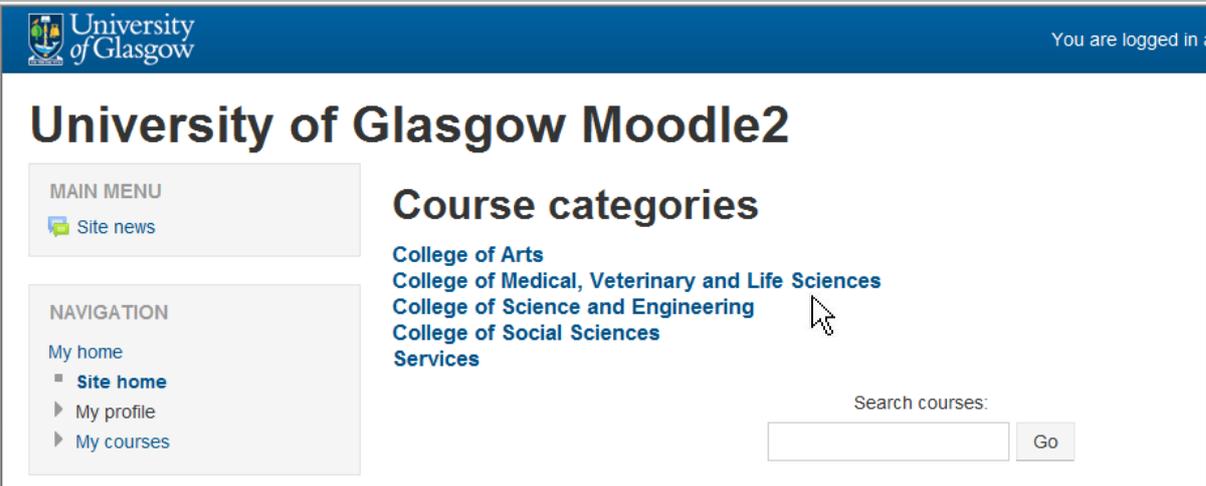


## MOODLE introduction

MOODLE is a web-based learning environment in which students can **view information** (text, pictorial, and audio/audio visual), quizzes, assignments and course news. It also allows students to upload assignment exercises – so their lecturers and tutors can mark them later - and gives them the opportunity to discuss coursework via “chat-rooms” and “forums”. *Not all of these options are offered for every MOODLE resource.*

For your own courses, MOODLE will be used as a resource to complement direct teaching activities, including hosting of lectures and additional resources. You are also likely to be required to use MOODLE this year for the electronic submission of individual and group tasks.

**MOODLE 2** is available at the main MOODLE 2 web site: <http://moodle2.gla.ac.uk/> (Use your student GUID and password to access this). Use the links to work your way to your particular **School** and then to your specific MOODLE resource.



