

Introduction to Moodle for Students

Logging into Moodle

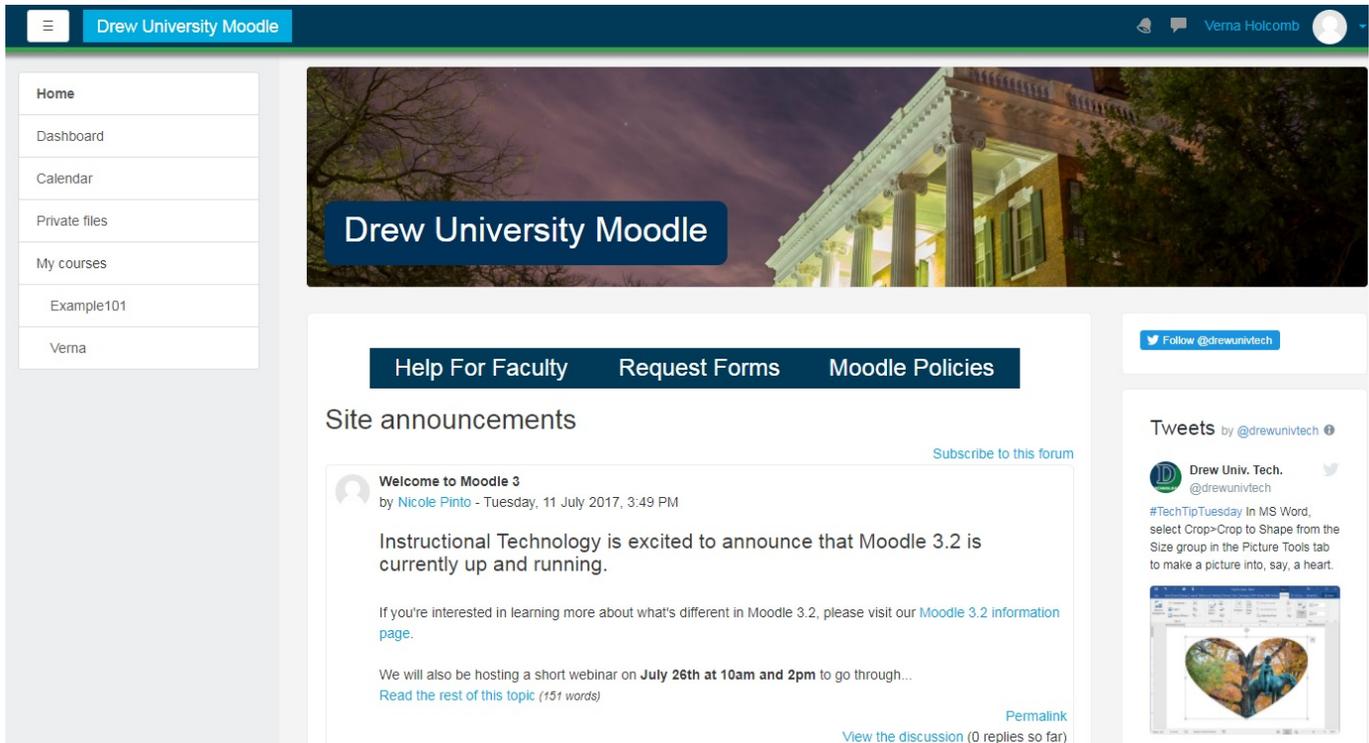
Browser

Moodle works well in any browser.

1. In your web browser, type the URL address for Drew's Moodle Server: <https://moodle.drew.edu> (no www).
 - a. Alternatively, you can follow the Moodle icon link from [TreeHouse](#).
2. If you are not already logged in, you should be prompted for your username and password at a uLogin screen. If not, you'll see the words "Log In" at the top right (instead of your name).
 - a. After logging in, you will see the Moodle home page.
 - b. Courses you are currently enrolled in will appear beneath the announcements, in the "My Courses" section.
 - c. You will also see shortcuts to active courses (meaning the course start date has already arrived, but the end date has not) in the menu on the left (if you have it expanded).

***For Additional Information regarding [Student Remote Learning with Moodle](#) please see linked document (Last Updated 3/10/20)

The Moodle Homepage



The Moodle home page consists of blocks. These blocks provide navigation tools, announcements about Moodle at Drew, Tweets from University Technology, links to your Courses, and (at the top) some settings options for you.

To enter a course, click on the name of the course.

If you don't see a course on Moodle...

Not all of your courses will be listed automatically in Moodle. Some professors don't use Moodle, so if you know that one of your professors has a Moodle site for their course, and do not see the course in Moodle, check with the professor first. It is possible they did not make the course available to students, or that you are not properly enrolled in the course (in which case, you may need to reach out to the Registrar's office). If you

are enrolled in the course and your professor has made it visible to students in Moodle, but you still do not see it, please reach out to the Service Center by calling 973-408-4357 or emailing helpdesk@drew.edu. Let us know the course name and number, and what other courses from your schedule you do see (if any).

Course Web Page

The course web page is divided into three columns.

The screenshot shows a Moodle course page for 'Example Course 101'. The page is divided into three main columns. On the left is a navigation sidebar with a 'Drew University Moodle' header and a menu. The main content area in the center features a banner for 'Example Course 101' with a breadcrumb trail 'Home / My courses / Example101'. Below the banner are sections for 'Announcements' (with a link to 'Welcome to English 315: Advanced Fiction Writing!'), 'Moodle 101' (with a link to 'Write (3): Story Draft (5 pgs), due on Moodle'), and 'For 2/8: Response to Readings' (with a link to '2 LD 1214 MeadHall0409'). On the right is a sidebar with 'SEARCH FORUMS' and 'LATEST ANNOUNCEMENTS'.

