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Moodle Student Quick Start Guide

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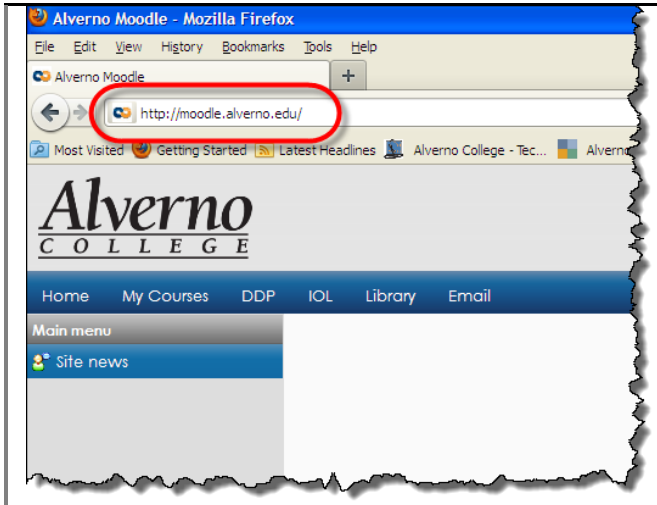
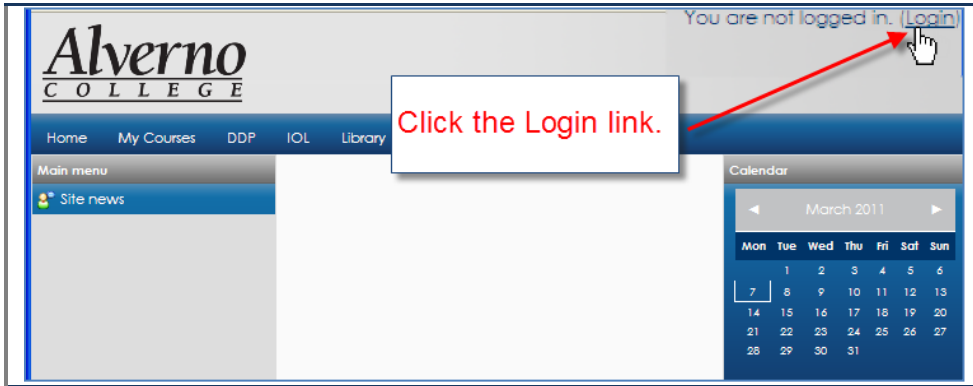
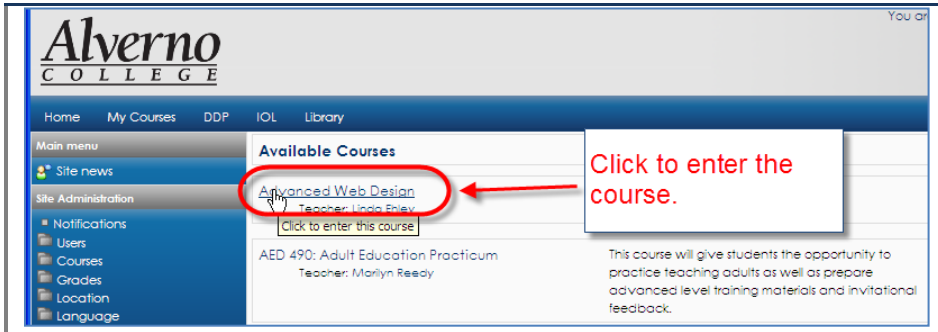
Logging In

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
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
4. Click the Login link.	
5. Enter your Alverno network username and password. **Note:** Your Moodle password is linked to your network password, so your Moodle password changes when you change your Alverno network password. 6. Click the Login button.	

Task	Screen Shot
7. To enter a class, click its link. **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.	

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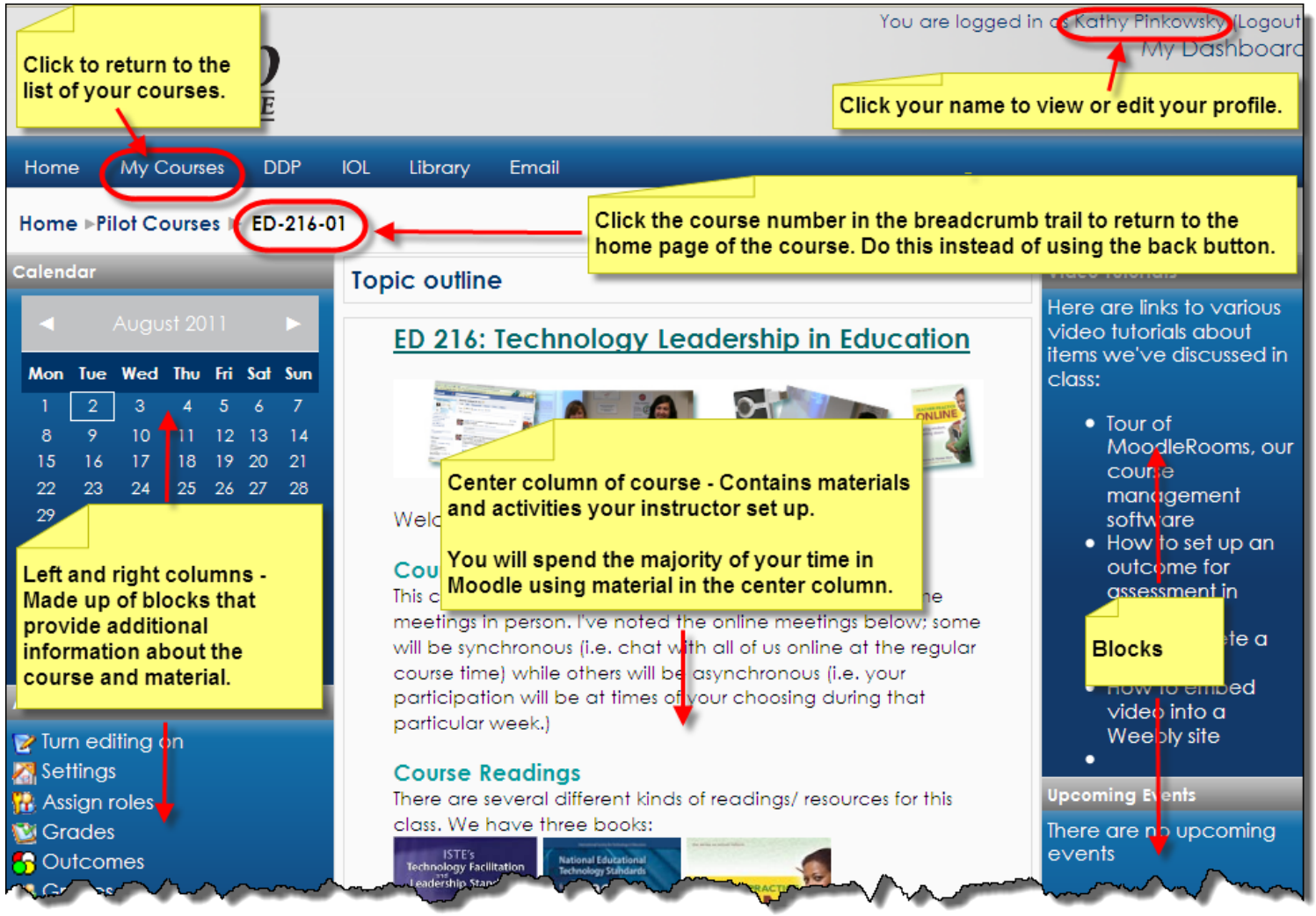
Navigating in Moodle

