

EIIET LEARNING PLATFORM

(Web)

Staff User Manual

Your step-by-step guide to using the EIIET online learning system(Moodle)



European Institute of Innovation, Entrepreneurship and Technology

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Website: my.eiiet.com

Chapter 1: Getting Started

1.1 Introduction

This manual shows you, step by step, how to use EIIET Learning Platform. It is written for teachers and teaching staff who run courses, share materials, set and grade work, and hold live classes online.

Staff work through the website only:

- The website – **my.eiiet.com**, which you open in any web browser on a computer or laptop.
- There is no separate staff app. The EIIET mobile app is for students; as a teacher you do everything from the website.

Note. The platform has different types of accounts – Administrator, Teacher and Student. This guide describes the Teacher experience. Some options below appear only when you are given the Teacher role in a course.

The screens shown here come from a sample account, so the courses, names and dates are only examples – your own account will show your own courses *and details*.

1.2 What You Can Do as a Teacher

From your courses on the website you can:

1. Build and organise your course – add topics, files, pages, links and labels.
2. Add activities such as assignments, quizzes and forums.
3. Set assignments with due dates, collect student submissions, and grade them with feedback.
4. Use the gradebook to record and review every student's marks.
5. Run live online classes and share the recordings afterwards.
6. Enrol and manage the students in your course, and organise them into groups.
7. Send messages, post announcements and receive notifications.

1.3 Before You Start

To teach on the platform you need:

- A modern web browser such as Google Chrome, Microsoft Edge, Mozilla Firefox or Safari.
- Your EIIET staff username and password. These are given to you by EIIET. Your username is a short login name – it is *not* your e-mail address.
- The Teacher role in at least one course. If your courses do not appear, ask EIIET to enrol you as a teacher.

A Note on Roles: It helps to know who can do what on the platform:

Table 1 User Roles on the Platform

Role	What they can do
Administrator	Runs the whole site – creates courses and accounts and sets everything up. (Handled by EIIET.)
Teacher	Manages their own courses – adds content and activities, grades work and manages students. (This is you.)
Student	Takes part in courses – reads materials, submits work and joins classes.

1.4 Quick Reference

Where to find the most common things, once you are inside one of your courses:

Table 2 Quick Reference for Common Tasks

I want to...	Go to
Add or change course content	Turn on Edit mode (top right), then use Add an activity or resource .
Set an assignment	Edit mode → Add an activity or resource → Assignment .
Grade student work	Open the assignment → View all submissions , or use Grades .
See all marks	Open the course → Grades .
Add or remove students	Open the course → Participants .

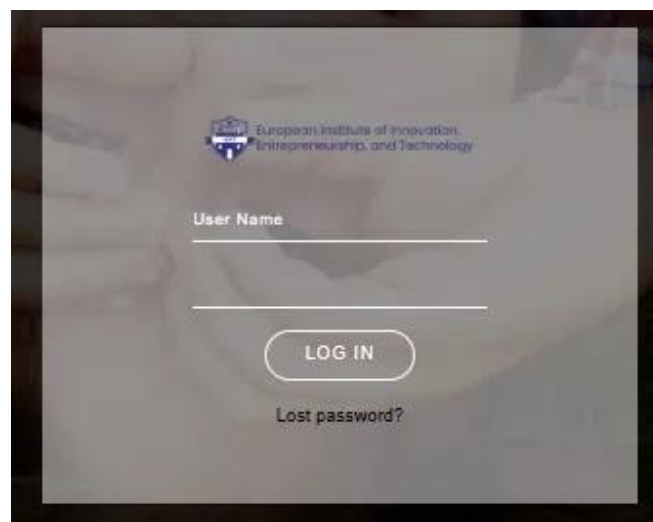
I want to...	Go to
Hold a live class	Add a BigBlueButton activity, then open it to start the session.
Edit your details	Your name (top right) → Profile → Edit profile .

Chapter 2: Logging in to the Website

2.1 Open the Platform

- Open your web browser and go to my.eiiet.com.
- On the EIIET page, click the **Log In** button at the top-right corner. This opens the login screen shown below.

Table 3 The Login Page – the Same Login Screen for All Users



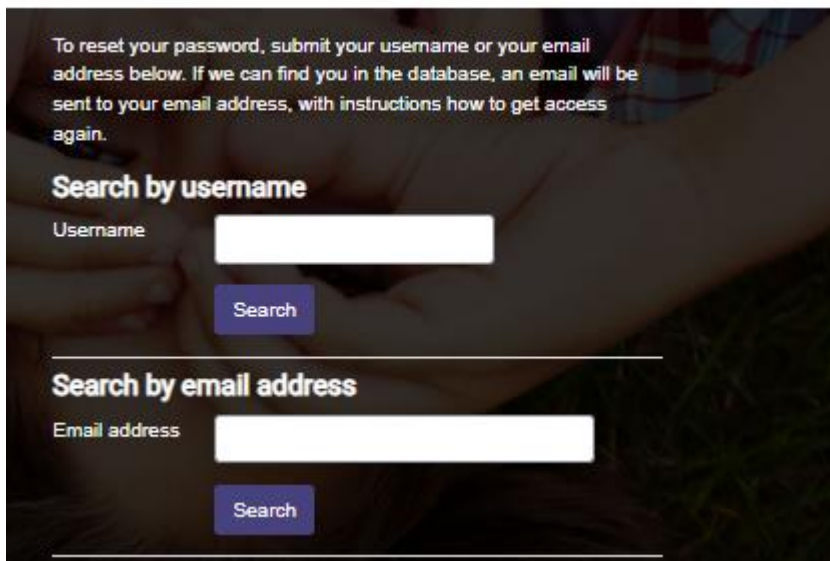
2.2 Enter Your Username and Password

1. In the **User Name** field, type your EIIET staff username.
2. In the field just below it, type your **password**.
3. Click **LOG IN**.

Note Remember: type your **username**, not your e-mail address. The password box is the line directly under “User Name”.

2.3 Forgot Your Password?

- On the login screen, click **Lost password?**.



To reset your password, submit your username or your email address below. If we can find you in the database, an email will be sent to your email address, with instructions how to get access again.

Search by username

Username

Search

Search by email address

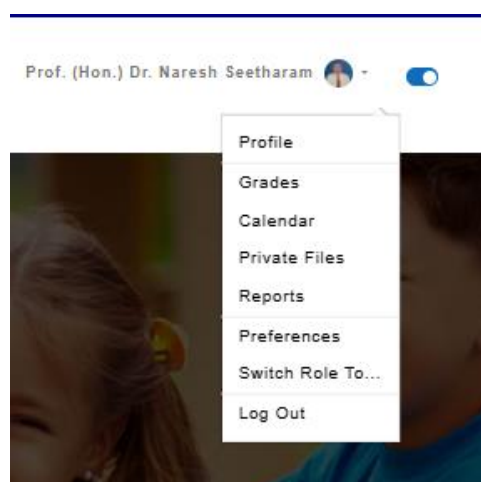
Email address

Search

- Enter your username or registered email address and click Search. If a matching account is found, a password-reset link will be emailed to you.
- Check your email for a password reset link. The link expires in 30 minutes.
- Click the link and enter your new password twice to confirm.
- If you still cannot get in, contact EIIET at info@eiiet.com.

2.4 Logging Out

When you have finished, log out so that no one else can use your account – especially on a shared or public computer. Click your name at the top-right corner and choose Log out.



Chapter 3: The Dashboard - Your Home Page

After you log in you arrive at your Dashboard – your personal home page. It pulls together your courses, a timeline of what is coming up, and a calendar, so you can see at a glance what needs your attention.

Figure 2 The student Dashboard, with the Navigation block (left), your courses and events (centre) and recent items (right).



Typical blocks on the dashboard include a Course overview (a card for each course you teach), a Timeline of upcoming deadlines and events, and a Calendar. You can open any course directly from its card.

3.1 The Top Navigation Bar

The bar across the top of every page is how you move around the platform. From here you can reach your courses, your notifications, your messages and your profile.

Figure 3 The Top Navigation Bar, Shown Across the Top of Every Page



Table 3: Items on the Top Navigation Bar

Item	What it does
Notification bell	Shows new notifications. A red number means unread items.
Messages icon	Opens your messages, so you can write to students and colleagues.
Your name & photo	Opens a menu with your Profile, Preferences and Log out.

3.2 The Navigation block

The Navigation block on the left is the main menu for moving around the platform. It usually contains:

- **Dashboard** – returns to this home page.
- **Site home** and **Site pages** – general areas of the site.
- **My courses** – click to expand the list of courses you are enrolled in, then click any course name to open it.
- **Courses** – browse the full list of courses on the platform.

3.3 Upcoming Events

This block lists what is coming up soon – for example, scheduled live classes and assignment due dates – each with its date and time. Click “Go to calendar...” at the bottom to open your full calendar.

