

PREPARING
FOR
ON-LINE
LEARNING

STUDENT GUIDE

HowToMoodle

moodle
partner



Contents

Aims and Objectives	3
Student Guide - Introduction.....	4
Entering the course website.....	4
Entering a course	6
In the course.	8
Basic navigation.	8
Topics.....	9
Blocks	10
People block:.....	10
On-line users block.....	10
Topics / Section links block.....	11
Activities block.....	11
Search block.....	11
My courses block	11
Calendar block	12
Upcoming events block	12
Recent activity block.....	13
Latest news block	13
Administration block	13
Topic 1 - Course resources	14
Topic 2 – Forums and the HTML Editor	15
Licence	16



Aims and Objectives

- **Aim**
 - To provide an introduction to using an on-line learning environment.

- **Objectives**

After completing this course you will be able to:

- Navigate around the course.
- Identify the key elements of the course i.e. Topics, Blocks, Activities, Resources.
- Use the Activity modules showcased in the course.
- Interact with the course Teacher and other students.



Student Guide - Introduction

The course assumes that your Teacher has confirmed you have the required knowledge and skill to participate in an on-line course.

In this guide you will be introduced to the basics of participating in an on-line course. This part of the course is paper based, as you will need to refer to the guide at the same time as taking notice of what is displayed on screen.

As the course progresses the emphasis will move from this guide to solely on-line activity. An on-line version of this guide is available within the course in case you wish to refer to it later in electronic format.

The actual appearance on screen is governed by settings on your own computer and as a result what you see may be slightly different to that shown in the examples.

Please follow the steps in the order shown until you have completed the section on basic navigation.

Entering the course website

Go to the course website using the site address provided to you by your Teacher or the site administrator.

If you do not have an account you will need to create one, as follows.

Read carefully the text under the heading "Is this your first time here?"

Returning to this web site?	Is this your first time here?
<p>Login here using your username and password: (Cookies must be enabled in your browser) ?</p> <p>Username: <input type="text"/> <input type="button" value="Login"/></p> <p>Password: <input type="password"/></p> <hr/> <p>Some courses may allow guest access:</p> <p><input type="button" value="Login as a guest"/></p> <hr/> <p>Forgotten your username or password?</p> <p><input type="button" value="Send my details via email"/></p>	<p>Hi! For full access to courses you'll need to take a minute to create a new account for yourself on this web site. Each of the individual courses may also have a one-time "enrolment key", which you won't need until later. Here are the steps:</p> <ol style="list-style-type: none">1. Fill out the New Account form with your details.2. An email will be immediately sent to your email address.3. Read your email, and click on the web link it contains.4. Your account will be confirmed and you will be logged in.5. Now, select the course you want to participate in.6. If you are prompted for a "enrolment key" - use the one that your teacher has given you. This will "enrol" you in the course.7. You can now access the full course. From now on you will only need to enter your personal username and password (in the form on this page) to log in and access any course you have enrolled in. <p><input type="button" value="Create new account"/></p>

Each of the individual courses may also require a once only "enrolment key", if this is the case which you will not need this until later.

- Click on the "New account" link in the instructions or click the "Create new account" button.

[New Account](#) form will be immediately

- Fill out the New Account form with your details.



Create a new username and password to log in with:

Username:

Password:

Please supply some information about yourself:

(Note: your email address must be a real one)

Email address:

Email (again):

First name:

Surname:

City/town:

Country:

- An email is sent immediately to the email address you entered in the new account form.

An email should have been sent to your address at
moodle@howtomoodle.com

It contains easy instructions to complete your registration.

If you continue to have difficulty, contact the site administrator.

- When it arrives, read the email and click on the web link it contains.



Demonstration Course

If you are not already logged into the site you will be redirected to the log in page where you must enter your user name and password in the boxes provided, see below. The username and password will be those you specified when you created your new account to access the site.

Username:	<input type="text" value="myname"/>	<input type="button" value="Login"/>
Password:	<input type="password" value="*****"/>	

In some cases the course may be protected so that only students who have been provided with an enrolment key (password) may enter. If this is the case you will see a “key” icon adjacent to the course title.



When you attempt to enrol on the course, displaying a “key” icon, for the first time you will be prompted for the enrolment key that you will need to enter before you can proceed.

This course requires an 'enrolment key' - a one-time password that you should have received from [Admin User](#).

Enrolment key:

The enrolment key will be provided to you separately, please do not share it with others unless you are requested to do so by your Teacher or the site administrator. Before we move on, it's worth mentioning one other icon you may encounter – the “Guest” icon.



