

Guide for AUB students

Based on the tutorial by Ray Lawrence

Available at: http://download.moodle.org/docs/student_guide.pdf



This work may not be modified or used commercially without the express written permission of Author.

Outline

Introduction-----	3
Entering the Moodle server -----	3
Accessing your course -----	4
Basic navigation-----	5
Course view-----	6
Blocks inside the Course:-----	8
People block-----	8
Activities block -----	8
Administration block -----	9
Search block-----	9
My courses block-----	9
Calendar block -----	9
Upcoming events block -----	9
Topic Listing-----	10

Introduction

Please print this Guide so that you can refer to it at the same time as taking notice of what is being displayed on the screen.

Note that the actual appearance on screen is governed by settings on your own computer and as a result what you see may be slightly different from that shown in the examples.

Entering the Moodle server

You have two ways to access the Moodle server

- Type the URL of Moodle at AUB: <http://moodle.aub.edu.lb> → Log in to Moodle

Or

- Go to the AUB homepage and follow this path: AUB Homepage → E-learning → Moodle → **Log in to Moodle**

Both ways will lead you to this screen:

Returning to this web site?	Is this your first time here?
<p>Login here using your username and password: (Cookies must be enabled in your browser) ?</p> <p>Username: <input type="text"/> <input type="button" value="Login"/></p> <p>Password: <input type="password"/></p> <hr/> <p>Some courses may allow guest access:</p> <p><input type="button" value="Login as a guest"/></p>	<p>Moodle site is password protected. Instructors only have access to their own courses. Students only have access to courses they are registered to.</p> <p>To open a course, type your Username and Password (the same as your AUBnet ID) and then click on "Login".</p> <p>Forgot your password? Follow the instructions at http://www.aub.edu.lb/services/newuserid.html.</p> <p>Some courses may allow guest access. To view these courses, click on the tab "Login as a guest". Then, click on a Course Category that allows guest access and click on a course name to open it.</p>

Login using your AUBnet ID (ex: abc99) and Password (the same Password as your AUB Imail Password), and you will open your **MyMoodle** page. In the top right hand corner you will see something like the following:

You are logged in as HAMAM HOSSEIN (Logout)

This shows your user name (in this case "HAMAM HOSSEIN"). If you click on your user name you will see your own profile where you can enter information about yourself (Email, City/Town, Country...). In addition, the word "Logout" is displayed. If you click on it you will exit both the course and the site.

Under **My courses** you will see all the **Moodle** courses that you are enrolled in.

In **some cases** the course may be protected so that only students who have been provided with an enrolment key may enter. If this is the case you will see a “key” icon adjacent to the course title.



When you attempt to enter the course for the first time, you will be prompted for the enrolment key which you will need to enter before you can proceed.

A screenshot of a Moodle interface showing a prompt for an enrolment key. It consists of a text input field with the label "Enrolment key:" to its left. Below the input field are two buttons: "Login" and "Cancel".

The enrolment key will be provided to you separately. Please do not share it with others unless you are requested to do so by your teacher. Before we move on, it's worth mentioning one other icon you may encounter – the “**Guest**” icon.

 This icon indicates that a course may be viewed by guests who are not enrolled on the course. Guests are not allowed to participate in activities in the course.

Guest access is only provided by instructors.

Accessing your course

Under **My Courses** click on your course name to open. In this section of this Guide 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 you may not see all of the following in future courses, as they are not all essential for every course. The course title is shown on the top left hand part of the screen.

Basic navigation

There are a number of ways to move around the course. The best way is through the internal navigation bar, also called the “Breadcrumbs trail” and positioned below the course title which shows your position in the course. The notes below the following breadcrumbs example will make this clearer:

A screenshot of a Moodle breadcrumbs trail. It is a horizontal bar with a light beige background and a dark border. The text inside the bar reads "MyMoodle » Moodle Demo » Assignments".

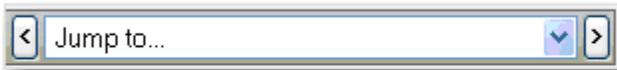
- **My Moodle:** Clicking on this will take you to the screen which displays your courses on the site.
- **Moodle Demo:** This is the shortened name for this course, clicking on it will take you to the course home page.
- **Assignments:** this is the page that you are currently in.

The above is only one example of how the Navigation bar may appear. Keep an

eye on this as you navigate around the course, you will notice that it changes to reflect your current position.

