



YEDİTEPE  
UNIVERSITY



Yeditepe University  
Learning & Teaching Unit

**YU-LEARN**

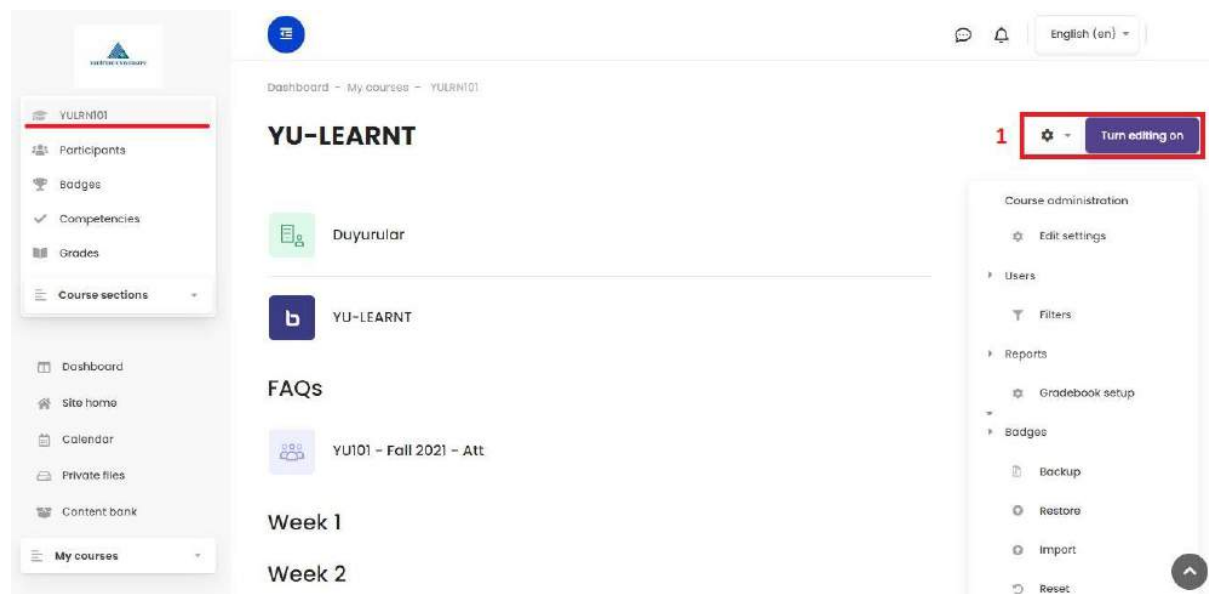
subunit YU-Teach presents

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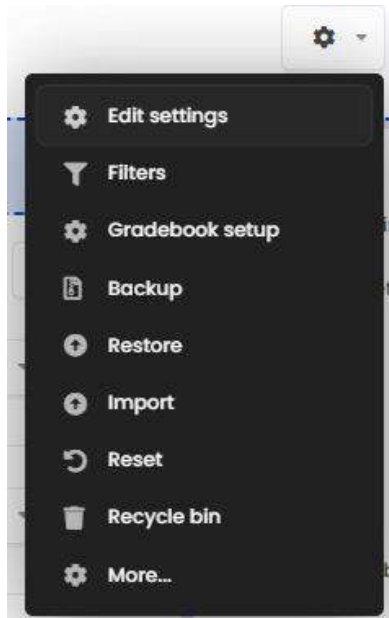
# YULearn Moodle Interface Training Booklet



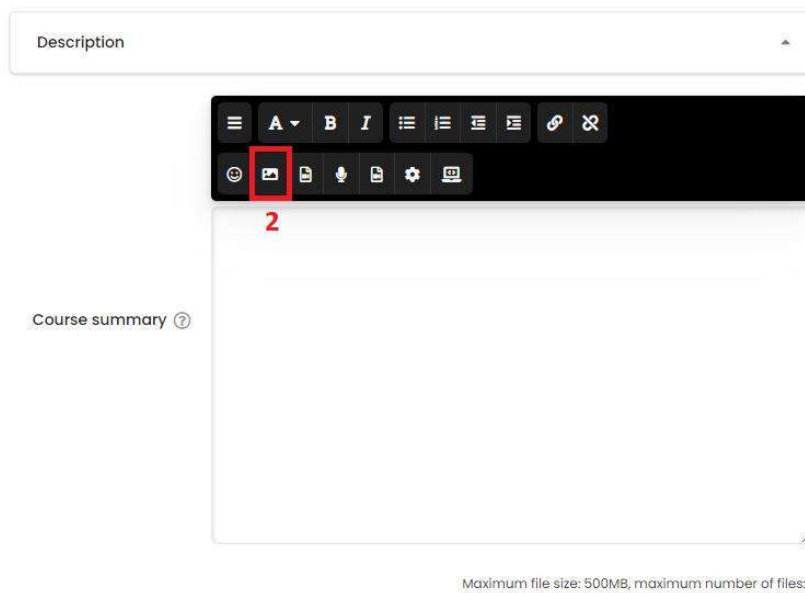
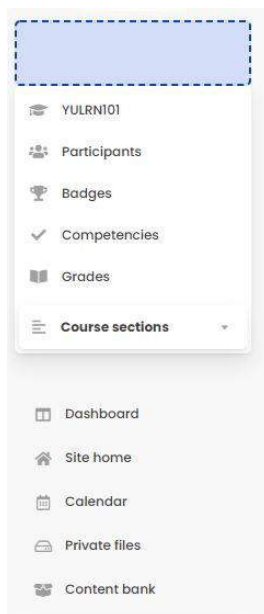
## How to add images to the course?



- 1- After clicking the relevant course from the left column and reaching to the main page of the course, click the **“Turn Editing On”** button on the right column. Go to the settings just next to this button.



✓ Click **“Edit Settings”** here and the edit page of the course will be displayed.



2- Click on the picture icon in the **“Course Summary”** section.

Image properties ×

Enter URL 3

Browse repositories...

Describe this image for someone who cannot see it

0/125

This image is decorative only

Size

x   Auto size

Alignment

Bottom

Save image

3- Click **“Browse To Repositories”** in the page that you reached and go to the next window.

File picker ×

Embedded files Content bank Server files Recent files **Upload a file** 4 URL downloader Private files Wikimedia

Attachment Dosya Seç Dosya seçilmedi 4

Save as

Author

Melih Kamarat

Choose licence

Licence not specified

4- Click the **“Upload File”** tab and select the image you want to upload from your computer by clicking **“Choose File”** from the **“Attachment”** section.

Embedded files Content bank Server files Recent files **Upload a file** URL downloader Private files Wikimedia

005y0j0e4\_yeditepeunm.jpg

Save as

Author

Meilih Kamarat

Choose licence Licence not specified

**Upload this file** 5

5- After you chose the image, you can click **“Upload This File”** button to complete.

https://yulearn.yeditepe.edu.tr/draftfile.php/11 Browse repositories...

Describe this image for someone who cannot see it

0/125


This image is decorative only

**Size**

4000 x 2250  Auto size 6

**Alignment**

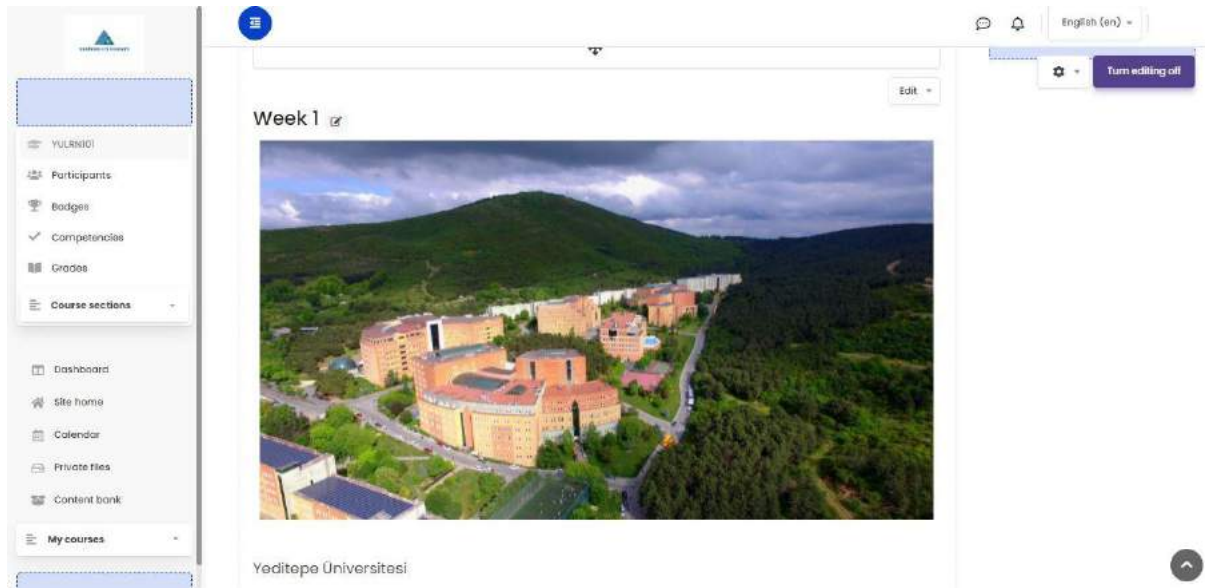
Bottom



**Save image** 6

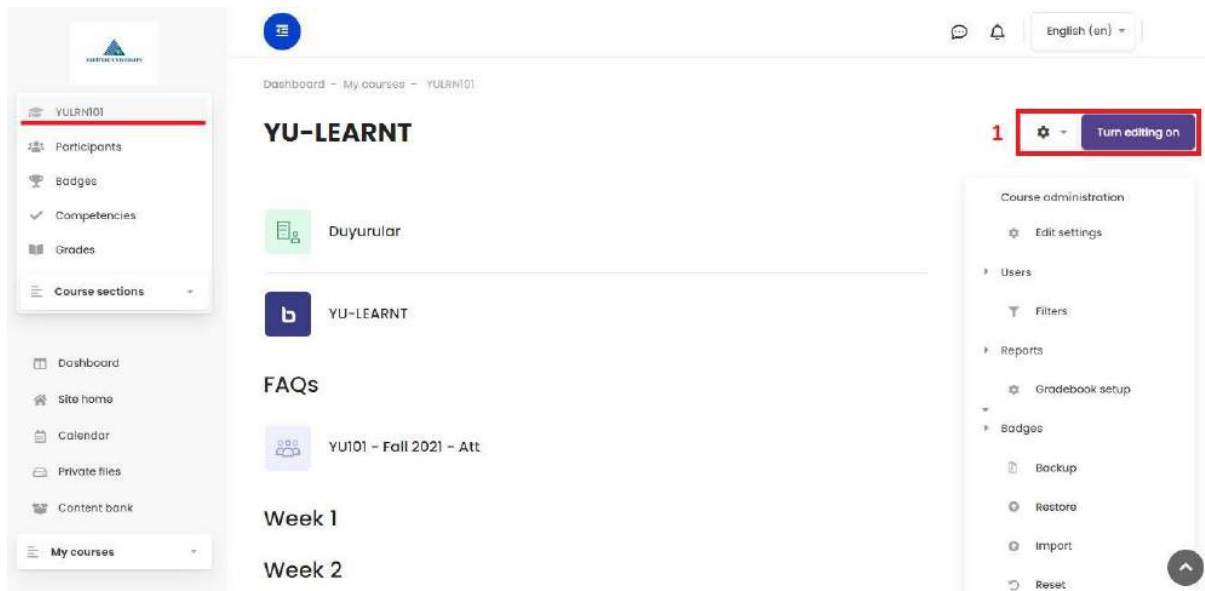
6- You can edit the size (**resolution**) of the picture from the **“Size”** section in the new window and also you can center the picture. Click the **“Save Image”** button to complete the task. You uploaded the image in the description of the relevant course by following these steps.

