



USER MANUEL – PROFILE : TEACHER –

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I. Getting connected

To access the Moodle site you need to enter the following internet address in your web browser:

URL: <https://moodle.fstc.uni.lu/>

You will see the welcoming page of the FSTC including all study programmes on offer. To continue you need to click the programme you are working with or the function “MyMoodle” (see below II. “My Moodle”). Moodle will ask for your user name and password.

Déjà inscrit ?

Connectez-vous ici en utilisant votre nom d'utilisateur
et mot de passe
(Votre navigateur doit supporter les cookies) ?

Nom d'utilisateur

Mot de passe

Vous avez oublié votre nom d'utilisateur et/ou votre mot de
passe ?

These are the same that you use when connecting to the universities’ servers. For those who do not have this kind of login (notably the external teaching staff) the username is your “*firstname.surname*” and the password is “*changeme*”. At your **first connection** to Moodle you will be asked to change this password. After doing so you will be directed to the main page from which you can chose the study programme. If you don’t have to change your password (or from the second log-in onwards), you will directly be forwarded to the programme you initially chose on the welcoming page. Click on the relevant semester and then the related course. You can also use the function “Search courses” at the bottom of the page.

II. “My Moodle”

“My Moodle” is the user’s personal page. All the courses you are registered in can be found on this page. You can even edit it the way you like it.

URL: <https://moodle.fstc.uni.lu/my/>

If you haven’t done so yet, we recommend that you at least place your personal calendar and message box on My Moodle. To do this, first click on “Edit this page”, then from the list of “Blocks”, choose “Calendar” and “Messages”.

III. Information concerning the courses

a) Securing/Safeguarding of the courses

Currently the choice is left to each professor to ask to secure his/her courses. In terms of security, a registration key is defined by the administrator and communicated to the interested teaching staff. This registration key will be the same for all the courses of a semester of training; and very similar to the common courses (see framed box below).

Hence, only the authorized people will be able to access those pages. The registration key will have to be introduced when the student registers in the course for the first time.

Example: If the registration key for the courses of the 2nd Semester in “Life Sciences - degree program BIOLOGY” is “09BASVBIOsem2”, it will be communicated by mail only to the students that follow the program. This key will work for all the courses of the semester (exception for the common courses). It is evident that every semester of that study program will have a different registration key.

This will allow having an accurate list of the students registered to the courses. As you are already registered as professor, in your respective courses, Moodle will never request a password. (inscription key)

You can change the password for every course; using the settings functions (see **VI. Administration**). However this is discouraged, as you will be responsible to communicate the new registration key to the students that follow the courses.

Attention: In the case of common courses in different study programs!

Example: The Molecular biology course, which is a common course for students of the 3 degree programs of the Bachelor of Life Sciences.

In case of application for securing this course, you will be provided by a key similar to the one defined for the other courses of the study program:

- Key for the courses specific to the study program BASI-BIOLOGIE : 09BASVBIOsem2
- Key for the courses of the common study program with the two other BASI degree programs: 09BASVBMPsem2. **This key of common study will have to be communicated with all students who follow this course !**

b) Assigning of the roles

For all the courses of a study program of a semester, it has been decided that the secretary associated to that study program be assigned with a global role, giving him/her access to each course to, for example, manage the calendar or send urgent messages to students via the “news forum” if the professor of a course cannot take care of it.

Every professor is already registered to his respective courses. The role of “Teacher” has already been assigned to you. This means that you have the freedom to choose, within the scope of your courses, all of the commands of the “Administration” menu. (See **VI. Administration**)

c) “General Information”

We have created a course for every study program for every semester called “General Information”. Every student of this study program has to register him-/herself to this course, which will be managed by the responsible person of the relative study program and by the associated secretary. This course allows them to distribute information that concerns the whole program and not only a particular course (e.g. practical information, publication of exam results, meetings etc.).


The “General information” can also be used by the students to download their course schedule for the semester.

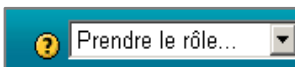
IV. Navigating through Moodle

With the help of the navigation bar you can directly jump from one page within the course to another (e.g. return to the main page by clicking on “[FSTC_Moodle](#)”). This makes it unnecessary to use the “Back” button on your browser. Note that on the navigation bar all courses will appear with their code and not their name.

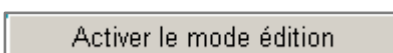


Example: the code for the course is “BINFO-123”. Its name will appear with a larger font above the navigation bar.

