

# MOODLE

## Participant Guide

Developed by the UMaine Center on Aging\*\*



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\*\*The content of this manual was adapted from: Revitalise Program, East Carolina University. (n.d.). *Moodle Participant Guide*. Retrieved Online, February 9, 2007, from: [http://revitalise.ncsa.uiuc.edu/workshops/c2\\_sess1/resources/Moodle%20Participant%20Guide.pdf](http://revitalise.ncsa.uiuc.edu/workshops/c2_sess1/resources/Moodle%20Participant%20Guide.pdf)

## **What is Moodle?**

Moodle is the system that the University of Maine Center on Aging uses to host online workshops with participants from around the world! Moodle provides a forum for discussion and sharing among participants.

## **Getting Started**

First, you will need to create a Moodle Account.

Steps:

1. Go to [www.mainecenteronaging.org/moodle/](http://www.mainecenteronaging.org/moodle/)
2. Click on the “Login” link at the upper right hand corner of the screen.
3. In the right hand column titled “Is this your first time here” click on the link titled “New Account Form”.
4. Fill the form out completely and click on the button “Create My New Account” when you are done.
5. Now an e-mail will be immediately sent to your e-mail address. When it arrives, read it and click on the link it contains.
6. Your account will now be confirmed and you can log in.

## **Setting up Your Moodle Profile**

Once you have logged in you will be able to create your own profile and settings for Moodle.

To do this:

1. Login to your account. When you are logged in successfully you should see “you are logged in as {YOUR NAME}” in the upper right hand corner of the screen.
2. Click on your name to view your profile
3. Click on “edit profile” to edit your settings, profile, personal information, and other preferences.

## The Course Website

Now you need to return to the website and login:

[www.mainecenteronaging.org/moodle/](http://www.mainecenteronaging.org/moodle/)

Under “Available courses” click on the course you would like to access.

You will be prompted to enter your username and password.

## Navigating you the course page:

### Sections

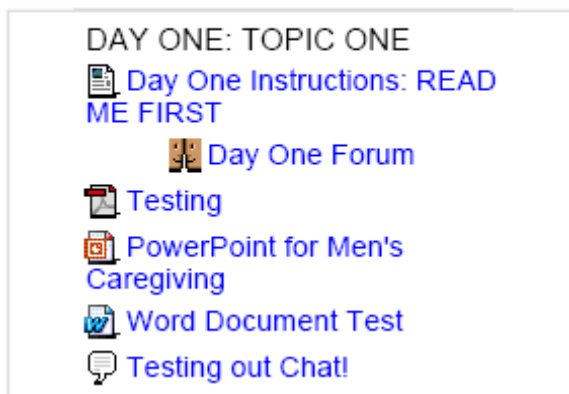
#### People



This section will allow you to view the profiles of other participants who are also enrolled in your course.

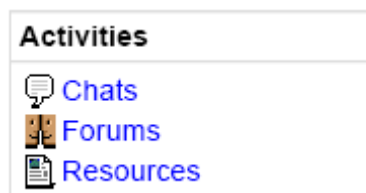
### Topic Outline

#### Topic outline



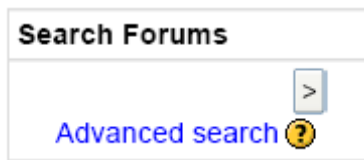
The Topic Outline section displays all the activities and discussions that are a part of your course. This area will list any relevant resources and readings, forums, chats, assignments, quizzes, and instructions for your course.

### Activities



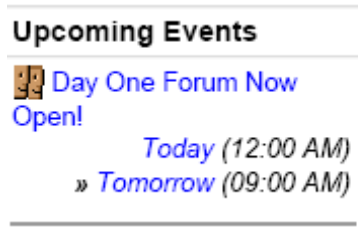
The Activities section allows you to view the activities and resources for your course. This area provides you information on upcoming chats, current discussion forums, and resources for your course. This section allows you to view the course activity by activity type.

