المطلوب من الكليات التي تقدمت بالفعل خلال العام الاكاديمي 2020 - 2019

أولا: الكليات التي استكملت كافة اجراءات التقدم ودفع الرسوم ، رفع كافة المرفقات وفحصها والموافقة عليه، وتحديد موعد الزيارة.

لهذه المؤسسات الحق في استبدال ما تريده من الوثائق المرفوعة بالفعل على النظام الإلكتروني للاعتماد، وتلتزم بتقديم الآتي:

1. تقرير البرنامج / البرامج عن العام الاكاديمي 2019 – 2020

ملحق للدراسة الذاتية وفقا لمعايير الهيئة، وموضحا به النقاط التالية:

- 2.1 الاجراءات التنفيذية التي قامت بها المؤسسة خلال الفصل الدراسي الثاني اثناء الجائحة في مجالات التعليم والتعلم للمرحلة الجامعية الاولى والدراسات العليا وادارة المؤسسة / البرنامج وغيره مع ذكر أمثلة. مرفق رقم 1
- 2.2 سبل الدعم التقني والتدريب التي وفرتها المؤسسة لأعضاء هيئة التدريس والهيئة المعاونة والطلاب والعاملين للتعامل مع التغيرات التي طرأت أثناء الجائحة. مرفق رقم 2
  - 2.3 طرق تقييم الطلاب بالمؤسسة ووسائل تأمينها وكيفية ادارتها. مرفق رقم 3
- 2.4 الوسائل التي اتبعتها المؤسسة لاستطلاع أراء هيئة التدريس والطلبة عن الإجراءات التي اتبعتها المؤسسة التي اتبعتها المؤسسة الثناء الجائحة وما قامت به المؤسسة للاستجابة لهذه الآراء. مرفق رقم 4
- 2.5 الاجراءات التي اتخذتها المؤسسة لمواجهة الصعوبات والتحديات والمواقف الطارئة اثناء الجائحة في الفصل الدراسي الثاني وخلال الامتحانات. الاجراءات التي اتبعتها المؤسسة لمكافحة انتشار العدوى وضمان سلامة الطلاب وأعضاء هيئة التدريس والعاملين. مرفق رقم 5

ويمكن للمؤسسة المتقدمة تقديم دراسة ذاتية جديدة وفقا لمعايير الهيئة للعام الجامعي 2019 -2020 على ان تتضمن الدراسة الذاتية الجديدة ما قامت به المؤسسة من اجراءات خلال الفصل الدراسي الثاني لمواجهة الموقف الناتج عن جائحة كورونا.

3. فيديو تعده المؤسسة عن نفسها يتضمن توضيحاً لاهم الموارد المتاحة بالكلية (المدرجات، المعامل، العيادات والورش والمكتبة والملاعب وغيرها)، ويتضمن توثيقا لاهم الأنشطة داخل المؤسسة والانشطة التعليمية والانشطة الطلابية، لا تزيد مدته عن 15 دقيقة.

(HD720p medium size and moderate quality)

# ملحق الدراسة الذاتية موضح به النقاط التالية:

1.2 الاجراءات التنفيذية التي قامت بها المؤسسة خلال الفصل الدراسي الثاني اثناء الجائحة في مجالات التعليم والتعلم للمرحلة الجامعية الاولى وادارة المؤسسة / البرنامج وغيره مع ذكر أمثلة. مرفق رقم (1)

## <mark>مرفق رقم (1)</mark>

1.2 الاجراءات التنفيذية التي قامت بها المؤسسة خلال الفصل الدراسي الثاني اثناء الجائحة في مجالات التعليم والتعلم للمرحلة الجامعية الاولى وادارة المؤسسة / البرنامج وغيره مع ذكر أمثلة.

قامت إدارة كلية الهندسة جامعة عين شمس باتخاذ العديد من الإجراءات السريعة والعاجلة لمواجه تحديات انتشار فيروس كورونا وتوقف الدراسة داخل حرم الكلية، وبدء تنفيذ تعليمات وارشادات التحول الى التعليم عن بعد (التعليم الالكتروني) وذلك من خلال العديد من الإجراءات التالية:

تم اصدار دليل ارشادي لتنفيذ أنشطة التعليم الالكتروني والذي تم تطبيقه بتاريخ 15 – 27 مارس 2020 كما يتضح من الدليل، والذي تم فيه شرح تفصيلي لاستخدام منظومة إدارة التعلم LMS. كما تم وضع عدة روابط لفيديوهات تعريفية عن كيفية انتاج فيديوهات للمحاضرات الاكاديمية. كما توضيح الاستفادة من التدريب علة منصة Corsera والذي استفاد منه الكثير جدا من أعضاء هيئة التدريس والهيئة المعاونة والطلاب بالكلية. كما اشتمل الدليل على بيان تفصيلي لأنشاء عدة قنوات لكل قسم علمي على YouTube.

كما شرح الدليل تفصيليا كيفية استخدام المنصبة التعليمية Micro Soft Teams وكذلك بعض المنصبات التعليمية الأخرى مثل Zoom – Webex.

كما وضح هذا الدليل كيفية تنفيد بعض التقييمات على MOODEL من خلال LMS الذي محدد به كل المقررات الدراسية للفصول الدراسية التالية. التالية.

