

GETTING STARTED WITH MOODLE STUDENT GUIDE



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1. What is Moodle and how can you use it?

Moodle is an Open Source Course Management System (CMS), also known as a Learning Management System (LMS) or a Virtual Learning Environment (VLE). It has become very popular among educators around the world as a tool for creating online dynamic web sites for their students.

Moodle is utilized to help professors and students in creating effective online learning environment.

1. Who can access Moodle?

All registered users using a valid username and password, can access Moodle once they have access to the Internet.

2. How do you access Moodle?

By visiting the following URL:
<http://elearn.etsc.org/>

لم يتم دخوله. (دخول)

You can login by clicking (دخول) in the upper left corner. Then, enter your username and password in the **LOGIN** block.

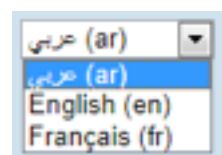
You can log out from the same, in the upper left corner, by clicking on (خروج).

تم دخوله بصحة ELIAS GHAZAL (خروج)



Notes:

- ✓ The default language for this site is Arabic but you can choose from the drop down list your preferred language.
- ✓ This guideline is based on the English interface.



3. What will you see when you log into Moodle?

When you log in, Moodle page reloads and it is presented by customizable information that is relevant to you.

- At the bottom you can see a list of available categories and the total number of courses assigned to each category.

COURSE CATEGORIES	
	الكتاب المقدس (1)
	الكنيسة (1)

B. A block called **MY COURSES**. This block contains a list of your courses and a general description about each one. **MY COURSES** block allows navigation between all of the courses in which you are registered as a student. To see the content of any course content, click on its title.

C. **NAVIGATION** block: It contains a tree menu and provides easy access to various sections:

- My home: A personalized home page displaying links to the courses you are registered to. And the **ONLINE USERS** block.
- Site pages: Links to site pages and resources from the front page of Moodle.
- My profile: Quick links allowing you to view your profile, forums' posts, blogs and messages as well as the ability to manage your private files.
- My courses: Lists (by course short name) and links to courses you are associated with. Click the course's short name to view the front page of the course or use the arrows to navigate quickly to a specific section, resource or activity.

NAVIGATION

- Home
 - **My home**
 - ▶ Site pages
 - ▶ My profile
 - ▶ My courses

D. **SETTINGS** block: This block provides you with easy access to change various settings. What appears in the setting block depends upon the page being shown.

When you login you have access to edit your profile, change your password and change the message settings from this block as well as your blog preferences.

SETTINGS

- ▼ **My profile settings**
 - Edit profile
 - Change password
 - Messaging
 - ▶ Blogg

2. Customize your profile and change your password

To customize your personal profile, go down to the left hand side and look for the **SETTINGS** block, click on **My profile settings** menu and choose **Edit profile** link.

The first thing to note in the new window, are these items listed in red. These fields are required.

SETTINGS

- My profile settings
 - Edit profile**
 - Change password
 - Messaging

Make sure you typed a valid email address; if not, other users

Home > My profile settings > Edit profile

General

First name*

Surname*

Email address*

Email display

Email format

Email digest type

Forum auto-subscribe

Forum tracking

When editing text

AJAX and Javascript

Screen reader

City/town*

Select a country*

Timezone

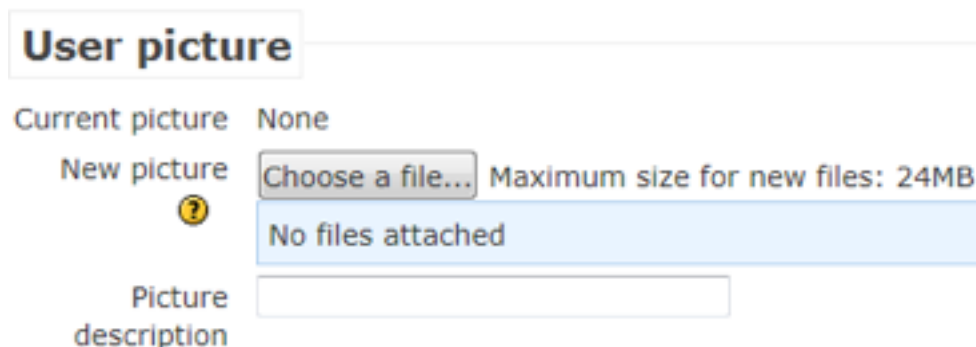
Preferred language

Description ?

(teachers and students) will not be able to e-mail you directly from inside of Moodle.

You can add a short description about yourself inside the **Description** field.

When you scroll down a little bit further you will find the **User picture** section. If you upload your picture, users will be able to see this picture and this picture will be used in various places to represent you. For this reason use a close - up of your face.



