



# COADSYS MANUAL

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# COADSYS (Course Administration System)

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

The purpose of this short guide is to help our users with a quick start for the most common elements and settings; but there are much more inside Moodle. You can learn about them by consulting Moodle's own documentation by following the link at the bottom of each page.

## Manager

### Creating a Course

Click "Yeditepe Üniversitesi" from your home page in Coadsys(Figure 1).

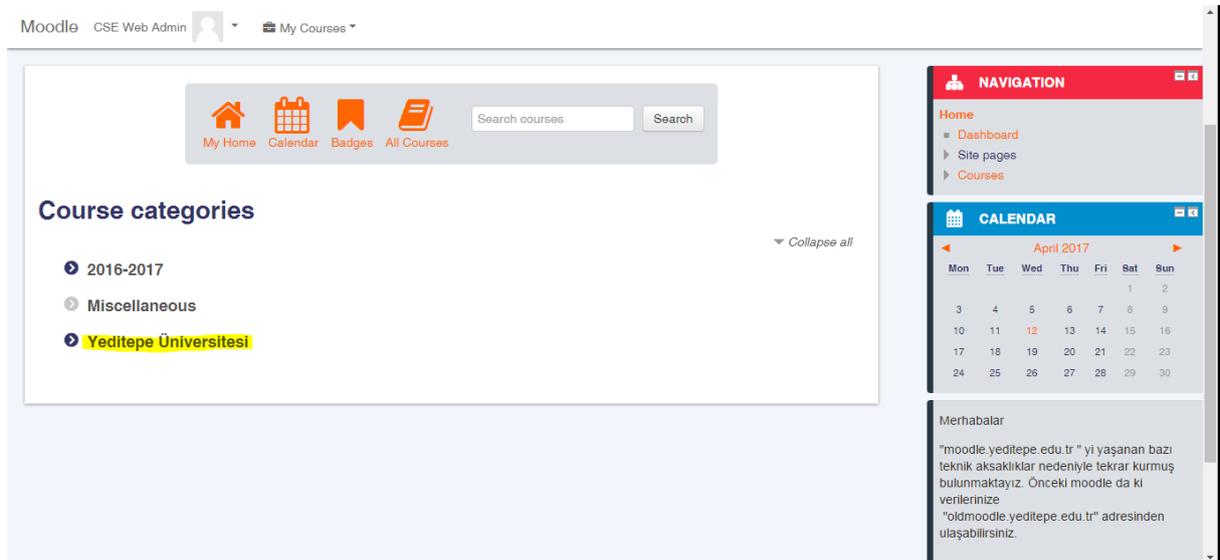
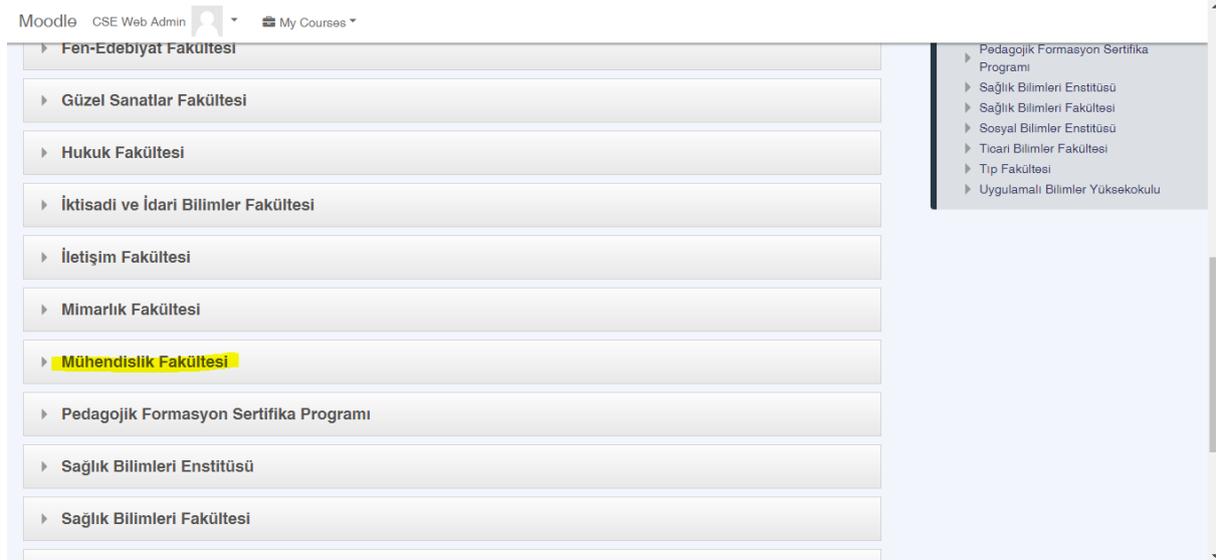


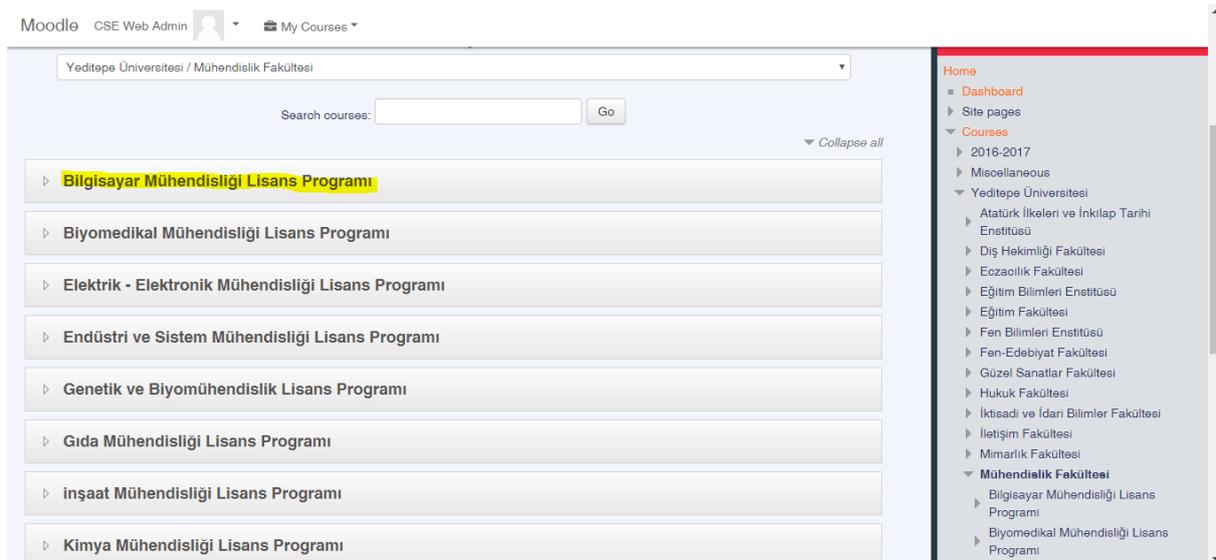
Figure 1: Home page of COADSYS

Select your faculty(Figure 2).



**Figure 2: List of faculties and institutes**

Select your department(Figure 3).



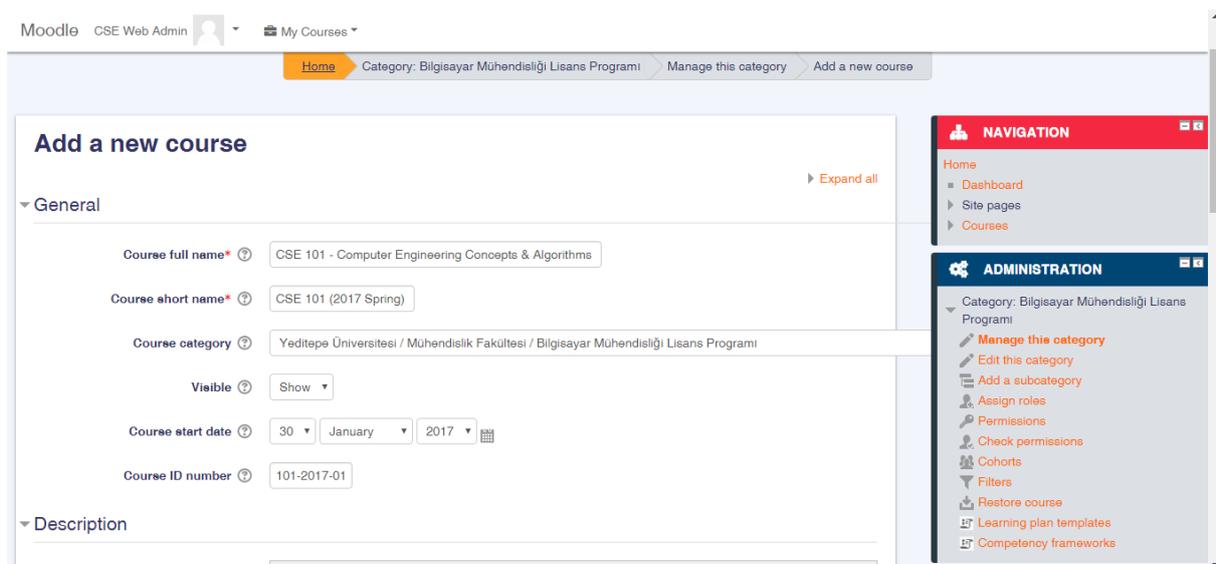
**Figure 3: List of departments of Engineering Faculty**

You will be navigated to the page where you can manage courses which belong to this department. Click on "Add a new course" to start creating a course(Figure 4).



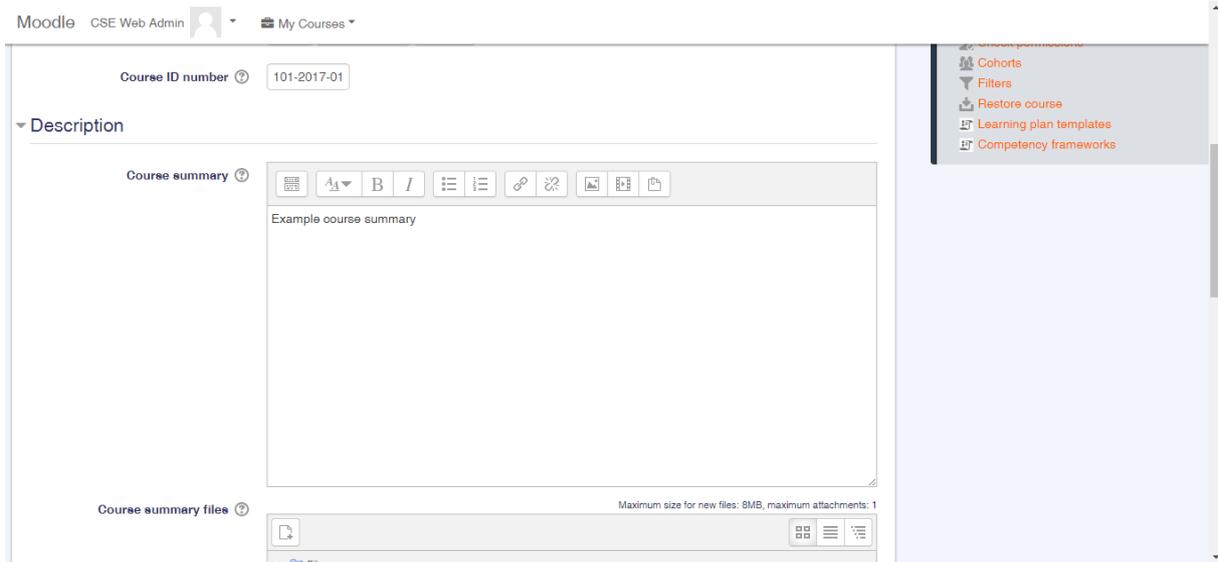
**Figure 4: Button of Create a Course**

Enter the full name, short name and course category (which should be your department) of your course(Figure 5).



