

# Student Guide for Using



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# Overview and Objectives

Your online course(s) through SW/WC Online Learning Community will be taught using the Moodle course management system. Moodle allows students to learn from any location at any time. You will use Moodle to access course content, interact with other students and upload assignments among many other things. You will notice slight changes from one course to the next as each course is unique; however, the basics will remain the same. This student guide is designed to introduce to you the basics of participating in an online course.

If you have questions about assignments or anything related to your coursework please contact your course instructor. If you are having technical difficulties with your Moodle course feel free to contact SW/WC Online Learning Community distance education support desk at [desupport@swsc.org](mailto:desupport@swsc.org) or (507) 537-2259.

## Objectives:

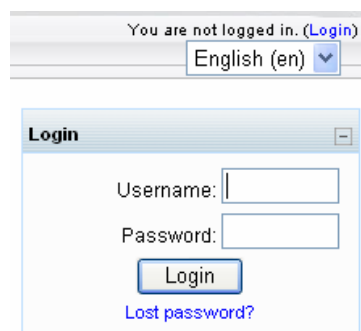
- Provide students with the support they need to be successful in the online environment
- Help students navigate through their Moodle course and become familiar with the structure
- Understand activity modules
- Maintain profile settings

## Registration

Once you have registered for an online course with SW/WC Online Learning Community, you will receive a user name and password for your course by email. This password is temporary and you will be prompted to change it the first time you login. You should receive this information at least two weeks prior to the course start date. If you haven't, please contact the SW/WC Online Learning Community support desk to assist you.

## Entering Your Moodle Course

Once you have your user name and password you will go to the Moodle homepage at <http://moodle.swsc.org> to log into your online course. Some courses allow guest access, but may require an enrollment key to enter. If you see the 👤 icon it means that guests may enter the course. The 🗝️ icon lets you know that to enter this course as a guest you must have an enrollment key. Guests always have read-only access to the course. For full access, you must login to the site. In the top right hand corner of the site you will see the login block:



You are not logged in. ([Login](#))

English (en) ▾

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**Login** [-]

Username:

Password:

[Lost password?](#)

Prior to logging into Moodle, you saw that all courses were listed on the homepage. Once you have successfully logged into the site, only the courses you are registered for will appear. From this point you click on the course title of the course you wish to enter. You will be directed to the course homepage and then be able to access all course materials from your instructor.

Available Courses	
<b>Moodle 101</b> Teacher: <a href="#">Admin User</a> 👤 🗝️	An introduction to using Moodle as a course management system. This course is designed for educators.
<b>Information Literacy</b> Teacher: <a href="#">Diana Veenstra</a> 👤 🗝️	The class will assist students in reaching the recommended Minnesota Information and Technology Literacy Standards through a thorough understanding of information and its use. The students will approach various forms of information and learn to research, evaluate, and understand the information in order to apply it to social, educational, and personal goals.
<b>Advanced Placement Biology</b> Teacher: <a href="#">Amanda Meyer</a> 👤 🗝️	This course is designed to explore college level topics in introductory biology, including cell biology, genetics, plant & animal physiology, ecology, and evolution. This course will prepare you to take the Biology Advanced Placement Exam in May, 2006. If you choose not to take the exam, the course content is designed to prepare you to do well in a college introductory biology course for majors.

# Navigation

Moodle offers several ways to navigate through your course.

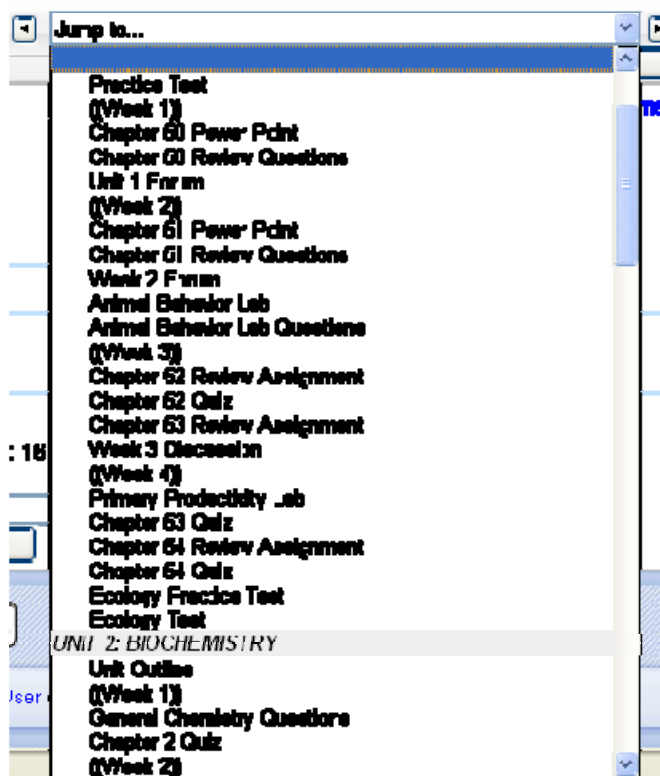
Breadcrumbs- this menu bar sits in the top left hand corner of your screen. The text will change depending on what you are looking at. In this example it is showing that I am on the SW/WC Online Learning Community Site > in a science course > in my AP Bio course > looking at an assignment > and the assignment is “Practice Assignment”. This allows you to see your steps in the opposite direction and lets you easily return to where you started.

