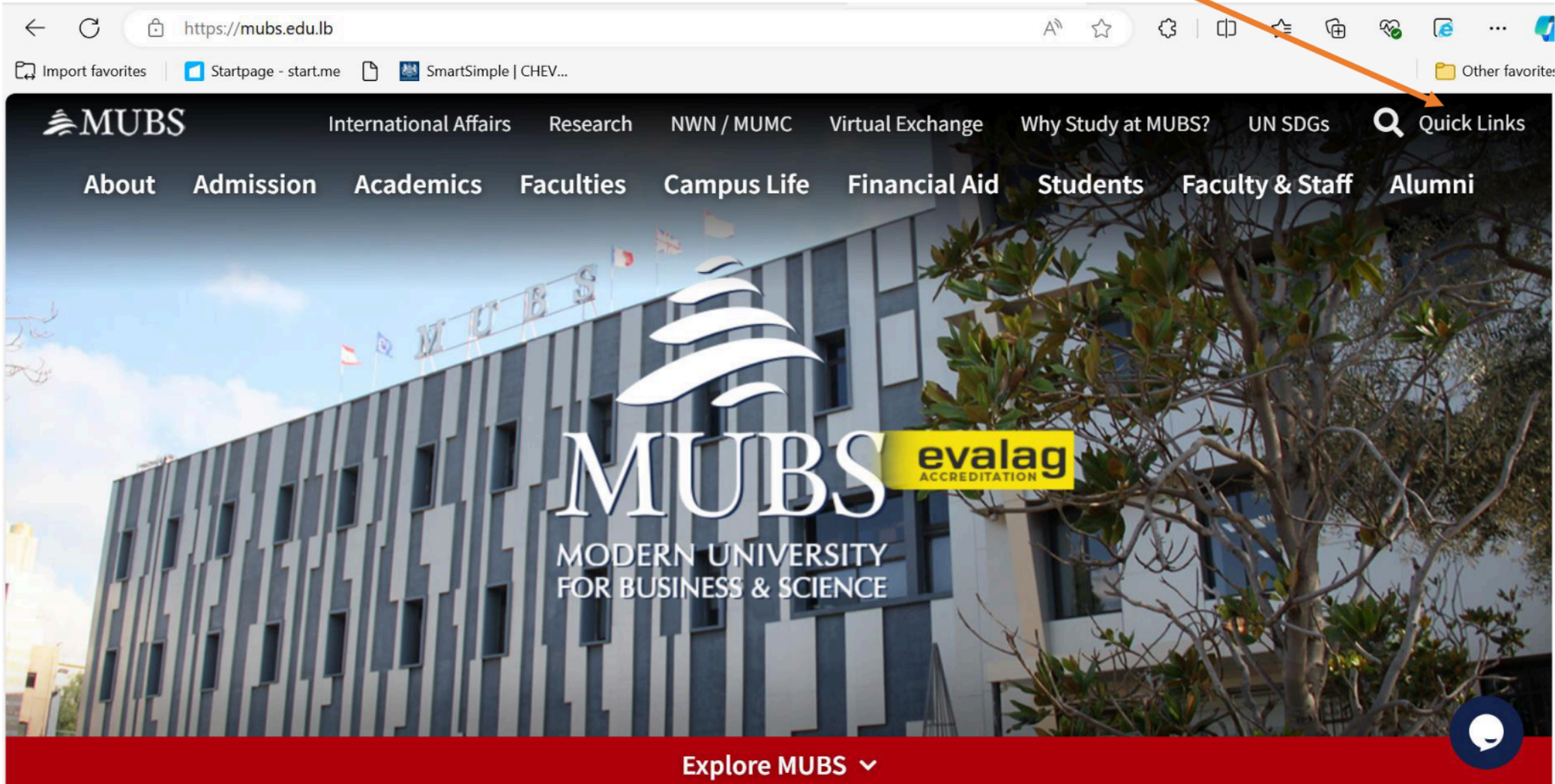


Click here and write : mubs.edu.lb



You see this page after click enter

Click on Quick Links Button



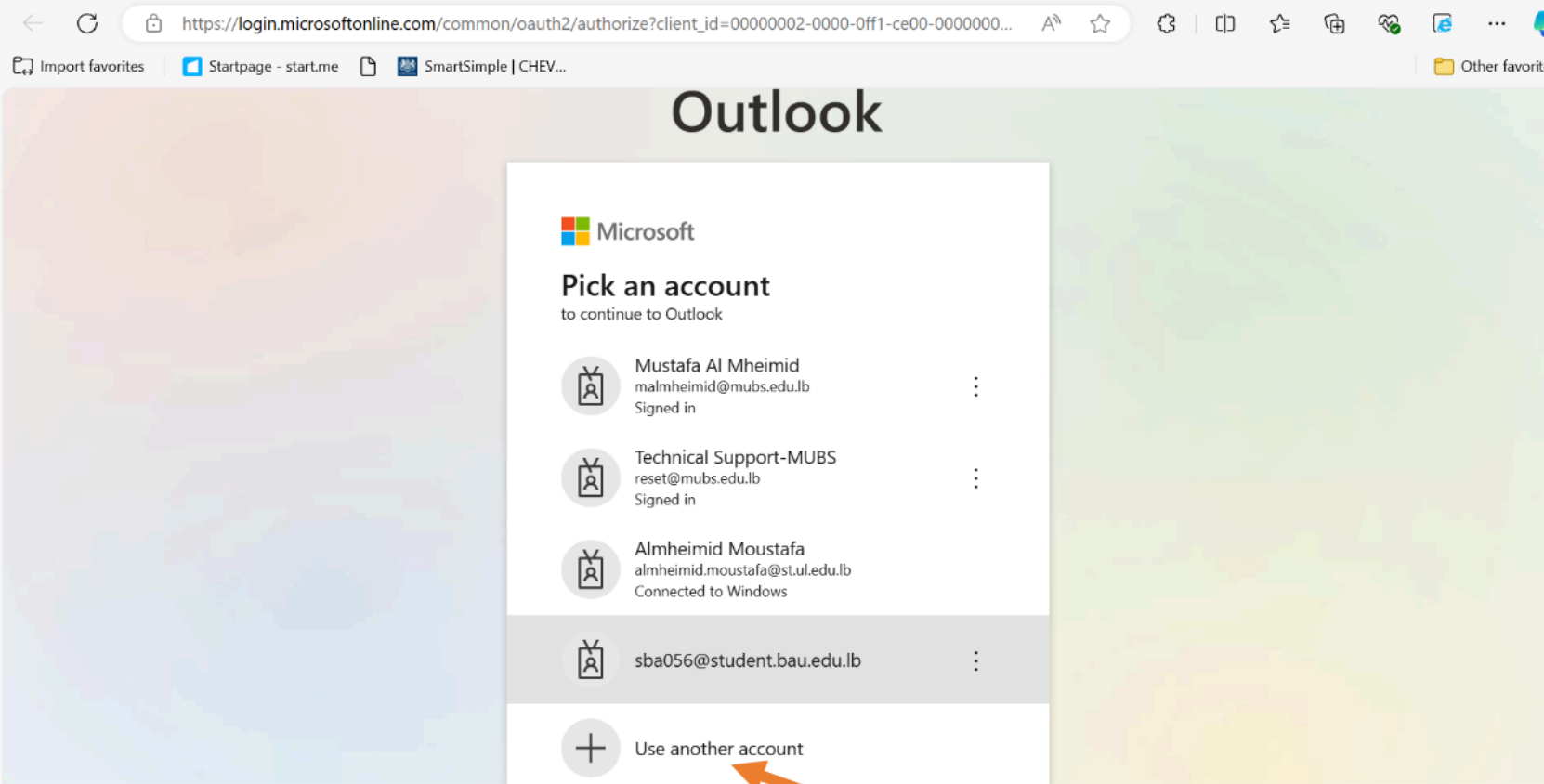
You see this page after click on "Quick Links"

The screenshot shows the MUBS website interface. At the top, there is a navigation menu with links for International Affairs, Research, NWN / MUMC, Virtual Exchange, Why Study at MUBS?, and UN SDGs. Below this is a secondary menu with links for About, Admission, Academics, Faculties, Campus Life, Financial Aid, Students, Faculty & Staff, and Alumni. A search bar is prominently displayed with the text "Search MUBS" and a "Search Web" button. The main content area is titled "Quick Links" and features a grid of icons for various services: WebMail, UMS, BAL UMS, Library, Calendar, Moodle, Apply Now, Campus Tour, Mailing List, University Feedback Form, and Contact Us. An orange arrow points from the text "Click on WebMail" to the WebMail icon.

