

Student Guide for Using



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Table of Contents

Cover Page	i
Table of Contents	ii
Aims and Objectives	iii
Student Guide – Introduction	1
Registration	2
Registration (cont.)	3
Entering your course	4
Basic navigation	5
Blocks	6
Activity Modules	7
Editing your profile	8
Editing your profile (cont.)	9

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!

Registration

Go to the course website using the site address provided to you by your teacher or the site administrator. If you do not have an account you will need to create one. Read carefully the text under the heading, *Is this your first time here?*

Returning to this web site?	Is this your first time here?
<p>Login here using your username and password: (Cookies must be enabled in your browser) ?</p> <p>Username: <input type="text"/></p> <p>Password: <input type="password"/></p> <p><input type="button" value="Login"/></p> <hr/> <p>Some courses may allow guest access:</p> <p><input type="button" value="Login as a guest"/></p> <hr/> <p>Forgotten your username or password?</p> <p><input type="button" value="Send my details via email"/></p>	<p>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:</p> <ol style="list-style-type: none"> 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 a "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. <p><input type="button" value="Create new account"/></p>

Follow these steps to access your courses:

- Click on the [New Account](#) link in the instructions or the *Create new account* button.

- Complete the New Account form with your details.

Create a new username and password to log in with:

Username:

Password:

Please supply some information about yourself:
(Note: your email address must be a real one)

Email address:

Email (again):

First name:

Last name:

City/town:

Country:

Registration (cont.)

A notice will pop up indicating an email has been sent to your email address.



- You will receive an email immediately at the email address you entered in the form. Click on the link in the email to confirm your registration.




- You will then be taken to back to Moodle. Click on *Courses* to enter the course list.





Entering your course

























Moodle 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 wish to enter. Click on the  icon for more information. Once you have located the course click on the text of the course title.

If you are not already logged into Moodle you will be redirected to the log on page. You will be asked to enter your username and password. These are the same you set when you first registered for the site.

In some cases the course may require an enrollment key (password) to enter. If this is the case you will see a  key icon adjacent to the course title. The enrollment key will be provided separately. Please do not share it with others unless requested to do so by your teacher or site administrator. Email your instructor to receive your enrollment key if you have not received it.

Guests are allowed to enter some course sites. If you see this icon  it means guests are allowed to enter that course. Guests ALWAYS have "read-only" access. In some cases guests are required to enter an enrollment key to gain access to the course.

Available Courses	
 Spring 2006 Courses	
CHDV C125 - 30119 - Pam Hamilton	 
CHDV C125 - 30120 - Pam Hamilton	 
CHDV C202 - 30127 - Lisa Fuller	 
CHDV C207 - 30132 - Lisa Fuller	 
CHDV C252 - 30138 - Vivian Baker	 
CHDV C281 - 32879 - Lisa Fuller	 
CSCI C101 - 30160 - Matt Hightower	 
CSCI C101- 30156 - Cheri Plett	 
CSCI C121 - 30166 (Spr-06)- Valerie Karnes	 
CSCI C125 - 30172 - Joseph Perret	  
CSCI C135 - Acrobat (Spring 2006) - Tom McGovern	 

Basic Navigation

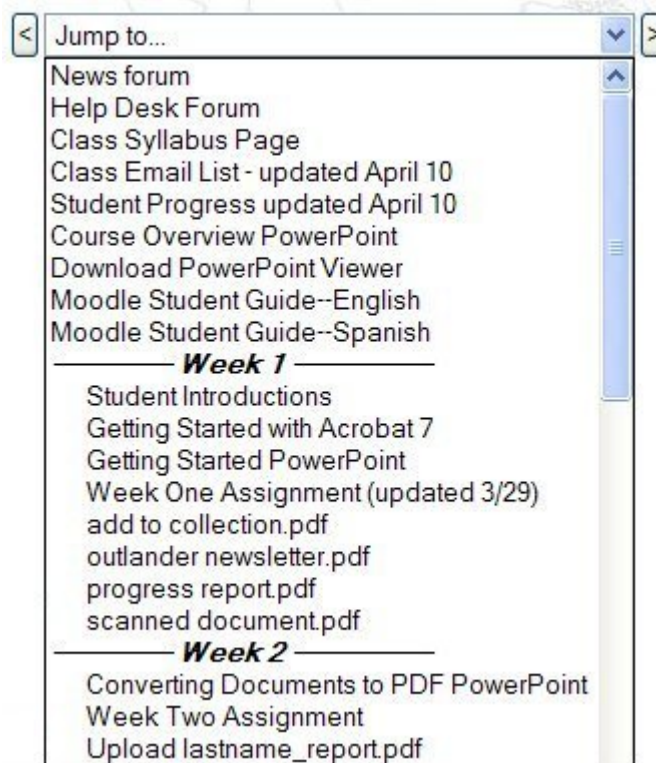
There are several ways to navigate within the course site.

