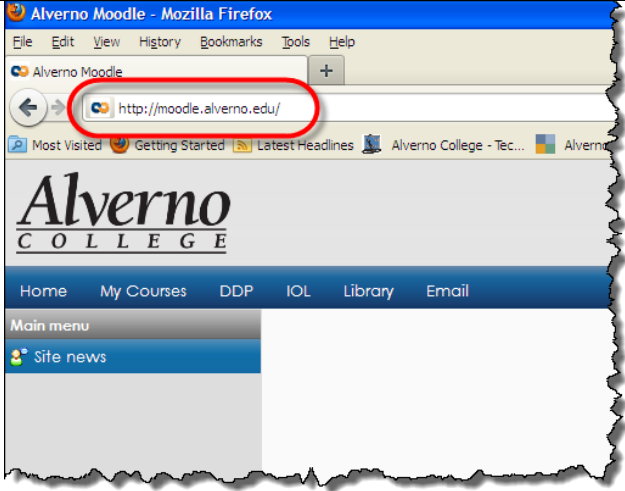


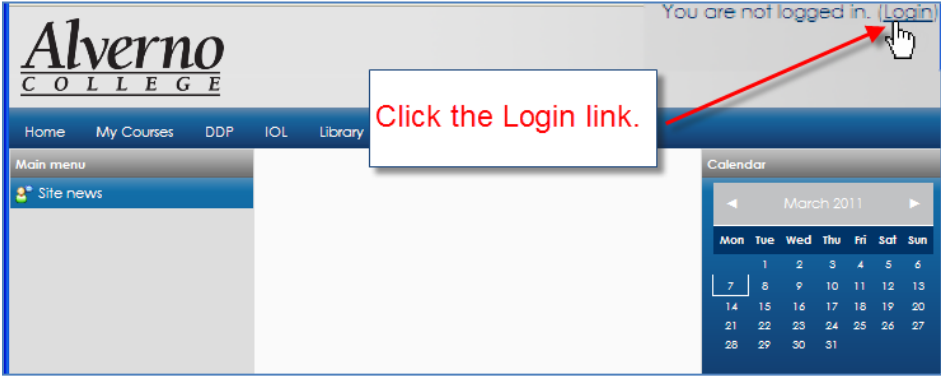

Moodle Student Quick Start Guide

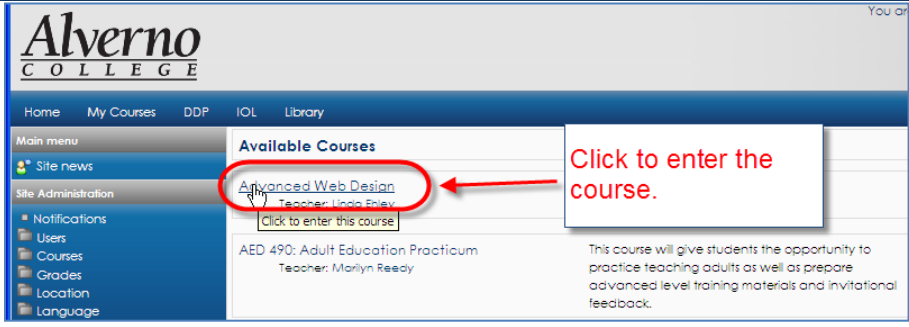
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Logging In

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 Moodle homepage. At the top right, there is a link that says "You are not logged in. (Login)". A red arrow points from a callout box labeled "Click the Login link." to this link. The page includes a navigation menu with "Home", "My Courses", "DDP", "IOL", and "Library". There is also a "Main menu" with "Site news" and a "Calendar" for March 2011.</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 Moodle login page. The "Username" field contains "pinkowkm" and the "Password" field is filled with dots. Both fields and the "Login" button are circled in red. A callout box labeled "Alverno network username and password." points to the username field. Below the login fields, there are links for "Login as a guest" and "Forgotten your username or password? Yes, help me log in".</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 Moodle interface for Alverno College. The top navigation bar includes 'Home', 'My Courses', 'DDP', 'IOL', and 'Library'. A left sidebar contains 'Main menu', 'Site news', 'Site Administration', 'Notifications', 'Users', 'Courses', 'Grades', 'Location', and 'Language'. The main content area is titled 'Available Courses' and lists two courses: 'Advanced Web Design' (Teacher: Linda Eley) and 'AED 490: Adult Education Practicum' (Teacher: Marilyn Reedy). The 'Advanced Web Design' link is circled in red, and a red arrow points to it from a callout box that says 'Click to enter the course.' Below the 'Advanced Web Design' link is a smaller button that says 'Click to enter this course.'</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 several yellow callout boxes and red circles highlighting key navigation elements:

