

Student Guide to Moodle Basics

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Your Moodle Course



OCR Diploma in Administration L2

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NAVIGATION

- Home
- Dashboard
- Site pages
- Current course
 - OCR Diploma in Administration L2**
 - Participants
 - General Course Information
 - ENRICHMENT**
 - GENERAL OFFICE
 - PRACTICE
 - OCR - UNIT 3 - MAKING AND RECEIVING CALLS
 - OCR - UNIT 4 - WELCOME VISITORS
 - OCR - UNIT 5 - HANDLING MAIL
 - OCR - UNIT 6 - WRITTEN BUSINESS COMMUNICATION
 - OCR - UNIT 7 - ADMINISTRATION
 - OCR - UNIT 8 - CAREER PLANNING IN ADMINISTRATION
 - OCR - UNIT 9 - COMMUNICATE WITH

General Course Information

BARCLAYS BANK plc LIFESKILLS

COURSE HANDBOOK - Diploma in Administration 2016-17

Open all **Close all**

Instructions: Clicking on the section name will show / hide the section.

- ENRICHMENT**
- GENERAL OFFICE PRACTICE**
- OCR - UNIT 3 - MAKING AND RECEIVING CALLS**
- OCR - UNIT 4 - WELCOME VISITORS**
- OCR - UNIT 5 - HANDLING MAIL**

CALENDAR

March 2017

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

EVENTS KEY

- Hide global events
- Hide course events
- Hide group events
- Hide user events

UPCOMING EVENTS

There are no upcoming events

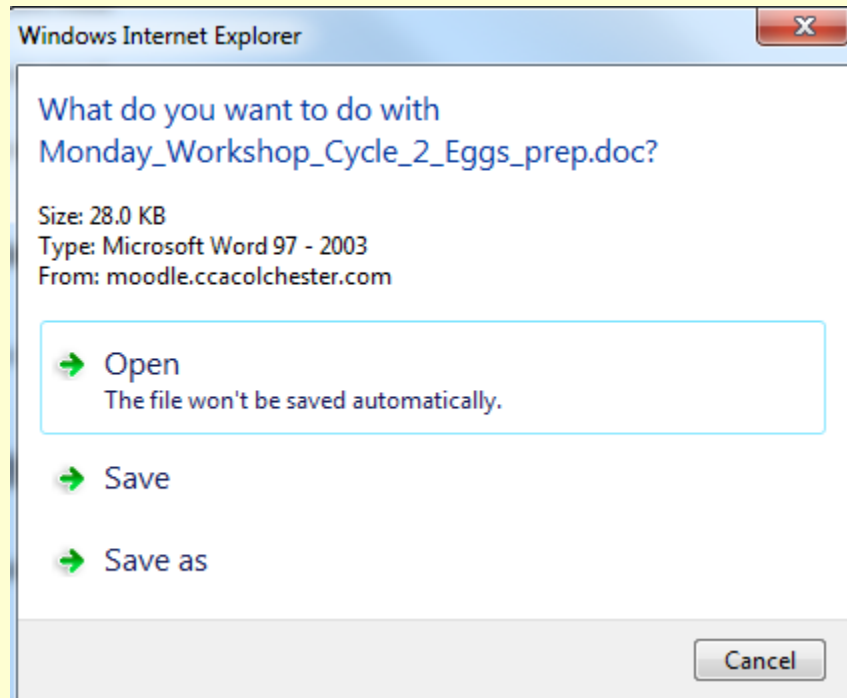
Go to calendar...
New event...

A typical Moodle course will look something like the one above. Some 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 normally divided into weekly or topical sections. You can browse each section by clicking on the menu, if one is provided, by expanding the topic, as in the example above, or by scrolling down the page.
- 3** In each section there will be links to activities and files. Click on the links to open the resource.
- 4** Some information, such as calendars, twitter feeds and anything which does not fit into a topic or weekly section, may be presented in a side-block.







Opening and Saving Files on your computer

When you click on a file you will be presented with some options:















- **Open** – Open the file. Note that you are opening the file in **read-only** mode. You cannot make changes to it unless you save it to your PC and open it again from there.
- **Save** – Save to my computer. The document will be saved in your 'Downloads' folder with the same name as you see in the dialogue box.
- **Save As** – Same as above, but with the option to change the name of the document, and save to a folder of your choice.
- **Cancel** – Choose if you change your mind about opening or saving the file.

Common File Types Used in Moodle

Image	File Type Extension	Comments
	MS Word DOC or DOCX	If you do not have MS OFFICE 2007 or above at home you will not be able to read the DOCX format. You can download a free reader on the Microsoft website but you will not be able to update the file when saved to your PC. Check out student discounts on Microsoft software on the college portal or download the free office suite, OpenOffice https://www.openoffice.org/download/ . There is also a good free standalone word processor, called AbiWord https://www.abisource.com/
	MS Excel XLS, XLSX	If you do not have MS OFFICE 2007 or above at home you will not be able to read the XLSX format. You can download a free reader on the Microsoft website but you will not be able to update the file when saved to your PC. Check out student discounts on Microsoft software on the college portal or download the free office suite, OpenOffice https://www.openoffice.org/download/
	MS Access MDB, ACCDB	If you do not have MS OFFICE 2007 or above at home you will not be able to read the ACCDB format. You can download a free reader on the Microsoft website but you will not be able to update the file when saved to your PC. Check out student discounts on Microsoft software on the college portal or download the free office suite, OpenOffice https://www.openoffice.org/download/
	MS PowerPoint PPT, PPTX	If you do not have MS OFFICE 2007 or above at home you will not be able to read the PPTX format. You can download a free reader on the Microsoft website but you will not be able to update the file when saved to your PC. Check out student discounts on Microsoft software on the college portal or download the free office suite, OpenOffice https://www.openoffice.org/download/
	Portable Document Format Pdf	A common read-only format. At home you should be able to read it in your browser or download Adobe Acrobat reader for your browser.
	Web Page htm, html, shtml, asp, xml, php, jsp etc	The address of a web site / web site page. Readable in all browsers

Moodle Activities

Courses will vary in how much use is made of activities, but you may see the following on your course. Your teacher will explain in more detail the purpose of a particular activity.

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.