



MOODLE QUICK START GUIDE FOR STUDENTS

Online Learning



E-LEARNING
ALTERA VITA

JUNE 10, 2022

ALTERA VITA

Kepos-Manna, Syros 84100 - Greece

Online Learning
ALTERA VITA
Social Cooperative of the Cyclades



.....

Moodle Quick Start

Guide for Students

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**Gemeente
Rotterdam**



ISRAA
Istituto per Servizi di Ricovero
e Assistenza agli Anziani
Ricordi di ieri, gesti di oggi.



santa casa da misericórdia
A M A D O R A



**HOGESCHOOL
ROTTERDAM**

Getting Started in Moodle

1.1 Getting to Moodle

How you can get to the **Altera Vita e-Learning MOODLE Platform**:

- Go to E-Learning -ALTERA VITA Moodle page directly at <https://e-learning.alteravita.eu/>

1.2 Logging in to Moodle

- Is this your first time here?

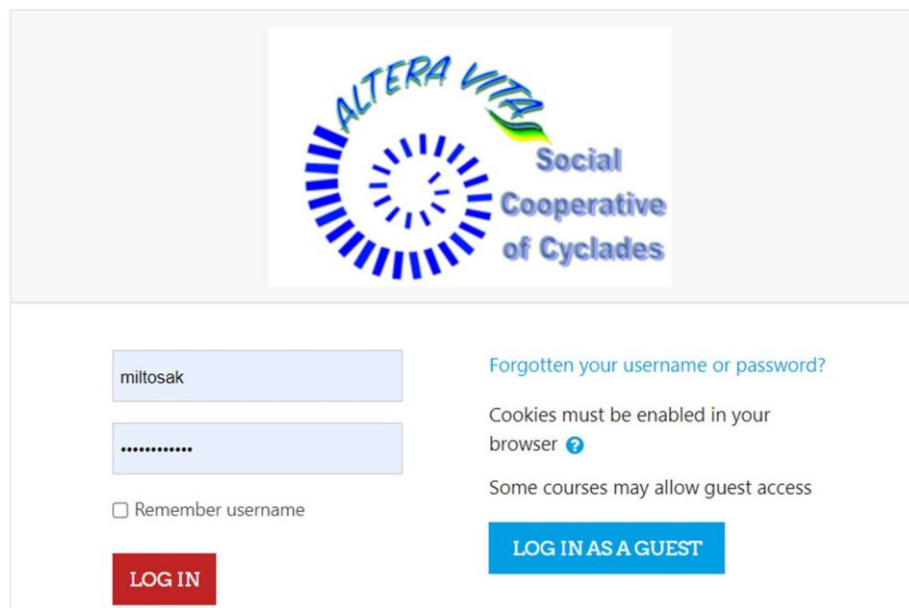
For full access to this site, you first need to create an account, following this link:

<https://e-learning.alteravita.eu/login/signup.php?>

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as as *, -, or #

To Login to Moodle:

- Click the **Log in** link in the upper right corner of the [Moodle homepage](#).
- Enter your username and password



The screenshot shows the Moodle login interface. At the top center is the logo for 'ALTERA VITA Social Cooperative of Cyclades', which features a blue circular graphic with radiating lines. Below the logo, there are two input fields: the first contains the username 'miltosak' and the second contains a masked password '.....'. To the right of the password field is a link that says 'Forgotten your username or password?'. Below the input fields is a checkbox labeled 'Remember username' which is currently unchecked. At the bottom left is a red 'LOG IN' button. At the bottom right is a blue 'LOG IN AS A GUEST' button. To the right of the 'LOG IN AS A GUEST' button, there is a message: 'Cookies must be enabled in your browser' with a small blue question mark icon, and below that, 'Some courses may allow guest access'.

1.3 Finding Your Courses

Once you are logged into Moodle, you will be taken to the **Dashboard** where you will have three ways to access your course(s).

- On the left side of the screen there is a menu block that will have a section within the blue **Navigation drawer** labeled My courses where you will see your course(s) listed. If you don't see your courses, click the 3 horizontal lines hamburger icon to expand the navigation drawer (fig 1).
- Scroll down the page until you see **My courses** (fig 2).
- In the same blue menu block there is a link labeled **Dashboard**. Clicking this link will pull up your course overview in the middle of the screen where all of your classes will be listed (fig 3).

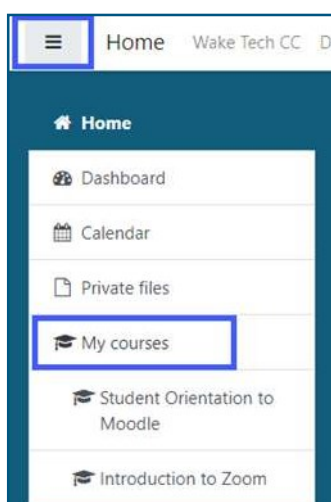
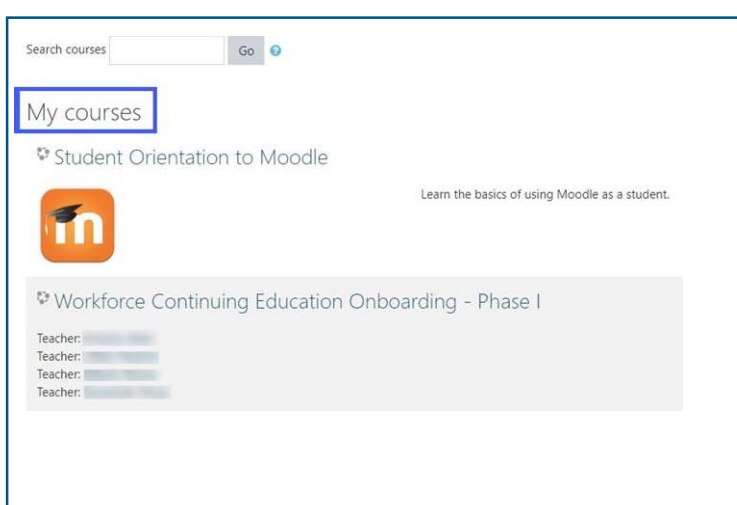
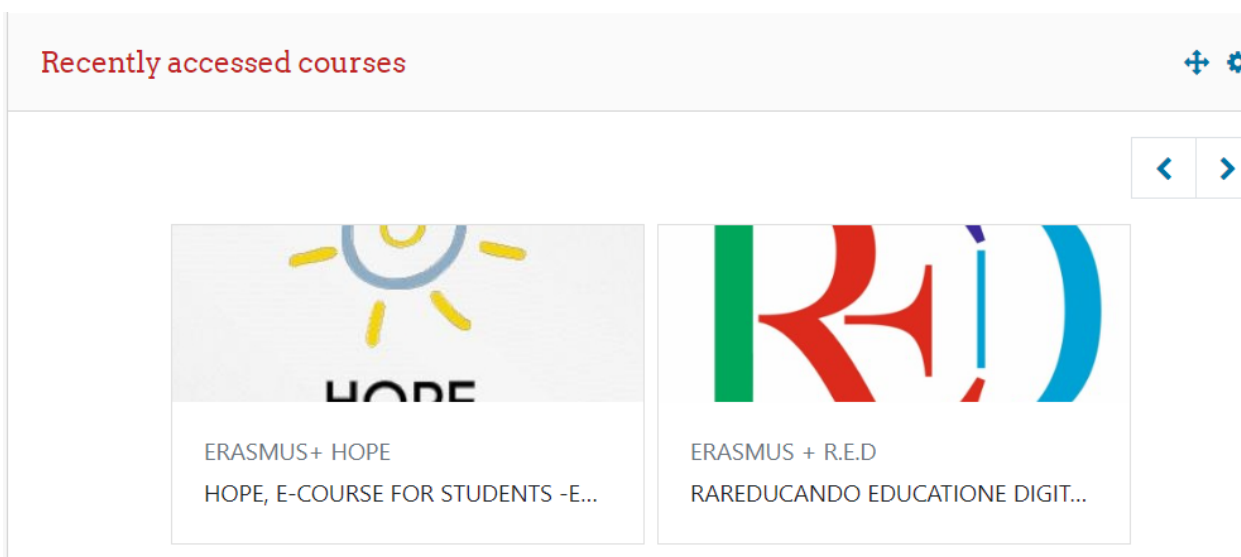


