

## Student Guide to Moodle

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## How to login and join your Moodle Course

### At Home

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Open Internet Explorer and type **moodle.colchester.ac.uk** in the address bar

*Do **not** type www. Do **not** access via the College 'Portal' (this is much slower than accessing Moodle directly)*

### At College

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At College, you can access Moodle via the College 'Portal'.



Open Internet Explorer, scroll down.

Click on the Moodle button.

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Click on 'Login' (top-right of screen)

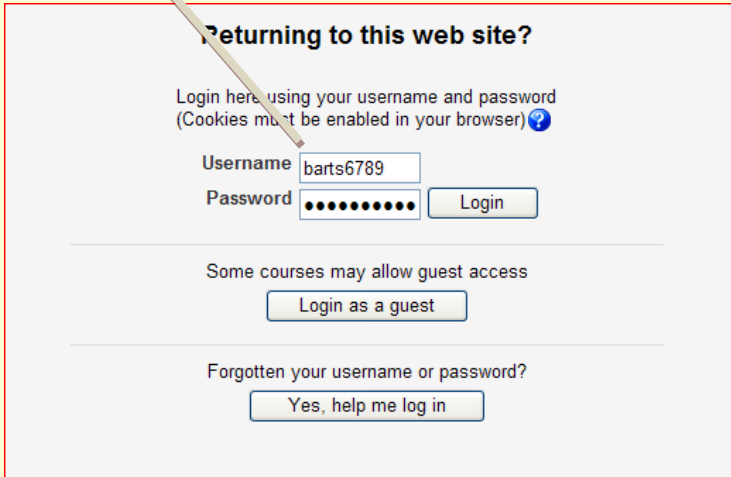


Type in your **username** which is shown on your **student card**. It is in the format

**barts6789**

(First name + first letter of last name + last four digits of your student number)

Your **password** will be your **student number** as shown on your **student card**.

A screenshot of the Moodle login page. At the top, it says "Returning to this web site?". Below that, it says "Login here using your username and password (Cookies must be enabled in your browser)". There are two input fields: "Username" with the text "barts6789" and "Password" with a masked password of ten dots. A "Login" button is to the right of the password field. Below the input fields, there is a section for "Some courses may allow guest access" with a "Login as a guest" button. At the bottom, there is a link for "Forgotten your username or password?" with a "Yes, help me log in" button.

## Joining your course

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Your teacher will tell you under what category your course will be found, and then direct you to the appropriate course.

Course categories	
<b>Art &amp; Design</b>	
HE Courses	7
FE Courses	5
<b>Business &amp; Management</b>	5
Masters in Business Administration	10
BA/FDA Management Degrees	2
Year 1	3
Year 2	9
Year 3	4
Public Services	1

When you click on the course you will be asked for an enrolment key.

Your teacher will tell you what this is. You only need to enter it the first time you access the course.

Enrolment key:

Next time you login to Moodle you will see the course in your **My Courses** block on the top right of the front page.



## Problem Logging in to Moodle?

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Try the following steps:

1. Check your student card and try typing your username and password again carefully– to be sure you didn't mistype it. Don't allow your password to be automatically filled in for you. Check with your teacher that you are using the correct username and password.
2. Report the problem to [moodlesupport@colchester.ac.uk](mailto:moodlesupport@colchester.ac.uk)