Click on WebMail

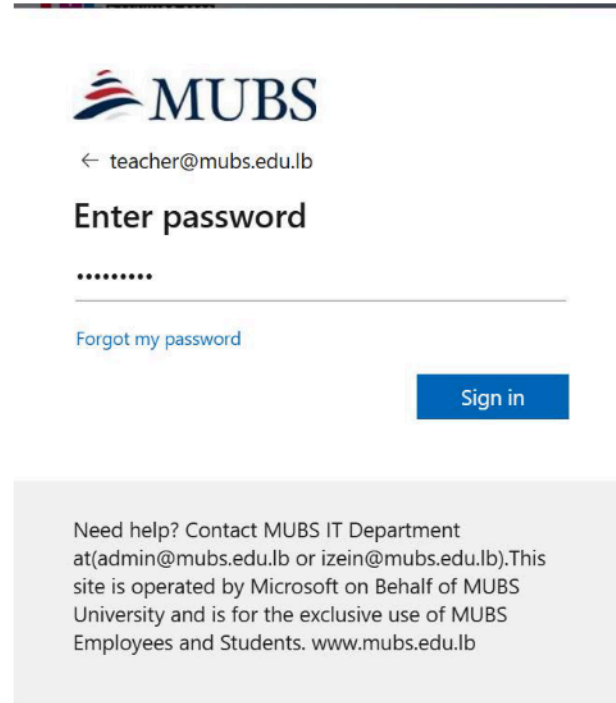
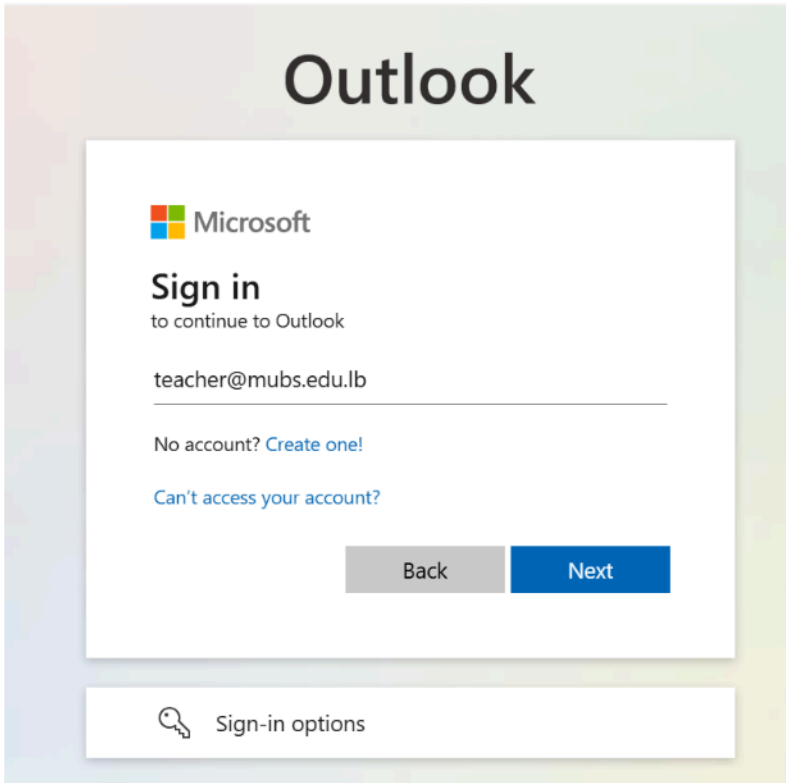
This is some links you can used

You see this page after click WebMail

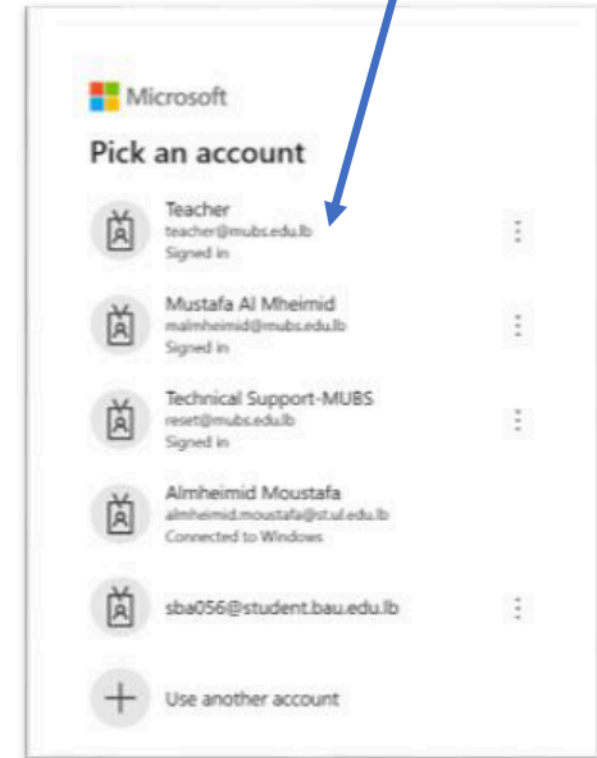


Click on your Account or if not exist , click on "Use Another account"

This is the steps for add email and password



After to add email and password , you can log In using this email



Opened Mail

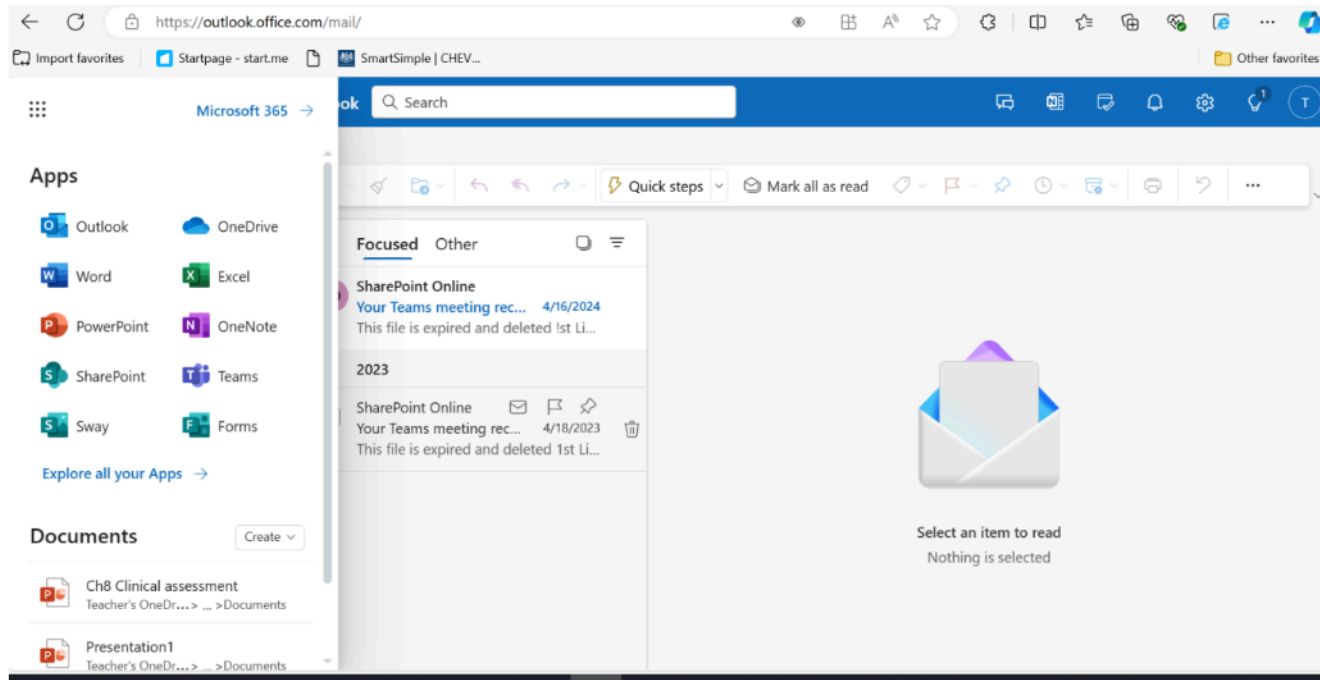
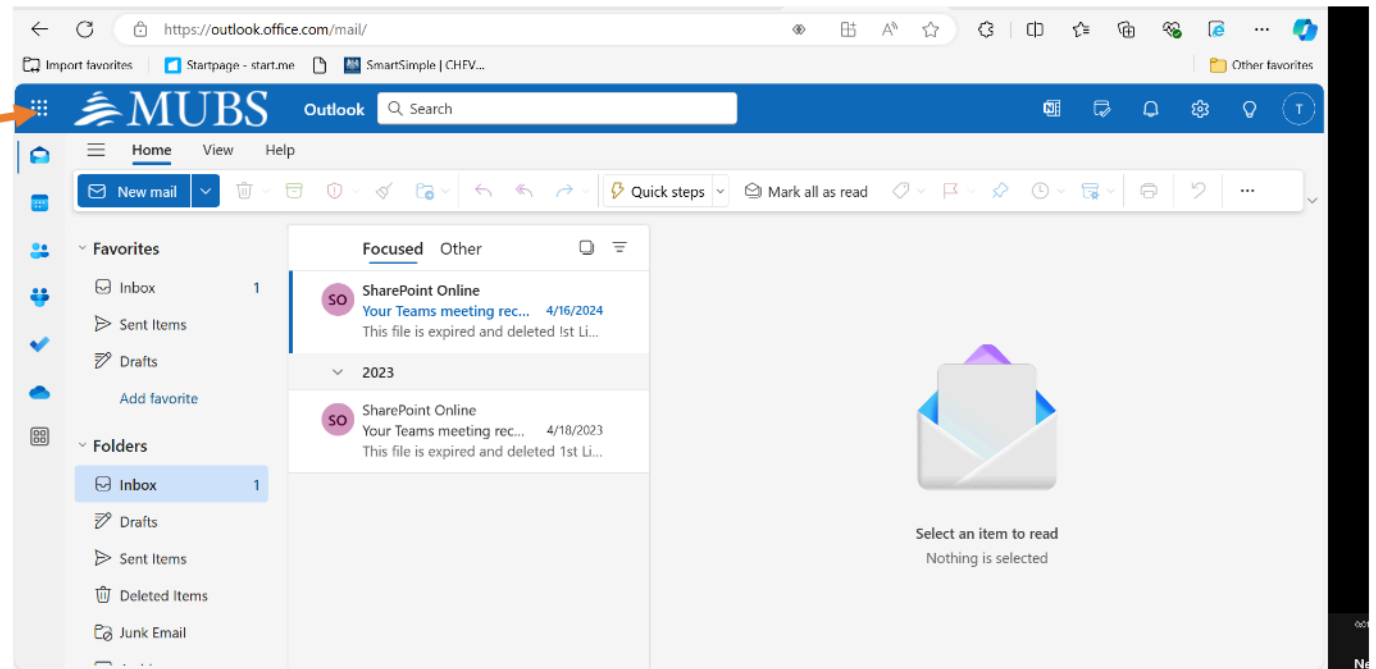
The screenshot shows the Microsoft Outlook web interface. At the top, the browser address bar displays <https://outlook.office.com/mail/>. The Outlook header includes the MUBS logo, the word "Outlook", and a search bar. Below the header is a navigation bar with "Home", "View", and "Help" options. A ribbon menu contains "New mail" and various action icons like "Quick steps" and "Mark all as read".

