



An Introductory User Guide for Students



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1 Introduction

When writing this manual we assume that you have at least a basic knowledge of using a computer including input devices like a mouse and keyboard. In addition, it is assumed that you are familiar with your web browser and navigating between pages on the internet.

In this guide you will be introduced to the basics of using Moodle as part of your studies. The most appropriate use of this manual is to have it to hand whilst you use Moodle for the first time. An online version of this guide is available on your Moodle Home page in case you wish to refer to it later in electronic format.

How to best use this guide is up to you. It has been written so that you can either work through it in a linear way or jump to any specific sections as you wish.

1.1 What is Moodle?

Moodle is one of a number of new developing Virtual Learning Environments (VLE). Simply, VLEs are software that is designed to add to traditional learning methods in order to enhance the learning experience of their users. Moodle runs as an interactive website with a number of features and activities designed to engage learners and promote collaborative, student-centered learning.

1.2 Getting Started

Our experiences of Moodle tell us that it is a pretty intuitive tool to use. How easy *you* find it will depend on your own background. That said, a general rule of “have a go and see what happens” can be applied in most cases.

On the Moodle *Home* page you can find our *Frequently Asked Questions or FAQ*. These should help with any difficulties you encounter after working through this user guide. They are found in the *Main Menu* to the top-left of the page.

This document will guide you through:

- how to edit your profile
- page layout including blocks
- basic navigation around the site and your courses
- activities and resources

First of all though, let's look at the most basic - logging on.

2 Logging In.

Moodle is basically a web site like any other and is therefore available wherever there is an internet connection. To get to the Moodle website open your web browser and go to:

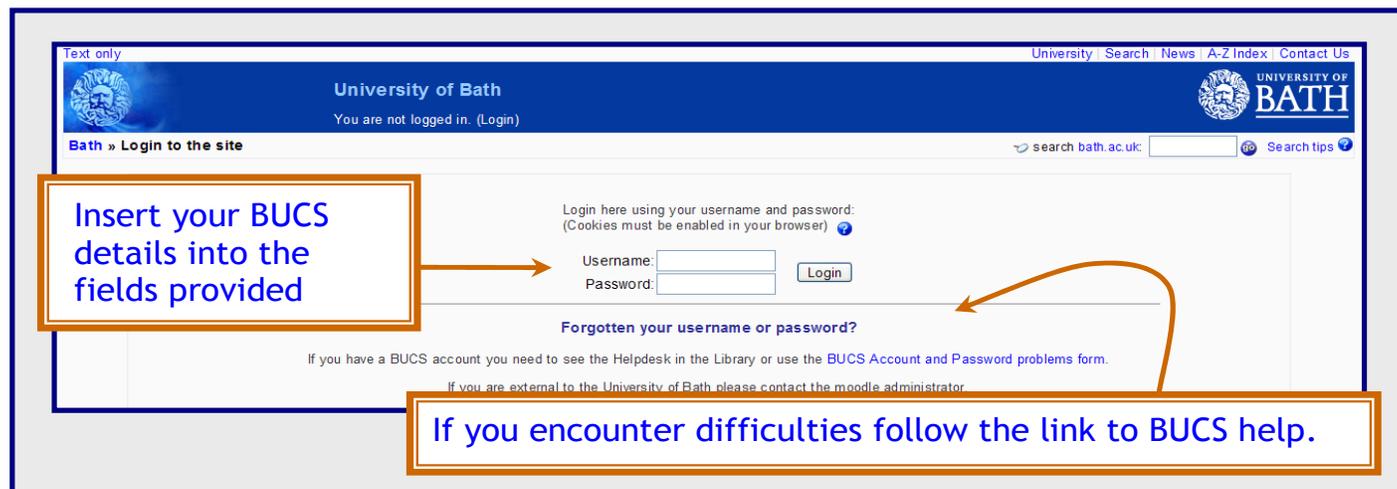


Fig.1: Logging in.

<http://moodle.bath.ac.uk/moodle5> . This will take you to the login page (Figure 1).

You should be able to log in using your *BUCS username and password*. If you encounter any problems, contact the BUCS helpdesk in the library or follow the link on the Moodle login page.

