



ITQAN ACADEMY

Teacher Quick guide

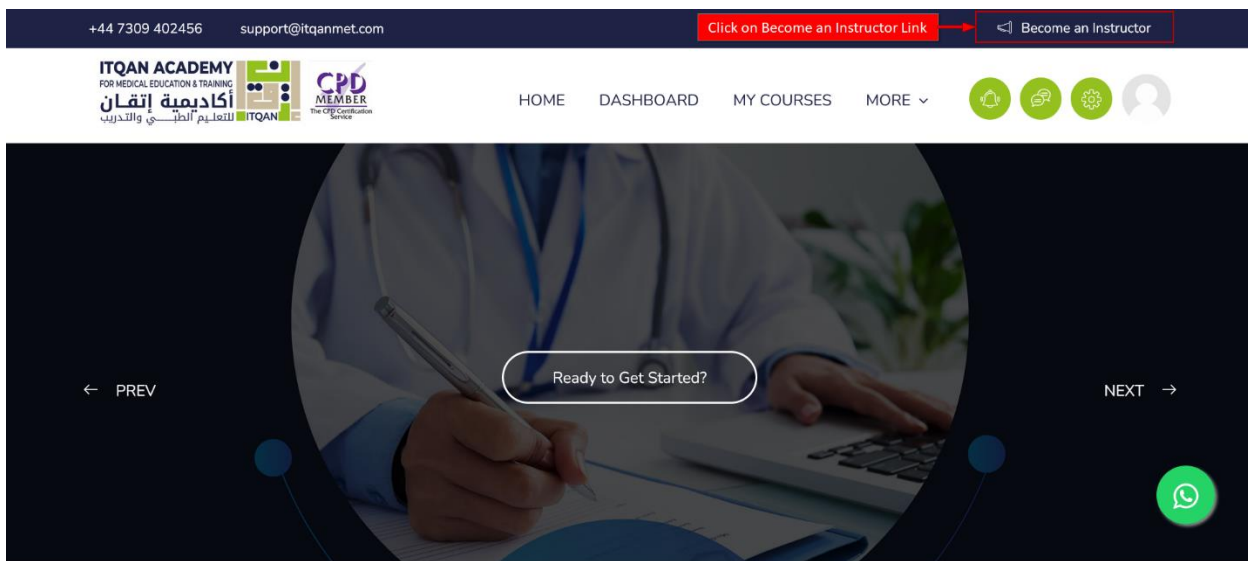
A Quick Reference Guide for teachers and educators

Table of Contents

How do I Join ITQAN Academy?	2
How do I log into ITQAN Academy?	4
How do I Add my course?	5
How do I Add course content/topic?	9
Types of activities?	12
Types of Resources?	14

Join ITQAN Academy:

- 1- Click Become an Instructor link from the Itqan Academy website (<https://itqanmet.com>)



2- Fill the application form field

support@itqanmet.com +44 7309 402456

ITQAN ACADEMY FOR MEDICAL EDUCATION & TRAINING أكاديمية إتقان للتعليم الطبي والتدريب ITQAN CPD MEMBER The CPD Certification Service

JOIN US

Join ITQAN Academy - as a faculty

Please fill out the form below and click submit to join Itqan Academy faculty

Fill all form application fields

First Name

Last Name

Please add your full title as you would like it to appear on the faculty portfolio, i.e. Dr.J Smith, MBBS, FRCS, PhD,... etc, consultant Surgeon, senior lecturer at .., .. etc

Title

-- Country --

Phone Number

Your Email

Confirm Email

Speciality

Area of Interest

Upload your picture (.png, .jpg) - MAX size 2MB

Browse... No file selected.

Upload your CV (.PDF, .DOC, .DOCX) - MAX size 2MB

Browse... No file selected.

Please tick this box to agree on Itqan Academy [terms and conditions](#)

