



EIET Learning Platform

Staff User Manual

Your step-by-step guide to teaching on the EIET online learning platform (Moodle)

Version 1.0

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1. Getting Started

1.1 About This Manual

This manual shows you, step by step, how to teach on the 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.

Teachers work on the **website**, **my.eiiet.com**, which you open in any web browser on a computer or laptop. There is no separate teacher app: the **My EIIET** mobile app is for students.

Note. The screenshots in this manual come from sample courses. Names and personal details have been blurred. Your own account shows your own courses and students.

1.2 What You Can Do as a Teacher

- Build and organise your course: add sections, files, pages and links.
- Add activities such as assignments, quizzes and forums.
- Collect student submissions, and grade them with feedback.
- See every student's marks in the gradebook.
- Run live online classes and share the recordings.
- Take attendance for your classes.
- Send messages, post announcements and receive notifications.

1.3 What You Need

- A modern web browser: Google Chrome, Microsoft Edge, Mozilla Firefox or Safari.
- Your EIIET **username** and **password**, given to you by EIIET. Your username is a short login name, **not** your email address.
- The **Teacher** role in at least one course. If your courses do not appear, ask EIIET to enrol you.

Table 1: Who can do what on the platform

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

1.4 Before Your First Class: Checklist

Work through this short list once, before you teach your first class:

1. Log in at **my.eiiet.com** (Chapter 2).
2. **Change your password** to one only you know (Section 2.3).
3. Check your **timezone** in your profile, so class times and deadlines are correct (Section 3.4).

4. Open **each of your courses** from your dashboard and check that everything looks right.
5. Open **Join the Class** in one course and check that the live classroom opens (Chapter 7).
6. Save this manual, so you can come back to it any time.

1.5 Quick Reference

Table 2: Where to find the most common tasks

I want to...	Go to
Add or change course content	Open the course → Turn editing on → Add an activity or resource
Set an assignment	Turn editing on → Add an activity or resource → Assignment
Grade student work	Open the assignment → View all submissions → Grade
See all marks	Open the course → Grades
Start my live class	Open the course → Join the Class → Join session
Take attendance	Open the course → Attendance → take attendance for the session
See who is in my course	Open the course → Participants
Change my password	Your name (top right) → Preferences → Change password
Edit my details	Your name (top right) → Profile → Edit profile

2. Logging In and Out

2.1 Log In

1. Open your web browser and go to **my.eiet.com**.
2. Click **Log in** at the top-right corner. The login screen opens.
3. Type your **username** in the User Name box.
4. Type your **password** in the box below it.
5. Click **LOG IN**.

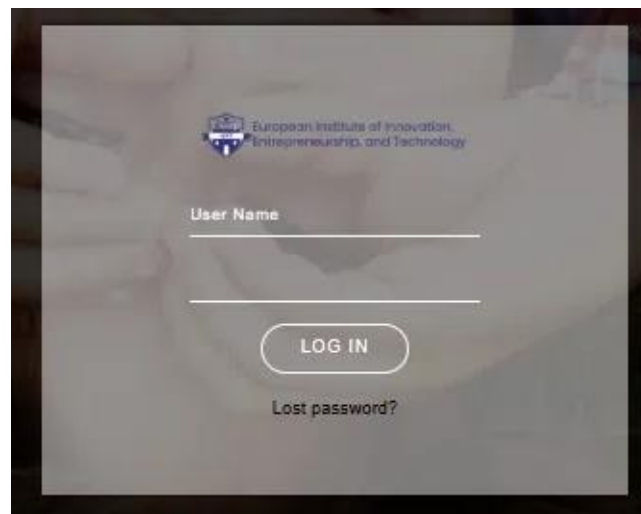


Figure 1: The login screen (the same for every user)

Note. Type your **username**, not your email address.

2.2 Log Out

Always log out when you finish, especially on a shared computer. Click **your name** at the top-right corner and choose **Log Out**.

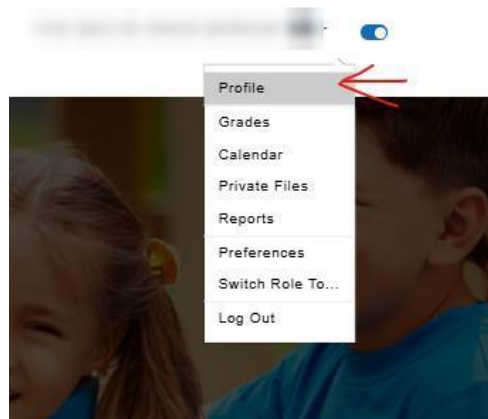


Figure 2: The menu under your name, with Profile at the top and Log Out at the bottom

2.3 Change Your Password

If EIET gave you a temporary password, change it the first time you log in:

1. Click **your name** at the top-right corner.
2. Choose **Preferences**.
3. Click **Change password**.
4. Type your current password, then your new password twice.
5. Click **Save changes**.

Tip. Use a password you do not use anywhere else, and never share it. EIET staff will never ask you for your password.

2.4 Forgot Your Password?

1. On the login screen, click **Lost password?**.
2. Enter your username **or** your email address and click **Search**.
3. Open the email you receive and click the reset link. The link works **once** and expires after **30 minutes**, so always use the newest email.
4. Enter your new password twice and save.

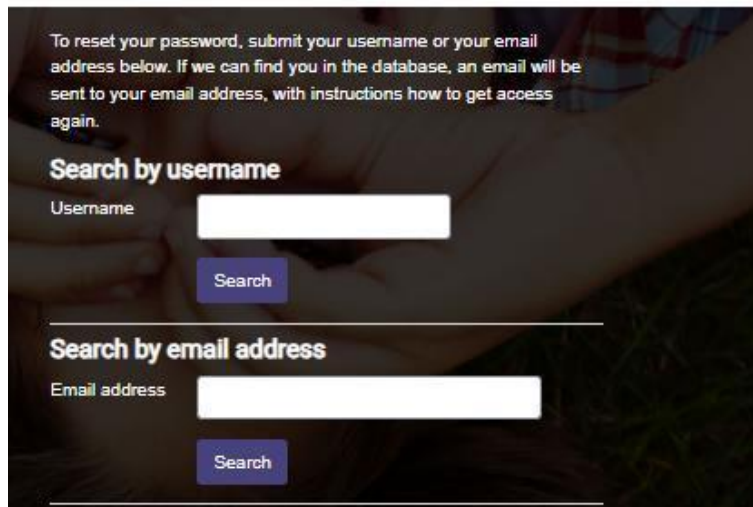


Figure 3: The “Lost password” screen

Still cannot log in? Email **info@eiiet.com**.