## Search Forum



This feature allows you to search for key words or terms used within the forum discussions. You can then navigate to the discussion that is most relevant to a particular topic or key term.

## Upcoming Events



The Upcoming Events section will let you know what course-related events are coming up.

## Other Features

### Jump to...




“Jump to...” will allow you to quickly navigate to a particular course activity (chats, forums, documents, etc.).

After going to the website and logging onto your course, your course homepage will pop up. The course homepage is set up with a weekly outline in the center of the screen. This will detail what activities that you will need to complete throughout the week.

### Forums

A forum is where instructors and participant discussions are posted. Here, other participants have the opportunity to reply and share their thoughts on a particular topic.

1. To start, click the forum icon (  ) on the course homepage that you wish to take part in. This will lead you to a page that has a list of participants and their forum discussion topics.
2. When you see one that interests you, simply click on the topic and it will take you to the discussion.

3. Here you can read the opening discussion question or comment, and read all replies.

4. When you are ready to reply, click the reply button on the bottom right corner of each discussion box. Scroll down until you see a box to type your reply. You can reply to any comment in the forum, or to the initial sender.

### **Chat**


Chat is where participants can talk to other participants enrolled in the course in real time. As soon as you or other users type a response, it appears in the dialogue box. Chatting is similar to Instant Messenger.


1. To start, click on the chat icon on the course homepage that you wish to take part in.
2. When the next screen comes up, simply click on the link that reads *Click here to enter chat now*. After doing this, a separate window will pop up. This is the dialogue box.
3. The white column on the left is where messages will appear. Each message will be identified by the participant who sent the message.
4. The right hand column is a list of all participants who are participating in the chat.
5. To enter a text message, look for the white text box at the bottom of the dialogue screen. Type your message and hit *Enter*. Your name and message will automatically appear in the dialogue screen.


## Moodle Activities Defined


\*Try to become familiar with icons to the left of activities; this will make it easier to identify activities when using Moodle


<http://www.mainececenteronaging.org/moodle/help.php?module=chat&file=chatting.html>


 This is the help icon which you will see throughout Moodle. Clicking on this icon will provide you with information on the activity.

 **Forum** – It is here that *discussion* takes place between members of a course and the course instructor. The postings can be viewed in a variety of formats, and can include attachments. By subscribing to a forum, participants will receive copies of each new posting in their email.

 **Chat** - The Chat module allows participants to have a real-time synchronous discussion via the web with other members in a course. This is a useful way to get a different understanding of each other and the topic being discussed. This is different than a forum in that here, other members can see exactly what you type at the exact moment you type it.


 **Journal** - This module is a very important reflective activity. *The teacher asks the student to reflect on a particular topic, and the student can edit and refine their answer over time.* This answer is private and can only be seen by the teacher, who can offer feedback and a grade on each journal entry. It's usually a good idea to have about one Journal activity per week.


 **Quiz** - This module allows the teacher to design and set quiz tests, consisting of multiple choice, true-false, and short answer questions. Quizzes can allow multiple attempts. Each attempt is automatically marked, and the teacher can choose whether to give feedback or to show correct answers. This module includes grading facilities.


 **Lessons** - A lesson delivers content in an interesting and flexible way. It consists of a number of pages. Each page normally ends with a question and a number of possible answers. Depending on the student's choice of answer they either progress to the next page or are taken back to a previous page. Navigation through the lesson can be straight forward or complex, depending largely on the structure of the material being presented.


 **Glossary** - This activity allows participants to create and maintain a list of

definitions, like a dictionary.

 **Assignments** - Assignments allow the teacher to specify a task that requires students to prepare digital content (any format) and submit it by uploading it to the server. Typical assignments include essays, projects, reports and so on. This module includes grading facilities.