Fig1.Course links in Navigation Drawer and Hamburger icon.



- Fig2.Course links below Announcements.



ALL HOPE E-COURSES LINK: <https://e-learning.alteravita.eu/course/index.php?categoryid=23>

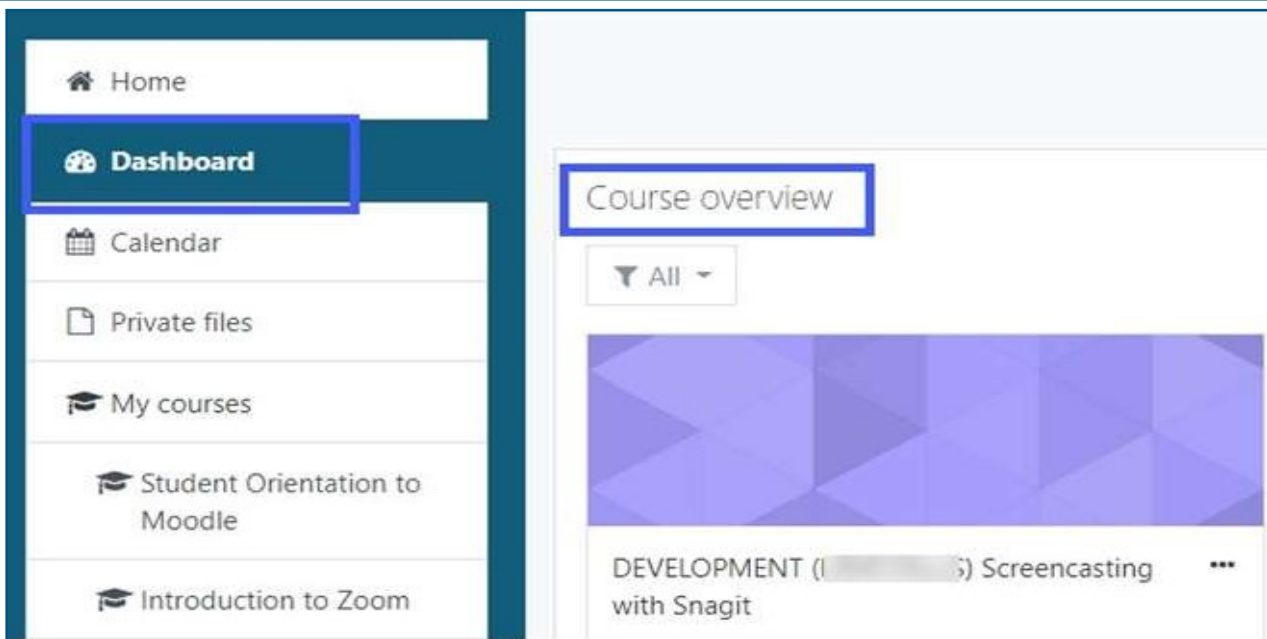
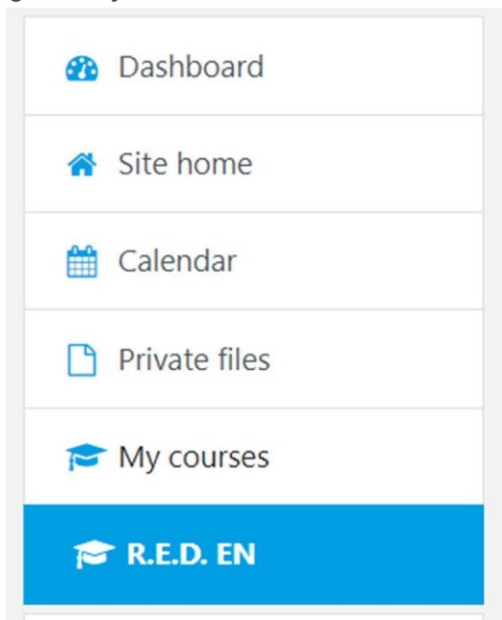