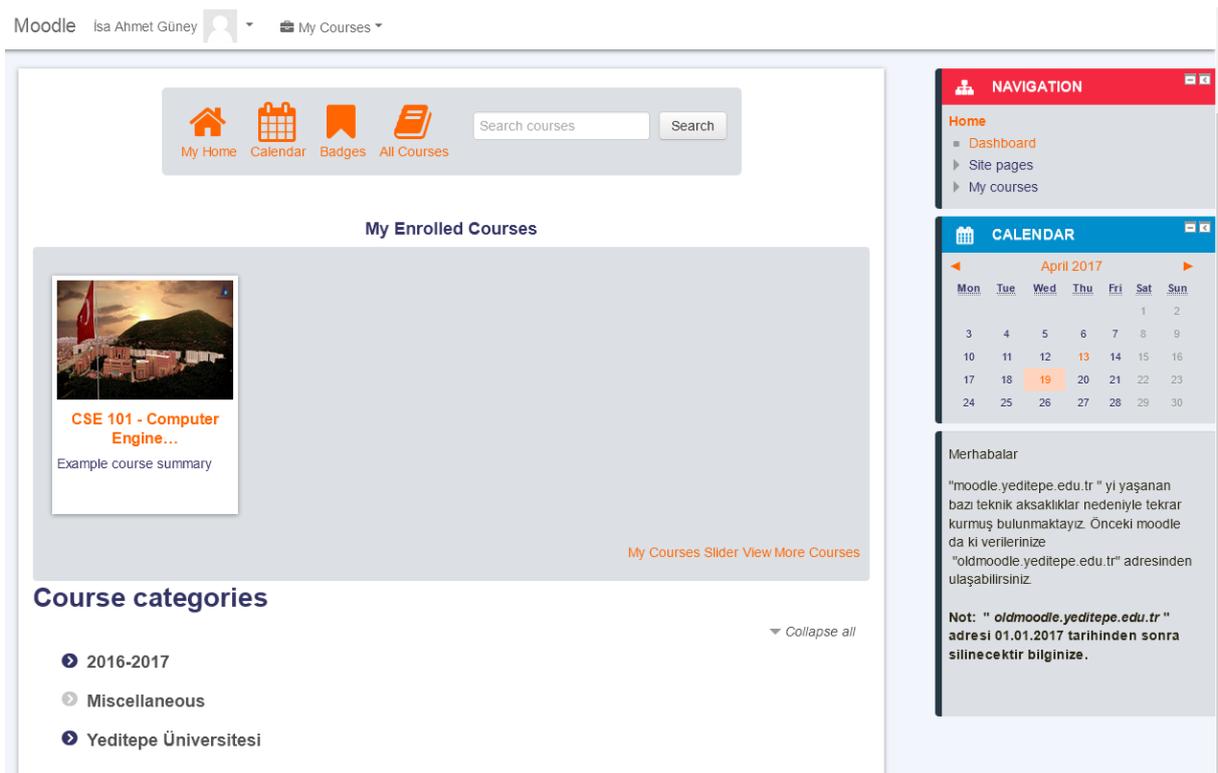
**Figure 5: Create a Course - 1**

You can set a course description in the text field labeled "Course summary"(Figure 6).



**Figure 6: Create a Course - 2**

Course summary will be displayed on students' pages, as seen in below Figure 7:



**Figure 7: Page of Course Description**

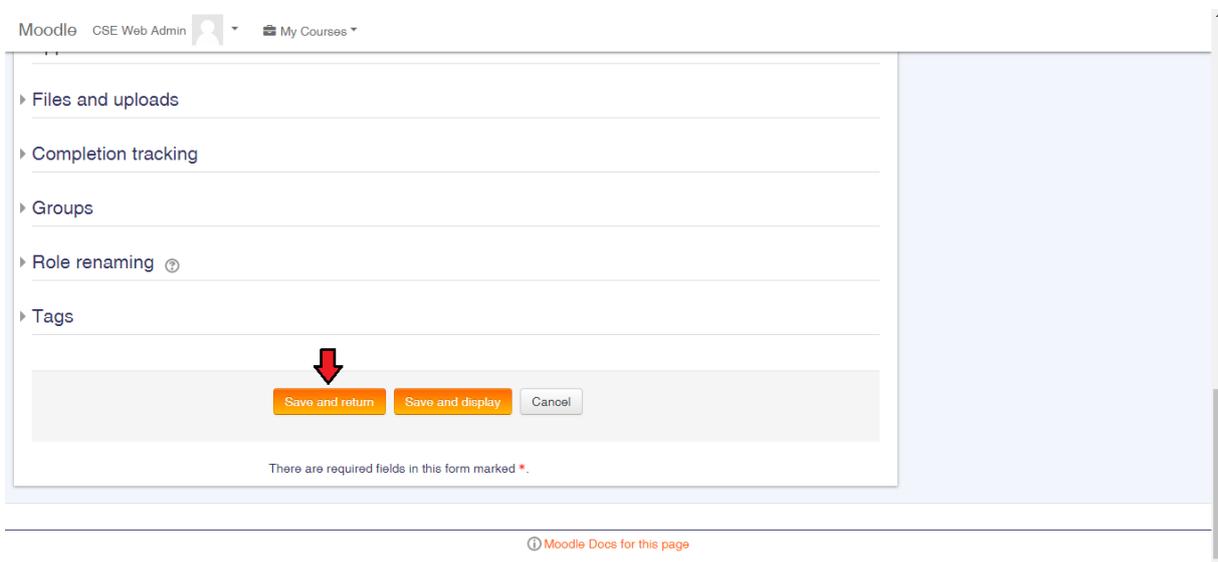
Select your course format by expanding the "Course format" menu. Although there are multiple types of courses, "Weekly format" will be used in this example. Weekly format creates an individual section for each week, and helps ordering items on your course chronologically.

Number of sections refer to how many weeks the course will take (one section per week) (Figure 8).



**Figure 8: Create a Course - 3**

Once you are finished adjusting the settings of the course, click "Save and return" button at the bottom of the page(Figure 9).



**Figure 9: Create a Course - 4**

## User Enrolment

By default, Moodle prevents users from enrolling to a course. There are two ways to enroll students to a course: by hand and allowing self-enrolment(Figure 10).

Click Users -> Enrolment methods from the administration panel on the right.

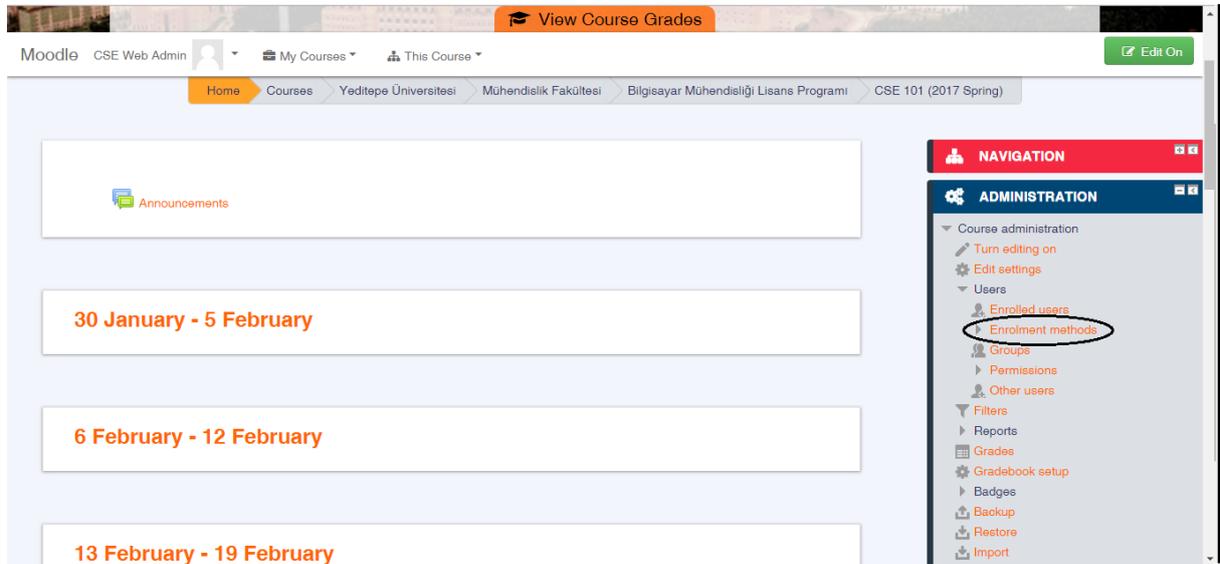


Figure 10: User Enrollment- 1

In order to activate self-enrolment, click on the cog icon for Self enrolment method(Figure 11).

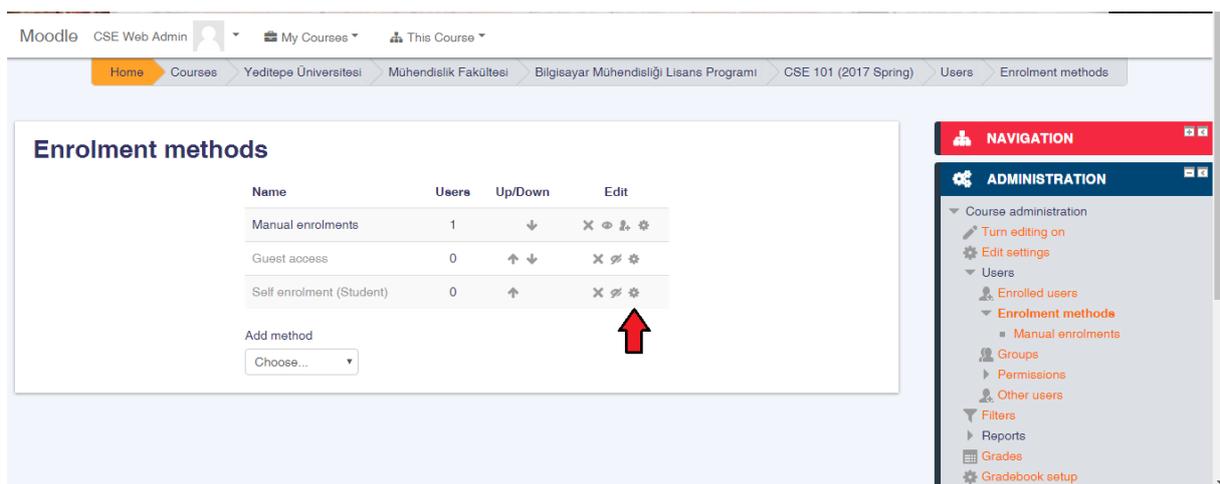


Figure 11: Self Enrollment

Set "Allow existing enrolments" and "Allow new enrolments" to yes. Set "Default assigned role" to student. Additionally, you can set an enrolment key and announce this in the classroom in order to prevent people who are not taking the course from enrolling(Figure 12).

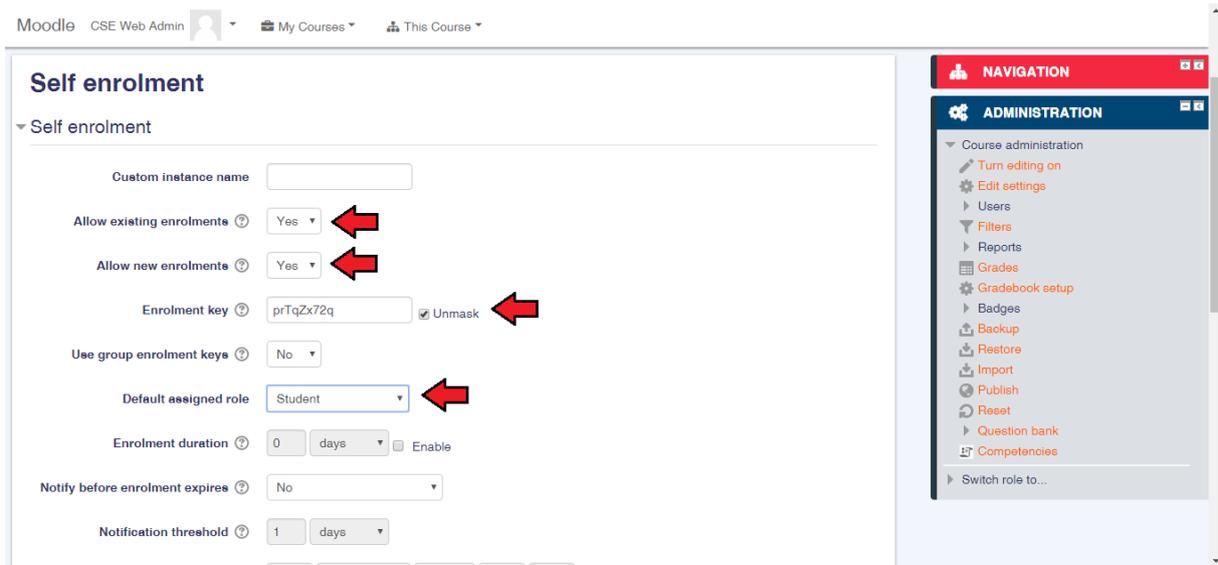


Figure 12: Self Enrolment Settings -1

Click "Save changes" button at the bottom of the page to apply these new settings(Figure 13).

