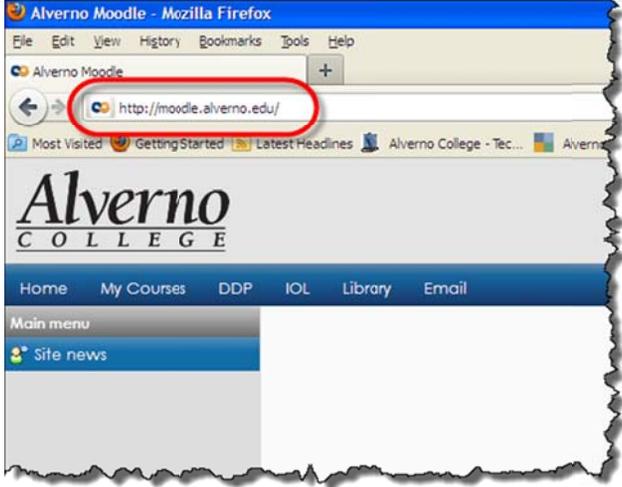


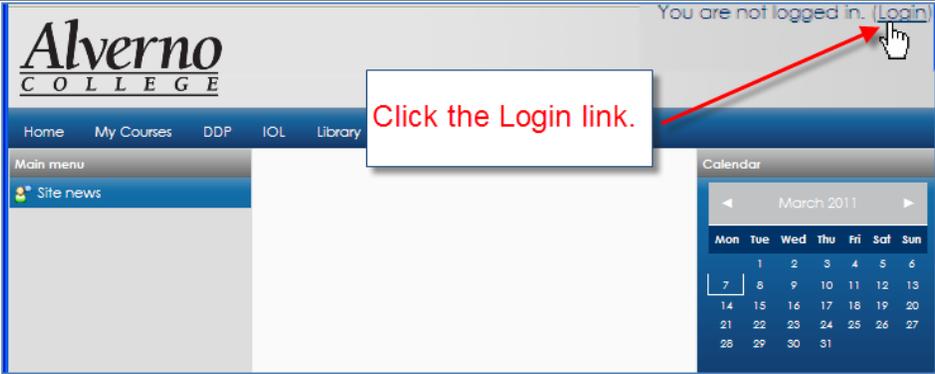
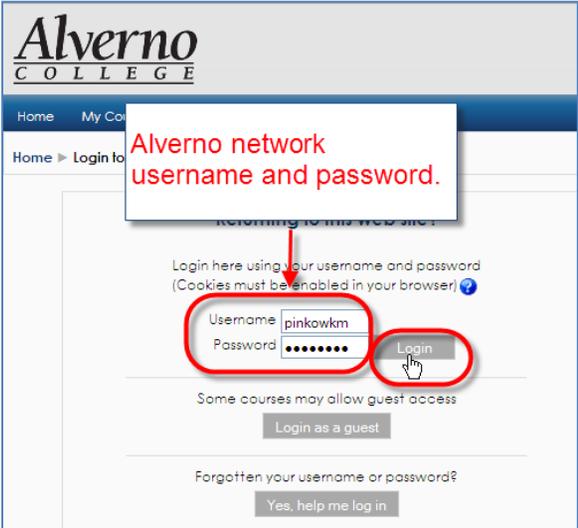
Moodle Student Quick Start Guide

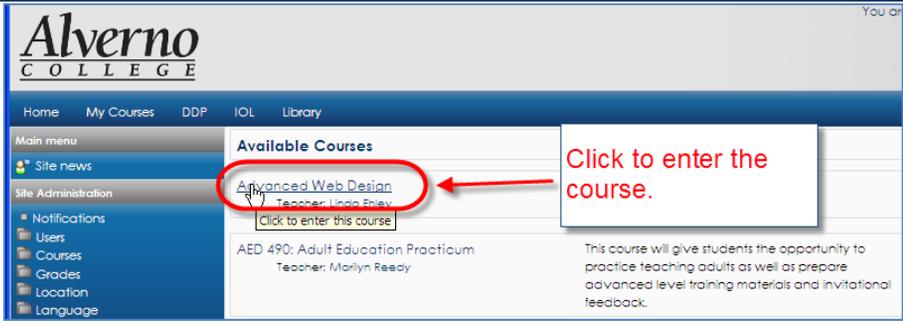
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Logging In

Important: If you run Moodle through a browser other than Firefox, the system may not operate correctly. If you don't have Firefox, download it here for free:
<http://www.mozilla.org/en-US/firefox/fx/>

Task	Screen Shot
<ol style="list-style-type: none">1. Open your Firefox browser.2. Type the following in the address bar: http://moodle.alverno.edu/3. Press the Enter key.	

Task	Screen Shot
<p>4. Click the Login link.</p>	 <p>The screenshot shows the Alverno College homepage. In the top right corner, there is a text link that says "You are not logged in. (Login)". A red arrow points from a callout box containing the text "Click the Login link." to this link. The homepage also features a navigation menu with "Home", "My Courses", "DDP", "IOL", and "Library". A "Main menu" is visible on the left with "Site news". A calendar for March 2011 is on the right.</p>
<p>5. Enter your Alverno network username and password.</p> <p>Note: Your Moodle password is linked to your network password, so your Moodle password changes when you change your Alverno network password.</p> <p>6. Click the Login button.</p>	 <p>The screenshot shows the login page on Alverno College. The page title is "Alverno COLLEGE". Below the navigation menu, there is a "Login" link. The main content area says "Login here using your username and password (Cookies must be enabled in your browser)". There are two input fields: "Username" with the text "pinkowkm" and "Password" with masked characters. The "Login" button is circled in red. A callout box with the text "Alverno network username and password." points to the input fields. Below the login fields, there is a "Login as a guest" button and a "Forgotten your username or password?" link with a "Yes, help me log in" button.</p>

Task	Screen Shot
<p>7. To enter a class, click its link.</p> <p>Important: If you do not see a course you registered for, it may have been hidden by your instructor while she or he is working on the course. When the instructor is done setting up the course, it will appear in your course list.</p>	 <p>The screenshot shows the Alverno College Moodle interface. At the top, there is a navigation bar with links for Home, My Courses, DDP, IOL, and Library. Below this is a main menu with categories like Site news and Site Administration. The 'Available Courses' section is highlighted, and the 'Advanced Web Design' course is circled in red. A red arrow points from a text box that says 'Click to enter the course.' to the 'Advanced Web Design' link. Below this, the 'AED 490: Adult Education Practicum' course is listed with its teacher, Marilyn Reedy. A description for this course is provided: 'This course will give students the opportunity to practice teaching adults as well as prepare advanced level training materials and invitational feedback.'</p>

Navigating in Moodle

Refer to the picture below for information about navigating in Moodle.

