

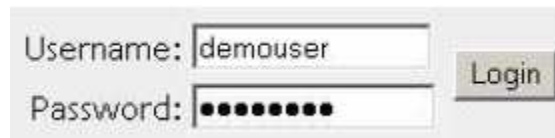
# Getting Started With Moodle: A Student Guide

## Introduction

In this guide you will be introduced to the basics of participating in an online course. The actual appearance on screen is governed by settings on your own computer and as a result what you see may be slightly different to that shown in the examples.

## *Entering the course*

Go to <http://moodle.lycoming.edu> and enter your Novell network user id and password to enter the course. If you do not know your Novell network password, please go to ITS during office hours (M-F, 8-4:30pm) with your student ID. Please remember that Moodle may be accessed anywhere in the world that you have Internet access.




A screenshot of a Moodle login form. It features two input fields: "Username:" containing the text "demouser" and "Password:" containing a series of black dots. To the right of the password field is a "Login" button.

Once you are in Moodle click on the “All Courses” link on the upper left hand side of the page. Navigate to the course you wish to enroll in and click on the course. If the course asks you to enroll, please do so. If the course asks for an enrollment key, please enter the enrollment key provided by your instructor. Please do not share any enrollment keys with other students. Please note that the word enrollment is spelled with only one “l” in many of the Moodle courses. Although people in the U.S. spell this word with two l’s, not everyone around the world uses this spelling and Moodle is used all over the world.



A screenshot of a Moodle enrollment key form. It features a single input field labeled "Enrolment key:". Below the input field are two buttons: "Login" and "Cancel".

Before we move on, it’s worth mentioning the “Guest” icon  that appears next to some courses in Moodle. This icon indicates that a course may be viewed by guests who are not enrolled on 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 future courses, as they are not all essential for every course.

The course title is shown in the top left hand part of the screen. In this case we are in the “Getting Started” course. In the top right hand corner you will see something like the following:

You are logged in as [Demo User](#) (Logout)

This shows your user name (in this case Demo User). When you wish to exit Moodle, please use the logout selection next to your name to log out of Moodle.

## ***Basic navigation.***

There are a number of ways to move around a Moodle course. The most common way to get around Moodle is to use the course breadcrumbs. The breadcrumbs are positioned below the course title and show your position in the course. The notes below the following breadcrumbs example will make this clearer.

A horizontal breadcrumb trail with four items: 'Moodle', 'Bio440', 'Resources', and 'Practice Quiz questions'. The 'Practice Quiz questions' item is highlighted in a darker blue color, indicating the current page.

- Moodle: Clicking on this would take you to the screen which displays all of the courses on the site.
- BIO440: This is the shortened name for this course. Clicking on this would take you to the main course page. BIO440 is just being used as an example.
- Resources: Clicking on this would display a list of all of the resources in this course.
- Practice Quiz Questions: This is the actual resource that was selected from the main course page. As the last entry in the breadcrumb trail it should appear in a highlighted color to indicate that this is the activity currently being viewed.

The above is only one example of how the breadcrumbs menu may appear. Keep any eye on this as you navigate around the course, you will notice that it changes to reflect your current position.

When you are in a course activity you can move to another activity or resource in the course by means of the following:



The “Next / Previous” buttons (below) will take you back and forth between the activities and resources in the order in which they appear in the course topics. Clicking the drop down list will allow you to select from the complete list, in topic order, and navigate directly to your selection.



Note that if you use the above or click on the “BIO440” 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.

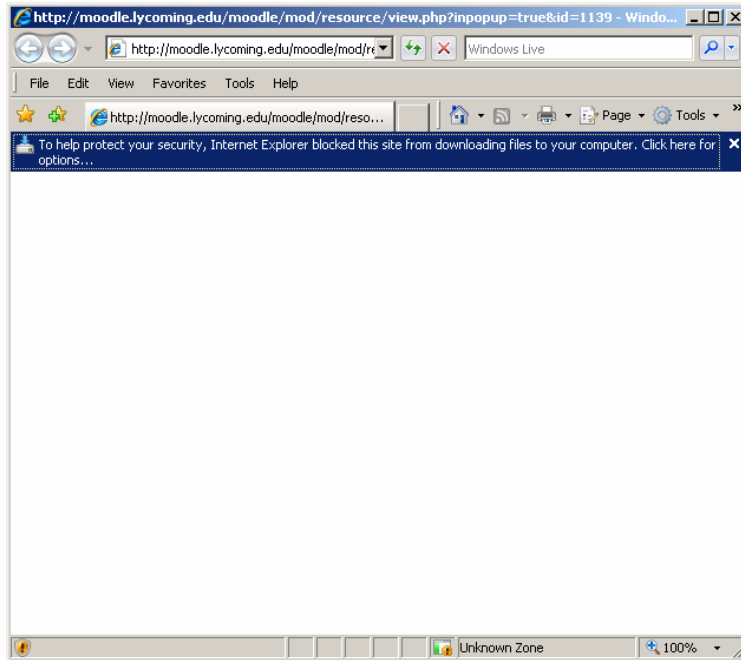
Throughout the website and course you will encounter text which changes color and becomes underlined when you move your on screen cursor over it. These are text links which, when clicked, will take you to whatever is described in the link text.

