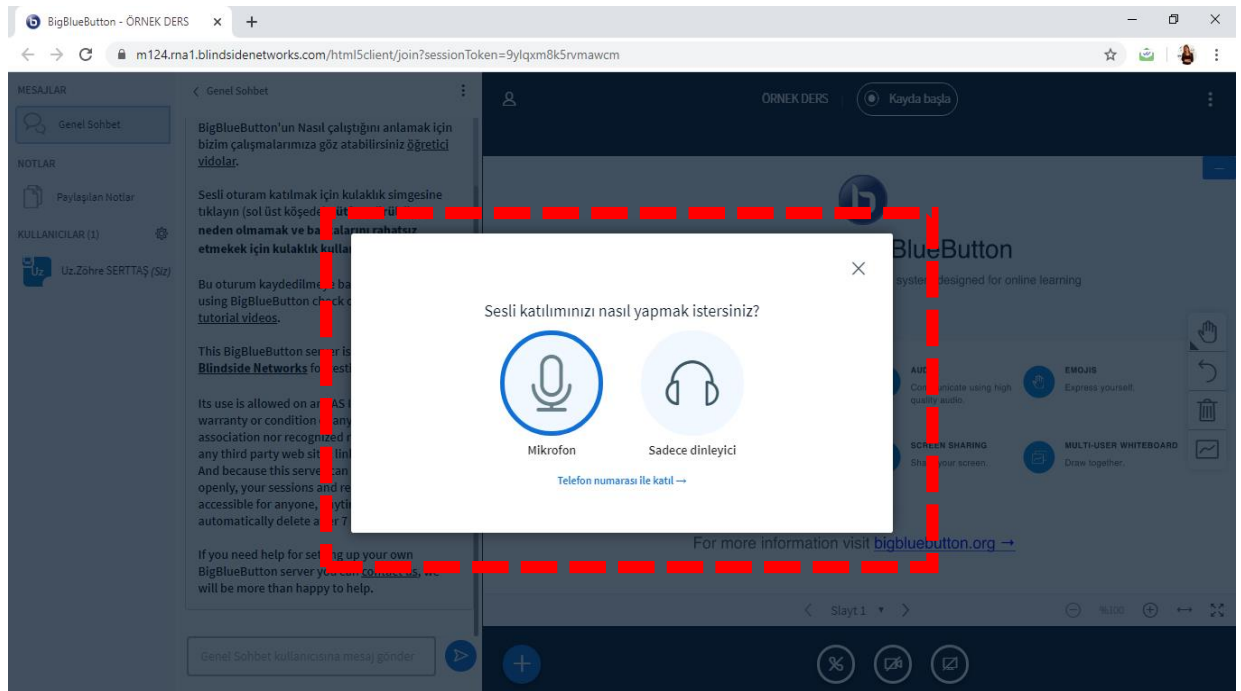
Competencies

Red dashed box highlights the 'Schedule for session' section, and a large red arrow points to the 'Join open' and 'Join closed' settings.

