An Introduction to Moodle
A Student’s Guide

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What is Moodle?
Moodle is a course management system (CMS)—an online learning environment that provides supplementary resources and activities to track and facilitate student learning. Online learning systems can provide greater connectivity (and thus greater learning opportunities) by providing more opportunities for interaction between the student and (1) the course materials, (2) knowledge-application activities, (3) other students, and (4) the instructor.

How will my instructor use Moodle?
Mercer’s chosen CMS, Moodle, can be used to supplement an in-person course with out-of-class materials and activities, or to drive and deliver an entirely online course. Your instructor can describe his/her instructional intentions for using Moodle.

How do I get to Moodle?
Using your Internet browser:

2. Click the Login link (upper right-hand corner of the page).
3. Enter your username and password.
   a. Username: Mercer University ID (MUID) number (eight-digit number on your Bear Card)
   b. Password: Mercer University ID (MUID) number (Note: Change your password immediately!)

4. Click the Login button.

How do I get around in Moodle?
Once you login to Moodle, you can see the Course Listing Page:

- Upper right-hand corner of screen notes login status
- All the (Moodle) courses in which you are registered are listed
- “Master” calendar on right indicates upcoming important events and deadlines for all courses
Once you click on a course title, you can see the Course Homepage:

- Course description and weekly materials (including linked activities, assignments, and/or readings) are presented in center of page

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1 Week 1: Technical Training, Testing, and Introduction to Course
   Readings:
   1. Chapters 1 - 3, Policy and politics in nursing and health care (5th ed.,
   Ice Breaker
   Synchronous Session Agenda
   Online text assignment 1

2 Week 2: Ethics within Nursing and Health
   Readings:
   1. Chapter 12, Policy and politics in nursing and health care (5th ed.,
   “Ethical Nursing Dilemmas”
   Article Critique
   Synchronous Session Agenda
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- “Bread crumbs” (in upper left-hand corner of page) allow you to see (and jump to) all previously viewed pages
- “Blocks” along left- and right-hand side of screen provide course resources:
  - Messages – An internal messaging system (must login to Moodle to check for messages)
  - Course Materials – Several administrative documents and resources to facilitate your learning experience
Section Links – List of content divisions so that you can jump to a desired course segment
Activities – All resources for a course, categorized by resource type
Search Forums – A search tool allowing you to search course discussion forums for a particular word or phrase
Contact Information – Information on reaching your instructor or the IT Help Desk (for technical support)
Launch Elluminate – A link to the synchronous communication (live online class meeting) tool (if available for your course)
People – A list of all course participants, including students and instructor(s), and links to their personal profiles
Calendar – A clickable calendar of important dates (assignment due dates, events, etc.) for the current course
Administration – Links to tools you might find helpful in relation to the course: your personal profile and your grades/feedback

How do I update my user profile or change my Moodle password?
From the course homepage:

1. Click your name (upper right-hand corner) or “Profile” in the Administration block.
2. To update your profile:
   a. Click the Edit Profile tab.
   b. Enter your information.
   c. Include a picture.
   d. Click the Update Profile button.
3. To change your password:
   a. Click the Change Password button.
   b. Enter your old and new passwords.
   c. Click the Save Changes button.
How can I view course resources?
Moodle provides instructors the ability to share numerous course resources with students, including:

- (Internal) Web pages
- Links to external websites
- Links to documents (PDFs, Word documents, PPT files, etc.)

To view course resources:

1. Locate course resources by week (in center column of homepage) or by resource type (in Activities block on homepage).
2. Click on any resource name to open it and view its details and/or instructions.

What course activities will I participate in?
Moodle offers several opportunities for out-of-class activities. Your instructor may use one, two, or all of them! These activities can include:

- Assignments – Turn in work as specified by the instructor
- Chat Rooms – Meet with other students online at a specified time to chat (via typing) in real time
- Choices/Polls – Vote on specially selected topics
- Discussion Forums – Join in an online discussion by posting your comments (and/or files) on discussion topics
- Journals – Keep a record of your reflective learning
- Questionnaires – Provide feedback or demonstrate your knowledge in a particular area
- Quizzes – Test your knowledge
- Wikis – Join with other students to create a mutually developed, comprehensive resource on a specified topic
- And more!