كما اتخذت إدارة الكلية العديد من الإجراءات لمتابعة تنفيذ التعليم عن بعد بكل البرامج الأكاديمية من خلال منظومة الارشاد الأكاديمي، وذلك من خلال اصدار تقرير اسبوعي يتما ارساله من كل برنامج الى إدارة الكلية محدد به قائمة مل المقررات الدراسية بالفصل الدراسي ربيع 2020. وبشمل التقرير عدد الملفات التي تم رفعها – الفيديوهات – أخرى للطلاب على منظومة LMS. مرفق (1-1)

كما أصدرت إدارة البرامج الدولية بالتنسيق مع جامعة شرق لندن UEL العديد من الارشادات الخاصة لأنشطة التدريس والتقييم للطلاب عن بعد. مرفق (1-2).

كما إدارة الكلية بإصدار العديد من البيانات – والخطابات الموجه الى البرامج الاكاديمية – الطلاب لتوضيح طرق التدريس – طرق التقييمات – رفع الأبحاث والتصحيح الكترونيا. كما استحدثت الكلية منظومة لمراجعة نسبة الاقتباس في الأبحاث المقدمة من الطلاب من خلال Turnitin والذي تم تفعيله مباشرة من خلال منظومة LMS مرفق (1-3).

كل هذه الأنشطة تمت في اطار تعليمات وزارة التعليم العالي بهذا الخصوص. مرفق (1-4)



# Plan for Online Education, Effective 15-27 March 2020

Faculty of Engineering, Ain Shams University, version 200317 Applies to both Specialized and Interdisciplinary Programs, Bylaws 2003, 2013 and 2018

#### Use of Learning Management System (LMS) - Moodle

- The Faculty LMS can be accessed through the following link: <u>https://lms.eng.asu.edu.eg/</u>
- Login using Faculty Email (......@eng.asu.edu.eg) and its password
- Introduction Instructions to use LMS <u>https://www.youtube.com/watch?v= Ud4hx17kqk</u>, Courtesy of TSDC
- To backup your course material and restore it later, visit the following link for instructions <u>https://www.youtube.com/watch?v=XRgbdCFARss</u>, Courtesy of TSDC
- You can also download Moodle as Apps

Google

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Play

https://play.google.com/store/apps/details?id=com.moodle.moodlemobile&hl=en\_\_\_\_\_ AU\_\_\_\_\_\_

- App Store <u>https://itunes.apple.com/au/app/moodle/id633359593?mt=8</u>
- Moodle Desktop App for Windows and macOS <u>https://download.moodle.org/desktop/</u>
- Please make sure to use (Ims.eng.asu.edu.eg) as Site Address when prompted to within the App
- In case of problem: cannot access platform or cannot find a course you are not registered in.
  - Instructors contact advisors or program coordinator; advisors make troubleshooting
     Students cannot login visit https://opg.acu.odu.og/request/ogin
  - Students cannot login, visit <u>https://eng.asu.edu.eg/requestLogin</u>
  - $\circ~$  Student cannot find a registered course, contact academic advisors or program coordinator
- Each course will be assigned an Academic Advisor for follow up on the activities.

#### Minimum To Do

- 1. Upload all lecture notes, Exercises, Lab Sheets, References, any helpful supporting materials.
- 2. Open Discussion Forum for each lecture <a href="https://docs.moodle.org/38/en/Forum\_activity">https://docs.moodle.org/38/en/Forum\_activity</a>
- 3. Place links for recorded lectures and online lectures

#### Produce a Video for your Lecture / Tutorial / Lab

#### PowerPoint

- This is the easy way using PowerPoint. You can find instructions at the following link.
- <u>https://www.youtube.com/watch?v=bFOnhxXPAuc&feature=youtu.be</u>, Courtesy of ASU e-Learning Center

#### <u>Camtasia</u>

- This is a more advanced option. You can find instructions at the following links, Courtesy of TSDC.
- How to record a video using Camtasia <a href="https://www.youtube.com/watch?v=MQht4FNqNfQ">https://www.youtube.com/watch?v=MQht4FNqNfQ</a>
- How to Edit a video using Camtasia <a href="https://www.youtube.com/watch?v=pWUF4b7oWfA">https://www.youtube.com/watch?v=pWUF4b7oWfA</a>

#### Screen Recording Software

• After preparing PowerPoint or a PDF file with the lecture material, it is possible to record the computer screen as the instructor explains the material. There are easy programs to use to record the screen with voice such as: apowersoft version 3.0.6 which is free, or Snagit.

#### Tablet or 2-in-1 Laptop and Pen

- If you have access to a tablet or laptop with touch screen and a special pen to write, you can record the lecture using a board style method. You need a Samsung Note, Microsoft Surface, iPad, or a laptop with touch screen which enable writing (some touch screens are not suitable for writing).
- A screen recording software is also needed. For Samsung note, you can install "mobizen" for free.
- If you would like to use this technique but do not have access to such hardware and software, you can use one of the Tablets at the Examination Office
- For more information, send an email to <u>examinationoffice@eng.asu.edu.eg</u>
- To book a slot to use one of the tablets, click on this link:
- <u>https://docs.google.com/spreadsheets/d/1fU9TyuKOjQQYpLOmXhFpfFoADJYGxAupe2jfWOr</u> <u>tmyo/edit?usp=sharing</u>

#### **Record Video with Video Camera**

This can be easily done using several options:

- Use a high-quality Video Camera or Mobile Phone with high quality camera. This can be done in any lecture hall.
- Use the Faculty Smart Classroom for high quality recording, to book a slot, you can visit the following link <a href="https://scrvrr.youcanbook.me/">https://scrvrr.youcanbook.me/</a>

#### Corsera

Teachers can also use the ready-made lectures and materials available on Corsera. We are currently in contact with them to get access for our students. For more information, visit <a href="https://www.coursera.org/">https://www.coursera.org/</a>

#### Upload the Videos on the Internet

Please remember to Put the link inside the course page in Moodle.