### **Accessing your MOODLE**

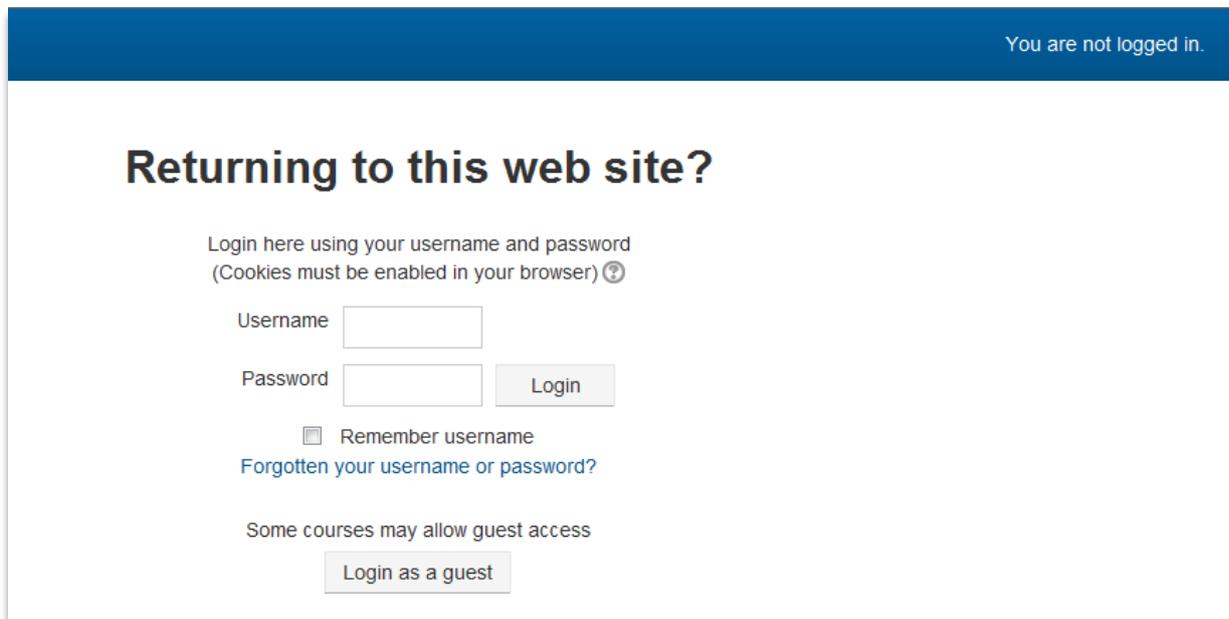
You will be informed by your **College/School** whether any course, part of a course or support for a course will be made available via MOODLE. If it is, you will be told the start-time (if applicable) and the heading under which it will be found on the MOODLE page.

**Schools** may be divided into **Subject Departments** and each of them may have its own MOODLE page, organised under its **School MOODLE** at the higher level. So for instance from the main MOODLE page (see above) you might access the **College of MVLS MOODLE**

Under the College MOODLE you'll see the links to all its **School MOODLEs**. Linking to a School MOODLE will show all the MOODLEs for that School's Subject Departments.

Finally, if necessary access the **Subject Department** your course MOODLE will be found in.

To choose your course or other resource, click on the named link. You will be asked to log in. You will log in using your GUID (which you use to logon to cluster computers).



You are not logged in.

## Returning to this web site?

Login here using your username and password  
(Cookies must be enabled in your browser) ?

Username

Password

Remember username

[Forgotten your username or password?](#)

Some courses may allow guest access

This will allow you access to the courses listings. Sometimes you will require a second password, called an *Enrolment Key*, which will be supplied by your lecturer/tutor, in order to access individual courses.

**Please note** that any course is publicly accessible. *You must conform to acceptable net etiquette.* You will be asked the first time you ever log in to Moodle to agree to the **Site Policy**. See also: [www.gla.ac.uk/services/it/regulationscommitteesandpolicies](http://www.gla.ac.uk/services/it/regulationscommitteesandpolicies)

When you login for the first time, you should go to the **Profile** page, where some important information about you is displayed, as you will see in the illustration below. You should check that everything here is correct and if you need to amend or add anything, click on **Edit profile**.

### Edit profile

You will be able to update your Profile at any later time by clicking on your name, which you will find at the top or bottom of the page.

Here you will add details about yourself, including full name and contact email address.

**University of Glasgow Moodle2**

**Stuart McPherson**

General

First name: Stuart

Surname: Mcpherson

Email address: Stuart.McPherson@glasgow.

Email display: Allow only other course members to see my email address

Email format: Pretty HTML format

Email digest type: No digest (single email per forum post)

Forum auto-subscribe: Yes: when I post, subscribe me to that forum

Forum tracking: No: don't keep track of posts I have seen

When editing text: Use HTML editor

City/town\*: Glasgow

Select a country\*: United Kingdom

Timezone: Server's local time

Preferred language: English (en)

Description

This page can also be accessed from the **Navigation** block, under **Participants** (see image below). Click here and you will be taken to a list of all the people involved with the course – both students and teachers.

