



Instructional Design Center (IDC)

Student Guide for FHTC Moodle

Quick Facts to Get Started:

- Go to moodle.fhtc.edu
- Use your student username and password to login
- Find your courses under your program category in the center of the page
- Need login help? Call Student Services at 341-1300 or email mlang@fhtc.edu

Overview

All online classes at FHTC are housed in a learning management system called Moodle. This easy to use system allows instructors to put all your lessons, assignments, tests, and multimedia materials in one location no matter which program or source created the information.

Moodle is also a secure server allowing you to work and submit your course work in a secure environment that protects your information and work but allows you the access you need to complete your college course online.

To begin using our Moodle server follow the instructions in this guide.

Lesson One: Access to FHTC Moodle

The first session of this orientation will show how to access your course, how to login and how to logout.

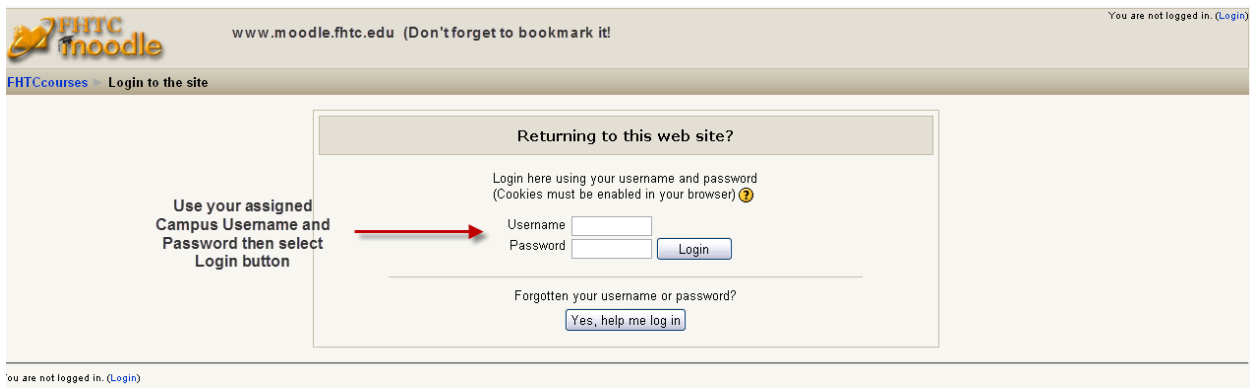
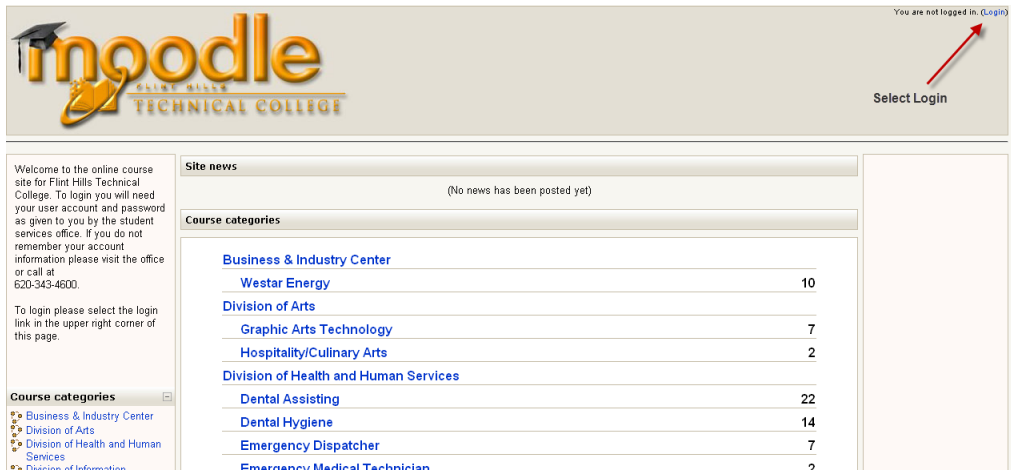


IMPORTANT: Moodle works best with Firefox Internet Browser. This browser is free, stable, secure and fast. Download Firefox at www.mozilla.com and select Firefox

The homepage for FHTC Moodle is located at <http://moodle.fhtc.edu> Make sure you save this page in your bookmarks folder or bookmarks bar. See image below.