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



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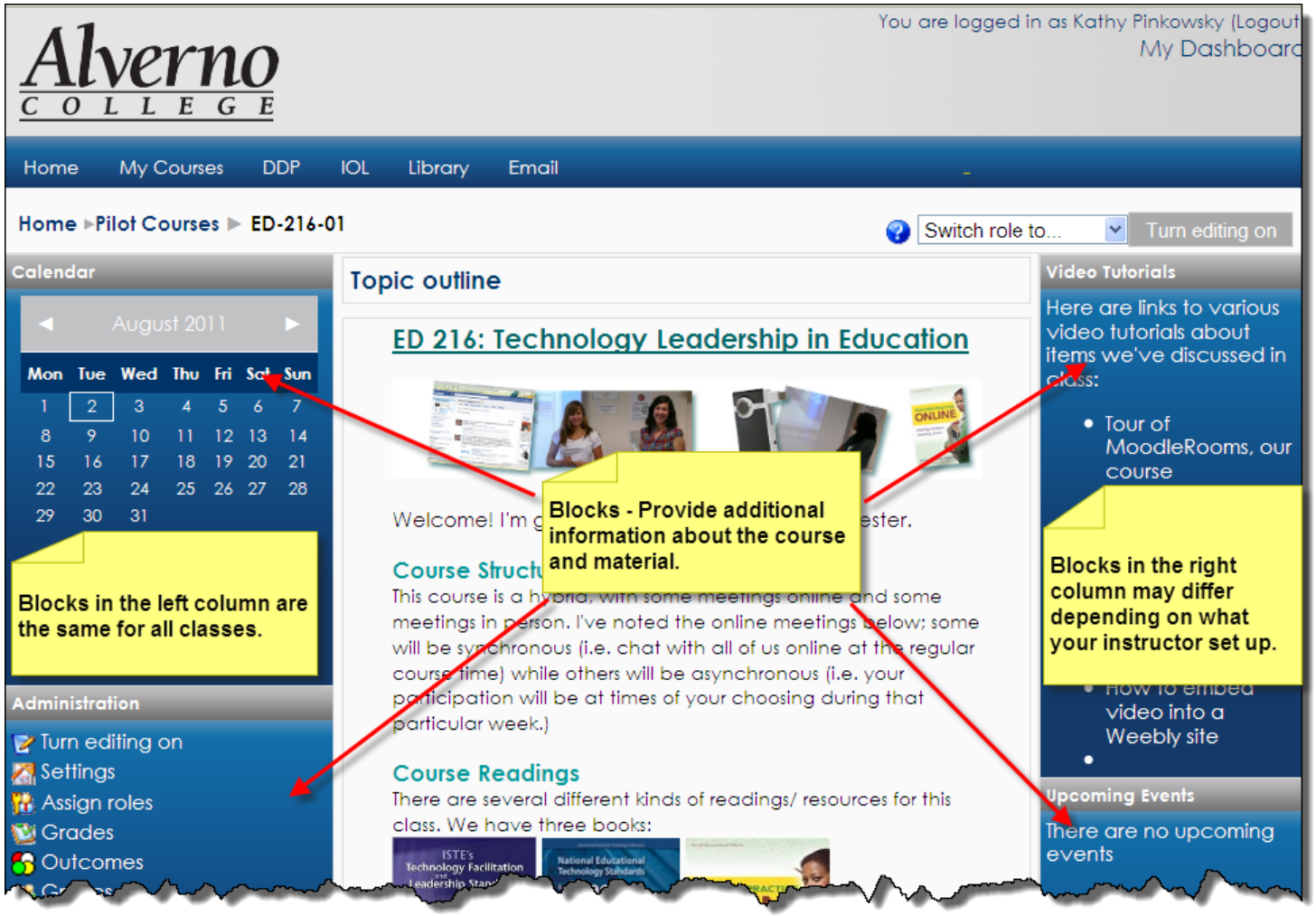
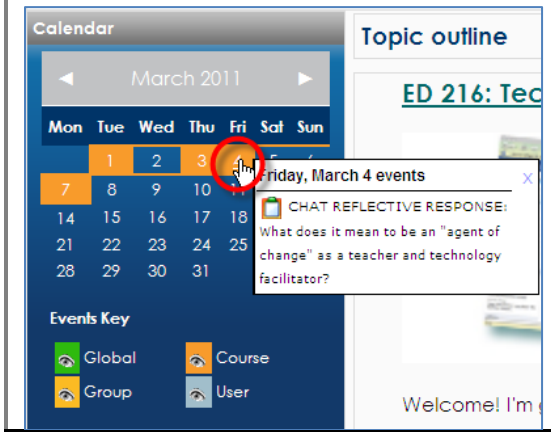
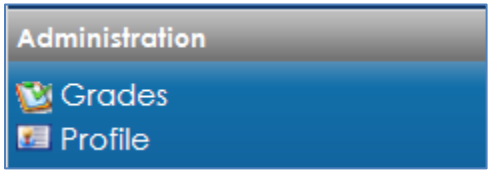
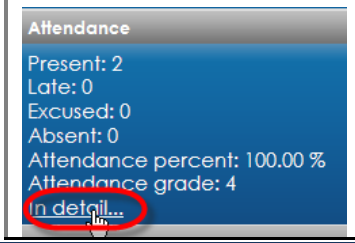
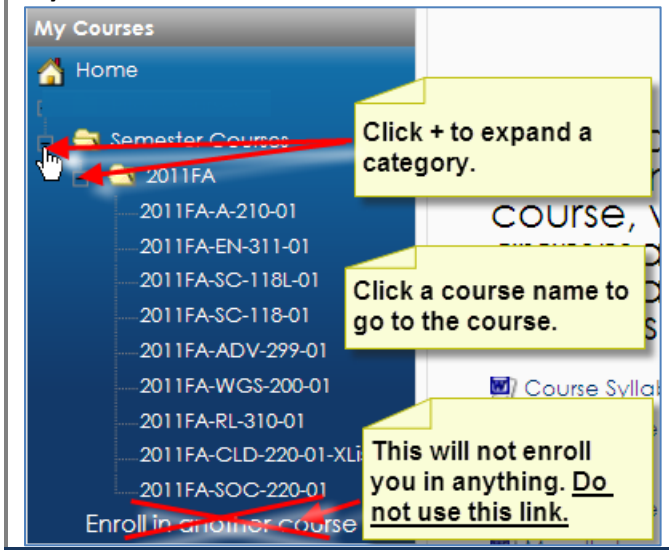
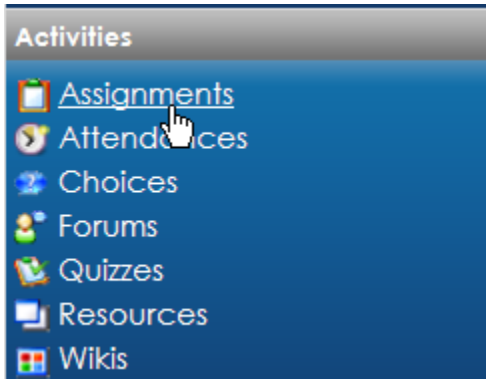
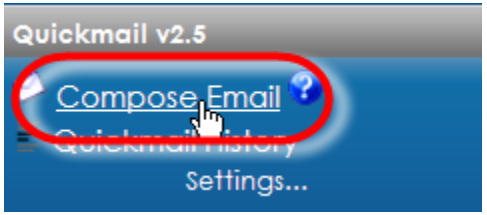
Using Blocks