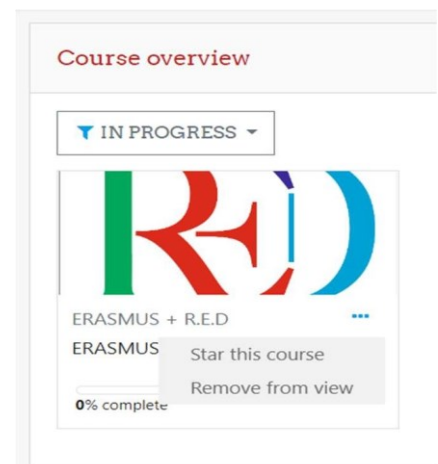
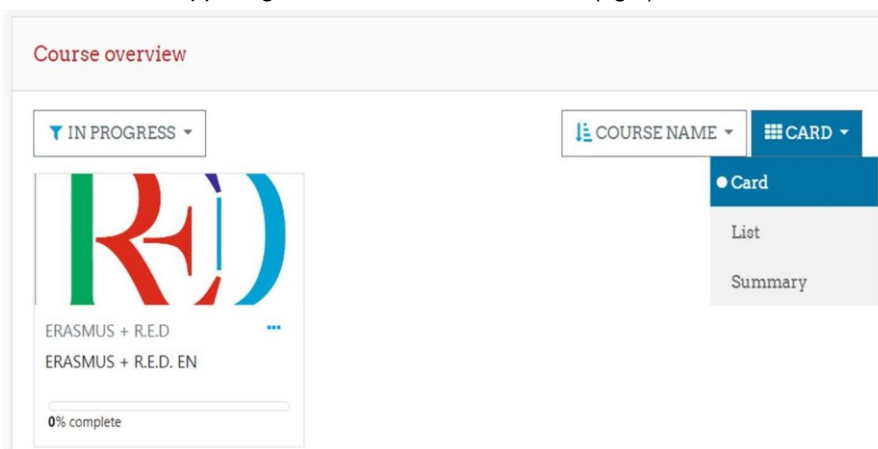
FIGURE 10-10



- ★ **Watch the videos:** [Finding your way around](#) by Learn Moodle 3.9 Basics
- ★ https://www.youtube.com/playlist?list=PLxcO_MFWQBDC-Me7DIIOSTe6FMh8JYjJ3

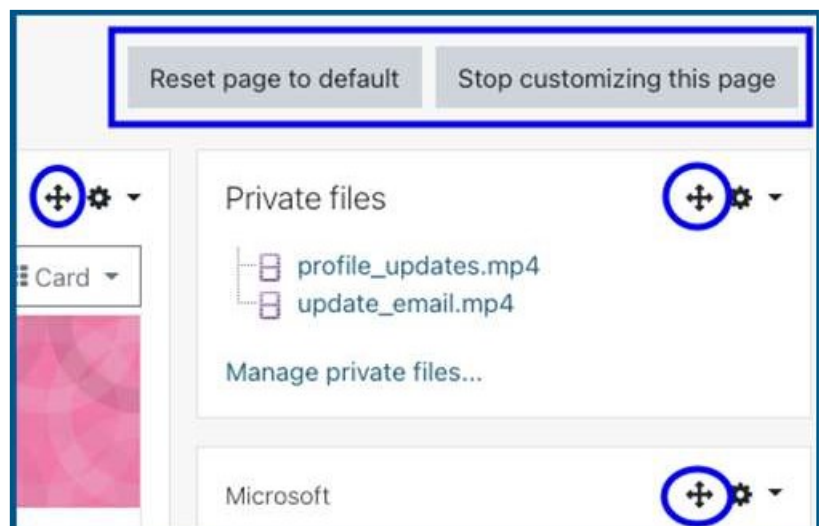
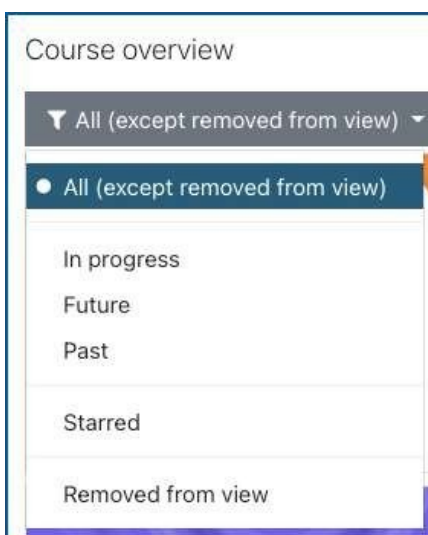
1.4 Understanding your Dashboard

- In Course Overview, you may view your courses as a Card, List, or Summary (fig 4).
- Star, or bookmark, courses by clicking the **3 ellipses icon** next to the title of a course. You may also remove courses from view from the same drop-down menu (fig 5).
- To filter and view courses, click the **All** button under Course overview and make a selection from the dropdown menu (fig 6).
- Organize the contents of your Dashboard by clicking the **Customize this page** button in the upper right corner of the screen underneath your name and then drag and drop the content blocks around the page using the double arrow icons (fig 7).
- When you are finished, click the **Stop customizing this page** button, or **Reset page to default**
- button in the upper right hand corner of the screen (fig 7).



★ Fig4.Card, List, and Summary view options.

Fig5.Star or remove from view.



★ Fig6.Filter and view your courses. Fig7.Use the double arrow icons to drag and drop sections around the page

- ★ **Watch the video:** [Dashboard](#) by Learn Moodle 3.9 Basics
More videos in the link : <https://www.youtube.com/c/moodle/videos>

Taking a Course in Moodle

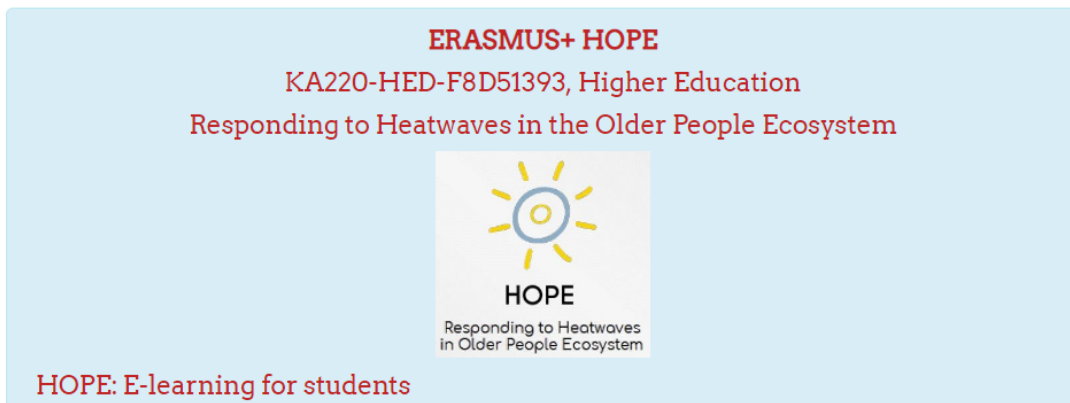
2.1 The Course Layout

HOPE, E-COURSE FOR STUDENTS -ENGLISH


Dashboard / Courses / ERASMUS+ HOPE / RUAS -HOPE

General 

Edit 



ERASMUS+ HOPE
KA220-HED-F8D51393, Higher Education
Responding to Heatwaves in the Older People Ecosystem



HOPE: E-learning for students

- Each course that is offered in Moodle will look slightly different from one another depending on how the instructors set up the features, but all courses function in the same way. Click on the link to the course you want to access. Once you are in your course, you will see there are three sections to each course page:
- The **Navigation drawer** on the left side contains a link to grades and each section of the course which may be listed as Topics or by Week (fig 8).
- The center section of the page is where the course content is located. It will be presented with text, links, activities, forums, quizzes, assignments, pages, books, images, and/or videos (fig 9).