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.

[CCO](#) » [CSCIC135-30175](#) » [Resources](#) » [Week Four Assignment](#)

The above example of a "breadcrumb" shows your current location is Week Four Assignment. 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.

Dropdown menu - another way to navigate the course site is the dropdown menu. It lists all the areas of the course. Just click and go.



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.



Blocks 1



Blocks 2



Blocks 3





Blocks 4


Activity Modules


Moodle 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:


 **Assignments** – Assignments specify a task that requires students to prepare uploading their work to a server. Typical assignments include essays, projects, reports and so on. This module may include grading of the assignment.


 **Chats** - The Chat module allows participants to have a real-time synchronous discussion via the web. This is a useful way to get a different understanding of each other and the topic being discussed.

 **Forums** - This activity can be the most important - it is here that most discussion takes place. Forums can be structured in different ways, and can include peer rating of each posting. The postings can be viewed in a variety of formats, and can include attachments. By subscribing to a forum, participants will receive copies of each new posting in their email. The two most widely used forums are the general forum and the learning forum. The general forum is an open forum where any one can start a new topic at any time. The learning forum is where you might post a discussion response to a question posed by the teacher. Students in the class are then required to comment to a specific number of posts.

 **Journals** – This is a forum where the teacher asks the student to reflect on a particular topic. This answer is private and can only be seen by the teacher, who can offer feedback and a grade on each journal entry.

 **Resources** - Resources can be prepared files uploaded to the course server, pages edited directly in Moodle, or links to external web pages.

 **Quizzes** – This module is for quiz tests, consisting of multiple choice, true-false, and short answer questions. This module may include grading of the assignment.

 **Wikis** - The Moodle Wiki module enables participants to work together on web pages to add, expand and change the content. Old versions are never deleted and can be restored.

Editing your profile

You may edit your profile on Moodle by clicking on your name anywhere it appears. This will take you to the page shown below.



The screenshot shows a Moodle user profile page. At the top, there is a breadcrumb trail: [CCO](#) » [CSCIC135-30175](#) » [Participants](#) » [Your name here](#). Below this, the user's name "Your name here" is displayed. A navigation bar contains three tabs: "Profile", "Edit profile", and "Forum posts". The "Profile" tab is active. To the left of the profile information is a square profile picture of a sun with a blue center and red and yellow rays. The profile information includes: "Location: , United States of America", "Email address:", "AIM ID:", and "Last access: Friday, April 21 2006, 03:24 PM (now)". Below the profile information are two buttons: "Change password" and "Messages". At the bottom of the page, the Moodle logo is visible, and the footer text reads "You are logged in as (Logout)".

Click on the Edit Profile tab to make any changes to your profile. You will be presented with the page shown in the image below. Fill out the information you wish to include in your profile. Not all fields are required. When you are finished with the changes click the Save Profile button.

Your name here

Profile Edit profile Forum posts

First name:

Last name:

Email address:

Email display:

Email activated:

Email format:

Email digest type:

Forum auto-subscribe:

Forum tracking:

When editing text:

City/town:


Country:

Timezone:


Preferred language:

Description:

The following items are optional:

Current picture:  Delete

New picture:

 Max size: 2MB

Web page:

ICQ number:

Skype ID:

AIM ID:

Yahoo ID:

MSN ID:

ID number: (for the teacher only)

Phone 1: (for the teacher only)

Phone 2: (for the teacher only)

Address: (for the teacher only)