



Students On-Boarding Learning Chunks

6

UNVEILING THE MOODLE-BASED LEARNING MANAGEMENT SYSTEM

Alternative Devices Edition

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Learning Chunk No. 6

UNVEILING THE MOODLE-BASED LEARNING MANAGEMENT SYSTEM: ALTERNATIVE DEVICES EDITION



Our Learning Outcomes:

At the end of this learning chunk, you can:

- identify the Moodle-based LMS interface for alternative devices;
 - understand how the elements (including resources and activities) in the platform can be used for educational purposes;
 - Demonstrate skills in using the platform in the alternative learning device
-



READY. SET. GO!

The development of digital technology has radically altered the way that people work, study, socialize, organize, and entertain themselves.

From the beginnings of bulky car phones and unmovable computers in the 80's, mobile phones and tablets went on to become multimedia communication devices with a level of computing power seen in desktops only a short number of years before.

In this learning chunk, we will be using the this digital development and showcasing how your smart phones or tablets can be the convenient means for your learning in this new normal.



OUR JOURNEY STARTS NOW!

We will journey with you through these tasks in this learning chunk:

- ✓ How to install Moodle account in your mobile phone?
- ✓ How to log-in your Moodle account
- ✓ How to check your enrolled subjects at Moodle
- ✓ How to navigate your lessons
- ✓ How to post in a discussion forum?

- ✓ How to submit/comply academic requirements and other activities in your Moodle account
- ✓ How to begin your quizzes or exams?
- ✓ How to check your grade from the submitted requirements/activities
- ✓ How to communicate with your teacher, classmates using Moodle
- ✓ What resources you can see using Moodle?
- ✓ Where to find help if technical concerns arise?

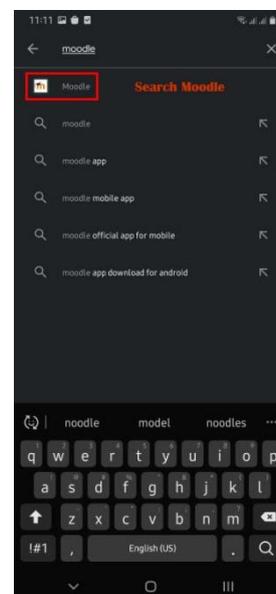
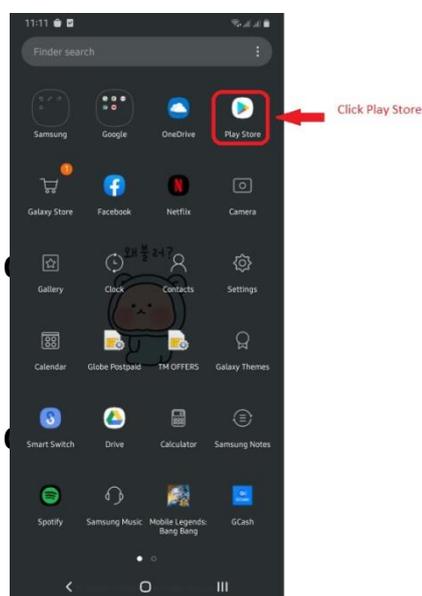
So you've got a new account for the Moodle-based learning management system of your University? What now? This Learning Chunk will help you navigate around your Moodle-based Learning Management System (LMS) as a student using the alternative devices like smartphone or a tablet. As per activity from the previous learning chunk, you need to download the Moodle Application into your alternative learning device.

1. HOW TO INSTALL MOODLE ACCOUNT IN YOUR MOBILE PHONE?

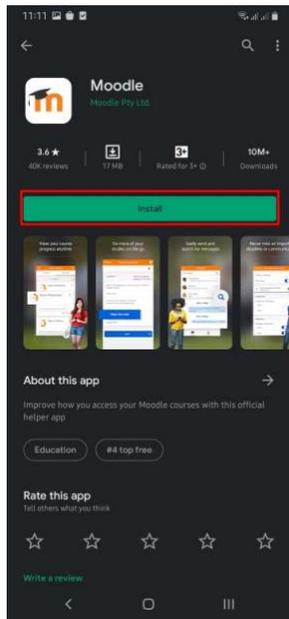
In your alternative device, you need to go to Play Store (Android) or App Store (Apple) then search for Moodle Application then click Install.

1. Go to Play Store or App Store

2. Search Moodle



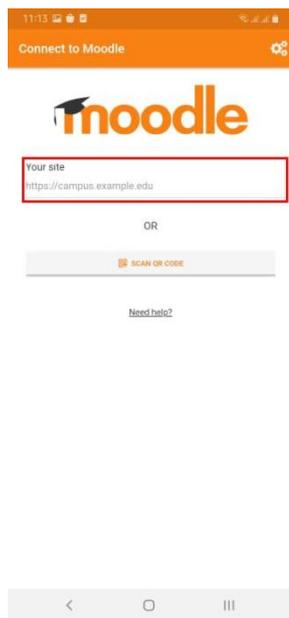
3. Download and Install



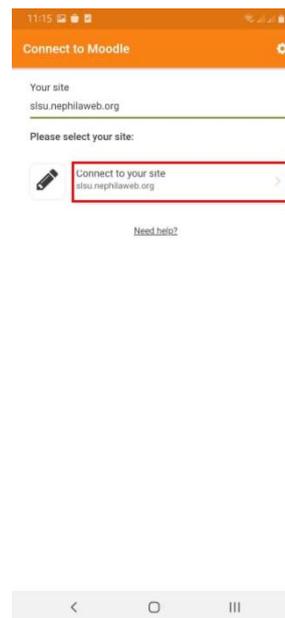
4. Click "I'm a learner."



