

An Introduction to Moodle

Student Handbook
CAMPUS 02



Centre for Teaching Excellence

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TABLE OF CONTENTS

1	Moodle Support	3
2	Login	3
3	Dashboard and course page	4
3.1	Dashboard	4
3.2	Course page	4
4	Ways to Communicate	8
4.1	Forum	8
4.2	Chat	8
4.3	Messages	9
5	Learning activities	11
5.1	Choice	11
5.2	Assignment	11
5.3	Forum	12
5.4	Workshop	12
5.5	Group choice	12
5.6	Quiz	13
5.7	Wiki	13
6	Source	15
7	Table of figures	15

1 MOODLE SUPPORT

PLEASE NOTE: Since only parts of Moodle are available in English, the screenshots provided in this handbook are partly in English and partly or only in German.

If you have any questions or need support, please contact:

Tel. +43 316 6002-766

E-mail: moodle@campus02.at

2 LOGIN

You can access the Moodle login page via the intranet or directly via <https://moodle.campus02.at/login/index.php>. Log in with your student user name and password. You will be directed to the course overview page upon successful login.

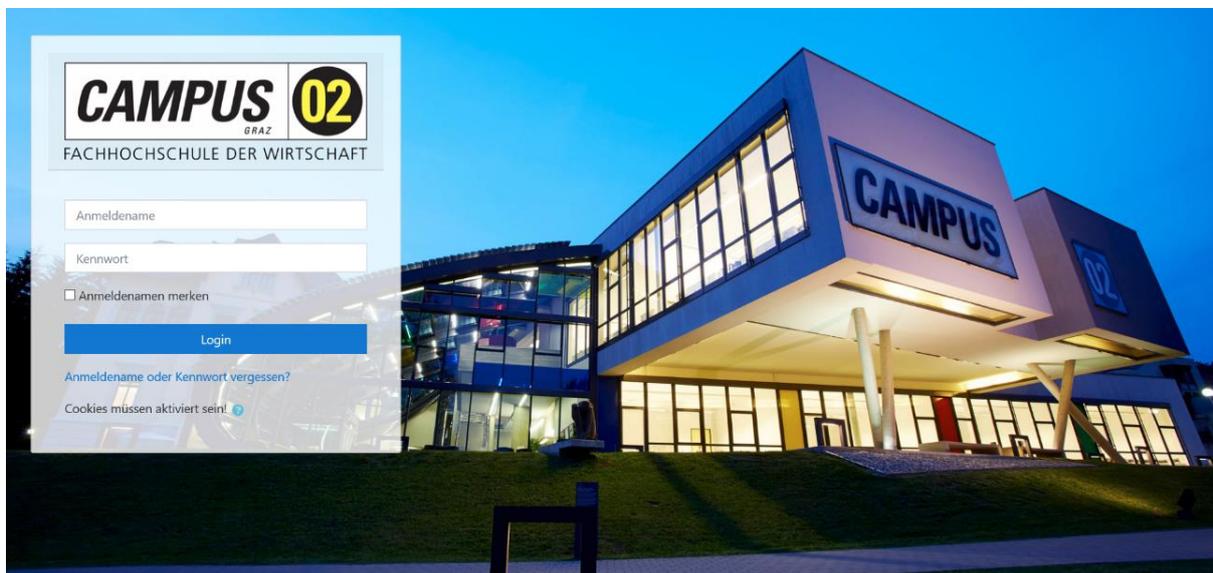


Figure 1: CAMPUS 02 Moodle login page

3 DASHBOARD AND COURSE PAGE

3.1 Dashboard

The dashboard is the Moodle front page. On the right side of the page, you can find the Moodle Support contact details and on the left side, a menu with a list of your courses, for example. The dashboard also gives you an overview of your courses. By default, all courses in progress are shown on this overview — usually from the beginning of the course to the end of the semester. Upcoming courses are listed in the Future section. Once a semester has ended, the courses you have completed are moved to the Past section.

