

Moodle is the new Virtual Learning Environment (VLE) for the University of Kent. This document will demonstrate the look and feel of Moodle, and describe some of the features.

Your teacher will use Moodle to provide course materials such as handouts, lecture notes and PowerPoint presentations. Your teacher may also use Moodle in more interactive ways, which will require your input. Activities such as discussion forums, chat rooms, quizzes and assignment drop-boxes are often used. You may also be asked to use more advanced tools such as wikis, databases and podcasts; your teacher will explain how to use these.

## Logging In

To access Moodle you need to open a web browser like Internet Explorer or Firefox.

1. In the address line of your browser, type the address <http://moodle.kent.ac.uk> (note: no www!), then click the **Go** button or hit **Enter**. You will be directed to the Moodle log-in page.

On the right side of the page you will see a box with the title "Is this your first time here?" This will provide useful information and a link to an **orientation video**, which covers much of the content of this guide and can be accessed at any time.

2. At the log-in page you will be asked to enter your Kent user name and password (the same that you use to log-in to University computers). Do this and click the **Login** button.




You will now see the Moodle front page. Before we go any further let's cover some of the essentials.

## Getting Started

**Bread-crumbs.** You will find a bread-crumbs trail on every page other than the front page. Bread-crumbs are displayed in the top-left corner in the blue bar. These indicate how you navigated to the current page. All bread-crumbs, except the current page, are links which enable you to retrace your path back to your module page (e.g. DE001) or the front page (Moodle@Kent):

Moodle@Kent ► DE001 ► Forums ► Forum (Discussion Board)

**Help Icons.** In several places within Moodle you will see help icons like this: . Clicking this icon will open a new window with information about the related item.

**Helpdesk Link.** In the footer of every page you'll find a link to contact the IS helpdesk. Clicking the link takes you to a web form which will send your enquiry to the relevant people, based on the page it was sent from. Please use this form only for Moodle-specific queries; if you're having problems finding specific resources within a module please contact the lecturer or convenor instead.

## Front Page

The Moodle front page, pictured overleaf, is the first thing you'll see every time you log in to Moodle, and contains profile information, a list of all your modules and some useful tools, called Blocks.

## Blocks

Each of the tools on the left of the page (shown below) is known as a Block. You may find different blocks in each of your modules, but you will always see these on the front page:

### Calendar (1)

You can use the calendar to add your own events. It will also contain events for your modules or for groups within modules, which may be related to upcoming activities or deadlines. Certain activities such as assignments and chats automatically create calendar entries. You can move between months using the **arrows**, or see a larger and more detailed calendar by clicking on the **month name**.

### Main Menu (2)

This block contains useful links for staff and students, including training resources. It's a good idea to look at the **Student Training Module** and **Student Orientation Video** if you need any help.

### Online Users (3)

This block shows people who are online at the same time as you. You can view someone's profile by clicking on their **name**, or send them a message by clicking the **envelope icon** next to their name.

The screenshot shows the Moodle front page for the University of Kent. At the top right, the user 'Joe Bloggs' is logged in, with options to 'Update profile' and 'Logout'. The main content area is titled 'University of Kent Virtual Learning Environment' and lists several modules. The left sidebar contains various navigation blocks. Numbered callouts (1-6) and labels (Title, Description, Date & Campus, SDS code, Teachers) are overlaid on the page to identify key elements.

**1** Calendar (July 2010)

**2** Main Menu

**3** Online Users

**4** Messages

**5** My modules

**6** User profile (Joe Bloggs)

**Labels:** Title, Description, Date & Campus, SDS code, Teachers

Module Code	Module Title	Teachers	Description
LZ330	Extending English Language Skills	Sebastien Cadinot, Jane Short	On this module students will extend their understanding of key areas of English language: revision, accuracy; structuring and delivering a presentation; listening interactively in a...
LZ332	Discourse Analysis	Marina Kolokontse, Khanh Dur	Through this module, students will put into practice the knowledge they have gained in the Analysing Language (LZ331) module by analysing grammatical and discourse feature of media and business texts. This will enable them to understand the main feat...
LZ520	Learning and Teaching Languages	Jane Short	In this module we will analyse... in the light of past and current de... We will discuss a range of lang... ways in which they ref...
DE001	Moodle Demonstration Module		A module demonstrating some of the capabilities of Moodle. Anyone can self-enroll into this module to see how Moodle works from the student point of view.

## Messages (4)

The messages block shows any new messages you have received. To view a message, click the **envelope icon** next to the sender's name. This will open up a chat window, much like in MSN or other instant messaging services, allowing you to read and reply to the message. If a message is sent to you when you aren't logged in to Moodle then the message will be sent as an email to your Kent email account.

For more options, click the **messages...** link. A popup window will appear, giving options to add contacts, search for other Moodle users and manage your messaging settings.