3. Your Dashboard and Profile

3.1 The Dashboard

After you log in you arrive at your **Dashboard**, your home page. It brings together:

- **Navigation** (left): the main menu, with all your courses under **My courses**.
- **Upcoming Events**: your next live classes and deadlines. Click **Go to calendar...** for the full calendar.
- **Course Overview**: a card for every course you teach. Click a card to open the course. You can search, sort, and switch between card and list view.
- **Calendar**: a month view of all your classes and deadlines.
- **Recently Accessed Items** (right): quick links back to what you opened last.



Figure 4: The Dashboard: Navigation, Upcoming Events, Course Overview and Recently Accessed Items

3.2 The Top Bar



Figure 5: The top bar, shown on every page

Table 3: Items on the top bar

Item	What it does
Bell	Your notifications. A red number shows how many are unread.
Speech bubble	Your messages to and from students and colleagues.
Your name and photo	Opens your menu: Profile, Grades, Calendar, Preferences and Log Out.

3.3 Your Profile

Your profile is how students see you. To open it, click **your name** (top right) → **Profile**. To change your details, click **Edit profile**. You can update your name, email address, photo, description, city and timezone.

Reset page to default Stop customising this page

ADVISOR

USER DETAILS

Email address

Country
Germany

City/town
Berlin

Timezone
Europe/Berlin

Edit profile

Privacy and policies

Data retention summary

COURSE DETAILS

MISCELLANEOUS

Blog entries
Forum posts
Forum discussions
Learning plans

REPORTS

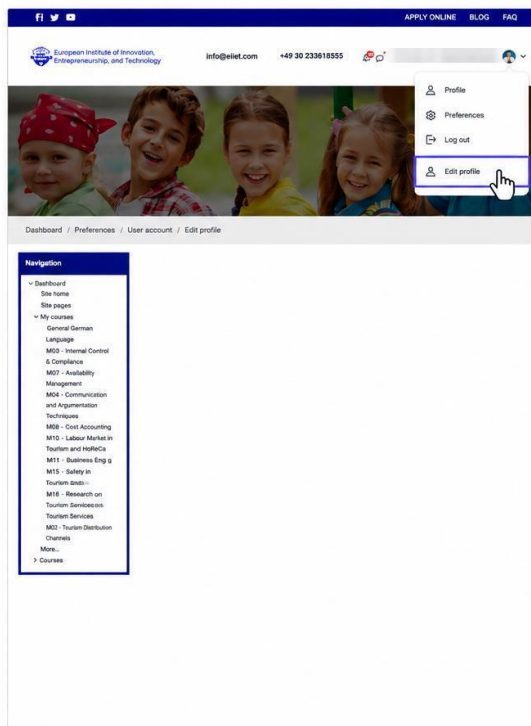
Today's logs
All logs
Outline report
Complete report
Browser sessions
Grades overview
Grades

LOGIN ACTIVITY

Figure 6: Your profile page, with the Edit profile link under User details

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.

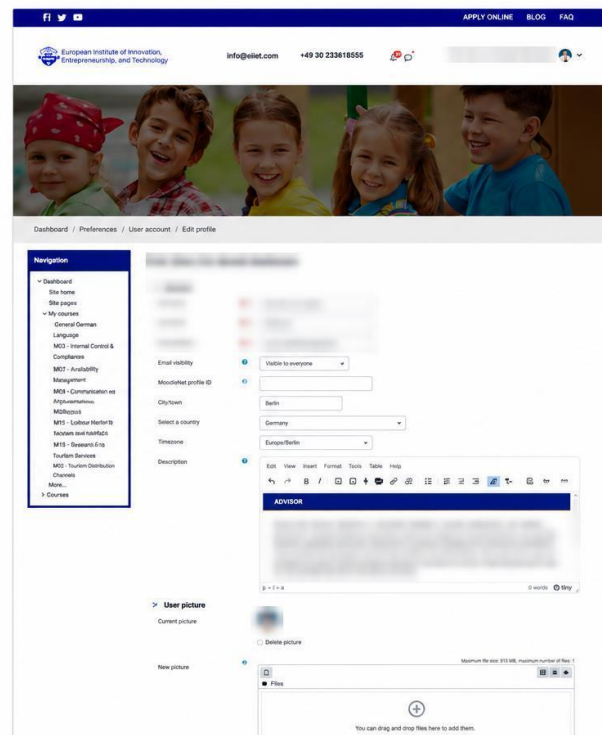


Figure 7: Opening Edit profile and updating your details

Important. Set your **Timezone** correctly (EIIET uses **Europe/Berlin**). Class times, deadlines and the calendar are all shown in your timezone, so a wrong setting makes every time look wrong.

3.4 Notifications, Messages and Announcements

Notifications

The **bell** tells you when something happens, for example when a student submits an assignment, or when a deadline is near. Click it to read your notifications.

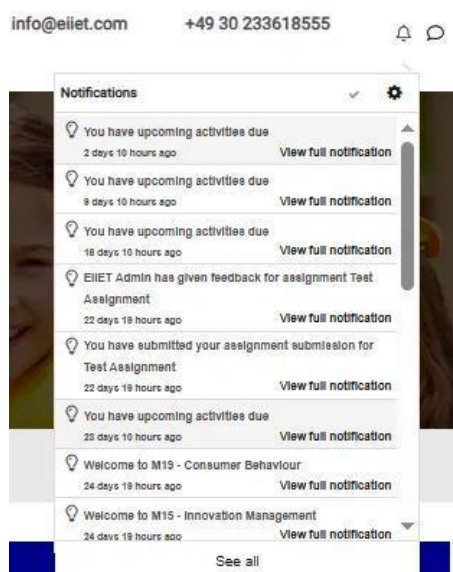


Figure 8: The notifications panel, opened from the bell

Messages

Click the **speech bubble**, search for the person by name, type your message and send it.

