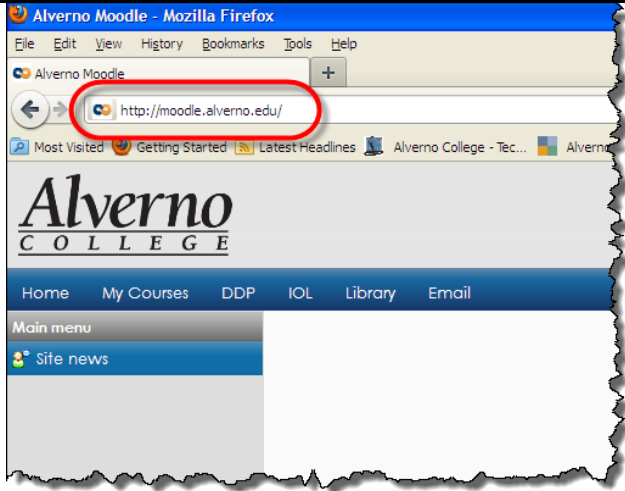
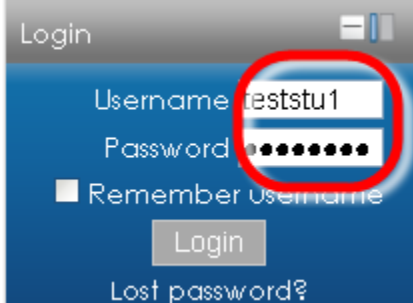


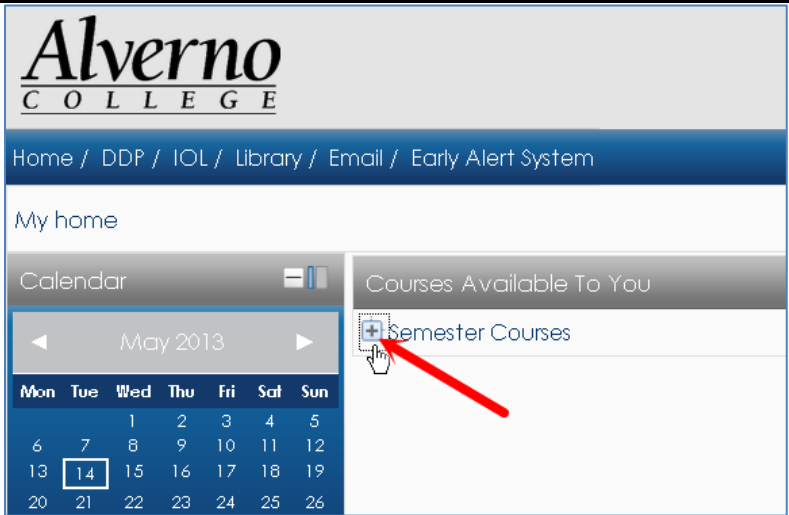
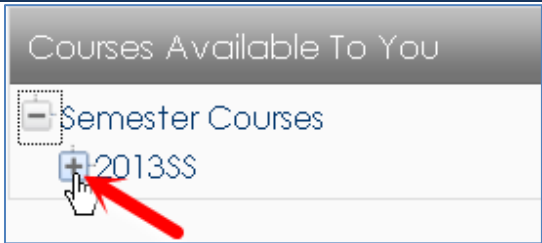
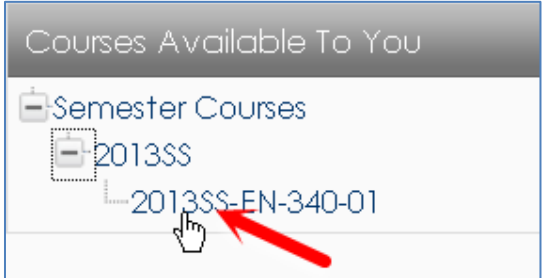
## Moodle 2.3 Student Quick Start Guide

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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"><li>1. Open your Firefox browser.</li><li>2. Type the following in the address bar: <a href="http://moodle.alverno.edu/">http://moodle.alverno.edu/</a></li><li>3. Press the Enter key.</li></ol>	
<ol style="list-style-type: none"><li>4. Type your Alverno username and password.</li><li>5. Click the Login button.</li></ol>	

Task	Screen Shot
<p>6. In the center of the page, find the Courses Available to You block.</p> <p>7. Click the + sign next to Semester Courses.</p>	
<p>8. Click the + sign next to the current semester.</p>	
<p>9. Click the name of the course you want to enter.</p> <p><b>Important:</b> 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>	

## Navigating in Moodle

Refer to the picture below for information about navigating in Moodle. [Click here for a video on navigating new Moodle.](#)

The screenshot shows the Moodle user interface with several callouts explaining navigation options:

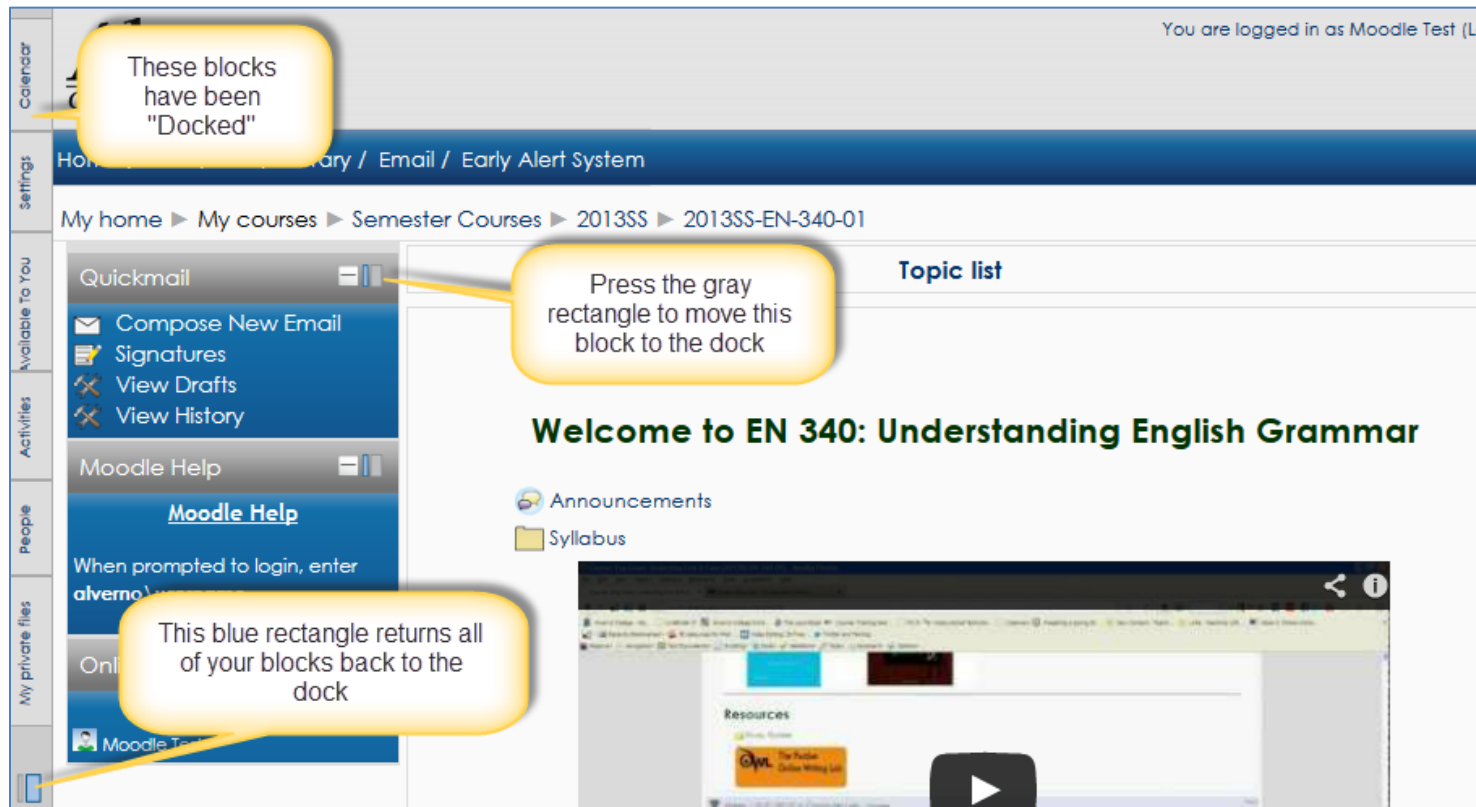
- Click My Home to return to your list of courses.** (Points to the 'Home' link in the top navigation bar)
- Click Email to navigate to student email.** (Points to the 'Email' link in the top navigation bar)
- Dates in orange are assignment due dates in Moodle.** (Points to the date '14' in the calendar)
- Course announcements may be posted in Announcements.** (Points to the 'Announcements' link in the course content area)
- Click the Syllabus folder to view your class syllabus.** (Points to the 'Syllabus' folder icon in the course content area)
- Click Grades to view feedback and scores.** (Points to the 'Grades' link in the left sidebar)
- Click to edit your profile.** (Points to the 'My profile settings' link in the left sidebar)

