ÓBUDA UNIVERSITY
REJTŐ SÁNDOR FACULTY OF LIGHT INDUSTRY
AND ENVIRONMENTAL ENGINEERING

About the Moodle system:

A short guide

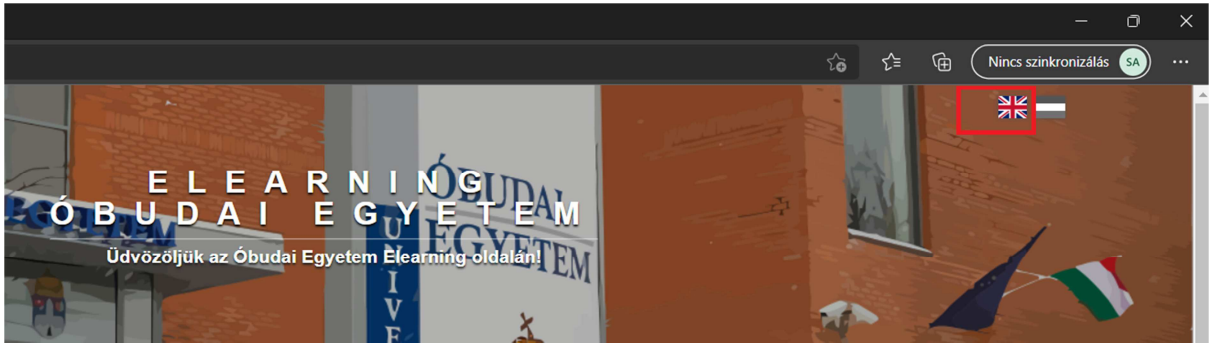
- The Moodle system was created in order to provide a more efficient support for the electronic education.

- The login site of Moodle can be found at the following link: https://elearning.uni-obuda.hu

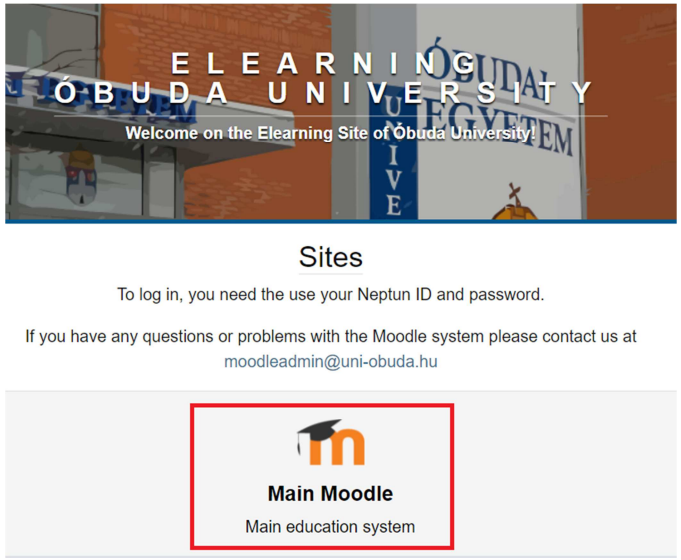
- For logging in use your Neptun code and password

- If you encounter with an error message or you can not see any of your courses, please contact us at moodleadmin@uni-obuda.hu

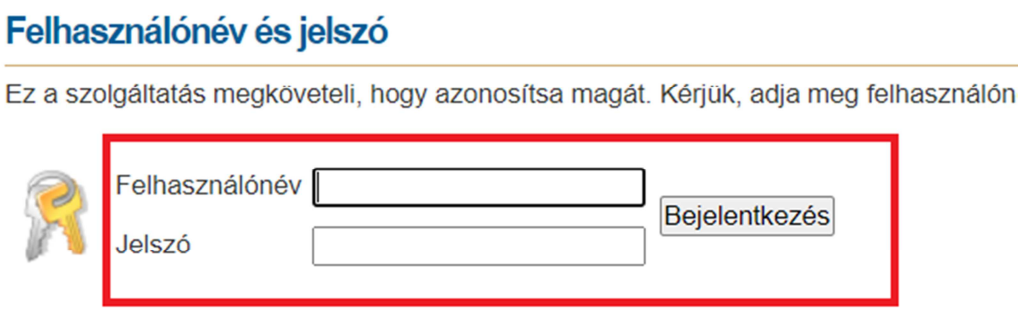
First of all on the top right corner set the language to English.



Select the Main Moodle in order to login.



Select English again, then '**Login via Neptun**' and fill in your Neptun login details.



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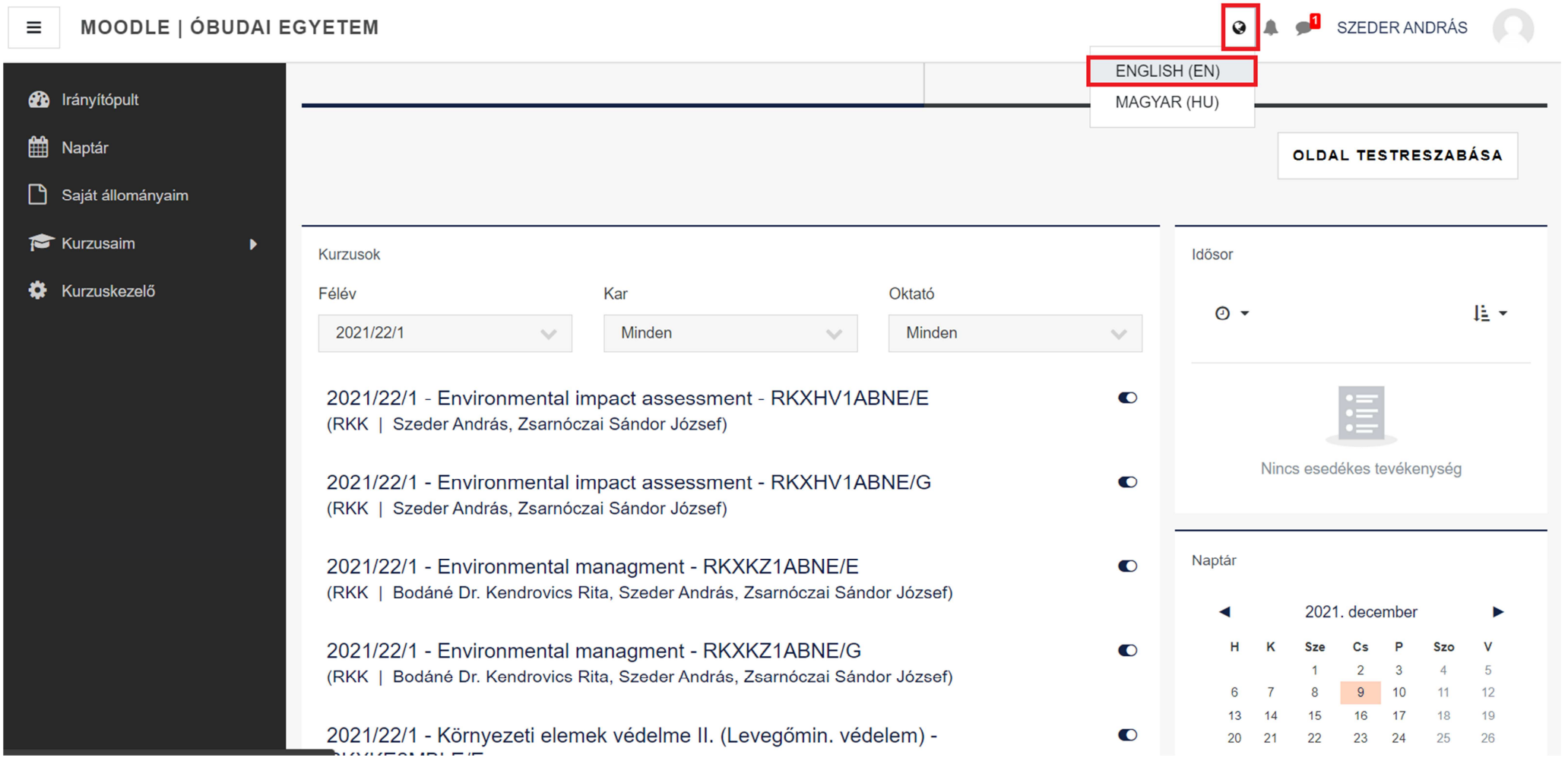
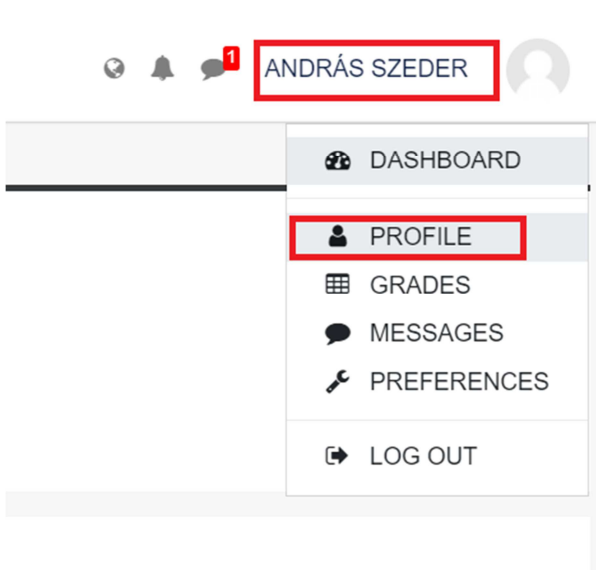
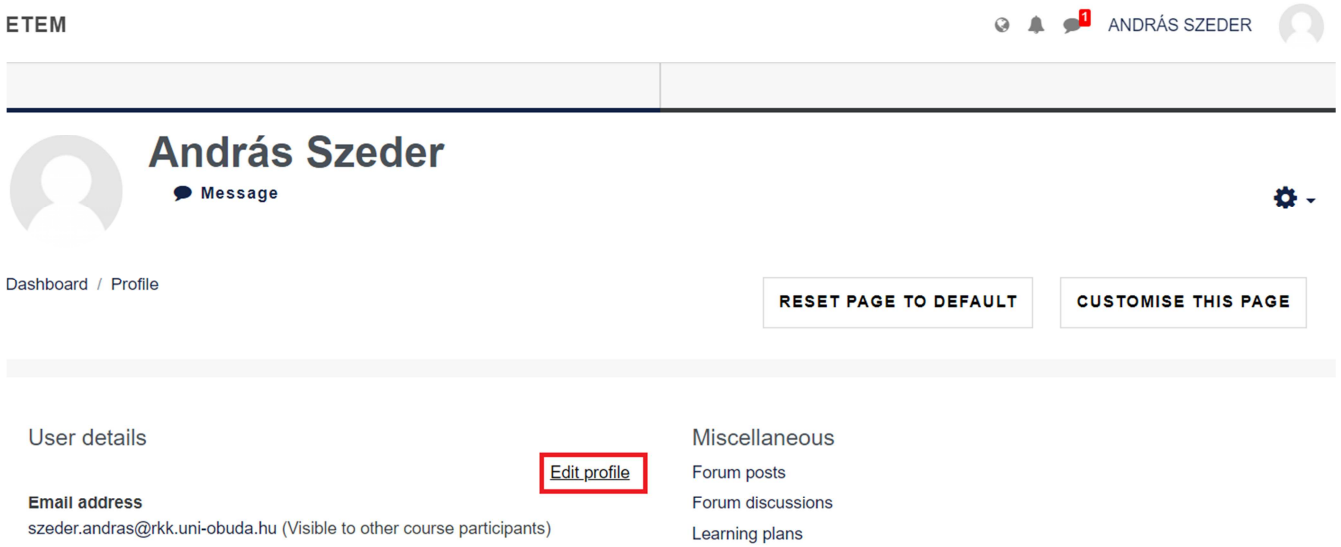
If the Neptun login details were entered correctly, the Moodle system will ask for permission to use certain data. Check the '**Approve box**' and then '**Yes, I accept**'.