5. Enter your site which is:
<https://slsu.nephilaweb.org/>

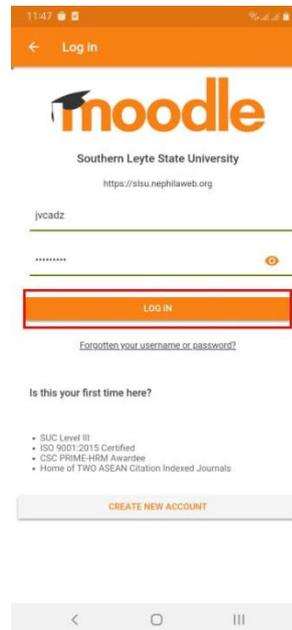


6. Connect to your site.



2. HOW TO LOG-IN IN YOUR MOODLE ACCOUNT?

- To log in to your Moodle account, enter the following URL into your browser's address bar, then enter your student email address and password in their respective fields.
- By default, this is set to:



- Use the Sign In button to log-in.

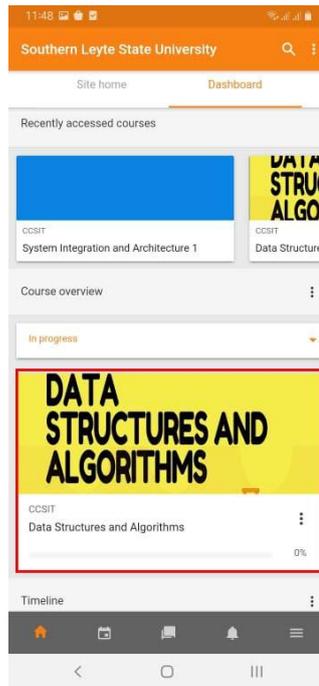
3. HOW TO FIND YOUR COURSE/SUBJECT?

After logging in, you will find your courses/subjects listed below the image in the center of the page. Selecting a course in this list will take you to that course's home page.

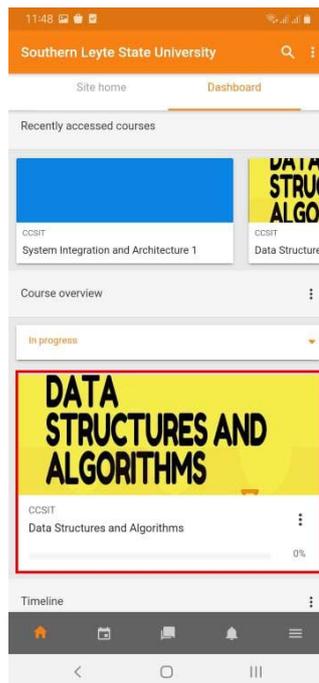
You've found your course, what will you do next?

- The image below displays a typical course home page. The course's name will be displayed at the top of the page, and a list of the content in the course will be displayed in the CONTENTS area on the page. Most courses will have a Welcome topic which contains your course syllabus, course schedule, instructor

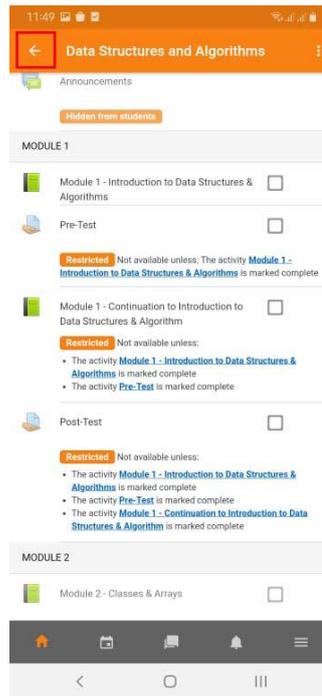
contact info, and other course content. These topics are usually separated out by weeks, lessons, or units.



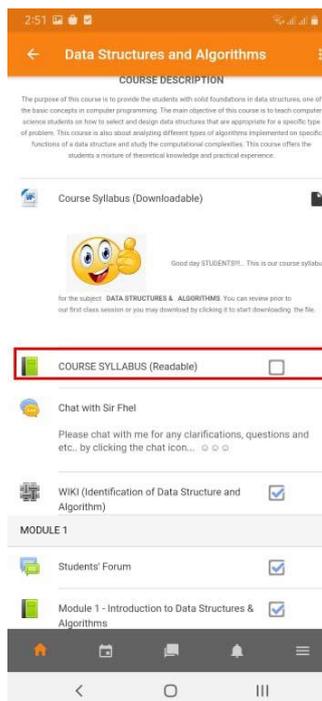
- To access content within a topic, select the topic's name in the CONTENTS area.



- This will load the contents of that topic on the page.



- Some resources, such as pages, can be viewed by using the Read more >> button.



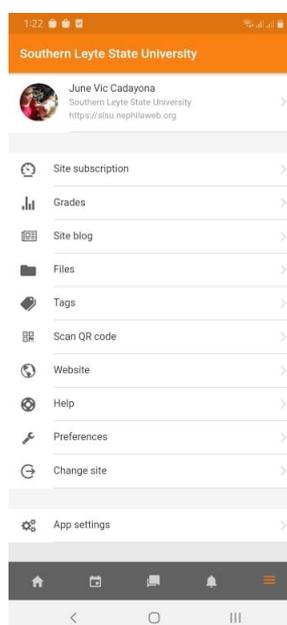
- This will display the page's content online on the course home page. The X icon at the bottom of the page can be used to close it.

