Moodle: Essentials

Moodle is the Virtual Learning Environment (VLE) for the University of Kent. You can use Moodle to provide course materials such as hand-outs, lecture notes and PowerPoint presentations to your students. You can also use Moodle in more interactive ways which require input from your students. Activities such as discussion forums, quizzes and assignment drop-boxes are available for you to use.

Popular sections

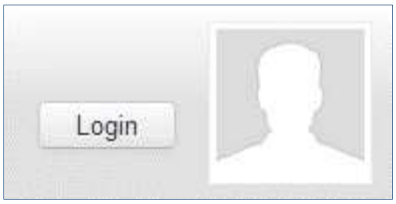
Moodle is easy to use, and should be very straightforward for anyone who is comfortable using the web. This document will provide you with an understanding of Moodle's basic features, and will show you how to set up your modules, add and manage content, and make your module available to students.

Logging in

To access Moodle you need to open a web browser like Internet Explorer, Chrome 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 login page.

This page provides useful information such as user guides/videos for teachers and students. **Site News** posts, containing important announcements for all users, are displayed in the centre of this page.



2. Click on the **Login** button in the top-right corner of this page. You will be taken to the *Kent IT Account Logon* page or, if you are already logged in to another system (e.g. SDS) you can skip step 3.
3. Enter your Kent username (e.g. abc1) and password, then click **Login**.

You will now see the Moodle front page.

Moodle Training Site

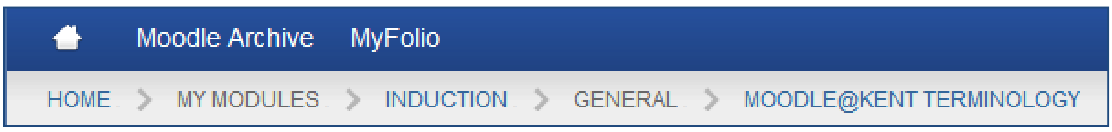
We have created a version of Moodle designed specifically for training. In this Moodle you will find several training modules, which contain training documents and videos on various elements of Moodle. To visit the Moodle training site, go to http://moodle.kent.ac.uk/training and log in as above.

You'll notice that the site looks very similar to "live" Moodle, and all the standard resource and activity types are provided here. You can create your own training module, to use during formal training sessions and otherwise in any way you like, by following the instructions at the top of the front page.

Getting Started

Profile Bar – This drop-down menu, accessible from every page by clicking the arrow next to your name (right), provides useful links, along with the logout button.

Bread-crumbs – You will find a "bread-crumb" trail on every page other than the front page. Bread-crumbs are displayed in the top-left corner below the blue links bar. These indicate how you navigated to the current page and enable you to retrace your path back to your module page (Induction) or the front page (Home):

