

**Student Moodle User Manual**



**Moodle,** or **M**odular **O**bject-**O**riented **D**ynamic **L**earning **E**nvironment, is an online Learning Management System (LMS) similar to WebCT and BlackBoard. Moodle allows for the design and delivery of Internet-based courses and web sites.

This document will assist you in using Moodle. If you cannot find what you’re looking for or require additional support, visit Moodle Docs at [<http://docs.moodle.org/24/en/Main_page>](http://docs.moodle.org/20/en/About_Moodle) or contact [computercommons@norquest.ca](mailto:computercommons@norquest.ca).

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# System Setup

## Browsers

Before logging into Moodle, you will need to make sure you have a compatible browser. Recommended browsers when using Moodle include:

* [Google Chrome](http://www.google.com/chrome)
* [Firefox](http://www.mozilla.org/en-US/firefox/new/)

## Other Applications

In order to view some files, media or other items that may be available in your course, you may need some of the following software:

* Adobe Flash
* Windows Media Player
* Java
* Adobe Reader

## Technical Support

If you encounter any problems while using Moodle or other applications such as web conferencing tools like Bridgit or Blackboard Collaborate (formerly Elluminate Live), Skype, etc. please contact Computer Commons:

**Contact Information**

5th Floor, Learner Centre

10215-108 Street  
Edmonton, AB T5J 1L6  
**Phone**:780.644.6085

**Email**: [computercommons@norquest.ca](mailto:computercommons@norquest.ca)

**Hours:**

*Monday to Thursday*:  
7:30 AM to 7:00 PM

*Friday:*

7:30 AM to 5:00 PM

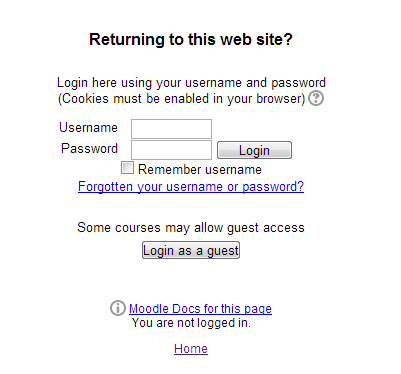
**Closed** Saturday, Sunday & Statutory holidays

# Logging in to Moodle

The NorQuest College Moodle address is <http://norquest-test.cybera.ca/>.

When the page loads, click on **Login** located at the bottom of the page.

You will then need to enter your **username** and **password**:

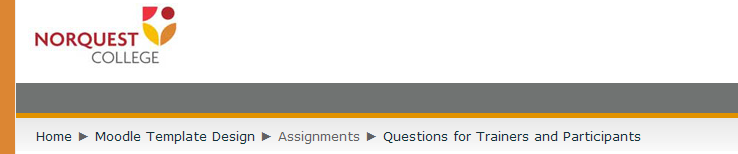
* Your **username** will be the same as your **MyQuest login** (first initial, last name, and a series of 3 numbers eg. fsmith157)
* Your **password** will be the **ChangeMe.1** (you will be prompted to change it on your first login). When you choose a new password, you need one digit, one lowercase letter, one uppercase letter, and a symbol as part of the new password. Passwords must also be a minimum of 8 characters.

If you experience any difficulties logging in, please contact [Computer Commons](mailto:computercommons@norquest.ca) using the contact information provided on the previous page.

# Navigating Moodle

One method to navigate within Moodle is to use "Breadcrumbs". Breadcrumbs appear at the top of every page and tell you where you are in a course, and how you got there. For example:

## Breadcrumbs



Resources

MyClass Home

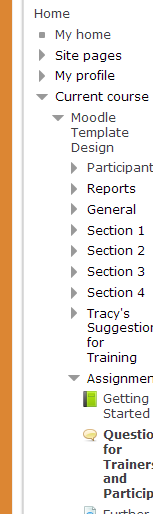
**Current Page**

Course Home

You can also navigate within Moodle by using the Navigation block:

**Navigation Block**

MyClass Home



Course Home

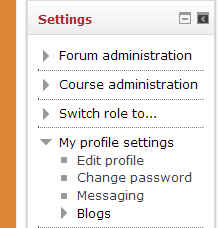
Resources

**Current Page**

Subtopics under “My profile settings”, in the Settings Block, will allow for you to edit your profile and change your password.

