MOODLE TUTORIAL

Essential Training for Students

Student's view

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MOODLE TUTORIAL

OVERVIEW

Moodle (Modular Object-Oriented Dynamic Learning Environment) is a free and open-source software learning management system. Developed based on pedagogical principles, Moodle is used for blended learning, online education, flipped classroom and other e-learning projects in schools, universities, workplaces and research institutes.

Moodle was originally developed by Martin Dougiamas to help educators creating online courses with a focus on interactive and collaborative construction of content. It is in continual evolution: the first version of Moodle was released on 20 August 2002. Nowadays, the Moodle Project is led and coordinated by Moodle HQ, an Australian company of 30 developers which is financially supported by a network of eighty four Moodle Partner service companies worldwide. Moodle's development has also been assisted by the work of open-source programmers. (WIKIPEDIA, 2016)

This tutorial is designed to provide students with a basic understanding of Moodle and its primary tools, with step by step instructions.

The version of Moodle installed in the Image Processing Division (DPI) of the National Institute of Space Research (INPE) is 2.5+ (Build: 20130621) (2013051400.07).

For more information on the Moodle software, go to the following link: http://moodle.org.

Moodle is easy to use: course participants only need to connect to a browser on the internet to access the course. Its navigability is simple and intuitive.

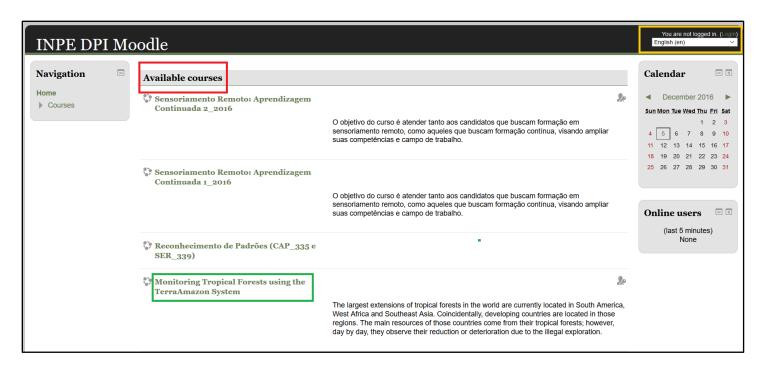
MOODLE ACCESS

How do I access Moodle platform? Go to https://moodle.dpi.inpe.br

Click "Login" (top screen, right side).

Type (in the login box) credentials you received after registration.

In the main page, if necessary, change the language to English version (top screen, right side). Choose the course from the list of available courses.





For security reasons, the password must be changed on the first access.

In the following window, you must fill out the required information, and after that, you need to click "Save changes".



ATTENTION! The new password must have at least 8 characters, at least 1 digit, at least 1 lower case letter, at least 1 upper case letter, at least 1 non-alphanumeric character.

How do I navigate in the main page course?

In the main page, you can see three columns: Navigation, Course Column, with classes and news, and Upcoming events. You need to click on each tab to see more information



You can take away your extra blocks to increase your screen size:

Click the dock icon and move the block.



It will now appear in the grey bar along the perimeter of the window.

To undock your blocks, click the undock icon on the individual block. Alternatively, scroll down and use the icon on the lower left of your page to undock ALL blocks.



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UPDATING THE PROFILE

The profile is a very important resource in an online course. It helps participants to know each other and begin to establish relationships that can keep going even after course.

ATTENTION! ALL participants must complete the profile during the first week of the course.

How do I update my profile?

Go to the main page course. In the left column, click "My profile settings", and immediately click "Edit Profile".