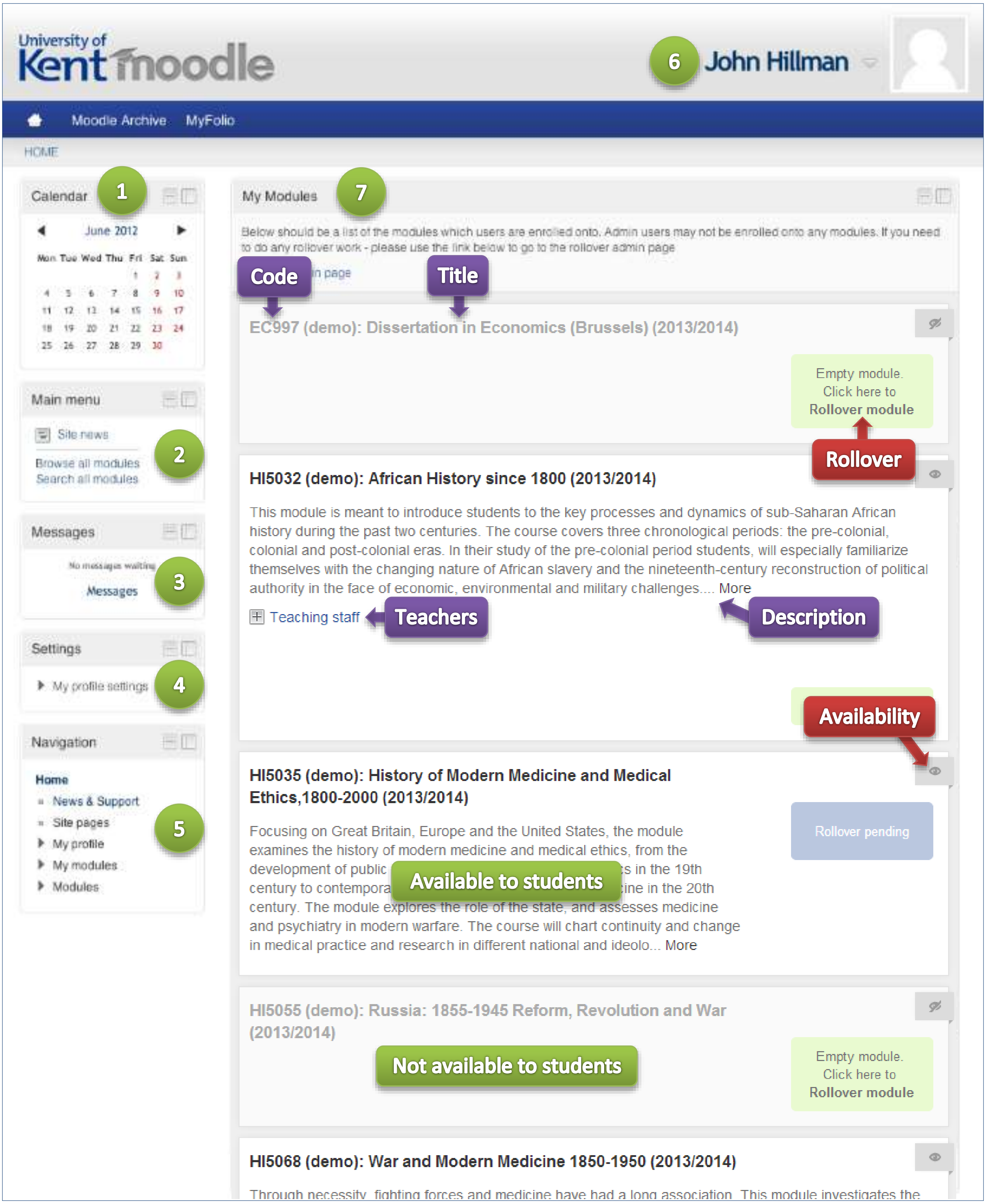


Help Icons – In several places within Moodle you will see help icons like this ⓘ. Clicking this icon will open a new window displaying information about the related item.

Helpdesk Link – In the footer of every page you'll find a link to contact the IS Helpdesk. Clicking the link will open your email program and address a message to the Helpdesk.

Front Page

The Moodle front page, pictured below, 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 is known as a Block. You may find different blocks in each of your modules, and you can collapse a block if you don't want to see it, but you will always see these on the front page:

Calendar (1)

The calendar automatically displays any relevant events for activities created within modules, such as deadlines for Turnitin assignments. You may also add events for your modules or for groups within modules, which may be related to upcoming activities or deadlines. 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.

Messages (3)

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.

Administration (4)

This block appears on every page and contains settings relevant to the current page, such as module or activity settings. It also contains your profile settings.

Navigation (5)

This block appears on every page and contains links to the homepage, News & Support, a list of your modules and an expanding menu of categories in Moodle, to allow users to browse available modules. It also contains other relevant links depending on the page you're on.

Profile (6)

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 and photo. You'll see more information on your students' profiles, such as their modules and groups. 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 every page. To personalise your profile, click on the **Edit Profile** link under **My profile settings** in the **Administration block**. To personalise your profile:

1. **Add a description**
   Give some information about yourself. Depending on the context, it might be a good idea to explain your role or your area of expertise.
2. **Add a photo**
   You can add your own image by clicking the **Choose a file** button in the **New Picture** field. The file picker (p9) will appear, allowing you to upload an image from your computer or various other locations. If you use Gravatar.com your image will be displayed automatically. This image will appear next to your name in forums, messages, etc.

You can provide optional information about yourself including interests and additional contact information. You can also change **privacy** and forum subscription settings in this page. When you have finished editing your profile scroll to the bottom of the page and click the **Update Profile** button to save your changes.

My Modules (7)

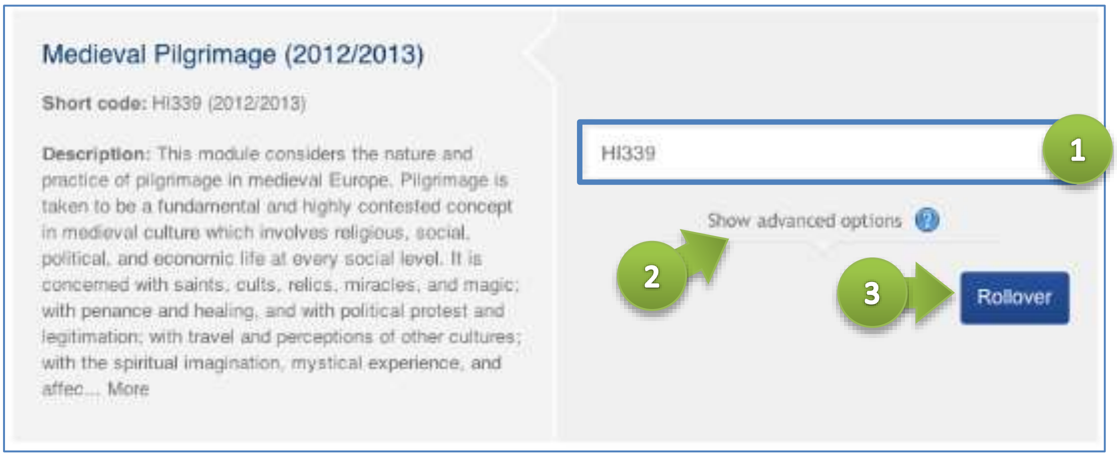
Moodle's automation system creates and populates all taught modules automatically from the information in the Student Data System (SDS), and teachers are automatically assigned from the Online Timetable Information System (OTIS). If a module is missing from your list then please check that you are listed in OTIS before contacting your Faculty Learning Technologist (FLT).

