



كلية الإمارات للتكنولوجيا
Emirates College of Technology

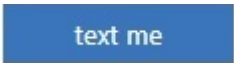


We Prepare for Future Careers نَعُدُّكُمْ لِهِنَةِ الْمَسْتَقْبَلِ

Student Manual How to Use Moodle

How to use ECT e-mail to access the Learning Management System

You will learn through this guide how to add recovery mobile number to your e-mail and how to access your courses, download learning resources & submit assignments, projects, ... etc.

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1 How to use your ECT e-mail

Your e-mail is the official communication channel with academic and administrative staff at Emirates College of Technology

To start using your e-mail:

1.1 Enter the following web address in the web browser:
<https://www.office.com>

1.2 Click on Sign in 

1.3 Enter your email as you received from registration department
Then click on 

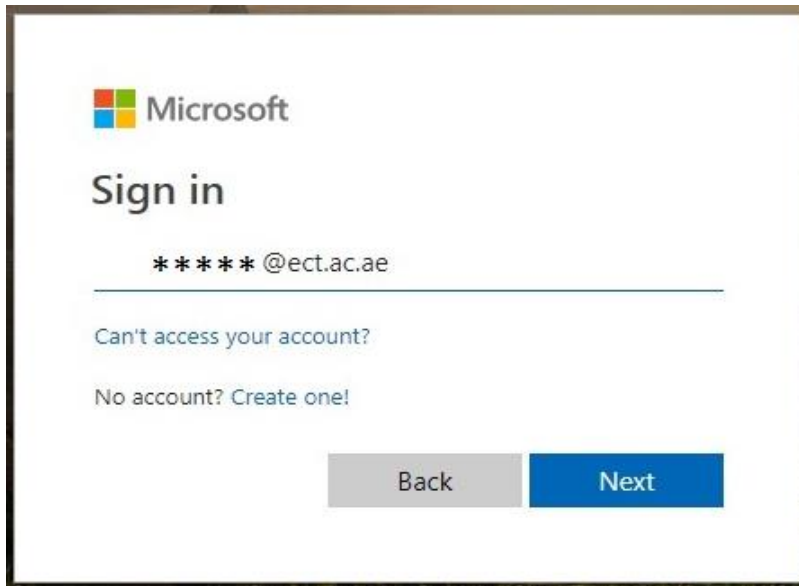
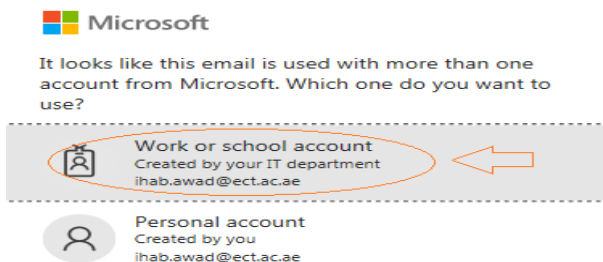


Figure 1

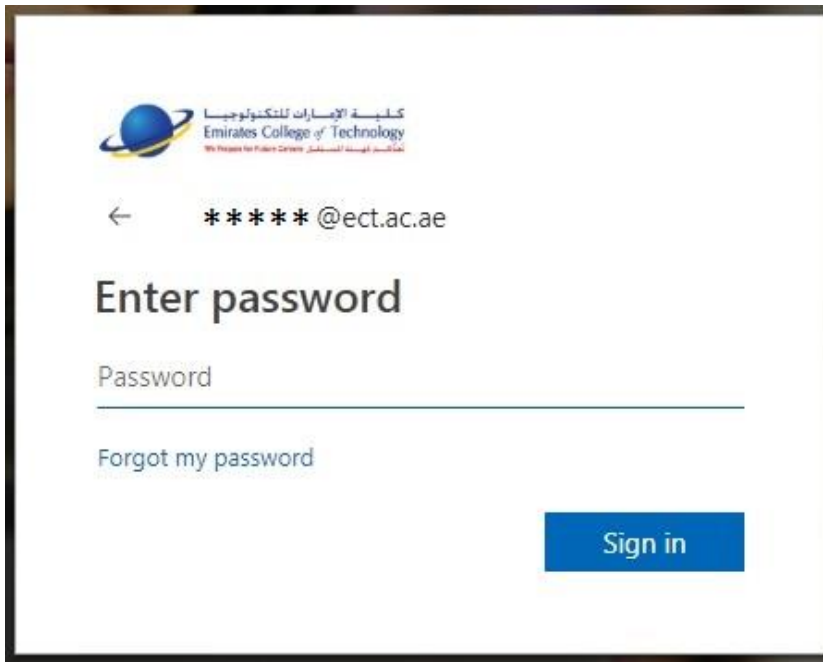
1.4 Choose account type / work or school account