## Settings

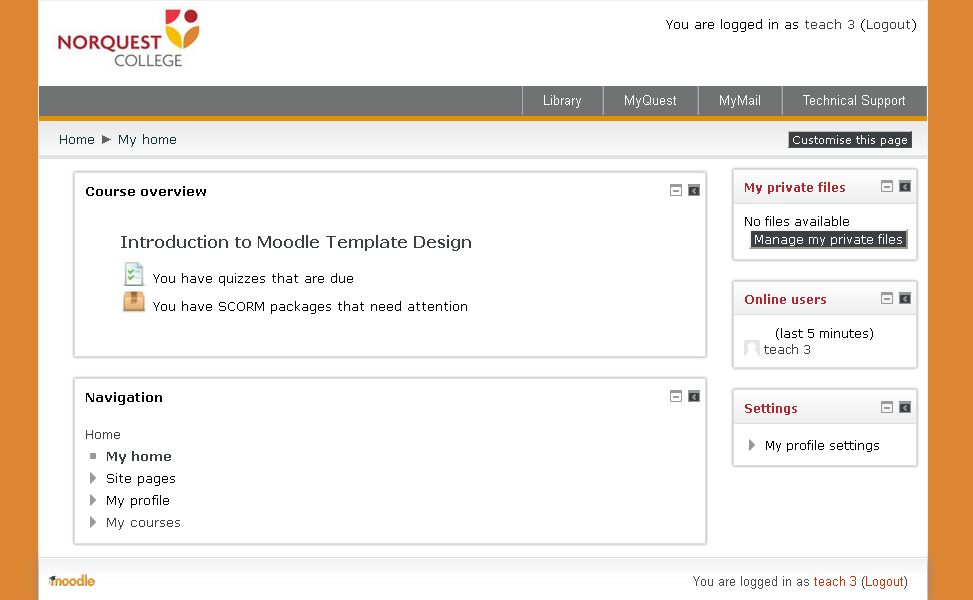
Click arrows to reveal more options.



Clicking “Edit Profile” will allow you to change your preferences

# My Home

Once you have logged in, you will be directed to your home page.



**Links** - Library, MyQuest, MyMail and Technical Support links are found along the top of the screen.

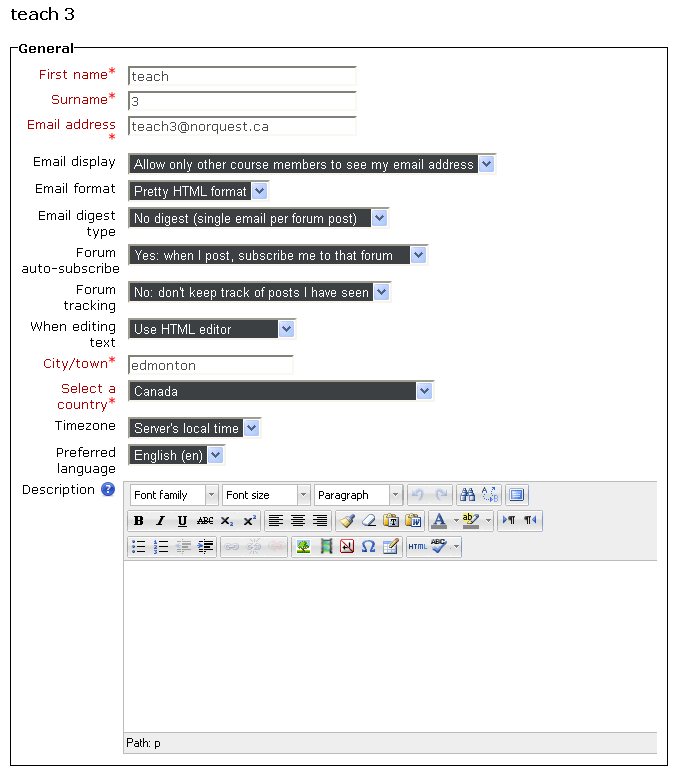
**Course Overview** – This block shows a list of all your available Moodle courses and the most recent course updates.

**Navigation** – This block includes quick links to your home page, your profile, and your courses.

**Settings –** You can update your profile and change your password using the Settings block.

# My Profile

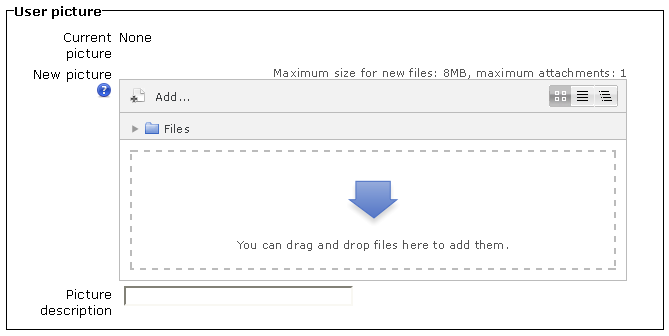
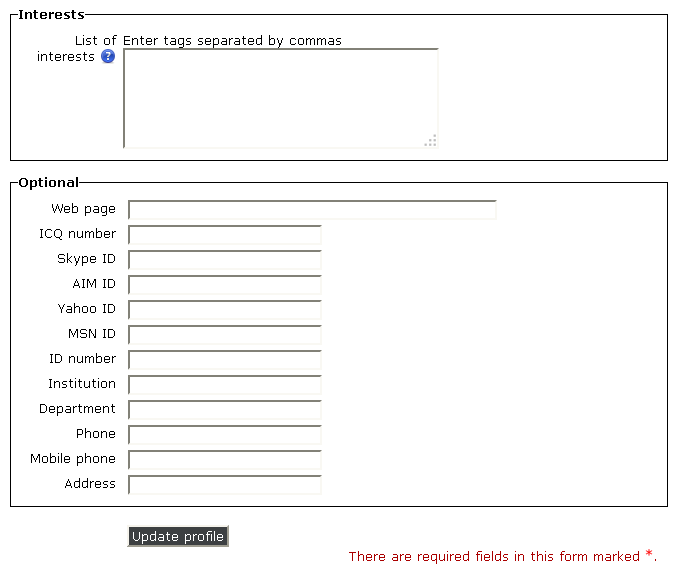
You can customize your profile and some Moodle settings using the Settings block. The settings highlighted in red with a star are required. **As your profile will be public within Moodle, please keep your profile content appropriate.**

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Change **Email Display** if you want to limit who can see your email address.