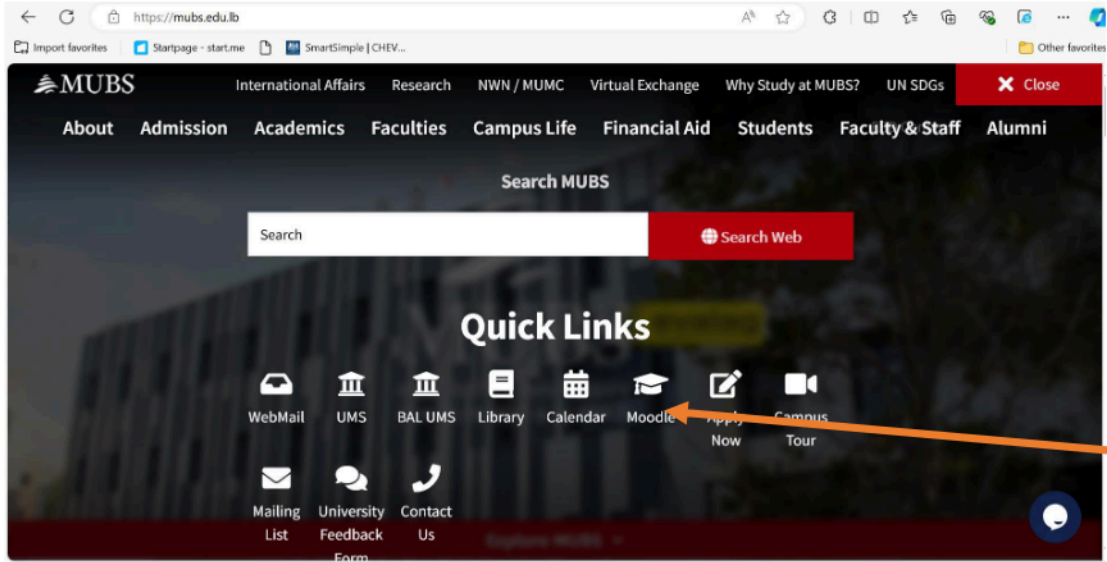
The left sidebar shows "Favorites" (Inbox, Sent Items, Drafts) and "Folders" (Inbox, Drafts, Sent Items, Deleted Items, Junk Email). The "Inbox" folder is selected, showing a count of 1. The main content area is divided into "Focused" and "Other" tabs. Under the "Focused" tab, there are two email items from "SharePoint Online" with subject lines "Your Teams meeting rec..." and dates "4/16/2024" and "4/18/2023".

In the center of the main content area, there is a large envelope icon and the text: "Select an item to read" and "Nothing is selected".

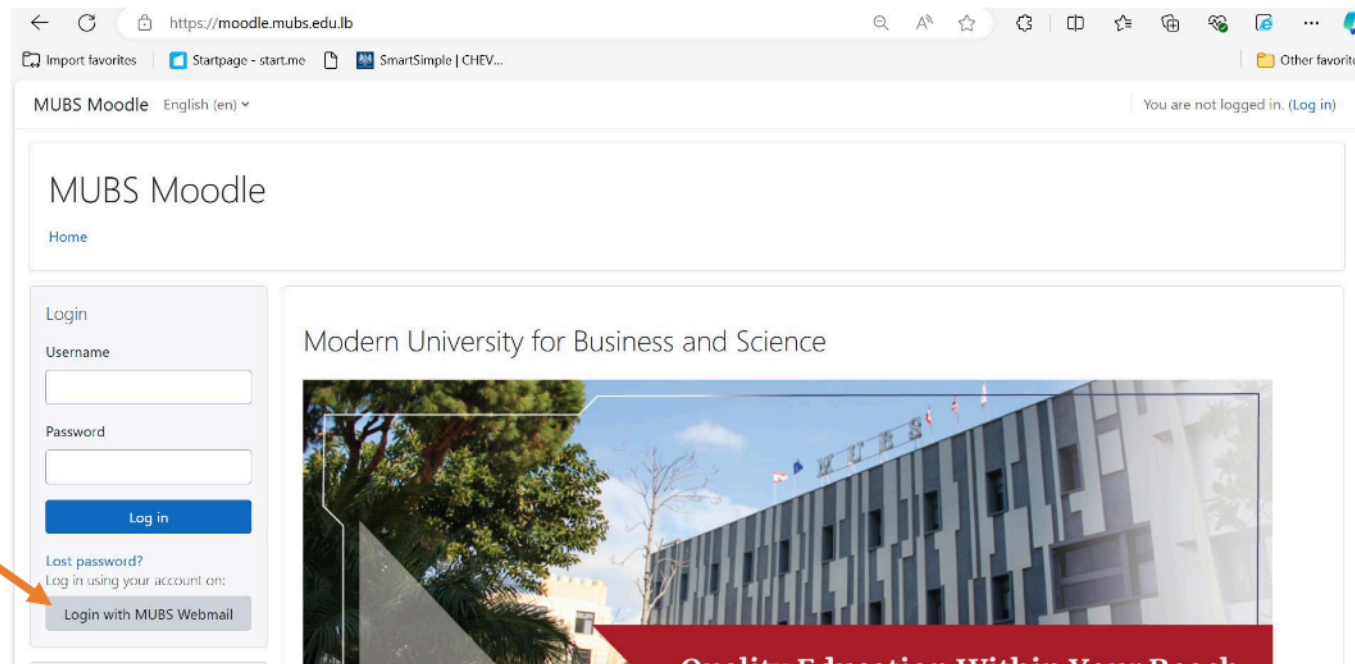
Click Here

You can open , OneDrive





Click Here









Click "Log In with MUBS Webmail"

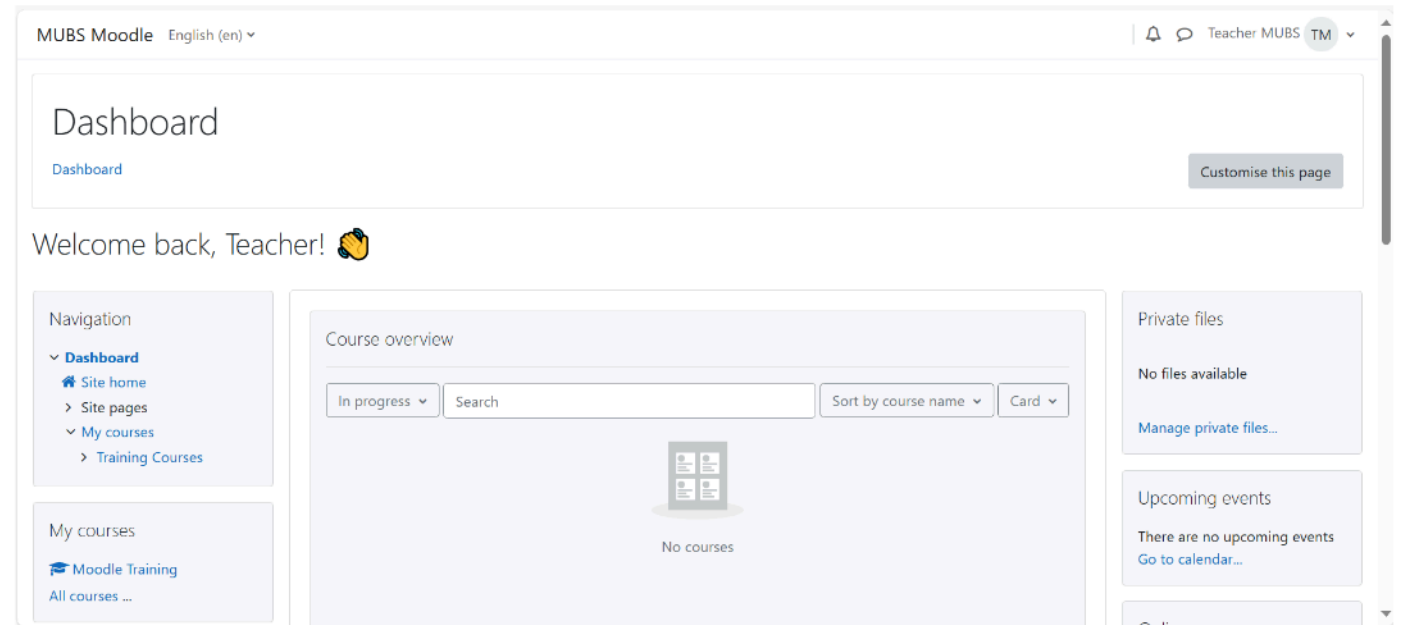
Choice your email



Pick an account

-  Teacher
teacher@mubs.edu.lb
Signed in
-  Mustafa Al Mheimid
malmheimid@mubs.edu.lb
Signed in
-  Technical Support-MUBS
reset@mubs.edu.lb
Signed in
-  Almheimid Moustafa
almheimid.moustafa@st.ul.edu.lb
Connected to Windows
-  sba056@student.bau.edu.lb
-  Use another account

You see this page after click on your email



MUBS Moodle English (en) Teacher MUBS TM

Dashboard

Dashboard [Customise this page](#)

Welcome back, Teacher! 🤖

Navigation

- Dashboard
 - Site home
 - Site pages
 - My courses
 - Training Courses

My courses

- Moodle Training
- All courses ...