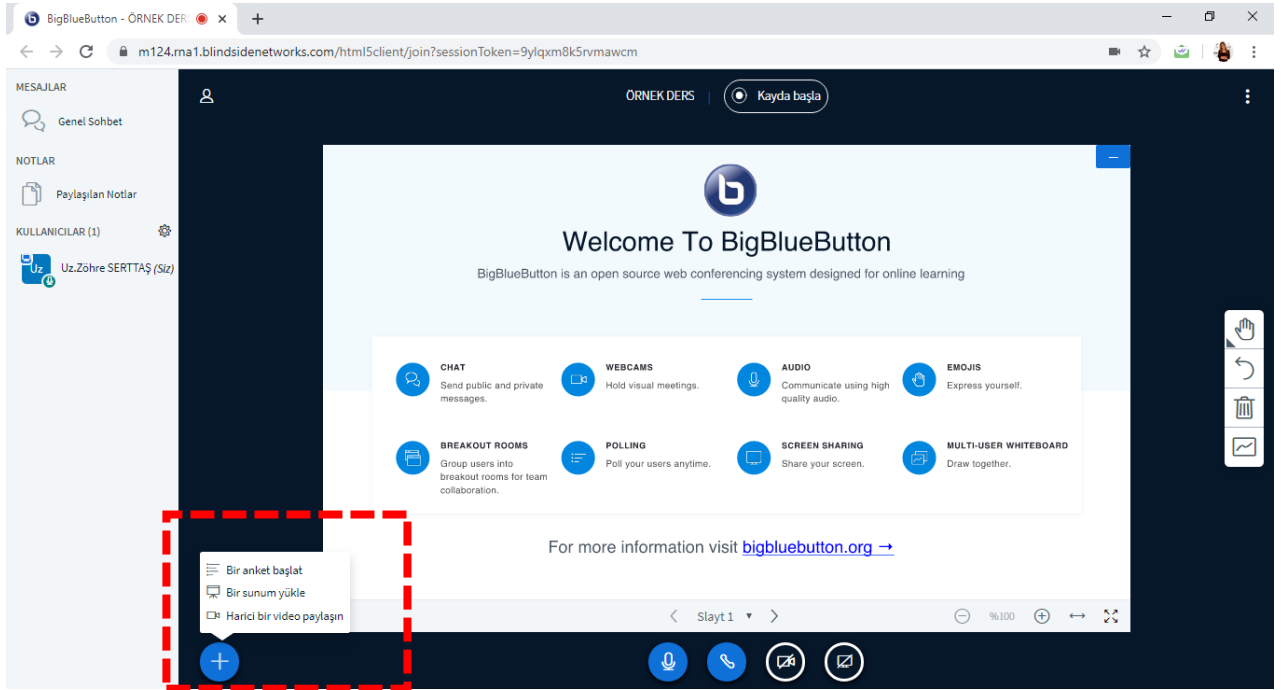
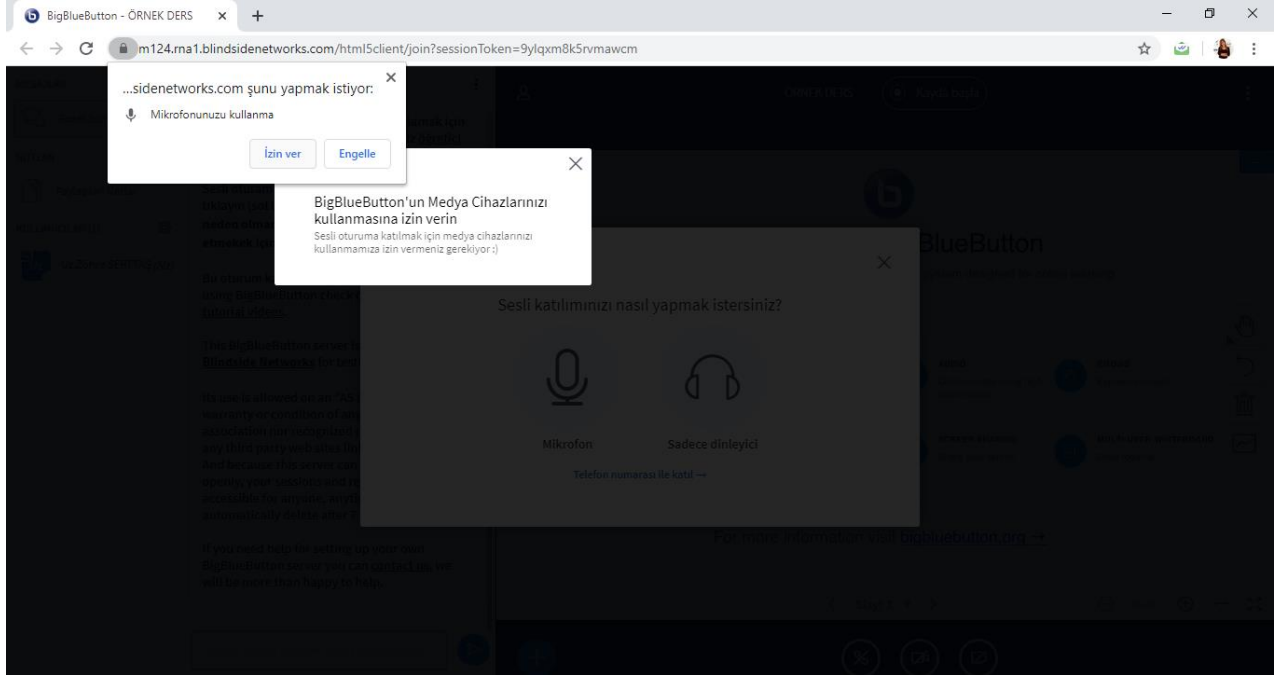
You can choose the opening and closing times for the class.