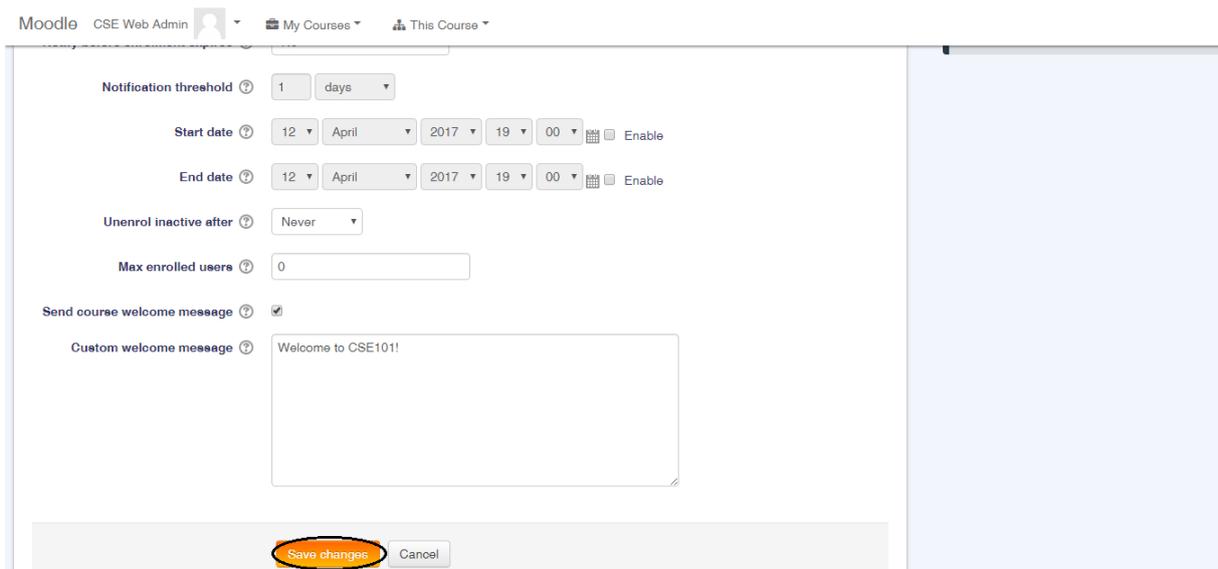
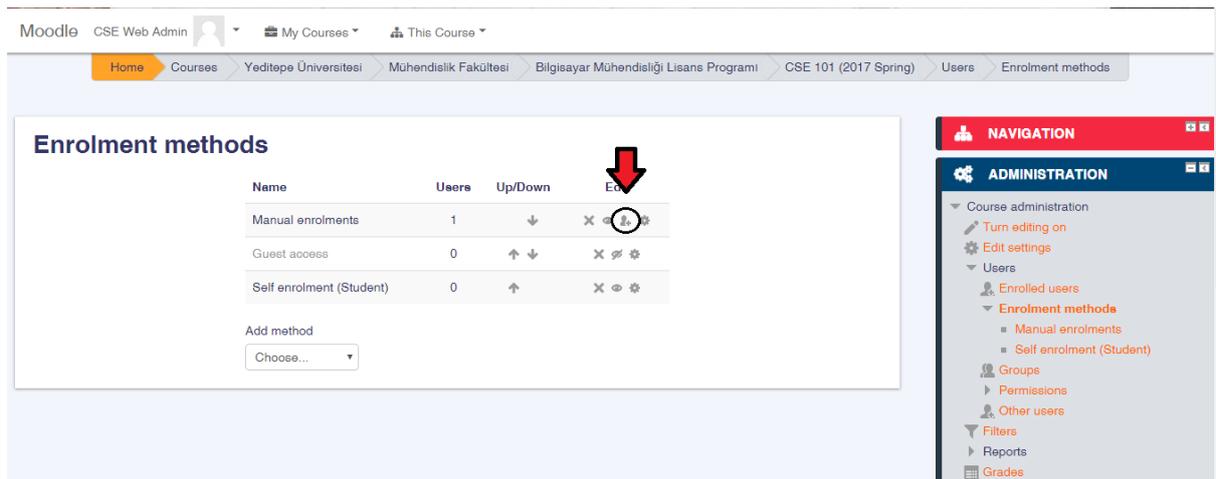


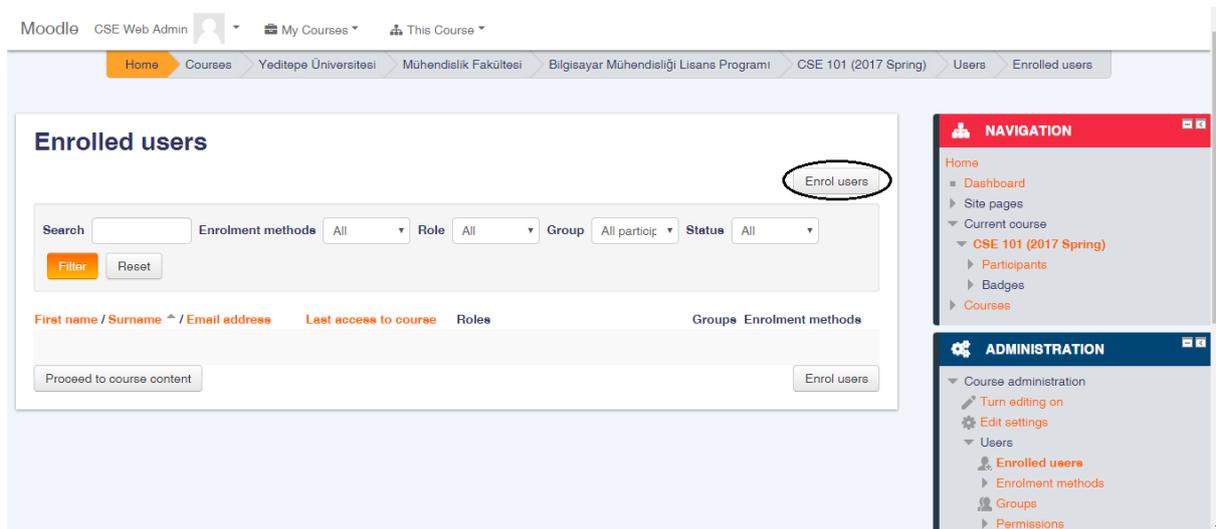
Figure 13: Self enrollment settings - 2

Click on the person icon next to manual enrolments in order to reach the enrolled users page(Figure 14).



**Figure 14: Manual Enrollment**

Click "enrol users" button to start enrolling users to the course(Figure 15).



**Figure 15: Page of Enrolled Users**

You can enroll users with different privileges to your course. You can search for people by using the search bar, and assign the role of this user using the "Assign role" dropdown menu. Click "enrol" button to enroll the user. You can also add students manually using this interface(Figure 16).

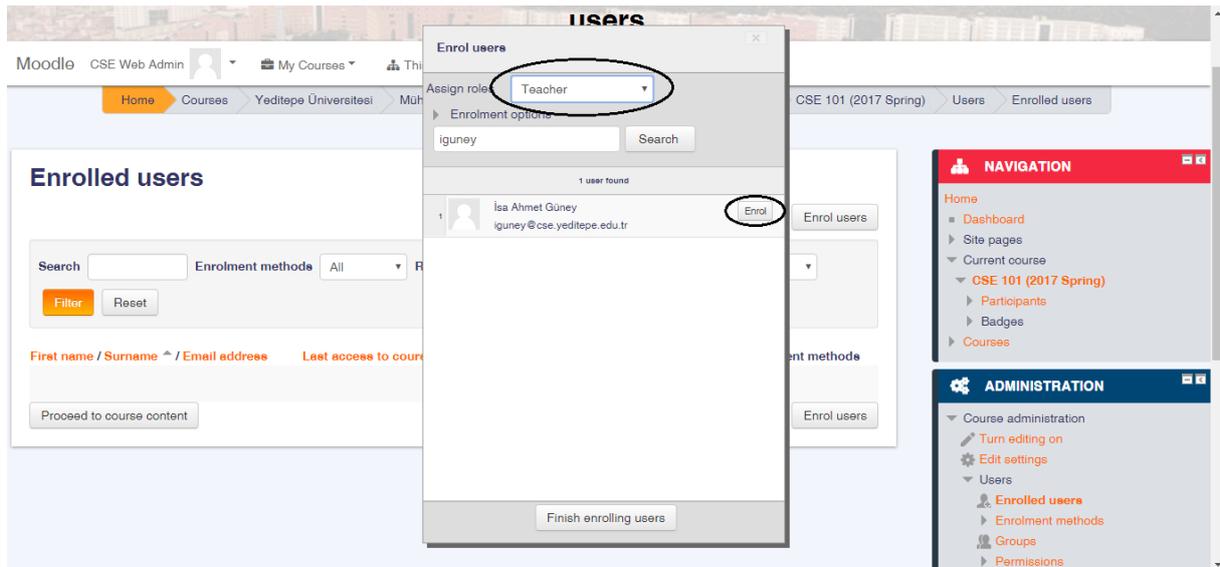


Figure 16: Enroll user manually

## USER

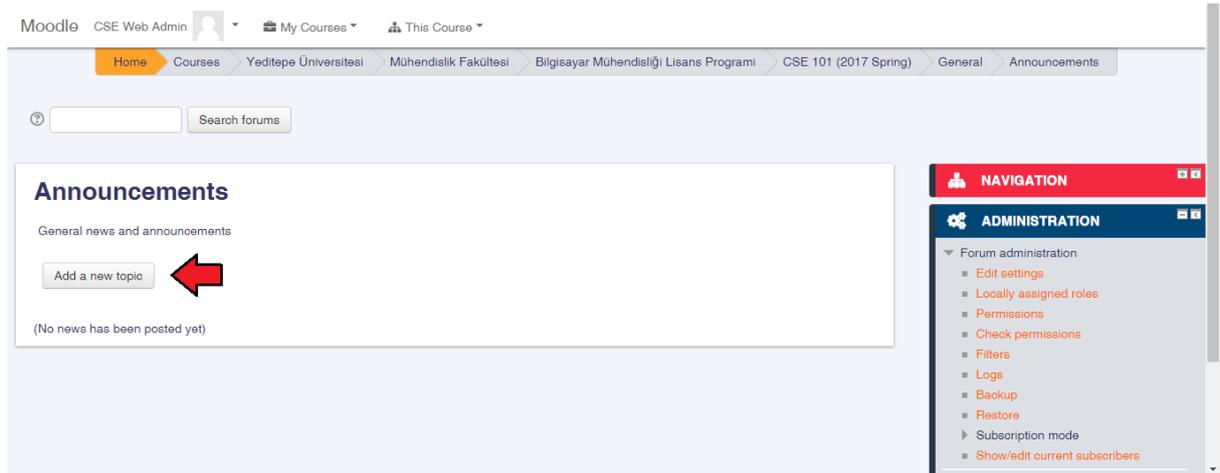
### Making an Announcement

Using the announcements forum is an easy way to make announcements to all users who are enrolled to the course. Click on the announcements forum item on course page to access it(Figure 17).



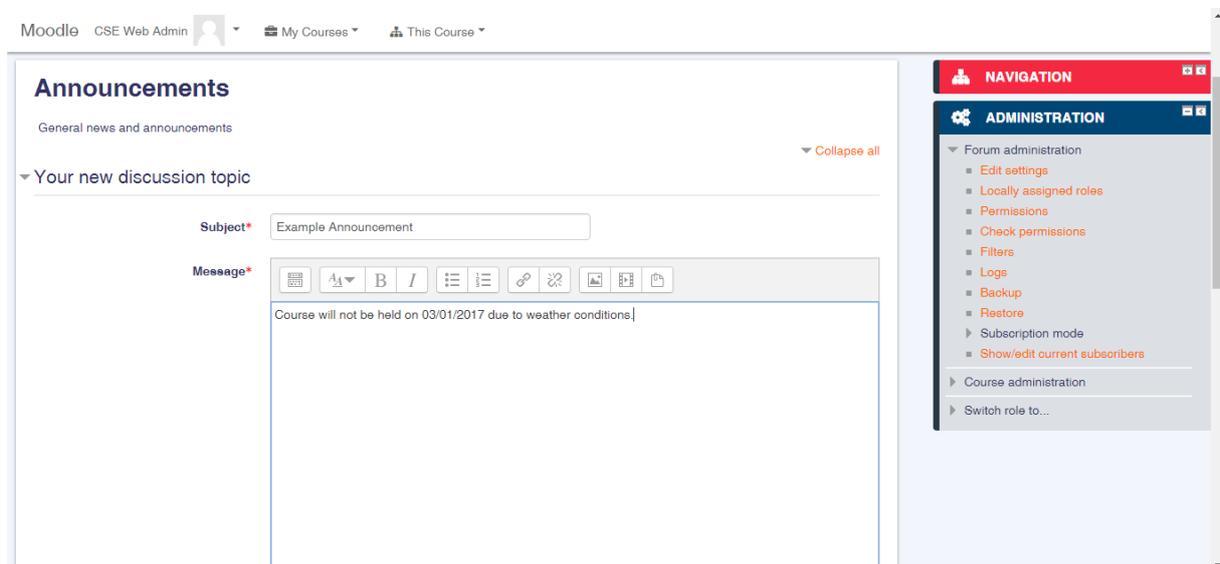
Figure 17: Announcement Item

You can navigate through existing topics in this page. In order to add a new topic, click to the "Add a new topic" button(Figure 18).



