Scheduler Appointment User Manual
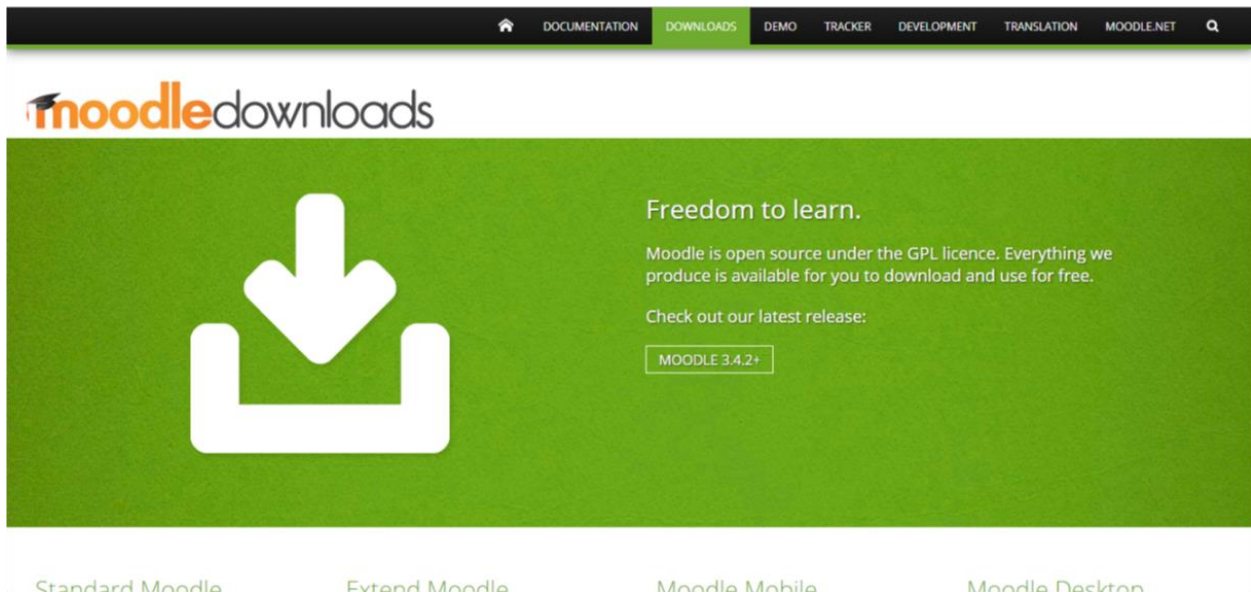
How To install Moodle:

- Download the Latest Version of Moodle here from this link https://download.moodle.org/ and you will get this screen click on the latest version and download it as **.zip**

- Then, After Downloading the Moodle Version as **.zip** file extract it to C: Partition or the partition where **(The Windows or Operating)** system was installed and rename the file any name you want then click ok to begin extracting.

- Go to File Path Which Moodle was installed in it, inside the folder there are some files like this:
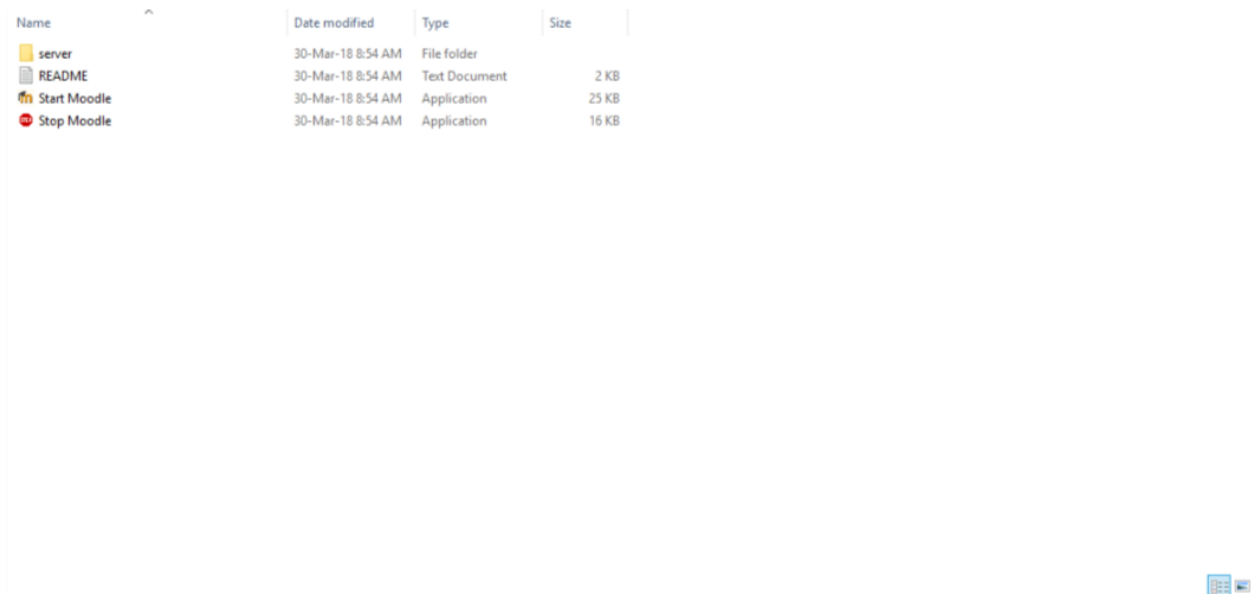