Advice: Don't use the arrow of your browser  to return to your course. This may cancel, for example, an action such as “connecting to Moodle”.



On the right hand side of the top navigation bar you will find the button “Switch role to”. With this dropdown menu, you can switch from being teacher to e.g. student, guest or else. In that way you can view the page as it is visible for the students. When you return to your “normal” role the editing mode is deactivated.



Further right, you find the button “Activate Editing Mode”. To be able to add information to this page, the editing mode must always be active. To activate it simply click on the button. As soon as the mode is activated the look of Moodle changes and you will see specific icons appear (see **VI.A the editing mode**) including functions such as adding resources, etc.

V. Information regarding the courses

Note that every course has the same design in order to facilitate the navigation for the student. It is therefore preferable not to change the design.

Every course is, by default, defined with a “weekly newspaper” structure (type). You can modify the structure of your course with the “settings” mode of the Administration block (See VI. **Administration of a course**). [A note on the creation of this activity is available on the Intranet: SIU Helpdesk / Moodle resources](#); and on this address for the vacataires : <http://www.en.uni.lu/ universite/vacataires>

The objective and the description of your course(s) will already be posted on your main page, as they have been imported from the central database ACME ([to see the Moodle_MAJ document, available on the Intranet: SIU Helpdesk / Moodle resources](#))..

It is therefore advisable not to modify or delete this information via the editing tool. (*)

Example: here is the descriptive relative to a course, imported through ACME.

Aperçu des semaines

Nom du cours : Biologie Cellulaire et Moléculaire 1

Enseignant : Paul Heuschling **Type de cours :** CM **Heures :** 30 **Module :** 1.1 **ECTS :** 3 **Langue d'enseignement :** Français


Descriptif :


Introduction sur la biologie de la cellule
Les molécules du vivant
Molécules simples et macromolécules

Structure et fonctions des protéines
Formes et structures
Fonction des protéines, enzymes

Membranes et transport membranaire
La double couche lipidique
Protéines membranaires
Transport membranaire, protéines de transport

.....

 Forum des nouvelles









 presentation moodle

(*) Attention: If you wish to modify a course descriptive or objective on Moodle, it is advisable to join your secretary attached to your formation and to indicate to him (her) to make in the same way on ACME !!

VI. Administration of a course

a) The editing mode

As described above (see IV. Navigating through Moodle), when you activate the editing mode, you will see icons appear. By clicking on them, you can use their functions. The meaning of the symbols is as follows:

-  - **Modification** icon allows you to modify the designated resource or activity or to add some text. This function is one of the most important in Moodle for the editors.
-  - **Help** icon opens a window containing a contextual help.
-  - **Open eye** icon indicates a visible element to the students. When you click on it, the element will no longer be accessible for the students and the icon will change to a closed eye.
-  - **Closed eye** icon indicates an element that is hidden to the students. When you click on it, the element will be available for students and the icon will change to an open eye.
-  - **Right arrow** icon is used to shift course elements to the right. A **left arrow** icon is also available to shift them to the left.
-  - **Move** icon allows you to move the course elements to the top or the bottom, e.g. to a different section.
-  - **Delete** icon allows you to permanently delete a course element. Before the effective deletion, a confirmation will be asked of you.
- **One section** icon hides all the other sections of the course, only displaying the one you just clicked on. You can, thus, go from one section to another by using the drop down menu at the bottom of the page
-  - **All the sections** icon will redisplay all the course sections.

b) The news forum

By default, all the courses, defined in FSTC-Moodle, display a news forum.

Information regarding the execution of the course can be found in the news forum: timetable changes, rooms, cancellation of a course, last minute information, etc. Only the secretary and the professor can populate it. The students (and other users) can only consult it.

IMPORTANT: the news forum is the only way to send a collective mail to all the participants of the course.


To **send a message**, click on the “news forum” icon. Then click on “add new subject”. Write the subject of the message as well as the details. You can also add an attachment if you have to send a document. By clicking the “send now” checkbox the message as well as the attachment will be sent directly to all the participants of the course.


Please note that the attachment will not be send as a document but a link will instead be displayed in the text of the mail. Clicking on it will forward you to the document. If you don't click this checkbox, the message will only be sent in 30 minutes. During this time, you can emend or modify your message. Click on “write in the forum”. The message will be displayed for all the participants in the forum and will also be displayed in the “latest news” box.

