

Getting Started with Moodle:
a student guide



FIJI NATIONAL
UNIVERSITY

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This is part of a series of good practice guides to prepare you for technology enhanced learning and teaching at FNU and beyond. As more good practice guides become available, you will be notified by adfel@fnu.ac.fj

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What is Moodle?

Moodle is FNU's learning management system. Moodle stands for **Modular Object Oriented Dynamic Learning Environment**. Don't worry about what Moodle stands for. Just know that it is an environment specially created for educators and learners like you to engage with your course in a technologically meaningful way beyond the classroom. It is a popular learning management system in educational institutions worldwide.

We are proud to offer this online learning space to you and we trust you will take full advantage of what's available in Moodle. All you need is a computer connected to the internet.

An increasing number of FNU courses have a Moodle course page. When you enrol and you access Moodle, you will see your courses listed. Some Moodle course pages offer lecture notes, presentations and a forum for course announcements from your lecturer. Other course pages also offer quizzes to test your knowledge, discussion forums, chat sessions, and other useful resources to support your learning.

Ready to explore Moodle? In the next sections, we'll guide you through the first steps...



What do I need to access Moodle?

To access Moodle, you need a computer connected to the internet. The computer you use must have a web browser such as Firefox, Google Chrome or Internet Explorer. Web browsers are software that enables you to access the World Wide Web. On a computer they are icons that look like this:



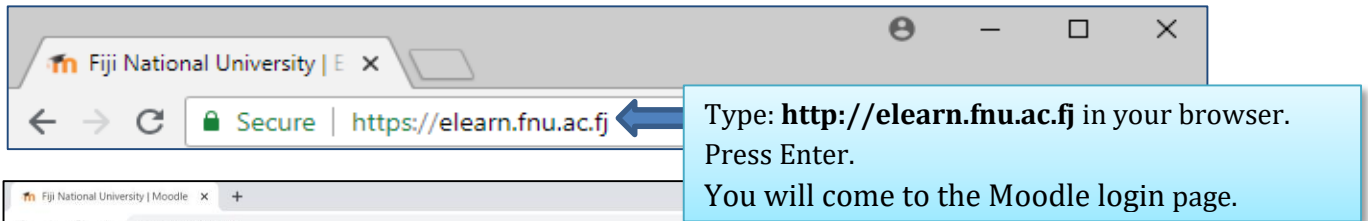
If you don't have a computer with internet access at home or at work, you can access Moodle at your local FNU Campus. You should be given a username and password to log in to Moodle if you are properly enrolled as an FNU student. If you have not received this yet, please contact the ICT staff at your local FNU Campus.



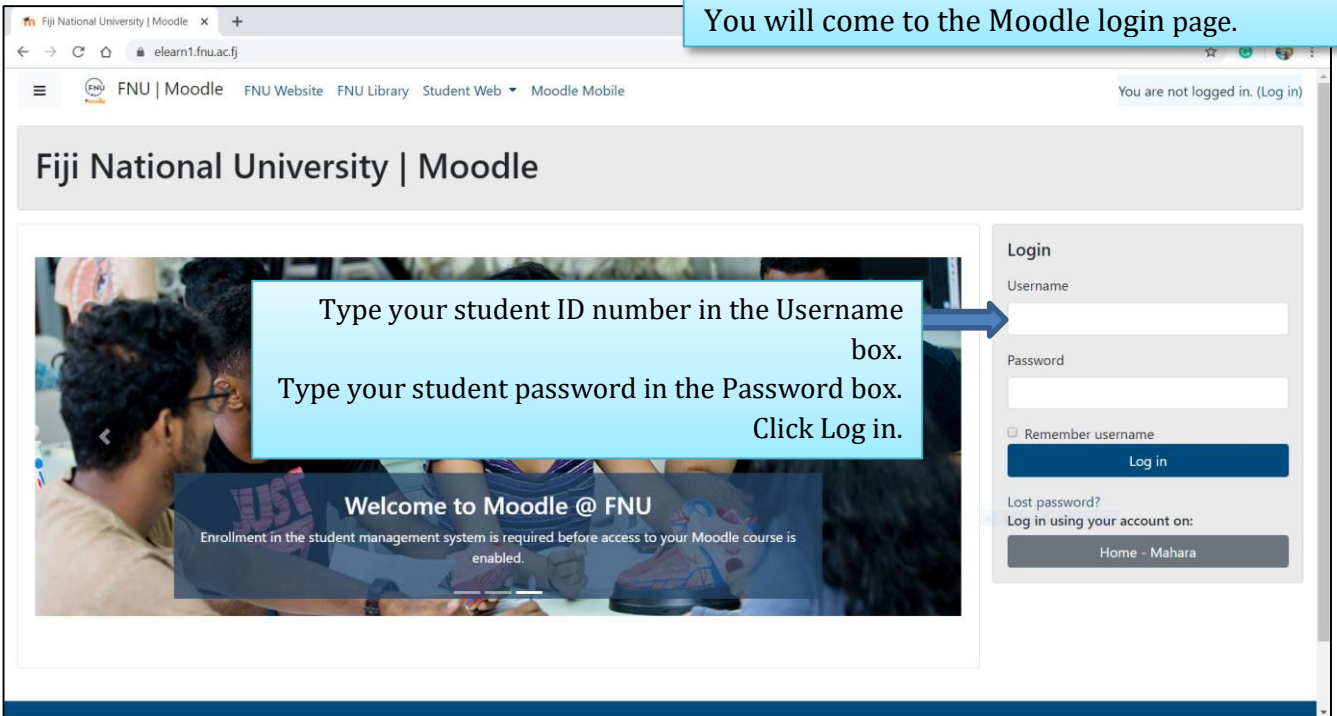
You can also access Moodle at FNU through a smart device such as a mobile phone, tablet or laptop with an internet connection.

