

Getting started with Moodle

This 'how to guide' will help you get started with using the tools on your course page. You will learn more about how to use Moodle tools as you go through the course. Resources on the course page will help you build these skills.

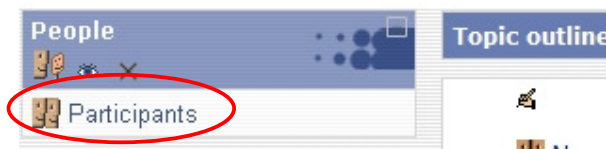
You may want to start with the things you need to know at this stage and then further explore the other tools.

1. How to update your profile
2. How to use an online forum
3. How to navigate your course page

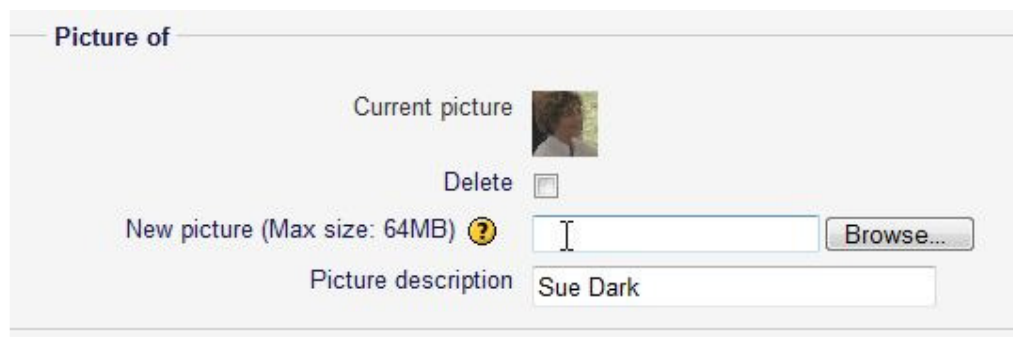
1. How to update your profile

You may be asked to introduce yourself in an online forum, but you should add some information to your profile as well. It would be great if you could upload a picture. Real faces always make a learning environment feel more inviting.

Click on 'Participants' on the left side of your course page.



You will see a list of all the participants in the course. Click on your name. Then click on the 'Edit profile' tab. Scroll down and write something about yourself in the description. Then click on browse and find your picture on your computer or memory device. Once your picture is uploaded, scroll down and click on 'update profile'

A screenshot of the Moodle 'Edit profile' form. The form is titled 'Picture of'. It shows the 'Current picture' as a small square image of a person. Below this is a 'Delete' button with a checkbox. The 'New picture (Max size: 64MB)' section has a text input field and a 'Browse...' button. The 'Picture description' section has a text input field containing the text 'Sue Dark'.

2. How to use an online forum

Reading messages

When your colleagues or students post a message in any of the discussion forums, you can read the messages in two places:


- In the discussion forum on the course page when you are logged in
- In your email box if you are subscribed to the forum (see below on how to subscribe and unsubscribe)

Posting messages

To reply to a course message that you received in your email box, use the **Reply** link in the bottom right of the window. When you click on this link you will be asked to log into your course page. *Try to remember not to use the reply function in your email software, as this will not reply to the whole group; just to the individual.*

You also have the option to view the entire discussion before you decide to reply. Click on **'See this post in context'** to go directly to the course page and the discussion.

If you don't wish to have forum messages in your email inbox, you can decide to 'unsubscribe' from the forum. Click on the link **'Unsubscribe from this forum'** and follow the instructions. You will still be able to see the discussions but you will need to log into the course page to see them.

When you are in your course page you can also check the messages directly in the forum. The icon for an online forum looks like this: 


When you click on the discussion forum link, this will be part of the screen:




































































































































































































































































































































































































































































To view a discussion, click on the title of the discussion in the left column (Discussion). You will then see all the postings within this discussion. If you want to start a new conversation, click on '**Add a new discussion topic**'. This ensures that conversations are structured, especially when there are several components/issues/parts in your answer. Don't forget to type in your subject. Choose a subject name that is clear for your readers.

Your new discussion topic

Subject*


Message* 



Lang  **B** *I* U  x_2 x^2   














                                                            

                                                            

                                                            

                                                            

                                                            

                                                            

                                                            

                

Your reply




Subject*

Message* 


 
B *I* U ~~S~~
 x_2 x^2





▶◀ ◀▶
 
 
 
 

Path:

Subject*

Re: Anouk's introduction

Message*

You can also add an attachment, but you will need to browse for it where you have saved the file. Click on the **Browse** button to do this.

Whether you start a new discussion topic or reply to an existing one, make sure you post your message. Write your message in the box and, when you have finished, go to the bottom of the page and click on '**post to forum**'.

Path:

Formatting:

HTML format ?

Subscription:



Send me email copies of posts to this forum v ?


Attachment:
(optional)

Browse... ? Max size: 500KB

Post to forum

Formatting: HTML format

Subscription: Send me email copies of posts to this forum  

Attachment:  Max size: 500KB

[Post to forum](#)

Once you have posted a message, your team members will not immediately see it. You have half an hour to edit your message. To do so, go back to your posting and click on **'edit'** in the right bottom corner of your message.

Subscribing to forums

Subscribing to a forum means that you also get the postings in your email box.

Everybody is subscribed to the news forum, because that is the way your facilitator is able to get hold of you, even if you don't log into the course page.

You can decide whether or not you want to keep track of what is going on in the course page without constantly logging in. There are various ways to manage this.

You can do it for all forums at once by clicking on **'Forums'** in the 'Activities' block on the left hand side of your course page.

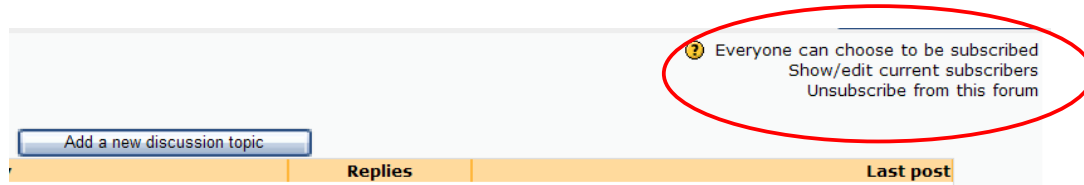


You will see all the forums of the course listed. The last column of the table tells you whether you are subscribed or not. You can choose which resource you want to be subscribed to from the column by clicking on the 'yes' or 'no' or you can subscribe/unsubscribe to all forums at once by clicking on the (un)subscribe to all forums on the top right corner.

General forums			
Forum	Description	Discussions	Subscribed
Coffee shop	This is your virtual coffeeshop. Enjoy your break!	0	Yes
News forum	General news and announcements	0	Yes

You can click on 'subscribe to all forums' in the top right corner of the page. Alternatively you can manage the forums you want to subscribe to from the list. Click on the 'No' in the column on the right and it will become 'Yes'.

Another way of subscribing/unsubscribing is in the forums themselves. Click on the forum and go to the top right corner of the page to subscribe or unsubscribe.



3. How to navigate on your course page

There are two ways to navigate between your course page and the course resources:

The 'breadcrumbs' (isn't this a great name?) in the top left corner of your screen allows you to go back from where you came. The 'jump to' function on the top right corner of your screen allows you to scroll over the whole list of resources and activities in the course. Just pick the one you want to go to.