**Figure 18: Add a new topic**

Set a subject and a message for your announcement(Figure 19).



**Figure 19: Topic Settings -1**

You can post your announcement to the forum by clicking the "Post to forum" button at the bottom of the page. Announcements post in this forum are automatically emailed to all users who are enrolled to this course; therefore you don't need to worry about users checking the announcements forum regularly. Moodle inserts a certain amount of delay (45 minutes by default) before sending out emails in order to give you time to proof-read, edit your message etc. However, if you want Moodle to send emails immediately, you can activate the checkbox labeled "Send forum post notifications with no editing-time delay"(Figure 20).

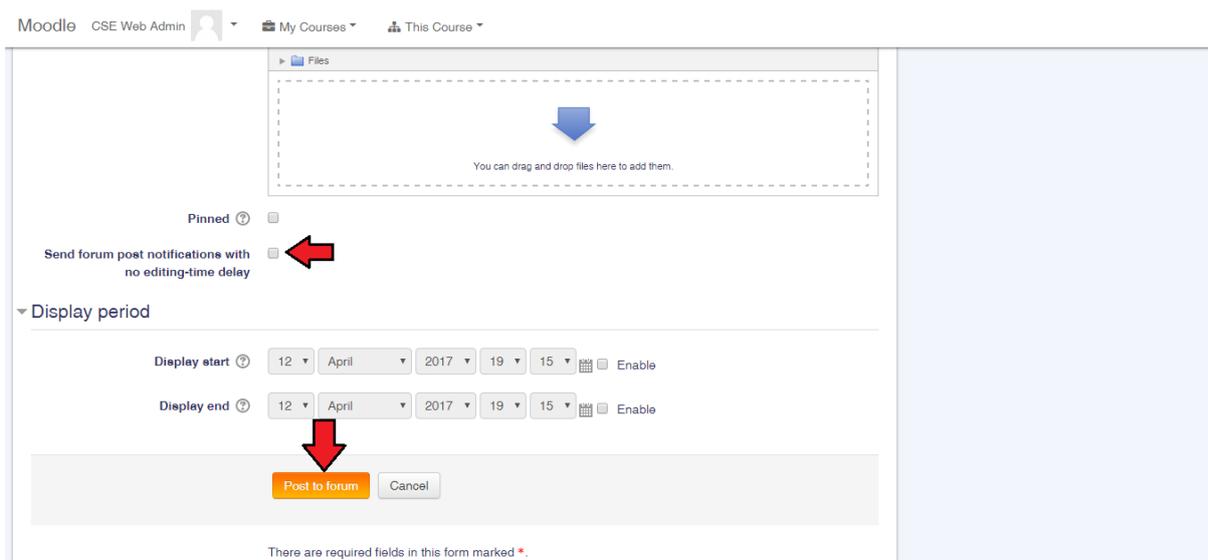


Figure 20: Topic Settings -2

## Adding an Assignment

In Moodle, an assignment is an item which allows students to submit their own work, and teachers to grade submissions.

In order to add an assignment, click on "Add an activity or resource" button on the bottom right corner of the section you want to add the assignment to (Figure 21).

Note that weeks only allow you to order items chronologically, and nothing else. Uploading a file to 6-12 March week does not mean that this assignment will be accessible only in 6-12 March week.

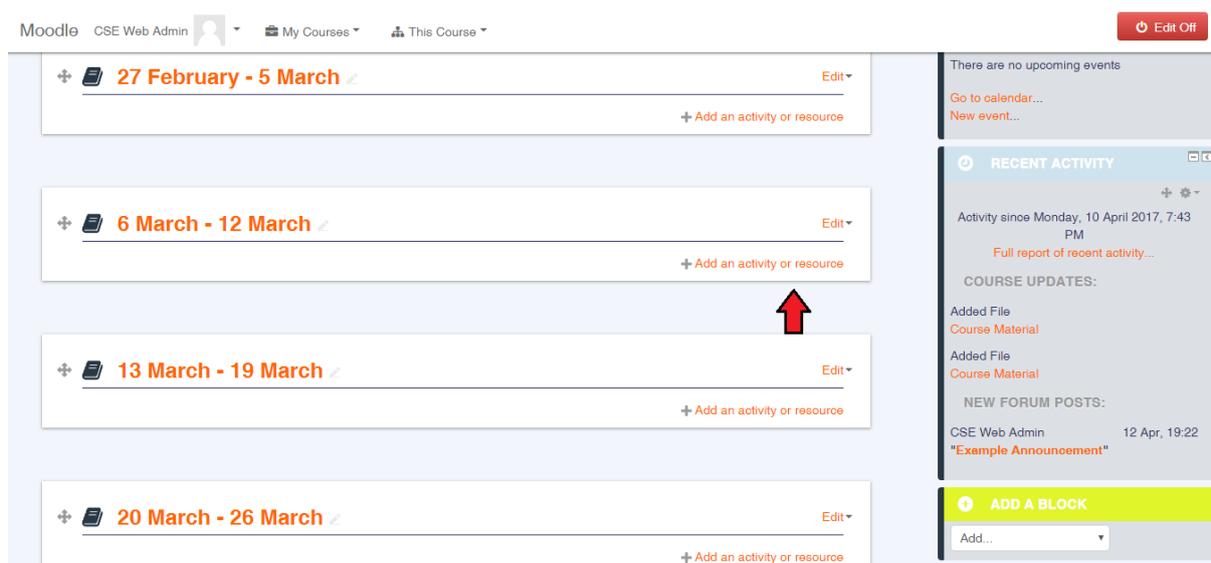
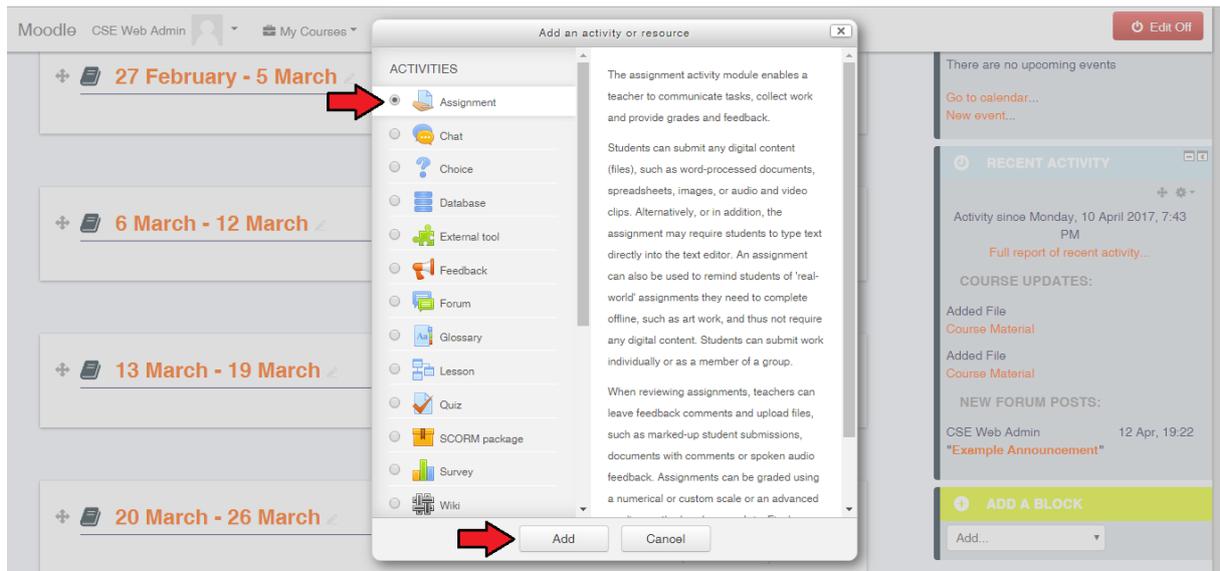


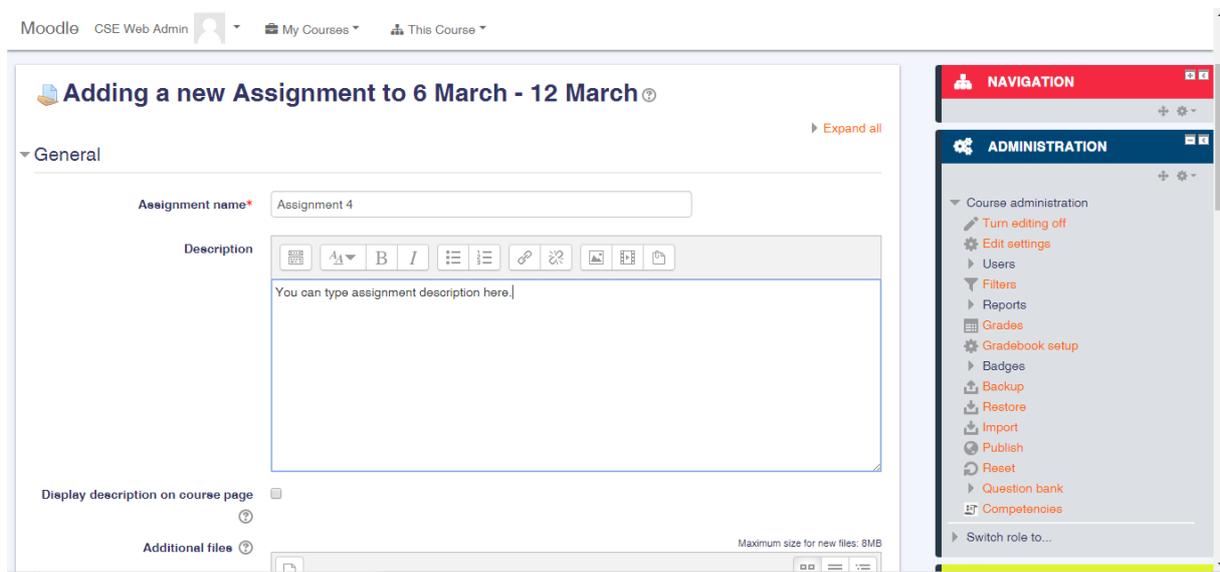
Figure 21: Add an Item

Select "Assignment" from the list of the left, and click "Add" (Figure 22).



**Figure 22 : Add an Assignment**

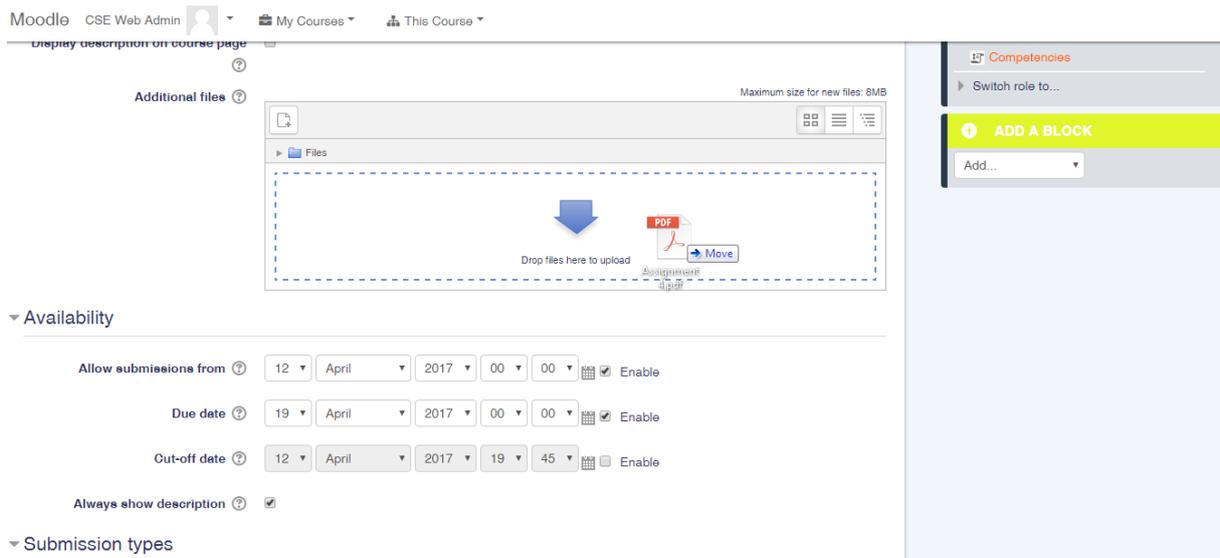
You will be automatically navigated to the settings page for the assignment. Set a name for the assignment. You can type in the description of the assignment in the field labeled "Description", but you can leave this field



**Figure 23: Assignment Settings - 1**

You can upload files by dragging them into the field labeled "Additional files" if you want to provide supplementary items for this assignment(Figure 23).