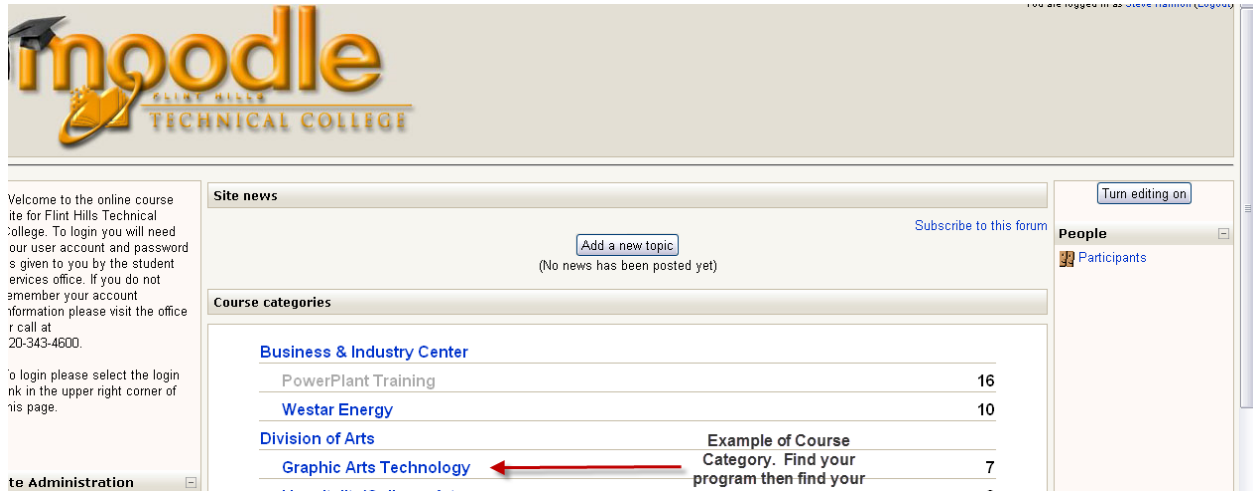
1. In the upper right corner of the screen, you will see a login box. Your username and password are your FHTC Moodle Network username and password. This is also the same username and

password you use to logon to computers on campus. Enter your user name in the box and select login.



HELP DESK: Having problems with your username and password? You'll need to contact student services at 620-341-1300 or mlang@fhtc.edu. You can also email IT services at bmorton@fhtc.edu

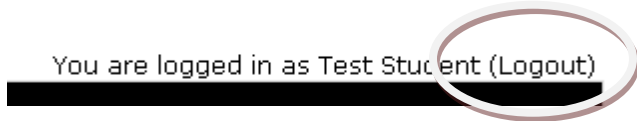
2. Once you have logged into Moodle you will see in the center of the page all the courses you are enrolled in. Enter a course site by clicking on the name of the course. Your course may be listed in a course category so select the course category (the program where your course resides) and then select the specific course you need.



4. You should now be in your course. You will see the main course materials appearing in the center of the screen. Click on any of the items such as the Syllabus to open the files and view the related materials. Feel free to push and click to explore your class. Make sure you check back often to see if new sections of your course are visible. Your instructor will email you when changes are made to your course.

LOGGING OUT

1. When you are ready to logout go back to the upper right hand corner and select LOGOUT. It is really that simple. (Just remember your username and password for next time...)



Lesson Two: Setup and Update Your Profile

If you are new to the FHTC Moodle Learning Management System, we encourage you to setup your profile before starting your first class. It is easy and here are the instructions to get started.

NOTE: Remember your “netiquette.” All faculty, staff and students in the Moodle server can view your profile.