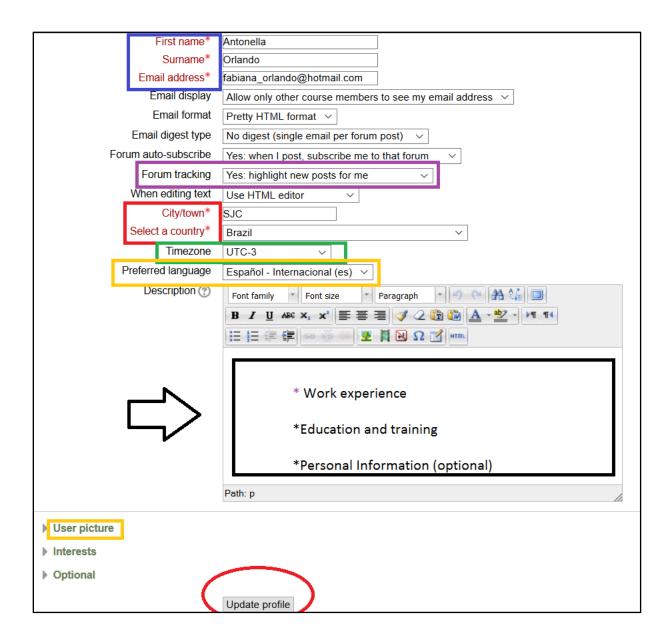


In the following window, you must check your First name, Surname and Email address. Verify your city/town and country. You **MUST** set up your local time zone in order to get the schedule of all your activities in your local time. Otherwise, all the activities announced in INPE's Moodle will be displayed in Brasilia Time Zone (- 3UTC).

Choose your preferred language.

Complete the description box with the following information:

- Work experience
- Education and training
- Personal Information (optional)



ATTENTION! We recommend you having control of the read and unread forum messages. To do this, choose "Yes: highlight new posts for me" in the "Forum Tracking" item.

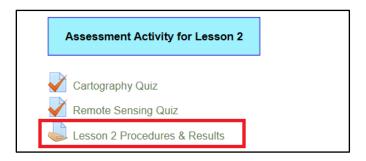
How do I add a profile picture?

In the "Edit Profile", scroll down until you see "User Picture". Click the "Add" button to find a picture to upload. Select it from your computer and then click "Update Profile" at the bottom.

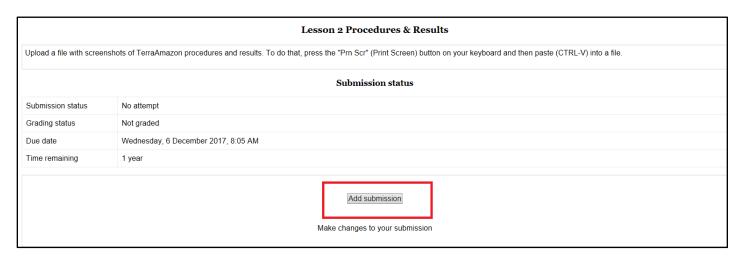
SENDING AN ASSIGMENT

How do I upload an assignment?

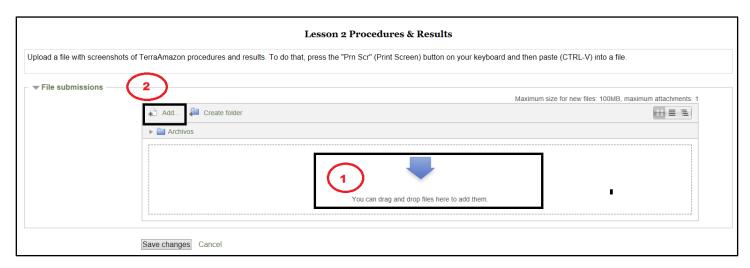
Click on the assignment link.



At the bottom of the following page, click "Add Submission". Files must be under 100Mb size.