3.4 Course Overview

The Course Overview shows a card for each course you are enrolled in as a staff member or teacher. For each course you can see a short title and a progress bar such as “0% complete”. Using the controls at the top of this block you can:

- Filter the list (for example **All**, In progress, or Completed).
- Search for a course by name.
- Sort the courses (for example by name).
- Switch between **Card** and list views

3.5 Finding Your Courses

You can open a course in several ways: from the Course overview on your dashboard, from a Courses or My courses menu in the top bar, or from a recently-accessed list. Once a course is open, a course menu (with Participants, Grades, Reports and more) lets you move around inside it.

3.6 Your Profile

Viewing Your Profile

Your profile is how you appear to your students. To open it, click your name at the top-right corner and choose Profile.

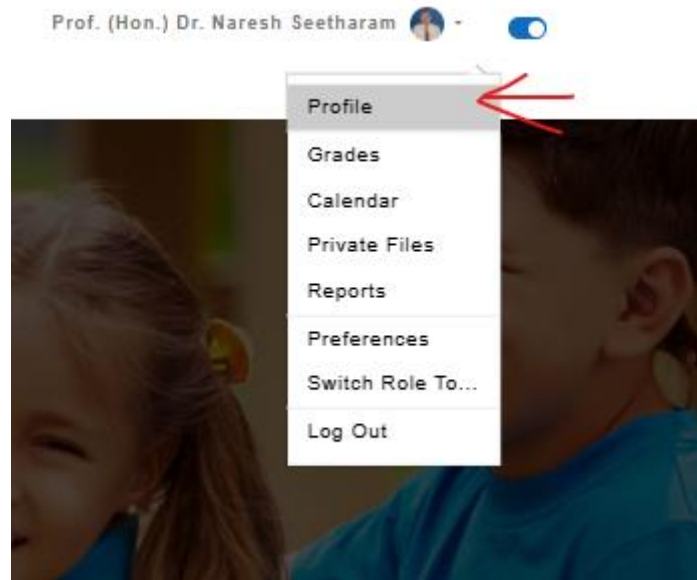


Figure 4 The Profile Page

f t v
APPLY ONLINE BLOG FAQ

European Institute of Innovation,
Entrepreneurship, and Technology

info@eiiet.com
+49 30 233618555

Prof. (Hon.) Dr. Naresh Seetharam

Dashboard / Profile
Reset page to default Stop customising this page

Navigation

- ▼ Dashboard
- ≡ Site home
- Site pages
- ▼ My courses
- General German Language
- M10 - Business English
- M11 - Tourism Product
- M13 - Research on Tourism Services
- M14 - Safety in Tourism
- M16 - Talent Management
- M21 - Strategic Management
- M11 - Business Eng Management
- M14 - Talent Management
- M15 - Safety in Tourism
- More...
- Courses

ADVISOR

Advisor with extensive experience in educational leadership, curriculum development, and academic administration. Expertise includes promoting student achievement, evaluating instructional practices, and supporting data-driven educational improvement. Experience in curriculum coordination and examination systems for international programmes such as Pearson Edexcel, IB, and Cambridge. Active involvement in school accreditation processes, including candidacy, authorization, and reviews, as well as supporting pathways for students pursuing higher education in international universities.

User details

Email address
naresh.seetharam@eiiet.com (Visible to everyone) [Edit profile](#)

Country
Germany

City/Town
Berlin

Timezone
Europe/Berlin

Privacy and policies

Data retention summary

Course details

Course profiles

- General German Language
- M10 - Business English
- M11 - Tourism Product
- M13 - Research on Tourism Services
- M14 - Safety in Tourism
- M16 - Talent Management
- M21 - Strategic Management
- M11 - Business English
- M14 - Talent Management
- M15 - Safety in Tourism

[View more](#)

Miscellaneous

- Blog entries
- Forum posts
- Forum discussions
- Learning plans

Reports

- Today's logs
- All logs
- Outline report
- Complete report
- Browser sessions
- Grades overview
- Grades

Login activity

First access to site
Thursday, 24 October 2024, 7:25 AM (1 year 247 days)

Last access to site
Sunday, 28 June 2026, 10:48 AM (29 secs)

Mobile app

QR code for mobile app access
Scan the QR code with your mobile app and you will be automatically logged in. The QR code will expire in 10 mins.

[View QR code](#)

This site has mobile app access enabled.
[Download the mobile app.](#)

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Editing Your Profile

To change your details, open your profile and choose Edit profile (or use your name menu at the top right). Here you can update information such as your name, e-mail, photo, description, city and time zone.

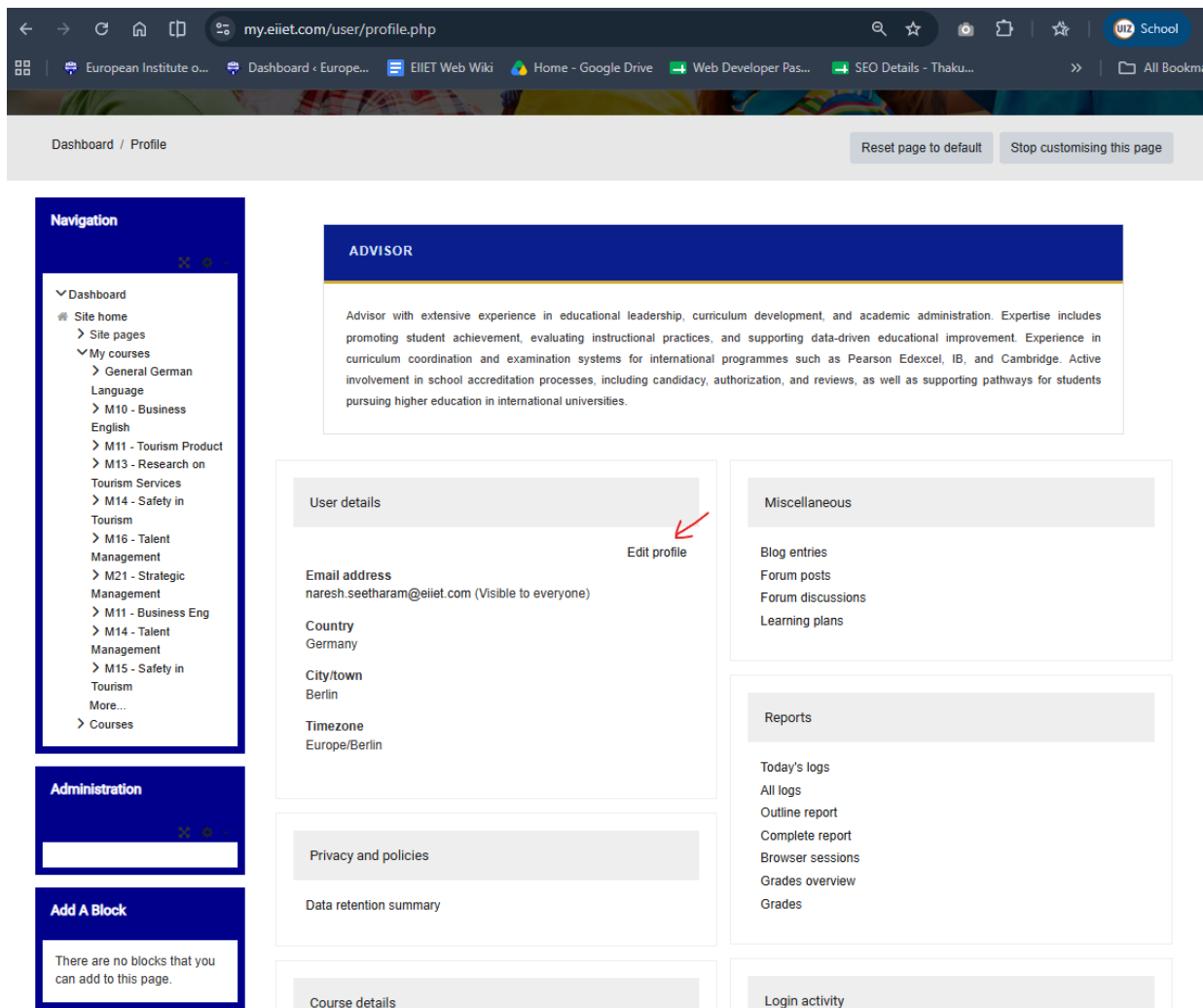
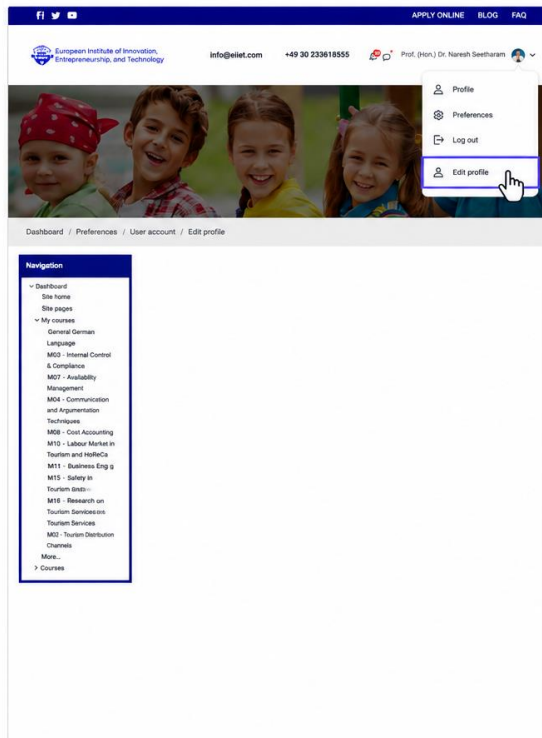


