Student Guide to Using Moodle

Louisiana Tech University

Center for Instructional Technology

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Browser Requirements

For best results in Moodle, use Mozilla Firefox as your internet browser. As Moodle was designed for use with Mozilla Firefox, it is best to use this browser to insure that all functions of Moodle will operate smoothly and as designed. Downloading Mozilla Firefox is free. It is available at the following link: http://www.mozilla.com/firefox .

Logging In
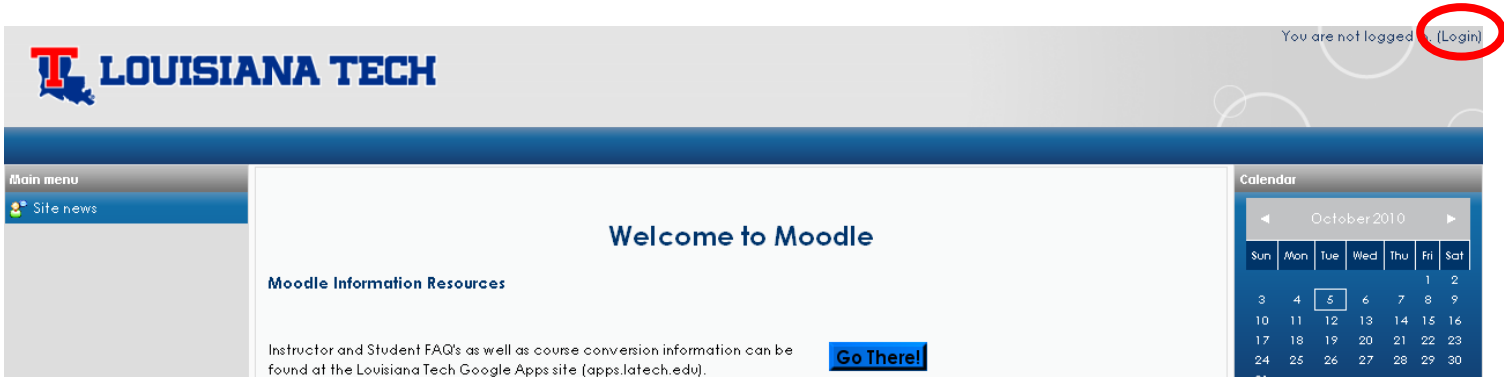
To begin the Log in process, first navigate to the LA Tech Moodle Site, moodle.latech.edu.
1. To proceed, click "Login" at the top right corner.
2. Type in your username. Your username will be the same username you use for your LA Tech Email account without the "@latech.edu". For example, if your email address is bulldog@latech.edu, then your username is simply, "bulldog".
3. Type in your password. Your password will be the same password that was assigned to you for your tech email address.
4. Now, click the "Log In" button.

Accessing Your Course

Your courses are listed in the "Courses Available to You" section, located in the middle column of your Moodle home page. (You might need to scroll down to see it.)
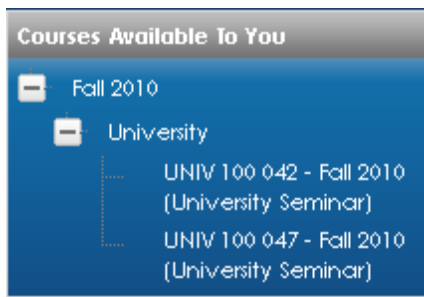
Click on the course name to enter the course. You may have to click through a few menus to get to the course. For example, you may have to click, "Fall 2010", then "University" (or other college/department, such as "Liberal Arts") before your classes will appear.

Note: Most courses are not available to students until the first day of the quarter. If you don't see your course listed, check back later on that day. If the quarter has already started and you still don't see your course listed, contact your instructor to verify that you are enrolled.

Navigating through Your Course

**Modules (may be arranged by topics or by weeks)**

Blocks
 Moodle is arranged in "blocks". While these blocks may be slightly different in each course, your main content will be located in the center (enclosed in the red rectangle above). On the left side of your screen, you should see the blocks, People, Activities, Administration, Search Forums, and My Courses, these boxes contain links to necessary information in your course, such as your activities, quizzes, and grades. The right side will contain blocks and modules that will be determined by your professor as needed in your course.