How do I log in to Moodle?

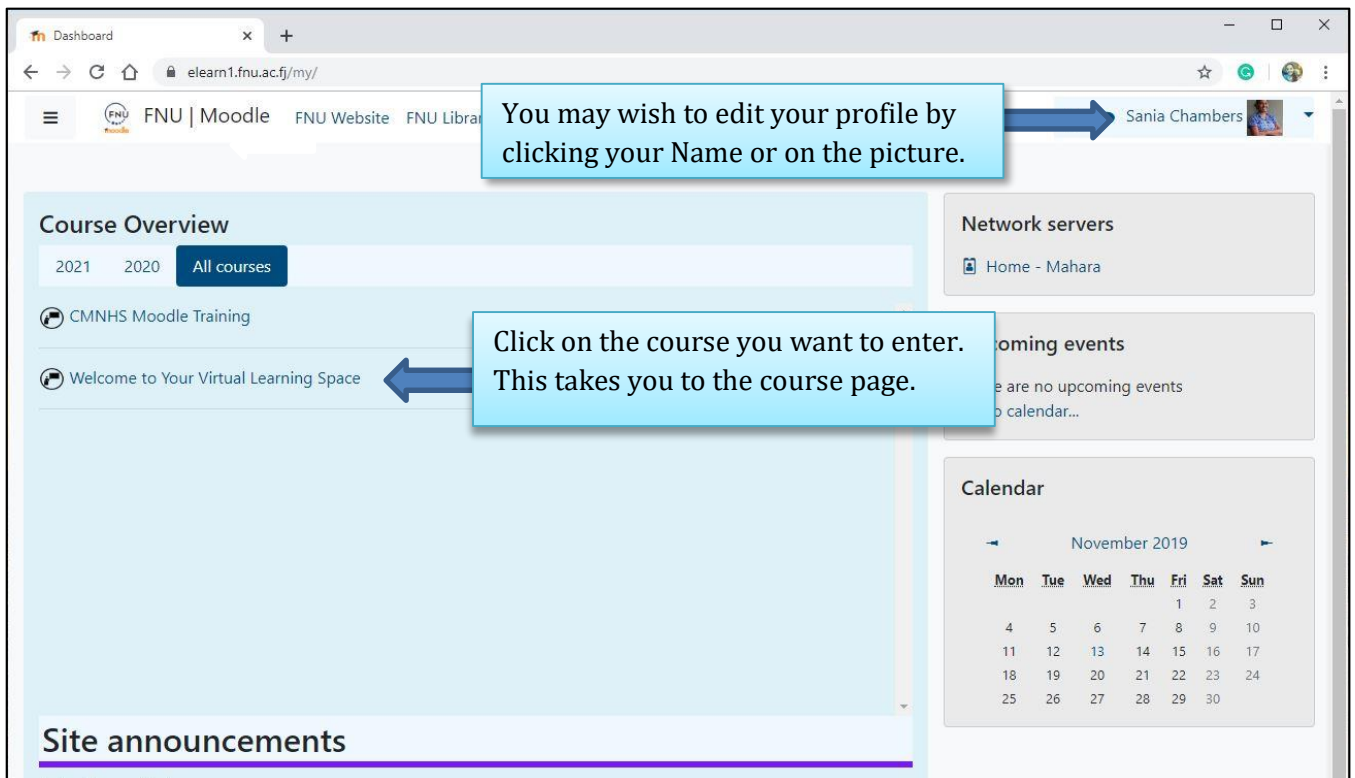
1



2



3



Exploring my Moodle course page



SOP804:
Political Systems, the State and Social Policy

Welcome to your Moodle space! You will use this online learning space to access your course notes, participate in discussion forums, attempt quizzes and submit your assignments throughout the semester. Make your way through the 'Getting Started' section to familiarise yourself with some ground rules for the course, your course assessments and essential information that will make your learning journey a fulfilling one. *All the best!*

