



Making the most of Moodle 2

(A quick guide for students)

NOTE: The slides will run automatically.

You can also press the arrow keys on your keyboard to go back and forth.

The basics

1. Find your unit in Moodle
2. Make Moodle yours
3. Participate in a forum
4. Submit an assignment online
5. Respond to a quiz
6. Check your grades

Find your unit in Moodle:

Access Moodle via my.monash portal

The screenshot shows the my.monash portal interface. At the top, it says "Welcome Marissa Carlos" and "Monday 6 February, 2012 | Weather forecast: Today: 22°C". Below this is a navigation bar with buttons for "Dashboard", "Home", "Email", "Study and administration", "Library", "Campus services", and "News and events". The "Study and administration" button is highlighted. On the left is a sidebar menu with items like "Study and administration home", "My units", "My personal info", "MUSO learning systems", "Student administration", "Study resources", "Course and academic information", "Research", and "Contacts". The main content area is titled "Study and administration" and includes sections for "My units" (with a note "You are not currently enrolled in"), "My personal info" (with links for Exam timetable, Internet usage, My timetable, Personal details (MDS), and WES), and "MUSO learning systems" (with links for Blackboard, Moodle, Moodle 1.9 (pilot), and InterLearn). A red arrow points to the "Moodle" link in the MUSO learning systems section. Two blue callout boxes provide additional information: one points to the "My units" section stating "Once enrolled, links to your units in Moodle will appear here." and another points to the "Moodle" link stating "You can also go directly to Moodle using this link."

my monash

Welcome Marissa Carlos

Monday 6 February, 2012 | Weather forecast: Today: 22°C

Dashboard Home Email Study and administration Library Campus services News and events

Study and administration home

my.monash > Study and administration

Study and administration

My units

You are not currently enrolled in

[Evaluations]

My personal info

- Exam timetable
- Internet usage
- My timetable
- Personal details (MDS)
- WES

MUSO learning systems

- Blackboard | Open Access
- Moodle
- Moodle 1.9 (pilot)
- InterLearn

[Scheduled maintenance windows]

Study and administration home

My units

My personal info

MUSO learning systems

Student administration

Study resources

Course and academic information

Research

Contacts

Student administration

Study resources

Find your unit in Moodle: Your Moodle home page

Note that you can also customise this home page if you like.



Customise this page

Links to your unit/s are found in the **Unit overview** page.



Navigation

- My home
 - Site home
 - Site pages
 - My profile
 - My units

Settings

- My profile settings
 - Edit profile
 - Security keys
 - Messaging

Unit overview

[Faculty of Engineering Intro to Moodle](#)

[Workshop Training Units MYTUM 50](#)

Forum: [One truth and one lie](#)
0 posts since last login
1 total unread

Assignment: [Online text](#)
Due date: Monday, 21 November 2011, 04:45 PM
Submitted, Graded

Assignment: [Offline assignment](#)
Due date: Monday, 21 November 2011, 04:55 PM
Not submitted yet (69 days 21 hours late)

[Workshop Training Units MYTUM 49](#)

Forum: [One truth and one lie](#)
0 posts since last login
1 total unread

Assignment: [Online text](#)
Due date: Monday, 21 November 2011, 04:45 PM
Submitted, Graded

Calendar

January 2012

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					

Copyright Warning

Commonwealth of Australia
Copyright Act 1968

Notice for paragraph 135ZX
(a) of the Copyright Act 1968

Warning

This material has been reproduced and communicated to you by or on behalf of Monash University under Part 114 of the Copyright Act 1968

Make Moodle yours: Collapse and expand items

MONASH University Faculty of Engineering

You are logged in as [Sam Clayton \(Logout\)](#)

VLE @ Monash Library ... Need help? Feedback

[My home](#) > [My units](#) > [FoE Moodle Intro](#)

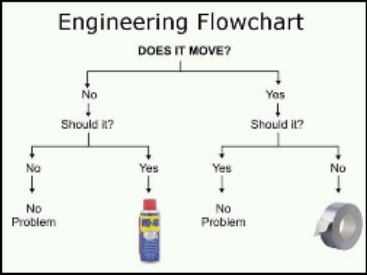
Navigation Engineering Intro to Moodle Your progress ?