Announcements

Every course has an **Announcements** forum at the top. A post there reaches **all students** in the course at once, and stays on the course page.

Tip. Use **Announcements** for news for the whole class (timetable changes, reminders) and **messages** for one student.

4. Building Your Course

4.1 How a Course Is Organised

A course is made of **sections**. At EIIET most courses use the same sections:

Table 4: The usual sections of an EIIET course

Section	What it holds
General	The Announcements forum.
Join / Class Joining Link	The Join the Class live classroom (Chapter 7).
Attendance	The Attendance activity (Chapter 8).
Class Materials	Your slides, PDFs and other files.
Assignment	Your assignments.

4.2 Turning Editing On and Off

To change your course, you switch on **editing**:

1. Open the course.
2. Click **Turn editing on** at the top right.
3. Editing controls appear: a pencil next to names, a $\vdots$ menu on each item, and **Add an activity or resource** in every section.
4. When you have finished, click **Turn editing off**.

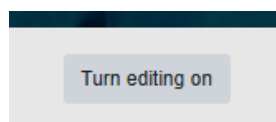
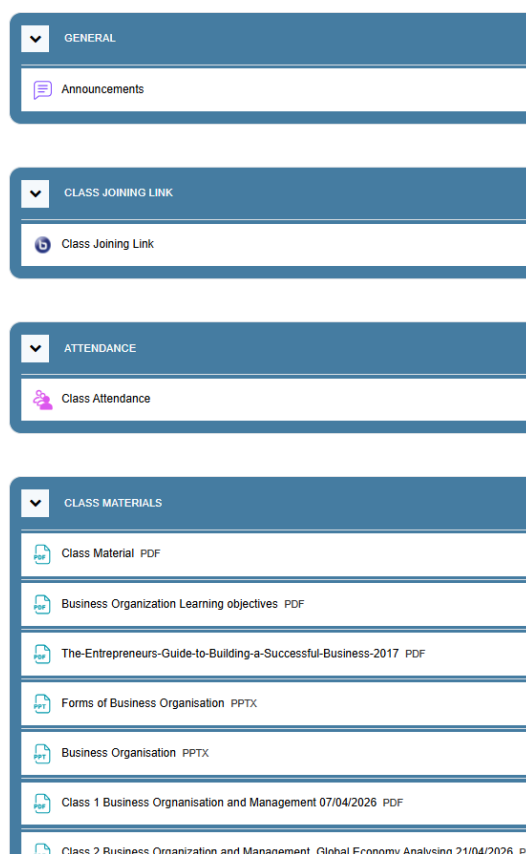


Figure 9: The “Turn editing on” button, at the top right of the course page

Normal view



Editing turned on

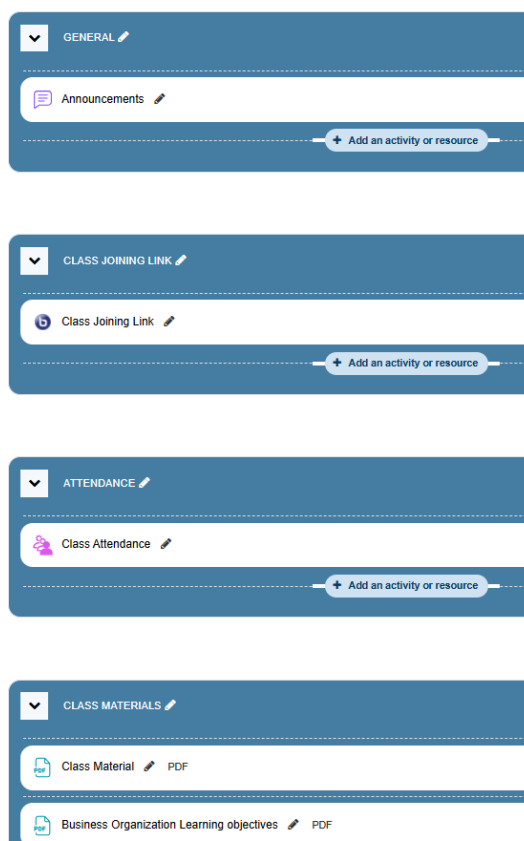


Figure 10: The same course in the normal view (left) and with editing turned on (right)

With editing turned on you can:

- **Add** materials and activities with **Add an activity or resource**.
- **Rename, move, hide or delete** an item with its **:** menu.
- **Rename** a section with the pencil next to its name.
- **Hide** a section until it is ready.

Tip. Build a new section while it is **hidden**, then show it when it is ready. Students never see your unfinished work.

4.3 Adding Materials and Activities

Everything you add to a course starts the same way:

1. Turn editing on.
2. In the section you want, click **Add an activity or resource**.
3. The chooser opens. Pick what you want to add.
4. Fill in the settings and click **Save and return to course**.