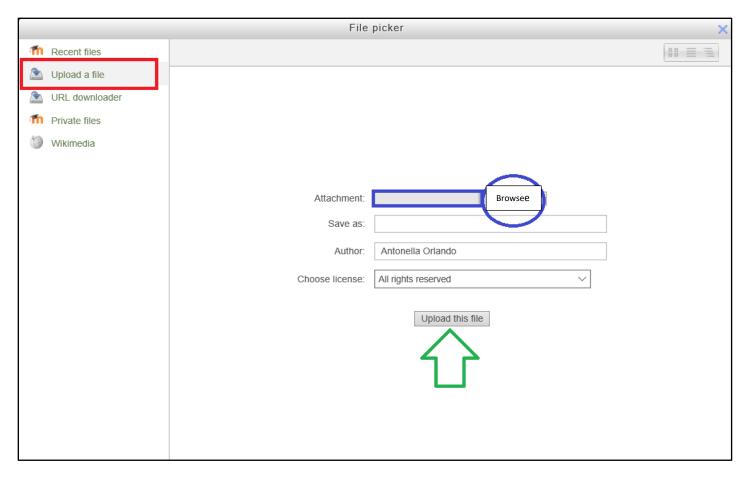


When the box below appears, you have the option to (1) Click and Drag a file to upload it or you can click the (2) Upload File icon.

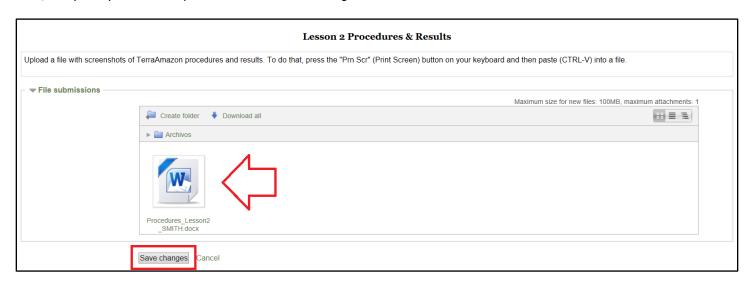


You can upload a file that is saved on your computer; click "Upload a File".

Then click the first box next to the attachment box, as seen below. Navigate to your file and click "Upload this file".

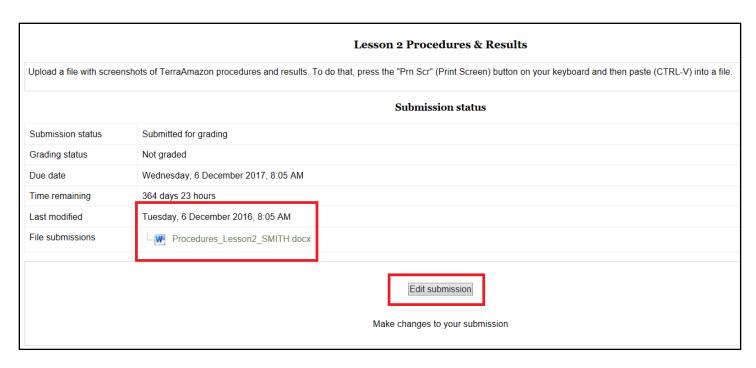


Then, verify that your file has uploaded and click "Save Changes".



How can I see if my file uploaded?

Click on the assignment after it has been submitted. The submission file, date, and time will be listed. Note that you can edit your submission until the closing date.

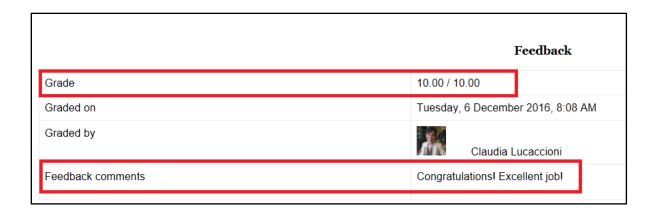


If you need to edit your submission, click "Edit Submission". Then, click the file that you need to replace. In the following window, click "Delete" and then "Update". Start the process to update a new file.



How can I see if my assignment was reviewed after the submission period?

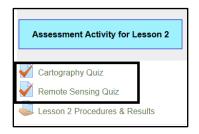
Click on the Assignment or go to your Grades, and click on the assignment link. You will see grade and comments.



