

Moodle Information Sheet

Introduction

Moodle is a Learning Management Systems (LMS). Moodle's basic structure is organized around courses, as an interactive website with a number of features and activities designed to engage and promote collaborative, student-centered learning.

A typical online course will require:

- Reading assignments
- Papers and projects
- Discussion of course concepts
- Tests
- Additional learning opportunities, such as interactive videos and games.

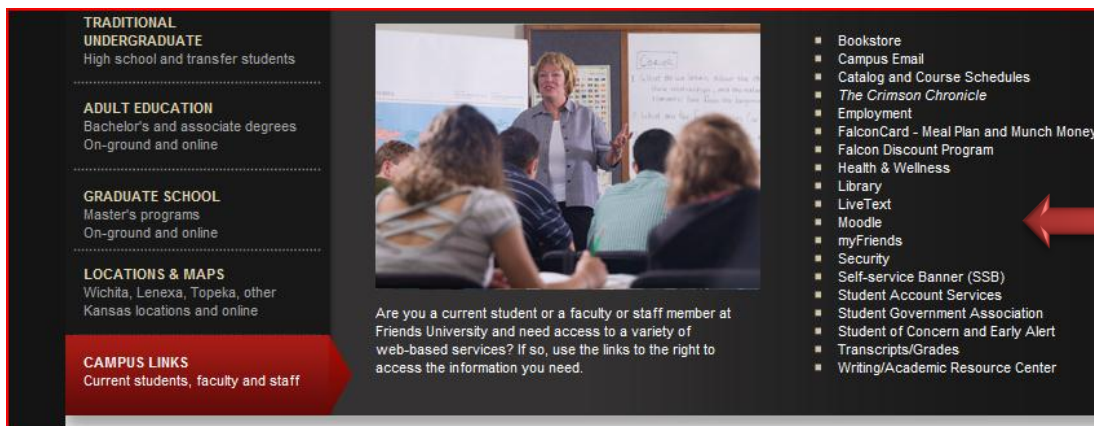
Follow this link to learn more about using Moodle:

New Student Orientation

http://content.learninghouse.com/training/student-tutorials/tutorial_moodle.html

Logging into Moodle

From the Friends University website (<http://www.friends.edu>), click on Campus Links | Moodle.



<https://lms.friends.edu>

Login here using your username and password
(Cookies must be enabled in your browser) ?

Username
Password
☐ Remember username
[Forgotten your username or password?](#)

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FAQs

What browser should I use with Moodle?

Moodle recommends that you use Firefox as your browser. Chrome also works well. You should only use Internet Explorer if you have at least version 9. Lower versions have some problems with page display. Other browsers may work but behave in strange ways at times, such as not displaying images. FOR TAKING QUIZZES, FIREFOX IS STRONGLY RECOMMENDED.

We recommend that you use Firefox which you can download for free at <http://www.mozilla.com/en-US/firefox/new/>.

Google Chrome can be downloaded free at <https://www.google.com/intl/en/chrome/browser/>.

How else can I learn more about Moodle?

Friends University has purchased a campus wide license to **Atomic Learning**. Online tutorials for Moodle, MS Office and other applications are available through Atomic Learning. Atomic Learning provides learners of all ages instant access technology-focused online training resources 24 hours a day, seven days a week.

How do I find it?

Go to <http://www.AtomicLearning.com/login/friends>

Login with your Friends username and password.

I cannot see my class once I log into Moodle.

By default, when courses are created, they are unavailable to students. The best thing to do is to contact your instructor to ask when the course will be made available to you.

Where have all the weeks/topics gone?

If the weeks/topics seem to have disappeared in Moodle, it's a display setting that your instructor has chosen for a particular course. If the course is set with a collapsed topics view, you will have links to go forward and back a topic as well as to return to the main course page. If the course is set to folders view, you will have a "Jump to" menu to go from topic to topic and links along the right to display the topic list.

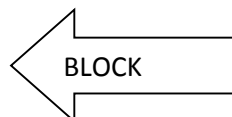
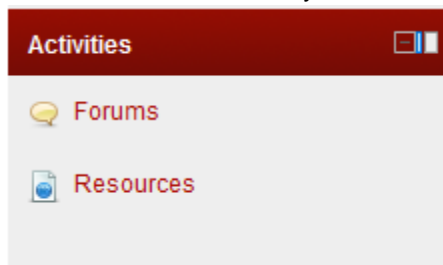
I keep getting an IE Script Message

If you do use IE, you will often get a message about a script that is taking a long time to run. Visit the Microsoft site and run this download to fix the problem. You may want to consider switching to Firefox since Firefox is the recommended browser to use with Moodle.

<http://support.microsoft.com/kb/175500>

What is a Block?

Blocks are items which may be added to the left or right or center column of any page in Moodle.

