



Table of Contents

Aims and Objectives	2
Aims	2
Objectives	2
Student Guide - Introduction.....	3
What is Moodle?.....	3
SYSTEM REQUIREMENTS	4
Internet speed:.....	4
Registration	5
Self-Registration with a User Coupon	5
LMS Login	7
Entering your course(s)	7
Course Navigation.....	7
Tip #1 - Breadcrumbs	7
Tip #2 - Blocks	8
Tip #3 - Activity Modules.....	9



Getting Started Guide

Student Guide

Page|2

Aims and Objectives

Aims

- Prepare you for using an online learning environment.
- To create a unique educational environment.

Objectives

- Ability to navigate within the Moodle structure.
- Understanding the Activity modules.
- Interact with students and the course instructor(s).



Student Guide – Introduction

In this guide you will be introduced to the basics of participating in an online course. It will take you step-by-step through registration, entering the Moodle environment and working within Moodle.

What is Moodle?

Moodle is a program that allows the classroom to extend onto the web. Your instructor has many options in setting up the Moodle environment so you may access your assignments, interact with the students in your course, upload assignments, access resources and much more.

This guide is your map to the electronic classroom.

Happy learning!



SYSTEM REQUIREMENTS

For optimal performance, make sure that you are using an up-to-date browser:

At least Google Chrome 30, Mozilla Firefox 25, Apple Safari 6, Microsoft Internet Explorer 9

Add-ons and Toolbars may affect any browsers performance. If you encounter any (display) problems, please check your browser version / try from another browser.

Internet speed:

Make sure to handle important tasks (like uploading assignments) with a stable internet connection - also it is recommended to do these tasks before the last minute.



Registration

Generally, the student will be registered by the Administrator of the Learning Management System for access and course assignment. In some cases, the student may be provided a user coupon for self-registration. We will briefly explain how to self-register with a user coupon. If your Administrator has not provided you with a key and has emailed you the site URL and a temporary password, you can advance to the next topic, which is “LMS Login”.

Self-Registration with a User Coupon

If you received a user coupon from an Instructor or Administrator and the site URL, first navigate to the site. The landing page for the site will have blocks that look something like below:

Log in to the site

Log in

Username

Password

Remember username

[Forgotten your username or password?](#)

Cookies must be enabled in your browser

Is this your first time here?

Hi! For full access to courses you'll need to take a minute to create a new account for yourself on this web site. Each of the individual courses may also have a one-time "enrollment key", which you won't need until later. Here are the steps:

1. Fill out the New Account form with your details.
2. An email will be immediately sent to your email address.
3. Read your email, and click on the web link it contains.
4. Your account will be confirmed and you will be logged in.
5. Now, select the course you want to participate in.
6. If you are prompted for an "enrollment key" - use the one that your teacher has given you. This will "enroll" you in the course.
7. You can now access the full course. From now on you will only need to enter your personal username and password (in the form on this page) to log in and access any course you have enrolled in.

Again, this assumes you have been provided a user coupon for this process. The LMS will restrict access to any courses if you do not login or provide the user coupon for course access.

Step #1 - Click the “Create new account” button.

Step #2 - You will be taken to a new page where you will complete the necessary information for LMS access. It is important to note that a valid email address is critically important in this step. All LMS automated notification will be sent to the email address you supply in this process. You can change it latter in your “Profile”, but this information is critical in this process, because the LMS will email information to the address you specify in this step.



This page will look something like the following:

The screenshot shows a registration form titled "New account" with a breadcrumb "Log in > New account". The form is divided into sections: "Choose your username and password" with fields for "Username*" and "Password*" (with an "Unmask" toggle and a password strength note: "The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s)"); "More details" with fields for "Email address*", "Email (again)*", "First name*", "Last name*", "City/town", and a "Country" dropdown menu. At the bottom are "Create my new account" and "Cancel" buttons. A note at the bottom states: "There are required fields in this form marked *".

Step #3 – After completing the information for this page (and a valid email address), click the “Create my new account” button. The following notification will be provided:

The screenshot shows a confirmation message: "Confirm your account". The text reads: "An email should have been sent to your address at: XXXXXXXX@XXX.com. It contains easy instructions to complete your registration. If you continue to have difficulty, contact the site administrator." Below the text is a "Continue" button.