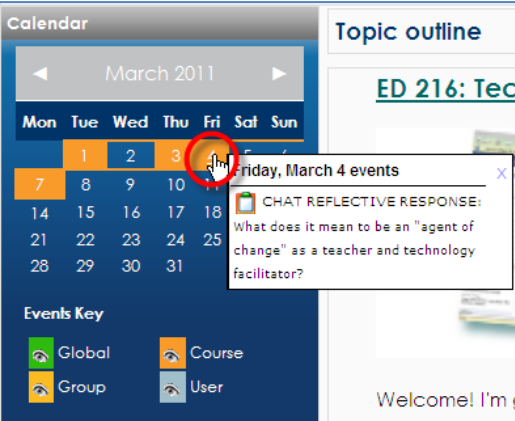
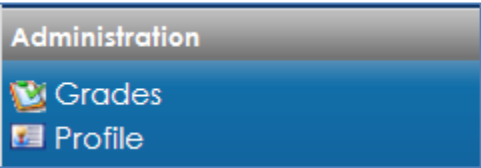
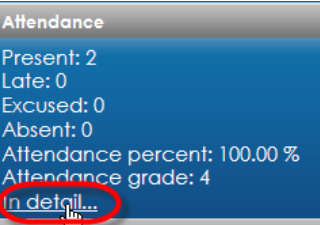
- Top Right:** A red circle highlights the user's name 'Kathy Pinkowsky' in the header, with a callout box stating 'Click your name to view or edit your profile.'
- Navigation Menu:** The 'My Courses' link in the top navigation bar is circled in red, with a callout box stating 'Click to return to the list of your courses.'
- Breadcrumb Trail:** The 'ED-216-01' link in the breadcrumb trail is circled in red, with a callout box stating '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.'
- Center Column:** A callout box points to the main content area, stating '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.'
- Left Column:** A callout box points to the left sidebar, stating 'Left and right columns - Made up of blocks that provide additional information about the course and material.'
- Right Column:** A callout box points to the right sidebar, stating 'Blocks'.

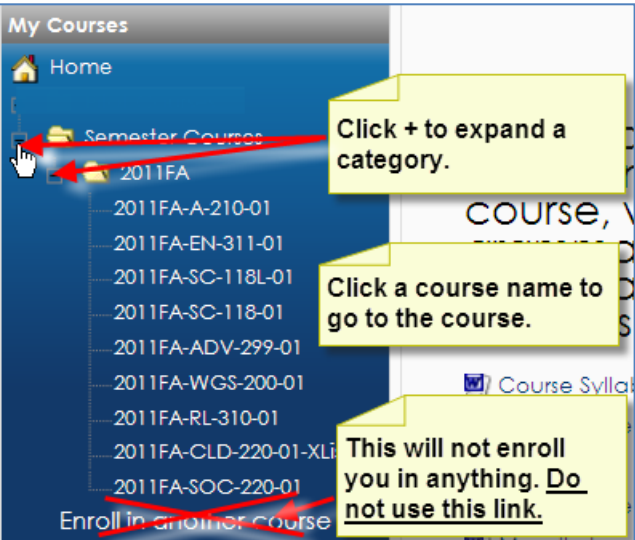
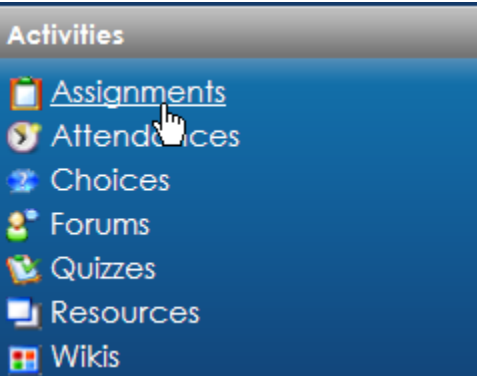
The page content includes a calendar for August 2011, a topic outline for 'ED 216: Technology Leadership in Education', and a list of course readings.

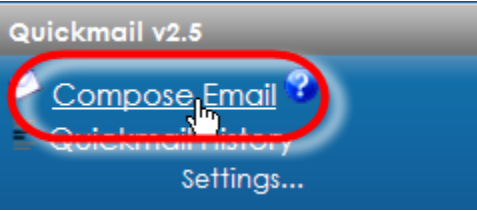
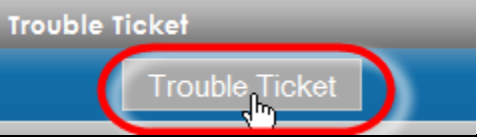

Using Blocks

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-216-01' titled 'ED 216: Technology Leadership in Education'. The page is divided into three main columns. The left column contains a 'Calendar' block (showing August 2011) and an 'Administration' block (with options like 'Turn editing on', 'Settings', 'Assign roles', 'Grades', 'Outcomes'). The middle column contains a 'Topic outline' block with the course title, a 'Welcome!' message, a 'Course Structure' block, and a 'Course Readings' block. The right column contains a 'Video Tutorials' block, an 'Upcoming Events' block, and a 'Turn editing on' button. A central yellow callout box with the text 'Blocks - Provide additional information about the course and material.' has red arrows pointing to various blocks across the page. Two other yellow callout boxes provide additional context: one on the left says 'Blocks in the left column are the same for all classes.' and one on the right says '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.

