Using the http://www.learning.ac.nz Moodle environment

Site Location:
http://www.learning.ac.nz

Logging in: Click on (Login) in the upper right hand corner.

At the prompt enter your Username and Password.

If you do not have a Username and Password, ask your Teacher or helpdesk@learning.ac.nz.

Once you've logged in, find your course in the middle block. Courses are organised in categories, simply navigate the categories and click the course name to enter your course.

Navigating a course: Your course will probably include a broad column in the centre, and one or two narrow side columns.

The broad central column is where most of the course materials and activities are located, organised by Topics or Weeks. This content column can include several different kinds of activities, resources and links.

Each Activity or Resource has a different icon (the icons may change slightly depending on the course 'theme'):

Chat. Real-time online chat room for Students and Teachers. Ungraded, but note that Chat sessions may be archived (saved for the review later).

Resources. These might be links to documents, Word files, handouts, html pages, pdf's, PowerPoint... all sorts of things!

Forum. Compose and reply to threaded discussions, share documents, links and complete assignments. Participation in Forums may be graded.

Assignment. Online, offline, or upload activities. Can be graded – e.g. as a assessment.

Choice. A type of online vote. It may ask questions relating to course material. Choices are not graded.

Quiz. Take quizzes – some may be 'just for fun', to revise your knowledge, or graded as an assessment within your course.

Survey. These may be used to complete course and learning evaluations. Ungraded.

Glossary. Teachers may create glossaries of '*key words*' or '*terminology*' for the course - students may even build and revise their own list of terms. A Student glossary could be graded.

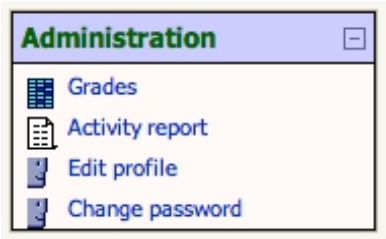
Database. A database can be used to build lists of data, or information, on just about any subject!

Wiki. This is an Activity that can allow Participants to build a document together – a group work.

Blogs. Blogs are like a personal web page that you can put your own thoughts and comments into. Everyone on learning.ac.nz can create their own Blogs :-)

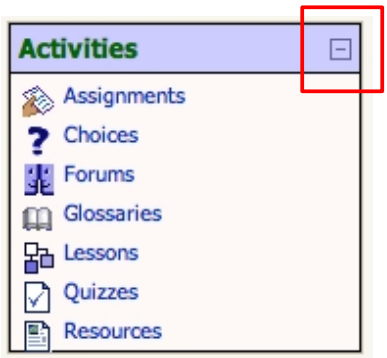
Screen to screen As you enter screens within your course, a list of '*breadcrumbs*' builds up at the top of the display. Each breadcrumb represents a screen you moved through.

The last breadcrumb is the screen before the one currently displayed. To move back to a previous screen, you can use the back button on your browser, or you can click the appropriate breadcrumb. The box in the image above shows the course short name. Clicking it returns you to the course front page.



Changing your Password Your Administration block can include various elements depending on whether or not your Teacher is using the grading or activity report options. Click Change Password. In the fields that appear, enter your Username, old Password, and new password twice. Then click Save Changes. *Some courses may not allow this*.

Using Blocks The rectangles on the right and left sides offer many different kinds of information. Your Teacher is in control of which blocks appear on your course page, and can add or remove blocks at any time. You can collapse or expand blocks (hide/reveal) by clicking on the symbol...



People block contains a list of all the Participants in the course.

Search block allows you to search all Forums and Glossaries in the course.

Activities block contains all the forums, assignments, quizzes, and other activities within the course, organised by *type.*

This can be a quick and easy way to find things.

Section Links block allows you to jump to a given place in the content column, so that you don't have to scroll down. Just click the week or topic you're headed for, or use Jump to...

Latest News block shows the latest messages posted in the course forums.

Recent Activity block shows any changes, including assignments added, forum posts, resources, anything a Teacher or Student has added to the course, listed from most recent.

Calendar block shows course events added by your instructor, user events added by you, group events, and global events added by the system administrator.

Upcoming Events block shows the next few events listed in the calendar.

Online Users block shows the Students and Teachers currently logged in. When you're logged in, look for your own picture and name.

Forum Etiquette Forum discussions are listed by time of entry. Messages are saved on the server and available for all other Participants in the course.

When sending messages in Forums, always use good manners and be considerate of fellow Students and Teachers. Once you've submitted your message, you usually have 30 minutes to delete or edit it.

There are different Forum set-ups your Teacher can use. The basic set-up is a reply-only forum in which your instructor posts a message and you're asked to reply. When you open a reply-open forum, your only option is to click Reply in the lower right-hand corner of the block containing your Teacher's question.

If you've been given the ability to create new discussion topics, as well as reply to previously posted discussion topics, then the forum will look different when you open it. There will be several different topics in a list.

Each topic in the list contains its own conversation. By clicking on the subject of the topic, you are able to see the conversation. Using the nested format, replies appear indented from the message to which they reply. The list grows, creating a record of discussion about the topic.

Click Add a new discussion topic above the stack of discussion topics already visible. This will present your message as its own topic in the topic stack. Don't create a new topic to reply to an existing discussion, use Reply.

Composing your Forum Message Once you click Reply or Add a new discussion topic, this composition screen appears.

Enter a clear subject and type your message. You can copy and paste text from a word document, insert pictures, and do a variety of other things in this space.

Subscription If you want email copies of forum posts, choose Yes, send me email copies of posts to this forum. This can save you having to check the course everyday.

