MOODLE QUICK START GUIDE

For Students

eThink Education
Moodle Quick Start Guide
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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:

(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.

(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**

<table>
<thead>
<tr>
<th>Submission status</th>
<th>No attempt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grading status</td>
<td>Not graded</td>
</tr>
</tbody>
</table>

![Add submission button](image)

(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](image)

Click to add a new File

![Save changes button](image)

(Adding a New 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

<table>
<thead>
<tr>
<th>Submission status</th>
<th>Draft (not submitted)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grading status</td>
<td>Not graded</td>
</tr>
<tr>
<td>Last modified</td>
<td>Thursday, October 23, 2014, 3:55 PM</td>
</tr>
<tr>
<td>File submissions</td>
<td>test_text.txt</td>
</tr>
</tbody>
</table>

Submission comments

- Edit 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

(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

(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 finalized 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

(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:

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.

(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.

(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.

(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.

(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.

(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.

(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.

(Quiz with Conditional Access Requirements)