

MOODLE LEARNING MANAGEMENT SYSTEM: ORIENTATION FOR STUDENTS

~ PART THREE: NAVIGATING A MOODLE COURSE ~

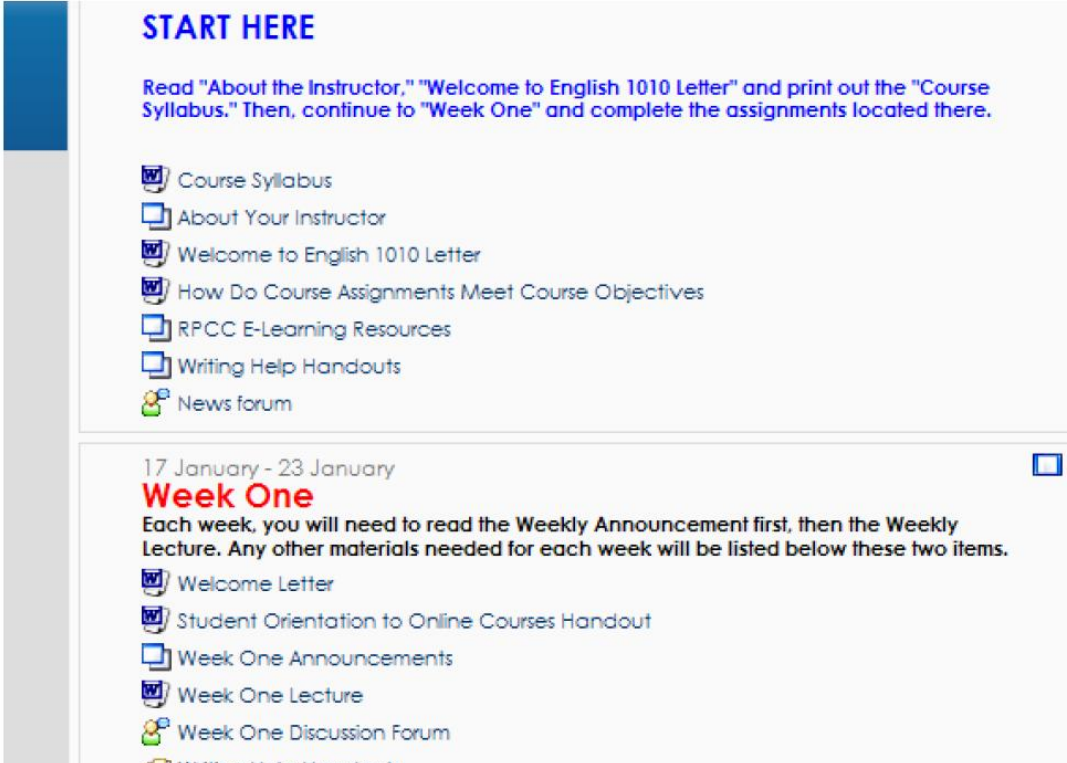
When you click on the course link, no matter how you access it, you will see the course front page.

YOUR COURSE'S FRONT PAGE

A course front page is divided into several sections depending on the instructor's preference. The white area running down the middle is for course content. Most instructors arrange their courses in either weekly or topic format.

Your instructor may choose to show only one topic or week at a time, all content, or make only specific topics available to you at any given time. The content layout is decided by the instructor and so every course will be different. However, the Moodle elements contained in each course will be the same such as quizzes, forums (discussions), and homework submissions.

Example of Weekly format:



The screenshot shows a Moodle course front page with a blue sidebar on the left. The main content area is divided into two sections. The top section is titled "START HERE" in blue. Below the title is a paragraph of instructions: "Read 'About the Instructor,' 'Welcome to English 1010 Letter' and print out the 'Course Syllabus.' Then, continue to 'Week One' and complete the assignments located there." Below this text is a list of links, each with a small icon: "Course Syllabus" (document icon), "About Your Instructor" (document icon), "Welcome to English 1010 Letter" (document icon), "How Do Course Assignments Meet Course Objectives" (document icon), "RPCC E-Learning Resources" (document icon), "Writing Help Handouts" (document icon), and "News forum" (forum icon). The bottom section is titled "17 January - 23 January" in grey, followed by "Week One" in red. Below this is a paragraph: "Each week, you will need to read the Weekly Announcement first, then the Weekly Lecture. Any other materials needed for each week will be listed below these two items." Below this text is another list of links with icons: "Welcome Letter" (document icon), "Student Orientation to Online Courses Handout" (document icon), "Week One Announcements" (document icon), "Week One Lecture" (document icon), and "Week One Discussion Forum" (forum icon). A small blue square icon is visible in the top right corner of the "Week One" section.

