MOODLE

Online Learning Management System

Student Guide

Peoria Unified School District

IMT Technology Services & Training

Video guide also available at

http://mediaserver.peoriaud.k12.az.us/MOODLE_Student_Guide.wmv

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LOGGING INTO MOODLE

1. Open your web browser and go to the following website.

http://moodle.peoriaud.k12.az.us

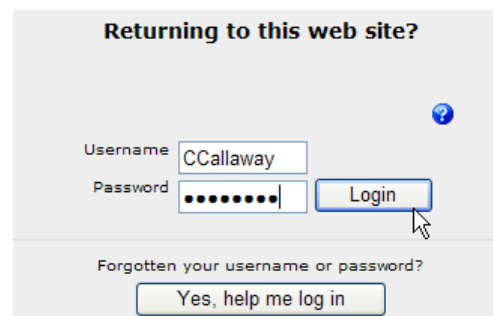**Note:** A link to PUSD Moodle can also be found from the PUSD Homepage, by selecting Web Services.

2. Click the **Login** link, located in the blue banner in the upper-right corner of the page.
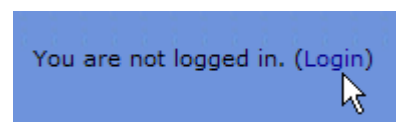
3. Enter your username and password.

Note: Your username and password will be identical to those that you enter when logging on to a PUSD computer.
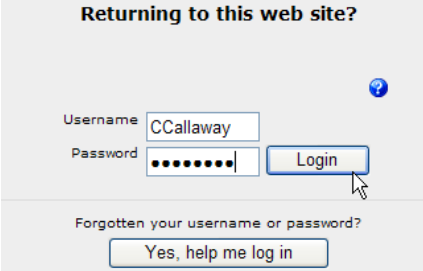
4. Click the **Login** button.

SELF-ENROLLING IN A COURSE

IMPORTANT: The following steps only apply for a course that the teacher has opened for self-enrollment.

1. Login to Moodle.

2. Scroll to the bottom of the home page and locate the Search field.

3. Enter in the course or instructor name. Then click the **Go** button.

4. Locate the course title and click the Self-Enroll icon, located below the course name and description.
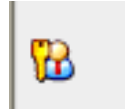
5. Enter in the Course Enrollment Key – **given to you by the course instructor**.

   Note: Some courses may not require entering in a Self-Enrollment Key.

6. Click the **Enroll me in this course** button.

OPENING A COURSE YOU ARE ENROLLED IN

1. Login to PUSD Moodle.

2. After logging in, you will see a **My Courses** block on the right side of the Moodle home page.

3. From the My Courses block, click the link to your course to open.
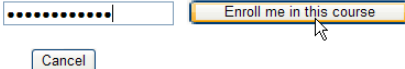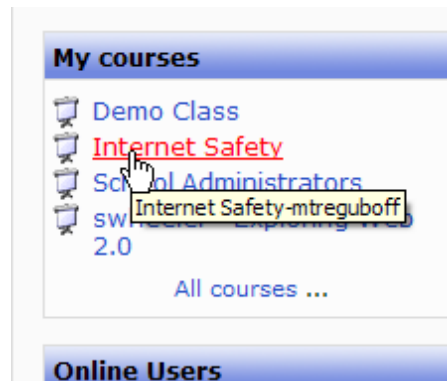
IMPORTANT: If you do not see the My Courses block after logging in or if you do not see a link to your course in the My Courses block - you are **NOT** enrolled in the course. In this case, you will need to contact the course instructor and request to be enrolled in his/her course.
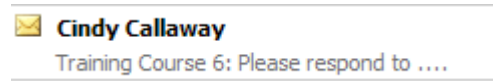
DISCUSSION FORUM

SUBSCRIBING TO A FORUM

When you are subscribed to a Moodle discussion forum, Moodle will send you an email alert when a new topic or reply has been submitted to the forum.