[My home](#)

- [Site home](#)
- [Site pages](#)
- [My profile](#)
- ▾ [My units](#)
 - ▾ [FoE Moodle Intro](#)
 - [Participants](#)
 - [General](#)
 - [Moodle interior design](#)
 - [Sharing content](#)
 - [Students](#)
 - [Controlling access to content](#)
 - [Grouping students](#)
 - [Assignments](#)
 - [Quizzes](#)
 - [Grades](#)
 - [MYTUM-50](#)
 - [MYTUM-49](#)
 - [MYTUM-48](#)
 - [MYTUM-47](#)
 - [MYTUM-44](#)
 - [MYTUM-46](#)

Very important messages will stand out if you use this space
This section is the 'top real estate' of your Moodle unit.
Less is more: If you use this space only occasionally and keep content to a minimum, it will have more impact with more important messages.
Scroll warning: Anything you add here forces your students to scroll a little further to get to content in the rest of the unit.
Check the colours: Some colour combinations are more difficult to see with a vision impairment. You can [download a free tool from Vision Australia](#) to check this.

Engineering Flowchart



- [News forum](#)
- [Brief introduction](#)
- [Live demo](#)
- [Customising your workspace](#)
- [Navigating around Moodle](#)

Moodle interior design

Make Moodle yours:

Edit your profile; upload an avatar

The screenshot shows a Moodle course page for 'Faculty of Engineering Intro to Moodle'. The user is logged in as Sam Clayton. The page has a dark blue header with the Monash University logo and course title. Below the header is a navigation bar with 'VLE @ Monash' and 'Feedback'. The main content area is divided into a left sidebar and a main content area. The sidebar contains 'Settings' and 'Unit Convenors' sections. The 'Settings' section is expanded to show 'My profile settings' with options for 'Edit profile', 'Security keys', and 'Messaging'. A red arrow points to 'Edit profile'. The main content area has a 'Moodle' section with a 'Your progress' indicator. Below this is a 'Moodle interior design' section. A blue callout box with a white background and a red arrow points to the 'Edit profile' link in the sidebar. The callout text reads: 'In the Settings block, select My profile settings, then click Edit profile.' Another blue callout box with a white background and a red arrow points to the 'Edit profile' link. The callout text reads: 'Note: Your profile settings will apply to ALL Moodle units you are enrolled in.' The main content area also contains a red text block: 'very important messages will stand out if you use this space'. Below this is a paragraph: 'This section is the 'top real estate' of your Moodle unit. Less is more: If you use this space only occasionally and keep content to a minimum, it will have more impact with more important messages. Scroll warning: Anything you add here forces your students to scroll a little further to get to content in the rest of the unit. Check the colours: Some colour combinations are more difficult to see with a vision impairment. You can download a free tool from Vision Australia to check this.' Below the paragraph is a diagram with two decision trees. The first tree asks 'Should it?' with 'No' leading to 'No Problem' and 'Yes' leading to a bottle of spray. The second tree asks 'Should it?' with 'Yes' leading to 'No Problem' and 'No' leading to a hard hat. Below the diagram are several links: 'News forum', 'Brief introduction', 'Live demo', 'Customising your workspace', and 'Navigating around Moodle'. The 'Unit Convenors' section shows two names: Marissa Viray Carlos and Mitch Hughes, each with a cartoon avatar. Below the avatars is the text: 'We use clipart from the OpenClipArt Library'.

MONASH University

You are logged in as [Sam Clayton](#) (Logout)

Faculty of Engineering Intro to Moodle

VLE @ Monash Feedback

[My home](#) ► My un

Navigation Moodle Your progress 📊

Settings

- Unit administration
 - [Grades](#)
- My profile settings
 - [Edit profile](#)
 - [Security keys](#)
 - [Messaging](#)

Unit Convenors

Marissa Viray Carlos Mitch Hughes

We use clipart from the [OpenClipArt Library](#)

very important messages will stand out if you use this space

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Check the colours: Some colour combinations are more difficult to see with a vision impairment. You can [download a free tool from Vision Australia](#) to check this.

Note: Your profile settings will apply to ALL Moodle units you are enrolled in.

Should it? Should it?