Another method for navigating can be found at the foot of each screen or activity. This takes the form of a text link which will take you to either the homepage of the site (where all the courses are listed) or the main screen of your course. The link will either display the word used to describe the homepage of the site i.e. **MyMoodle** or the shortened name of the course (in this case “Moodle Demo” for “Moodle Features Demo”).

While in a course activity you can move to another activity or resource in the course by means of the following:



a) Clicking on the **Jump to...** drop down list (above) will allow you to select from the complete list, in topic order, and navigate directly to your selection.

b) The **Next / Previous** buttons (below) will take you back and forth between the activities and resources in the order in which they appear in the course topics.

> Next

< Previous

Note that if you use the above or click on the **MyMoodle** or on the short course name links to navigate to another area of the course your input may not be saved. To avoid this always ensure that you complete what you are doing within the activity first e.g. post to a forum, save changes.

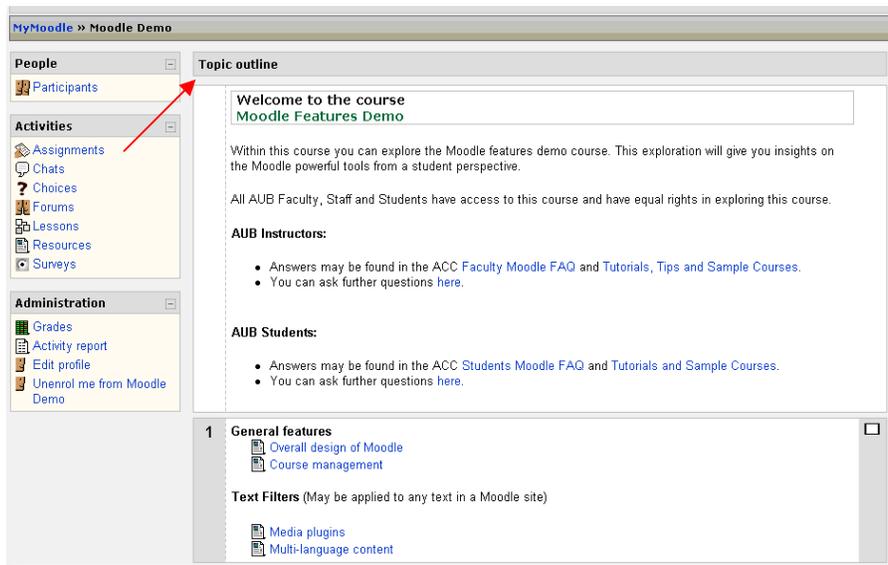
Throughout the website and course you will encounter text which changes color and becomes underlined when you move your cursor over it. These are text links which, when clicked, will take you whatever is described in the link text. Finally, it is possible to navigate between pages by using the navigation buttons on your web browser, but this is not recommended. You will obtain more consistent results by using the navigation options within the website and course pages.

The main course page is divided into a number of specific areas which you will encounter often (although not necessarily always as mentioned above). An overview of these is given in the following sections.

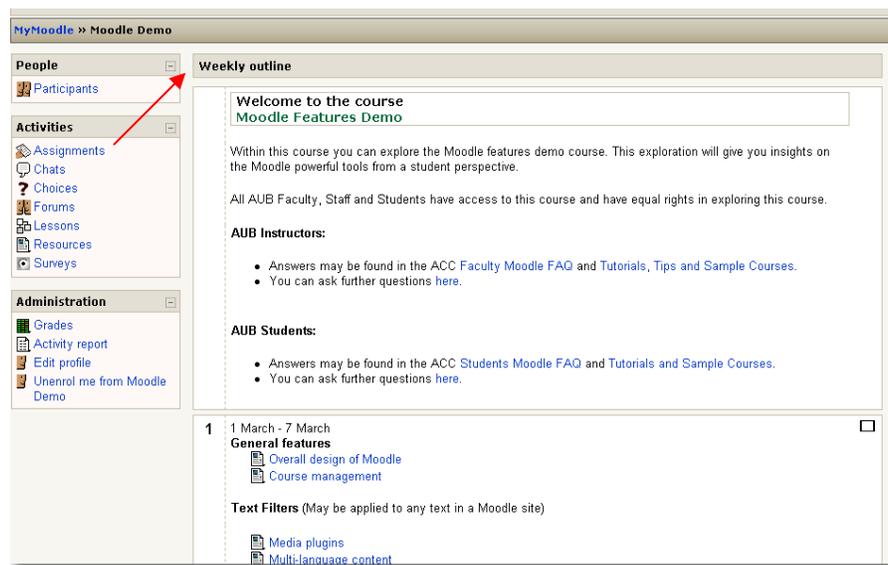
Course view

The course content area resides in the center of the course main page. It is in this area that your teacher will place the material which makes up the online elements of your course. The course homepage may vary in appearance depending on how your teacher has designed the course.