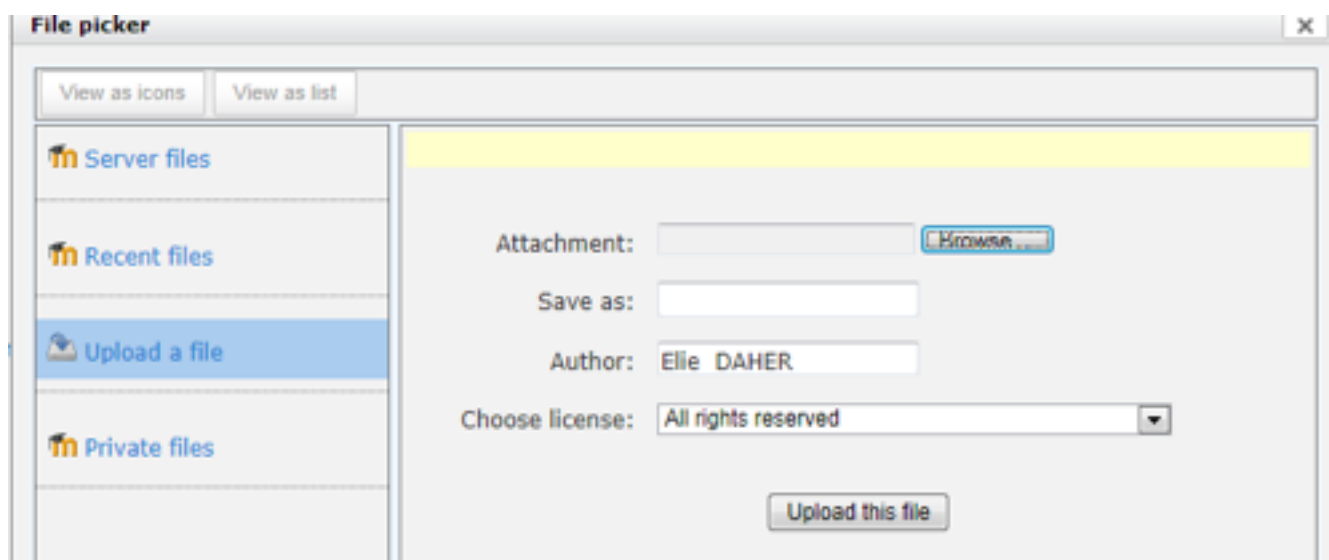
User picture

Current picture None

New picture Maximum size for new files: 24MB

Picture description

In this section click on **Choose a file** button



File picker

View as icons View as list

Server files

Recent files

Upload a file

Private files

Attachment:

Save as:

Author: Elie DAHER

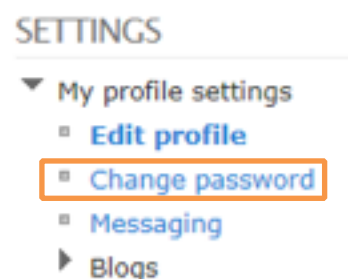
Choose license: All rights reserved

Then click **Upload a file** on the left hand side to upload a picture from your computer to the server, click **Browse** and choose your picture and then press **Upload this file**. Make sure that the file is not larger than the maximum size listed or it will not be uploaded.

If the new picture does not appear when you go back to your profile, just press on CTRL + F5 to refresh the page, in the picture description field just type your full name.

When you are done, click on the **Update profile** button at the bottom of the page.

If you want to change your password, you are able to do that from the same block on your left hand side (**SETTINGS** block) and you can also access the built-in Messaging service. If you go ahead and click on this link (Messaging), this will bring up a set of preferences to configure how you like to be contacted - by email



SETTINGS

- My profile settings
 - Edit profile
 - Change password
 - Messaging
 - Blogs

or by a pop-up notification - depending on the different systems available inside Moodle.

3. What will you see when you click on one of your courses?

To access your courses, go to the **NAVIGATION** block and expand **My courses** menu to see a list of your courses. Once you click on the name of your course, this will take you to your course and a list of available topics appears underneath the course name in addition to the **Participants** and **Reports** sections in your Moodle homepage. You should have the similar to that shown below:



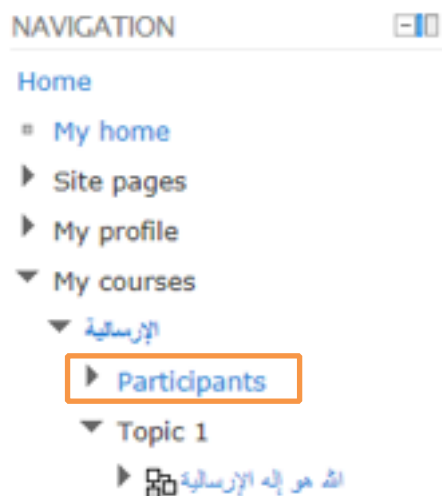
1. **Navigation bar:** This bar displays hyperlinks showing where you are in relation to the course or the Moodle homepage. Clicking on **Home** will always bring you back to your Moodle homepage.
2. **Course content area:** This area acts as a placeholder for the content of the course; it contains a list of available topics and each topic of the course has its own content block associated with it. If you want to focus on just a content of a specific topic, in the upper right corner of each of these content blocks you can find a small box icon.
 - See one topic icon:** The icon on the right side on each content block allows you to hide the other topics. This is a useful functionality if you have many topics because it saves you from scrolling.
 - See all topics icon:** This icon allows you to display all topics available in your course. This icon is available when some topics are hidden.

4. How to open a course inside Moodle?

You can at any time access a specific course from the **NAVIGATION** block by expanding the **My courses** menu and clicking the course name.

The courses contain at least the lesson and the quiz activities; some may contain forums and assignments.

Underneath the name of the course you can see a link called **Participants**. When you click this link you will see a list of teachers and students who are part of this course.

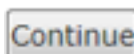


1. How to start reading a lesson?

A lesson may contain videos (just click on the video to play it), texts to be read, downloadable files, essays and possibly a discussion forum.

To start reading a lesson activity, expand the topic menu and choose the lesson. The **LESSON MENU** block appears to facilitate the navigation inside the lesson.

Just hit the **Continue** button to go to the next page.



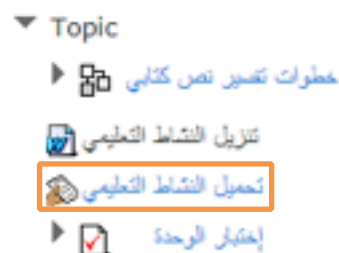
2. How to answer an Essay question?

As mentioned above, some lessons may contain essays. An essay question type is intended for short answers of a paragraph or two and this kind of questions should be reviewed and graded by your teacher.

You should answer the question to be able to proceed to the next page; type your answer and press the **Submit** button to jump to the next page.

3. How to submit an Assignment?

An assignment allows teachers to collect work from you as a student, review it and provide feedback including grades. In this guideline we will only cover the **Upload a single file** assignment.

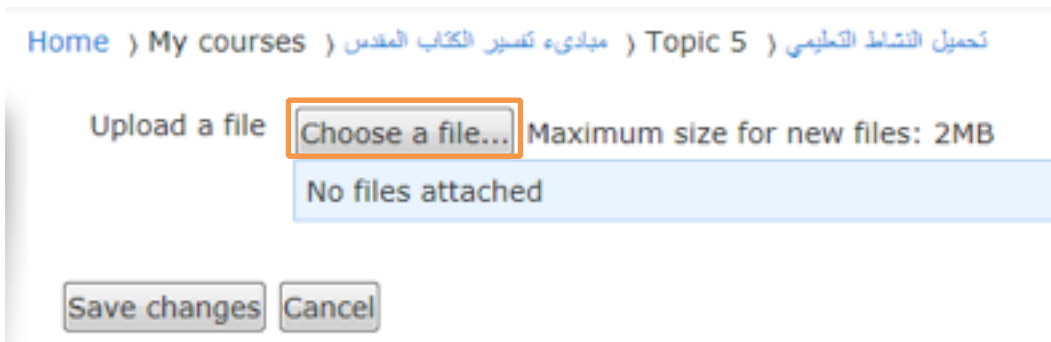


To submit an assignment, follow the following steps:

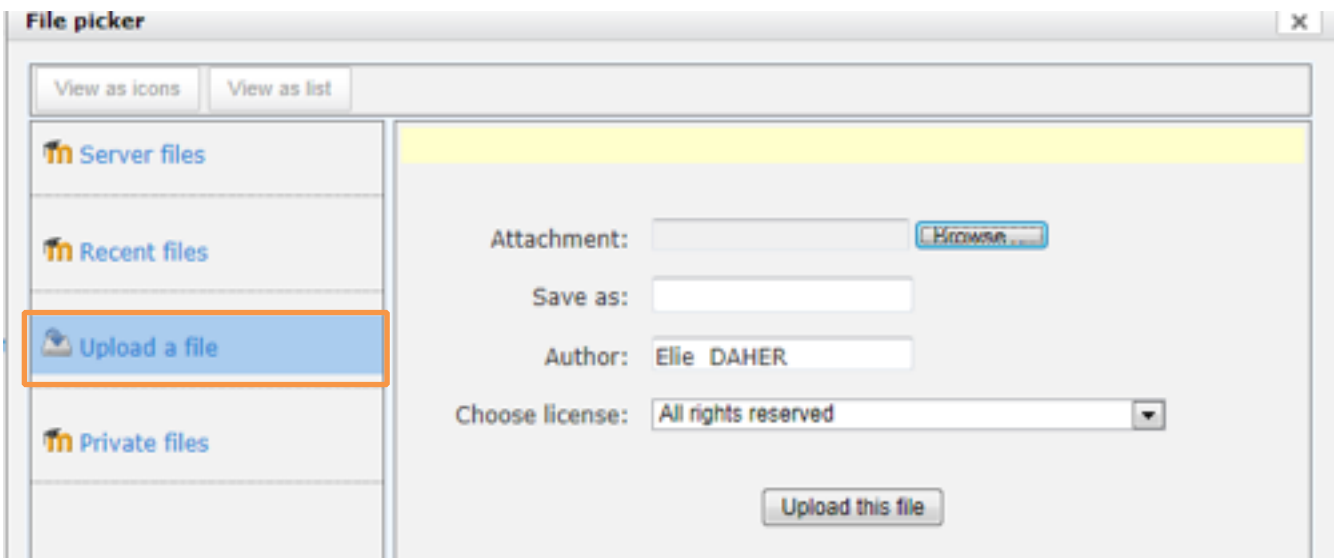
- ✓ First click on (تحميل النشاط التعليمي) link under the Topic menu (see the picture on your right side)

- ✓ Click the **Upload a file** button.

- ✓ Click on **Choose a file** (see the picture below)



- ✓ The File picker window opens. Click **Upload a file** on the left hand side to upload the file from your computer to the server, click **Browse**, choose the file, hit **Open** and then press **Upload this file**. Make sure that the file is not larger than the maximum size listed or it will not be uploaded.



- ✓ Click the **Save changes** button to save the file.

4. How to contribute to a forum?

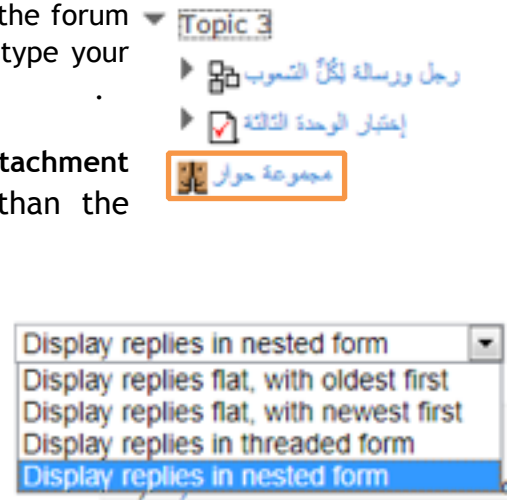
A discussion forum enables participants to communicate online using text. Moodle allows tutors to set up and configure online forums for students. As participant you can receive posts by email, and/or log onto Moodle to view them.

You can access a forum from the topic menu by clicking the forum name. To contribute to the forum click the **Reply** link, type your text and then hit the **Post**



You can also upload files by pressing **Add** button in the **Attachment** section. Make sure that the file is not larger than the maximum size listed or it will not be uploaded.

From the upper left corner you can choose how the replies are displayed on your screen.



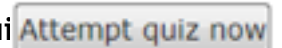
5. How to answer a quiz?

One of the common activities that you have to complete inside your Moodle course is an online assessment in a form of a quiz.

You can access a quiz by clicking the quiz name link from the topic menu. You will be given some instructions about the quiz and the grading method used for it which is the highest grade you will achieve on all your different attempts.



To begin your first attempt for a quiz, click on the button **Attempt quiz** and then enter the quiz.



You can jump to any question inside the quiz using the **QUICK NAVIGATION** in the upper right corner.



Click on the **Next** button at the bottom of the page to see the next page of questions if available.

Click on the **Flag question** link next to the question to put a temporary marker on it.

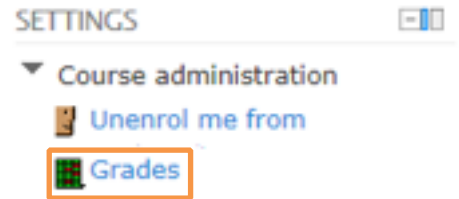


Click **Finish attempt** link in the **Quiz navigation** block to finish your exam and the **SUMMARY OF ATTEMPT** page reviews the questions. The **Status** column tells you if you have unanswered questions or flagged questions. Click on any question number to return to the quiz.