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

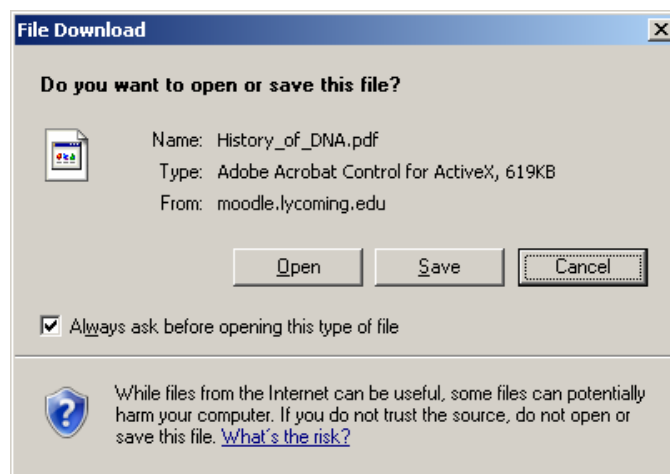
The main course page is divided into a number of specific areas which you will encounter often. An overview of these is given in the following sections.

The middle section of the course will display course content in a format chosen by the instructor. The most common format will be the Weekly Outline format that organizes the course week by week. The second most common format will be the Topics Outline format that organizes the course by topic. Instructors will place activities and resources for the course within these blocks. You may also encounter a Social Forum format course that is just a discussion forum for instructor(s) and students to post questions/comments and reply to those posts. The type of format used will appear at the top of the middle section.

The activities or resources that the instructor places in the middle section of the course main page are accessed by clicking on the activity or resources. The resources are often information that is uploaded to Moodle by the instructor for student view. The resources may be in different formats. Depending on how the instructor posted the material you may see the resource open within the browser window in Moodle or another browser window will open. You will also encounter the Internet Explorer security bar when you click on the material as shown below. When you see this security bar you may click anywhere in the bar and choose “Download File.” Please note that if you click on the “X” on the right hand side of the bar then you will not be able to open the file.



As soon as you click on the “Download File” selection you are prompted to open or save the file as shown below. If you want to download the resource off of Moodle and save it somewhere else then you should save it. If you choose to print the file, please note that Adobe PDF resource files should not be printed using the browser print button. The file may only print a few pages or will not print at all if you use the printing function from the browser. Please use the print button within Adobe PDF when printing this type of file.



For the Weekly Outline and the Topic Outline formats, it is possible to focus on one topic only and to access the other topics by selecting from a drop down list. This can make navigation more convenient where there are many topics in a course. To achieve this click on the squares at the right edge of the topic area you want displayed, see below.



This 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. When clicked, the “Jump to ...” menu allows you select other topics to view.



## **Blocks**

The right and left hand sides of the main course page include blocks that display various information. The blocks that appear will vary depending on the course you are in, since the instructor can choose what blocks to display. Some of the most common blocks that you will encounter are 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”. Sometimes you will see a reference to “Groups” in this block. This means that your teacher has established separate groups amongst the participants in the course. The manner in which you may view or interact with members of other groups (if at all) will vary depending on the needs of the course.



### **Online users block**



This block displays who is (or has been online) in the course.

### Topics / Section links block



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

### Activities block



This block displays all of the available activity types in the course. Clicking on the text to the right of the activity icon will display a list of all of the available activities of that type.

### Search block



This block can be used to search for text within the forum entries in the course. Forums are a particular type of course activity which we will look at in more detail later. To search simply enter the text sought in the field and click the “Search forums” button.

## 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. The number of upcoming events and the period covered is set by the instructor and may vary between courses.

## Recent activity block



This block displays recent activity within the course together with links to the activity itself and a full report of recent activity. The number and nature of the items will depend on the amount and type of activity in the course.

## Latest news block



This block displays brief details of news added to the Course News Forum including who posted the news, the title of the news item and the date and time. Clicking on the word “more...” will take you directly to the full news item.

## Administration block



This block contains a link to the Grade book where you can monitor your achievement against each graded activity if your instructor is using grading within the Moodle course.

## Logging Out of Moodle

When you are done with Moodle, please remember to logout using the selection next to your log in name in the upper right hand corner of the screen. Moodle will automatically log you off within two hours if there is no activity within Moodle. However, it is important that you log off of Moodle when using any public computer.