Step #4 – The LMS will send you an email to the email address you provided in the previous screen. Follow those instructions and click on the URL link in the email (you can also copy and paste the link in your browser). This will automatically take you to the following screen:

The screenshot shows the LMS dashboard. On the left is a "Navigation" menu with links for "Home", "Dashboard", "Site pages", and "Courses". Next to it is a "Coupon" section with a text input field for the coupon code and a "Submit Coupon" button. The main area is titled "Available courses" and displays three course cards, each with a "Course >" button at the bottom.



Getting Started Guide

Student Guide

Step #5 - Here is where you need to enter the “Coupon” in the left box of this screen. The coupon that was provided to you will associate your login with the course(s) that you are enrolled in for the LMS.

LMS Login

Once you have your “Username” and “Password” for login, go to the URL and enter the information as indicated in the example below:

Log in to the site

Log in

Username

Password

Remember username

[Log in](#)

[Forgotten your username or password?](#)

Cookies must be enabled in your browser ⓘ

Is this your first time here?

Hi! For full access to courses you'll need to take a minute to create a new account for yourself on this web site. Each of the individual courses may also have a one-time "enrollment key", which you won't need until later. Here are the steps:

1. Fill out the New Account form with your details.
2. An email will be immediately sent to your email address.
3. Read your email, and click on the web link it contains.
4. Your account will be confirmed and you will be logged in.
5. Now, select the course you want to participate in.
6. If you are prompted for an "enrollment key" - use the one that your teacher has given you. This will "enroll" you in the course.
7. You can now access the full course. From now on you will only need to enter your personal username and password (in the form on this page) to log in and access any course you have enrolled in.

[Create new account](#)

Entering your course(s)

The LMS is structured around the concept of courses. When a student logs in they are presented with a screen which contains a list of courses in which they are enrolled. The student may also access a full list of courses by doing a keyword search.

Locate the course you are enrolled and wish to enter. Click on the icon for the course(s) and you will be taken to the course selected.

Course Navigation

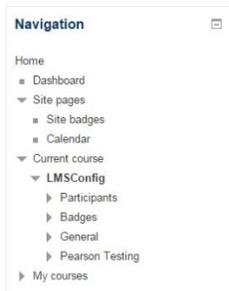
All courses may be arranged a little differently, but there is some fundamental navigation that we can explain. The following will assist you in navigating your course.

Tip #1 - Breadcrumbs; this is a menu positioned below the course title showing your location within the course site. Just as you got there you can now retrace your steps in the opposite direction to return to where you started. Just like leaving a trail of breadcrumbs, thus the name.



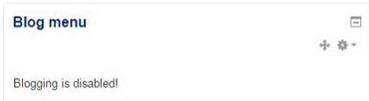
The above example of a “breadcrumb” shows your current location is “LMSConfig”. If you click on Resources you will be taken to a page that lists all the Resources within the course. Click on the name of the course and you will be returned to the course homepage. As you navigate you will notice this menu changes to reflect your current position.

Navigation Block – another way to navigate the course site is the navigation block. It lists all the areas of the course. Just click and go.



Tip #2 – Blocks; whenever a different activity or resource is added to the course an icon will appear in a Block representing a specific Moodle Activity Module. Here are just a few of the types of Blocks the instructor may use to set up a course.





Tip #3 - Activity Modules; The LMS contains a wide range of Activity Modules that may be used to build up any type of course. Activity Modules are represented by icons as shown in the examples below. Your instructor will determine which Activity Modules will best facilitate the learning environment for your course. The icons will link to a list of all the instances Activity Module appear throughout the course.

Here are some of the more common Activity Modules you will encounter in your courses:



Assignment The assignment activity module enables a teacher to communicate tasks, collect work and provide grades and feedback.

Students can submit any digital content (files), such as word-processed documents, spreadsheets, images, or audio and video clips. Alternatively, or in addition, the assignment may require students to type text directly into the text editor. An assignment can also be used to remind students of 'real-world' assignments they need to complete offline, such as art work, and thus not require any digital content. Students can submit work individually or as a member of a group.

When reviewing assignments, teachers can leave feedback comments and upload files, such as marked-up student submissions, documents with comments or spoken audio feedback. Assignments can be graded using a numerical or custom scale or an advanced grading method such as a rubric. Final grades are recorded in the gradebook.