Collapsing and Expanding Modules

Some instructors display only one module at a time, while others may display all course modules.
 If all the modules are visible in your course and you wish to view only one at a time (for example, because it takes up too much of your screen), you can collapse the modules by clicking on the on the box(es) in the upper right corner of a module.
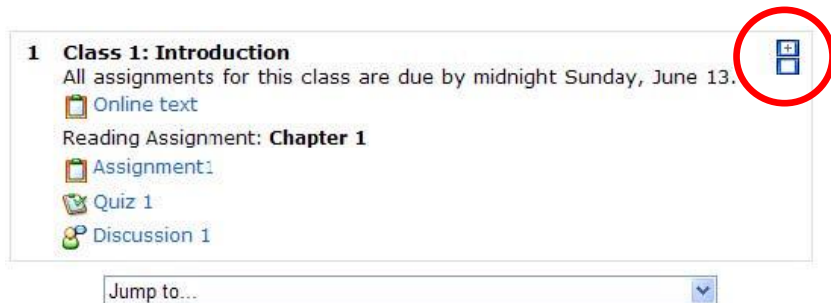
Submitting an Assignment

You will be required to submit a number of assignments throughout a term. To ensure that you receive proper credit for your assignments, please follow all instructions given to you by your instructor.

Assignment Format

In order to give you credit for your assignment, your instructor must be able to open and view it. In the case of word processed files, this USUALLY means saving in .DOC or .RTF format. If you are not using Word, use the Save As command in your word processor to save in .DOC or .RTF format. Of course, you should verify the format required by your instructor for each course.

Naming Your File

To prevent possible problems, use only alphanumeric characters (letters and numbers only) when naming your files. Avoid using special characters such as # or %. Moodle will replace these characters with an underscore when you upload the file.

Types of Assignments

To see what types of assignments are in your course, click on the **Assignments** link in the **Activities** block on the left side of the course. Visible assignments will be listed and may include the following:

- **Advance uploading of files** – allows you to post multiple files or one file multiple times and/or comments.
- **Offline activity** – a graded activity that is not submitted through Moodle (for example, a performance or an item submitted via email).
- **Online text** – text that is entered directly into Moodle.
- **Upload a single file** – a file to be uploaded through Moodle.

Note: There may be other assignments that are not yet available but will become visible later in the term. Also, your instructor may have other assignments that were not created with the Moodle Assignment function and don't show up on the above list. Be sure to read all instructions in the syllabus and in your course, and check Moodle often to ensure that you don't miss any assignments.

Submission Procedure for Assignments

To open the assignment, click on the assignment title in the current module or from the **Assignments** link in the **Activities** block on the left side of the course page.

Submitting Online Text:

1. Click on the **Edit my submission** button at the bottom of the page.
2. In the "Submission" box, enter (or copy and paste) your answer or other text.
3. Click on **Save changes** to submit.

Submitting a file:

1. Click on the **Browse** button at the bottom of the page.
2. Navigate to your file and double-click on it.
3. Click on **Upload this file**.
4. Look for a "File uploaded successfully" confirmation message.

Note: Be sure to follow any specific instructions provided by your instructor.

Online Tests and Quizzes

Follow these recommendations when taking a test or quiz in Moodle:

- Use a recent version of Firefox. You can download Firefox for free at http://www.mozilla.com/firefox .
- Avoid using a wireless connection. Use a wired connection whenever possible, preferably high speed.
- If you are using a lab computer be sure to log out of the computer before leaving it to insure your privacy.
- **Plan your test-taking times carefully. Note the closing date and time as well as the time limit for the quiz. The test will automatically close at whichever time comes first, even if you have not reached the other time limit. For example, if you have a test that closes at 10pm, the test WILL CLOSE AND KICK YOU OUT AT 10PM regardless of how much time you have left to complete your test. UNLIKE BLACKBOARD MOODLE WILL NOT ALLOW YOU TO REMAIN IN THE TEST AFTER 10PM.**
- The speed of your computer as well as your connection will determine how quickly the test is displayed and answers are saved and/or submitted. If taking a timed test, be sure to save and submit your test several minutes before the timer runs out.

Taking Tests and Quizzes

1. Click on the quiz title in the current module or from the **Quizzes** link in the **Activities** block on the left side of the course page. Quizzes are identified by a clipboard with a green checkmark.
2. Click on the **Attempt quiz now** button and then on **OK** to confirm that you want to start the quiz.
3. Note any special instructions, including the time limit (if applicable).
4. Select or enter the best answers to the questions.

Note: Your instructor can set the quiz to display all questions on one page or to display them one at a time. If the questions appear one at a time, use the **Next** button (or click on a page number) to move from question to question.

     5. If there are a lot of questions, periodically click on the **Save without submitting** button near the bottom of the page to help ensure that your answers are saved in case of a technical problem.

     6. When you have completed all the questions, click on **Submit all and finish** and click on **OK** to confirm your submission.

Checking Your Grade

To view your grades, click on the **Grades** link in the **Administration** block on the left side of the course.

Logging Out

When you are done working in Moodle, you should log out. This is especially important if you are working on a shared or public computer.

To log out:
     1. Click on the **Logout** link next to your name at the top or bottom of the Moodle screen.
     2. As an added precaution, close the browser.

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