The participants will also receive a copy of the message posted on the forum in their box email.

- There exists the possibility of creating discussion forums with the menu “To add an activity” in Edition mode. These forums (as the chats) can be specific to certain subjects or weeks/topics of themes of course and are thus different from the forum of the news (created by default). [A note on the creation of this activity is available on the Intranet: SIU Helpdesk / Moodle resources](#)

c) Weekly outline and adding a resource or an activity

The weekly outline is divided into boxes. Each box represents one week, except for the first one, which contains the course information and the news forum. The second box  represents the first week of the course (in our example from the 1st of August till the 7th or August). Please note that on the right of the box you will see small checkboxes. (or)

By clicking on them, you can chose to show only one week or all of the weeks. The weeks begin with the academic calendar (except for the licenses that do not follow this schedule) and extend until the 2nd or 3rd week after the end of the course. It is possible to change the number of weeks in the “settings” function (**See VI.D.1 Administration**). You can write a summary of the material to be treated, for each week, which needs to be prepared before the course, required documents, etc. Click on the icon  and write your text.

You can also **add a resource or activity** provided that the edit mode is activated (button “activate the editing mode”). We limit the explanation to how to add a link to a file or a website, since this feature is the most relevant and that the other features work in much the same way. [A note on the creation of this activity is available on the Intranet: SIU Helpdesk / Moodle resources](#)

Thanks to the “**add a link to a file or a webpage**” function, you can add your slides, documents or links to your webpage online.

To do that,

- click on “add a resource” to the chosen date.
- click on “Link to a file or a web site”.
- in the “name” box, write the subject of the link.

- you can also add a small description but this is not obligatory. Write (or copy/paste) the address of your web site in the “location” box.
- if it is a file click on "select or submit a file".
- click on "submit a file" (you can also create a folder to store your documents).
- look for your document on your hard drive using the “browse” button.
- click on “submit this file”. You will be redirected to a list with your document. Click on “choose” on the right in your “action” column of your document. Finally, click on “save”.
- your document will open automatically (for control reasons) and will be added as a resource on the main page of your course in the week you previously chose. Attention. When the document opens itself, the navigation bar will no longer be visible. Click on the “back” button on your browser to return on the previous page. There, you will also find the navigation bar.

It is also possible to add an activity. Here, we will use the discussion forum example. Click on “**add an activity**” in the chosen week. Then, click on “**forum**”. Follow the instructions. Click on save. The forum will appear on the main page in the week you previously chose as well as the “forum” list in the “activity” block (**See VI.D.6. Activities**).

d) The different blocks and their usage

By default you will see that every course displays the “Administration” menu block, a “Calendar” (for the management of events – the responsibility could be given to your secretary) as well as a “Messages” block.

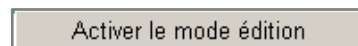
1) Presentation of the “Administration” commands:

As a teacher, you have diverse possibilities to manage your course by using the “Administration” menu command.



Here, you find different administrative functions for the course, of which the following are the most important:

“**Activate the editing mode**”: this function is equivalent to that button above. We can therefore add information to it.



“**Settings**”: In this menu you can change the name, code of the course and also the description or the amount of weeks listed.

“**Assign roles**”: Here, you can assign roles such as administrator, teacher, etc. to the registered participants. Usually you will not need this function because all the students are automatically registered as “student”.

“**Groups**”: Possibly interesting is the managing of “sub”-groups in the course to separate the students in different sections (**See IX. Groups**).

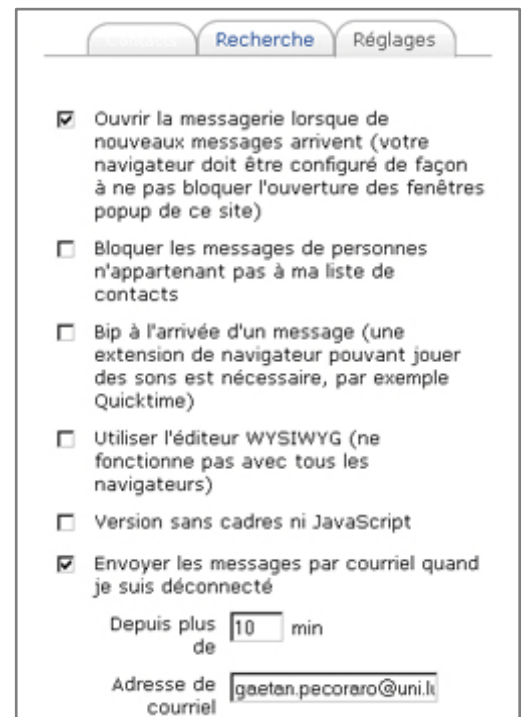
“Reports”: You can view extensive statistics on the usage and activities in your course during any period of time you specify. For example you can choose to see the students that were logged in during the day and what they were using the course for.