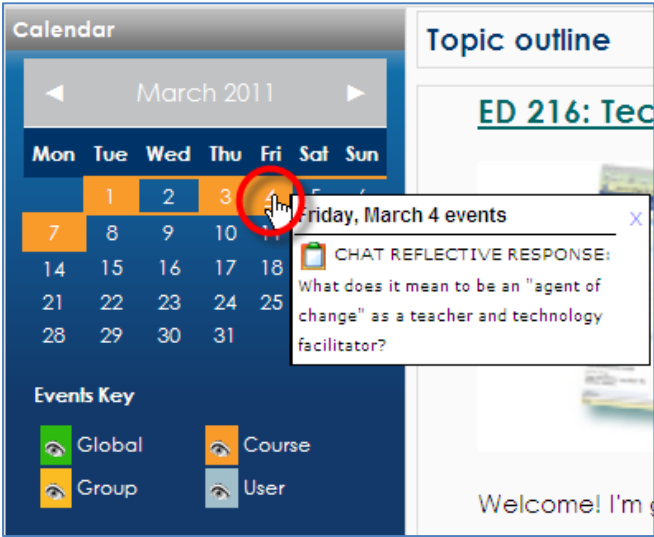
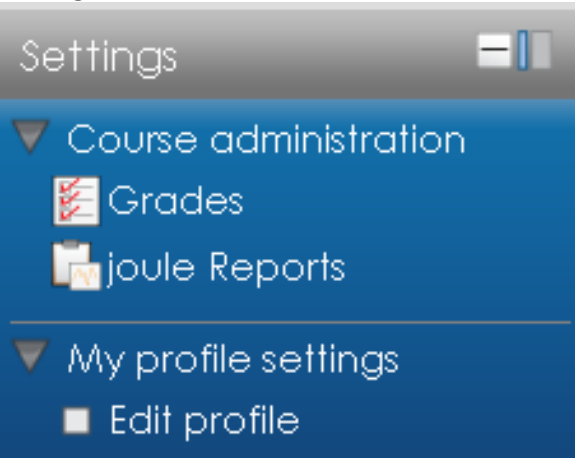
The interface also shows a top navigation bar with 'Home / ... / Email / Early Alert System', a breadcrumb trail 'My home ► My courses ► Semester Courses ► 2013SS ► 2013SS-EN-340-01', and a right-hand side area with 'You are logged in as Moodle Test (Logout)'.

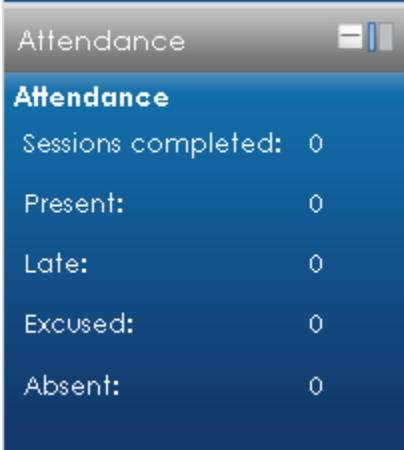
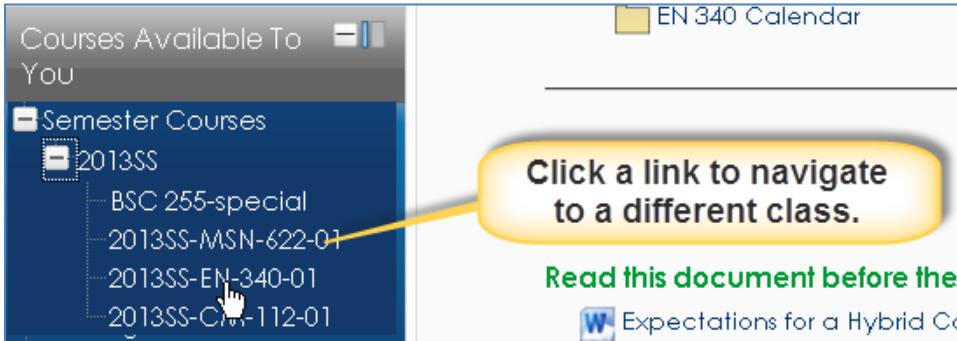
## Using Blocks

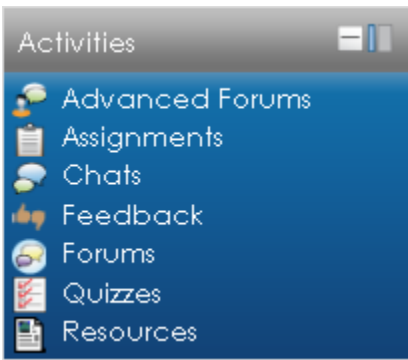
Blocks are located in the right and left columns of your course. They provide additional information about elements of your course.