Once you have logged in, you will need to **swith to English** interface at the top right corner of the screen.



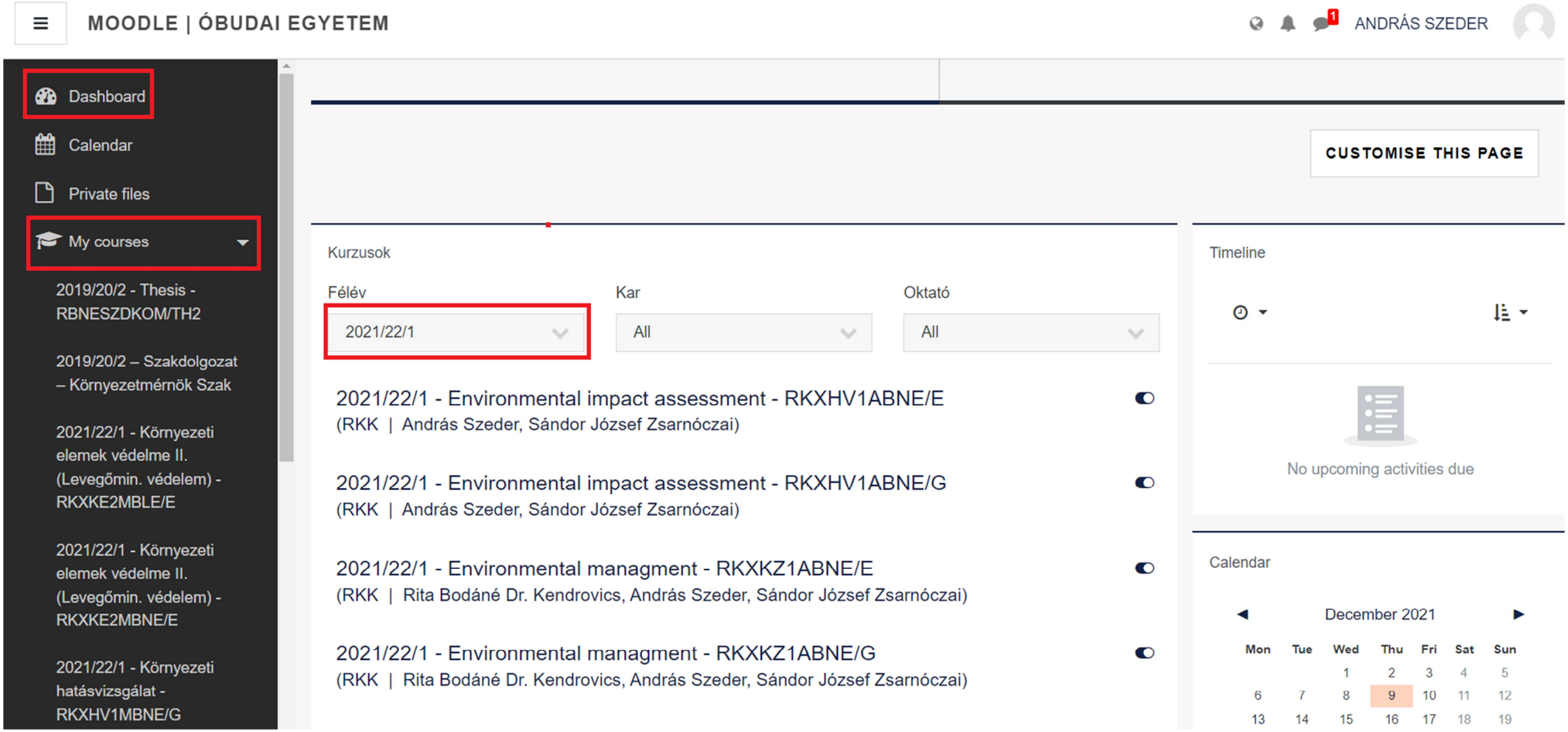
By **clicking on your name** you will be able to **edit your profile**.



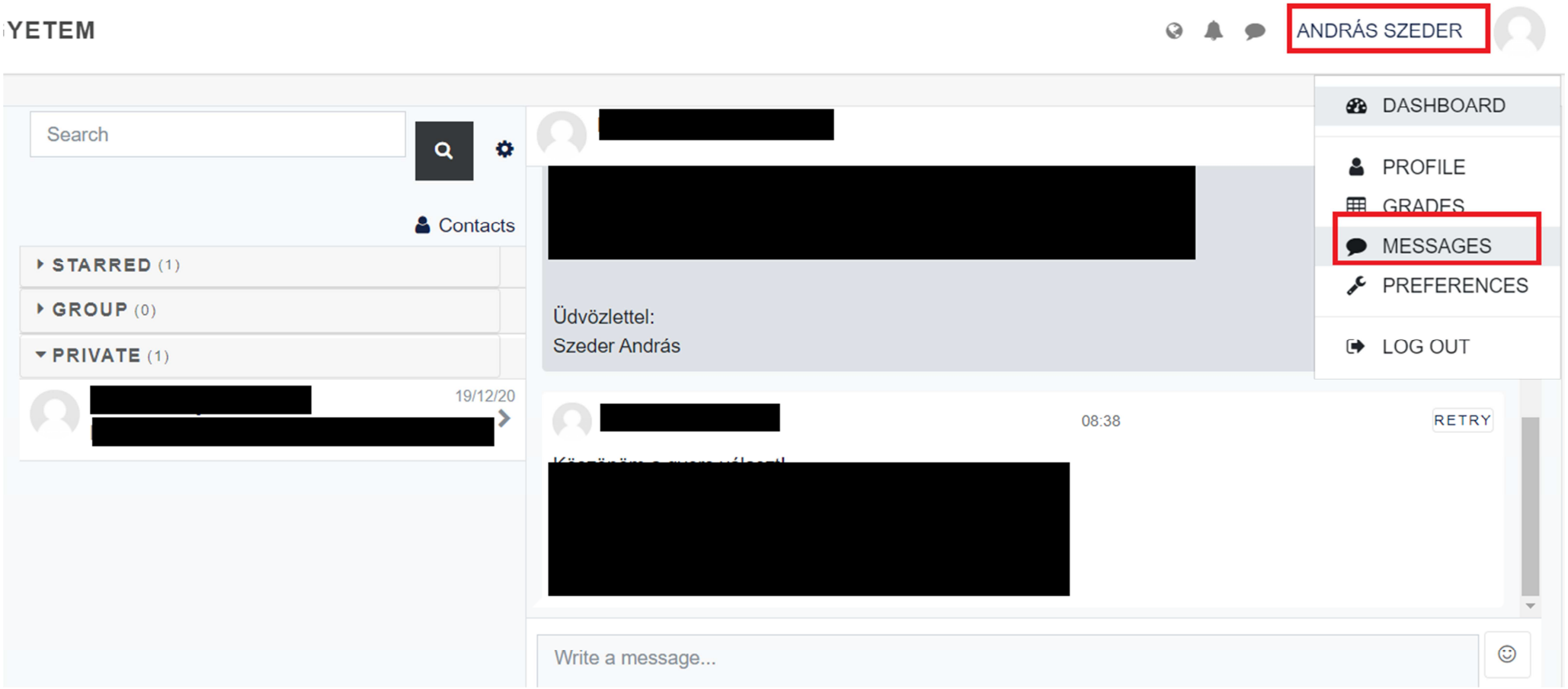


Here you can edit your displayed name, your e-mail address (pay atention on this since you will receive every notifications to this address of yours) your displayed e-mail address, your City and Country, you can enter a short description about yourself and you can even upload a profile picture. Once you personalized your profile, click on '**Update profile**' at the bottom of the page.

