Moodle Student User Guide

Aims and Objectives
Aim
- To provide an introduction to using an on-line learning environment.

Objectives
After completing this orientation you will be able to:
- Navigate around the course.
- Identify the key elements of the course, i.e.: Topics, Blocks, Activities, Resources.
- Use the Activity modules showcased in the course.
- Interact with the course teacher and other students.

Student Guide – Introduction
In this guide you will be introduced to the basics of participating in an online course or as part of your regular class. This orientation is separate and can be printed on paper, you will need to refer to it at the same time as taking notice of what is displayed on screen.

The actual appearance on screen is governed by settings on your own computer plus what courses you are enrolled in, and as a result what you see may be slightly different from that shown in the examples.

Please follow the steps in the order shown until you have completed the sections on entering the course and basic navigation.

Entering the Moodle from the website
Browse to http://moodle.kvcc.edu

Log in using your VIP user name and password.

Entering the course

When you first access Moodle you will see the front page. It contains "My courses," calendar, latest news (from the Moodle administrator) and more.

Find your course by selecting it from "My courses" in the left column or scrolling to it in the center column.

When you are confident you have the correct course, click on the text of the course's title.

In some cases, the course may be protected so that only students who have been provided with an enrollment key (password) may enter. If this is the case, you will see a "key" icon adjacent to the course title. ☞ When you attempt to enroll in the course displaying a "key" icon for the first time, you will be prompted for the enrollment key which you will need to enter before you can proceed.

The enrollment key will be provided to you separately; please do not share it with others. Your key will be provided by the instructor via KVCC email or other communication.

The "Guest" icon indicates that a course may be viewed by guests who are not enrolled in the course. Guests are not allowed to participate in activities in the course. In some cases, guests are required to enter an enrollment key to gain access to the course.

In the course

In this section we will take a quick tour of the course environment. Some of the items will be described in more detail later. Please bear in mind that you may not see all of the following in your course; the appearance is determined by your instructor. The course title is shown in the top left-hand part of the screen.

In the top right-hand corner you will see text like: "You are logged in as…"

This shows your user name; if you click on the user name you will display your own profile where you can enter information about yourself and upload a photo. In addition, the word "Logout" is displayed, if you click on this you will exit both the course and the site.

Basic navigation

There are a number of ways to move around the course.

1. "Breadcrumb trail" navigation – is a menu positioned below the KVCC logo which shows your position in the course. The notes below the following breadcrumbs example will make this clearer.

KVCC Moodle ► BUS217 ► Assignments ► Homework Lesson 3

- KVCC Moodle: Clicking on this would take you to the screen which displays all of the courses on the site.
- BUS217: This is the shortened name for this course, clicking on this would take you to the main course page.
- Assignments: Clicking on this would display a list of all of the assignments in this course.
- Homework Lesson 3: This is in a different color and indicates that this is the activity currently being viewed.

This is only one example of how the breadcrumbs menu may appear. Keep an eye on this as you navigate around the course; you will notice that it changes to reflect you current position.

2. Another method for navigating can be found at the foot of each screen or activity. This takes the form of a text link which will take you to either the homepage of the site (where all the courses are listed) or the main screen of your course. The link will display the word used to describe the homepage of the site i.e. "Home".

This is found in the bottom left-hand corner.

You are logged in as Zeke Teststudent (Logout)
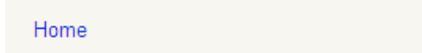
Home

3. If only one topic is showing at a time, you can move to another topic in the course by using the jump menu:

Jump to...
Jump to...
2 - Getting Started with PowerPoint - Lesson 1
3 - Developing Presentation Text - Lesson 2
4 - Revising Presentation Text - Lesson 3
5 - Unit 1 Applications and Exam
6 - Working with Graphics - Lesson 4
7 - Creating Tables - Lesson 5
8 - Creating Charts - Lesson 6
9 - Creating Diagrams with SmartArt Graphics - Lesson 7
10 - Unit 2 Applications and Exam
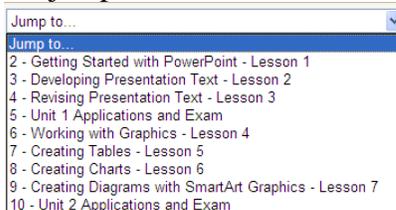
Note: If you use the back button on the browser, click on the "Home," or shortened course name links to navigate to another area of the course **your input may not be saved**. To avoid this always ensure that you **complete what you are doing** within the activity first (e.g., post to a forum, save changes).

4. Throughout the website and course you will encounter text which changes color and becomes underlined when you move your on screen cursor over it. These are text links which, when clicked, will take you to wherever is described in the link text.

