Introduction to Moodle – Student Handout

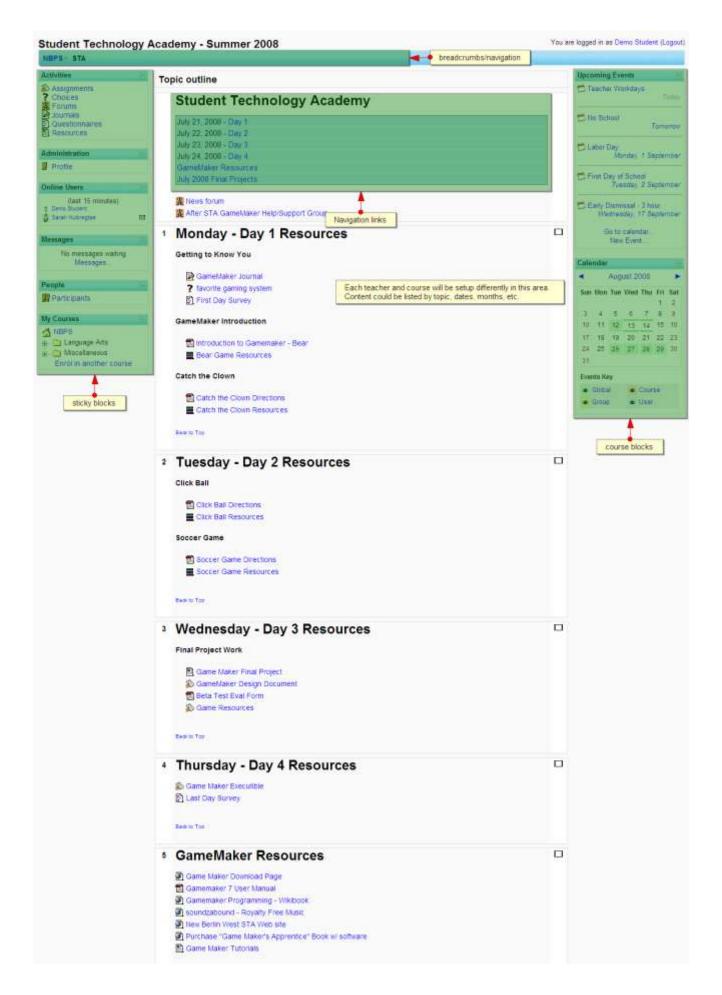
To access your courses Moodle site you'll need to do one of the following:

- Go to the NBPS Moodle site at the following web address: http://nbps.mrooms.org
 - You will be taken to the following screen where you can select your course from the "course categories" or "My Courses" sections.

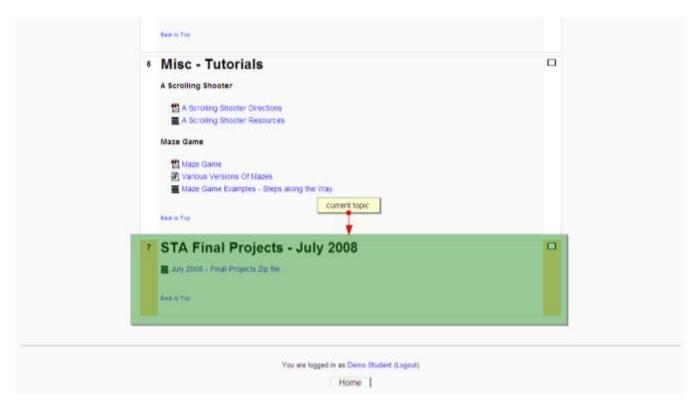


- Otherwise you can go to your teachers New Berlin web page. Look on the right hand side
 of the screen and find your class in your teacher's schedule. Click the Moodle hyperlink,
 which will take you directly to your Moodle course.
 - The following is a sample Moodle course...

Moodle Student Handout Page 1 of 6



Moodle Student Handout Page 2 of 6



Logging in to Moodle for the First Time

Now let's get logged into Moodle

Login

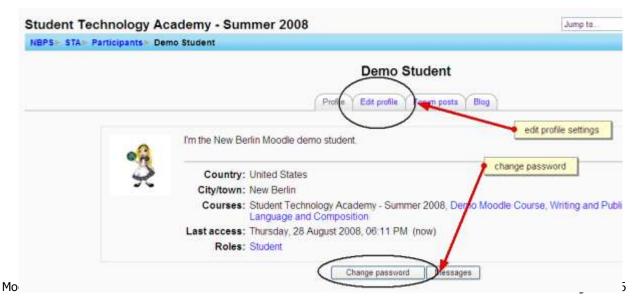
- Username = same as network (first initial + last initial + random 4 digits)
- Password = first time is "newberlin" without the quotes

Reset Password

 click on your name to access your profile



 Click the "change password" button and set your password to something you will easily remember, but your friends won't be able to figure out.