4. HOW TO NAVIGATE YOUR LESSONS?

- To navigate back to the course home page after viewing the content, you can use the Back button on your browser or the breadcrumb link near the top of the page.

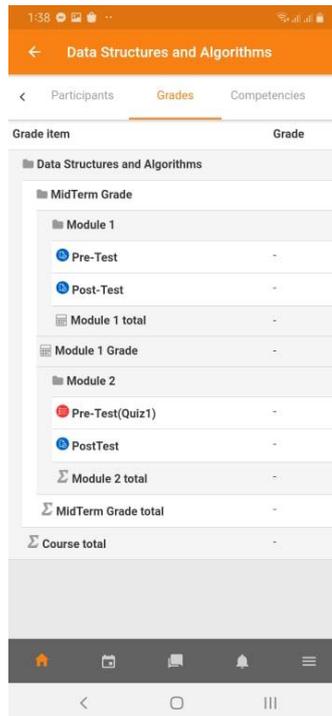


- Another useful section present in each course are the Course tools. These can be accessed from the CONTENTS menu on the course home page by selecting Course tools.



- Here you will find links to the Gradebook, the course calendar, the Moodle Support, Quickmail, Library resources, and other information.

Grade Book



Calendar

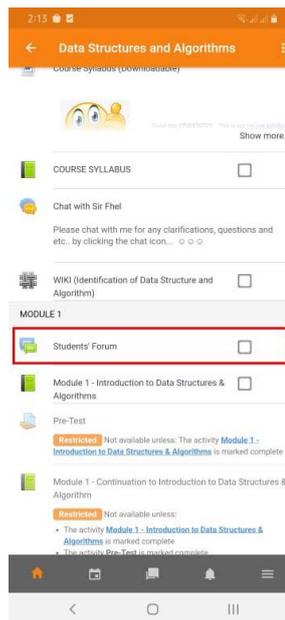


You can log out of Moodle by using the Log out button at the top of each page.

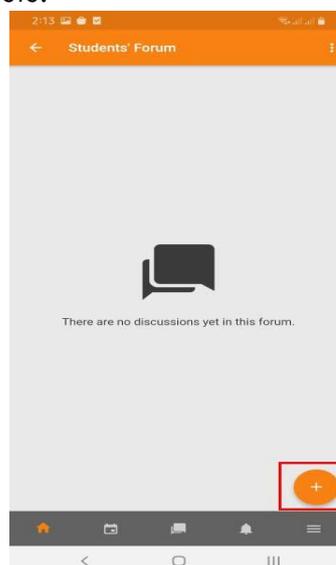
5. HOW TO POST IN A DISCUSSION FORUM?

In a discussion forum, instructors will generally provide a topic for you to post a response and may also require that you respond to other students' posts on the topic. However, there are other uses for Discussion Forums, so be sure that you carefully read your instructor's requirements for each forum.

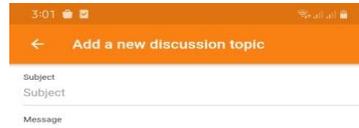
- To access a discussion forum, use the forum's link on the course home page.



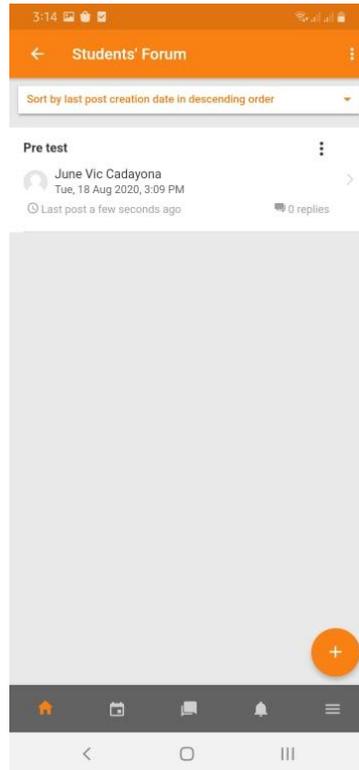
- This will take you into the discussion forum. Here you will be able to read the forum instructions, add a new post, and read and reply to other's posts.



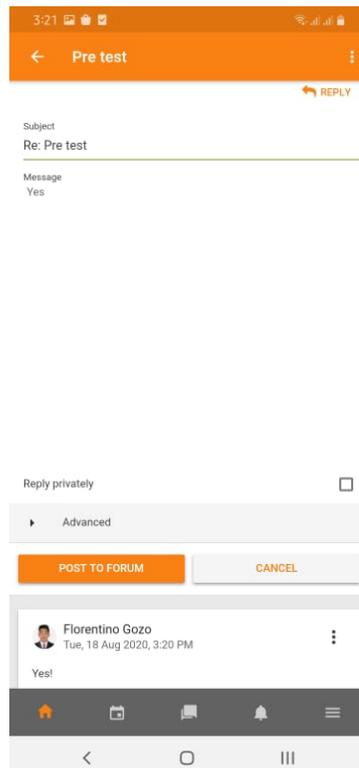
- To post, first read the instructions and requirements for the discussion forum. When you are ready to add your post to the forum, use the Add a new discussion button to begin the process.