Of course you will only be able to edit your own profile but you will see the information that other participants put up about themselves.

## ***The MOODLE course page***

**NOTE:** The examples shown and tasks given from here on will be based on IT Training MOODLES as this guide is designed for students from all Colleges/Schools.

This MOODLE is here: **Services → IT Services → IT Training → Introduction to Word**

When you enter a course for the first time you will often see a brief overview of the MOODLE resource at the top of the page.

The central and largest part of the page contains the main course material (see below). This can be plain text, though much of the material will be accessed by links – web pages, documents, images, forums, etc.

Your lecturer/tutor will explain in advance how you are to proceed through a course. (Some MOODLEs allow access to all modules at any time; in other MOODLEs, modules are removed after a set time, while new ones appear).

Note in this image MOODLE module Topic names are displayed (e.g. **“Starting with Word; Working with Word Files, Bullets and Numbering, etc. – there are more off-screen”).**

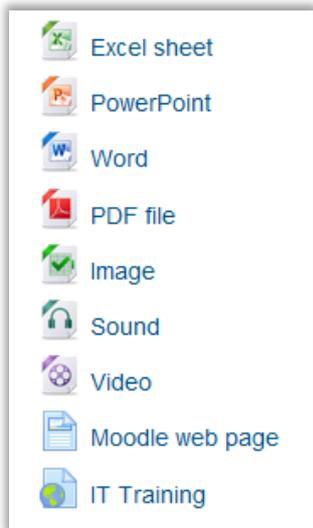
Some courses consist of several modules; some are just one large module; some appear under **dates** instead.

**Note:** when you follow any link, near the top of the MOODLE page you’ll see the “breadcrumb” trail. These form a series of **links** which you can use to navigate back to an earlier page. For instance:

[My home](#) / [Courses](#) / [Services](#) / [IT Services](#) / [IT Training](#) / [IntroWord](#)

The module shown above consists of headings, each with a different icon representing different types of resource. Some are links to resources which will contain text; this can be information, guidance or even a description of an assignment.

There can be links to downloadable documents, images, audio files, etc. or web pages off campus. For instance downloadable *Adobe Acrobat* files – which might be course notes – and a *PowerPoint* file that will open when clicked. Each resource type is attached to a small icon which represents the type of resource it is: some examples are shown below.



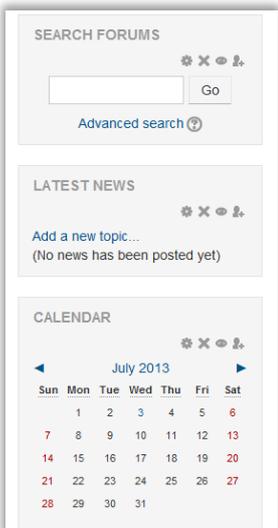
You can see here (on the left) some typical resource types. For example:

*PowerPoint Slide Show*

*PDF files*

*Video files*

On the right hand side there is the **News Forum**, **Calendar** and a note of recent activity.

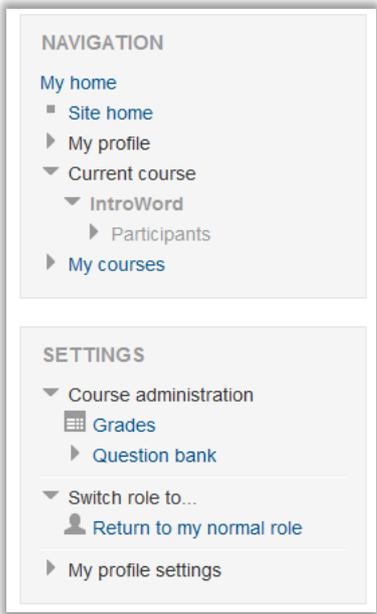


To the left and right of the main section of the page are important features, which the student should be aware of.

The following is a common layout: some MOODLEs will have a slightly different layout but most will contain all the key elements described below.

First on the left hand side are the **Navigation** and **Settings** blocks (see illustration).