Tick agreement box

reCAPTCHA أنا لست برنامج روبوت

Submit

© Copyright ITQAN Academy. All Rights Reserved

Designed by Trentech.sd

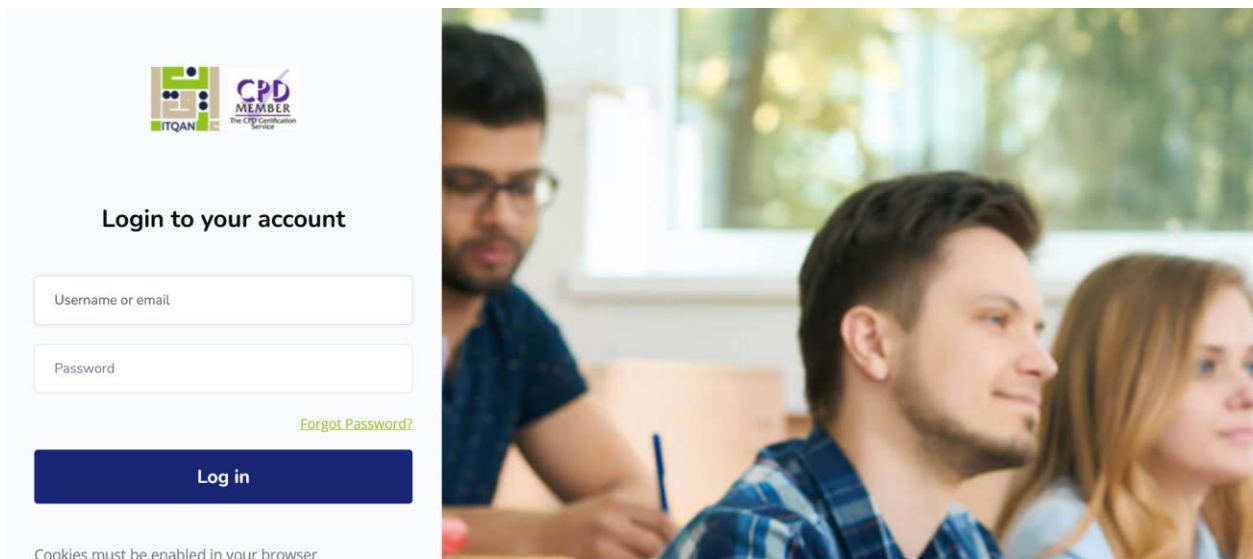
- 1- And submit the application form.
- 2- You will receive an email containing the signed PDF agreement and the application form completion message.

Login page:

1- Click Login link



2- Enter your user name and password

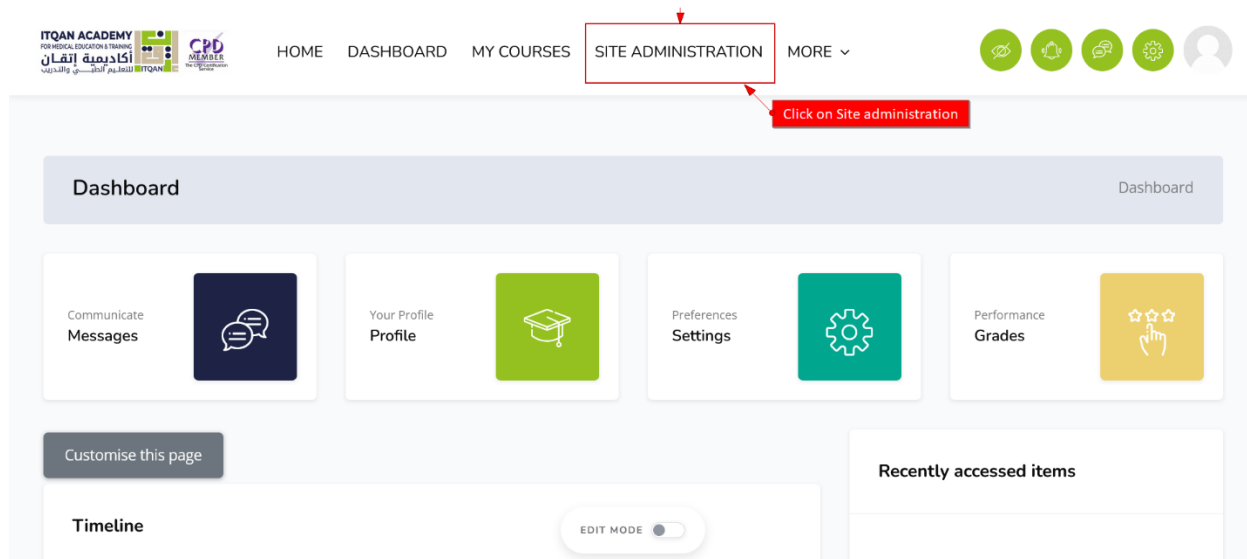


Course set up

A course is a space on an **Itqan Academy** site where teachers can add learning materials for their students. A teacher may have more than one course and a course may include more than one teacher and more than one group of learners.

1. Adding a course

2- Click Site administration link



3- Click Courses>Manage courses and categories

Your site is not yet registered. Please notify your administrator. ⓘ

Click here

Courses ⓘ

Manage courses and categories

Copyright © 2022. All Rights Reserved.

4- Click new course in the manage course and category page

Course categories and courses ▾

Search courses



Manage course categories and courses

Course categories

Category 1



6

Category 1

Click here

Create new course

Per page: 20 ▾

Evidence Based Practice For Health Professionals

Practical Emergency Fracture Management - Adult

5- Click on the category where you want your course to be.