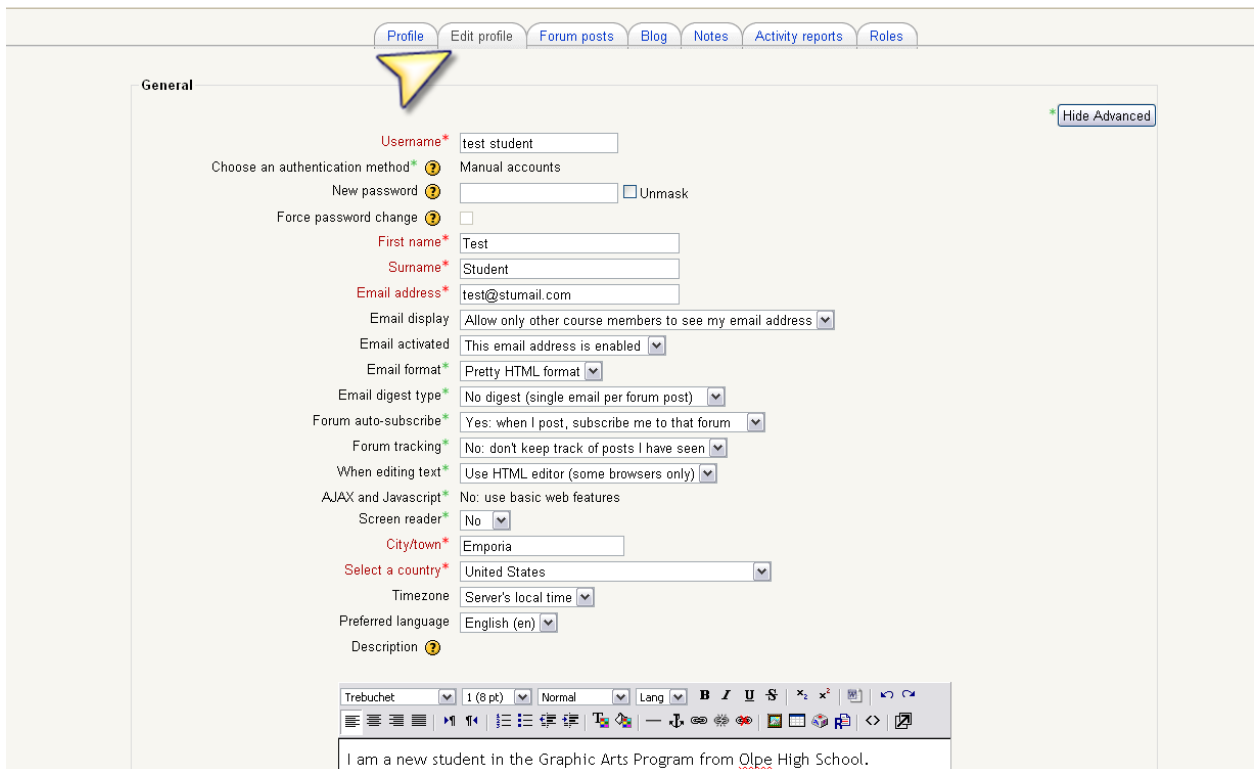
1. First, make sure you are logged in to the FHTC Moodle server. You can find your profile in two places. In the left hand column under “Participants” or in the top right corner by clicking on your name located next to Logout.



Or:



2. Once you select your name you will see four or five tabs at the top of the page. Select the tab marked EDIT PROFILE then fill out the information you wish to include in your profile. Only fields with red color labels are required.



- The fields of your first name, last name and email address cannot be changed because they are automatically updated using your information in FHTC's database. If you feel any changes need to be made, contact the Registrar to have them updated.
- "Email display" allows you to choose who can see your email address. Your choices are to hide your email from everyone, allow only the people in your classes to see it, or display it for everyone who logs in to the site. If you choose to hide your email from other people, they will not be able to send you email directly from Moodle. This is not recommended, because your professor may choose to send email to the whole class from Moodle, and you will not get it.
- The field of your city and country are required.
- "Preferred language" will be defaulted to English. For "Timezone" field, you can set it to "Server's local time".
- The description box gives you a place to tell your Moodle community a little about yourself.
- The remaining optional fields allow you to include personal details about yourself. If you would like to include a user picture with your profile, in the "Picture of" block use the Browse button next to the "New Picture" field to locate a picture. This picture will be used in various places to represent you in FHTC Moodle. The picture must be in JPG or GIF format (i.e. the names will usually end in .jpg or .gif). Then click "Update my Profile" at the bottom, the image file will be cropped to a square and resized down to 100x100 pixels.

NOTE: On this screen, you may also click the Forum posts, Blog, or Activity report tabs to read your discussion postings or blogs and to see your detailed activity report in Moodle, if these were used in your course. Feel free to explore and check out these tabs.

Now your profile is all set to go.

LESSON 3 Course Homepage Layout

The nice part about MOODLE is the ability for each instructor to customize the page to his or her course. Although pages may look very different you will still find the same blocks (components) for each page. Here is a sample of what a page could like when you get started:

The screenshot shows a Moodle course page for 'Office Management I'. The page is divided into three main columns:

- Left Column:** Contains navigation and administrative blocks such as 'People', 'Activities', 'Search Forums', and 'Administration'.
- Center Column:** Features a 'Weekly outline' for 'Week 1' with a title 'Calculators, Printing & Display'. It includes a welcome message, links for 'Course Information', 'Forms', and 'Resources', and a detailed text block about calculator usage.
- Right Column:** Contains informational blocks like 'Latest News', 'Upcoming Events', and 'Recent Activity'.