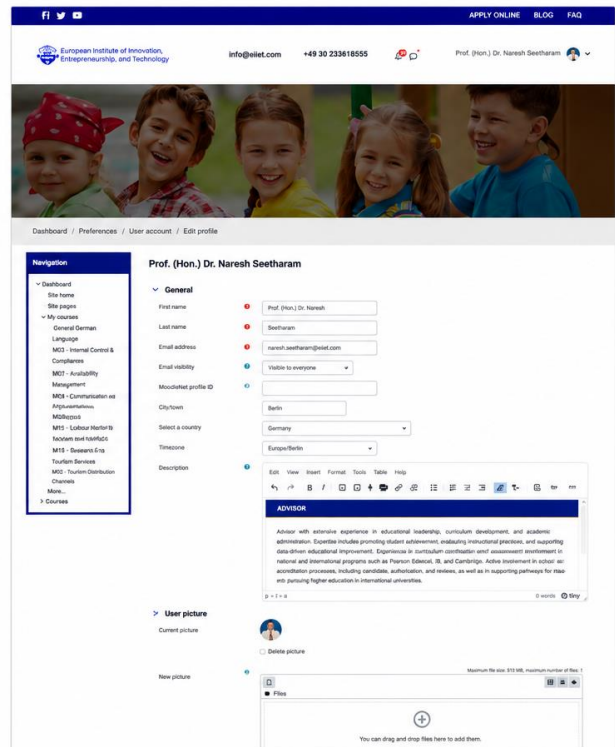
Figure 5 The Edit Profile Page

1 Click Edit profile

Open your profile menu (your name & photo) and click "Edit profile".

**2** Edit your information

Update your information such as your name, e-mail, photo, description, city and time zone.



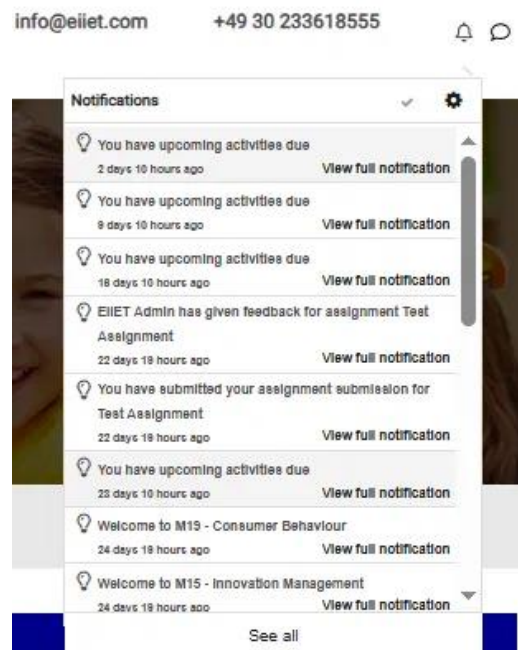
Important. Set your **Timezone** correctly. Due dates, class times and the calendar are all shown in your time zone, so the wrong setting can make times look wrong for you and confusing when you set deadlines for students.

3.7 Notifications and Messaging Students

Notifications

The bell icon in the top bar keeps you informed – for example when a student submits an assignment, posts in a forum, or a deadline is approaching. A red number shows how many unread notifications you have. Click the bell to read them.

Figure 1 The Notifications Panel, Opened From the Bell Icon



Messaging

The messages icon lets you write directly to students and colleagues. Open it, search for the person by name, type your message and send. You can also message all the students in a course – useful for reminders and announcements.

Announcements

Most courses have an Announcements area at the top. Posting there is the best way to reach everyone in the course at once; students are notified and a copy stays on the course page for reference.

Tip. Use Announcements for class-wide notices (timetable changes, reminders) and messages for one student. Keep both short and clear.

Chapter 4: Managing Your Course

4.1 Understanding Your Course Page

How a Course Is Organized

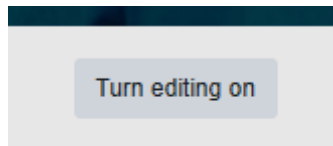
A course is made up of sections (also called topics or weeks). Each section holds the resources and activities for that part of the course – for example a file to read, a page of notes, a link, or an assignment. Students work down the page, section by section.

The screenshot displays a course management interface for 'M04 - Sales Management'. At the top, a breadcrumb trail shows 'Dashboard / My courses / M04 - Sales Management' and a 'Turn editing on' button. The interface is divided into several sections:

- Course Lecturer:** A blue box containing the name 'Dr. Naresh Seetharam', an email icon, and the email address 'naresh.seetharam@eiiet.com'.
- Navigation:** A vertical menu on the left with a blue header. It includes links for 'Dashboard', 'Site home', 'Site pages', 'My courses', and a list of course sections: 'General German Language', 'M10 - Business English', 'M11 - Tourism Product', 'M13 - Research on Tourism Services', 'M14 - Safety in Tourism', 'M16 - Talent Management', 'M21 - Strategic Management', 'M11 - Business Eng', 'M14 - Talent Management', 'M15 - Safety in Tourism', 'M04 - Sales Management', 'Participants', 'Badges', 'Competencies', 'Grades', 'General', 'JOIN', 'ATTENDANCE', 'Assignment', 'More...', and 'Courses'.
- GENERAL:** A section with a dropdown arrow, the title 'GENERAL', and a 'Collapse all' button. It contains an 'Announcements' section with a speech bubble icon.
- JOIN:** A section with a dropdown arrow, the title 'JOIN', and a 'Join the Class' button with a person icon.
- ATTENDANCE:** A section with a dropdown arrow, the title 'ATTENDANCE', an 'Attendance' button with a person icon, and a 'Completion' dropdown menu.
- ASSIGNMENT:** A section with a dropdown arrow, the title 'ASSIGNMENT', and a list of three assignments:
 - Sales Management Assignment-1:** Opened: Monday, 29 September 2025, 1:00 AM Due: Friday, 24 October 2025, 1:00 AM
 - Sales Management Assignment-2:** Opened: Sunday, 9 November 2025, 1:00 AM Due: Sunday, 30 November 2025, 1:00 AM
 - Sales Management Assignment-3:** Opened: Tuesday, 9 December 2025, 1:00 AM Due: Wednesday, 24 December 2025, 1:00 AM

View Mode and Edit Mode

Your course page has two modes. In the normal view you see the course just as a student does. When you turn on Edit mode, extra controls appear that let you add, move, hide and change everything on the page. You switch between the two at any time – see the Edit Mode section, below.



View Mode	Edit Mode
<p>GENERAL</p> <p>Announcements</p>	<p>GENERAL</p> <p>Announcements</p> <p>+ Add an activity or resource</p>
<p>CLASS JOINING LINK</p> <p>Class Joining Link</p>	<p>CLASS JOINING LINK</p> <p>Class Joining Link</p> <p>+ Add an activity or resource</p>
<p>ATTENDANCE</p> <p>Class Attendance</p>	<p>ATTENDANCE</p> <p>Class Attendance</p> <p>+ Add an activity or resource</p>
<p>CLASS MATERIALS</p> <p>Class Material PDF</p> <p>Business Organization Learning objectives PDF</p> <p>The-Entrepreneurs-Guide-to-Building-a-Successful-Business-2017 PDF</p> <p>Forms of Business Organisation PPTX</p> <p>Business Organisation PPTX</p> <p>Class 1 Business Organisation and Management 07/04/2026 PDF</p> <p>Class 2 Business Organization and Management. Global Economy Analysinq 21/04/2026 P</p>	<p>CLASS MATERIALS</p> <p>Class Material PDF</p> <p>Business Organization Learning objectives PDF</p>

Blocks

Around the main content you may see blocks – small panels such as a Calendar, Activities, or Search. Blocks are optional helpers; you can add or remove them in Edit mode using “Add a block”.

4.2 Edit Mode

Turning Edit Mode on and Off

Edit mode is the switch that lets you change your course.

1. Open the course you want to change.
2. Find the **Edit mode** switch at the top-right of the page and turn it on. (In some versions this is a **Turn editing on** button instead.)
3. The page now shows editing controls next to every section and item.
4. Turn the switch off again when you have finished, to return to the normal view.