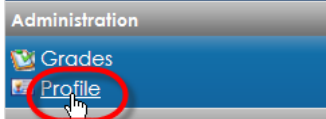
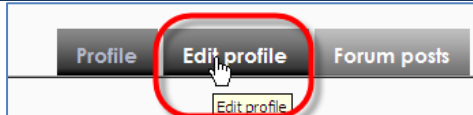
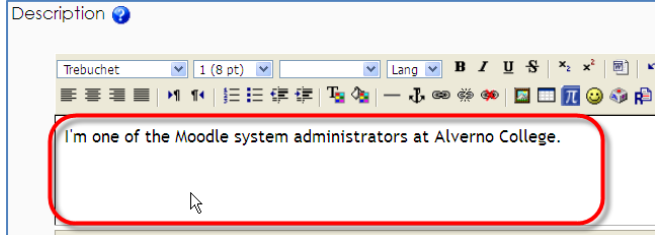
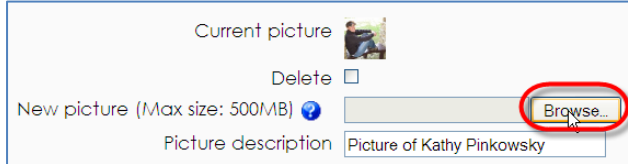
Block	Function
<p>My Courses Block</p> 	<p>My Courses lists all classes you are registered for.</p> <ul style="list-style-type: none"> • Click the + to the left of each folder to expand the category. • Click the name of a course to go to the course. • Do not click the Enroll in Another Course link. It 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.

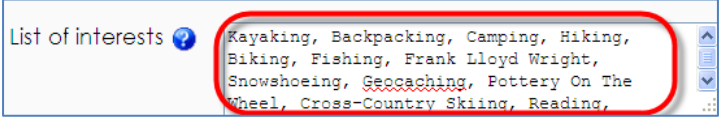
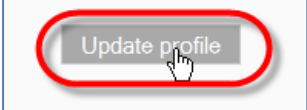
Block	Function
<p>Quickmail Block</p> 	<p>Quickmail is Moodle's email client.</p> <ul style="list-style-type: none">• Click Compose Email link to compose an email. You can send an email to the instructor or one or more students in your class.• Quickmail only sends email. You do not receive email through 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.myimagenie.com/ or http://www.aviary.com/online/image-editor# to reduce the size of your file.</p>	

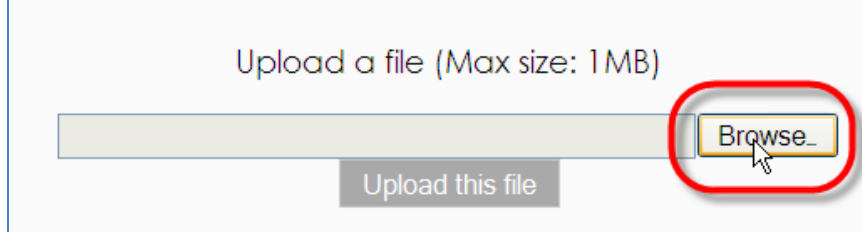
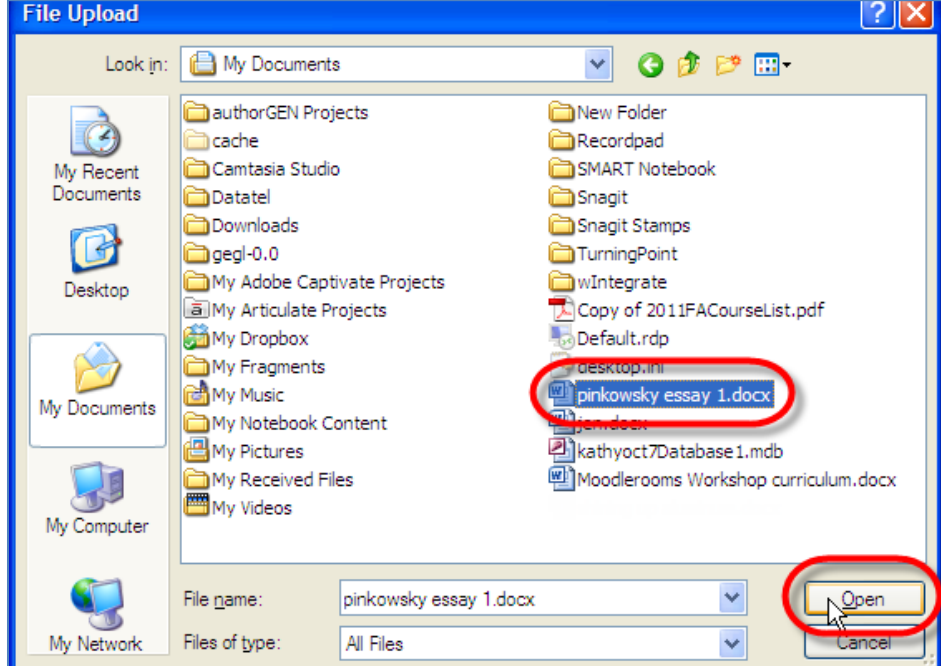
Task	Screen shot
5. In your Moodle profile, type your interests. Separate each interest with a comma; this will turn each of your interests into a link that will connect you with other Alverno students and faculty who share your interest.	
6. Click the Update Profile button. This saves your changes to your profile. Note: You can always go back and change your profile at a later time.	