No Yes Yes No
No Problem No Problem

[News forum](#)
[Brief introduction](#)
[Live demo](#)
[Customising your workspace](#)
[Navigating around Moodle](#)


► Moodle interior design

Make Moodle yours:


Edit your profile; upload an avatar

In the profile settings page, scroll down to the **User picture** section and click **Choose a file** to upload as your avatar.

User picture

Current picture 

Delete

New picture  les: 500MB

Picture description

Then scroll down and click **Update Profile**

Participate in a forum:

Join in a discussion

You can click on the **discussion forum link**, or on the **unread posts links**.

Forums

Forums are a common method for communicating and sharing ideas in Moodle.



[Future of Engineering](#)

[3 unread posts](#)

Forums in your Moodle unit are preceded by this icon.

Participate in a forum: Join in a discussion

To join in the discussion, click on the **Reply** link on the right.

Display replies in nested form ▼



Future of Engineering

by [redacted] - Thursday, 26 January 2012, 10:20 PM

Which engineering discipline will have the most impact on society over the next 100 years?

Why?



[Reply](#)



Re: Future of Engineering

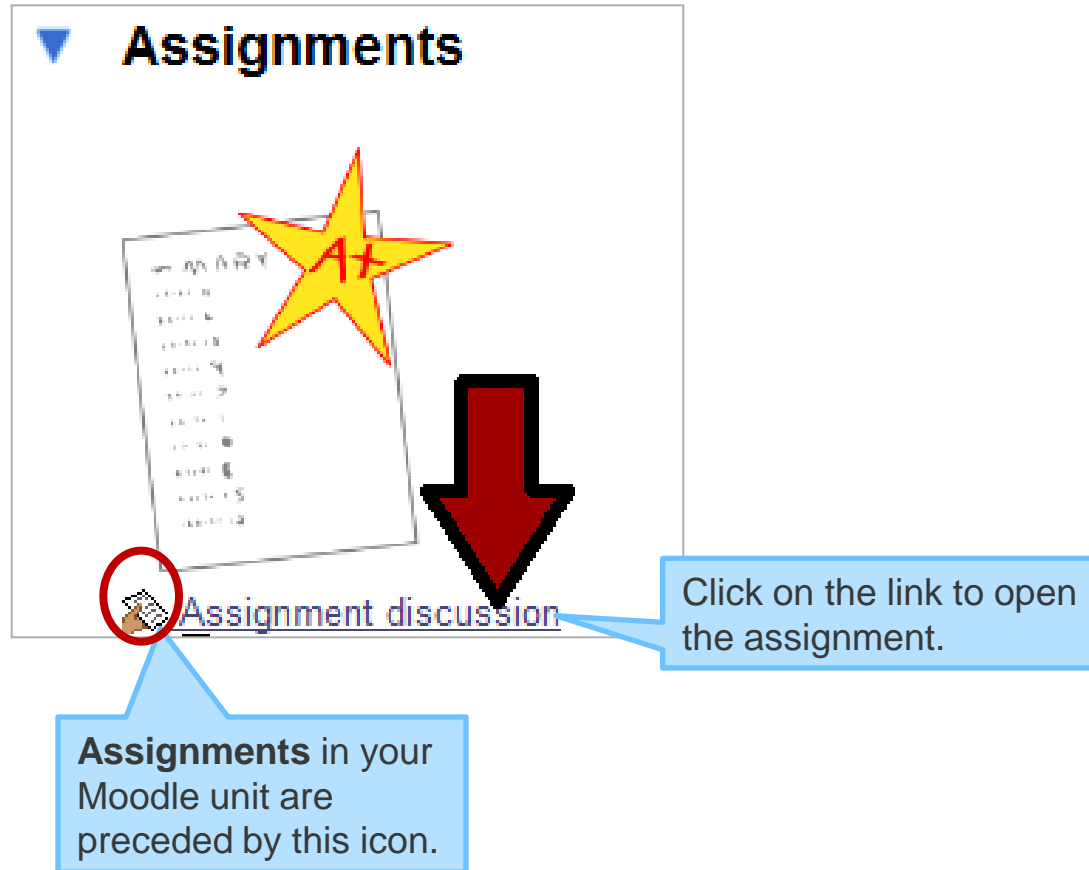
by [redacted] - Monday, 30 January 2012, 11:34 AM

Testing the edit function for the sake of revisionism.