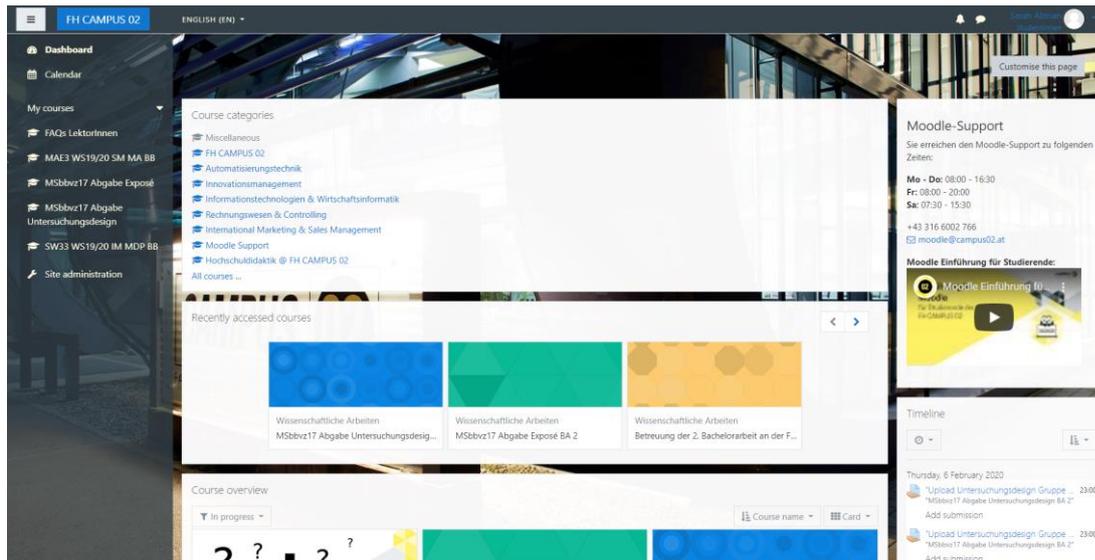


Figure 2: Moodle dashboard

3.2 Course page

Click on a course in the course overview to be directed to the course page.

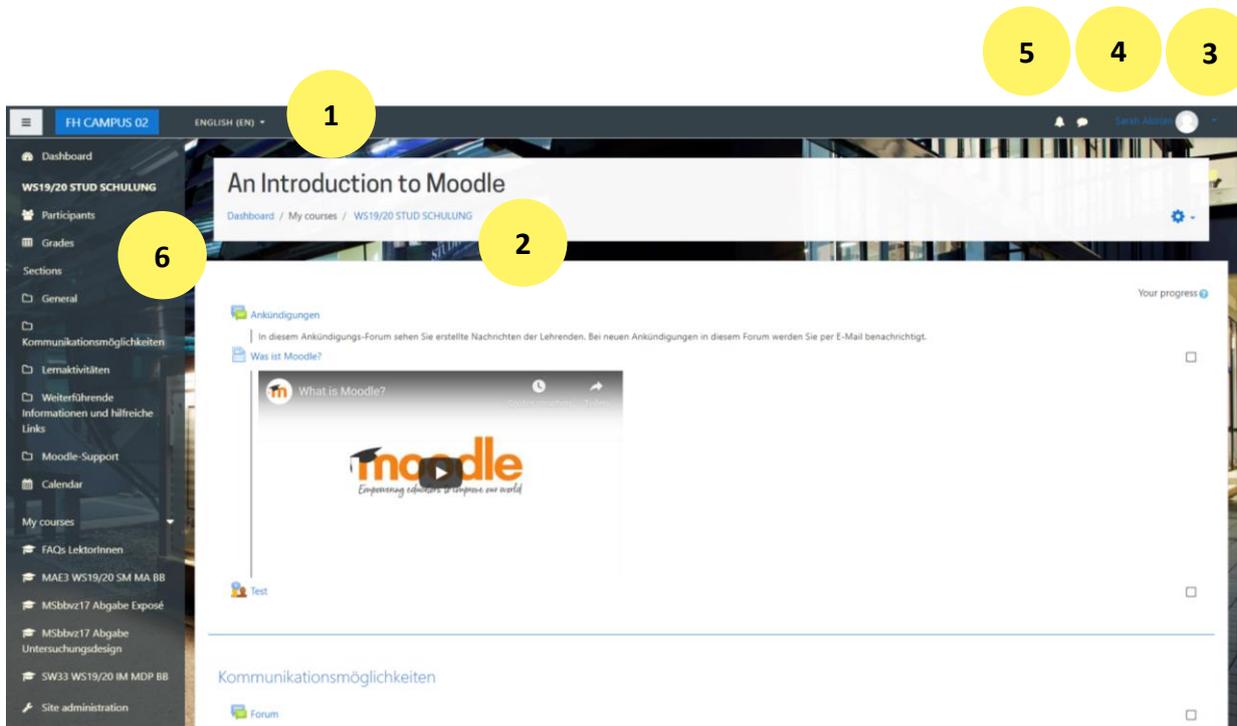


Figure 3: Course page in Moodle

1

Language

You can choose between English and German.

