Moodle

STUDENT GUIDE

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1 Entering the course website

To be able to take part in a web-based course, you need a user ID and a password. Students and staff at Åbo Akademi University use their e-mail username and password. If you do not have a university e-mail, you will need to obtain a username before you can access Moodle – in Open University courses you will get that from your teacher or course leader.

1.1 Logging into Moodle

The following steps will take you to the page where you log into Moodle:

moodle.abo.fi
or www.abo.fi > Studies > Tools > Moodle

Here you can change language into English.

Fill in your abo.fi-user name and password.

Haka-login is ONLY for students with NO abo-fi-user namn!

Alternative 1 – you are registered on a course:

If the teacher has already registered you on a course, you will reach a page where you find a list of all the courses you are registered on – click on the name of the course you want to enter.
Alternative 2 – you have got a course key and will register yourself on a course:

The teacher has given you a course/enrolment key and asked you to register yourself on a specific course.
When you have logged on, the following view comes up.
Click *MY COURSES > All courses:*

Fill in (part of) the course name in the *Search courses* box and click *Go* (or search for the course under the categories/faculties).
You will now reach the course homepage.

Next time you log on you will not have to use your course key, but simply click on the course name under “My Courses” (see Alternative 1 above).

2 The course page

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 all of the following may not be relevant in every course, as certain features can be modified separately for each course.

The course title is shown in the top left hand part of the screen. In the top right hand corner you will see your user name. If you click on the user name you will display your own profile where you can enter information about yourself. In addition, the word Logout is displayed, if you click on this you will exit both the course and the site.

Most Moodle course pages consist of columns. The left and/or right columns contain small boxes called blocks that are mostly of administrative or informative nature, while the middle column contains the course material and activity tools.
There can be numerous other blocks on the course page, depending on the course (see section 2.4 below).

### 2.1 Editing Your Profile

1. Click on your name on the top right of the screen and then Profile
2. Click Edit Profile
3. Complete the profile form
4. Click Update Profile when finished

### 2.2 Navigation

Each Moodle page has a **horizontal navigation** bar at the top. The navigation bar tells you where you are in the course and allows you to return to the course page (if you click the short name for the course) at any time.

- **Dashboard**, Clicking **Dashboard** will take you to the **Moodle Main Page** which displays all of the courses on the site.

- **Short name**, The shortened name for this course, clicking on this would take you the main course page.
**Note!** To avoid losing your input, ensure always that you have completed what you are doing within an activity (e.g. write a forum post, upload a file) and that you have saved it before navigating to other areas of the course.

### 2.3 Topics

The course material (resources and activities) on the course page are divided over one or more big blocks in the central column that are called topics. The topics and their content may vary in appearance depending on how your teacher has designed the course. During a course the teacher can hide and reveal or highlight topics in accordance with the timetable.

### 2.4 Blocks

Blocks are on screen areas that are placed to the right and/or to the left on the main course page. They fulfil a range of functions; some examples are described below. Teachers can modify which blocks are to be used in each course, hence all of the blocks mentioned below might not be visible in every course.

#### People block

The People block provides links to a list of all participants in the course by clicking “Participants”. 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.

#### 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 available activities of that type.

#### Administration block

This block contains a link to the Grade book (Grades) where you can monitor your achievements against each graded activity. The “Unenrol me from …” link will allow you to unenrol from the current course.

#### Messages

With Messages you can send a message to one or more persons in the course (for example, to all members of your group). Messages that you have sent can be tracked using the message history, which you'll find when you click on the person that you sent the message to and All messages.
3  The Activity tools

3.1 Assignments

The Assignment tool contains a task which you have to carry out. Assignments can involve writing a text online, uploading one or several files or off-line tasks (for example a presentation in class).

Assignments normally have a deadline that has to be observed. When the due date and time have passed, you may not be able to hand in your work anymore. It is therefore important to use proper time management when working on a web course.

*Note!* Due times are listed as course events in the *Calendar* and appear in the *Upcoming Events* block.

**Uploading a File**

An assignment that requires you to upload a file looks something like this:

Once you have handed in your work (as one or several files), your teacher can access it and give feedback/comments. Usually, you will also be given a grade. You will be notified of this automatically. To read the feedback go to the grade book or return to the assignment.