You can follow the same way to add a picture to the topic/week in the course. If you want to add an image to a topic/week, you should click the settings icon of that week and click edit.



✓ As you see, the image has been added to the main page of the course.

## For the Course image that will appear on the YULearn homepage:



1- After clicking the relevant course from the left column and coming to the main page of the course, click the **“Turn Editing On”** button on the right. Go to the settings just next to this button.

Edit LOGO.png ✕

[Download](#) [Delete](#)

Name

Author

Choose licence

Path

[Update](#) [Cancel](#)



**Last modified**  
1 December 2021, 11:28 AM

**Created**  
1 December 2021, 11:28 AM

**Size**  
19.2KB

**Dimensions**  
307 x 223 px

✓ By clicking “Edit settings” here, the edit page of the course will be displayed.

[Download](#) [Grid](#) [List](#) [Folder](#)

Files

Course image ?



Accepted file types:

- Image (GIF) .gif
- Image (JPEG) .jpg
- Image (PNG) .png

- ✓ Click the “Course image” part.
- ✓ After choosing the image as above from the drop-down menu, you will update it if you click the “update” button.

## How to change the language settings?

### 1. Before login to YULearn:

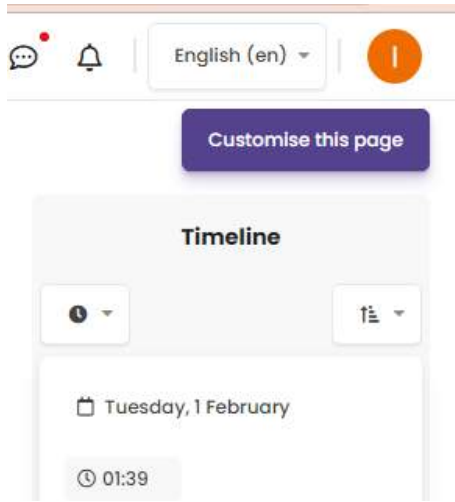
- Click the “**Language Button**” left of the “**Login Button**” on the right upper corner of the YULearn webpage.
- Choose the language of your choice from the options.
- YULearn webpage reloads in the language of choice.



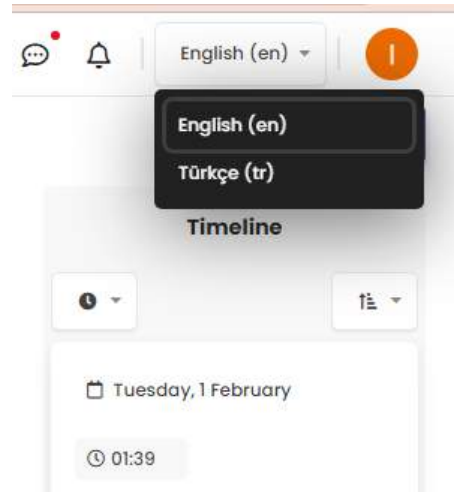
### 2. After login to YULearn:

- Click the language button left of the name icon on the right upper corner of your YULearn webpage.
- Choose the language of your choice from the options.
- Your YULearn webpage reloads in the language of choice.

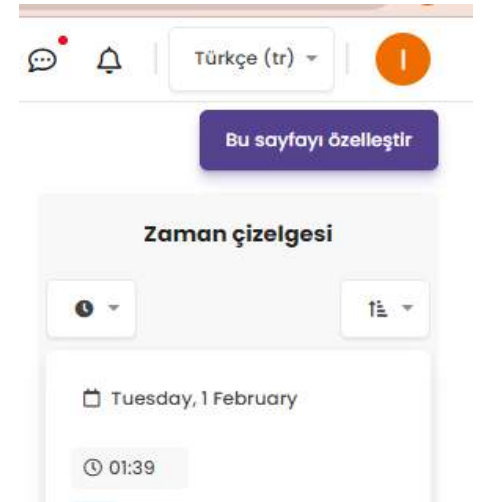




a.



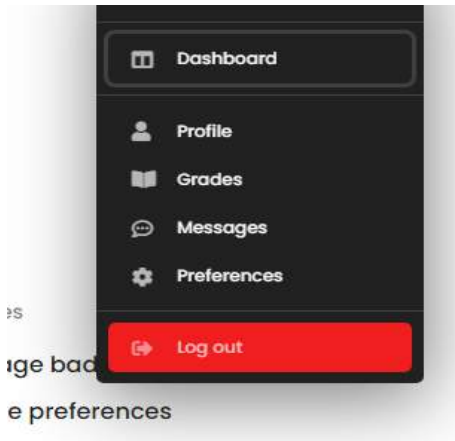
b.



c.

### 3. After login to YULearn:

- Click the name icon on the right upper corner of your YULearn webpage and click on the “**Preferences**” option in the menu.
- Click on the “**Preferred language**” option.
- Change the language setting into one of your choice and click on the “**Save changes**” button.



a.

## Preferences

User account

Edit profile

**Preferred language**

Forum preferences

Editor preferences

Calendar preferences

Content bank preferences

b.

## Preferred language

Preferred language

Türkçe (tr)

Save changes

c.

**d.** Your YULearn webpage reloads in the language of your choice.

Değişiklikler kaydedildi



## Tercihler

Bilinmeyen hesap

Profil düzenle

Tercih edilen dil

Forum tercihleri

Bloglar

Blog tercihleri

Harici bloglar

Harici bir blog kaydet

Rozetler

Nişanları yönet

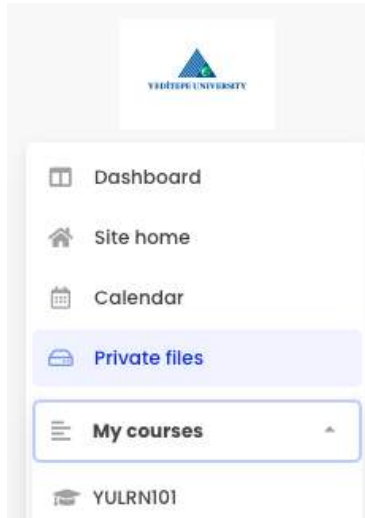
Rozet tercihleri

Sır çantası ayarları

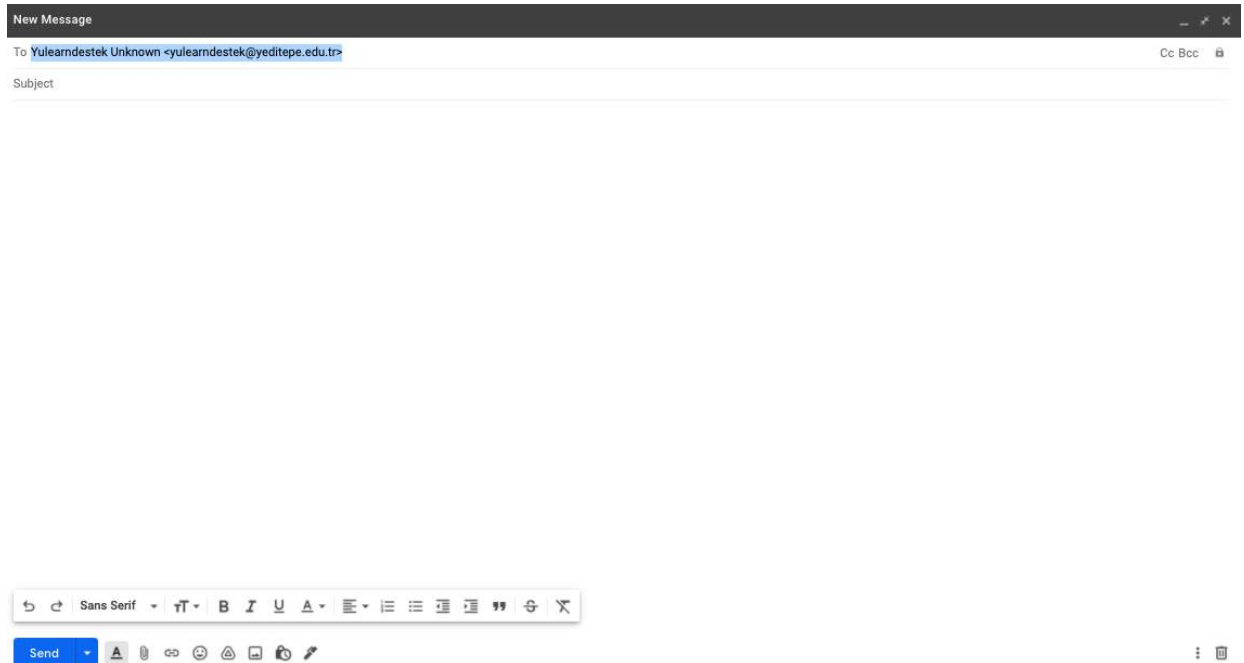
**d.**

# TEACH

## How to create a class/course in YULearn?



YULearn works in integration with **OBS (Student Information System)**. At the beginning of each semester, YULearn automatically creates its own pages for your courses appointed via OBS.



If you have any problems or questions regarding this matter, you can write to [yulearndestek@yeditepe.edu.tr](mailto:yulearndestek@yeditepe.edu.tr) and convey your situation.

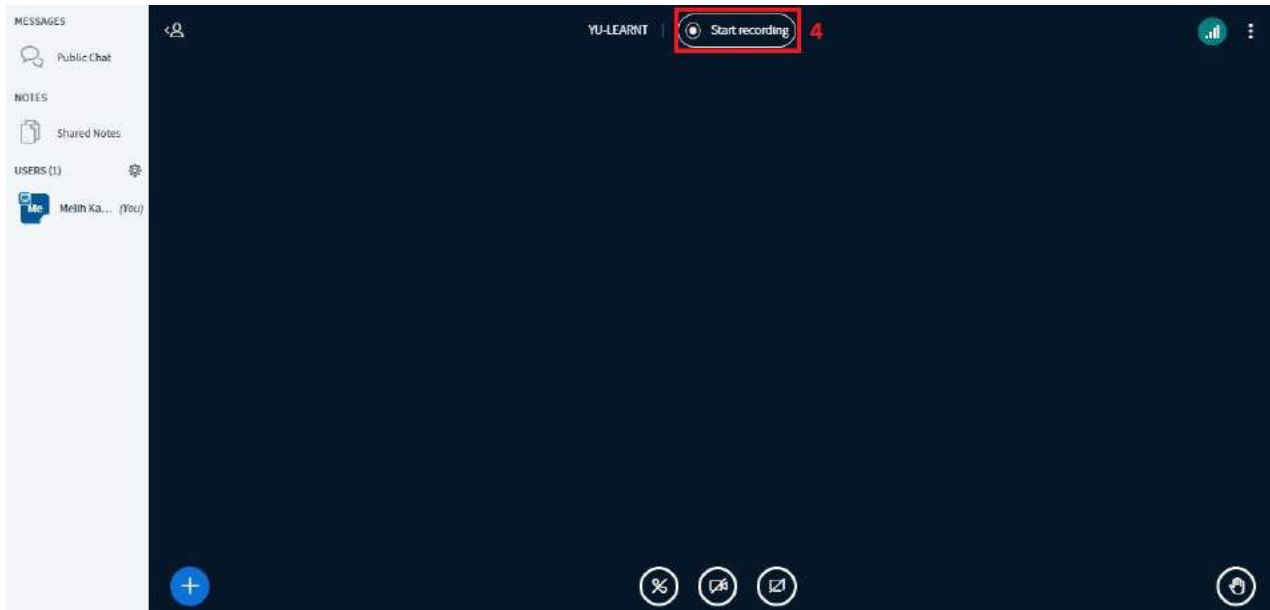
## How to create and record live lessons?