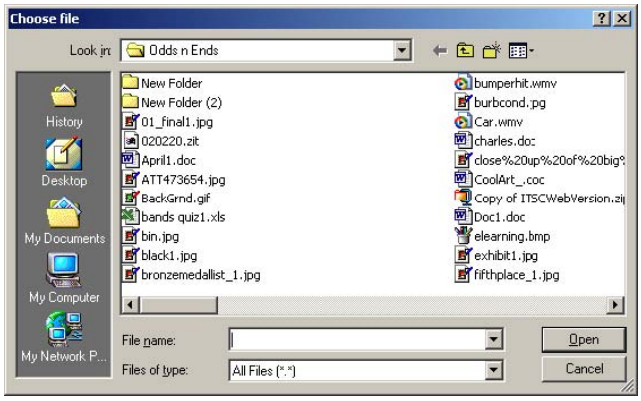
Attachment allows you to attach a file (much like you would attach a file to an email message). Click Browse. Navigate the browse screen to locate the file on your computer. Highlight the file and double-click or select Open.

When you've finished composing your message, be sure to click Save Changes.

Submitting Assignments There are three kinds of assignments available in your course. One requires you to complete an offline assignment, and deliver it to your instructor offline. Another requires you to create some sort of file (eg Word) and submit it for grading. The third allows you to type an assignment online. When the assignment requires submitting, complete the assignment in whatever format required by the Teacher. Save it, then enter the course and the particular assignment.

The page will look similar to this...

Find the Browse... option at the bottom of the page, below the message "Submit your assignment using this form." Click Browse. A browse window (as below) will open on your computer.

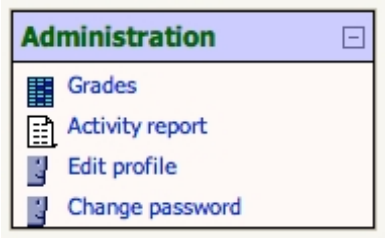


Navigate to the location in the computer where the assignment is saved, double-click or highlight the assignment and click Open.

Once the correct file has been selected, click Upload this file. When you return to the assignment screen, your uploaded file will appear (as below). Your Teacher determines whether or not you can resubmit an assignment.

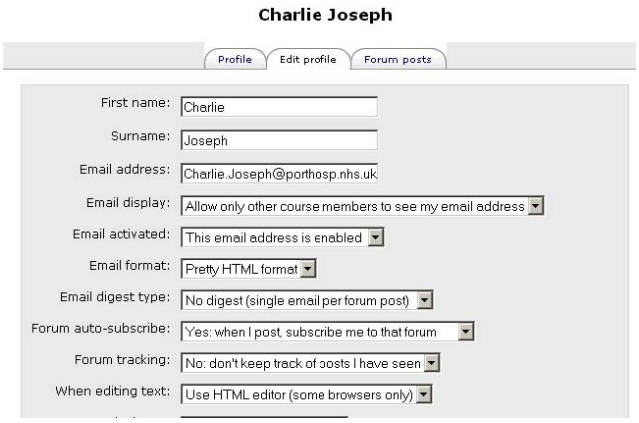
Checking Grades and Activity Reports

Your Teacher has the option of showing you grades for Assignments, Forum posts, etc. The system automatically totals points and creates a spreadsheet of your work. However, if your Teacher does not include all graded work, then the grade totals are not an accurate representation of your cumulative progress in the course. When your Assignment is graded, the system sends an email to the address listed in your User Profile, notifying you to check your grade.



To check your grades, find the Administration block. If your Teacher has enabled the grading option in the course, Grades will appear. Click Grades and a screen appears listing all the graded activities, the points for the activity, and the grade awarded. A total is located at the bottom of the table. You can also enter individual assignments from the central course content panel, once graded, to see your Teachers grading and comments.

Changing Name, Email Address, and Picture



To edit your name and email address, or change your picture from the smiley face to a more fun or realistic representation of yourself, select Edit Profile. *These options may not be available in all courses.*

Email Display field determines who in the system can view your email address. Anyone can create an account and log into the site and explore courses, so it's most secure to choose Allow only other course members to see my email address.

Email Format determines how emails are sent to your email account, either for a password reset, a forum subscription, or a graded assignment notification. If you're having trouble reading incoming emails, change this setting to Plain text format.

Forum Autosubscribe determines whether or not new posts to forums in your courses are sent to your email address. Your Teacher can use course settings to override a No, don't automatically subscribe me to forums on your part.

The 'When editing text:' option controls how text boxes for forum and journal entries appear in your browser. If you are using an older browser, it's a good idea to select Use standard web forms.

City/Town may be blank or may read 'changeme'. Enter your place of residence.
Country is your country of residence.
Preferred Language changes only the label text on the tools (not forum exchanges, chat messages, or any course content) to the selected language.
TimeZone can be set to your local time.
Description is your field to fill in, as you like.
Current Picture displays the current avatar representing you in chat rooms, forums, and other exchanges.

New Picture is the field that allows you to insert your own photo or image of your choosing as an avatar. The image must be jpg, no larger than 100x100 pixels. If it is larger, it will crop (trim) it. Simply Browse, as for the forum and assignment postings, select the appropriate file, and Open. Refresh your browser to see the new avatar appear in Current Picture.

Troubleshooting

I forgot my password
On the login page there is an option to have the system email you a new password. Click Send my details via email. The system resets your password and emails you a new password to whatever email address you have listed in your User Profile.

Support

For help with learning.ac.nz

0800 021774
helpdesk@learning.ac.nz

Please note that we are not able to assist with specific computer set-up, or with ISP internet connection problems. Refer to the FAQ's :-)