The screenshot shows the Moodle course interface in edit mode. At the top, the breadcrumb trail reads 'Dashboard / My courses / M04 - Sales Management' and a 'Turn editing off' button is visible. On the left, there is a 'Course Lecturer' profile for Dr. Naresh Seetharam and a 'Navigation' menu. The main content area displays four sections: 'GENERAL', 'JOIN', 'ATTENDANCE', and 'ASSIGNMENT'. Each section contains an activity or resource with an 'Add an activity or resource' link and an edit menu (three dots).

Course Lecturer
Dr. Naresh Seetharam
naresh.seetharam@eiiet.com

Navigation
Dashboard
Site home
Site pages
My courses
General German Language
M10 - Business English
M11 - Tourism Product
M13 - Research on Tourism Services
M14 - Safety in Tourism
M16 - Talent Management
M21 - Strategic Management
M11 - Business Eng
M14 - Talent Management
M15 - Safety in Tourism
M04 - Sales Management
Participants
Badges
Competencies
Grades
General
JOIN
ATTENDANCE
Assignment
More...
Courses

GENERAL Collapse all
Announcements
+ Add an activity or resource

JOIN
Join the Class
+ Add an activity or resource

ATTENDANCE
Attendance Completion
+ Add an activity or resource

ASSIGNMENT
Sales Management Assignment-1
Opened: Monday, 29 September 2025, 1:00 AM Due: Friday, 24 October 2025, 1:00 AM

What You Can Do in Edit Mode

With Edit mode on you can:

- Add content with the **Add an activity or resource** link inside each section.
- Edit an item – use its **Edit** menu (often shown as three dots) to rename, move, hide or delete it.
- Move items by dragging them, or hide them from students until they are ready.
- Rename a section, or add and remove sections.
- Show or hide a whole section from students.

Tip. Build a section while it is hidden, then reveal it to students only when it is ready.

Students never see your work in progress.

4.3 Adding Resources (Materials)

The “Add an Activity or Resource” Chooser

Everything you add to a course – whether a file to read or an activity to complete – starts the same way.



- Turn on Edit mode (see Section 4.2).
- In the section where you want the item, click **Add an activity or resource**.
- A chooser opens, listing everything you can add, usually split into Activities and Resources.
- Pick what you want, fill in its settings, and save.




GENERAL  Collapse all 

 Announcements  

[+ Add an activity or resource](#)

NEW SECTION  

[+ Add an activity or resource](#)








































































JOIN  


 Join the Class  

[+ Add an activity or resource](#)

Add an activity or resource x

AllActivitiesResources

 Assignment  	 Attendance  	 BigBlueButton  	 Book  	 Chat  	 Choice  
 Database  	 Feedback  	 File  	 Folder  	 Forum  	 Glossary  
 H5P  	 IMS content package  	 Lesson  	 Page  	 Quiz  	 SCORM package  
 Survey  	 Text and media area  	 URL  	 Wiki  	 Workshop  	

Or browse for content on 

Common Resources

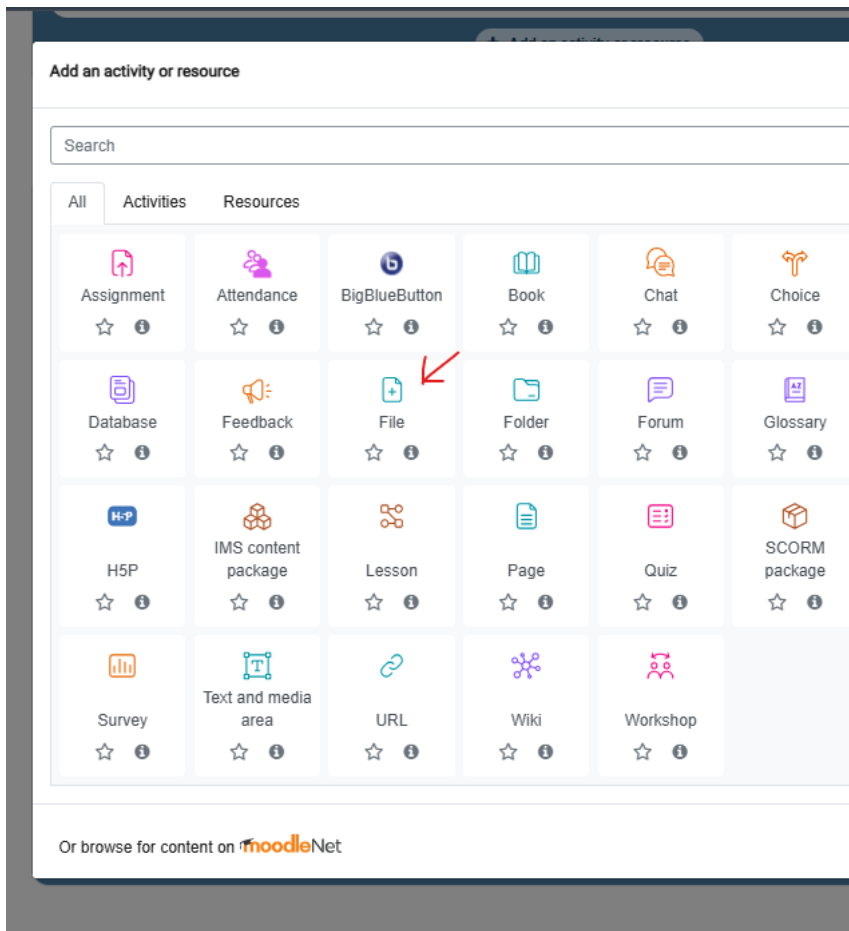
Resources are materials for students to read or view. The most useful are:

Common Resource Types

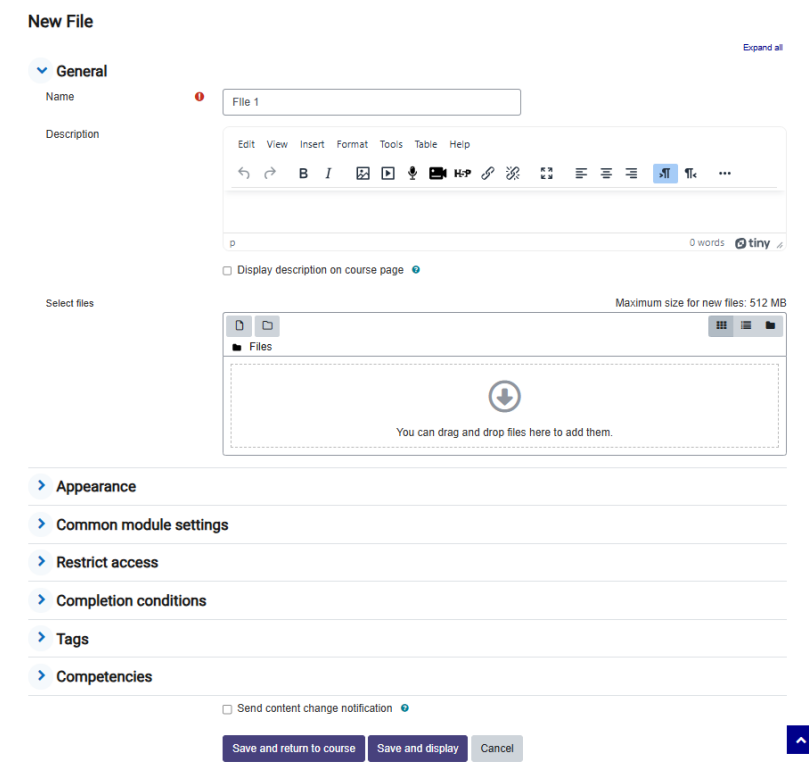
Resource	Use it to...
File	Share a document, such as a PDF, Word file or slideshow students can download.
Folder	Group several files together in one tidy place.
Page	Write a page of notes, instructions or embedded media inside the course.
URL	Link out to a website or an online video.
Text and media area	Add a heading, a note or an image directly on the course page (formerly called a Label).

Uploading a File

1. Edit mode → **Add an activity or resource** → **File**.
2. Give the file a name.



3.



4. Drag your file into the upload box, or click to browse for it on your computer.

5. Click **Save and return to course**.

4.4 Adding Activities
























Activities are things students do, rather than just read. They are added with the same “Add an activity or resource” chooser. Common activities include:


Common Activity Types

Activity	Students use it to...
Assignment	Submit work (a file or typed text) for you to grade. Covered in Chapter 5.
Quiz	Answer questions that can be marked automatically.
Forum	Discuss a topic with you and each other.
BigBlueButton	Join a live online class. Covered in Section 7.3.