#### Faculty YouTube Channel

- The Faculty of Engineering has a YouTube Channel <u>https://www.youtube.com/channel/UC8z9Mc9dGhd17z0W2LFxgjQ</u>
- For more information and to get the password, contact the Teacher Support and Development Center TSDC <u>tsdc@eng.asu.edu.eg</u>
- Make sure that you don't have any Copyright issues in the uploaded video.
- The upload instructions are available in the following link, Courtesy of TSDC <u>https://www.youtube.com/watch?v=z3emIL1HKOo</u>
- You need to use one of these accounts according to your course code:
  - ARC ARC.FoE.ASU.eg@gmail.com
  - CEI CEI.FoE.ASU.eg@gmail.com
  - CEP CEP.FoE.ASU.eg@gmail.com
  - CES CES.FoE.ASU.eg@gmail.com
  - CSE CSE.FoE.ASU.eg@gmail.com
  - ECE ECE.FoE.ASU.eg@gmail.com
  - EPM EPM.FoE.ASU.eg@gmail.com
  - MDP MDP.FoE.ASU.eg@gmail.com
  - MCT MCT.FoE.ASU.eg@gmail.com
  - MEA MEA.FoE.ASU.eg@gmail.com
  - MEP MEP.FoE.ASU.eg@gmail.com
  - PHM FoE.ASU.edu@gmail.com
  - UPL UPL.FoE.ASU.eg@gmail.com

#### Microsoft Videos

• You can use your Faculty Email to upload the Video on Microsoft Videos using the following instructions, Courtesy of ASU e-Learning Center. The YouTube channel is Preferred. You can only use this method if you have any doubts about the copyright of any material used in the Video.

https://www.youtube.com/watch?v=cClir8aWgfA&feature=youtu.be

#### **Online Lecturing**

Make Sure you Enable Recording during the online lecture so that it is available later on and put the link on the course page in Moodle

#### Microsoft Teams

ASU subscription of Office 365 includes full-feature access (for both students and teachers) to the software Microsoft Teams, which leads to the following benefits:

- 1. Dedicated online classrooms for education with recognition of students and teaching staff roles.
- 2. The ability to create assignments and quizzes with due dates.
- 3. Integrated with Microsoft Whiteboard to write on a whiteboard during the online lecture so that all the participants can see what the instructor is writing.
- 4. Special integration with MS PowerPoint to play any presentation while the students can take a glance at any other slide than that of the instructor.
- 5. Specific Window sharing is also possible during the online lecture to let the students watch other stuff I have on my screen.
- For instructions how to set online lectures with features, visit the following link, Courtesy of TSDC
- To create a team, <u>https://www.youtube.com/watch?v=eYkHJqO1upc</u>
- To add members to the team, <a href="https://www.youtube.com/watch?v=PLTb6tMwuXc">https://www.youtube.com/watch?v=PLTb6tMwuXc</a>
- For a full Tutorial, <u>https://youtu.be/ 04C6WZ59W0</u>

#### <u>Zoom</u>

- <u>https://zoom.us/</u>
- For instructions how to set Zoom online lecture, <u>https://youtu.be/lvhCfQlkdoY</u>
- There can be a limitation of 40 minutes. You just need to make multiple links if you need more time.

#### Webex

More information will be sent later as we are now finalizing the details with Cisco for a Premium account.

#### Assessment on Moodle LMS

#### **Assignments**

• The assignment activity in Moodle provides a space into which students can submit work for teachers to grade and give feedback on. For instructions, visit <a href="https://docs.moodle.org/38/en/Assignment\_activity">https://docs.moodle.org/38/en/Assignment\_activity</a>

#### <u>Quizzes</u>

 The Quiz activity module allows the teacher to design and build quizzes consisting of a large variety of Question types, including multiple choice, true-false, short answer and drag and drop images and text. These questions are kept in the Question bank and can be re-used in different quizzes. For more information, visit <u>https://docs.moodle.org/38/en/Quiz\_activity</u>

#### Mid-Term Exams

- Shift the dates of the Mid-Term exams to be start 3 April until 10 April 2020.
- The questions should be mainly on the first 5 weeks + some questions on online lecturing during weeks 6, 7 and 8.
- Exam Timetables available in the following link https://eng.asu.edu.eg/education/undergraduates/time-table

#### **Action Plan**

By Thursday the 19<sup>th</sup> of March:

- 1. Every Course Instructor should identify the techniques that will be used for the online delivery of the course.
- 2. An initial engagement should be established with the students, either a recorded lecture or an online session should be organized.
- 3. A feedback from all academic advisors that all course materials are uploaded to the course page in Moodle.

The copyright for all developed material and videos belongs to the Faculty of Engineering, Ain Shams University

For Teachers' general inquiries, please contact tsdc@eng.asu.edu.eg



2 =



clear learning objectives and

assessment outcomes (formative and summative)



Keep students busy doing online activities and do not

think about the lesson

Colline Teaching @ KIS: Do This, Not That by Alison Yang is licensed under a <u>Creative Commons</u> Minor Manager Commercial 4.0 International License In short, you can share the work, Due work is no derivative and not for commercial purposes.