All the modules you are listed to teach are shown in the **My Modules** list. Each module should have a module code, a title and a short description, taken from the module catalogue. 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 a collapsed list of teaching staff. All modules are created "unavailable" to students, to allow teachers to add and arrange content before letting students in (see *Availability*, p11). Unavailable modules are greyed out in the list but can still be accessed and edited by teachers. To enter a module, click on its **title**.

To access modules from previous academic years, please see the links in the blue bar at the top of any page.

Module Content Rollover

Rollover makes it easy to copy content into an empty module from an existing one, such as the previous year's version of the same module. If your module ran in the previous academic year then rollover will have happened automatically, but you can click the **Empty this module** button if you'd like to start from scratch or rollover from a different module. To rollover an empty module, click on the rollover button to the right of the module description in the **My Modules** list. The rollover page will appear and you'll be taken directly to your selected module. To rollover:



1. The **source module** search box is pre-filled with the target module code, and automatically selects the most recent version. Click on this to see a list of other modules matching this search, or delete this text and type a different search term if required, then select the appropriate module.
2. By default all content is rolled over, with the exception of Turnitin assignments, but you can choose the types of content you want to keep by clicking **Show advanced options**.
3. Once you have chosen your options, or if you are happy to keep everything, click the **Rollover** button.

The list will display "Rollover pending", and you can rollover another module or return to the front page. Rollover usually takes about ten minutes but may take longer during busy periods. It's a good idea to wait until your rollover is complete before editing the module.

Modules

Each module (see screen shot on next page) consists of several content sections and blocks. You can add optional blocks, but there are several fixed 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. This is where you can add calendar entries for the module or groups within the module.

Activities (2)

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

Reading Lists (3)

This block displays links to any electronic reading lists linked to the module. Contact the library if you need help with reading lists.

Administration (4)

On a module page this block displays all module administration settings.

Navigation (5)

On a module page this block shows links to Participants (a list of all users enrolled on the module) and Reports (useful statistics on how your module is being used by students).

Sections (6)

Each module consists of numbered boxes called sections. Each section has a summary area at the top (7) and a content area below (8), separated by a line. Each section is numbered, though you can replace this with a title if you wish.

Note: Newly created modules have no content, and so the sections look like wide, shallow boxes:

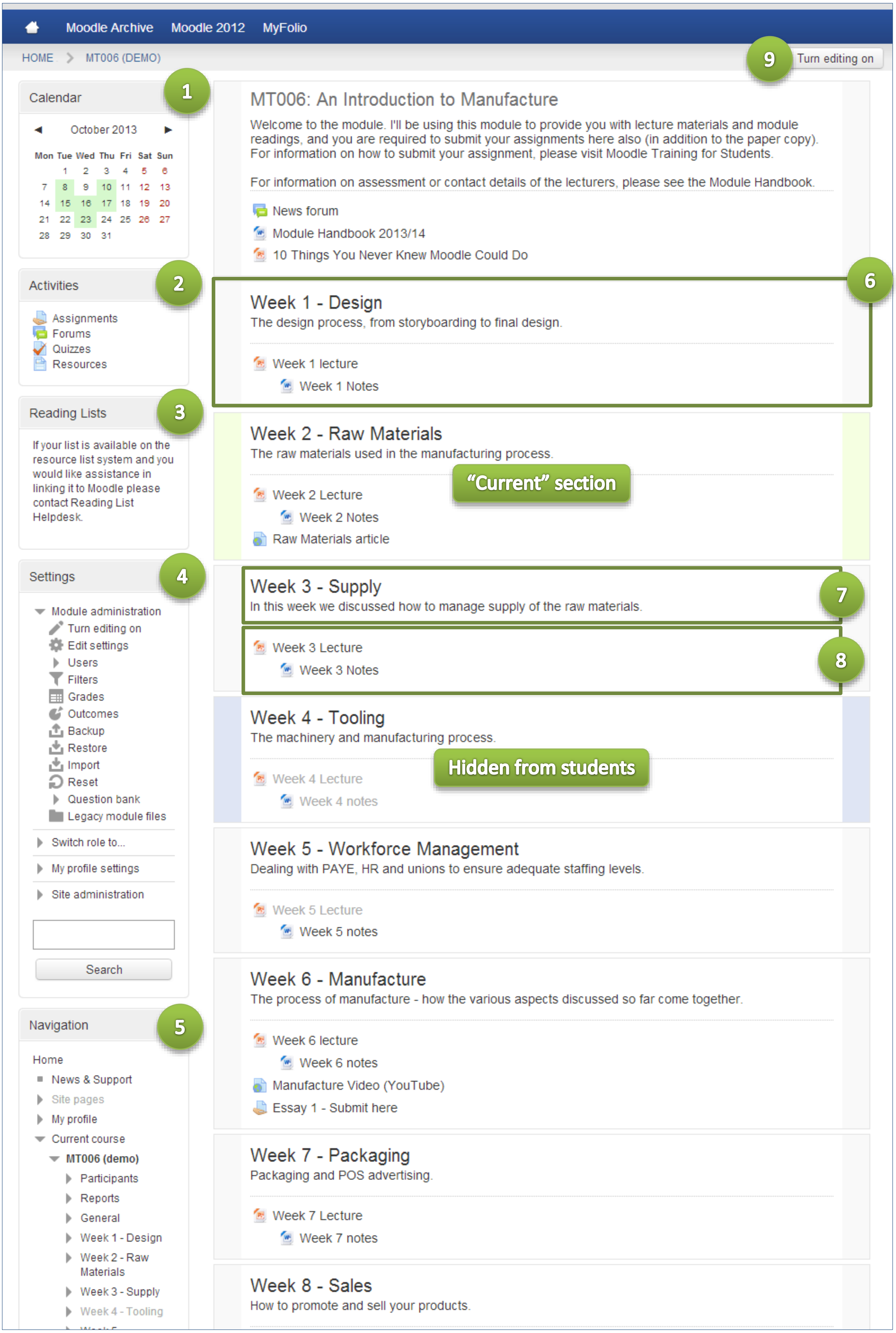
Module Layout

The following sections will teach you how to transfer content from existing modules and add your own, but you also need to think about how you want to arrange the content of your modules.

The top section of every module is pre-populated with the module name, but it's a good idea to add some text explaining a little about the module itself and, crucially, how you intend to use Moodle for the module. This will help to manage your students' expectations about what they will find in your module, and the level of participation you expect from them. The top section is also the best place to put generic information and resources related to the module so you could, for instance, upload the module handbook.

All other sections can be used in whatever way you choose. However, before you start you should decide on the layout you will use. We recommend Weekly layout, where each section represents one week of the module. This is probably the best layout for a module as students can find all relevant content for each week in one place.

Whichever layout you choose, ensure that you give a title for each section in its summary, plus (ideally) some descriptive information about the section, e.g. general information about the topic or any particularly important content.



Moodle Archive
Moodle 2012
MyFolio
HOME
MT006 (DEMO)
9
Turn editing on
Calendar
1
October 2013
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 31
Activities
2
Assignments
Forums
Quizzes
Resources
Reading Lists
3
If your list is available on the resource list system and you would like assistance in linking it to Moodle please contact Reading List Helpdesk.
Settings
4
Module administration
Turn editing on
Edit settings
Users
Filters
Grades
Outcomes
Backup
Restore
Import
Reset
Question bank
Legacy module files
Switch role to...
My profile settings
Site administration
Search
Navigation
5
Home
News & Support
Site pages
My profile
Current course
MT006 (demo)
Participants
Reports
General
Week 1 - Design
Week 2 - Raw Materials
Week 3 - Supply
Week 4 - Tooling
MT006: An Introduction to Manufacture
Welcome to the module. I'll be using this module to provide you with lecture materials and module readings, and you are required to submit your assignments here also (in addition to the paper copy). For information on how to submit your assignment, please visit Moodle Training for Students.
For information on assessment or contact details of the lecturers, please see the Module Handbook.
News forum
Module Handbook 2013/14
10 Things You Never Knew Moodle Could Do
6
Week 1 - Design
The design process, from storyboarding to final design.
Week 1 lecture
Week 1 Notes
Week 2 - Raw Materials
The raw materials used in the manufacturing process.
"Current" section
Week 2 Lecture
Week 2 Notes
Raw Materials article
Week 3 - Supply
In this week we discussed how to manage supply of the raw materials.
7
Week 3 Lecture
Week 3 Notes
8
Week 4 - Tooling
The machinery and manufacturing process.
Hidden from students
Week 4 Lecture
Week 4 notes
Week 5 - Workforce Management
Dealing with PAYE, HR and unions to ensure adequate staffing levels.
Week 5 Lecture
Week 5 notes
Week 6 - Manufacture
The process of manufacture - how the various aspects discussed so far come together.
Week 6 lecture
Week 6 notes
Manufacture Video (YouTube)
Essay 1 - Submit here
Week 7 - Packaging
Packaging and POS advertising.
Week 7 Lecture
Week 7 notes
Week 8 - Sales
How to promote and sell your products.

Editing your module

The first thing you need to do to add or manage content in your modules is to **Turn editing on**. You will find this option as a button in the top-right corner of the main module page (9), or as the first link in the **Module administration** section of the **Administration** block.