1.5 Enter your password: ect@12345
(If you login first time and you did not change it before)

Please note all character's small letters and no spaces

Click on  to continue



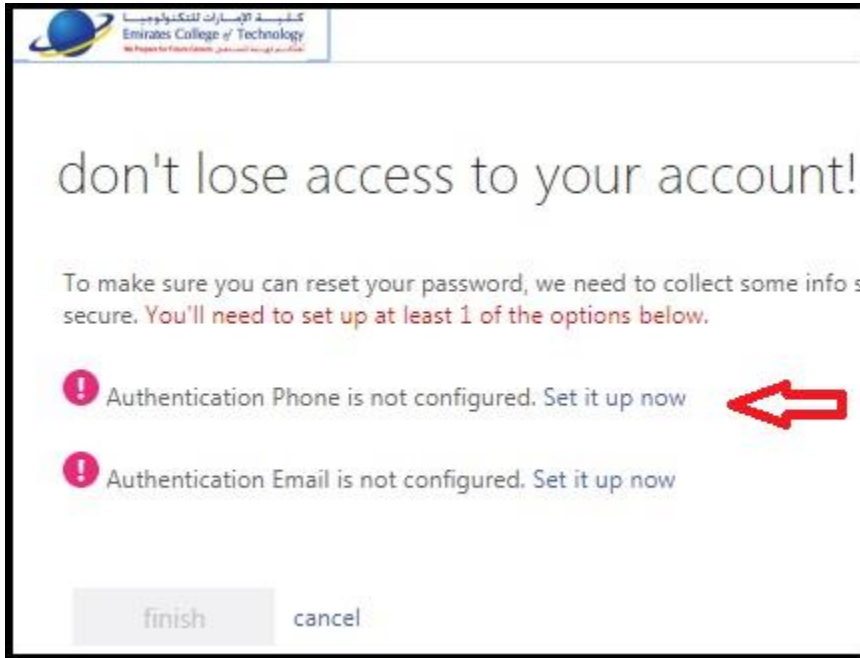
The screenshot shows the login page for the Emirates College of Technology. At the top left is the college's logo. Below it, the text "كلية الإمارات للتكنولوجيا" and "Emirates College of Technology" is displayed, along with the tagline "We Prepare for Future Careers" and its Arabic equivalent. A back arrow is on the left, and the email address "*****@ect.ac.ae" is shown. The main heading is "Enter password". Below this is a text input field labeled "Password". Underneath the field is a link that says "Forgot my password". At the bottom right, there is a blue button labeled "Sign in".

1.6 Recovery option page will appear for you

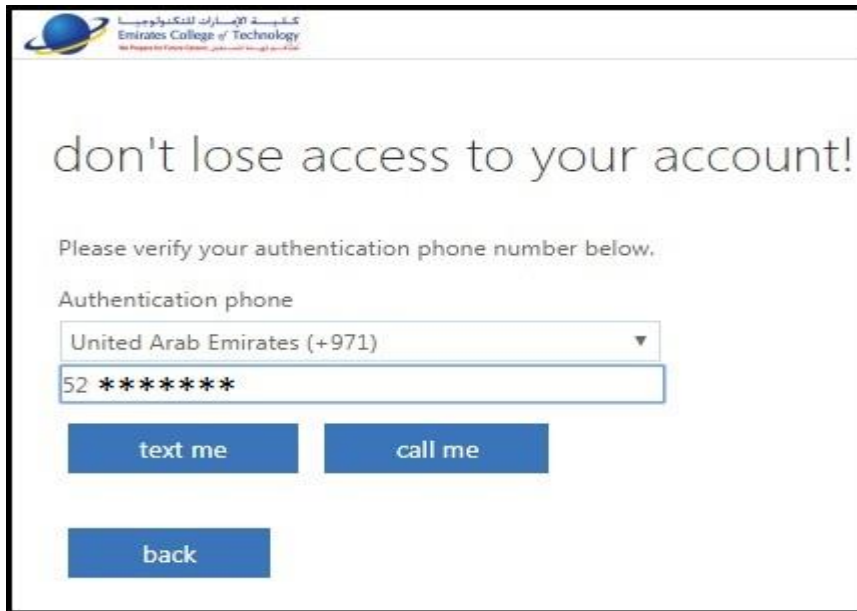


The screenshot shows a recovery page for the Emirates College of Technology. At the top left is the college's logo. Below it, the text "كلية الإمارات للتكنولوجيا" and "Emirates College of Technology" is displayed, along with the tagline "We Prepare for Future Careers" and its Arabic equivalent. The email address "*****@ect.ac.ae" is shown. The main heading is "More information required". Below this, the text reads "Your organization needs more information to keep your account secure". There are two links: "Use a different account" and "Learn more". At the bottom right, there is a blue button labeled "Next".