“Unregister me”: You can cancel your or any other participant’s registration in the course whereas the students can’t do this. If a student wants to be unsubscribed he needs to contact the professor or the administrator.

2) “Messages”:

This block can be found on the left next to the weekly outline. In Moodle you have the possibility to write instant messages (See **VI.D.5 People/Participants**). In this box you can also see whether you have received any new messages since your last log-in. The messages are also sent automatically by mail. By default your messages are sent by mail 10 min. after logout of the recipient. To change this setting, click on the blue coloured word “message” in the block. Click on “settings”. Here you can choose, among other things, if you would like to the messages to be forwarded to your email and how long after your logout.

If you are logged in Moodle when the message is sent you will not receive it as **mail but just as an instant message online!**



The screenshot shows the 'Réglages' (Settings) page for messages in Moodle. It features a list of checkboxes for various settings:

- Ouvrir la messagerie lorsque de nouveaux messages arrivent (votre navigateur doit être configuré de façon à ne pas bloquer l'ouverture des fenêtres popup de ce site)
- Bloquer les messages de personnes n'appartenant pas à ma liste de contacts
- Bip à l'arrivée d'un message (une extension de navigateur pouvant jouer des sons est nécessaire, par exemple Quicktime)
- Utiliser l'éditeur WYSIWYG (ne fonctionne pas avec tous les navigateurs)
- Version sans cadres ni JavaScript
- Envoyer les messages par courriel quand je suis déconnecté

Below the list, there is a text input field for 'Depuis plus de' with the value '10' and the unit 'min'. At the bottom, there is a text input field for 'Adresse de courriel' with the value 'gaetan.pecoraro@uni.li'.

All important messages for all students should be distributed by the “news forum” or, if they only concern a student directly, by E-Mail using Lotus/Outlook etc. to be sure that the student will have the message in his regular “inbox”. You can find the email address in the “profile” of the participant or via the secretary.

3) “Calendar”:

Each user has a personal calendar which contains the relevant information for her/him. As soon as a student (or professor) is registered to a course all the relevant course date information will be included in the personal calendar automatically. Each course has been equipped with calendar information. Obviously, if you are in several courses you will also have many more date entries in your calendar.

If you click on the month on the calendar block you will access the calendar. Here you will also find the information on time and place of the course (!). You see this information if you click on the relevant day in the month view.

If you are on the main page of a course, you will only see the dates of that course in the calendar. By clicking on the arrows you can navigate through the months. If you click on the month in the block, the main calendar opens but here, too, you will only see the dates of the relevant course. In “MyMoodle” or on the main page of “FSTC-Moodle” your calendar should always be visible with the full information even without clicking several times

Editing mode for the events of the calendar

Modifier l'événement

Nom:

Description:

Date: 8 janvier 2009 à 14:00

Durée: Sans durée
 Jusqu'au 8 janvier 2009 à 15:30
 Durée en minutes:

Légende

- Global
- Cours
- Groupe
- Utilisateur

Vue mensuelle

décembre 2008

Di	Lu	Ma	Me	Je	Ve	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

janvier 2009

Di	Lu	Ma	Me	Je	Ve	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

février 2009

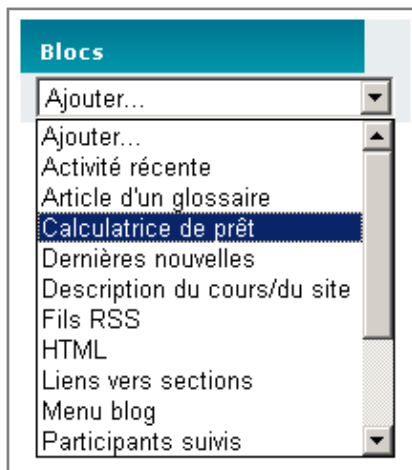
Di	Lu	Ma	Me	Je	Ve	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

In the calendar it is possible to enter important events with day, time and place and they can be categorized into global events (visible for all users), course events (only for course participants), group events (only visible for the respective sub-group of the course - **see IX. Groups**) or private events (only visible by the user). After categorizing click on “save changes” and the event is visible in your and the other participants calendar (unless it’s a private event).

