

MSA E-Learning Students Guide

• Table Of Contents

1- Logging In and change password	2
2- Course and unit information	3
3- Common Course Activity/Resource Icons	4
4- Submitting an Assignment	6
• How to Uploading Files?	7
5- Quizzes and Exams	9
6- Attendance	10
• How To record your attendance?	11
7- Turnitin Assignment	12
• what are the File types and sizes that can be uploaded?	14
8- Grades	15
9- MSA E-learning Technical Support	16

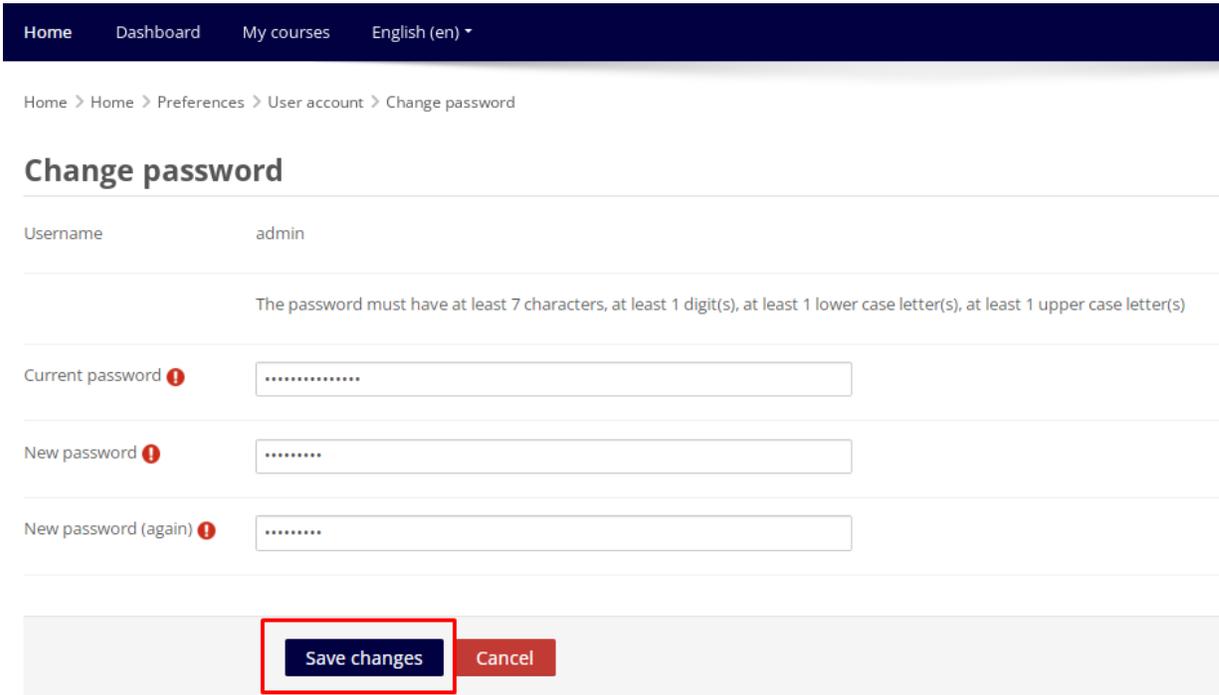
MSA University E-learning official website is (<https://e-learning.msa.edu.eg>)

1- Logging In and change password

- Please enter your username and password on the top right corner of the page and click Log in



- You are required to change your password to proceed.



The screenshot shows the 'Change password' form on the MSA University E-learning website. The form is titled 'Change password' and includes a navigation bar with links for Home, Dashboard, My courses, and English (en). The breadcrumb trail is Home > Home > Preferences > User account > Change password. The form fields are:

- Username: admin
- Current password: [Redacted]
- New password: [Redacted]
- New password (again): [Redacted]

The form also includes a 'Save changes' button (highlighted with a red box) and a 'Cancel' button. A password requirement message states: 'The password must have at least 7 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s)'.

- Now, you have logged in your Moodle account successfully!
- You will find your course List on Moodle home page as the following picture.