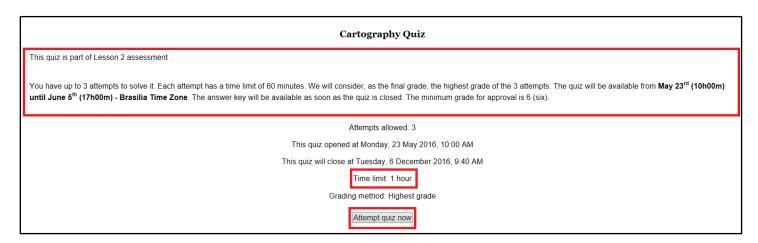
SOLVING A QUIZ

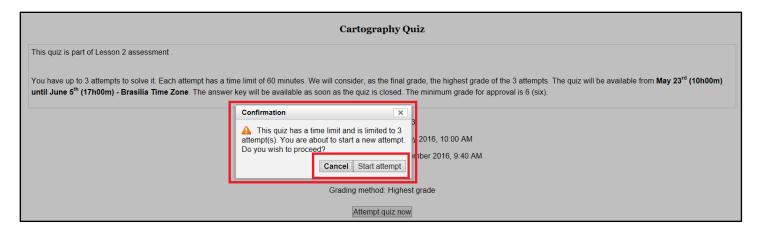
How does the quiz work?

Start from a Quiz link and continue "Attempt quiz now" button. If the teacher has set a time limit, you will be notified "The quiz has a time limit. Are you sure that you wish to start?"

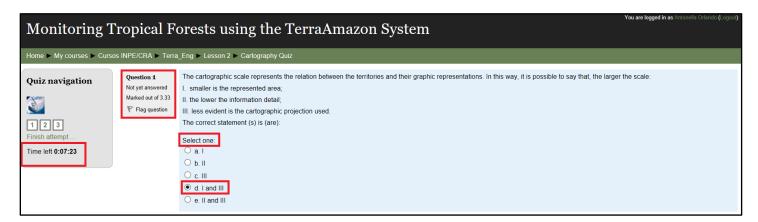


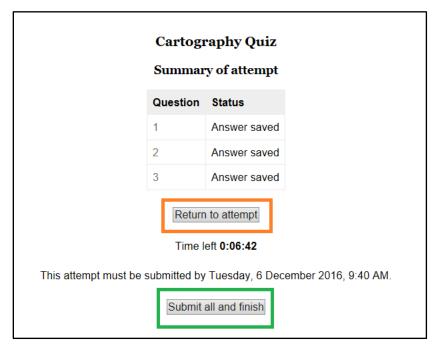
ATTENTION! This is just an example. The real quiz may have other features.



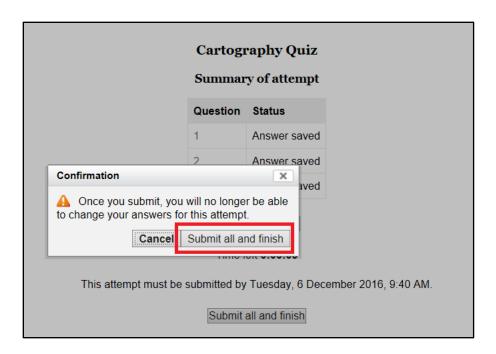


Answer the questions. At the end of your quiz, click "Submit all and finish" button. NOTE: Once you submit, you will no longer be able to change your answers for this attempt. You can modify an answer, choosing the option "Return to attempt". You can control how much time is left checking "Time left", on the right.

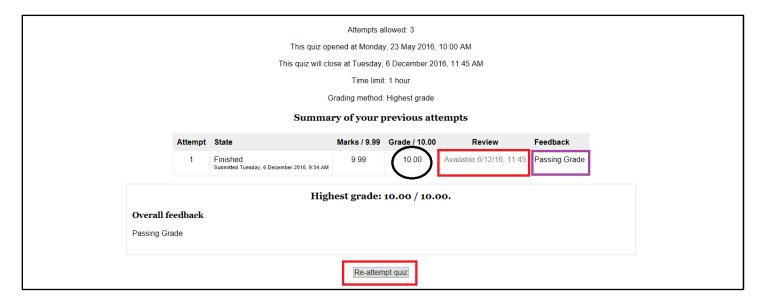




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Once you have submitted a quiz, you will be able to see the grade, so you can decide if you will try again or not.