4) “Blocks”:

With this function it is possible to add further blocks with Moodle functionalities if you see any need for them. You will need to “activate the editing mode” in the Administration block (or on the top right corner) and choose with the “menu” block what you want to add (e.g. “online users” or “blog menu”).

However, you should try to limit the blocks to keep the page easily legible.



5) “People / Participants”:

By clicking “Participants” a list of all registered course participants will appear. By clicking on a name you can see the profile of a student. You can send him a mail by clicking on his email address. You can write an instant message by clicking on “send message”. You can also change your own profile or that of the students.

6) “Activities”:

This block allows you to find in an overview of the resources used in the course, namely all the forums and documents without having to search the different weeks.

If you click on “forum” a list of the open discussions appears. If you click on “resources” you will find a list of all the resources (files, links, etc.) of the visible (online) course.

7) “Course categories”:

Here is a list of courses to which the user is registered. He can switch directly between his courses by clicking on the name of the course in the menu. For you, it will be all your courses.


8) “Latest news”:

This box is on the right side of the weekly outline. It **automatically** contains the **latest information**, especially those of the “news forum”. The user can directly access more details by clicking on “more”.

9) “Online users”:

This block lists the users who are currently online. An envelope is displayed next to the name. Click on it to send an instant message (**see VI.D.2. Messages**).

Note :

For each block, you can unroll his contents or close it according to the level of visibility desired on your interface. With this intention it is enough to click on the icon  of the double-arrows beside the name of the block used...



VII. Creating exercises

In the Administration block you find the “Questions” function, with which you can create numerous types of questions to develop your tests:

The different types of suggested questions are: [\(see attachment / affix for details\)](#)

- Multiple choice questions
- Short answer questions
- Numeric answer questions
- True or False questions
- Comparison questions
- Cloze questions
- Random matching / comparison questions
- Random questions


You can also import questions from external files in text format (ExamView format, Hot Potatoes format).

Additional information on these questions may follow depending on the interest of teachers.


VIII. Creating groups

An additional function is the creation of groups. It is possible to subdivide students of one course into groups, e.g. by the different TD's of one course magisterial. Moodle offers the possibility of dividing the participants into groups. In this way a teacher or secretary can send a message or document to one specific group.




To create groups,

- click on "Groups" in the "Administration" block.
- click on "create group".
- fill in the requested fields and click on "Save"
- you will be directed to a window with two boxes. The different groups will be on the right and the members on the left.
- click on the group that you just created.
- click on "add/remove" users. You will then see a list of all members of the course.
- click on the name of the students and move him into the group with the arrow. 
- repeat this until all members have been assigned to the group.

To remove a student from a group,

- click on his name in the list, then click the other direction arrow. 
- if you click on "Back to groups" you will be redirected to the main page.
- now, click on "Settings" in the "Administration" block. You can find the section "Groups" with the setting "Group mode".
- change this to "visible" if you would like the different groups to see each other or "separate" if they should be disguised.

Now if a user clicks on participants, he can choose to see the participants by group or all of them.

If you want to send a message using the news forum to only one specific group, first click on the icon . This then changes into  (visible) or  (separate).

Then click on "news forum". On the top left you will find the function "visible / separate groups" (depending on your previous selection). Select the group to which the message shall be addressed.

You can also choose to limit a calendar event to one group. To do this click on « groups » when you create a new event and choose the name of the group you want to address.

IX. Addition / Affixes

Home page of FSTC_Moodle :

Connecté sous le nom « Admin Moodle » (Déconnexion) Français (fr)

FSTC Electronic Learning Platform

Menu principal

- Brèves

Personnes

- Participants

Administration du site

- Notifications
- Utilisateurs
- Cours
- Notes
- Lieu
- Langue
- Modules
- Sécurité
- Présentation
- Page d'accueil
- Serveur
- Réseau
- Rapports
- Divers