My courses

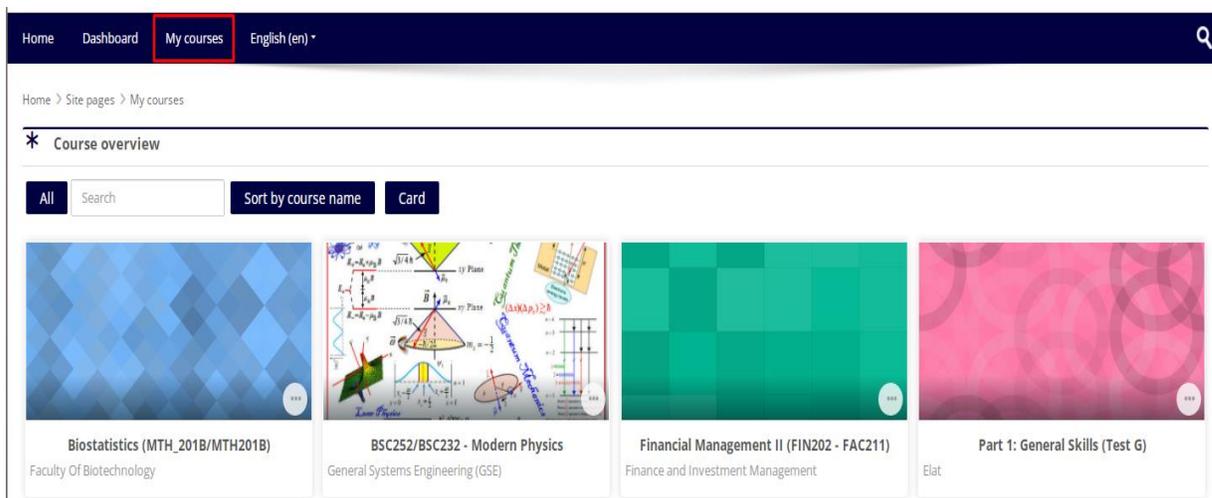
Biostatistics (MTH_201B/MTH201B)

Teacher: Tasneem Abdalla Gad, Fayrouz Adel Abd Elhameed Nossier, Nabil Ahmed Ibrahim, Amira Ahmed Shawky Hathout, Sara Badwai Fathy Badawi, Amgad Mostafa Mohamed El Said, Angelica Oncy Mounir, Nada Sherif Salaheldien Sayed, Omar Tarek Nabih Mohamed Mohamed

[Click to enter this course](#)

2- Course and unit information.

- Please click My Courses on the top of the page and you will find all your course and units in progress.

