

Moodle

STUDENT GUIDE

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1. Entering the course website

1.1 Username and password

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 **username** and **password**. Students at other Finnish universities or polytechnics use their own usernames and passwords.

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.

1.2 Logging into Moodle

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

<https://moodle.abo.fi>

Or go to ÅAU intranet <http://intra.abo.fi/en/> > My tools > click Edit and find Moodle > Save for future use. See [login guide](#) for further information.

TIPS for enrolling:

- If you can't find the course in Moodle, it may be because the teacher has not yet opened the course for registration. (The fact that you have registered for the course in Peppi does not mean that the course is automatically visible in your course overview, but you should also enroll in the course in Moodle). If necessary, contact the teacher/course coordinator if the information appears to be delayed.
- If the course requires a course key, you can't enroll without it — ask your teacher or the course key if you haven't got it.
- To unenroll from a course, in the tab *More*, click *Unenroll me from course XX*:

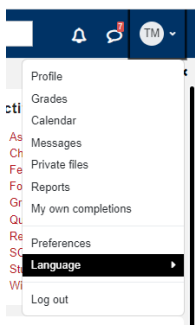


1.3 Your own profile

In the top right hand corner you will find *your own profile* where you can enter information about yourself. Click on *Språk/Language* to select language.

By clicking *Preferences*, select e.g. text editors and settings for notifications.

If you click on *Log out* you will exit both the course and the site.



1.4 Navigation

Moodle course pages consist of **columns**. The **left** and/or **right columns** contain **blocks** that are mostly of administrative or informative nature, while the **middle column** contains the course material and activity tools.



To get to the dashboard, with links to all courses you are enrolled in, click on Dashboard.

You will get to the first page of the course by clicking the tab *Course* or the button *Back to course*:



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.

Also note! If you are idle in Moodle for too long, the program will sign you out. Active use means that you, among other things, click on links, browse within the course, upload files, write short posts and post them – you can get thrown out of Moodle if you delay too long on a task. We therefore recommend that you write your text/post in e.g. MS Word and then paste the text into the moodle text box – whether it's an online text in an assignment or a post in a forum.

2. Submission of written assignments

According to the teacher's instructions, the assignments can be submitted either as uploaded document **(A)** and/or in Moodle's editor as text **(B)**. You may also have the option to write additional information about your submission. For example, in the comments box, you can explain your subject selection or give instructions on the order in which the documents should be read.

Your teacher can make tasks and exams checked in the plagiarism control program Urkund. You will then receive an automatic notification and information about this when you submit the task.

When it comes to individual assignments, students do not see what the others have submitted. If it is a group work, the assignment is submitted as a group, if the teacher has enabled it in the settings. If you submit the work as a group, you must agree on who submits the finished work to the teacher. The entire group sees the submission and the teacher's assessment.

After submission, the teacher can give feedback and/or a grade. You can see the assessment where you submitted the assignment.

A. How to submit your response (uploaded file)


Click the name of the task.

It may look a little different, depending on the task's settings, but the important thing is that you follow Moodle's instructions and **make sure you submit the task and haven't left it as a draft (shown at submission status)**.

[Add submission](#)

Submission status

Attempt number	This is attempt 1.	Försök nummer	Detta är försök 1.
Submission status	No attempt	Inlämningsstatus	Inlämnad för utvärdering
Grading status	Not graded		
Due date	Thursday, 9 September 2021, 12:00 AM		
Time remaining	Assignment is overdue by: 43 days 20 hours		
Last modified	-		
Submission comments	Comments (0)		

1. Start by clicking *Add submission*.
2. Click  > *Choose file* and search for the file on your computer, click the file name and select *Open/Open and Upload this file*, or drag and drop your file into the box
3. Click *Save Changes*.
4. Now you may still be able to edit your task but if you don't want to, click *Submit Assignment* and then *Continue*.
(Sometimes you don't have to click *Submit Assignment*, but check if the button exists, then click it!)

[Submit assignment](#) ⓘ [Edit submission](#) [Remove submission](#)

Submission status

Group	Grupp 1 för uppgift 8
Submission status	Draft (not submitted)
Grading status	Not graded
Due date	Thursday, 10 September 2015, 8:35 AM
Time remaining	5 days 23 hours
Last modified	Wednesday, 2 September 2015, 9:44 AM
Submission comments	Comments (0)


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.