You can also provide assignment descriptions as files if you find using the Description field to be inefficient(Figure 24).



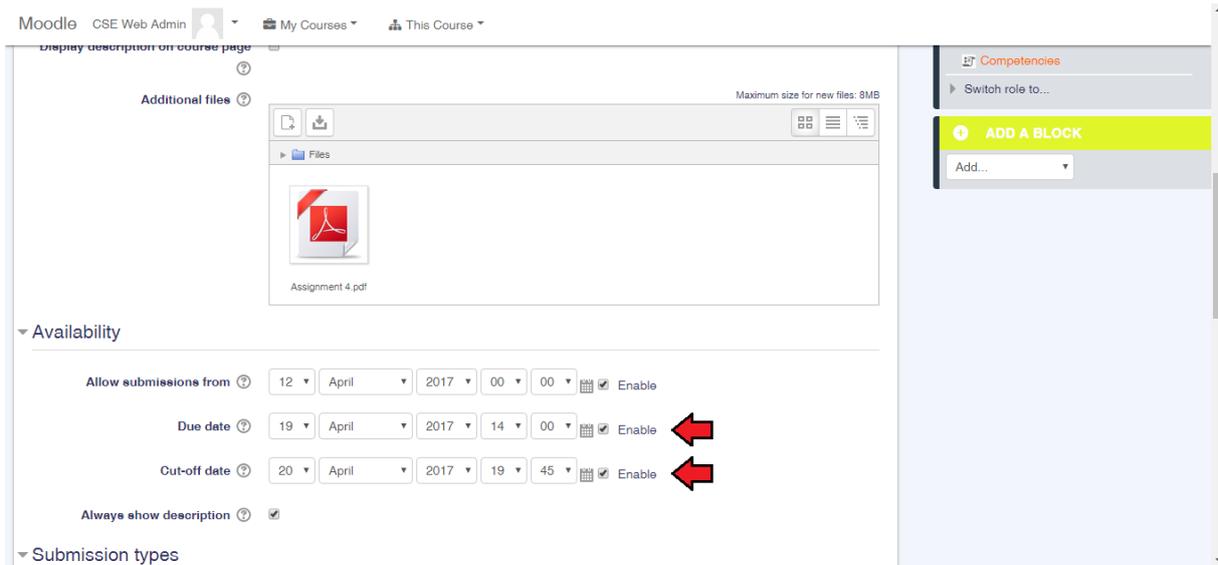
**Figure 24: Assignment Settings - 2**

Uploading may take a few seconds. You can keep editing the settings, but you need to wait until the upload finishes before you post the item to course. The following figure shows how it looks like when uploading a file is complete, for a pdf file.

Expand the "Availability" menu in order to set the following dates for the assignment:

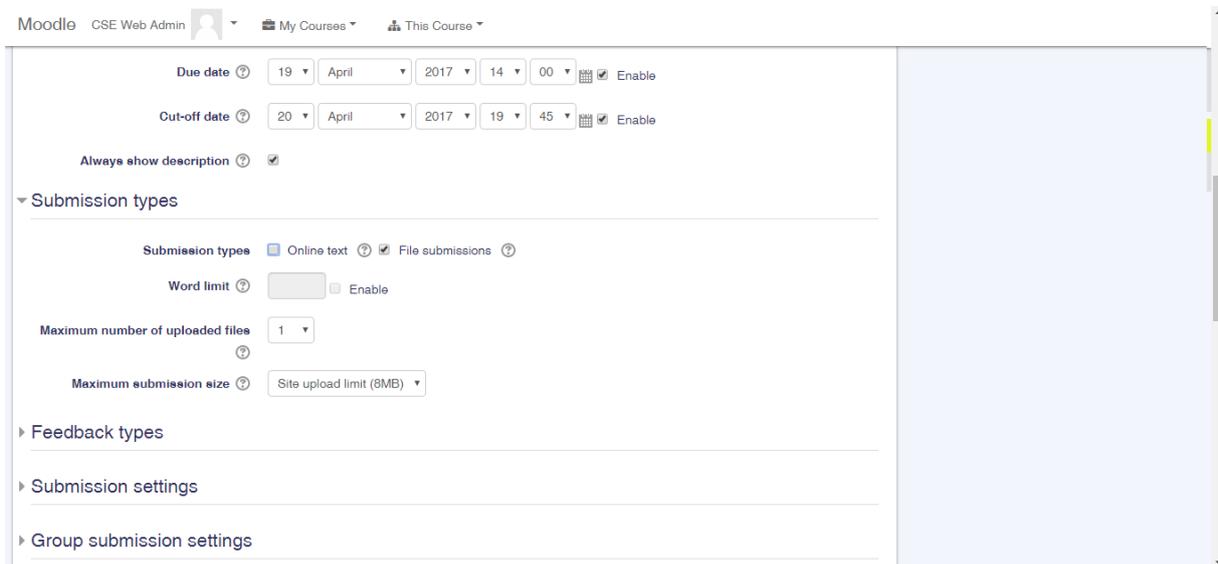
- Allow submissions from: Students are not allowed to submit their work before this date.
- Due date: Due date for your assignment. However, students are still allowed to submit their work after due date is past. Submissions which are submitted after the due date will be automatically marked as late submissions.
- Cut-off date: Students are not allowed to submit their work after this date.

Moodle displays how much time left until due date to students in the assignment page. Therefore, you don't need to add due date information in your description explicitly. You can also edit these dates later on if you wish to grant an extension to all students(Figure 25).



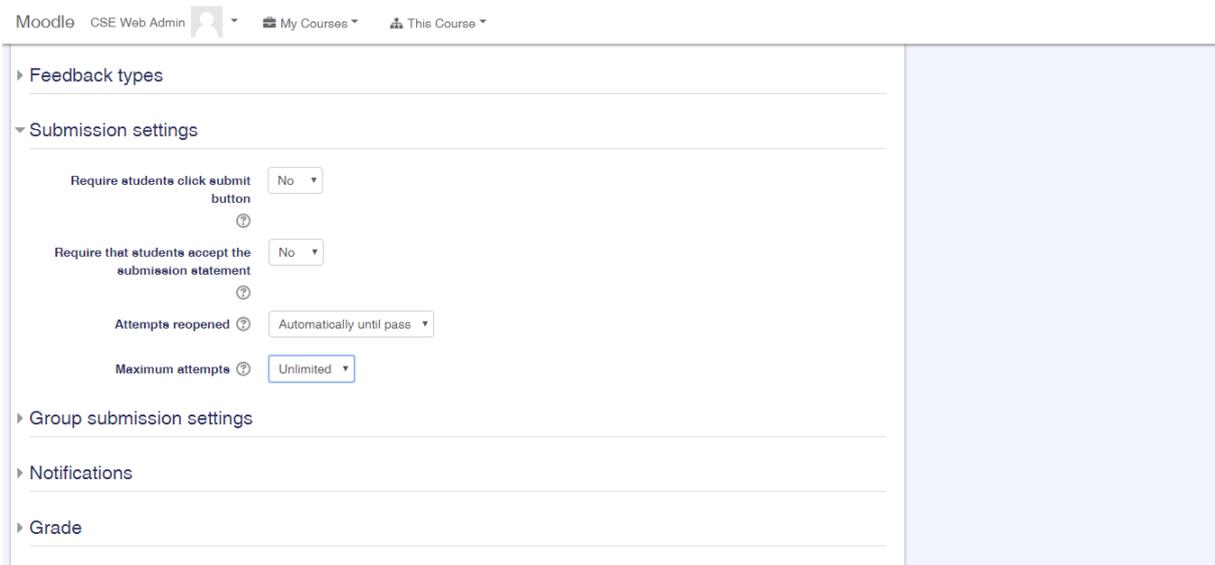
**Figure 25: Assignment Settings - 3**

Expand the "Submission types" menu to in order to set the submission. You can allow users to submit their work as online text (students will type their submission in to a text field), as files, or both. You can also set a word limit for online text, number of files and submission size for file submissions(Figure 26).



**Figure 26: Assignment Settings - 4**

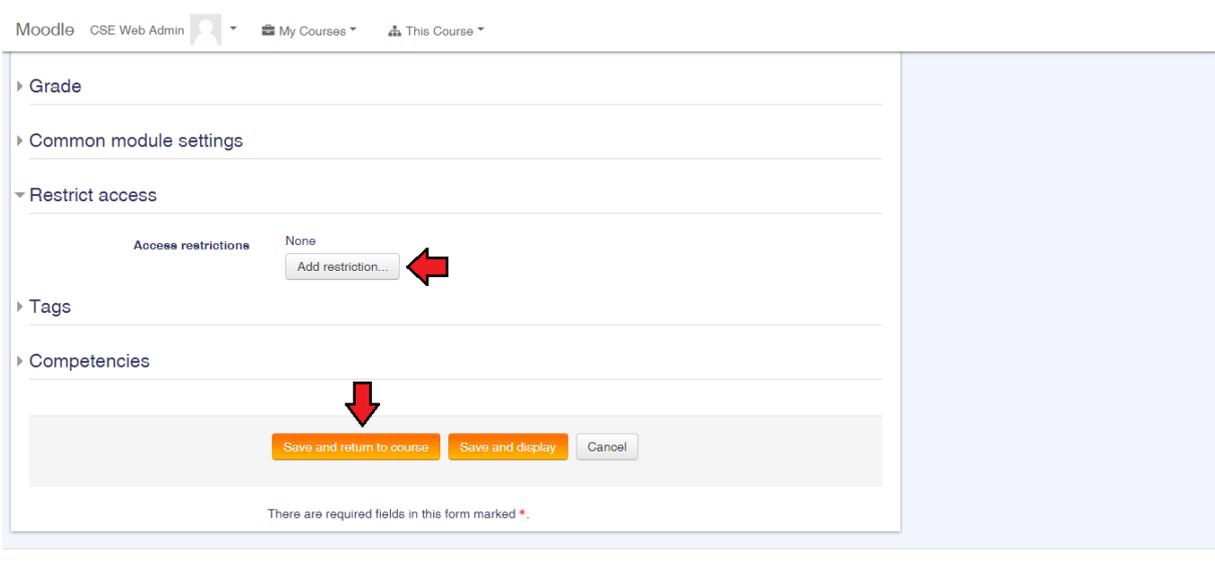
Expand the "Submission settings" menu to edit submission settings for this assignment(Figure 27).If you are not aiming for something specific, it can be a good idea to set "require students click submit button" to no, "attempts reopened" to automatically until pass, and "maximum attempts" to unlimited. Students will usually forget to click the submit button, and want to update their work. Setting these options as described above will prevent panic and confusion among students.