[Show parent](#) | [Reply](#)

Submit an assignment online



▼ **Assignments**

Assignment discussion

Click on the link to open the assignment.

Assignments in your Moodle unit are preceded by this icon.

The screenshot shows a Moodle interface with a section titled "Assignments" indicated by a blue downward arrow. Below the title is a document icon with a large yellow star containing the text "A+" overlaid on it. Below the document icon is a red arrow pointing downwards. At the bottom of the screenshot, the text "Assignment discussion" is underlined. A red circle highlights a small icon of a document with a checkmark, which is the Moodle assignment icon. A blue callout box points to this icon with the text "Assignments in your Moodle unit are preceded by this icon." Another blue callout box points to the underlined text "Assignment discussion" with the text "Click on the link to open the assignment."

Submit an assignment online

Read the instructions or questions...

Review the lecture notes for this week and provide a 500-word analysis. You can include images to better illustrate your point if you wish.

You have not submitted anything yet

Add submission

...then click the **Add submission** button.

Note: There are many different variations of assignments in Moodle 2, so your assignments may look a little different to this example.

Respond to a quiz

5 **Assessments, quizzes and reports**

- Clap your hands through the times
- Take the tricky quiz**
- Tell me what you had for breakfast
- Test workshop

Click on the link to access the quiz.

Quizzes in your Moodle unit are preceded by this icon.

Respond to a quiz

The screenshot shows a Moodle quiz page titled "Take the tricky quiz". The breadcrumb trail at the top reads: "Into Moodle 2 ► Assessments, quizzes and reporting demo ► Take the tricky quiz ► Info".

Key elements and callouts:

- Read the instructions...:** A callout pointing to the instruction box: "You have one minute to answer four questions."
- ..and the settings or 'rules' for the quiz...:** A callout pointing to the quiz settings: "Attempts allowed: 3", "Time limit: 1 min", and "Grading method: Highest grade".
- Attempt quiz now:** A button with a red arrow pointing to it from below.
- ...then click Attempt quiz now to begin the quiz.:** A callout pointing to the "Attempt quiz now" button.

Respond to a quiz

This is an example of how a quiz may look like.

The screenshot shows a Moodle quiz interface. On the left, a 'Quiz navigation' box contains four numbered buttons (1, 2, 3, 4), with button 1 highlighted. Below these buttons is a 'Finish attempt...' link and a 'Time left 0:00:49' timer. A callout points to this box, stating: 'This block tells you where you are at in the quiz'. The main quiz area displays question 1: 'Which places have a Monash campus?'. It indicates 'Marks: --/1' and 'Choose at least one answer.' Below this are six multiple-choice options, each with an unchecked checkbox: a. Parkville, b. Melways, c. Berlin, d. Claytown, e. Callfield, and f. South America. A 'Submit' button is located below the options, with a red arrow pointing to it from a callout that says: 'These buttons will allow you to submit your answers and move to the next question.' Below the 'Submit' button is a 'Next' button, also with a red arrow pointing to it from the same callout.

Note: There are many different variations of quizzes in Moodle 2, so your quizzes may look a little different to this example.

Respond to a quiz

This is how your results can look like once you've completed a quiz.

Take the tricky quiz

You have one minute to answer four questions.

Attempts allowed: 3
Time limit: 1 min
Grading method: Highest grade

Summary of your previous attempts

Attempt	Completed	Marks / 4	Grade / 10	Review	Feedback
1	Monday, 6 February 2012, 05:45 PM	0	0	Review	
2	Monday, 6 February 2012, 05:47 PM	1	2	Review	
3	Monday, 6 February 2012, 05:48 PM	4	9	Review	You're a super star!

No more attempts are allowed

Your final grade for this quiz is 9/10.

Overall feedback
You're a super star!

No more attempts are allowed

[Continue](#)

Check your grades

MONASH University
Faculty of Engineering

You are logged in as [Sam Clayton](#) (Logout)

VLE @ Monash Library back

My home ▶ My units ▶ FoE Moodle

Navigation ▶

Settings ▼

- Unit administration
 - [Grades](#)
- My profile settings ▶

Unit Convenors

Marissa Viray Carlos
Mitch Hughes

We use clipart from the [OpenClipArt Library](#)
Please use the [Google Form](#) to give us your feedback.