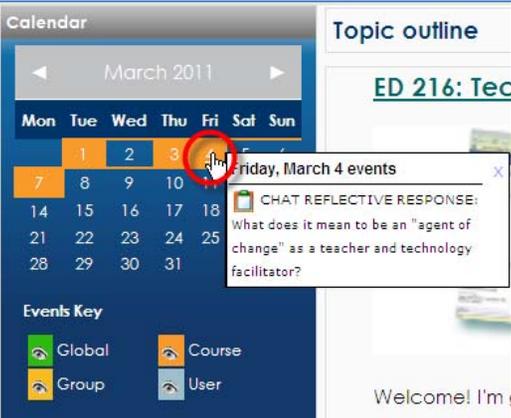
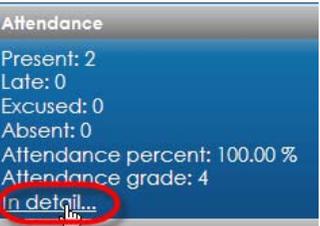
The screenshot shows a Moodle course page for 'ED-216-01: Technology Leadership in Education'. The page is annotated with yellow callout boxes and red arrows pointing to specific elements:

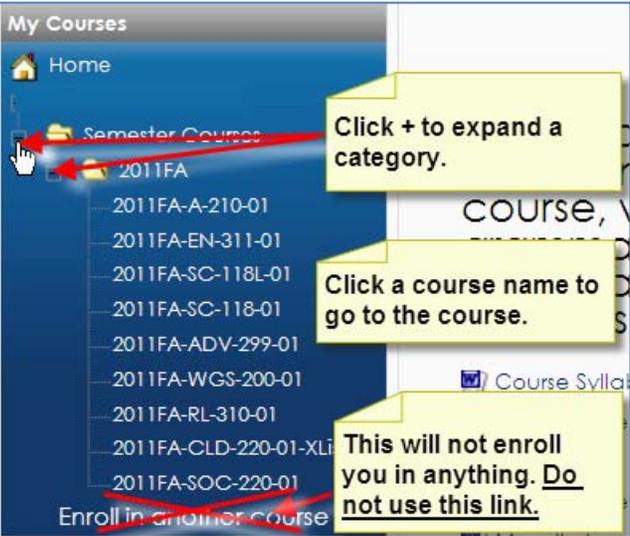
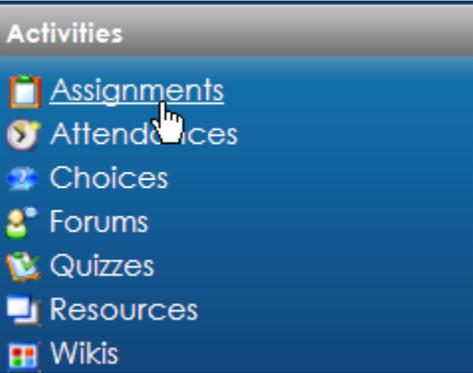
- Top Right:** A callout box says 'Click your name to view or edit your profile.' pointing to the user name 'Kathy Pinkowsky' in the top right corner.
- Navigation Bar:** A callout box says 'Click to return to the list of your courses.' pointing to the 'My Courses' link in the top navigation bar.
- Breadcrumb Trail:** A callout box says 'Click the course number in the breadcrumb trail to return to the home page of the course. Do this instead of using the back button.' pointing to the 'ED-216-01' link in the breadcrumb trail.
- Calendar:** A callout box says 'Left and right columns - Made up of blocks that provide additional information about the course and material.' pointing to the calendar and settings blocks on the left side.
- Center Column:** A callout box says 'Center column of course - Contains materials and activities your instructor set up. You will spend the majority of your time in Moodle using material in the center column.' pointing to the main content area.
- Right Column:** A callout box says 'Blocks' pointing to the right-hand side of the page, which contains a list of links and an 'Upcoming Events' section.

Using Blocks

Blocks are located in the right and left columns of your course. They provide additional information about elements of your course. Refer to the following table for a list of blocks that will always appear in each course. You may see other blocks in addition to these.

The screenshot shows a Moodle course page for 'ED 216: Technology Leadership in Education'. The page is divided into three main columns. The left column contains a calendar for August 2011 and an administration menu with options like 'Turn editing on', 'Settings', 'Assign roles', 'Grades', and 'Outcomes'. The middle column features a 'Topic outline' for the course, including a welcome message, 'Course Structure', and 'Course Readings'. The right column contains 'Video Tutorials' and 'Upcoming Events'. A central yellow callout box with the text 'Blocks - Provide additional information about the course and material.' has red arrows pointing to various elements: the calendar, the 'Turn editing on' button, the 'Course Structure' section, the 'Video Tutorials' section, and the 'Upcoming Events' section. Two other yellow callout boxes provide additional context: one on the left states 'Blocks in the left column are the same for all classes.' and one on the right states 'Blocks in the right column may differ depending on what your instructor set up.'

Block	Function
<p>Calendar Block</p> 	<ul style="list-style-type: none">• Dates highlighted in orange mean that something is scheduled for your class on that date. For example, a class assignment is due on that date.• Hold your cursor over a date highlighted in orange to see a popup with an overview of the scheduled event.• Click on the date to view a detailed description of the scheduled event.
<p>Administration Block</p> 	<p>Grades</p> <ul style="list-style-type: none">• Click the Grades link to view feedback on assignments from your instructor. <p>Profile</p> <ul style="list-style-type: none">• Click the Profile to view and edit your profile. Your profile contains your picture and information about you. You set up one profile, and this profile identifies you in all your Moodle classes.
<p>Attendance Block</p> 	<ul style="list-style-type: none">• If your instructor is using Moodle to take attendance for the class, a summary of your attendance statistics will appear in this block.• Click the In Detail link for more information about your attendance.