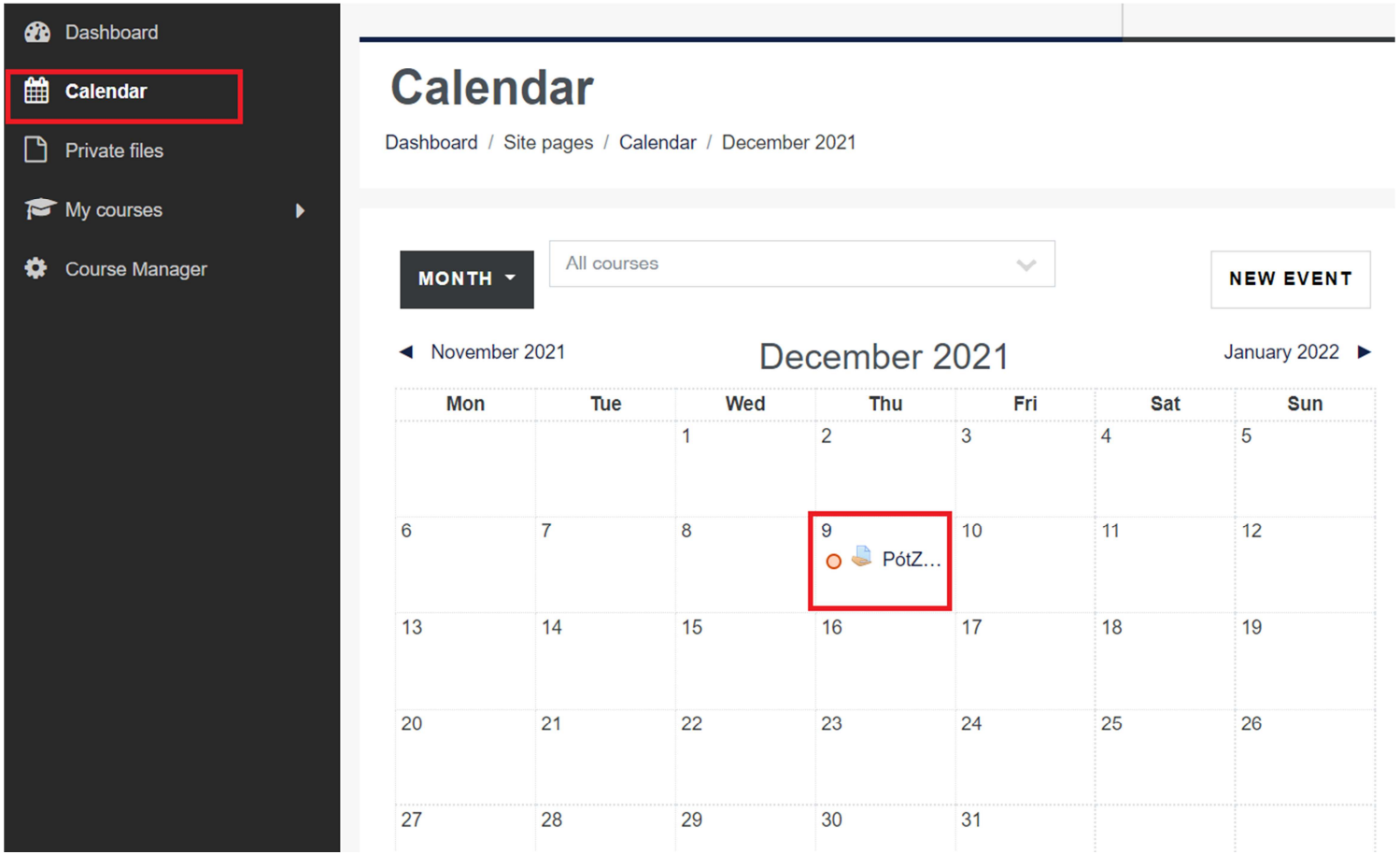
The main page of Moodle (called **Dashboard**) shows your courses by default. The courses can also be listed by clicking on '**My courses**' on the left menu. If you are on the Dashboard page be careful to set the **current semester**.



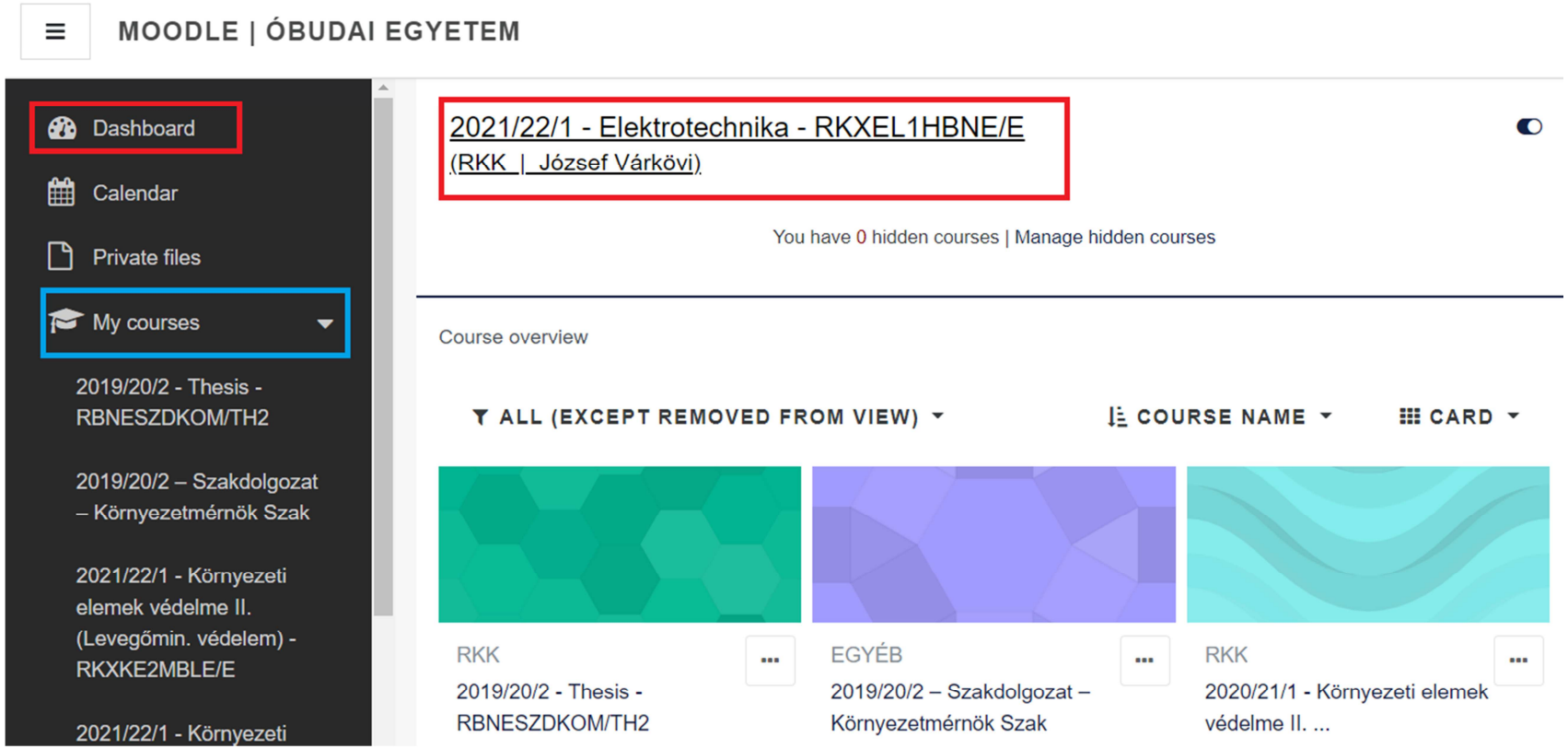
By clicking your name at the top right corner you are able to get to your **Messages**.



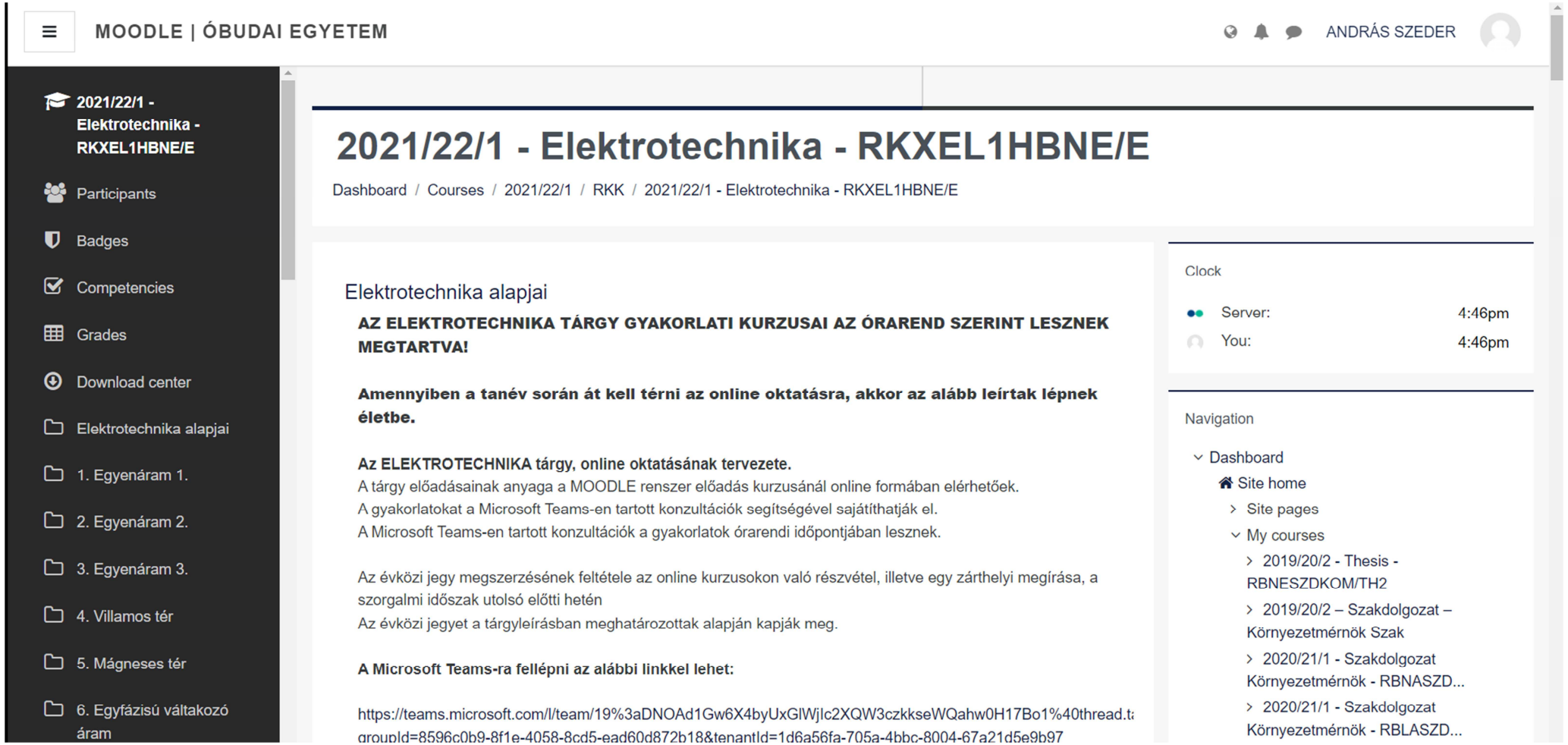
If you select the **Calendar** option from the left menu bar, you will be able to see your upcoming events (such as like a test/exam or a task you have been assigned to).