**Figure 27: Assignment Settings - 5**

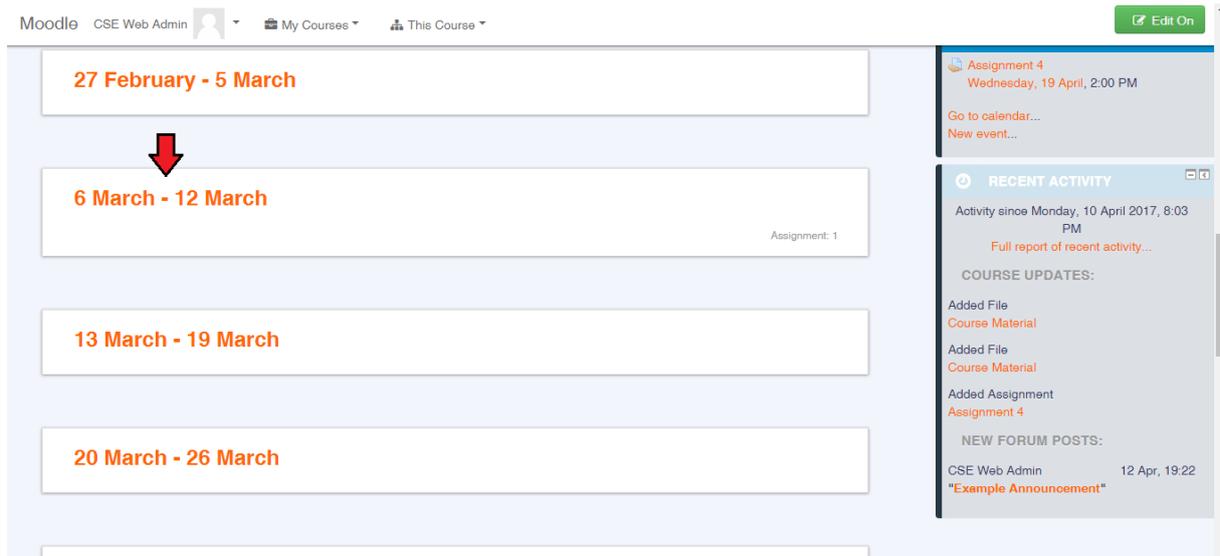
You can restrict access to an assignment by expanding the "Restrict access" menu, and clicking "Add restriction" button. Note that restricting access and setting the "allow submissions from" setting from availability menu is not the same thing. The date set in "allow submissions from" field will only prevent students to submit their work, but won't prevent them from seeing the questions.

Click "Save and return to course" button at the bottom of the page to create the assignment(Figure 28).



**Figure 28: Assignment Settings - 6**

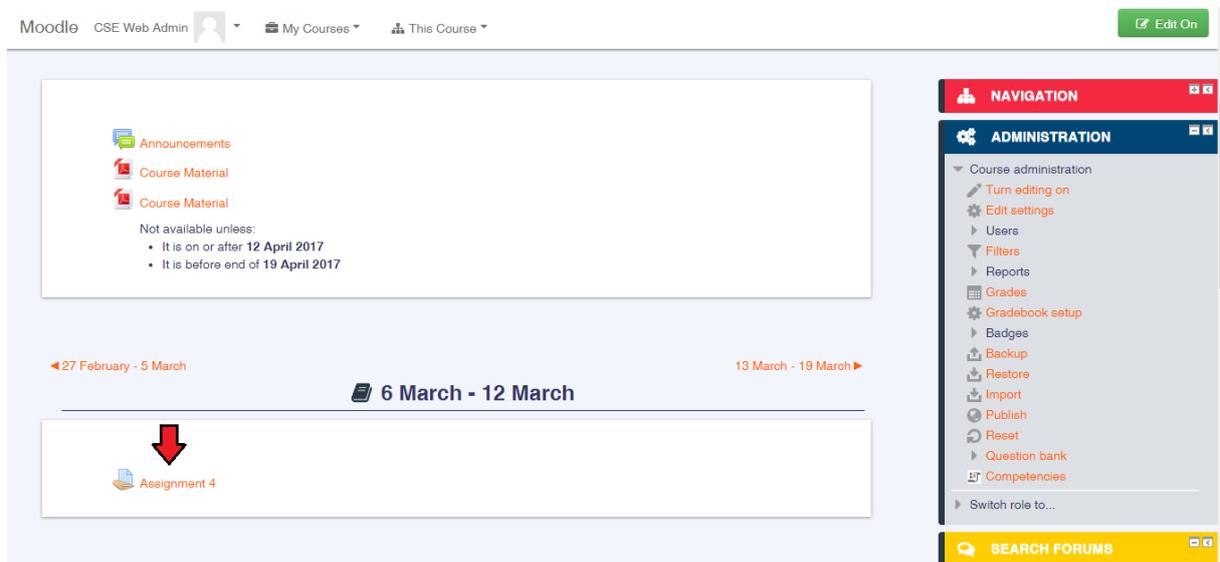
Once you put up an assignment, your course page will look like following in Figure 29:



**Figure 29: Homepage after uploading an assignment**

Clicking the week will take you to a page where items added to that week will be listed. If you wish to edit an assignment's settings, turn editing on, and click "edit settings" for the corresponding assignment.

Click on the assignment to start grading students' work(Figure 30).



**Figure 30: Assignment Item on Course Page**

You can click the "Grade" button in order to grade a student's submission. Alternatively, if you wish to download all submissions to your computer at once, you can select "Download all submissions" from the selection box labeled "Grading action"(Figure 31).

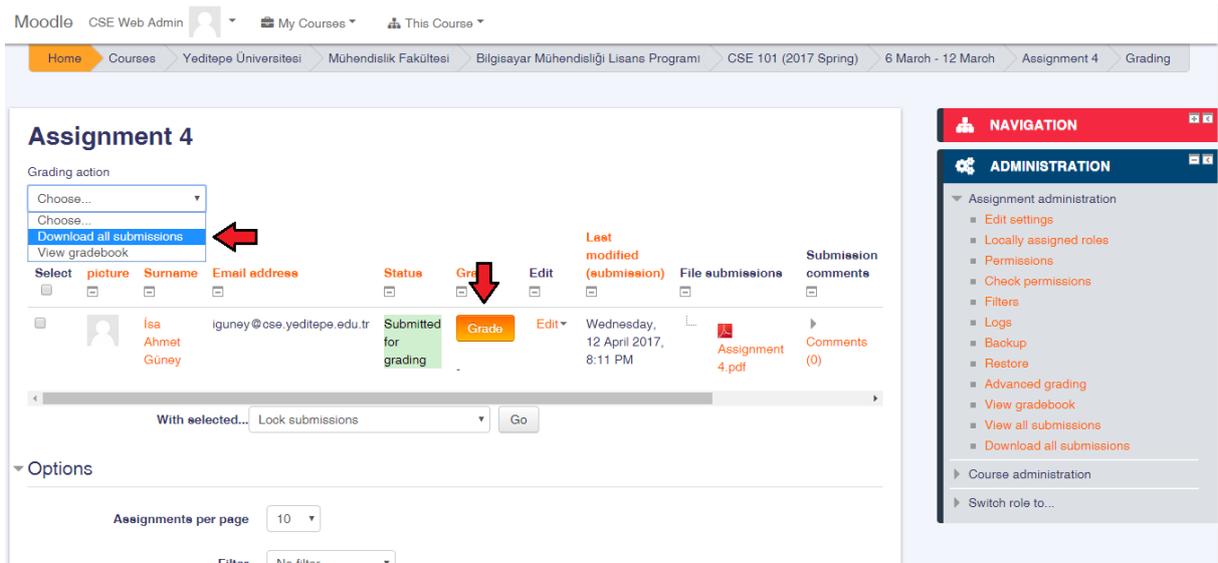


Figure 31: Assignment Item

## File Upload

Uploading a file to a course is a fast and easy way to share course materials with users. In order to add a file to course, first turn editing mode on by clicking the "Edit On" button on the upper right corner of course page(Figure 32).

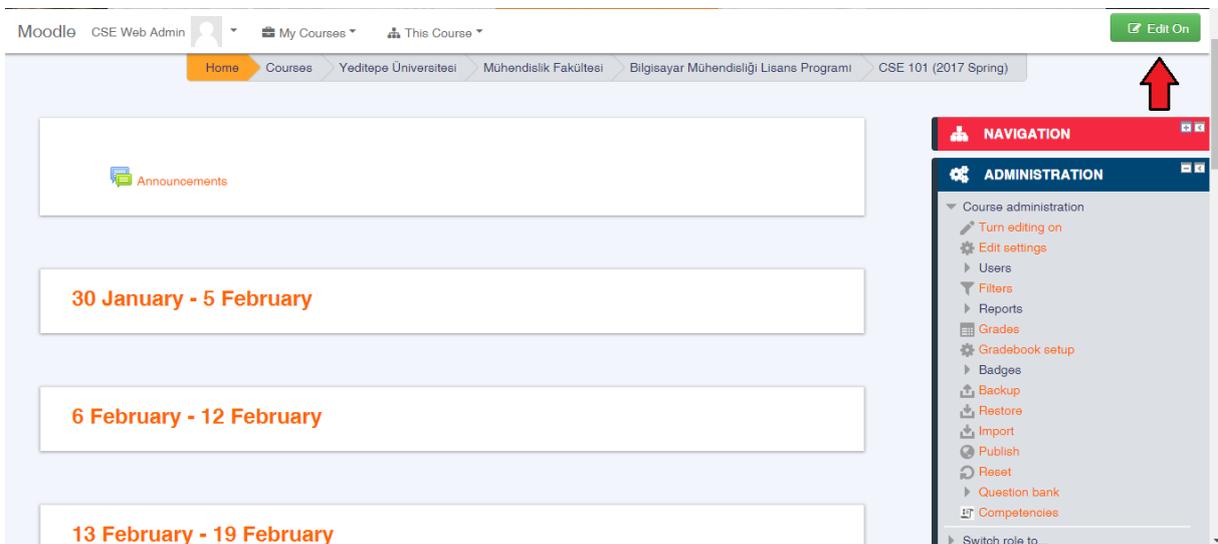
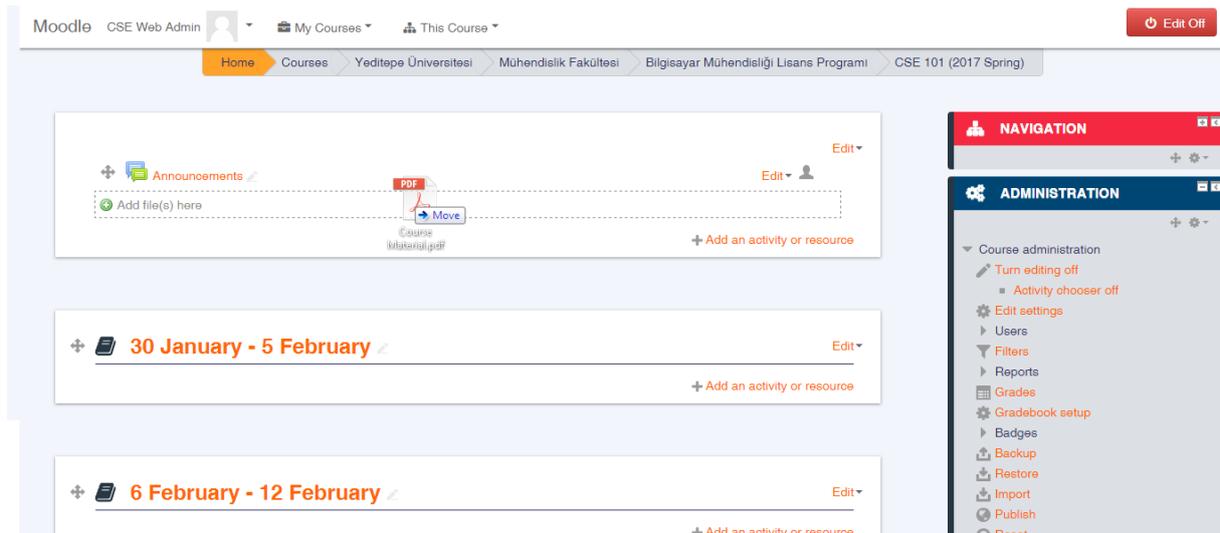


Figure 32: "Edit on" button

You can simply upload a file for your users to see by dragging the file to the section you want. In the following figure, the file is being dragged to the common section, which is always displayed at the top of course page.