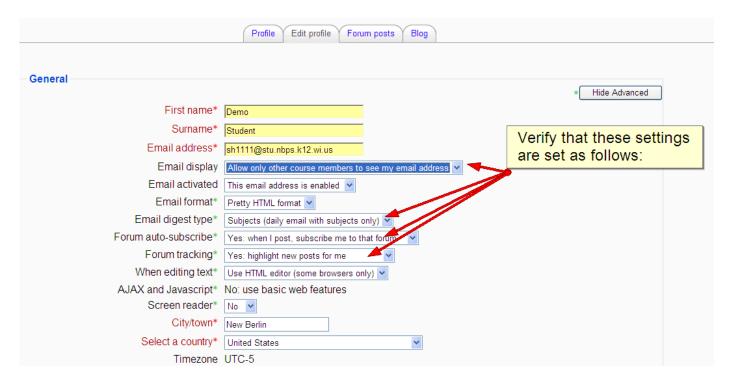


Time to make some changes to a few settings:

- Go to the "Edit Profile" tab.
- Click the "Show Advanced" Button

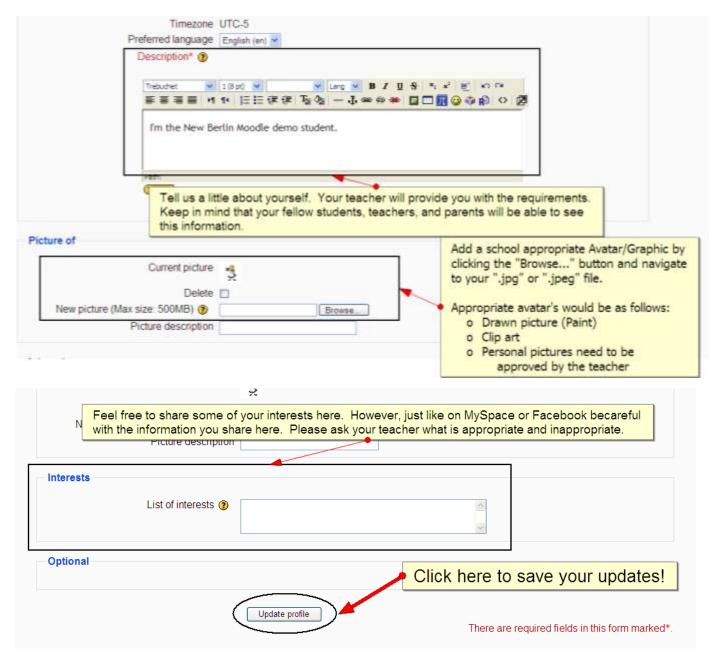


Make the following adjustments to your profile:



more settings on the next page....

Moodle Student Handout Page 4 of 6



Acceptable Use Policy (6155):

Your parents should have received and returned the following forms relating to your appropriate use of the NBPS network and internet resources. Please take a few minutes to review these policies.

- Parent Cover Letter http://www.nbps.k12.wi.us/newsfile11711_1.pdf
- Permission Form http://www.nbps.k12.wi.us/newsfile11713_1.pdf

Consequences for Inappropriate Use

Administrative referral. May result in loss of internet privileges potentially affecting your course grade.

Moodle Student Handout Page 5 of 6

Moodle Resources:

- Links to Moodle student tutorial http://docs.moodle.org/en/Student tutorials
- Moodle Frequently Asked Questions http://docs.moodle.org/en/Student_FAQ

Guidelines for Online Discussions:

When students post or respond to an online discussion prompt, they are expected to do so appropriately.

When posting an original discussion thread, please keep these criteria in mind.

Criteria	Description
Relevance	Posted messages respond directly to the questions or directions
	specified in the discussion thread section.
Understanding	It is clearly evident from the posted messages that the participant read and understood the ideas expressed in for the assigned discussion question.
Examples	Multiple examples are used or specific ideas are stated in posted
	messages.
Quality	Comments have professional depth and quality.

When replying to a discussion thread, please keep these criteria in mind.

Criteria	Description
Relevance	Posted response is specific to the concepts discussed in the original
	message.
Extension of	Response extends the discussion by introducing a new idea or adding
Discussion	to the idea introduced in the original message.
Tone	Response is positive and professional

Here are five quick ideas to help strengthen our discussion:

- □ When introducing a new thought/concept/introduction, be sure to start by clicking "Add a new discussion topic" or "Add a new question."
- □ The subject line is a valuable tool. When starting a new topic, make sure to create a subject line that both clues in the reader and catches the eye of your audience.
- □ When replying to a note, leave the "re:" portion of the subject line, but feel free to edit the subject line to express how you are extending the conversation. This way everyone can get a quick glance at the direction of the conversation within a topic without actually opening each posting.
- □ Feel free to reply to more postings than required in the assignments, unless otherwise noted. As our online Moodle veterans know, the content provided in the forums provide scaffolding for learning. The goal is to honor and advance the knowledge that comes to the course from the participants. There is tremendous knowledge and experience in our group, and we need to tap into it.
- Post early and post often, the most productive discussions are those in which everyone reads and posts messages regularly.

Moodle Student Handout Page 6 of 6