The email alert will identify:

1. The person who submitted the topic/reply in the email **From** field.

2. The name of the course and the topic/reply subject in the email **Subject** field.

The email alert will contain:

1. The **message** of the topic/reply for you to read, without having to login to Moodle and open the discussion forum.

2. A **Reply** link, which will take you to the Moodle login window and then directly to the discussion forum reply dialog box.

3. An **Unsubscribe** link, which can be used to unsubscribe from the email alerts for this discussion forum.
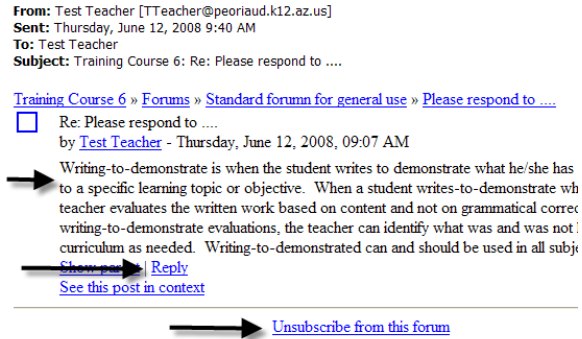
IMPORTANT: If you reply to the email alert (by using the email reply option) you will only be sending an email reply to the person who posted the reply in the discussion forum. Using the email reply option will not add your email reply to the discussion forum.

To subscribe to a discussion forum:

1. Login to the course and open the discussion forum you want to subscribe to.

2. Click the **Subscribe to this forum** link, located in the upper-right corner of the discussion forum page.
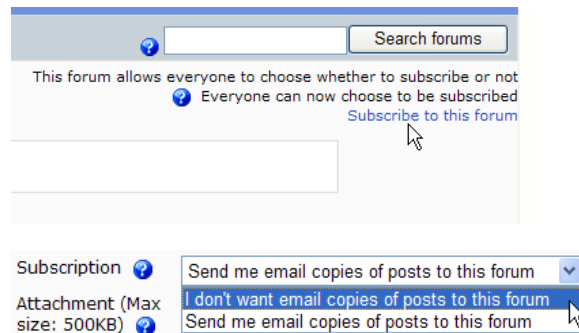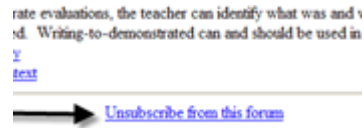
NOTE: You also have the opportunity to subscribe to a forum, every time you post a topic or reply to the forum.
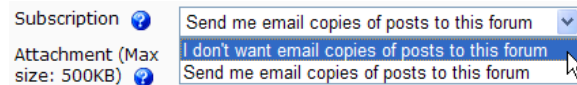
UNSUBSCRIBING FROM A FORUM

To unsubscribe from a discussion forum:

1. Click the **Unsubscribe from this forum** link, located in the email alert.

IMPORTANT: When submitting a new topic or reply, if you do not want to be subscribed to the forum, select **I don't want email copies of posts to this forum** in the Subscription field.

CREATING A NEW TOPIC

IMPORTANT: When creating a new topic in a forum, you are creating a new *discussion topic*. Your course instructor may **NOT** want you to create new discussion topics and to only reply to instructor created topics. Please seek your instructor's guidance on whether you should create topics or not.
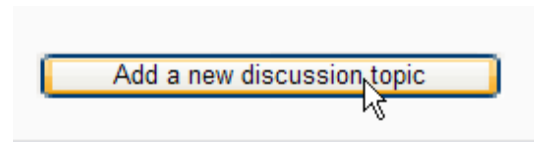
1. From the course page, click the link to open the discussion forum.
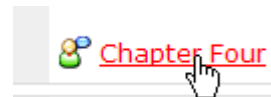
Note: A discussion forum will have a unique, teacher created title – such as *Chapter Four*. Discussion forms can be identified by the following icon, which is located to the right of the title link.

2. Click the **Add a new discussion topic** (or Add a new question) button.

3. Type a **Subject** and **Message** for your discussion topic.

IMPORTANT: If your message is one that will take a few minutes to type, it is strongly recommended that you first type it into a Word document, which can be saved. You can then copy and paste your text into the Moodle Message box.