Once you have logged in you will be taken to your *Home* page (Figure 2). This is personalised for each student and will contain some *blocks* and a list of your courses. We will refer to blocks later.

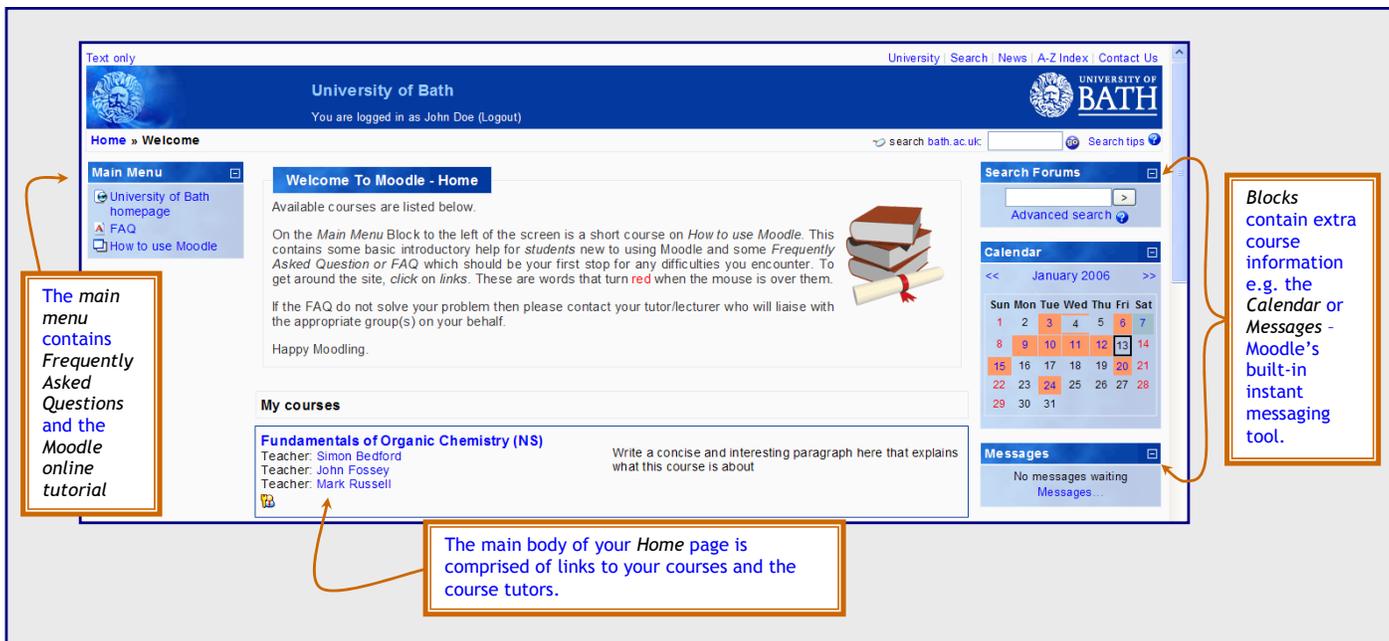


Fig.2: Home Page

Once you have logged in we strongly recommend that you first *Edit your profile*.

3 Editing Your Profile

Now that you are logged on to Moodle we would advise that you go straight to *Edit your profile*. Editing your profile will allow you to become familiar with the options available to you in order to personalise your environment.