This icon indicates that a course may be viewed by guests who are not enrolled on the course. Guests are not allowed to participate in activities in the course. In some cases guests are required to enter an enrolment key to gain access to the course.



In the course.

In this section we will take a quick tour of the course environment. Some of the items will be described in more detail later. Please bear in mind that you may not see all of the following in future courses, as they are not all essential for every course.

The course title is shown in the top left hand part of the screen. In this case we are in the “Getting Started” course.

Demonstration Course

In the top right hand corner you will see something like the following:

You are logged in as [Gav2 User2](#) (Logout)

This shows your user name (in this case Demo User), if you click on the user name you will display your own profile where you can enter information about yourself. In addition, the word “Logout” is displayed. Click the “Logout” link to exit both the course and the site.

Basic navigation.

There are a number of ways to move around the course.

“Navigation Bar” – this is a menu positioned below the course title that shows your position in the course. The notes below the following example will make this clearer.

[Home](#) » [HTM_DEMO](#) » [Quizzes](#) » [Quiz](#)

- Home: Click this to go to the site home page.
- HTM_DEMO: This is the short name for this course; click this to go to the course page.
- Quizzes: Click this to display a list of all quizzes in this course.
- Quiz: This is in a different colour and indicates that this is the activity currently being viewed.

The above is only one example of how the navigation bar may appear. Keep any eye on this as you navigate around the course, you will notice that it changes to reflect your current position.

Text links - are used extensively in courses and are used for a number of purposes in addition to navigation e.g. display information, turn options on or off.

Jump to menu - Whilst viewing a course activity or resource you can move to another activity or resource in the course using the Jump to menu:



The “Next / Previous” buttons (below) will take you back and forth between the activities and resources in the order in which they appear in the course topics, whilst clicking the drop down list will allow you to select from the complete list, in topic order, and navigate directly to your selection.



Next



Previous



This work may not be modified or used commercially without the express written permission of HowToMoodle Ltd.

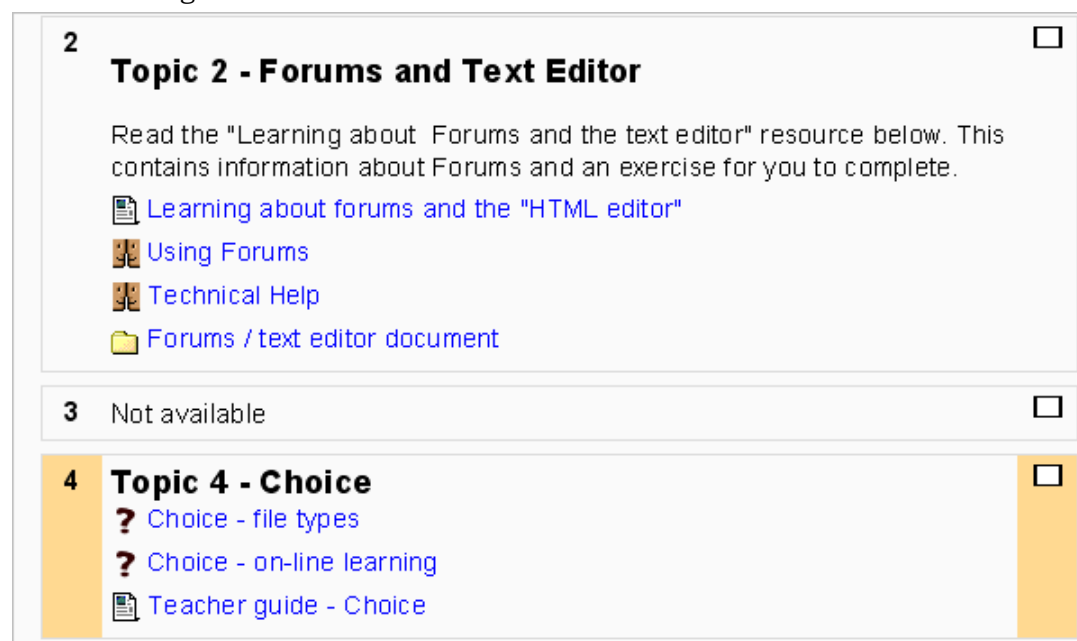
Note that if you use the above or click on the “Home” or shortened course name links to navigate to another area of the course your input may not be saved. To avoid this always ensure that you complete what you are doing within the activity first e.g. post to a forum, save changes.

Throughout the website and course you will encounter text which changes colour and becomes underlined when you move your on screen cursor over it. These are text links which, when clicked, will take you whatever is described in the link text.