Rechercher

Catégories de cours

- Bachelor en Informatique (professionnel)
- Bachelor Professionnel en Ingénierie - Electrotechnique
- Bachelor Professionnel en Ingénierie - Télécommunication
- Bachelor Professionnel en Ingénierie - Génie Civil Construction
- Bachelor Professionnel en Ingénierie - Génie Civil Urbanisme
- Bachelor Professionnel en Ingénierie - Mécatronique générale
- Bachelor Professionnel en Ingénierie - Mécatronique
- Bachelor Professionnel en

Faculté des Sciences, de la Technologie et de la Communication

UNIVERSITÉ DU LUXEMBOURG

Bienvenue sur la plateforme Moodle de nos formations
2008-2009

My Moodle
<https://moodle.fstc.uni.lu/fstc/my>

Pour toutes questions et suggestions, écrivez-nous à l'adresse suivante :
Fstc-moodle@uni.lu

Accès au campus Kirchberg
Accès au campus Limpersberg

Catégories de cours

Bachelor en Informatique (professionnel)	
Semester 1	8
Semester 2	10
Bachelor Professionnel en Ingénierie - Electrotechnique	
Semester 2	14
Semester 4	15
Semester 6	8
Bachelor Professionnel en Ingénierie - Télécommunication	
Semester 2	15
Semester 4	14
Semester 6	9
Bachelor Professionnel en Ingénierie - Energie et Environnement	

Activer le mode édition

Faculty of Sciences, Technology and Communication
6, rue Richard Coudenhove-Kalergi / L-1359 Luxembourg
Tél.: (+352) 46 66 44 5000

Calendrier

February 2009


Di	Lu	Ma	Me	Je	Ve	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

Messages

Aucun message en attente

Dernières nouvelles

Ajouter un nouveau sujet...
(Aucune brève n'a été encore publiée)

 Blocs of functionalities

 Main page

 Button to activate the editing mode

Example of the course page – global view – by default, blocks of functionalities...

UNIVERSITÉ DU LUXEMBOURG Faculté des Sciences, de la Technologie et de la Communication

Connecté sous le nom « Admin User »: Teacher (Retour à mon rôle normal)

Champs Professionnels

ESTC-Moodle BASV-MEDS219

Retour à mon rôle normal Activer le mode édition

1 Personnes

2 Activités

3 Recherche forums

4 Administration

5 Catégories de cours

Aperçu des semaines

Forum des nouvelles

Dernières nouvelles

Prochains événements

Calendrier

Activité récente

* 1 People – 2 : Activities – 3 Forums search – 4 : **Administration** 5 : Course categories.

* **A** : Latest news / B : Upcoming events / C : **Calendar** / D : Recent activity