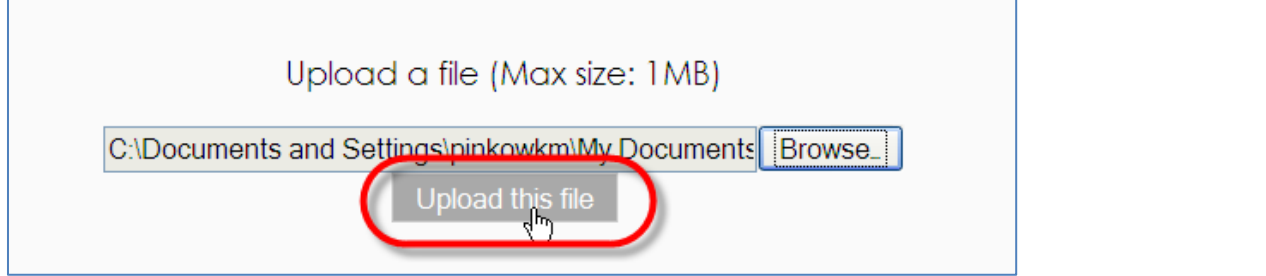
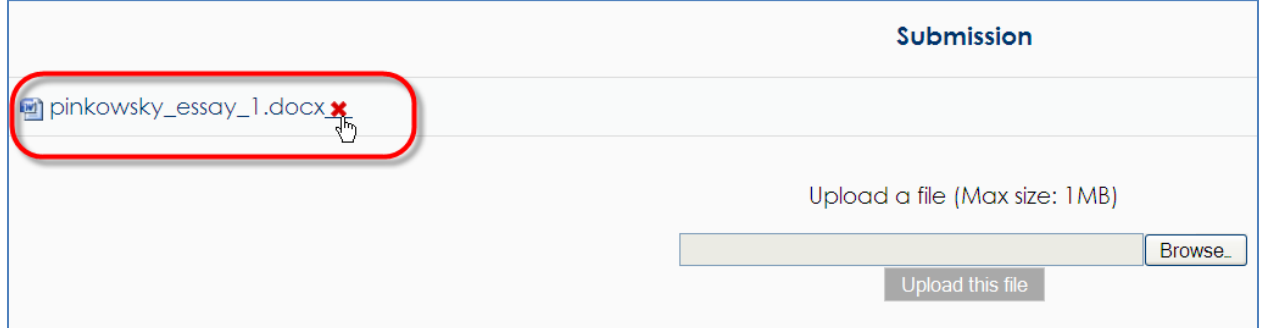
Submitting an Assignment