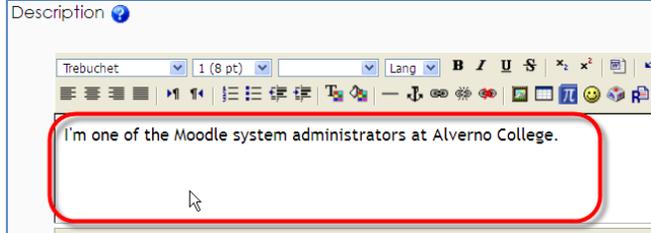
Block	Function
<p>My Courses Block</p> 	<p>My Courses lists all classes you are registered for.</p> <ul style="list-style-type: none">• Click the + to the left of each folder to expand the category.• Click the name of a course to go to the course.• Do not click the Enroll in Another Course link. It will not enroll you in a course. Always register for classes through IOL.
<p>Activities Block</p> 	<p>Provides a clickable link to all the elements of the class your instructor created such as:</p> <ul style="list-style-type: none">• Assignments – A list of all assignments for the class.• Attendances – Your attendance records (if your instructor is taking attendance in Moodle.)• Advanced Forums/Forums - A list of all discussion groups in the class.• Quizzes – A list of all quizzes in the class.• Resources – A list of files, folders, links to webpages, etc., your instructor posted on the front page of the course.

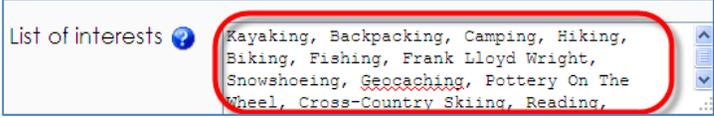
Block	Function
<p>Quickmail Block</p> 	<p>Quickmail is Moodle's email client.</p> <ul style="list-style-type: none">• Click Compose Email link to compose an email. You can send an email to the instructor or one or more students in your class.• Quickmail only sends email. You do not receive email through Moodle. Moodle emails are always delivered to your student email account. For example, if your instructor sends you an email through Moodle, you will receive it in your student email account. If you reply to your instructor, your reply email will be sent to her Alverno email account, not Moodle.• To access your student email account, click the Email > Student Email (IMP) at the top of the page.
<p>Trouble Ticket Block</p> 	<p>Click the link to send an email to Alverno's helpdesk when you are experiencing a problem with Moodle.</p>
<p>People Block</p> 	<ul style="list-style-type: none">• Click the Participants link to view a list of your classmates.• You can click names of students to view their profiles. <p>Note: This is an optional block, so it might not appear in all your classes.</p>

Configuring Your Profile

Your Moodle profile contains your picture and information about you. You set up one profile, and this profile identifies you in all your Moodle classes.

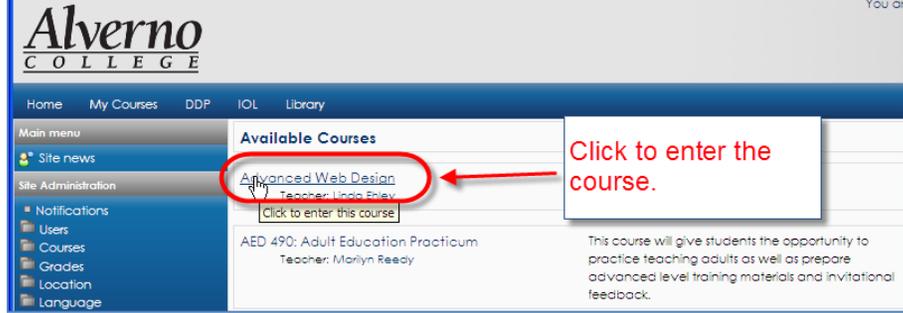
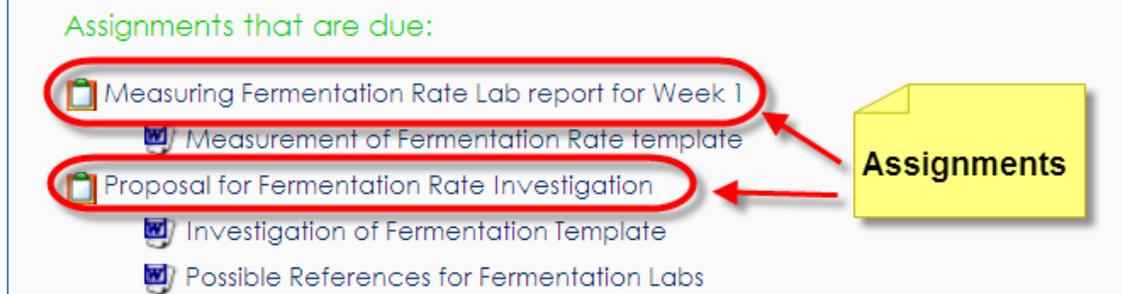
IMPORTANT: Everyone in Alverno’s Moodle system can view your profile, so please make sure the picture you upload and the information you enter adhere to Alverno’s Student Handbook and technology use policies.

Task	Screen shot
1. Click the Profile link in the Administration block.	
2. Click Edit Profile.	
3. Type information about yourself in the Description field.	
<p>4. Click Browse and upload a picture of yourself.</p> <p>Note: The maximum picture size is 500mb, but we encourage you to reduce your file size well below that limit. Use Photoshop or a free online utility like http://www.myimagine.com/ or http://www.aviary.com/online/image-editor# to reduce the size of your file.</p>	