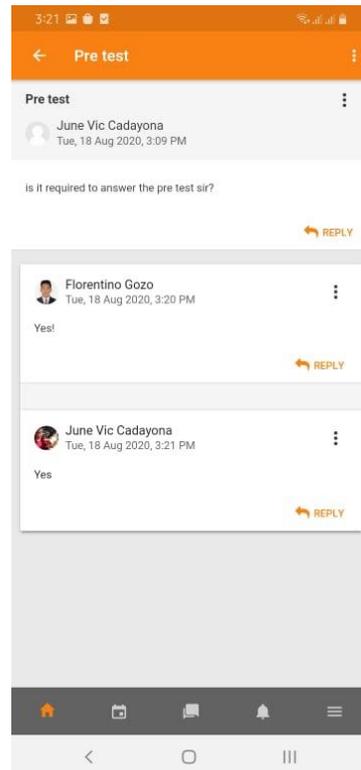
- This will load the Add your discussion menu. First, add a descriptive title to your new post by typing it in the Your subject field. Next, type or paste from Word the content of your new post in the Type your post field. If you desire, or if it is required by your instructor, you can add an attachment to your post. Please note that this option may not always be available to you depending on how your instructor has set up the discussion forum. After double-checking your post to ensure you are ready to submit, use the Submit button to add your post to the forum.



- If you are required to respond to another student's post, you may do so by returning to the discussion forum. All posts made to the forum will be listed beneath the Add a new discussion button. To view other posts in the forum, select the title of the post.



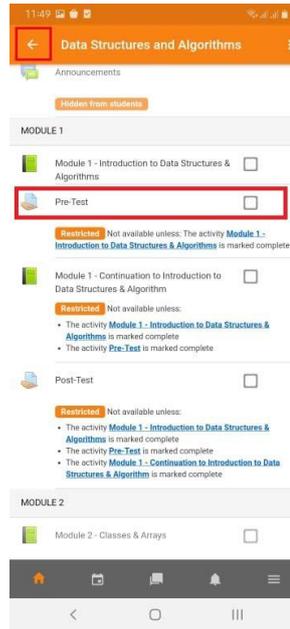
- This will display the content of that post. If you wish to reply, you may do so by entering your reply in the Add your reply section and using the Submit button.



The steps for creating a reply post are the same as for creating a new post.

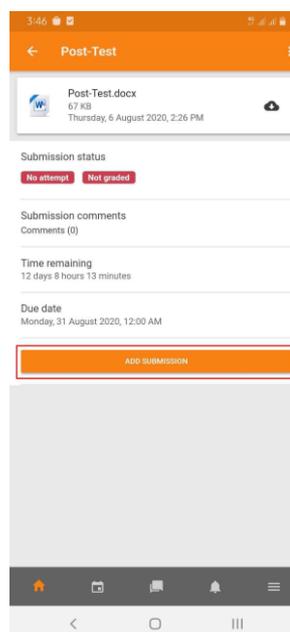
6. HOW TO TURN IN MY WORK?

The image depicts a typical Lesson topic in a course. Often instructors will add resources such as pages, PDF files, or other content to a topic, as well as activities and assignments such as quizzes, forums, and assignment dropboxes. These resources and activities can be accessed by selecting their link on the course home page.

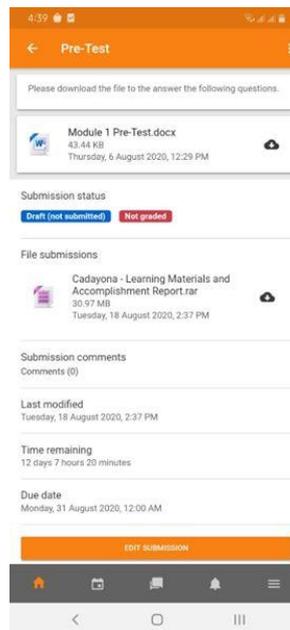


7. HOW TO TURN IN MY DOCUMENTS IN AN ASSIGNMENT (DROPBOX)?

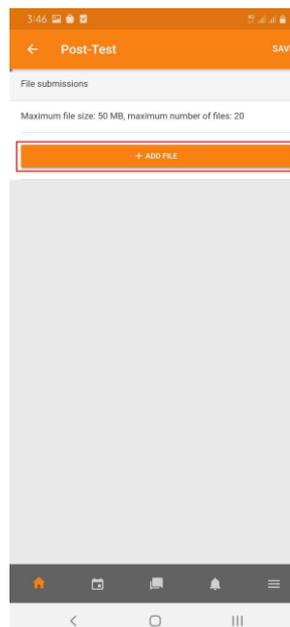
When instructors require you to turn in an essay, project, or similar type of coursework in Moodle, they will generally have you use the assignment activity. (Note: Some instructors may refer to an assignment as a dropbox.) Each essay or project will have its own assignment. To access the assignment, use the assignment's link on the course home page.



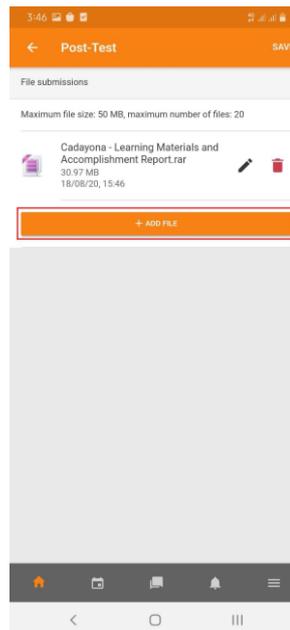
- This will take you to the assignment page. Here you will see your instructor's directions for the assignment, the Submission status, and the Add Submission button.