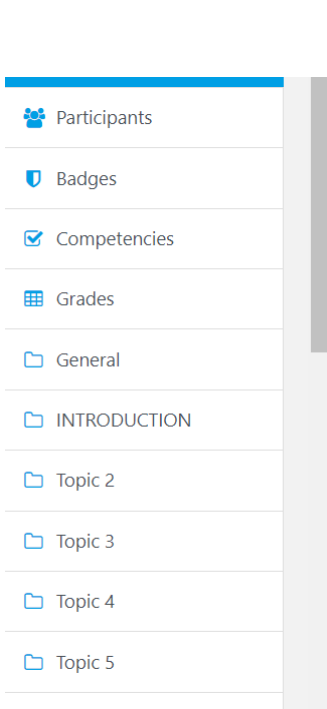


Fig8.Navigation drawer

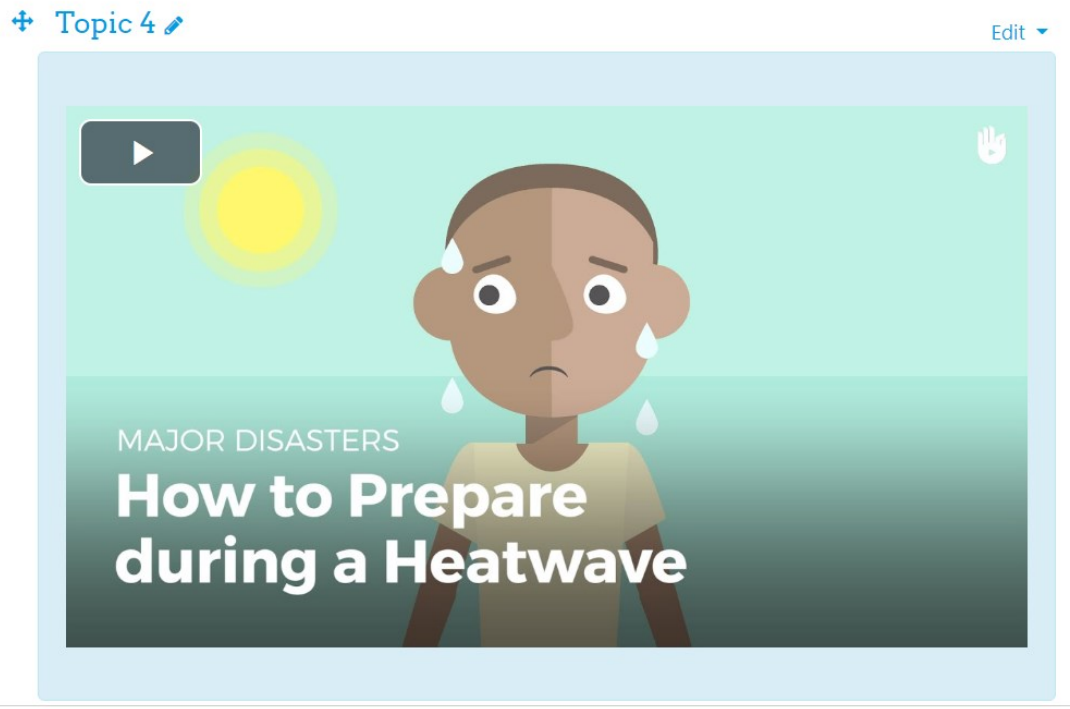


Fig9.Topic section of a course

- The right side of the page are blocks that the instructors can customize to contain various types of information such as Activities, links to outside resources, Upcoming events, Latest news, contact information, and/or Search forums (fig 10).