## Research Marking Instructions

This document describes how to mark the submitted Research / Project for students in the Corona Semester, and then record the marks on IMS for Specialized students and SIS for Interdisciplinary students.

Note: The instructions to using Turnitin Plagiarism software will be added as soon as it is installed to the LMS Moodle Platform and the accounts are created to the Staff members.

1. Log in to LMS and choose the required course. Turn Editing on as shown in the figure



2. Make sure that students do not submit in groups. Click on "Group submission Settings" and set "Students submit in groups" to "No"

•	Feedback types
٠	Submission settings
Ŧ	Group submission settings
	Students submit in groups 💡 No

3. Make sure that the mark will not appear to the student immediately:

a. Click "Edit" beside the final Research report assignment, then Choose "Edit Settings".



- b. Put the Maximum Grade to the Total marks of the course (The total mark includes all midterm, year work, Oral and Practical exams).
- c. Choose Grade and make sure that "Use marking workflow" is "Yes". Then Save and return to course.

Grade		
Grade	0	Type Point Maximum grade
Grading method	0	Marking guide 🗢
Grade category	0	Uncategorised 🗢
Grade to pass	0	0.00
Blind marking	0	Yes
Hide grader identity from students	0	Yes 🗢
Use marking workflow	0	Yes 🗢

- 4. In the main assignment page, choose "View all submissions"
- 5. Click on "Status" to sort by Submission Status. It is easier if you bring all "Submitted" on top of the list.

Select	ldentifier _	Status -	Grade —	Edit	Last modified (submission)	Online text	File s	ubmissions	Submi comm
	Participant 172375	Submitted for grading Not marked	Grade	Edit 🝷	Thursday, 28 May 2020, 5:37 AM	Q		Report Electricity and Magnetism.pdf 28 May 2020, 5:34 AM	) Comm (0)
	Participant 172983	Submitted for grading Not marked	Grade	Edit 🝷	Tuesday, 26 May 2020, 3:37 AM	Q	<b>.</b>	PHYSICS2(1900706).pdf 26 May 2020, 3:10 AM	► Comm (0)

- 6. Click on Grade beside the first student on the list.
- 7. Review the report and decide if it deserves a Pass or Fail.
  - a. If the report Passes, give a mark out of the Maximum Grade set in 3b. Please note that 50% is the minimum percentage for success in Bylaws 2003, and 60% is the minimum percentage for success in Credit Hours Bylaws. Change Marking workflow state to: Ready for Release. Click on Save and show next. Please note that this mark does not have any effect on the transcript of the student. The grade will only show Pass or Fail.



b. If the report deserves to Fail, or the student did not submit a report, do not write a mark, and change the report status from Edit to Revert Submission to Draft.

Select	Identifier —	Status	Grade	Edit -	Last modified (submission)	Online text	File submissions	Subm comm
0	Participant 172375	Submitted for grading Not marked	Grade	Edit 🝷	Thursday, 28 May 2020, 5:37 AM	Q	Report Electricity and Magnetism.pdf 28 May 2020, 5:34 AM	Comm (0)

- 8. Change the Deadline for submitting the assignment to:
  - d. Thursday the 2<sup>nd</sup> of July for all Exams in all Bylaws.
  - e. Thursday the 9<sup>th</sup> of July for all Re-exams, 2003 Bylaws.

- 9. After the second deadline and after marking all Reports / Projects, it is time to extract all grades from the LMS.
  - f. Click on "View All Submissions"
  - g. Under "Grading Action", Choose "View Gradebook"
  - h. Click on "Export", "Excel Spreadsheet", then Download.
  - i. Adding the same mark for the other students in groups, if this is allowed by the instructor, needs to be managed manually.

PHM02 Dashboard / M / PHM022s (U	PHM022s (UG2018) - Electricity and Magnetism (15437) Dashboard / My courses / Spring 2020 - Corona / Engineering Physics and Mathematics / PHM022c (UG2018) - Electricity and Magnetism (15437) / Einal Research Report / Ei					
Final Res	Final Research Report					
Grading action	Choose 💠					
	Choose Download all submissions Reveal student identities View gradebook	3 4 5 6 7 8 9 10 168 »	Reset table preferences			

- 10. The instructor needs to get another file with the names and codes of the students taking this course. This file can be downloaded either from the IMS for Specialized Programs (Make sure that you export the student list in the Spring2020-Corona Semester) and SIS for Interdisciplinary students.
- 11. Method 1: Use "Vlookup" to move the marks from the LMS file to the IMS/SIS file, then proceed as usual to upload this file back to the system.
- 12. Method 2: If the instructor is not familiar with the "Vlookup" function, then the IMS/SIS file can be downloaded in advance and the marks are added to it during the marking process. The file with the marks will be uploaded again to the system.