Course overview

In progress Sort by course name

No courses

Private files

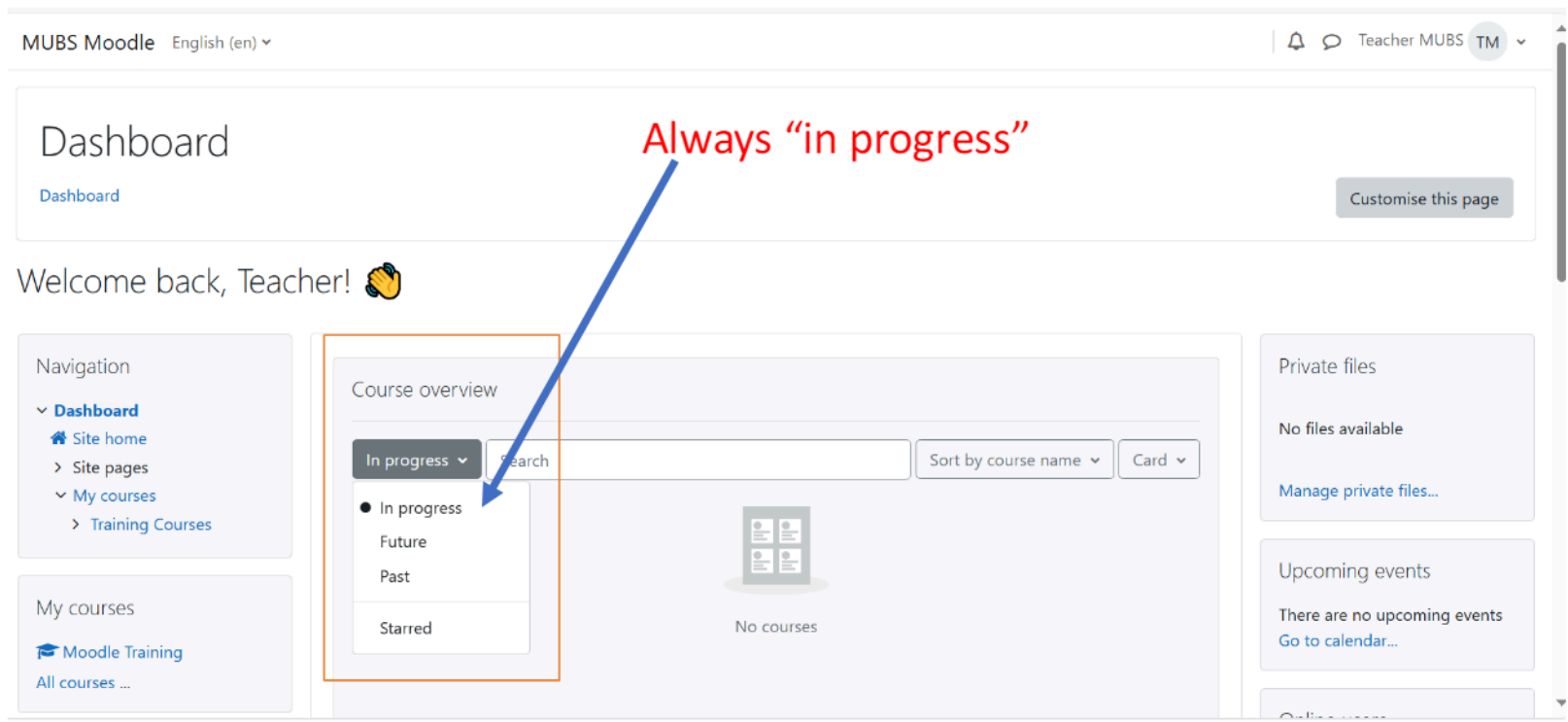
No files available

[Manage private files...](#)

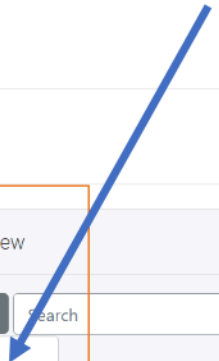
Upcoming events

There are no upcoming events

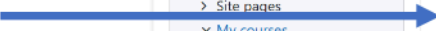
[Go to calendar...](#)



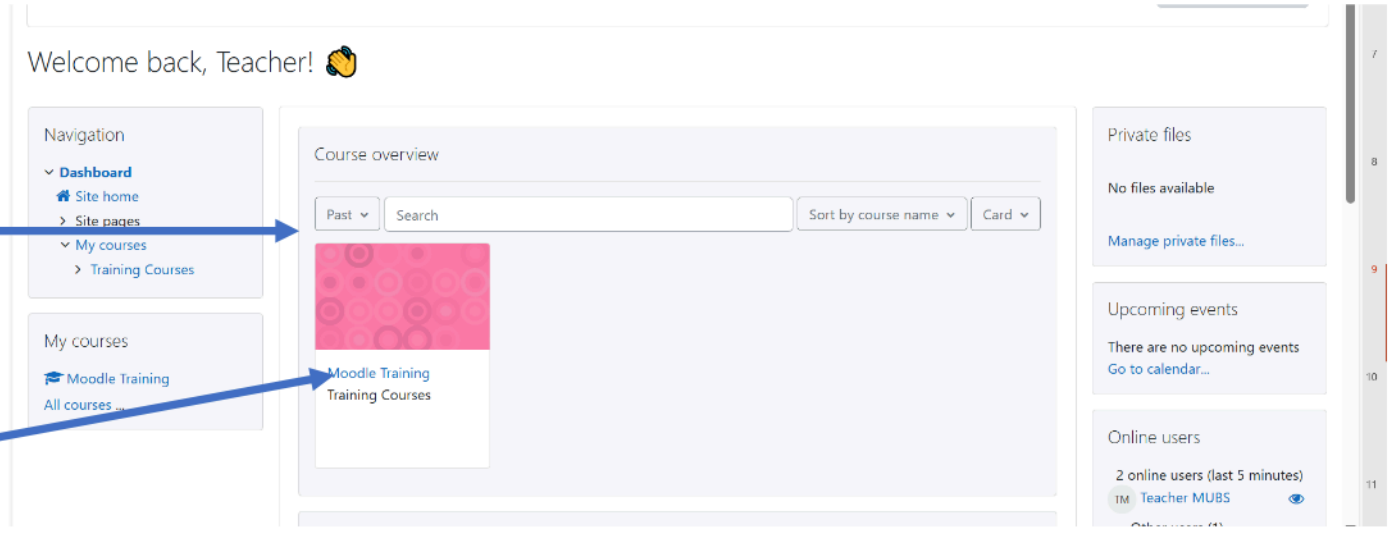
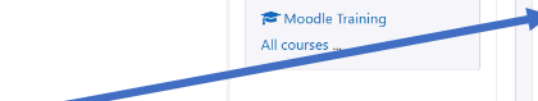
Always "in progress"