Left Column

Center Column

Right Column

The Moodle course homepage is divided into three main columns:

- The left side column including a set of individual blocks such as Participants, Forums, Activities, Grades and Administration., Upcoming Events, Activities, Search Forums, and Administration;
- The right side column including other sets of individual blocks such as Course Announcement, latest news, RSS Feed, People, CALENDAR , and My courses;
- The main central column displaying the primary course content area where you will find your lessons, activities, course syllabus and whatever information you need to work on to complete the course. The center section can be broken down by weekly topics, modules, or sessions.

There are no deep layers of navigation – all course elements are visible on the course homepage. Although a template of blocks on the left and right is provided for the shell course, each instructor is able to arrange the blocks on the left and right. The center column should always contain the primary content for the course.

Left and Right Column – (Side Blocks) A Calendar block provides a calendar function for the course. If there is any course events going on or any course activities are due on a specific date, the background of that date on the Calendar will turn to pink. You can move your mouse over to the date to read details.

About the different Blocks in a Moodle course

Upcoming Events block displays upcoming events together with links to view the calendar and to create a new event in the calendar. The number of upcoming events and the period covered is set by the teacher and may vary between courses. You can also add personal events and let them show up in the Calendar.

An Activities block with links to all activities that currently available in your Moodle course. For example, if your professor set up Assignments, Databases, Forums (discussions), Resources (content), Journals, or Wikis in your course, these activities will show up in Activities block. (Remember, some of these may not be used in your course.)

You may also see a block for searching discussion forums. Here you can type the keyword for the forum name and find it to participate.

Administration block. As a course participant, you will normally only see two links under this heading. **The Grades link** will take you to a page which displays your grades for the course to date, where appropriate. **The Edit Profile link** will take you to your profile maintenance page. Note that your profile is global and not specific to each course, so any changes made here will be effective throughout Moodle at FHTC.

The Course Announcement block is a block where your professor can use to post important announcement. The Latest News block displays brief details of news added to the Course News Forum including who posted the news, the title of the news item and the date and time. Clicking on the word “more...” will take you directly to the full news item.

A People block with a participant link, click the participant link you will see profiles of all your classmates, you professors, and yourself. Quick-mail allows you to send a message to more than one person (for example, to all members of your group) in one course. The message will be sent to the FHTC e-mail address of the users (so the message is not read inside the course). An attachment can be added to the message. Quick-mail messages that you have sent are kept in a history, which allows you to send the message again later (to other users perhaps).

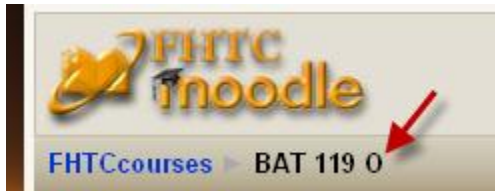
The Courses block will list all your Moodle courses. Clicking on a course listed in the Courses block will allow you to navigate from one site to another without logging out.

Center Column – Main Course Content

The main central column can be organized using Weekly outline or Topic outline (format depends upon your professor's selection and the content of your course.) It is the primary content area, and contains links to the various elements that your instructor has posted as part of the course. These may include plain text or HTML documents, links for downloading Word, Excel, PowerPoint, or PDF files, images, and links to web pages at other locations on the Internet. There may also be links to special features, such as online discussion boards (called forums), and a variety of other learning activities.

In each week section or topic section, you can access content by clicking the link of the specific resource and activity. For example, to view the assignment and finish the assignment, you will click the assignment link at the course homepage. The link will take you to the assignment page.


After reading this assignment, you can always use **the Breadcrumb Links** in the upper left-hand corner of the screen to navigate back to the course homepage.



LESSON FOUR - Submitting Assignments

This session of the document describes how to locate and submit assignment in Moodle.

The Assignment tool in Moodle specifies a task that requires students to finish. Often you will be required to upload and submit your work via the computer, but assignments can also involve writing a text online, or off-line tasks (for example a presentation in class).

If your instructor has added an assignment activity in your Moodle course, you can access assignments either from an assignment link in a week/topic section () or from the Assignments link in the Activities block on the Moodle course homepage. All assignments have the same icon ( [Assignments](#)). If you are unsure where to find the assignment, it's best to use the Assignments link in the Activities block.



