moodle 3.0

Student Guide

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# Table of Contents

Getting Started with Moodle ................................................................. 3
  Browser Requirements ........................................................................ 3
  How do I log in to Moodle? ............................................................... 3
  How do I retrieve my Moodle password? .......................................... 4
  Where do I find my course? .............................................................. 5
  What am I looking at in my course? ................................................... 5
  Why can’t I see my course? ............................................................... 6
  How do I update my Moodle profile? ............................................... 6

Submitting Assignments ........................................................................ 7
  How do I submit an assignment file? .................................................... 7
  How do I participate in a forum? ......................................................... 8
  Submitting a TaskStream Assignment .............................................. 9
  Submitting a Turnitin Assignment .................................................. 12
  Best Practices for Naming Your Files .............................................. 13

Frequently Asked Questions
  How do I play Streaming Server Videos? ......................................... 14
  Where can I find my course grade? ................................................... 16
  How do I communicate with my professor and other students? .... 16
  What if I need more help with Moodle? .......................................... 18

Appendix A: Using The Text Editor .................................................... 19
  Text Editor Features .......................................................................... 23
Getting Started with Moodle
Welcome to Moodle, Fresno Pacific University's official Learning Management System (LMS) for online, blended, and web-enhanced face-to-face courses.

Browser Requirements
When using Moodle, we recommend using one of the following browsers:

- Google Chrome (Free download)  
  www.google.com/chrome
- Firefox (Free download)  
  www.mozilla.com/firefox

Some features in Moodle are limited with Internet Explorer and it is therefore not recommended when navigating courses in Moodle.

How do I log in to Moodle?
On the Fresno Pacific University Moodle home page (learning.fresno.edu), on the top left or top right corner of the screen, enter your Moodle Username and Password, then click “Login.”
How do I retrieve my Moodle password?

1. On the Moodle home page, click on “Lost password?”

2. Enter either your E-mail or your student ID, and click “Submit.” An email with your Moodle login information will be sent to your FPU email address.
Where do I find my course?
In the middle of the home page on Moodle you will find an area titled “My courses” and the first tab will be titled ‘Current Courses’. There you will find all of your courses you are enrolled in.

What am I looking at in my course?
See the image below for these key features of courses in Moodle:

Blocks: Blocks appear in the left and right columns and contain groups of settings, such as the “Navigation” block and the “Calendar” block.

Administration: Click “Grades” under “Course administration” in the “Administration” block to access your course grades.

Course Content: Course content provided by your professor is located inside the modules in the center of the screen. Key resources for the course, including the course syllabus, are usually at the top of the course in the header section. Below that, most courses organize content into individual modules by week.
Why can’t I see my course?
If a course you are enrolled in is not showing up in your ‘Current Courses’:
1. The course is not yet visible to students.
2. You may not be enrolled
3. If you were just registered, it takes about two hours for your course to appear, so it may appear soon.

How do I update my Moodle profile?
Profiles help build a sense of community in your class. Your Moodle profile will be accessible in any course in which you are enrolled, so you need only create it once and update it as needed. To view or edit your profile:

1. Click on your Login name, which appears at the top of your Moodle screen.

2. Click on the “Edit profile” tab.

3. Enter your contact information and add some information about yourself (major, hobbies, etc) in the “Description” box.

4. Add a picture of yourself. This is especially helpful in online courses so other course participants can get to know you.

5. When done, click the “Update profile” button at the bottom of the page.
Submitting Assignments

How do I submit an assignment file?
An assignment that requires you to submit a file, such as a Word document for a research paper, will have an “Add submission” button:

1. Click “Add submission.”

2. On the “Add submission” page, click “Add…” to locate the file on your computer, or simply drag and drop your file into the “File submissions” box.

3. After your file is finished uploading click “Save changes”.

![Chapter S Essay](image)
How do I participate in a forum?
Click the “Add a new discussion topic” button, type your subject and your message, and click “Post to forum.”

