Moodle 2.2
Student User Guide
Accessing & Saving Files

Using the Course Outline

The Course Outline can be in Topic format or in Week format, depending on how your instructor sets up their course. These are the icons you may see on the page.

Icon	Name	Description
	Forums	Forums are discussions held asynchronously. Usually your instructor or another participant posts a question and you reply to that post. This is an activity. You can access forums from the **Activities** block by clicking **Forums**.
	Page	This leads to another page in the site. It could be Internet Resources or additional readings for you to peruse. This is a resource. You can access resources from the **Activities** block by clicking **Resources**.
	Assessment	This is a quiz or final exam. This is an activity. You can access activities from the **Activities** block by clicking **Quizzes**.

Term

Asynchronously – not happening at the same time. For example, a conversation via email could be asynchronous – you send the message and they might respond later in the day instead of right then.

Term

Resource – A resource is something the instructor adds to support your learning. It can be anything from the syllabus to Internet sites to research from. It does not require input from the student.

Activity – An activity does require input from you whether it's a post in a forum, participation in a chat and/or taking a quiz, The instructor will add these for practice or to assess your learning.

Icon	Name	Description
	PDF Resource	This is a file for you to read. Your syllabus and lectures may be in this format. This is a resource. You can access resources from the **Activities** block by clicking **Resources**.
	Assignment	This is a graded assignment that the instructor has created. This is an activity. You can access activities from the **Activities** block by clicking **Assignments**.
	Web site	This is a web site resource. It links to an outside page on the Internet. This is a resource. You can access resources from the **Activities** block by clicking **Resources**.
	BigBlueButton Session	This will open a BigBlueButton synchronous session. In this session your instructor can give a lecture while you participate via video and audio feeds and a chat room. This is an activity resource. You can access resources from the **Activities** block by clicking **BigBlueButton**.
	BigBlueButton Recording	This is a recording of a previously held BigBlueButton activity.
	PowerPoint Word Excel	These are Microsoft Office Products.

Term

PDF – A PDF is a file created by Adobe Acrobat . To read it, you will need the most recent version of Adobe Acrobat Reader. The Reader is free and can be downloaded from the Acrobat website: www.adobe.com.
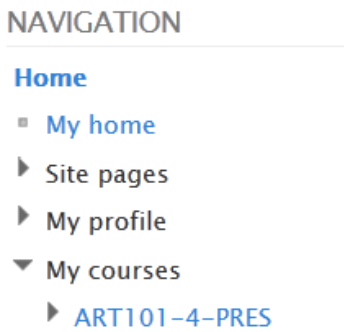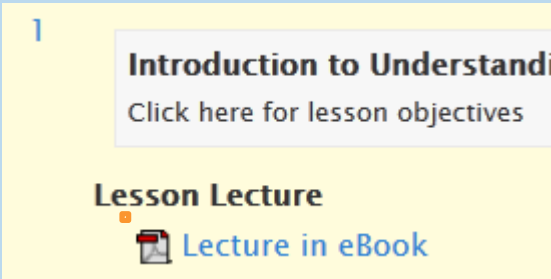
Term

Synchronous – happens at the same time. For example, a conference call is a synchronous session – Everyone is "present" at the same time.

Accessing Files in the Course Outline

Step	Screen shot

1. To access File resources such as your syllabus or lectures, access your Course from the **Navigation** block under **My courses** by clicking on its **link**.	NAVIGATION
	
	Home
	  ▪ My home
	  ▶ Site pages
	  ▶ My profile
	  ▼ My courses
	      ▶ ART101–4–PRES

2. Click on the **link** for the item you wish to open.	1 **Introduction to Understandi** Click here for lesson objectives **Lesson Lecture** 📄 Lecture in eBook
The item will open usually in a separate window.	

Note

You can also access Resources from the **Resources** link in the **Activities** block if it is available.

Note

The icon to the left of the link will tell you what type of file you are about to open. For example, the one in the screen shot is a PDF.

Saving a PDF file

Step	Screen shot
1. To save a PDF file once you have opened it, hover your mouse inside the PDF and a tool bar will open.	
2. Click the **Save a copy** button (usually the first button). It looks like a floppy disc.	
3. You will see a window prompting you to save the file. Browse to where you wish the item to be saved and then click **Save**.	

![Note icon] **Note**

Usually the toolbar appears if the mouse is at the top or bottom of the page.

- The printer button (2nd) will let you print the document.
- The arrows up and down allow you to move through the file.
- The #/# (1/18 now) shows what page you are on. You can type a number in the box (where it says "1") and go to that page.
- The plus & minus will zoom the page in (+) or out (-).

Saving a Microsoft Office file

Step	Screen shot
1. To save a Microsoft Office file once you have opened it, click the **Save** button on the toolbar. It looks like a floppy disc.	
2. You will see a window prompting you to save the file. Browse to where you wish the item to be saved and then click **Save**.	