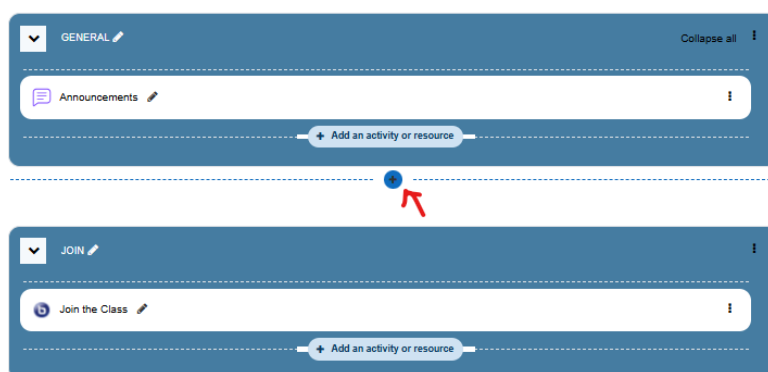


Figure 11: “Add an activity or resource” at the bottom of each section

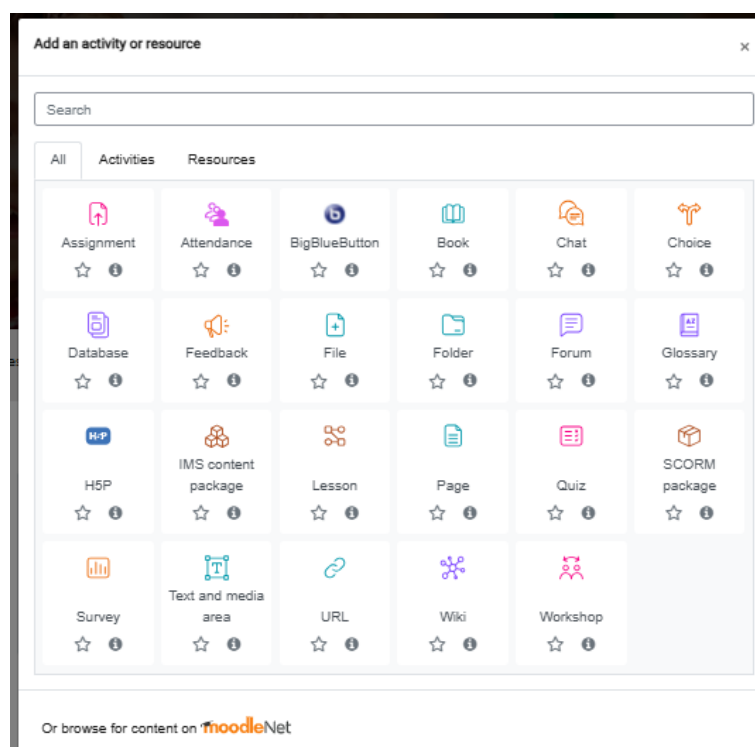


Figure 12: The chooser, with all the activities and resources you can add

Table 5: Materials (resources) you can add

Resource	Use it to...
File	Share one document: a PDF, Word file or slides.
Folder	Group several files together.
Page	Write notes or instructions directly in the course.
URL	Link to a website or an online video.
Text and media area	Add a short heading, note or picture on the course page.

Table 6: Common activities

Activity	Students use it to...
Assignment	Submit work (a file or typed text) for you to grade. See Chapter 5.
Quiz	Answer questions that can be marked automatically. See Chapter 6.
Forum	Discuss a topic with you and with each other.

BigBlueButton	Join a live online class. See Chapter 7.
Attendance	Have their attendance recorded. See Chapter 8.

4.4 Uploading a File

1. Turn editing on → **Add an activity or resource** → **File**.
2. Type a clear **Name**, for example “Week 3 slides – Marketing basics”.
3. Drag your file into the box under **Select files**, or click the box to choose it from your computer.
4. Click **Save and return to course**.

New File Expand all

General

Name !

Description

Edit View Insert Format Tools Table Help

↶ ↷ **B** *I*

p 0 words tiny

☐ Display description on course page

Select files Maximum size for new files: 512 MB

Files

You can drag and drop files here to add them.

[Appearance](#)
[Common module settings](#)
[Restrict access](#)
[Completion conditions](#)
[Tags](#)
[Competencies](#)

☐ Send content change notification

[Save and return to course](#)
[Save and display](#)
[Cancel](#)
[Up arrow](#)

Figure 13: Adding a file: give it a name, then drag the file into the box

5. Assignments and Grading

5.1 Creating an Assignment

1. Open your course and click **Turn editing on**.
2. In the **Assignment** section, click **Add an activity or resource** → **Assignment**.
3. Give it a clear **name**, and write the instructions in **Description**, so students know exactly what to do.
4. Set the dates and options below, then click **Save and return to course**.

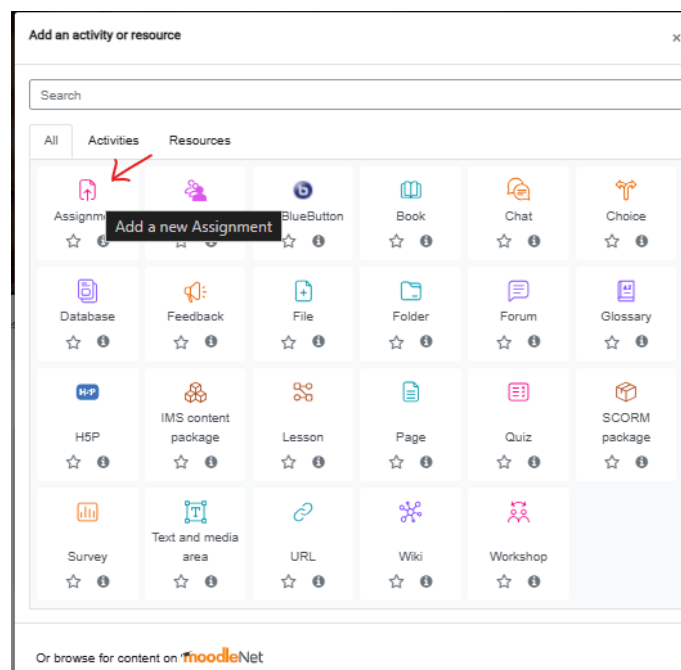


Figure 14: Choosing Assignment in the chooser

Table 7: The assignment settings that matter most

Setting	What it controls
Allow submissions from	The date students can start submitting.
Due date	When the work is due. Later submissions are marked as late.
Cut-off date	After this date, nobody can submit any more.
Remind me to grade by	Adds a grading reminder to your dashboard.
Submission types	A file upload, typed online text, or both, plus the number and size of files.
Maximum grade	What the assignment is marked out of, for example 100.

Figure 15: The assignment settings page

Tip. Set a **Due date**, and a **Cut-off date** a little later. Late work is then clearly marked, but you can still accept genuine late cases until the cut-off.