2

Navigation bar

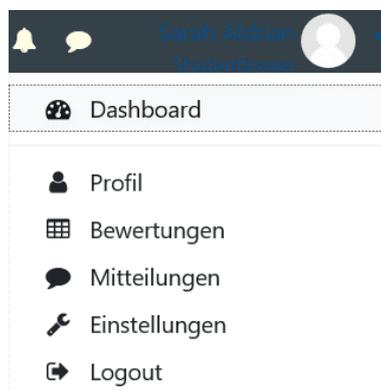
The navigation bar shows you where you are in Moodle. The following path to the Forum activity serves as an example.

Dashboard / Meine Kurse / WS19/20 STUD SCHULUNG / Abschnitte / Kommunikationsmöglichkeiten / Forum

Figure 4: Example — navigation bar

3

User account



By clicking on your name on the top right of the page, a menu will drop down with the following options:

- Dashboard:** See your courses.
- Profil (*Profile*):** See your activities and make changes to your profile, e.g. upload a photo.
- Bewertungen (*Grades*):** See partial evaluations, grades and overall evaluations of your courses if this function is used by your lecturers.

Figure 5: User account menu

- ❖ **Mitteilungen (Messages):** The Messages option includes an instant messenger programme, with which you can add and edit contacts as well as send and receive messages.
- ❖ **Einstellungen (Preferences):** Set preferences for your profile.
 - Edit profile
 - Preferred language
 - Forum preferences
 - Course preferences
 - Calendar preferences
 - Message preferences
 - Notification preferences
- ❖ **Logout (Log out):** By clicking on Log Out, you are signed out of Moodle.

4

Messages

Click on the speech bubble symbol to see if you have received new messages.

5

System notifications

System notifications are messages you receive when changes are made to your course. You will get a notification, for example, when an assignment is due or when a new post is added to the forum. You can deactivate these notifications by clicking on the bell symbol and then on the Settings symbol to open the Notification Preferences page. Select “Disable notifications” to deactivate system notifications. On this page, you can also set notification preferences for individual activities.

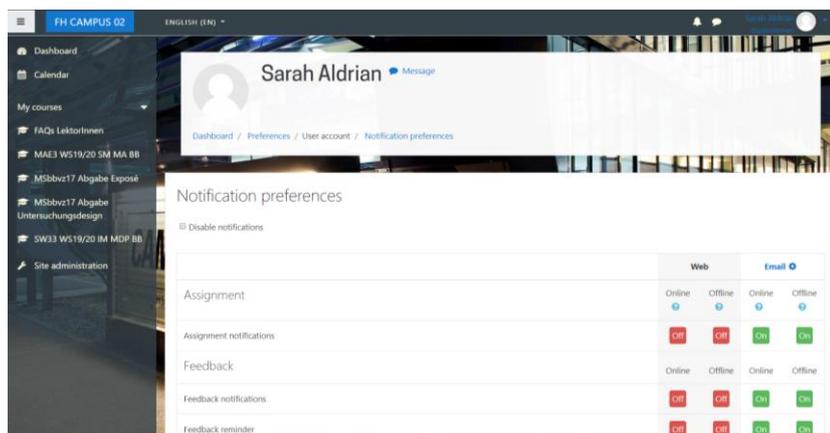


Figure 6: Setting notification preferences

Navigation block



- 📌 **Dashboard:** See the courses you have signed up for.
- 📌 **WS19/20 STUD SCHULUNG:** This is an example of a course.
- 📌 **Participants:** See a list of all students attending and lecturers involved in the course.
- 📌 **Grades:** See partial evaluations made by lecturers.
- 📌 **Sections:** Click on Sections to drop down the course items menu.
- 📌 **Calendar:** See all deadlines for you learning activities, plan your assignments and add appointments yourself.
- 📌 **My courses:** See all courses you are enrolled in.

Figure 7: Menu items

4 WAYS TO COMMUNICATE

Moodle offers many ways for you to communicate with lecturers and fellow students.

4.1 Forum

Forums can be used as a means of communication or online space for discussions between lecturers and/or students. Forums are set up by lecturers and can be found in the designated course section.

