2. Using Moodle Site as Course Creator

2.1 Logging into moodlesite of Jammu university and changing or editing your profile

Step1 Login into moodle site of University from the url

https://e-learn.jammuuniversity.ac.in/moodle/login/index.php

You will see this page

UNIVERSITY OF JAMMU

Username

Password

Log in

Lost password?

Some courses may allow guest access

Access as a guest

Use your username and Password and click Login and New page will appear as given below

Editing your own profile

Click on as logo on right end top corner of page

UNIVERSITY OF JAMMU

Profile
Grades
Calendar
Private files
Reports

Preferences
Language

Log out

Welcome back, ashok! 👋

Timeline

Next 7 days | Sort by dates | Search by activity type or name

No in-progress courses

Calendar

All courses
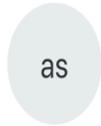
New event

◄ October **November 2023** December ►

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	5

By Clicking on Profile You will see this page

Click on Edit Profile and You can change username,firstname,lastname,email,password,image etc of your account and also update your department and institution name and finally click update button.

You can drag and drop files here to add them.

Accepted file types:

Image files to be optimised, such as badges .gif .jpe .jpeg .jpg .png

Picture description [   ]

> **Additional names**

∨ **Optional**

ID number [   ]

Institution [   ]

Department [   ]

Phone [   ]

Mobile phone [   ]

Address [   ]

[Update profile] [Cancel]

Required

2.2 Creating a Course on Moodle Site by Course Creator

Make sure you are having a Course Creator role in moodlesite only then you can create a course.

You will get link create course as shown in page

UNIVERSITY OF JAMMU   Home Dashboard My courses Search Course   as

My courses

Course overview

[All ∨] [Search] [Sort by course name ∨] [Card ∨]

No courses

Create new course

On Clicking MyCourse, you will be directed to New Page as given below and by default Faculty of Science is selected.However it needs to be changed as per your faculty[Which can be checked from University of Jammu website by clicking faculties url:https://www.jammuuniversity.ac.in/academics/faculties]
Please select appropriate faculty only.

Lets create a **course name**:Image Processing in **Mathematical science as Faculty** and sub category :**Computer Science and IT[your department name in faculty]**

Course ID number ❓ 342

⌄ Description

Course summary ❓

[toolbar: ↴ | A▾ | **B** | *I* | ☰ | ⅓☰ | ☰← | ☰→ | 🔗 | ✂ | 🖼 | 🎞 | ⎘]
[toolbar: ♿ | ⋮⋮]

Image Processing Course is of 4 Credits and It is mandatory course for 4th Sem.

Objective of the Course are as Under:

1.Learning Image Segmentation

2.Learning Image Processing

3.Learning Image Processing Tools

Reference books:

1.Image Processing by RK Singh BPB Publication

Course image ❓

Maximum file size: 2 MB, maximum number of files: 1

⬇ [grid icon] [list icon] [folder icon]

📁 Files

dip.jpeg

Select Some image from google related to name of your course

Select the image and upload by clicking image and then dont change any other item and **click on save and display.**

Course image   ❓

Maximum file size: 2 MB, maximum number of files: 1

📥   ⊞ ☰ 📁

📁 Files

dip.jpeg

Accepted file types:

Image files used on the web .gif .jpe .jpeg .jpg .png .svg .svgz

> **Course format**

> **Appearance**

> **Files and uploads**

> **Groups**

> **Role renaming** ❓

[Save and display] [Cancel]

❗ Required

Your course is created and you will see the page as given

2.3 How to enroll Students into your course

For your convenience, as per the details shared by your department regarding students of 1/2/3/4 sem ,all the students have been added to moodlesite from backend but no students can access any course in moodle site unless he/she is not enrolled by course creator of respective courses.

All students must use the username shared with them by your department as per excel sheet and they can follow Module-I for accessing the moodlesite.

Step1: Login into your moodle site and click on my course, you will see the course you have created[**Note :You can enroll students after creating the course only]**

Step 2:Click on your course, You will be directed to this page

Step 3 Click on Participant and you will see only you are the participants of course and your role is course creator and Teache by default.