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.



Block	Function
Calendar Block 	• 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.
Administration Block 	**Grades** • Click the Grades link to view feedback on assignments from your instructor. **Profile** • 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.
Attendance Block 	• 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
My Courses Block 	My Courses lists all classes you are registered for. • 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.
Activities Block 	Provides a clickable link to all the elements of the class your instructor created such as: • **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
Quickmail Block 	Quickmail is Moodle's email client. • 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.
Trouble Ticket Block 	Click the link to send an email to Alverno's helpdesk when you are experiencing a problem with Moodle.
People Block 	• Click the Participants link to view a list of your classmates. • You can click names of students to view their profiles. **Note:** This is an optional block, so it might not appear in all your classes.

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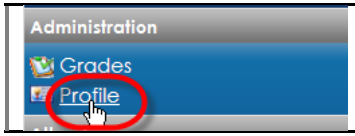
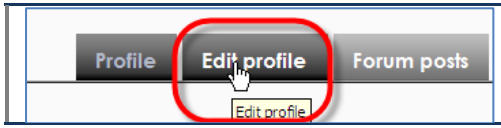
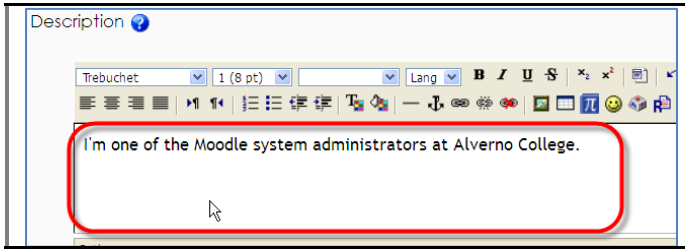
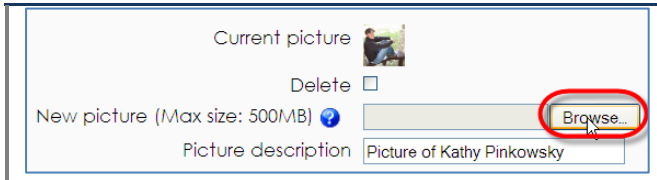
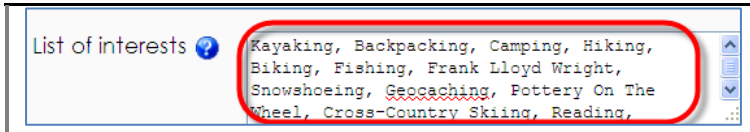
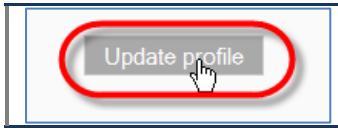
Configuring Your Profile

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.	
4. Click Browse and upload a picture of yourself. **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.myimagenie.com/ or http://www.aviary.com/online/image-editor# to reduce the size of your file.	

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.	
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.	