## My Modules (5)

This block provides a quick way to access, or switch between, any of your modules. An **All Modules** link at the bottom of the block takes you to a list of all the modules in Moodle. From this list you can view the description of any Moodle module and self-enrol into any enrollable modules. These may include study skills and library skills modules.

## Profile

The profile contains information about you, and everyone in Moodle has one. Other users on Moodle can see your profile if they click on your name, and it will display your description (if you have entered one). You'll see more information if you view the profile of one of your students. You can view your profile by clicking on **your name** anywhere you see it in Moodle; you'll always find it in the top-right corner of the page (6).

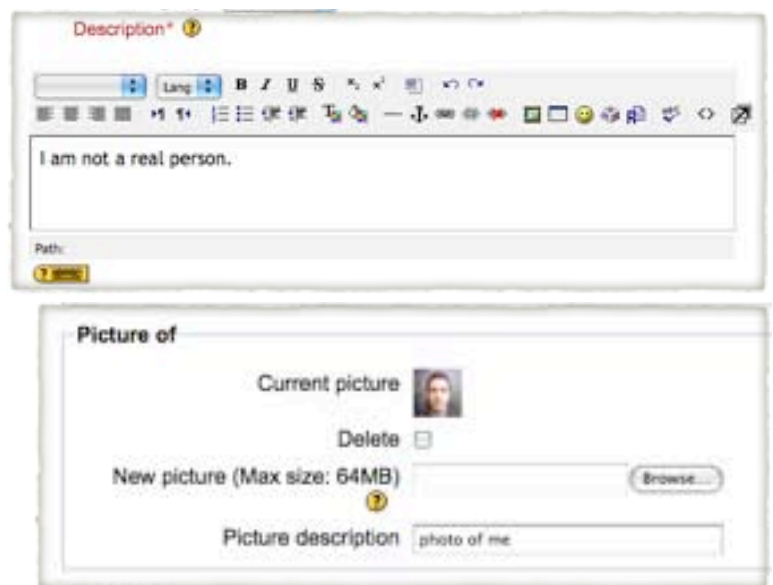
To personalise your profile, click on the **Edit Profile** tab. There is some information you can't change, such as your name and email address, as this is linked to other Kent systems. To personalise your profile you can do two things:

### 1. Add a description

Moodle won't let you update your profile without adding a description. This can be as long or as short as you like.

### 2. Add a photo

The standard image for a Moodle user is a white silhouette on a blue background. You can add your own image by clicking the **Browse** button in the **New Picture** field. A pop-up window will appear allowing you to select an image file on your computer. Click the **Open** button to upload the image. This image will appear next to your name in forums, messages, etc.



You can also change **privacy** and forum subscription settings in this page. Click the **Show Advanced** button to see all the options. When you have finished editing your profile scroll to the bottom of the page and click the **Update Profile** button to save your changes.

## Modules

All your modules are shown in the **My Modules** list. Each module should have a module code, a title and a short description, taken from the module handbook. For more information on each module click the **more** link at the end of the description. It should also show the campus and delivery dates of the module, as well as the name of the person teaching the module in Moodle. A module with a grey title means that you are enrolled but the module has not yet been made available to students. To enter a module, click on its **title**.

Each module (example shown overleaf) consists of several content sections and blocks. Your teacher decides which optional blocks will appear, but there are several standard blocks in each module:

## Calendar (1)

This is the same as on the front page but with module-level events only for the current module.

## Activities (2)

This block sorts all content in the module by type, which may help you to find a specific resource.

## Administration (3)

This provides a link to your profile. Depending on the settings your teacher has chosen you may also see a link to your Grades. This is not linked to SDS and only shows you grades given in or calculated by Moodle.

## Kent Links (4)

This block contains a link to the online module handbook entry for the module, the module's reading list, and a link to SDS.

The screenshot shows a Moodle course page for 'Moodle@Kent > Student Training'. The page header includes the University of Kent Moodle logo, the user name 'Steve Bailey as J. Bloggs', and links for 'Update profile' and 'Logout'. The main content area is titled 'Welcome to Moodle Training for Students' and contains introductory text about Moodle. A sidebar on the left contains several sections: 'Calendar' (with a calendar for November 2010), 'Activities' (listing various activity types like Assignments, Chats, etc.), 'Administration' (with links for Grades, Unenrol me from Student Training, and Profile), 'Kent Links' (with links for Handbook and Student Data System), and 'People' (with a link for Participants). The main content area also features an 'Orientation' section with a video list and a 'Your Modules' section with explanatory text. Numbered callouts (1-8) are placed over the page to highlight specific elements: 1 points to the Calendar, 2 to the Activities list, 3 to the Administration section, 4 to the Kent Links section, 5 to the People section, 7 to the Orientation text, and 8 to the video list.