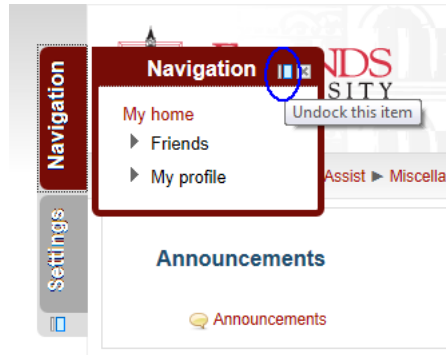
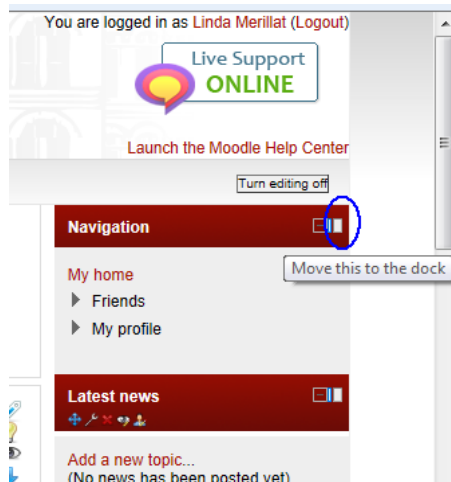


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How do I dock and undock my Blocks?

To dock a block, click on the upper-right icon in the block header:

To undock a dock, click on the same icon:



How do send a message to my teacher or classmates?

Click on the Participants in the People block

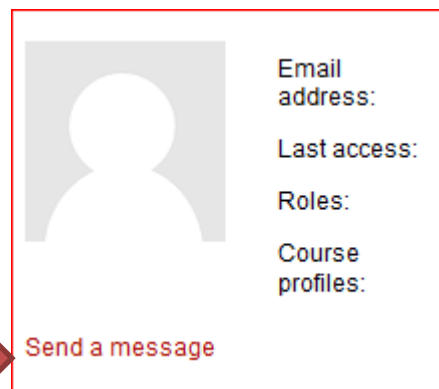
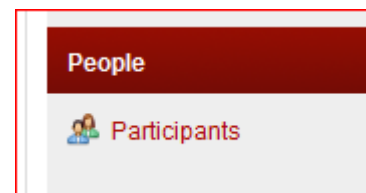
To select your Teacher or Classmate, click on their name

Send Message will appear under their Profile Picture

Type your message in the Message box.

Click Send Message when ready

The message will go to recipients **Message** box in Moodle and their Friends Email account



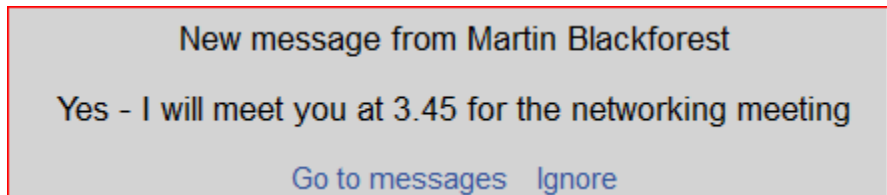
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How do I respond to a message?

A message sent to you will appear as a pop up when you log into Moodle

Click **Go to message** in the popup to read and reply to it.

Ignore will only ignore it this time. The message will appear again as a pop up until you respond.



Tips for Being a Successful Student:

- **Find your course syllabus and read it thoroughly.** The syllabus is more than just assignments and due dates. It contains the policies and procedures on how your course will operate. Your knowledge of these things and adherence to them has a direct impact on your success in your course.
- **Update your student profile** (instructions can be found online, which also includes uploading your profile picture).
 - When you first upload a photo to your profile, it will appear immediately, but if you change the photo or delete it, the changes will take overnight to process.
- **Check your Moodle course regularly for new material.** If you are taking a 100% online course, check it every day. If your professor uses Moodle to complement a face-to-face class, check it at least the day before your class or at some regular interval (recommended daily).
- **Write good Forum posts:**
 - Read questions carefully
 - Think about the main points you would like to make
 - Include any references or supporting arguments
 - Compose your post
 - Write meaningful posts (more than "me, too" or "I agree")
- **Manage your time when posting and participating.** Post ahead of time. Do not wait until right before a post is due, especially when you're collaborating with others. Everyone does not have the same schedule and may not like waiting until the last minute.
- **Check your grades to monitor your success.**
 - From the Administration block, click the Grades link
 - On the Grades View page, you can see
 - **User Report:** all your grades for the current course, including your overall grade (called Course Total).
 - **Overview Report:** all the courses you're enrolled in together with the total grade for each course.
 - If you do not see the Grades link, your professor may have hidden it. Check with your professor.
 - Even if the grade book is hidden, you can still check graded items by clicking on the graded course activity.
- **Be aware of web browser issues and how they may affect you during testing.**

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Support

24x7 Help Desk

Basic technical and how-to questions can be answered through the [Learning House Help Desk](http://kb.learninghouse.com) (<http://kb.learninghouse.com>).

Friends University Technical Support

Password reset and access problems can be provided by contacting the Friends Help Desk (helpdesk@friends.edu, #316-295-5767).

Please include your name, e-mail address, the nature of the problem, course affected, and a contact number.

Moodle Resources – Student

Once in a Moodle course, Moodle Resources – Student, has answers to many of your questions.