

## **Student Guide – Introduction**

In this guide you will be introduced to the basics of participating in an online course. It will take you step-by-step through registration, entering the Moodle environment and working within Moodle.

What is Moodle?

Moodle is a program that allows the classroom to extend onto the web. Your Instructor has many options in setting up the Moodle environment so you may access your assignments, interact with the students in your course, upload assignments, access resources, and much more. This guide is your map to the electronic classroom.

Happy learning!

## **Entering your course**

Find the Moodle icon at the top of <http://www.skagit.edu/mysvc>



Then click the Login button at the top right of the screen. Login with your MySVC username and password. There is help with your username and password on the right side of the login screen.

Moodle is structured around the concept of courses. When a student logs in they are presented with a screen which contains a list of courses in which they are enrolled. The student may also access a full list of courses by doing a keyword search.

Locate the course you wish to enter. Click on the icon for more information. Once you have located the course click on the text of the course title. If you are not already logged into Moodle you will be redirected to the log on page. You will be asked to enter your username and password

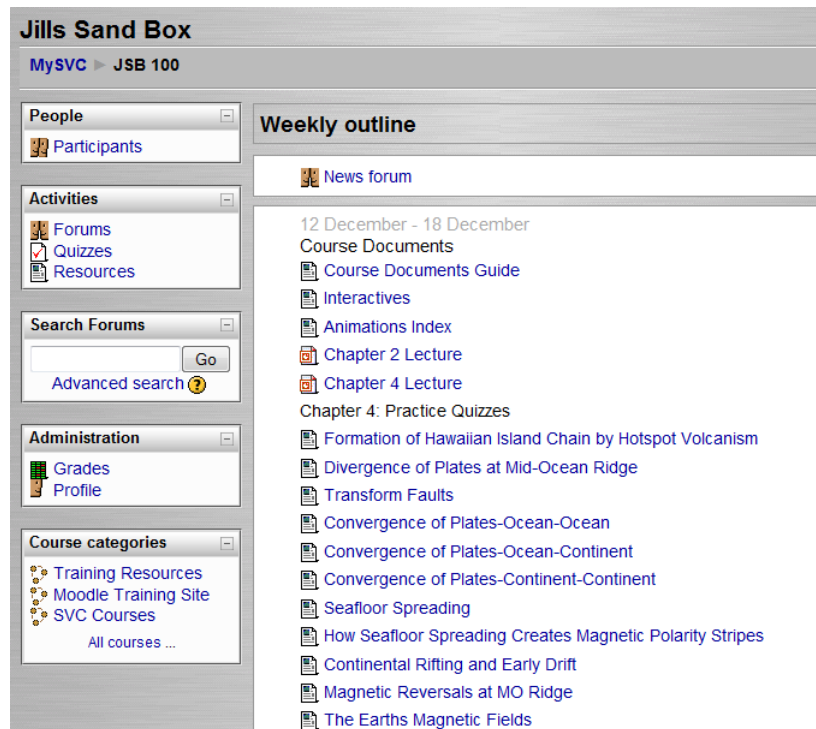
## **Basic Navigation**

There are several ways to navigate within the course site.

Breadcrumbs - this is a menu positioned below the course title showing your location within the course site. Just as you got there you can now retrace your steps in the opposite direction to return to where you started. Just like leaving a trail of breadcrumbs thus the name.

## Blocks

Whenever a different activity or resource is added to the course an icon will appear in a Block representing a specific Moodle Activity Module. Here are just a few of the types of Blocks the instructor may use to set up a course.



The screenshot shows a Moodle course interface for 'Jills Sand Box' (MySVC > JSB 100). The left sidebar contains several blocks: 'People' with a 'Participants' link; 'Activities' with links for 'Forums', 'Quizzes', and 'Resources'; 'Search Forums' with a search box and 'Go' button; 'Administration' with links for 'Grades' and 'Profile'; and 'Course categories' with links for 'Training Resources', 'Moodle Training Site', 'SVC Courses', and 'All courses ...'. The main content area is titled 'Weekly outline' and features a 'News forum' block. Below this, a date range '12 December - 18 December' is shown, followed by a list of course documents and resources, including 'Course Documents', 'Course Documents Guide', 'interactives', 'Animations Index', 'Chapter 2 Lecture', 'Chapter 4 Lecture', 'Chapter 4: Practice Quizzes', and a series of documents related to plate tectonics and seafloor spreading.

## Activity Modules

Moodle contains a wide range of Activity Modules that may be used to build up any type of course. Activity Modules are represented by icons as shown in the examples below. Your instructor will determine which Activity Modules will best facilitate the learning environment for your course. The icons will link to a list of all the instances Activity Module appear throughout the course.

Here are some of the more common Activity Modules you will encounter in your courses:



**Assignments** – Assignments specify a task that requires students to prepare uploading their work to a server. Typical assignments include essays, projects, reports and so on. This module may include grading of the assignment.


**Chats** - The Chat module allows participants to have a real-time synchronous discussion via the web. This is a useful way to get a different understanding of each other and the topic being discussed.