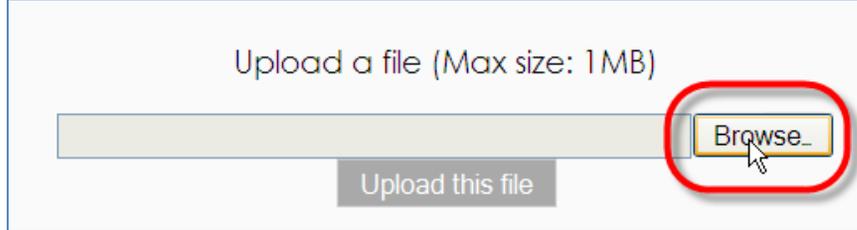
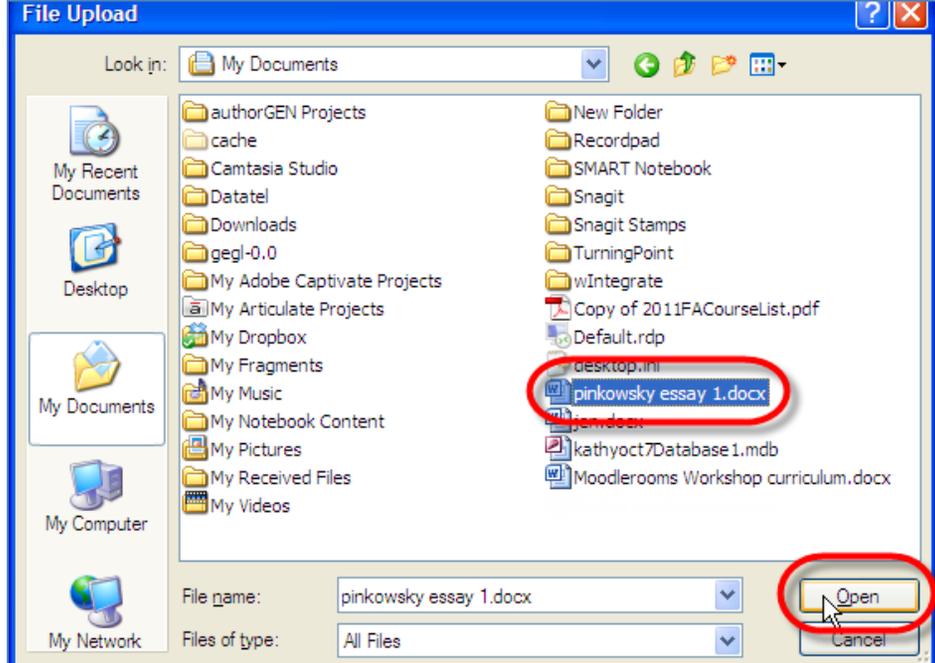
Task	Screen shot
5. In your Moodle profile, type your interests. Separate each interest with a comma; this will turn each of your interests into a link that will connect you with other Alverno students and faculty who share your interest.	 A screenshot of a Moodle profile's 'List of interests' field. The field contains a list of interests: 'Kayaking, Backpacking, Camping, Hiking, Biking, Fishing, Frank Lloyd Wright, Snowshoeing, Geocaching, Pottery On The Wheel, Cross-Country Skiing, Reading,'. The text is enclosed in a red rounded rectangle. To the right of the text is a vertical scroll bar.
6. Click the Update Profile button. This saves your changes to your profile. Note: You can always go back and change your profile at a later time.	 A screenshot of a grey button labeled 'Update profile'. The button is highlighted with a red rounded rectangle, and a mouse cursor is pointing at it.

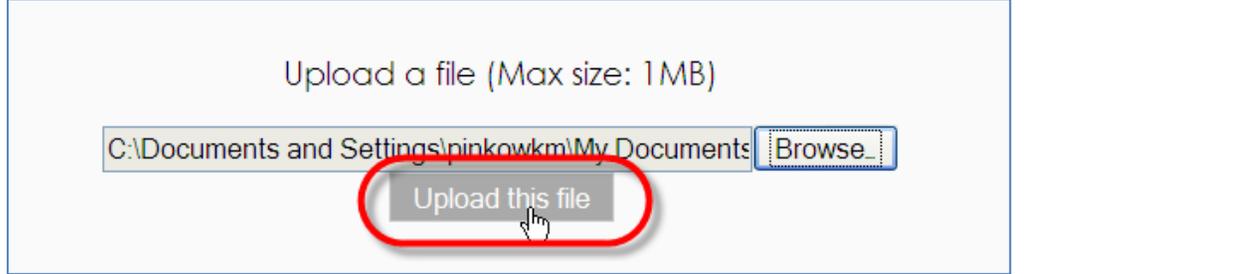
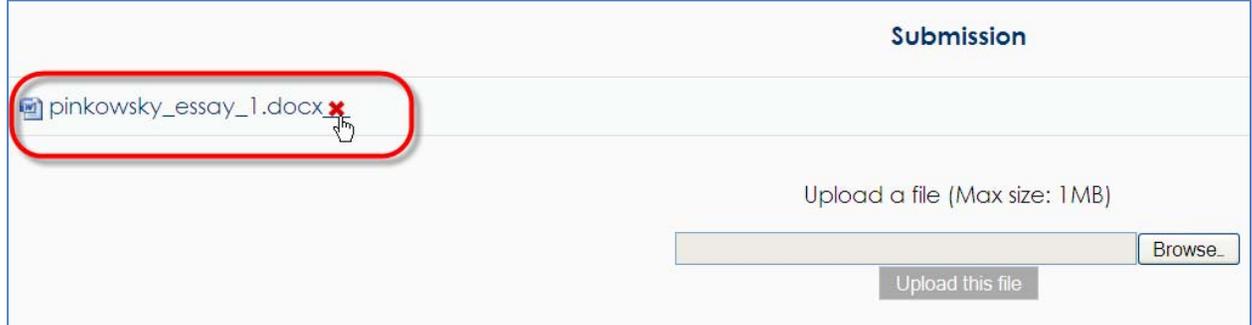
Submitting an Assignment