University of Kent **moodle**

Steve Bailey as J. Bloggs  
Update profile Logout

Moodle@Kent > Student Training

Calendar

November 2010

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Events Key

- Global
- Module
- Group
- User

Activities

- Assignments
- Chats
- Choices
- Databases
- Forums
- Glossaries
- Journals
- Podcasts
- Questionnaires
- Quizzes
- Resources
- Wikis

Administration

- Grades
- Unenrol me from Student Training
- Profile

Kent Links

- Handbook
- Student Data System

People

- Participants

## Welcome to Moodle Training for Students

Moodle is very easy to use and those of you who have used social networking sites such as facebook shouldn't have any problems. For everyone else this module provides all the information you will need to know to use Moodle.

It features instructional videos and documents as well as troubleshooting information and sample **activities**. Each **section** deals with a different aspect of Moodle. Feel free to work through this module from top to bottom or just browse to find what you need.

Although we provide instructions and examples of most of the available **activities** in Moodle, your lecturer, seminar leader or convenor will let you know how they plan to use Moodle for each module. Some modules will only use Moodle to provide lecture materials, whereas others may provide many interactive experiences.

**As a starting point you should download "Learning with Moodle" and/or view the student orientation video.**

- Learning with Moodle
- Moodle@Kent Terminology
- Click here to leave feedback about this module

### Orientation

You've made it this far so we know that, at the very least, you can log in to Moodle. However, some of you may have got to this page by clicking a link outside Moodle so the videos in this **section** provide a general orientation to Moodle. This includes logging in, setting up your **profile** and using Moodle messaging. Some of the content of these videos can also be found in Learning with Moodle.

- Student Orientation Video
- Video: Editing your Profile
- Video: Messaging in Moodle

### Your Modules




As explained in the **student orientation video**, your "My Modules" list displays all the modules on which you are enrolled. Your My Modules list will only show the modules that are available to students so you should at least see all your old WebCT modules if you have any. In the case of new modules, your **teacher** needs to make the module available to students before it will appear in the list. A module is kept hidden from students whilst the **teacher(s)** set it up, so you might not see some of your modules until just after the start of term. Some **teachers** decide not to use Moodle for their modules, so don't expect to see all the modules you're enrolled on.

**If one of your modules is missing then you should contact the convenor, lecturer or seminar leader of that module.**

## People (5)

The Participants link in this block shows all the students and staff enrolled on this module. You can, as always, click on a person's name to be taken to their profile.

The layout and content of each module is decided by the teacher. Some modules may have little descriptive information and others may have full explanations throughout the module. Content is arranged into sections, which may be topic-based or week-based. Each section has a descriptive area at the top (7) and a content area below (8), separated by a dotted line. The content area can contain different types of resource:

-  Files, such as Word documents, PowerPoint presentations and PDFs
-  Web links
-  Forums and Chat rooms
-  Assignments and Quizzes

Click on the resource's name to open it. Some documents will require you to have particular software installed on your computer, such as Flash player, Adobe Reader or Windows Media Player. Most computers already have these installed so this shouldn't be a problem. More advanced types of content may also be used. Your teacher will tell you how to use these.

## Help & Support

For general help using Moodle, contact your teacher. If you are having problems accessing Moodle or a specific module, contact the Helpdesk on 01227 82 4999, or email [helpdesk@kent.ac.uk](mailto:helpdesk@kent.ac.uk). Other training documents are available from the elearning website (<http://www.kent.ac.uk/elearning/documentation.html>).

Don't forget that the **Student Training Module** and **Student Orientation Video** are available from the Main Menu block on the Moodle front page, and can solve many of your Moodle-related problems.

## Frequently Asked Questions

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### *Can I access Moodle from home?*

Yes, all you need is a web browser and access to the Internet. You log in using the address <http://moodle.kent.ac.uk> and enter your Kent user name and password as usual.

### *My password isn't working!*

Make sure you do not have CAPS lock selected and that you enter your user name in lowercase. If you still have problems, click the **Help me log in** button.

### *I have missed my assignment deadline. What should I do?*

Contact your teacher for advice.

### *I don't have a module list. All I can see is a list of departments. Why is this?*

This means that you are not yet enrolled on any modules (in Moodle). Once you are enrolled on your modules the module list will appear.

### *I can see the "My Modules" list but one of my modules is missing. What should I do?*

It may be that you are not yet enrolled on the module in the Student Data System (SDS). Log in to SDS to check whether you are enrolled on the module. If you aren't enrolled then ask your teacher to enrol you. If you have only just enrolled in the module then wait 24hrs and try again.

### *One of my modules has a grey title and I can't access it. Why not?*

The module has not yet been made available by the lecturer or convenor; it's possible that they have decided not to use Moodle for this module. When it is made available the title will become blue and you can access the module. Please contact the lecturer or convenor directly if you think you should have access.