Add an activity or resource
✕

All
Activities
Resources

 Assignment ☆ ⓘ	 Attendance ☆ ⓘ	 BigBlueButton ☆ ⓘ	 Book ☆ ⓘ	 Chat ☆ ⓘ	 Choice ☆ ⓘ
 Database ☆ ⓘ	 Feedback ☆ ⓘ	 File ☆ ⓘ	 Folder ☆ ⓘ	 Forum ☆ ⓘ	 Glossary ☆ ⓘ
 H5P ☆ ⓘ	 IMS content package ☆ ⓘ	 Lesson ☆ ⓘ	 Page ☆ ⓘ	 Quiz ☆ ⓘ	 SCORM package ☆ ⓘ
 Survey ☆ ⓘ	 Text and media area ☆ ⓘ	 URL ☆ ⓘ	 Wiki ☆ ⓘ	 Workshop ☆ ⓘ	

Or browse for content on moodleNet

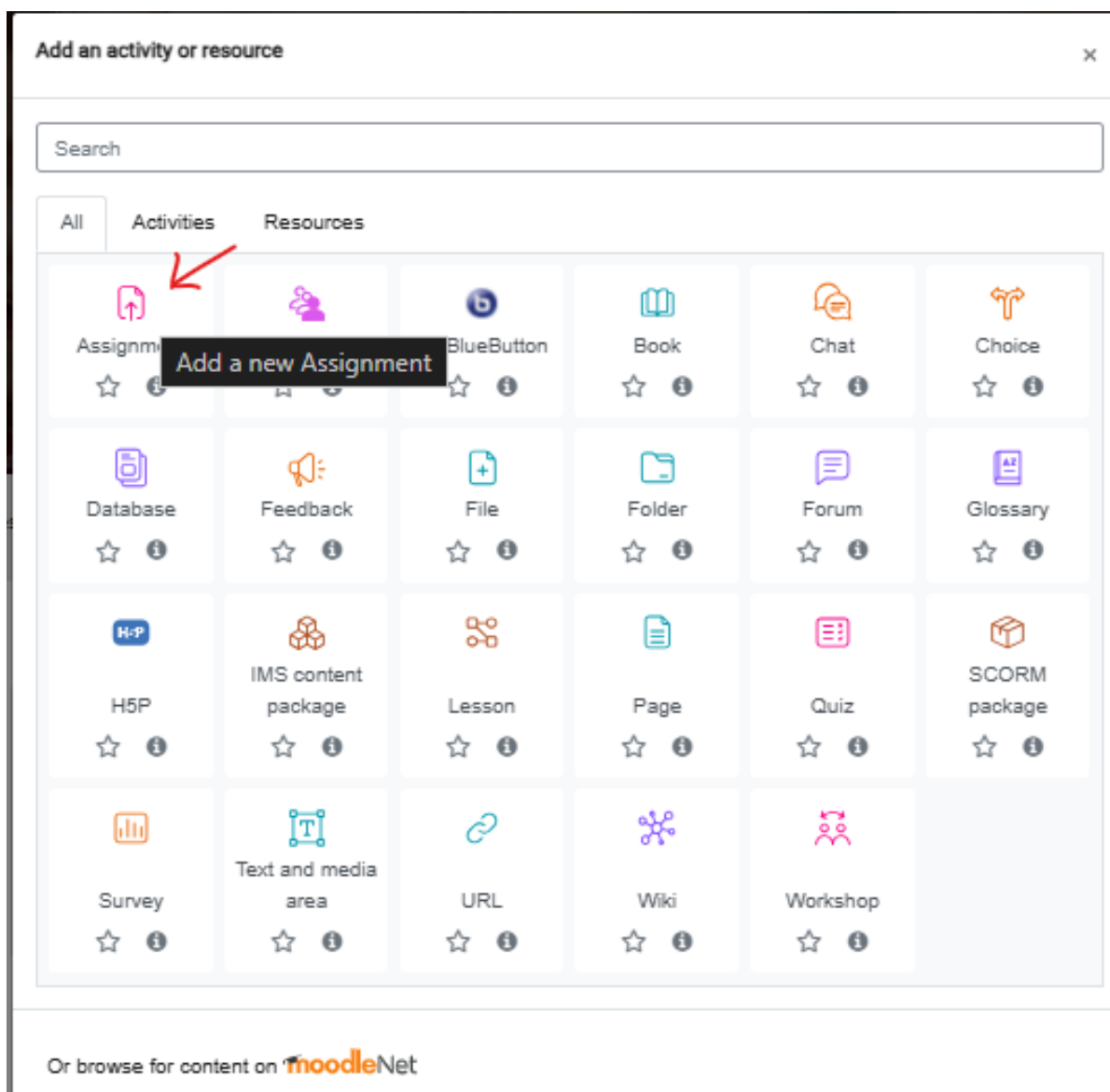
To add any activity, turn on Edit mode, click “Add an activity or resource” in the right section, choose the activity, complete its settings and save. Each activity has its own settings, but they all share a common pattern: a name and description, availability dates, and grading options where relevant.

Chapter 5: Assignments and Grading

5.1 Creating an Assignment

Add the Assignment

- Open your course and turn on Edit mode.
- In the right section, click **Add an activity or resource** and choose **Assignment**.
- Give it a clear name and write instructions in the description so students know exactly what to do.
- Set the options described below, then save.



The screenshot shows the 'Add an activity or resource' dialog box in Moodle. At the top, there is a search bar and tabs for 'All', 'Activities', and 'Resources'. Below this is a grid of activity and resource icons. A red arrow points to the 'Assignment' icon, which has a tooltip that reads 'Add a new Assignment'. Other icons visible include BlueButton, Book, Chat, Choice, Database, Feedback, File, Folder, Forum, Glossary, H5P, IMS content package, Lesson, Page, Quiz, SCORM package, Survey, Text and media area, URL, Wiki, and Workshop. At the bottom, there is a link that says 'Or browse for content on MoodleNet'.

Figure 7 Assignment settings page

New Assignment Expand all

General

Assignment name

Description
 Edit View Insert Format Tools Table Help
 [Rich text editor toolbar]
 0 words

Display description on course page

Activity instructions
 Edit View Insert Format Tools Table Help
 [Rich text editor toolbar]
 0 words

Additional files
 Maximum size for new files: 512 MB
 [File upload area with dashed border and arrow icon]
 You can drag and drop files here to add them.
 Only show files during submission

Availability

Allow submissions from Enable 20 June 2020 00 00

Due date Enable 5 July 2020 00 00

Cut-off date Enable 20 June 2020 00 00

Remind me to grade by Enable 12 July 2020 00 00
 Always show description

Submission types

Submission types Online text File submissions

Maximum number of uploaded files

Maximum submission size

Accepted file types No selection

Feedback types

Submission settings

Group submission settings

Notifications

Grade

Common module settings

Restrict access

Completion conditions

Tags

Competencies

Send content change notification

Required

*The Settings That Matter Most**Table 6: Key Assignment Settings*

Setting	What it controls
Allow submissions from	The date students can start submitting.
Due date	When the work is expected. Later submissions are marked as late.
Cut-off date	The point after which submissions are blocked completely.
Submission types	Whether students upload a file, type online text, or both – and limits such as number and size of files.
Maximum grade	The number of points the assignment is marked out of.
Remind me to grade by	Adds a reminder to your dashboard timeline.

Tip. Set a Due date so late work is flagged, and a Cut-off date a little later as a hard deadline. That gives students a clear target while still letting you accept genuine late cases up to the cut-off.

5.2 Grading Student Work*Seeing Who Has Submitted*

- Open the assignment from your course page.
- Click View all submissions to see a table of every student and their status – for example Submitted for grading or Graded.



Dashboard / My courses / M04 - Sales Management / Assignment / Sales Management Assignment-1


Navigation

- ▼ Dashboard
- 🏠 Site home
 - > Site pages
- ▼ My courses
 - > General German Language
 - > M10 - Business English
 - > M11 - Tourism Product
 - > M13 - Research on Tourism Services
 - > M14 - Safety in Tourism
 - > M16 - Talent Management
 - > M21 - Strategic Management
 - > M11 - Business Eng
 - > M14 - Talent Management
 - > M15 - Safety in Tourism
 - ▼ M04 - Sales Management
 - > Participants
 - 🏆 Badges
 - ☑ Competencies
 - 📅 Grades
 - > General
 - > New section
 - > Join
 - > Attendance
 - ▼ Assignment
 - 📄 Sales Management Assignment-1
 - 📄 Sales Management Assignment-2
 - 📄 Sales Management Assignment-3
 - More...
 - > Courses

Sales Management Assignment-1

Opened: Monday, 29 September 2025, 1:00 AM

Due: Friday, 24 October 2025, 1:00 AM

 Sales Management Assignment-1.pdf 17 March 2026, 1:16 PM



View all submissions

Grade

Grading summary

Hidden from students	No
Participants	269
Submitted	38
Needs grading	38
Time remaining	Assignment is due

◀ Attendance

Jump to...

Sales Management

Giving a Grade and Feedback

1. In the submissions table, click **Grade** next to a student (or use the **Grade** button to step through them one by one).