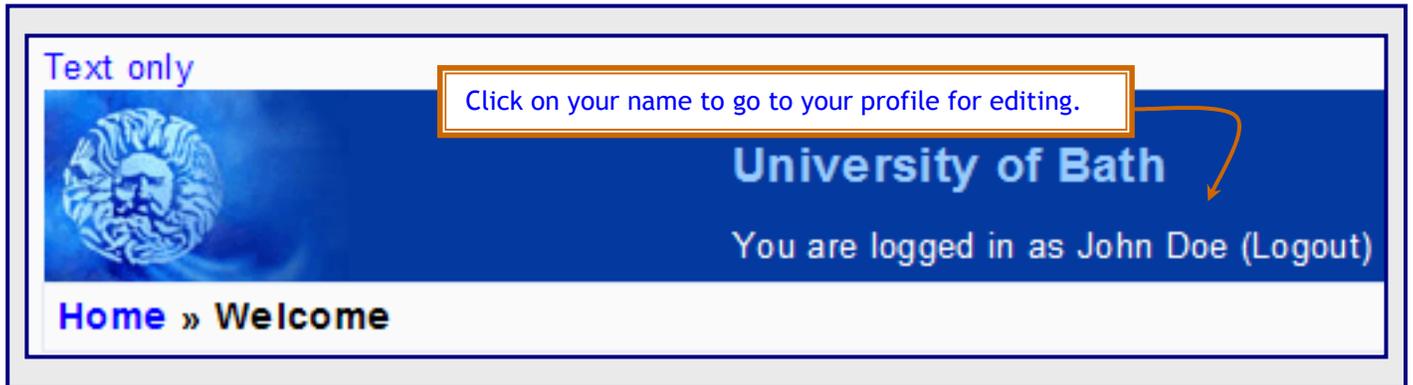


Fig.3: Your name

To edit your profile from your Home page, click on your name on the banner at the top of the page. (Figure.3)

From here you will be taken to your profile page. Select *Edit Profile* from the middle tab under your name. You will now see a page containing a series of options. We will go through those options and give advice on selections.

Whilst you may alter any of the setting most should be left as they are in order to ensure that Moodle functions for you at its best. Figure 4 shows the fields that you could change and a little explanation.

Field	Setting and explanation
Email address	You can use any real email address but to be sure you keep up with course developments it should be the one that you check frequently
Email display	It is up to you which of these options you select but our advice is to keep in mind that the purpose of Moodle is collaboration and communication.
Email digest type	You should change this to <i>complete</i> to ensure that you receive your course email.
Description	This field is mandatory but the information you include could be anything. A good example would be the course you are reading.
New picture	When inserting a picture it is your responsibility to ensure that you have the appropriate copyright clearance. To insert a picture of yourself click the browse button and search your computer for a picture. Make sure that the file is not larger than the maximum size listed. The image file will be cropped to a square and resized down to 100 x 100 pixels.

Fig.4: Editing Your Profile

4 Page Layout and Blocks

The *Course* page you see as a student has *Blocks* on both sides and the main content through the middle. Figure 5 highlights some of the features. There are a number of blocks available for your tutor to include or leave out as they see appropriate. Blocks can also be customised (e.g. moved to a different location by your tutor). This means that your courses will all appear slightly different to each other but you should soon become familiar with each.

There are two ways to access your course resources and activities. The first is through the main course content in the middle of the page. Clicking on these links will take you directly to the activity or resource. The second is to use the activities block. Here the links take you to a list of activities/resources organised in their categories e.g. all the forums or all the quizzes. You can then select one. Once you have opened an activity/resource, where appropriate further instructions should be given. For example when you enter a forum you will be given the option to