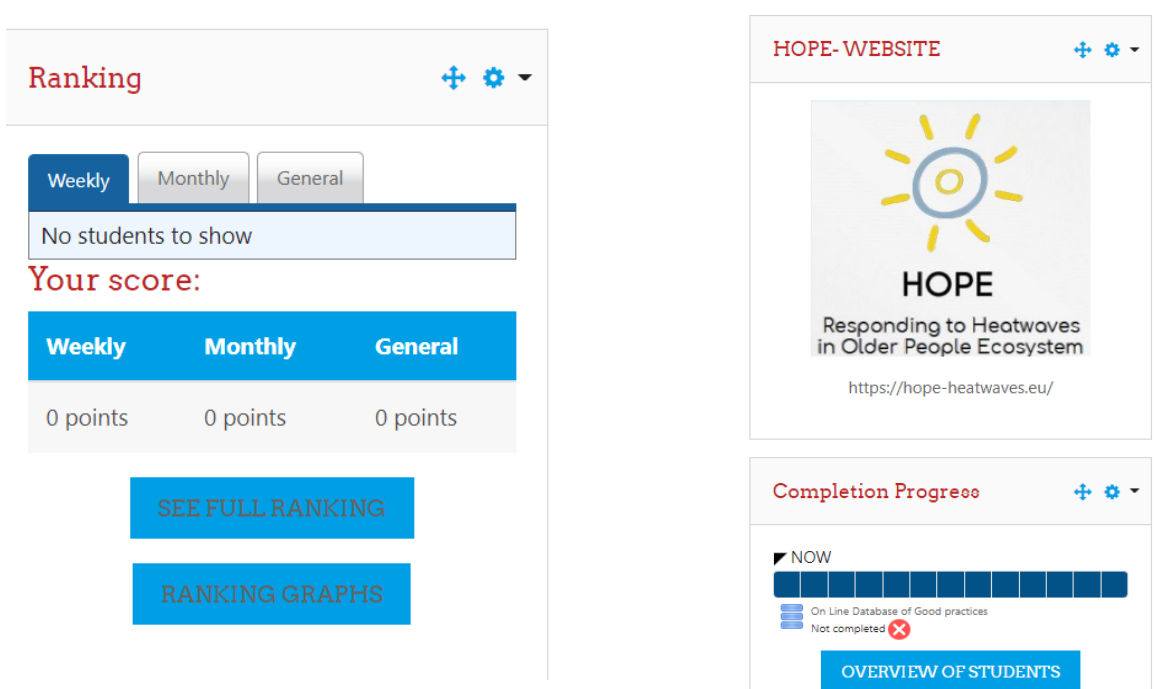







Fig10.A block containing links to course features

Activities

-  Assignments
-  Feedback
-  Forums
-  Quizzes
-  Resources

OVERVIEW

Evaluation

Certificate

Moodle App video

Moodle app installation

User badges

Dashboard

Site home


Calendar

Private files

My courses

R.E.D. EN

Site administration


 **Klass**
Moodle theme


ENGLISH (EN) ▾

ERASMUS + R.E.D. EN










Dashboard / My courses / R.E.D. EN

General

Your progress 

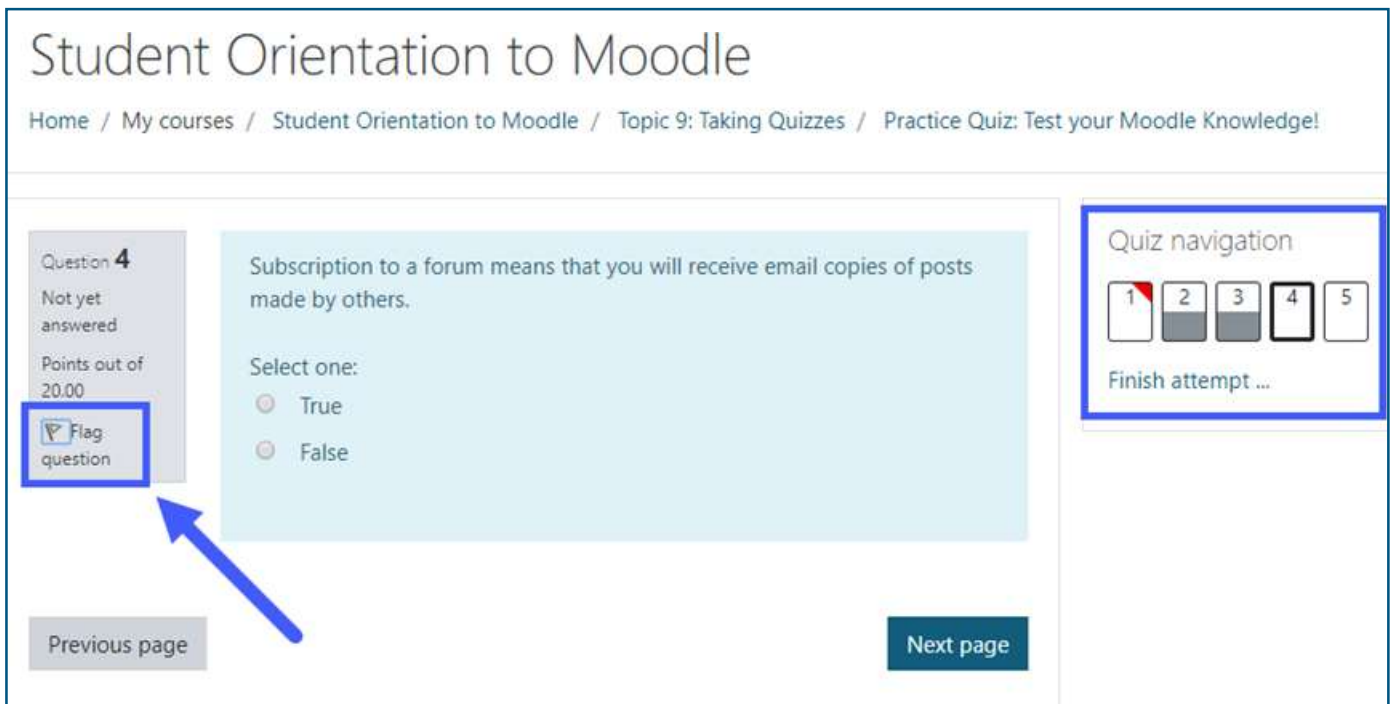




-   Forum 
-   Rareduciendo 
-   TELECONFERENCE ROOM 

2.2 Taking a Quiz or Exam

1. Click on the link to the quiz you are attempting. Quizzes and exams are denoted by an icon with a piece of paper with a red check mark on top.
2. Click on the **Attempt quiz now** button.
3. Answer the quiz question and click the **Next page** button in the lower right corner to continue to the next question, or the **Previous page** button to return to previous questions.
4. If you aren't sure about an answer, you may click the **Flag question** link on the left of the screen to set a reminder to return to that question before you submit for a final grade (fig 11).
5. In the **Quiz navigation** block, questions that have been answered will be filled halfway with gray shading and Flagged questions will have a red triangle in the upper right corner (fig 11).



6. Fig11.Flag question button and Quiz navigation block showing flagged and completed questions.
7. Once you have completed the quiz click the **Finish attempt** button.
8. Click the **Submit all and finish** button or **Return to attempt**
9. Click the **Submit all and finish button** or **Cancel** button in the Confirmation pop-out box.
10. Review your answers on the Summary screen and click **Finish review** to receive your grade.
11. Click **Re-attempt quiz** button if this option is available and you would like another attempt.

