LearningHouse.com



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Moodle 2.2 Student User Guide Moodle Layout

Moodle Layout

Home Page

This is the first page you see when you come to your school's portal (sometimes called "portal main page". There are two "versions" of this page – one where you have not logged in (like below) and one where you have. They look almost identical with only the number of blocks and the "You are not logged in" block changing.

				You are not logged in. (Login) English - Ur	nited States (en_us) -
Ó	EARNINGI	HOUSE [*] 2			
Home	3			HELP CENTER	-m
Welcome to	Learning Hous	se Training			
MT2X: Facul	y Moodle 2 O	rientation		Click here to access technical support 24/7.	
		r: Transitioning from Moodle 1 to Moodl	e 2	LOGIN	-10
The Learning	House, Inc., prov	vides training to online instructors, registrars and	admissions personnel at institutions of higher education.	Username	
Please log in	using the inform	ation provided by Learning House. Note: your us	ername is likely your email address. If you have forgotten your password, please click on the "Lost password" link in the login block. For training questions, please email training@learninghouse.com.	Password	
		ional Development Courses fo		Remember username	
Professional D instructors on	evelopment cou sest practices, bu	irses provide professional development for instruct ut boost instructors' comfort level in teaching in a time.	don to increase exerces and implementation of best practices for online higher education instruction. The training is administered through a series of online courses, designed to not only coach n online environment. The Best Practices sessions are five-week, instructor-led dasses. Classes are also available for the Moodle learning management system; the Moodle dasses are self-paoed	Login	-
To register for	any Profession	al Development courses, please talk to the on	line program coordinator at your school, or email training@learninghouse.com for further information. The fee for each BP course is \$500; however, please check with the online program	Lost password?	5
coordinator a	your school to	see if training is provided as part of your scho	ol's Agreement with The Learning House, Inc.	NAVIGATION	F10
Upcomin	g Best Prac	ctices Sessions:		🙀 Site news	
BP 501: For	ndations of Onli	ine Delivery Dates:		Courses	
This 5-week, necessary, fi	instructor-led co indamental online	-class basics. 2012	2013	COURSE CATEGORIES	E10
Strategies fo delivering qu	r establishing tea ality feedback, a	iching presence, ind engaging students	O January 7	 Technical Training Courses (self-paced) Best Practices 	
are discusse	 Weekly assignment iscussion, and assignment 	nents include a	O February 4	On-Campus Trainings, Webinars & Demos Workshops	
		o becember 3 (rul)	O April 8	 Internal Training Courses Course Shells 	
				Miscellaneous	
		Area	Description		
	1.	You are not logged in.	This area shows if you are logged in or not. You can also login and logout using the Login (if you're not logged in) or Logout (if you are logged in) link here.		
	2.	School logo	Your school's logo will appear here.		
	3.	Tabs	There are two main tabs that will appear here: Home & My Calendar.		
	4.	Middle section	The information in this section will change depending on which page you're you on (Home, My Home or Course).		
	5.	Blocks	The blocks section could appear on either the left or the right depending on your school's theme. A listing of default blocks is next.	You can tell if something is a block by looking to the	
				right of the title. Blocks will have buttons that look like:	

My Home Page

This page will appear when you click the **My home** link in the **Navigation** block.

	You are logged in as Abraham Lincoln (Logout)	nglish - United States (er
LEARNINGHOUSE Your Chilline Edituation Partner		
Home My Calendar	MY PRIVATE FILES	-10
	No files available	
Home () My home	Customize this page Manage my private files	
COURSE OVERVIEW	EIC ONLINE USERS	-10
ART 101 for Presentation College	(last 5 minutes)	
	Abraham Lincoln	
Karyn Boyd's Big Blue Button Test Course	R Cathy Rider R Megan Kilgore	
ART 101–LH – 1210 – Art Appreciation	R Anthony Singer	2
	NAVIGATION	-
BP 501–01 – 1201 – Foundations in Online Delivery	4 Home	
	* My home	
	Site pages	
	My profile	
	My courses Courses	
	, Con122	
	SETTINGS	-
	My profile settings	

You must be logged in to see this page. The **Middle Section** now shows a listing of the courses you are currently enrolled in. It will also show you assignments with due dates, quizzes that are open and the number of forum posts in a course's discussion forums.

You may or may not have the **Online Users** block, depending on your school's theme.

Course Home

This is where	you'll start class from.