Items with a “▶” icon can be expanded by clicking on them to show more options. If you click **Current Course** it shows the course name and **Participants**. You can view the other course **Participants** and edit your own profile.

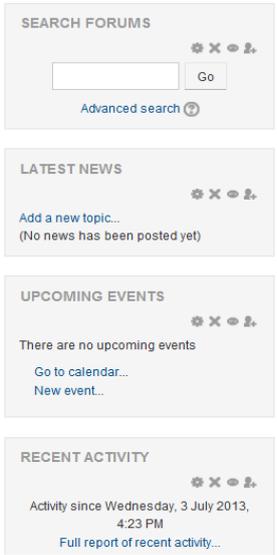


Also, once the student gets underway with the course, the **Settings** block will display a link to **Grades** for any assignments submitted and another option for linking to your **Profile**. (see image above).

The right hand side may display other blocks which allow access to other resources. They will be displayed there to catch students' attention as blocks can appear on either side. Resources can include forums, quizzes, workshops, etc.

Usually, only a selection of the possible options will be available for any one course. Here we have **Forums** for instance and as a result there is a **Search Forums** option.

Also displayed here are **Upcoming Events** (which link to your **Calendar**) and **Recent Activity**.

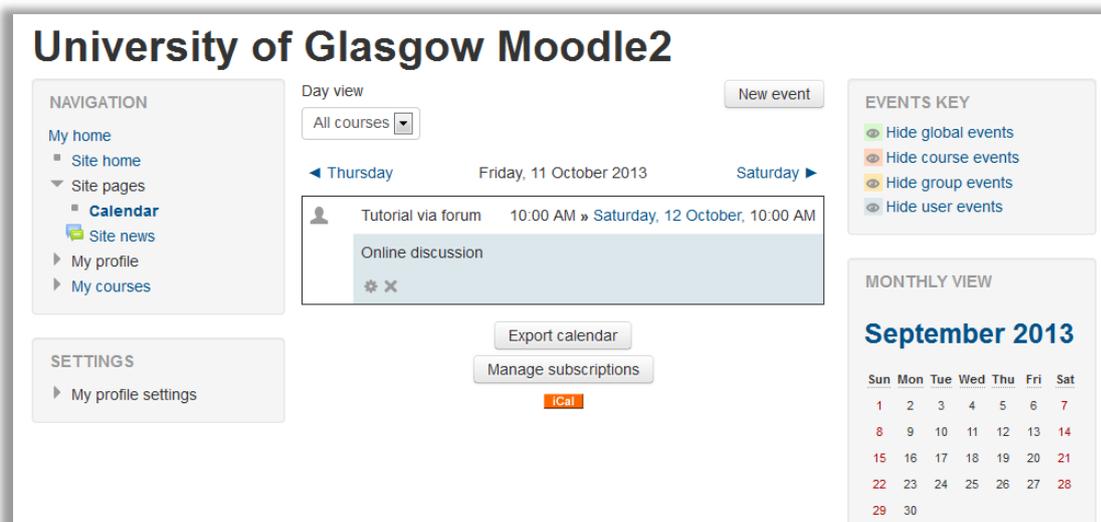


## Calendar and Events

On the right hand side of the MOODLE page are items whose main purpose is to keep you up to date with the latest news and upcoming events.

**Latest News** appears at the top and notice of any new resource, exercise, assignments, or anything else will appear here.

The **Calendar** block highlights (with colour) dates on which important events are happening: exams, tutorials, field trips and so on. These will have been added by your lecturers. Clicking on a highlighted date will show information about what is happening then. *If you do not see the Calendar*, there will be a link to it under **Upcoming Events**.