The **Description** box is used to tell us about yourself! Keep in mind that text in this box will be shown to everyone, so please keep it appropriate.

**Forum settings –** you can request subscriptions (email updates) of the forums you post in, and highlight posts you have not read yet.



If you want to list **other contact information**, you can enter it here. This is completely optional.

You can list your **interests** here. They will show on your profile as tags.

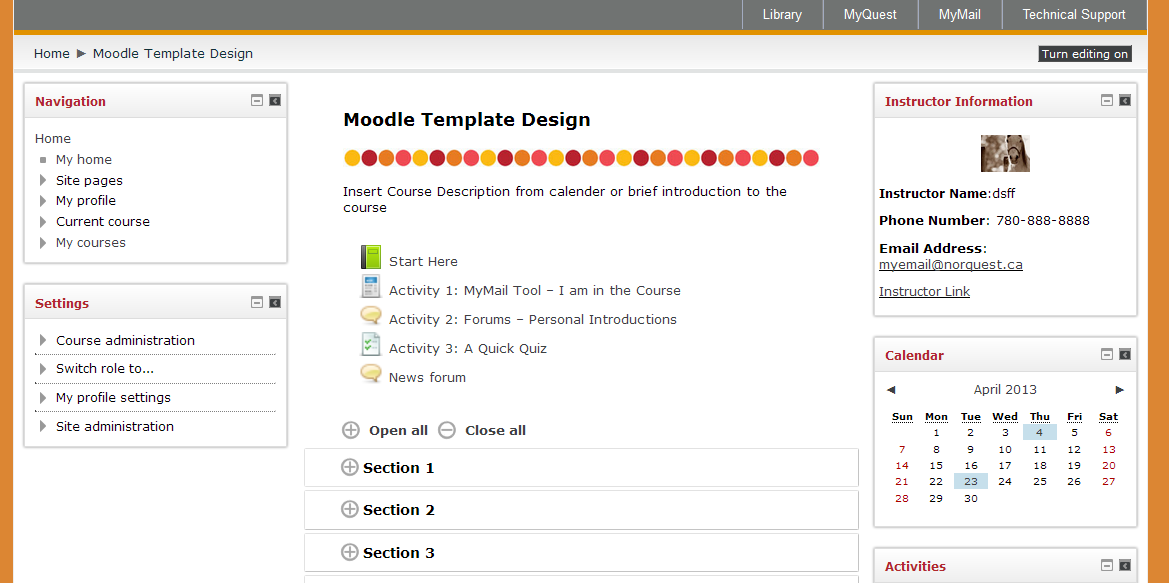
You can upload a **Picture** of yourself using this box. You can **drag** the file into the box with the blue arrow, or click the **Add** button to find the file and upload it.

# Navigating Your Course

## Course Layout

Your Moodle course will display in **a 3 column view**. The broad center column is where most of the course materials and activities are located, organized by Topics, Weeks or Modules. This content column is divided into large squares, or "sections," and can include several different kinds of activities, resources, and links set up by your instructor.

If you wish to view only the week or section that you are currently working on, you may click the minus box on the upper right side of the section to remove all other weeks. Click the plus box to restore the hidden sections.



**Example Screenshot**

## Using Blocks

The rectangular sections on the left and right sides of your course's main page are **"blocks."** Your instructor controls which blocks appear on your course page, so the blocks will vary by course.

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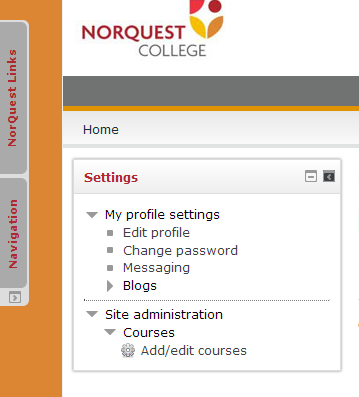
**Left Column**

* **Navigation Block** provides access to MyHome, Site pages, My profile and My courses. Those items with aindicate hidden content. Click the arrow to expand or collapse content. Items in **red** are **hyperlinks** that will take you directly to that area of Moodle.
* **Settings Block:** Your instructor has the option to make the grade book available to students.
* **My Courses** block contains links to all of your enrolled courses.

**Right Column**

* **Search** forums allows all participants a way to find all posts containing the search word or phrase provided.
* **Latest News** block contains topics about course updates and other changes that pertain to your class.
* **Upcoming Events** block lists class events that will coming soon.
* **Recent Activity** block lists all operations you have done for that class.
* **Instructor Information** block allows you to send questions or suggestions to your class instructors.
* **NorQuest Links** connect to numerous resources.
* **Calendar** block provides dates of important items in your course.

## Varying the Size of Your Content Section



Click buttons to move blocks to very left of screen.

