

TURKISH-GERMAN UNIVERSITY
Distance Education Application and Research Center (UZEM)
Moodle Learning Platform User Manual

Many of the training programs conducted at our center are delivered through our Moodle learning platform, which is the TGU-UZEM Education Portal. With the aim of promoting multilingualism, the “English as a Foreign Language” and “Turkish as a Foreign Language” course series—designed and planned as part of the Foreign Language Education program for our university’s international faculty members and international students—have been developed at the A1, A2, B1, and B2 language levels under the coordination of UZEM. The educational content was developed by the Turkish Language and English Language Coordinators under the Department of Common Courses.

This manual provides instructions for using the UZEM Moodle Learning Platform. You may visit the UZEM Education Portal at uzem.moodle.edu.tr. Also, you may direct any questions you have to uzem@tau.edu.tr. Thank you for your interest, and we wish you success in your studies.

Kind Regards,
TGU UZEM Team

1. Homepage view:

You can access the UZEM Education Portal, the Moodle Learning Platform, at uzem.moodle.tau.edu.tr. To log in or register, click the “Log In (*Giriş yap*)” button located in the upper-right corner of the homepage shown in Figure 1.

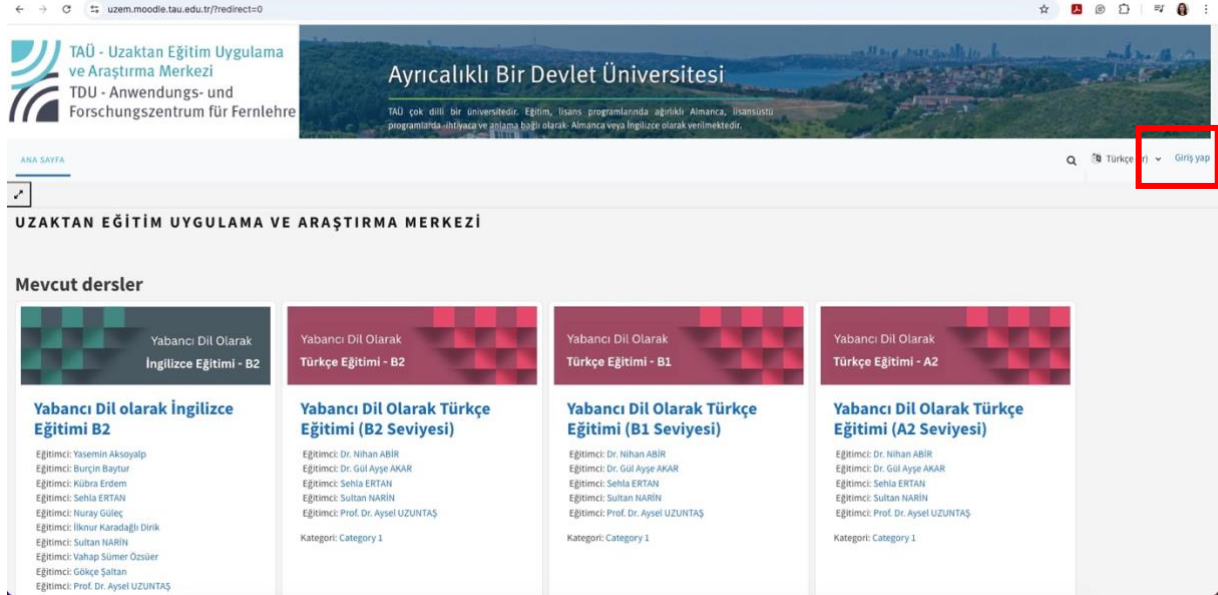


Figure 1. Homepage view

2. Steps for registering in the system:

2.1. The page that opens after clicking the “Log In (*Giriş yap*)” button is shown in Figure 2. To register with the system, click the “Create New Account (*Yeni hesap oluşturun*)” button in the lower-left corner.