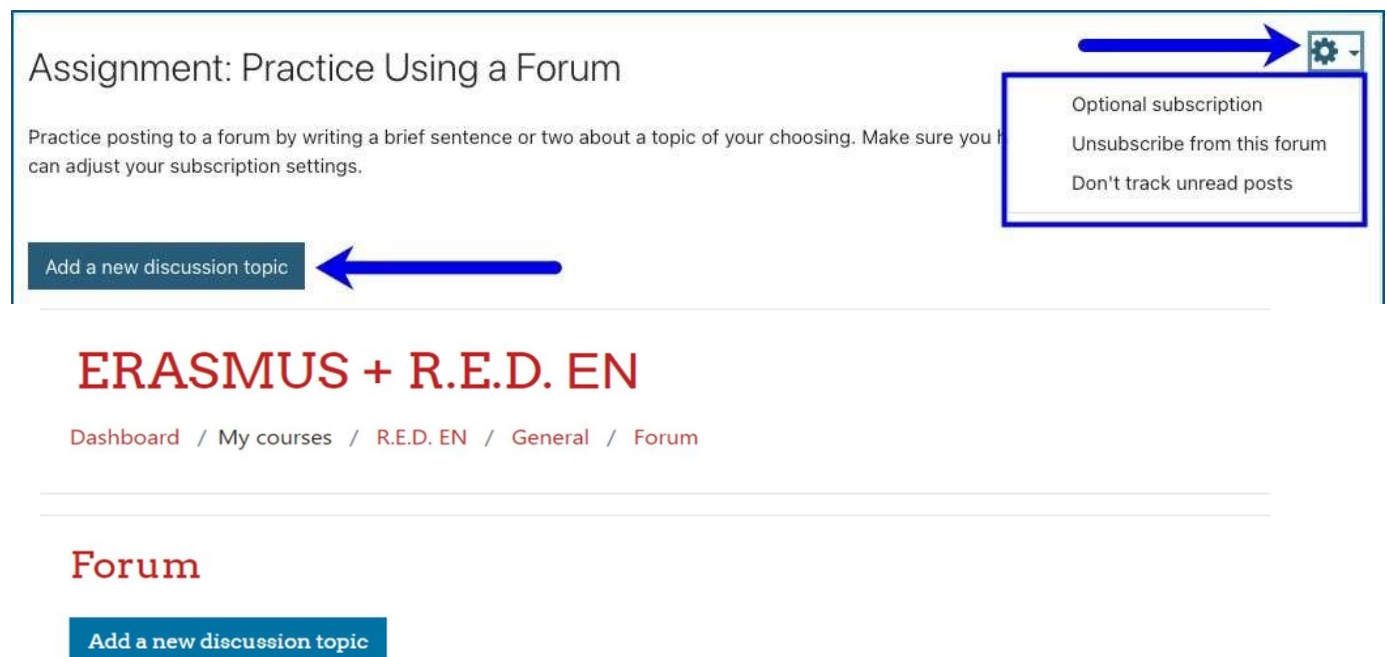
2.3 Using Forums



1. To start a post in a discussion forum, click the link to the discussion topic (fig 12).
2. Click the **Add a new discussion topic** button (fig 13).
3. Write your post and scroll down to click the **Post to forum** button.
4. Click the **Subscribe** radio icons to unsubscribe to individual threads and turn off notifications when a new thread is posted (fig 13).
5. Alternatively, you can click the **Gear menu** icon in the upper right corner of the screen to adjust form subscription settings (fig 13).
6. To **Star** a post, click the star icon to the left of the user's name or click the ellipses next to the Subscribe icon (fig 13).
7. To reply to a post click the title of the discussion from the Discussion list and click **Reply**. Click **Submit** when completed.



8. Fig12.Link to a Discussion forum



9.

Fig13.Add a new discussion topic button,Subscribe icons,Star a post, and Gear menu dropdown subscription options.

2.4 Submitting an Assignment

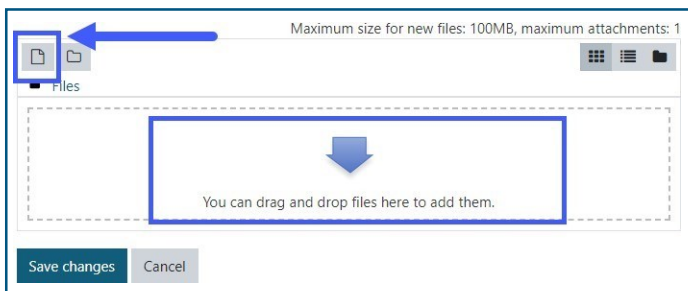
There are two ways to submit written assignments in Moodle depending on how your instructor has set up the assignment:

- **Online text:** You can type your assignment directly into the *Text editor* and submit for grading.
- **File submissions:** You can upload files of any type your instructor requests and include a note to your teacher in the text editor before submitting the assignment.

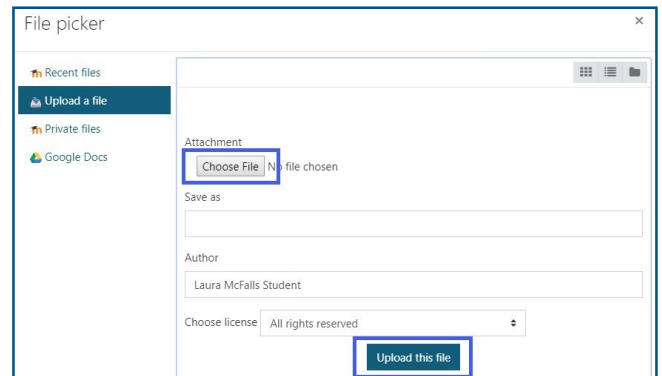
To begin an assignment submission, click the link to the assignment, then click the Add submission button. To submit a text assignment, simply type in the text box and click the Save changes button when you are finished.

To submit a file:

1. Click the Add File icon in the upper left corner of the file submissions box or drag and drop the file into File submission box (fig 14).
2. Click the Upload a file link in the File picker box then click the Choose file button (fig 15) and select the file to upload, click **Open**, then click the **Upload this file** button and click **Save changes** (fig 15).
3. You then have the option to **Edit submission**, **Remove submission** or **Submit the assignment** (fig 16).
4. Click the **Continue** button for final submission or Cancel to start over (fig 17).



5. Fig 14. Click the Add file icon or drag and drop a file to upload.



6. Fig 15. Click Upload a file link and then the Choose File button.

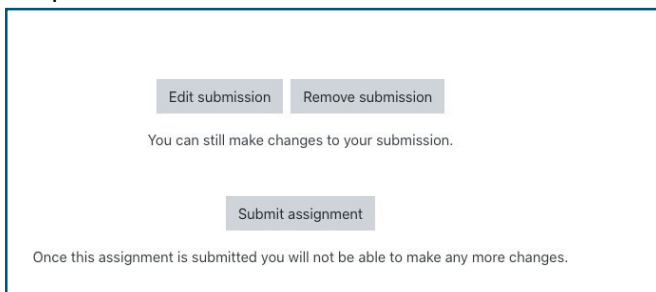


Fig 16. Edit, Remove, and Submit assignment buttons.

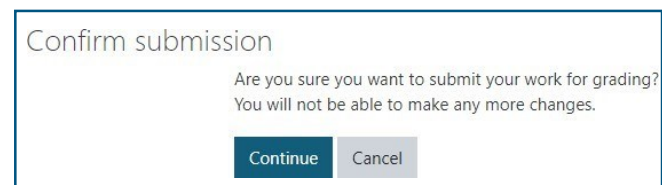


Fig 17. Continue for final submission or Cancel to start over.