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Engineering Flowchart

```
graph TD
    A[DOES IT MOVE?] -- No --> B[Should it?];
    A -- Yes --> C[Should it?];
    B -- No --> D[No Problem];
    B -- Yes --> E[Image of a spray can];
    C -- Yes --> F[No Problem];
    C -- No --> G[Image of a CD/DVD];
```







News forum
Brief introduction
Live demo
Customising your workspace
Navigating around Moodle

▶ Moodle interior design

Check your grades

Click on the item where you want to see full marks and feedback from your lecturer.

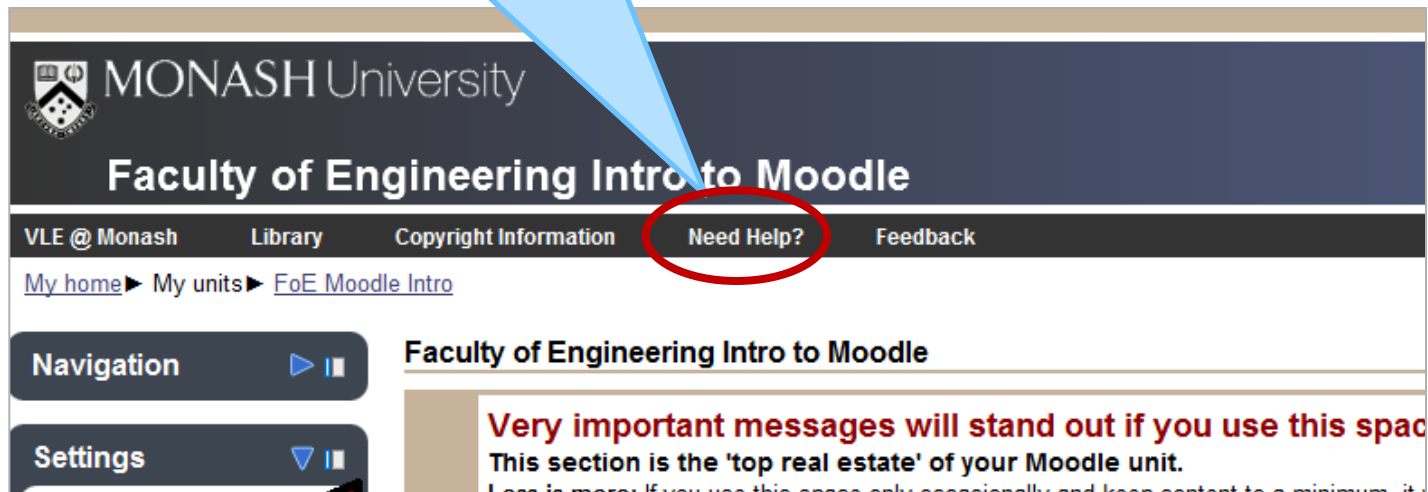
[View](#)
[Overview report](#) [User report](#)

Grade item	Grade	Range	Feedback
📁 Faculty of Engineering Intro to Moodle			
 Advanced uploading of files	-	0-100	
 Online text	-	0-100	
 Upload a single file	-	0-100	
 Offline assignment	-	0-100	
 Assignment discussion	78.00	0-100	This is my submission. <i>And it was a lovely submission too!</i>
 Quiz about quizzes	-	0-100	
\bar{x} Unit total	78.00	0-100	



Where to go for help

For more information or assistance with using Moodle, click on the **Need Help?** link.



The screenshot displays the Moodle interface for the Faculty of Engineering. At the top, the Monash University logo and name are visible. Below this, the page title is "Faculty of Engineering Intro to Moodle". A navigation bar contains several links: "VLE @ Monash", "Library", "Copyright Information", "Need Help?", and "Feedback". The "Need Help?" link is circled in red. Below the navigation bar, there are breadcrumb links: "My home", "My units", and "FoE Moodle Intro". On the left side, there are two expandable menus: "Navigation" and "Settings". The main content area features a prominent message in red text: "Very important messages will stand out if you use this space. This section is the 'top real estate' of your Moodle unit. Less is more. If you use this space only occasionally and keep content to a minimum, it..."