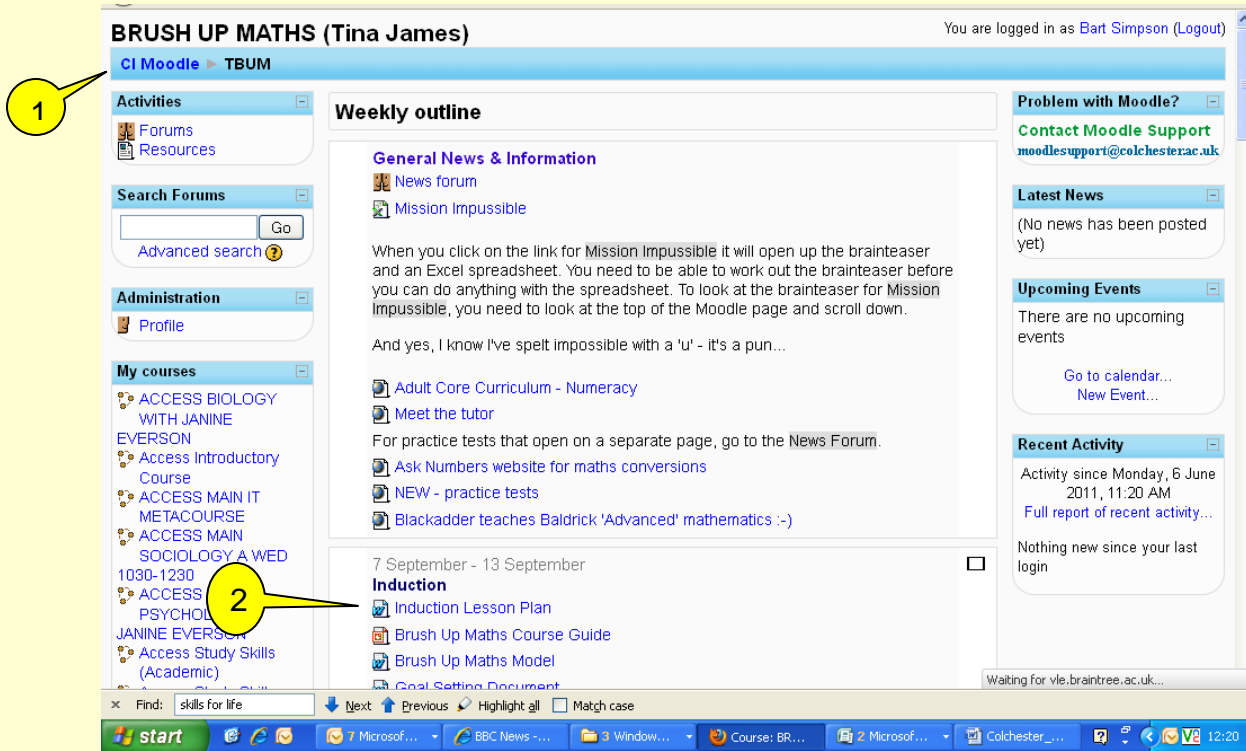
## My Courses Block

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Once you have enrolled on a course, you will see it in your **'My Courses'** on the top-right of the front page of Moodle.



## Your Course

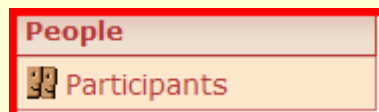


A typical moodle course will look something like the above. Two important points:

- 1 In Moodle, use the navigation bar at the top of the screen to move around, rather than the 'back' and 'forward' buttons of your web browser.
- 2 Moodle courses are divided into weekly or topical sections. You will see a list of links which will take you to resources and lesson materials created by your teacher.

## Participants and Profiles

Once you have accessed your course, click on the **Participants** link in the *People* box (usually at the top left of the course page).

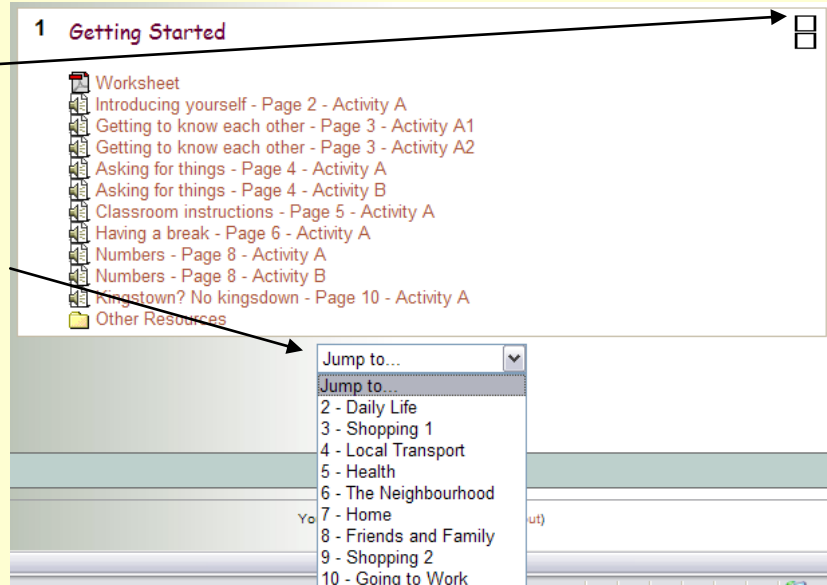


You will see a list of staff and students on the course and a link to their Profile. You can link to your own **Profile**, by clicking on your name on the top-right of the screen. You can edit your profile by clicking 'Edit Profile'.

Keep your email up-to-date in your profile so that your teacher and fellow students can contact you when you are not at college. You can also upload your picture and tell fellow students about yourself.