Example of the course page – editing mode non active -

Aperçu des semaines

Forum des nouvelles

30 décembre - 5 janvier

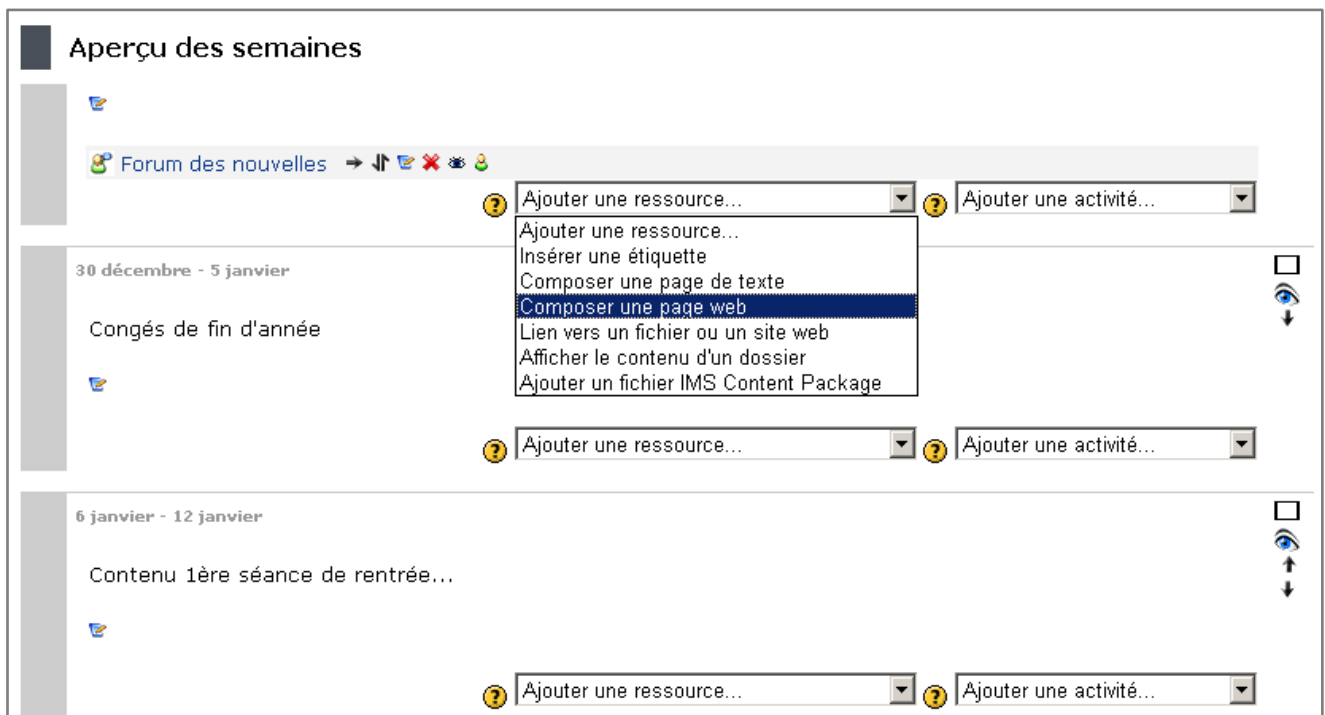
Congés de fin d'année

6 janvier - 12 janvier

Contenu 1ère séance de rentrée...

13 janvier - 19 janvier

20 janvier - 26 janvier



The screenshot shows a course page in editing mode. At the top, there is a header 'Aperçu des semaines'. Below it, there is a navigation bar with 'Forum des nouvelles' and several icons. The main content area is divided into two weeks. The first week, '30 décembre - 5 janvier', has the title 'Congés de fin d'année'. The second week, '6 janvier - 12 janvier', has the title 'Contenu 1ère séance de rentrée...'. A dropdown menu is open over the first week, showing options: 'Ajouter une ressource...', 'Insérer une étiquette', 'Composer une page de texte', 'Composer une page web' (highlighted), 'Lien vers un fichier ou un site web', 'Afficher le contenu d'un dossier', and 'Ajouter un fichier IMS Content Package'. There are also 'Ajouter une ressource...' and 'Ajouter une activité...' buttons on the right side of each week.

Description of the different possible question types :

Multiple choice questions

A multiple choice question offers the student a choice of answers from which he has to choose. The question can include an image. There are two variations of this type of question:

- Only one answer is correct and hence all the points will be given to this one.
- There are multiple correct answers and the points will be divided between the different answers.

Short answer questions

To answer to a short answer question, the student enters a word or a phrase. The teacher can allow multiple correct answers. You can have it case sensitive or not (lowercase or/and uppercase letters). You can display an image with the question.

Numeric answer questions

The numeric answer question is similar to the short answer question. The difference lies in the fact that the first one can accept an answer given by the student with a margin / limit of errors. The teacher provides the minimum and the maximum value of the acceptable range.

True or false questions

This type of question expects from the student, an answer that can only be “true” or “false”. You can display in image with the question.

Comparison questions

The student has to match every suggestion with a provided answer. One correct answer corresponds to one suggestion. All the suggestions have the same value in the calculation of the points for the question.

Cloze questions

This type of question is very flexible. The questions are composed of a text (in a cloze format) to which you can add multiple choice questions, short answer questions or numeric answer questions.

Random matching / comparison questions

To the student, this question will seem like a normal one. In reality, the question is build randomly from short answer questions.

Random questions

A random question is a question randomly chosen from all the questions of the category to which it belongs. The students do not all have the same question.

*** Description**

This type of question is not really one. It is used to display a block of text within a test without the need for the student to answer it. It can be used to give guidelines for following questions.

X. CONCLUSION

This brief document aims to support you in your first steps in using Moodle and the creation and customization of your course.

To avoid making this document tedious to use during your first steps in Moodle, all options of all screens are deliberately not described. The symbol placed 🤔 in front of all the options screens of Moodle informs you of the item you want to understand.

For all questions, remarks or simply requests for assistance concerning the use of the courses about FSTC-MOODLE, do not hesitate with me contact at this address: gaetan.pecoraro@uni.lu or with this internal number : 46 66 44 54 68.

Note: all the available resources on the Intranet for the professors, are it also bound for the vacataires on the following address:

http://wwwen.uni.lu/_universite/vacataires