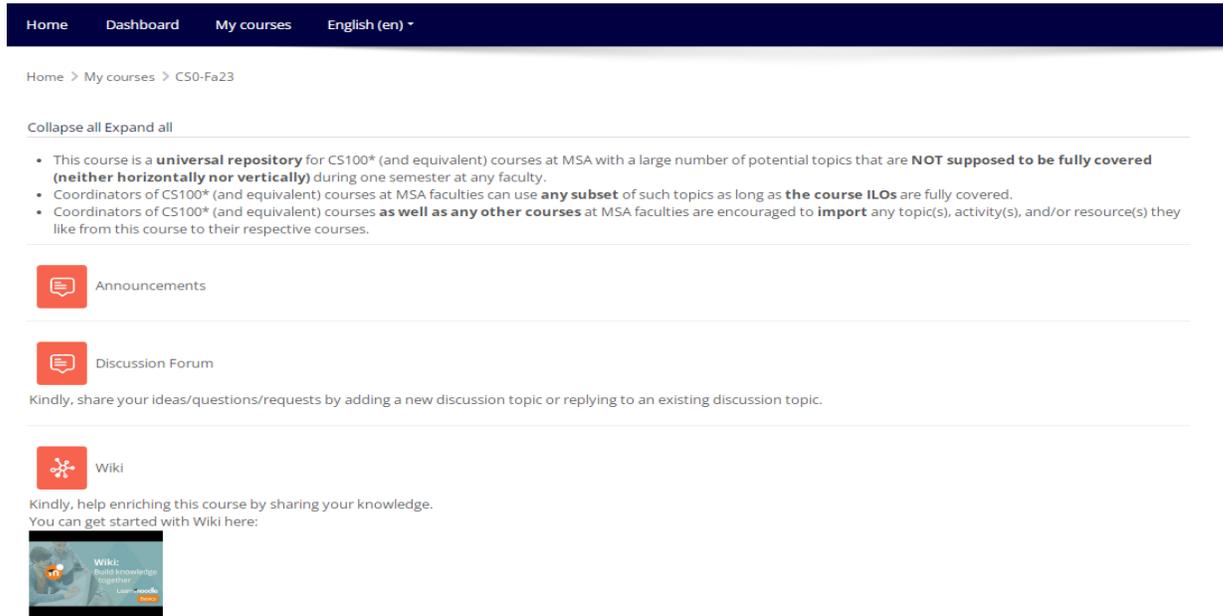


The screenshot shows the Moodle 'My courses' page. At the top, there is a navigation bar with 'Home', 'Dashboard', 'My courses' (highlighted with a red box), and 'English (en)'. Below the navigation bar, there is a breadcrumb trail: 'Home > Site pages > My courses'. The main content area is titled '* Course overview' and includes a search bar, a 'Sort by course name' button, and a 'Card' button. Below these are four course cards:

- Biostatistics (MTH_201B/MTH201B)**: Faculty Of Biotechnology
- BSC252/BSC232 - Modern Physics**: General Systems Engineering (GSE)
- Financial Management II (FIN202 - FAC211)**: Finance and Investment Management
- Part 1: General Skills (Test G)**: Elat

- You can always toggle between courses by using the navigation and clicking on my courses. This is your courses and will show you which course(s) you have enrolled in and the current unit(s) you are learning.

- Please try to click any of current unit code and you will find all learning materials on this unit page.



Home Dashboard My courses English (en) ▾

Home > My courses > CS0-Fa23

Collapse all Expand all

- This course is a **universal repository** for CS100* (and equivalent) courses at MSA with a large number of potential topics that are **NOT supposed to be fully covered (neither horizontally nor vertically)** during one semester at any faculty.
- Coordinators of CS100* (and equivalent) courses at MSA faculties can use **any subset** of such topics as long as **the course ILOs** are fully covered.
- Coordinators of CS100* (and equivalent) courses **as well as any other courses** at MSA faculties are encouraged to **import** any topic(s), activity(s), and/or resource(s) they like from this course to their respective courses.

Announcements

Discussion Forum
Kindly, share your ideas/questions/requests by adding a new discussion topic or replying to an existing discussion topic.

Wiki
Kindly, help enriching this course by sharing your knowledge. You can get started with Wiki here:



3- Common Course Activity/Resource Icons

- Each topic/week of the course will be made up of activities and instructions. These activities and instructions will vary within each course. It is important to read all instructions and click all links for the current section in the course. Each link is accompanied by an icon. Common course activity icons are listed in the box below.



File

This icon represents a file. The link next to this icon will download the files.



Folder

This icon represents a folder. The link next to this icon will take you to a page with additional files.



Page

This icon represents a page. The link next to this icon will take you to a page with additional text and resources.



URL

This icon represents a URL. The link next to this icon will take you to an external link.



FORUM
Discussion Forum

This is the icon for forums. The link next to a forum icon will take you to a forum where you can communicate with your instructor and/or other students.



FORUM
Announcements

This is the icon for Announcements forums. The link next to a forum icon will take you a special forum for general news and announcements.



Assignment

This is the icon for assignments. The link next to an assignment icon will take you to a page where you will submit your work. See more about assignments in the Assignments section (pages 6-8).



Quiz

This is the icon for a quiz or an exam. The link next to this icon will take you to a quiz or an exam within your course. See more about quizzes in the Quizzes and Exams section (pages 9-10).



Attendance

This is the icon for an attendance. The link next to this icon will take you to an attendance Allow you to record your attendance during the Lecture or Lab.



Turnitin
Assignmen...