5.2 Seeing Who Has Submitted

1. Open the assignment from your course page.
2. Click **View all submissions**.
3. A table shows every student and their status, for example **Submitted for grading** or **No submission**.

ales Management / Assignment / Sales Management Assignment-1

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 Assignment 2 ▶

Figure 16: The assignment page, with the View all submissions and Grade buttons

Sales Management / Assignment / Sales Management Assignment-1 / Grading

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
☐				No submission Assignment is overdue by: 247 days 8 hours	Grade	Edit ▾	-	
☐				Submitted for grading	Grade	Edit ▾	Thursday, 23 October 2025, 3:23 PM	
☐				No submission Assignment is overdue by: 247 days 8 hours	Grade	Edit ▾	-	
☐				No submission	Grade	Edit ▾	-	

Figure 17: The submissions table (student details blurred)

5.3 Grading and Giving Feedback

1. In the submissions table, click **Grade** next to a student.
2. Open the student's file and read their work.
3. Type the mark in **Grade out of 100**.
4. Write your comments in **Feedback comments**.
5. Click **Save changes**, or **Save and show next** to go straight to the next student.

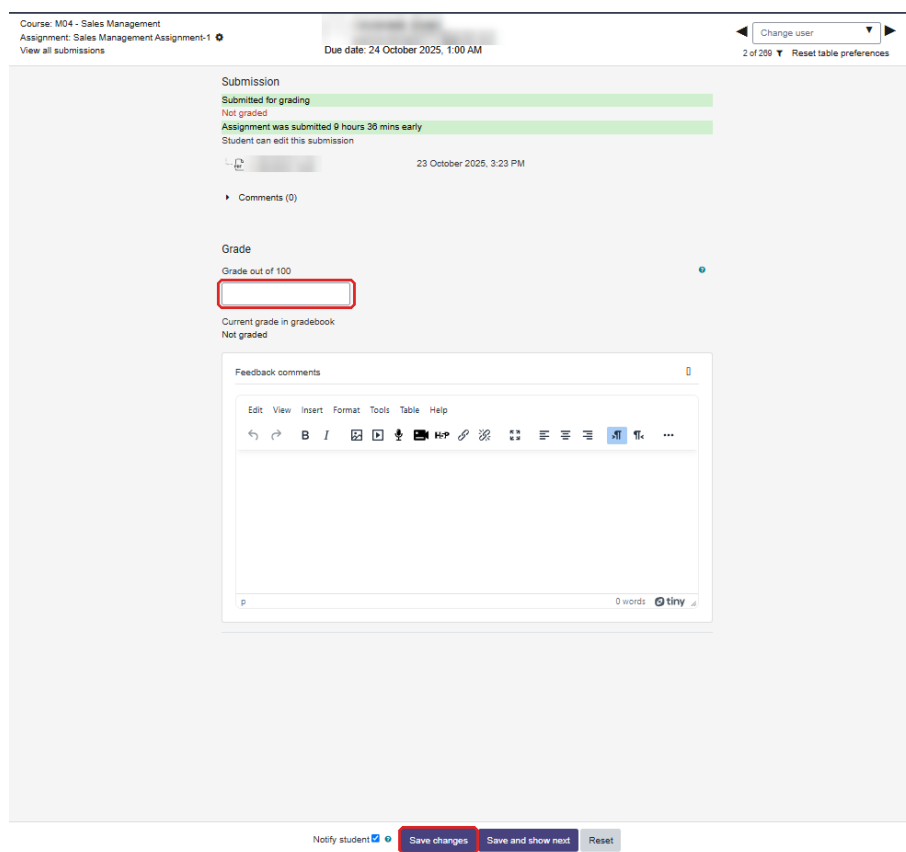


Figure 18: The grading page: the grade box and the Save changes button are highlighted

Tip. A sentence or two of feedback helps students a lot. Say one thing they did well and one thing to improve next time.

To act on several students at once, for example to give extra time, tick them in the submissions table and use **With selected...** at the bottom.

5.4 The Gradebook

The gradebook shows every grade in your course in one place. Open your course and click **Grades**. The **Grader report** shows students in rows and activities in columns.

- See every student's marks and their course total.
- Add a grade item by hand, for work done outside the platform.
- Export the grades to Excel or CSV.

Business Organisation and Management / Grades / Grade administration / Grader report

Turn editing off

Grader report

Search users

Filter by name

		M05 - Business Organisation and Management		
First name / Last name	Email address	Class Attendance	Business Organization and Human Resource Management	Business Organisation and Management

Figure 19: The Grader report (student details blurred)

Important. Changing a grade directly in the gradebook can **override** the grade from the activity. Grade inside the assignment where you can, so the student also gets your feedback.

6. Creating a Quiz

A quiz tests students with questions the platform can mark for you, such as multiple choice, true/false and short answer. You build it in two stages: first the quiz settings, then the questions.

6.1 Adding a Quiz

1. Open your course and click **Turn editing on**.
2. In the right section, click **Add an activity or resource** → **Quiz**.
3. Give the quiz a clear name. In **Description**, say what it covers and any rules.
4. Set the options below, then click **Save and display**.

6.2 Quiz Settings That Matter Most

Table 8: Quiz settings

Setting	What it controls
Timing	When the quiz opens and closes, and the time limit for each attempt.
Grade	How many attempts students get, and which attempt counts (for example, the highest).
Layout	How many questions appear on each page.
Question behaviour	Whether questions and answers are shuffled, and when students see feedback.
Review options	What students can see after they finish: their marks, the right answers, your feedback.

6.3 Adding Questions

1. Open the quiz and click **Questions**.
2. Click **Add** → **a new question**.
3. Choose a question type, for example **Multiple choice**, **True/False**, **Short answer** or **Essay**.
4. Type the question and the answers, and mark which answers are correct.
5. Click **Save changes**. Repeat for each question.

Tip. Your questions are saved in the course **Question bank**, so you can reuse them in future quizzes.

6.4 Previewing and Grading

1. Click **Preview** to try the quiz yourself before students take it.
2. Multiple-choice and similar questions are marked automatically.
3. **Essay** answers are marked by hand: open the quiz, go to the attempts, and enter a mark and feedback.
4. All quiz grades appear in the gradebook automatically.

7. Live Classes and Recordings

Live classes run on **BigBlueButton**, inside the platform. You do not need Zoom or any other app.

7.1 Your Course Already Has a Live Classroom

Every EIIET course has a ready-made live classroom called **Join the Class**, in the **Join** (or **Class Joining Link**) section. You do not need to create one: just open it at class time.