- Click on Start Moodle, there is a console window will open you will wait until the screen be like these to be sure that Moodle is running now like this:

- If you want to stop running Moodle you will click on icon **"Stop Moodle"** and it will close it.
- Open Your Browser Type in URL **https://127.0.0.1/install.php**
- You will have a page that describe Moodle and its version Click on **Next Button**
- Then You will have page that test Your connection and PHP Version Click **Next Button**
- The Next 2 Pages Will Test Your Local Host and Moodle Name and Version Click in these two pages **Next Button**
- Then you will have a page that testing PHP Connection, DB Connection and installing, Moodle Plugins and will notify you if there is an error. After Checking if all test cases are successful and there is a continue button click on it.
- Your will have a page that Title by Moodle- Modular Object Oriented Dynamic Learning Environment click yes then check unattended operation then click continue.
- Then The page that give you the checking and tests result "Success" will have **Continue or Next Button** click on it.
- You will have a page that is an important one to enter your name instead of admin and your password and any another information required.
- Then, Enter Project or Site Title and Title Short Name and click save.

- Congratulation, Now Moodle is installed on your machine and will have Dashboard like this (An Example for someone Dashboard):
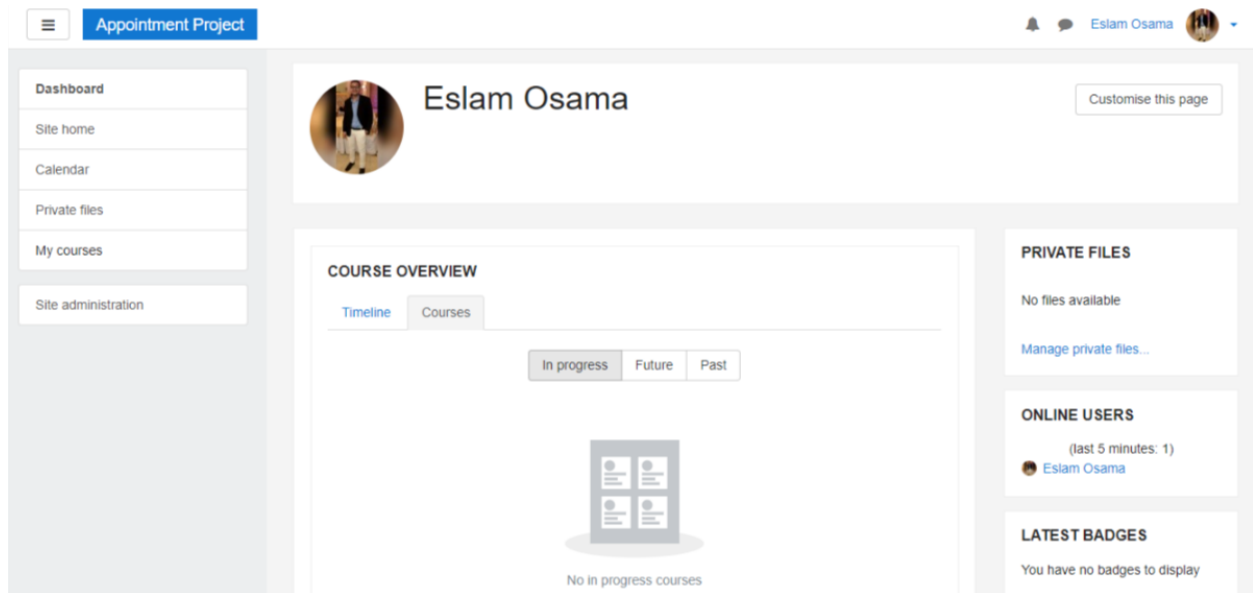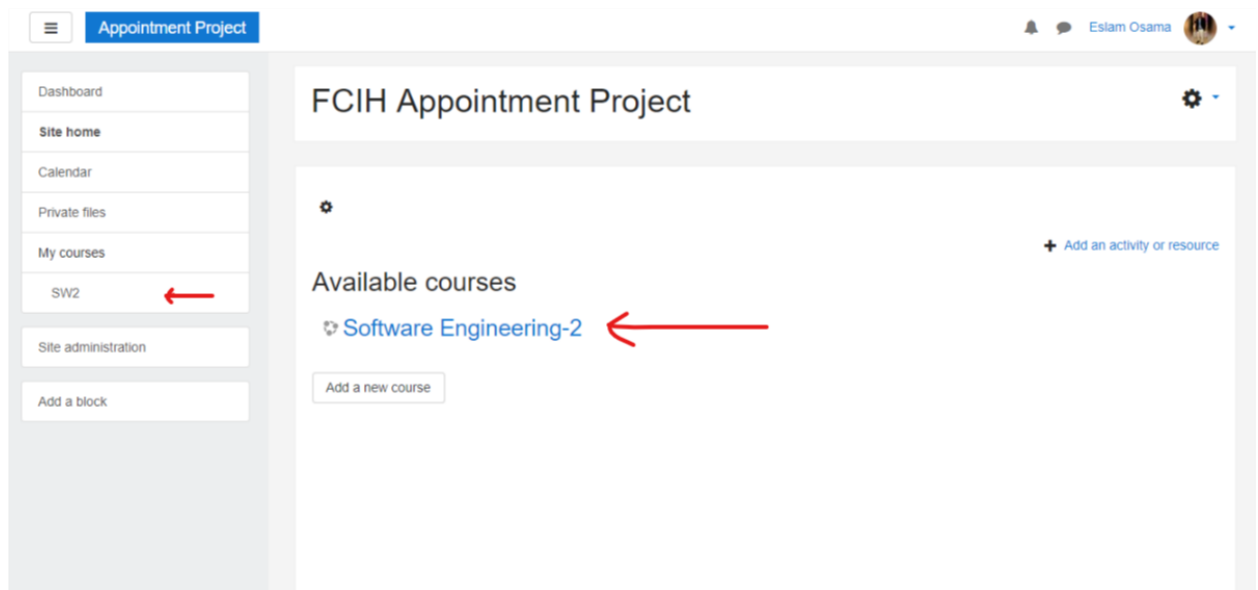

How to Create New Course in Moodle:

- From Dashboard Open **"Site Home"** Tab in the side menu like this:

- Click on Setting Icon that is on the Left of the project name and choose **"Turn Editing on",** The hidden icon will appear after choosing it then click on "**Add New Course"**

- You will have this page and you add course name and any required fields like this:

- After finishing click save and display, the name of the course will appear in the side menu like this:

How to add Users and Roles in Moodle:

- After Creating a course and naming it, click on **Site Home** you will have Courses which were created then click on it or click on the short name of Course in the side menu like the above example: **SW2**

- To add Users, Click on **Participants** in the side menu and this screen will be displayed

- **Adding Users** Click on Enroll Users and from the displayed pop-up select users on your course or system in the select box.

- **Assigning Roles** to every User in your system by selecting from select box a role as Teacher, Student, Manager, Non-editing Teacher After Adding User and its role the page will be like this.

- By Clicking Show More you can be adding **Default enrolment duration** and when it starts?