5. Finally, it is possible to navigate between pages by using the navigation buttons on your web browser. This is not recommended; you will obtain more consistent results by using the navigation options within the website and course pages.

The main course page is divided into a number of specific areas which you will encounter often (although not necessarily always as mentioned previously). An overview of these is given in the following sections.

Topics

Topics often reside in the center column of the course main page. It is in the topics that your teacher will place the activities, etc., which make up the online elements of your course. The column of topics may vary in appearance depending on how your teacher has designed the course. Topics may be identified by a number, a number and date range or simply by a descriptive name.
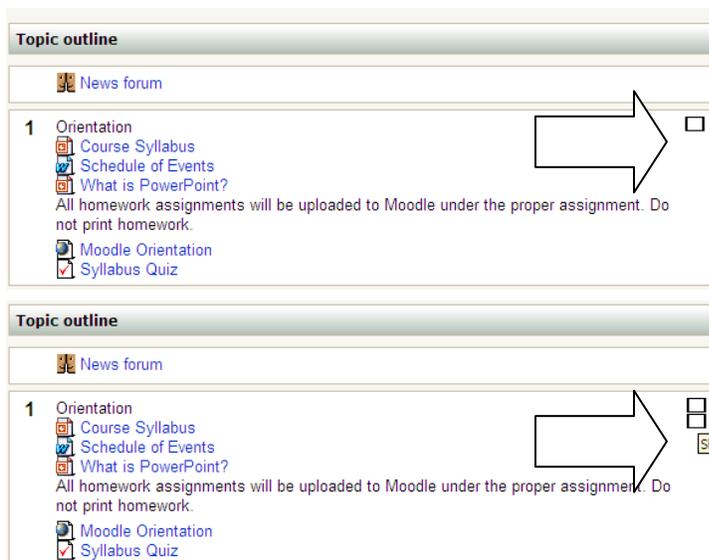
Checking the small box in the upper right corner of a lesson will "collapse" the topics leaving just one in view. The process can be reversed by clicking one of the two squares now displayed at the right of the topic area.
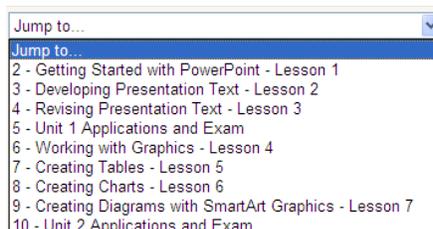
The "Jump to…" menu (at the bottom of the page) allows you to select other topics to view.

Blocks

Blocks reside in the left and right columns of the main course page. They fulfill a range of functions as described below.

People block:

The People block provides links to a list of all participants in the course by clicking "Participants" and your own user profile by clicking "Edit profile".

Course Menu:

Clicking on the folders within this block will take you to the appropriate topic within the course. (The block title displayed varies according to the topic layout chosen by your instructor).

My courses block:

This block displays the courses in which you are enrolled and provides a link to a list of all courses on the site.

Calendar block:

As the name suggests this block provides a calendar function for the course.

Upcoming events block:

This block displays upcoming events together with links to view the calendar and to create a new event in the calendar. The number of upcoming events and the period covered is set by the teacher and may vary between courses.
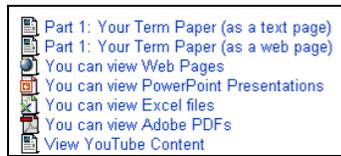
Latest news block (on Front page of Moodle):

Latest News

28 Apr, 13:18
Moodle Admin
Production Moodle is On-Line
more...
Older topics ...

This block displays by **the site administrator** (not your instructor) by the title of the news item and the date and time.

Topic Area

Topic area is located in the **center column**. Your instructor will place **Resources** and **Activities** here. The layout of these items depends on how your instructor has the course set up.

To view **Resources** and **Activities**, simply click on the link. These may display in the same window or in a new window.

Resources:

Part 1: Your Term Paper (as a text page)
Part 1: Your Term Paper (as a web page)
You can view Web Pages
You can view PowerPoint Presentations
You can view Excel files
You can view Adobe PDFs
View YouTube Content

In Moodle, **resources** are the way an instructor can present information to you. Resources include items like text documents, PowerPoint files, websites, etc. Mostly, a resource is anything you will use to gain information about the course content.

Activities:

(Uploade a file) Budget Assignment
Moodle Quiz
Post to a Forum
Moodle talk!

An **activity** in Moodle is an interactive learning segment for a student in a course. Basically, you must do something. Activities can include discussion forums, assignments, surveys, group work, upload files, etc. This topic shows you some of the Moodle activities that **might** be included in a course: remember that instructors will choose the activities they want you to perform, and not everyone will use the same activities.

7