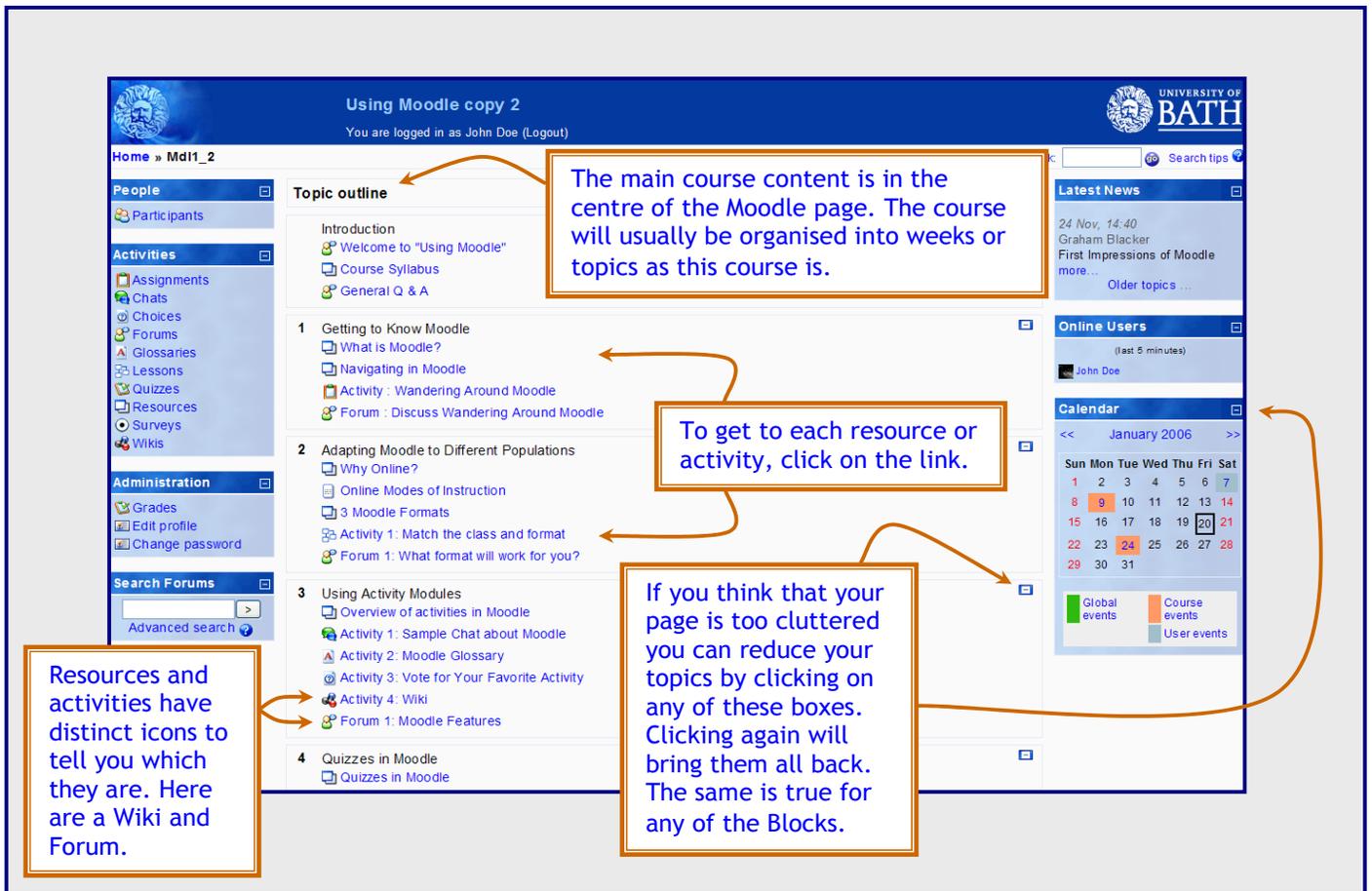


Fig.5

add a new discussion or click on an existing discussion to read postings. It is important to remember that you cannot break anything in Moodle so if you have any doubts just click and see what happens. N.B. you may wish to exercise caution if you are taking part in assessed work.

The *calendar* is one of the more interactive blocks. It allows you to see events created by your course tutors and peers but it also allows you to add your own entries. This means it can be used as a personal organiser that has the benefit of being accessible anywhere you can get online.

Calendar

<< January 2006 >>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Global events Course events
 Group events User events

Calendar

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[Steve Dapless] You are logged in as John Doe (Logout)

Home » P&P » Calendar » January 2006

search bath.ac.uk Search tips

Detailed Month View: P&P

<< December 2005 **January 2006** February 2006 >>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11			
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Global events: shown (click to hide) Course events: shown (click to hide)
 Group events: shown (click to hide) User events: hidden (click to show)

Fig. 6: The Calendar

5 Navigation

Once you are in your Moodle courses we think it is best not to use your browser’s navigation buttons (the forwards and backwards arrows) as they may get you lost. A better way would be to use the navigation tools that are built into Moodle. These are the *Breadcrumbs* and the *Jump to* menu (shown in Figure 7).