B. How to submit your response (text box)

Click the task name, and then click *Add submission*. Then you will see the following box where you can enter your answer (NB the toolbar toggle in the left hand corner of the editor). To submit the response, click *Save Changes*.



Sometimes you have the option to both type text in a text box and to upload file(s).

Submission status

Submission status	Submitted for grading
Grading status	Graded
Due date	Thursday, 10 September 2015, 8:35 AM
Time remaining	5 days 23 hours
Last modified	Wednesday, 2 September 2015, 9:20 AM
File submissions	 Test.docx
Submission comments	Comments (0)

This is your uploaded file.


Feedback

Grade	5
Graded on	Wednesday, 2 September 2015, 9:23 AM
Graded by	 Tove Forslund
Feedback comments	Det här var ett utmärkt svar, du tillämpade teorin på praktiska exempel på ett mycket bra sätt :-)
Feedback files	 Test test Test test.pdf

Grade and feedback from your teacher

In some assignments the teacher can also upload a feedback file. For example, he or she can return a corrected version of the file you uploaded to you.

Often you receive an email notice that you have received feedback on your assignment:

From: Do not reply to this email <noreply@moodle.abo.fi>
To:  Tove Forslund
Cc:
Subject: You have submitted your assignment submission for Uppgift 9: Fokus på egna lärtilar, -strategier och studievänor

[ASFgemensam2016](#) -> [Assignment](#) -> [Uppgift 9: Fokus på egna lärtilar, -strategier och studievänor](#)

You have submitted an assignment submission for 'Uppgift 9: Fokus på egna lärtilar, -strategier och

You can see the status of your [assignment submission](#).

3. Forum

Notice board

In each course there is a **Notice Board** in which the teacher (hopefully!) informs about current issues (e.g. reminders, changes and updates); in this forum, the student cannot post. In other forums, students can post and comment on each other.

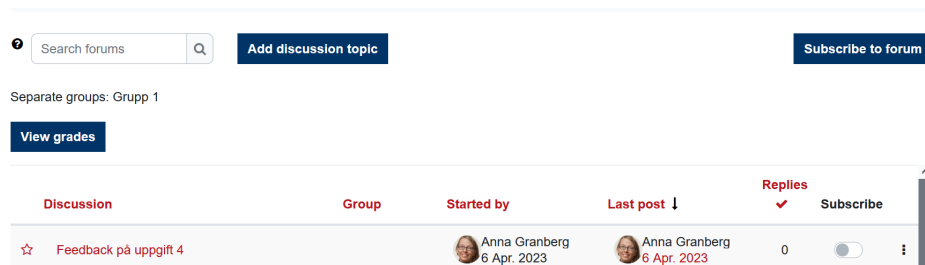
Group discussions

Discussions can take place in Moodle in

- *No groups*; no technical limitations
- *Visible groups*; you and your group's members can see all other groups' discussions and posts, but can only comment on your own group's posts
- *Separate groups*; you and your group's members can see only your own group's posts and comments

In group discussion forums, you should perhaps first select your own group from the drop-down menu to be able to write posts. This is because you have the right to write only in the forum of your own group even though you may be able to read the posts in other groups. If you receive an error message that you don't have rights to type in the forum you've selected, you haven't selected your own group from the drop-down menu. The teacher can also create the groups so that students are directed directly to their own groups and do not see the others' discussions.