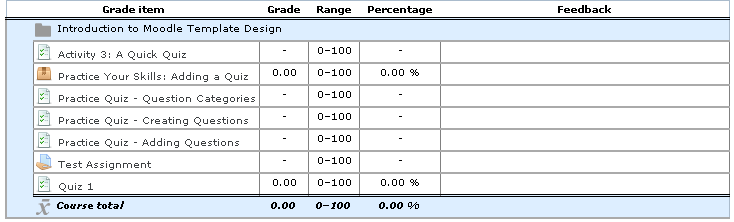
Another feature of Moodle is being able to reduce the size of blocks and move them to the very left side of the screen. By clicking on the tab on the left they will return to their blocks.

**Extras:**

* **People** block contains a list of all the Participants in the course.
* **Activities** block contains all the forums, assignments, quizzes, and other activities within the course, organized by type. This can be an easy way to find things in your course.
* **Administration** block contains access to the Grade book, groups, files, etc.

# Grade Book

If your instructor uses the Grade Book feature, you will be able to view your grades by selecting Grades, located in the Settings Block.



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# Assignments

Your instructor may require you to upload digital content and/or submit online responses for grading. For example, essays, spreadsheets, presentations, webpages, photos, video clips or a typed paragraph response may be required.

There are three types of assignment submissions:

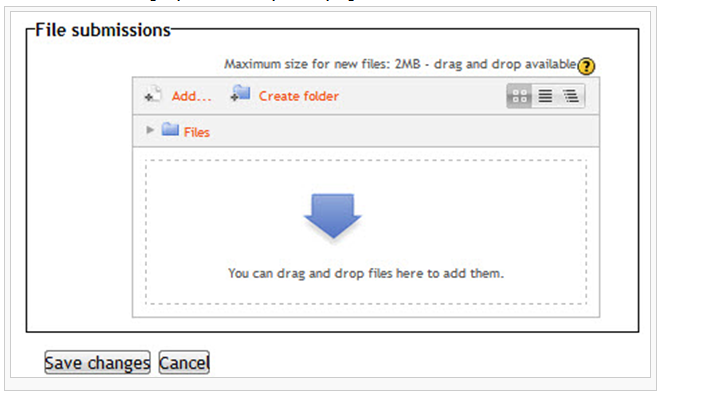
1. File submissions (students submit a file(s) for assessment)
2. Online text (students can type their responses directly in Moodle)
3. Submission comments (students can type comments to their instructor before submitting an assignment)

When you enter an assignment, you will see the instructor’s directions to complete the assignment.

## File submission

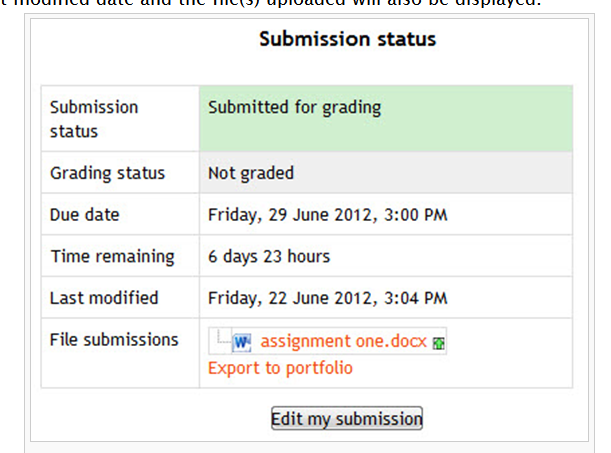
To submit a file submission, complete the following steps:

1. Click the ‘Add submission’ button to bring up the file upload page.



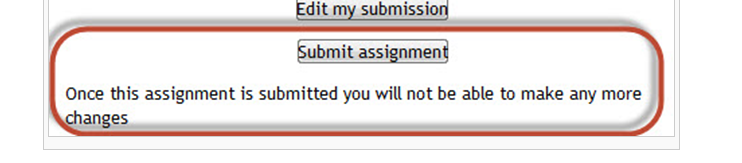
1. Click on Add and select your file(s) from the computer. You can also ‘drag and drop’ the file(s) into the submission box.
2. Click ‘Save Changes’.

There should now be a Last modified date and the file(s) uploaded will also be displayed.



If changes are required, click on ‘Edit my submission’.

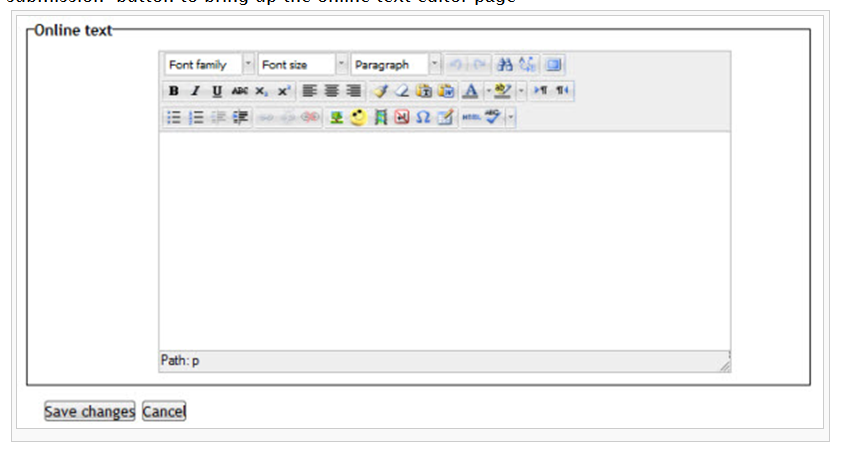
Once ready to submit, click ‘Submit assignment’. Note that once the assignment is 'submitted’ no further changes are allowed.



