

Site Location: www.onemoodle.org/classes

Logging in: Once you arrive at the site, the login selection is at the top right. Enter your username and password. If you do not have a username and password, contact your instructor. Once you've logged in, the courses you are registered in will show up in the **My Courses** block in the center column. Simply click the course name to enter the course. There is also a button to select if you have forgotten your password, where you will need to enter your email address, and a new, temporary password will be sent to you

Login here using your username and password:
(Cookies must be enabled in your browser) ☺

Username:

Password:

Forgotten your username or password?

Navigating a course :



Your course should include a broad column and one or two narrower side sections. The broad column is where the course materials and activities are located; organized according to topics or weeks. This center content column can include several different kinds of activities, handouts, and links. Each type is marked by a different icon:

- Assignment:** On or offline activity. Can be graded.
- Book :** Multi-page resources in book-like format. Ungraded.
- Chat:** Online chat room for students and instructors. Ungraded.
- Choice:** Online polling tool. Ungraded.
- Forum:** Compose and reply to threaded discussions, share documents, links, and complete assignments. Can be graded.
- Glossary:** Instructors and/or students build and revise their own lists of terms. Can be graded.
- Journal:** Keep a journal that only you and your instructor can access. Can be graded.
- Lesson:** A lesson about a specific topic. Can be graded.
- Quiz:** Take quizzes. Can be graded.
- Resource:** Web links, web pages, and instructions. Ungraded.
- Survey:** Surveys used. Ungraded.
- Workshop:** Create a document that is evaluated by both your fellow students and your instructor. Can be graded.

To enter any course activity, click on the text beside the icon. For all the Moodle screens, text is active, but icons are not. The only exception is the opening of an instructor's or student's profile when you click on their picture.

Screen to Screen

@ONE » Intro to Moodle » [Resources](#) » [Papers and links about the Moodle VLE](#)

As you enter screens within your Moodle course, a stack of "breadcrumbs" builds up at the top of the display. Each breadcrumb represents a screen you moved through. The last breadcrumb is the screen before the one currently displayed. To move back to a previous screen, you can use the back button on your browser, or you can click the appropriate breadcrumb. The arrow in the image above points to the course short name. Clicking it returns you to the course page.

Edit your Profile:

Your **Administration** block may include various elements depending on what options your

First name:

Last name:

Email address:

instructor has selected. Click **Edit profile**. In the fields that appear you may make various option selections and provide some description text. It is very important that you enter a valid email address, otherwise you will miss important course information and your instructor will not be able to reach you.

Changing your Password:

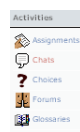
In your **Administration** block click **change password**. In the fields that appear, enter your old password, and your new password twice. Then click **Change password**. You will be sent an email to the email address you specified in your **Profile** that will contain your username and new password.

Password:

New password:

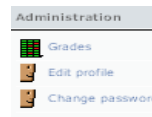
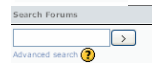
New password (again):

Using Blocks: The rectangles on the right and left sides offer different kinds of information. Your instructor controls which blocks appear on your course page, and can add or remove blocks at any time.



People block contains a list of all course **Participants**. **Search** block allows you to search all course forums and glossaries.

Activities block contains all the forums, assignments, quizzes, and other activities within the course, organized by type instead of by time or topic as in the content column section.



Administration: Access to your **grades**; to edit your **profile** [email address, description, and picture]; and **change your password**.

Latest News: shows the latest messages posted in the **News Forum**. **Upcoming Events** Lists important dates and events in the near



future. **Recent Activity** block shows any changes including

added/modified assignments, forum posts, resources, and anything an instructor or classmate has added to the course, listed from most recent.

Calendar block shows course events added by your



instructor, user events added by you, and global events added by the system administrator.

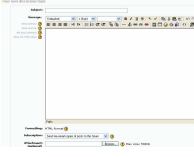
Forum Etiquette: Forum interactions are organized on your browser screen by time of entry. Messages are saved by the server and presented for others in the course. Use proper manners and be considerate of fellow students and instructors. Once you've

submitted your message, you have 5 minutes to edit or delete it. There are different forum setups your instructor can use. The **News Forum** is

often an announcement only forum, where you normally cannot reply and is mainly used as a way for the instructor to post important information or changes. The **Class Forum** and forums of this type give all students the ability to create new discussion topics as well as reply to previously posted discussion topics. When you open the **Class Forum**, the topics in discussion will be listed and you can choose the one you want to enter into. Each topic has its own "conversations" listed in a nested format. The replies appear indented from the message to which they are replying. The list continues to grow and creates a record of the discussion about the topic. Click **Add a new discussion topic** above the stack of topics already visible. This will present your message as its own

topic heading in the topic stack. Don't create a new topic to reply to an already existing discussion.

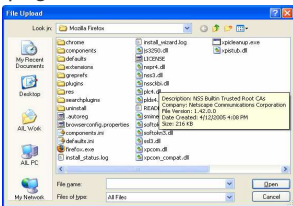
Composing your forum message: Once you click **Reply** or **Add a new discussion topic**, this composition screen appears. Enter a clear subject for your topic. Enter a clear message. You can copy and paste text from another document, insert pictures, and do a variety of other things such as formatting, and changing font sizes in this space.