LEARNINGHOUSE* Your Online Education Partner		
Home My Calendar	SEARCH FORUMS	-10
Home) My courses) kb_bbb_test 6	Go Advanced search	-10
Topic outline	(No news has been posted yet)	_
握 News forum	UPCOMING EVENTS	-10
Module 1: Copyright & the Public Domain	Training Webinar: Moodle Basics and Navigat Tursday, December 4, 01:55 PM • 02:45 PM Training Webinar: Gradebook Thursday, December 6, 04:53 PM • 03:45 PM	tion
Lecture Notes Internet Resources	Training Webinar: Assignments Tuesday, December 18, 01:55 PM * 02:45 PM	
 Baruch College's interactive Guide to Using Copyrighted Media in Your Courses Finding Non-Password Protected Online Articles 	Go to calendar New event	
Assignments	PEOPLE	-00
Ma scenario 1 ☑ Copyright & the Public Domain	Participants NETWORK SERVERS	
Copyright and the Public Domain Copyright and the Public Domain Lecture	🜡 Home - Mahara	

You'll access this from your course list and the Middle Section will now show a Course Outline for your course. It may be in Module or Topic form, like the one shown above, or in Weekly form.

	Area	Description	
6	6. Breadcrumbs	This area appears at the top of the My Home and Course Home pages and will be in the same place as you move through your course. You can click on the links here to return to the course outline, Home, or any other section of your course.	Note
			For the most part you'll go from Home (logged in) to Course Home and then move between the different course pages (like Resources or Assignments). If you get lost, you can always follow the breadcrumbs and/or the Navigation block back.

Blocks

Default Blocks

Your instructor or the Moodle Administrator can add and remove blocks from the Course Home and Moodle Portal pages. Remember that blocks may also appear on the right or left hand side of the **Middle Section** as well as docked on the far left-hand side of the browser window. If you do not see blocks listed below or as you are walking through the steps contained in this User Guide, contact your instructor and/or The Learning House Help Desk for assistance.

Block	Description		Show on:	
Help Center	This will get you access to help 24/7 either through a Knowledge Base search or via a Help desk chat.	•	Home (logged in) Home (not logged in) My Home	
School Resources	This has links to information for your school. What shows up here is decided upon by the school but all portals should have the Student Tutorials link you followed to reach this documentation.	•	Home (logged in) Home (not logged in)	
People	This has a link to Participants which will show you who is in the course.	•	Course Home	
Navigation	This has links to Home as well as menus for your profile and your courses.	•	Home (logged in) Home (not logged in) My Home Course Home	Note Depending on where year are once you've logged Moodle, the menus/link Navigation will change. will always have: • Home • My Home • My Profile • My courses If you're not logged in, is show at least Home.
Settings	This has a menu for your profile settings.	•	Home (logged in) My Home Course Home	

Calendar	This is a basic calendar in month format. You can click on a date to see what is due then.	•	Home (not logged in) Home (logged in) Course Home
Messages	This is Moodle's email (or messaging) system. When you have an email the sender's name will pop up in the box along with a little envelope and the number of messages still to be read from that person.	•	Course Home
Latest News	This will show any new postings for your course.	•	Course Home
Activities	This provides links to Assignments, Forums, Questionnaires, Quizzes and Resources. You can click the link to get a list of that type of activity.	•	Course Home
My Courses	This shows links for all the courses you are currently enrolled in. You can click any of these links to go to that course.	•	Home (logged in)
My Private Files	Files uploaded here (like homework assignments) can be accessed from any computer you can access Moodle with.	•	My Home



If you're on the Home Page, this calendar will be a basic month block. Once you're logged in and at your course, however, it will change to show different due dates.

NAVIGATION



1. Hiding		
Step	Screen shot	
Click the – sign in the block buttons. If you mouse over it with your mouse, it will show a ToolTip that says Hide (name of block) block. The block will minimize so that all you see is the title	NAVIGATION +	Mouse over – When you "mouse over" using a mouse, you simply rest the mouse pointer on top of the item without clicking.
of the block and the buttons. You will now have a plus sign which will say Show (name of block) block when you mouse over it.		Term
To show the block, click the + and the block will restore to its original size.		ToolTip – This box will pop up when you mouse over most buttons within Moodle. It simply gives the name of the button or, sometimes, more information about how that item is used.

2. Docking

Step	Screen shot	
Click the button to the far right. If you mouse over it with your mouse, it will show a ToolTip that		🍟 Тір
says Move this to the dock . The block will disappear from within the main page and appear on the far left as a tab.	Welcome to Learning Hou MT2X: Faculty Moodle 2 C Moodle 2 Resource Cente	You can "dock" blocks to make the page less cluttered. This will move them to the far left side of your screen as a tab that you can access by clicking.
You can still access the links and menus inside the docked block by mousing over it.	Navigation Ise Tra Home Site news Courses r: Tra The Learning House, Inc., provides traini institutions of higher education.	
To close the pop up menu, you can either click somewhere else in the page or you can click the X in the block buttons.	Navigation .	
You can undock blocks by clicking the same block within the menu. When you mouse over it, you will get a ToolTip that says Undock this block .	Navigation .	