1.7 Click on Next then choose phone setup

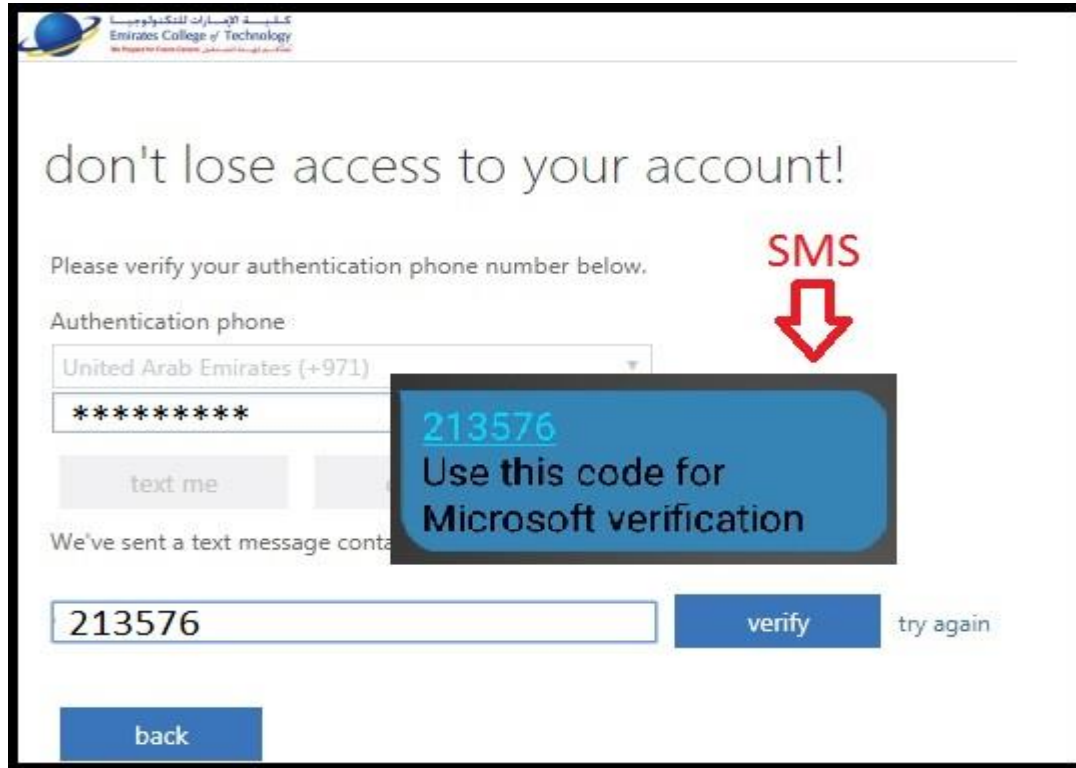


1.8 Choose UAE +971 and then enter your mobile no.





- 1.9 Click on **text me**
you will receive SMS with verification code
- 1.10 Enter the verification code



- 1.11 Click on **verify**
- 1.12 Click on **finish**



- 1.13 The portal will show you all the services you can use
We advise you to change your password now
- 1.14 To change your password, click on the setting icon in the
site upper right corner



- 1.15 Change your password

change password

Old password

Create new password

Confirm new password

Enter the current password (in old password field)