Forum The forum activity module enables participants to have asynchronous discussions i.e. discussions that take place over an extended period of time.

There are several forum types to choose from, such as a standard forum where anyone can start a new discussion at any time; a forum where each student can post exactly one discussion; or a question and answer forum where students must first post before being able to view other students'



posts. A teacher can allow files to be attached to forum posts. Attached images are displayed in the forum post.

Participants can subscribe to a forum to receive notifications of new forum posts. A teacher can set the subscription mode to optional, forced or auto, or prevent subscription completely. If required, students can be blocked from posting more than a given number of posts in a given time period; this can prevent individuals from dominating discussions.

Forum posts can be rated by teachers or students (peer evaluation). Ratings can be aggregated to form a final grade which is recorded in the gradebook.

Forums have many uses, such as

- A social space for students to get to know each other
- For course announcements (using a news forum with forced subscription)
- For discussing course content or reading materials
- For continuing online an issue raised previously in a face-to-face session
- For teacher-only discussions (using a hidden forum)
- A help center where tutors and students can give advice
- A one-on-one support area for private student-teacher communications (using a forum with separate groups and with one student per group)
- For extension activities, for example 'brain teasers' for students to ponder and suggest solutions to



Glossary

The glossary activity module enables participants to create and maintain a list of definitions, like a dictionary, or to collect and organize resources or information.

A teacher can allow files to be attached to glossary entries. Attached images are displayed in the entry. Entries can be searched or browsed alphabetically or by category, date or author. Entries can be approved by default or require approval by a teacher before they are viewable by everyone.



If the glossary auto-linking filter is enabled, entries will be automatically linked where the concept words and/or phrases appear within the course.

A teacher can allow comments on entries. Entries can also be rated by teachers or students (peer evaluation). Ratings can be aggregated to form a final grade which is recorded in the gradebook.

Glossaries have many uses, such as

- A collaborative bank of key terms
- A 'getting to know you' space where new students add their name and personal details
- A 'handy tips' resource of best practice in a practical subject
- A sharing area of useful videos, images or sound files
- A revision resource of facts to remember



Lesson The lesson activity module enables a teacher to deliver content and/or practice activities in interesting and flexible ways. A teacher can use the lesson to create a linear set of content pages or instructional activities that offer a variety of paths or options for the learner. In either case, teachers can choose to increase engagement and ensure understanding by including a variety of questions, such as multiple choice, matching and short answer. Depending on the student's choice of answer and how the teacher develops the lesson, students may progress to the next page, be taken back to a previous page or redirected down a different path entirely.

A lesson may be graded, with the grade recorded in the gradebook.

Lessons may be used

- For self-directed learning of a new topic
- For scenarios or simulations/decision-making exercises
- For differentiated revision, with different sets of revision questions depending upon answers given to initial questions



Quiz The quiz activity enables a teacher to create quizzes comprising questions of various types, including multiple choice, matching, short-answer and numerical.



The teacher can allow the quiz to be attempted multiple times, with the questions shuffled or randomly selected from the question bank. A time limit may be set.

Each attempt is marked automatically, with the exception of essay questions, and the grade is recorded in the gradebook.

The teacher can choose when and if hints, feedback and correct answers are shown to students.

Quizzes may be used

- As course exams
- As mini tests for reading assignments or at the end of a topic
- As exam practice using questions from past exams
- To deliver immediate feedback about performance
- For self-assessment



Book The book module enables a teacher to create a multi-page resource in a book-like format, with chapters and subchapters. Books can contain media files as well as text and are useful for displaying lengthy passages of information which can be broken down into sections.

A book may be used

- To display reading material for individual modules of study
- As a staff departmental handbook
- As a showcase portfolio of student work



Page The page module enables a teacher to create a web page resource using the text editor. A page can display text, images, sound, video, web links and embedded code, such as Google maps.

Advantages of using the page module rather than the file module include the resource being more accessible (for example to users of mobile devices) and easier to update.

For large amounts of content, it's recommended that a book is used rather than a page.



Getting Started Guide

Student Guide

Page|13

A page may be used

- To present the terms and conditions of a course or a summary of the course syllabus
- To embed several videos or sound files together with some explanatory text