# خطة تسليم الأبحاث لمقررات طلاب سنوات النقل للفصل الدراسي الثاني ربيع ٢٠٢٠

كل عام وكل أسرة الكلية بخير

بدأ اليوم السبت ٣٠ مايو تسليم الأبحاث لطلاب سنوات ومستويات النقل. نتمنى لكل الطلاب التوفيق والنجاح والسلامة. نود أن نذكركم بعدد من النقاط:

- ١. الموعد النهائي لتسليم البحث هو الرابعة مساء كل يوم بحسب الجداول المعلنة. نرجو ألا ينتظر الطالب حتى
   النهاية بوقت قصير لرفع الملفات لتجنب أي مشاكل في الانترنت. لن يسمح أبدأ برفع الملفات بعد هذا الموعد.
- ۲. یجب أن يضغط الطالب على زر "Submit" بعد تحميل الملف. لو ظهر "Assignment Status: Draft" معنى ذلك أن المصحح لن يرى الملفات.
- ٣. يجب الأخذ في الاعتبار أن أقصى نسبة للتطابق المسموح بها Plagiarism هي ٢٥٪. يجب أن يتأكد الطالب أنه لو اعتمد على نفسه ولم ينقل من زميل له أو من مصدر على الانترنت سوف يكون البحث بأمان.
- ٤. بالنسبة للمقررات التي يسمح بها بتقديم البحث في مجموعة يكتفى بتقديم ملف واحد للمجموعة عن طريق أحد الأعضاء.
- ٥. في حالة عدم قبول البحث أو عدم تقديم البحث لأي سبب في الموعد الأول يسمح بتقديمه مرة أخرى في نفس موضوع المرة الأولى. يجب على الطالب مراجعة حالة البحث على LMS وفي حالة تحول حالة البحث من "Submitted" إلى "Draft" هذا معناه أن البحث لم يقبل.

السبت ۳۰ مايو	تقديم الأبحاث لجميع المقررات بحسب الجدول المعلن للمرة الأولى
إلى الخميس ١٨ يونيو	
	آخر موعد لتقديم الأبحاث بالنسبة لمقررات التخلفات في لائحة ٢٠٠٣
الخميس ٢٥ يونيو	آخر موعد لتصحيح الأبحاث المرة الأولى وتحويل الأبحاث التي لم تقبل إلى
	"Draft" على LMS
	آخر موعد لتقديم الأبحاث للمرة الثانية بالنسبة لجميع المقررات عدا مقررات
1	التخلفات في لائحة ٢٠٠٣
الحميس أيوليو	آخر موعد لتصحيح الأبحاث المرة الأولى وتحويل الأبحاث التي لم تقبل إلى
	"Draft" على LMS لمقررات التخلفات في لائحة ٢٠٠٣
الخميس ٩ يوليو	آخر موعد لتقديم الأبحاث للمرة الثانية بالنسبة لجميع مقررات التخلفات في
	لائحة ٢٠٠٣

وفيما يلى الخطة الزمنية (الموعد النهائي الساعة الرابعة عصر كل يوم):



# Using LMS: How to make student Groups

## First we need to create a Group

## Step 1: select Participants



## Step 2: select the gear icon and group



## Step 3: (Option 1: Create groups one by one)



## Step 3: (Option 2: Import groups from .csv file)

Download .csv file from this link https://drive.google.com/file/ d/1RORaF1Ib2Pa03S5k6ielyvc9 gb8-p4o0/view?usp=sharing

## Update it with no. of groups required and description

File	File Home Insert Draw Page Lay Formula: Data Review View Help Nitro Pro					
Clipboa	ard Font Alignment	%     Image: Conditional Formatting ~     Image: Conditional Formatting ~     Image: Conditional Formatting ~       Number ~     Format as Table ~     Cells     Editing ~       Image: Conditional Formatting ~     Image: Conditional Formatting ~     Cells     Editing ~       Image: Conditional Formatting ~     Image: Conditional Formatting ~     Cells     Editing ~       Image: Conditional Formatting ~     Image: Conditional Formatting ~     Cells     Editing ~       Image: Conditional Formatting ~     Image: Conditional Formatting ~     Image: Conditional Formatting ~     Cells       Image: Conditional Formatting ~     Image: Conditional Formatting ~     Image: Conditional Formatting ~     Cells       Image: Conditional Formatting ~     Image: Conditional Formatting ~     Image: Conditional Formatting ~     Cells       Image: Conditional Formatting ~     Image: Conditional Formatting ~     Image: Conditional Formatting ~     Cells       Image: Conditional Formatting ~     Image: Conditional Formatting ~     Image: Conditional Formatting ~     Cells       Image: Conditional Formatting ~     Image: Conditional Formatting ~     Image: Conditional Formatting ~     Cells       Image: Conditional Formatting ~     Image: Conditional Formatting ~     Image: Conditional Formatting ~     Image: Conditional Formatting ~       Image: Conditional Formatting ~     Image: Conditional Formatting ~     Image: Conditi	Ideas			
A1	▼ E × ✓	∫∞ groupname	v			
	А	В	C			
1	groupname	description				
2	Team 1	Group Assignment Team 1				
3 Team 2 Gro		Group Assignment Team 2				
4 Team 3 Gro		Group Assignment Team 3				
5						

	CES223 (UG2013) - Concret Dashboard / Courses / (hidden) / (hidden) / CES223 (UG201	CES223 (UG2013) - Concrete Structures Design (1) (5709) Dashboard / Courses / (hidden) / (hidden) / CES223 (UG2013) - Concrete Structures Design (1) (5709) / Users / Groups / Import groups				
	Groups Groupings Overview CES223 (UG2013) - Concrete Structures Groups Group test (0)	 Import groups General Import Choose a file Maximum size for new files: 1GB				
B Ideas > Ideas > C		You can drag and drop files here to add them. Import groups Cancel Select import				
	Edit group settings Delete selected group Create group	CES223 (UG2013) - Concrete Structures Design (1) (5709) ushboard / Courses / (hidden) CES223 (UG2013) - Concrete Structures Design (1) (5709) / Users / Groups / Import g	roups			
	Auto-create groups	Group Team 1 added successfully				
Groups a	are now created but has no	Group Team 2 added successfully	×			
students	; ;	Continue				