Old password

Enter the new password in the following two fields

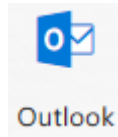
Create new password

Confirm new password

Then click on 

Close the page and return to Office 365 page

1.16 To open the new email, click on outlook icon



How to login to Moodle form Office 365

You can open Moodle form Office 365 directly as the following

1-In the upper left corner click on



2-In the bottom of the page click on All apps



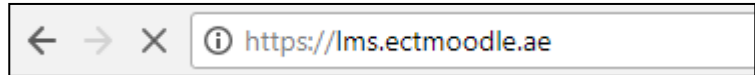
3-Click on LMS



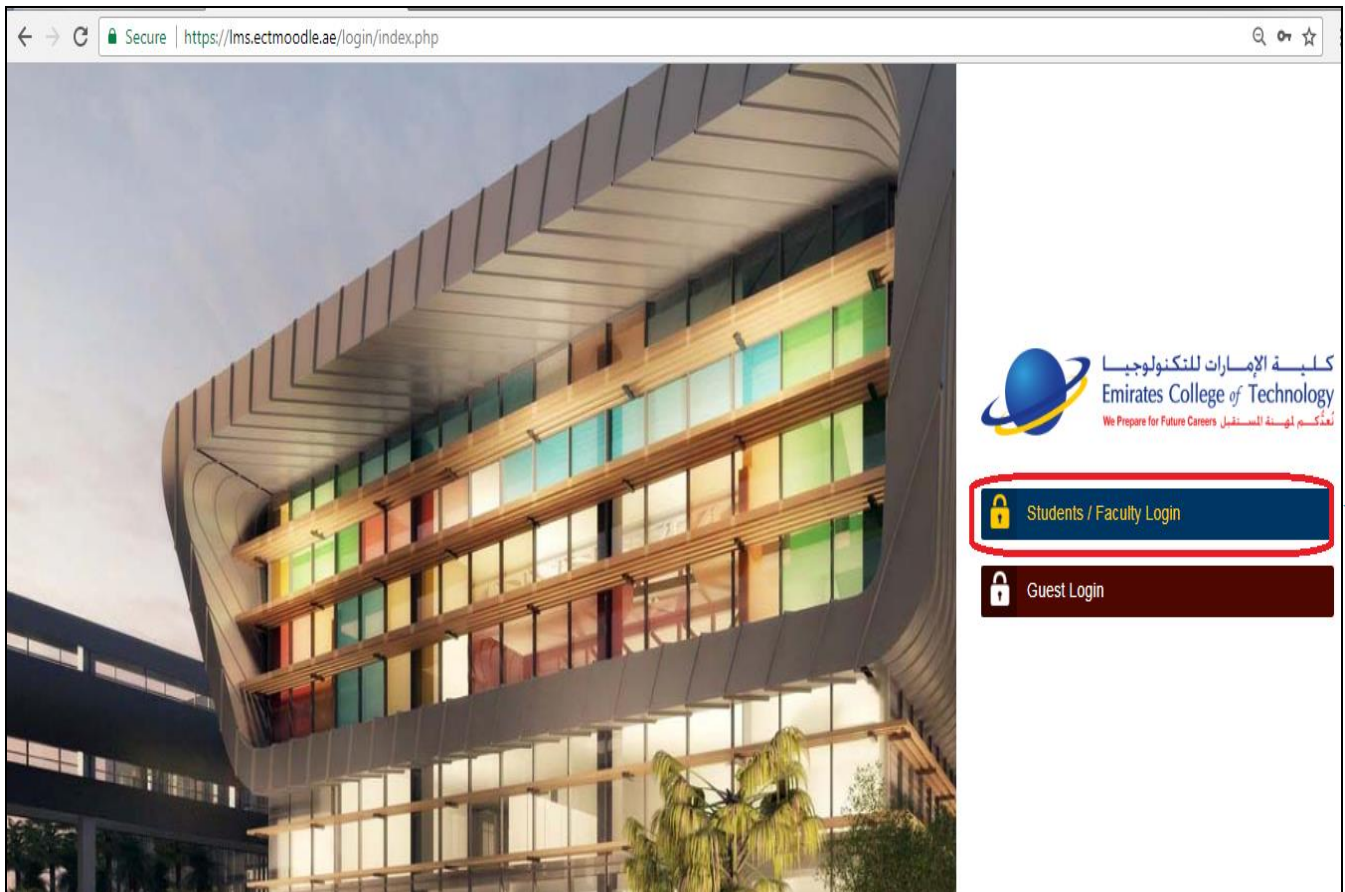
2 Login to Moodle: lms.ectmoodle.ae

Your e-mail now ready to use and you can access the LMS “Learning Management System”