When you click **Submit all and finish**, a confirmation message will pop up: **Once you submit, you will no longer be able to change your answers for this attempt**, you can choose **Cancel** or **Submit all and finish**.

5. Checking grades

Throughout the course you've participated to some graded activities. To start using the grade book you have to go to the left hand side to the **SETTINGS** block and click on the **Grades** link.



When the grade book loads you are taken into the regular view which is the **User report**.

[Home](#) > [My courses](#) > [مبادئ تفسير الكتاب المقدس](#) > [Grade administration](#) > [User report](#)

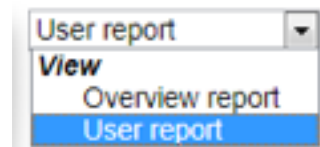
User report ▾

User report – Elie DAHER

Grade item	Grade	Range	Percentage	Feedback
مبادئ تفسير الكتاب المقدس				
كلمة الله والإعلان الإلهي	-	0-20	-	
كتاب من ثلاثة مخططة وموجهات لتفسيرية خاطئة	-	0-20	-	
إختبار الوحدة الثانية	-	0-80	-	
الموجهات الدقة لعائلة التفسير 1	-	0-20	-	
الموجهات الدقة لعائلة التفسير 2	-	0-20	-	

The grade book displays all graded activities (lesson, essays, forums participation and quizzes) the student's **Grade** for each, the **Range**, **Percentage** and **Feedback** if available. You can anytime click on any activity to go directly to it and complete it.

You can also view the grade book using the **Overview report**. You can choose the overview report from the view drop down list.



You can also view other courses' grades by clicking on the name of the course.

Overview report

Overview report – Elie DAHER

Course name	Grade
مبادئ تفسير الكتاب المقدس	-
الإرسالية	-

6. How can you send messages using Moodle?

Moodle provides messaging facility to allow direct communication between teachers and students. The idea is very straightforward. You select the users that you want to send a message to. If the user is logged into Moodle, a pop-up window will appear with the message, which they can answer immediately. If the student is not logged into Moodle, then a message is forwarded to the user's email address.

6. How can you send messages using Moodle?

The following steps explain how to send a message to students in your class or to your teacher in more detail:

1. When logged into Moodle, and in the relevant course, click on **Participants**.

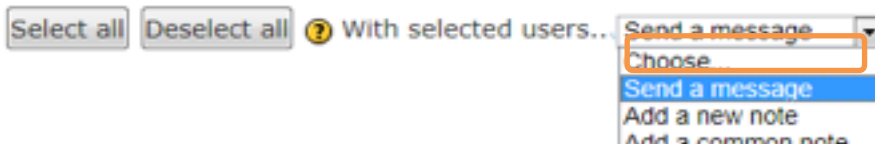


2. You get a screen similar to the following:

All participants: 24

First name : AllABCDEFGHIJKLMNOPQRSTUVWXYZ
Surname : AllABCDEFGHIJKLMNOPQRSTUVWXYZ

Picture	First name / Surname	Email address	City/town	Country	Last access ↑	Select
	Elie DAHER	EDaher@ABTS.edu	Beirut	Lebanon	14 secs	<input type="checkbox"/>
	Zeina DAHER	ZDaher@ABTS.edu	Beirut	Lebanon	41 mins 52 secs	<input type="checkbox"/>



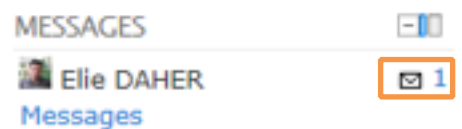
3. If you want to send a message to all the students in this course, click on **Select all**. If you want to send a message to one or more users, you can individually select the users by clicking on **Select** box for each one.

4. Next, select **Send a message** from **With selected users** drop down menu.

5. You can now enter the text of the message that you want to send. Once you have finished entering the message, click on **Preview** to see the text of the message.
6. Click **Send** if you are ready to send the message or **Update** if you want to edit the message or the list of recipients.
7. You will be presented with a confirmation message telling you that the message has been sent. Click on **Back to participants list** to return to the list of participants.

2. How can you read messages sent from other users?

Scroll down to the **MESSAGES** block. You may see a number inside this block indicating the number of messages that have been currently sent to you. If you click on this number, you can read **All messages** or the **Recent messages** only. To add this user to your list of contacts, click on the **Add contact** link. You can also Block this user.



You have also a space to type a message and send it directly to that user by pressing the **Send message** button.

To search for other users go ahead and click on the **Search** button.