The screenshot shows the YU-LEARNT course dashboard. On the left, a sidebar menu is visible with 'YU-LEARNT' highlighted and a red box around it, labeled '1'. Below it, 'Participants', 'Badges', 'Competencies', and 'Grades' are listed. The main content area shows the course title 'YU-LEARNT' and a 'Duyurular' (Announcements) section. A red box around the 'YU-LEARNT' button in the announcements section is labeled '2'. Below this, there are sections for 'FAQs' and 'YU101 - Fall 2021 - Att'. On the right, a 'Course administration' sidebar is visible with options like 'Edit settings', 'Users', 'Filters', 'Reports', 'Gradebook setup', 'Badges', 'Backup', 'Restore', 'Import', and 'Reset'.

- 1- After selecting the relevant course from the “**My Courses**” section on the left menu, click on the course name in section 1 and come to the main page of the course.
- 2- Click on the **BigBlueButton (BBB)** button to reach the live lesson.

The screenshot shows the YU-LEARNT course page. The main content area displays the course title 'YU-LEARNT' and a message: 'This conference room is ready. You can join the session now.' A red box around the 'Join session' button is labeled '3'. Below this, there is a 'Recordings' section with the text 'There are no recording to show.' At the bottom, there is a pagination control with 'Page' and 'Go' buttons, and a 'Rows' dropdown set to '10'.

- 3- When you click on the **“Join Session”** button on the live lesson page, you will start your lesson by reaching the live lesson interface.



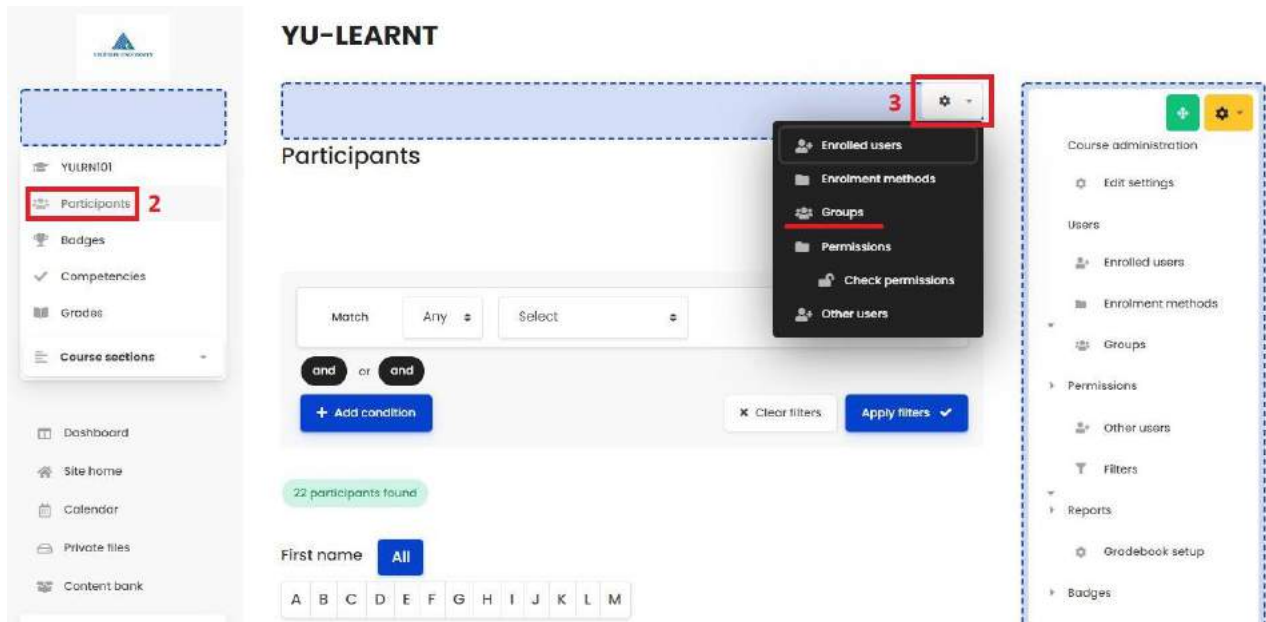
- 4- You can record your lesson by clicking the **“Start Recording”** button.  
(Your recording is stored on the servers and can be viewed by students later)

# T EACH

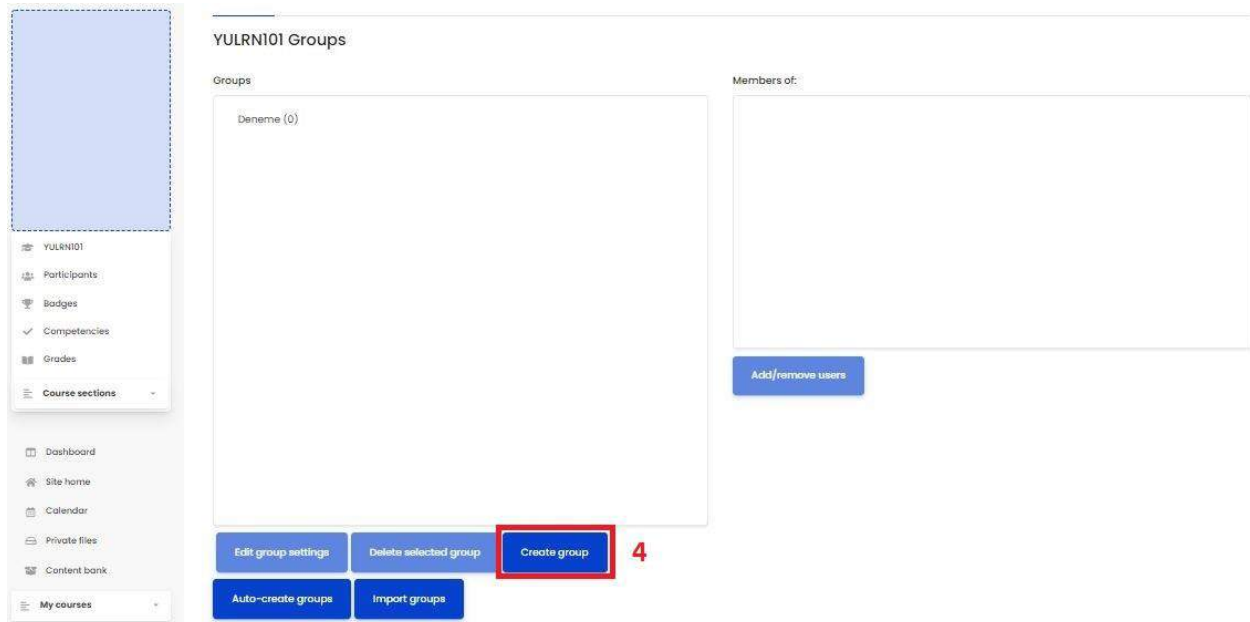
## How to create student groups in classrooms?

The screenshot displays the YU-LEARNT course management interface. On the left, a sidebar menu lists various course management options, with 'YU101' selected. The main content area shows the course title 'YU-LEARNT' and a list of course sections, including 'Week 1' and 'Week 2'. On the right, a 'Course administration' panel is visible, featuring a 'Turn editing on' button highlighted with a red box and the number '1'. The interface also includes a top navigation bar with a language dropdown set to 'English (en)'.

- 1- After selecting the specific course from the left column and accessing to the main page of the course, click the **"Turn Editing On"** button on the right.



- 2- Click on the **"Participants"** section from the left menu. After the page with the participants is displayed.
- 3- You will display the settings tab in the upper right and access the **"Groups"** section.



- 4- Click on the **"Create Group"** button and go to the related settings menu to create a group.

Group name

Group ID number

Group description

Enrolment key

Group messaging

New picture  Maximum size for new files: 500MB

**5**

- 5- After filling in the necessary data such as the group name and description, click the **"Save Changes"** button to create the group.

#### YULRN101 Groups

Groups

Members of: Deneme (0)

**6**

- 6- As you see in the image, there is the menu of your groups on the left, and the menu of the participants in the groups on the right. You can click **"Edit Group Settings"** to change group settings, **"Create Group"** to create new groups, and **"Delete Selected Groups"** to delete existing groups. We created a group under the name of **Deneme**. Now, in order to add/remove members from our test group, after selecting our **"Deneme"** group, we click on the **"Add/Remove Users"** button on the right.



The screenshot displays the Moodle interface for managing a group. On the left, a sidebar menu is visible with 'Course sections' highlighted, marked with a red '7'. The main content area is titled 'Deneme' and shows 'Group members' and 'Potential members' lists. The 'Group members' list includes a teacher and two roles. The 'Potential members' list includes 14 teachers and 5 roles. A red '8' is placed at the bottom of the 'Potential members' list. The 'Add' and 'Remove' buttons are visible between the two lists.

- ✓ The **menu number 7** on the left shows the members of our group, and the **menu number 8** on the right shows all the participants in our lesson/course. After selecting the member from the right menu that we want to add to the group and clicking the **“Add”** button, the member is added to the group. To remove a member from the group, select the member from the group menu on the left and click on the **“Remove”** button. After adding/removing group members, we can turn back to the page Groups by clicking **“Back To Groups”** at the bottom of the page.