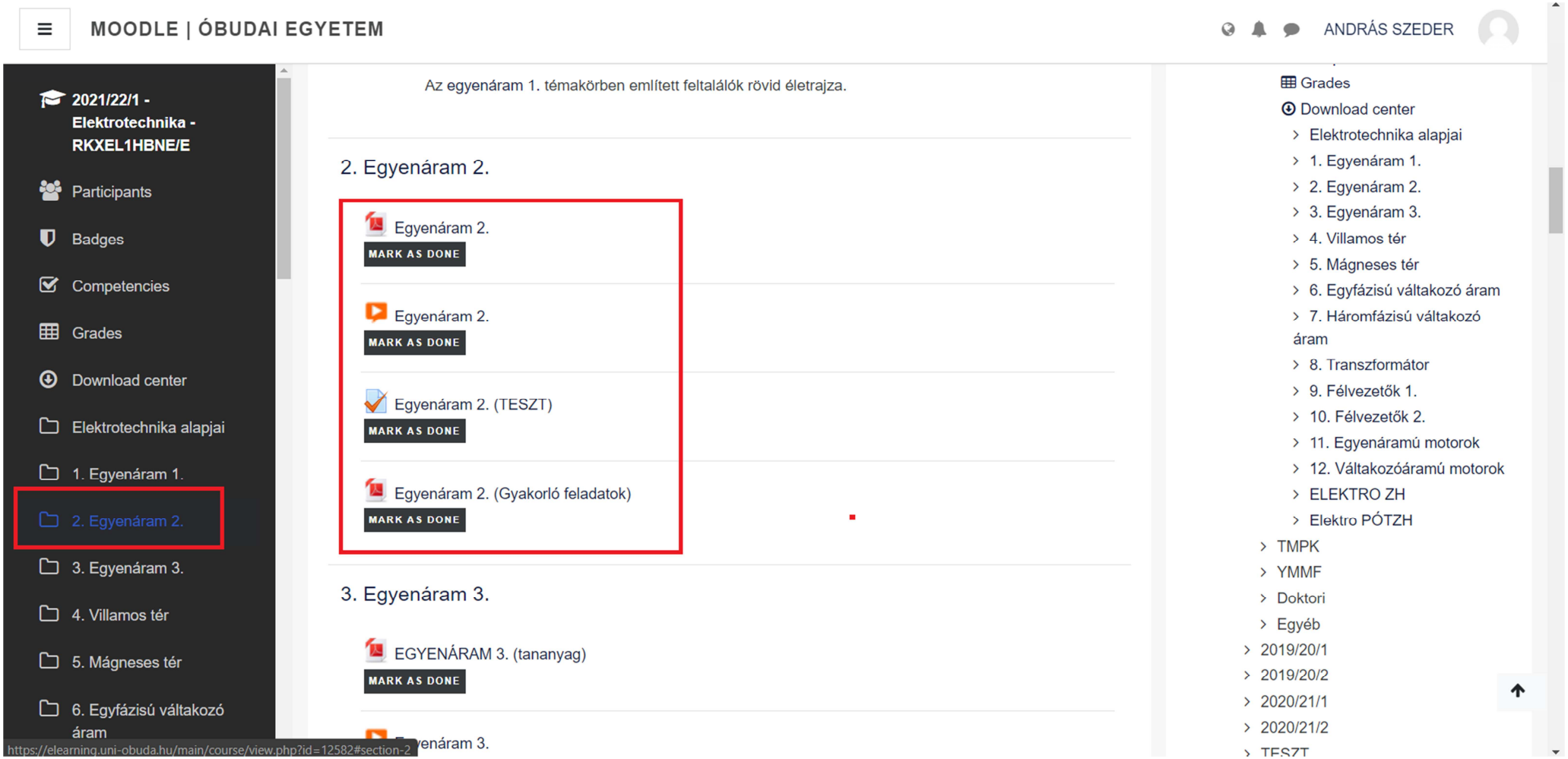
To see further information (presentations, files, assigned tasks) about your Courses, select the desired course from the Dashboard or the My Courses menu.



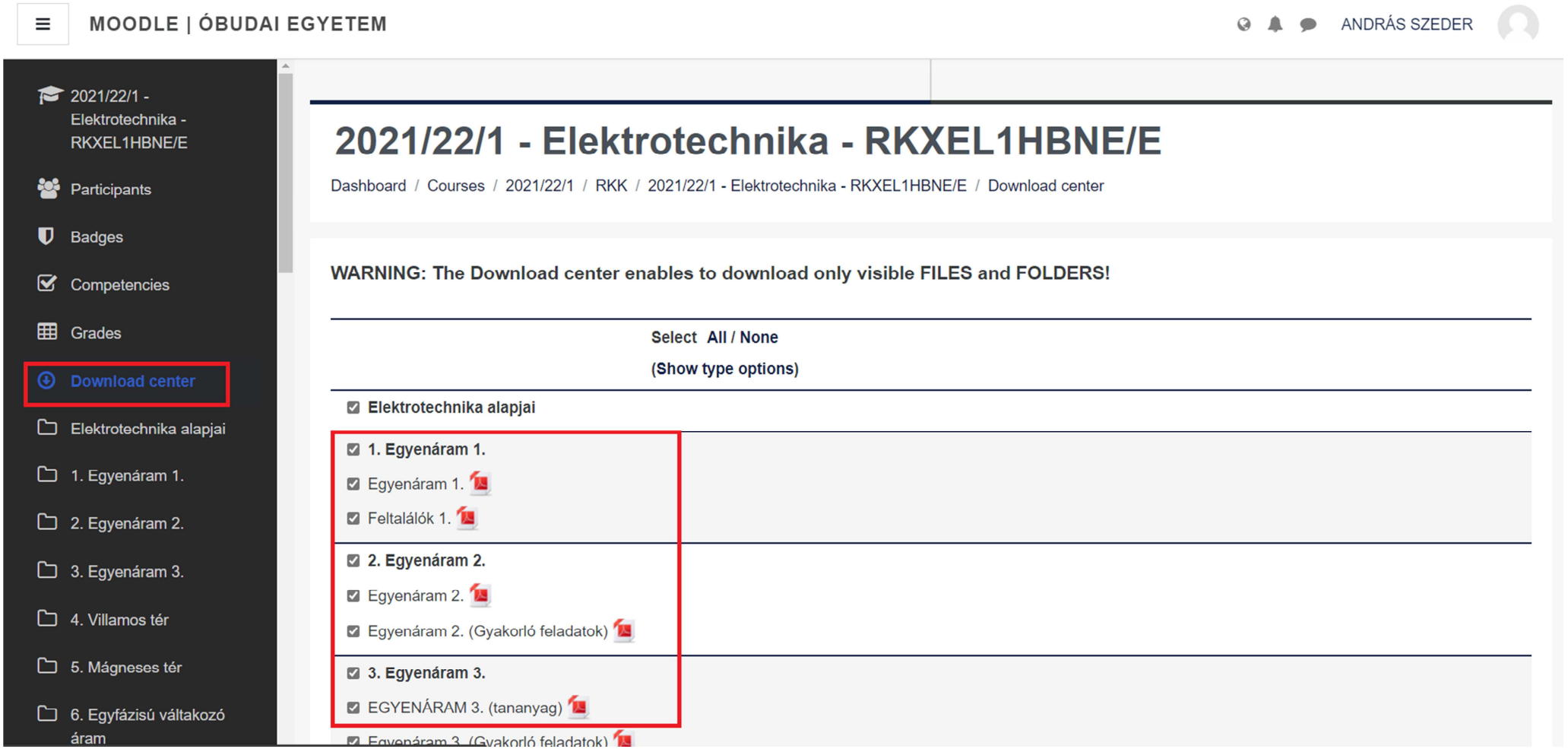
Here you will be able to see the description of the subject and every uploaded materials that you need.



