Preparing for On-line Learning
Student Guide for Using

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Aims and Objectives

Aim
- To provide an introduction to using an on-line learning environment.

Objectives
After completing this course you will be able to:
- Navigate around the course.
- Identify the key elements of the course i.e. Topics, Blocks, Activities, Resources.
- Use the Activity modules showcased in the course.
- Interact with the course teacher and other students.
Moodle is a Course Management System (CMS) that helps students learn in a variety of ways. It is a free web application that educators and students can use to create effective online learning environments. Moodle allows students to sharpen their technology, organization, communication, and resource skills. In this guide you will be introduced to the basics of participating in an online course.

**Entering the course website**

Go to moodle.regiscollege.edu

Use your new username and password that you revised when you first logged into your Regis email.

Do not use the password on your original account letter. Only use the one that you created.

By logging into and using Moodle or other Regis College technology resources, you agree to the Regis College Technology Ethics and Privacy Agreement which can be accessed on the login screen.

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**Getting to know your Moodle**

Moodle has several features on its Homepage to help you stay on track with your courses. The Homepage shows the latest news and tips for Moodle.

When you first access Moodle you will see a list of the courses on the site.
You can access your courses by clicking on the course on the Home page or clicking on the listed courses under My Courses in the Navigation section.

Moodle provides a Calendar that teachers and the Registrar’s Office can post to. This Calendar will show what events and assignments are occurring on certain days. Some events posted to the Calendar can include: post submissions that are due, school vacations, the beginning of terms and when class finals start. You can view these events by scrolling over or clicking on the shaded dates.

In the Administration section you can review the information that is associated with your
account. This information includes your Regis email, email display, preferred language and other options. Under Edit profile, you can add a picture of yourself that teachers and classmates can see that is associated with your account.

In the Current Courses List you can have easy access to your current courses and groups that you are associated with.

**Entering the course**

Your course will appear on Moodle when the teacher and the Registrar’s office have granted you access to the course. Once you have clicked on the course on the Homepage, Navigation section, or Current Courses List you can see the Moodle site that is specific to the course. Below is the rTIP Student eXchange course that some students have access to. This course helps students with technology at Regis College.
**Moodle Activities**

Teachers who use Moodle sites expect that students perform certain tasks to take part in out of class/in class activities.

Topics often reside in the center of the course main page. It is in the topics that your teacher will place the activities etc., which make up the online elements of your course. The column of topics may vary in appearance depending on how your teacher has designed the course. Topics may be identified by a number, a number and date range or simply by a descriptive name. Examples of each are shown below:
**Forums**

One action that most teachers use is a forum where students can post responses to a prompt, essays, and other contributions.

A forum icon looks like this:

To access the forum simply click of the forum’s name. Once you have arrived at the forum your computer screen should look similar to the image below. Teachers can customize the forums to fit the academic needs of the assignment. In some forums teachers encourage you to look at your classmates’ submision and sometimes and even comment on them. To post your own submmission to the forum, click on the button labeled ‘Add a new discussion topic’.

The icon to post to a forum looks like this:

When you post to the forum you must include a subject and a message or the post will not submit to the forum. You can type in the text box using the variety of typing tools provided.
Once the post is submitted your teacher and your classmates will be able to view it in the forum. You will be able to edit your post after you submit it if the forum is still open.

**Quizzes/Tests**

Teachers may also post quizzes and tests on Moodle for you to complete as a take home test or in class.

When you click on the quiz icon you will formally attempt the quiz when you click on the ‘Attempt quiz now’ button. Pay attention to the amount of attempt you have to take the quiz. Most quizzes and tests only have one attempt so you will not be able to revise your answers once you have finished your quiz.

**Digital Citizenship Quiz**

Now that you have learned a few things about digital citizenship and cyber bullying, please take this quiz to test your knowledge. Upon completion of the quiz, along with a passing grade of at least 75%, you will receive a digital citizenship certificate.

Attempts allowed: 2

Grading method: Highest grade

[Attempt quiz now]

While taking the quiz or test you will be able to see how many questions you must complete in order to finish the assessment. You can flag your question and come back to it at the end of the quiz before you submit if needed.

**Private Submissions**

Teachers will sometimes ask students to submit a post that the other classmates cannot see. Unlike a forum submission, a private submission is a post that only you and the professor have access to. An example of a private submission is an essay that the teacher will privately grade you on. These submissions will show your submission status and grading status of the assignment as shown below. Usually, the teacher will also include when the assignment is due. To submit a private post click on the ‘Add submission’ icon.
In a private submission, the teacher will usually provide the option to post your assignment through a word processor, excel spreadsheet, or other program. You can either drag and drop the document into the space provided, or click on ‘Add’ to browse for your files.

If you click on ‘Add’ you can browse for you files using the File Picker.
Once you have found the files you wish to submit you click on the ‘Upload this file’ icon and post your assignment.

**Closing**

With this new information about Moodle and its' features you will be able to navigate through the site successfully. Each course at Regis College involves a varying amount of Moodle activity, depending on the professor’s preference. Talk to your professor about what features of Moodle you will be expected to utilize.