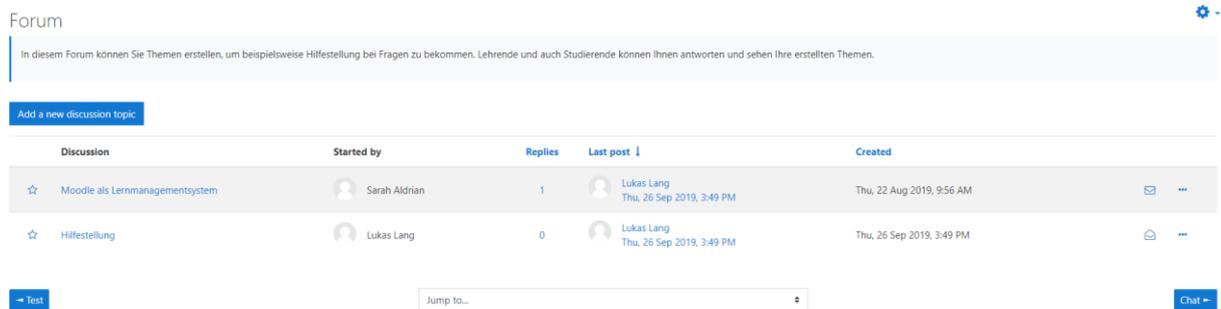


Figure 8: Example — setting up a topic in a forum



Figure 9: Example — forum post in Moodle

Each course also has an Announcements forum. Only lecturers can edit it and it often serves as a means to inform students of news and changes.



Figure 10: Announcements forum icon

4.2 Chat

The Chat activity allows you to communicate with others on Moodle in real time and is set up by lecturers. To take part in a chat, click on the Chat icon and then on “Click here to enter the chat now” to open the chat window.