## Second, we need to add members to Groups

### Step 4: Add users to groups



You can do the same for removing members

Search

Clear

**1-Select group** 

members, you can

select multiple by

holding ctrl key

Potential members

## Now to specify an activity to specific group

## **<u>Step 5</u>**: create an activity (for example assignment)

CES223 (UG2013) - Concrete Structures Design (1) (5709) Dashboard / Courses / (hidden) / (hidden) / CES223 (UG2013) - Concrete Structures Design (1) (5709) / Topic 1 / Adding a new Assignment to Topic 1			
<ul> <li>Adding a ne</li> <li>General</li> <li>Assignment name</li> </ul>	ew Assig	gnment to Topic 1.	Expand
Description			

**Step 6:** in Assignment settings select Group Submission settings



## Step 7: To restrict submission to one group only











# Using LMS: How to hide the grade of assignment or activity from student

#### How to hide the grade of assignment or activity from student

Step 3: Choose the activity and **Step 1:** Select Grades from the left list Step 2: Select Setup Press on edit then hide. Ain Shams University - Faculty of Engineering E CES225 (UG2013) -CES225 (UG2013) -Reinforced Concrete Tarek Hany Mohamed El-Hashimy 036969 ngineering Structures (12966) pard / My courses / Spring 2020 / Structural Engineering / CES225 (UG2013) - Reinforced Concrete Structures (12966) / Grades / Grade administration / Setup / Gradebook setup Dashboard / My courses / Spring 2020 Participants debook setup Badges Grader repo Scales Letters Import Export Setup Competencies View Setup Scales Letters Course grade settings Preferences: Grader report ebook setup I Grades Grader report Grade history Outco Weights 🕜 Max grade Actions General ES225 (UG2013) - Reinforced Concrete Structures (12966) Edit 💌 All participants: 53/53 Introduction and Type 🕻 💄 Assignment 1: Max-Max BMD 10.00 Edit 🝷 ☑ 4.347 First name All A B C D E F G of Systems Assignment 2- Load Distribution 10.00 Edit 💌 ☑ 4.347 A B C D E F G H Surname Loads on Buildings 🖡 💄 Assignment 3: Beam Flexure Design 10.00 Edit 💌 ☑ 4.347 Load Distribution on Structural Members Assignemnt 4 : Design of Columns 10.00 Edit 💌 4.347 First name / Surname 📤 Emai Behavior and Design of Assignment 5 : Introduction to Flooring Systems 10.00 ☑ 4.347 Marwan Hesham Refaat Beams **III** 🖋 15p1 El Ghandour 15p1106 🕻 💄 Quiz 1 - UEL Requirment 5.00 9.783 Behavior and Design of Ahmed Osama Mosleh Columns III 🧪 15p1 Edit 🝷 🕽 👃 Quiz 2 - UEL Requirment 5.00 9.783 Farag 15p1113 Edit settings Flooring Systems Hadeer Mostafa 🕻 💄 MidTerm 58.699 Hide III 🥒 15p9 Ibrahim Mohamed 15p9008 Design of Solid Slabs 10.00 🔜 Ouiz 1 Edit 🔻 0.0 key=QKTYxZJGmm&eid=ig2784&gpr\_type=edit&gpr\_plugin=tree&gpr\_courseid=4373&action=hide Mahmoud Wael oli 🔒 1--/ へ 👩 😪 🔚 🔛 🕼 ENG <u>e</u> P Ë. Stairs I 🖩 🧪 Mahmoud Mahmoud Elgad 16P1083 C Eramor









# Using LMS: How To download graded version of any submission

### How To download graded version of any submission

## Step 1: Select an Assignment



**Step 2:** Press View all submissions

#### Step 3: A table for the assignment submissions will appear as follow





# Using LMS: How to upload an Assignment

## Step 1: Sign in LMS Select a course

Ain Snams University - F	acuity of Engineering	MS Default nage after	*	
Dashboard	S	Signing in for a user		Customise this page
Site home	Poconthy according urses			Timeline
Calendar	Recently accessed courses		< >	
Private files				0 ·
My courses				語
CES631 (PG2015) - High Rise Buildings (6434)	Structural Engineering CES223 (UG2013) - Concrete Structures	Structural Engineering CES225 (UG2013) - Reinforced Concrete	Structural Engineering CES223 (UG2013) - Concrete Structures	No upcoming activities due
CES223 (UG2013) - Concrete Structures Design (1) (5709)				Private files
BLDG353 (UG2007) - Structural Design I (5647)	T In progress -		Le Course name 🔹 🗰 Card 👻	No files available
CES631 (PG2015) - High Rise Buildings (12301)				Manage private files
CES223 (UG2013) -				Online users
Concrete Structures Design (1) (13225)	Civil Engineering BLDG353 (UG2007) - Structural	Structural Engineering     CES223 (UG2013) - Concrete	Structural Engineering •••• CES225 (UG2013) - Reinforced	16 online users (last 5 minutes)
CES225 (UG2013) -	Design I (13979)	Structures Design	Concrete	Ahmed Emad Hafez Ragheb 036582
Structures (12966)				Mohamed Ayman Abu-Bakr Afifi Mohamed 19p5953
BLDG353 (UG2007) - Structural Design I (13979)				Amr Nady Roshdy Elshimy 17q0063
	Structural Engineering			Ashraf Abdel Badee M. Ghorab 036310