## YULRN101 Groups

Groups

Deneme (3)

Deneme 2 (1)

Edit group settings

Delete selected group

Create group

Auto-create groups

Import groups

Members of: Deneme (3)

### Teacher

YELKIN DIKER ÇOŞKUN (ydkiker@yeditepe.edu.tr)

### No roles

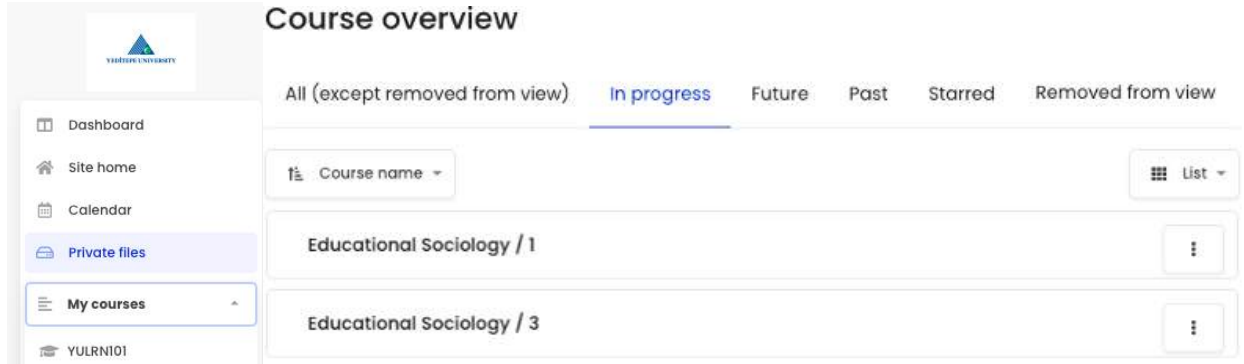
GONCA KIZILKAYA CUMAOĞLU (gonca.kizilkaya@yeditepe.edu.tr)

Onur Seckin (onur.seckin@yeditepe.edu.tr)

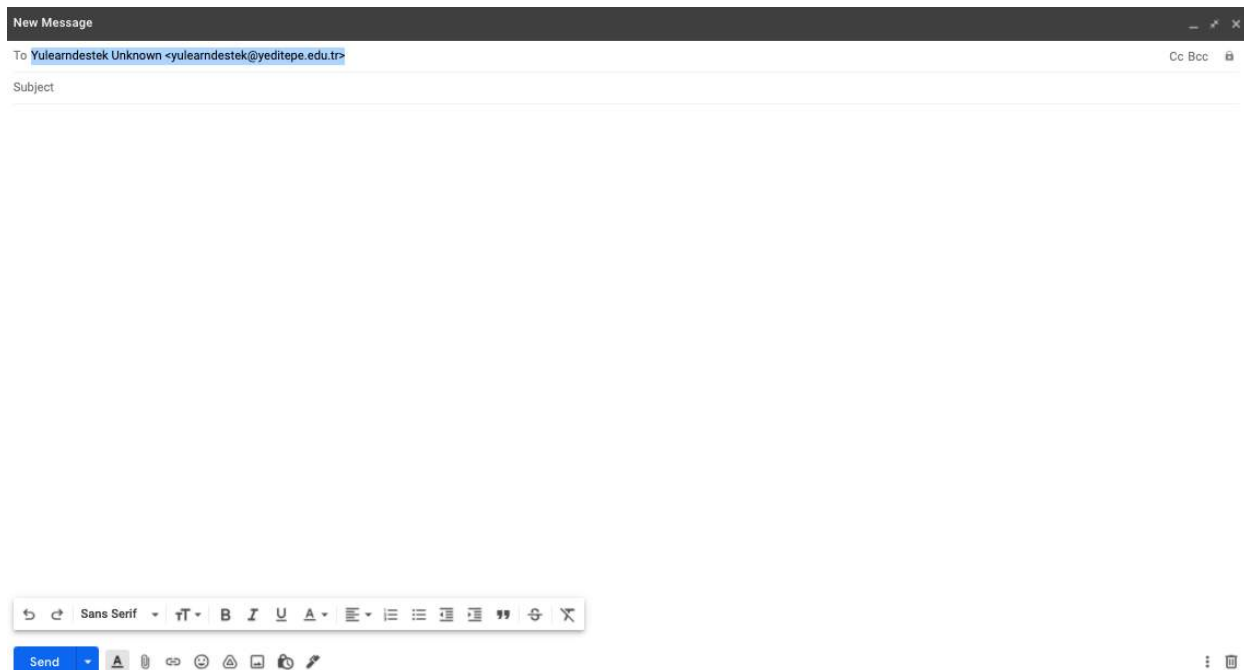
Add/remove users

- ✓ You can see the **Deneme** and **Deneme 2** groups that we have created on the left side. We can see their members when we click on these groups on the right.

## How to merge different sections of the same course in the YULearn?



It is possible to merge the pages of different sections that are opened for the same course in YULearn. On the other hand, just YULearn system administrators can be able to do this operation.



If you have such a need, you can request support from the system administrators by writing to [yulearndestek@yeditepe.edu.tr](mailto:yulearndestek@yeditepe.edu.tr).

## How to view the list of students in the course? How to add students/other instructors to the course?

The screenshot shows the YULRNI01 course page. In the left sidebar, the 'Participants' button is highlighted with a red box and a red '1' next to it. The main content area displays a table of participants with the following columns: First name / Surname, Email address, and Roles.

<input type="checkbox"/>	First name / Surname	Email address	Roles
<input type="checkbox"/>	Sharif Abdunnur	sharif.abdunnur@yeditepe.edu.tr	No roles
<input type="checkbox"/>	ZAFER ALI AKŞİT	zafer.aksit@yeditepe.edu.tr	Teacher
<input type="checkbox"/>	CEM LEVENT ALTAN	cem.altan@yeditepe.edu.tr	Teacher
<input type="checkbox"/>	AHMET AYDIN	ahmet.aydin@yeditepe.edu.tr	No roles
<input type="checkbox"/>	BARIŞ GENÇER BAYKAN	baris.baykan@yeditepe.edu.tr	Teacher
<input type="checkbox"/>	AYŞE GÖNÜL DEMİREL	gonuld@yeditepe.edu.tr	Teacher
<input type="checkbox"/>	YELKİN DİKER ÇOŞKUN	ydiker@yeditepe.edu.tr	Teacher
<input type="checkbox"/>	PELİN HÜRMERİÇ	perguven@yeditepe.edu.tr	Teacher
<input type="checkbox"/>	Melih Kamarat	melih.kamarat@yeditepe.edu.tr	Teacher

- 1- After you click the related course in your main page you will see “**Participants**” button in the left column. When you click it, you will see all participants (students and instructors if there are) in the course. As you see in the image, the names, email addresses and role information of the participants are displayed in this page. If you click on the specific participant, you can access more detailed profile about him/her.

- 2- In order to add students/participants to the course, you should click **“Enroll Users”** button in the upper right corner when you are in the participant page.

You will see **“Select Users”** box in the page you accessed. If you write name/surname or e-mail address with the Yeditepe extension of the students/participants in the box, you will see related people there. After you choose the student/participant you can be able to assign role her/him in the below box. By clicking the **“Enroll Users”** button, you add the relevant person to your course with the role you have assigned.

## How do I add a Quiz activity in YULearn?

In the menu bar at the top of your course page, select Turn editing on. Editing icons and links will appear.

Locate the Section where you want the Quiz activity to appear.

At the bottom of the section, click + Add an activity or resource. The Add an activity or resource pop-up will open showing a tile for each available resource or activity.

The screenshot shows the 'Add an activity or resource' pop-up window. At the top, there is a search bar with the placeholder text 'Search'. Below the search bar are four tabs: 'Starred', 'All', 'Activities', and 'Resources'. The 'Activities' tab is selected and highlighted with a blue border. Below the tabs is a grid of activity tiles. Each tile contains an icon, a title, and two small icons (a star and an information icon). The tiles are: 'Lesson' (blue icon), 'Quiz' (yellow icon, highlighted with a blue border), 'SCORM package' (orange icon), 'Survey' (purple icon), 'Turnitin Assignment 2' (red icon), 'Wiki' (green icon), and 'Workshop' (red icon). A vertical scrollbar is visible on the right side of the grid.

Select the Quiz icon or Quiz link. The Adding a new Quiz page opens.

On the Adding/Updating quiz page, click the headings to view the settings under a heading, or click Expand all (top right) to view all settings

Try to keep most of the settings default except the following ones:

**Name (Required):** Enter the text for the link to the quiz that will appear on your course page.

## Timing

**Open the quiz and Close the quiz:** Specify starting and ending dates/times for the quiz. To use these settings, select the Enable check box next to each setting. The date settings will become editable. By default, there is no open date and no closing date, and the quiz will be available immediately and indefinitely.

**Time limit:** Enable this option to limit how long each student will have to complete the quiz once they begin an attempt. By default, students have an unlimited time in which to complete a Quiz attempt. If a time limit is set, when a student starts an attempt, a timer appears in the Quiz navigation block and begins counting down.

**When time expires:** If you have set a time limit, you can configure what happens when the limit is reached. Choose between:

- ✓ Open attempts are submitted automatically (default), if selected only saved questions are counted.
  - Note: Questions are only saved if a student has clicked on the "Finish Attempt" button or questions are located on separate pages, thus requiring students to click "Next."
- ✓ There is a grace period when open attempts can be submitted, but no more questions can be answered. If this option is selected set the duration of the grace period below.
- ✓ Attempts must be submitted before time expires, or they are not counted.

**Submission grace period:** If you allowed a grace period in the previous setting, set the duration here (in days, hours, minutes, or seconds).

## Grade

**Attempts allowed:** Specify how many attempts an individual student can make on the quiz. NOTE: By default UNLIMITED attempts allowed, So if you are using this quiz for an exam purpose you must change this to ONE attempt allowed.

**Grading method:** If multiple attempts are allowed, specify how students will be graded: Highest grade, Average grade, First attempt, or Last attempt.

## Layout

**New page:** By default, Yulearn creates a new page for each question. Use the New page drop-down menu to allot a set number of questions per page, or have all questions appear on one page. Pagination can also be edited later on the Editing quiz page.

**Navigation method:** To edit the Navigation method, select the **Show more** link under the New page drop-down menu. By default, this is set to *Free* and students may answer questions in any order. To require students to answer questions in sequence, without returning to previously viewed question pages, select *Sequential*.

## Question behavior

Select Deferred feedback (Default): Students must submit the quiz before anything is graded or they get any feedback.

## Review options

Keep the default settings which ensures that students do not view results. However, when you like to announce their grades you need to active the following for “**After the quiz is closed**” section:

**Points:** Shows the numerical points the student received for each question and the overall score on the attempt. (must be activated for students to see their grades from this quiz)

If you like to show the attempt, whether the particular question is correct and the right answer for that particular question, you may also activate those separately here.

At the bottom of the page, click Save and display.

The next step is to Add or Edit Questions in Quiz/Exam for this purpose you may use your questions which are already available in your Question bank or you may prepare new questions with Edit Quiz selection from your Quiz’s administrative options.

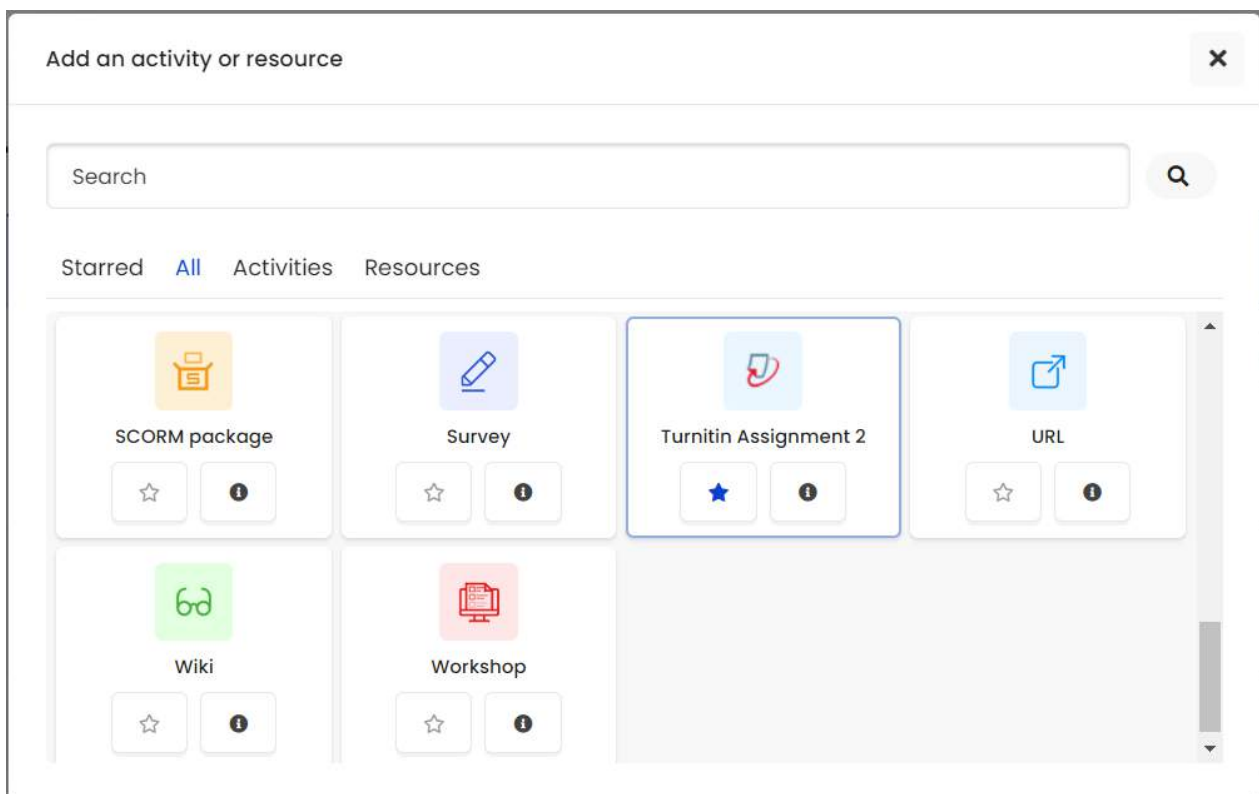


## How do I add an Add a Turnitin Assignment to YULearn?

In the menu bar at the top of your course page, select **“Turn Editing On”**. Editing icons and links will appear.