**Docking Blocks** –You can move blocks to an area on the left of the page that Moodle calls the Dock. You may wish to temporarily dock all of your blocks to gain more screen space for the course content. When you dock a block, it remains docked even after you log out of Moodle and log back in. [Click here for a video on working with blocks.](#)

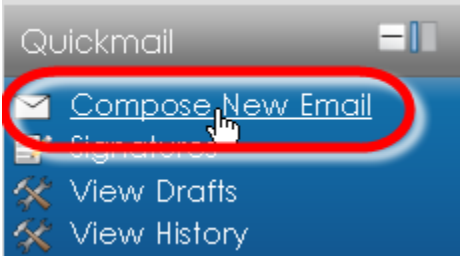
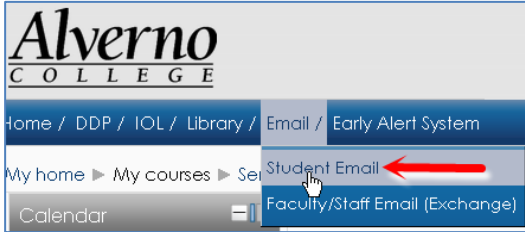
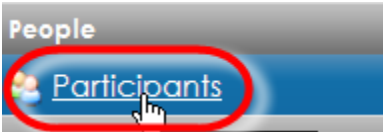


Block	Function
<p><b>Calendar Block</b></p> 	<ul style="list-style-type: none"> <li>• Dates highlighted in orange mean that something is scheduled for your class on that date. For example, a class assignment is due on that date.</li> <li>• Hold your cursor over a date highlighted in orange to see a popup with an overview of the scheduled event.</li> <li>• Click on the date to view a detailed description of the scheduled event.</li> </ul>
<p><b>Settings Block</b></p> 	<p><b>Grades</b></p> <ul style="list-style-type: none"> <li>• Click the Grades link to view scores and feedback on assignments from your instructor.</li> </ul> <p><b>Joule Reports</b></p> <ul style="list-style-type: none"> <li>• Click the Joule Reports link to run a report on your activity in the class.</li> </ul> <p><b>My Profile Settings</b></p> <ul style="list-style-type: none"> <li>• Click Edit Profile to make changes to your Moodle profile. Optionally add your picture and information yourself. You set up one profile, and this profile identifies you in all your Moodle classes.</li> </ul>

Block	Function
<p><b>Attendance Block</b></p> 	<ul style="list-style-type: none"> <li>If your instructor is using Moodle to take attendance for the class, a summary of your attendance statistics will appear in this block.</li> </ul>
<p><b>Courses Available to You Block</b></p> 	<p>The Courses Available to You block lists all classes you are registered for.</p> <ul style="list-style-type: none"> <li>Click the + to the left of each folder to expand the category. Classes are categorized by semester.</li> <li>Click the name of a course to go to the course.</li> </ul>

Block	Function
<p><b>Activities Block</b></p> 	<p>Provides a clickable link to all the elements of the class your instructor created. The following is a list of <i>the most common</i> activities you may encounter.</p> <ul style="list-style-type: none"><li>• <b>Advanced Forums/Forums</b> - A list of all discussion groups in the class.</li><li>• <b>Assignments</b> – A list of all assignments for the class.</li><li>• <b>Attendances</b> – Your attendance records (if your instructor is taking attendance in Moodle.)</li><li>• <b>Chats</b> – A list of online chats in your class.</li><li>• <b>Choices</b> – A list of polls in your class.</li><li>• <b>Feedback</b> – A list of longer surveys in your class.</li><li>• <b>Lessons</b> – A list of multi-page documents created in Moodle.</li><li>• <b>Quizzes</b> – A list of all quizzes in the class.</li><li>• <b>Resources</b> – A list of files, folders, links to webpages, etc., your instructor posted on the front page of the course.</li></ul>

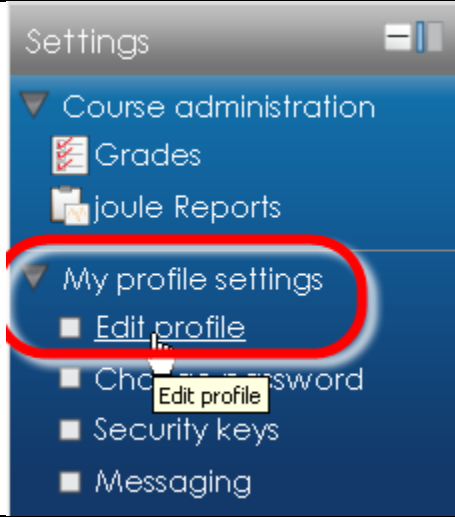


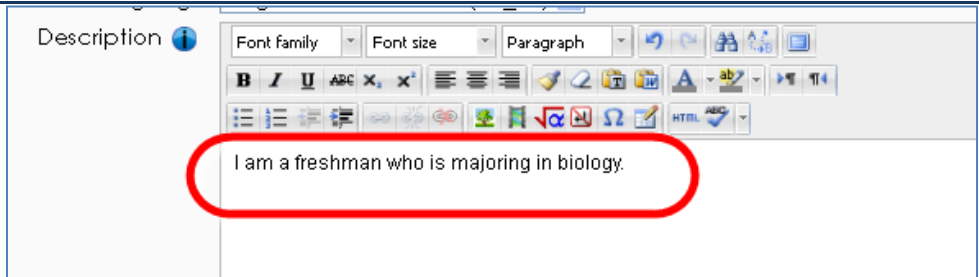
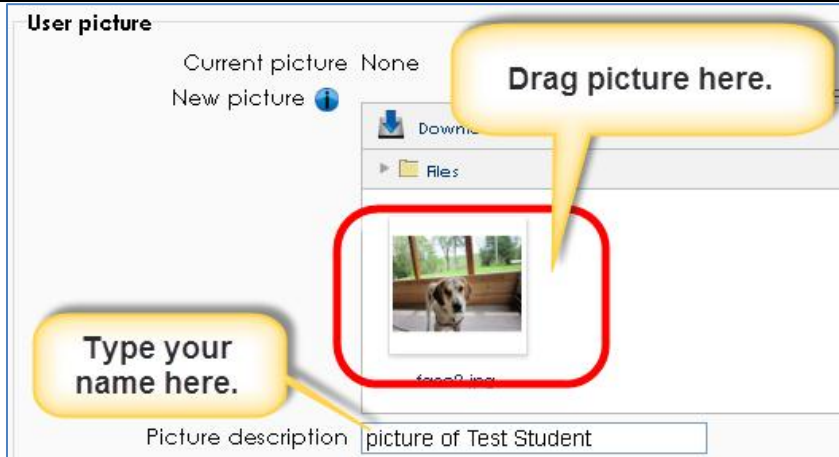
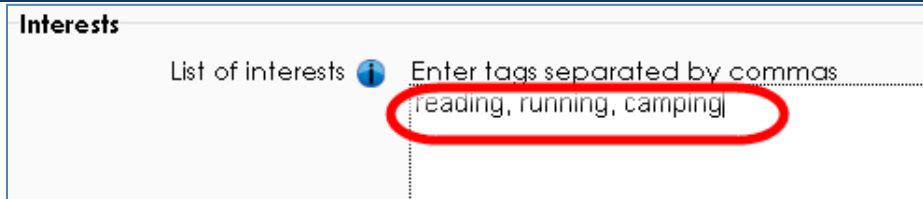
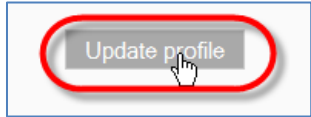
Block	Function
<p><b>Quickmail Block</b></p> 	<p>Quickmail is Moodle's email client.</p> <ul style="list-style-type: none"><li>• Click Compose Email link to compose an email. You can send an email to the instructor or one or more students in your class.</li><li>• Quickmail only <i>sends</i> email. You 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.</li><li>• To access your student email account, click the Email &gt; Student Email at the top of the page.</li></ul> 
<p><b>People Block</b></p> 	<ul style="list-style-type: none"><li>• Click the Participants link to view a list of your classmates.</li><li>• You can click names of students to view their profiles.</li></ul>

## Configuring Your Profile

Your Moodle profile has a place for your picture and information about you. You set up one profile, and this profile identifies you in all your Moodle classes. [Click here for a video on updating your profile.](#)