The picture below shows the *Submission status* when you have handed in your assignment. You find the Submission status by clicking on the assignment.

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Click on the assignment and you will see the *Submission status*. Clicking the *Add/Edit submission* button brings up a window in which you can locate files on your PC by clicking .

Choose the right file, click *Open* and then *Upload this file*. After uploading the file, click *Save changes*. Sometimes you need to click a *Submit assignment* button. After that you cannot make any changes to your assignment.

Once you have handed in your work (as one or several files), your teacher can access it and give feedback/comments. Usually, you will also be given a grade. You will be notified of this automatically. To read the feedback go to the grade book or return to the assignment.
Note! In some assignments the teacher can also upload a file. For example, he or she can return a corrected version of the file you uploaded to you. This is called a response file.

By clicking on Assignments in the Activities block, you will find all course assignments and the grade that you have been given.

Online Text
When you open an online text writing assignment, you see the following view:

Once you have written and saved your assignment the teacher can comment on your work and give a grade (which will be displayed in your grade book). From Submission status you can see if your assignment has been submitted or not.
Often you receive an email notice that you have received feedback on your assignment:

3.2 Forum

The forum works like any bulletin board in that it allows users to post messages and (often) to respond to each other's contributions.

You enter a forum by clicking on its title. The forum displays itself with a short description and a list of one or more topics (separate threads in the forum):

To post a new thread in a forum:
1. Click the Add a new discussion topic button at the top of the list of threads
2. Give the thread a title in the Subject heading
3. Type your post in the Message section.
4. When you are done, check your post for errors and click the Post to forum button at the bottom.
5. After you have posted, you will have 30 minutes to edit or remove your post.

To reply to a thread, click on the name of the thread in the forum, and click the Reply link at the bottom right of the post you want to reply to. The fields are the same as they are for making a new thread.

The Edit option is available for 30 minutes after posting the message. It allows users to proof read their text and make corrections if necessary. Delete is an option that users see only on their own messages; the teacher can also delete messages posted by others. Note that messages can only be deleted, so long as no answers have been posted to it, which can be done by any user clicking the Reply option.

You can choose if you want to subscribe to a given forum at any time by clicking on the name of the forum, then clicking the Subscribe/Unsubscribe
Some teachers may have set their forums to force you to be subscribed or to not allow you to be subscribed, in which cases this option will not appear.

Some teachers will use groups. If you want to see the forum posts for a particular group, select the group name from the drop-down menu that will appear on the forum’s page. Depending on how the teacher has set it, you may only be able to see posts made by members of your own group.

3.3 The Quiz tool

The Quiz tool is used for online tests, which can consist of various question types. Start the quiz by clicking “Start attempt”. When you have answered all the questions, click on “Submit all and finish”. A popup notification will appear, where you again have to click on “Submit all and finish”. If you fail to do this, the teacher won’t receive your answers and your grade will be zero.

Note that when you click on Submit all and finish you must give the quiz page time to save and reload before moving to another page!

By clicking on Quizzes in the Activities block, you will find all course quizzes and the grade you have been given. If you want to review the quiz and read feedback from your teacher, click on the name of the quiz.

3.4 The Wiki tool

The Wiki tool is a very useful group work tool. It allows users of a Moodle course to work together (in groups or as a class) creating documents. The Wiki code makes it possible to link pages to each other.
**Editing a wiki**

A wiki will usually display a start page that is empty (an empty editor window will be displayed), or one that contains some info put there by the teacher, which will be displayed in view mode as in the example below:

Click the *Edit* tab to start editing this wiki page.

Upload pictures here.

When pasting text from MS Word, use this clean up button.

Note that the way to create *new wiki pages/making a word into a link* is by putting words in the editor between double `[[square brackets]]`.

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### 4 Grades and feedback

If you want to see all grades and feedback you have been given, click on *Grades* under *Course administration*.

Here you find all grade items (assignments, quizzes etc) of the course. Here you also find every grade you have been given and also feedback from our teacher.

You can also find the feedback by clicking each assignment or quiz (see above).