On the left, you will find two **Navigation Blocks**. The first offers navigation options within the course; the second replicates what you saw on the home page, with links back to the home page or your dashboard. This section can be collapsed or expanded by clicking on the pancake menu at the top (to the left of "Drew University Moodle").

The **Main Content Area** is in the middle section of the screen. This is divided into sections, usually by topic or by week. In the Main Content Area you will find links to files, folders, assignments, web pages, exams, and other activities and resources (depending on what resources your professor is providing).

Some courses have additional **Side-Bar Blocks**. These blocks are created and arranged by your professors. They often include things like announcements or recent activity.

Announcements

All students in your class automatically receive posted announcements by email. These announcements are usually quiz announcements or homework changes. To view all announcements, click on the Announcements link at the top of the Content Section. (Please note: Some professors will not use this forum, or will rename it.)



Activities in Moodle

Moodle allows students to interact with the course material and with each other in a variety of ways, including the Discussion Forum, Assignment (sort of a digital Dropbox), Quiz, Wiki and Questionnaire activity modules.

Using a Discussion Forum

The Discussion Forum is a communication tool for posting and responding to messages in an asynchronous manner. This means that users do

not have to be present at the same time to converse online. The Discussion Forum can be a general place to post the expression of ideas and thoughts. Students and instructors can add Topics to these Forums (if the instructor gives the students permission).

To Start a New Discussion

1. Click on the Forum name from the Course page.
2. Click on the button labeled **Add a new topic**.

Announcements

General news and announcements

Add a new topic

(No announcements have been posted yet.)

3. Fill in the Subject and Message of the discussion.
4. Select your Subscription preference (whether you want an email every time someone posts a message to this topic).
5. You can attach files to your posted message using the drag and drop box or Add... button in the Attachments section.
6. Click the **Post to forum** button when finished.

In each Forum, you can reply to a topic already posted (click on the Reply link when looking at the topic) or create a new topic.

To Read a Posted Topic

Click on the discussion name, which acts as a link. The discussion will appear, listing the discussion subject, the author, the date, and the message, as well as any replies.

To Respond to a Post

1. Click on the **Reply** link to the bottom right of the message.
2. The Reply Message page will show you the message you are replying to and the necessary fields to respond to the message.
3. Fill in the appropriate information and click the **Post to forum** button.

Assignments

The assignment activity module allows teachers to collect work from students, review it and provide feedback (including grades). Students can submit any digital content, including, for example, documents, spreadsheets, images, audio files and video clips. Assignments don't necessarily have to consist of file uploads. Alternatively, teachers can ask students to type directly into Moodle using an online text assignment. There is also an offline activity assignment which can be used to remind students of 'real-world' assignments they need to complete and to record grades in Moodle for activities that don't have an online component.

Uploading and Downloading Files

Uploading Single Files

You will only be able to upload a file if your professor has created an assignment module asking for file submissions.

1. Click on the Assignment name.
2. Click the **Add submission** button.
3. You can add your file one of two ways:
 - a. Click the "Add..." icon at the top left of the grey bar (it looks like a piece of paper with a plus sign in the bottom right corner) and browse to find the file on your computer.
 - b. Drag and drop the file from where you have it saved.
4. Click the **Save changes** button.
5. You can click **Edit submission** to delete the file or add another (depending on the settings your professor chose for the activity).

Downloading Single Files

You can download files you submitted or files your professor would like the class to have. Simply click on the name of the file and choose where to save it.

Quizzes

The Quiz activity module allows your teacher to design quizzes consisting of a large variety of question types, including multiple choice, true-false, and short answer questions.

If you have any questions about a quiz, please ask your professor.

Wiki



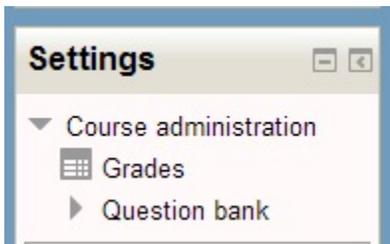
A Wiki is software that allows you to create and edit web pages. You can upload images and text into the wiki, and even attach documents to your wiki. You can also comment on pages.

For more information on using a wiki activity, please visit the Moodle documentation at https://docs.moodle.org/32/en/Using_Wiki.

Checking Grades

Many professors will choose to publish your grades on Moodle, although some will be more meticulous about updating them than others. You are the only one who is able to see your individual grades.

When you are in your course, the link to your grades can be found in the left navigation block. Click on the link that says **Grades** and a page will come up with an itemized list of all of your grades for the semester as well as your aggregate grade for the semester.



You will be taken to the User report tab, which will list your grades for this specific class. If you switch to the Overview report tab, you will see a list of grades for all of your classes (with grades).

Moodle Mobile App

Some people like to use the [Moodle Mobile app](#). When setting up the app, you will be prompted for the site URL. Please enter moodle.drew.edu/3.

Note that not all features are available in the mobile app.

Additional Questions

Additional questions can be directed either to your professor or to Drew's Service Center. The latter can be reached by phone at (973) 408-4357; by email at helpdesk@drew.edu; or by submitting a support request at help.drew.edu.