Getting Started with Moodle:

a student guide

FIJI NATIONAL UNIVERSITY

2022

Developed by the Centre for Flexible & E-Learning
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** or **cfel@fnu.ac.fj**.

Cover image by pixabay.com

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What is Moodle?

Moodle is FNU's learning management system. Moodle stands for **M**odular **O**bject **O**riented **D**ynamic **L**earning **E**nvironment. 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.

Most FNU courses have a Moodle course page. When you enrol and you access Moodle, you will see your courses listed. 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 or Google Chrome. Web browsers are software that enables you to access the World Wide Web. On a computer they are icons that look like this:
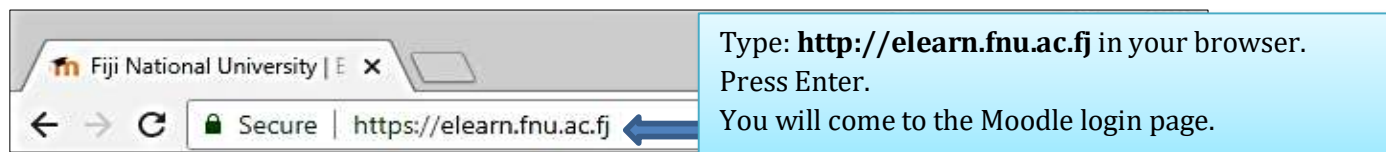

If you don't have a computer with internet access at home or at work, you can access Moodle at your local FNU Campus. You should be given a username and password to log in to Moodle if you are properly enrolled as an FNU student. If you have not received this yet, please contact the ICT staff at your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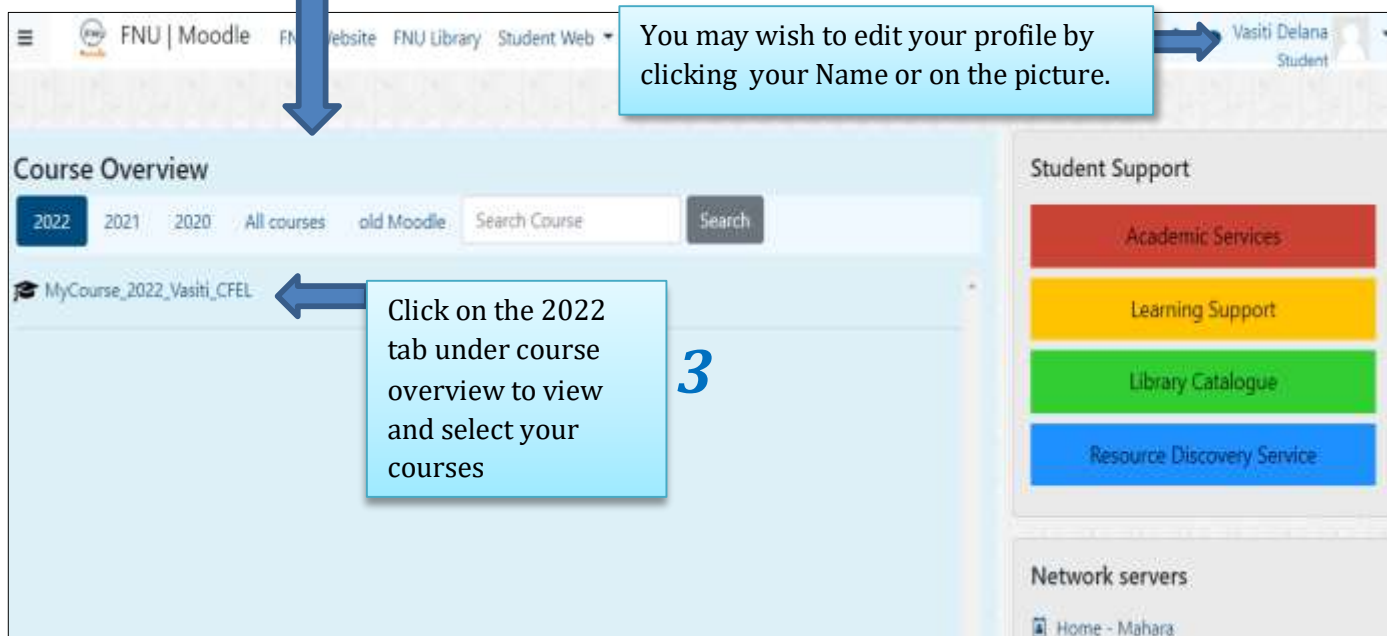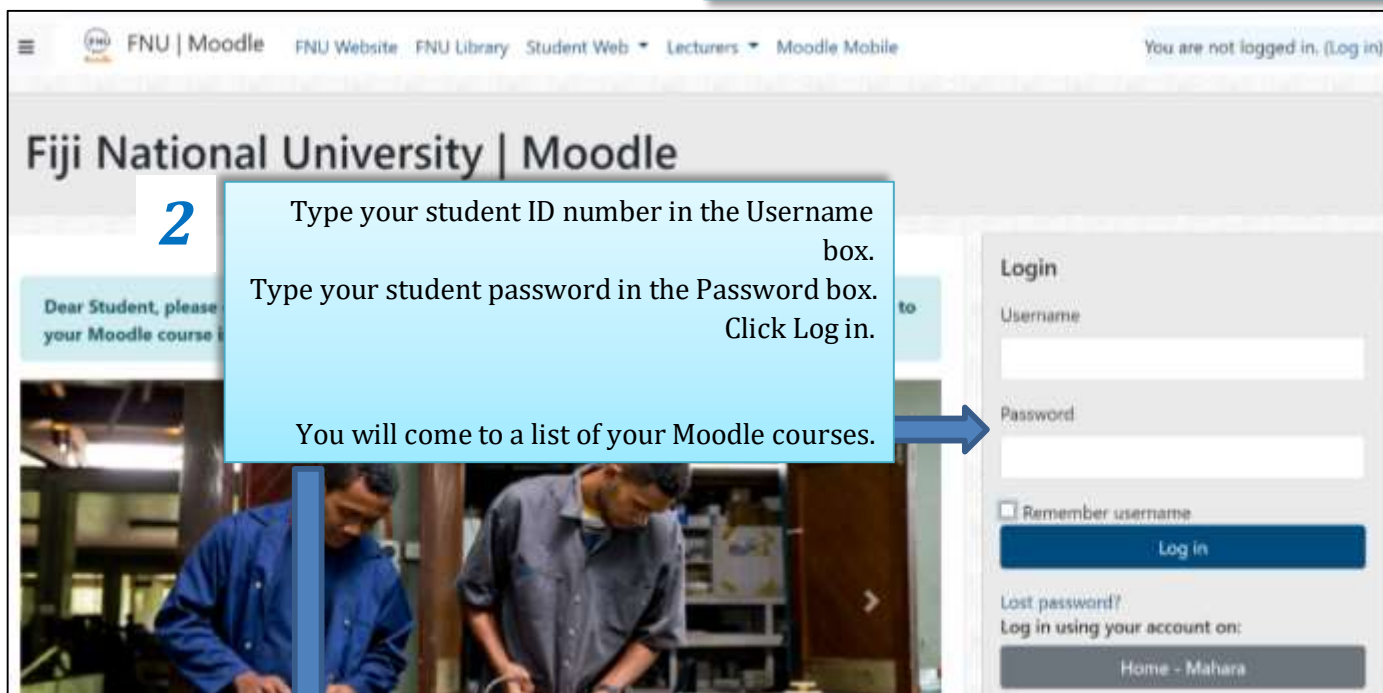