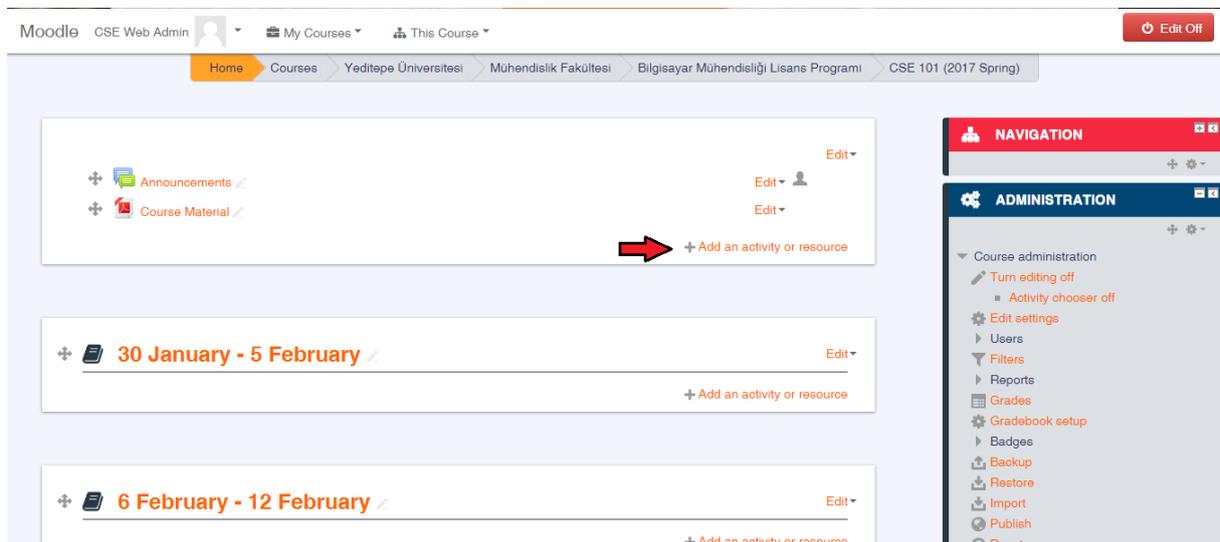
Note that weeks only allow you to order items chronologically, and nothing else. Uploading a file to 6-12 February week does not mean that this file will be accessible only in 6-12 February week(Figure 33).



**Figure 33: File Upload by Drag and Drop method**

However, you may want to edit some settings when uploading the file; the most common being restricting access to the file. Although you can edit the settings of an item later, dragging and dropping a file is not a good idea if you want to restrict access to it; some users may access it before you can complete editing the settings.

In order to edit the settings of a file before making it public, click the "Add an activity or resource" button on the bottom right corner of the section you want to upload your file to(Figure 34).



**Figure 34: Add an activity or resource button**

Select "File" from the list on the left, and click "Add"(Figure 35).

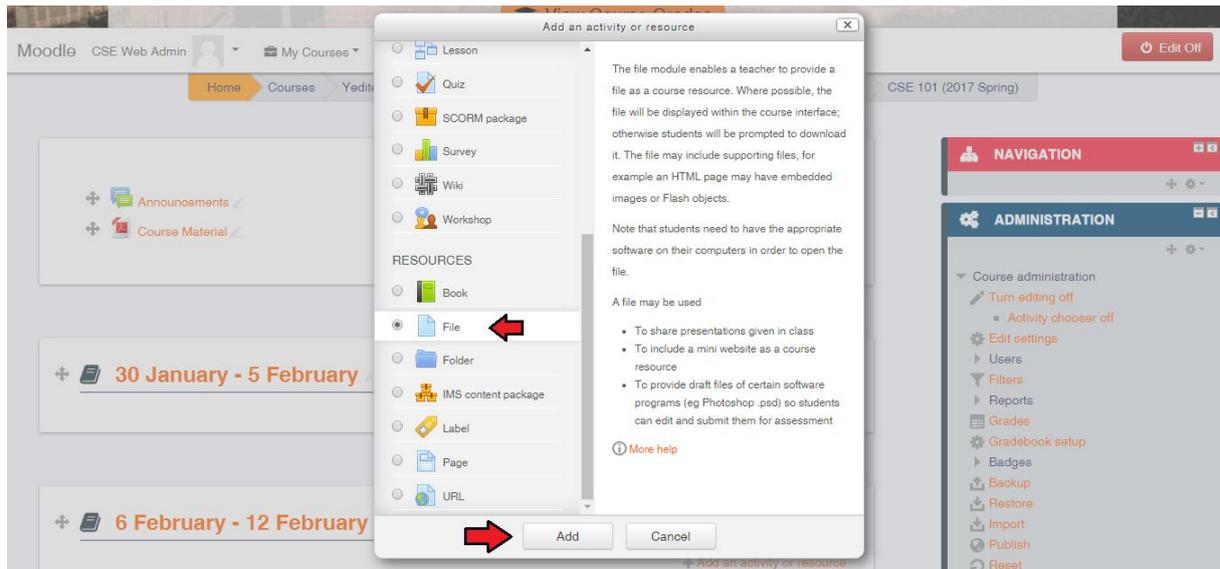


Figure 35: Add a File

You will be automatically navigated to the settings page for the file you are about to upload. Set a name for the item. This is the name which will be displayed on the course page; it does not affect the actual name of the file you will upload. You can also set a description about the file if you wish (Figure 36).

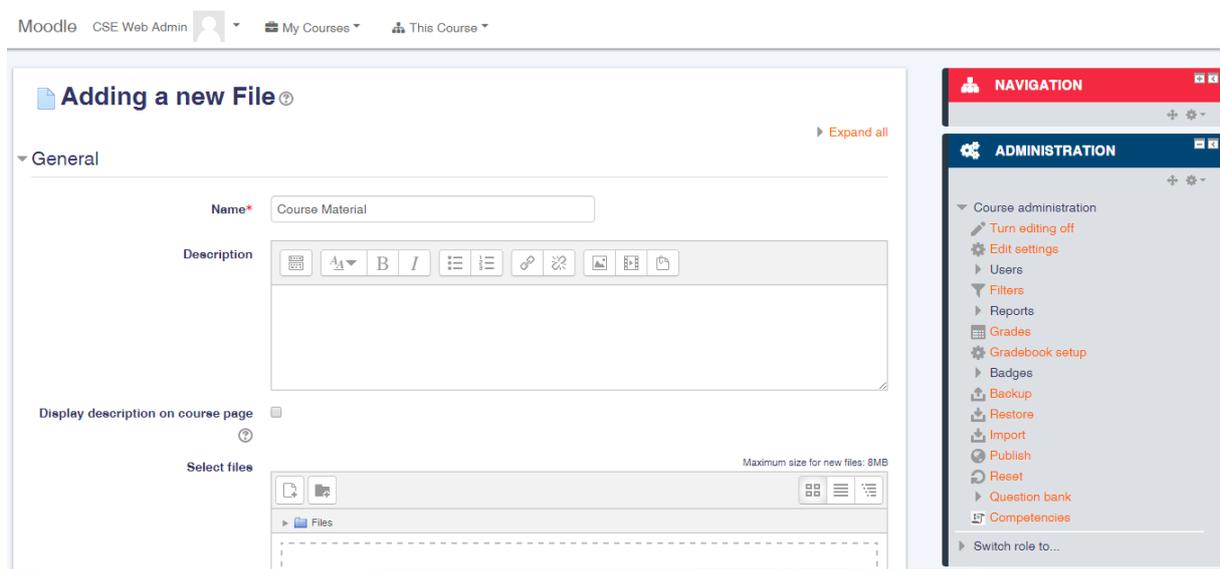
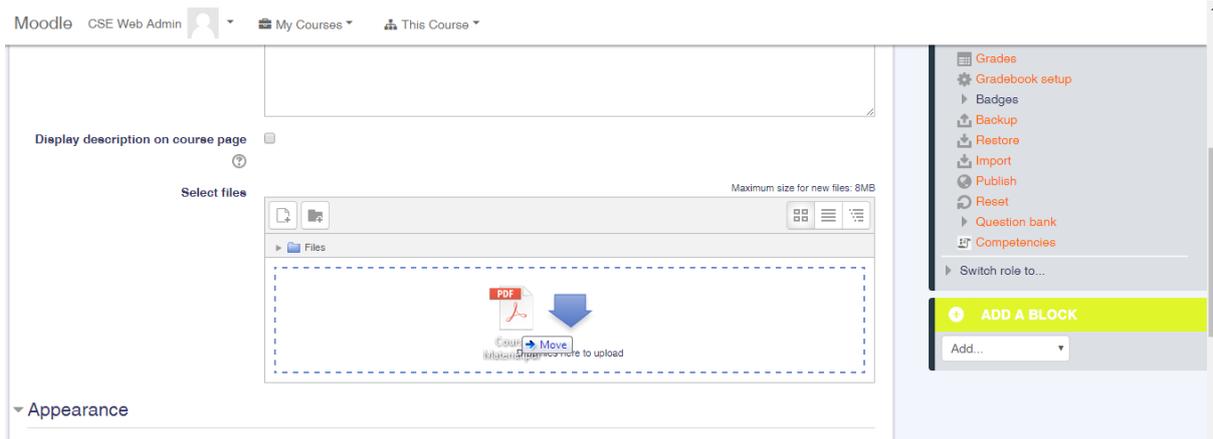


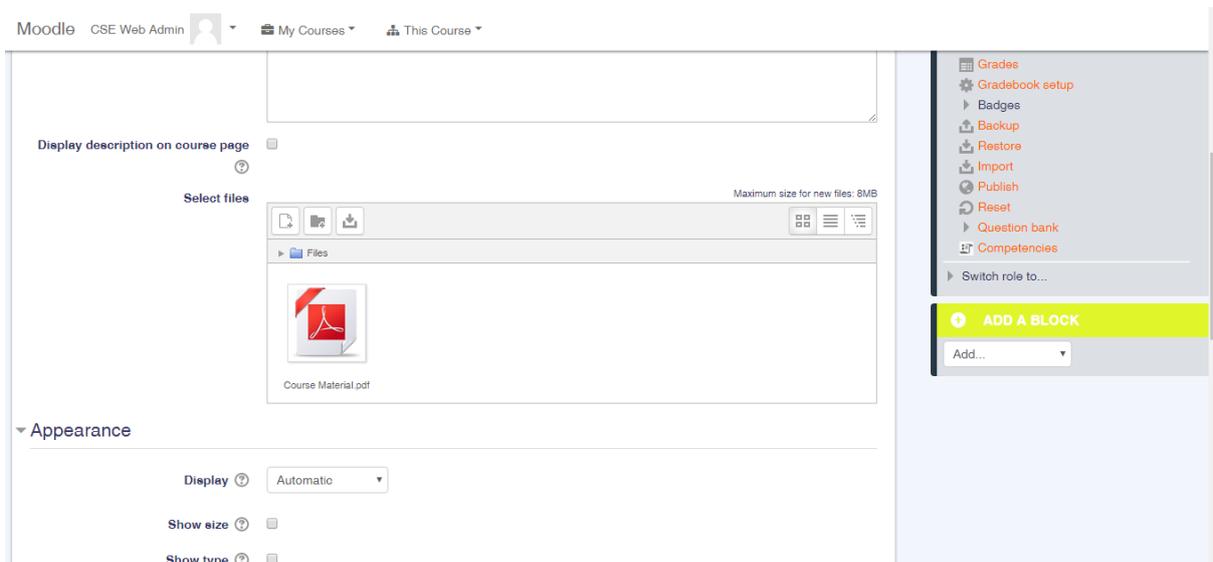
Figure 36: File Settings -1

Upload the file by dragging it to the box which is shown in the Figure 37.



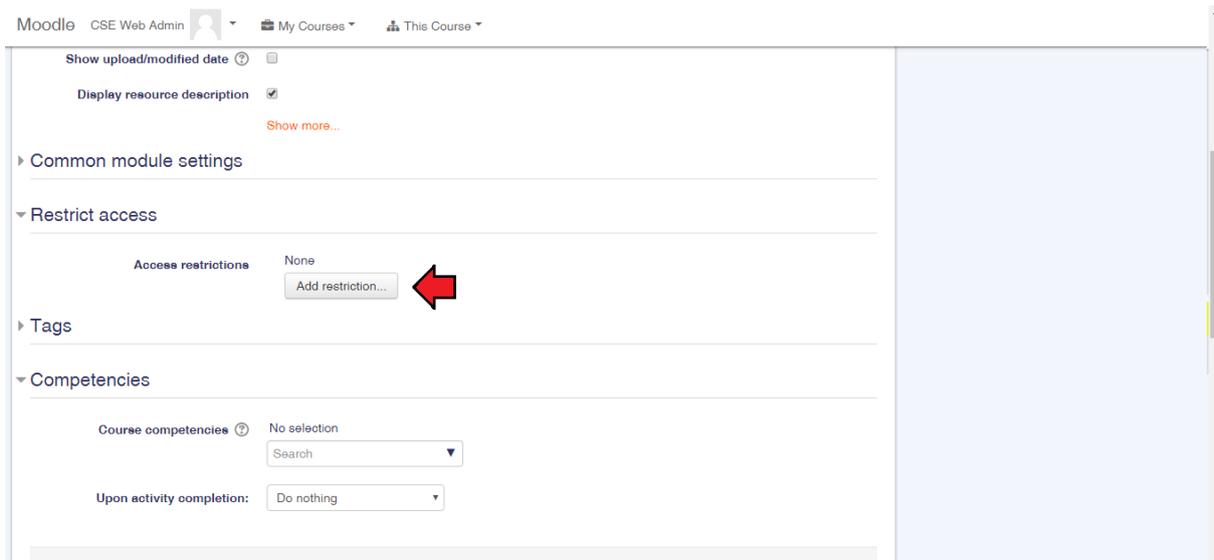
**Figure 37: File Settings - 2**

Uploading may take a few seconds. You can keep editing the settings, but you need to wait until the upload finishes before you post the item to course. The following figure shows how it looks like when uploading a file is complete, for a pdf file (Figure 38).