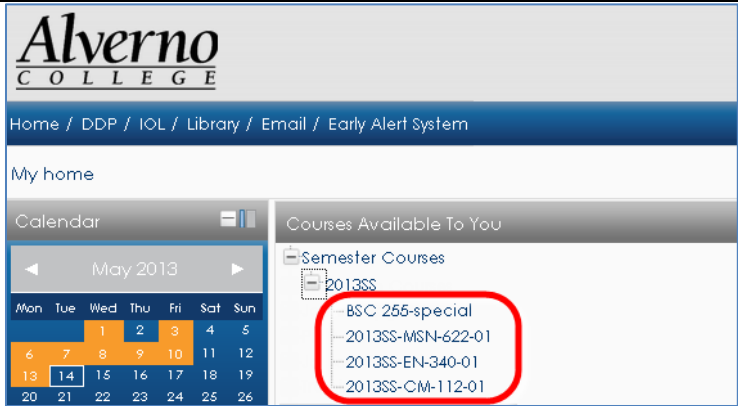


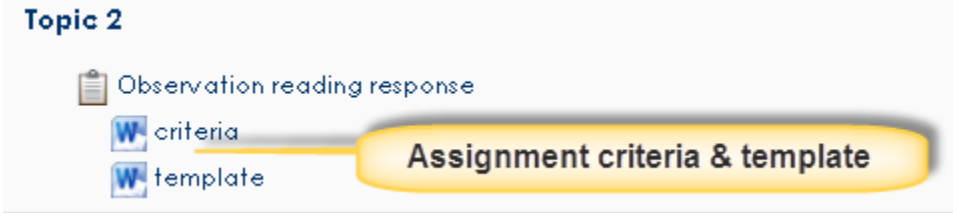
**IMPORTANT:** Everyone in Alverno's Moodle system can view your profile, so please make sure the picture you upload and the information you enter adhere to Alverno's Student Handbook and technology use policies.

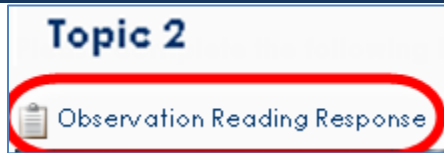
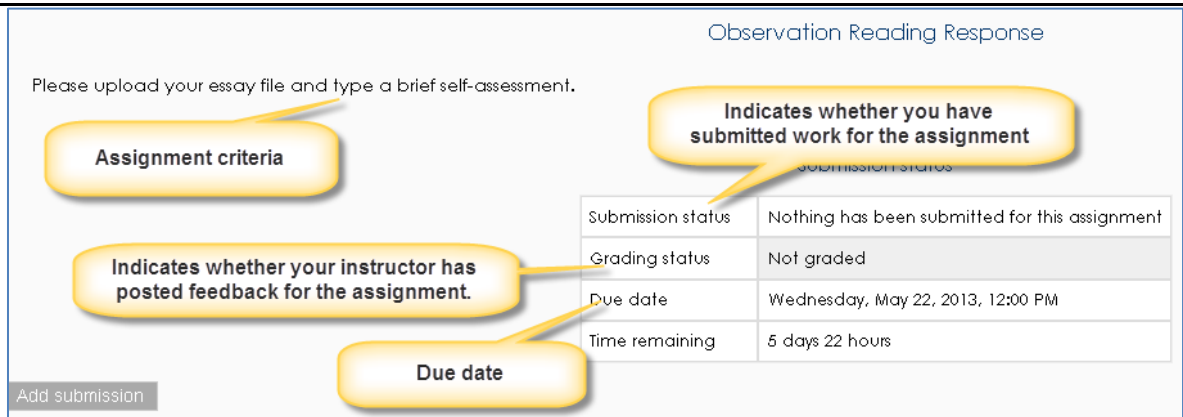
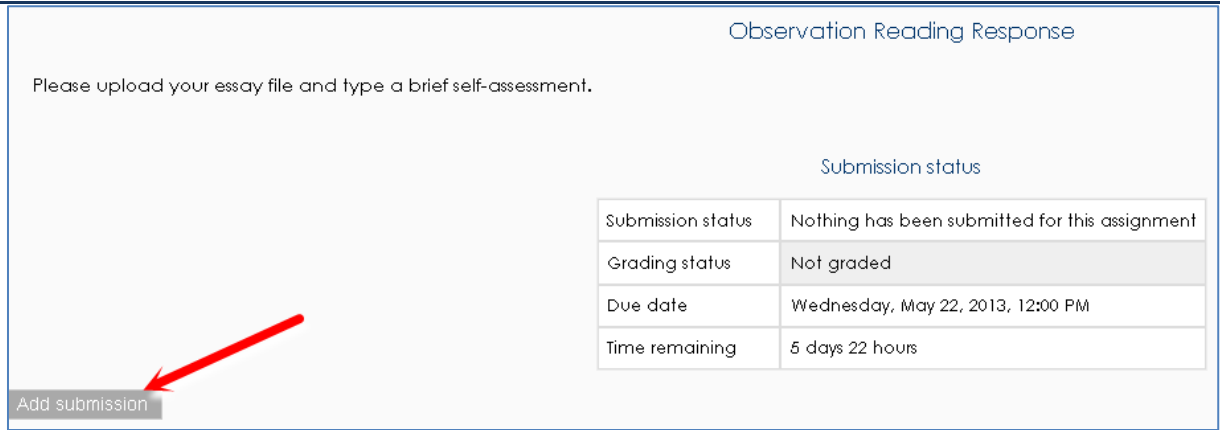
Task	Screen shot
1. Click My Profile Settings > Edit Profile in the Settings block.	 A screenshot of the Moodle 'Settings' menu. The menu is open, showing several options: 'Course administration', 'Grades', 'Moodle Reports', 'My profile settings', 'Change password', 'Security keys', and 'Messaging'. The 'My profile settings' option is highlighted with a red oval, and the 'Edit profile' option within it is also highlighted with a red oval. A tooltip labeled 'Edit profile' is visible over the 'Edit profile' option.