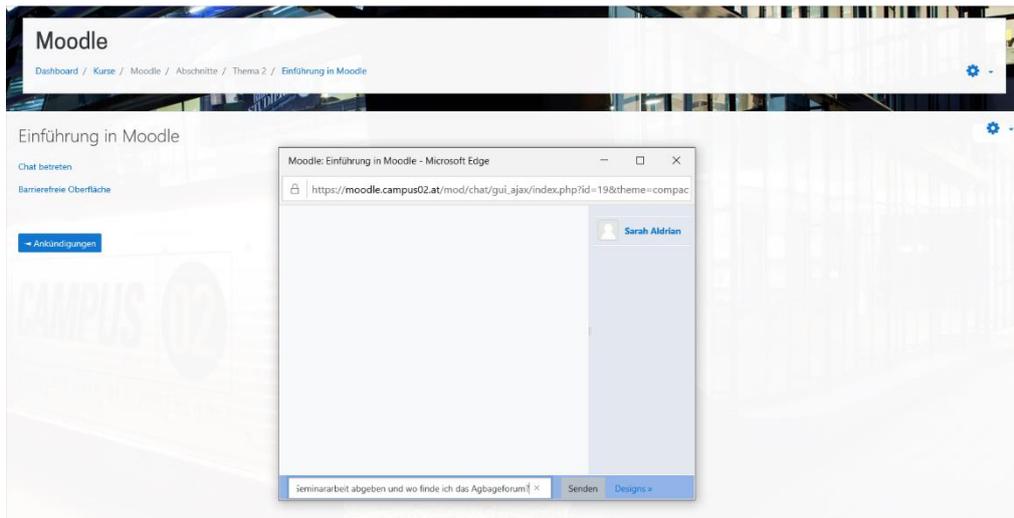


Figure 11: Chat window in Moodle

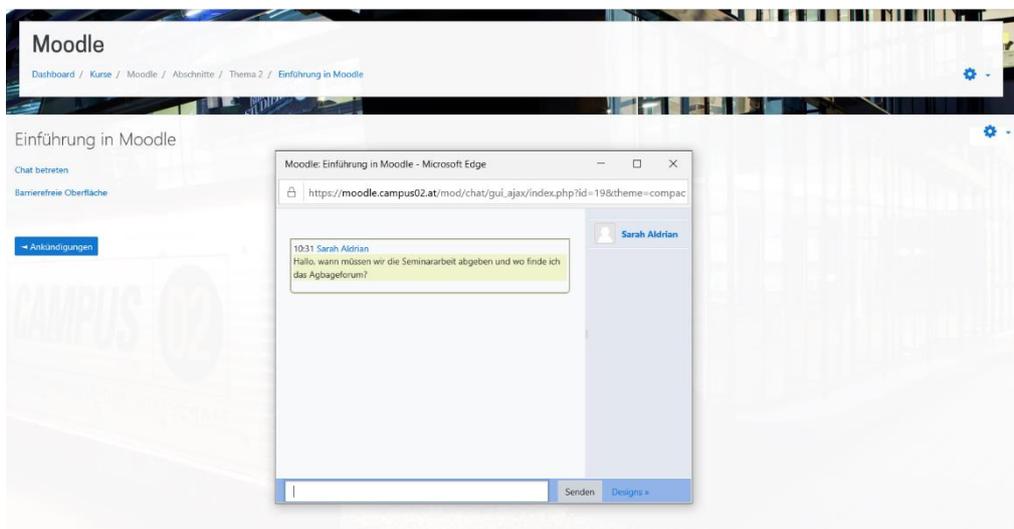


Figure 12: Example — chat message

4.3 Messages

Moodle also has a private messaging system, which you can use to send messages to other users. When you send them a message, they are automatically informed via e-mail.



Figure 13: Example — writing messages in Moodle

5 LEARNING ACTIVITIES

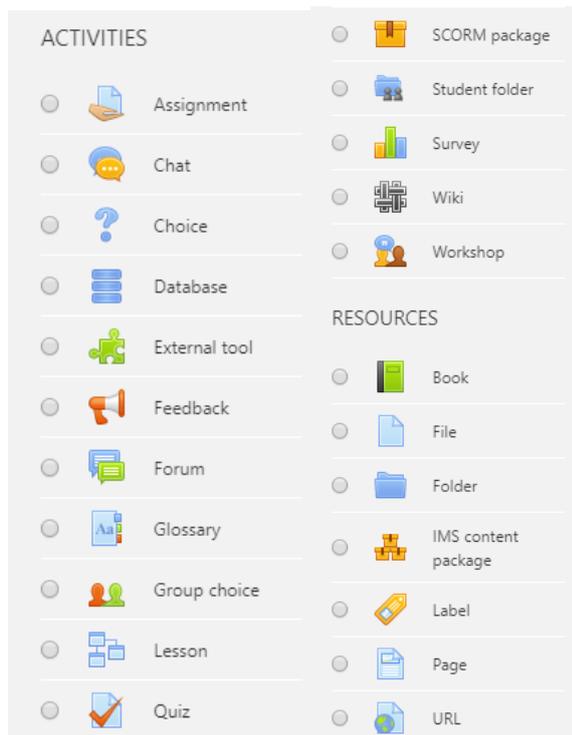


Figure 14: List of learning activities

The most important and most used learning activities include:

5.1 Choice

With the Choice activity, lecturers can ask students questions and define answers for them. This activity is often used to let students select a presentation topic, for example. Please remember that depending on the settings made by the lecturer, you may not be able to change your choice once you have selected an option.

5.2 Assignment

In Moodle, you can submit assignments (solutions, seminar papers etc.) for assessment. Depending on the settings made by the lecturers, you can upload one or more files and any kind of file type for assessment. You can find this activity in the designated course section.

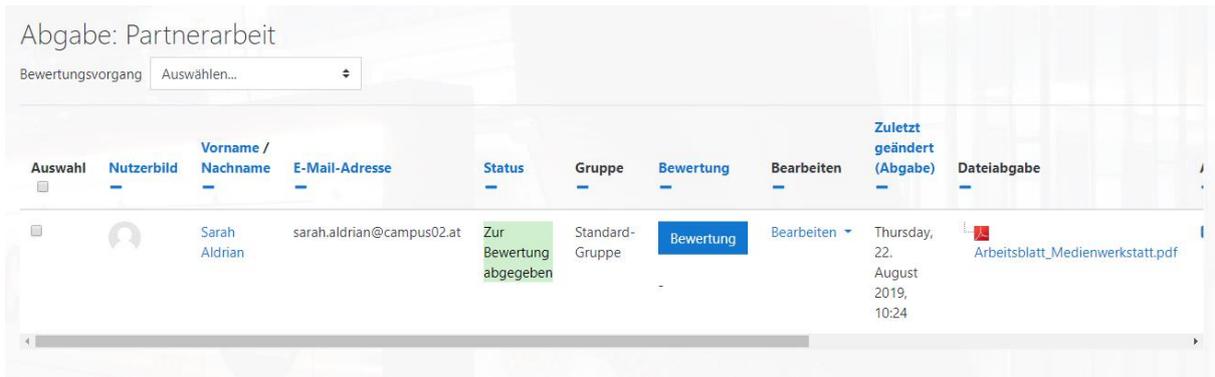


Figure 15: Example — submitting homework

5.3 Forum

Forums are not only used to inform students and other course participants of news and changes, but also to create a platform for discussion, for example. Students can contribute to a discussion by formulating a statement that is usually visible to all participants and lecturers of the course.