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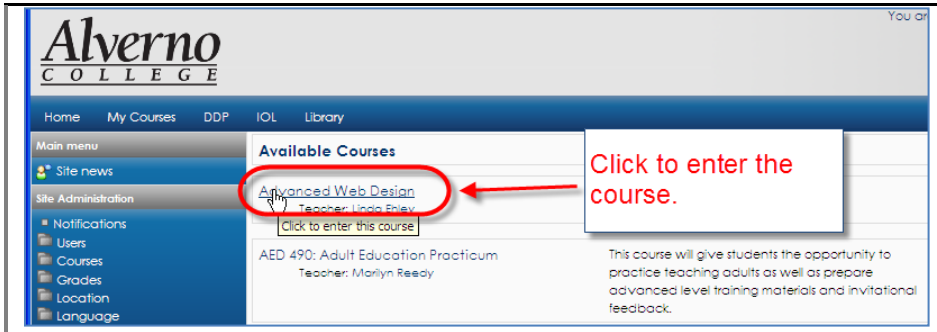
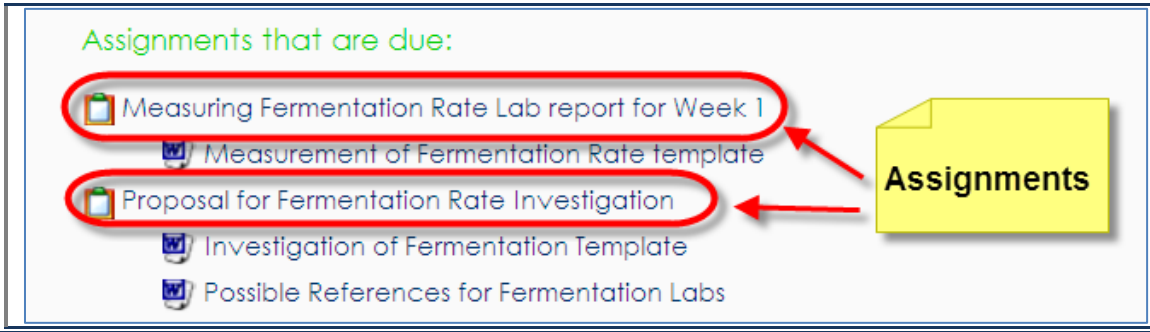
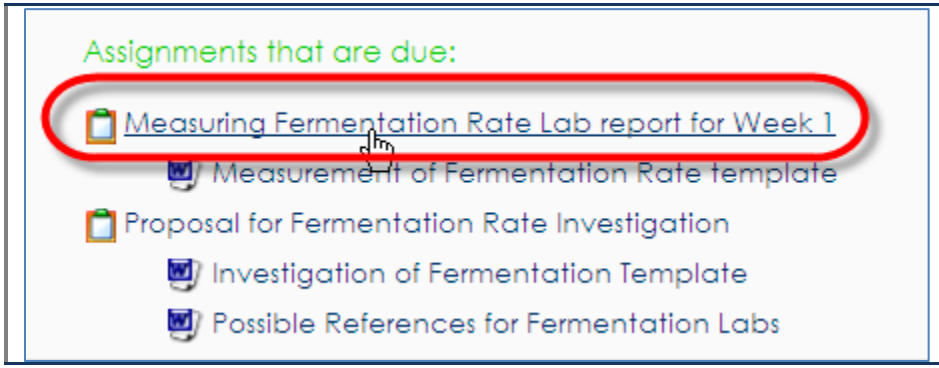
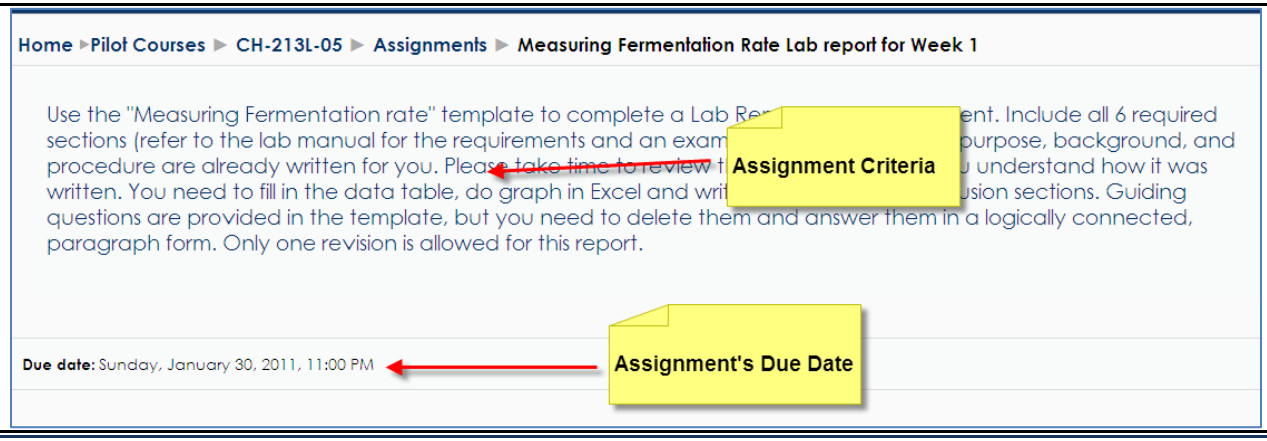
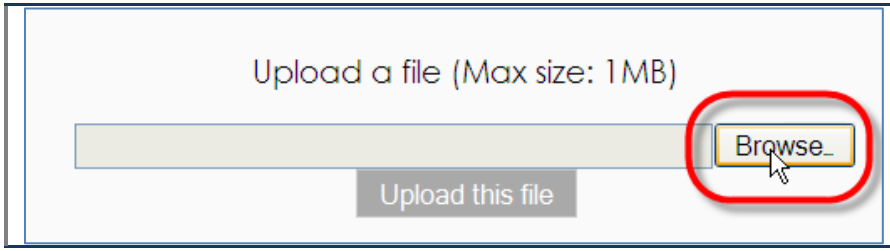
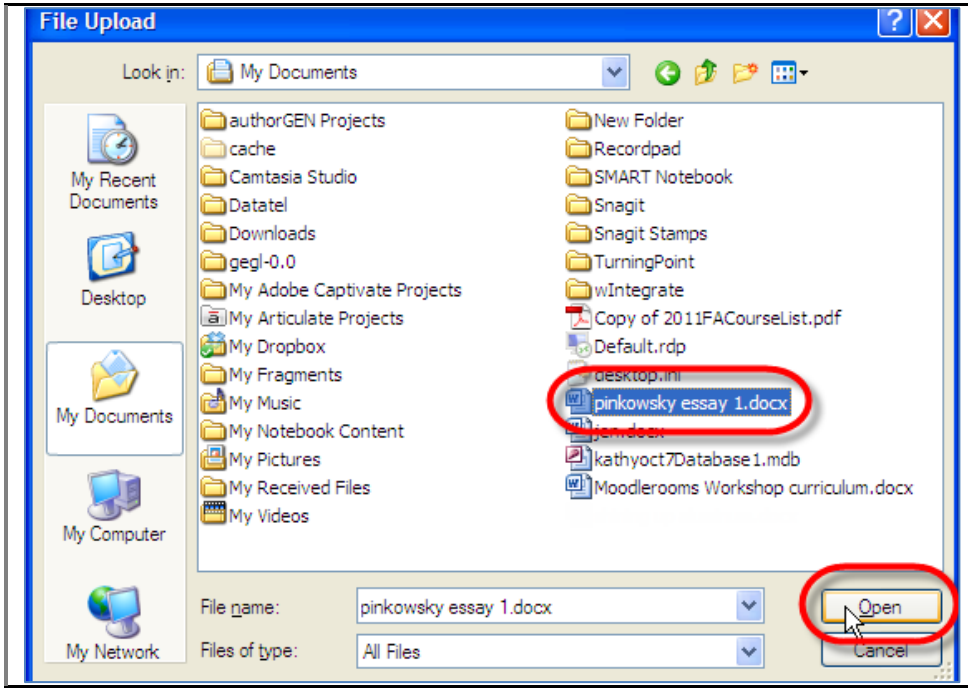
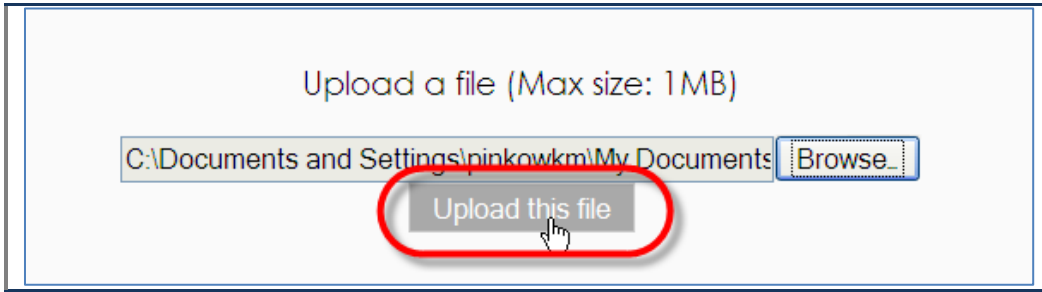
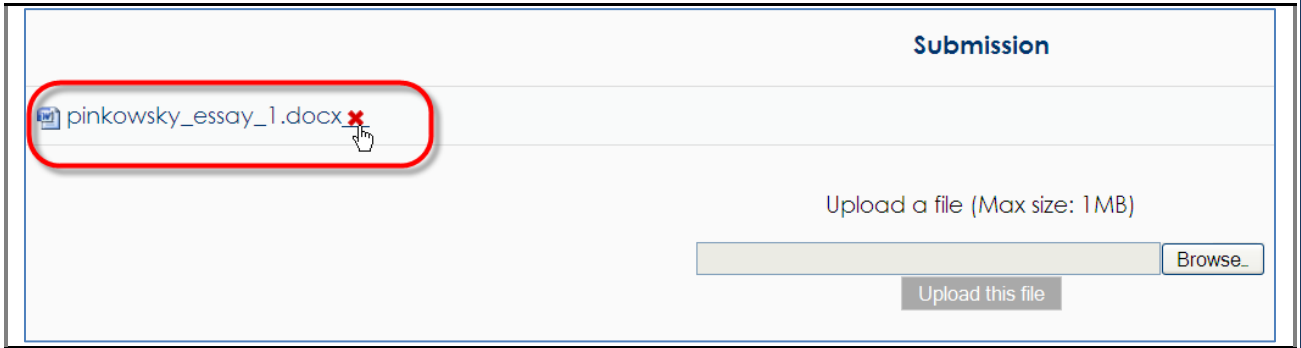
Submitting an Assignment