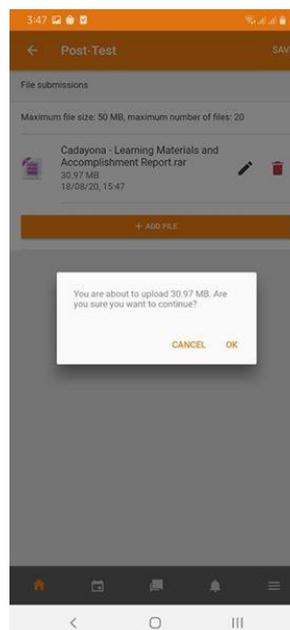
- If your instructor has asked you to submit a file for the assignment, you can do that by using the Add submission button. This will bring you to the File submissions page. You can drag and drop files into the area below, or you can add them with the file picker by selecting the Add icon.



- To use the file picker, first select Upload a file.

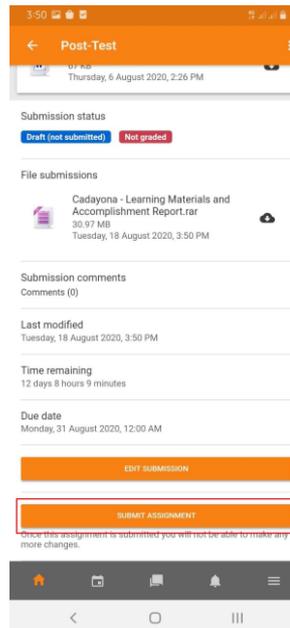


- Next, use the Browse button to locate the assignment file on your computer or flash drive. Once you have located and selected the file, use the Upload this file button to finish the upload process.
- Verify that the correct file appears in the File submissions field, and select Save changes.

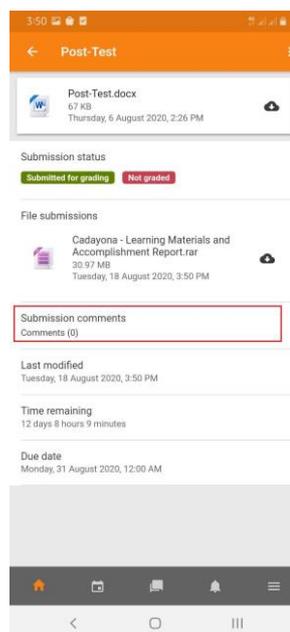


- If your instructor has enabled draft mode, your assignment Submission status will be in Draft (not submitted) status and you

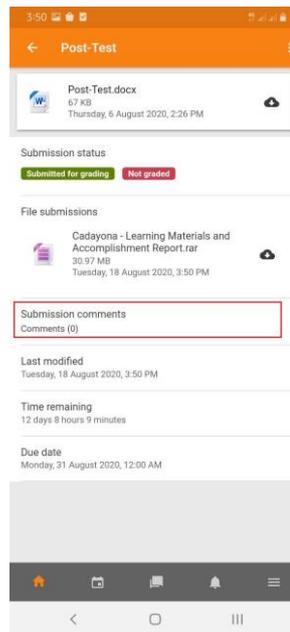
will be required to use the Submit assignment button to finish the process.



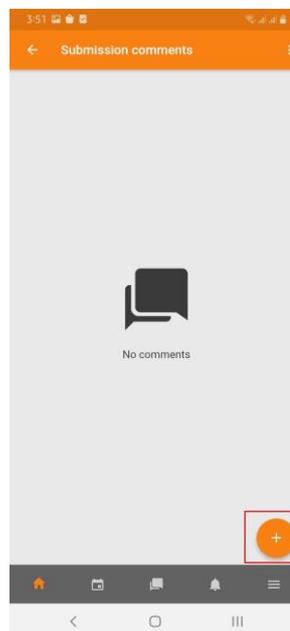
- When your assignment has been fully submitted, you will see the Submission status indicated as Submitted for grading.



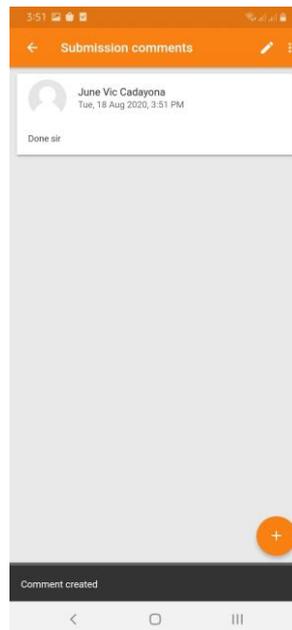
- Lastly, when submitting an assignment, your instructor may have enabled a feature which allows you to provide a comment with your submission. If enabled, you will see the Submission comments section on the Submission status page.



- Using the Comments link will allow you to enter a comment for your instructor.



When finished entering your comment, use the Save comment link to add the comment to your submission.



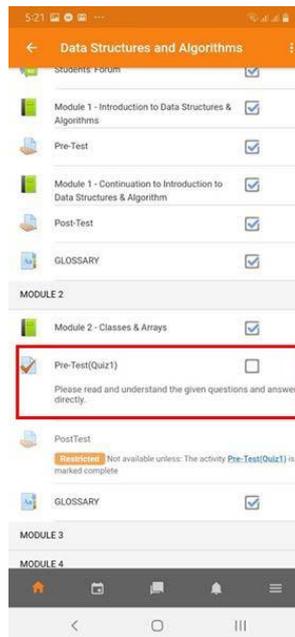
8. HOW TO BEGIN MY QUIZZES OR EXAMS?