This is the icon for Turnitin assignments. The link next to a Turnitin assignment icon will take you to a page where you will submit your work, Turnitin is plagiarism detection software that scans student work for matched text by comparing the work to a large database of student work, publications, and materials on the internet.

4- Moodle assignments

The assignment feature in Moodle allows instructors to easily collect external documents from students. Instead of physically printing out a document and handing it to your instructor, you upload a file into Moodle for your instructor to view and grade. To submit an assignment, click the name of the assignment in your class. A description of the assignment and a box showing the submission status, date and time due, and time remaining for the assignment will appear. Assignments links will be similar to this:



ASSIGNMENT
Assignment 1



Once you click on the assignment link, you will see a screen that looks similar to this:

Assignment 1

Opened: Tuesday, 22 October 2019, 1:00 AM

Due: Sunday, 29 December 2019, 12:00 AM

[Add submission](#)

Submission status

Submission status	No submissions have been made yet
Grading status	Not graded
Time remaining	Assignment is overdue by: 3 years 328 days
Last modified	-
Submission comments	▶ Comments (0)

How to Uploading Files?

Click Add submission at the bottom of the screen (see previous image). The maximum upload size for files and number of attachments are listed above the submissions box under the File submissions heading.

▼ Add submission

File submissions Maximum file size: 20 MB, maximum number of files: 20

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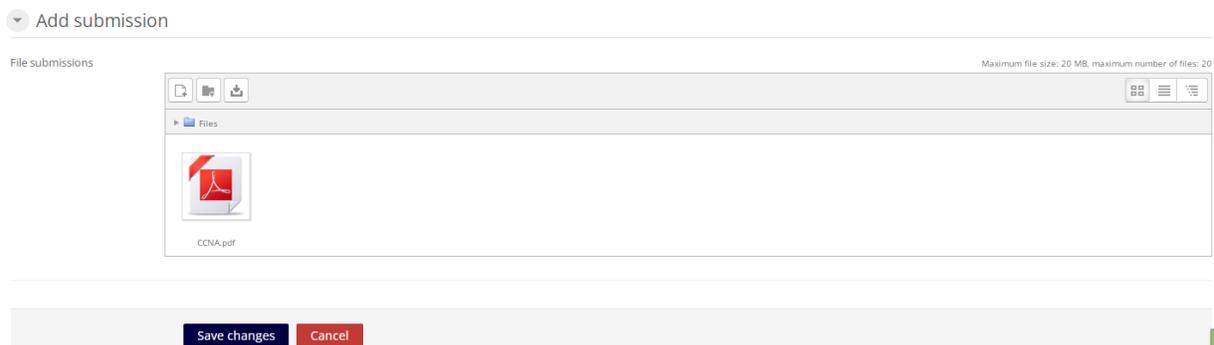
You can drag and drop files here to add them.

▶

[Save changes](#) [Cancel](#)

There are two ways to upload files:

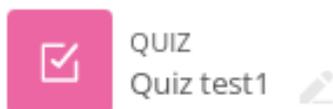
1. The easiest method is to locate the file within your computer's file system, click and hold down on the file, and drag it into the box that says you can drag and drop files here to add them (see figure above).
2. Click the Add... button (see red box in figure above). Next, choose Upload a file in the left sidebar. Click the Choose File button under Attachment field. Locate your file within your computer's file system. Click open. Lastly, click Upload this file. You should now see the uploaded file (see figure below). If you accidentally uploaded the wrong file, simply click the file you uploaded and click Delete in the pop up window. If there are additional files your instructor requires you to submit, repeat the submission process. Once you have uploaded the correct file(s), click save changes.



The file has been uploaded. Once you hit save changes, the file will be submitted for grading.

5- Quizzes and Exams

Many instructors require students to take quizzes and exams within Moodle. To take a quiz or exam, click the name of the quiz next to the quiz icon. Your quiz link will look similar to this:



When you click your quiz or exam link, you will see this page:

Quiz test1

Opened: Monday, 20 November 2023, 3:15 PM

Closes: Tuesday, 21 November 2023, 3:15 PM

Time limit: 15 mins

Grading method: Highest grade

Attempt quiz

Once you are ready to begin the quiz, click Attempt quiz now. After you begin the test, you will see the question page. There are several different question types, including multiple choice, essay, true/false, short answer, or matching questions.