Figure 8 "View all submissions" grading table

Dashboard / My courses / MD4 - Sales Management / Assignment / Sales Management Assignment-1 / Grading

Navigation

- Dashboard
- Site home
- Site pages
- My courses
 - General German Language
 - M10 - Business English
 - M11 - Tourism Product
 - M13 - Research on Tourism Services
 - M14 - Safety in Tourism
 - M16 - Talent Management
 - M21 - Strategic Management
 - M11 - Business Eng
 - M14 - Talent Management
 - M15 - Safety in Tourism
 - MD4 - Sales Management
 - Participants
 - Badges
 - Competencies
 - Grades
 - General
 - New section
 - Join
 - Attendance
 - Assignment
 - Sales Management Assignment-1**
 - Sales Management Assignment-2
 - Sales Management Assignment-3
 - More...
 - Courses

Sales Management Assignment-1

[Download all submissions](#)

Submissions

Grading action:

First name:

Last name:

...

Select	User picture	First name / Last name	Email address	Status	Grade	Edit	Last modified (submission)	File submissions
<input type="checkbox"/>		Arvinder Singh	thind.arvinder987@gmail.com	No submission Assignment is overdue by: 247 days 8 hours	Grade	Edit	-	
<input type="checkbox"/>		Gursewak Singh	gursewaksingh9747@gmail.com	Submitted for grading	Grade	Edit	Thursday, 23 October 2025, 3:23 PM	DE240017.pdf 23 C
<input type="checkbox"/>		Suhas Gowda Srinivasu	suhasgowdasrinivasu01@gmail.com	No submission Assignment is overdue by: 247 days 8 hours	Grade	Edit	-	
<input type="checkbox"/>		Utkarsh Tripathi	utkarsh01@gmail.com	No submission	Grade	Edit	-	

2. Read or open the student’s work.
3. Enter a grade, and write feedback in the comments box so the student knows how to improve.

Submission

Submitted for grading

Not graded

Assignment was submitted 9 hours 36 mins early

Student can edit this submission

DE240017.pdf 23 October 2025, 3:23 PM

Comments (0)

Grade

Grade out of 100

Current grade in gradebook

Not graded

Feedback comments

Edit View Insert Format Tools Table Help

0 words tiny

Notify student Save changes Save and show next Reset

- Click **Save changes**. The student's status changes to **Graded** and they can see your grade and feedback.

Tip. Even a sentence or two of feedback makes a real difference to students. Say one thing they did well and one thing to work on next time.

Returning Work in Bulk

From the submissions table you can also act on several students at once – for example to send feedback files back to everyone or to extend a deadline for selected students. Use the “With selected...” option at the bottom of the table.

5.3 The Gradebook

Opening the Gradebook

The gradebook collects every grade in your course in one place. Open your course and choose Grades from the course menu. The main view, the Grader report, shows a grid of students against activities.

The screenshot shows the EIIET Gradebook interface. On the left is a navigation menu with the following items: Dashboard, Site home, Site pages, My courses (General German, Language, M10 - Business English, M11 - Tourism Product, M13 - Research on Tourism Services, M14 - Safety in Tourism, M16 - Talent Management, M21 - Strategic Management, M11 - Business Eng, M14 - Talent Management, M15 - Safety in Tourism, M05 - Business Organisation and Management), Participants, Badges, Competencies, Grades (General, Class Joining Link, Attendance, Class Materials, Assignments), More..., and Courses. The main area displays the 'Grader report' for the course 'M05 - Business Organisation and Management'. It includes a search bar for users and a filter by name dropdown. The table below shows a list of students with their first and last names, email addresses, and columns for 'Class Attendance', 'Business Organization and Human Resource Management', and 'Business Organisation and Management'. Each cell in the table contains a small input field for entering a grade.

First name / Last name	Email address	Class Attendance	Business Organization and Human Resource Management	Business Organisation and Management
C. Cherry	cherry21121993@gmail.com			
S. Sahil	Sahilantil954@gmail.com			
AA Aakash Aakash	jaglanaakash000@gmail.com			
AA Abhay Abhay	Abhaypanipat2102004@gmail.com			
DA Dipanshu Aggarwal	diapnshu5555@gmail.com			
AA Akashdeep Akashdeep	akashkamboj0013@gmail.com			
AA Akshay Akshay	Godaraakashay565@gmail.com			
AA Ansar Ali	ansarali460@gmail.com			
AA Ankit Ankit	ankit0565@outlook.com			

What You Can Do There

- See every student's marks across all activities, and the course total.
- Enter or change a grade directly, or open a single student or single activity with the **Single view**.
- Add grade items by hand for work done outside the platform.
- Export the grades to a spreadsheet (for example Excel or CSV) for your records.

Important. Changing a grade directly in the gradebook can override the grade from the activity. When in doubt, grade inside the assignment itself so the student also gets your feedback.

Chapter 6: Creating a Quiz

A quiz lets you test students with questions that the platform can mark automatically, such as multiple-choice, true/false and short-answer questions. Building a quiz has two stages: first you add the Quiz activity and choose its settings, then you add the questions.

6.1 Adding a Quiz

1. Open your course and turn on Edit mode.
2. In the section where you want the quiz, click Add an activity or resource.
3. Choose Quiz.
4. Give the quiz a clear name and, in the description, tell students what it covers and any rules.
5. Set the options described below, then click Save and display.

6.2 Quiz Settings That Matter Most

6. Timing: Set an Open and Close date to control when the quiz is available, and a Time limit if each attempt should be timed.
7. Grade: Set the maximum grade and the number of attempts allowed. If you allow several attempts, choose the grading method (for example, highest grade).
8. Layout: Choose how many questions appear on each page.
9. Question behaviour: Decide whether the questions and answers are shuffled, and when students receive feedback.
10. Review options: Control what students can see after they finish, such as their marks, the correct answers and your feedback.

6.3 Adding Questions

After saving the quiz, add the questions it will ask.

11. Open the quiz and click the Questions tab (or Edit quiz).

12. Click Add, then choose a new question.
13. Pick a question type, for example Multiple choice, True/False, Short answer or Essay.
14. Type the question, add the answer options, and mark which answers are correct and their grades.
15. Click Save changes. Repeat to add more questions.

Tip: Questions are stored in the course Question bank, so a good question you write once can be reused in future quizzes.

6.4 Previewing and Grading

16. Click Preview to try the quiz yourself before students take it.
17. Multiple-choice and similar questions are graded automatically. Written answers (for example, Essay questions) are marked by hand: open the quiz, choose the attempts, and enter a grade and feedback.
18. All quiz grades appear automatically in the course Gradebook (Section 5.3).

Chapter 7: People, Classes and Progress

7.1 Managing Participants

The Participants Page

Open your course and choose Participants from the course menu to see everyone enrolled, their role, and their status.