You may be asked to reply to the professor’s post or to your classmates’ post, as in this example:

1. Click the discussion topic to which you’d like to reply.

![Diagram of discussion forum with an arrow pointing to a discussion topic]

2. Click “Reply.”

![Diagram of reply section with an arrow pointing to the reply button]

3. On the “Reply” page, type your message. You also have the option of attaching a file to your reply.
4. Click “Post to forum.”
Submitting a TaskStream Assignment

1. **Click** on the TaskStream assignment link in your course. You will be directed to the TaskStream submission page.

2. **Click** on the TaskStream assignment link.
3. **Click** on the “Work” tab to open the submission window.

4. After you click on the work tab, there are three different ways to submit an assignment. You can either submit an attachment, text & image, or a video.

*Attachment*

a. **Click** on “Attachments”
b. **Click** on “Upload from Computer” to select a file
c. Once the file has been successfully uploaded, **click** “Save and Return”
**Text & Image**

a. You can both “copy and paste” text or type directly into the text box
b. **Click** “Add an Image to your text section” if you would like to add an image
c. Once finished, **click** “Save and Return”

![Text & Image Screen Shot]

**Video File**

e. **Click** on “Choose File”
f. Name the file
g. **Click** on “Add File”
h. **Click** on “Save and Return”

![Video File Screen Shot]
Submitting a Turnitin Assignment

Turnitin features have been integrated into Moodle and can be used with Turnitin Assignments, Workshops, and Forums. To make use of the Turnitin integration, students are required to accept the Turnitin End-User License Agreement one time. This will generate your unique Turnitin ID.

You will be prompted to accept the agreement prior to submitting an assignment or starting a new forum thread.

Click the link and you will see a pop-up window with the User Agreement.

Click “I agree”. If you do not agree you will not be able to submit to a Turnitin assignment or post to a Turnitin forum. If you accidentally click “I disagree” the prompt will return each time you attempt to interact with a Turnitin activity until you do agree.
Best Practices for Naming Your Files

Files uploaded to Moodle will be viewed by numerous users with a variety of operating systems (Mac, PC, and Linux for instance) and devices (desktops, laptops, tablets, and smartphones). Therefore, it is essential to play it safe in naming your files and avoid special characters that may cause errors that make files inaccessible.

Do your best to avoid use any of these common illegal characters/symbols in your file names:

<table>
<thead>
<tr>
<th>! exclamation point</th>
<th>@ at sign</th>
<th>* asterisk</th>
<th>= equal sign</th>
</tr>
</thead>
<tbody>
<tr>
<td># pound/hashtag</td>
<td>$ dollar sign</td>
<td>( ) parenthesis</td>
<td>~ tilde</td>
</tr>
<tr>
<td>% percent sign</td>
<td>^ caret</td>
<td>[ ] bracket</td>
<td>&lt; &gt; greater than/less than</td>
</tr>
<tr>
<td>&amp; ampersand</td>
<td>+ plus sign</td>
<td>{ } curly bracket</td>
<td>: colon</td>
</tr>
<tr>
<td></td>
<td></td>
<td>/ \ slash</td>
<td>; semicolon</td>
</tr>
<tr>
<td></td>
<td></td>
<td>' apostrophe</td>
<td>, comma</td>
</tr>
<tr>
<td></td>
<td></td>
<td>“ quotation mark</td>
<td>. period</td>
</tr>
<tr>
<td></td>
<td></td>
<td>— em dash</td>
<td></td>
</tr>
</tbody>
</table>

Also, keep these rules in mind:

- Don’t start or end your filename with a space, period, hyphen, or underscore.
- Keep your filenames to a reasonable length and be sure they are under 31 characters.
- Most operating systems are case sensitive; always use lowercase.
- Avoid using spaces and underscores; use a hyphen instead.
- Avoid non-English alphabet characters.
Frequently Asked Questions

How do I play Streaming Server Videos?