You can also access Moodle at FNU through a smart device such as a mobile phone, tablet, or laptop with an internet connection.

How do I log in to Moodle?

1

Fiji National University | E ✕

← → C 🔒 Secure | https://elearn.fnu.ac.fj

Type: **http://elearn.fnu.ac.fj** in your browser.
Press Enter.
You will come to the Moodle login page.

≡ 🄵 FNU | Moodle   FNU Website   FNU Library   Student Web ▾   Lecturers ▾   Moodle Mobile   You are not logged in. (Log in)

Fiji National University | Moodle

2

Type your student ID number in the Username box.
Type your student password in the Password box.
Click Log in.

You will come to a list of your Moodle courses.

Dear Student, please
your Moodle course

Login

Username

Password

☐ Remember username

Log in

Lost password?
Log in using your account on:

Home - Mahara

≡ 🄵 FNU | Moodle   FNU Website   FNU Library   Student Web ▾   Vasiti Delana
                                                                                 Student

You may wish to edit your profile by clicking your Name or on the picture.

Course Overview

| 2022 | 2021 | 2020 | All courses | old Moodle | Search Course | Search |

🎓 MyCourse_2022_Vasiti_CFEL

Click on the 2022 tab under course overview to view and select your courses

3

Student Support

Academic Services

Learning Support

Library Catalogue

Resource Discovery Service

Network servers

📄 Home - Mahara

- From 2022 onwards, you will have to login using your new banner student ID which starts with an 'A', for example A00187929 and its associated password. If you would like to view courses from previous years then you will have to login using your old student ID that starts with 'S', for example S80808080 and its associated password. Contact **itshelpdesk@fnu.ac.fj** for any login issues or course access queries.