2.5 Viewing your Grades

In order to check your grades, you will need to locate the **Navigation drawer** on the left side of the screen. If you are unable to view your Navigation drawer see [page 3](#) for instructions.

1. Click on the name of the course link in the Navigation drawer under My courses (fig 18).
2. Click on the **Grades** link (fig 19).
3. Click the **User report** link which lists individual assignments and their grades (fig 20).

Note: Some grades may be hidden by your instructor, in which case they will not be included in the overall average. Additionally, if a grade is given a scale value rather than a numerical one, it will be listed as either Complete or Incomplete. The grade Range is the range between the lowest and highest grade you can make, not the actual grade awarded for an assignment.

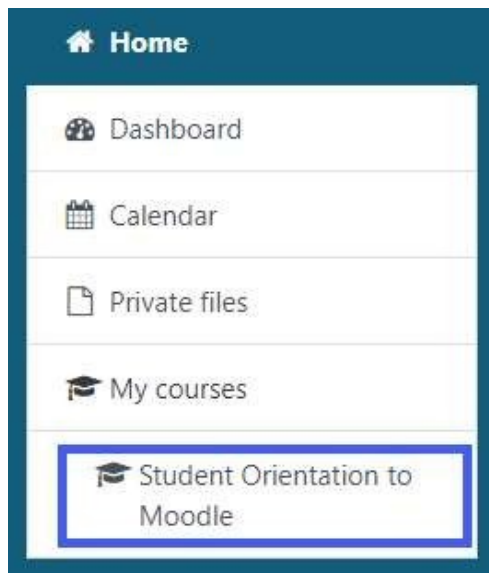


Fig18.Choose course to view grades

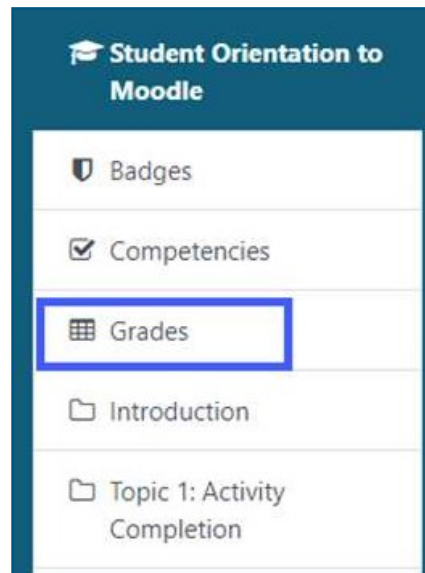
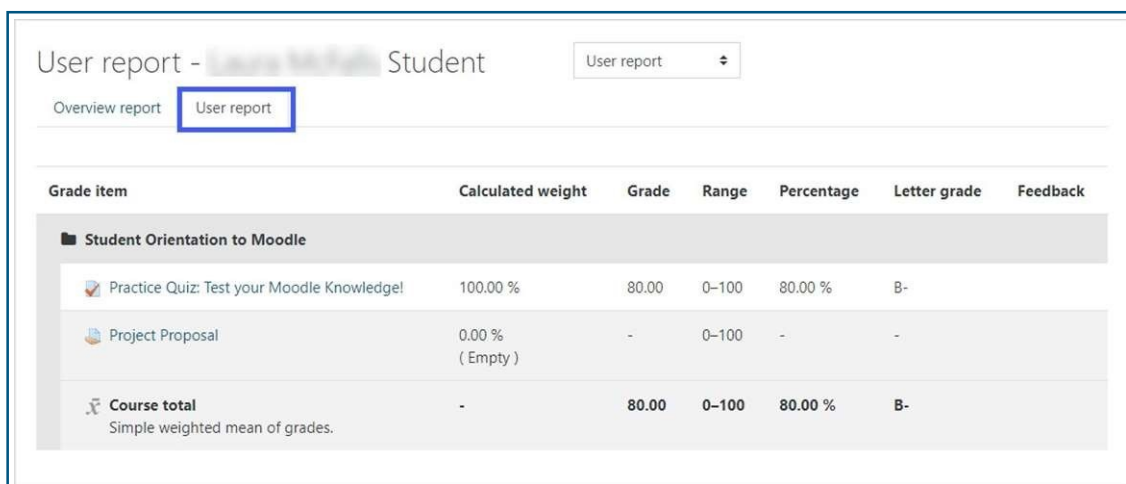


Fig19.Click Grades link



User report - **Student Orientation to Moodle** Student

Overview report **User report**

Grade item	Calculated weight	Grade	Range	Percentage	Letter grade	Feedback
Student Orientation to Moodle						
Practice Quiz: Test your Moodle Knowledge!	100.00 %	80.00	0-100	80.00 %	B-	
Project Proposal	0.00 % (Empty)	-	0-100	-	-	
Course total Simple weighted mean of grades.	-	80.00	0-100	80.00 %	B-	

Fig20.Click User report link to view grade details.

2.6 Activity Completion

This feature allows you to easily keep track of your course progress. Activity Completion allows for a check mark to be placed in the box when an activity is considered complete. If the lines of the box are dashed, then the check mark will be added automatically once all parts of the activity are completed. If the box is a solid line, then a check mark can be added manually by clicking on the box (fig 21).

Note: Contact your instructor if you feel you have completed the activity requirements but do not have a check mark in the dashed box.

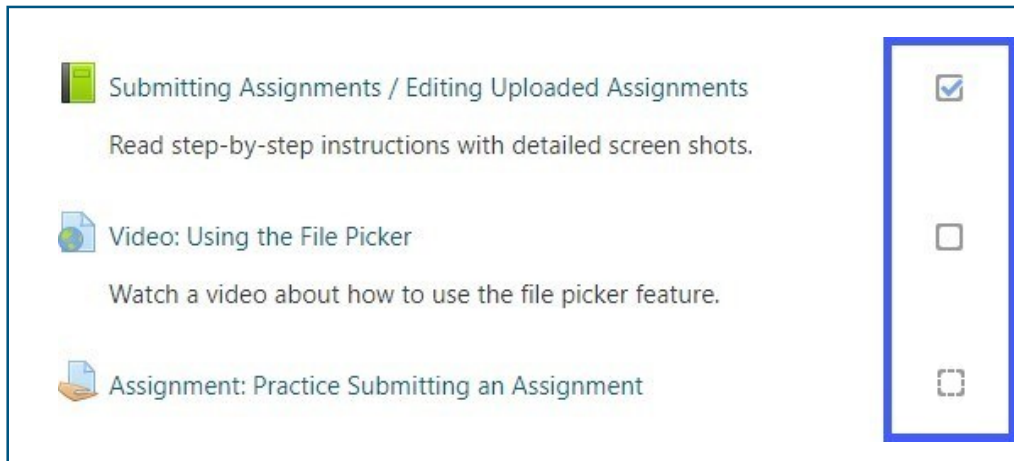


Fig 21. Automatic and manual activity boxes shown with solid and dashed lines next to activities and resources in a course.