Subscription: If you want email copies of forum posts, choose **Subscribe to this forum**. If you do not wish to receive emailed copies of the forum posts, then click on **Unsubscribe from this forum**.

Attachment allows you to attach a file [much like you would attach a file to an email message]. Click **Browse**. Navigate the Browse screen to locate the file on your computer. Highlight the file and double click or select **Open**. When you've finished, click **"Save Changes."**

Submitting Assignments: There are two kinds of assignments available to your instructor : **Offline** and **Online**. Offline assignments are handed-in to the instructor as hard-copy (paper). Online assignments are uploaded which requires you to create some sort of computer file and upload it for grading. In this case, complete the assignment in the file format required by your instructor and save it on your computer as a file. Then select the particular assignment and a page similar to the one shown on the left will be displayed.



Click the **Browse** button towards the bottom of the page. A browse window similar to that shown on the left will open on your computer. Navigate to the location in your computer where you saved the assignment, double-click or highlight the assignment and click **Open**.

Once the proper file has been selected,

click **Upload this file**. When you return to the assignment screen, your uploaded filename will appear be displayed. Your instructor determines whether or not you can resubmit late assignments. Only one file can be uploaded for each assignment, so if you have multiple components, you must combine them together into a **single** file before uploading.

Checking Grades and Activity Reports: Your instructor has the option of showing you grades for your assignments, journals, exams, and forum posts. Moodle automatically creates a spreadsheet of your work. However, if your instructor does not include all graded work on Moodle, then the grade totals in Moodle are not an accurate representation of your cumulative progress in the course. Immediately after your assignment is graded, you are sent an email to the address listed in your **User Profile**, notifying you to check your grade.

To check your grades, go to the **Administration** block. If your instructor has enabled the grading option in the course, **Grades** will appear. Click **Grades** and a screen appears listing all the graded activities, the points for the activity, and the grade awarded. After assignments are graded you can also click on the individual assignments from the central course content panel, and see the instructor grading and comments.

Changing Name, email Address, and Picture: To edit your name and email address, or change your picture from the default smiley face to a more fun or realistic representation of yourself, find the **People** block and select **Edit Profile**. All students must have an email address. If you do not currently have one, there is a link on the site main page with instructions on how to obtain one.

Email display field determines who in your course environment can see your email address. This site is password protected, and not publicly accessible, to prevent stealing your email address.

Email Format determines how emails coming from this site, either for password reset, a forum subscription, or a graded assignment notification, will be displayed in your email account. If you're having

trouble reading incoming emails from this site, change the setting to **Plain text format**.

Email digest type determines if and how you would like a digest of the forum posts to be delivered to your email address.

Forum auto-subscribe determines whether or not, when you make a new post to a forum whether you will automatically be sent emails of forum posts. Your instructor can use course-wide settings to override a **No, don't automatically subscribe me to forum** on your part.

Forum tracking allows you to highlight new posts that you have not seen.

When editing text determines how the text boxes for forum and journal entries appear on your browser. Not all browsers support the HTML editor.

Preferred language changes only the label text on the Moodle tools [not forum exchanges, chat messages, or any course content] to the selected language.

Description is your field to fill in as you like. You can personalize it as much as you want to, and add HTML code, if desired.

Current Picture displays the image representing you in chat rooms, forums, and other classroom exchanges. It can be a picture of you or another image acceptable to you and the instructor.

New Picture is the field which allows you to insert your own photo or another image in place of the default "smiley" face. The image must be a jpg or png file no larger than 100x100 pixels. If it is larger, it will be automatically cropped. Use **Browse**, as for the forum and assignment postings, to select the appropriate image, and click **Open**. Refresh your browser to see the new image appear in **Current Picture**. Note the 10KB size limit.

Web Page is where you can enter the URL of your personal web page, or other related site, if you have one.

Troubleshooting

I can't upload my assignment ?

There is an upload size limit for all users. This protects the stability of the server. You should not have any problem with Word or Excel files, but PowerPoint and multi-media files can be large. In PowerPoint, use images that are screen quality and not print quality and eliminate any animated images. You can also either ZIP the file or split it into 2 files and upload them one by one.

When I try to enter a journal or forum message, I get no text box to type my message in ?

This is another problem that happens only with IE. The quick fix is to open **Edit Profile** and change **When editing text** from **Use the html editor** to **use standard web forms**. This takes away your text editing options. The more ideal solution is to get another browser that enables html text editing.

I forgot my password ?

Refer to the email that was sent to you when you last changed your password or click on the forgot password button on the login screen

What browsers are best ?

Mozilla, Firefox, Avant and Opera all run well with Moodle. You may have problems if you use IE, but most of these problems do have solutions, Mozilla and Firefox are free downloads from the Internet.

Chat flashes and blinks while I am typing ?

This is a natural refreshing process for the chat module. It is exaggerated by dial-up and low-bandwidth issues.

Chat messages are doubled for me ?

You are probably using a Mac running OS X and accessing Moodle through IE or an old version of Netscape. Try using a different browser. Mozilla, Firefox, and Opera are good cross-platform browsers that deal much better with Moodle chat. Mozilla, Firefox & Opera are free and are much more secure than IE.

Still having problems ?

Please contact your instructor, who can help you.