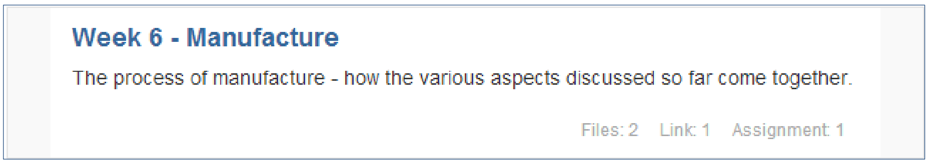
Managing Sections

Sections can be rearranged (by dragging the **Move** icon in the top-left corner) and hidden (by clicking the **Hide** icon in the top-right corner). You can edit the section **title** and the text-based **summary**, which allows you to provide descriptive information about the content of the section, by clicking the **update** icon. You can also mark a section as important, using the **Highlight** icon. However, sections can't be deleted. To increase or reduce the number of sections in your module, simply click the **plus** or **minus** icon below the very last section on the page. If you reduce the number of sections, those at the bottom of the page are removed, but any content within them still exists and can be restored by increasing the number of sections.

If your module has lots of content, you can improve the students' experience of the module, and the loading time, by enabling "One section per page". To do this:

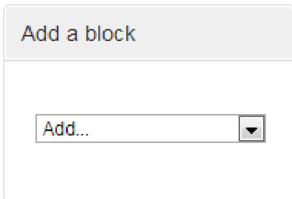
1. Click on the **Edit Settings** link in the **Module Administration** section of the **Administration** block.
2. Under **Formatting options for Topics format**, select **Show one section per page** next to **Course layout**.
3. Scroll to the bottom of the page and click the **Save changes** button.

The page will now display only the title and summary for each section, along with information about the number of resources within the section. To access the resources the student clicks on the title of the section, and the resulting page will display the very top section of the module along with the selected section, and navigation to get to other sections.



If you decide to use this display format then we recommend keeping section summaries (including the top section) brief, and updating the title of each section from the default "Topic #" to a short heading. It may also be helpful to make it clear to the students that they need to click on the section title to access the content, perhaps via a message in the top section.

Managing Blocks



In edit mode you can also add and manage blocks. Standard blocks like the calendar and activities blocks can't be edited, but other blocks can be added and moved around to suit your needs. To add a block click on the **Add...** drop-down list in the **Blocks** block, which you'll find in the top-right corner of the module page in editing mode.

Blocks can be moved, by dragging the title bar, and some can be **deleted**. Blocks can also be **hidden** from students, but then also become unusable to you. Remember that all blocks can be **collapsed** by each user.

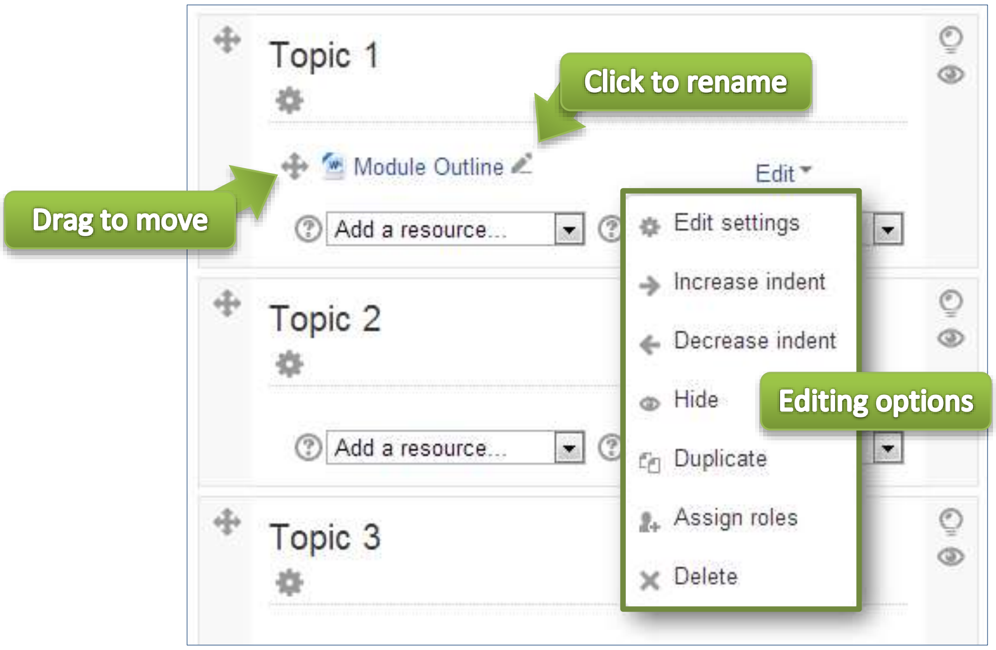
Using the News Forum

Each module has a News Forum in the top section. This is a great way to disseminate timely information to your students. Only teachers can post messages to the news forum, and any message posted is automatically emailed to all students on the course, as well as being retained in the forum. To post a message:

1. Click on the **News Forum** link.
2. Click the **Add a new topic** button.
3. The resulting page has similar options to an email message. Add a **Subject**, then type your **Message**, formatting your text if necessary using the toolbar.
4. If required, add an attachment by clicking the **Add…** button, then clicking the **Choose file** button and selecting the file on your computer. The file won't be attached to the email but it will contain a direct link to the file on Moodle.
5. If the message is urgent, tick the **Mail now** checkbox. This will send the email immediately.
6. Click the **Post to forum** button to send the message.
7. You'll be taken to the News Forum page and can use the breadcrumbs to return to the module. If you'd like to create interactive forums that students can participate in, see the *Moodle: Interactive* training guide.

Managing Existing Content

If your module already has some content then it's highly likely that you'll want to update or rearrange it before letting your students in (see *Availability*, page 11). Resources and activities can be rearranged, updated, hidden and deleted in editing mode. In this view (see below) each item has a **Move** icon to its left, a **Rename** icon to its right, and an **Edit** menu with further options on the far right. You'll also see some of these icons on sections and blocks.



Adding Content

There are two types of content that can be inserted into sections:

- *Resources* – Read-only content such as links to existing documents and external websites
- *Activities* – Exercises requiring some form of user interaction. Examples include quizzes, assignments and forums.

These items can be added using the drop-down menus in the bottom-right corner of each section (don't forget to **Turn editing on**). Click the **Help icon** for descriptions or, to see a full list of resources and activities with a description for each, turn on the **Activity chooser** which replaces the drop-down menus. You can do this by clicking **Turn activity chooser on** in the **Administration** block.

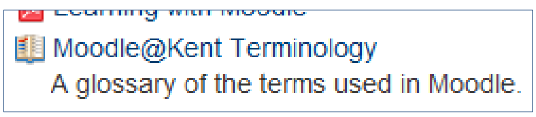
Each item has its own configuration settings, and these are mostly easy to understand. Once added, resources and activities can be **moved** within or between sections.

Common settings

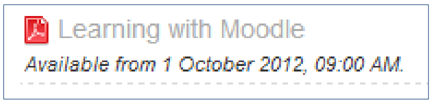
There are some settings which all resources and activities have, and these can be set when creating or editing an item. These are the most popular options:

Name (Required) – This is the first field when editing or creating a resource or activity, and will appear as the link students click on to access the item. For this reason it's recommended to choose a name which makes sense to your students.

Description – This field is used in different ways by different types of content. For example, in an assignment it is used to provide submission instructions to students; in certain types of forum it represents the first post; in a file or web link resource it only appears when certain display options are selected. In all cases the text entered here is displayed when viewing content by type via the Activities block. It can also be used to provide more information on the item on the main module page, by ticking the **Display description on main module page** box, directly below the description field. The description will then appear directly below the item (right). If you decide to use the description in this way then it's best to keep it short and simple.



Restrict Access – With any content item you can set a date and time from which students can access it. Simply tick the **Enable** box next to **Allow access from** and/or **Allow access until** sections, then select the appropriate dates and times. Finally choose how you would like the item to be displayed when it is not available (either invisible or greyed out, shown right), using the **Before activity can be accessed** drop-down box.



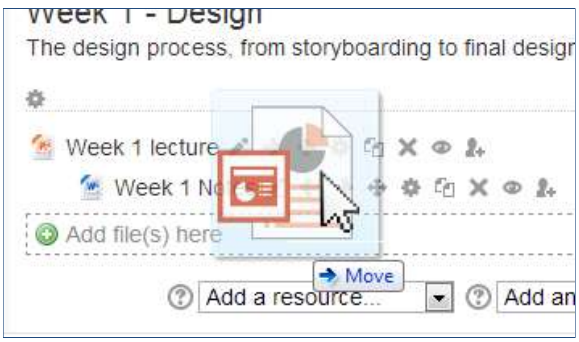
Note: Please do not confuse this setting with deadlines in the case of assignments or other activities; this is a separate setting.

The File Picker – This appears wherever there is an option to add a file to a resource or activity (e.g. adding an attachment to a forum post), except for the "File" resource. Using the file picker (shown right), you can choose a file from your own computer (1), a recently uploaded file or an existing file from another of your Moodle modules (2), an existing web-based file (3), or search web-based repositories for free-to-use media (4).

Uploading files

Moodle allows you to upload files from your computer by simply dragging and dropping the files from a folder on your computer. However, this feature **does not work for Internet Explorer below version 10**. If you are using a Kent PC then you can use Firefox instead, which you'll find in the **Start menu** under **All Programs** > **Departmental Software**. If you are using a browser which supports this then a message will appear briefly at the top of the page when you turn editing on.

To use this feature, simply turn editing on, then select one or more files on your computer and drag them onto a section in your Moodle module (right). When you release the mouse button each file will be uploaded individually, with the filename used as the name of the resource.