5.4 Workshop

Workshops on Moodle are often used for peer assessment. Lecturers give you a deadline by which you can upload papers or solutions. Your peers can then assess your work and give feedback within a given time frame, usually a few days' time. Your lecturers will then complete the task by giving feedback themselves.

Submission phase

Setup phase Switch to the setup phase	Submission phase Current phase ●	Assessment phase Switch to the assessment phase	Grading evaluation phase Switch to the evaluation phase	Closed Close workshop
<ul style="list-style-type: none"> ✓ Set the workshop description ✓ Provide instructions for submission ✓ Edit assessment form 	<ul style="list-style-type: none"> ✓ Provide instructions for assessment ✓ Allocate submissions expected: 2 submitted: 0 to allocate: 0 ⓘ There is at least one author who has not yet submitted their work ⓘ Submissions deadline: Sunday, 2 February 2020, 5:04 PM (4 days ago) ⓘ Time restrictions do not apply to you ✓ Switch to the next phase 		<ul style="list-style-type: none"> ✓ Calculate submission grades expected: 2 calculated: 0 ✓ Calculate assessment grades expected: 2 calculated: 0 ✓ Provide a conclusion of the activity 	

Figure 16: Workshop activity page

5.5 Group choice

Through this activity, students can enrol themselves to a group from a selection set up by your lecturers. Groups can work on tasks separately within a course: In forums, for example, you will only see posts from your group members and when submitting work to Moodle, you can do so as a group.

Bitte wählen Sie über diese Aktivität eine Moodle-Funktion für die Partnerarbeit aus. Zu dieser bereiten Sie eine kurze 5-10 minütige Präsentation, in welcher Sie die wesentlichen Inhalte des Themas vorstellen, sowie ein Handout vor.

Choice	Group	Show descriptions	Members / Capacity	Group members	Show Group Members
<input type="radio"/>	Dashboard		0 / 2		
<input type="radio"/>	Forum		0 / 2		
<input type="radio"/>	Aufgaben		0 / 2		
<input type="radio"/>	Gegenseitige Beurteilung		1 / 2		
<input type="radio"/>	Wiki		0 / 2		

Save my choice

Figure 17: Example — choosing a group

5.6 Quiz

Online quizzes are very popular and are often used to help students monitor their learning progress or to test them. Quizzes for progress monitoring are usually available during the entire length of the course. When the Quiz activity is used to test students online, lecturers may set a defined time frame within which you must complete the test. In contrast to quizzes, tests will only be available within a defined time frame. There are a range of different question types lecturers can build and use. Depending on the settings, you can do the quiz/test only once or a number of times.

Question 1

Not yet answered

Marked out of 1.00

Flag question

Edit question

Welche Aktivität gibt es in Moodle **nicht**?

Select one:

- a. Aufgabe
- b. Gegenseitige Beurteilung
- c. Test
- d. Hangman
- e. Wiki

Figure 18: Example — quiz question

5.7 Wiki

A Wiki is an activity that promotes collaborative learning. In Wikis, students can work on a specific topic. Any content created can be edited or deleted anytime.



Figure 19: Example — Wiki post

6 SOURCE

Moodle Docs. https://docs.moodle.org/37/en/Main_page [19.08.2019].

7 TABLE OF FIGURES

Figure 1: CAMPUS 02 Moodle login page (German only)	3
Figure 2: Moodle dashboard	4
Figure 3: Course page in Moodle	5
Figure 4: Example — navigation bar	5
Figure 5: User account menu	5
Figure 7: Setting notification preferences.....	6
Figure 8: Menu items	7
Figure 9: Example — setting up a topic in a forum.....	8
Figure 10: Example — forum post in Moodle	8
Figure 11: Announcements forum icon.....	8
Figure 12: Chat window in Moodle	9
Figure 13: Example — chat message.....	9
Figure 14: Example — writing messages in Moodle	10
Figure 15: List of learning activities.....	11
Figure 16: Example — submitting homework.....	12
Figure 17: Workshop activity page.....	12
Figure 18: Example — choosing a group.....	13
Figure 19: Example — quiz question.....	13
Figure 20: Example — Wiki post	14

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