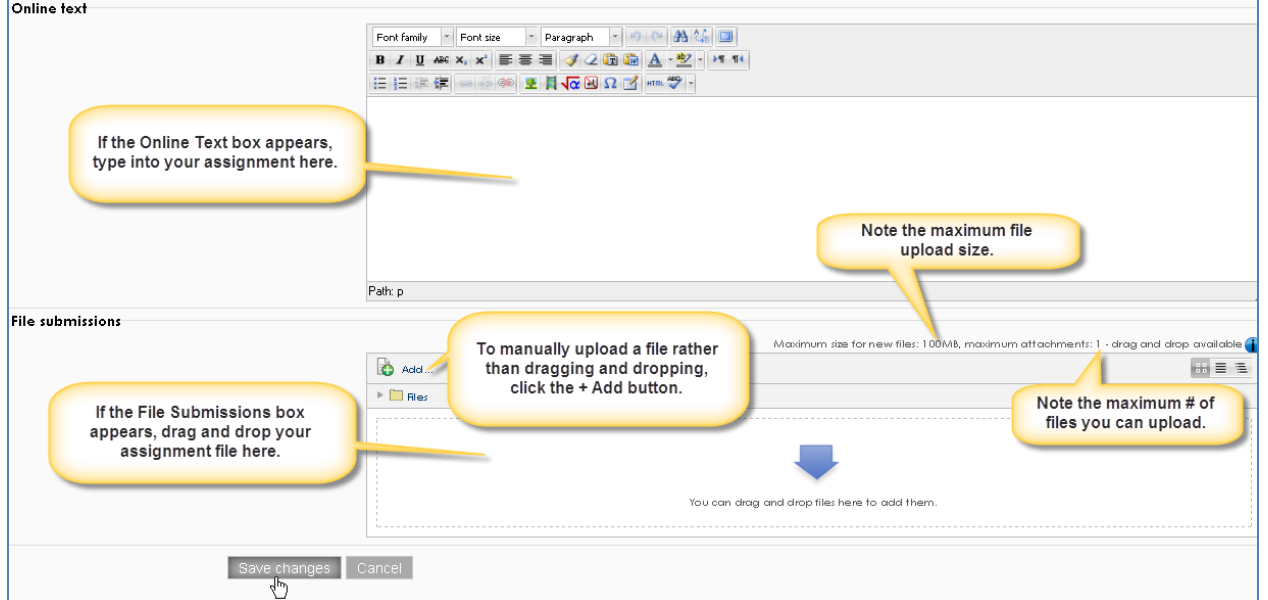
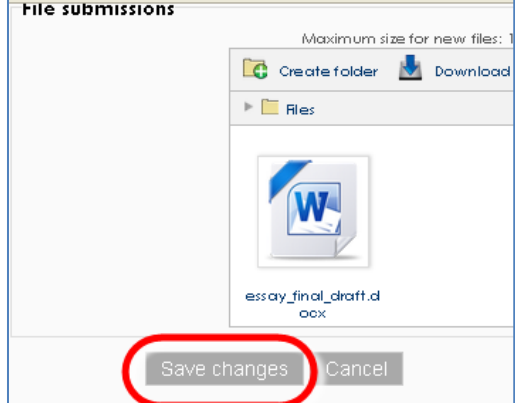
Task	Screen shot
<p>2. Type information about yourself in the Description field.</p>	
<p>3. Drag a picture of yourself into the New Picture window.</p> <p><b>Note:</b> The maximum picture size is 500mb, but we encourage you to reduce your file size well below that limit. Use Photoshop or a free online utility like <a href="http://www.myimagenie.com/">http://www.myimagenie.com/</a> or <a href="http://www.aviary.com/online/image-editor#">http://www.aviary.com/online/image-editor#</a> to reduce the size of your file.</p>	
<p>4. 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.</p>	
<p>5. Click the Update Profile button. This saves your changes to your profile.</p> <p><b>Note:</b> You can always go back and change your profile at a later time.</p>	

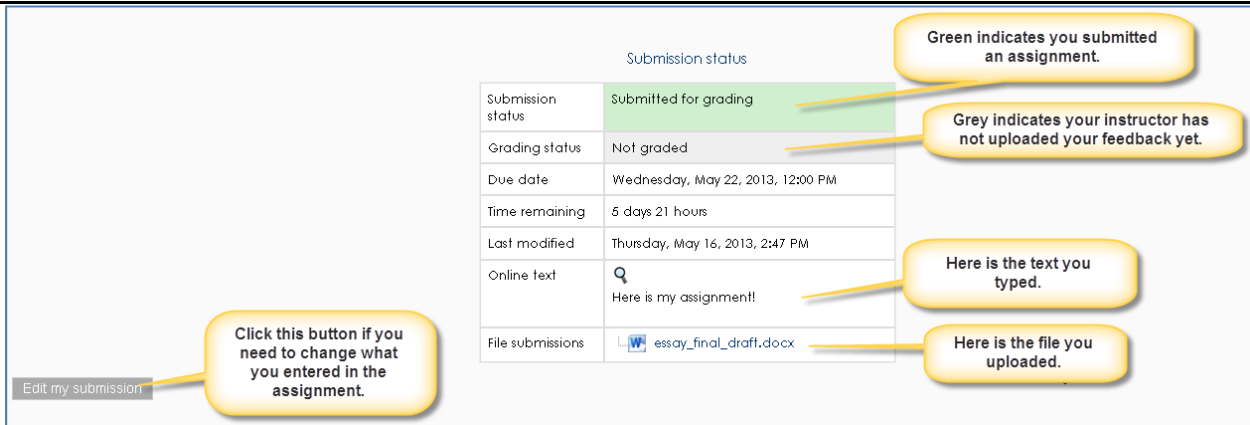
## Submitting an Assignment

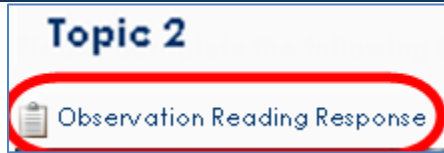
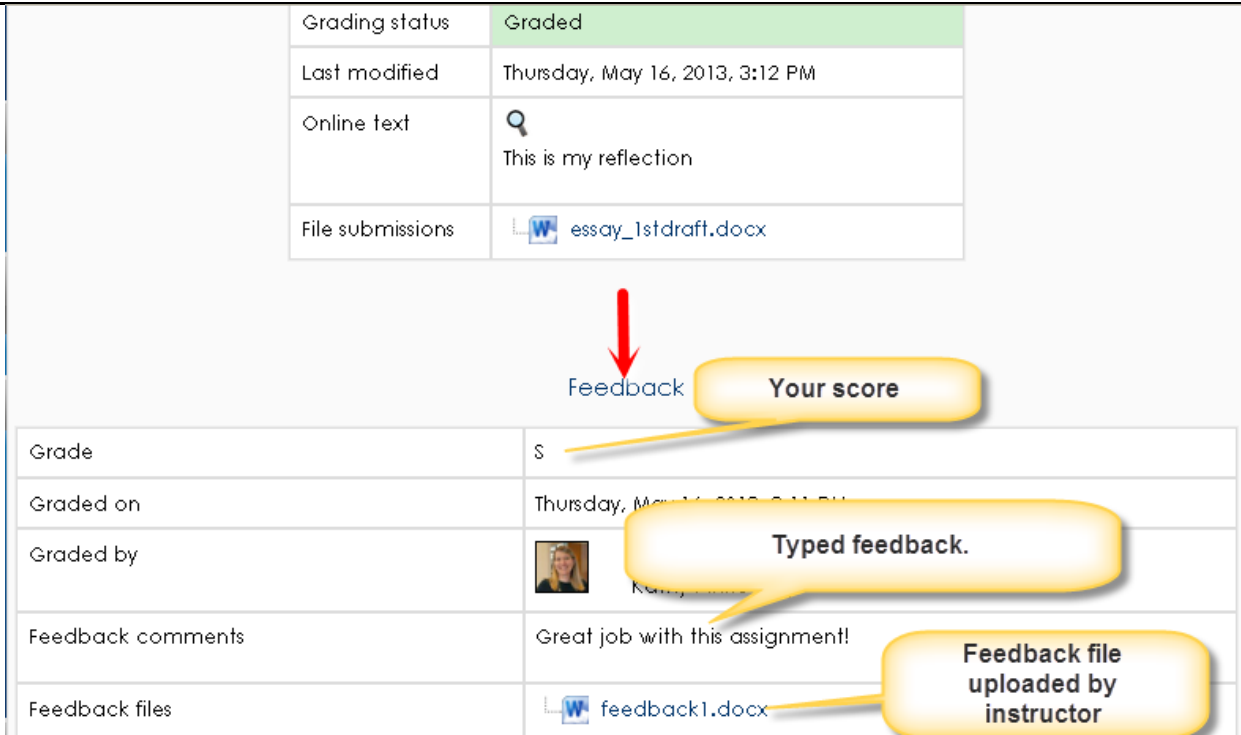
Do the following to upload an assignment file to Moodle. [Click here for a video on Moodle assignments.](#)

Task	Screen shot
1. To enter a class, go to the Moodle home page, and click the link of a course.	
2. Once you are in your course, locate your assignments in the center column of the page.  <b>Note:</b> Assignments can be identified by the clipboard icon. 	
3. Make sure to look for templates or criteria sheets above or below the assignment.  <b>Important:</b> Save Word documents to your computer or flash drive before making changes to the file.	