4. Scroll to the bottom of the Message box and locate the **Subscription** field. Select *I don't want email copies of posts to this forum* – if you do not want to receive an email announcement when a new item is posted to this forum.

5. Click the **Post to forum** button.

REPLYING TO A TOPIC

1. From the course page, click the link to open the discussion forum.
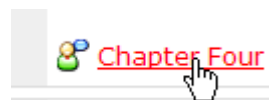
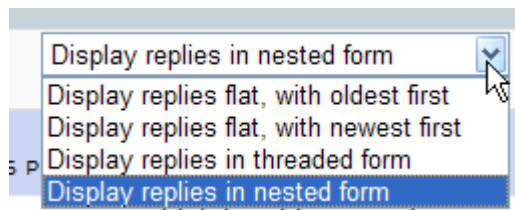2. Click the link to open the discussion topic.

3. Click the **Reply** link, located below the message you want to reply to.
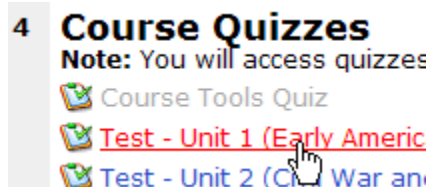

CHANGING THE REPLIES VIEW

1. Open the discussion forum.

2. Open the discussion topic that contains the replies.

3. Select the preferred view from the drop-down box, located at the top of the window.
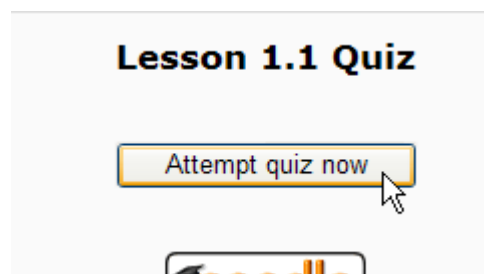

TAKING A QUIZ

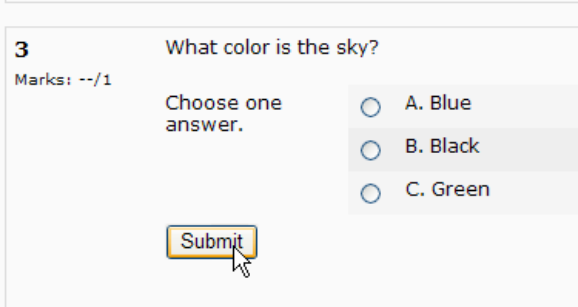1. Click the link to the quiz you are ready to take.

Note: Each quiz will have a unique, teacher created title. Quizzes can be identified by the following icon, which is located to the left of the title link.

2. Click the **Attempt quiz now** button.

3. After answering a question, click the **Submit** button located below the question (this will submit your work in progress, and reduce the chance of loosing data, should your Internet connection fail while you are taking the quiz).
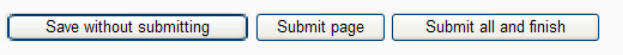
3	What color is the sky?	
Marks: --/1	Choose one answer.	○ A. Blue
		○ B. Black
		○ C. Green
	Submit	

IMPORTANT: If there is a **Next Page** option at the bottom of your quiz, you will need to click it to advance to the next page and complete all question.
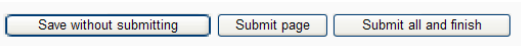
4. If your quiz has a *next page* link, click the **Submit Page** button before advancing to the next page.

| Save without submitting | Submit page | Submit all and finish |

5. After answering all quiz questions, click the **Submit all and finish** button.
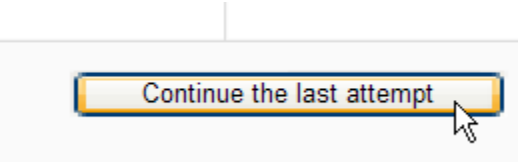
SAVING WITHOUT SUBMITTING

1. If you are interrupted before you complete all quiz answers, click the **Save without submitting** button to save the quiz and close Moodle to return at a later time.

| Save without submitting | Submit page | Submit all and finish |

2. To open a saved quiz, login to your Moodle course and click the link to open the quiz.

Lesson 1.1 Quiz

3. Click the **Continue the last attempt** button.

Continue the last attempt

SAVING A COURSE ASSIGNMENT FILE

Use the following steps if your
instructor has inserted a link to a file,
which you are to use for completing an
assignment.