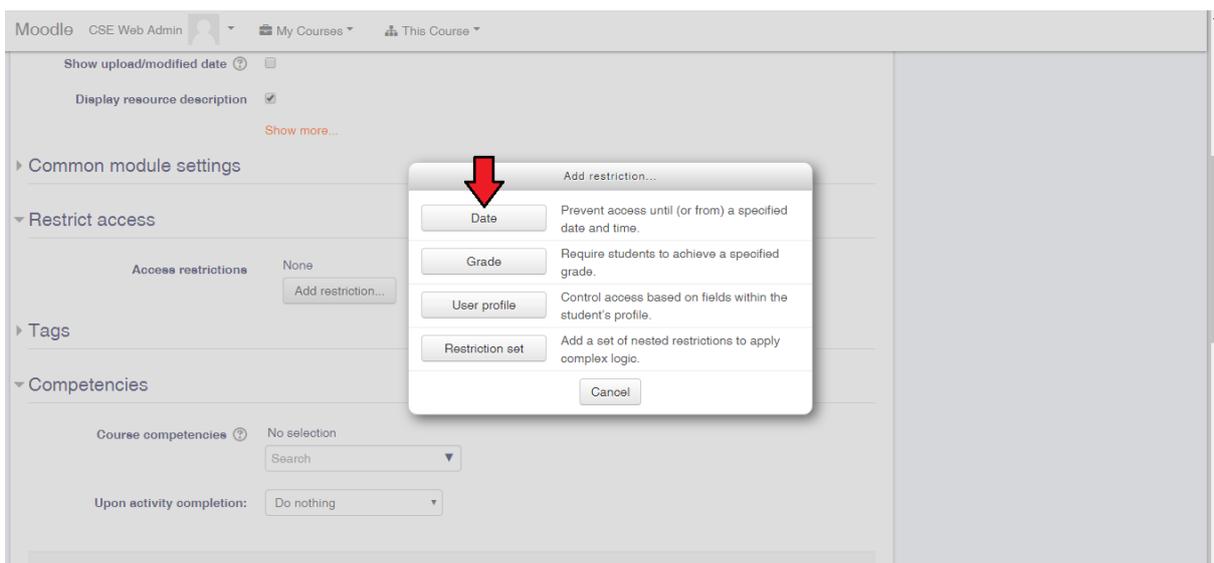
**Figure 38: Page of PDF file after Uploading**

You can restrict access to a file by expanding the "Restrict access" menu, and clicking "Add restriction" button (Figure 39).



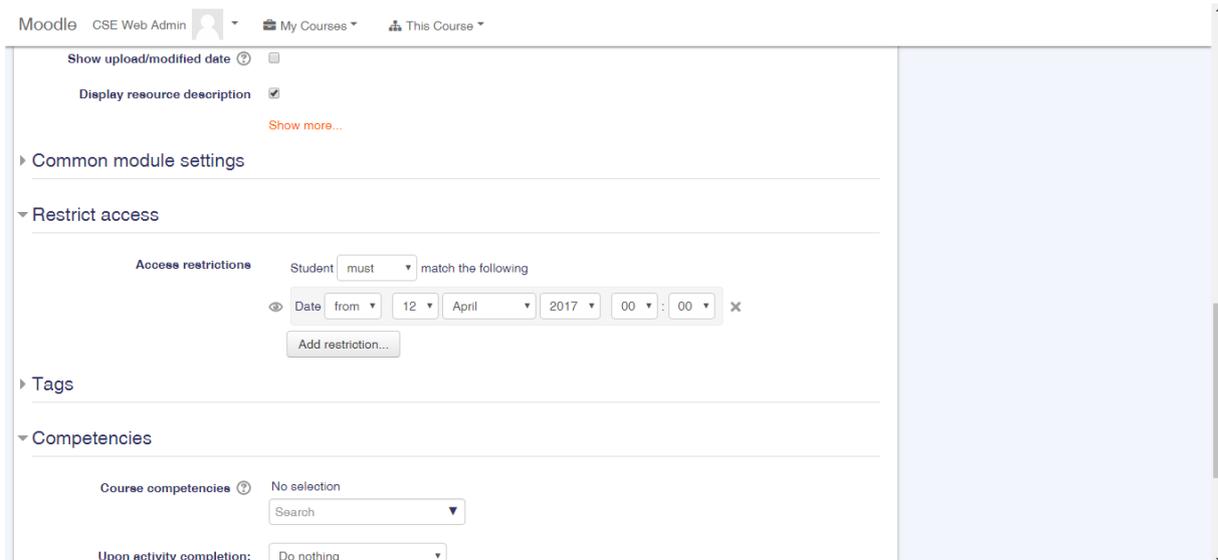
**Figure 39: File Settings - 3**

There are different type of restrictions supported by Moodle. For this example, date restriction will be used as it is the most commonly used restriction type. (Figure 40).



**Figure 40: Restriction Settings**

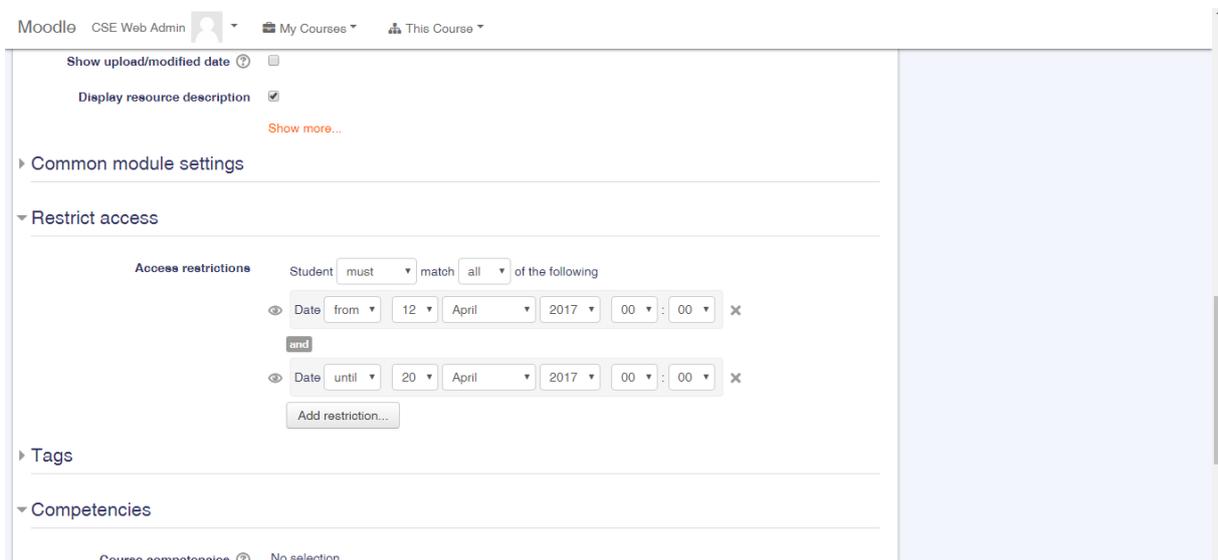
After clicking "date", a date restriction is automatically inserted as shown below. You can adjust settings for this restriction here: you can set a date and time; and you can set whether access is available before or after this date. The example below restricts users to access this file before 12/04/2017 00:00(i.e.users can access this file after this date)(Figure 41).



**Figure 41: File Settings - 4**

You can add multiple restrictions to a file. In the example below, a second date restriction is added to the course; which restricts access after 20/04/2017, since the condition is set to until instead of from(Figure 42).

Together, these two conditions allow users to access this file only between 12/04/2017 and 20/04/2017.



**Figure 42: File Settings - 5**

Once you are done editing the settings, you can post this file to the course by clicking "Save and return to course" button at the bottom of the page as you have seen in Figure 43.

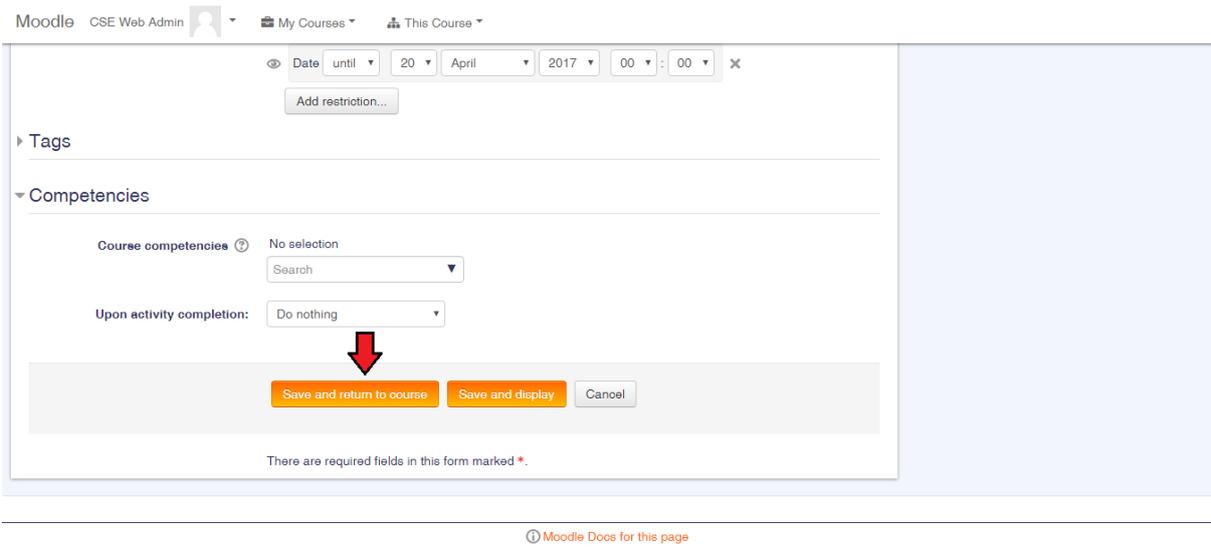


Figure 43: File Settings -6

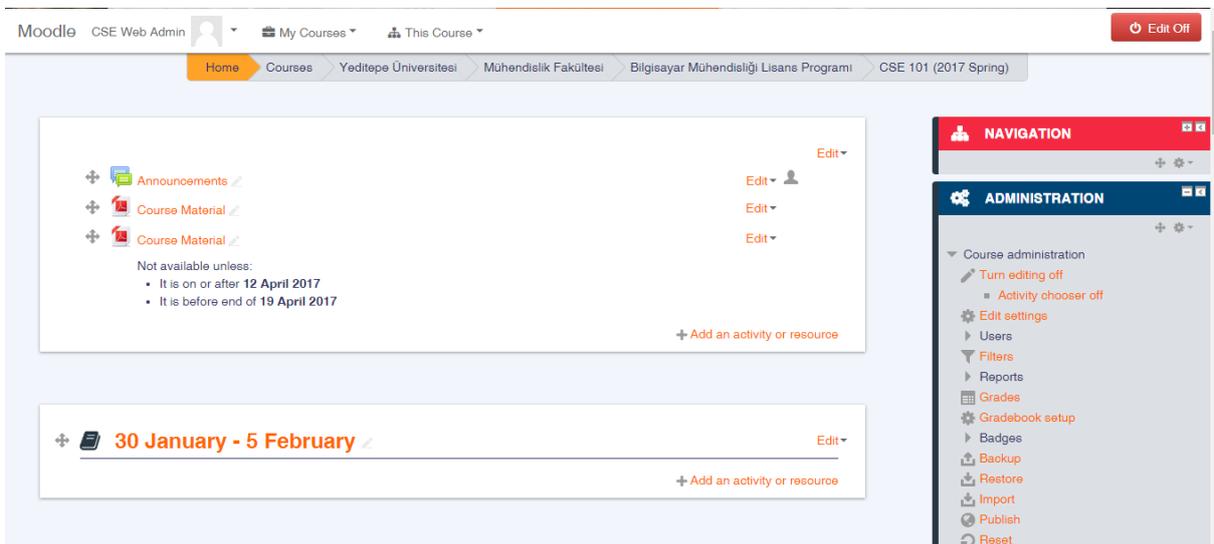


Figure 44: Course Homepage after uploading a file