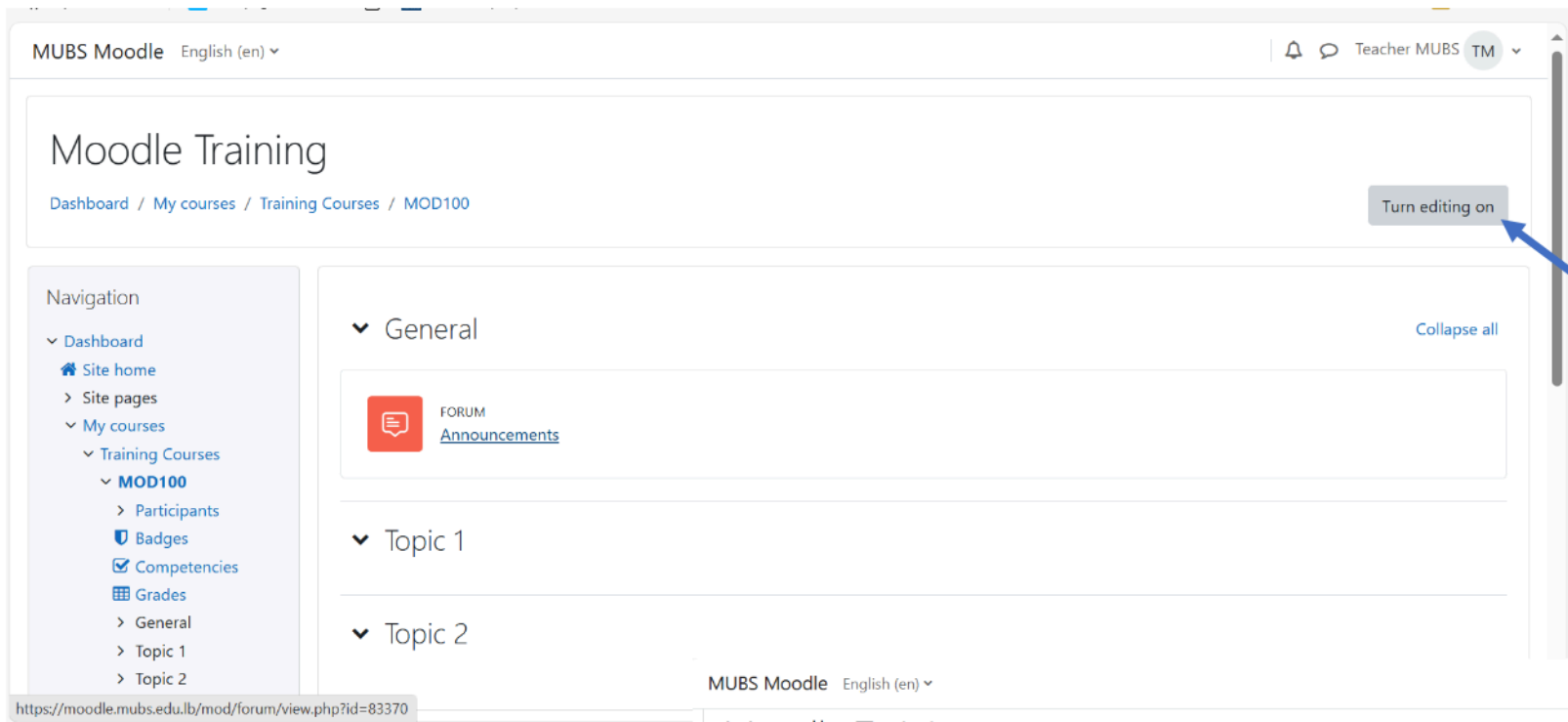


I'm Click in "Past" for show this



Click on this course for add or edit the material of this course

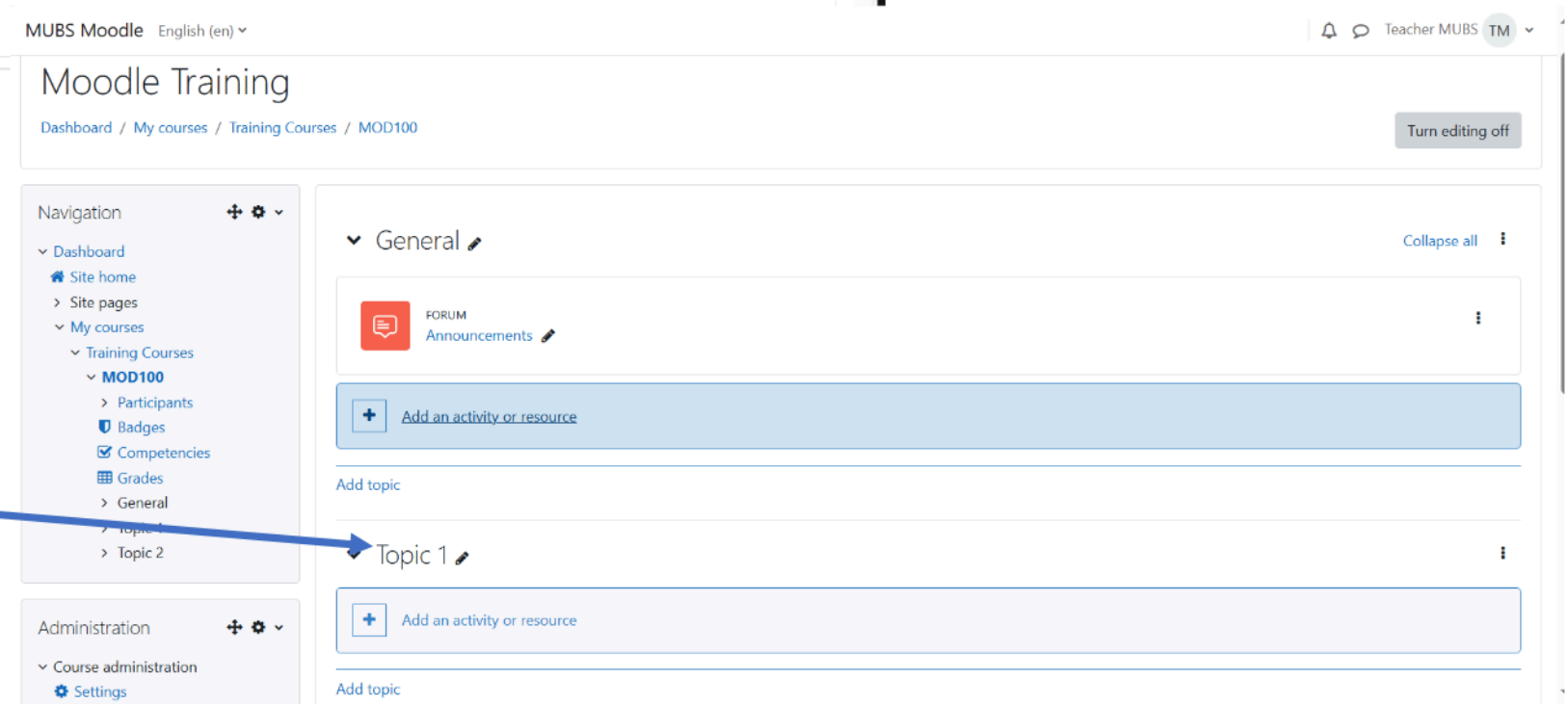


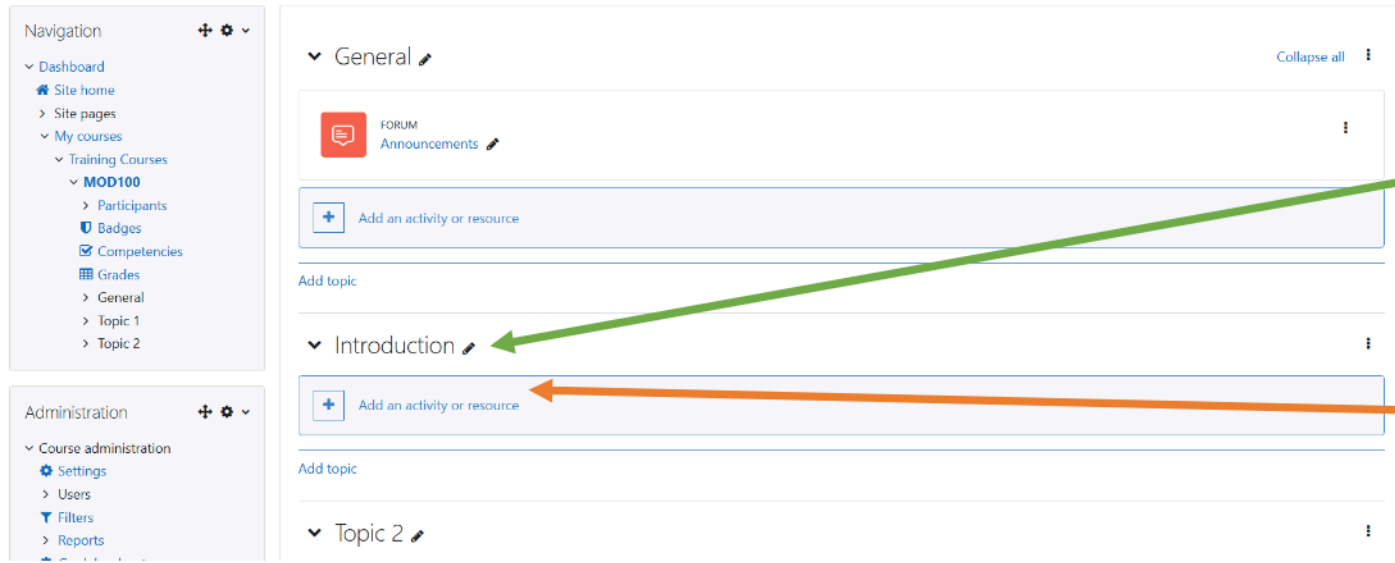


You see the content of this course separate by Topics

To add or edit in Topic
Click on "Turn editing on"

For change the Name of Topic ,
click on Topic Name : "Topic1"



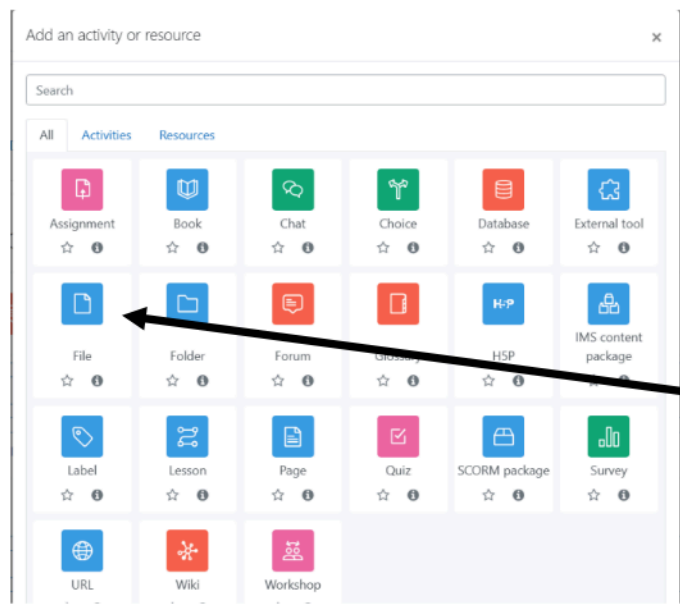


Rename Topic1 To Introduction(or any name)

To add File, or URL , or any new activity click on "Add an activity or resource"

How To add URL to moodle

After click "Add an activity or resource" , you see this , you can add any activity (Assignment , Book, File....)



If i want to add new file

Click here

Write the name of this file

Write the description of this file

Adding a new File

General

Name

Description

Rich text editor toolbar with icons for text formatting (bold, italic, underline, list, link, unlink, image, video, audio, help), alignment, and other editing tools.

Display description on course page

Select files

Maximum size for new files: 128 MB

File selection area with a dashed border and the text: "You can drag and drop files here to add them."

Appearance

Common module settings

Restrict access

Tags

Competencies

Send content change notification

Buttons: Save and return to course, Save and display, Cancel

Click here to Save file and go to course

Click here to upload this file

File picker dialog box with options: Server files, Recent files, Upload a file, URL downloader, Private files, Wikimedia, Content bank. Fields for Attachment (Choose File), Save as, Author (Teacher MUBS), and Choose licence (Licence not specified). Button: Upload this file.


The screenshot shows a Moodle course interface. On the left is a navigation sidebar with sections for 'Navigation' and 'Administration'. The 'Navigation' section includes 'Dashboard', 'Site home', 'Site pages', 'My courses', and 'Training Courses'. Under 'Training Courses', 'MOD100' is expanded to show 'Participants', 'Badges', 'Competencies', 'Grades', 'General', 'Introduction', and 'Topic 2'. The 'Administration' section is partially visible. The main content area is titled 'General' and contains a 'FORUM Announcements' section and a 'FILE file1' section. A blue arrow points from the text 'You can see the file uploaded' to the 'file1' link. Below the file section is an 'Add an activity or resource' button. At the bottom of the main content area, there is an 'Add topic' link and an 'Introduction' section header.