[Note if you are seeing Student role also it means you cannot enroll students then and it indicates that you have added yourself into the course as students also.
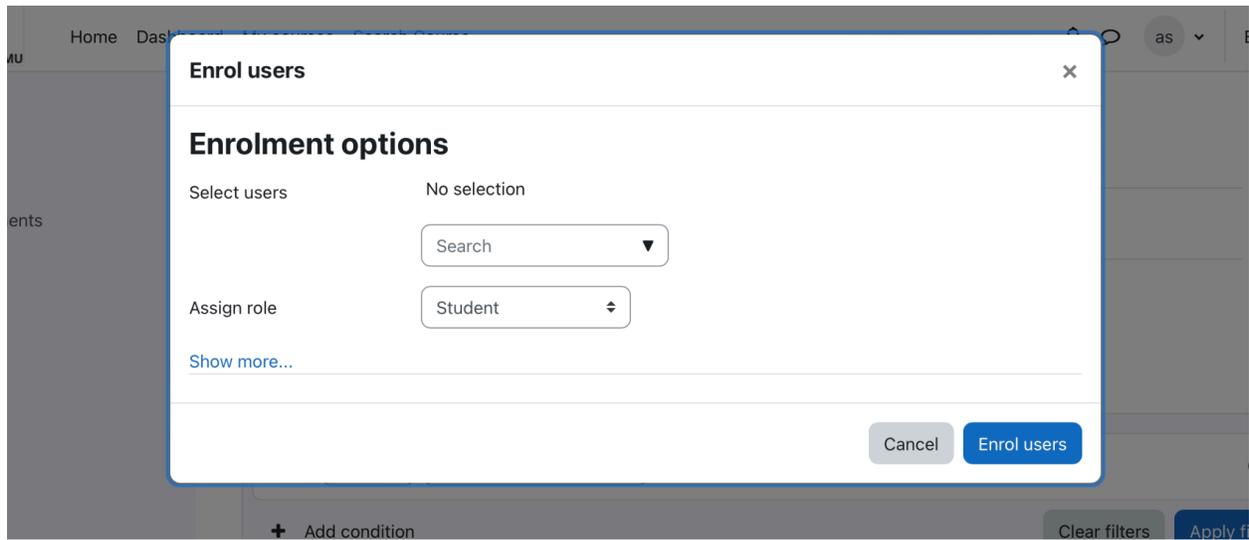
[Then email administrator for removing you from course as student]]

You can see enroll participants option at top

Click on enroll participants and search your course students with username,firstname,lastname,email etc

Enrol users ✕

Enrolment options

Select users   No selection

                      [Search   ▼]

Assign role   [Student   ⇕]

Show more...

                                    Cancel   **Enrol users**

✚   Add condition   Clear filters   Apply f

For example MCA ,Soc,Phy students can be accessed as

Enrol users ✕

Enrolment options

Select users   No selection

[mca   ▼]

| 🖼 Mohd Ahsan mcabc02-23, ahsanqazi212@gmail.com, Computer science and IT, Bhaderwah campus |
| 👤 ishrat banoo 0108-mca-22, sony25011999@gmail.com, Computer Science and IT, Bhaderwah Campus |

Assign role

Show more...

Cancel   Enrol users

Enrol users ✕

Enrolment options

Select users   No selection

[soc   ▼]

| 🖼 asiya asiya 0020-soc-22, asiya248499@gmail.com, Sociology, University of Jammu |
| 👤 avleen avleen 0011-soc-22, rajindersingh73044@gmail.com, Sociology, University of Jammu |
| 👤 sonali Chib 0005-soc-22, chibsonali906@gmail.com, Sociology, University of Jammu |

Assign role

Show more...

Cancel   Enrol users

Enrol users   ✕

Enrolment options

Select users   No selection

| phy| ▼ |

☐ **adiba adiba** 31phy2022, adibazari2@gmail.com, Physics, University of Jammu

Assign role

☐ **mohammad aithsham** 06-geo-22, ahtishammohammad17@gmail.com, Geography,
Show more...
University of Jammu

☐ **aqib ali qureshi** 14-geo-22, aqibqureshi5@gmail.com, Geography, University of Jammu

Cancel   Enrol users

If your students do not appear in the search box then it means your students have not been added into moodle site or Your student data is pending from your department end.Please approach your department to the concerned person for sending data to JULMS Team as per format.

I have selected two students and click on enroll user, you will see users have been added in your course and you can change their profile and as well delete them from your course in case you have wrongly added them in your course.

First name / Last name ▲	Username	ID number	Email address	Department	Institution	Roles	Groups	Last access to course	Status
tb **taiba banoo**	0104-mca-22	0104-mca-22	taibabanoodev@gmail.com	Computer Science and IT	Bhaderwah Campus	Student 🖊	No groups	Never	Active ℹ️ ⚙️ 🗑️
ib **ishrat banoo**	0108-mca-22		sony25011999@gmail.com	Computer Science and IT	Bhaderwah Campus	Student 🖊	No groups	Never	Active ℹ️ ⚙️ 🗑️
as **ashok sharma**	drashoksharma		drashoksharma@hotmail.co.in			Teacher, Course creator 🖊	No groups	6 mins 55 secs	Active ℹ️ ⚙️ 🗑️

With selected users...   Choose... ⇕

Enrol users

You can select any participant and edit their profile means username, email etc and even you can check their email in case they are not getting email for changing their password during login.You can edit their email as well.

You can also check whether your course participants are accessing the course or not by checking log details

Last access to course

2.4 Changing Course Full Name short Name ,Course Summary etc

In case you have misspelled course name,course short name,course summary etc then you can edit the course details by selecting the course and click on settings, then you will be directed to the page below.