Locate the section where you want a **“Turnitin Assignment”** to appear.

At the bottom of the section, click **“+Add an Activity or Resource”**. The Add an activity or resource pop up will open showing a tile for each available resource or activity.



**Note:** By default, the panel opens to All and shows all resources and activities. If you have starred favorite activities or resources, the panel will open to Starred.

Select the **“Turnitin Assignment 2”** icon. The Adding a new Turnitin assignment page opens.

Enter a title for your Turnitin assignment in the **“Name Field”** (required). The name you enter will display as a link to the Turnitin assignment on your main course page.

Most of the settings can be left as default ones however the following ones are the important ones that you need to adjust:

## Submission type: (required)

Any Submission Type lets students choose to submit either a file or text entry.

File Upload requires that students upload a file containing their essay. Acceptable formats include PDF, Microsoft Word, and others. For the latest list of supported file formats, see Supported File Types and Size.

Text Submission provides students with a text box where they can type or paste in the text of their essay. This may work better for shorter submissions rather than essays that have multiple pages and have specifically formatted reference lists.

## Start Date

This defaults to the precise date and time the Turnitin assignment was created. Modify this if you want students to be able to start submitting their work at a later date and time.

## Due Date

This defaults to 7 days after the precise date and time at which you created the Turnitin assignment. Modify this with the actual due date you want for your assignment.

Note: Students may still be able to submit their work after the Due Date if you enable Allow Submissions after the Due Date (under Similarity Report Options).

## Report Generation Speed

There are three options for this assignment setting:

- ✓ Generate reports immediately (students cannot resubmit) generates a **“Similarity Report”** as soon as a student makes a submission. With this option selected your students will not be able to resubmit the assignment.
- ✓ Generate reports immediately (students can resubmit until due date): After 3 resubmissions, reports generate after 24 hours allows students to continuously resubmit the assignment until the due date. It may take up to 24 hours to process **“Similarity Reports”** for resubmissions.
- ✓ Generate reports on due date (students can resubmit until due date) only generates a **“Similarity Report”** on the assignment's due date.

## Store Student Papers

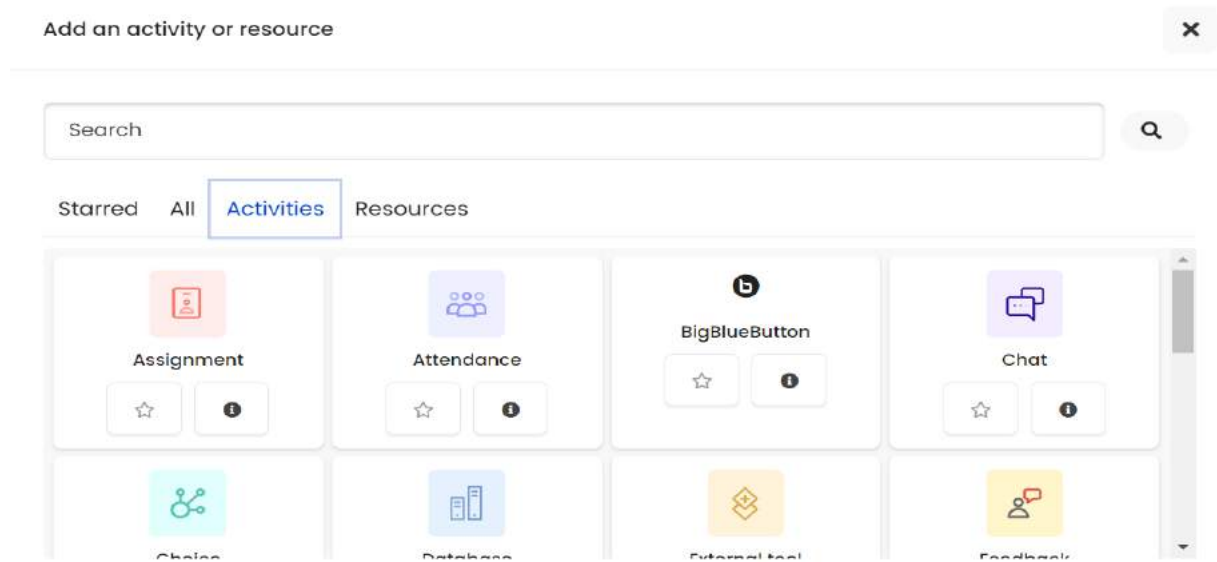
Papers stored dedicated databases of assignments at Turnitin are used solely for the purpose of detecting possible plagiarism during the grading process this term and in the future. Select **“No Repository”** to disable this feature.

Click **“Save and Return to Course”** to return to your main course page or **“Save and Display”** to view the assignment page.

## How do I add an assignment in YULearn?

In the menu bar at the top of your course page, select **“Turn Editing On”**. Editing icons and links will appear.

Locate the Section where you want to add the assignment. (If the section is collapsed, click the Arrow icon above the section name to expand the section.) At the bottom of the section, click **“Add an Activity or Resource”**. The **“Add an Activity or Resource”** pop-up will open showing a tile for each available item.



**Note:** By default, the pop-up opens to All and shows all activities and resources. If you have starred favorite activities or resources, the panel will open to Starred. To view only activities, at the top of the pop-up, click Activities.

**(Optional)** On the Assignment tile, you can click the Information icon (**“i”** for more information) for more information. If you frequently add files, you can click the Star icon (**“star”** for adding to favorites tab) to add this resource type to the Starred tab.

Select the Assignment icon (assignment) or link. The **“Adding A New Assignment”** page will open.

Configure the assignment options. The page opens with **General**, **Availability** and **Submission** types of settings in view. Expand topic headings to show additional settings for submission types, grading, groups, etc., or click **“Expand All”** (top right) to view all possible settings.

Assignment Options (Please keep the ones which are not mentioned here as default)

General

Assignment name ▲ HW #12

Description

Display description on course page

Additional files ?

Files

You can drag and drop files here to add them.

Maximum size for new files: 500MB

## General

**Assignment Name (Required):** This name displays as a link on your course page. Use something unique that clearly identifies this assignment from other course activities.

**Description (Optional):** Enter a summary of the assignment and instructions. Select Display description on course page to also display the description underneath the assignment link on your course page. (This works best if the description is very concise).

**Additional Files (Optional):** Drag and drop files into the upload field to append the file to the assignment Description.

Availability

Allow submissions from ? 24 ▼ November ▼ 2021 ▼ 00 ▼ 00 ▼  Enable

Due date ? 23 ▼ December ▼ 2021 ▼ 00 ▼ 00 ▼  Enable

Cut-off date ? 24 ▼ November ▼ 2021 ▼ 12 ▼ 26 ▼  Enable

Remind me to grade by ? 7 ▼ January ▼ 2022 ▼ 00 ▼ 00 ▼  Enable

Always show description ?

## Availability

Select the corresponding Enable check box to set a date and time for:

**Allow Submissions From:** Determines when students can begin to submit to the assignment.

**Due Date:** Determines when the assignment is due. The due date will show in the course Calendar and within the Activities block.

**Cut-Off Date:** Determine when the assignment will no longer accept submissions. (You can manually Grant Extensions Beyond the Cut-off Date to specific students if they need to submit after the cut-off date.)

**Remind Me to Grade By:** The expected date that the marking of the assignment should be completed. This date is used to prioritize dashboard notifications for Instructors.

Submission types ▲

Submission types  Online text  File submissions

Maximum number of uploaded files

Maximum submission size

Accepted file types

No selection

## Submission Types

Select one or both of:

- ✓ Online text to allow students to enter text directly into an editor
- ✓ File submissions to allow students to upload one or more files

**Maximum Number of Uploaded Files:** If file submissions are enabled, each student will be able to upload up to the set number of files for their submission.

**Maximum Submission Size:** If file submissions are enabled, each upload cannot exceed this size. (If a student can upload multiple files, and uploads files at different times, the total can exceed the set size.)

**Accepted File Types:** To limit submissions to specific file types, click Choose. A pop-up window containing a list of file type options will open. Select the allowed file types for submissions by clicking the check box next to each option, or type the extension of the file type, then click **“Save Changes”**.

## Feedback types

Feedback types  Feedback comments  Offline grading worksheet  Feedback files

Comment inline

Yes

### Feedback Types

**Feedback Comments:** If enabled, graders can provide written feedback for each submission. These comments are from the grader to the student.

**Feedback Files:** If enabled, graders can upload files containing feedback when marking assignments. For example, you can upload marked up student submissions, documents with comments, or spoken audio feedback.

**Offline Grading Worksheet:** If enabled, graders can download a spreadsheet to later enter grades without having to be logged in to YULearn. This can be useful if you anticipate grading while disconnected from the Internet.

**Comment Inline:** If enabled, the submission text will be copied into the feedback comment field during grading, making it easier to comment inline or to edit the original text.

## Submission settings

Require students to click the submit button

No

Require that students accept the submission statement

No

Additional attempts

Never

### Submission Settings

**Require Students to Click Submit Button:** If enabled, students will have to click a Submit assignment button to declare their submission as final. Requiring that students affirmatively submit this way allows students to keep a draft version of the submission on the system.

**Note:** If this setting is changed from No to Yes after students have made submissions, the existing submissions will be regarded as final.

**Require That Students Accept the Submission Statement:** If enabled, students will be shown a statement that declares they are submitting their own original work. They must accept the statement before their submission is processed.

**Attempts Reopened:** Use “Never” to allow only one attempt. If set to “Manually” the student’s submission can be reopened by an instructor. If set to “Automatically”

**Until Pass”** the student's submission is automatically reopened until the student achieves a passing grade (defined under Grade).

**Maximum Attempts (When “Manually” or “Automatically Until Pass” is Selected):** The maximum number of submissions allowed per student. After this number of attempts has been made, the student's submission cannot be reopened.