In this example if you were to click on “assignments” it will take you to a list of all of the assignments for the course. If you click on “AP Bio” it will take you to the AP Bio course homepage. Likewise, if you click on SW/WC you will be taken to the SW/WC Online Learning Community Moodle site.



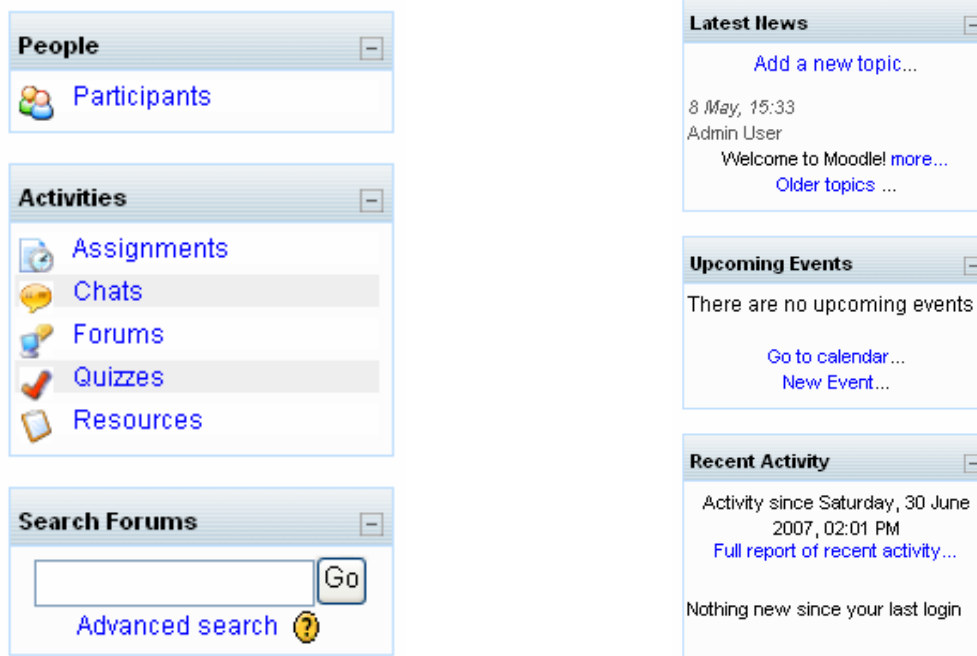
SW/WC > Science > AP Bio > Assignments > Practice Assignment

Dropdown Menu- This allows you to quickly “jump” from one area of the course to the next. All you need to do is click on the down arrow and select the area you wish to open.



# Blocks

Blocks are set up by your instructor and may vary slightly from one course to the next depending on the particular activities required for each course. The most commonly used blocks are shown below:













The “Activities” block represents all of the activities the instructor has added to the course. For example, if your instructor uses the chat feature you will see the chat icon in the activities block. If they have not added a chat to the course, it will not appear in the block.

The “Latest News”, “Upcoming Events” and “Recent Activity” blocks are very valuable to you in helping you be aware of what is happening in your course. You should look at these each time you login to your course.

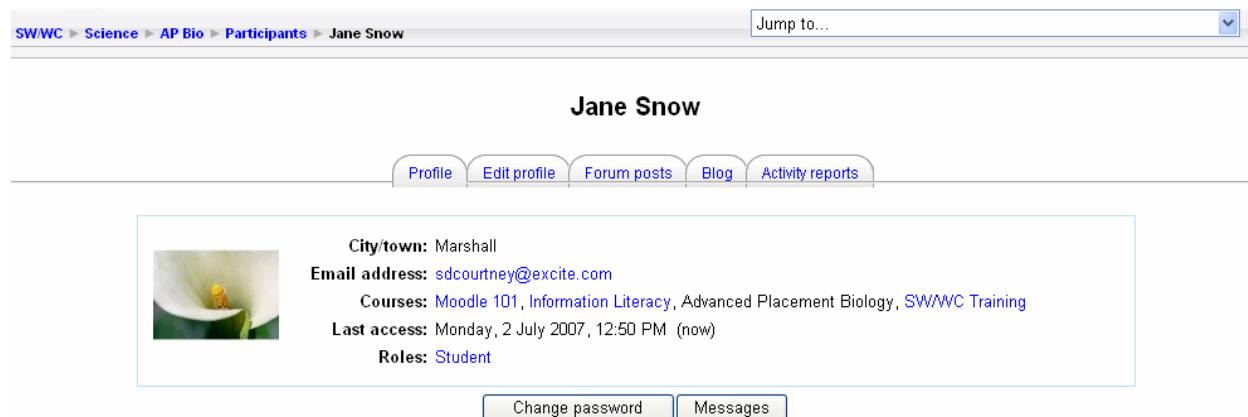
## Activity Modules

There are a number of activity modules in Moodle that your instructor can utilize. Below is a description of commonly used activity modules:

 <b>Assignments</b>	<p>Assignments allow the instructor to specify a task that requires students to prepare digital content (any format) and submit it by uploading it to the server. Typical assignments include essays, projects, reports and so on.</p>
 <b>Chats</b>	<p>The Chat module allows participants to have a real-time synchronous discussion via the web. This is a useful way to get a different understanding of each other and the topic being discussed - the mode of using a chat room is quite different from the asynchronous forums.</p>
 <b>Choices</b>	<p>A choice activity is very simple - the instructor asks a question and specifies a choice of multiple responses. It can be useful as a quick poll to stimulate thinking about a topic; to allow the class to vote on a direction for the course; or to gather research consent.</p>
 <b>Forums</b>	<p>This activity can be the most important - it is here that most discussion takes place. Forums can be structured in different ways, and can include peer rating of each posting. The postings can be viewed in a variety of formats, and can include attachments. By subscribing to a forum, participants will receive copies of each new posting in their email. An instructor can impose subscription on everyone if they want to.</p>
 <b>Hot Potatoes Quizzes</b>	<p>This activity provides interactive activities such as crosswords, quizzes, matching activities, etc.</p>
 <b>Glossaries</b>	<p>This activity allows participants and/or instructors to create and maintain a list of definitions, like a dictionary.</p>
 <b>Journals</b>	<p>This module is a very important reflective activity. The instructor asks the student to reflect on a particular topic, and the student can edit and refine their answer over time. This answer is private and can only be seen by the instructor, who can offer feedback and a grade on each journal entry.</p>
 <b>Quizzes</b>	<p>This module allows the instructor to design and set quiz tests, consisting of multiple choice, true-false, and short answer questions. These questions are kept in a categorized database, and can be re-used within courses and even between courses. Quizzes can allow multiple attempts. Each attempt is automatically marked, and the instructor can choose whether to give feedback or to show correct answers.</p>
 <b>Resources</b>	<p>Resources are content: information the instructor wants to bring into the course.</p>
 <b>Wikis</b>	<p>A Wiki enables documents to be authored collectively. "Wiki wiki" means "super fast" in the Hawaiian language, and it is the speed of creating and updating pages that is one of the defining aspects of wiki technology. Generally, there is no prior review before modifications are accepted, and most wikis are open to the general public or at least to all persons who also have access to the wiki server.</p> <p>The Moodle Wiki module enables participants to work together on web pages to add, expand and change the content. Old versions are never deleted and can be restored.</p>

# Profile

You automatically will have a profile generated for you by registering for an online course through our online learning community. To access and edit your profile click your name anywhere it appears in your Moodle course. You will then see this screen:



The screenshot shows a Moodle user profile page for Jane Snow. At the top, there is a breadcrumb trail: SW/WC > Science > AP Bio > Participants > Jane Snow. To the right of the trail is a search box labeled "Jump to...". Below the breadcrumb is the user's name "Jane Snow" in a large font. Underneath the name are five tabs: "Profile", "Edit profile", "Forum posts", "Blog", and "Activity reports". The "Profile" tab is currently selected. The profile information is displayed in a box with a light blue border. On the left side of the box is a profile picture of a white flower. To the right of the picture, the following information is listed: "City/town: Marshall", "Email address: [sdcourtney@excite.com](mailto:sdcourtney@excite.com)", "Courses: Moodle 101, Information Literacy, Advanced Placement Biology, SW/WC Training", "Last access: Monday, 2 July 2007, 12:50 PM (now)", and "Roles: Student". Below the profile information box are two buttons: "Change password" and "Messages".

To make changes, click on the edit tab. You can decide how much information you want to provide. It is essential that you keep your email address activated and updated as you will receive emails from your instructor at the email address you provide here. This is also where you can choose to upload an image that will appear next to your name. This may be a picture of you or any other appropriate image you would like to select. If you choose not to upload an image you will have a smiley face icon by default. When you have completed all of the fields you want to update click the “Safe Profile” button and your changes will be updated. See image on page nine for more details.

## Jane Snow

[Profile](#) [Edit profile](#) [Forum posts](#) [Blog](#) [Activity reports](#)

### Required

Show Advanced

First name

Surname

Email address

Email display

Email activated

Email format

Email digest type

Forum auto-subscribe

Forum tracking

When editing text

AJAX and Javascript

Screen reader


City/town

Select a country

Timezone


Preferred language

Description

Trebuchet 1 (8 pt) Lang **B** **I** **U** **S**  $x_2$   $x^2$  

Path: 

### Picture of

Current picture 

Delete

New picture (Max size: 16MB)

Picture description

### Optional

Show Advanced

Web page

ICQ number

Skype ID

AIM ID

Yahoo ID

MSN ID

ID number

Institution

Department

Phone

Phone

Address

There are required fields in this form marked 