When you select (click on) an activity title, you will be provided with details and/or instructions for your participation.
How do I use discussion forums?

Discussion forums allow course participants to discuss a specific topic ("thread") on their own schedules. Students or instructors may initiate discussion forums.

Discussion forums allow you to “subscribe” to them so that you can receive emails when there is forum activity. You are automatically subscribed to the Course News and Announcement Forum so that you receive all important information sent out by your instructor. You can choose your subscription settings to all other forums.

To post a comment and/or file to a discussion forum:

1. Click on the discussion forum you would like to access.
2. Click on the title of the thread you would like to comment on.
3. Click the **Reply** link (located directly under the post you would like to comment on).
4. Enter your comment in the **Message** field.
5. (Optional) Attach a file:
   a. Click the **Browse** button.
   b. Locate the file on your computer.
   c. Click the file to select it.
   d. Click the **Open** button.
6. Click the **Post to forum** button. You will have 30 minutes to edit or delete your post before Moodle emails a copy of the post to all forum subscribers. If you have checked the **Mail Now** box, you will not have the opportunity to edit or delete the post; it will be mailed immediately.
7. (Optional) Edit or delete your post:
   a. Click on the title of the thread you would like to edit or delete.
      i. Click the Edit link (located directly under your post). Edit your post and click the Save changes button.
      ii. Click the Delete link (located directly under your post). Click the Yes button to confirm the post deletion.

To begin a new discussion thread in a forum:

1. Click on the discussion forum you would like to access.
2. Click the Add a new topic button.
3. Enter a subject and message in the respective fields.
4. (Optional) Attach a file:
   a. Click the Browse button.
   b. Locate the file on your computer.
   c. Click the file to select it.
   d. Click the Open button.
5. Click the Post to forum button. You will have 30 minutes to edit or delete your post before Moodle emails a copy of the post to all forum subscribers. If you have checked the Mail Now box, you will not have the opportunity to edit or delete the post; it will be mailed immediately.
6. (Optional) Edit or delete your post:
   a. Click on the title of the thread you would like to edit or delete.
      i. Click the Edit link (located directly under your post). Edit your post and click the Save changes button.
      ii. Click the Delete link (located directly under your post). Click the Yes button to confirm the post deletion.

To subscribe/unsubscribe from a discussion forum:

1. Click on the discussion forum you would like to access.
2. Click the “Subscribe to this forum” or “Unsubscribe from this forum” link in the upper right-hand corner of the Discussion Forum window. Your new settings will take effect immediately.
How do I submit assignments?
Your instructor may assign many different types of assignments. You may be required to upload files, respond to a prompt, or complete an offline activity that requires you to do something outside of Moodle.

Click on the assignment you would like to access. Assignment instructions and due dates will be shown. Follow the on-screen instructions for submitting your response to the assignment.

To respond to a prompt in an Online Text assignment:

1. Open the assignment.
2. Read the assignment prompt (question).
3. Click the **Edit my submission** button.
4. Type your response in the **Submission** field.
5. Click the **Save Changes** button.
To turn in a paper, take-home exam, document, or PowerPoint presentation:

1. Open the assignment.
2. Read the assignment instructions. Note the assignment due date and time.
3. Attach a file:
   a. Click the Browse button.
   b. Locate the file on your computer.
   c. Click the file to select it.
   d. Click the Open button.
4. Click the Upload this file button. You will get a confirmation message when your file is uploaded successfully.
5. Click the Continue button.

How do I view my grades?
If your instructor is using the Moodle grade book for tracking student progress, you can view your grades by clicking on the Grades link in the Administration block of the course homepage. You will be able to view your grades and associated instructor feedback for every assignment.

How do I get technical help with Moodle?
The Technology FAQs page (in the Course Materials block of the course homepage) provides you with the most commonly asked questions and answers regarding Moodle. Your instructor and peers may also be valuable resources to you.

In addition, the Mercer IT Help Desk can assist you with any technical problems you encounter while using Moodle:

Mercer IT Help Desk
(678) 547-6310
helpdesk@mercer.edu