Assignments normally have a deadline that has to be paid attention to. In some courses if your professor set late submission is not allowed, you cannot submit your work anymore when the due date and time have passed. It is therefore important to use proper time management when working on an online course. Note that due times are listed as course events in the Calendar and appear in the Upcoming Events block.

There are three types of online submission assignments that your professor can incorporate into the Moodle course: **upload multiple files at the same time, upload a single file, and submit text online**. In addition, there is another type of off-line assignment that reminding you of the real-world assignments you need to complete but do not need to be submitted online.

Type One: To upload your single file assignment

1. At the Moodle course homepage, click on the name of the assignment. This reveals any assignment details including due date as well as a place to upload the assignment file.
2. Click the Browse... button and locate the file you need to submit.
3. Please pay attention to which types of files your professor required. Some will only accept Microsoft Word documents or other types.
4. Click Upload this file button to submit the assignment.
5. You will receive confirmation

6. Click Continue button to review your submission. Notice the date and time of your submission displayed at the top right corner just below the top breadcrumb navigation bar. The name of your uploaded file will show up below the assignment details.

7. Use the top breadcrumb navigation bar to go back to the main course page or another location in Moodle.

Type two: To upload multiple files assignment

1. At the Moodle course homepage, click on the name of the assignment. This reveals any assignment details including due date, number of papers need to be submitted, a place to upload assignment files, as well as if you can provide note/comments to the instructor along with the assignment submission.

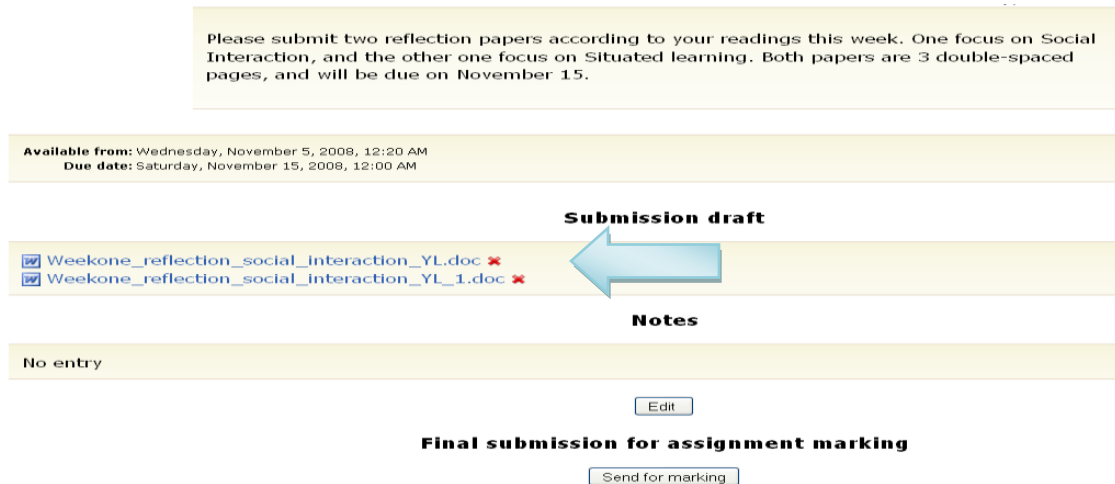
The screenshot shows a Moodle assignment submission interface. At the top, a breadcrumb navigation bar reads: Lasell ► TLC 101 ► Assignments ► Week One Reflection Papers. Below this is a yellow box containing the assignment instructions: "Please submit two reflection papers according to your readings this week. One focus on Social Interaction, and the other one focus on Situated learning. Both papers are 3 double-spaced pages, and will be due at". A blue arrow points to the right side of this box. Below the instructions is another yellow box showing the availability and due dates: "Available from: Wednesday, November 5, 2008, 12:20 AM" and "Due date: Wednesday, November 12, 2008, 11:55 PM". A blue arrow points to the left side of this box. The next section is titled "Submission draft" and contains the text "No files submitted yet". Below this is a file upload area with the text "Upload a file (Max size: 2MB)". It features a text input field, an "Upload this file" button, and a "Browse..." button. A blue arrow points to the "Browse..." button. The final section is titled "Notes" and contains the text "No entry". Below this is an "Edit" button, with a blue arrow pointing to the left side of the "Notes" section.