How to install a plugin:

- After Installing Moodle, you will have to install a plugin from Moodle Plugin to use it's feature in your website, Open Dashboard from the side menu and click **Site Administration.**

- After Clicking **Site Administration** click on Plugin Tab to install it:
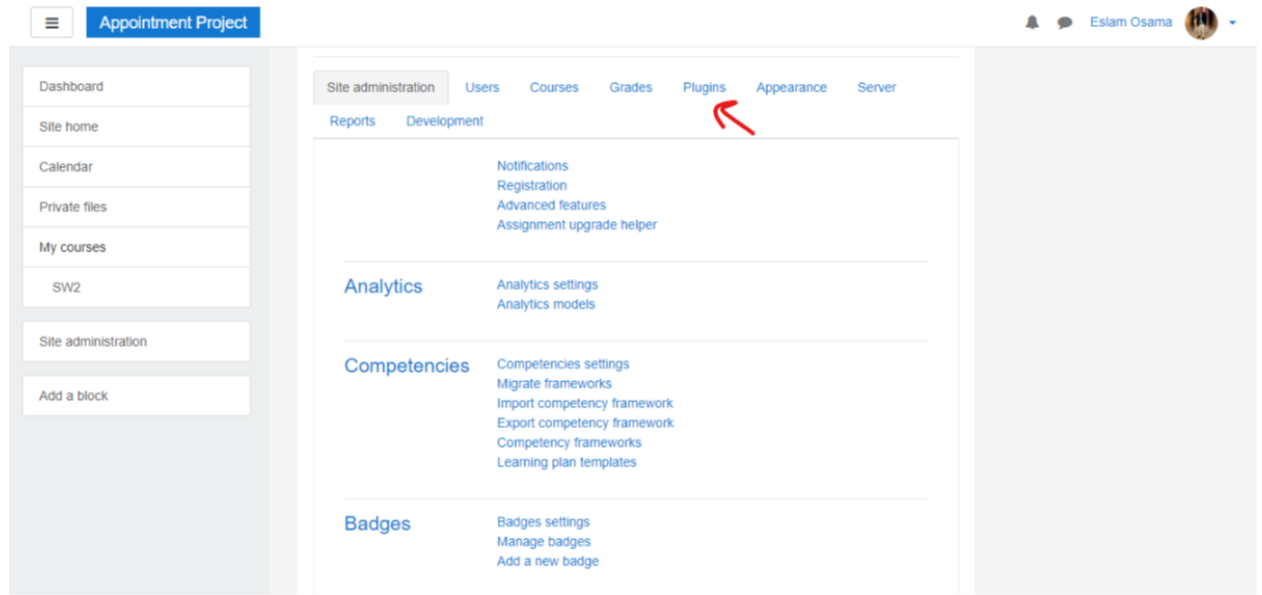
- After Click on Plugins Tab Click on Install Plugins, your plugin will be downloaded from Moodle Website as **.zip** file Drag and Drop it to Install Plugin ZIP File then click Install Plugin from **.ZIP** File after it click on upgrade Moodle Database after that your plugin will be installed successfully

How to use an installed plugin:

- After Creating a course and naming it and Creating User and its role.
- , click on **Site Home** you will have Courses which were created then click on it or click on the short name of Course in the side menu like the above example: **SW2**
- Click on the setting icon that is on the left of Course name and choose turn editing, the hidden icons and button will be displayed then click on **Add an activity or resource** this screen will be displayed:
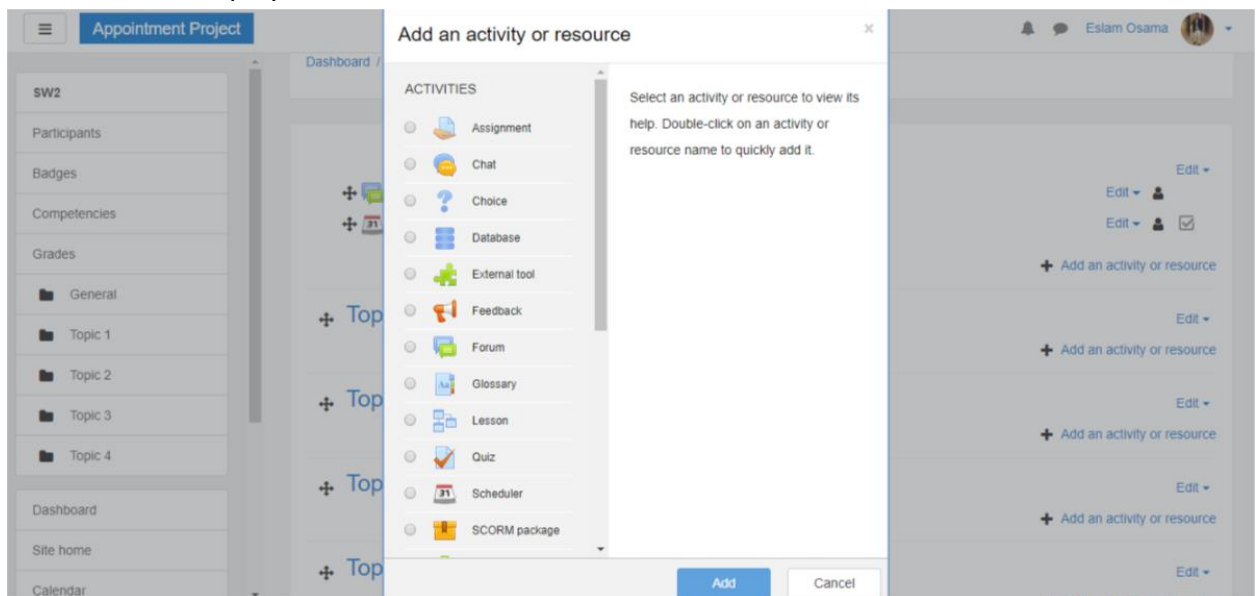
This pop-up window includes all plugins you have, and the plugin will be installed chose any plugin you want and click add.

