

Student Moodle Guide

This Student Guide is designed to help you navigate Moodle.

Alliant's Moodle site is located at <http://elearning.alliant.edu>. The following browsers are compatible: Internet Explorer (except on Mac computers) FireFox and Safari.

Basic Information

As you navigate Moodle you will find "?" buttons. These buttons are full of useful information about the Moodle software as well as helpful hints to succeed.

Logging into Moodle:

Your username is generally your first name initial and your last name (for example jmckean). It is the same as the login for Alliant computers. The password is the same as your Alliant and Alliant computer password. It is generally your student ID# unless you have changed it.

Forgot Login or Password:

Contact helpdesk@alliant.edu if you cannot login.

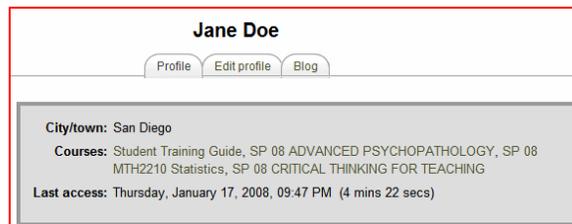
Modify Account

On any page in Moodle, click on your name on the top right side of Moodle to view your courses, update personal information, or view messages.

Personal Information or Read and Send Messages:

1. After clicking your name, click on the "Edit Profile" tab, to change your per-

sonal information such as your email address and your profile picture.



Information you provide is available to ALL Moodle Users. Do not add information you do not want made public.

2. Click on "Messages" to view messages that users send to you.

Messages remain so you can read them over again. (You can also read messages from your Moodle homepage.). You can add contacts by searching for users and you can change your Moodle message settings.

Course Structure

All Moodle courses have the same structure. At the top left side you will find a path of links you can use to move back and forth between pages. The center of the of the page contains course content. On the left and right sides of the page you will find "Blocks". Instructors decide on which Blocks are available so they will differ from course to course. There are many types of Blocks. The following Blocks are the most common.

Calendar: All Assignment due dates are placed in your calendar. You may see system-wide events. You can add events for a group, and create



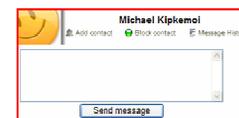
personal events. To edit the calendar, click on the month to be taken to an edit screen.

Latest News: This block is where you will find your course announcements. It is directly connected to the "Latest News Forum" in each course.

Activities: Lists all types of activities and resources that can occur in a course. Clicking on any of the links will list all of that type of activity or resource in the course as well as allow you to participate in the activity.



People: (Send messages and emails) Click on "Participants" to message a user in the course. If you need to email your classmates or instructor click on the name of the user and then click on the "Send Message" button. A window will popup. You can send that user a message which will save in Moodle as well as send to the user's registered email address. You can view the communication history between you and that user also.



Administration: This is where you will find your grade book. Additional information regarding the grade book addressed later in the document.

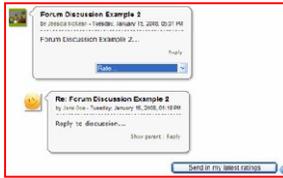


Text Box Editor: This box can be found at any place in Moodle where you will type. The editing buttons allow you to change text size, color, and font, as well as add links, pictures, and attachments.



Activities

 Forums: allow users to read, respond and post to discussion topics in the course. There are 4 types of forums instructors can create:



DISCUSSION	STARTED BY	REPLIES	LAST POST
Forum Discussion Example 2	Jessica McKean	1	Tue, Jan 10, 2006, 00:00 PM
Forum Discussion Example 3	Jane Doe	0	Tue, Jan 10, 2006, 00:00 PM
Forum Discussion Example	Jane Doe	0	Tue, Jan 10, 2006, 00:00 PM

A single simple discussion: is a single threaded discussion.

Standard forum for general use: is an open forum where any one can start a new topic at any time.

Each person posts one discussion: Each person can post exactly one new discussion topic (everyone can reply to them though).

Q And A Forum: requires students to post their perspectives before viewing other students' postings. After the initial posting, students can view and respond to others' postings.

 Assignments: Instructors can accept assignments in Moodle via the Assignment tool. When you submit assignments they go directly to the grade book. Instructors are able to set different criteria when creating assignments in Moodle such as time restrictions to accept the assignment and the ability for you to change your submission before grading.

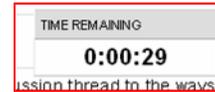
There are 3 assignment types:

- "An Online Text Assignment" allows you to type a response in a text box and submit it to the instructor.
- "An Offline Assignment" is for the instructor to add additional points to the grade book for things such as participation, in-class presentations, etc.
- With "Uploading Files" you can upload multiple files and submit your papers or projects. Step 1. To add file(s) click on the Browse button. Step 2. a window will

popup, find the file on your computer. Step 3. Click "Upload this file" button. You can upload another file.

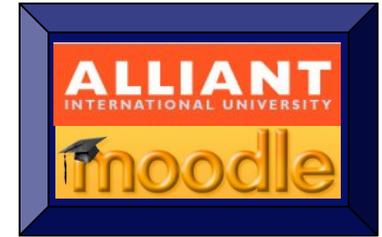


 Quizzes: Instructors can create tests and quizzes consisting of multiple choice, true/false, short answer questions and more. Each attempt is automatically marked, and the instructor can choose to give feedback or to show correct answers. Instructors can also add time limits, and allow students to retake the test. If the instructor sets a time limit, a countdown clock will display during the quiz. It will also scroll up and down the page as you do. All of the instructor settings (such as time limits) display before you begin the quiz or test.



Grade Book: In each course you will see an "Administration" block on either the left or right side of the screen. Click on "Grades" to view your grade book. Once in your grade book you can click on the grade book items to go to that area of the course or you can click on the grade given by your instructor to view additional information. If you have not received a grade you will see a "-" (dash). You can click on the dash to view any submissions you have made. The dash will become a score after it has been graded.

Learner-Defined Glossary	A short quiz about Moodle (with timer)	Example Listening Quiz	A quiz with a password	Total Stars
100	-	100	20	333
	7.5	100	12.67	120.17



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