Please take note of the following reminders in taking your quiz or exam:

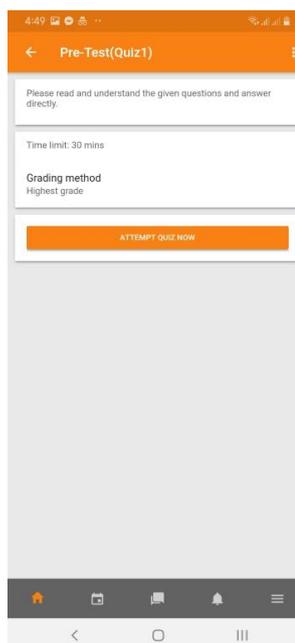
- ✓ Be sure you have studied the course material. Most of your exams will be timed, it is imperative you use your time wisely.
- ✓ Being prepared will reduce much of the stress associated with taking exams.
- ✓ Be sure you have enough free time to finish the exam.
- ✓ Once you press the start button on an exam, the timer will begin and continue to count down until time has expired, whether you are actively taking the exam or not.
- ✓ Do not navigate to other pages in Moodle while you have the exam open. This can cause issues with your submission.
- ✓ Be sure you have a reliable Internet connection.
- ✓ You should only start exams from a reliable Internet connection.
- ✓ Be sure you fully submit the exam once you are finished.
- ✓ If you navigate away from the exam before completing the submission process your exam may not save properly, or other issues could arise.

8a. Starting a quiz or exam

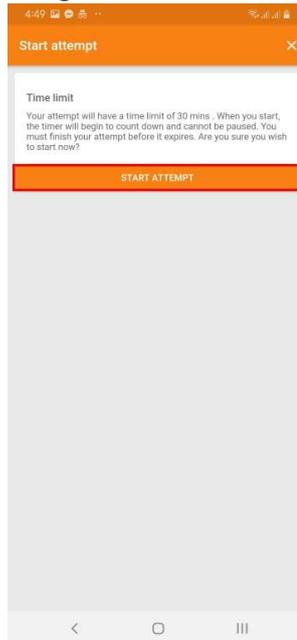
- Select the exam from the course home page.



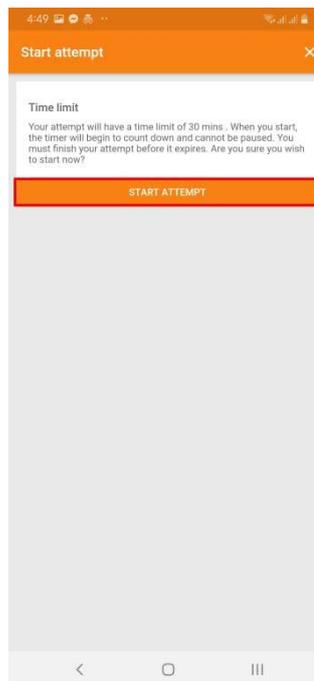
- The next page has your instructor's directions for the exam, information about the number of attempts allowed and time limit, and the Attempt quiz now button.



- Be sure you have enough time to finish your exam.



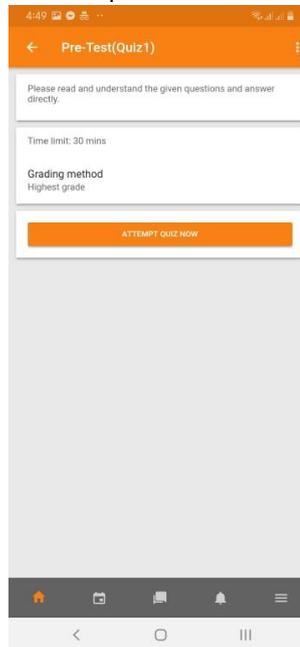
- After ensuring you are prepared to begin the exam and going over your instructor's directions, use the Attempt quiz now button to begin your attempt.



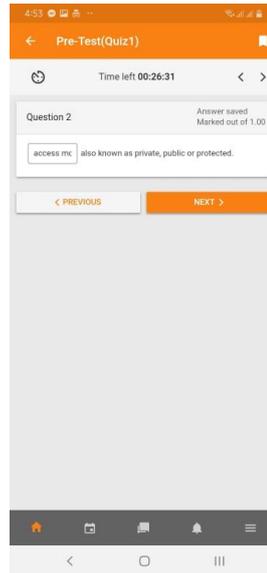
- A confirmation box will load, reminding you of the time limit and number of attempts. If you are certain you are ready to begin, use the Start attempt button to begin. This will begin the exam and start the timer.

8b. Taking an exam or quiz

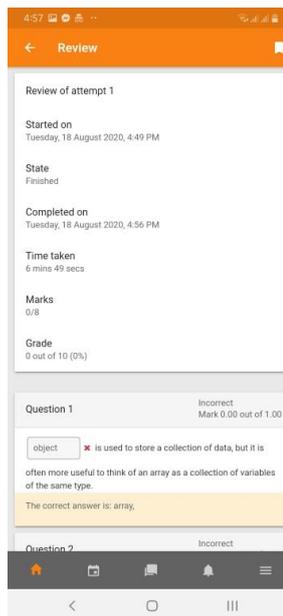
- After starting the attempt, the first page of quiz questions will be displayed along with the quiz timer at the bottom of the page.