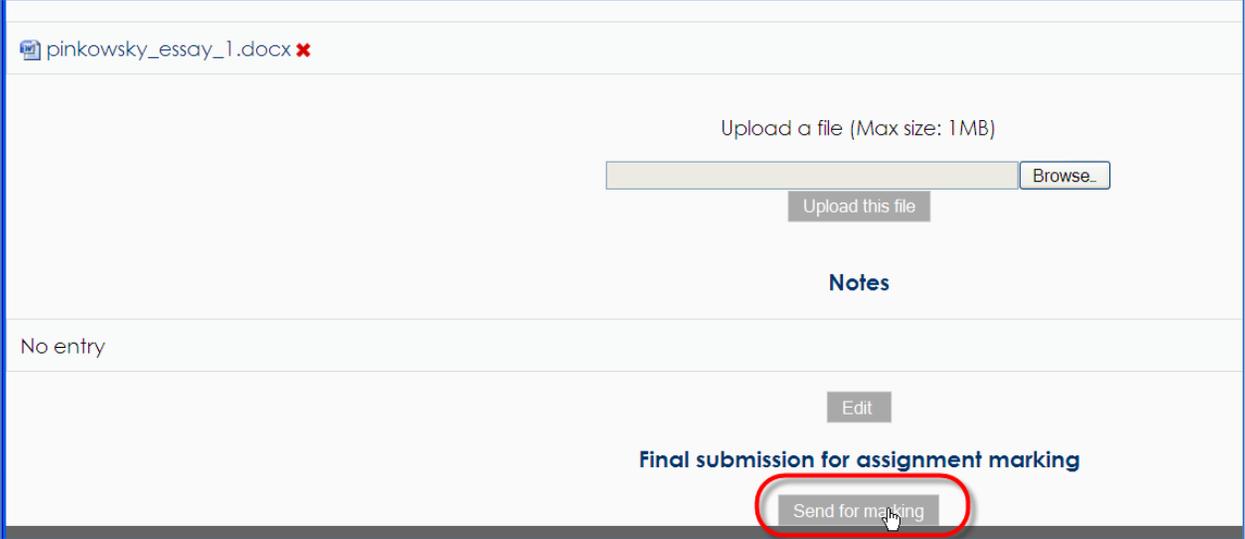
Do the following to upload an assignment file to Moodle.

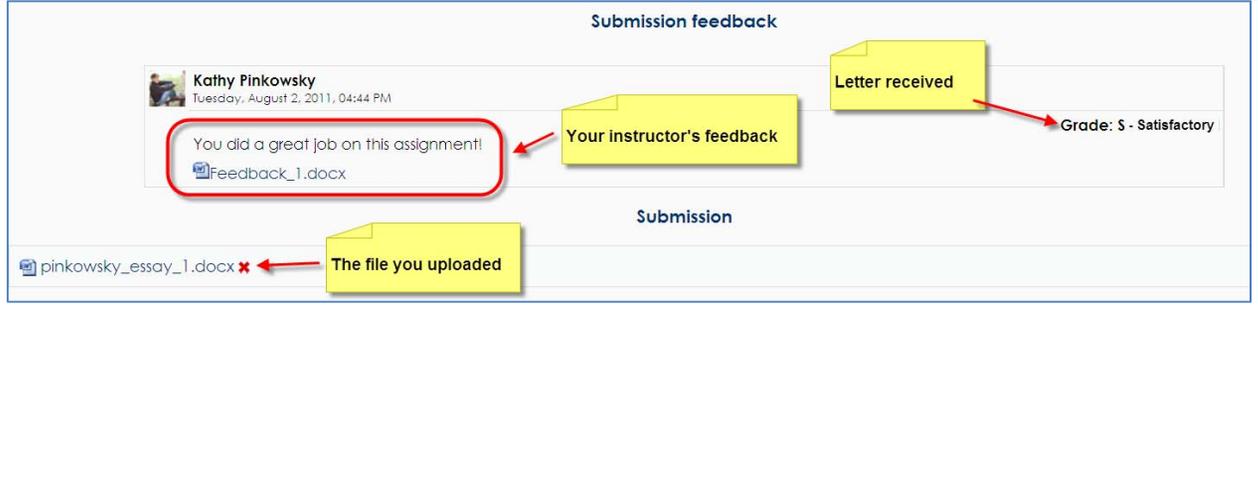
Task	Screen shot
<p>1. To enter a class, click its link.</p> <p>Note: Clicking on the My Courses link in the header of the page displays all your courses.</p>	
<p>2. Once you are in your course, locate your assignments in the center column of the page.</p> <p>Note: Assignments can be identified by the clipboard icon. </p>	