Finally, it is possible to navigate between pages by using the navigation buttons on your web browser. This is not recommended, you will obtain more consistent results by using the navigation options within the website and course pages.

Topics

Topics normally reside in the centre of the course main page. It is in the topics that your Teacher will place the activities etc., which make up the on-line elements of your course. The column of topics may vary in appearance depending on how your Teacher has designed the course. Topics may be identified by a number, a number and date range.



The screenshot shows a list of topics in a Moodle course. Each topic is in a separate box with a title, description, and a list of resources. A small square icon is in the top right of each box. Topic 2 is selected, highlighted in light blue. Topic 3 is 'Not available'. Topic 4 is highlighted in light orange.

2	Topic 2 - Forums and Text Editor	<input type="checkbox"/>
	Read the "Learning about Forums and the text editor" resource below. This contains information about Forums and an exercise for you to complete.	
	Learning about forums and the "HTML editor"	
	Using Forums	
	Technical Help	
	Forums / text editor document	
3	Not available	<input type="checkbox"/>
4	Topic 4 - Choice	<input type="checkbox"/>
	Choice - file types	
	Choice - on-line learning	
	Teacher guide - Choice	

It is possible to focus on one topic only and to access the other topics by selecting from a drop down list. This can make navigation more convenient where there are many topics in a course.

To achieve this click on a rectangle at the right edge of the topic area you want displayed, see below.



This will “collapse” the topics leaving just one in view. The process can be reversed by clicking one of the two rectangles now displayed at the right of the topic area.



2 Topic 2 - Forums and Text Editor

Read the "Learning about Forums and the text editor" resource below. This contains information about Forums and an exercise for you to complete.

-  [Learning about forums and the "HTML editor"](#)
-  [Using Forums](#)
-  [Technical Help](#)
-  [Forums / text editor document](#)

Jump to...

When clicked, the “Jump to ...” menu allows you select other topics to view.

Jump to...


- 1 -- Topic 1 - Course resources
- 3 -- Topic 3 - Database
- 4 -- Topic 4 - Choice
- 5 -- Topic 5 - Chat
- 6 -- Topic 6 - Lesson
- 7 -- Topic 7 - Workshop
- 8 -- Topic 8 - Quiz
- 9 -- Topic 9 - Glossary
- 10 -- Topic 10 - Assignment

Blocks

Blocks are on screen areas that are placed at the side of the main course page. Some of the principal blocks are described below.

People block:

People


 [Participants](#)

The People block provides links to a list of all participants in the course by clicking “Participants”.

On-line users block

Online Users

(last 5 minutes)

 [Admin User](#)

This block displays who is (or has recently been on-line) in the course.

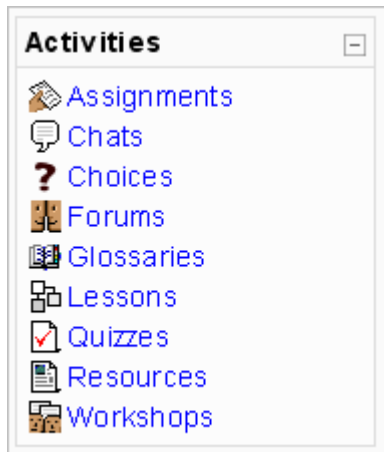


Topics / Section links block



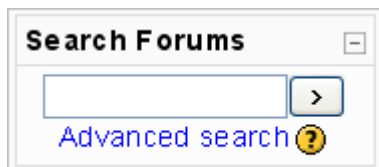
Clicking on the numbers within this block will take you to the appropriate topic within the course. (The block title displayed varies according to the topic layout chosen by your Teacher).

Activities block



This block displays all of the available activity types in the course. Clicking on the text to the right of the activity icon will display a list of all of the available activities of that type.

Search block



This block can be used to search for text amongst the Forum entries in the course. To search simply enter the text sought in the field and click the “Search forums” button.

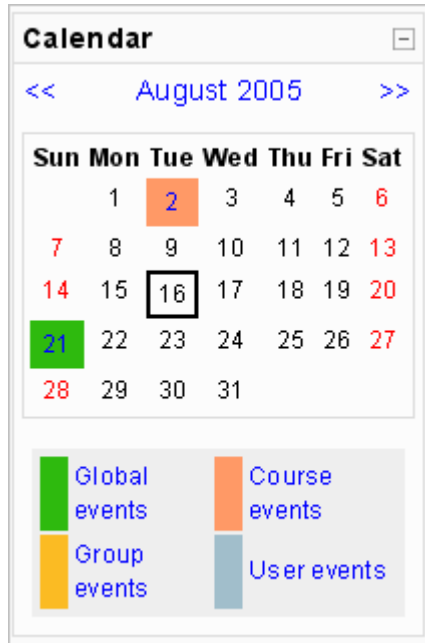
My courses block



This block displays the courses in which you are enrolled and provides a link to a list of all courses on the site.