ATTENTION! Most of the times the number of attempts is limited to 3. In that case, we will consider the highest grade of the 3 attempts. The minimum grade to be approved is 6 (six). This is not valid for the Diagnostic and Validation Tests, whose grades will not affect your final score.

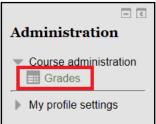
When the guiz is definitely close, you can review it. See the "Review" column.

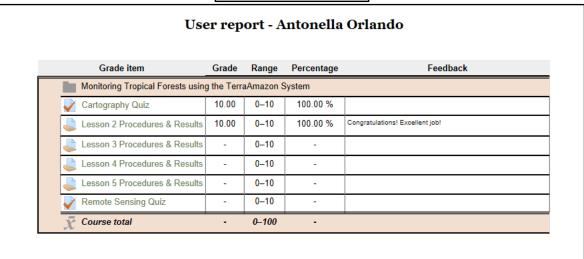
CHECKING YOUR GRADES

The platform allows a dialogue with their teachers, so they will review their assignments, place your grade and make comments.

How can I view my grades?

In the main page course, click "Grades" under the Administration block. After that, you will see a table with your grades.



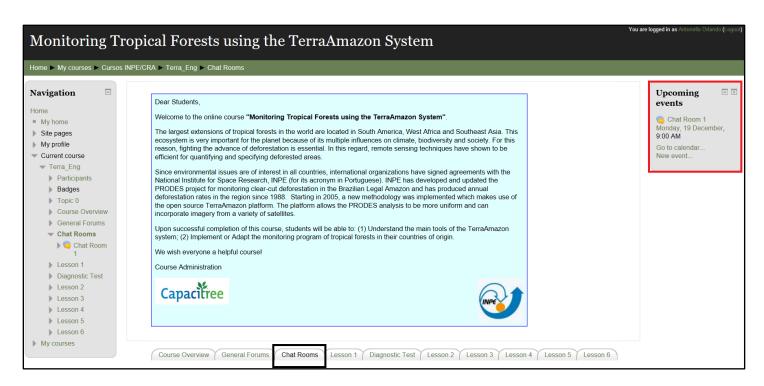


JOINING A CHAT

Another available resource is the chat room, where students can chat with other participants and teachers in real time (synchronous discussion).

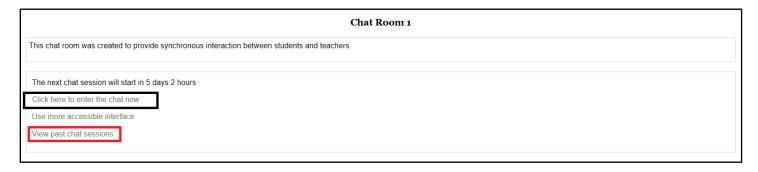
How can I participate in a CHAT session?

To enter in the room, you need to click "Chat Rooms" in the main page course.

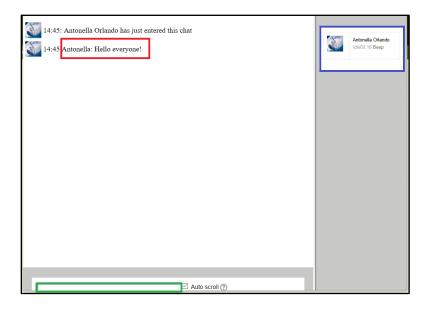


Immediately, you will see a window indicating that it is possible to join the chat.

ATTENTION! The discussions are recorded in the platform for further consultations. To see the past discussions, you must click "*View past chat sessions*".



Once in the room, note your name in the right upper corner of the window. Also, observe the presence of others students. To participate, write in the box and press "Enter". Your message will appear at the top of the screen.



PARTICIPATING IN A FORUM

Forum is an asynchronous resource that allows interaction between teachers and students.

How can I participate in a Forum discussion?

There are different forums in the course and each one has a different theme for organizing the discussion. To participate in the desired Forum, you must click on the item that indicates the one that you want:



General Forums:

- General News Forum: created to share information about Remote Sensing and correlated areas and important news of the course.
- Technical Problems Forum: created for posting questions about technical problems related to Moodle, GoToMeeting (GTM) or access to the learning material.