- Then Enter The name and any required Data in field and click save and displayed.

- For Example, I choose scheduler plugin (I've installed it to my Moodle I will explain how to install plugin later), after all of that you will have this screen
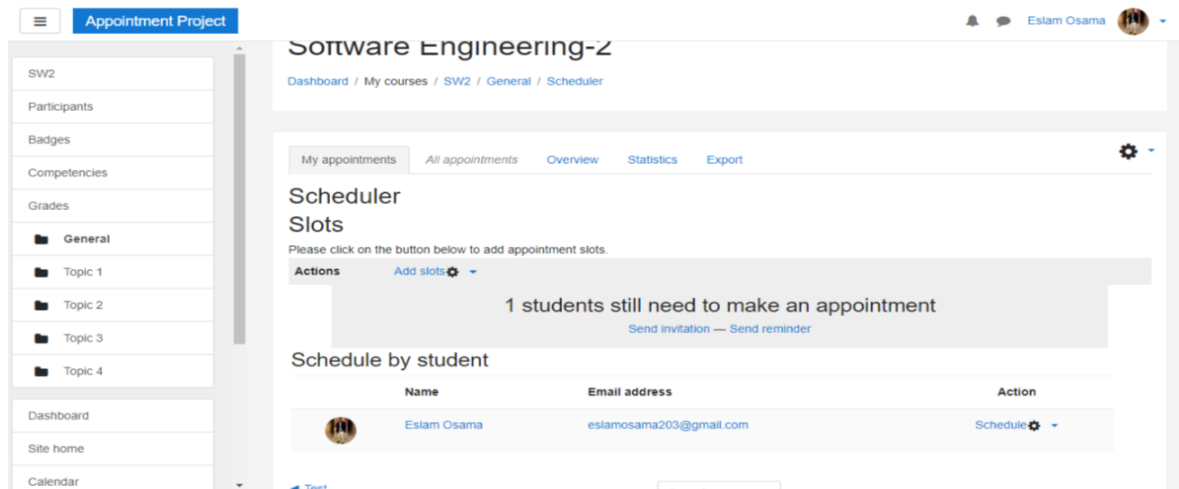
- From this page you can make and schedule between users or users as their roles: as teacher, student, manager.
- From this page you can send invitation to users or users as their roles: as teacher, student, manager.
- Or you can add slots to teachers to add this plugin to schedule appointments between them and their students.
- To connect on the database of Moodle and your plugin you should download Moodle Adminer Plugin from here https://moodle.org/plugins/view.php?plugin=local_adminer
- Install it like above method in installing plugins.
- Then, Go to Site Administration then Server Tab then **"Moodle Adminer"**

- Enter Moodle and Check Tables and Your Plugin Database to be able to get tables and know your records.

- You can open plugin folder by entering Folders Moodle Folder name -> Moodle -> Mod -> **"Plugin Name"**
- Inside this folder you will find plugin database and UI Files and PHP files and connections you can find all if them in the folder.

How to remove Moodle:

- First, you should Stop running Moodle from **"Stop Moodle"** icon In the Moodle folder
- Then you delete the Moodle Folder from the partition it will be uninstalled from your pc and if you go to the site URL 127.0.0.1 you will have and error page because you have uninstalled Moodle