



# MOODLE QUICK START GUIDE

For Students

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## Logging into Moodle

### Logging in through school portal:

If your school utilizes what is called a Single Sign On (SSO) you can login via your school's main login page, which will effectively log you into each of your school's services at once (e.g. Moodle, Email, Registration)

## Finding your Course(s)

Once you have logged in to Moodle, using one of the two methods above, you will be brought to your site's 'Front Page'. The Front Page acts as a landing page for all users, and displays useful and pertinent information. Usually you will see some general help information related to your school's help and support teams.

In addition, and more importantly, you will see a list of all courses in which you are enrolled in. This is very helpful as it will save you time from tracking down or bookmarking any classes you need to access on a daily basis:

The screenshot shows the Moodle Front Page for Spelman College. At the top, the Spelman College logo and the tagline "A Choice to Change the World" are visible. Below the header, there is a breadcrumb navigation bar with "My home" and "My courses". A sidebar on the left contains sections for "ADMINISTRATION" (with "My profile settings") and "NAVIGATION" (with links to "My home", "Site home", "Site pages", "My profile", "My courses" - which is expanded to show "201509-91692-01" and "Bio 120\_F15"). The main content area features a "COURSE OVERVIEW" section for "201509-Cell Biology-01", which includes a file icon and the message "You have assignments that need attention", and a forum icon and the message "There are new forum posts". Below this is another course overview for "BIO 120 Cell Biology Commons".

(View of Front Page and My Courses)

## Viewing Profile and Badges

All Moodle users have access to view their Profile and personal settings, including their Messaging, Blog Posts, and Badge settings.

### Profile

In your Profile you can view and choose to edit your personal settings such as: Email Format, Forum Auto Subscription, Forum Tracking, Preferred Language.

### Password

Most schools do have student information maintained and updated via an external Student Information System (SIS), so generally you will not have access to update or change your password directly through the Moodle Profile options.

### Messaging

You can choose which types of Message Outputs will trigger for your Moodle user. Do note that you will see some options set as either Forced or Disallowed, this means that these Message Outputs are set at the site level, and decided upon by your school's administration.

### Blogs

Here you set your Blog preferences if your school utilizes the Blog tool.

### Badges

You can set your Moodle Badge options, as well if you want to display your Badges publicly through the Mozilla Backpack connection.

The image consists of three separate Moodle navigation panels, each with a close button in the top right corner:

- MAIN MENU**: Contains a "Site news" link.
- NAVIGATION**: Contains links for "Home", "My home", "Site pages", "My profile", and "My courses".
- ADMINISTRATION**: Contains a dropdown menu under "My profile settings" with the following items:
  - Edit profile
  - Change password
  - Messaging
  - Blogs
  - Badges

(How to Access Profile Options)

## Submitting Assignments

To submit an Assignment, you will need to navigate to the needed Assignment itself. Once you click on the Assignment Title link, you will be brought to a screen which shows you a bit of basic information about the Assignment, which can include any instructions, the due date, and time left remaining to submit. You will also see an option to upload an attached file, or a text box if the Assignment is designed to have online text editor.

### Test Assign File Upload

Test Assign

#### Submission status

Submission status	No attempt
Grading status	Not graded

**Add submission**

Make changes to your submission

(View of getting started in an Assignment)

If uploading a file, you will need to locate the file via the File picker from your computer or online repository

Test Assign

File submissions

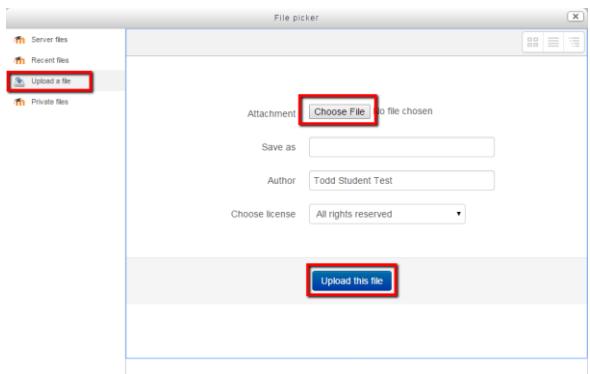
Maximum size for new files: 1MB, maximum attachments: 1

Click to add a new File

Save changes Cancel

You can drag and drop files here to add them.