 **Surveys**- The Survey module provides a number of verified survey instruments that have been found useful in assessing and stimulating learning in online environments. Teachers can use these to gather data from their students that will help them learn about their class and reflect on their own teaching.

 **Resources**- Resources are content: information the teacher wants to bring into the course. These can be prepared files uploaded to the course server; pages edited directly in Moodle; or external web pages made to appear part of this course.

 **Choices**- A choice activity is very simple - the teacher asks a question and specifies a choice of multiple responses. It can be useful as a quick poll to stimulate thinking about a topic; to allow the class to vote on a direction for the course; or to gather research consent.

## **Important Guidelines to Consider**

1. This program includes people from different backgrounds, and with many different experiences, e.g. in use of e-mails and websites. We encourage questions and sharing of information from all. We can all learn from the Presenters and from each other.
2. No message (e-mail or message on the website) in this program is to be copied or sent to anyone else without prior written permission from the author of the message. This guideline applies both during the program, and after the program is finished.
3. The Internet is never 100 percent secure. We trust that everyone respects the Guideline above. If anyone disagrees, e-mail your course facilitator.
4. If anyone has a technical question, please e-mail your course facilitator.
5. Don't worry about your typing or spelling or grammar too much please; your voice and thoughts are valuable in discussions online!

## Frequently Asked Questions

### **Q: Why do my forum digest e-mails look so narrow or distorted?**

A: If you are having difficulty viewing the forum e-mails you are receiving, it may be that your e-mail program will not accept html-format e-mails. You will need to edit your profile details. Click on your name in upper right hand corner of the screen. Click on “edit profile” and scroll down to “E-mail format” and select “plain text format.” Click on “update profile” to save changes.

### **Q: Why am I getting so many e-mails?**

A: When discussion is happening in the course forum you will receive a copy of the posts via e-mail so that you can keep track of the discussion when you are not logged into the system. You can choose to receive an e-mail each time a post is made or choose to receive one email at the end of each day with the full discussion. To change your settings: Click on your name in upper right hand corner of the screen. Click on “edit profile” and scroll down to “E-mail Digest Type” and choose the setting you prefer.

Settings:

No digest- You will receive an e-mail every time a post is made in the forum

Daily e-mail with full posts- You will receive one e-mail each day with all forum posts included.

Daily e-mail with forum subjects only- You will receive an e-mail of the topics, but not individual posts made by participants.

Click on “update profile” to save changes.

### **Q: When should I use the chat and when should I use the forum?**

A: The forums are set up for discussion and conversation to take place during the course, and it allows people to login and respond and keep up with discussion as their schedule permits. Chats usually take place at a pre-arranged time and provide participants with the ability to interact in “real-time” with other participants and the course instructor(s).

### **Q: I cannot view documents and chat at the same time!**

A: You may need to download (save) the documents to your computer in order to view documents and chat at the same time. To do this open the document (PDF file, PowerPoint file, Word document, etc.) and click “save” and save to your computer.

**Q: When I click on a document to view it, I can’t see it!**

A: If you are having trouble viewing course documents, you may need to change your virus protection or pop-up blocker settings. Some internet programs are set to block documents. Check the “tools” menu on your internet browser and be sure to allow pop-ups for this site only. You may also need to go into “tools” then “internet options” and click on the “security” tab. You can set your security to recognize <https://www.mainecenteronaging.org/moodle/> as a trusted site. You may also want to set your internet security to a lower setting such as “medium” or “medium to high.” If these options do not work, please contact your course facilitator.

**Q: I forgot my user name or password.**

A: In order to retrieve your password information you will need to visit the Moodle login page and click on the button that says “send my details via e-mail.” You will need to enter in the e-mail address that you used when you registered for Moodle access. This process will reset your password. Your new password will be sent to you by e-mail shortly. You can then login with your new password and change your password to a password of your choosing.

**Q: Can I save a copy of the discussion after the course is over?**

A: No- the online course is time limited and free to all participants. We do not provide copies after the event.