2. Click the Browse... button and locate the file you need to submit. Click Upload this file button to submit the assignment. **You will see your submitted file is listed and another Upload this file**

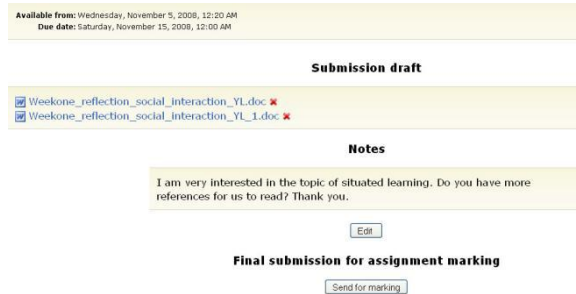
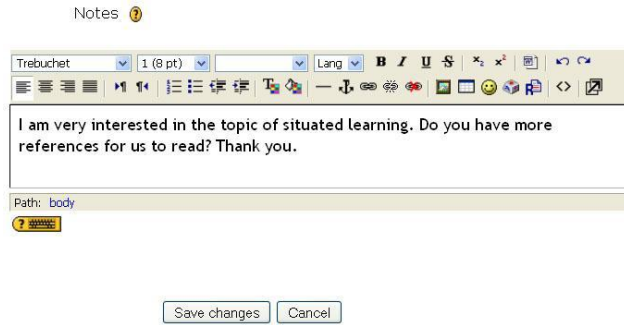
button is available again.



3. You will see two submitted files are both listed under the “Submission draft” section. But there is no more Upload this file button available again because in this assignment the instructor only allows you to submit two papers. The red icon next to each file’s name means that you instructor allows you to delete the submitted file and resubmit another file before the deadline. Before the deadline, if you choose to delete one submitted file by clicking on the red delete icon, you will find another Upload this file button will be available again for you to resubmit the file (repeat Step 2 to upload another file to finish this assignment).



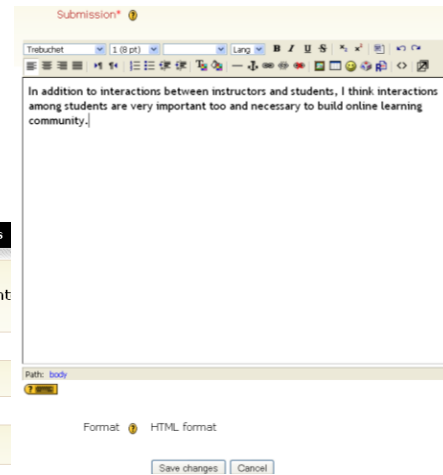
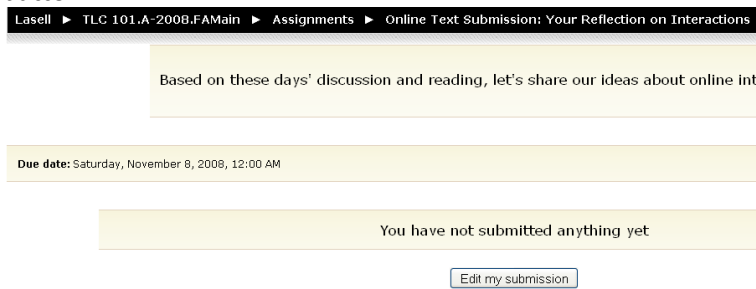
4. If you would like to provide note/comments to the instructor along with the assignment submission, click on Edit button. At the next screen, type in your comments and click on Save changes button. Then your notes will show up at the assignment page. Before the deadline if you want to edit your notes, you can always click on Edit button to update the words.



5. Before the deadline, if you are satisfied with your assignment submission, you can click on Send for marking button if it is available (Be aware maybe your instructor decide not to use this feature.) It indicates to your instructors that you have finished working on an assignment. After click on this button, you cannot delete the file or upload another file in Moodle even if resubmission is allowed and still before the deadline. If you really would like to resubmit in this situation, please let your instructor know. Your instructor can click on “Revert to Draft” button in the assignment grading page to allow you to resubmit the assignment.

Type three: To submit online text assignment

1. At the Moodle course homepage, click on the name of the assignment. This reveals the online text submission assignment instructions as well as “Edit my submission” button:



2. Click the “Edit my submission” button and an editor window will open, in which you can write your text. After your writing, click on Save changes button to submit your answer.
3. Before your professor comment on your work and give a final grade to this assignment, you also have opportunity to come back and improve your work.