To download a copy of an assignment
file:

1. Double, left-click on the file link.

2. Select **Save**.
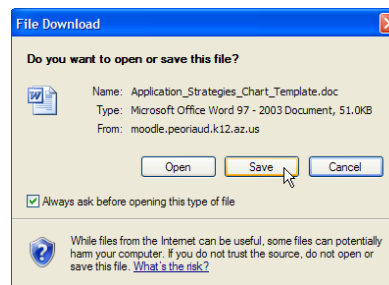
3. From the Save As window,
   browse your computer to select
   the area you want to save the
   file in. Then click the **Save**
   button.
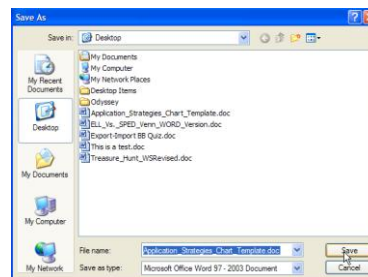
4. To open the saved file, open your
   My Computer area and browse to
   locate the area in which you
   saved the file. Then double-left
   click on the file to open.
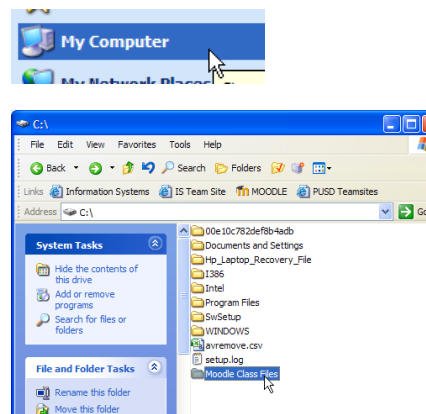
UPLOADING ASSIGNMENT

UPLOADING A SINGLE FILE

1. Click the upload assignment link.
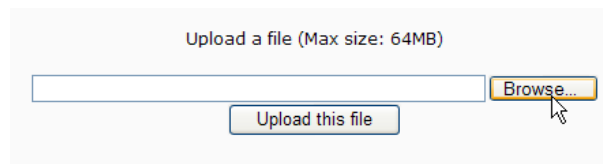
   📋 Assignment 7.1

Note: Each assignment upload link will have a unique, teacher created title. Upload assignment links can be identified by the following icon, which is located to the left of the title link.

2. Click the **Browse** button.

3. Browse your computer to locate and select the file to be uploaded. Then click the **Open** button.

4. Click the **Upload this file** button.

5. Click the **Continue** button.

File uploaded successfully
Continue
moodle

Home ▶ Training Course 6 ▶ Assignment 7.1 ▶ U
ERROR: Could not instantiate mail function. ERROR:
instantiate mail function. ERROR: Could not instanti
ERROR: Could not instantiate mail function.

Note: Disregard the mail function error message, if it appears while uploading your file.

How do I know my file uploaded?

After uploading, a message will appear reading File uploaded successfully with a Continue button that can be used to return to the course. The mail function error appears on this page, but can be ignored.