Exploring my Moodle course page

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.

1	Navigation Drawer- can be toggled to view/hide the navigation block which contains course navigational links
2	Shortcut links to various FNU webpages and resources
3	Moodle notification icon - alerts on Moodle activity notifications, can be clicked to toggle notification preferences
4	Moodle Messages notifications - can be clicked to view and send messages to other Moodle users
5	Moodle blocks - information blocks on the right side of the course page
6	Moodle course section tabs - click on the tabs to access each course section and its related resources and learning materials
7	Moodle Course Announcements forum - important tool to frequently access for course announcements

^*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!
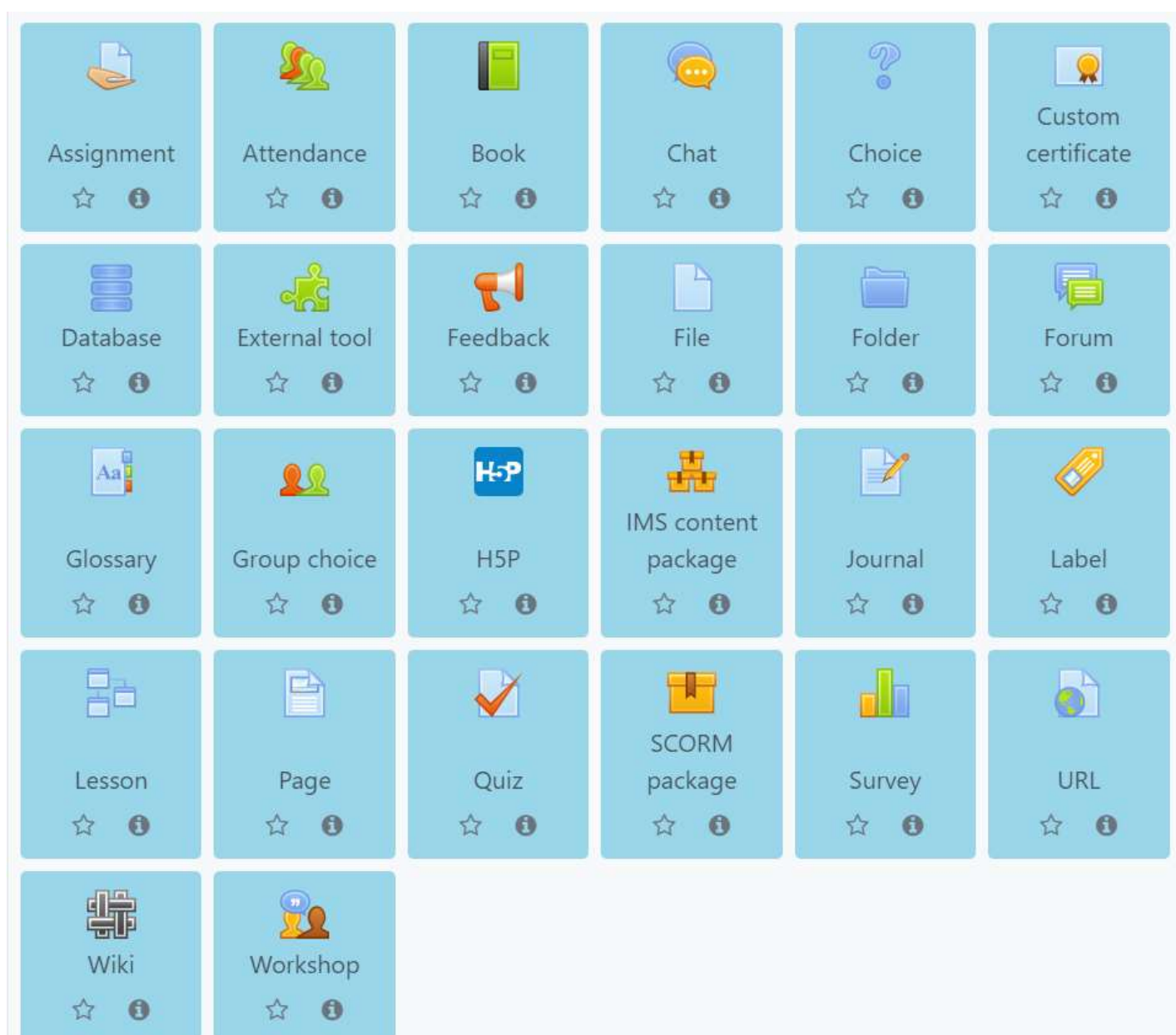
Explore the Moodle tools

Now that you have some tips for learning online, let's explore some basic Moodle tools.

