

SOP FOR USING MOODLE

1. IT staff will bulk create and enroll lecturers into courses in Moodle before new semester begin.
2. IT staff will create Moodle account for new student after registration week in every new semester.
3. IT staff will bulk enroll all active students into courses in Moodle.
4. Lecturers can login using the username and password created by IT Department.
5. Lecturers must make sure that the current registered students list and participants list in Moodle is tally.
6. Lecturers have permission to turn on the features for their own course.
7. Students can login using username and default password created by IT Department.
8. Students can download lecture notes from the course page.