Grade ?

---

Grade ? Type  ? Maximum grade

Grading method ?

Grade category ?

Grade to pass ?

Anonymous submissions ?

Hide grader identity from students ?

Use marking workflow ?

## Grade

Select the Grade Type:

**None** - The assignment will be ungraded and worth no points.

**Point** - Grade out of a simple number of maximum points. Enter the maximum possible score for the assignment in the Maximum points field.

**Scale** - Select a preset or custom scale from the Scale drop-down.

**Grading Method:** Choose Simple direct grading, for using Rubric to grade the assignment you need to use Advanced Grading Options and create a Rubric for the assignment.

**Grade Category:** Select a Category in your gradebook under which you would like the assignment grade to be placed. If you do not have a category keep the default selection.

**Anonymous Submissions:** If enabled, instructors and TAs will not see student names when grading submissions. For details.

Access restrictions

Student: must match the following

Date from 24 November 2021 00:00

## Restrict access

Use Restrict Access settings with care and check for conflicts with other settings you may have made for the activity. Some settings may prevent students from accessing restricted content, including grades and due dates.

To add restrictions on accessing the activity, click **“Add Restriction”**. The Add restriction window will open, containing the following options:

**Date** - prevents access until (or from) a specified date and time

**Grade** - requires students achieve a specified grade

**User Profile** - controls access based on fields within the student’s profile

**Restriction Set** - adds a set of nested restrictions to apply complex logic

Click **“Save And Return”** to course to return to your main course page or **“Save And Display”** to view the assignment page.



## How do I change the theme in YULearn?

It is possible to change the theme of the YULearn pages that you use. Currently the default theme is “Space” theme.

To change the theme you prefer while using YULearn:

- ✓ Click your profile picture at the top right
- ✓ Click “Preferences”
- ✓ Click “Edit Profile”, scroll down to “Preferred Theme”, and choose the theme.

**NOTE:** If you are an Instructor and want to force your students to use a specific user interface theme for the course:

- ✓ Click the course for which you want to enforce a language or theme,
- ✓ Click “Edit Settings” on the wheel at the top right
- ✓ Scroll down and expand “Appearance” tab,
- ✓ Choose the theme and language that you want to enforce.

## How do I embed YouTube videos in YULearn?

Embedding YouTube videos in the Moodle (YULearn) course flow anticipates that the student interest will remain within the framework of course discussions. Providing YouTube video URL links instead of embedding these videos takes the students to the YouTube domain that is overwhelming and distracting. Embedding the videos, on the other hand, will keep the students in the virtual environs of your class and will detract them (especially students with a shorter span of interest) from attractive visuals, ads, and other potential disturbances.

For embedding YouTube videos:

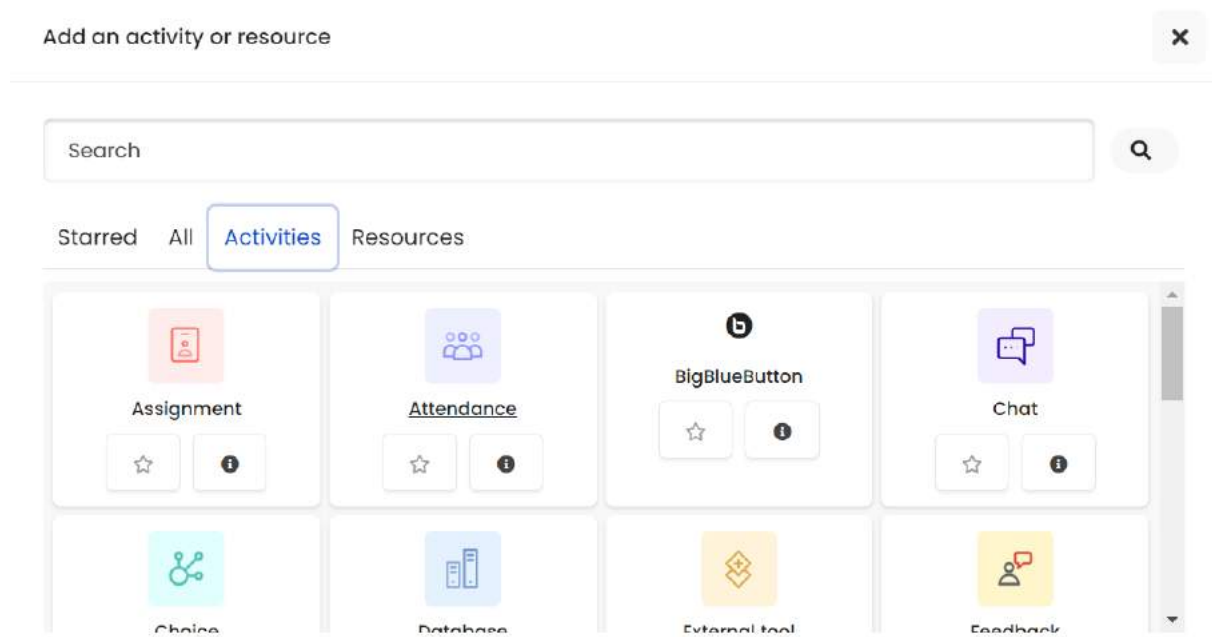
- ✓ Go to your chosen video and click the share button where you will see the 'embed' option. Click on this option.
- ✓ Go to your YULearn page, turn editing on and go to the relevant topic where you want to embed the video.
- ✓ Click on 'add an activity' and choose 'label'.
- ✓ As the label menu comes up, you will see various tabs on the upper line. Find the icon that has three dash lines, vertically arranged, which actually is the first icon on the top left.
- ✓ Click on that icon with the three dash lines and a separate line will appear beneath, which has an icon that indicates coding function: `</>`
- ✓ Click on this coding icon and it will add a line after which you can paste your copied embedding URL from YouTube.
- ✓ Click 'save and return to course' and you will see that the YouTube video appears in this label and will run in this label without taking you to the YouTube domain.

Now you can stay on your course website and watch videos from YouTube.

## How do I set up and take attendance in Moodle?

At the upper right of your course page, choose **“Turn Editing On”**.

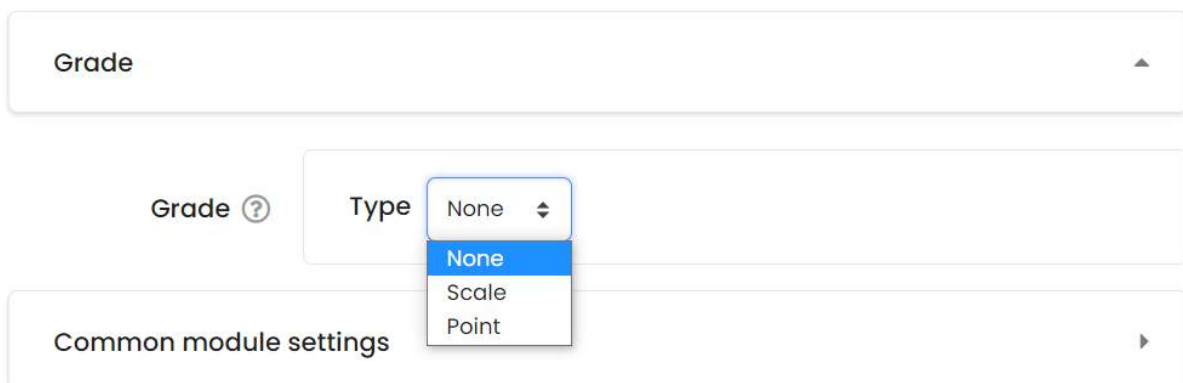
Go to the section on your course page where you want the Attendance module to appear. At the bottom click **“Add An Activity Or Resource”**.



From the activities list, select **“Attendance”**. (clicking once will open a new page)

Give a name to your Attendance. **For example:** “ME371-Fall21-Section3-Lecture-Attendance”

You may add a description if you like and display it on the front page.











Scroll down to **“Grade”**. Expand the **“Options”**. If you don’t want attendance to be included in gradebook, choose **“None”** or you can set the number of points you want attendance to be worth. Later in the setup, you can then indicate how many points will be deducted for each absence or late. When you’re done, click **“Save And**

**Display**". (If you clicked **"Save and Return"**, you can navigate back to Attendance by clicking it on your course page.)

Sessions Add session Report Export Status set Temporary users

Changes to status sets will affect existing attendance sessions and may affect grading.

Status set 1 (P L E A) ▾

#	Acronym	Description	Points	Available for students (minutes) ?	Automatically set when not marked ?	Action
1	P	Present	2.00	<input type="text"/>	<input type="radio"/>	 
2	L	Late	1.00	<input type="text"/>	<input type="radio"/>	 
3	E	Excused	1.00	<input type="text"/>	<input type="radio"/>	 
4	A	Absent	0.00	<input type="text"/>	<input type="radio"/>	 
*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="button" value="Add"/>

On the next screen, click **"Status Set"**: You will see the default status descriptions here with their points. There are four default status listed: **Present**, **Late**, **Excused** and **Absent**. If you are not going to use Late and Excused status, find their corresponding deleting option at the right of the table. Also select **"Automatically Set When Not Marked"** for Absent status and Update (at the bottom of the table). Please note you may also add a new status here if needed.

After you updated the status click Add Session (the second tab on the same page) then do the following in the new page opened:

Add session ▲

Type ? All students

Date 30 November 2021 ? 📅

Time from: 14 00 to: 16 00

☰
A ▾
B
I
☰
☰
☰
☰
🔗
🔗

Description ?

Create calendar event for session ?

Fill in the date and time of the first class meeting. Uncheck **“Create Calendar Event for Session”**.

Expand the options for Multiple Sessions. Activate **“Repeat the Session Above as Follows”**. Place check marks next to the days your class meets (even if it just one day). Using **“Repeat Until”** fill in the last day your class meets. If you do not allow your students to record their own attendance, keep this option unselected and click **“Add”** at the bottom.

(Optional) If you allow your students to take their own attendance, Expand **“Student Recording”** section.

Student recording ▲

Allow students to record own attendance ?

Automatic marking ? Set unmarked at end of session ▾

Student password ?  Random password  Include QR code

Rotate QR code

Automatically select highest status available ?

Show more...

Add
Cancel

Here check **“Allow Students to Record Own Attendance”**, select **“Set Unmarked At End Of Session”** (Make sure you set this in the **“Status Set”** step), check **“Random Password”** and check **“Include QR Code”** as shown in figure. Click **“Add”** at the bottom.

5 sessions were successfully generated ✕

Sessions
Add session
Report
Export
Status set
Temporary users

All
All past
Months
Weeks
Days

#	Date	Time	Type	Description	Actions
1	Tue 30 Nov 2021	2PM - 4PM	All students	Regular class session	▶ ⚙️ 🗑️
2	Tue 7 Dec 2021	2PM - 4PM	All students	Regular class session	▶ ⚙️ 🗑️
3	Tue 14 Dec 2021	2PM - 4PM	All students	Regular class session	▶ ⚙️ 🗑️
4	Tue 21 Dec 2021	2PM - 4PM	All students	Regular class session	▶ ⚙️ 🗑️
5	Tue 28 Dec 2021	2PM - 4PM	All students	Regular class session	▶ ⚙️ 🗑️

A new page should be opened telling you that some numbers of sessions (depending on your schedule) were successfully generated. You may see these sessions as a list in this new page. You may find it easiest to have them displayed by Week or Day. You can make that change at the upper right. To take attendance, click on the right arrow to the right of the class meeting.