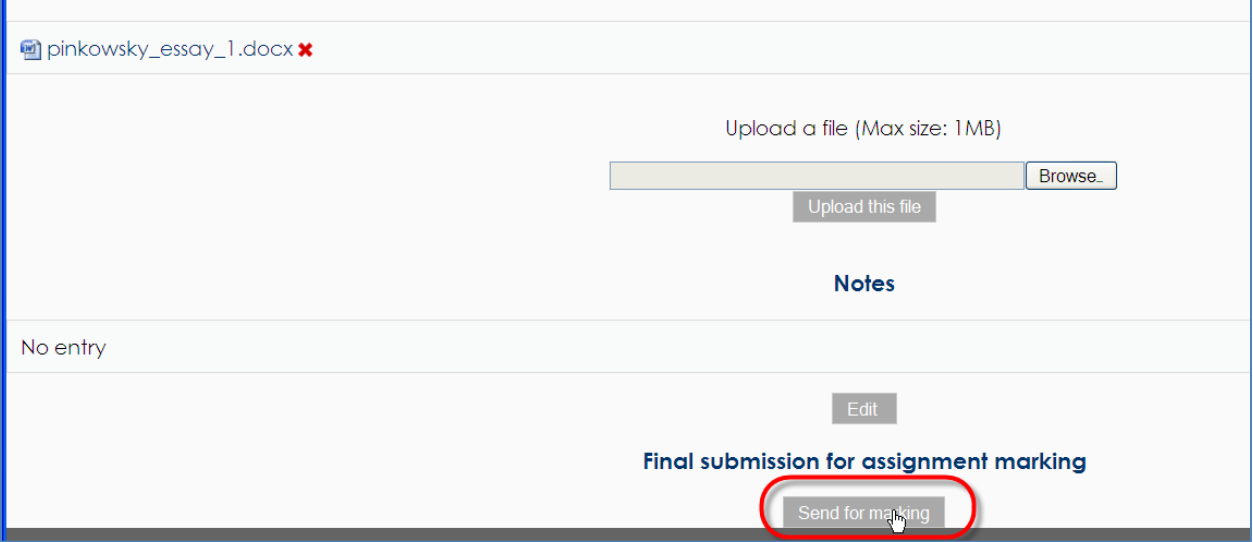

Do the following to upload an assignment file to Moodle.

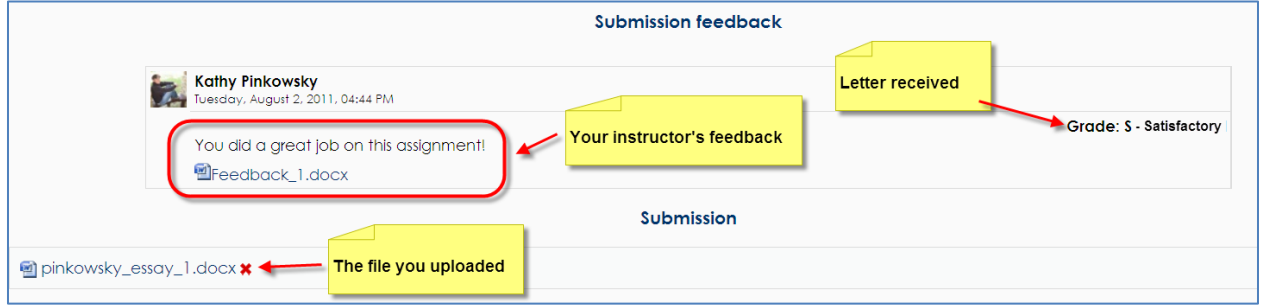
Task	Screen shot
<p>1. To enter a class, click its link.</p> <p>Note: Clicking on the My Courses link in the header of the page displays all your courses.</p>	
<p>2. Once you are in your course, locate your assignments in the center column of the page.</p> <p>Note: Assignments can be identified by the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

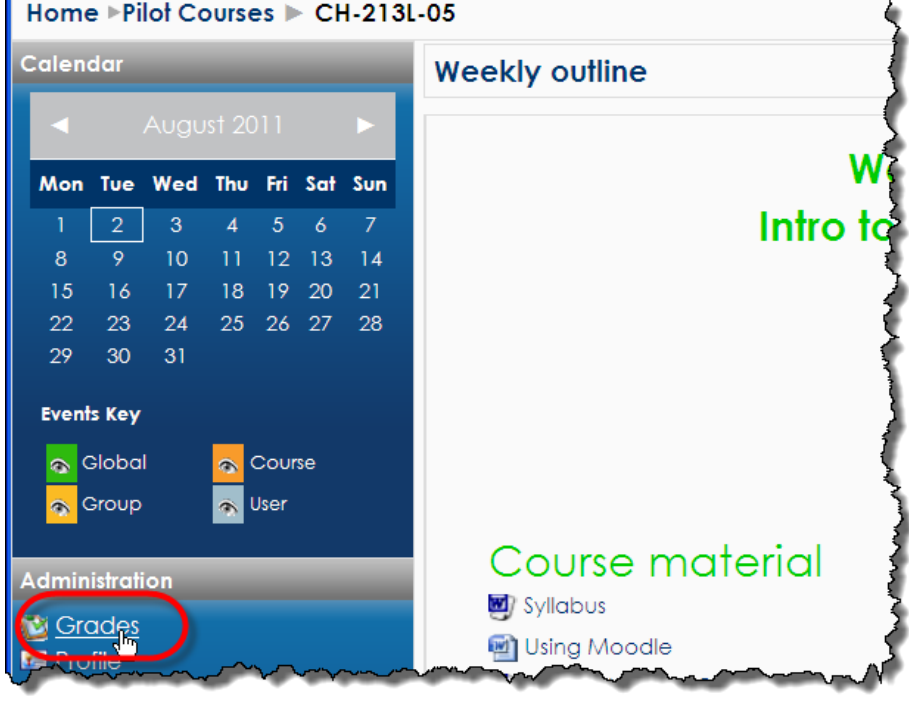
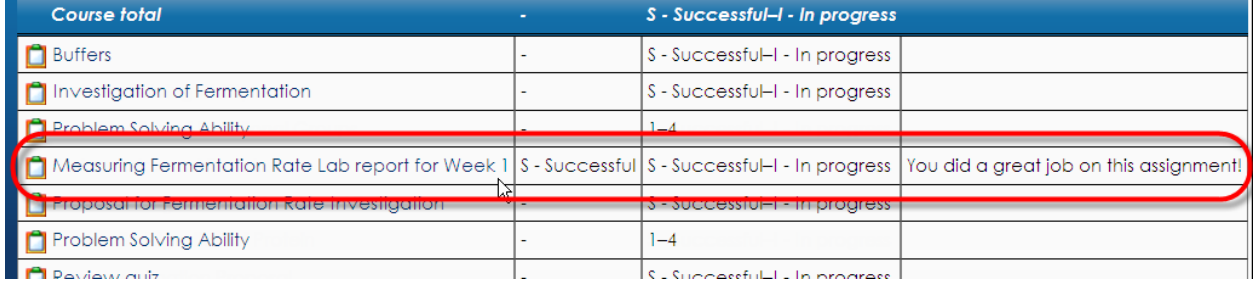
Task	Screen shot
<p>3. Make sure to click on templates or criteria sheets above or below the assignment.</p> <p>Important: Save the Word document to your computer or flash drive before making changes to the file.</p>	
<p>4. To open the assignment, click on the assignment's link.</p>	
<p>5. Review the following parts of the assignment:</p> <ul style="list-style-type: none"> • The assignment's criteria • The assignment's due date 	