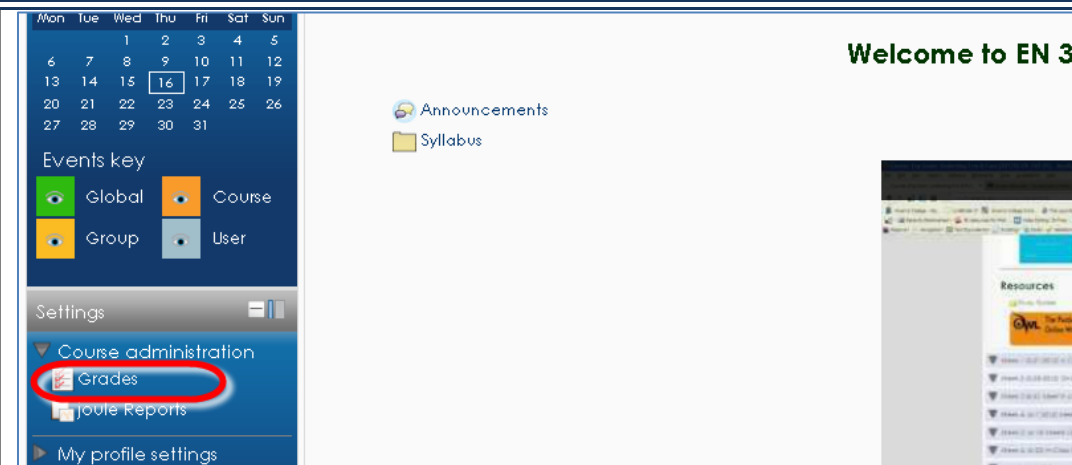
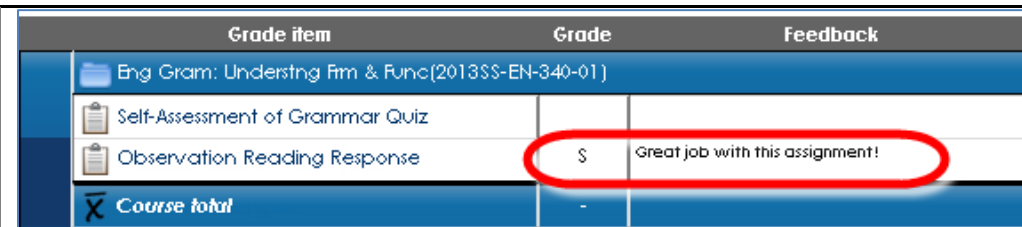
Task	Screen shot								
4. To open the assignment, click the assignment's link.									
5. Review the following parts of the assignment: <ul style="list-style-type: none"> <li>The assignment's criteria</li> <li>The assignment's due date</li> </ul>	 <p>Observation Reading Response</p> <p>Please upload your essay file and type a brief self-assessment.</p> <p><b>Assignment criteria</b></p> <p><b>Indicates whether you have submitted work for the assignment</b></p> <table border="1"> <tr> <td>Submission status</td> <td>Nothing has been submitted for this assignment</td> </tr> <tr> <td>Grading status</td> <td>Not graded</td> </tr> <tr> <td>Due date</td> <td>Wednesday, May 22, 2013, 12:00 PM</td> </tr> <tr> <td>Time remaining</td> <td>5 days 22 hours</td> </tr> </table> <p><b>Indicates whether your instructor has posted feedback for the assignment.</b></p> <p><b>Due date</b></p> <p>Add submission</p>	Submission status	Nothing has been submitted for this assignment	Grading status	Not graded	Due date	Wednesday, May 22, 2013, 12:00 PM	Time remaining	5 days 22 hours
Submission status	Nothing has been submitted for this assignment								
Grading status	Not graded								
Due date	Wednesday, May 22, 2013, 12:00 PM								
Time remaining	5 days 22 hours								
6. To submit your work for an assignment, scroll down, and click the Add Submission button. <p><b>Note:</b> Depending on how your instructor configures the assignment, you may not be able to upload your file to the assignment if its due date has passed.</p>	 <p>Observation Reading Response</p> <p>Please upload your essay file and type a brief self-assessment.</p> <p><b>Submission status</b></p> <table border="1"> <tr> <td>Submission status</td> <td>Nothing has been submitted for this assignment</td> </tr> <tr> <td>Grading status</td> <td>Not graded</td> </tr> <tr> <td>Due date</td> <td>Wednesday, May 22, 2013, 12:00 PM</td> </tr> <tr> <td>Time remaining</td> <td>5 days 22 hours</td> </tr> </table> <p>Add submission</p>	Submission status	Nothing has been submitted for this assignment	Grading status	Not graded	Due date	Wednesday, May 22, 2013, 12:00 PM	Time remaining	5 days 22 hours
Submission status	Nothing has been submitted for this assignment								
Grading status	Not graded								
Due date	Wednesday, May 22, 2013, 12:00 PM								
Time remaining	5 days 22 hours								

Task	Screen shot
<p>7. Do the following:</p> <ul style="list-style-type: none"> <li>If the Online Text box appears – Type your assignment directly into the box.</li> <li>If the File Submissions box appears – Upload your file to the assignment by dragging and dropping the file into the box or by clicking the  button.</li> </ul>	
<p>8. Click the Save Changes button.</p>	