Type four: To complete off-line assignment

If your instructor specified this type of assignment in your Moodle course, it means you do not need to submit anything in Moodle, instead you need to prepare your assignment that cannot be finished in Moodle. For example, you need to prepare one five minutes presentation in face-to-face class.


To review a graded assignment

Once you have uploaded your assignment file, your professor will access it and give feedback. Usually, you will also be given a grade. To see the grade and feedback of the assignment:

1. Return to the assignment by locate the same link you used to submit the assignment.
2. Click the name of the assignment to reveal the assignment details. For example, this is the “To upload a single file” assignment:
3. Notice the section below the assignment instruction details. This may contain feedback about the assignment and a grade assigned by your professor for this assignment.

Please spend your time reading "Teaching With Moodle" this week. Please submit one page double spaced MS Word file to reflect your thoughts about instructional strategies using Moodle by Friday 5:00p.m. September 12.

Feedback from the Teacher

 Ye Liu Friday, November 7, 2008, 10:34 AM	Grade: 10.00 / 10.00
Thoughtful reflections on online learning experiences and informative references. Great job.	


 reflection_Moodle.doc

4. If you have a “To upload multiple files assignment”, the screen you got will be different. Besides a grade and instructor’s feedback about the assignment, maybe you will also get the instructor’s downloadable response files in the “Submission feedback” session. You can click to download papers to learn any changes have been made by your instructor and read any embedded comments.

Please submit two reflection papers according to your readings this week. One focus on Social Interaction, and the other one focus on Situated learning. Both papers are 3 double-spaced pages, and will be due on November 15.

Available from: Wednesday, November 5, 2008, 12:20 AM
Due date: Saturday, November 15, 2008, 12:00 AM

Submission feedback

	<p>Ye Liu Thursday, November 13, 2008, 11:34 AM</p>	<p>Grade: 95.00 / 100.00</p>
<p>They are great reflection papers. I embedded my suggestions and comments in the edit paper. Please download and update them. Next time please pay attention to your APA style.</p>		
<p>Weekone_reflection_situated_learning_YL_edited.doc Weekone_reflection_social_interaction_YL_edited.doc</p>		

Submission draft

[Weekone_reflection_situated_learning_YL.doc](#) ✖
[Weekone_reflection_social_interaction_YL.doc](#) ✖

Notes

I am very interested in the topic of situated learning. Do you have more references for us to read? Thank you.

To look at grades

1. Find the "Administration" block in the left column of the course homepage.



2. Click "Grades" link in the block will lead you to your grades for this course.
3. You will see a table containing "All grades by category".
4. Click the category name to reveal the individual assignments, their point value, and your score.

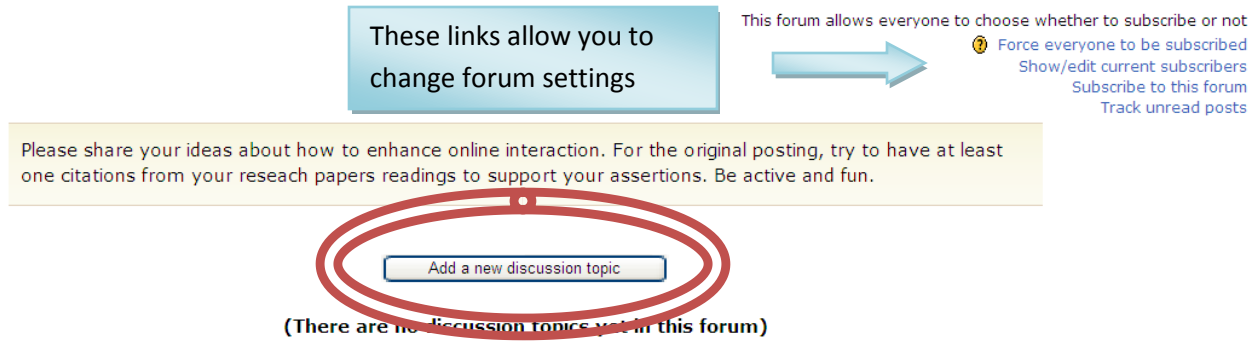
LESSON FIVE: Participating in Discussion Forums

The discussion forum requires you to be an active participant, to follow instructions, post your own threads and/or reply to existing messages.