Moodle has a variety of tools that you can use to undertake an online course. The tools are either 'Resources' or 'Activities'. Resources are mainly content, while Activities are interactive.

The tools available in a Moodle course depends on what your teacher has enabled for presenting content and interaction. This may differ from course to course.

The Moodle tools have icons that look like this.

Assignment	Attendance	Book	Chat	Choice	Custom certificate
Database	External tool	Feedback	File	Folder	Forum
Glossary	Group choice	H5P	IMS content package	Journal	Label
Lesson	Page	Quiz	SCORM package	Survey	URL
Wiki	Workshop				

The Text Editor

As a student engaging in online Moodle activities, you may be required to enter text, share images, links and other information when submitting assignments, posting to discussion forums or even answering quiz questions. The Text Editor in Moodle is available in all Moodle activities that require user input. There are various text editors available for use in Moodle, however FNU uses the Tiny MCE editor shown below.

Expanded toolbar view

Path: p
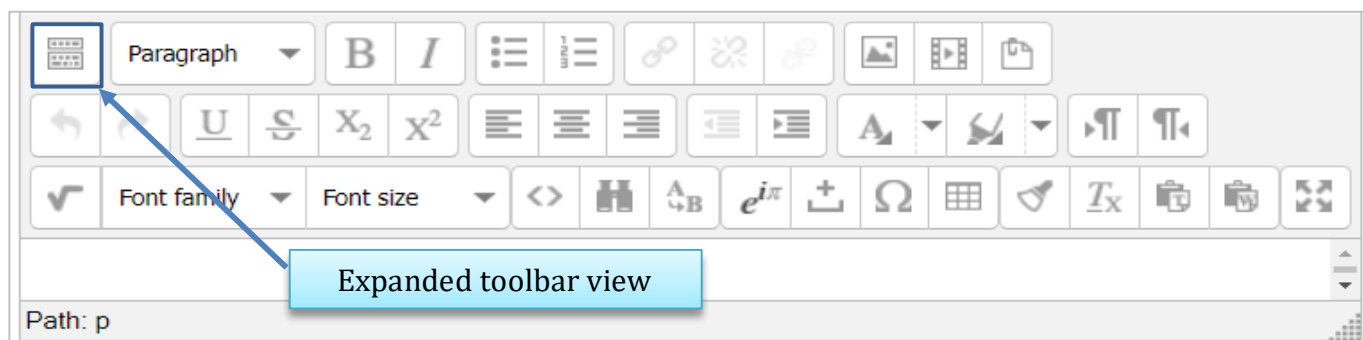
Toolbar buttons Row 1

1   2   3   4   5   6   7   8   9   10   11   12

1. Expand	2. Formatting	3. Bold	4. Italic
5. Bulleted list	6. Numbered list	7. Add link	8. Unlink
9. Stop auto linking	10. Add image	11. Add media	12. Manage embedded files

Toolbar buttons Row 2

1   2   3   4   5   6   7   8   9   10   11   12   13   14   15

1. Undo	2. Redo	3. Underline	4. Strikethrough
5. Subscript	6. Superscript	7. Align left	8. Align center
9. Align right	10. Decrease indent	11. Increase indent	12. Text color
13. Background color	14. Left to Right	15. Right to Left	

Toolbar buttons Row 3

1   2   3   4   5   6   7   8   9   10   11   12   13   14   15

1. Insert a Math equation Math type	2. Font Family	3. Font size	4. Edit HTML
5. Find	6. Find/replace	7. Insert equation	8. Insert non-breaking space
9. Insert special character	10. Insert table	11. Clean up messy code	12. Remove formatting
13. Paste as plain text	14. Paste from MS Word	15. Toggle full screen	

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:

Welcome Forum!

Hello students and Welcome to this course! I hope you are all ready to dive into a new semester of learning.

Introduce yourself to the rest of the class in this discussion forum :-)

Add a new discussion topic

Start a discussion by selecting this.

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

Welcome Forum!

Hello students and Welcome to this course! I hope you are all ready to dive into a new semester of learning.

Introduce yourself to the rest of the class in this discussion forum :-)

Add a new discussion topic

Subject ❶

Type your forum subject here.

Message ❶

Paragraph   B I

Font family   Font size

Path: p

Type your forum message here.