You can see the file uploaded


If click on Filename , the file is downloaded

How To add URL to moodle

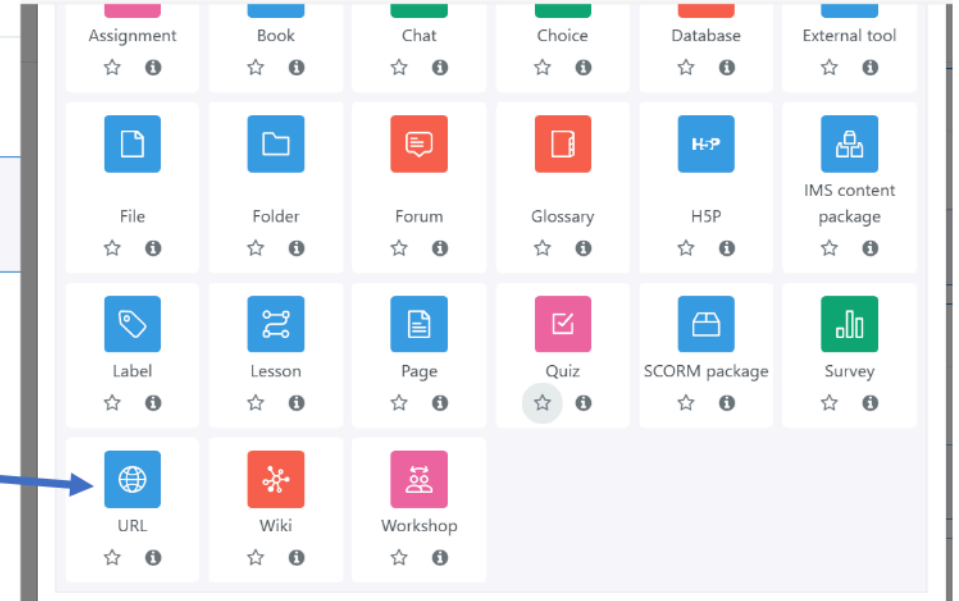
Introduction 

 Add an activity or resource

Click here 

Enter the name of the URL 


Click Here 



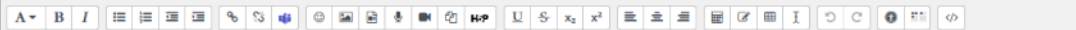
Adding a new URL to Introduction 


General

Name

External URL 

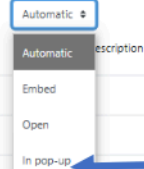
Description



Display description on course page 

Appearance

Display



- Automatic description
- Embed
- Open
- In pop-up

> URL variables

> Common module settings

> Restrict access


> Tags

> Competencies

Send content change notification 

Enter The URL 

Write the description of the URL 

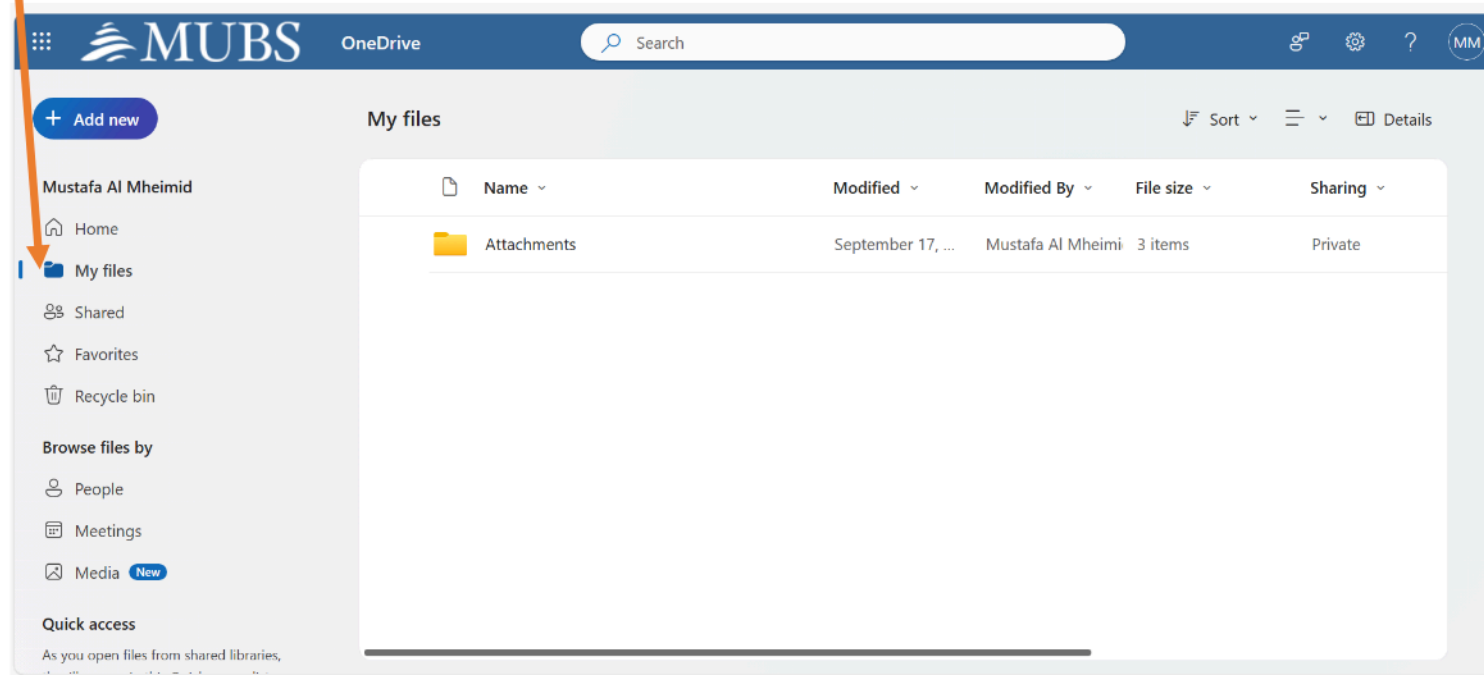
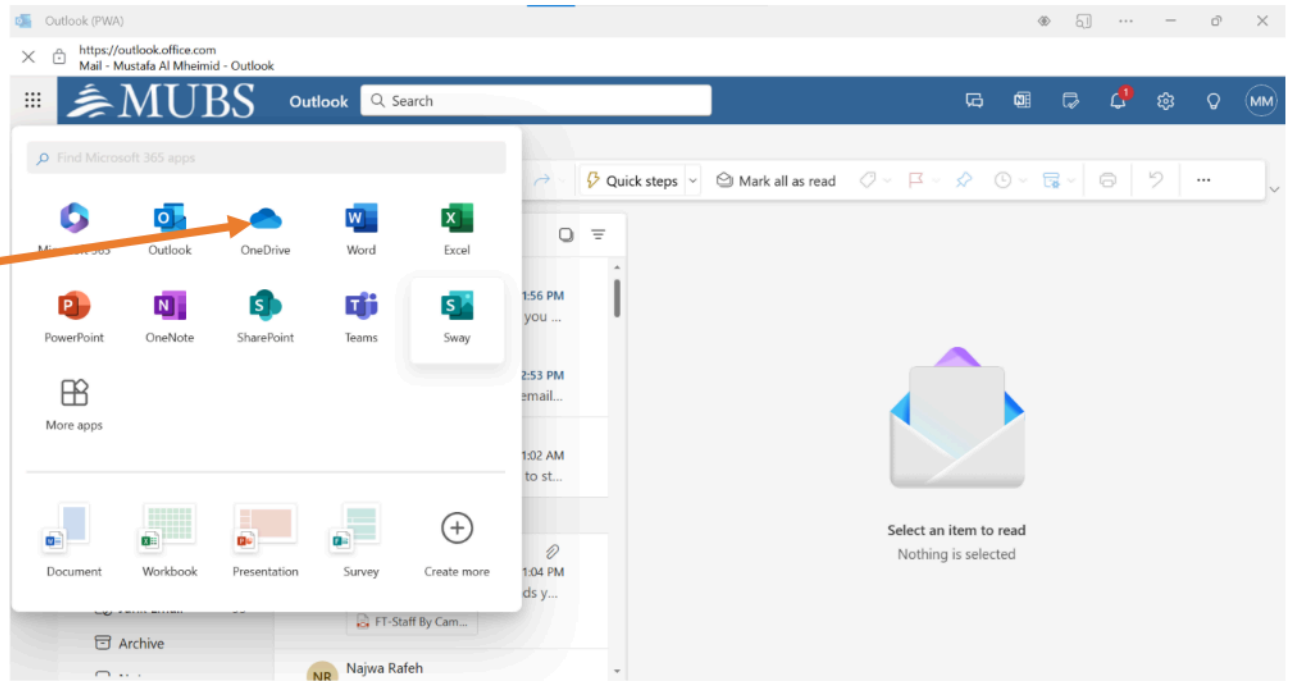
If the URL is Link to video(YouTube or other)
Click on Display and choice "In POP-UP" for
Display this video in other Page 

How to convert File or Video To URL?