Task	Screen shot																
<p>9. Note the following fields:</p> <ul style="list-style-type: none"> <li><b>Submission status</b> – When you submit your work, this field will be green or yellow: <ul style="list-style-type: none"> <li><b>Green - “Submitted for Grading”</b> – This means your file has been submitted to your instructor.</li> <li><b>Yellow “Draft (Not Submitted)”</b> – This means your assignment is not yet submitted to your instructor. <b>Click the Submit Assignment button</b> at the bottom left of the page to turn the assignment in.</li> </ul> </li> <li><b>Grading Status</b> – This field will say, “Not Graded” until your instructor uploads feedback to you.</li> <li><b>Online Text</b> – This contains the text you typed into Moodle for the assignment (if this was part of your submission).</li> <li><b>File submissions</b> – This contains the file you uploaded to the assignment.</li> </ul> <p><b>Important:</b> Click the Edit My Submission button if you need to change your assignment submission.</p>	 <p>The screenshot shows a submission status table with the following data:</p> <table border="1"> <thead> <tr> <th colspan="2">Submission status</th> </tr> </thead> <tbody> <tr> <td>Submission status</td> <td>Submitted for grading</td> </tr> <tr> <td>Grading status</td> <td>Not graded</td> </tr> <tr> <td>Due date</td> <td>Wednesday, May 22, 2013, 12:00 PM</td> </tr> <tr> <td>Time remaining</td> <td>5 days 21 hours</td> </tr> <tr> <td>Last modified</td> <td>Thursday, May 16, 2013, 2:47 PM</td> </tr> <tr> <td>Online text</td> <td>Here is my assignment!</td> </tr> <tr> <td>File submissions</td> <td>essay_final_draft.docx</td> </tr> </tbody> </table> <p>Callouts in the screenshot:</p> <ul style="list-style-type: none"> <li><b>Edit my submission</b>: Click this button if you need to change what you entered in the assignment.</li> <li><b>Submitted for grading</b>: Green indicates you submitted an assignment.</li> <li><b>Not graded</b>: Grey indicates your instructor has not uploaded your feedback yet.</li> <li><b>Online text</b>: Here is the text you typed.</li> <li><b>File submissions</b>: Here is the file you uploaded.</li> </ul>	Submission status		Submission status	Submitted for grading	Grading status	Not graded	Due date	Wednesday, May 22, 2013, 12:00 PM	Time remaining	5 days 21 hours	Last modified	Thursday, May 16, 2013, 2:47 PM	Online text	Here is my assignment!	File submissions	essay_final_draft.docx
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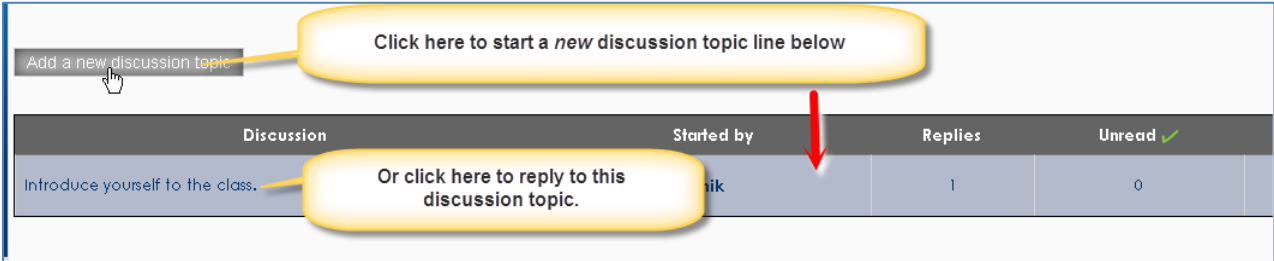
Task	Screen shot
10. After your instructor assesses your work, you can click on the assignment to see your feedback.	
11. <b>Scroll down</b> to view your feedback. <ul style="list-style-type: none"> <li><b>Grade</b> - A letter from a scale (e.g., Satisfactory, Unsatisfactory, In Process)</li> <li><b>Graded On</b> – Date/time your instructor gave you feedback.</li> <li><b>Graded by</b> – The name of the instructor who gave you feedback.</li> <li><b>Feedback comments</b> – Feedback your instructor typed directly into Moodle.</li> <li><b>Feedback Files</b> – Feedback in a Word document or other file your instructor uploaded to the assignment.</li> </ul>	