Announcements

- Course Outline S2/2019
- Meet your course coordinator

Getting Started | My Assessments | Week 1 | Weeks 2 & 3 | Weeks 4, 5 & 6 | Weeks 7 & 8 | Weeks 9, 10 & 11 | Weeks 12, 13 & 14 | Weeks 15, 16 & 17 | Week 18

Getting Started

Your main course page may look like this[^].
It may consist of a welcome message followed by the course content.
The content may be arranged in weekly or topic format.

[^]Please note that some page colours and images may change from time to time but the main Moodle layout for your content and Moodle tools remain the same.

Engaging with Moodle

What makes a successful online learner? Have a look at some tips for learning online.

Show up!

As an online learner, you get to choose *when* to do which online activities. It is *your* responsibility to 'show up' in your online learning space.

Participate

To get the most of Moodle, make your 'voice' heard: ask questions and share your ideas with others.

In Moodle, you and your lecturer can use forums, chats and email to discuss ideas, ask or answer questions, learn from other learners' perspectives, debate issues, give feedback, or work in a group to present an assignment.

Online interaction is mostly through reading and writing. Having to write down ideas or questions will make you a better learner; it clarifies thinking and deepens understanding. Strengthening these skills will better prepare you for the workplace of tomorrow.

Netiquette

As an online learner, you need to follow some rules for communicating online. This is called netiquette. Here are some rules to start with:

- Introduce yourself in a meaningful way.
- Post your messages in appropriate sections.
- Be careful with jokes. Without your voice and body language, it is easy for people to misinterpret.
- Be critical of ideas but not of people.
- Cite appropriate references. Plagiarism is an offence. If you are not sure how to cite references, please contact your FNU library.

Online interaction works best when it happens in a trusting environment. You can help create such an environment!

Some basic Moodle tools

Now that you have some tips for learning online, take a look at some basic Moodle tools: forum and assignment.

Forum

A forum is a place where you can post messages so that your whole class can read them. There are forums where you can only read and not post messages, for example, the News forum where your lecturer posts important announcements about the course.

Generally, you can also read and reply to messages posted by others. Forums may be placed in various parts of the course page depending on your course. Forums are useful for you to share your ideas about a topic with other students in your course. Participation is key here if you would like an enriching experience in Moodle!

When you click on a forum link in your course, you may see the following:

Forum: How do I get Started?

A forum for students to post their question if they are having problems getting started with their courses or programme in Moodle.

[Add a new discussion topic](#) ← Start a discussion by selecting this.

(There are no discussion topics yet in this forum)

When you click 'Add a new discussion topic', you will see the following:

The screenshot shows a Moodle forum interface titled "Forum: How do I get Started?". Below the title is a description: "A forum for students to post their question if they are having problems getting started with their courses or programme in Moodle." A gear icon is in the top right corner.

The form has a dark blue button labeled "Add a new discussion topic". Below it are two required fields, each marked with a red exclamation mark icon:

- Subject:** A text input field with a callout box that says "Type your subject message here."
- Message:** A rich text editor with a toolbar containing icons for undo, font color, bold, italic, bulleted list, numbered list, link, unlink, image, document, microphone, video, and print. Below the toolbar is a large text area with a callout box that says "Type your forum message here."

At the bottom of the form are three buttons: "Post to forum" (dark blue), "Cancel" (grey), and "Advanced" (grey). A callout box on the left says "Post your forum message by selecting this." with an arrow pointing to the "Post to forum" button. A callout box on the right says "Click here to attach a file." with an arrow pointing to the "Advanced" button.

At the bottom left of the form, there is a note: "There are required fields in this form marked [red exclamation mark icon] ."

Forum: How do I get Started?



A forum for students to post their question if they are having problems getting started with their courses or programme in Moodle.

▼ Collapse all

▼ Your new discussion topic

Subject ?

Type your subject message here.

Message ?

Rich text editor toolbar with icons for undo, redo, bold, italic, bulleted list, numbered list, link, unlink, insert image, insert video, insert audio, insert link, and insert table.

Type your forum message here.

Attachment ?

Discussion subscription ?

Maximum file size: 500KB, maximum number of files: 9

File upload area with a dashed border and a text box that says "Add your attachments here." Below the text box, it says "You can drag and drop files here to add them."

Pinned ?

Send forum post notifications with no editing-time delay

▼ Display period

Display start ? 13 ▾ November ▾ 2019 ▾ 16 ▾ 30 ▾ Enable

Display end ? 13 ▾ November ▾ 2019 ▾ 16 ▾ 30 ▾ Enable

▼ Tags

Tags No selection
Enter tags... ▾

Post your forum message by selecting this.

