STUDENT GUIDE TO MOODLE
Education

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Revision History:
May 2013 Version 1.0 - Dr Lisa Carrington-Long
Initial Creation 'Student guide to Moodle'
Editing your Student Profile

Moodle provides you with a personal profile that applies to all the Moodle subjects you are enrolled in. You can edit your profile information at any time. You can choose to hide or display your email address, include a photo or an avatar, or add a link to your website.

Go to My home page and in the Settings block, click ‘My profile settings’ (to display dropdown menu) then ‘Edit profile’.

Scroll down to User picture and select ‘Add’. A file picker window will appear. Select and press the button to locate and upload an image. Scroll down to the bottom of the screen and press ‘Update profile’ to finish updating your profile.
Engaging with Moodle Resources/ Activities

All activities and resources in Moodle have a small icon next to their title (link). The icon helps you to see what type of activity or resource it is. Below are a few examples of icons and what they mean.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Resources" /></td>
<td>Resources can be prepared files uploaded to the course, pages edited directly in Moodle, or links to external web pages.</td>
</tr>
<tr>
<td><img src="image" alt="Books" /></td>
<td>Books contains multiple pages in a book-like format, with chapters and subchapters</td>
</tr>
<tr>
<td><img src="image" alt="Forum" /></td>
<td>Forum - It is here that most discussion takes place. Used for announcements, questions or unit activities.</td>
</tr>
<tr>
<td><img src="image" alt="Assignments" /></td>
<td>Assignments specify a task and are where students submit assignments to their Teacher.</td>
</tr>
<tr>
<td><img src="image" alt="Folder" /></td>
<td>Folder help organise files - One folder may contain other folders.</td>
</tr>
<tr>
<td><img src="image" alt="File" /></td>
<td>File – uploaded pdf or Microsoft Word document, a spreadsheet, a sound file, a video file or a picture file. The icon alerts you to the type of file.</td>
</tr>
</tbody>
</table>

To open a resource/activity, click on the relevant link.

After viewing/engaging with the activity/resource you are able to return to the Subject main page by using the breadcrumbs to go back.
Moodle books
Inside a book there is a table of contents on the top left corner. You can use the table of content or page arrows to move between pages of content (the final page has a close book arrow).

If you wish to print a book, first you need to open a printable version of the book (by opening the book and selecting 'Print book' or 'Print this chapter' from the Settings block on the left-hand side - This will open a new window displaying a printer-friendly version.

Docking /Undocking blocks
If a block has been docked it will be displayed in a narrow bar on the left hand side of the page. To undock a block, place the mouse pointer on the side bar where the block name appears. The block will pop out. Click the rectangle next to the cross.
Forums/ Discussions
Forums in Moodle allow teaching staff and students to exchange comments and questions in a public discussion space, within the Moodle site. This allows everyone in the site to share information and benefit from each other's opinions and input. Simply, it's a place where messages can be posted for public display.

To open the forum, click on the forum link.

Composing
Read the instructions provided in the forum description (top on page).
Click 'Add a new discussion topic' button.

This brings up an editor where you can type in your subject title (this will be the text displayed as a link in forum) and message. You can also upload a document in the 'attachment' area.

When you are ready to post your message, click on the 'Post to forum' button.
Reading & Replying
When you click on a forum topic link, a list of messages will be shown. To read the message, click on the subject line.

This will bring up the message and any replies to it.

To reply to the message, click the reply button for the message you are replying to. In the lower section of the page below the messages will be an editor where you enter your reply. You can also attach a file.

When you are ready to post your reply, click on the 'Post to forum' button.
**NOTE:** As soon as you post your message it will be visible to others in the subject. View your post by clicking on it. You can make changes or delete it within **30 minutes** after making the post. Once the 30 minutes is up, only the teaching staff or a Moodle administrator can remove the message.

**Editing a Post**
The editor that is built in to Moodle has several features that are like those available in word processing software. At the top of the editor are buttons and tools that you can used to enhance your text. Some useful buttons are:

- **Bullets, numbered lists & indents.** Use these if you want to do a bulleted or numbered list, or if you want text indented.