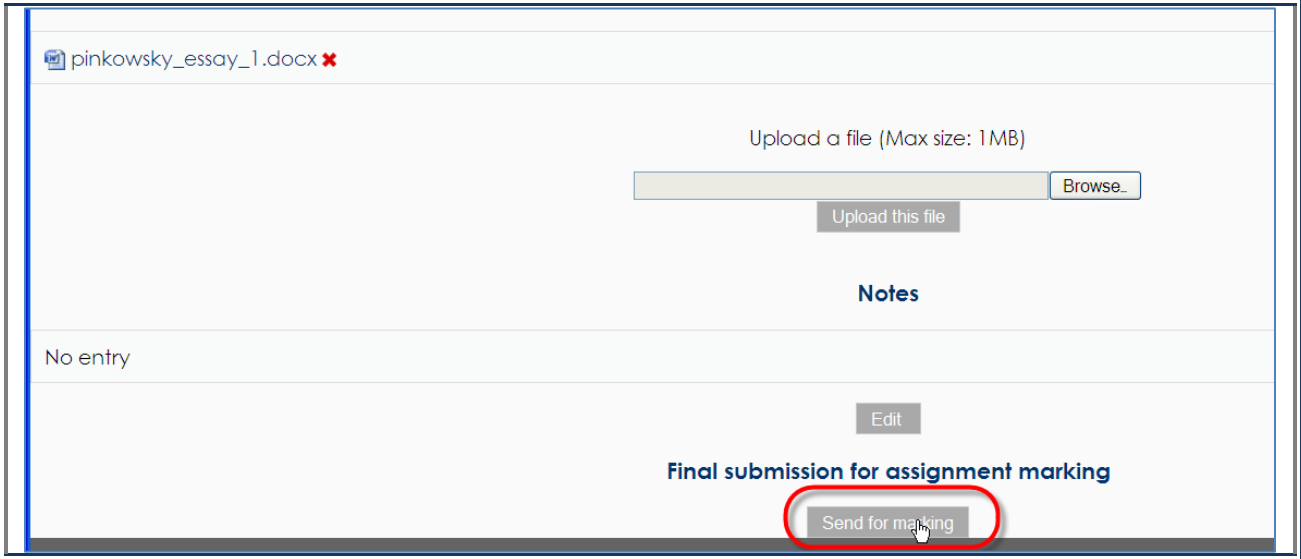
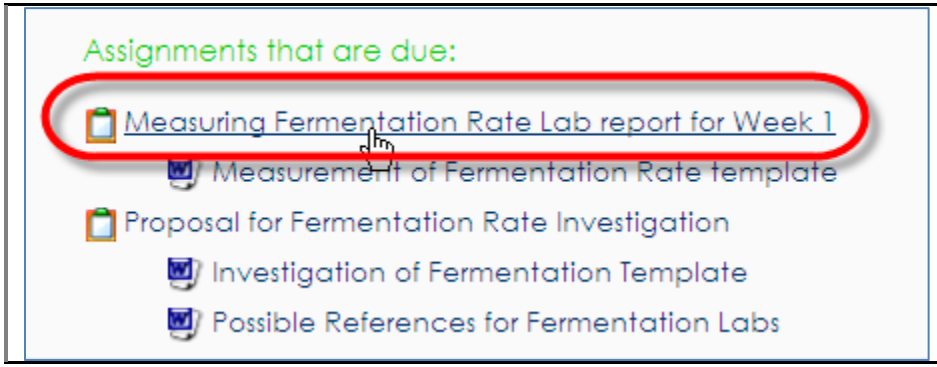
Do the following to upload an assignment file to Moodle.