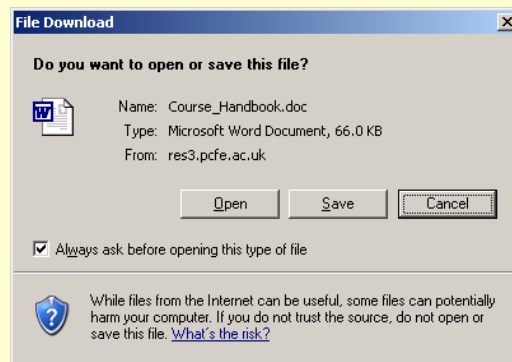
## Moving around your course

If you click on the square on the right-hand corner of a section, it will show just that section. A 'Jump' menu will also appear, which can be a quick way of moving to a different section. Click on the boxes to display all the sections again.



## Opening and Saving Files on your computer

To open a file in Moodle you simply click on the link. When you do so, you may see a dialogue box asking you what you want to do:



There are three options:

- **Open** – I want to see the file or print out the file.
- **Save** – I want to save the file on my computer. This is the option to choose if your teacher wants you to make changes to the document. Don't try to edit the document before you have saved it to your 'My Documents' area!
- **Cancel** – I don't want to open or save the file

## File Types














See **appendix 1** below for a list of file types you may see in Moodle.

If you find any of the above difficult, ask your tutor to explain how to open and save resources in more detail. If you were unable to access a resource, bring this to the attention of your tutor.













## Course Activities

During your course, your tutor may wish you to participate in certain activities, such as discussion forums, submitting online assignments, or completing online quizzes. Your tutor will explain these activities to you when he or she wishes you to participate. A brief introduction to these activities is shown in **appendix 2** below.

## Appendix 1: Common File Types

Image	File Type Extension	Comments
	<b>MS Word</b> DOC or DOCX	DOC is 2003 format DOCX is 2007 format. <b>DON'T SAVE in DOCX format if you want to work on your home PC and you do not have MS OFFICE 2007 at home. The same warning applies to the other MS file types below.</b>
	<b>MS Excel</b> XLS, XLSX	XLS is the 2003 format. XLSX is the 2007 format
	<b>MS Access</b> MDB, ACCDB	MDB is the 2003 format. ACCDB is the 2007 format
	<b>MS PowerPoint</b> PPT, PPTX	PPT is the 2003 format PPTX is the 2007 format
	<b>Portable Document Format</b> Pdf	A common file type on the Internet. Most browsers have the adobe reader installed.
	<b>World Wide Web link</b> htm, html, shtml, asp, xml, php, jsp etc	Web pages and web pages with extended functionality (e.g. to make the page interactive or graphical).
	<b>General</b> various	Other file types not recognised by Moodle.
	<b>Image</b> jpg, jpeg, gif, png	All these formats open in Paint or Windows XP Picture and Fax Viewer.
	<b>Audio</b> Wav, mid, mp3	These should open in Windows media player.
	<b>Video</b> mpeg, avi, mov	These should open in Windows media player.
	<b>Compressed File</b> zip	ZIP files can be decompressed (extracted) by right-clicking on the file and selecting 'Extract'.
	<b>Flash</b>	Flash files are graphical and often interactive resources in a relatively small file size.
	<b>Directory</b>	Moodle's name for a folder.

## Appendix 2: Moodle Activities

Image	Activity	Comments
	Forum (Discussion Group)	You can post messages or reply to messages from other students
	Chat	This is real-time text based conversation. For a chat session, everyone has to be online at the same time – sessions are held on specific dates and times. <u>The availability of this activity is at the discretion of your tutor.</u>
	Quiz	A question set created by your tutor and marked automatically. These can be for self assessment or as end of topic tests.
	Assignment	This allows you to upload your assignment to Moodle for marking. Tutor feedback on your work and a grade are shown in your personal 'Grade Book'.
	Choice	A type of voting system where the opinions of students can be collected on specific questions.
	Journal	This is a space private to you and your tutor where you can reflect on specific study activities or on your learning in general.
	Glossary	A list of words and acronyms along with their meaning or definition. Some can be created by the student group themselves.
	Lesson	A series of information pages followed by a question or a set of choices. The route through the lesson depends on how you answer the questions and the choices you make.
	Wiki	This facility allows a group to collaboratively create a web based information site where all contributions, editing and updates are tracked.
	Workshop	Tutors can set up a situation where students act as tutors to mark their own and other students work according to criteria set by the teacher.
	Learning Survey	Survey that looks at your attitude and approach to learning.
	NLN Object	National Learning Network ready made learning materials. They run inside your Internet browser and usually have activities and animation. Follow the screen prompts.