(Adding a New File)



(Uploading a File)

After uploading your file, or filling in the text editor, you will be able to submit your Assignment. This is a step that might or might not be needed, depending on how your Instructor set up the submission settings.

## Test Assign File Upload

Test Assign

### Submission status

Submission status	Draft (not submitted)
Grading status	Not graded
Last modified	Thursday, October 23, 2014, 3:55 PM
File submissions	test text.txt
Submission comments	<a href="#">Comments (0)</a>

Edit submission

Make changes to your submission

Submit assignment

Once this assignment is submitted you will not be able to make any more changes.

## Submitting Quizzes

To take a Quiz, you will need to navigate into the needed Quiz activity, and ensure that you are ready to start your quiz, keeping in mind that a time limit might be implemented for the quiz by your instructor.

### Test Quiz 1

Test

Time limit: 2 hours  
Grading method: Highest grade  
**Attempt quiz now**

(Starting a Quiz with Time Limit shown)

Once you have started your Quiz attempt, you will be able to see the Quiz Questions, the Time Limit (if imposed), and the different pages within a quiz.

### Todd Test Course

The screenshot shows a Moodle Quiz page titled 'Test Quiz 1'. At the top, there's a 'QUIZ NAVIGATION' box containing '1' and 'Finish attempt ...'. Below it, a red box highlights 'Time left: 1:58:43'. To the right, 'Question 1' is listed as 'Not yet answered' with a mark of '1.00'. A 'Flag question' link is also present. The main area shows a question 'ABCD' with four options: 'a. B', 'b. A', 'c. D', and 'd. C'. A 'Next' button is at the bottom right. Red arrows point from the 'Time left' box and the 'Finish attempt' text in the navigation bar to a callout box that says 'You can navigate between Quiz Pages, and also choose to Finish your Attempt'.

(View of Quiz Page)

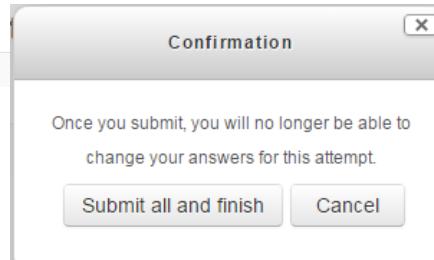
After you have completed all the Quiz Questions on all of the pages, you will be able to 'Submit All and Finish'. This will finalize your attempt and submit all your answered questions. Do note that you will have a confirmation screen pop up, to ensure that you are ready to submit your answers.

### Test Quiz 1

#### Summary of attempt

Question	Status
1	Answer saved

Return to attempt  
Time left 1:56:20  
This attempt must be submitted by Thursday, October 23, 2014, 4:20 PM.  
**Submit all and finish**



(Submit button, and Confirmation popup)

Once you have submitted your Quiz, you can always navigate back in to the Quiz, to view your answers, and if the Instructor has allowed it, the ability to see the correct answers.