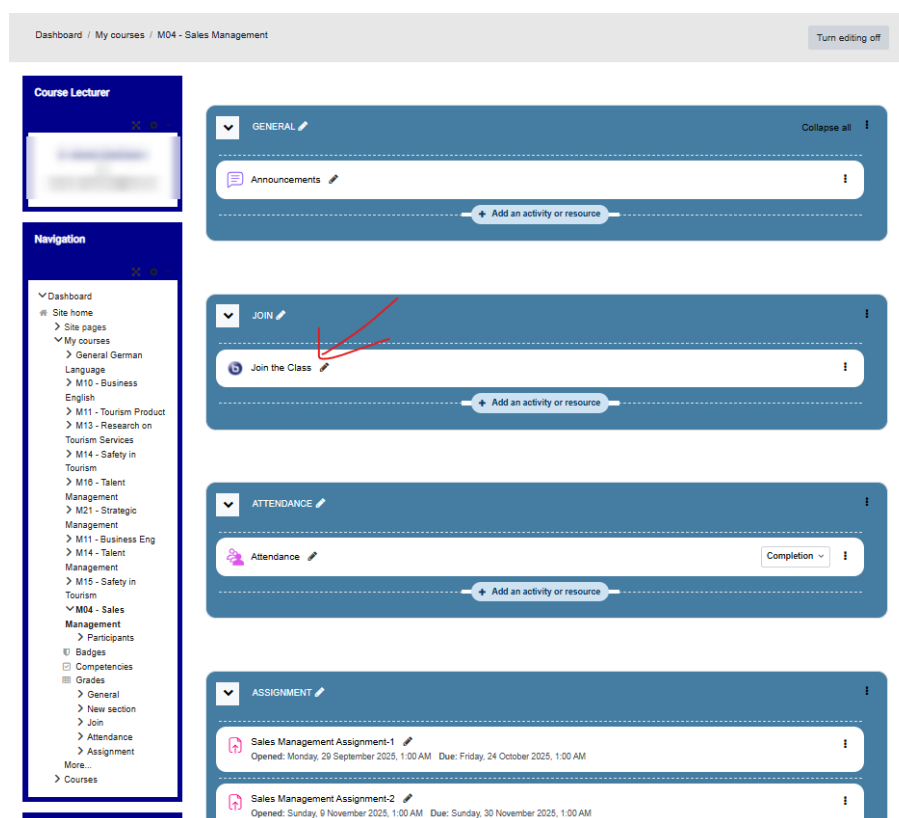


Figure 20: The Join the Class activity on the course page

7.2 Starting Your Class

1. Open your course.
2. Click **Join the Class**.
3. Click **Join session**.
4. Choose **Microphone** (to speak) or **Listen only**.
5. You are now in the classroom. Students can join once you have started the session.
6. When the class ends, click **Leave session**, or end the meeting for everyone from the **:** menu.