## Online text

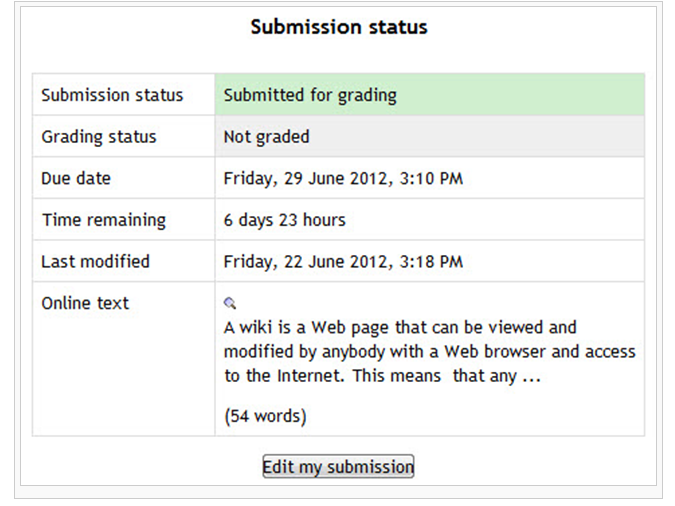
To submit an online text submission, students complete the following steps:

1. Click the ‘Add submission’ button to bring up the online text editor page:



1. Type the relevant text into the HTML editor, or paste from a previously written file.
2. Click ‘Save Changes’.

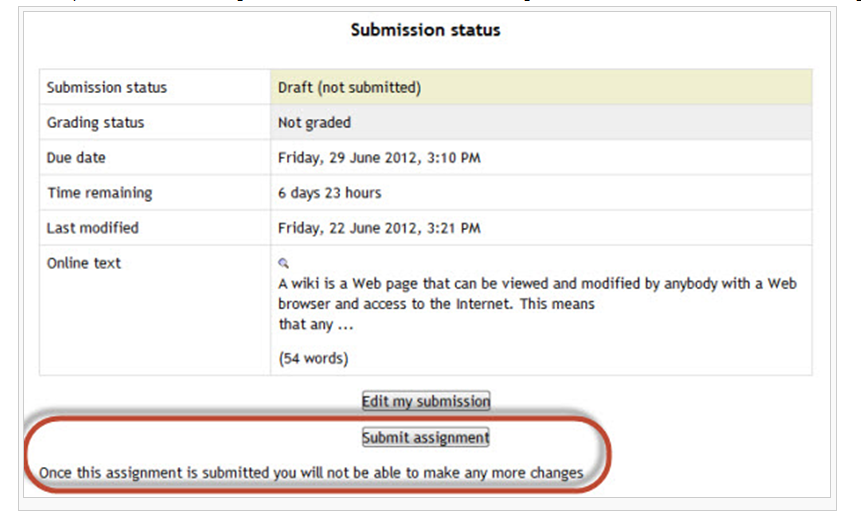
There should now be a Last modified date and the first 100 characters entered will also be displayed.



Depending on how the assignment is setup the status will either read ‘Submitted for grading’ - in which case no further action is need, or ‘Draft (not submitted)’

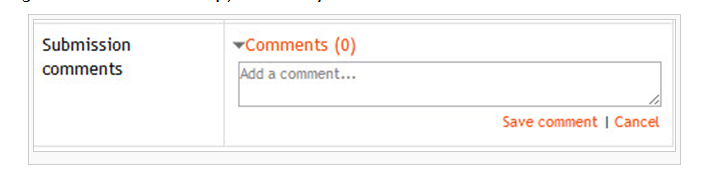
If changes are required, click on ‘Edit my submission’.

Once ready to submit, click ‘Submit assignment’. Note that once the assignment is 'submitted’ no further changes are allowed.

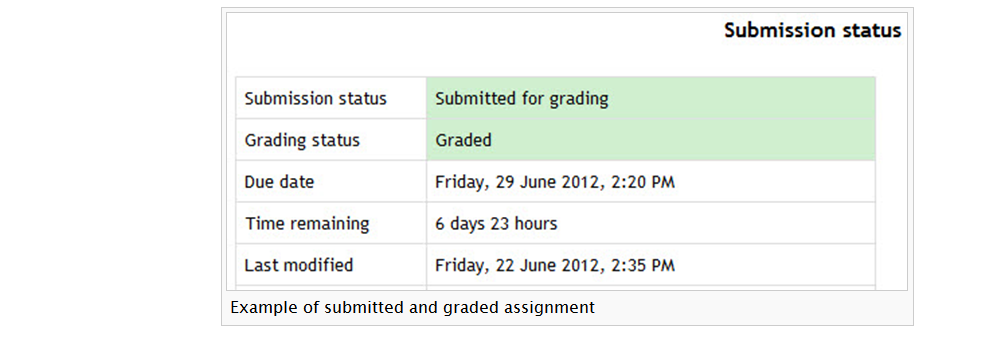


## Submission comments

Depending on how the assignment has been setup, you may be able to leave submission comments to provide any additional information about your submission to your instructor.