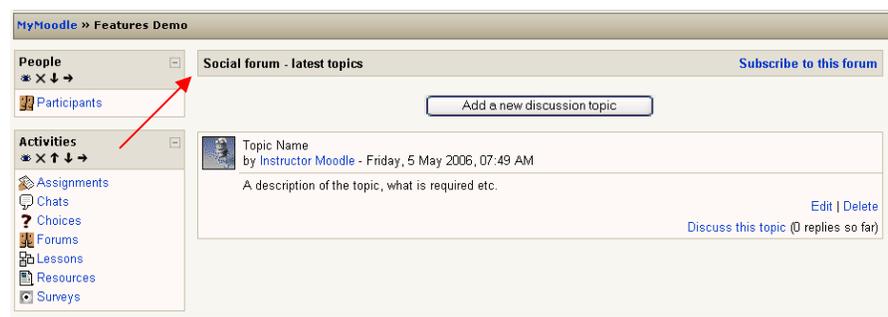
Moodle offers three course formats: Topics, Weekly and Social format. Topics format is identified by numbers. Weekly format is identified by numbers and from/to dates. Examples of each are shown below:



This screenshot shows the Moodle course interface for a 'Moodle Demo' course in the 'Topics' format. The left sidebar contains sections for 'People' (with a 'Participants' link), 'Activities' (with links for Assignments, Chats, Choices, Forums, Lessons, Resources, and Surveys), and 'Administration' (with links for Grades, Activity report, Edit profile, and Unenrol me from Moodle Demo). A red arrow points from the 'Participants' link to the 'Topic outline' header. The main content area is titled 'Topic outline' and includes a 'Welcome to the course' message, a description of the course, and a list of 'AUB Instructors' and 'AUB Students'. Below this, a topic is listed as '1 General features', which includes sub-topics like 'Overall design of Moodle' and 'Course management', and 'Text Filters'.



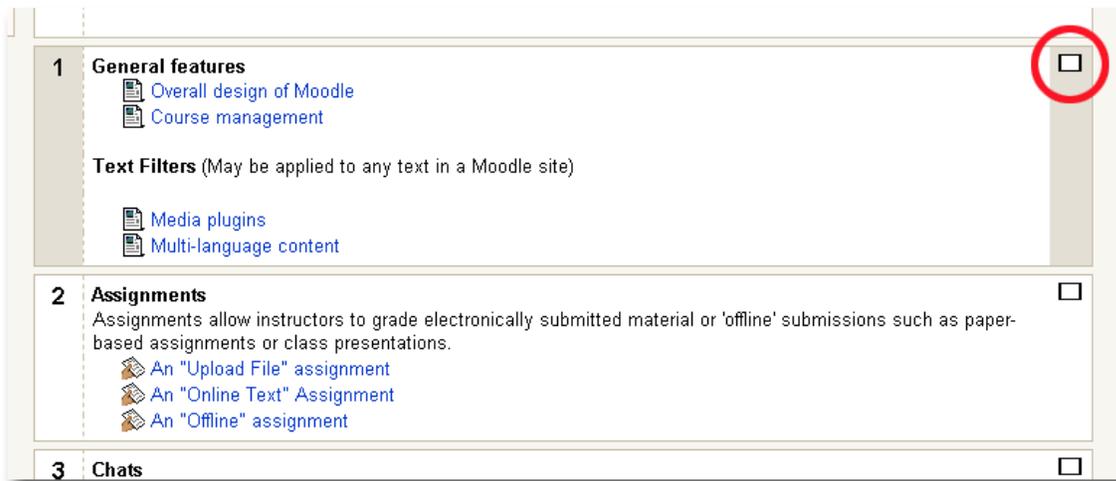
This screenshot shows the Moodle course interface for a 'Moodle Demo' course in the 'Weekly' format. The layout is similar to the Topics format, but the topic is identified by a date range: '1 1 March - 7 March'. The 'General features' sub-topics and 'Text Filters' are also present. A red arrow points from the 'Participants' link in the sidebar to the 'Weekly outline' header.