6- Click the "New course" link

7- Enter the course settings,

Add a new course

Expand all

General

Course full name ⓘ ? **Enter Course Name** ⓘ
- Missing full name

Course short name ⓘ ? **Enter Course Short Name** ⓘ
- Missing short name

Course category ⓘ ? **Category 1**
 Enter Course category

Course visibility ?

Course start date ? **Select course date**

Course end date ? Enable

Course ID number ?

Description

Course summary ?

Enter Course Summary

Course image ?

Maximum file size: 512 MB, maximum number of files: 1

Files

Select course Image

You can drag and drop files here to add them.

Accepted file types:
Image files used on the web .gif .jpe .jpeg .jpg .png .svg .svgz

▼ Course format

Format ? Topics format ▾

Number of sections 4 ▾

Hidden sections ? Hidden sections are completely invisible ▾

Course layout ? Show all sections on one page ▾

> Appearance

> Files and uploads

> Completion tracking

> Groups

> Role renaming ?

> Tags

▼ Other fields

Profession ! Enter course field

Save and return Save and display Cancel

There are required fields in this form marked ! .
!

Click Save and display button

Copyright © 2022. All Rights Reserved.

8- And then choose either to "Save and return" to go back to your course, or "Save and display" to go to the next screen.

Course Topic

Topics format

The course is organized into topic sections that a teacher can give titles to. Each topic section consists of activities, resources and labels.

TIP: This is great to use if your course is objective based and each objective may take different amounts of time to complete. An example of this would be scaffolding where the students are building upon the knowledge from earlier topics.

To add Course Content

1. Select Course navigation button.

These provide a quick way for the teacher to access important aspects of the course



Turn editing on

Click on Course button

Course Settings Participants Grades Reports More ▾

Course Content Course start date: 17/10/22 Category: Category 1

▼ General Collapse all

FORUM Announcements

▼ Topic 1

▼ Topic 2

▼ Topic 3

▼ Topic 4

Contact

Ground Floor Accelerator Building Masdar
City, Abu Dhabi United Arab Emirates
WhatsApp: +44 7309 402456
Email: support@itqanmet.com

Itqan Academy

About Us
Terms & condition
Policy

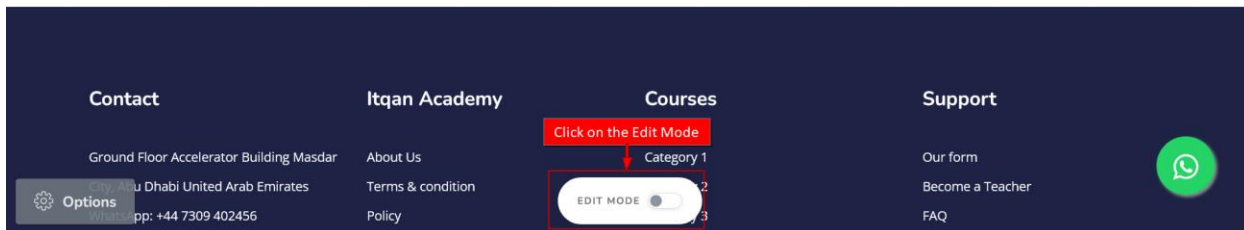
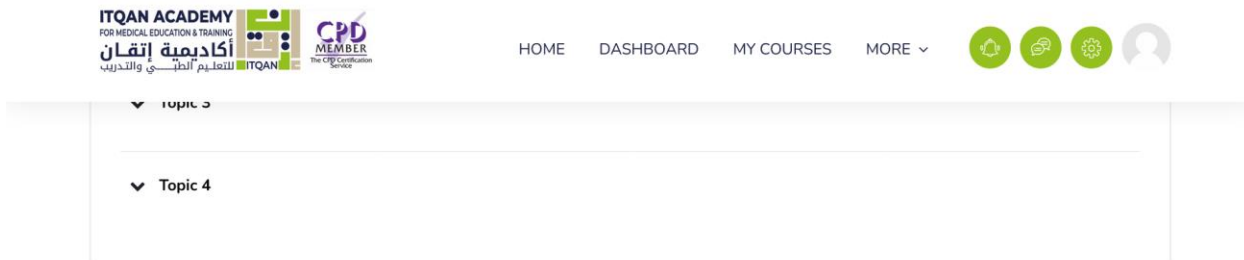
Courses

