

E-learning – Student’s Guide (Moodle 3.2)

Moodle is a VLE, Virtual Learning Environment. **Moodle** runs as an interactive website with a number of features and activities **designed for teachers to engage students**. You can use it from **any computer** with internet access.

If you know how to surf the web, using Moodle will not prove to be difficult for you. It is a pretty intuitive tool to use, that said, a general rule of “**try it and see what happens**” can be applied anytime. This guide helps you to get started.

SYSTEM REQUIREMENTS

For optimal performance, make sure that you are using an up-to-date browser:

At least **Chrome 30**, **Firefox 25**, **Safari 6**, **IE 10**
Microsoft Edge is NOT recommended!

Add-ons and Toolbars may affect any browsers performance. If you encounter any (display) problems, please check your browser version / try from another browser.

Internet speed:

Make sure to handle important tasks (like uploading assignments) with a stable internet connection – also it is recommended to do these tasks before the last minute.

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Your Personal Menu
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E-learning Support

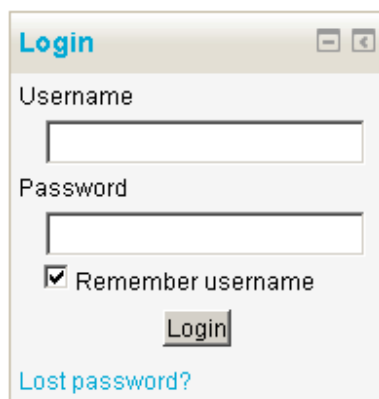
Gabor Acs

acsg@ceu.edu

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HOW TO LOG IN?



Go to: <http://ceulearning.ceu.edu>

The **Login Box** is the top right corner, type your **Microsoft login name and Password** to the box and click on the Login button. You **CANNOT change your password on the site directly**, but if you change your Microsoft password it will change your E-Learning password as well.

Notes:

- You should allow cookies in your browser
- **If you are not a CEU student** and do not have a Microsoft username (taking part an external program or “visiting” a class)

then you should have received an email with your username/password from your coordinator/contact person. In case you forgotten it, or would like to change it, use the following link (you have to fill out only one column!)

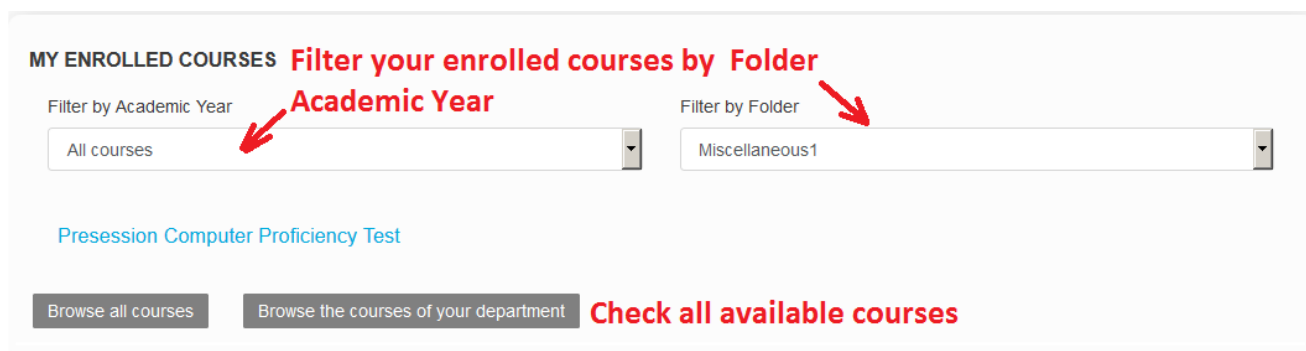
http://ceulearning.ceu.edu/login/forgot_password.php

HOW TO ENROL IN A COURSE?

Moodle is connected to the University Information System, Infosys. This means, that when you register for a course in Infosys, you will be automatically enrolled in the course in Moodle as well. Some courses may not be listed in Infosys (or the course is open for free registering), you will be able to enrol in them directly in Moodle.

Where to find your registered (enrolled) courses?

Right after logging in you may find your enrolled courses in the “**My courses**” / My home menu at the top navigation panel or at the “**My enrolled courses**” block on your Dashboard. If your professor / department would like to share some information about a course, you will see that information below the course name (syllabus, summary, etc.) even before you register in Infosys as you browse all available courses in the departmental folders.



The “my enrolled courses” block enables you to change the list of courses shown to you. If you change the default folder or academic year (both apply at the same time), it will be stored. You can


also “manage hidden courses” and hide courses from this block. If you made a mistake, you can undo hidden courses in the “manage hidden courses” menu (just “open” the eye next to the hidden course.) Important note: this is just your view, this block does not hide a course from students.


Courses not listed in Infosys


In case of support / test / help courses, which are not listed in Infosys, enrol in the courses directly in Moodle. Just select the appropriate department on the front page (or select it at the top, “departments” menu) and you will be able to browse all available courses. Alternatively use a direct link or the search box at the bottom of the front page.

If your professor / department would like to share some information about a course, you will be able to see that below the course names (syllabus, summary, etc.) before you register in Infosys.

You will also see small **icons** next to a course.