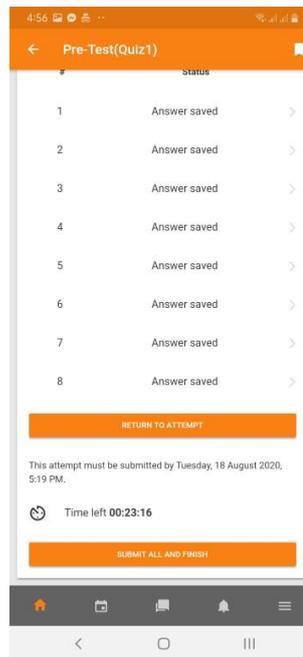
- To answer multiple choice or true/false questions, simply select the answer you believe is correct. For essay and short answer type questions, you will need to type your responses into the indicated fields. Other question types may require you to select the correct answer from a drop-down menu.
- When you have answered all of the questions on a page, use the Next button at the bottom of the page to navigate to the next page, or to begin the submission process if you are on the last page.



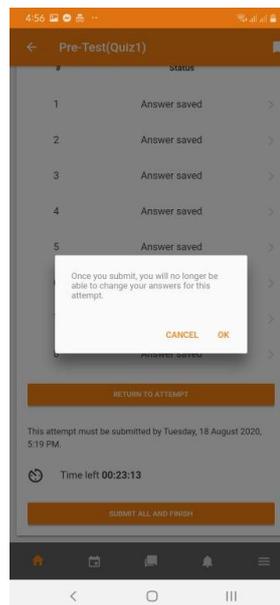
- This will show you a summary of your attempt, including any unanswered questions and the amount of time remaining. If you have skipped a question, it will be shown here as Not yet answered. A question's number under the Question heading is a link that can be used to take you directly to a question. The Return to attempt button will take you to the beginning of the exam.



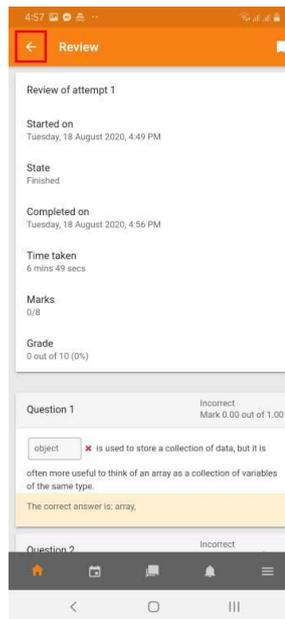
- After verifying you have answered every question and you are satisfied with your attempt, use the Submit all and finish button to submit your attempt for scoring.



- Depending on your instructor's settings, this will take you to a review. Here you can see a review of your attempt, which will show you information about each question and your results.



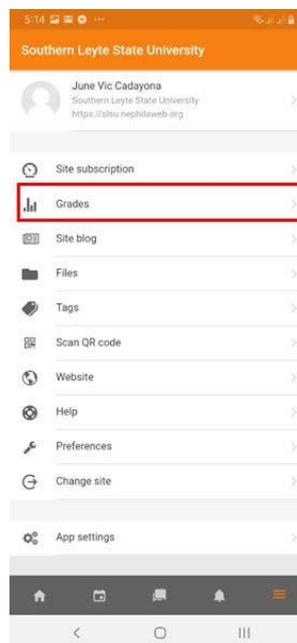
- When you are done reviewing your submission, use the Finish review link at the bottom of the page to end the review.



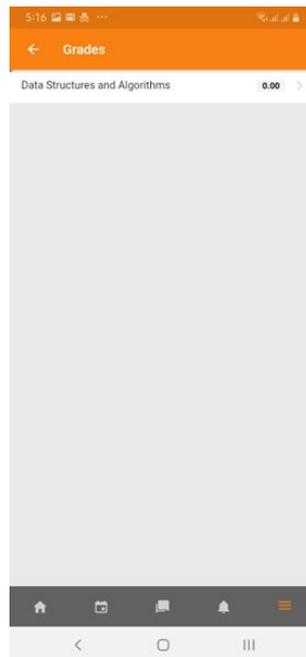
- This will take you back to the start page of the exam or quiz. This page will give you an overview of your previous attempts and enable you to attempt the exam again if your instructor allows more than one attempt.

9. HOW TO FIND MY GRADES?

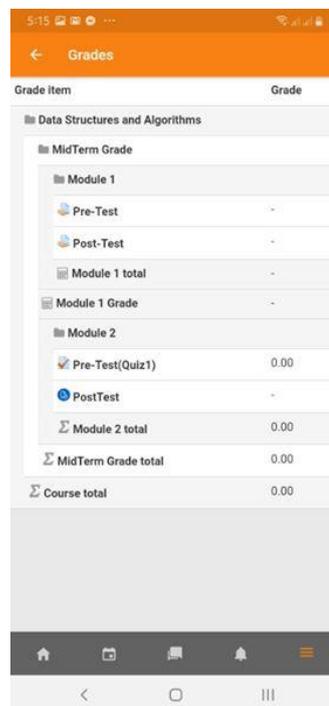
To check your grades, go to the course's home page. In the CONTENTS menu, select Course tools.



- In the Course tools area, select Gradebook.



- This loads your User report, which lists your grades for each assignment and your course total.