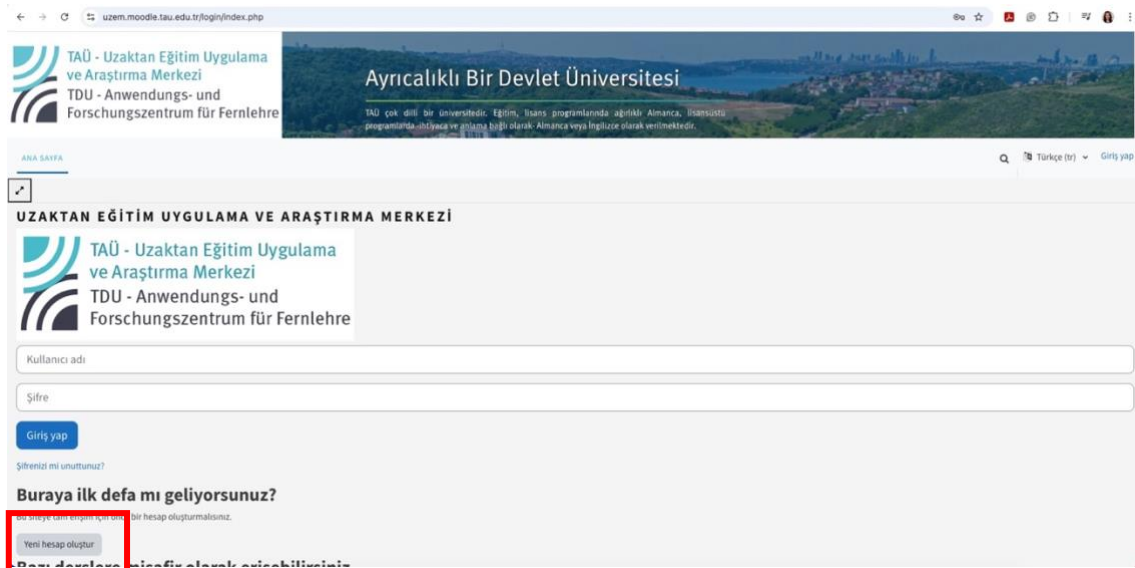


Figure 2. Login and account creation interface

2.2. The page that opens after clicking the “Create New Account (*Yeni hesap oluştur*)” button is shown in Figure 3. When creating a new account, fields marked with a red warning symbol must be filled in. Accordingly, the following points should be noted when creating a new account:

- Your username must be an email address ending in “@tau.edu.tr” (e.g., name.surname@tau.edu.tr/ e0123456789@tau.edu.tr).
- Make sure you create your password using strong password creation methods.
- You must register for the system using your email address with the “@tau.edu.tr” extension.
- Your first and last names must match the information on file in the university system for students and staff.

Figure 3. New account creation interface

4. After completing the account creation process, your registration will be placed on hold pending review by UZEM. Please send a request to uzem@tau.edu.tr after creating your account to have your registration approved.

5. Following the verification process, users whose accounts have been approved will be able to log in to the system using their @tau.edu.tr email addresses and the passwords they have set.

The interface that users with approved accounts will see is shown in Figure 4.