3.1 Open web browser and enter **lms.ectmoodle.ae** in the address bar



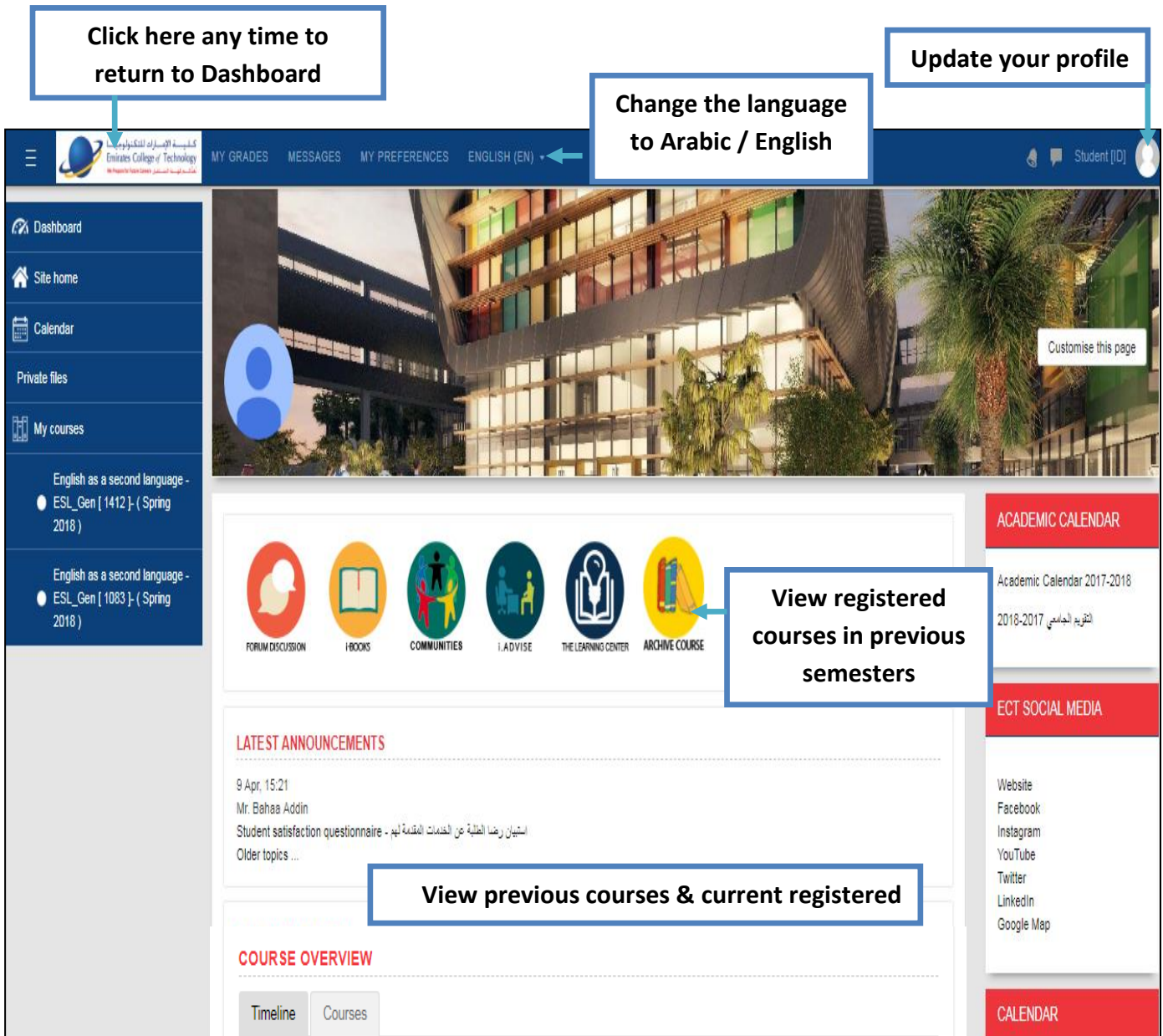
3.2 The login page will open. Click on 



If you are already logged in your email, Moodle will open directly without requesting user name & password

3 Learn more about e-learning system

- Dashboard is the home page in LMS (learning management system)
- Access current registered courses
- View registered courses in previous semesters
- Download academic calendar, student handbook
- Send messages to your instructors
- Update your profile / change the language



The screenshot shows the LMS dashboard interface with several callout boxes highlighting key features:

- Click here any time to return to Dashboard:** Points to the 'Dashboard' link in the left sidebar.
- Update your profile:** Points to the user profile icon in the top right navigation bar.
- Change the language to Arabic / English:** Points to the 'ENGLISH (EN)' dropdown menu in the top navigation bar.
- View registered courses in previous semesters:** Points to the 'ARCHIVE COURSE' icon in the main content area.
- View previous courses & current registered:** Points to the 'Courses' tab in the 'COURSE OVERVIEW' section.