The screenshot displays the Moodle2 interface for the University of Glasgow. On the left, a navigation menu includes 'My home', 'Site home', 'Site pages', 'Calendar', 'Site news', 'My profile', and 'My courses'. Below this is a 'SETTINGS' section with 'My profile settings'. The main content area shows a 'Day view' for 'Friday, 11 October 2013'. A 'New event' button is in the top right. An 'EVENTS KEY' section lists options to hide global, course, group, and user events. The calendar shows an event for 'Saturday, 12 October, 10:00 AM' titled 'Tutorial via forum' with a sub-event 'Online discussion'. Below the calendar are buttons for 'Export calendar' and 'Manage subscriptions', with an 'iCal' link. On the right, a 'MONTHLY VIEW' for 'September 2013' shows a calendar grid with dates 1 through 30.

## MOODLE Activities

The following items are things you may come across on other MOODLE resources, particularly those which are organised as an online course.



The most obvious activity is the **Assignment**. An assignment is an activity that may be marked. If it is to be graded, the assignment page will usually tell you, as part of the instructions, how large the submission should be, what type of file formats are acceptable to the tutors (if it is to be submitted as an uploaded file) and the due date for the assignment. This is the date and time by which all assignments have to be submitted.

Assignments can be of a type that requires the student to **Upload one file or several files** containing the student's assignment work. This will usually be something like an essay or report, the kind of work you are often given at lectures or tutorials. But it could potentially be any kind of file – e.g. like a database file, a *PowerPoint* presentation or a multimedia file.

In an **Offline assignment**, the instructor will give directions, and the student will complete the assignment. No document is turned in through the assignment tool, though the student may be expected to do an activity within MOODLE.

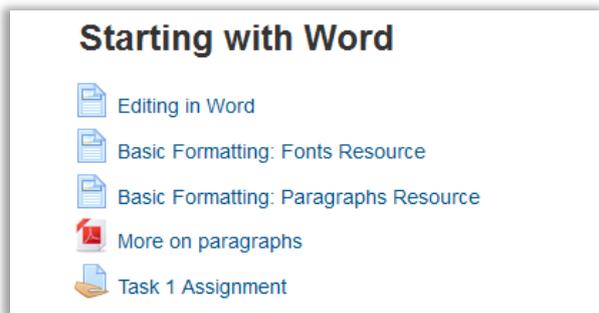
In an **Online Text assignment**, the instructor will give directions, and the student will respond in an **online text box** provided in the assignment tool. The tutor may mark or comment on the student's work.

In an **assignment submitted as a document**, the instructor will give directions in the Moodle, and the student will complete the assignment in a suitable document format. This can be a *Word*, *Excel*, *PowerPoint* or other file format. When completed, the assignment is then **uploaded by the student**. The tutor may mark or comment on the student's work. Uploading a file or files is discussed below.

You may also see – this depends at the moment on local School Moodle administration – a **Declaration of Originality statement**. This is a reminder that your work should follow the universities plagiarism guidelines. Read this and tick the acceptance checkbox before submitting your assignment.

### Uploading assignments

Once you have completed a submission that you need to upload, return to the section on MOODLE where the assignment was described. You will see a link to the assignment submission page – in the example here it is named “*Starting with Word*”. Click this link to go to the page where you submit your assignment.