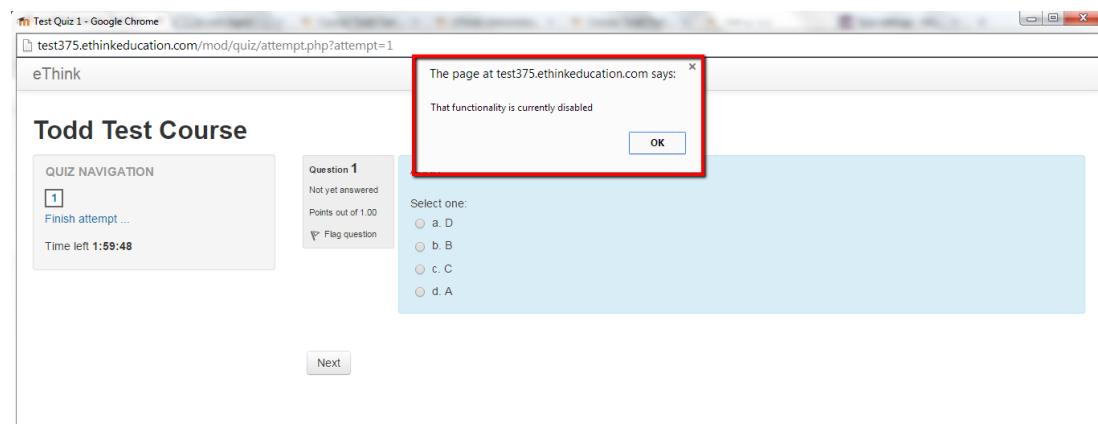
## Using Safe Exam Mode

An Instructor might choose to help reduce the ability for students to use outside help within Moodle's online Quiz activity. When this happens, your instructor will change a setting within the quiz, to enable some extra Exam Security. When this is enabled, you will notice that the

quiz is launched in its own window. This window has some Javascript Safe Exam features enabled, such as:

- The quiz will only start if the student has a JavaScript-enabled web-browser
- The quiz appears in a full screen popup window that covers all the other windows and has no navigation controls
- Students are prevented, as far as is possible, from using facilities like copy and paste

You will notice that if you try to copy and paste in text, you will see a notice from your browser, similar to the following:



(Secure Javascript Safe Exam Mode)

If you're ever having problems with a quiz, and may suspect that it is due to a Safe Exam Mode quiz, be sure to check that your Java is fully up to date:

<https://java.com/en/download/index.jsp>

## Viewing and Adding Forum Posts

Viewing and Adding Forum Posts can be a very large part of daily course work, and is a great way to maintain communication with classmates online.

Navigate to the desired Forum you wish to view. Once you click into the Forum, you will be greeted with a view of all Topics that have been posted within the particular Forum. Note that you can add a new Top Level Topic if the Instructor has allowed it within the Forum settings.

### Test Forum

Test - Ratings - Highest Rating

<a href="#">Add a new discussion topic</a>			
Discussion	Started by	Replies	Last post
Test Topic 2	 eThink Admin	0	Thu, Oct 23, 2014, 4:05 PM
Test Topic 1	 eThink Admin	0	Thu, Oct 23, 2014, 4:04 PM

(View of all Topics within a Forum activity)

By clicking into a specific Topic heading, you will be able to see any top level comments and replies made to the Topic Heading. Note that any replies are nested for easy viewing of the discussion flow.

### Test Forum

Display replies in nested form ▾

 Test Topic 2  
by eThink Admin - Thursday, October 23, 2014, 4:05 PM

A second test Forum Topic  
5 words

[Reply](#)

 Re: Test Topic 2  
by eThink Admin - Thursday, October 23, 2014, 4:06 PM

Follow-Up reply by Instructor  
4 words

[Show parent](#) | [Reply](#)

 Re: Test Topic 2  
by Todd Student Test - Thursday, October 23, 2014, 4:07 PM

Reply to Follow-up reply by Instructor  
6 words

Maximum rating: -

[Show parent](#) | [Edit](#) | [Delete](#) | [Reply](#)

 Re: Test Topic 2  
by Todd Student Test - Thursday, October 23, 2014, 4:07 PM

(View of single Topic Heading, and its replies)

Some Forums might have grading or ratings associated with your Forum posts, but that would be something you will be notified of by the instructor, and can generally be seen within the Forum information when you first click into a particular Forum.

## Viewing your Grades

To view your grades, you will simply need to enter the desired course, and navigate to the Administration Block>Course Administration>Grades.

The screenshot shows the Moodle Administration block. Under 'Course administration', the 'Grades' link is highlighted with a red box. Other options like 'Participants', 'Badges', 'General', and 'Resources' are also listed.