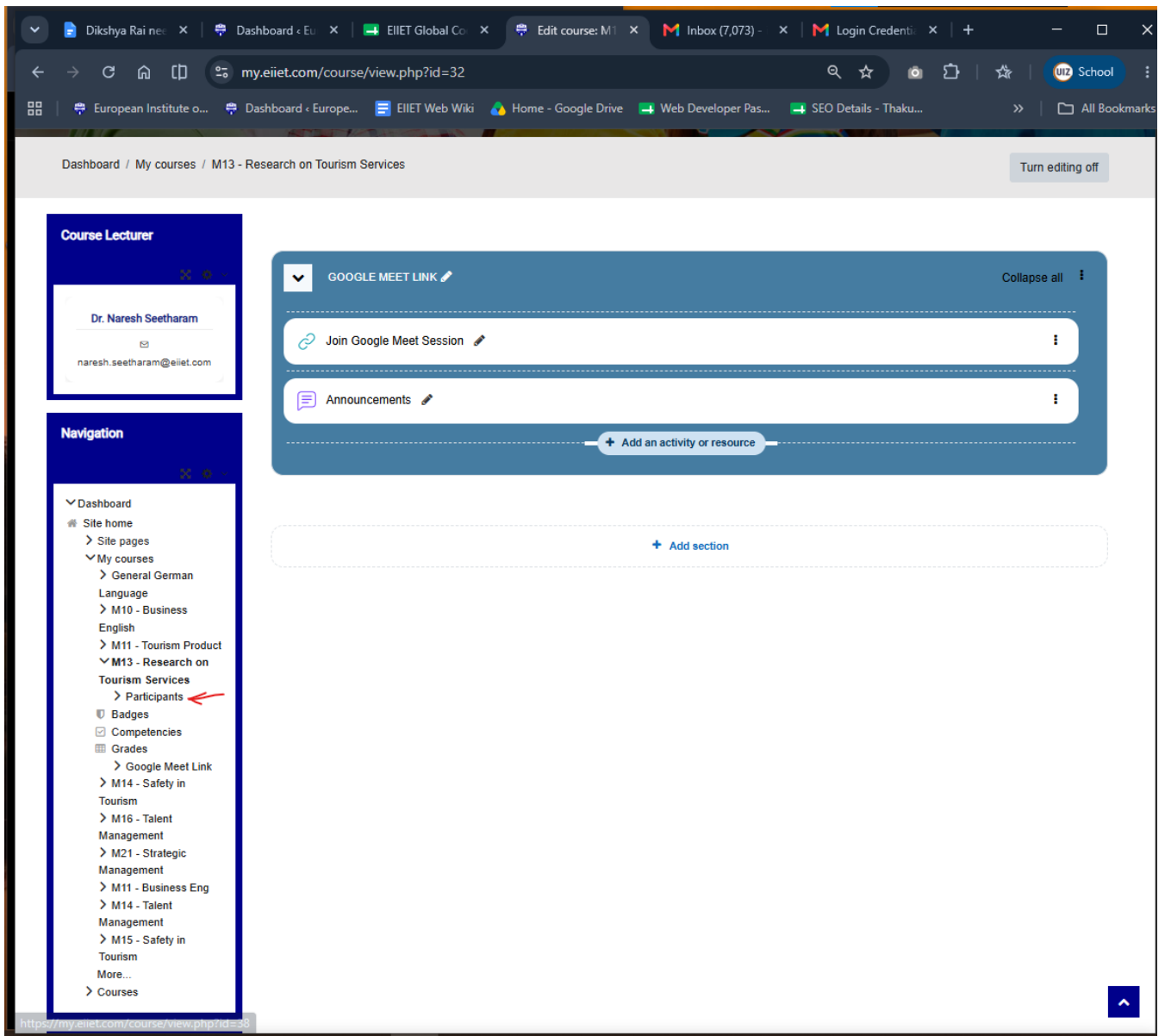


Figure 9 Participants page

Dashboard / My courses / M13 - Research on Tourism Services / Participants

1 Navigation
Use the menu to browse your course sections easily.

2 User list
Displays all enrolled users with key information.

3 User actions
Click the gear icon to manage individual users.

4 Filters
Use filters to find specific users quickly.

5 Enrol users
Click to add new users to your course.

Enrolled users Enrol users

Match Any Select

+ Add condition Clear filters Apply filters

8 participants found

First name All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Last name All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

First name / Last name	Email address	Roles	Groups	Last access to course	Status
<input type="checkbox"/> V. Vivek .	viveksodhi7@gmail.com	Student	No groups	1 year 118 days	Active
<input type="checkbox"/> EIET Admin	admin@eiiet.com	No roles	No groups	100 days 1 hour	Active
<input type="checkbox"/> VC Vikas Chandla	ranavikas673@gmail.com	Student	No groups	Never	Active
<input type="checkbox"/> GK Gagandeep Kamboj	Gagandeepkamboj230@gmail.com	Student	No groups	Never	Active
<input type="checkbox"/> WP WSTIH Poland	class@eiiet.com	Student	No groups	Never	Active
<input type="checkbox"/> AR Asha Rani	ashasaharan9@gmail.com	Student	No groups	1 year 120 days	Active
<input type="checkbox"/> Vaibhav Sai Sri	vaibhav@eiiet.com	No roles	No groups	20 days 4 hours	Active
<input type="checkbox"/> Prof. (Hon.) Dr. Naresh Seetharam	naresh.seetharam@eiiet.com	Teacher	No groups	now	Active

With selected users... Choose...

Enrol users

Enrolling and Removing People

1. On the Participants page, click **Enrol users**.

Enrol users

Enrolment options

Select users No selection

Search

Assign role Student

Show more...

Cancel Enrol users

First name / Last name	Email address	Roles	Groups	Last access to course	Status
<input type="checkbox"/> V. Vivek .	Viveksodhi7@gmail.com	Student	No groups	1 year 118 days	Active
<input type="checkbox"/> EIET Admin	admin@eiiet.com	No roles	No groups	100 days 1 hour	Active
<input type="checkbox"/> VC Vikas Chandla	ranavikas673@gmail.com	Student	No groups	Never	Active
<input type="checkbox"/> GK Gagandeep Kamboj	Gagandeepkamboj230@gmail.com	Student	No groups	Never	Active
<input type="checkbox"/> WP WSTIH Poland	class@eiiet.com	Student	No groups	Never	Active
<input type="checkbox"/> AR Asha Rani	ashasaharan9@gmail.com	Student	No groups	1 year 120 days	Active
<input type="checkbox"/> Vaibhav Sai Sri	vaibhav@eiiet.com	No roles	No groups	20 days 4 hours	Active
<input type="checkbox"/> Prof. (Hon.) Dr. Naresh Seetharam	naresh.seetharam@eiiet.com	Teacher	No groups	now	Active

With selected users... Choose...

Enrol users

2. Search for the person by name, choose the role to give them (usually Student), and confirm.
3. To remove someone, use the delete (bin) icon on their row.

Note. Depending on how your courses are set up, students may be enrolled for you automatically by EIIET. Check with EIIET if you are unsure whether to enrol

7.2 Groups and Groupings

Groups let you divide the students in a course into smaller sets, for example seminar groups or project teams. You can then run activities per group and filter the Participants list and Gradebook by group.

Creating a Group

1. Open your course and choose Participants from the course menu.
2. At the top of the Participants page, open the drop-down and choose Groups.
3. Click Create group, give it a name, and click Save changes.
4. Select the group, click Add/remove users, choose the students, and add them.

Tip: You can also let the platform build groups for you with Auto-create groups, which quickly splits a class into equal teams.

Using Groups in Activities

Many activities, such as assignments and forums, have a Group mode setting with three options:

- No groups: everyone works together as one class.
- Separate groups: each group only sees its own members and their work.
- Visible groups: students work in their own group but can see the other groups.

- Set the Group mode in the activity settings, or for the whole course in the course settings.

7.3 Live Classes and Recordings

Creating a Live Class

Live Classes – Create and Join

Follow the steps below to create a live class and join the session.

1 Turn editing on
Open your course and click **Turn editing on**.

2 Add BigBlueButton activity
Click **Add an activity or resource** and choose **BigBlueButton**.

3 Configure the live class

1 Enter the class name in Room name.

2 Set the session date and time.

3 Enable recording (optional).

4 Click Save and display to create the session.

4 Students join the session
Students open the activity and click **Join session** to enter the live class.

Tip: All live class recordings (if enabled) will appear in the **Recordings** section after the session has ended and been processed.

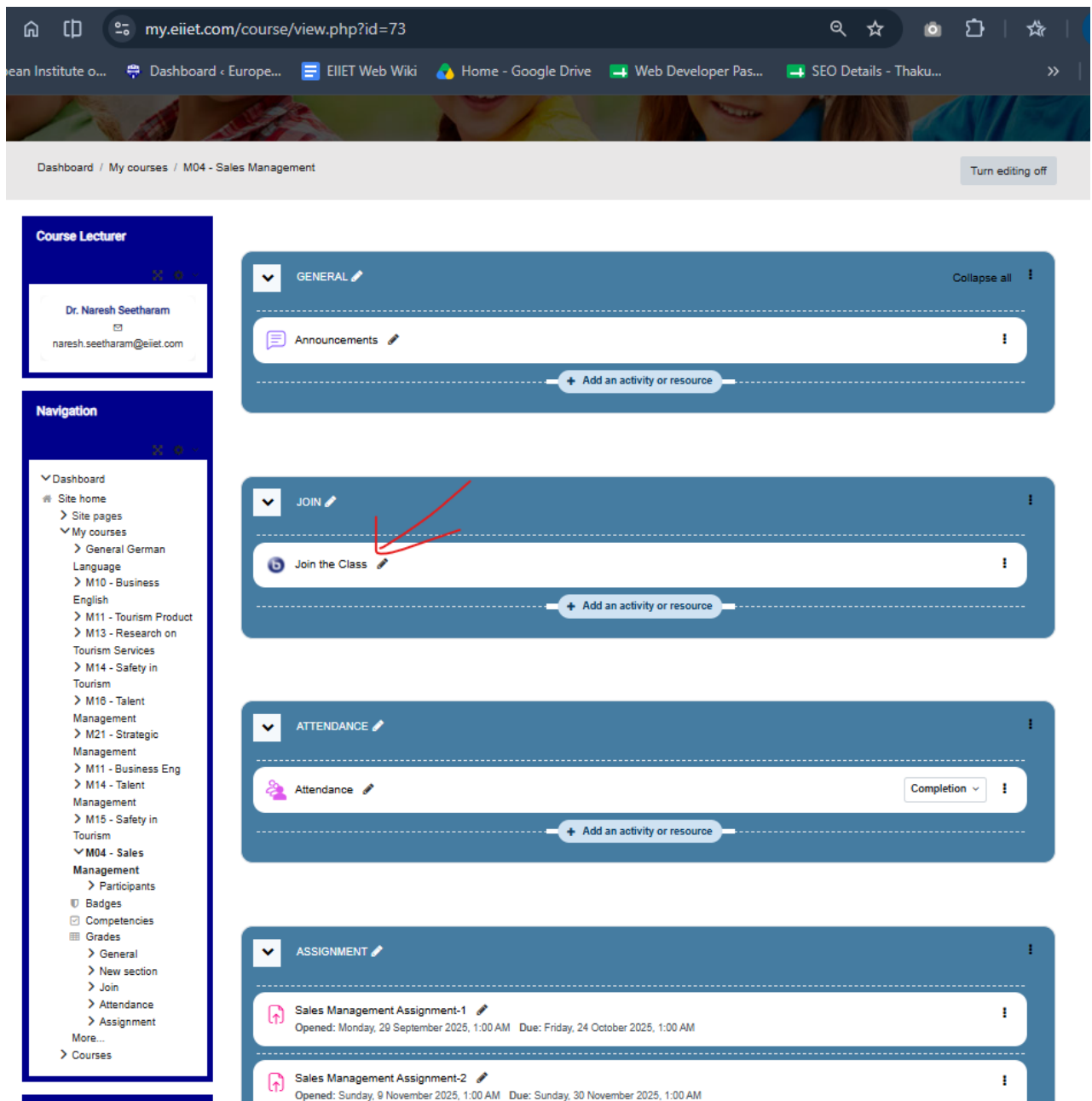
Live online classes use a BigBlueButton activity. To set one up:

1. Open your course and turn on Edit mode.
2. Click **Add an activity or resource** and choose **BigBlueButton**.
3. Give the session a name, add any instructions, set the date and time, and save.