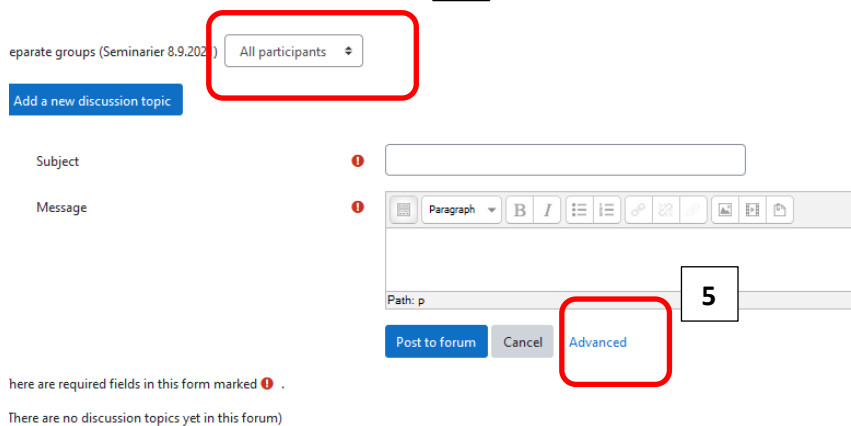
You enter a forum by clicking on its title. The forum displays itself with a short description (and sometimes a list of one or more topics, separate threads in the forum):



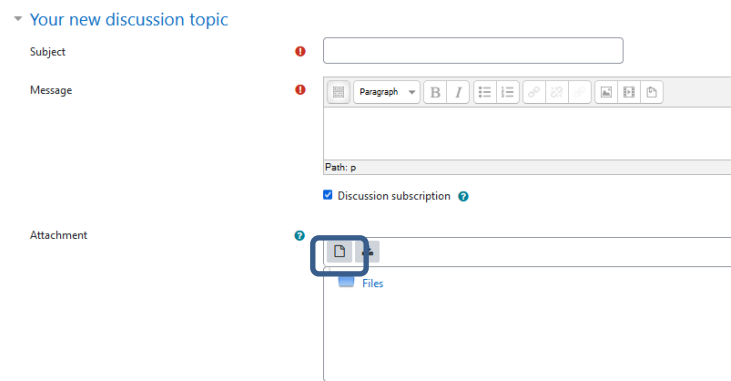
Subscribing to a forum means that you will get a copy of new posts to your e-mail. You *unsubscribe* if you no longer want the posts to your e-mail. Some teachers may have set their forums to initially subscribe (or they may force you to be subscribed).

To post a new thread in a forum:

1

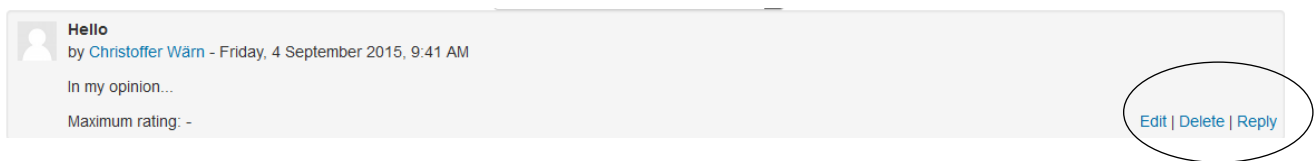


When you click on Advanced, then opens:



1. You may need to start by choosing the group you want to make a post in
2. Click the *Add a new discussion topic* button
3. Give the thread a title in the *Subject* box.
You should choose a descriptive title that is short, concise and that describes what you put forward in the message body itself. (i.e. not with your name, as that will show anyway, not "My post" but a title that tells others what the post is about)
4. Type your post in the *Message* section.
5. **Click on *Advanced* button to be able to attach a file** – there click on the file ikon to attach a file.
6. When you are done, click the *Post to forum* button at the bottom.
7. 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 (you may want to change the heading of your post!). 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.

4. The Quiz tool

The Quiz tool is used for online tests, which can consist of various question types. Usually this is also the tool used for open book exams or distance exams.

Start the quiz by clicking *Attempt quiz now*. When you have answered all the questions, click on *Finish attempt*. After that you will still be able to go back to the quiz by clicking *Return to attempt*. When you are ready, click *Submit all and finish*. A popup notification will appear, where you will once again have to click on *Submit all and finish*. If you fail to do this, the teacher won't receive your answers. In exams, your teacher has usually set it so that your answers are submitted automatically when the time runs out, if you haven't submitted it yourself before that.

Note that when you click on *Submit all and finish* you may have to wait a while when the page is being saved before moving to another page!