The dashboard includes a left sidebar with navigation options like 'Dashboard', 'Site home', 'Calendar', 'Private files', and 'My courses'. The main content area features a large banner image of a modern building, a row of icons for 'FORUM DISCUSSION', 'BOOKS', 'COMMUNITIES', 'I.ADVISE', 'THE LEARNING CENTER', and 'ARCHIVE COURSE', and sections for 'LATEST ANNOUNCEMENTS' and 'COURSE OVERVIEW'. The right sidebar contains 'ACADEMIC CALENDAR', 'ECT SOCIAL MEDIA' links, and a 'CALENDAR' section.

4 Access current registered courses

You can access any course under course overview by click on the course, and you will find all learning resources and activities related the course.

COURSE OVERVIEW

Timeline Courses

In progress Future Past

0%

Professional Ethics - PHI200 GEN301 - (Fall 2018)

Professional Ethics

General Psychology - GEN201 - (Fall 2018)

General Psychology

0%

Compensations - HRM207 HRM401 - (Fall 2018)

Compensations

HR Planning and Recruitment - HRM202 HRM301 - (Fall 2018)

HR Planning and Recruitment

You still have access to previous courses, just click on past and view all previous semesters

COURSE OVERVIEW

Timeline Courses

In progress Future Past

Communication - ENG102 ENG104 [1072]- (Spring 2018)

Communication

0%

Business Communications - ENG200 - (S1 2018)

Business Communications

Data Communication & Networking - CIS109 BIT413 [1204]- (Spring 2018)

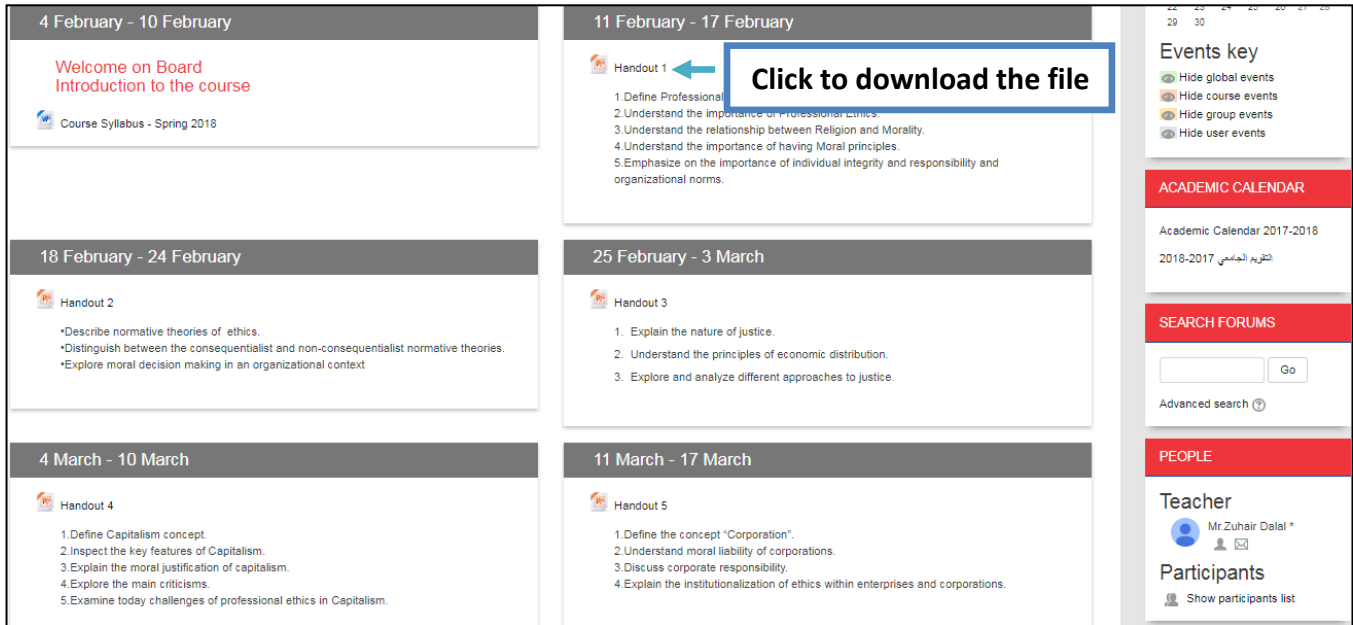
Data Communication & Networking

0%

Management Information Systems - CIS206 BIT203 - (S1 2018)