You will then submit the assignment for grading:



# Forums

Forums are online discussion boards that allow for interaction amongst students, instructors, and others involved in this course. Your instructor may make participation in these forums part of your grade.

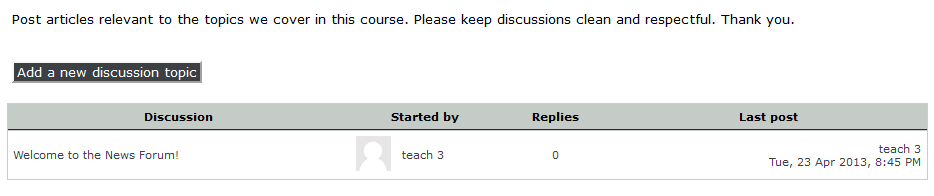
 **Forum Icon** – Forums in Moodle are indicated with the ‘speech bubble’ icon.

## Forum Types

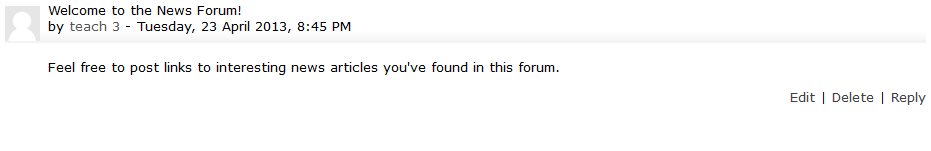
* **Single simple discussion –** This type of forum is a single topic. The topic and replies are all kept on one page, making this useful for short, focused discussions.
* **Standard forum for general use –** This is an open forum where anyone (student or instructor) can start a new topic at any time.
* **Each person posts one discussion –** In this forum, each person can only post one discussion topic. Participants are free to reply to any topics posted.
* **Q and A forum –** In order to view and reply to postings made by others, students are required to post their own perspectives. Once posted, students can view and reply to postings that other students have made.

## Forum Definitions:

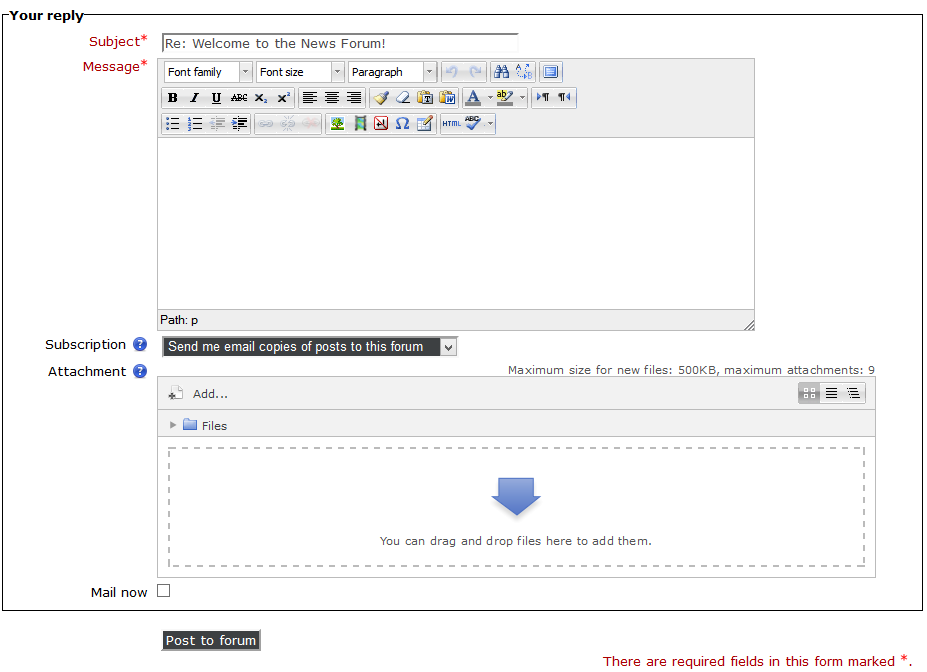
* **Post** – any message within the forum, including the discussion topic and any replies.
* **Subject** – the title of a post.
* **Thread** – A string of replies (or replies of replies) to an original post.
* **Topic** – The subject of the original post of a thread.

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Clicking the Forum Icon will bring you to this page, containing instructions from your instructor and any topics posted.   
• Click the subject of a topic to go to that discussion.  
• Click the ‘Add a new discussion topic’ button to post a new topic.



This is a discussion within a forum.   
• To reply to a discussion, click ‘Reply’ on the far right of the posting.



When you are finished your reply, click the ‘Post to forum’ button.

**NOTE:** You will have 30 minutes to change or delete your posting. After 30 minutes, the message can only be deleted by the instructor.