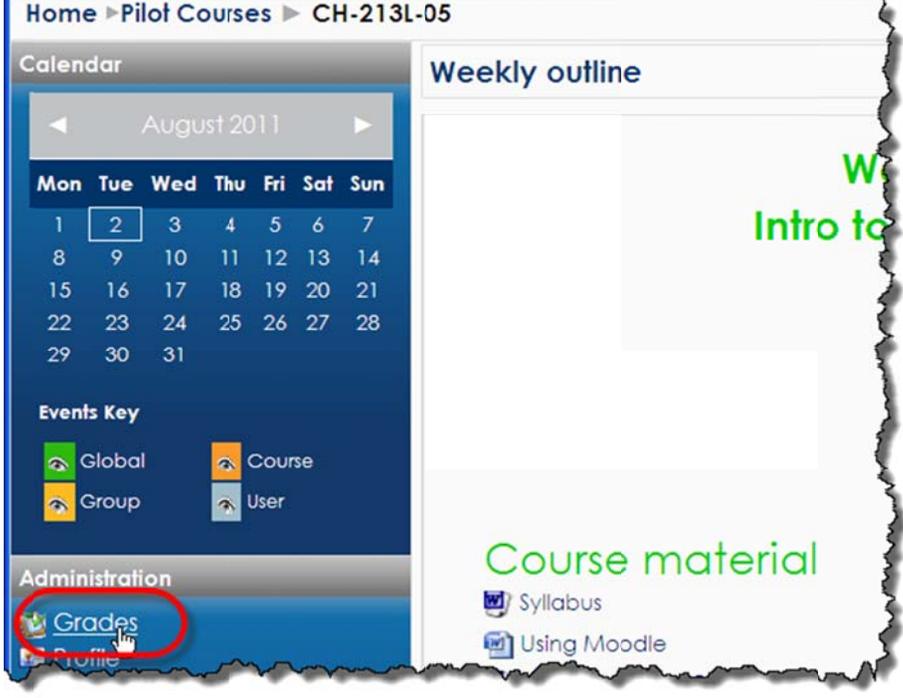
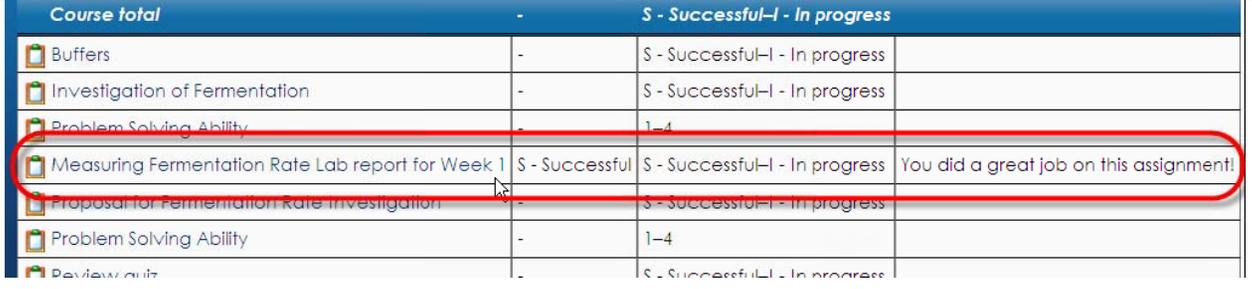
Task	Screen shot
<p>3. Make sure to click on templates or criteria sheets above or below the assignment.</p> <p>Important: Save the Word document to your computer or flash drive before making changes to the file.</p>	<p>Assignments that are due:</p> <ul style="list-style-type: none"> Measuring Fermentation Rate Lab report for Week 1 <ul style="list-style-type: none"> Measurement of Fermentation Rate template Proposal for Fermentation Rate Investigation <ul style="list-style-type: none"> Investigation of Fermentation Template Possible References for Fermentation Labs
<p>4. To open the assignment, click on the assignment's link.</p>	<p>Assignments that are due:</p> <ul style="list-style-type: none"> Measuring Fermentation Rate Lab report for Week 1 Measurement of Fermentation Rate template Proposal for Fermentation Rate Investigation <ul style="list-style-type: none"> Investigation of Fermentation Template Possible References for Fermentation Labs
<p>5. Review the following parts of the assignment:</p> <ul style="list-style-type: none"> The assignment's criteria The assignment's due date 	<p>Home ► Pilot Courses ► CH-213L-05 ► Assignments ► Measuring Fermentation Rate Lab report for Week 1</p> <p>Use the "Measuring Fermentation rate" template to complete a Lab Report. Include all 6 required sections (refer to the lab manual for the requirements and an example). The purpose, background, and procedure are already written for you. Please take time to review them to understand how it was written. You need to fill in the data table, do graph in Excel and write the discussion sections. Guiding questions are provided in the template, but you need to delete them and answer them in a logically connected, paragraph form. Only one revision is allowed for this report.</p> <p>Assignment Criteria</p> <p>Assignment's Due Date</p> <p>Due date: Sunday, January 30, 2011, 11:00 PM</p>

Task	Screen shot
6. To upload your completed assignment, scroll down, and click the Browse button.	 A screenshot of a web-based upload interface. At the top, it says "Upload a file (Max size: 1 MB)". Below this is a horizontal bar with a "Browse..." button on the right side, which is circled in red. Below the bar is a "Upload this file" button.
7. Find the file (on your computer or H: drive) you'd like to upload, and click the file to select it. 8. Click the Open button.	 A screenshot of a Windows "File Upload" dialog box. The "Look in:" field shows "My Documents". The file list includes folders like "authorGEN Projects", "cache", "Camtasia Studio", "Datatel", "Downloads", "gegl-0.0", "My Adobe Captivate Projects", "My Articulate Projects", "My Dropbox", "My Fragments", "My Music", "My Notebook Content", "My Pictures", "My Received Files", and "My Videos". It also lists files such as "New Folder", "Recordpad", "SMART Notebook", "Snagit", "Snagit Stamps", "TurningPoint", "wIntegrate", "Copy of 2011FACourseList.pdf", "Default.rdp", "desktop.ini", "pinkowsky essay 1.docx", "pinkow.docx", "kathyoct7Database1.mdb", and "Moodlerooms Workshop curriculum.docx". The file "pinkowsky essay 1.docx" is selected and circled in red. At the bottom, the "File name:" field contains "pinkowsky essay 1.docx" and the "Files of type:" field is set to "All Files". The "Open" button is circled in red.

Task	Screen shot
9. Click the Upload This File button.	
10. Your file will appear above the upload box in the assignment. If there is a red X to the right of your file, you have the ability to delete it and replace it with another file if you need to.	

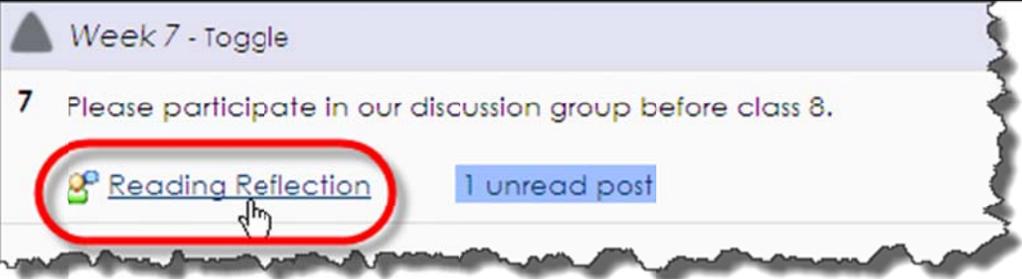
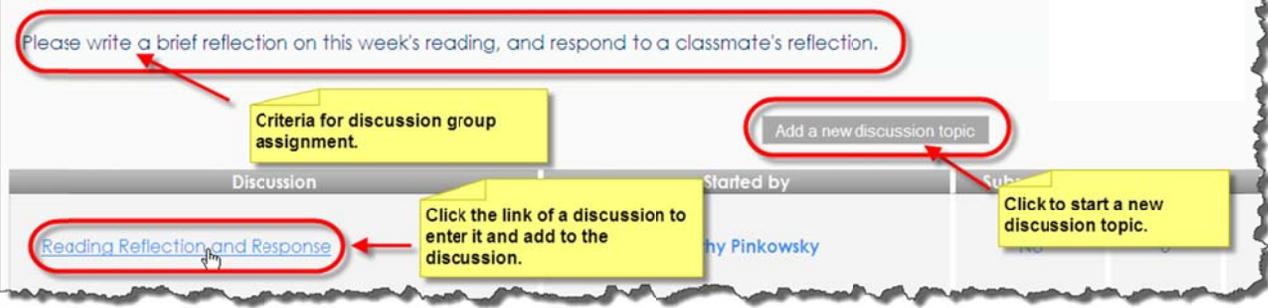
Task	Screen shot
<p>11. Scroll down to the bottom of the page:</p> <ul style="list-style-type: none">• If there is a Send for Marking button, click it to submit your file to your instructor.• If there is no Send for Marking button at the bottom of the page, there is no need to do anything else. Your file is already available to your instructor.	
<p>12. After your instructor assesses your work, you can click on the assignment to see your feedback.</p>	