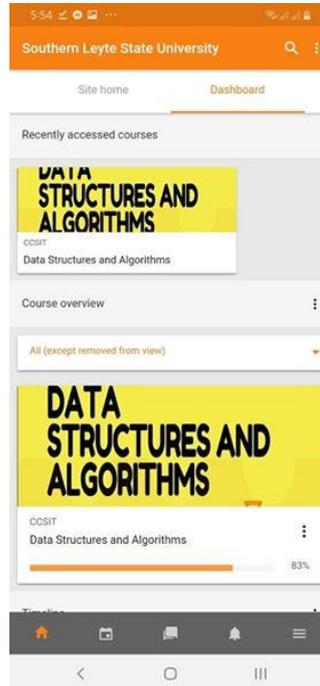
If you have questions regarding your grades, please contact your instructor.

10. HOW TO CONTACT YOUR INSTRUCTOR?

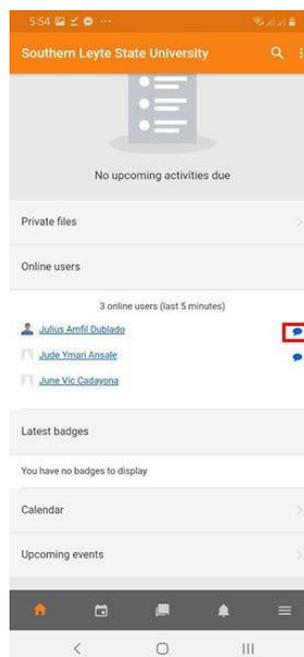
Questions about your course, course material, coursework, or grades should always be directed to your instructor.

Contacting your instructor from Moodle is EASY!

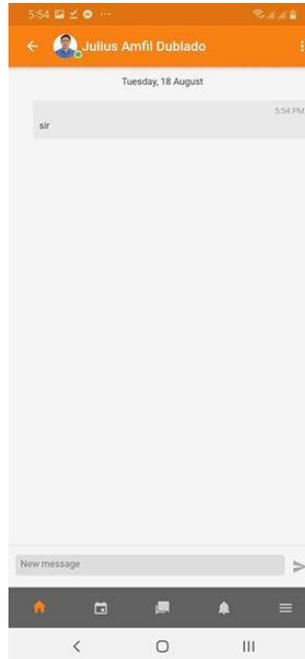
- From the course home page, select Course tools in the CONTENTS menu.



- Scroll down from course tools area until you locate the Quickmail heading. Select Compose New Email beneath this heading.



- Select the name of your instructor in the Potential Recipients list. When the instructor's name is highlighted, use the Add button.
- This will move the instructor's name into the Selected Recipients field.



- Scroll down on the page to locate the Message composition area.
- You can attach any desired files, add a subject, and type a message to your instructor here. If you would like to receive a copy of your email, select Yes beneath Receive a copy. Use the Send Email button when finished to send the email.

11. WHAT ACTIVITY/RESOURCES CAN YOU SEE USING MOODLE?

In moodle, there are certain activities and resources that your instructors will utilize to maximize your learning.

- External Tool
The external tool enables students to interact with Learning Tool Interoperability-compliant learning resources and activities on other web sites.

- **Feedback**
There may be instances that your instructors will let you answer queries/questions not necessarily for assessment but more like an evaluation. They would often times use the Feedback activity.
- **Glossary Activity**
Instructors may create and maintain a list of definitions, like a dictionary using this activity. The glossary activity module allows students to browse these words for further learning or to help them in their course works.
- **Survey**
Instructors may ask you to answer verified survey instruments. Instructors can use these to gather data from their students that will help in learn about the class in general.
- **Wiki**
A wiki is a collection of collaboratively authored web documents. Basically, a wiki page is a web page everyone in your class can create together. A wiki starts with one front page. Each student can add other pages to the wiki by simply creating a link to a page that doesn't exist yet.
- **Workshop**
Workshop is a peer assessment activity. There may be times that your instructors will allow you to assess your classmates work accordingly to the instructor's specifications. The instructor may opt to hide or show the identity of each student while assessing different course work.

12. WHERE TO FIND HELP IF TECHNICAL CONCERNS ARISE?

- a. Be sure to contact your instructor immediately to make them aware of your concerns. Contact technical support at _____.
- b. Contact the Moodle Support. You can find a link to Moodle Support at the bottom of every page in Moodle.

- This link is also accessible from each course home page by selecting the Course tools link in the CONTENTS area, then scrolling down to locate the Technical Support heading.
- OR Contact information, location, and hours can be found at:

Search the knowledge base:

- ☒ When you contact them, you will be asked to provide:

Your name

Your email address

Online username

Course name and number

A description of your issue



OUR JOURNEY IS OVER!

DIRECTIONS: Please provide your candid insights on the following questions. Write your answer on the answer sheet.

1. Upon knowing that your classes/courses will be delivered using the smart phone/ tablet, what is your reaction?
2. Because of the pandemic, effective first semester AY 2020-2021, your lessons will be delivered through the Moodle-based Learning Management System. Do you think this is the best option/ decision in the delivery of instruction?

Name: _____ Student ID No.: _____

Course: _____ Year: _____

Contact No.: _____ Email Address: _____

ANSWER SHEET

SOB Learning Chunk No. 6

**Unveiling the Moodle-Based Learning Management System: Alternative
Devices Edition**

1.

2.

INSTRUCTIONS: Please compile all answer sheets of the eight (8) learning chunks and return to:

Student Affairs and Services Offices
Southern Leyte State University, Sogod, Southern Leyte



CUT HERE:

REFERENCES

https://docs.moodle.org/39/en/User_quick_guide

https://docs.moodle.org/39/en/About_Moodle

https://docs.moodle.org/39/en/Main_page

https://docs.moodle.org/dev/Mobile_device_support

<https://docs.moodle.org/39/en/Activities>

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