MOODLE 2.3.3
BASIC REFERENCE GUIDE
FOR STUDENTS

7 January 2013 Update by Kim McMurtry
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How do I log in to Moodle?

1. On the Averett University home page (http://www.averett.edu), in the “My Averett” dropdown menu, click “Moodle Login.”

2. On the Moodle “Home” page, click “Login” in the top right corner.

3. On the “Login to the site” page, type your Averett username and password and click “Login.”
4. Your courses will be listed on “My home” page.

5. Click on the course title you’d like to open.
What am I looking at in my course?

See the diagram below for these key features of courses in Moodle:

**Breadcrumbs:** Located in the upper left, breadcrumbs show where you are in the site and provide hyperlinks to navigate to previously viewed pages.

**Blocks:** Blocks usually appear in the left and right columns and contain groups of settings, such as the “Navigation” block and the “Settings” block. Click this icon in the upper right corner of a block to move the block to the “Dock” on the left side of the screen.

**Navigation:** Click “My courses” in the “Navigation” block for easy access to other courses to which you’re associated.

**Settings:** Click “Grades” under “Course administration” in the “Settings” block to access your course grades. Click “Edit profile” under “My profile settings” in the “Settings” block to edit your Moodle profile.

**Online course support:** The “Online course support” block provides a link to 24/7 Moodle help.
**Course content:** Course content provided by your professor is located in the widest column, usually in the center of the screen. Key resources for the course, including the course syllabus, are usually at the top of this column in the header section.

Below that, most courses use Folder View format, which organizes course content into topic folders by week. Click the folder icon to expand or collapse that topic section, or click the topic section title or this icon to open that section on its own page. Your professor might hide the later week sections of the course, so only the first week might be visible at first.

When showing only one topic on a new page, use the Topic list icon or click the “Topic list” hyperlink to return to the course home page. Or use the “Jump to” dropdown menu to return to the course home page or to show a different topic section.
How do I find my course syllabus?

Key course resources including the syllabus are usually at the top of the main column in the header section. Just click it, and the file will download automatically. Syllabi are usually Microsoft Word files but may be PDFs.
How do I submit an assignment file?

An assignment that requires you to submit a file, such as a Word document for a research paper, will have an “Add submission” button:

1. Click “Add submission.”

2. When the page reloads, a space is provided to drag and drop your file from your computer (minimum browser requirements are Firefox 4, Internet Explorer 10, Safari 5, Google Chrome 11, Opera 9). Alternatively, you could click “Add” and browse for the file. When finished, click “Save changes.”
How do I participate in a forum?

Follow your professor’s instructions for the forum. You may be asked to start a new discussion topic; if so, click the “Add a new discussion topic” button.
3. When the page refreshes, type an appropriate subject.

4. Type your message.

5. If needed, you can attach a file by dragging and dropping it from your computer or using the “Add” option.

6. Click “Post to forum.”
You may be asked to reply to the professor’s post or to your classmates’ post, as in this example:

1. Click the discussion topic to which you’d like to reply.

2. Click “Reply.”

3. Type your message and click “Post to forum.”
How do I see my grades?

1. In the “Settings” block, click “Grades” under “Course administration.”

2. The “User report” page displays grades for assignments for this course, including any comments from the professor, and the course grade thus far.
How do I communicate with my professor?

Your professor likely provided contact information in the course syllabus, which is usually a file posted in the header section at the top of the main course page.

You can access your professor’s e-mail address here:

1. In the “Navigation” block, click “Participants” under the course title, which is under “My courses.”

2. On the “Participants” page, choose “User details” from the “User list” dropdown menu. The page will list all class participants, including your professor, and their e-mail addresses.
What if I need more help with Moodle?

1. Many features in Moodle provide information on that feature in a pop-up window; click this icon when you see it:

![Moodle icon](image1)

2. For assistance with technical issues related to Moodle, use the online course support link provided in the upper right corner of the course home page; 24/7 help is available.

![Online course support link](image2)