- **Links.** Links can be pasted directly into the editor and will work but rather than pasting the link in full, you can put the link behind text such as [UOW](http://uow.edu.au). To do this, select your text in the editor that you wish to make into a link, click the 'insert/edit link' button (the left button in this image) and enter or paste your URL into the **Link URL** field.

- **Insert picture or media.** The first button is used to insert a picture. Place the cursor where you want the picture to be located, click the first button, select 'Find or upload an image' and use the upload a file to add the image. The Moodle media button is similar but is used to add sound or video files from your computer or videos from YouTube. YouTube links can also be pasted directly into the text in the body of the editor and will automatically display as a video when you post the message.

**Displaying Messages**
At the top of a discussion posting, you will see a drop-down menu. It will probably be set to 'Display replies in nested form' and is a common way of viewing forums.

The two most common settings are:

- **Display replies in threaded form**
  Only the post starting the discussion will be displayed in its full form; replies will be reduced to the headlines (including information about the author and date) and organised chronologically; replies will be shifted towards the right so that only replies to the same post are in the same line.

- **Display replies in nested form**
  All posts are displayed in their full forms; replies will be reduced to the headlines (including information about the author and date) and organised chronologically; replies will be shifted towards the right so that only replies to the same post are in the same line.

**Keeping Track of Viewed Posts**
Read tracking keeps track of the threads and posts that you have been to. To update this, go to your 'home page' and in the Settings block, click 'My profile settings' (to display dropdown menu) then 'Edit profile'. Edit your user profile and change the 'Forum Tracking' setting to 'Yes: highlight new posts for me'.
With forum tracking enabled a message is displayed on the sites main page next to the forum showing there are unread posts.
Assignment submission
Assessment tasks for most subjects must be submitted electronically within your subject’s Moodle site. Assessment tasks are usually listed in an ‘Assignment Submission’ section of your subject’s Moodle site and also in the Calendar (assignment due date).

To open the assignment, click on the assignment link.

Submit an Assignment
Read the instructions provided in the assignment description (top on page). Click ‘Add submission’ button.

This brings up a file uploaded.

You can drop and drag a document into the submission area or click ‘Add’ to use a file browser. Some assignments may have been setup with a text box for answers (in addition to the file uploader).
When you are ready to submit your assignment, click on the ‘Save changes’ button. Once you have ‘Saved changes’ a submission status page will open.

**Note:** You can add comments to your teacher/ marker on this page. You can also edit your submission (such as changing the uploaded document to a newer version). You will be able to edit your submission up until the due date.
Receiving Assessment Task Marks/ Feedback

Accessing Assignment Marks and Feedback
When marking is completed, it may be possible that your marked assignment is available by clicking on the assignment title (e.g., Assignment 1) again.

Alternatively, if your subject site has an Activities block, you can click 'Assignments' which will open an assignment overview page.

Some lecturers use the Gradebook to make assignment marks available to students. If available in your subject, click on 'Grades' in the Administration block on the left side of the Moodle screen.

This will take you to the Grades module. The table on this screen will list all the assessable items (assignments, quizzes, etc) included in the subject, the maximum score for each assignment, and the mark or grade you have achieved for each assignment. Feedback comments may also be included. This is called the User Report – Reports on user within the subject site.

Note: Some tasks may be marked out of 100, but be worth only 40% of the subject’s mark.
An Overview report (an optional view in the Grades module) provides you with an overview of your marks for any subject site you are enrolled in.

<table>
<thead>
<tr>
<th>Site name</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDFE101_S113</td>
<td>-</td>
</tr>
<tr>
<td>ECOE202_S113</td>
<td>-</td>
</tr>
<tr>
<td>EDMS303_S101</td>
<td>-</td>
</tr>
<tr>
<td>EDMS302_S210</td>
<td>-</td>
</tr>
<tr>
<td>ECOS005_S113</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Types of Feedback**

Depending on how your teacher setup the Assignment Submission drop box, your feedback may be in a number of forms. If your teacher decided to provide ‘simple and direct’ feedback, your feedback may include some text comments and/or a feedback file to download.

Your teacher may have marked your assignment using an online ‘rubric’. If this is the case, you will receive feedback according to the rubric – with or without additional comments.

Your teacher may have setup an online ‘marking guide’. If this is the case, you will receive feedback according to the marking guide – with or without additional comments or files to download.

Below are some examples of what your assignment feedback may look like.