Example of Topic format:

Topic outline

START HERE:

Read "About the Instructor," "Welcome to English 2620" and print out the "Syllabus." Then, continue to "Exam One" where you will read the first "Course Introduction" Lecture and then complete the "Introduce Yourself" forum under

- Course Syllabus
- Welcome to English 2620
- About Your Instructor
- RPCC E-Learning Assistance
- Writing Help Handouts
- News forum

1 Exam One Materials

- Exam One Lectures
- RPCC Supplemental Reading Materials

If on your syllabus you see "OL" next to a reading, this means a particular assigned reading is not for Internet. In this folder, I provide a web link to each "OL" reading selection. Most of the OL readings are a selection of Native American literature and modern poetry, so instead of having you buy a book or good selections via the Internet. If it helps you to copy/paste the poem into a Word document for please do so.

2 Assignments

- Literary Analysis Essay on Turn of the Screw Materials
- Brochure Materials

The areas on the left and right side of the course are called "Blocks". Each course may contain different blocks, but the most common blocks include:

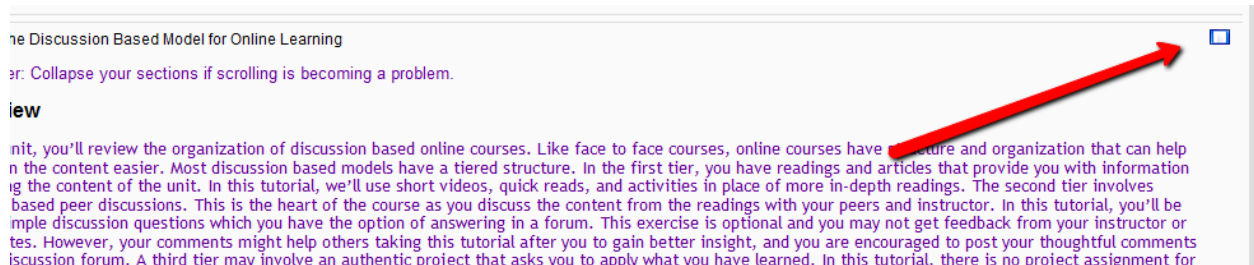
- Activities
- My Courses
- People
- Administration

At Marietta College, the blocks are blue:

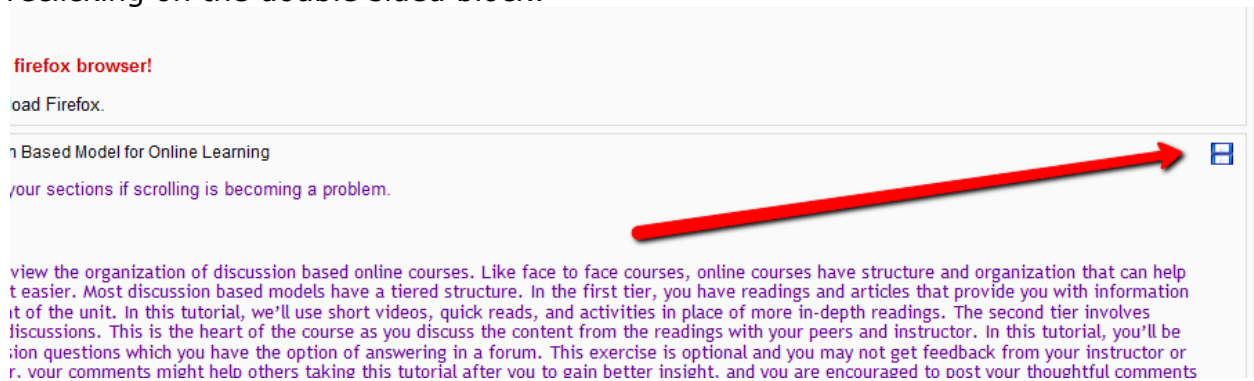
The screenshot shows a Moodle course interface. On the left, there is a vertical navigation menu with several blue blocks: 'People' (containing 'Participants'), 'Administration' (containing 'Turn editing on', 'Settings', 'Assign roles', 'Grades', 'Groups', 'Backup', 'Restore', 'Import', 'Reset', 'Reports', 'Questions', 'Files', 'Profile'), and 'Activities' (containing 'Assignments'). On the right, the 'Topic outline' section is visible, containing text and a 'News forum' link. A red box highlights the word 'Blocks' within the 'Administration' block, and three red arrows point from this box to the 'People', 'Administration', and 'Activities' blocks respectively.

NOTE: Your teacher or site administrator may add blocks and place them in different locations.

Sometimes the content contained in an online course makes your front page very long which requires a lot of scrolling. You can collapse your page, by clicking on the window on the right hand side of any block:



When you do this, you only see one block but you can easily reopen all blocks by relicking on the double sided block:



Alternatively, you can access a course block by using the 'jump to' dropdown under the course section:



PEOPLE BLOCK

The Participants link located in the People block lists all of the students and instructors enrolled in the course. You can click a name link to access another user's profile. To see your instructor's profile and contact information, select Instructor from the Current role drop-down box, and then click on the appropriate link to access his/her profile.