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.	


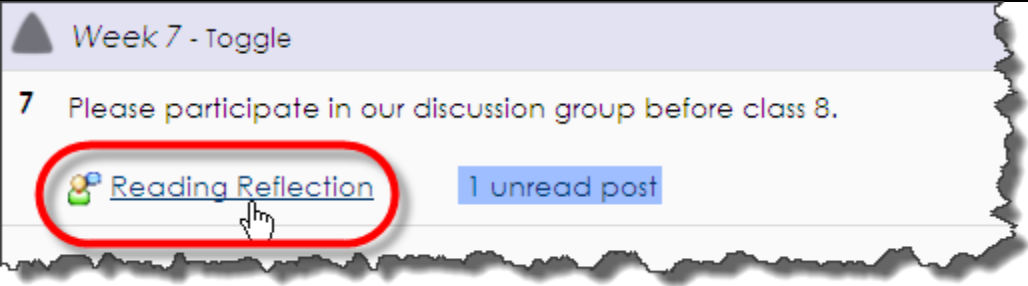
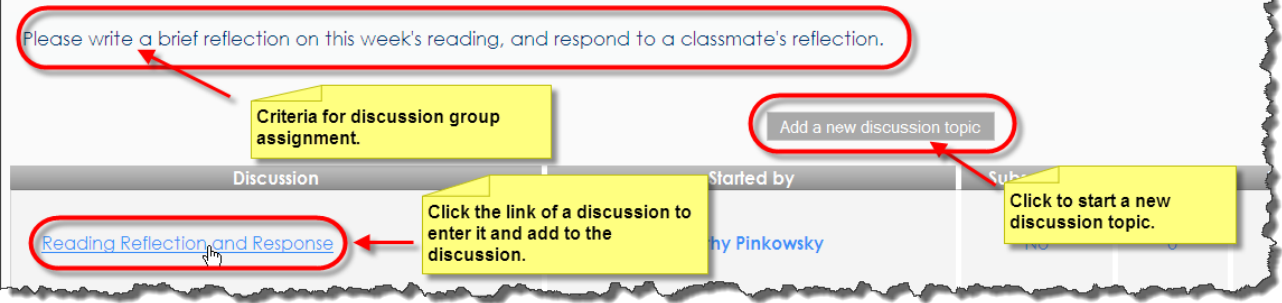
Task	Screen shot
<p>11. Scroll down to the bottom of the page:</p> <ul style="list-style-type: none">• If there is a Send for Marking button, click it to submit your file to your instructor.• If there is no Send for Marking button at the bottom of the page, there is no need to do anything else. Your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