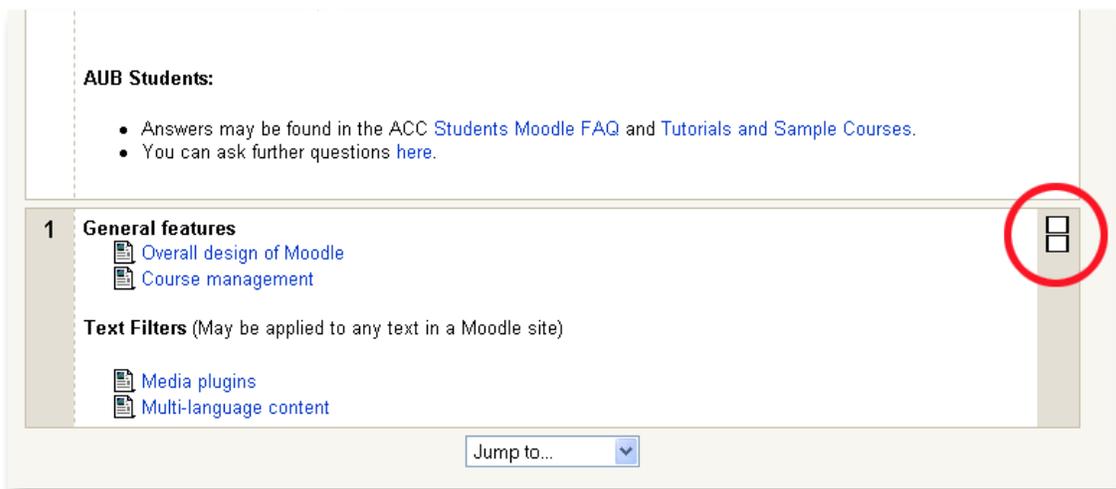
This screenshot shows the Moodle course interface for a 'Features Demo' course in the 'Social forum' format. The left sidebar is the same as in the previous screenshots. A red arrow points from the 'Participants' link to the 'Social forum - latest topics' header. The main content area shows a 'Social forum - latest topics' section with a 'Subscribe to this forum' link and an 'Add a new discussion topic' button. Below this, a topic is listed with a title, author, date, and description, along with 'Edit | Delete' and 'Discuss this topic (0 replies so far)' options.

For the first two types of topic above, it is possible to focus on one topic only and

to access the other topics by selecting from a drop down list. This can make navigation more convenient where there are many topics in a course. To achieve this click on the squares at the right edge of the topic area you want displayed. See below.



This will “collapse” the topics leaving just one in view. The process can be reversed by clicking one of the two squares now displayed at the right of the topic area.



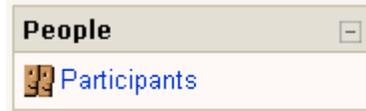
When clicked, the “Jump to ...” menu allows you select other topics to view.

Blocks inside the course

Blocks are on screen areas which are placed at the left side of the main course page. They fulfill a range of functions as described below.

People block

The People block provides links to a list of all participants in the course by clicking “Participants” and your own user profile by clicking “Edit profile”. 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 the available activities of that type.



Administration block

This block contains a link to the Grade book where you can monitor your achievement against each graded activity.



Search block

This block can be used to search for text amongst the forum entries in the course. To search simply enter the text sought in the field and click the “Search forums” button.



My courses block

This block displays the courses in which you are enrolled and provides a link to a list of all courses on the site.



Calendar block

As the name suggests this block provides a calendar function for the course.



Upcoming events block

This block displays upcoming events together with links to view the calendar and to create a new event in the calendar. The number of upcoming events and the period covered is set by the teacher and may vary between courses.



Other Features

Moodle has a large variety of tools. Explore some of them directly in the “Moodle Features Demo” course.

To access the “Moodle Features Demo” course go to AUB Homepage → **E-learning** → **Moodle** → **Log in to Moodle** and log in using the following username and password:

Username: **student**

Password: **student**

Under **My courses** you will see the course “Moodle Features Demo”. Click on its name to open it and feel free to try out all course features.

Content of the “Moodle Features Demo” course:

Topic 1: General features

Topic 2: Assignments

Assignments allow students to submit online assignments. Instructors can grade electronically submitted material or 'offline' submissions such as paper-based assignments or class presentations.

Topic 3: 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.

Topic 4: Choices

Here a teacher asks a question and specifies a choice of multiple responses. This can be useful as a quick poll to stimulate thinking about a topic; to allow the class to vote on a direction for the course; or to gather research consent.

Topic 5: Forums

It is in forums 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.

Topic 6: Lessons

A lesson delivers content in an interesting and flexible way. It consists of a number of pages. Each page normally ends with a multiple choice question. Navigation through the lesson can be straight forward or complex.

Topic 7: Resources

Resources include: files uploaded to the course server; pages edited directly in Moodle; or external web pages made to appear part of this course.