(How to Access Grades)

Here you will be shown the course's graded items, and the grades you have been marked with for those assignments, as well as an aggregated total in the course.. Some grade items might be hidden from student view at the behest of the course's instructor, so if you do happen to notice a missing grade item, do send questions their way as a first point of contact.

### Todd Test Course: View: User report

The screenshot shows the 'User report' page for the 'Todd Test Course'. The navigation path is Home > My courses > toddtestcourse > Grade administration > User report. A dropdown menu shows 'User report' selected. The main table displays grade items: 'Test Assign', 'Test SCORM', 'SCORM Test', 'Test Quiz 2', and 'Course total'. The 'Course total' row is highlighted with a red box.

Grade item	Grade	Range	Feedback
Test Assign	100.00	0–100	Test
Test SCORM	100.00	0–100	
SCORM Test	100.00	0–100	
Test Quiz 2	-	0–10	
Course total	100.00	0–100	

(View of Course Grade Items and Totals)

You also do have the option from this page to view your Overview Report, which shows your course totals in all enrolled courses.

### Todd Test Course: View: Overview report

The screenshot shows the 'Overview report' page for the 'Todd Test Course'. The navigation path is Home > My courses > toddtestcourse > Grade administration > Overview report. A dropdown menu shows 'Overview report' selected. The table shows one course entry: 'toddtestcourse' with a grade of '100.00', which is highlighted with a red box.

Course name	Grade
toddtestcourse	100.00

(View of all Course Totals)

## Activity Completion and Conditional Access

Some courses might utilize the Activity Completion and/or the Conditional Access features.

### Activity Completion

Activity Completion, allows your instructors to set up criteria to set a point when an activity is completed. This can be done either by allowing the students to manually mark their own completion (a nice way to keep of checklist of class activities completed), or by setting some criteria based on things like Activity Viewed, or Student Receives Grades. This Activity Completion might be used in conjunction with Conditional Access, effectively restricting access to certain activities, until you have completed prior objectives.

You'll see in the screenshot below, that you can always click on the 'My Progress' button to view some help information about Completion Tracking. In addition, you will notice that the Yellow boxes have not been completed yet, the Green box, is an activity in which the student completed based on the instructor's criteria, and the Blue boxes, were marked manually by the student.

The screenshot shows a Moodle course page. At the top right is a 'Your progress' button with a question mark icon. A red arrow points from this button to a tooltip window titled 'Completion tick boxes'. The tooltip contains three sections: 1) 'A tick next to an activity name may be used to indicate when the activity is complete.' 2) 'If a box with a dotted border is shown, a tick will appear automatically when you have completed the activity according to conditions set by the teacher.' 3) 'If a box with a solid border is shown, you can click it to tick the box when you think you have completed the activity. (Clicking it again removes the tick if you change your mind.) The tick is optional and is simply a way of tracking your progress through the course.' To the right of the tooltip are three examples: a yellow box with a dotted border (empty), a green box with a solid border and a checked tick (filled), and a blue box with a solid border and a checked tick (filled).

(Completion Tracking Progress)

### Conditional Access

Conditional Access allows your instructors to set up 'self-paced' learning in which you can complete certain activities to unlock the next resource or activity. If an activity is restricted with Conditional Access settings, you will see that the Activity is hidden until you complete the necessary criteria.

The screenshot shows a Moodle course page. At the top right is a 'Your progress' button with a question mark icon. A red arrow points from this button to a tooltip window. The tooltip text reads: 'Note the Grey text, this denotes that the activity is inaccessible, until the below requirements are met.' Another red arrow points from the tooltip to 'Test Quiz 2', which has a grey checkmark icon. A third red arrow points from the tooltip to a box containing the text 'Not available unless:' followed by a list: 'The activity **Test Quiz 1** is complete and passed' and 'It is on or after **October 28, 2014**'. Below this box is another box containing a single grey checkbox icon.

(Quiz with Conditional Access Requirements)