To play videos from the Streaming Server, we recommend students download the VLC Media Player (videolan.org).

Once you have installed VLC Player, if you are unable to simply click the link and have the video play back, you may need to manually enter the video URL from your Moodle course page into your VLC player.

The first step is to copy the URL from the link you are attempting to open. Right click on the link and select “Copy Link Location”. Your browser may have slightly different wording, but it should say something similar.

Once you have copied the link, open VLC Media Player and click File > Open Network... on a Mac or Open Network Stream on Windows.
Paste this URL you copied from the video link in the dialog box of the VLC screen and click “Open” on a Mac or “Play” on Windows.

Now enjoy your video!

VLC player is also available as a free app for playing Streaming Server videos on mobile devices.
Where can I find my course grade?

1. In the “Administration” block, click “Grades” under “Course administration.”

![Administration block](image)

2. The “User report” page displays grades for assignments completed, including any comments from the professor, and the course grade thus far.

![User report](image)

How do I communicate with my professor and other students?

1. Your professor likely provided contact information in the course syllabus, which is usually a file posted in the header section at the top of the main course page.

2. You may also access your professor’s contact information in the “Instructor profile” block, if one is included in your course.

3. To communicate with other course participants, click “Participants” in the “Navigation” block.

![Instructor Profile](image)
On the “Participants” page, click on the student or teacher’s name to see their profile, including their email address.

What is Night Mode?

Night Mode is a new feature that allows you to invert the black and white sections of Moodle; designed to help reduce eye-strain in low-light environments.

1. To enable night mode, click the little arrow next to your profile picture in the top right corner, which will produce a drop down menu.
2. In this drop down menu, you will select “Enable Night Mode”.
There is also a way to shift “Night Mode” into “Galaxy Mode”. Press Shift-Z on the Moodle home page while in Night Mode and watch the stars come out. (Note: Galaxy Mode is only available on the Moodle home page, not on course pages.)

What if I need more help with Moodle?
1. Access the Moodle tutorials from Atomic Learning.
2. Contact the Center for Online Learning at (559) 453-3460.
3. Follow @fpuMoodle on Twitter for important information regarding updates, upgrades, bugs, and bug fixes.
Typing in Moodle has just gotten easier; meet your new best friend, Atto. Atto is a javascript text editor built specifically for Moodle and has some very useful capabilities, which we’re going to cover in this tutorial.

Across from the word “Message”, you’ll see multiple icons. Let’s examine what each of these icons allows you to do and how you can use them to enhance your Moodle experience!

These buttons allow you to:

- **FF** Change your font
- **TF** Adjust the size of your text.
- **A** Change the color of your text
- **BA** Change the background color of your text
Change the paragraph styles of your text.

Bold your text

Italicize your text

Underline your text

Create a bulleted list

Create a numbered list

Insert an image into your text box

Insert a video into your text box

Manage your files

Clear the formatting of your text

Show the word count of your text

Add a link to your text
Unlink an already existing link within your text

Prevent auto-linking within your text

Add a **strikethrough** to your text

Add a subscript to your text

Add a superscript to your text

Left align your text

Center your text

Right align your text

Add an outdent to your text

Add an indent to your text

Add an equation to your text

Add a special character to your text
Insert a table into your text box

Create a columned grid

Insert an emoticon into your text box

Undo your last action

Redo your last action

Do an accessibility check with your text

Enable the screen reader helper

Make a recording from your computer's microphone

Record a video into your text box from your webcam

Insert a drawing into your text box

Insert an image into your text box from your webcam
**Text Editor Features**

a. **Drag from Word**: You can drag text straight from a Word (or Pages) document into the Text Editor box instead of using the copy and paste function.

b. **Word Count Button**: There is a button that will tell you how many words you have written so far. It will also tell you how many characters of text you have typed.

c. **Auto-Save**: If you are typing an entry/submission into the text editor, there is now an auto-save feature that pops up once a minute to let you know that your draft has been saved in Moodle.