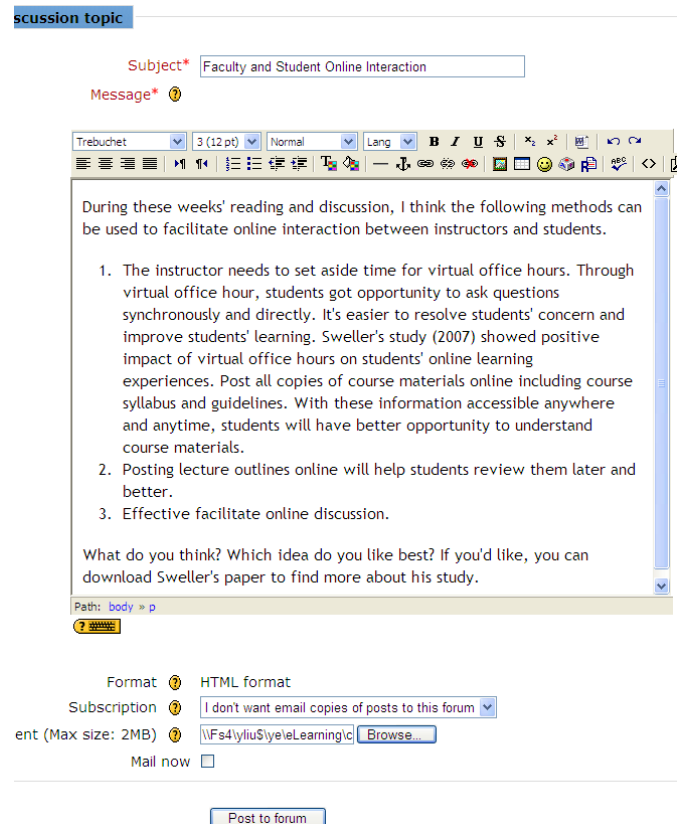
If your instructor has added a discussion forum activity in your course, the forum link on the Moodle course homepage will have a green people talking icon in front of the discussion forum's name. You enter a forum by clicking on its name.

To post a new thread in a forum

1. Click the forum's link then click the "Add a new discussion topic" button at the top of the list of threads.



2. Give the thread an applicable title in the **Subject** field. The subject field is mandatory.
3. In the **Message** section, type your text. It is ALWAYS a good idea to type your text in a text editor such as notepad or word processor and then copy and paste it into the body of the message. By this way in case you didn't submit your post successfully, you will still have a copy of the text that you can upload to the forum again.
4. You can also do some formatting to the text using the HTML editor. For example, changing font size and color, inserting images, or inserting hyperlinks etc.
5. For the **Subscription** setting, please choose your preference—if you want to receive emails of every post to the forum, set it to "Send me email copies of posts to this forum." If not, set it to "I don't want email copies of posts to this forum." Some faculty may have set their forums to force you to be subscribed or to not allow you to be subscribed, in which cases this option will not appear. If subscription is forced by your professor and you feel you get too many emails, please talk to your professor to change the setting on his/her side.
6. You may add an attachment to a forum



posting. But be aware of the maximum file size.

7. Check your post for errors, and then click the Post to forum button at the bottom.
8. You will then receive a message indicating that the post was successful and that you have 30 minutes to edit the post if you wish.

To Reply To A Thread

Click on the name of the thread in the forum, and click the "Reply" link at the bottom right of the post to which you want to reply. The interface fields are the same as they are for making a new thread. You can reply to any post, not just the most recent. When you are done, click the **Post to forum** button at the bottom. After you have posted, you will have 30 minutes to edit your post.

The screenshot shows a forum interface with a navigation bar at the top containing 'Lasell', 'TLC101', 'Forums', and 'Discuss here: How to enhance online interaction?'. Below this is a search bar and a 'Jump to...' dropdown. A dropdown menu is set to 'Display replies in nested form'. The main content area shows a thread titled 'Instructor and Students Online Interaction' by 'Test Student' on Tuesday, January 27, 2009, at 06:24 PM. The thread content discusses methods for facilitating online interaction between instructors and students, listing three points: 1. The instructor needs to set aside time for virtual office hours. 2. Posting lecture outlines will help students review them later and better. 3. Effective facilitate online discussion and chat session. A 'Reply' link is visible at the bottom right of the thread. Below the thread is a reply by 'test student2' on Tuesday, January 27, 2009, at 06:25 PM, stating 'I also like virtual office hours. I will not feel I am isolated even if I cannot make the instructor's office hour on campus.' with 'Show parent' and 'Reply' links.

Need further assistance? Please contact your instructor for more details about your online courses.