On the right of your screen, a block titled Quiz Navigation appears (see figure). This block shows the question(s) you are attempting and how many questions are left on the quiz. The question(s) you are currently on will have a bold border around it. Some instructors allow you to navigate through the questions by clicking the question number. However, some may not allow you to do this. If clicking the question number does not allow you to navigate, then the instructor only allows you to move sequentially through the quiz.

Therefore, you will not be able to go back and answer skipped questions or change an answer. If the quiz is timed, the timer will be located at the bottom of the block.

When all questions are answered on a page, click next. Once you have answered all the questions and are ready to submit your quiz or exam, click next on the last page or click Finish attempt... in the Quiz Navigation Block (see previous page). You will then be directed to the Summary of Attempt page, which displays whether or not you have answered each question. If you are ready to submit your quiz, click Submit all and finish at the bottom of the page.



Quiz Navigation Block

6- Attendance

On some modules, you may be required to record your own attendance in the face-to-face lectures or Labs using the Attendance activity on Moodle.

Attendance at lectures, Labs, tutorials and practical classes is an integral part of your program and you are expected to be regular and punctual in your attendance. Specific attendance requirements are set out in the handbook for each course.

How To record your attendance?

1- Open the module that relates to the face-to-face session you are attending.



2- Select the link to the Attendance activity session from the Module page when prompted to by your lecturer, Students can also record their own attendance if you configure it in the settings. Each session is assigned a unique password, and you can display this password to students to allow them mark themselves as present.



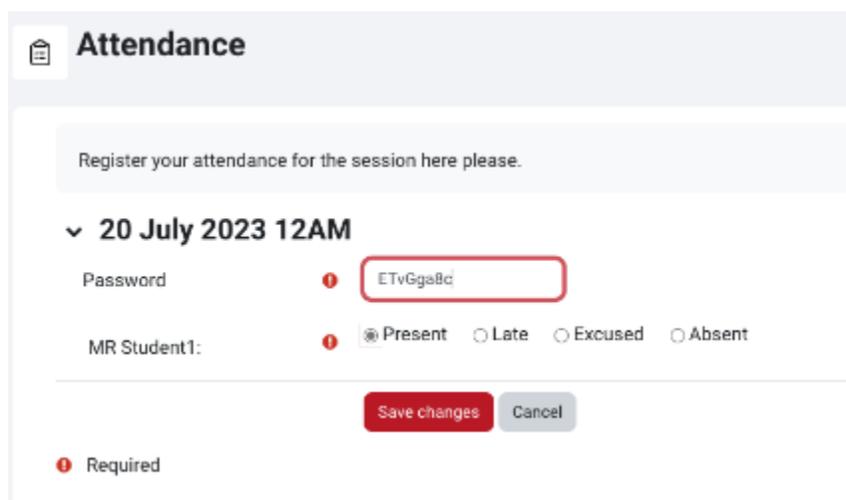
Key icon to display password to students

In addition, instructor can display a QR code containing a URL that students can scan with a mobile device, which brings them directly to the page where they record their attendance, and fills in the password for them too. Then they only need to select the status "Present", and record their attendance. In this case, the remarks contain the text "Self-recorded".



Display password and QR code to student

- 3- Enter the random password displayed by your lecturer in the password field.
- 4- Select the appropriate response.
- 5- Save changes to record your attendance.



The screenshot shows a web interface for attendance registration. At the top, there is a header with a calendar icon and the word "Attendance". Below this is a light gray box with the text "Register your attendance for the session here please." Underneath, a dropdown menu is expanded to show "20 July 2023 12AM". There are two main input fields: "Password" and "MR Student1:". The "Password" field contains the text "ETvGga8c" and has a red border and a red information icon. The "MR Student1:" field has a red information icon and four radio button options: "Present" (selected), "Late", "Excused", and "Absent". At the bottom of the form, there are two buttons: "Save changes" (red) and "Cancel" (gray). A red information icon with the word "Required" is located at the bottom left of the form area.