Post to forum   Cancel   Advanced

There are required fields in this form marked ❶ .

When you click on the 'Advanced' link, the page above will expand to include the following:

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

Add your attachments here.

Add...
Files

You can drag and drop files here to add them.

Tags

Post your forum message by selecting this.

No selection

Enter tags...

Post to forum   Cancel

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

Your post was successfully added.

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

You have 30 mins to edit it if you want to make any changes.

Vasiti Delana will be notified of new posts in 'Hello' of 'Group Debate Forum'

Group Debate Forum

Hello students and Welcome to this course! I hope you are all ready to dive into a new semester of learning.

Introduce yourself to the rest of the class in this discussion forum :-)

Subscription option.

Add a new discussion topic   View grades

Discussion	Started by	Last post ↓	Replies	Subscribe
☆ Hello	Vasiti Delana 21 Jan 2022	Vasiti Delana 21 Jan 2022	0	🔵 ⋮

Click on a topic.

Welcome Forum!
Hello!

A discussion message looks like this.

⚙ Settings ▾

Display replies in nested form   ⇅   Move this discussion ... ⇅   Move

To reply to another student's forum post, click on the reply link below their post.

Hello!
by Vasiti Delana - Tuesday, 11 January 2022, 3:46 PM

Bula, I am Vasiti and am looking forward to learning a lot of new skills in this course and meeting new classmates!

Permalink   Edit   Delete   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.

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

Assignment 1

Submit Assignment 1 here!

Assignment requirements.

Submission status

Submission status	No attempt
Grading status	Not graded
Due date	Sunday, 28 August 2022, 12:00 AM
Time remaining	228 days 7 hours
Last modified	-
Submission comments	▶ Comments (0)

Assignment submission status.

Submit your assignment by selecting this.

Add submission

You have not made a submission yet.

If you are required to submit online text, then the text editor below will appear.

Assignment 1

Submit Assignment 1 here!

Online text

Type in the contents of your assignment here using the various text editor toolbar options

Path: p

Click to Save changes

Save changes   Cancel

Submission status

Submission status	Submitted for grading
Grading status	Not graded
Due date	Sunday, 28 August 2022, 12:00 AM
Time remaining	218 days 13 hours
Last modified	Friday, 21 January 2022, 10:52 AM
Submission comments	▸ Comments (0)
Online text	**+**
	Turnitin status: Queued
	vcvc

Your Submission status will be updated.

You can also edit or remove your assignment submissions while the dropbox is still open

Edit submission   Remove submission

You can still make changes to your submission.

Please refer to the Turnitin Student Guide for further instructions on assignment submission if your lecturer has enabled Turnitin in your course.
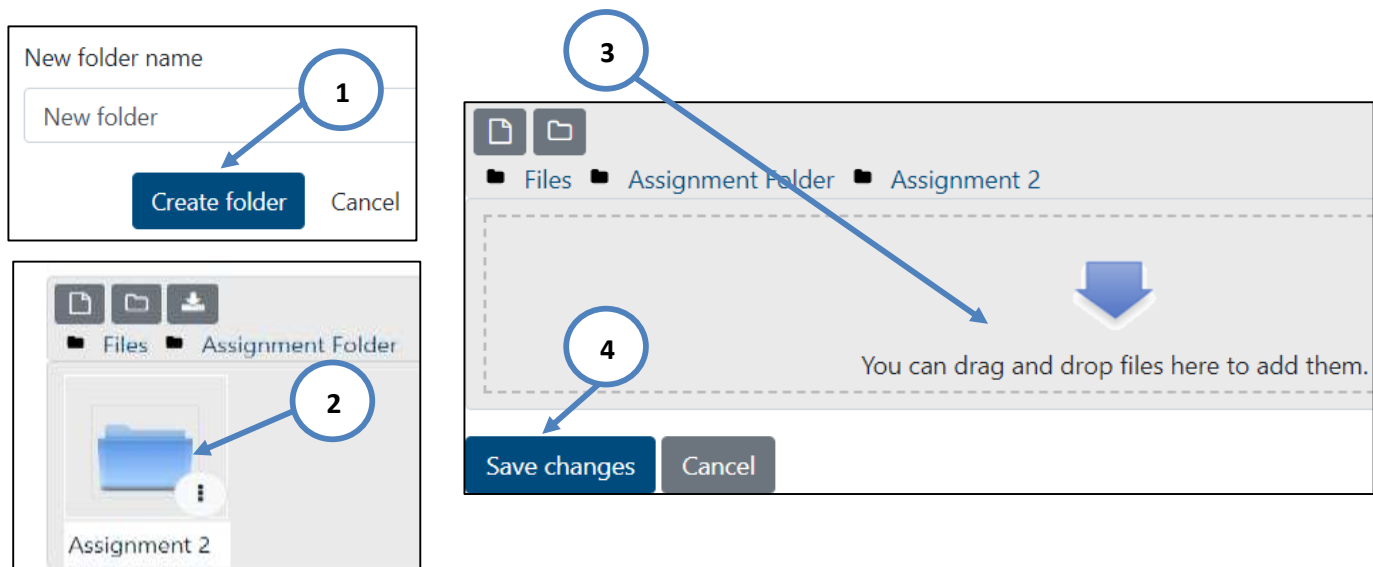
If you are required to submit a file, then the screen below will appear for you to add a submission. You can add a file using one of the three methods shown below.