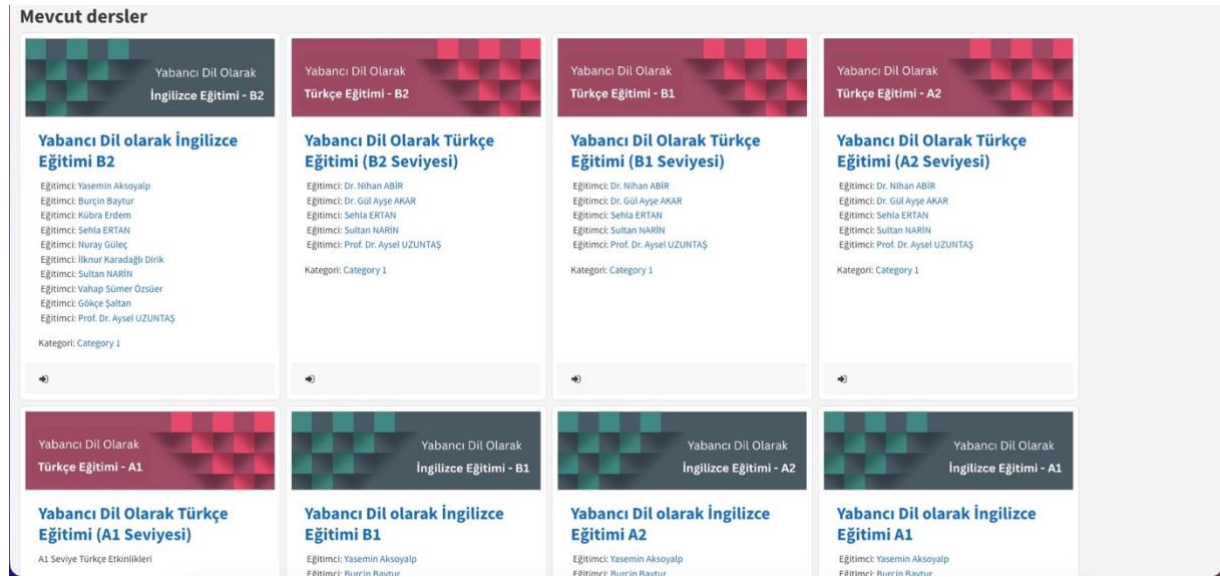


Figure 4. User interface for users whose registration has been approved

6. Users who have successfully completed registration should click the “Register Me (*Beni kaydet*)” button for the courses they wish to attend from the list of courses on the homepage.

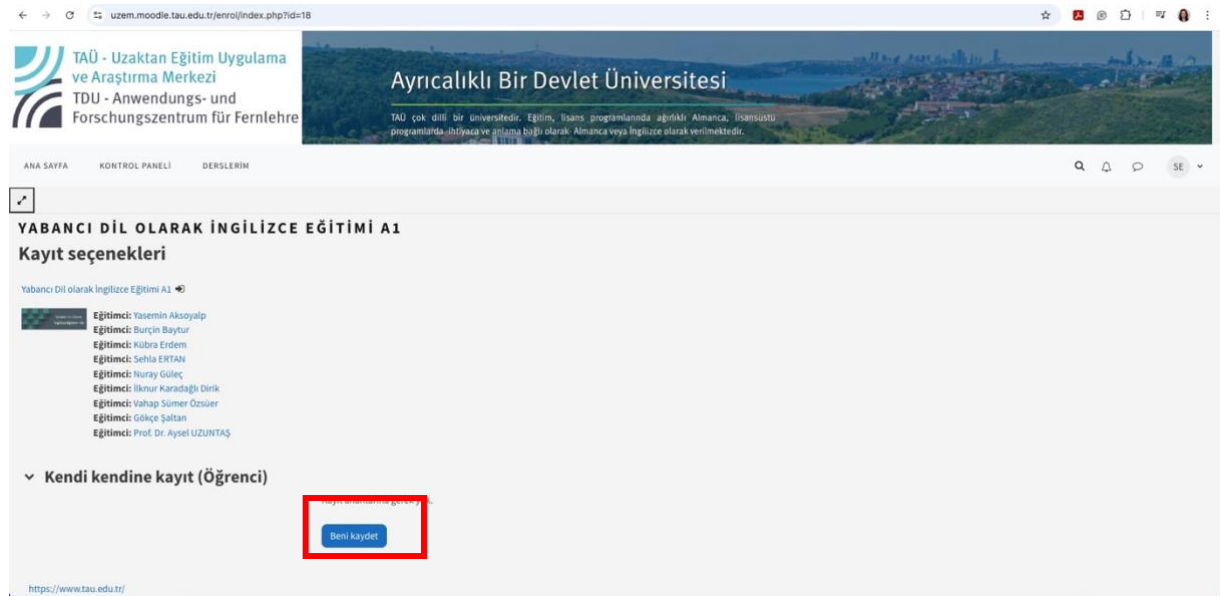


Figure 5. Course registration

Users who are unable to complete the course registration process despite following the steps outlined above may submit a support request via uzem@tau.edu.tr. We wish you success in your studies.