Management Information Systems

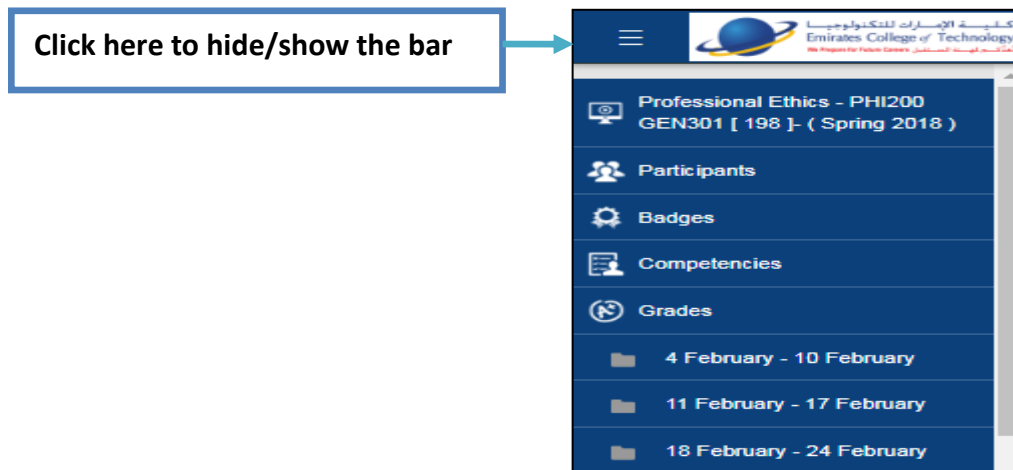
The course divided to weeks, navigate to any week and click on the file to download it.



The screenshot displays a course interface with a grid of weekly handouts. A callout box points to a handout file with the text "Click to download the file". The sidebar on the right includes an "Events key", "ACADEMIC CALENDAR", "SEARCH FORUMS", and "PEOPLE" sections.

5 Hide / Show navigation bar on the left side

Click on this icon  to hide/show navigation bar on the left side



The screenshot shows a mobile navigation menu with a callout box pointing to the hamburger menu icon. The menu items include: Professional Ethics - PHI200 GEN301 [198] - (Spring 2018), Participants, Badges, Competencies, Grades, and a list of weeks: 4 February - 10 February, 11 February - 17 February, and 18 February - 24 February.

6 View registered courses in previous semesters

After finish the semester all active courses will be archive and all users can view/download the learning resources but they cannot edit or submit files.

To view registered courses in previous semesters click on :



Courses will appear sorted by semesters as in figure 17

Course search

[Search](#)

- ▼ Spring 2017
 - 🗑 Islamic Culture - ISC100 GEN102 [16]- (Spring 2017)
 - 🗑 Study Skills - SSR101 ENG103 [1292]- (Spring 2017)
 - 🗑 English I - ENG100 [1249]- (Spring 2017)
- ▼ Summer1 - 2017
 - 🗑 English I - ENG100 [1072]- (S1 2017)
- ▼ Fall 2017
 - 🗑 Islamic Culture - ISC100 GEN102 [259]- (Fall 2017)
 - 🗑 Communication - ENG102 ENG104 [1292]- (Fall 2017)
- ▼ Summer1 - 2017
 - 🗑 Information Technology Skills I - CIS101 BIT100 [171]- (S1 2017)


7 Submit Assignments, projects, etc.

There are many types of activities in LMS (Learning Management System).


You should submit your file through **Turnitin** system  (it's required in most courses)

And in some courses you should submit your file through moodle assignment

8 April - 14 April


 **Handout 6**


- Describe the state of civil liberties in the workplace.
- Understand why some companies respect the rights and moral dignity of the employees.
- Explain what moral issues arise with respect to personnel matters.
- Identify the role of unions in our economic system.

 **Assignment-GEN 301-Spring 2018**

The assignment covers the following CLOs:


1. Compare morality and professional ethics.
2. Explain the rationale behind adoption of normative theories and professional codes of conduct.
3. Evaluate the relation between justice, ethics and economic theories.

 **Assignment-Spring 2018**

 **Assignment-PHI 200-Spring 2018**

The assignment covers the following CLOs:

1. Compare morality and professional ethics.
2. Explain the rationale behind adoption of normative theories and professional codes of conduct.
3. Evaluate the relation between justice, ethics and economic theories.