Once messages are posted to a forum, they appear like this:

Forum: How do I get Started?

A forum for students to post their question if they are having problems getting started with their courses or programme in Moodle.

[Add a new discussion topic](#)

Discussion	Started by	Replies	Last post ↓	Created
☆ Bula	Sania Chambers	0	Sania Chambers Thu, 14 Nov 2019, 11:12 AM	Thu, 14 Nov 2019, 11:12 AM

← Announcements

- Star this discussion
- Pin this discussion
- Lock this discussion

A discussion message looks like this.

Forum: How do I get Started?

Bula

Subscribed Settings

Display replies in nested form [Move](#)

Bula
by Sania Chambers - Thursday, 14 November 2019, 11:12 AM

Bula and welcome to your virtual learning space.

[Permalink](#) [Edit](#) [Delete](#) [Reply](#)

Edit or delete your message within 30 minutes of posting or reply.

Assignment

Assignments are a vital part of any course. They allow you to demonstrate what you have learnt in your course and are used to assess your progress. At FNU you will come across many different types of assignments.

Moodle allows you to keep track of assignments in your course so that you can see what you have completed and what is left for you to do. Your lecturer can provide feedback for the assignments that you submit in Moodle. By using Moodle to keep track of your assignments, you can reduce the chance of falling behind in your course work.

In Moodle, your lecturer may require you to submit your assignment in the following ways:

1. Uploading assignments by writing and submitting inside Moodle. Moodle will provide you with a text input area to write your assignment and then submit it once completed.

Or

2. Uploading assignment files that you have created offline (outside Moodle). You will need to have these files saved on your computer or external device.

It is possible for you to submit drafts of your assignments before submitting your final version. This depends on whether your lecturer enables this in Moodle.

Please refer to the Turnitin Student Guide for further instructions on assignment submission if your lecturer has enabled Turnitin in your course.

When you click on an assignment link in your course, you will see the following:

Submitting an Assignment

Submit your assignment here!

← Assignment requirements.

Submission status

Submission status	No attempt
Grading status	Not graded
Due date	Tuesday, 21 January 2020, 12:00 AM
Time remaining	67 days 11 hours
Last modified	-

Submission comments

▶ Comments (0)

↑ Assignment status.

Upload your assignment by selecting this.

Add submission

You have not made a submission yet.

↓

Detailed description: This screenshot shows the Moodle assignment submission interface. At the top, there's a heading 'Submitting an Assignment' and a prompt 'Submit your assignment here!'. A blue callout box labeled 'Assignment requirements.' has an arrow pointing to the left. Below this is a 'Submission status' section with a table showing 'No attempt', 'Not graded', a due date of 'Tuesday, 21 January 2020, 12:00 AM', and '67 days 11 hours' remaining. Underneath is a 'Submission comments' section with 'Comments (0)'. A blue callout box labeled 'Assignment status.' has an arrow pointing up to the comments section. In the bottom left, a blue callout box labeled 'Upload your assignment by selecting this.' has an arrow pointing to a dark 'Add submission' button. Below the button, it says 'You have not made a submission yet.'. A large blue arrow points downwards from the bottom of the screenshot.

Submitting an Assignment

Submit your assignment here!

View the Rubric used for marking

File submissions

Maximum file size: 50MB, maximum number of files: 5

Files

Upload assignment here.

You can drag and drop files here to add them.

Select this to complete assignment submission.

Save changes Cancel

Detailed description: This screenshot shows the Moodle file submission dialog. At the top, it says 'Submitting an Assignment' and 'Submit your assignment here!'. There's a link to 'View the Rubric used for marking' and a section for 'File submissions' with a note: 'Maximum file size: 50MB, maximum number of files: 5'. The main area is a file manager interface with a 'Files' section and a dashed box for file uploads. A blue callout box labeled 'Upload assignment here.' has an arrow pointing down to the dashed box. Below the dashed box, it says 'You can drag and drop files here to add them.'. At the bottom, there are 'Save changes' and 'Cancel' buttons. A blue callout box labeled 'Select this to complete assignment submission.' has an arrow pointing to the 'Save changes' button.

Forum and Assignment are two common tools in Moodle. There are many more tools available in Moodle and these will differ from course to course.

Where do I get more Moodle help?

You may experience various issues when using Moodle; from not being able to log in, to using Moodle tools. The first point of contact should be your local FNU Campus ICT Helpdesk.

You can also email: **icthelpdesk@fnu.ac.fj** or **lt-cfel@fnu.ac.fj**

Additional resources

As more good practice guides become available, you will be notified by **adfel@fnu.ac.fj**