2.8 Using Moodle Messaging

This feature allows teachers and students to send and receive private messages in Moodle. To access messaging click the message cloud icon in the upper right corner of the Moodle screen next to your name.

- A number at the top of the screen reflects the number of people who have sent new messages.
- Clicking the icon displays the messaging drawer, divided into starred messages, group messages and personal messages.
- Contacts and contact requests may be accessed from the Contacts link.
- A star may be added by clicking the ellipses icon when viewing a message.
- You may update your notification preferences by clicking the **gear menu icon** in the messaging Drawer next to the search box.

★ Watch the video: [Messaging](#) by Learn Moodle Basics 3.7

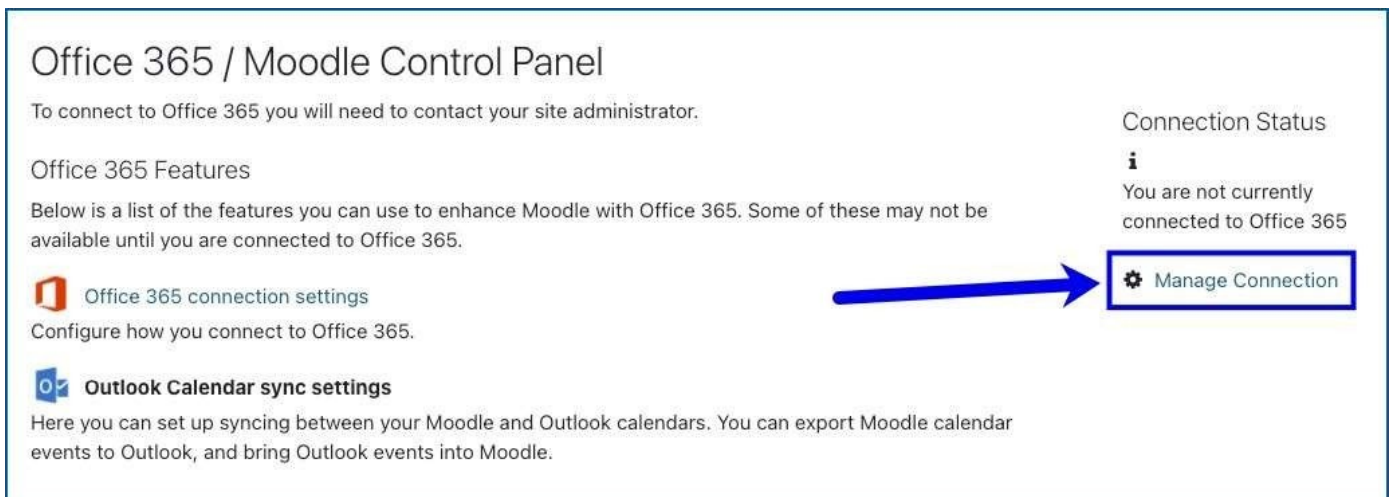
2.9 Logging into Microsoft Office in Moodle

Moodle now has Office 365 integration that will appear in a block on the right side of your Dashboard

1. Click the **Connect to Office 365** link (fig 22).
2. Click the **Manage Connection** link on the right side of the Office 365 / Moodle Control Panel section (fig 23).
3. Click the **Link your Moodle account to an Office 365 account** (fig 24).
4. Enter your Wake Tech email address to connect to the WTCC login page (fig 25).
5. Enter your WTCC email address and password to login and finish connecting Office 365. You should only need to login in once (fig 26).



6. Fig22.Connect to Office365 link



7. Fig23.Manage Connection link

Office 365 connection settings

Here you can configure how you connect to Office 365. To use Office 365 features, you must be connected to an Office 365 account. This can be accomplished as outlined below.

You are not connected to Office 365.

Connection Options:

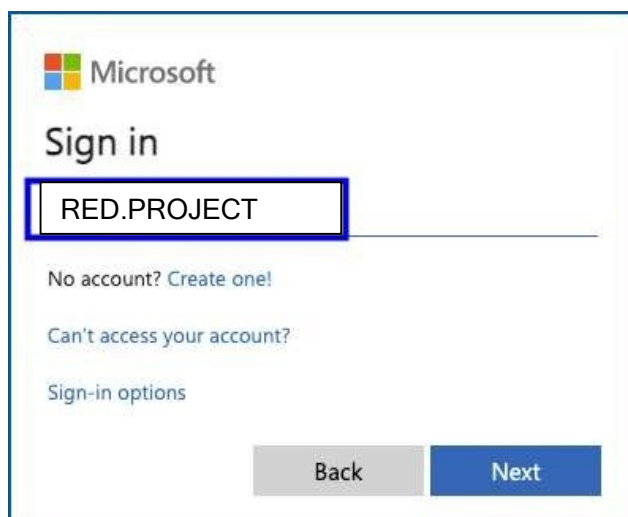
Link your Moodle and Office 365 accounts

Linking your Moodle and Office 365 accounts allows you to use Office 365 Moodle features without changing how you log in to Moodle.

Clicking the link below will send you to Office 365 to perform a one-time login, after which you will be returned here. You will be able to use all the Office 365 features without making any other changes to your Moodle account - you will log in to Moodle as you always have.

[Link your Moodle account to an Office 365 account.](#)

Fig25.MoodleOffice365



Microsoft
Sign in
RED.PROJECT
No account? [Create one!](#)
[Can't access your account?](#)
[Sign-in options](#)
Back Next

Fig25. Enter your email to connect to Microsoft

REFERENCES – GUIDES-VIDEOS

OFFICIAL TUTORIAL VIDEOS FOR MOODLE:

<https://www.youtube.com/c/moodle/videos>

<https://www.youtube.com/watch?v=ZsNK44EqRkg>

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