 **Submit GW#2**

Instructions

- 1) You are requested to join a student group; each group consists of maximum 5 students.
- 2) Each group should work independently of the other groups.
- 3) This work should be submitted by the end of this lecture.
- 4) Each group should submit only one softcopy of their work into moodle website <https://lms.ectmoodle.ae>

Turnitin
Assignment

Moodle
Assignment

8.1 Submit Turnitin assignment:

- **Click on the assignment icon**
- **Then click on** My Submissions
- **Enter title for your submission**
- **Add your file (browse from your computer or use drag & drop)**
- **Check the box to accept the terms**

(By checking this box, I confirm that this submission is my own work and I accept all responsibility for any copyright infringement that may occur as a result of this submission.)

- **Click on Add submission**

Separate groups: FE_1_2017_2

Summary My Submissions Click here to submit your file

Turnitin
Assignment Name Assignment-Spring 2018
Summary Assignment-Spring 2018

Start date of allowing submission Last date of submission

Assignment Part	Start Date	Due Date	Post Date	Max Marks
Part 1	27/02/18, 10:54	16/04/18, 23:59	16/04/18, 23:59	100

Submit Turnitin assignment:

Summary My Submissions

No submissions have been made
[Submitted to Turnitin? Click here to retrieve.]

Submission Title * ? **Enter title for your submission**

File to Submit ? Maximum size for new files: 20MB, maximum attachments: 1

Click here to browse the file from your computer
Or use drag & drop

Check the box to accept the terms

By checking this box, I confirm that this submission is my own work and I accept all responsibility for any copyright infringement that may occur as a result of this submission.

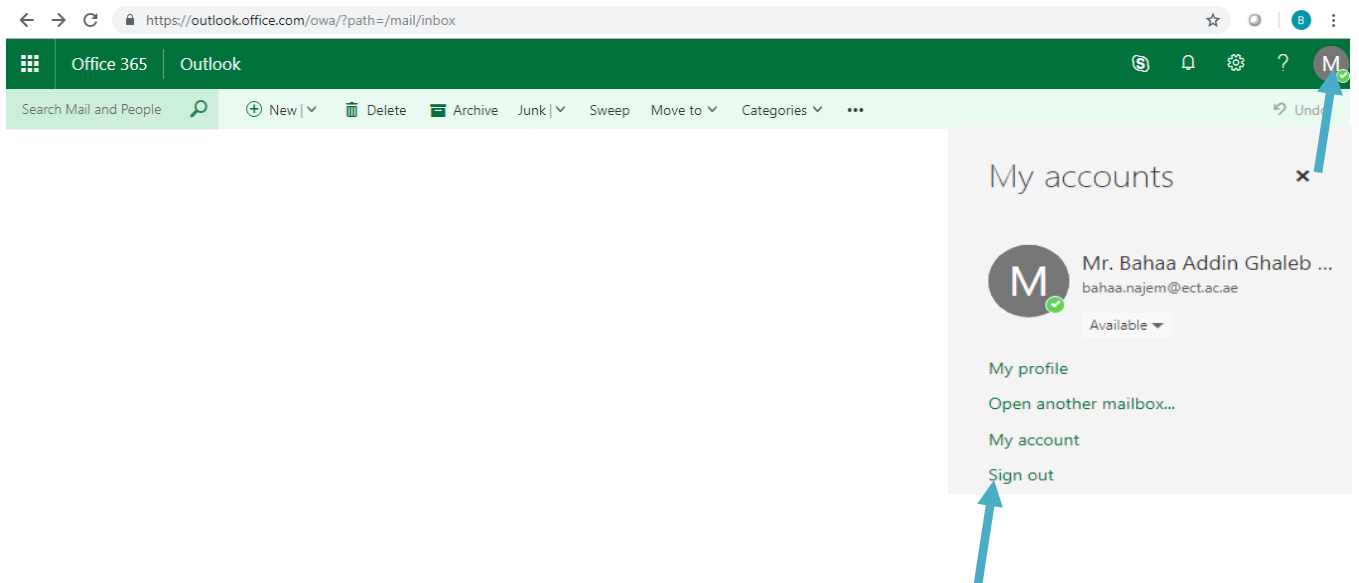
Add Submission

There are required fields in this form marked *.

8 Logout from Moodle & your email

Moodle & ECT email integrated by SSO (Single Sign On), so to logout from moodle you must sign out from Gmail

Note: logging out from moodle is not enough. You must sign out from email to prevent any user from accessing your email & Moodle account.



Click here to sign out from your email

log out from Moodle: look at the upper right corner

Click here to log out from Moodle