1-Go to email

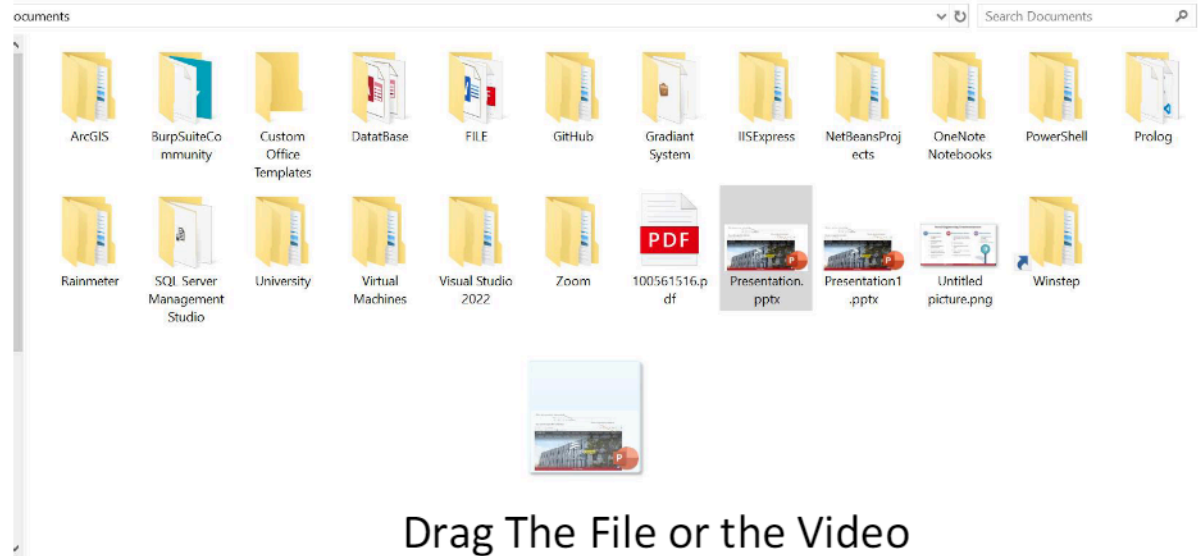
2-Go To OneDrive

3-Go to My Files

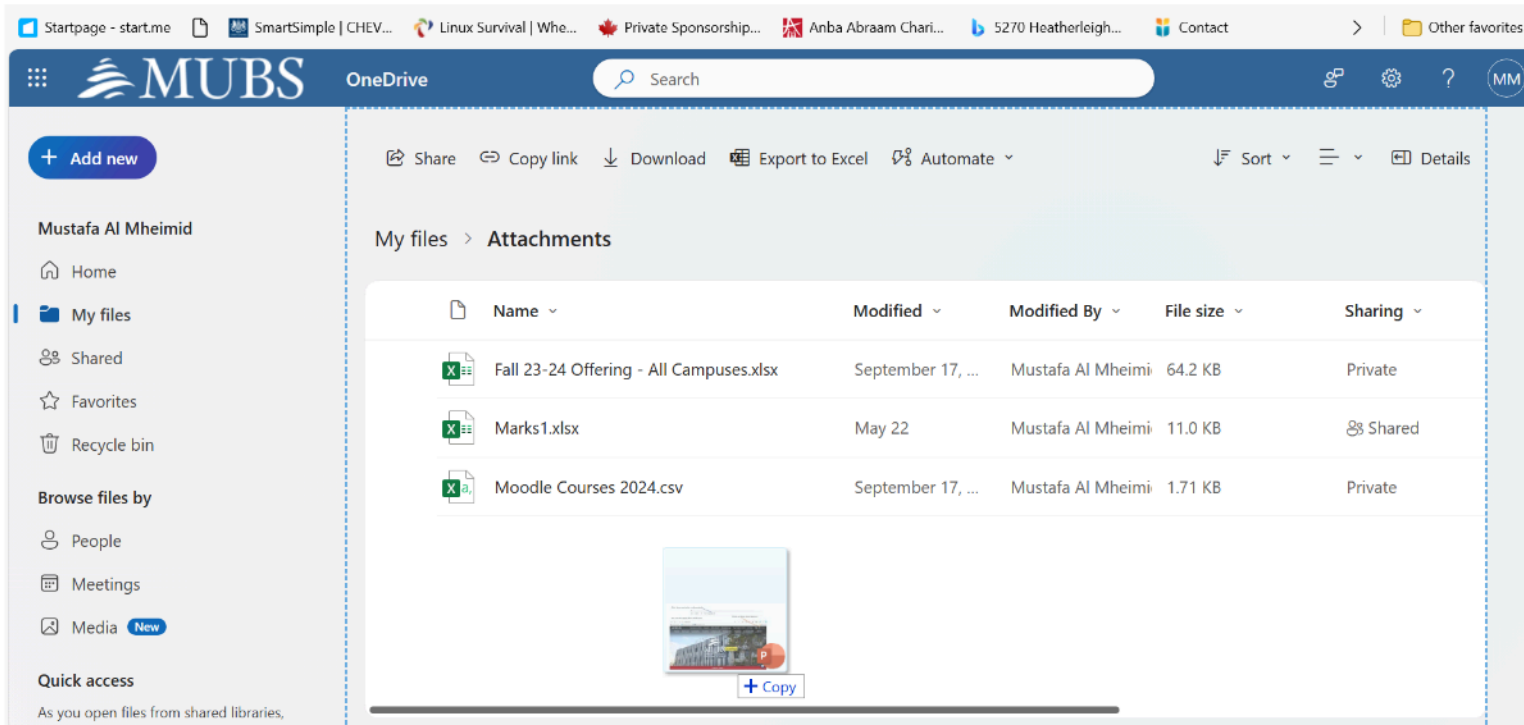


4-Go to Folder (Document Or Attachments , Or Any Folder)