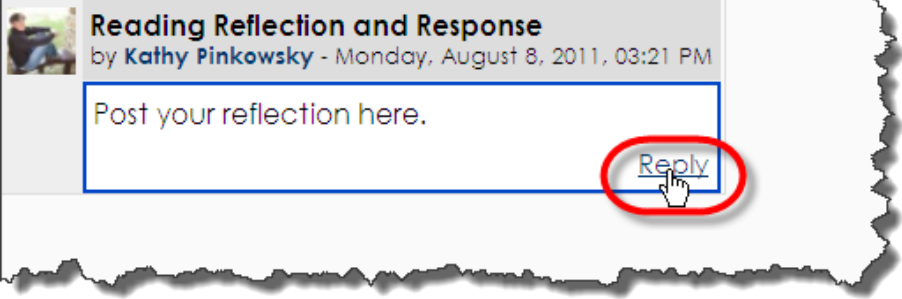
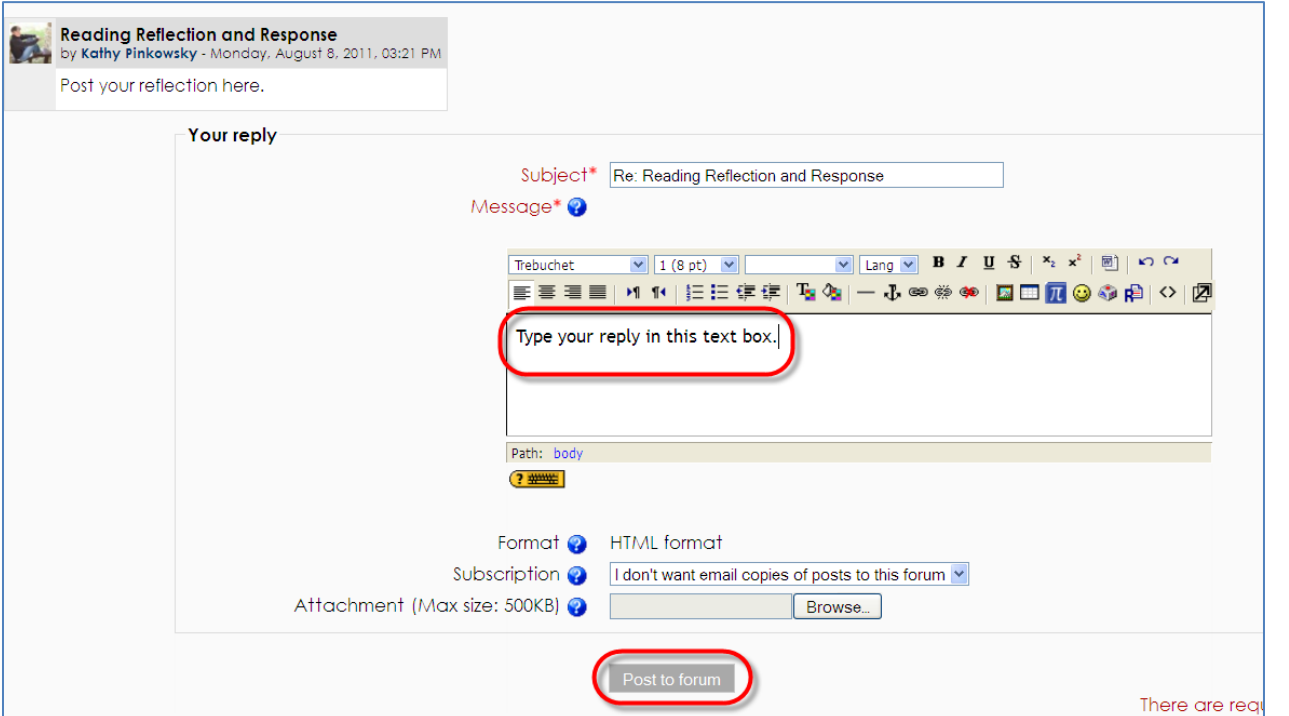
Task	Screen shot
<p>13. View your feedback.</p> <p>Your instructor may enter one or more of the following:</p> <ul style="list-style-type: none">• A letter from a scale (e.g., Satisfactory, Unsatisfactory, In Process)• Text feedback• Feedback in a Word document or other file.	 <p>The screenshot shows 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>