Upload assignment here.

Assignment 2

Submit Assignment 1 here!

Option 2:

Option 1:

File submissions

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

Files

Option 3:

Select this to complete assignment submission.

You can drag and drop files here to add them.

Save changes   Cancel
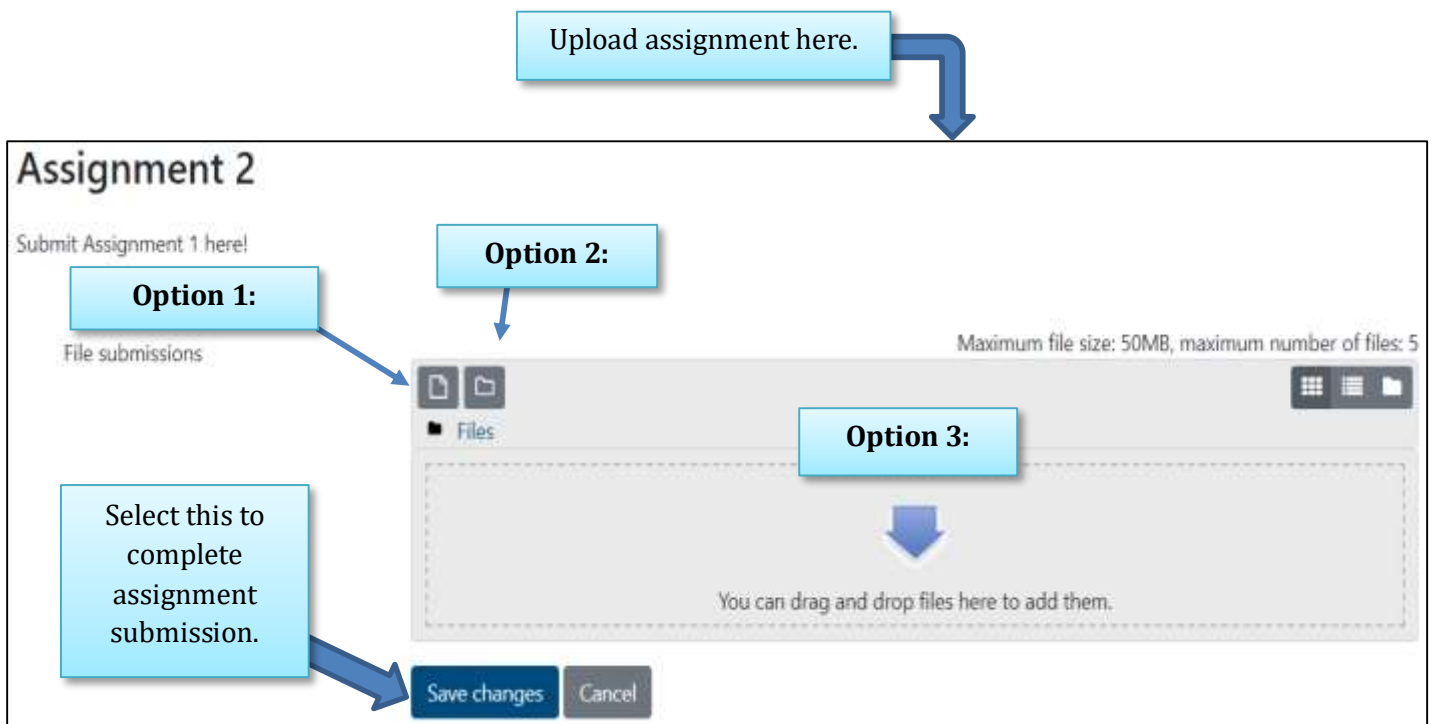
Option 1: Click here to add an assignment file from storage