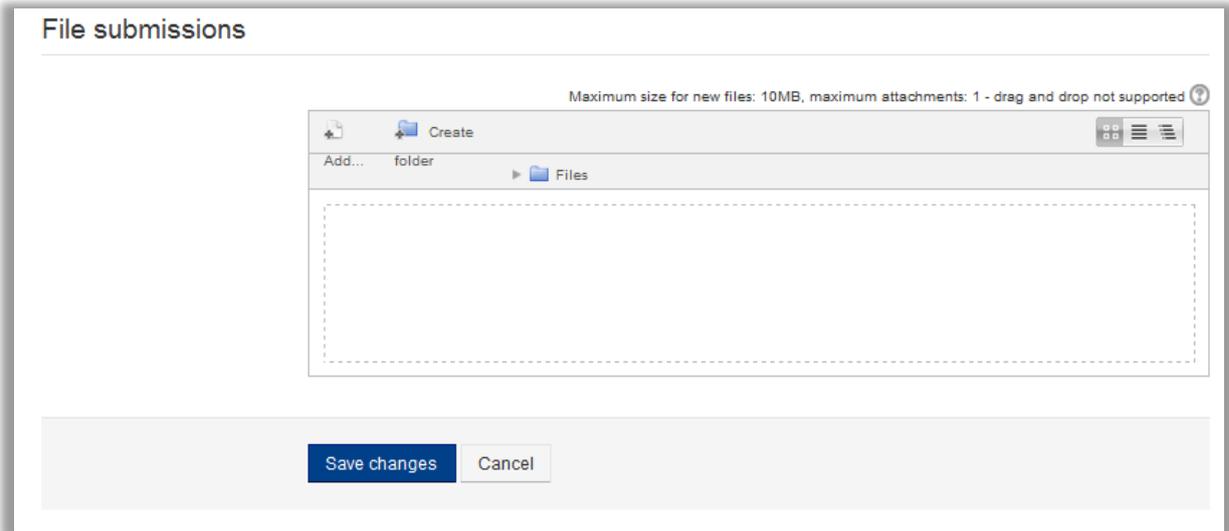


An assignment will usually appear after a series of information pages and/or tasks. Note the little ‘folder/paper’ icon beside its title.

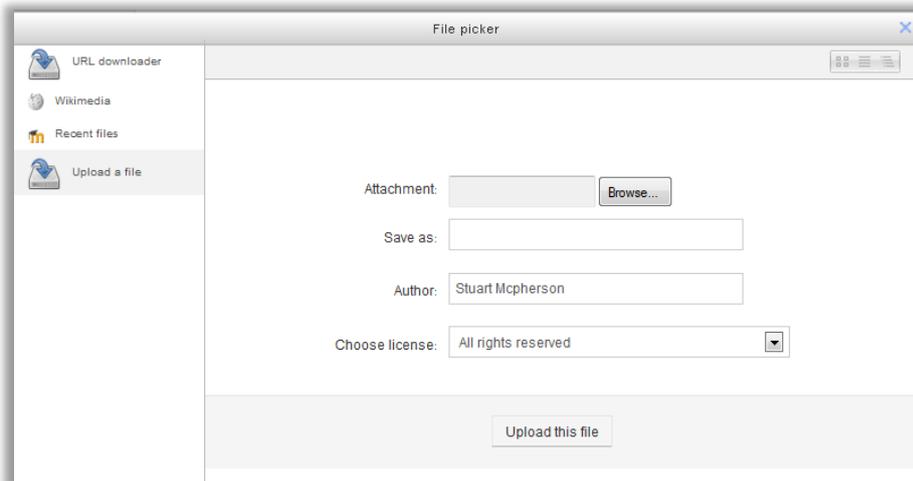
You will reach the **Submission** page which displays submission information (whether anything has been submitted or graded and **Due date** and **Time remaining** to submit). If you wish to submit an assignment, click the **Add submission** button.



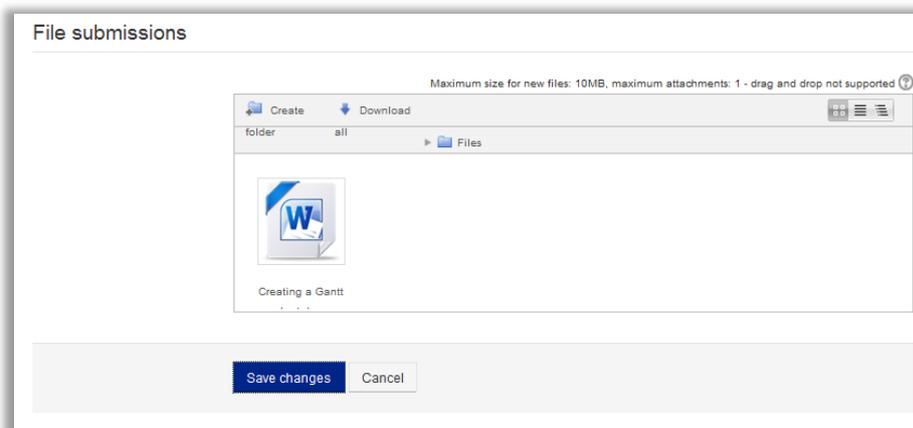
This takes you to the **File submissions** box where you can begin uploading files.