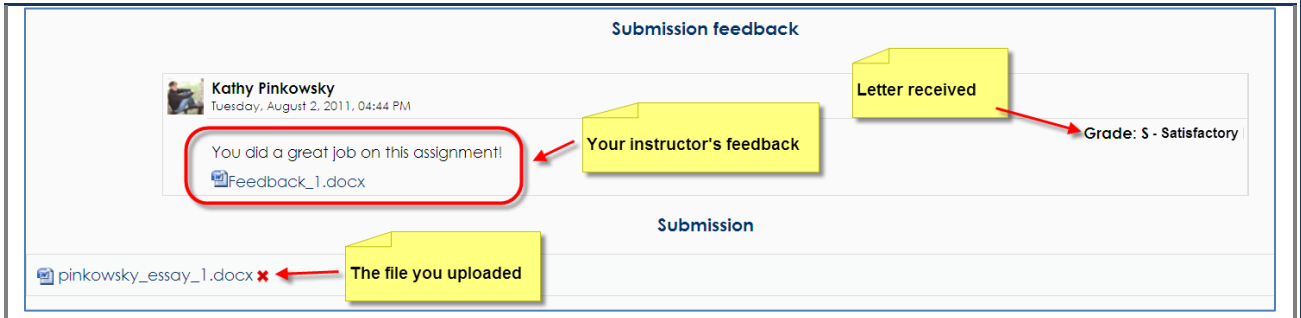
Task	Screen shot
1. To enter a class, click its link. **Note:** Clicking on the My Courses link in the header of the page displays all your courses.	
2. Once you are in your course, locate your assignments in the center column of the page. **Note:** Assignments can be identified by the clipboard icon.	

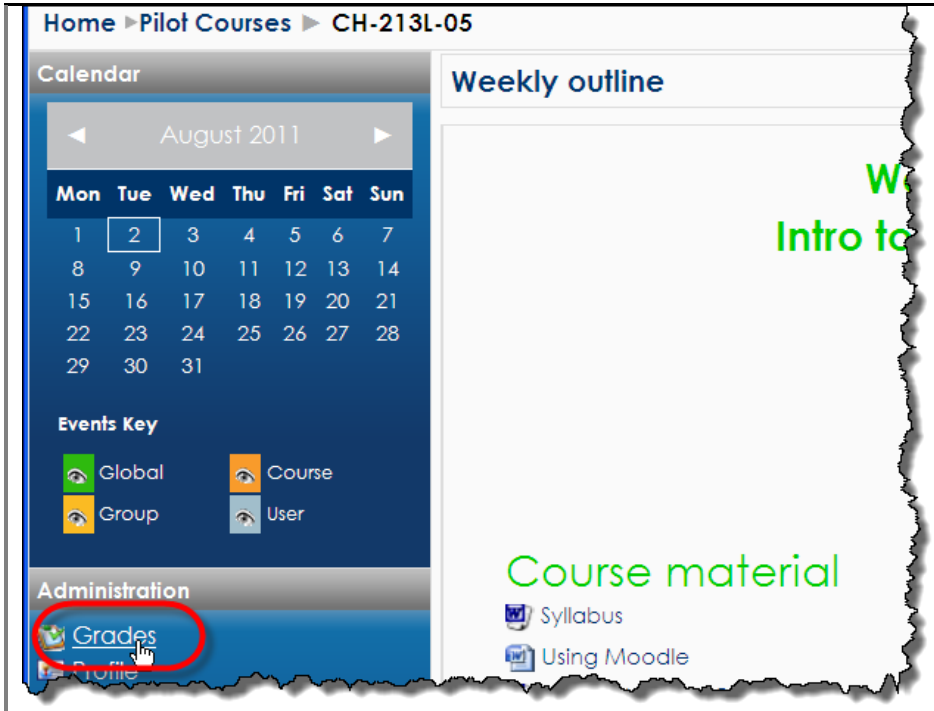
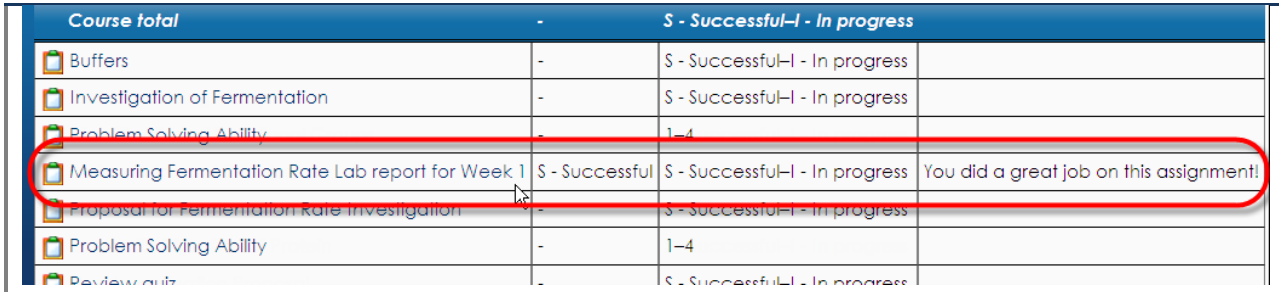
Task	Screen shot
3. Make sure to click on templates or criteria sheets above or below the assignment. **Important:** Save the Word document to your computer or flash drive before making changes to the file.	
4. To open the assignment, click on the assignment's link.	
5. Review the following parts of the assignment: • The assignment's criteria • The assignment's due date	