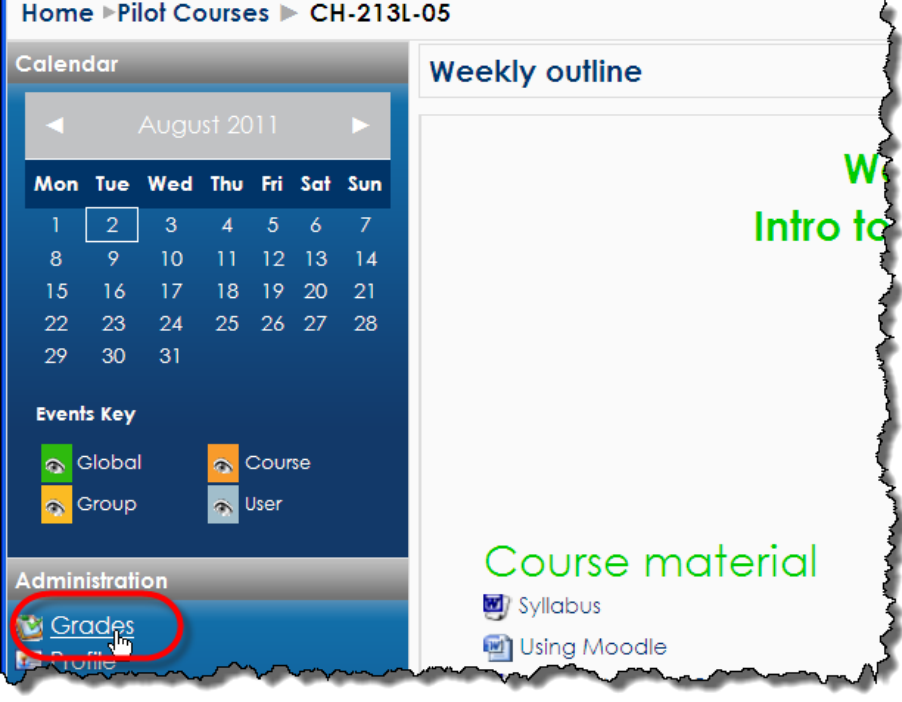
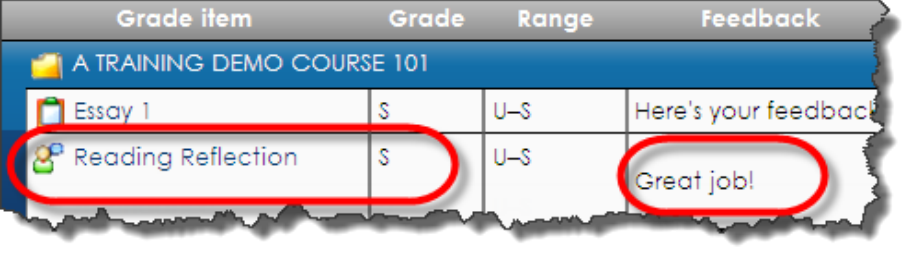
Task	Screen shot																																
<p>14. An alternate way to view your feedback is to click the Grades link in the Administration block.</p>																																	
<p>15. From this screen, you can view written feedback and your score.</p> <p>Note: This just gives you an overview 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>-</th> <th>S - Successful-I - In progress</th> <th></th> </tr> </thead> <tbody> <tr> <td>Buffers</td> <td>-</td> <td>S - Successful-I - In progress</td> <td></td> </tr> <tr> <td>Investigation of Fermentation</td> <td>-</td> <td>S - Successful-I - In progress</td> <td></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-I - In progress</td> <td>You did a great job on this assignment!</td> </tr> <tr> <td>Proposal for Fermentation Rate Investigation</td> <td>-</td> <td>S - Successful-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-I - In progress</td> <td></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	You did a great job on this assignment!	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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Problem Solving Ability	-	1-4																															
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>The screenshot shows a Moodle forum interface. At the top, there is a 'Week 7 - Toggle' header. Below it, a post with the number '7' and the text 'Please participate in our discussion group before class 8.' is visible. A link titled 'Reading Reflection' with a person icon is circled in red. To the right of the link, a blue box indicates '1 unread post'.</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>	 <p>The screenshot shows the Moodle discussion group interface with several annotations. At the top, a red box contains the instruction: 'Please write a brief reflection on this week's reading, and respond to a classmate's reflection.' Below this, a yellow callout box points to a link titled 'Criteria for discussion group assignment'. To the right, another yellow callout box points to a button labeled 'Add a new discussion topic'. At the bottom, a table lists discussions. A yellow callout box points to a link titled 'Reading Reflection and Response' in the table. Another yellow callout box points to the same link with the instruction: 'Click the link of a discussion to enter it and add to the discussion.' The table also shows columns for 'Discussion', 'Started by', and 'Subj'.</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>The screenshot shows a forum post titled "Reading Reflection and Response" by Kathy Pinkowsky, dated Monday, August 8, 2011, at 03:21 PM. Below the post title is a text box with the placeholder text "Post your reflection here." To the right of the text box is a "Reply" link, which is circled in red. A mouse cursor is pointing at the "Reply" link.</p>
<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>	 <p>The screenshot shows the Moodle forum reply form. At the top, there is a "Subject*" field with the value "Re: Reading Reflection and Response" and a "Message*" field with a question mark icon. Below these fields is a rich text editor with a toolbar and a text box containing the placeholder text "Type your reply in this text box.", which is circled in red. Below the text box is a "Path: body" field and a "Format" dropdown menu set to "HTML format". There is also a "Subscription" dropdown menu set to "I don't want email copies of posts to this forum" and an "Attachment (Max size: 500KB)" field with a "Browse..." button. At the bottom of the form is a "Post to forum" button, which is circled in red. In the bottom right corner, there is a red text label that says "There are req".</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" data-bbox="716 1006 1612 1271"> <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!
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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.