Home ▶ Training Course 6 ▶ Assignment 7.1 ▶ Upload
ERROR: Could not instantiate mail function. ERROR: Could not instantiate mail function. ERROR: Could not instantiate mail function. ERROR: Could not instantiate mail function. ERROR: Could not instantiate mail function. ERROR: Could not instantiate mail function. ERROR: Could not instantiate mail function. ERROR: Could not instantiate mail function.
File uploaded successfully
Continue
moodle
You are logged in as Test Teacher (Logout)

UPLOADING MULTIPLE FILES

1. Click the upload assignments link.
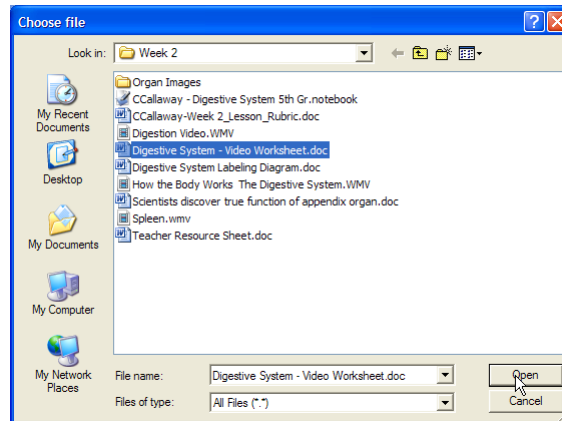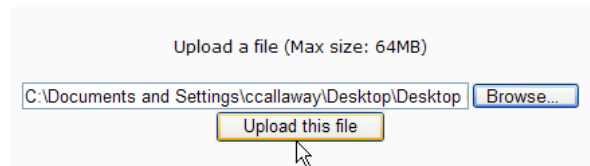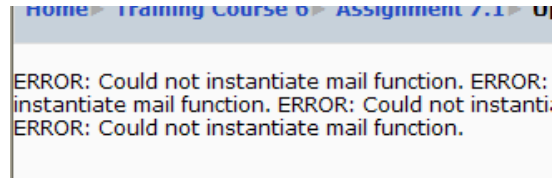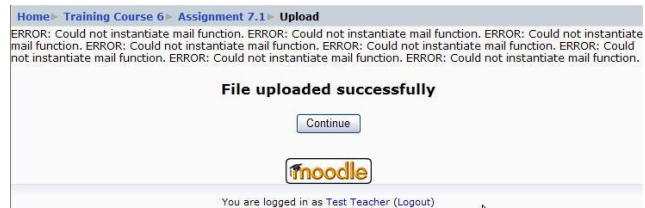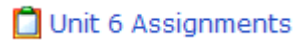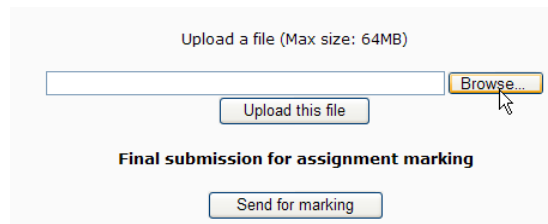

Unit 6 Assignments

Note: Each assignment upload link will have a unique, teacher created title. Upload assignment links can be identified by the following icon, which is located to the left of the title link.
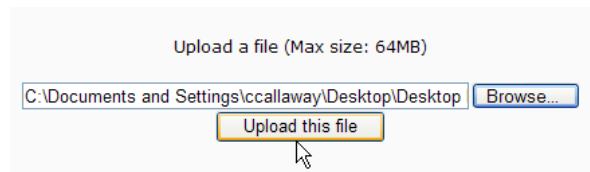

2. Click the **Browse** button.

Upload a file (Max size: 64MB)
Browse...
Upload this file
Final submission for assignment marking
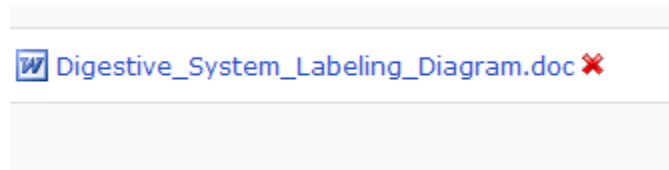Send for marking