File picker

	Open

Server files

1

Recent files

Upload a file

Attachment

This PC

Name

Status

Private files

Choose File No file

3D Objects

GrammarlySetup

Wikimedia

Desktop

June final

Content bank

2

Save as

Documents

june

Downloads

Premium

Author

Music

Reflective Activity per lesson PNM56

Pictures

September report

Vasiti Delana

Videos

TeamViewer_Setup

Local Disk (C:)

This PC - Shortcut

Choose licence

Google Drive (G:

trifle recipe

3

All rights reserved

ISO (\\ictsmbfsv

VNC Password

ICT-Tips (\\nasd

WHSP ACTIVITIES 2021

Zoom

File name: trifle recipe

All Files

4

Open   Cancel

5

Upload this file

Option 2: Click here to create a folder and add several assignment files

Option 3: You can also simply drag files from storage and drop it into this space
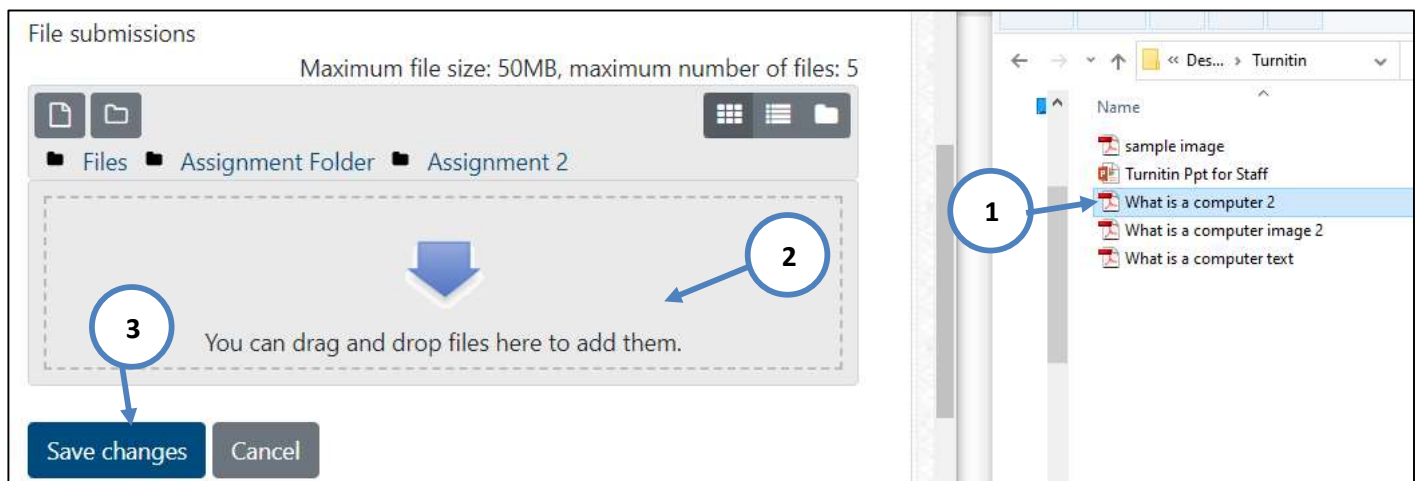
After uploading your assignment and saving changes, the assignment submission status will be updated.

Submission status	Submitted for grading
Grading status	Not graded
Due date	Sunday, 28 August 2022, 12:00 AM
Time remaining	218 days 8 hours
Last modified	Friday, 21 January 2022, 3:57 PM

File submissions	Assignment Folder
	  Assignment 2
	    What is a computer 2.pdf 21 January 2022, 3:57 PM
	    Turnitin status: Queued

Submission comments	▶ Comments (0)

Quiz

The Moodle Quiz tool allows you to attempt online tests or quizzes containing various question types prepared by the teacher. The teacher also determines the quiz settings which control the quiz availability dates, the duration of attempts, the number of attempts allowed and the quiz review options.

Quizzes may be used:

- As course exams;
- As mini tests for reading assignments or at the end of a topic;
- As exam practice using questions from past exams;
- To deliver immediate feedback about performance; or
- For self-assessment.

As a student, it is important that you are well aware of any upcoming Quizzes and its related information so you can prepare properly for the test in terms of studying and also the devices you will need to attempt the quiz like a tablet or laptop and internet connection.

To attempt a Quiz,

✅ Short Quiz 1 ← Click on the Quiz link from the main course page

Mid-Semester Online Exam

This assessment will contribute 20% towards your total coursework. Each question is worth 4 Marks.