Inactive for more than

Current role:

(Accounts unused for more than 120 days are automatically unenrolled)

First name:

Surname:

User picture	First name / Surname	City/town	Country	Last access
	Bugs Bunny	RPCC	United States	9 secs
	Daffy Duck	Sorrento	United States	Never
	Elmer Fudd	RPCC	United States	Never
	Peppy Lepew	RPCC	United States	Never
	Marvin Martian	RPCC	United States	Never
	Porky Pig	RPCC	United States	Never

You may also filter by the first initial of the First name or Surname. Profiles show only the information the participant has added and allowed others to view. Once you enter a participant's profile, you can click the "Send Message" button to send a message to the participant. Upon login, he/she will see a popup message from you.

Peppy Lepew

Profile Forum posts Advanced Forum posts Blog

Country: United States
City/town: RPCC
Email address: plepew123@students.rpcc.edu
Courses: English Composition I-E01 (RPCC--Sp11), RPCC Library Services
Last access: Thursday, 13 January 2011, 04:39 PM (now)
Roles: Student

Send message

EDIT YOUR PROFILE

You may edit your profile in Moodle by clicking on your name anywhere it appears (top right corner of your course page, the Administration block (Profile link), or in

the Participants link).

- Click on "Edit Profile"



The screenshot shows a Moodle user profile for 'Bugs Bunny'. At the top, there is a navigation bar with tabs: Profile, Edit profile (highlighted with a red arrow), Forum posts, Advanced Forum posts, Blog, and Activity reports. Below the navigation bar, the profile information is displayed. On the left is a profile picture of Bugs Bunny holding a carrot. To the right of the picture, the following information is shown: Country: United States, City/town: RPCC, Email address: bbunny123@students.rpcc.edu, Courses: English Composition I-E01 (RPCC--Sp11), RPCC Library Services, Last access: Thursday, 13 January 2011, 04:51 PM (58 secs), and Roles: Student. At the bottom of the profile, there are two buttons: Change password and Messages.

- Clicking on the "Show Advanced" button will allow you to add optional information if you desire, but only your instructor is permitted to view this information.

It is recommended that you add a picture to your profile. Photos can be no more than 100x100 pixels in size. Use .jpg format.

Other Profile tabs

Within your Profile you may view Activity Reports which record logs of each time you access the course.

ADMINISTRATION BLOCK

Administration block contains important links to your Grades and Profile. Click Grades to view your scores for activities during the semester that have been

posted or graded by your instructor. If no Grades link is present, then your instructor has chosen not to use the Moodle gradebook.

User report - Bugs Bunny

View

Overview report User report

Grade item	Grade	Percentage	Feedback
English Composition I-E01 (RPCC--Sp11)			
Exams			
Week One Discussion Forum	100.00 % (10.00)	100.00 %	
Assignment One Drafts	100.00 % (5.00)	100.00 %	
Peer Evaluation Questions for Assignment One	50.00 % (5.00)	50.00 %	
Submit Draft of Assignment 1	60.00 % (3.00)	60.00 %	
"Sex, Lies, and Advertising" Quiz	-	-	
Assignment Two Drafts	-	-	

CALENDAR AND UPCOMING EVENTS BLOCK

The course Calendar is an optional block and your instructor may not choose to use it. If it is used, when your instructor assigns a due date to any course activity, it is also added to the course calendar. The Upcoming Events block (another optional block) includes a list of upcoming activities that are based on the activities that include due dates.



To go to a more detailed view of events in the Calendar, click on the month name. You may check calendars for all of the courses in which you are enrolled by selecting the course from the drop-down list above the calendar in detailed view.

COURSE ACTIVITIES BLOCK

Although it is recommended that you follow the guidelines that your instructor provides for the course, in addition to the front page content links, you may also

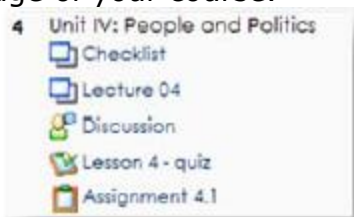
access Resources and Activities from the Activities block. The content of the Activities block is dependent upon the activities in the course.

Common activities include:

- Assignments: projects, papers, and other activities assigned by your instructor
- Forums: News forums, Announcements, Discussion forums
- Quizzes: Lists the quizzes and tests in your course.
- Resources: Lists of course prepared files and resources by the instructor (syllabus, checklists, lecture materials, etc.)

Assignments

Each activity and assignment is also associated with a particular icon on the front page of your course.



Instruction for Activities are not provided in this document. The Activities block provides a way to check on your progress for Assignments and Activities. The graphic below shows a student's Assignments as accessed through the Activities block. Any assignments that you have not submitted or that have not been graded would appear blank.

Miscellaneous > rpENGL_1010_E01_Sp11 > Assignments

Week	Name	Assignment type	Due date	Submitted	Grade
4	Submit Draft of Assignment 1	Advanced uploading of files	Tuesday, 13 April 2010, 09:20 PM		60.00 % (3.00)
6	Submit Draft of Assignment 2	Advanced uploading of files	Tuesday, 13 April 2010, 09:15 PM		-
7	Submit Portfolio One	Advanced uploading of files	Tuesday, 13 April 2010, 10:10 PM		-