After clicking ‘Reply’, you will be taken to this screen. In your reply to the post, you can do the following:  
• Add and format text  
• Add pictures, video, and weblinks  
• Add attachments

## Forum Etiquette

To keep our online community safe and welcoming, it is important to follow a few guidelines when posting within the course forums:

**Be nice**

* No ‘flaming’ – in other words, avoid personal attacks, pettiness, abuse. Respect other users, and if you disagree with them, explain why.
* No ‘trolling’ – trolls are posts deliberately designed to provoke an angry response. That doesn’t mean you can’t be controversial, if you really mean it.
* No personal disputes – if it gets personal, take it offline.
* Avoid typing in ALL CAPS, which is considered shouting or yelling.
* Learn to let go – don’t keep harping on about the same thing.
* If someone else’s post offends you, don’t immediately fight back online. Consider whether they really meant to cause offence. It can be easy to sound rude without meaning to, but if you really are troubled by the post, don’t respond – take it to your teacher instead.

**Be effective**

* Post in the most appropriate forum.
* Stay on topic – try to focus on the original topic. In particular, don’t change subject in the middle of an existing thread – start a new topic.
* Conversely, don’t start a new topic if your post relates to an existing one – reply to the existing thread.
* When starting a new topic, make the subject line clear and informative.

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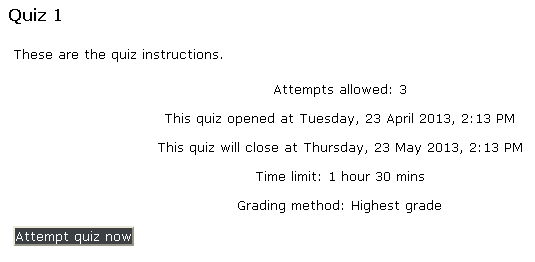
# Quizzes

Quiz Icon

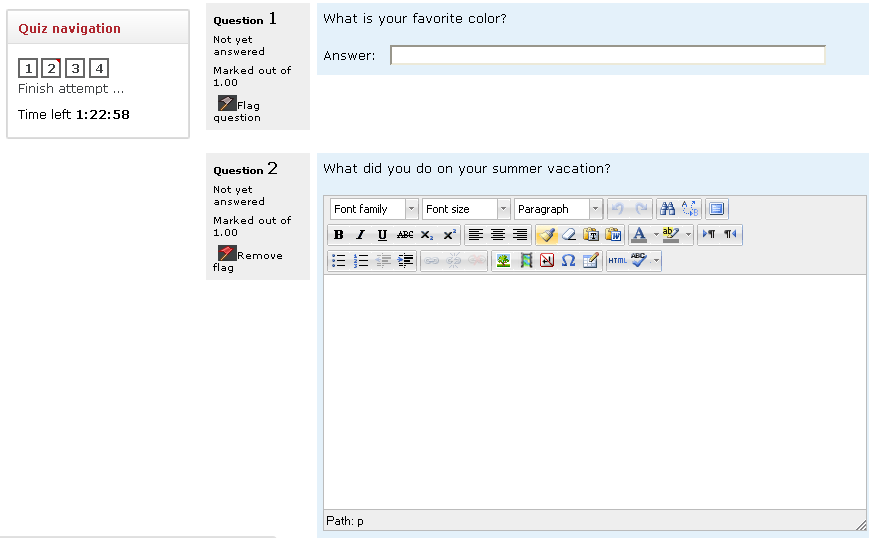


Quizzes in Moodle are indicated with a double checkmark.

Once you enter a quiz, you will see instructions provided by your instructor, the attempts allowed, the date and time the quiz is available, and when the quiz will close. To begin the quiz, select the **Attempt quiz now** button. If the quiz allows for multiple attempts and you have made an attempt, the button will read **Reattempt quiz**. If the quiz only allows a single attempt, a window will appear asking if you wish to continue.



Once you begin the quiz, be sure to read each question carefully. You can flag questions that you wish to skip and/or later review.



Quizzes can have multiple pages. Click the **Next** button located directly under the last question to move to the next page. Clicking **Next** on the final page of the quiz will conclude the quiz.



Clicking “Next” on the last page is the equivalent of clicking “Finish attempt”.

Clicking the “Next” button will bring up the next page of the quiz.

Next Button

Moodle quizzes have a navigation window located on your left hand side of the page. A grey background indicates an answered question. The red corner indicates flagged questions. You can click on the numbers to jump to those questions. When you have completed the quiz, select **Finish attempt**.

Quiz Navigation



Grey background indicates an answered question.

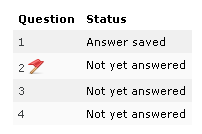
Red corner indicates a flagged question.

Click on a number to jump to that question.

When quiz is completed click “Finish attempt”.

Once you have finished the quiz, a summary page will appear. The question status box will inform you of questions answered, not answered, and flagged. Click on a question number to jump directly to that question. Select the **Submit all and finish** button to conclude the quiz.

Quiz Summary



Clicking “Submit all and finish” will end your attempt. A prompt will appear to confirm. Once accepted it cannot be reversed.

Questions will be marked as either answered or unanswered.

Flagged questions are indicated.