Attempts allowed: 2
This quiz closed on Friday, 4 September 2015, 8:48 AM
Time limit: 30 mins
Grading method: Highest grade

Summary of your previous attempts

Attempt	State	Grade / 20.00	Review
1	Finished Submitted Wednesday, 2 September 2015, 11:21 AM	0.00	Review
2	Finished Submitted Wednesday, 2 September 2015, 11:25 AM	19.00	Review

Your final grade for this quiz is 19.00/20.00.

Results from a finished test: Here you will see your marks and grade.

5. 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 *Edit* in the drop down to start editing this wiki

Preview and Save regularly!

Upload pictures here.

Write your text here.

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]]`**.

6. Finding grades and feedback

Gradebook

By clicking on the Grades tab you will find all your grades for this course:

Moodle-PU ht 2022

Course **Grades** Competencies More ▾

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.

Grade item	Grade	Feedback
UniPeda modul 5 - för test av moodle 2.8		
Övningsuppgift 1 a: Plan för nätstödd kurs	-	
Handledning (individuell eller i smågrupp) för din egen Moodle-kurs	-	
Uppgift nr 1: Självvärtande test om resurser för studerande	19.00	

Follow up carefully that you get your grades - contact the teacher as soon as possible if something is missing!

You can also find the feedback by clicking on each assignment or quiz.

Assignments - grades and feedback

Once the teacher has assessed your assignment, you will find the assessment on the same assignment page. The teacher can give you feedback in the form of an attachment, feedback comments and/or a grade:

Submission status

Submission status	Submitted for grading
Grading status	Graded
Due date	Thursday, 10 September 2015, 8:35 AM
Time remaining	5 days 23 hours
Last modified	Wednesday, 2 September 2015, 9:20 AM
File submissions	Test.docx
Submission comments	Comments (0)

Feedback

Grade	5
Graded on	Wednesday, 2 September 2015, 9:23 AM
Graded by	Tove Forslund
Feedback comments	Det här var ett utmärkt svar, du tillämpade teorin på praktiska exempel på ett mycket bra sätt :-)
Feedback files	Test test Test.docx

Grade, feedback comments and feedback files from your teacher

By clicking *Assignments* in the *Activities* block, you get a list of all the course assignments with the respective grading for tasks already done.

Forum - grades

Click the *View grades* button in the forum:

[Add a new discussion topic](#) [View grades](#)

Discussion	Group	Started by	L
test - ctvuk		Tove Forslu...	

Uppgift 8: ×

Grade:	3.00000 / 3
Graded by:	Tove Forslund
Date:	9 September 2021
Grade status:	Graded

Grade

Godkänt ▼

The grade to award the student for their work.

[Cancel](#)

Quiz - number of points and feedback

The results of a quiz are displayed depending on the settings your teacher has made. The teacher can choose what kind of feedback you get, i.e. you only see how many points you received in total, which answers were correct and which were wrong, what was the correct answer, and/or feedback on the

answer. Your teacher can also choose when you see grades and feedback. Sometimes they appear only immediately after you have finished the quiz (but are no longer accessible when you enter it the next time), sometimes they appear only after the deadline, and sometimes only after the teacher opens the feedback to everyone.

Attempts allowed: 2
This quiz closed on Friday, 4 September 2015, 8:48 AM
Time limit: 30 mins
Grading method: Highest grade

Summary of your previous attempts

Attempt	State	Grade / 20.00	Review
1	Finished Submitted Wednesday, 2 September 2015, 11:21 AM	0.00	Review
2	Finished Submitted Wednesday, 2 September 2015, 11:25 AM	19.00	Review

Your final grade for this quiz is 19.00/20.00.

Figure: The result after the quiz has been completed: By clicking on *Review* you can review feedback on or grades for individual questions (provided that the teacher has allowed the student to do so at this stage).

By clicking on *Quiz* in the *Activities* block, you can see a list of all quizzes with grading for already completed tests. Click on the name of the quiz to see any comments.

7. Following up your progress

In courses, you can often mark if you have completed an assignment/read material, or it will be automatically marked when you have fulfilled certain conditions (e.g. submitted assignment or received a grade):

	Studiematerial om akademiska studier, studiemotivation och studievardagen	<input type="button" value="Mark as done"/>
	Uppgift 4: Reflektera över studiemotivation och studierutiner (deadline 2.4 och 5.4.2023)	To do: Receive a grade