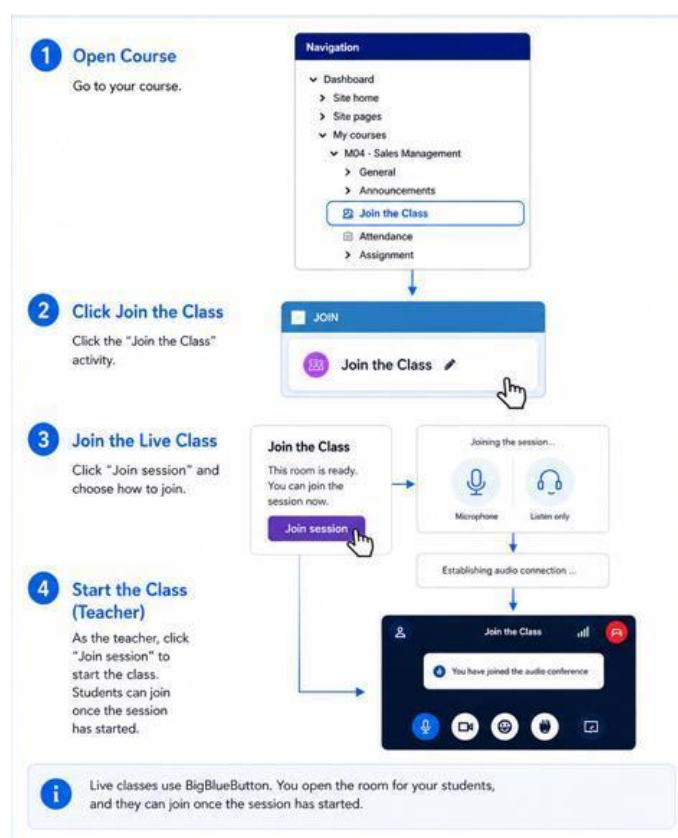


Figure 21: Joining the class in four steps

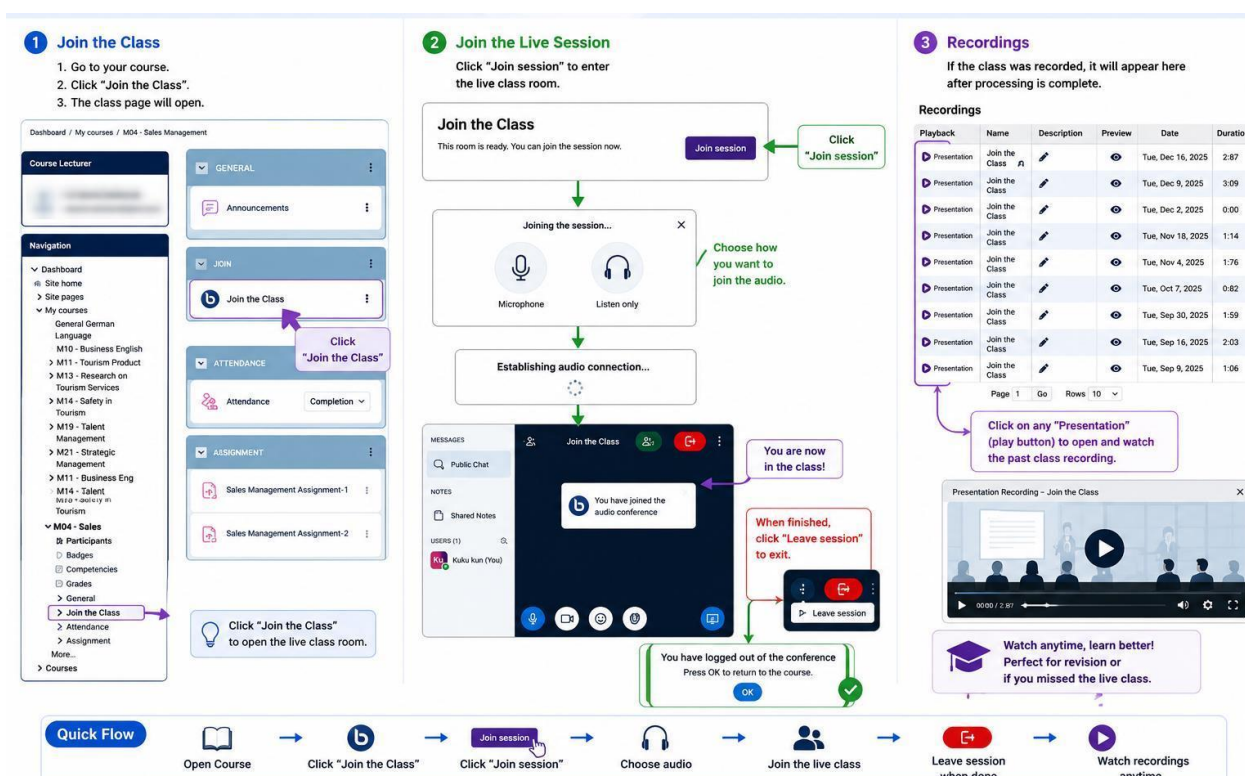


Figure 22: The full flow, from the course page to the recording

Tip. Open the classroom **5 minutes early**, check your microphone and camera, and share your slides with the **Share screen** button.

7.3 Creating an Extra Live Class

If you need a separate classroom, for example for a revision session:

1. Turn editing on → **Add an activity or resource** → **BigBlueButton**.
2. Enter a **Room name**.
3. Set the date and time, and tick **Record session** if you want a recording.
4. Click **Save and display**.

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.

Figure 23: Creating a new live class

7.4 Recordings

If a class is recorded, the recording appears in the **Recordings** list of the same activity, once it has finished processing. This can take some time after the class ends. Students can watch it from the course page, which helps anyone who missed the class 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

Figure 24: The list of recordings

Watch a Recording

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

MESSAGES

Public Chat

NOTES

Shared Notes

USERS (1)

Kelly Ann (Host)

Join the Class

Sales Management Lecture

Recordings appear after processing.

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

Figure 25: Click Presentation to watch a recording

8. Taking Attendance

Each EIET course has an **Attendance** activity in the **Attendance** section. It records who came to each class session.

8.1 Marking Attendance for a Session

1. Open your course and click **Attendance**.
2. The **Sessions** list shows your class sessions with their dates and times.
3. Find today's session and click the **Take attendance** icon (the green arrow) on its row.
4. For each student, choose **P** (Present), **L** (Late), **E** (Excused) or **A** (Absent). Use the letters at the top of a column to set everyone at once, then change the exceptions.
5. Click **Save attendance**.

Note. Sessions are usually set up for you by EIET. If a session is missing or a date is wrong, contact EIET instead of creating a new one.

8.2 Viewing Attendance

Open **Attendance** and choose **Report** to see each student's attendance across all sessions, with a percentage for each student.

9. People, Groups and the Calendar

9.1 Participants

Open your course and choose **Participants** to see everyone enrolled, their role, and when they last opened the course.

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

Match

+ Add condition

8 participants found

First name 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 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
☐	[blurred]	[blurred]	Student	No groups	1 year 118 days	Active
☐	[blurred]	[blurred]	No roles	No groups	100 days 1 hour	Active
☐	[blurred]	[blurred]	Student	No groups	Never	Active
☐	[blurred]	[blurred]	Student	No groups	Never	Active
☐	[blurred]	[blurred]	Student	No groups	Never	Active
☐	[blurred]	[blurred]	Student	No groups	1 year 120 days	Active
☐	[blurred]	[blurred]	No roles	No groups	20 days 4 hours	Active
☐	[blurred]	[blurred]	Teacher	No groups	now	Active

With selected users...

Figure 26: The Participants page (personal details blurred)

Note. Students are normally enrolled by EIET. Only enrol or remove people yourself if EIET has asked you to.

If you do need to enrol someone:

1. On the Participants page, click **Enrol users**.
2. Search for the person by name.
3. Choose their role (usually **Student**).
4. Click **Enrol users**.

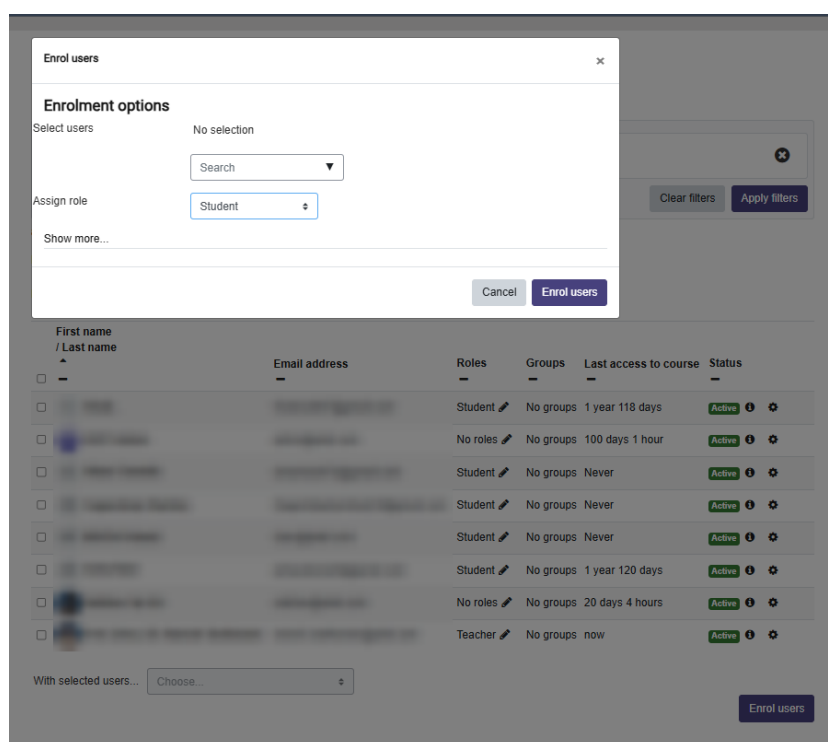


Figure 27: The Enrol users window

9.2 Groups

Groups split a class into smaller sets, for example seminar groups or project teams.