Starting and Joining

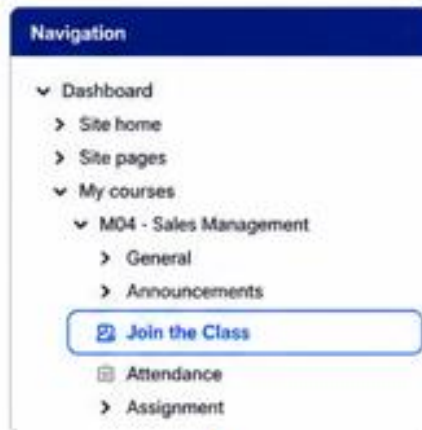
On the course page, click the live class activity to open it, then use the join button to start the session. As the teacher you open the room for your students; they can join once the session has started.

A Live Class Activity, With the Join Button and the List of Recordings



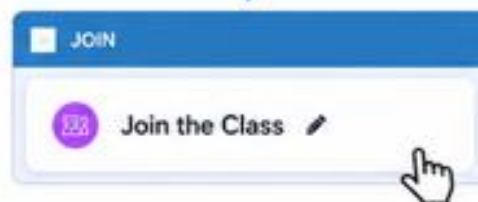
1 Open Course

Go to your course.



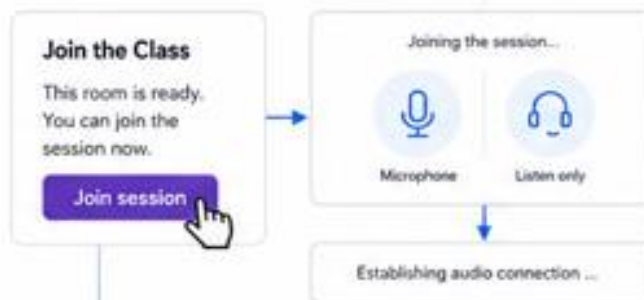
2 Click Join the Class

Click the "Join the Class" activity.



3 Join the Live Class

Click "Join session" and choose how to join.



4 Start the Class (Teacher)

As the teacher, click "Join session" to start the class. Students can join once the session has started.



i Live classes use BigBlueButton. You open the room for your students, and they can join once the session has started.

1 Join the Class

- Go to your course.
- Click "Join the Class".
- The class page will open.

Dashboard / My courses / M04 - Sales Management

Course Lecturer: Dr. Naresh Seetharam

Navigation: Dashboard, Site Home, My courses, General German Language, M10 - Business English, M11 - Tourism Product, M13 - Research on Tourism Services, M14 - Safety in Tourism, M19 - Talent Management, M21 - Strategic Management, M11 - Business Eng, M14 - Talent, M04 - Sales, Participants, Badges, Competencies, Grades, **Join the Class**, Attendance, Assignment, More, Courses

GENERAL: Announcements

JOIN: **Join the Class**

ATTENDANCE: Attendance

ASSIGNMENT: Sales Management Assignment-1, Sales Management Assignment-2

Click "Join the Class" to open the live class room.

2 Join the Live Session

Click "Join session" to enter the live class room.

Join the Class: This room is ready. You can join the session now. **Join session**

Joining the session... Choose how you want to join the audio.

Microphone Listen only

Establishing audio connection...

MESSAGES: Public Chat

NOTES: Shared Notes

USERS (1): Kuku kun (You)

You are now in the class!

You have joined the audio conference

When finished, click "Leave session" to exit.

You have logged out of the conference. Press OK to return to the course.

3 Recordings

If the class was recorded, it will appear here after processing is complete.

Recordings

Playback	Name	Description	Preview	Date	Duration
Presentation	Join the Class		👁️	Tue, Dec 16, 2025	2:87
Presentation	Join the Class		👁️	Tue, Dec 9, 2025	3:09
Presentation	Join the Class		👁️	Tue, Dec 2, 2025	0:00
Presentation	Join the Class		👁️	Tue, Nov 18, 2025	1:14
Presentation	Join the Class		👁️	Tue, Nov 4, 2025	1:76
Presentation	Join the Class		👁️	Tue, Oct 7, 2025	0:82
Presentation	Join the Class		👁️	Tue, Sep 30, 2025	1:59
Presentation	Join the Class		👁️	Tue, Sep 16, 2025	2:03
Presentation	Join the Class		👁️	Tue, Sep 9, 2025	1:06

Page 1 Go Rows 10

Click on any "Presentation" (play button) to open and watch the past class recording.

Presentation Recording - Join the Class

Watch anytime, learn better! Perfect for revision or if you missed the live class.

Quick Flow

Open Course → Click "Join the Class" → Click "Join session" → Choose audio → Join the live class → Leave session when done → Watch recordings anytime

Recordings

If you record a session, the recording appears in the same place once it has finished processing. Students can then watch it back from the course page – useful for anyone who could not attend or wants to revise.

Recordings

First Previous Next Last Page 1 Go Rows 10

Playback	Name	Description	Preview	Date	Duration
Presentation	Recording			Tuesday, December 16, 2025	287
Presentation	Join the Class			Tuesday, December 9, 2025	399
Presentation	Join the Class			Tuesday, December 2, 2025	0
Presentation	Join the Class			Tuesday, November 18, 2025	114
Presentation	Join the Class			Tuesday, November 4, 2025	176
Presentation	Join the Class			Tuesday, October 7, 2025	82
Presentation	Join the Class			Tuesday, September 30, 2025	159
Presentation	Join the Class			Tuesday, September 16, 2025	263
Presentation	Join the Class			Tuesday, September 9, 2025	166

First Previous Next Last Page 1 Go Rows 10

Announcements

Jump to...

Attendance



Watch a Recording

Click on any "Presentation" (playback) to open the past class recording.



Recordings appear after processing.
 Students can watch anytime – perfect for those who missed the class or want to revise.

7.4 Calendar and Events

The calendar shows deadlines, live classes and other events. Assignment due dates and scheduled live classes appear automatically. You can also add your own course events – for example a revision session or a reminder – from the calendar using “New event”, and choose whether the event is for the whole course or just yourself.



- 1 Open Calendar**
Go to your calendar.
Find the date of your class.
- 2 Click Course Event**
Click on the course event on that date.
The event details will open.
- 3 Open Course Page**
Click on the “Course event” (course name).
This will take you to the course page.
- 4 Join the Class**
On the course page, click “Class Joining Link” or “Join session”.
Then you can join the class.

1 Click the course event on the calendar date.

2A Click “Course event” (course name) to open the course page.

2B You can also click “Class Joining Link”, to go directly to the meeting.

2C This is the course name you are attending.

3 You are now on the course page.

4 Click “Join session” or “Class Joining Link” to join. Use the controls to participate and click “Leave session” to exit.

Tip. Putting key dates on the course calendar helps students plan – the events also show up in their own dashboards and reminders.

Chapter 8: Help

8.1 Tips and Troubleshooting

Common Questions

Questions	Answers
My courses don't appear after I log in.	You may not be enrolled as a teacher yet. Ask EIIET to add you to the course with the Teacher role.
I can't see the editing controls.	Turn on Edit mode using the switch at the top-right of the course page.
A student says they can't see an activity.	Check that the activity and its section are not hidden, and that any "Allow access from" date has passed.
A student missed the deadline and needs more time.	In the assignment, grant an extension for that student, or adjust the cut-off date. You can do this for individuals from the submissions table.
Dates and times look wrong.	Set your Timezone correctly in Edit profile (Section 3.6) so everything shows in your local time.

8.2 Getting Help

If you are still stuck, EIIET is happy to help.

- E-mail: info@eiiet.com
- Phone: +49 30 233618555
- Address: Lessingstraße 79, 13158 Berlin, Germany

End of manual.