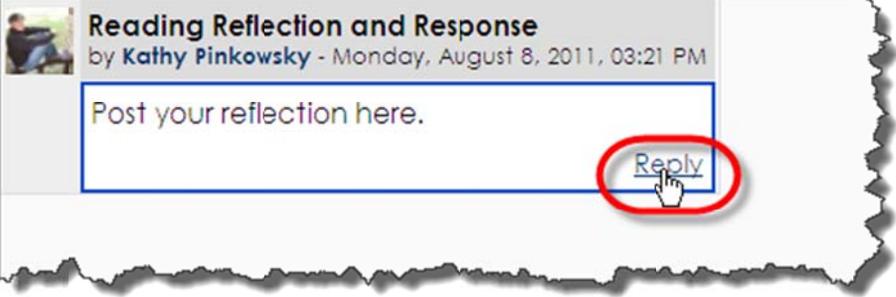
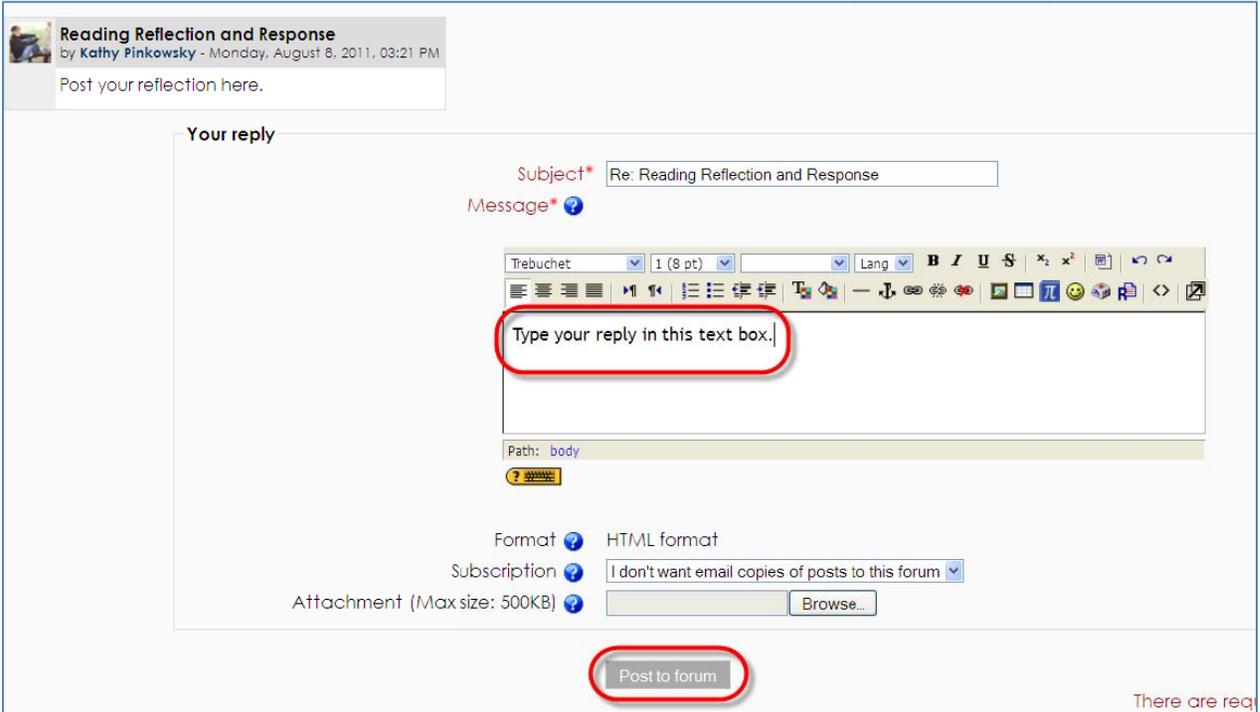
Task	Screen shot
<p>13. View your feedback.</p> <p>Your instructor may enter one or more of the following:</p> <ul style="list-style-type: none">• A letter from a scale (e.g., Satisfactory, Unsatisfactory, In Process)• Text feedback• Feedback in a Word document or other file.	 <p>The screenshot shows a Moodle submission feedback interface. At the top, it says "Submission feedback". Below this, there is a message from "Kathy Pinkowsky" dated "Tuesday, August 2, 2011, 04:44 PM". The message content is "You did a great job on this assignment!" followed by a Word document icon and the filename "Feedback_1.docx". A red rounded rectangle highlights the text "You did a great job on this assignment!". A yellow callout box labeled "Your instructor's feedback" has a red arrow pointing to the text. To the right of the message, there is a yellow callout box labeled "Letter received" with a red arrow pointing to the text "Grade: S - Satisfactory". Below the message, there is a "Submission" section showing a file icon and the filename "pinkowsky_essay_1.docx" with a red 'x' next to it. A yellow callout box labeled "The file you uploaded" has a red arrow pointing to the filename.</p>