#	First name / Surname	Email address	P	L	E	A	Remarks
		Set status for	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">all</div>				
			<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1	[Redacted]	[Redacted]@std.yeditepe.edu.tr	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
2	[Redacted]	[Redacted]@std.yeditepe.edu.tr	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
3	[Redacted]	[Redacted]@std.yeditepe.edu.tr	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
4	[Redacted]	[Redacted]@std.yeditepe.edu.tr	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
24	[Redacted]	[Redacted]@std.yeditepe.edu.tr	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
25	[Redacted]	[Redacted]@std.yeditepe.edu.tr	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>













Save attendance

To quickly mark all students that are present, click **“P”** at the top of the list. To mark students individually, click on the appropriate circle. A key to the abbreviations appears at the bottom left of the screen. When you finish, click **“Save Attendance”**. You can go back into a day’s attendance at any time, make changes, and save again.

(Optional) If you allow your students to take their own attendance all you need is to provide them the session’s password. This password is randomly generated for individual sessions.

Sessions   Add session   Report   Export   Status set   Temporary users

All   All past   Months   Weeks   Days

#	Date	Time	Type	Description	Actions	<input type="checkbox"/>
1	Mon 15 Nov 2021	12AM	All students	Regular class session	   	<input type="checkbox"/>
2	Mon 22 Nov 2021	12AM	All students	Regular class session	   	<input type="checkbox"/>
3	Mon 29 Nov 2021	12AM	All students	Regular class session	   	<input type="checkbox"/>

To share the password with your students, click to the **“Password”** button for the corresponding session.

Student password

2mz017  
QR Code



A new page with a password and with a **“QR Code”** will be opened. You may share this page with your students. They will open the link defined by this QR code to the corresponding session and take their own attendance.

## How to add a new week/topic to a course?

The screenshot shows the YU-LEARN course dashboard for course YULRN101. On the left is a navigation menu with options like Participants, Badges, Competencies, Grades, and Course sections. The main content area displays course information, including 'Duyurular', 'YU-LEARN', 'FAQs', and 'YU101 - Fall 2021 - Att'. Below this, 'Week 1' and 'Week 2' are listed. On the right, a 'Course administration' sidebar is visible. A red box with the number '1' highlights the 'Turn editing on' button in the top right corner of the main content area.

- 1- After selecting the specific course from the left column and accessing to the main page of the course, click the **“Turn Editing On”** button on the right.

This screenshot shows the same YU-LEARN course dashboard, but with a new topic added. The 'Turn editing on' button is now greyed out. A new topic titled 'Topic 6' is visible in the main content area. Below the topic title, there is a button labeled 'Add an activity or resource'. At the bottom of the page, a red box with the number '2' highlights the 'Add topics' button.

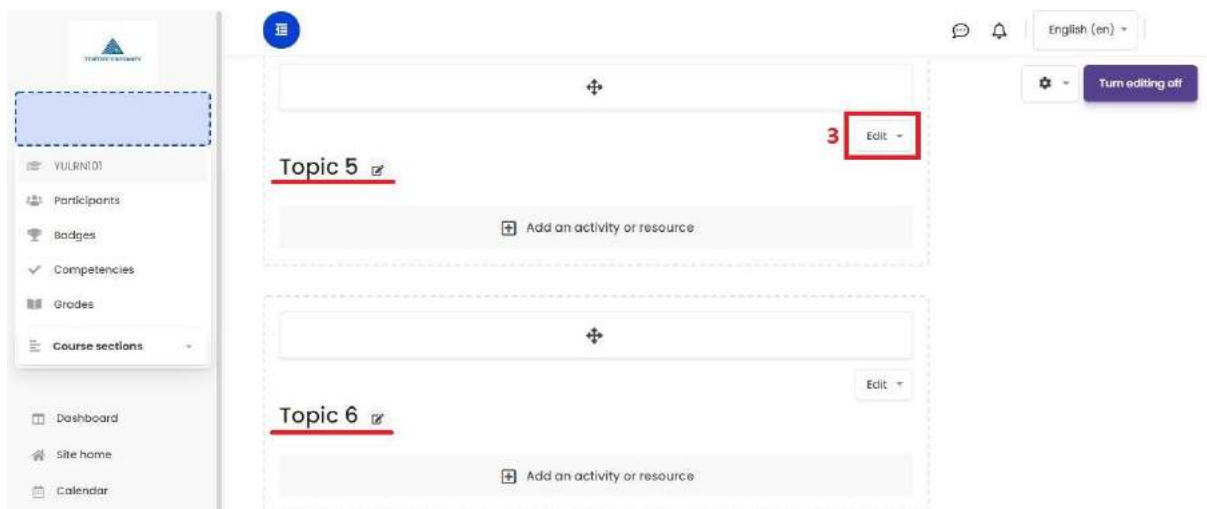
- 2- Go to the bottom of the page and click on the **“Add Topics”** button.



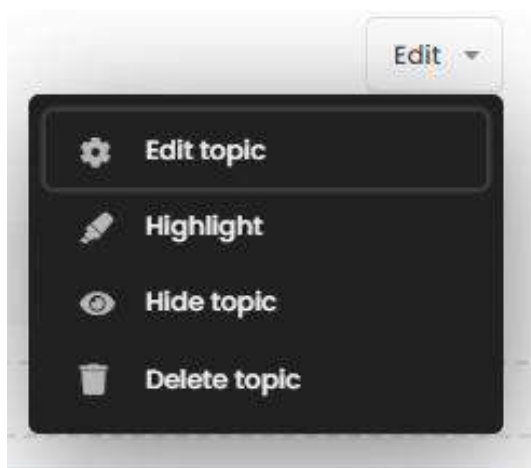
Add topics ✕

Number of sections

✓ In the page that you accessed, you should write the number of weeks/topics to be added to the course in the "Number of sections" box and click the "Add topics" button.



3- As you see, the new weeks/topics are now on the main page of the course. When you click the **“Edit”** button on the top right you will see editing options there:



✓ You can edit information such as title and summary if you click the **“Edit Topic”** button.

✓ You can highlight the specific week/topic from the **“Highlight”** section (Like midterm or homework week)

✓ You can hide the specific week/topic from the **“Hide Topic”** section and make it invisible to students (You can use this feature for the weeks that you created the content before but will make access for students later)

✓ You can delete the week completely by clicking the **“Delete Topic”** section (Please remember that all content/event/resources to the related week will be deleted when you delete the week)

## How to add a presentation/note/article to the course?

Dashboard - My courses - YULRN101

**YU-LEARNT**

1 Turn editing on

Course administration

- Edit settings
- Users
- Filters
- Reports
- Gradebook setup
- Badges
  - Backup
  - Restore
  - Import
  - Reset

- 1- After selecting the relevant course from the left menu and reaching the main page of the course, click the **“Turn Editing On”** button on the right.

English (en)

Turn editing off

**Week 1** **2**

**Week 2**

- 2- After you reached the editing screen, go to the relevant week or topic, and click on the **“Add An Activity Or Resource”** button.

Add an activity or resource



Search

All Activities Resources

 <u>Assignment</u> ☆ ⓘ	 Attendance ☆ ⓘ	 BigBlueButton ☆ ⓘ	 <u>Book</u> ☆ ⓘ
 <u>Chat</u> ☆ ⓘ	 Choice ☆ ⓘ	 Database ☆ ⓘ	 External tool ☆ ⓘ

Add an activity or resource



Search

All Activities Resources

 Label ☆ ⓘ	 <u>Lesson</u> ☆ ⓘ	 <u>Page</u> ☆ ⓘ	 <u>Quiz</u> ☆ ⓘ
 SCORM package ☆ ⓘ	 <u>Survey</u> ☆ ⓘ	 Turnitin Assignment 2 ☆ ⓘ	 URL ☆ ⓘ

- 3- In the new window, select the **“All”** section and then the activity/resource that you want to add from the menu that is opened below.

- ✓ You can add assignments, books, articles, books, assignments, quizzes from the options on this tab. You should put the necessary content in the pop-up window of the related activity/resource when you click and then just click the **“Save”** button.
- ✓ **Note:** You can add the activity/resources either directly into the course or to the sections you have created by creating sections in the form of week name or topic title. You can sort all the content/weeks/topics as you wish after you have created them once.

-

# TEACH

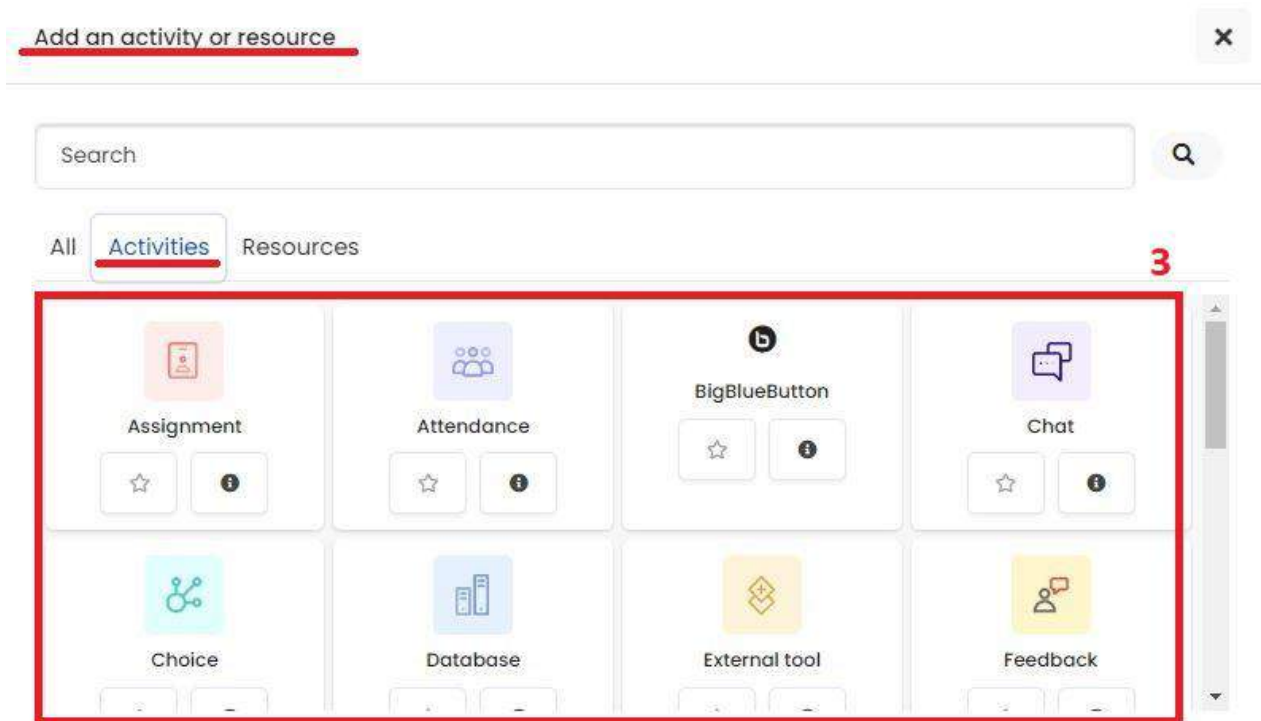
How to add different types of resources and activities to the week/topic?

