

# MOODLE

## *Participant Guide*

### Getting Started

First, you will need to create a Moodle Account.

Steps:

1. Go to [www.moodle.org](http://www.moodle.org)
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 email will be immediately sent to your email 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.

### The Course Website

Now you need to go to the *Revitalise* course website:

[www.INTERCOURSEWEBSITEHERE.com](http://www.INTERCOURSEWEBSITEHERE.com)

After going to the website and logging onto your course, your course homepage will popup. 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 during the course of the week.

Underneath the weekly outline, you will see agendas for the past weeks.

To begin an activity, just click on Name of the activity which is identified by the icon telling you what type of activity it is.

*(see the last page of this handout for a list of icons and definitions of what they mean)*

Ex : If you were to see the following in the weekly outline :




Workshop 1

It would mean that you were to complete a journal entry about workshop #1. To complete the journal entry, simply click on the link and follow the instructions.

*\*See the Course Homepage Sample page for descriptions of everything you will see on the course homepage.*

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

## Journal

The journal feature is used to complete journal entries on subjects pre determined by the instructor. To complete a journal entry, simply click on the journal icon that you would like to complete. Now a screen will appear that will look similar to a word processor. Simply type in your entry and press submit. These entries will not be viewable by everyone. Only the instructor will be able to read your journal.

## 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*



**Forum** - It is here that *discussion* takes place between members of a course. 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.