Specific Lesson Forums:

• Lesson ... Forum: created for interaction between students and teachers, questions and doubts that arise during the studies or during hands-on activities development.

ATTENTION! These specific forums are located on each class tab.

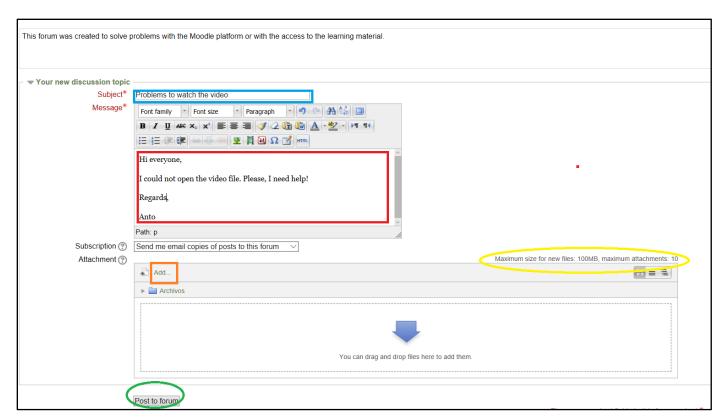


On the front page of the discussion forum you can see the topics (titles) of the messages, the name of the person who has started a discussion (and possibly his/her picture), number of replies, number of unread messages and the date and time of the latest posting.



Adding a new discussion topic:

- 1. Click "Add a new discussion topic".
- 2. You will see this window:

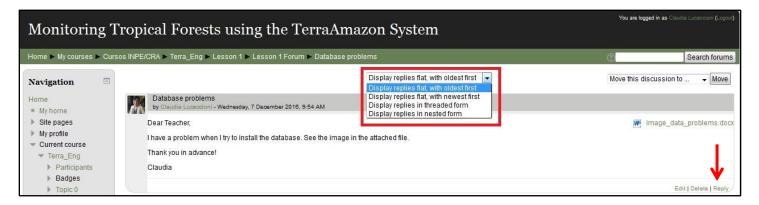


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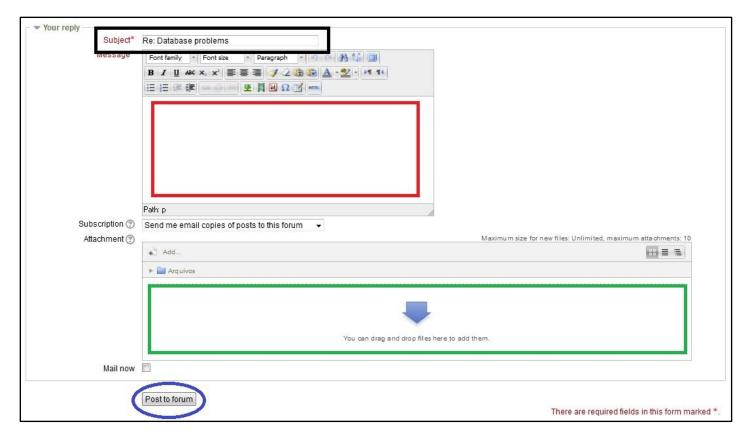
- 3. You need to complete the Subject, your Message, add an archive (only if it is necessary) as showed above.
- 4. At the end, do not forget to click "Post to forum".

Replying: You can also answer a post by clicking "Reply". The title of the reply posting is copied automatically from the original posting.

1. Click "Reply" button. Tip: See the different options to read the messages.



2. You will see this window. Write your message and, at the end, click "Post to forum".



ATTENTION! You can edit and delete your own postings for 30 minutes after sending the posting, but not after that.