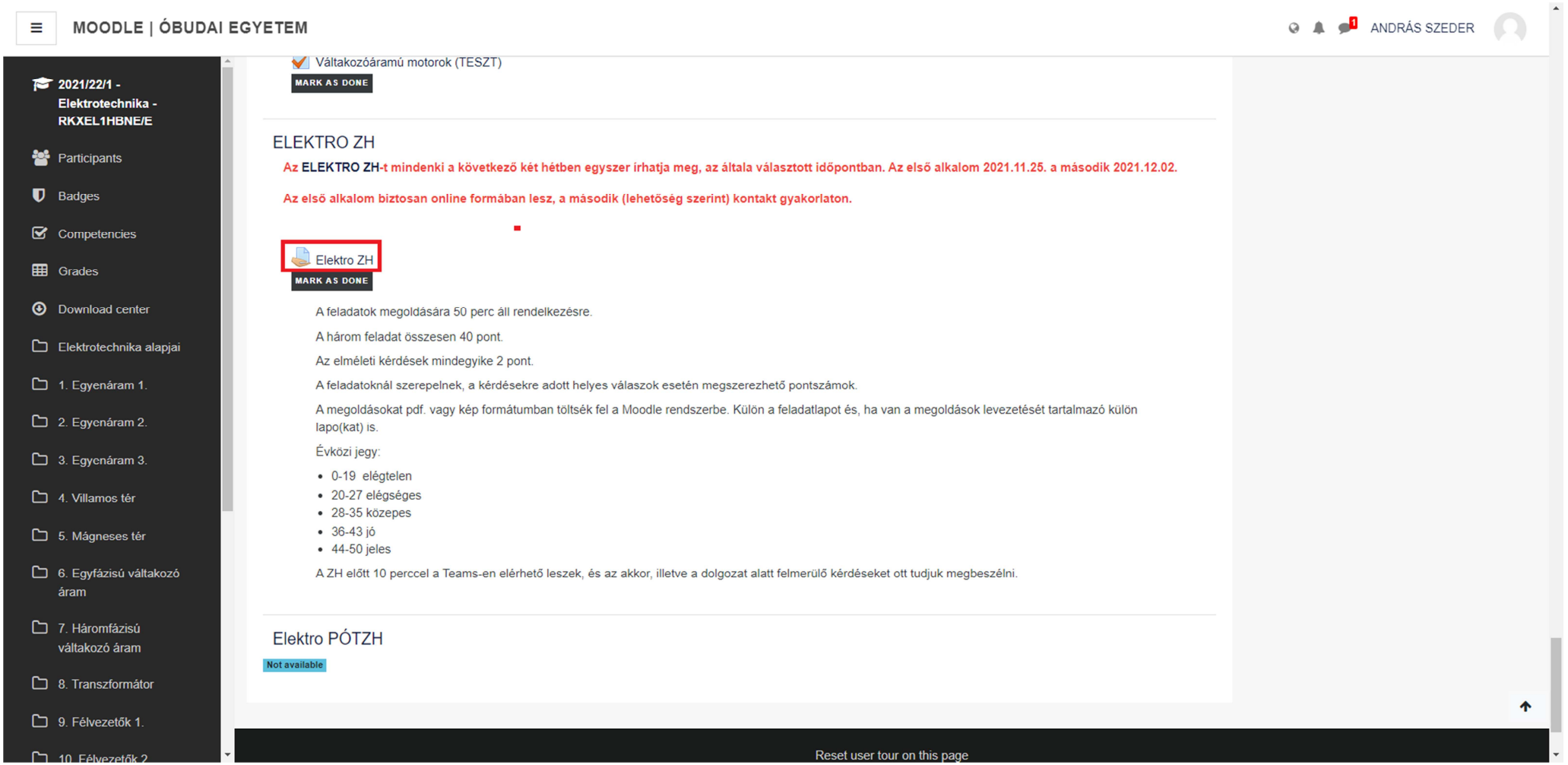
You can scroll down to see the uploaded study materials (which can be PDF, DOC, PPT, tests, tasks) or select the desired lecture by the left menu bar. If you have download and read a study material you can flag that part with '**Mark as done**'.



It is possible to see all the uploaded study materials at one place by clicking on the '**Download center**' at the left menu bar.

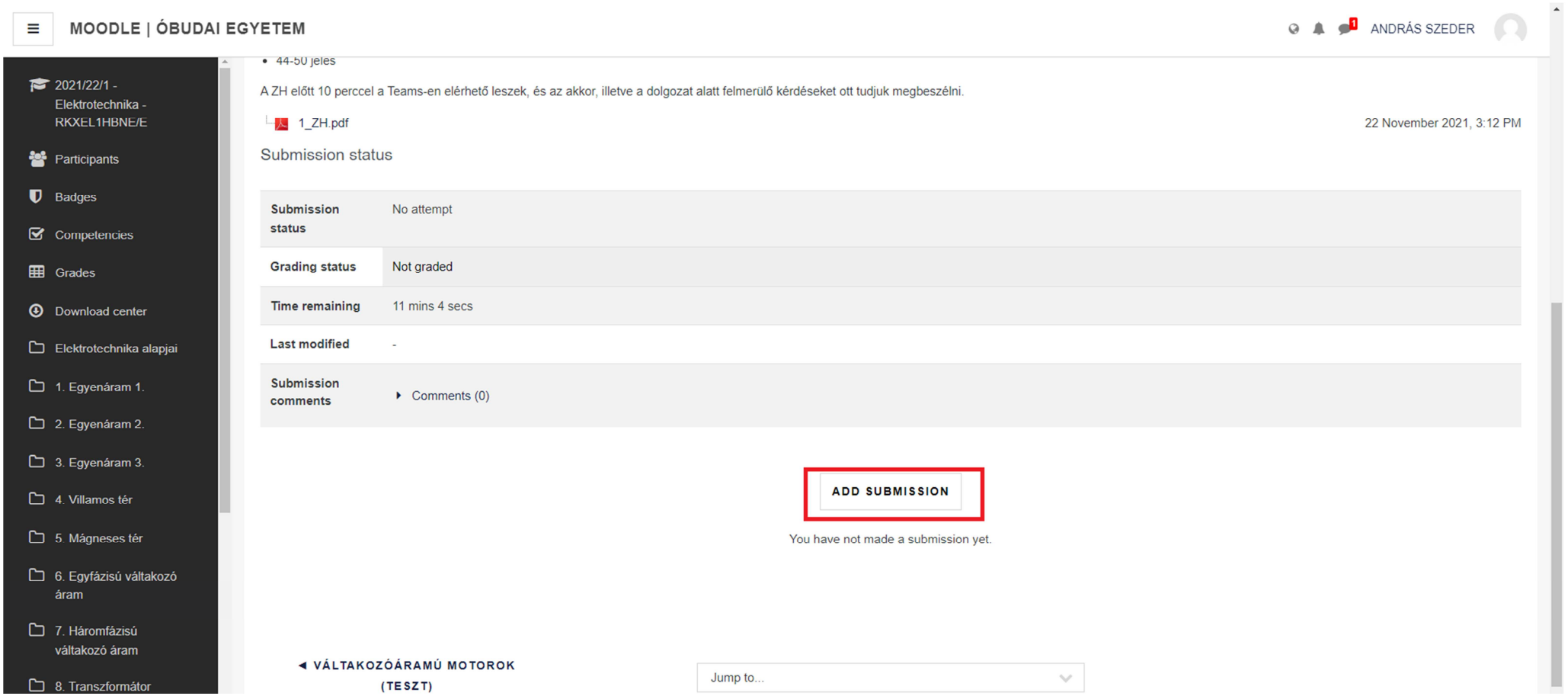


Let’s say you are going to have a test where you need to upload your own work.