Click on the **Add** option to open the **File picker** window (see below). There are several options but the most common – and the default – is the **Upload a file** option.



Next, click on the **Browse** button to display a standard windows file selection box. Navigate to the place where you saved your assignment. Select it and the path and filename of the file you selected will be shown in the box to the left of the **Browse** button. If this is the correct file then click on the **Upload this file** button to choose your assignment file.



Your uploaded file will appear in the **File submissions** box. If you select the wrong file by accident, click on its icon and a dialog box will open which will allow you to delete it. Then you can choose the correct file. Click the **Save changes** button to upload it for marking.

Submission status	
Submission status	Submitted for grading
Grading status	Not graded
Due date	Tuesday, 16 April 2013, 11:55 AM
Time remaining	Assignment was submitted 90 days 21 hours late
Last modified	Tuesday, 16 July 2013, 9:39 AM
File submissions	<a href="#">Creating a Gantt chart.docx</a>

[Edit my submission](#)

### Multiple upload

If you are to upload several files for an assignment the **Add** option will remain active until you have uploaded the maximum documents required for the assignment/s. (So your assignments can still be updated if you wish up to the point that you click the **Save changes** button).

Maximum size for new files: 10MB, maximum attachments: 3 - drag and drop not supported

Create Download

Add... folder all Files

BIG IDEA.ppt doodesign.docx

Save changes Cancel

The Submission page should tell you when to send for marking and how many files you should upload. The system will not let you upload more than the required number of files – *so make sure you upload the correct ones.*

Although not listed as ‘assignments’, other activities may be given that require you do some work or study and you may also be asked to submit some work or at least answer some questions.

### Turnitin

Some Schools will link their assignment submissions to *Turnitin*. *Turnitin* is used at the University of Glasgow to help you develop your essay writing, citing and referencing skills and to encourage original thought and opinion rather than simple paraphrasing. It can also be used by staff to grade and/or give feedback on your work online. It is usually accessed via a Moodle. You can find out more about it at: [www.gla.ac.uk/services/sls/turnitin/](http://www.gla.ac.uk/services/sls/turnitin/)

## Lessons

A Lesson is used when it is necessary to tell the students some information about the topic being taught. The topic is broken into small chunks and shown to the student bit by bit. Each part is reinforced by requiring the students to answer questions. The students proceed through the material only by answering the questions correctly.

A **Quiz** is a series of questions, each of which allows students to choose from more than one answer and results are kept separate for each student and can be graded. Students can also receive feedback from a quiz. They can thus form part of a student's assessment or can be used to allow a student to test his/her understanding of the material taught at any point.

**Glossaries** A glossary of terms used is a common teaching resource. In MOODLE this can often be accessed, by having words in Lessons and other activities and resources link to the relevant part of the glossary.

**Wiki** This is an activity which allows students to work together on a defined project sharing their experience in a Wiki based structure.

## Grades

When your **Grades** are available for a course, view them via the **Grades** link that will appear in the **Settings / Course Administration** block: simply click on this to view your marks.

Grade item	Grade	Range	Percentage	Feedback
📁 Spreadsheets Intermediate				
📁 Logical Functions Assignment	-	0.00–100.00	-	
📁 Charts Assignment	-	0.00–100.00	-	
📁 Scenarios and Goal seek Assignment	-	0.00–100.00	-	
📁 Pivot Table Assignment	-	0.00–100.00	-	
📁 Database Search Assignment	-	0.00–100.00	-	
📁 Create a Database Assignment	-	0.00–100.00	-	
📁 Final assignment - optional submission	-	0.00–100.00	-	
📁 Autofill Assignment		-		
📊 Course total	-	0.00 %–100.00 %	-	