The screenshot shows the Moodle interface for a course named 'YU-LEARNT'. On the left, a navigation menu lists various course management options, with 'YU-LEARNT' currently selected. The main content area displays the course title, a 'Duyurular' (Announcements) section, and a 'YU-LEARNT' section containing 'FAQs' and 'YU101 - Fall 2021 - Att'. Below these are 'Week 1' and 'Week 2' sections. On the right, the 'Course administration' panel is visible, with the 'Turn editing on' button highlighted by a red box and a red '1' next to it.

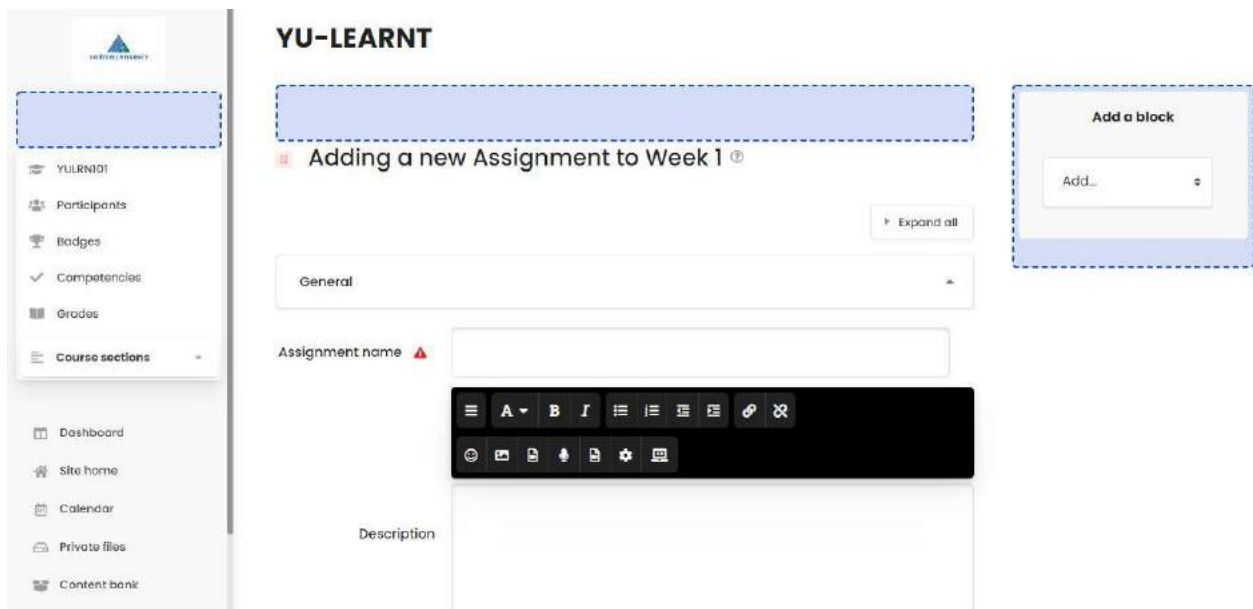
1- After selecting the relevant course from the left menu and reaching the main page of the course, click the **“Turn Editing On”** button on the right.



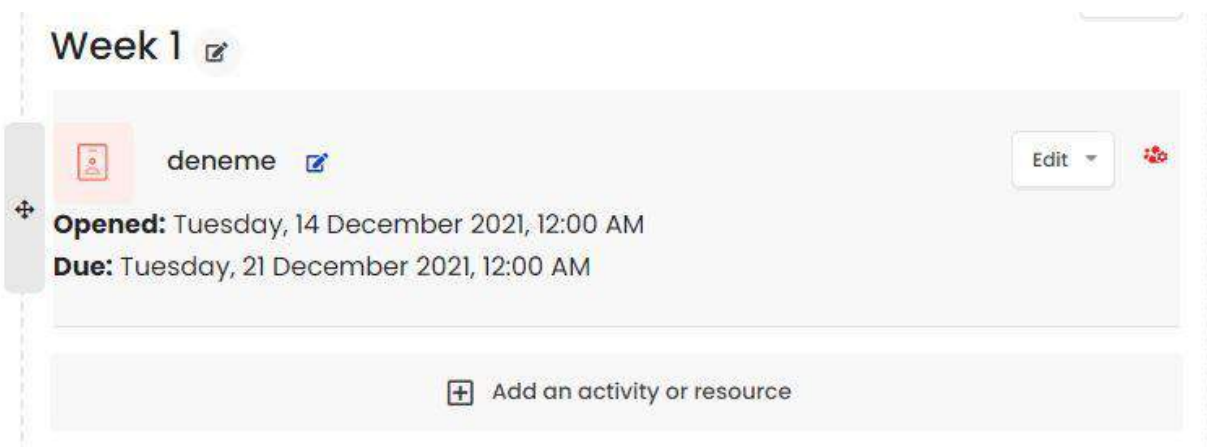
- 2- After you reached the editing screen, go to the relevant week or topic and click on the **“Add an Activity Or Resource”** button.



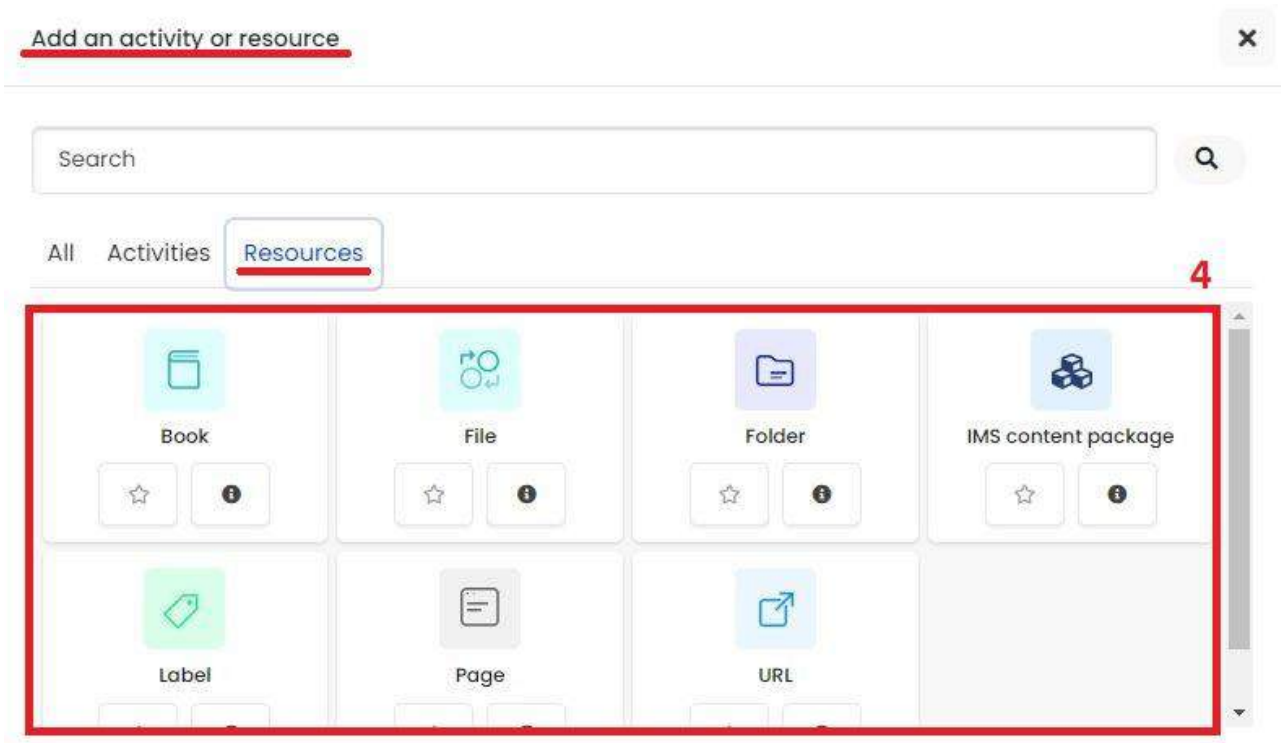
- 3- In the new window that you see, select the **“Activities”** section, and click on the activity you want to add from the menu. (Let's add a demo activity. For example, let's look how to add an **“Assignment”** to the week?)



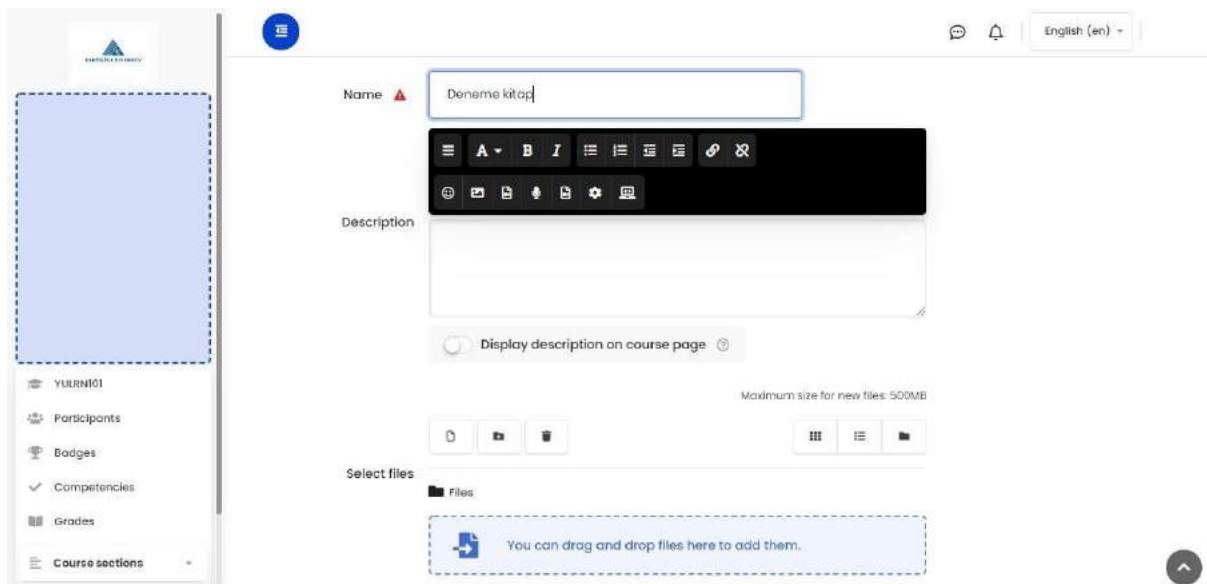
- ✓ When we click to add the “Assignment” activity, you will see the activity content edit page. After filling in the necessary information for the activity (name, description, etc.) on this page, click the “Save” button at the bottom of the page and then you will back to the course page.



- ✓ As you see “Assignment” activity is created.



- 4- If you choose the **“Resources”** tab at the beginning, you can choose type of the Resource among the options below menu. (Let’s add a test source file. For example, let’s look at how to add a **“Book”** to the week?)



- ✓ When you click on the **“Book”** resources, you will see the content editing page for this resource. After filling in the necessary information for the activity (name, description, etc.) on this page, click the **“Save”** button at the bottom of the page and you will come back to the course page.



Week 1 

  Deneme kitap  Edit ▾

 Add an activity or resource

✓ As you see the “**Book**” resource is created.



**YEDİTEPE UNIVERSITY**

**25<sup>th</sup> year**

$$f(x) = \sin x$$

$$x = \frac{1}{2} + 8$$
$$x = \frac{1}{2} + 8$$
$$x = \frac{1}{2} + 8$$