The breadcrumbs are a trail showing the pages you have passed through to get to your current location. They are shown in the top left corner of the page and clicking on them will take you to that point in the course. Note that on the example below there is a *Resources* link. This shows that the page you are in at the moment is a resource and clicking on the link will take you to a list of all resources for your course. The same principle applies with each of the activity types, so if you were in a *quiz* you would have a link to a list of all quizzes in your course.

The Jump to menu is a simple way of getting to any point in the course. Click on the down arrow next to Jump to, to open the drop-down menu. From here you will see the full list of all activities and resources in your course. Clicking on them will take you to that page. Alternatively you can use the left and right arrows to move one step backwards and forwards through the course.

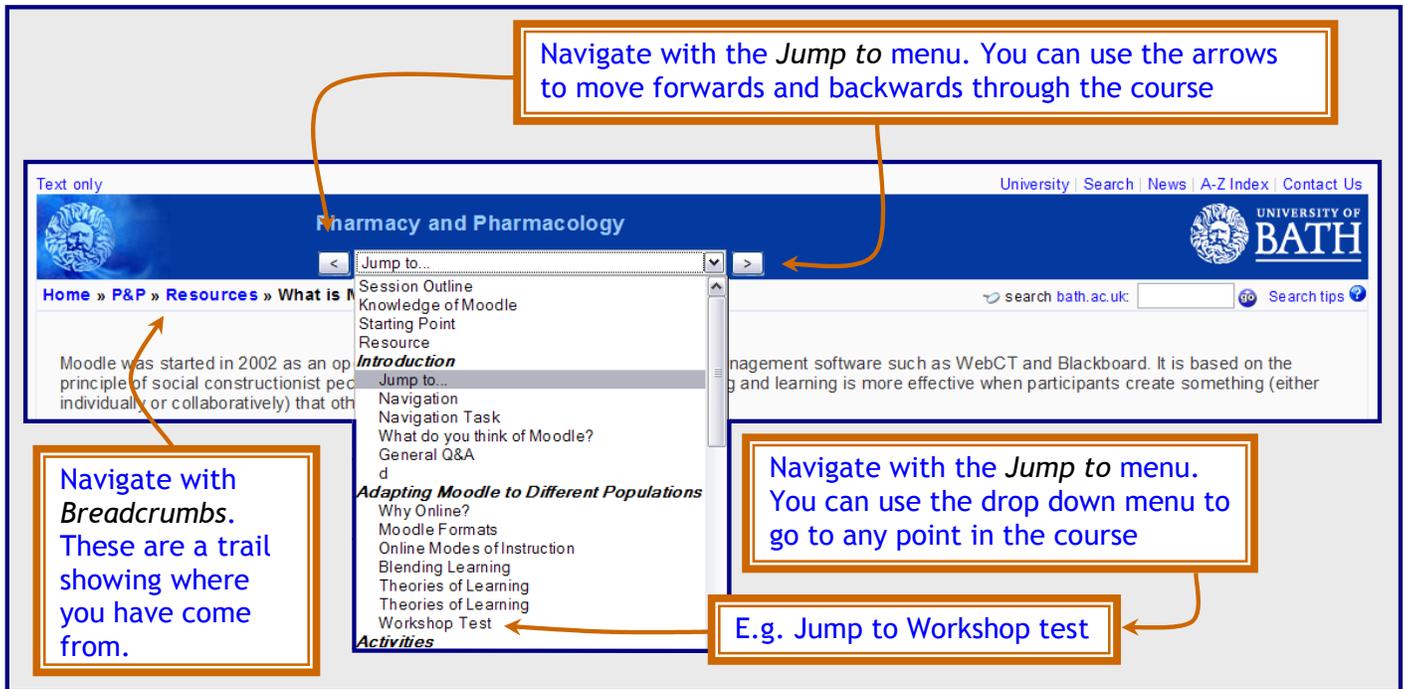


Fig.7: Navigation

6 Moodle Activities

Moodle offers a large variety of activities that are designed to help your learning. When your tutors create activities they will name them. This means that they will *not* appear as simply *Assignment* or *Wiki* etc on the course page. Figure 7 has several examples of this in the drop down menu where activities include “*What do you think of Moodle?*” and “*Theories of Learning*” However, an activity’s icon will always remain the same. This will help you to determine which activity you are about to use.