If you don't have a browser which supports drag-and-drop upload you can use the **File** resource instead:

1. Select **File** from the **Add a resource** drop-down list.
2. On the resulting page, give your file a **name** and, optionally, a **description**.
3. In the **Content** section, click the **Add** icon and use the file picker to select the file from your computer. Unless the file you are uploading has dependent files, e.g. a webpage with images, do not upload more than one file to this resource.
4. Choose any relevant **display options**, then click the **Save and return to module** button.

Requesting a book chapter

The only way of uploading an extract of a book or journal article to Moodle without breaching copyright is via the CLA scanning service operated by the library. However, Moodle makes this easy to do:

1. Select **Request CLA Book Extract** from the **Add a resource** drop-down list.
2. On the resulting page you'll need to provide the following information:
    - **Your request identifier** – This is how the students will identify the extract, e.g. *Hartley, Chapter 4*.
    - **Required for week** – choose the week for which the extract is required. This helps the library staff to prioritise scanning.
    - **Summary Text** – A description of the resource for your students.
    - **Title** – The title of the book.
    - Author/Editor
    - Publication date/Edition
    - **Extract Start** – The first page of your extract.
    - **Extract finish** – The last page of your extract.
3. It may also be useful to the library staff to fill out some of the optional fields.
4. If your request is unusual, e.g. you are requesting several smaller extracts from the book in one extract, it may help the library staff to give extra information in the **notes** field.
5. Click the **Save and return to module** button.
6. A placeholder for the extract appears at the bottom of the section. Use the **Move** icon to drag it to the right place. If you need to make any changes to the request, click the **Update** icon.

Your request will be processed by the library staff who may contact you for more information and will scan the extract and upload it to your module, replacing the placeholder. You will then receive an email confirmation.

> **Note**: **Extracts are initially hidden from students** so you'll need to show them by clicking the **unhide** icon.

In some cases it may not be possible to provide the extract, e.g. your extract is too large, it is already available electronically (e.g. an eBook) or the library can't obtain a copy of the book, and your request will be rejected. In these cases you will receive an email giving the reason for the rejection.

To put a scanned journal article on Moodle please follow the same instructions but select **Request CLA Journal Extract** in step 1. It is a breach of copyright to upload a PDF version of an article downloaded from an online journal, unless this has been specifically allowed by the publisher.

Linking to an external web site

It is often useful to link to an external website, but this resource can also be used with the "360 Link" to link directly to online journal articles (contact your subject librarian for information). If your browser supports drag-and-drop upload (see Uploading files) you can drag links directly from other webpages into your module. Alternatively:

1. Select **Link** from the **Add a resource** drop-down list.
2. On the resulting page you'll need to provide a **name** for, and (optionally) a **description** of, the web link.
3. Type the site's web address (URL) in the **External URL** box in the same format you would use to visit the page in an internet browser (e.g. http://www.google.com).
4. Click the **Save and return to module** button, or **Save and display** if you'd like to check your settings.
5. The link appears at the bottom of the section. Use the **Move** icon to drag it to the right place.

Creating a web page

Sometimes it may be better to create a web page than to upload a Word document. It requires less internet bandwidth and no specific software, plus you don't have to worry about which version of the document you're working on. Web pages are particularly useful for providing "bite-size" pieces of information, or when you have too much information to fit comfortably in a section summary.

1. Select **Page** from the **Add a resource** drop-down list.
2. On the resulting page you'll need to provide a **name** for, and optionally a **description** of, your page.
3. In the next section you'll find the same text editor as in the summary section. Type the content of your web page in here. You can format your text and add images using the toolbar.
4. Click the **Save and return to module** button, or **Save and display** if you'd like to see your finished page.
5. The page appears at the bottom of the section. Use the **Move** icon to drag it to the right place.

Creating a label

Labels can help to organise content within a section, essentially creating subheadings in the content area. Labels can be moved around just like any other resource, and individual items can then be **indented** below the label to provide structure. To do this:

1. Select **Insert a label** from the **Add a resource** drop-down list.
2. On the resulting page, type the text of your label into the text editor. Avoid using too much formatting as this may look messy. Instead opt for bold or italic for emphasis.
3. Click the **Save and return to module** button.
4. The label appears at the bottom of the section. Use the **Move** icon to drag it to the right place.

Tip: If you just want to provide a description of an existing resource, **update** the resource's **Description** field instead, and tick the **Display description on main module page** check box.

Managing Students

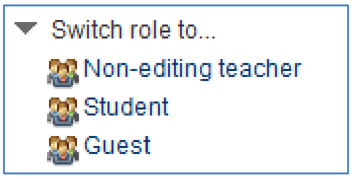
There are a number of options relating to students that you need to know about...

Availability

When your module is created your students are enrolled straight away, but the module is inaccessible to students to give you time to set up the module and allow you to decide when students can access it. At this stage the module appears on the students' front page, but it is greyed out and if they try to enter the module they are advised that the module is not yet available. Once you've uploaded and arranged the content of your module, you'll need to make it available to your students.