**Step 3:** To make changes by adding **activity** or **topic** press on this icon, to show the action menu Mohamed El-Hashimy 036969 Ain Shams University - Faculty of Engineering Tarek Hann Course Default page 🞓 CES223 (UG2013) -CES223 (UG2013) - Concrete Structures Design (1) (13225) **Concrete Structures** Design (1) (13225) Dashboard / My courses / CES223 (UG2013) - Concrete Structures Design (1) (13225) Participants Badges Announcements Competencies FeedBack Grades Topic General Introduction, Loads and Straining Actions Introduction, Loads and Lecture 1: Introduction and Loads Straining Actions 🚨 Assignment 1 - Max Max BMD 🚄 Activities Load Distribution Dashboard Site home 🛗 Calendar Private files My courses (i) Moodle Docs for this page ES631 (PG2015) -You are logged in as Tarek Hany Mohamed El-Hashimy 036969 (Log out) High Rise Buildings Reset user tour on this page (6434) <u>Home</u> Data retention summary 🞓 CES223 (UG2013) -Get the mobile app Concrete Structures

## **<u>Step 4:</u>** once the action menu appear select Turn editing on to make changes

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CES223 (UG2013) - Concrete Structures Design (1) (13225)	CES223 (UG2013) - Concrete Structures Design (1) (13225) Dashboard / My courses / CES223 (UG2013) - Concrete Structures Design (1) (13225)	<ul> <li>Edit settings Actions menu</li> <li>Turn editing on</li> </ul>
Badges		<ul> <li>▼ Filters</li> <li>✿ Gradebook setup</li> </ul>
Competencies	Announcements	Backup Restore
I Grades		Ĵ Import ← Reset
🗅 General	Introduction, Loads and Straining Actions	More
Introduction, Loads and Straining Actions	Lecture 1: Introduction and Loads	
Load Distribution	kal Assignment 1 - Max Max BMD	
Dashboard	Load Distribution	
A Site home		
🛗 Calendar		
Private files		
Provide the second seco	Moodle Docs for this page	
CES631 (PG2015) - High Rise Buildings (6434)	You are logged in as <u>Tarek Hany Mohamed El-Hashimy 036969</u> (Log out) <u>Reset user tour on this page</u> <u>Home</u>	
🞓 CES223 (UG2013) -	Data retention summary Get the mobile app	

#### Step 5: Select add topic Tarek Hany Mohamed El-Hashimy 036969 Ain Shams University - Faculty of Engineering 🞓 CES223 (UG2013) -CES223 (UG2013) - Concrete Structures Design (1) (13225) Ö.-**Concrete Structures** Design (1) (13225) Dashboard / My courses / CES223 (UG2013) - Concrete Structures Design (1) (13225) Participants Badges Edit 💌 Competencies when the turn edit on, icon will Edit 🝷 🥈 Announcements 🖉 📢 FeedBack 🖋 4 Edit 🝷 🚨 Grades appear beside each activity to changing location + Add an activity or resource General Introduction, Loads and ntroduction, Loads and Straining Actions 🖋 Edit 💌 Step 6: Press on Straining Actions 4 🔼 Lecture 1: Introduction and Loads 🖋 Edit • +Add topics Dashboard 4 Edit 🝷 👗 Assignment 1 - Max Max BMD 🖋 Site home + Add an activity or resource 🛗 Calendar + Add topics Private files The My courses ES631 (PG2015) -**High Rise Buildings** (1) Moodle Docs for this page (6434) You are logged in as Tarek Hany Mohamed El-Hashimy 036969 (Log out) Reset user tour on this page ES223 (UG2013) -Home Concrete Structures Data retention summary Design (1) (5709) Get the mobile app

## Step 6: Select the number of topics that need to be added (lets say one )



## **<u>Step 7:</u>** To change the topic name press on the pen Icon

		y of Engineering
<ul> <li>Ain Shams University</li> <li>CES223 (UG2013) - Concrete Structures Design (1) (13225)</li> </ul>	y - Faculty of Engineering CES223 (UG2013) - Concrete Structures	CES223 (UG2013) - Concrete Structures Design (1) (13225) Dashboard / My courses / CES223 (UG2013) - Concrete Structures Design (1) (13225)
<ul> <li>Design (1) (13223)</li> <li>Participants</li> <li>Badges</li> <li>Competencies</li> <li>Grades</li> </ul>	Dashboard / My courses / CES223 (UG2013) - Corcrete Structures Design (1) (13225)	<ul> <li>✤ ➡ Announcements </li> <li>✦ ➡ ➡ FeedBack </li> </ul>
<ul> <li>General</li> <li>Introduction, Loads and Straining Actions</li> <li>Topic 2</li> </ul>	<ul> <li>Introduction, Loads and Straining Actions </li> <li>Lecture 1: Introduction and Loads </li> <li>Assignment - Max Max BMD </li> </ul>	<ul> <li>Introduction, Loads and Straining Actions </li> <li>Lecture 1: Introduction and Loads </li> <li>Lecture 1: Introduction and Loads </li> <li>Assignment 1 - Max Max BMD </li> <li>Escape to cancel, Enter when finished</li> </ul>
<ul> <li>Dashboard</li> <li>Site home</li> <li>Calendar</li> <li>Private files</li> </ul>	✤ Topic 2	<ul> <li>Write the topic name and press Enter</li> </ul>
<ul> <li>My courses</li> <li>CES631 (PG2015) - High Rise Buildings (6434)</li> </ul>	Moodle Docs for this page You are logged in as <u>Tarek Hany Mohamed El-Hashimy 036969</u> (Log out) <u>Reset user tour on this page</u>	Moodle Docs for this page You are logged in as <u>Tarek Hany Mohamed EI-Hashimy 036969</u> (Log out) <u>Reset user tour on this page</u> <u>Home</u> <u>Data retention summary</u>
CES223 (UG2013) - Concrete Structures	Home Data retention summary Get the mobile app	