Figure.8 (below) shows the activities block with a brief description of each activity. This is to help you familiarise yourself with the activities your course tutor may have included in your course and the associated icons.

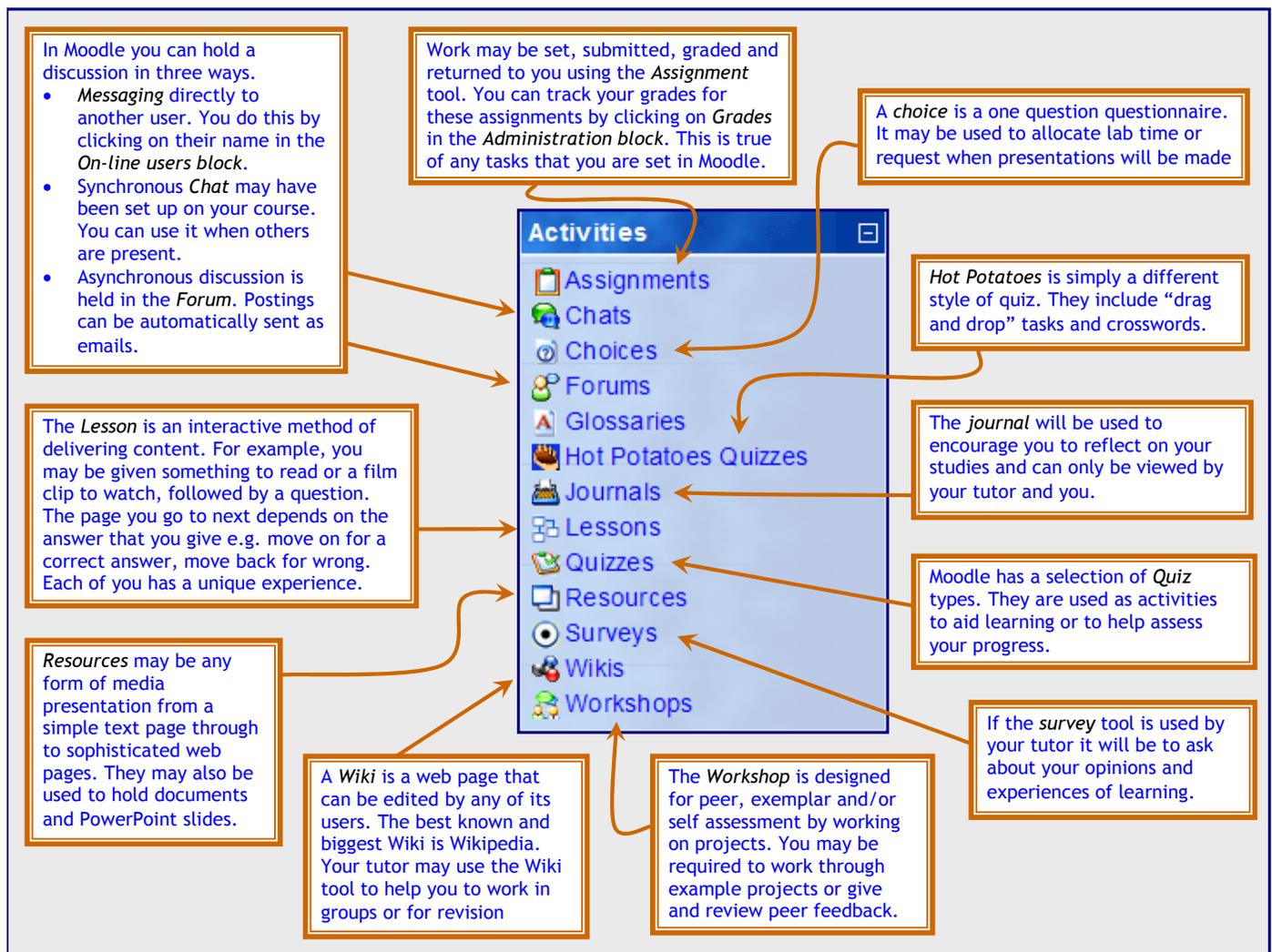


Fig.8: Activities and Resources