Task	Screen shot
6. To upload your completed assignment, scroll down, and click the Browse 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.	

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
11. Scroll down to the bottom of the page: • 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.	
12. After your instructor assesses your work, you can click on the assignment to see your feedback.	

Task	Screen shot
13. View your feedback. Your instructor may enter one or more of the following: • A letter from a scale (e.g., Satisfactory, Unsatisfactory, In Process) • Text feedback • Feedback in a Word document or other file.	

Task	Screen shot
14. An alternate way to view your feedback is to click the Grades link in the Administration block.	
15. From this screen, you can view written feedback and your score. **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.	

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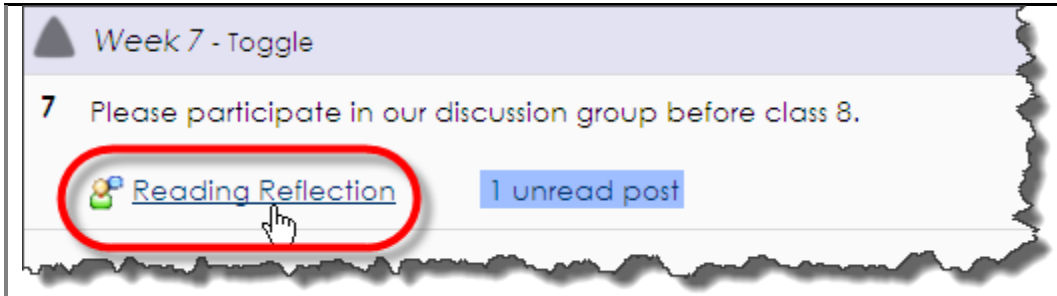
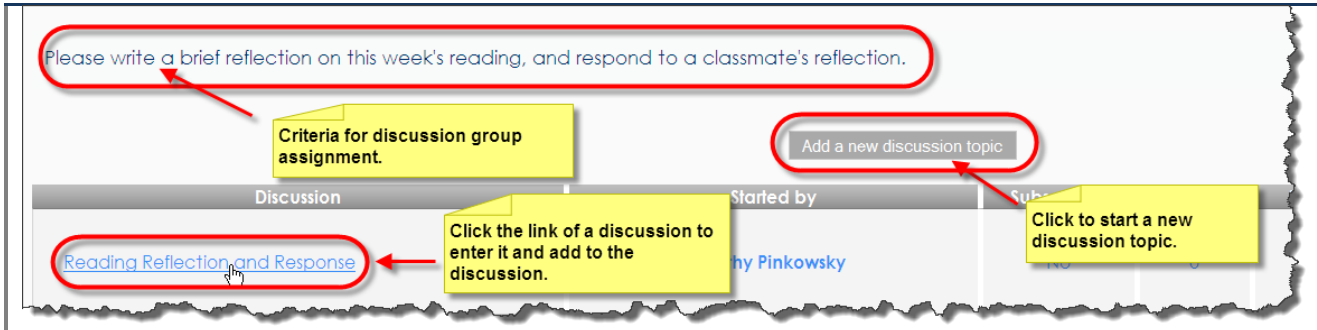
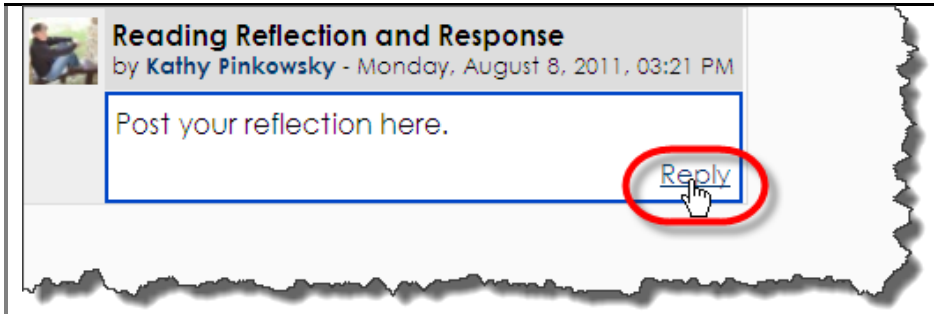
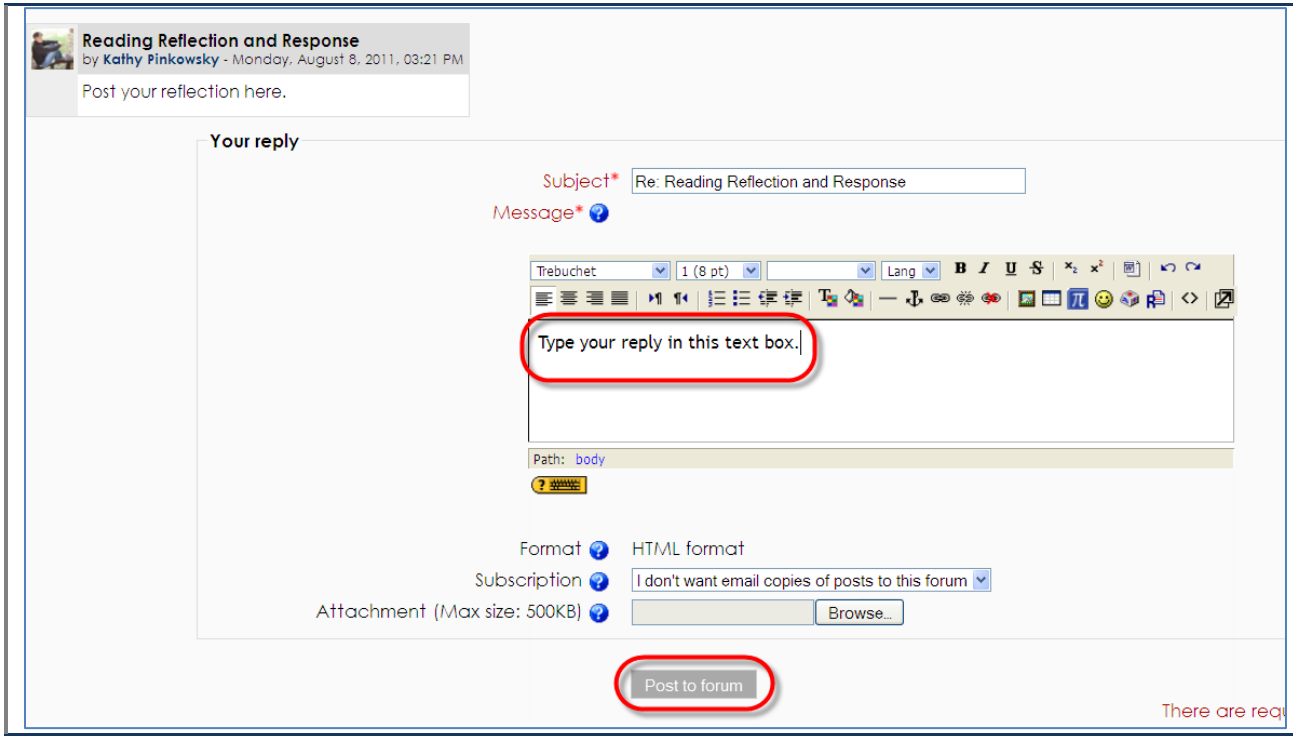
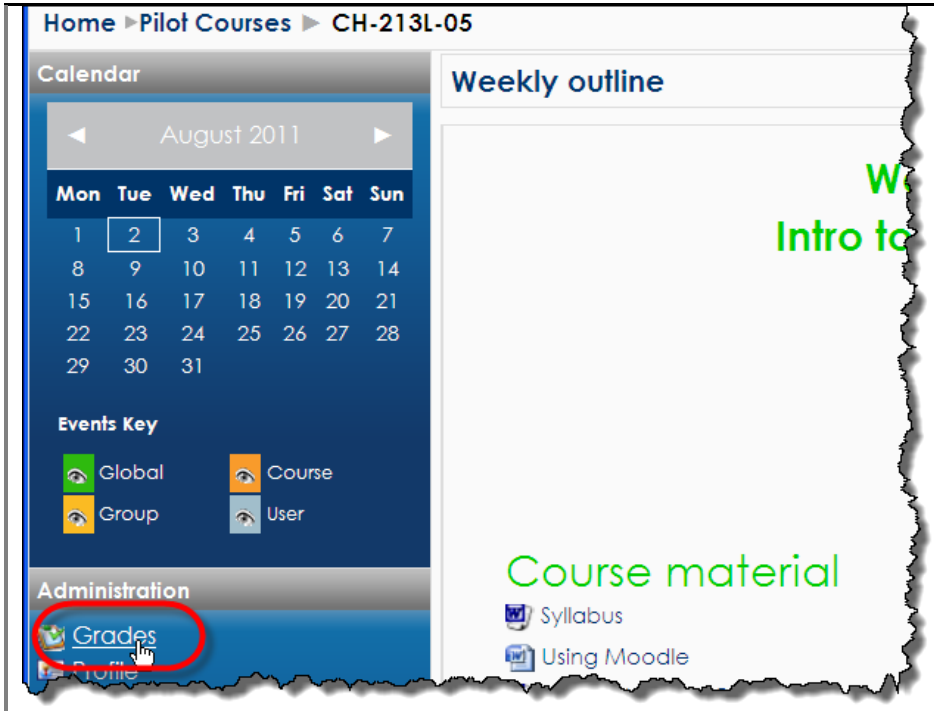
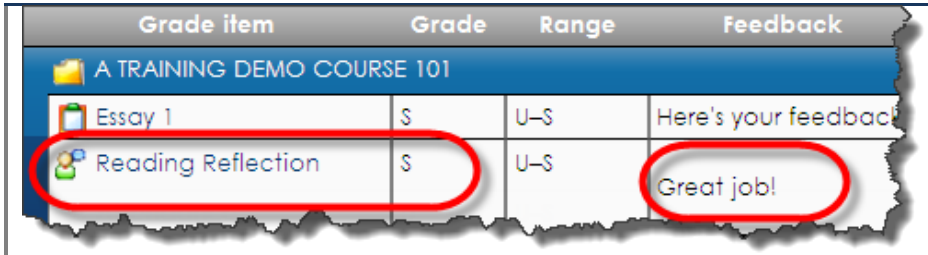
Participating in a Discussion Group (Advanced Forum)

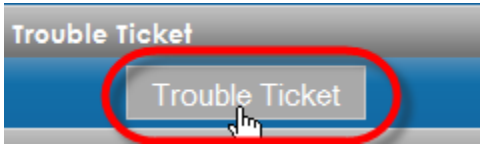
Discussion groups are called advanced forums or forums in Moodle. Do the following to participate in a discussion group/advanced forum in Moodle.

Task	Screen shot
1. Click the discussion group's name to enter the discussion group. Discussion groups can be identified by the person talking icon.	
2. Once you are in the discussion group, do one of the following: • 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. **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.	

Task	Screen shot
3. Do one of the following: • 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.	
4. Type your reply in the Message area. 5. Click the Post to Forum button. **Note:** You have 15 minutes to edit your response. After that, the response can't be edited.	

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 Administration block.	
7. From the gradebook, you can see the letter you received and the feedback on your discussion group. 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.
    - 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.