7- Turnitin Assignment

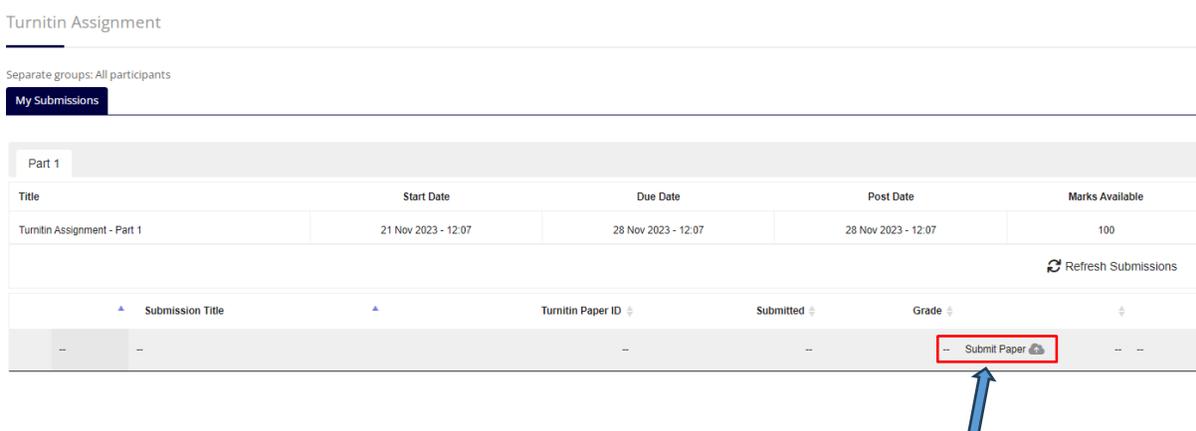
With the Moodle plagiarism plugin, you submit to Turnitin in the exact same way you would any other Moodle assignment.

- 1- Navigate to your course and choose the assignment you would like to submit to.

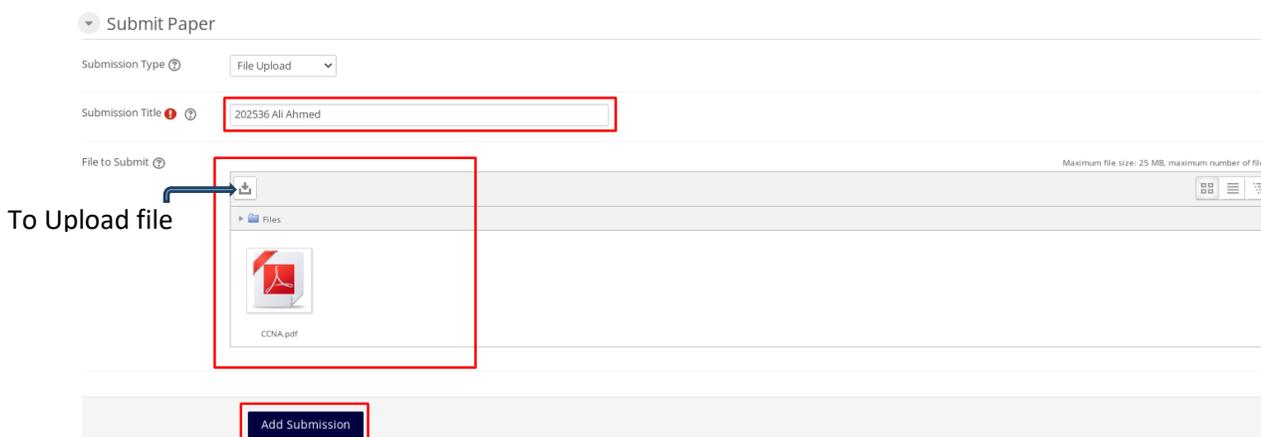


TURNITIN ASSIGNMENT 2
Turnitin Assignment 

When you click Turnitin Assignment, you will see this page:



Select the Add Submit paper button.



Write your submission title (see red box in figure above).