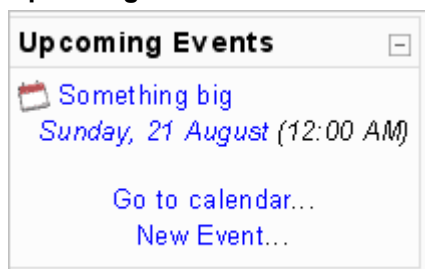


Calendar block



As the name suggests this block provides a calendar function for the course.

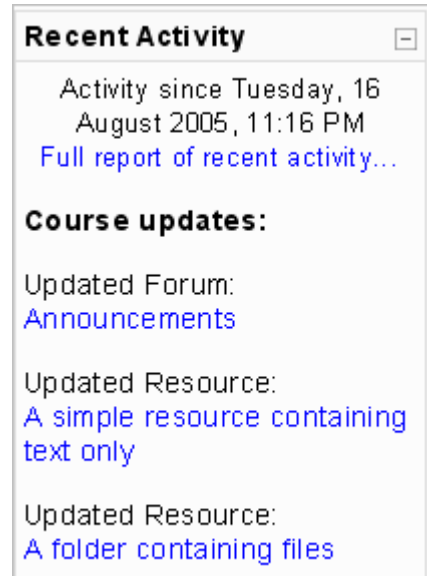
Upcoming events block



This 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.



Recent activity block



Recent Activity

Activity since Tuesday, 16 August 2005, 11:16 PM
[Full report of recent activity...](#)

Course updates:

Updated Forum:
[Announcements](#)

Updated Resource:
[A simple resource containing text only](#)

Updated Resource:
[A folder containing files](#)

This block displays recent activity within the course together with links to the activity itself and a full report of recent activity. The number and nature of the items will depend on the amount and type of activity in the course.

Latest news block

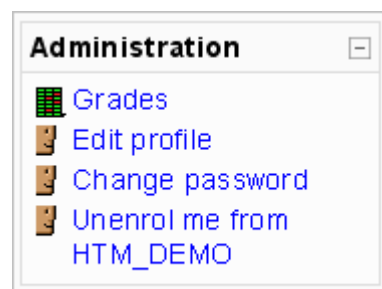


Latest News





16 Aug, 23:29
Admin User
Here is some news [more...](#)
[Older topics ...](#)

This 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.

Administration block



Administration

-  [Grades](#)
-  [Edit profile](#)
-  [Change password](#)
-  [Unenrol me from HTM_DEMO](#)

This block contains a link to the Grade book where you can monitor your achievement against each graded activity.

Click on the “Change password...” link to be taken to another screen where you can amend your password details.

Click “Edit profile” to open your user profile for updating.

If allowed on your site the “Unenrol me from GS ...” link will allow you to un-enrol from the current course.



Topic 1 - Course resources

As the title of this section suggests, a course can contain various resources to assist you in your study. These can take various forms e.g. text, images, video, web pages, Microsoft Office documents, Acrobat pdf files etc.

Resources are accessed by clicking the text link to the right of the resource icon (an example is shown below).

 [Preparing for on-line learning - Student Guide](#)

If you look at Topic 1 in the Demonstration Course you will see a number of resources, the first one is an electronic version of this guide. Open the resources to see what they contain. Return to the following section “Topic 2 – Forums and the HTML Editor” in this guide when you have done so.



Topic 2 – Forums and the HTML Editor

In Topic 2 we'll be looking at how to use the "Forum" feature within a course. There are numerous options available to Teachers who decide to include a forum in a course, some of the most common alternatives have been selected in this course.

Commence this topic by reading the contents of the resource "Learning about forums and the HTML Editor".

Keep an eye on your email inbox as your Teacher will be sending you some instructions (you may have received them already) about what to do next.



This work may not be modified or used commercially without the express written permission of HowToMoodle Ltd.

Licence

This work is licensed under the Creative Commons Attribution-NonCommercial-NoDerivs License. To view a copy of this license, visit <http://creativecommons.org/licenses/by-nc-nd/2.5/> or send a letter to Creative Commons, 543 Howard Street, 5th Floor, San Francisco, California, 94105, USA.



This work may not be modified or used commercially without the express written permission of HowToMoodle Ltd.