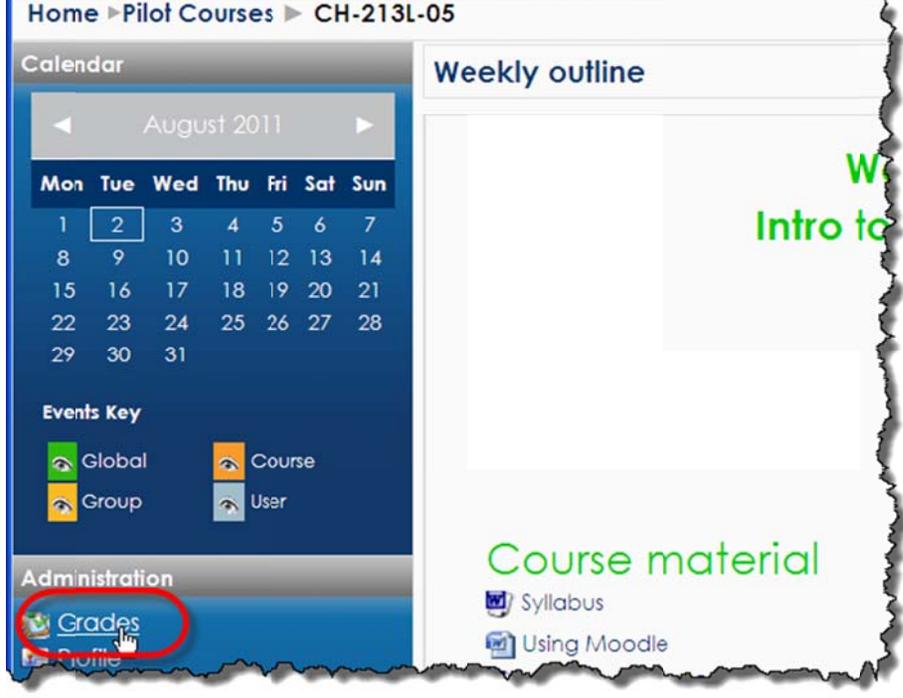
Task	Screen shot																																
<p>14. An alternate way to view your feedback is to click the Grades link in the Administration block.</p>																																	
<p>15. From this screen, you can view written feedback and your score.</p> <p>Note: This just gives you an overview of your feedback. If you want to see detailed feedback (such as Word documents your instructor uploaded), click the assignment link.</p>	 <table border="1"> <thead> <tr> <th>Course total</th> <th>S - Successful</th> <th>I - In progress</th> <th></th> </tr> </thead> <tbody> <tr> <td>Buffers</td> <td>-</td> <td>S - Successful</td> <td>I - In progress</td> </tr> <tr> <td>Investigation of Fermentation</td> <td>-</td> <td>S - Successful</td> <td>I - In progress</td> </tr> <tr> <td>Problem Solving Ability</td> <td>-</td> <td>1-4</td> <td></td> </tr> <tr> <td>Measuring Fermentation Rate Lab report for Week 1</td> <td>S - Successful</td> <td>S - Successful</td> <td>I - In progress</td> </tr> <tr> <td>Proposal for Fermentation Rate Investigation</td> <td>S - Successful</td> <td>I - In progress</td> <td></td> </tr> <tr> <td>Problem Solving Ability</td> <td>-</td> <td>1-4</td> <td></td> </tr> <tr> <td>Review quiz</td> <td>-</td> <td>S - Successful</td> <td>I - In progress</td> </tr> </tbody> </table>	Course total	S - Successful	I - In progress		Buffers	-	S - Successful	I - In progress	Investigation of Fermentation	-	S - Successful	I - In progress	Problem Solving Ability	-	1-4		Measuring Fermentation Rate Lab report for Week 1	S - Successful	S - Successful	I - In progress	Proposal for Fermentation Rate Investigation	S - Successful	I - In progress		Problem Solving Ability	-	1-4		Review quiz	-	S - Successful	I - In progress
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Review quiz	-	S - Successful	I - In progress																														

Participating in a Discussion Group (Advanced Forum)

Discussion groups are called advanced forums or forums in Moodle. Do the following to participate in a discussion group/advanced forum in Moodle.

Task	Screen shot
<p>1. Click the discussion group's name to enter the discussion group.</p> <p>Discussion groups can be identified by the person talking icon. </p>	
<p>2. Once you are in the discussion group, do one of the following:</p> <ul style="list-style-type: none"> Click the name of the discussion group to read existing discussions and reply to them. Click the Add a New Discussion Topic button to start a new discussion topic. <p>Note: Typically, you will click the name of the discussion group and reply to the existing discussion, but you should consult with your instructor as to how you should manage discussion groups.</p>	

Task	Screen shot
<p>3. Do one of the following:</p> <ul style="list-style-type: none">• If you are replying to a post, click the Reply link, and continue to the next step.• If you added a new discussion topic, continue to the next step.	
<p>4. Type your reply in the Message area.</p> <p>5. Click the Post to Forum button.</p> <p>Note: You have 15 minutes to edit your response. After that, the response can't be edited.</p>	

Task	Screen shot																
<p>6. If your instructor provides feedback on your discussion group participation, you can view your feedback by clicking the Grades link in the Administration block.</p>																	
<p>7. From the gradebook, you can see the letter you received and the feedback on your discussion group.</p> <p>8. Click on the name of the discussion group to view your feedback in greater detail.</p>	 <table border="1"> <thead> <tr> <th>Grade item</th> <th>Grade</th> <th>Range</th> <th>Feedback</th> </tr> </thead> <tbody> <tr> <td colspan="4">A TRAINING DEMO COURSE 101</td> </tr> <tr> <td>Essay 1</td> <td>S</td> <td>U-S</td> <td>Here's your feedback</td> </tr> <tr> <td>Reading Reflection</td> <td>S</td> <td>U-S</td> <td>Great job!</td> </tr> </tbody> </table>	Grade item	Grade	Range	Feedback	A TRAINING DEMO COURSE 101				Essay 1	S	U-S	Here's your feedback	Reading Reflection	S	U-S	Great job!
Grade item	Grade	Range	Feedback														
A TRAINING DEMO COURSE 101																	
Essay 1	S	U-S	Here's your feedback														
Reading Reflection	S	U-S	Great job!														

Getting Help

For technical assistance with Moodle, contact:

- A lab assistant in the Computer Center (414) 382-6336 – Lab assistants are available when the Computer Center is open.
- The Help Desk - Help Desk submissions will be picked up at 8 a.m., 10 a.m., noon, 2 p.m. and 4 p.m. All requests submitted after 4 p.m. will be received the next day at 8 a.m. The Help Desk is covered Monday-Friday only. There is no weekend or holiday coverage.
- Phone: 414-382-6700
- Email: helpdesk@alverno.edu
- Trouble Ticket block – There is a Trouble Ticket block located in the lower left column of each Moodle course. Click the Trouble Ticket button to submit your Moodle question to the helpdesk.