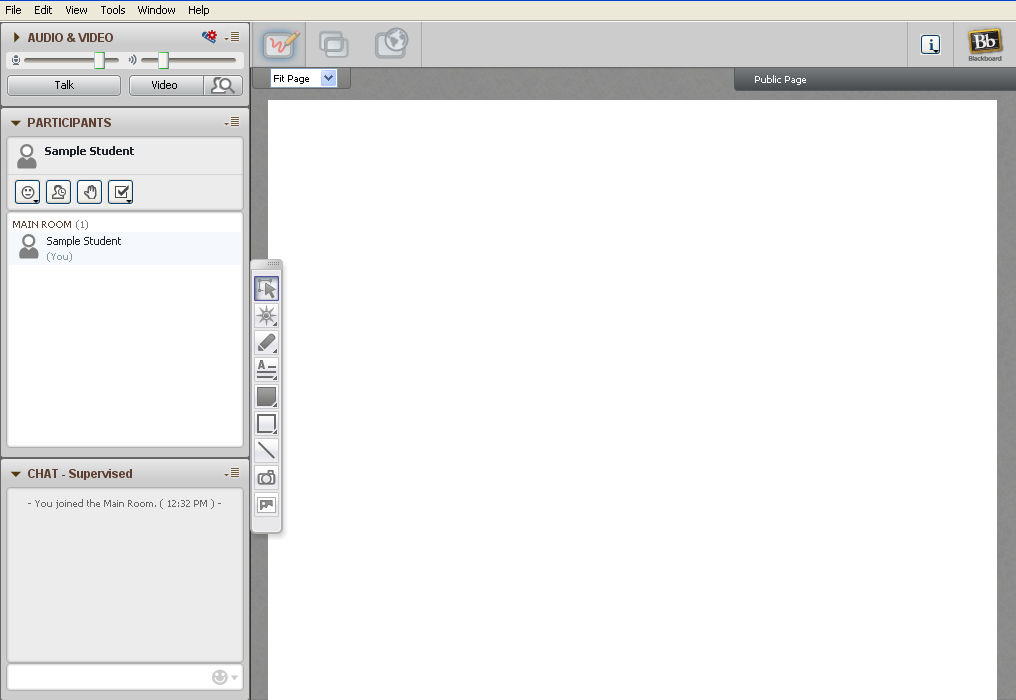
Click on a question number to jump directly to that question.

Before ending your quiz you will see a summary of each question status.

# Elluminate Live/ Blackboard Collaborate

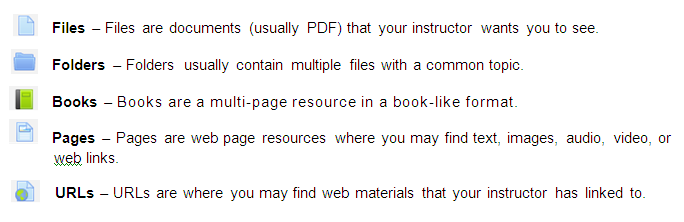
Elluminate Live (eLive), now renamed Blackboard Collaborate, is the virtual classroom for your course if your instructor is using it.  
  
When you log into Elluminate Live you can write on the virtual whiteboard, talk to the instructor and the other students using a microphone, hear them over your speakers, and exchange messages using the chat window.  
  
Once you have found the Elluminate Live icon in your course and clicked on it, a pop-up will appear. Type in your screen name and you will be directed to the virtual classroom. As more students, or the instructor, log in you will see their screen names appear on the left tool bar.

Some instructors, depending on the type of class, will record the Elluminate Live session. This enables you to go back at a later time and play/rewind/fast forward/pause the recorded class.



You can write or type on this virtual whiteboard.

# Appendix A: Resources



# Appendix B: Activities

** Assignments –** Course work done as part of your course. An Assignment in Moodle may consist of an online text box, a ‘drop box’ provided for you to submit files, or an announcement of upcoming offline activities.

** Chat –** An online chat room where individuals can chat with each other in real time within the course, as long as there is more than one person in the chat.

 **Choices –** A poll that allows the instructor to ask students a question, with the students making a selection from a number of choices. This could be for gathering consent, voting on a topic, or choosing activities, for example.

 **Database –** An archive that both students and instructors can contribute to. An example would be a database of useful weblinks.

(NEED ICON) **Elluminate Live Session –** A synchronous classroom meeting where students and teachers can communicate in real-time.

 **External Tool –** This allows interaction with external learning resources and activities on other websites.

 **Forum –** Like a chat room in that students and instructors can interact online, but through posting topics and replying to them. These do not require more than one person to be in a forum at any time as the posts are saved to be looked at and replied to later.

 **Glossary –** A dictionary of terms important to the course. Depending on the course, both students and instructors can contribute words and definitions.

 **Lesson –** A set of content pages and activities with different paths and options that can be worked through and completed.

 **Quiz –** An assessment of learning. These range from short quizzes to large exams. Some examples of question types include multiple choice, numerical response, short answer, and essay questions.

 **SCORM –** A package created using other software and online tools. These packages may include multimedia presentations and other types of assessments. Your instructor will provide you with more information if these are being used.

 **Survey –** Instructors may use surveys to learn more about student learning styles or to obtain feedback from students about the course.

 **Wiki –** An editable collection of webpages. Wikis involve collaboration amongst all involved in a course. An example would be a study guide the class would create together.

 **Workshop –** A peer assessment activity that allows both students and instructors to grade an activity.