You can do this by clicking the **unhide** icon in the **My Modules** list on the front page of Moodle. This is labelled on the Front page screen shot on page 2 as "Availability". You can also do this within the module by selecting **Edit Settings** in the **Administration** block, then changing the "Visible" setting in the General section from Hide to **Show**.

Student View



You can see how the student will view the module by selecting **Student** from the **Switch role to...** menu in the **Administration block** (right). This will show you the module exactly how the student will experience it.

Managing Users – Enrolment

Your students will be automatically enrolled on Moodle, so you shouldn't need to enrol students yourself. Any late enrollers will appear in Moodle up to 72 hours after they are enrolled in SDS.

On some occasions you may wish to grant access to someone who is not enrolled on the module in SDS. To enrol a user as a student (or any other role) on your module:

1. In the appropriate module, click the **Users** menu under **Module Administration** in the **Administration block**, then select **Enrolled users**.
2. A list of currently enrolled users will be displayed.
3. You can assign an existing user an additional role by clicking the **Assign roles** icon on the right-hand side of the **Roles** column.
4. To enrol a new user, click the **Enrol users** button. A pop-up box will appear (right).
5. In the **Assign roles** drop-down list, select the appropriate role, e.g. 'Student'.
6. Optionally, set any relevant **enrolment options**.
7. Search for the user by surname in title case, e.g. 'Smith'.
8. Click the **Enrol** button next to the correct user.
9. Click the **Finish enrolling users** button when you're done.

Depending on your browser's settings, the pop-up box may be replaced by a page with two columns. Though this page looks different it works in a similar way and has the same options.

Note: Manually enrolled students cannot access CLA-scanned book or journal extracts due to licensing restrictions.

Managing Students – Groups

Moodle automatically creates seminar groups and delivery groups using information in SDS.

You can also create your own groups of students, and use groupings to manage access to certain content in your module. You'll find instructions on this in the *Moodle:Interactive* training guide.

What happens next?

You can continue to use your module for the duration of the academic year, and there are many more features available for which there are other training documents (see *Help & Support*, below). At the end of the year you don't need to do anything special; your students will continue to have access to the module for the duration of their study at the University so that they can review the resources and retrieve any content they submitted to Moodle. You'll be able to rollover the content of the module into next year's version (if required), which will be created during the summer (usually in July). As existing students need to have continuing access to the module:

- Don't significantly change the content of the module in preparation for rollover.
- Don't hide the module from students at the end of the year.

Help & Support

For general help using Moodle, contact your Faculty Learning Technologist (FLT). If you are having problems accessing Moodle, contact the Helpdesk on 01227 82 4888, or email helpdesk@kent.ac.uk. Other training guides are available on the eLearning website: http://www.kent.ac.uk/elearning/moodle.html

For general training documents and information, visit Moodle Docs (http://docs.moodle.org).

Frequently Asked Questions

One of my modules is missing from my module list. What should I do?

Connect takes information from the timetable to enrol teachers in Moodle. You may need to contact your school's timetable convenor to update the timetables for your module. If you are not timetabled to teach a module but still need access, you can be manually enrolled by the module convenor.

My module has no description. What should I do?

Connect takes information from the online module catalogue to populate the module description. You need to create or update the online module catalogue entry for the module. Contact your school's administrative staff for help with this.

My file is too big to upload. How can I upload it?

Send details of the file to your FLT who will provide advice on reducing the file size or recommend alternative options.

I'm getting an email every time someone posts to a forum. How do I stop this?

You're receiving these emails because you are subscribed to those forums. To change this, you'll need to go into the relevant forum on Moodle and click the **Unsubscribe from this forum** link in the **Administration block**. You can also stop Moodle from auto-subscribing you whenever you post to a forum: select **Edit Profile** under **My Profile Settings** in the **Administration** block and change the **Forum auto-subscribe** setting.

Glossary

Activity.............. An interactive exercise requiring input from students, such as forums and assignments.

Availability......... A setting defining whether or not students can access the module.

Blocks................ Boxes at the side of the page containing useful links and tools.

Breadcrumbs ..... A trail of links to take you back to previously visited pages.

CLA .... Copyright Licensing Agency - The organisation that provides the licence for us to photocopy and scan books and journals.

Connect............. Kent's automation system which uses information from SDS, OTIS and the Module Catalogue to create modules and enrol students and staff automatically.

Front Page .... The first page you see when you log in to Moodle.

Module .... A web page in Moodle representing a taught module.

My Modules ...... A list of modules you have access to displayed on the front page.

Profile .... Information about you which is visible to other Moodle users.

Resource .... A read-only piece of content, such as a Word document or web page.

Rollover .... The process of copying all content from another module.

Section .... A box within your module in which you can create resources and activities for your students, and provide a summary to describe the content.

Summary .... A text area at the top of every section which you can use to describe the content.