5-Drag Drop

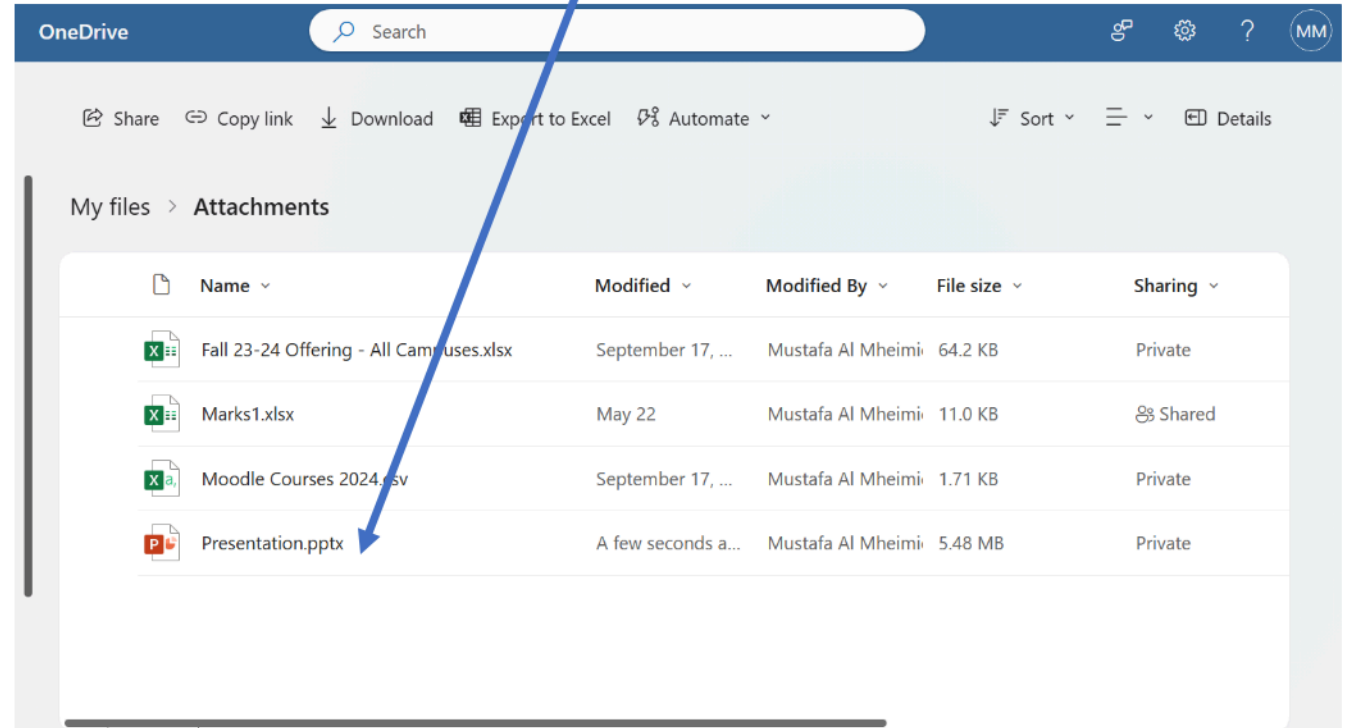


Drag The File or the Video

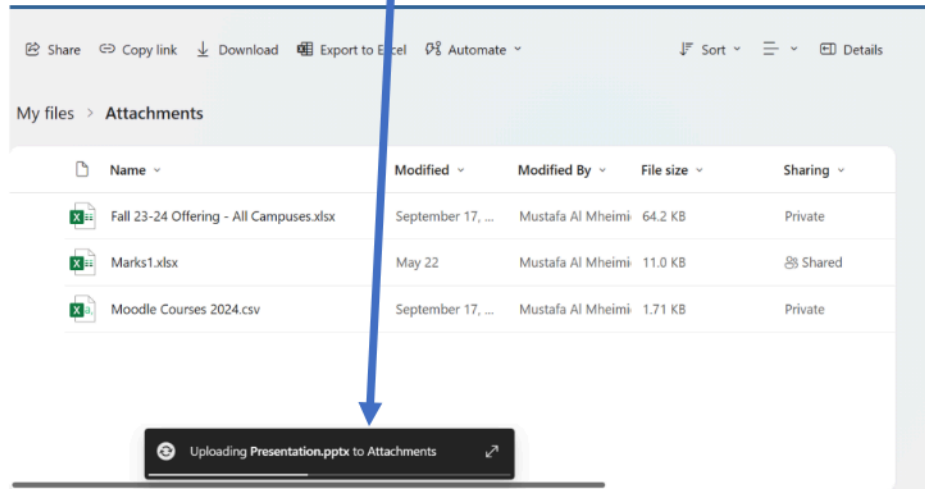


Drop The File or the Video her

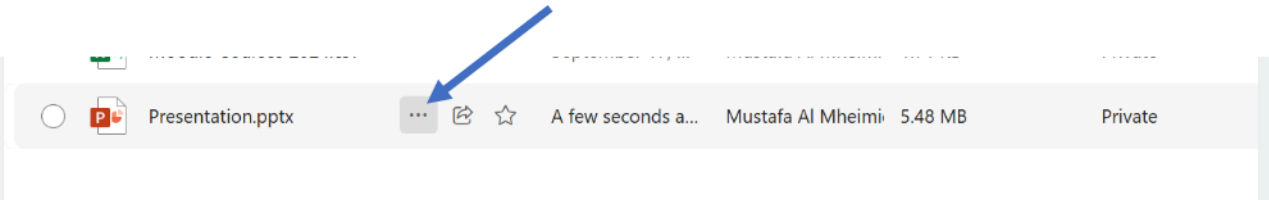
7-You can see your file uploaded



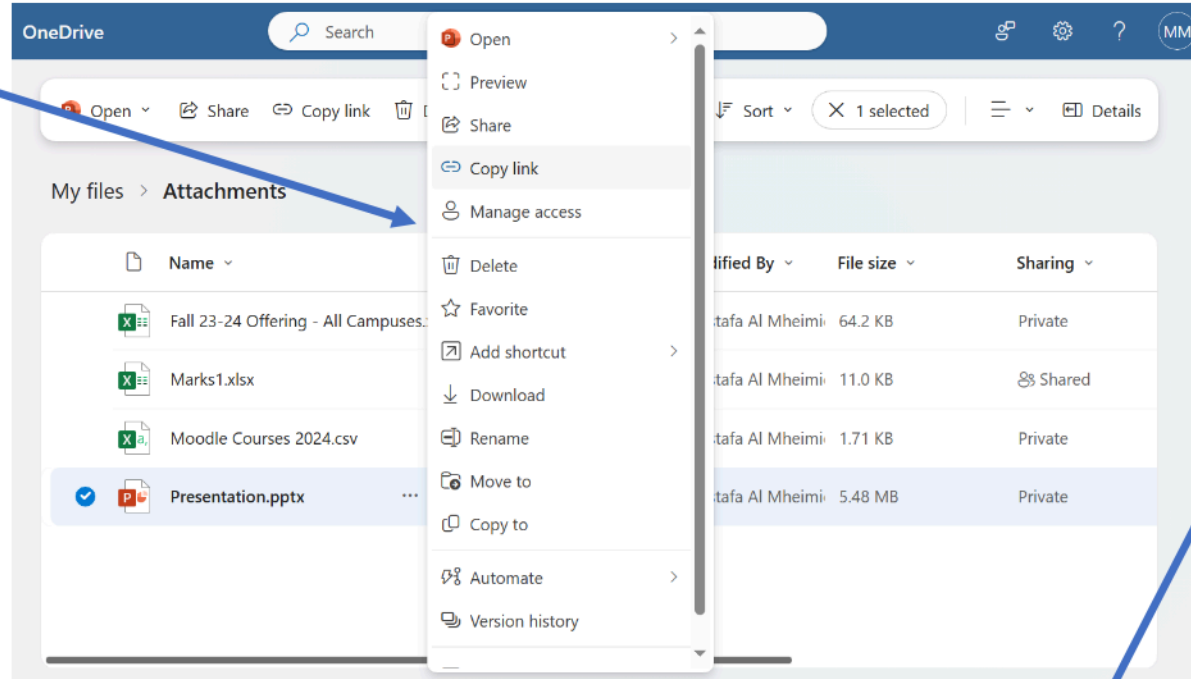
6-You can see this message to complete Upload the File



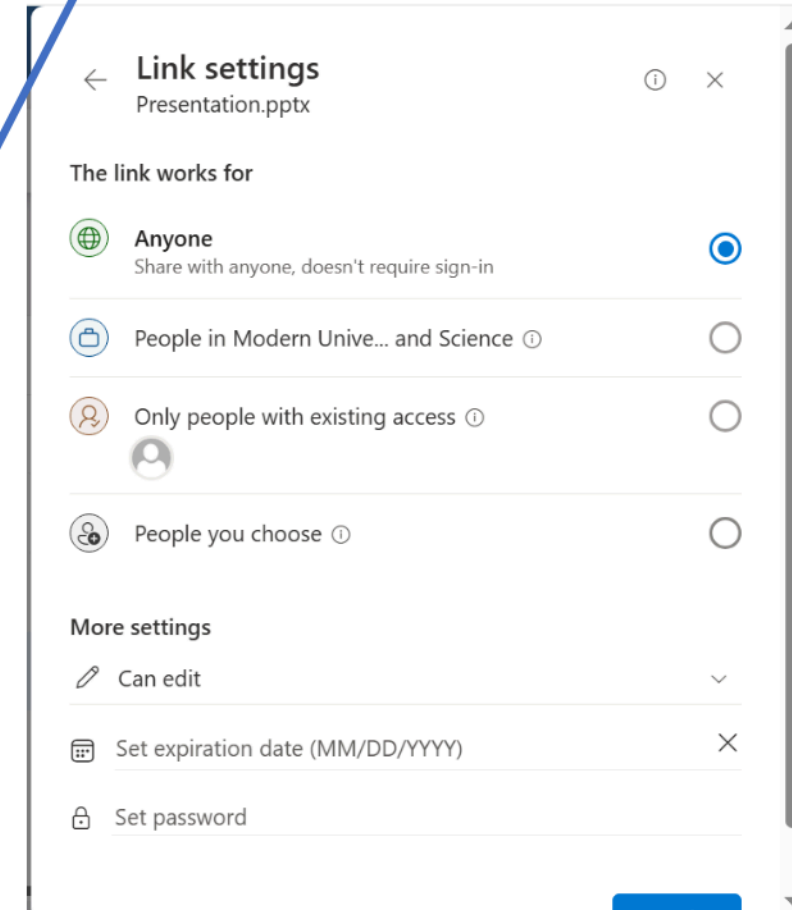
8-To Get the Link of this file click on 3 horizontal point (...)



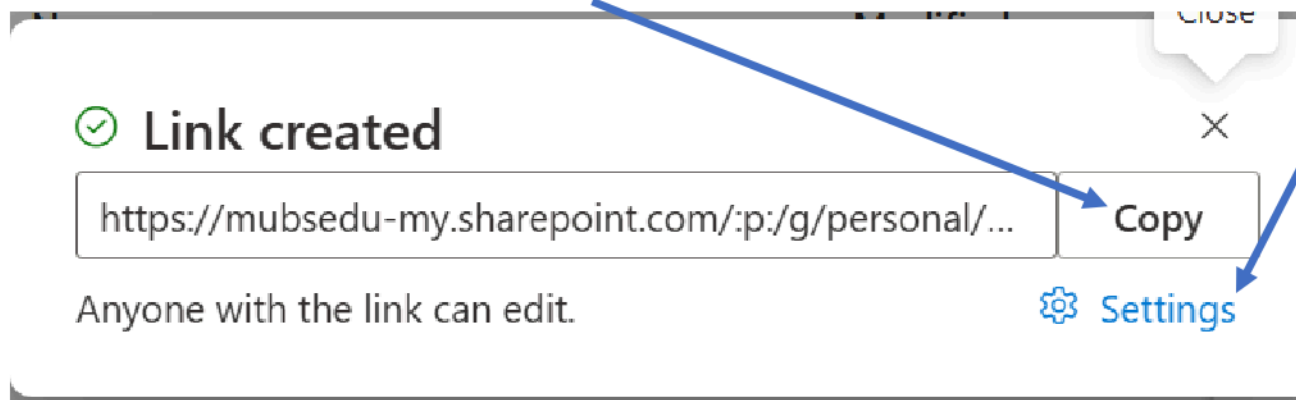
9-Click on Copy link



**Note: Click on Settings to make sure
“Who has permission to this fil”
Click on Anyone (by default)**





10-Click on Copy




11-You can check slide 14 , to see how we can this link to moodle

How To add Assignment to moodle

Introduction 

 Add an activity or resource























Click here 

Click Here 

Add an activity or resource ×

Search

All Activities Resources

 Assignment ☆ ⓘ	 Book ☆ ⓘ	 Chat ☆ ⓘ	 Choice ☆ ⓘ	 Database ☆ ⓘ	 External tool ☆ ⓘ
 File ☆ ⓘ	 Folder ☆ ⓘ	 Forum ☆ ⓘ	 Glossary ☆ ⓘ	 H5P ☆ ⓘ	 IMS content package ☆ ⓘ
 Label ☆ ⓘ	 Lesson ☆ ⓘ	 Page ☆ ⓘ	 Quiz ☆ ⓘ	 SCORM package ☆ ⓘ	 Survey ☆ ⓘ
					

Enter the name of the Assignment

Write the description of the Assignment

Write what you want from the student (questions)

You can prepare the questions in a Word file and put it here, this is the best

Adding a new Assignment

General

Assignment name

Description

Activity instructions

Additional files

You can drag and drop Files here to add them.

Expand all

Start Time

End Time

The time you want to be notified to review requests

Note :the max size of file is 128, If the file is more than 128, it will be rejected.

Availability

Allow submissions from Enable

Due date Enable

Cut-off date Enable

Remind me to grade by Enable

Always show description

Submission types

Online text File submissions

Maximum number of uploaded files

Maximum submission size

Accepted file types No selection

Feedback types

Submission settings

Group submission settings

Notifications

Grade

Common module settings

Restrict access

Tags

Competencies

Send content change notification

There are required fields in this form marked *

After Save the Assignment , you can see her

General Collapse all

FORUM
Announcements

FILE
file1

ASSIGNMENT
Assignment1

Opened: Monday, 30 September 2024, 12:00 AM
Due: Monday, 7 October 2024, 12:00 AM

Assignment1

Opened: Monday, 30 September 2024, 12:00 AM
Due: Monday, 7 October 2024, 12:00 AM

The first Assignment

[View all submissions](#) [Grade](#)

Grading summary

Hidden from students	No
Participants	1
Submitted	0
Needs grading	0
Time remaining	6 days 7 hours

To view all students who submitted an assignment, click here.

Assignment1

Back

Submissions

Grading action Choose...

First name All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Select	User picture	First name / Surname	Email address	Status	Grade	Edit	Last modified (submission)	File submissions	Submission comments	Last modified (grade)	Annotate PDF	Final grade
<input type="checkbox"/>		ST Student Test	student.test@mubs.edu.lb	No submission	Grade	Edit						

With selected... Lock submissions Go

Here you can see all the students and you can make an evaluation for each student.

Click here to Grade

Course: Moodle Training
Assignment: Assignment1
View all submissions

Student Test
student.test@mubs.edu.lb
Due date: 7 October 2024, 12:00 AM

Change user 1 of 1

Page 1 of 1

Submission
No attempt
Not graded
6 days 7 hours remaining
Student can edit this submission

Grade
Grade out of 100
80
Current grade in gradebook
Not graded

Notify student Save changes Save and show next Reset

Here you can rate it.

Here you can see the student's answer.