## Step 8: Now that a topic has been added we can add activity (ex. Assignment)





### Step 9a: Fill required boxes for your assignment



#### **<u>Step 9b:</u>** Fill required boxes for your assignment



#### Step 9c: Fill required boxes for your assignment



#### **Step 9d:** Fill required boxes for your assignment



#### **Step 10:** Turn editing off from the action menu

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Tarek Hany Mohamed El-Hashimy 036969

-





Using LMS: How to grade a submitted Assignment and export it to excel

## **<u>Step 1</u>**: From the course default page click on the assignment you want to grade

	Faculty of Engineering	🐥 🎓 такк напулнопаниса ст назнану 00000 💓
<ul> <li>CES223 (UG2013) - Concrete Structures Design (1) (13225)</li> <li>Marticipants</li> </ul>	CES223 (UG2013) - Concrete Structures Design (1) (13225) Dashboard / My courses / CES223 (UG2013) - Concrete Structures Design (1) (13225)	<b>0</b> -
Badges		
☑ Competencies		
I Grades	FeedBack	
🗅 General	Introduction, Loads and Straining Actions	
Introduction, Loads and Straining Actions	Lecture 1: Introduction and Loads	
🗅 Load Distribution	Signment 1 - Max Max BMD	
🚯 Dashboard	Load Distribution	
😤 Site home	Assignment 2: Load Distribution	
🛗 Calendar		
Private files		
🛱 My courses		
CES631 (PG2015) - High Rise Buildings (6434)		
CES223 (UG2013) - Concrete Structures Design (1) (5709)		
BLDG353 (UG2007) - Structural Design I (5647)		
CES631 (PG2015) - High Rise Buildings (12301)	You are logged in as <u>Tarek Hany Mohamed El-Hashimy 036969</u> (Log out) <u>Reset user tour on this page</u> <u>Home</u> <u>Data retention summary</u>	
😂 CES223 (UG2013) -	Get the mobile app	

**Step 2:** In this page you will see grading summary press on grade to start

# CES223 (UG2013) - Concrete Structures Design (1) (13225)

Dashboard / My courses / CES223 (UG2013) - Concrete Structures Design (1) (13225) / Load Distribution / Assignment 2: Load Distribution

Assignment 2: Load Dist	15 March 2020, 7:42 PM		
Hidden from students			No 23
Submitted			1
Needs grading			1
		View all submissions Grade	

Jump to...



#### Step 4: Annotate the pdfs online with your comments



## Step 5: To move or erase specific annotation select the cursor



٦

<u>Step 6:</u> Afte	er grading the whole class Pres	s on Grades on left side menu	<b>If</b> the left menu does not appear press on this icon	
■ Ain Shams University -	Faculty of Engineering		🜲 🍺 Tarek Hany Mohamed El-Hashimy 036969 🥁 📼	
CES223 (UG2013) - Concrete Structures Design (1) (13225)	CES223 (UG2013) - Concrete Structure Dashboard / My course (CES23 (UG2013) - Concrete Structures Design (1) (1325) /	res Design (1) (13225)	Ain Shams University - Faculty of Engineering	
Participants			(ES223 (UC2013) Concrete Structure	
Badges	Assignment 2: Load Distribution		Dashboard / My courses / CES223 (UG2013) - Concrete Structures Design (1) (13225) / L	
☑ Competencies				
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Introduction, Loads and Straining Actions			ASSIG 2.pdf 15 March 2020, 7:42 PM	
C Load Distribution				
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🛗 Calendar		View all submissions Grade		
Private files			Participants	
A My courses	→ Assignment 1 - Max Max BMD	Jump to \$	Submitted	
CES631 (PG2015) - High Rise Buildings (6434)			Needs grading	
CES223 (UG2013) - Concrete Structures Design (1) (5709)				
BLDG353 (UG2007) - Structural Design I (5647)				
CES631 (PG2015) - High Rise Buildings (12301)	Moodle Docs for this page You are logged in as <u>Tarek Hany Mohamed EI-Hashimy 036969</u> (Log out) CES223 (UG2013) - Concrete Structures Design (1) (13225)			
CES223 (UG2013) -	Data retention summary Get the mobile app			

### Step 7: In this menu you will see all assignments grades related to this course for the enlisted students.



#### Step 8: To Export the results

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🌲 🌘 Tarek Hany Mohamed El-Hashimy 036969 🚛