3. Browse your computer to locate and select the first file to be uploaded. Then click the **Open** button.
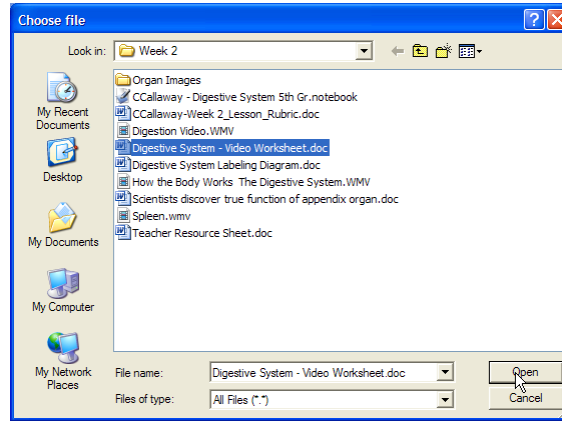
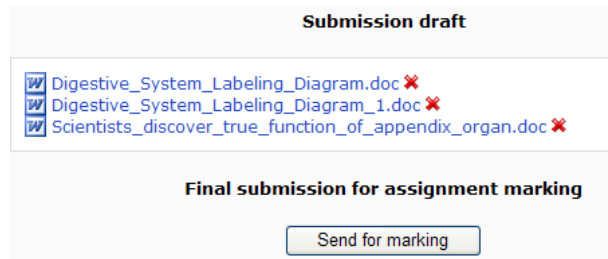4. Click the **Upload this file** button.

5. Your first file will be uploaded. Repeat steps 2-4 for each file you want to upload.


Note: The red X next to your uploaded file, indicates that the file has not been submitted for marking yet. Click the red X if you would like to delete the copy that has been uploaded.

6. After you have uploaded all files, click the **Submit for marking** button.

IMPORTANT: If you click the Send for Marking button, before you have uploaded all files, you will not have the opportunity to upload additional files.

Note: Disregard the mail function error message, if it appears while uploading your files.
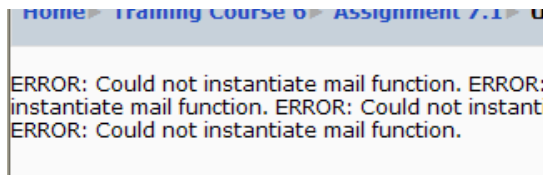
How do I know my files uploaded?

After completing the above steps to submit your files for marking, the red x (located next to each uploaded document) will disappear. Also, the Send for Marking button will be replaced with the following message:
Assignment was already submitted for marking and cannot be updated.
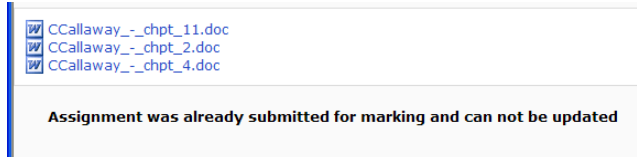

NAVIGATING A COURSE BOOK

The following directions will apply if your instructor has placed course content into a Moodle Course Book.

Note: Each course book will have a unique, teacher created title. Course books can be identified by the following icon, which is located to the left of the title link.

1. Click the link to open the course book.

2. Locate the Table of Contents (to the left of the page view) and left-click the section title to open the page in the right window frame.
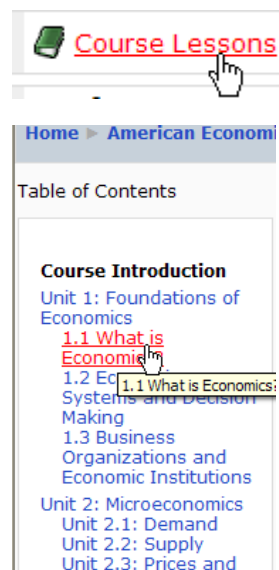
TEACHER FEEDBACK EMAIL MESSAGE

You will receive an email alert after your instructor enters a feedback comment in the course gradebook, for an assignment you have submitted.

This email alert will identify your instructor's name in the From field and the assignment name in the Subject field.

1. Open the email message.

2. Click the **assignment submission** link, located in the message.

3. The Moodle login window will appear. After logging into Moodle, you instructor's feedback comments will appear.

Note: Use the email Reply button, If you would like to reply to your instructor's feedback comments.