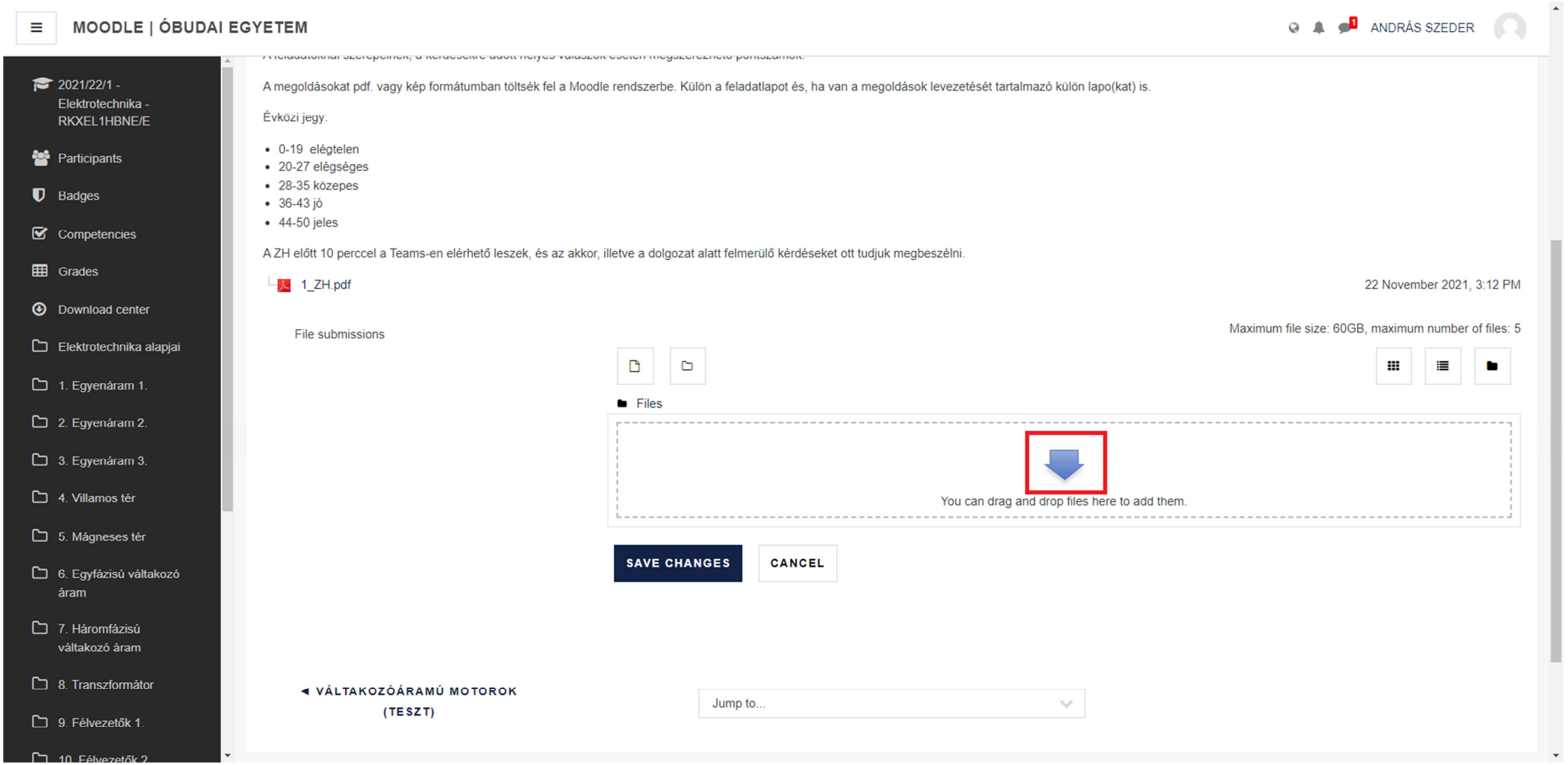


The time period will be shown to you when the test is 'open' and you can access it and start working on it. Once it is open, look for the test paper (mostly PDF or Word) and download it if it is not an online quiz test.

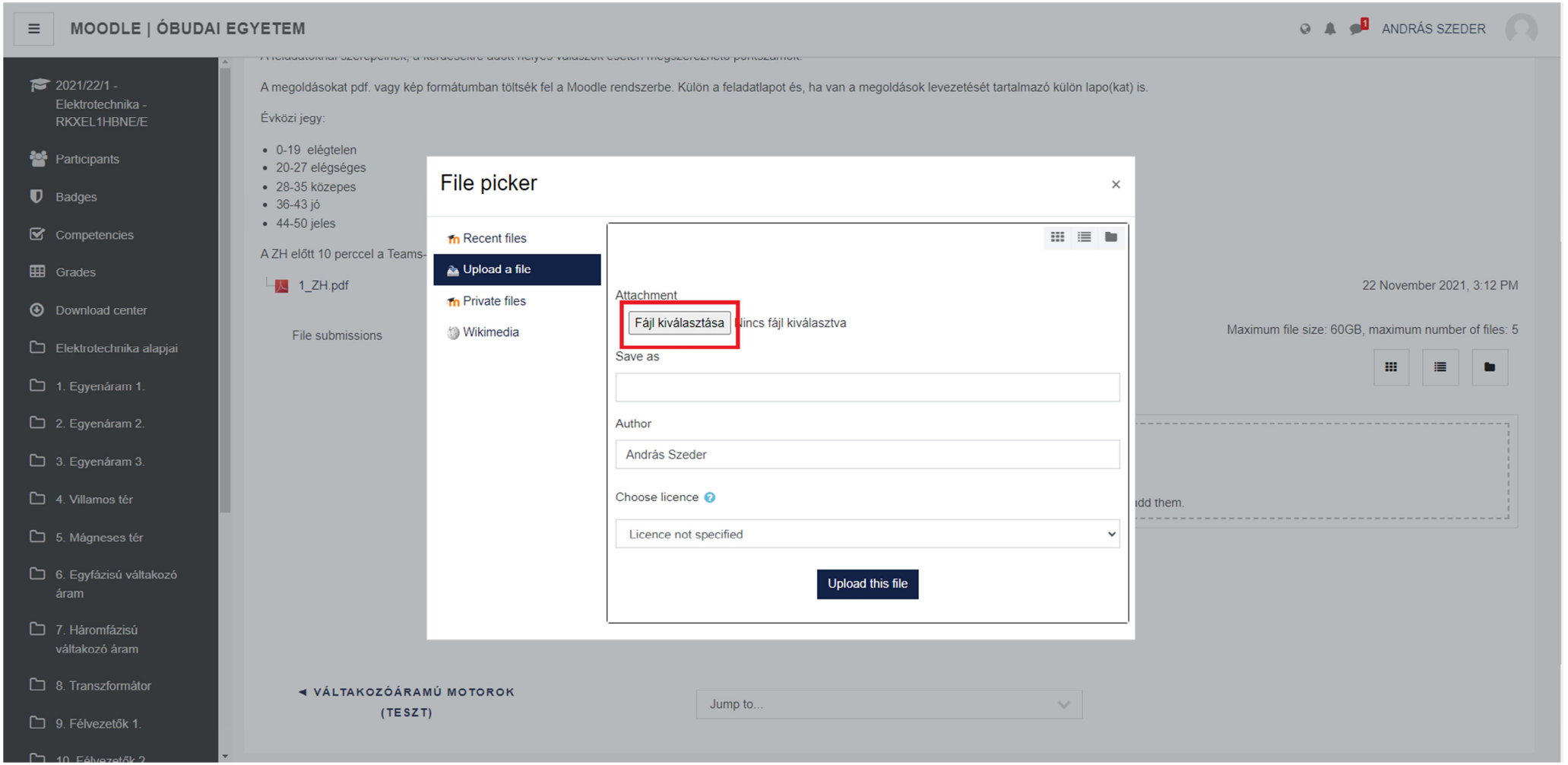
See the PDF test paper and on an empty paper start working on it. Once you are finished, take a photo (or scan it) of your paper, copy it onto your computer and click on '**Add submission**'.



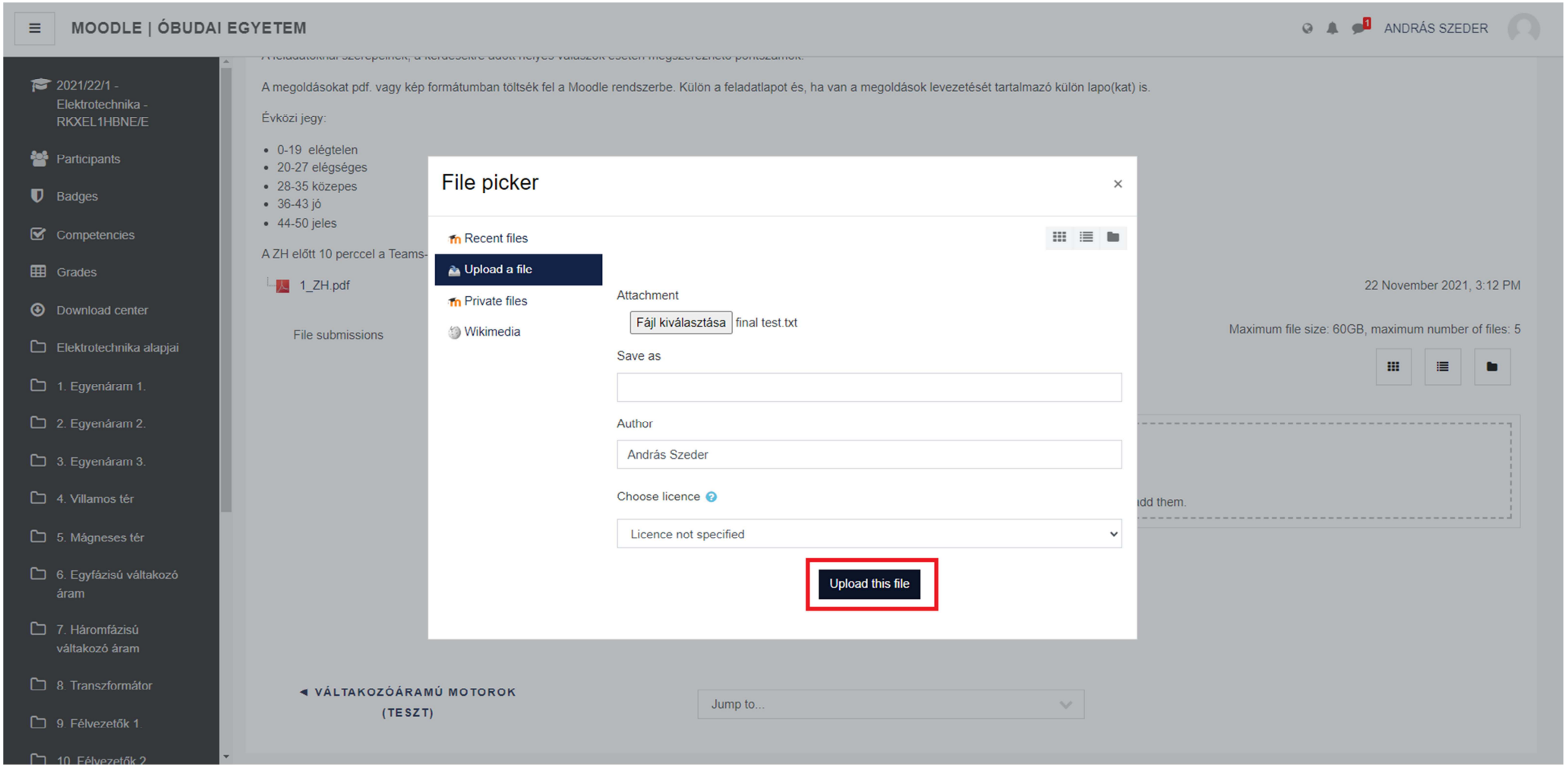
A drag and drop window will appear where you will need to select your work file. Click on the **big blue arrow** to upload your file (JPG, PDF or Word).