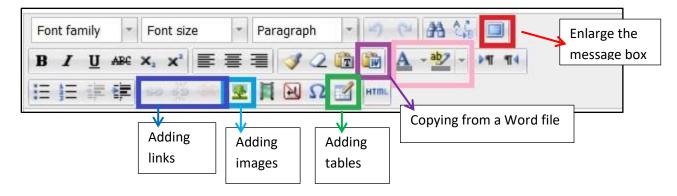
How do I see unread forum posts?

To change the settings for unread forum posts, go to the user profile and click Settings>My Profile Settings>Edit Profile, next to Forum tracking select "Yes: highlight new posts for me".



Knowing the message editing tools

When you send a message to the forum, you can edit it using editing tools. They are intuitive. The most important ones are:



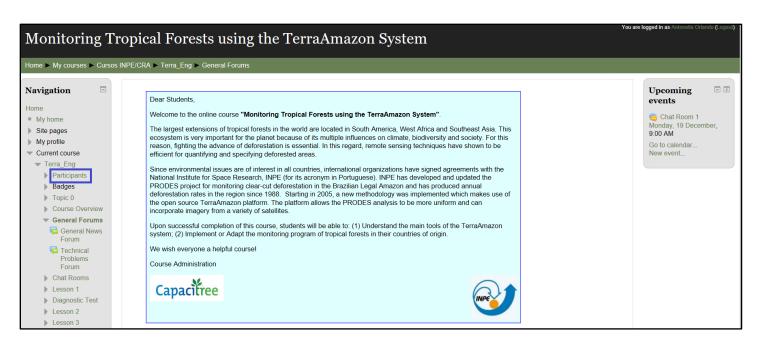
USING MOODLE MESSAGING

You can send a message to any participant (student or teacher) using Moodle Messaging.

ATTENTION! Always prefer to use the forum to ask questions or make comment, so all participants can join and benefit from the conversation.

How to do it?

1. In the main page course, click "Participants" button.



2. Next, a window with a participants list will appear in your screen. Note that you can select them by their role within the course.



3. Choose the participant to whom you want to send a message. A new window with the participant profile will appear. Click "Send a message".

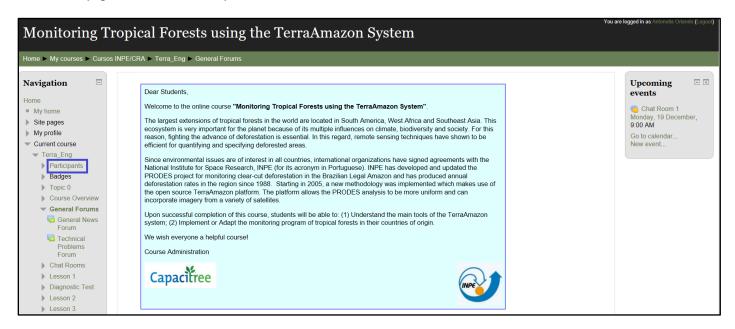


4. Type the message in the highlighted space and, when finished, click "Send Message".



Other way to send messages

1. In the main page course, click "Participants".

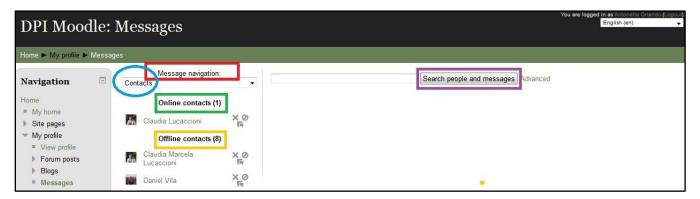


2. You will see your name in the left column menu. Click on your name, and then "Messages".





3. In the "Message Navigation" window, select the "Contacts" option to check online and offline contacts. Also, you can search for a specific contact, selecting the "Search" option.



4. In the "Message Navigation" window, select the "Recent conversations" option to review past conversations.



5. Enter the name of the course to see the list of all participants. In all cases, click the participant to whom you want to send a message. Type the message and, at the end, click "Send message".



REFERENCES

 $Moodle.\ In\ Wikipedia:\ The\ Free\ Encyclopedia.\ Retrieved\ in\ December,\ 8,\ 2016.\ From:$

https://en.wikipedia.org/wiki/Moodle