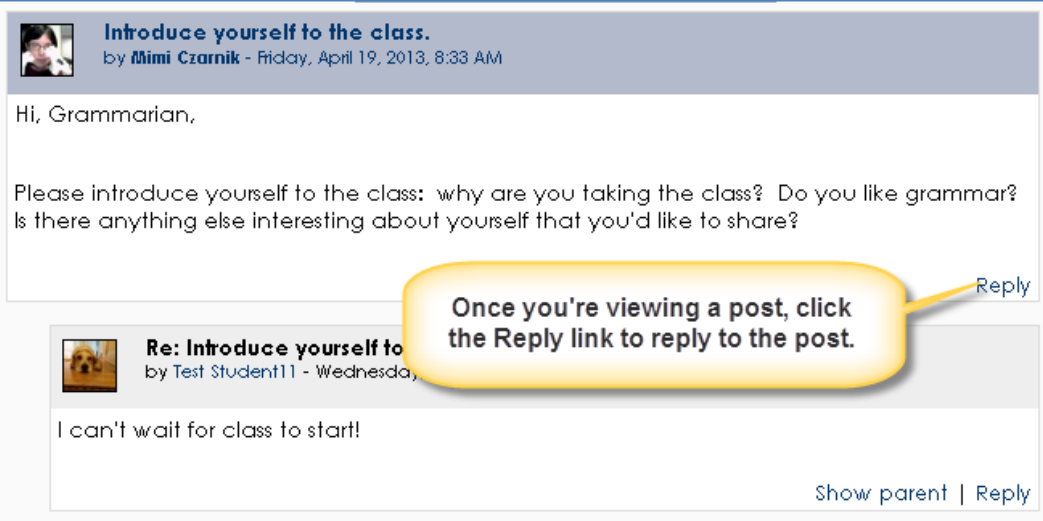


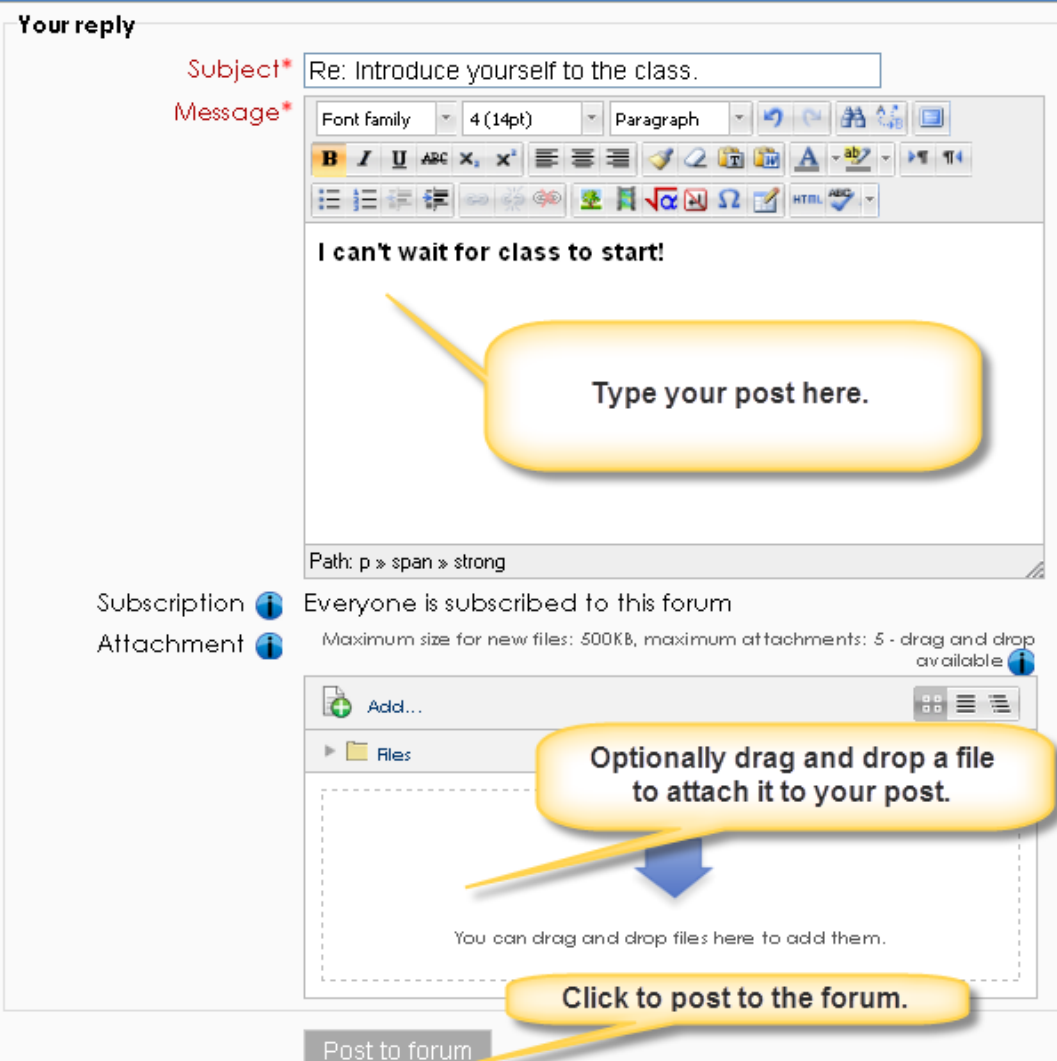
Task	Screen shot															
12. An alternate way to view your feedback is to click the Grades link in the Settings block.																
13. From this screen, you can view your scores and feedback your instructor typed into Moodle, but you cannot view feedback your instructor uploaded in file form.  <b>Note:</b> If you want to see file feedback (such as Word documents your instructor uploaded), click the name of the assignment in gradebook to enter the assignment, and scroll to the bottom of the page.	 <table><thead><tr><th>Grade item</th><th>Grade</th><th>Feedback</th></tr></thead><tbody><tr><td>Eng Gram: Understanding Rm &amp; Func(2013SS-EN-340-01)</td><td></td><td></td></tr><tr><td>Self-Assessment of Grammar Quiz</td><td></td><td></td></tr><tr><td>Observation Reading Response</td><td>S</td><td>Great job with this assignment!</td></tr><tr><td><b>Course total</b></td><td>-</td><td></td></tr></tbody></table>	Grade item	Grade	Feedback	Eng Gram: Understanding Rm & Func(2013SS-EN-340-01)			Self-Assessment of Grammar Quiz			Observation Reading Response	S	Great job with this assignment!	<b>Course total</b>	-	
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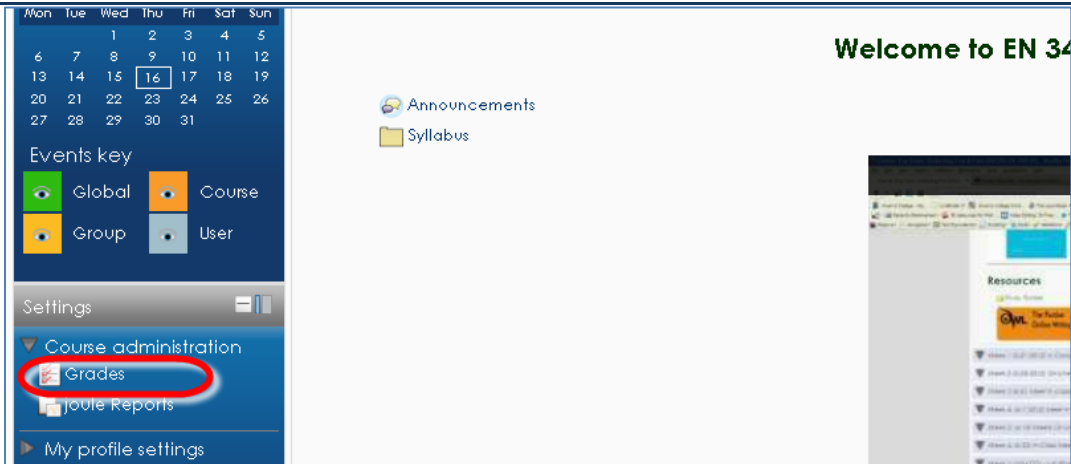
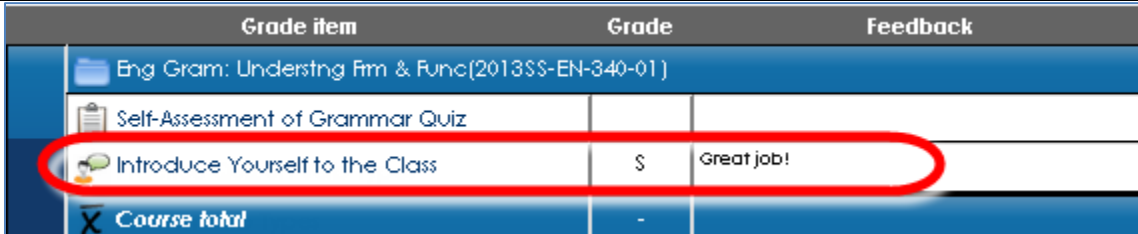
## Participating in a Discussion Group (Advanced Forum)

Discussion groups are called advanced forums or forums in Moodle. Do the following to participate in a discussion group/advanced forum in Moodle. [Click here for a video on forums 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. Depending on how the forum is configured, you may do the following:</p> <ul style="list-style-type: none"> <li><b>To start a new discussion topic</b> - Click the Add a New Discussion Topic button.</li> <li><b>To reply to an existing post</b> - Read the post and click the Reply link.</li> </ul>	

Task	Screen shot
	 <p>The screenshot shows a Moodle forum interface. The top post is titled "Introduce yourself to the class." by Mimi Czarnik, dated Friday, April 19, 2013, 8:33 AM. The post content says "Hi, Grammarian," followed by a request to introduce oneself. Below it is a reply titled "Re: Introduce yourself to..." by Test Student11, dated Wednesday. The reply content says "I can't wait for class to start!". A yellow callout bubble points to the "Reply" link of the first post, containing the text: "Once you're viewing a post, click the Reply link to reply to the post." At the bottom right of the reply box, there are links for "Show parent" and "Reply".</p>

Task	Screen shot
<p>3. Type your reply in the Message area.</p> <p>4. To attach a file to your post, drag and drop a file into the Attachment area. (Optional)</p> <p>5. Click the Post to Forum button.</p> <p><b>Note:</b> You have 15 minutes to edit your response. After that, the response can't be edited.</p>	 <p>The screenshot shows the 'Your reply' form in Moodle. It includes a 'Subject' field with the text 'Re: Introduce yourself to the class.' and a 'Message' text area containing 'I can't wait for class to start!'. A yellow callout bubble points to the message area with the text 'Type your post here.' Below the message area is a 'Path' field showing 'p » span » strong'. To the left of the form are 'Subscription' and 'Attachment' sections, both with information icons. Below the form is an 'Add...' button and a 'Files' section with a dashed box for file uploads. A yellow callout bubble points to this area with the text 'Optionally drag and drop a file to attach it to your post.' Below the files section is a 'Post to forum' button. A yellow callout bubble points to this button with the text 'Click to post to the forum.'</p>

Task	Screen shot															
6. If your instructor provides feedback on your discussion group participation, you can view your feedback by clicking the Grades link in the Settings block.																
7. From the gradebook, you can see the letter you received and the feedback on your discussion group.	 <table><thead><tr><th>Grade item</th><th>Grade</th><th>Feedback</th></tr></thead><tbody><tr><td>Eng Gram: Understanding Form &amp; Func(2013SS-EN-340-01)</td><td></td><td></td></tr><tr><td>Self-Assessment of Grammar Quiz</td><td></td><td></td></tr><tr><td>Introduce Yourself to the Class</td><td>S</td><td>Great job!</td></tr><tr><td>Course total</td><td>-</td><td></td></tr></tbody></table>	Grade item	Grade	Feedback	Eng Gram: Understanding Form & Func(2013SS-EN-340-01)			Self-Assessment of Grammar Quiz			Introduce Yourself to the Class	S	Great job!	Course total	-	
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8. Click on the name of the discussion group to view your feedback in greater detail.																

## 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.
- **Moodle Help block** – There is a Moodle Help block located in the lower left column of each Moodle course. Click the Moodle Help link to submit your Moodle question to the helpdesk. This will link directly to Alverno's help desk system. To sign in, type **alverno\username**.
- [Click here for a detailed video about how to use the new help system in Moodle.](#)