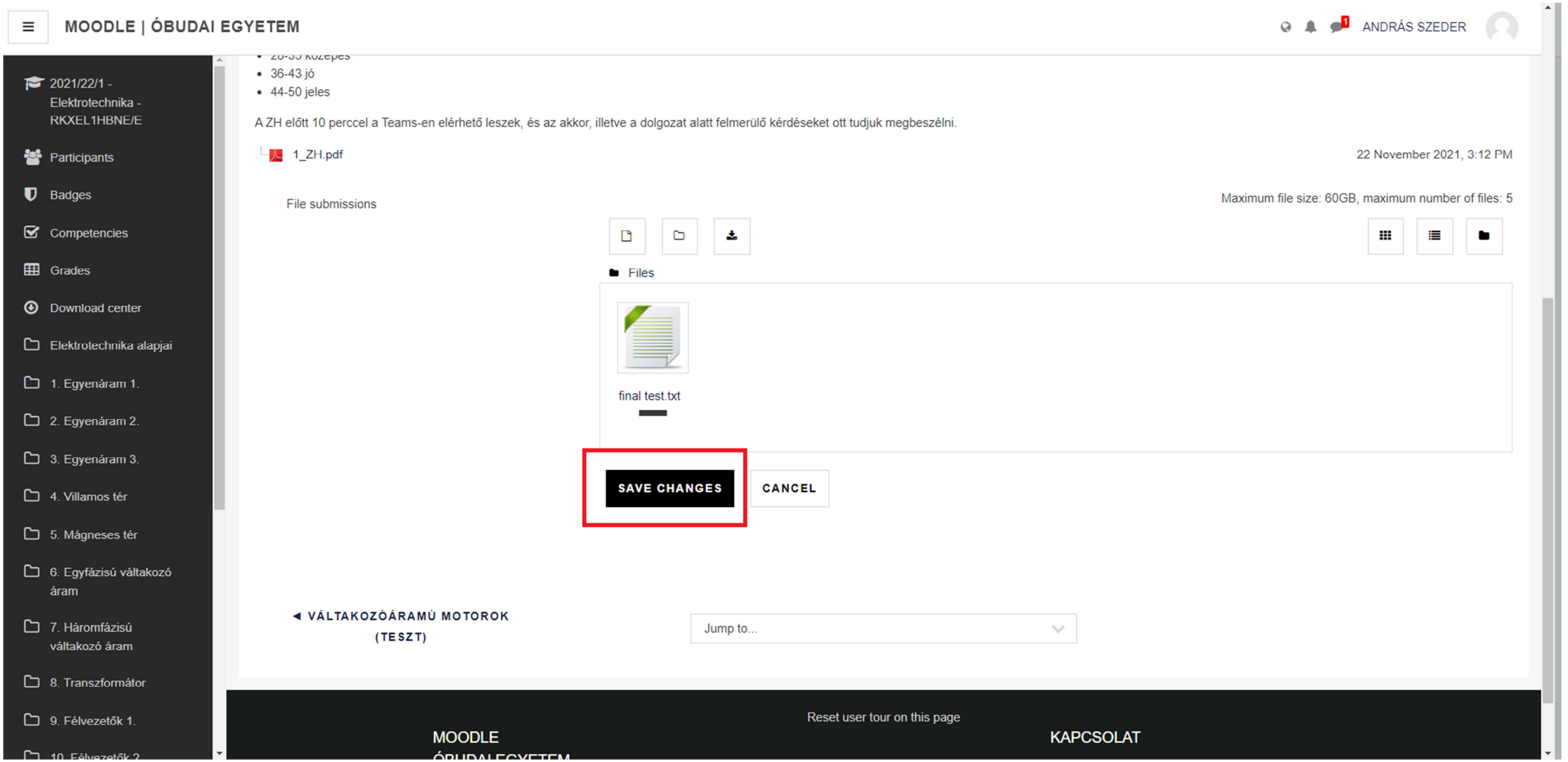
From the '**Upload a file**' section select **Attachment** and **Browse for the file**.



Once you have selected your work click on the '**Upload the file**' button.

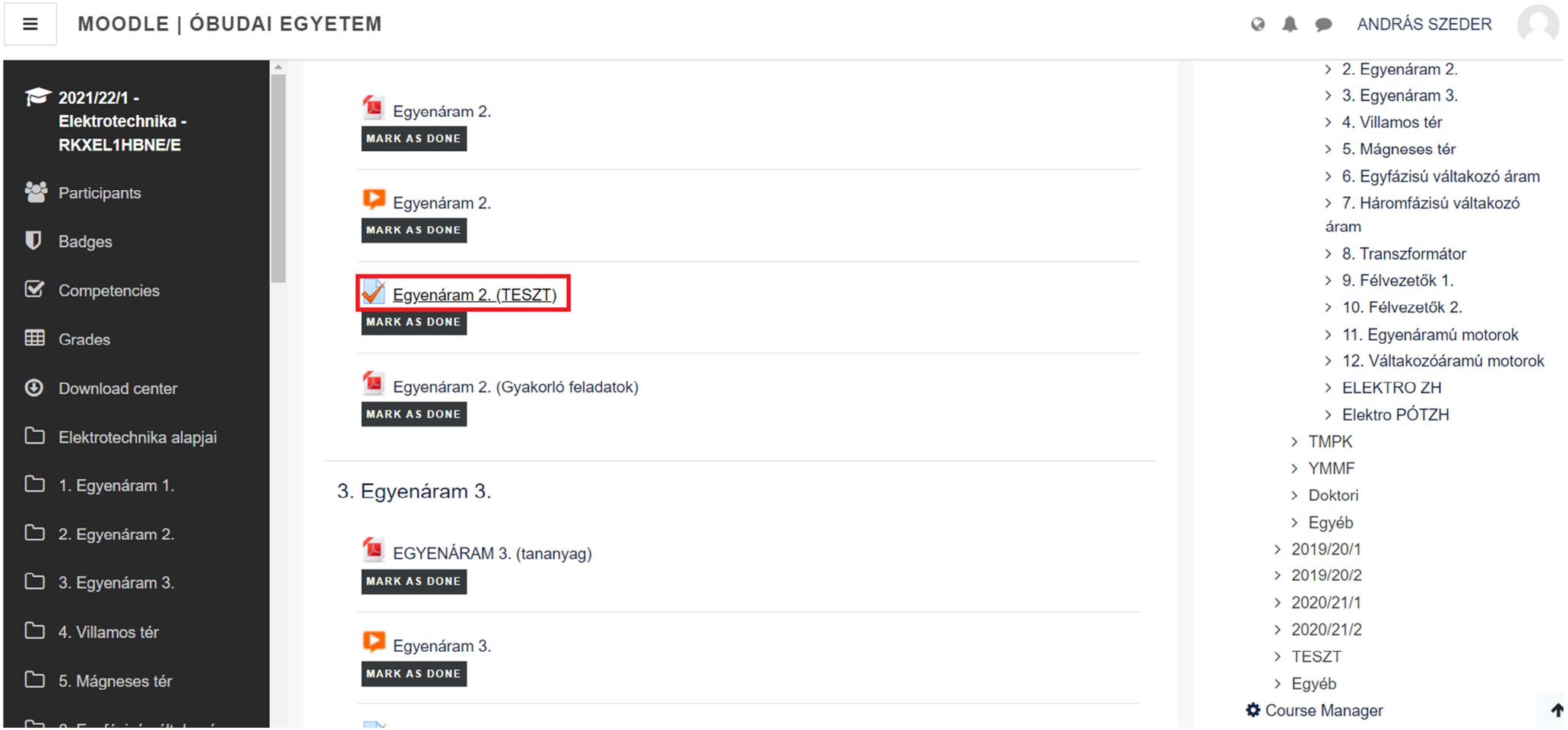


After the successful file update you will see your file there, so simply click the '**Save changes**' button and you are good to go.

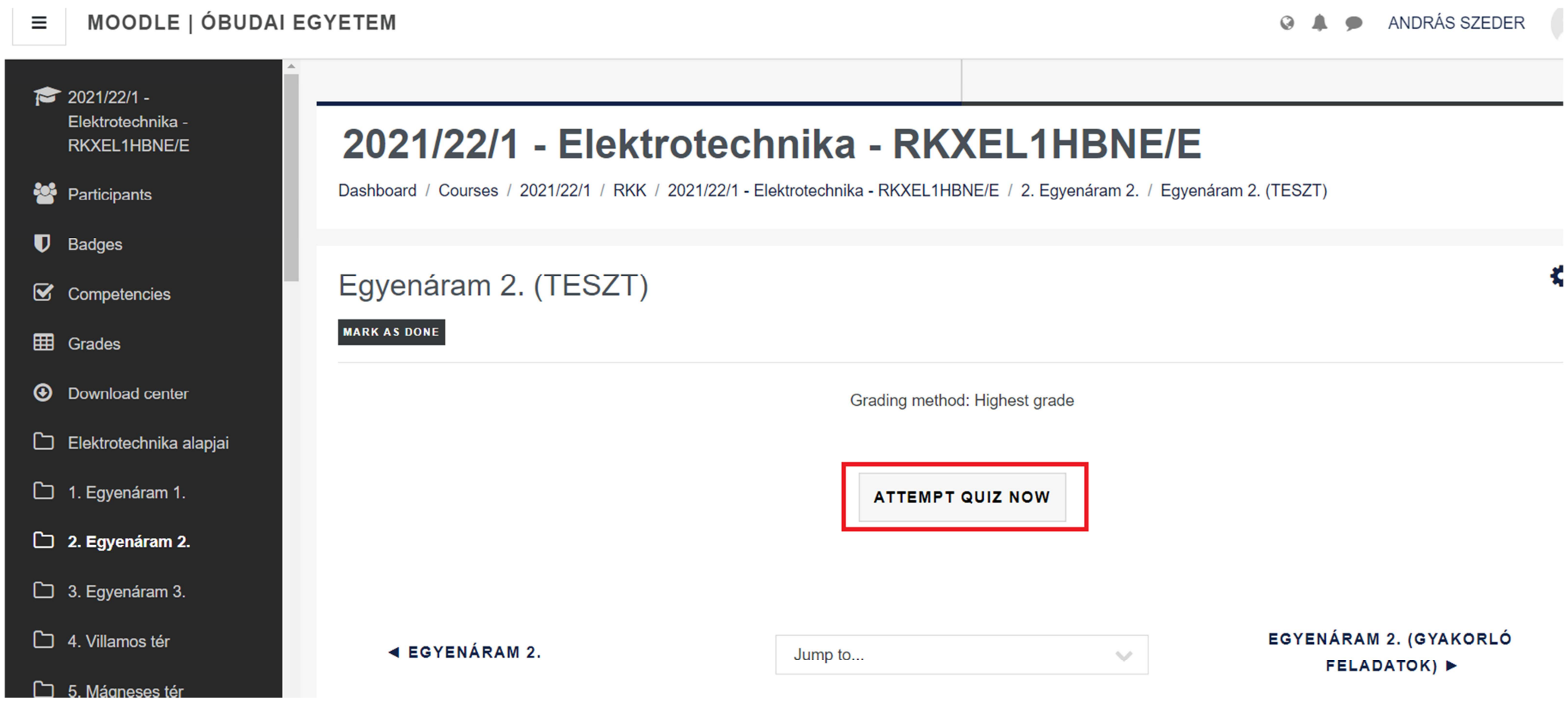


Head back to the course page and at the part where the test is select '**Mark as done**'.