Click to view ->Student Online Test Tips

Attempts allowed: 1

This quiz opened at Friday, 21 January 2022, 4:44 PM

This quiz will close on Monday, 21 February 2022, 12:00 AM.

Time limit: 1 hour

Attempt quiz now

Read the quiz details first before clicking to attempt

Read the Time limit details before you start the attempt and keep the time limit in mind whilst attempting the quiz. Click 'Cancel' if you are not ready to start the attempt.

You will not be able to cancel the attempt once you have started.

Start attempt ✕

Time limit

Your attempt will have a time limit of 1 hour. When you start, the timer will begin to count down and cannot be paused. You must finish your attempt before it expires. Are you sure you wish to start now?

Start attempt   Cancel
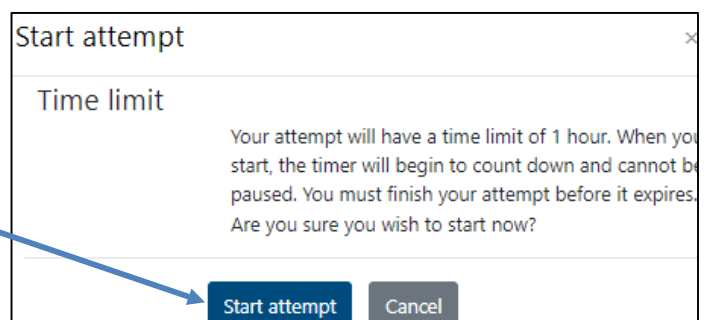
As you attempt the quiz, you can move between the quiz pages by clicking on the quiz navigation. The time limit will also appear on every page of the quiz.

When you have finished answering all the quiz questions, select 'Finish attempt'. This will take you to a quiz summary before you make a final submission.

If enabled in the quiz settings, you will be able to view your quiz results and reports after you submit the quiz attempt.

For more information and tips to prepare for an online quiz or test, download a copy of

'Online Test Tips for Students'.

Practice Moodle tools

Access this demo course as a mock student ('Barbara Gardener') to familarise yourself with some of the Moodle tools:

https://school.moodledemo.net/mod/page/view.php?id=46

The demo course groups the Moodle tools into various categories: Access, Participate, Assessment and Evaluation, Collaborate and Communicate.

How do I logout of Moodle?

Always remember to logout of Moodle from every device that you use to prevent unauthorised users from accesing your Moodle account.
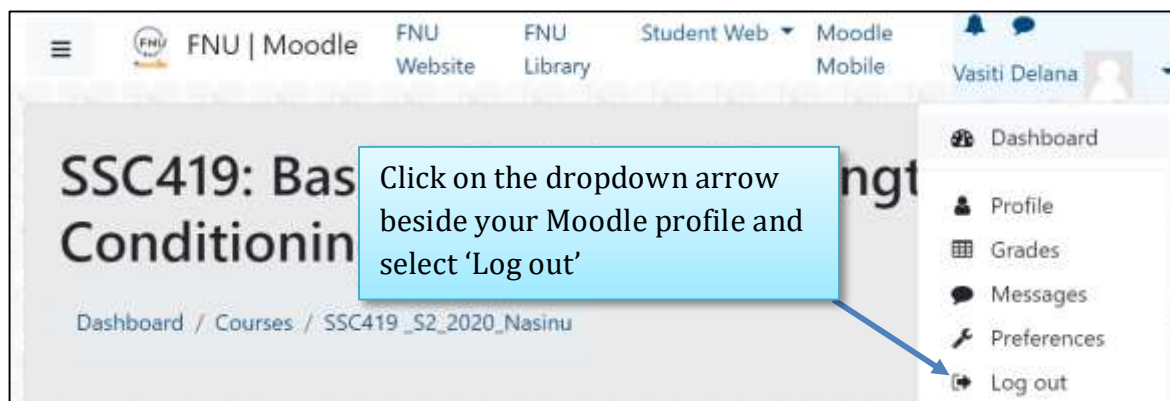
Please note that students cannot 'Hack' into another student's Moodle account. Unauthorized users can only access your Moodle account if you have shared your login details or if you forget to logout of Moodle from the devices you have been using. Hence, it is very important to always logout of Moodle after every session and also keep your login details confidential.

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: **itshelpdesk@fnu.ac.fj** *or* **lt-cfel@fnu.ac.fj**

A Moodle FAQ (Frequently Asked Questions) resource for FNU students is available here:

https://elearn.fnu.ac.fj/mod/glossary/view.php?id=381612

Additional resources

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