Category 1
Category 2
Category 3
Category 4

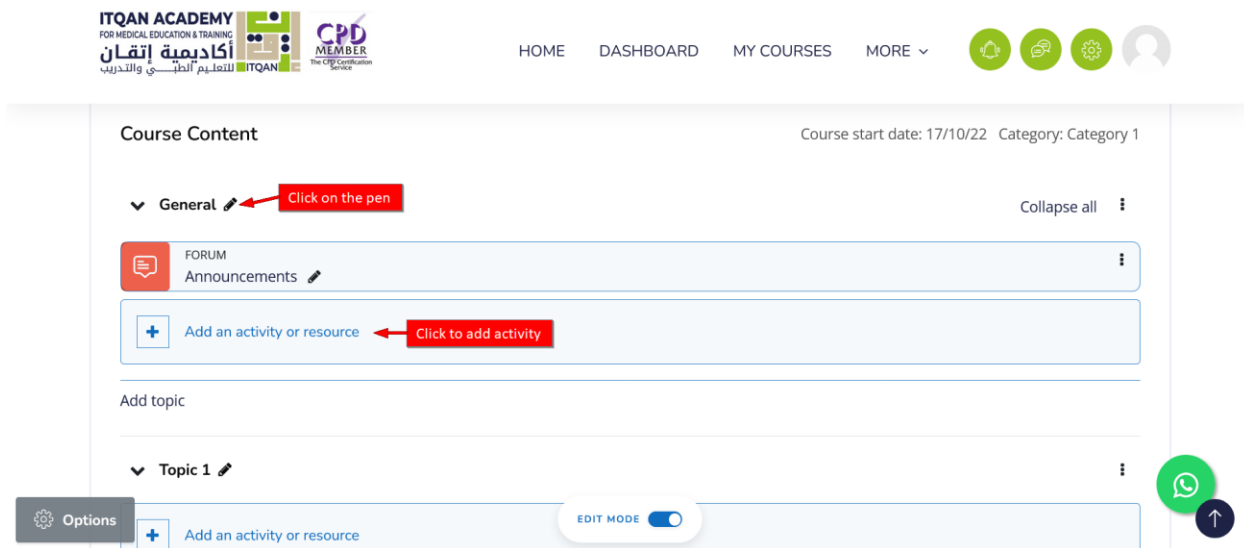
Support

Our form
Become a Teacher
FAQ
Contact us

2. Enable Edit mode toggle to edit course topic title



3- Edit topic title using pen icon.



And add course Activity by clicking Add an activity or resource link.

Note: Collapse all. Sections can be collapsed and expanded individually or you can use the Collapse all link to collapse them all at once.

The Activities block lists the different activities and resources available in your course (**Forums, Quizzes, Assignments, Lessons** and so forth) and provides links to the index page for each activity or resource.

The activities list will grow as you add activities to your course. Therefore, the first time you enter your course, the only category that is listed is Forums. This is because one forum exists by default – the Announcements forum.

There are 15 different types of activities in the Itqan Academy that can be found when the editing is turned on and the link 'Add an activity or resource' is clicked.

Types of activities:

Assignments

Enable teachers to grade and give comments on uploaded files and assignments created on and off line

BigBlueButton

Run live video conferencing sessions within Itqan Academy

Chat

Allows participants to have a real-time synchronous discussion

Choice

A teacher asks a question and specifies a choice of multiple responses

Database

Enables participants to create, maintain and search a bank of record entries

Feedback

For creating and conducting surveys to collect feedback.

Forum

Allows participants to have asynchronous discussions

Glossary

Enables participants to create and maintain a list of definitions, like a dictionary

H5P activity

Enables H5P content created in the Content bank or on h5p.com or with the [lumi App](#) to be easily added to a course as an activity.

Lesson

For delivering content in flexible ways

(LTI) External tool

Allows participants to interact with LTI compliant learning resources and activities on other web sites. (These must first be set up by an administrator on the site before being available in individual courses.)

Quiz

Allows the teacher to design and set quiz tests, which may be automatically marked and feedback and/or to correct answers shown

SCORM

Enables SCORM packages to be included as course content

Survey

For gathering data from students to help teachers learn about their class and reflect on their own teaching

Wiki

A collection of web pages that anyone can add to or edit

Workshop

Enables peer assessment

A resource is an item that a teacher can use to support learning, such as a file or link. Itqan Academy supports a range of resource types which teachers can add to their courses. In edit mode, a teacher can add resources via the 'Add an activity or resource' link. Resources appear as a single link with an icon in front of it that represents the type of resource.

Types of resources:

- **Book** - Multi-page resources with a book-like format. *Teachers can export their Books as IMS CP* (admin must allow teacher role to export IMS)
- **File** - A picture, a pdf document, a spreadsheet, a sound file, a video file
- **Folder** - For helping organize files and one folder may contain other folders
- **IMS content package** - Add static material from other sources in the standard IMS content package format
- **Label** - Can be a few displayed words or an image used to separate resources and activities in a topic section, or can be a lengthy description or instructions
- **Page** - The student sees a single, scrollable screen that a teacher creates with the robust HTML editor
- **URL** - You can send the student to any place they can reach on their web browser, for example Wikipedia