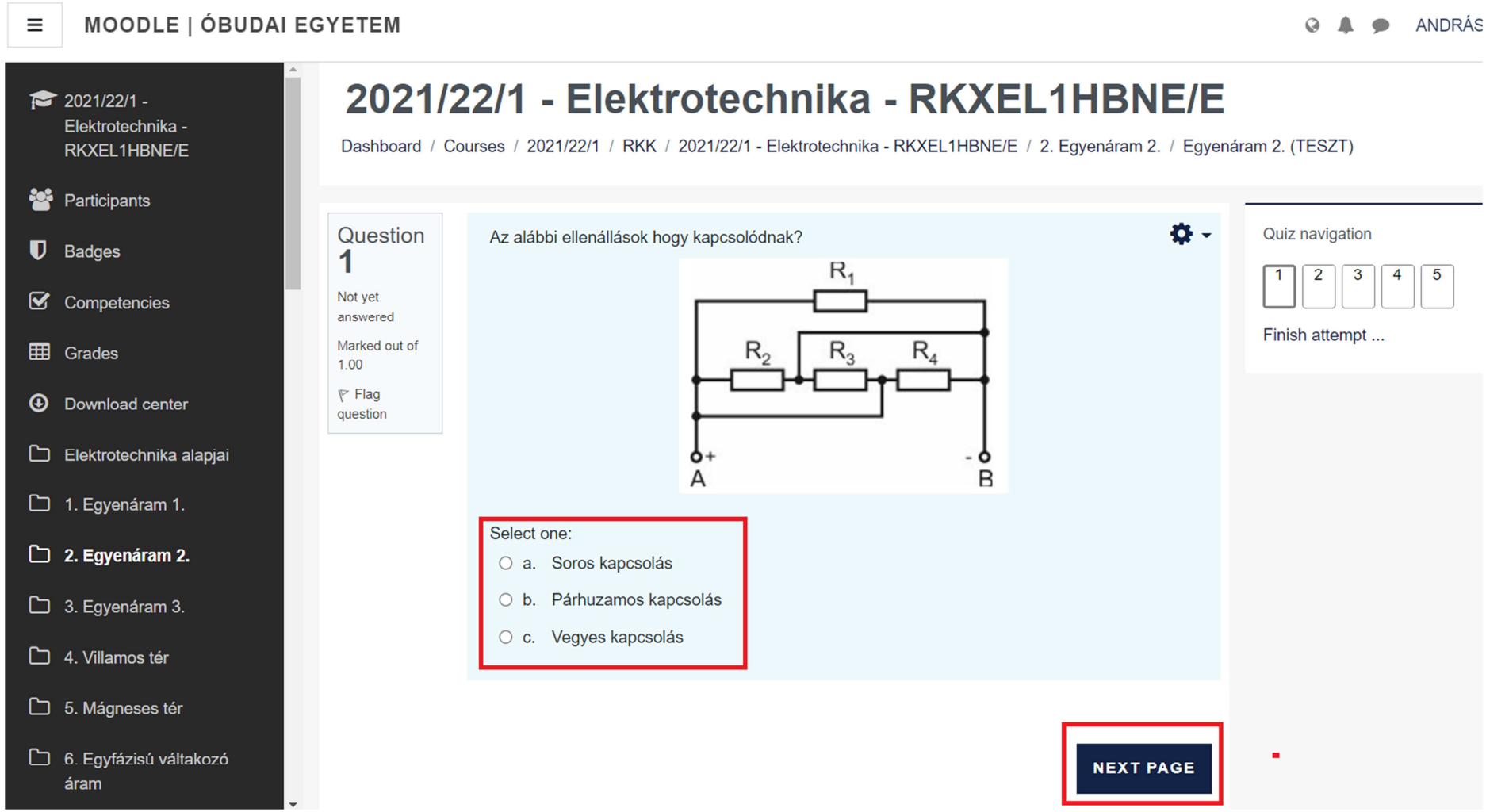
The other sort of test is a so called Online Quiz. Look for the test and click on it.



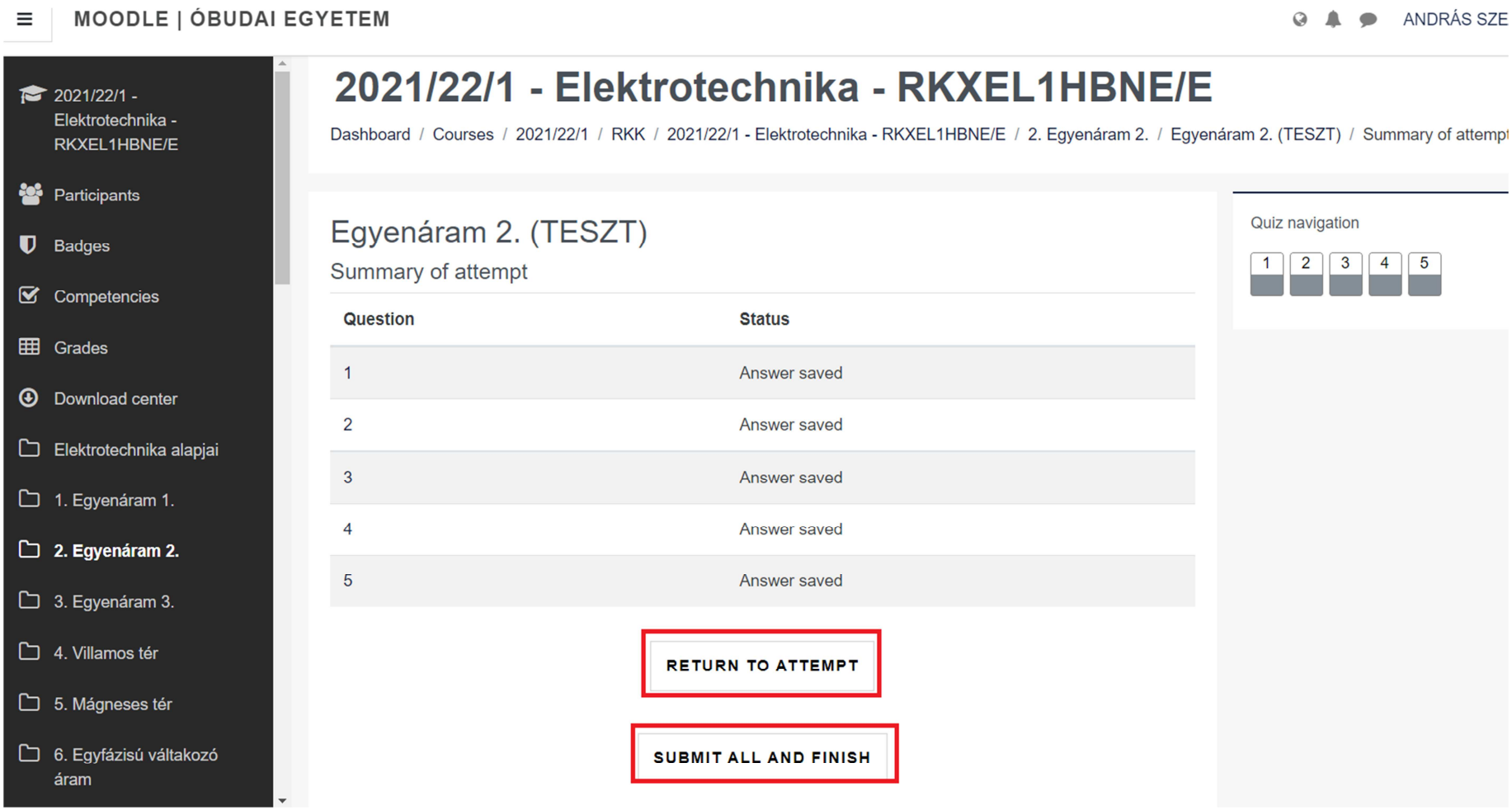
Once it is selected, click on the '**Attempt Quiz Now**' button. In this particular case this one is a practice test to check yourself if you understand the studied materials.



A series of questions will come one by one where you can select from certain given answers. Once you picked one of the answers, hit the Next page button.



At the end of the online quiz test you can '**Submit all and finish**' the test or modify your answers by clickin on the '**Return to attempt**'.



The Moodle system also contains several educational and social functions.

In this short guide you can only read about the absolute necessity functions.

Please turn to the Moodle team with any questions or comments at the following e-mail address: moodleadmin@uni-obuda.hu