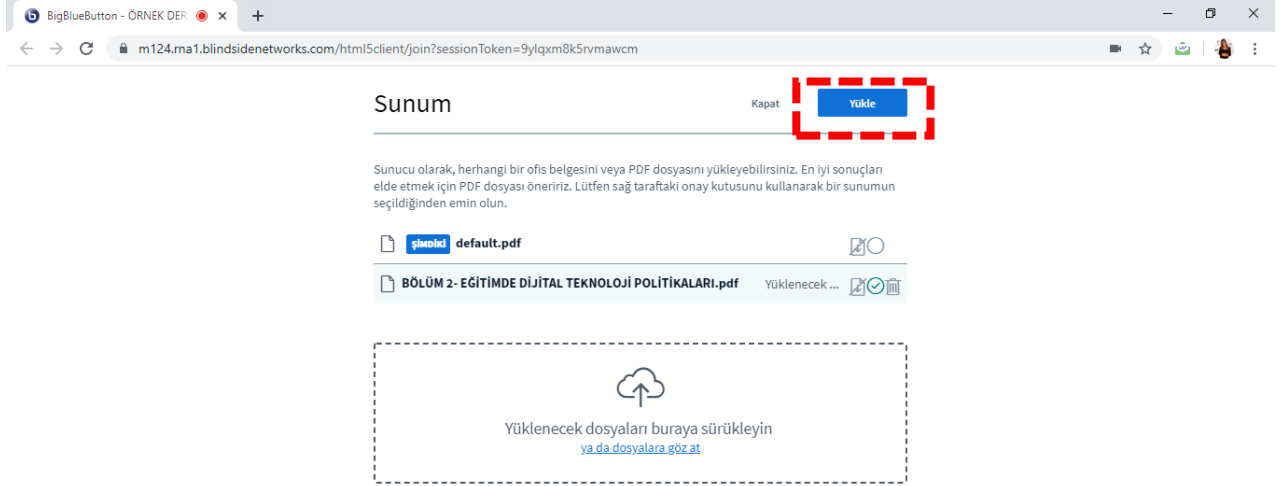
When you click on ‘Join session’, the **BigBlueButton** app will start in a new tab.



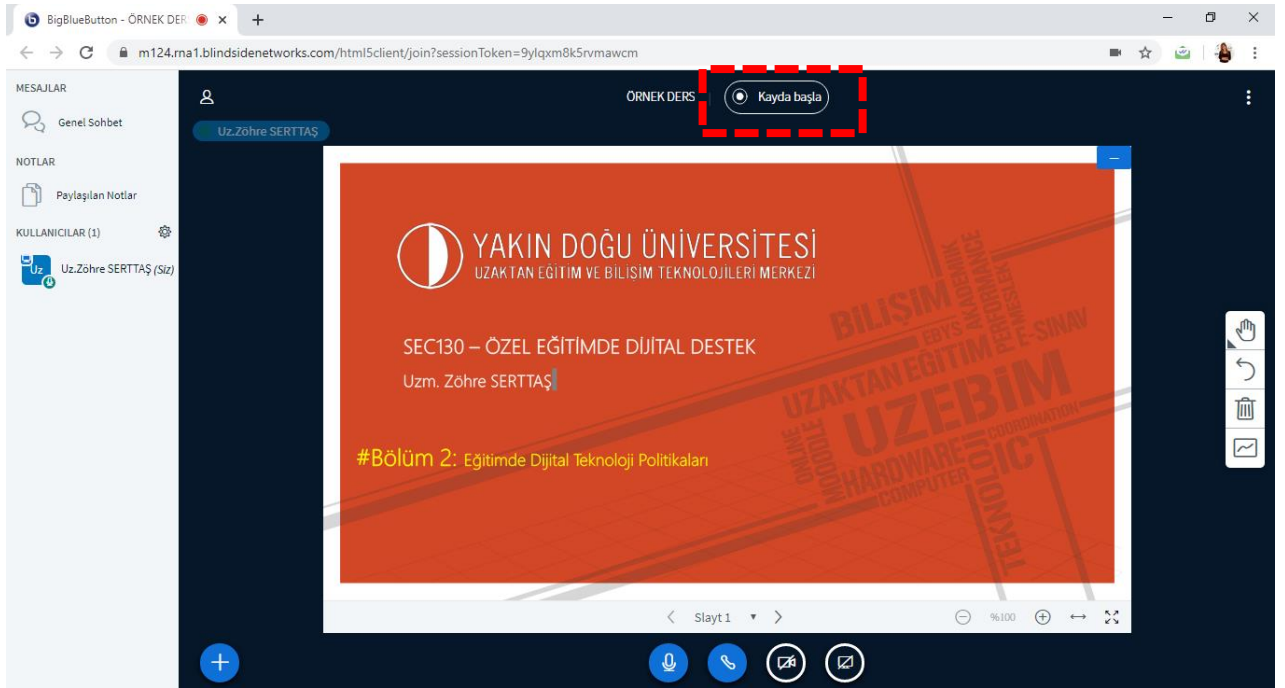
You can join the virtual classroom as ‘**the audience**’ or ‘**the presenter**’. (Course teachers should participate as the ‘presenter’)



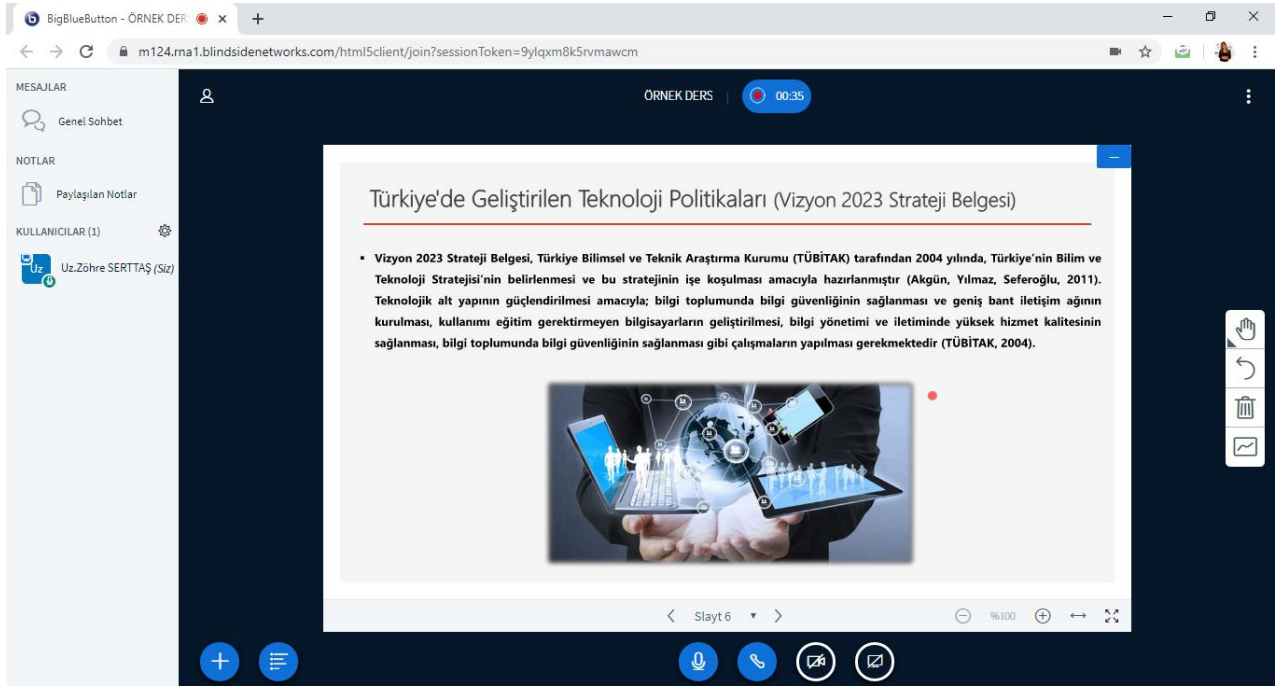
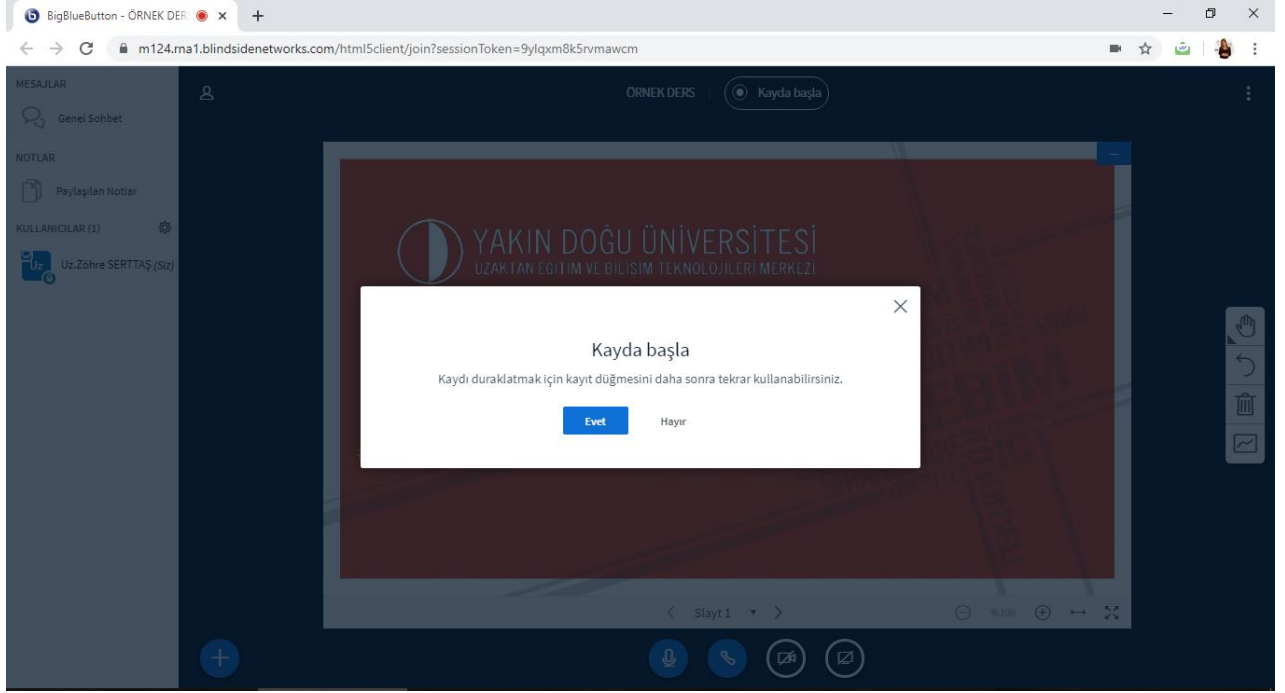
You can share files or presentations by clicking on the **+ sign**



- 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.

The screenshot displays the BigBlueButton web interface. On the left, a sidebar contains a 'Genel Sohbet' (Public Chat) button, which is highlighted with a red dashed box. Below it, a list of users is shown, including 'Uz.Zöhre SERTTAŞ (Siz)'. The main area shows a presentation slide titled 'Türkiye'de Geliştirilen Teknoloji Politikaları (Vizyon 2023 Strateji Belgesi)'. The slide content includes a bullet point about the 'Vizyon 2023 Strateji Belgesi' and an image of a person holding a tablet. At the bottom, a chat input field is visible, also highlighted with a red dashed box, with a text box containing 'Genel Sohbet kullanıcısına mesaj gönder' and a send button.

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