













Quick Tips for Moodle:

These are things that are useful when in an online course

Adapted from a handout created by the Office of Academic Technologies

✓ Icon Quick Reference

- Lists what each of the symbols means

Activity	Function
Forum 	Allows you to exchange ideas by posting and replying.
Assignment 	You can submit files (e.g., word-processed documents, spreadsheets, images, audio, video clips) or type directly into Moodlerooms.
Wiki 	A place where you can add to a collection of collaboratively authored Web documents.
Quiz 	A set of questions you can answer for immediate evaluation.
Chat 	A synchronous session that allows you to talk with classmates or your instructor in real time.
Feedback 	A survey tool that can be created by your instructor.
Advanced Forum 	An advanced version of a regular forum, adding some extra functionality.
Lesson 	A collection of content pages arranged in a branching format, with questions throughout to check knowledge.
Glossary 	A list of definitions that, depending on settings, you can help edit or add to.
Choice 	A simple poll your instructor can create.
Workshop 	Similar to an assignment, a workshop allows you to submit work, evaluate your classmates' work, and evaluate your own work.
Database 	You, your instructor, and your classmates can build, display, and search a bank of record entries about any conceivable topic.

✓ Make sure to use the Bread Crumb Trail when you are navigating through Moodle

The easiest way to navigate is by using the breadcrumb trail, located at the top of the page below the menu bar. The further you navigate in a course, the longer this path becomes. To move backwards to a previous location, you can click its link on the breadcrumb trail

My courses Library MyESC Faculty & Staff Help

✓ On your Course Home Page, make sure that you read Course Announcements

- This will give you any updated information about the course
- This may also give you any resources that may help you with your assignment



✓ Discussion Forum

- ✓ There are five different formats for Moodlerooms forums that may be used in your courses the two most basic formats are shown below:
 - **NOTE:** You will be expected post your thoughts to your classmates and instructor in clear and complete ideas

1. Standard forum for general use:

This is an all-purpose forum that allows for multiple posts.

We are all experiencing the trip through the world of Algebra together, so let's get to know each other better by introducing ourselves. Tell us a bit about yourself, including your year in school, major, and interests outside of school.

Directions:

1. Click the **Add a new topic** button to enter your response.
2. Click the **Save changes** button to post your response to the course.
3. Feel free to reply to another participant post, welcoming them to the course.

Add a new discussion topic

Standard Forum General Use

Discussion	Started by	Replies	Last post
Test Post	 George O. Bluth	0	George O. Bluth Wed, Mar 13, 2013 4:02 AM

2. Standard forum displayed in a blog-like format:

This is also an all-purpose forum that allows for multiple posts. The author's avatar displays next to the post, which has the look and feel of a blog post.


We are all experiencing the trip through the world of Algebra together, so let's get to know each other better by introducing ourselves. Tell us a bit about yourself, including your year in school, major, and interests outside of school.

Directions:

1. Click the **Add a new topic** button to enter your response.
2. Click the **Save changes** button to post your response to the course.
3. Feel free to reply to another participant post, welcoming them to the course.

Add a new topic

Standard Forum Blog-Like Format

 **Test Post**
By George O. Bluth - Wednesday, March 13, 2013, 8:02 AM

Here it is

[Edit](#) | [Delete](#) | [Export to portfolio](#)
[Discuss this topic](#) (0 replies so far)

✓ Replying to a Post

- You will be expected to reply to discussion posts that your classmate have posted using clear ideas supporting or refuting there ideas

Meet Your Classmates
1 post required, 1 reply required

Forum discussions are a great activity to begin building a classroom community. Let's try the game of two truths and a lie for this forum. Tell us three things about yourself, two of which are true, and one of which is not. We will all guess on each other's posts!

Directions:

1. Click the **Add a new topic** button to enter your three things.
2. Click the **Save changes** button to post.
3. Reply to another student's post, guessing which items are true and which one is not.

Add a new topic

After clicking the button, a new menu will appear below the forum instructions, allowing you to add post information (pictured below).

1. **Subject:** Your post's title
2. **Message:** The content of your post
3. **Subscription:** By default, you will receive emails when other students and your instructor post to this forum.

✓ Submitting Assignments

- You will know that you have an assignment due because you will see a picture of a clipboard
- To submit your assignment click on the “Add Submission” button.
- Make sure you click the “SAVE CHANGES” button at the bottom of the page when you are finished.
- Make sure that you check the submission status at the bottom of the page to make sure your document has been submitted.
- Best practices for submitting and assignment would be to upload the document into Moodle.

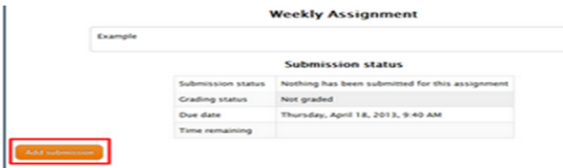


Submitting Assignments

To submit your work in an assignment activity, open the chosen assignment (pictured below).

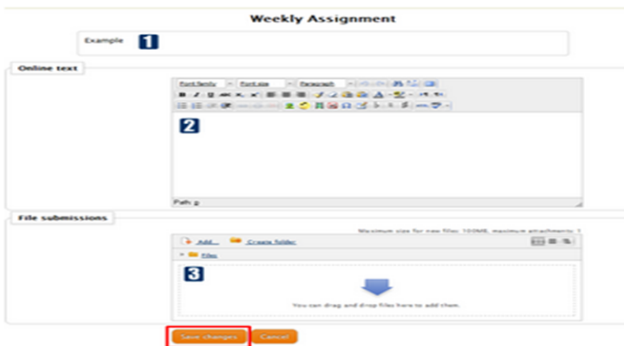


From the assignment page, click the **Add submission** button (pictured below).



From the assignment menu (pictured below), you will add your submission information.

1. **Assignment instructions:** The instructions for the assignment will appear at the top.
2. **Online text:** If your instructor has allowed it, you can either type your full submission directly into this box or add supplemental information to your attached file.
3. **File submission:** If your instructor has allowed it, add files (documents, media files, etc.) using either the file picker from the **Add** button or drag and drop files onto the file submission area.



When finished, click the **Save changes** button.

Reminder:

- ✓ Print the **course calendar**
- ✓ Find your **learning contract/course information** documents (either each individual page or you can print the entire book)
 - Note- you may want to print these out to help you organize yourself.

If you need Help!

Getting Help— Student Help Desk
Phone:

- 518 587-2100 ext. 2420
- 800 847-3000 ext. 2420

Hours:

- Sunday 1 - 9 p.m. E.S.T.
- Monday - Thursday 9 a.m. - 9 p.m. E.S.T.
- Friday 9 a.m. - 5 p.m. E.S.T.

Website: <http://www.esc.edu/techinfo> (articles,