**Forums** - This activity can be the most important - it is here that most discussion takes place. Forums can be structured in different ways, and can include peer rating of each posting. The postings can be viewed in a variety of formats, and can include attachments. By subscribing to a forum, participants will receive copies of each new posting in their email. The two most widely used forums are the general forum and the learning forum. The general forum is an open forum where any one can start a new topic at any time. The learning forum is where you might post a discussion response to a question posed by the teacher. Students in the class are

then required to comment to a specific number of posts.

**Journals** – This is a forum where the teacher asks the student to reflect on a particular topic. This answer is private and can only be seen by the teacher, who can offer feedback and a grade on each journal entry.

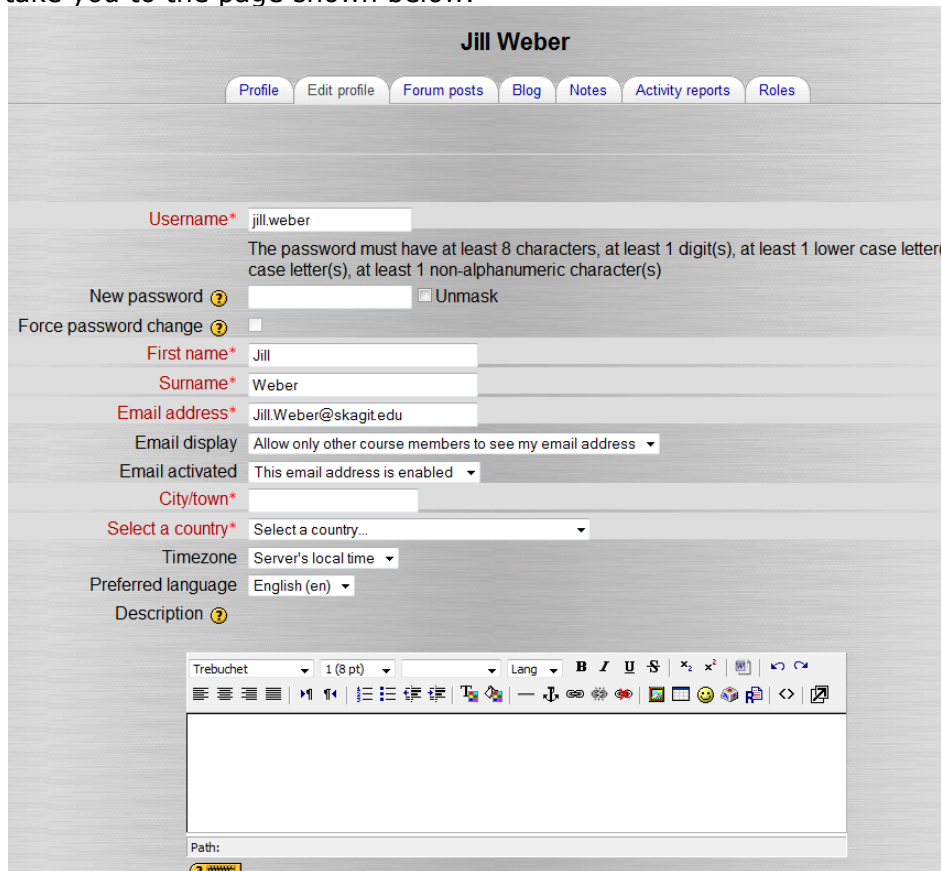
 **Resources** - Resources can be prepared files uploaded to the course server, pages edited directly in Moodle, or links to external web pages.

 **Quizzes** – This module is for quiz tests, consisting of multiple choice, true-false, and short answer questions. This module may include grading of the assignment.

**Wikis** - The Moodle Wiki module enables participants to work together on web pages to add, expand and change the content. Old versions are never deleted and can be restored.

## Editing your profile

You may edit your profile on Moodle by clicking on your name anywhere it appears. This will take you to the page shown below.



The screenshot shows the Moodle user profile editing interface for Jill Weber. At the top, the name "Jill Weber" is displayed, followed by navigation tabs: Profile, Edit profile, Forum posts, Blog, Notes, Activity reports, and Roles. The "Edit profile" tab is active. The form contains several fields:

- Username\***: jill.weber
- New password**: A text input field with a help icon and an "Unmask" checkbox.
- Force password change**: A checkbox.
- First name\***: Jill
- Surname\***: Weber
- Email address\***: Jill.Weber@skagit.edu
- Email display**: A dropdown menu set to "Allow only other course members to see my email address".
- Email activated**: A dropdown menu set to "This email address is enabled".
- City/town\***: A text input field.
- Select a country\***: A dropdown menu set to "Select a country...".
- Timezone**: A dropdown menu set to "Server's local time".
- Preferred language**: A dropdown menu set to "English (en)".
- Description**: A text area with a help icon.

Below the form is a rich text editor toolbar with various icons for text formatting (bold, italic, underline, strikethrough), alignment, list creation, and other editing functions. The toolbar includes a font size dropdown set to "1 (8 pt)", a language dropdown set to "Lang", and a "Save" button at the bottom left.

Click on the Edit Profile tab to make any changes to your profile. You will be presented with the page shown in the image below. Fill out the information you wish to include in your profile. Not all fields are required. When you are finished with the changes click the Save Profile button.