1. Open your course → **Participants**.
2. Open the drop-down at the top of the page 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.

Assignments and forums have a **Group mode** setting:

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

Tip. Auto-create groups splits a class into equal teams for you in one click.

9.3 The Calendar

The calendar shows your live classes and deadlines automatically. To add your own event, for example a revision session, open the calendar and click **New event**. Choose whether it is for the whole course or just for you.

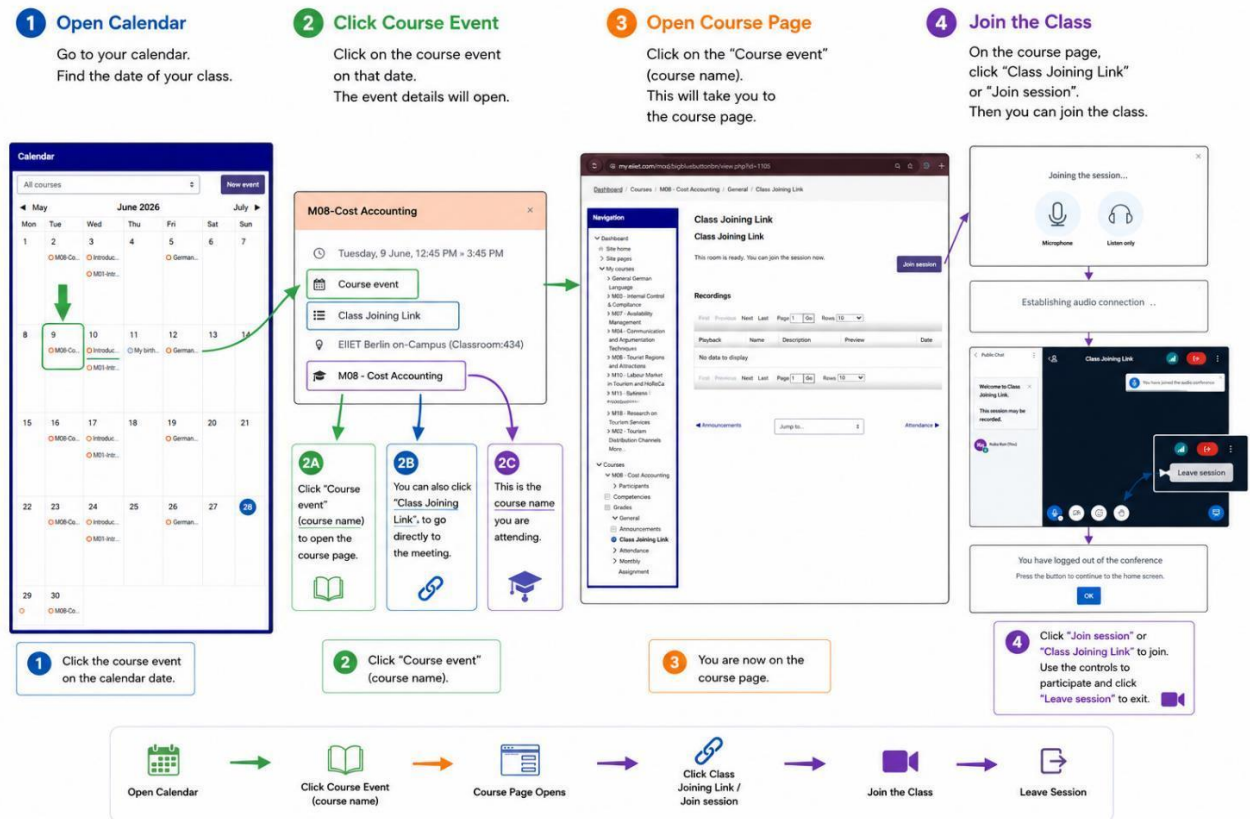


Figure 28: From a calendar event to the live class

Tip. Course events also appear on your students' dashboards and in their app, which helps them plan.

10. What Your Students See

Most EIET students use the **My EIET** app on their phone (Android and iPhone). Some also use the website. Everything you add to your course appears in both.

Table 9: Your course in the student app

You add...	Students see it in the app...
Files, folders and pages	In the course, and they can open them on their phone.
Assignments with a due date	In the course, in their calendar and in their assignment list, with reminders.
Live classes	They open Join the Class in the app and join from their phone.
Announcements	As a notification on their phone.
Grades and feedback	Under Grades , as soon as you save them.

Tip. To make your course work well on a phone: give files **clear names**, prefer **PDF** for documents, and always set a **due date** on assignments so students get reminders.

Note. A few interactive content types, such as **SCORM** and **H5P** packages, open inside the app's built-in browser instead of a native screen. They still work, but may look slightly different.

11. Help

11.1 Common Questions

Table 10: Common questions

Question	Answer
My courses don't appear after I log in.	You may not be enrolled yet. Ask EIIET to add you to the course as a Teacher.
I can't see the editing controls.	Click Turn editing on at the top right of the course page.
A student 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 needs more time for an assignment.	In the submissions table, tick the student and use With selected... → Grant extension .
Dates and times look wrong.	Set your timezone in Edit profile (Section 3.3).
Students can't join my live class.	You need to start the session first. Open Join the Class and click Join session .
The password reset link doesn't work.	Each link works once and expires after 30 minutes. Request a new one and use the newest email.

11.2 Getting Help

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

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