There are two ways to upload files:

1. The easiest method is to locate the file within your computer's file system, click and hold down on the file, and drag it into the box that says you can drag and drop files here to add them (see figure above).

2. Click the Add... button (see the arrow in the figure above). Next, choose Upload a file in the left sidebar. Click the Choose File button under Attachment field. Locate your file within your computer's file system. Click open. Lastly, click Upload this file. You should now see the uploaded file. If you accidentally uploaded the wrong file, simply click the file you uploaded and click Delete in the pop up window. Once you have uploaded the correct file(s), click save changes.

3 – what are the File types and sizes that can be uploaded?

Allow any file type

If an assignment is set to allow any file type, Turnitin will accept any file:

- That is less than 100MB;
- That has a minimum of 20 words; and that is less than 800 pages.

4- File types checked for similarity

If the assignment is set to allow only file types that Turnitin can check for similarity, Turnitin will only accept files that can generate Similarity Reports.

This includes:

Microsoft Word® (.doc/.docx)

Adobe® PDF

Microsoft PowerPoint® (.pptx, .ppt, .ppsx, and .pps)

Microsoft Excel® (.xls and .xlsx)

OpenOffice Text (.odt)

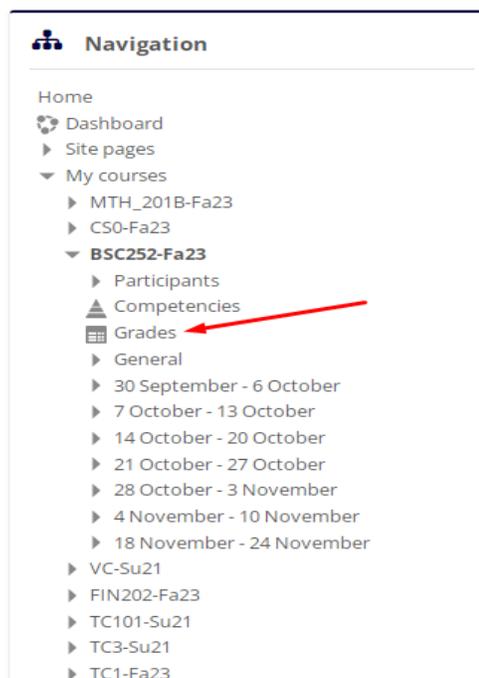
Plain text (.txt)

8- Grades

If you have completed assignments in Moodle and your instructor has posted grades, you can view them by clicking on the Grades link in the Navigation Drawer.

Once you have clicked on Grades, a table (see below) will appear with the column headings:

- Grade item - the name of the assignment, quiz, forum, etc.
- Calculated weight - the number of points available for the grade item divided by the total number of points available in the course (this will vary according to course grade aggregations).
- Grade - the number of points you received for this grade item.
- Range - the range of points (minimum and maximum points) available for this grade item.
- Percentage - this is the number of points you earned divided by the number of points available.
- Feedback - what the instructor wants you to know about this grade item.



User report - student1 MSA

Grade item	Calculated weight	Grade	Range	Rank	Feedback	Contribution to course total
Course Work						
<input checked="" type="checkbox"/> Demerits (-10 to 0)	0.00 % (Extra credit)	-2.0000	-10-0	160/160		-5.7143 %
Assignments						
<input type="checkbox"/> Upload Assignment 1	50.00 %	10.00	0-10	1/160		8.57 %
<input type="checkbox"/> Upload Assignment 2	50.00 %	10.00	0-10	1/160		8.57 %
<input type="checkbox"/> Assignments total	17.14 %	6.00	0-6	1/160		-
<small>Simple weighted mean of grades. Include empty grades.</small>						

MSA E-learning Technical Support

Should you encounter any difficulties, have questions, or require further clarification, please do not hesitate to reach out to our E-Learning technical support team. They are readily available to assist you and can be contacted through the following channels:

Email: elearning@msa.edu.eg

Phone: [01029174222 – 01029175222 – 01029197111 - 01029172777]

Daily except Friday from 8:00 AM To 3:30 PM

Thank you

IT Department