 You need to enrol to the course manually (if it is not (yet) registered in Infosys). If you does not see this icon the course will tell you “you can not enrol” - you will be automatically enrolled after you register in Infosys.

 Your professor or coordinator need to provide an enrolment key for access.

 The summary files are always visible, but the summary text info and the professors on the course may be checked with this icon..

If the course allows self-enrolment, you will be asked whether or not you wish to enrol yourself in the course (as you click on the **title**). Click on Yes. If there is no enrolment key required during this process, you can freely join the course. If the system asks for an **enrolment key** (a password) it means that you can join only after your teacher or coordinator shares the password with you. After the initial enrolment you will not need to give that password again and the course will be available for you in the “**Course list**” block, and on the main page, after login – the same way as you see your registered courses.

Note: if you enrol in a course in Moodle by accident, you can delete (unenrol) yourself from it at the administration block.

NAVIGATION

You can always find navigation links at the **top section** of the site and in the **footer**. These let you visit the folders of your department, check your courses, course contents, or find support materials, and the most important CEU links in link collections.

CEU E-learning Site

Help materials, links to important CEU pages

Admin User

Categories / Departments

- Archives (courses before 2014)
- Summer University
- CEU Business School
- Cognitive Science
- Economics
- Environmental Sciences and Policy
- Gender Studies
- History
- IRES
- Legal Studies
- Mathematics
- Medieval Studies
- Nationalism
- Philosophy
- Political Science
- Public Policy

Other Units

Support

CEU Links

This Course

- People
- Grades
- Assignments
- Chats
- Choices
- Databases
- Feedback
- Forums
- Glossaries
- Resources

My courses

Manage my courses test

- Open up, to check the course list of a department or other academic unit / program
- You can see this menu in a course context - you can reach all activities of the same type
- You can change between your enrolled courses here easily

My home

- My profile
- Edit profile
- Messages
- Message history
- Email Alerts
- Calendar
- Log out

Open your own menu
Edit your profile
Check your messages
Disable email alerts
Check your calendar

The **navigation drawer** contains the most important links in a course context, like the participants, and assignments, and this also enables browsing between sections or your current courses.

Moodle Cloud

CATEGORIES / DEPARTMENTS - OTHER UNITS - SUPPORT - CEU LINKS - MY CURRENT COURSES - Teacher1 Teacher1

THIS COURSE

uj turnitin teszt

Dashboard / My current courses / Open Demo and Representation Courses / uj turnitin teszt / Section 1

Hide blocks

Blocks

CATALOGUE

USER BOOKMARKS

Dashboard at x Bookmark this location

UPCOMING EVENTS

Assignment Wednesday, 16 August, 12:00 AM

9:5 Friday, 18 August, 10:48 AM Go to calendar... New event...

LATEST ANNOUNCEMENTS

Add a new topic... 22 May, 09:14 Admin User 09:59

27 Apr, 14:21 Admin User 08:33:53

24 Apr, 12:52 Admin User 08:01

11 Apr, 16:31 Admin User 08:52

10 Apr, 13:05 Admin User 08:53

Older topics...

Navigation Drawer

Send message to Class

Ask for notification alerts

Discussion Forums

Assignments

Grades

Course links

Course Sections

My current courses

Course Main Page

Section 1

Section 2

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Section 4

Section 6

Section 7

Dashboard

Site home

Browse All Courses

My current courses

Moodle Student Test Course - 2016

EU Law 2015/2016 Fall

Historiography - lecture

Pre-session Computer Proficiency Exam

Test Course 2014/15 Fall

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Site administration

Main Section

Table of Contents

Section 1

- Departments
- Other Units
- Technical info

Table of Contents

Course Summary

About This Course

Help materials

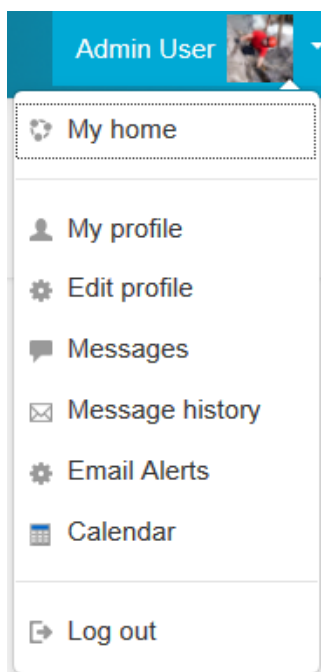
Departments

Other Units:

- Business Analytics Joint Program
- Center for Academic Writing
- Center for Network Science
- Center for Religious Studies
- Center for Teaching and Learning
- Computer and Statistics Center
- Doctoral School of Political Science, Public Policy and IRES
- Global E-School Project
- Open Learning Initiative
- Roma Access Programs
- Source Language Teaching Group
- Other Courses (Help, Training)

Footer

YOUR PERSONAL MENU



This menu contains all of your important personal information, preferences, and personal links.

a) The **Dashboard** (start page) can be really useful. It displays links to all your Moodle online courses. You may add useful blocks to this page if you wish (like calendar, bookmarks, etc.)

b) **Your profile** is your identity in Moodle. The most important information, like your name and email address are already filled in, but you can add a lot more about yourself. Your professors and classmates can view this information from the “Participants” menu of the courses.

To view your profile, click on your name at the top right of the page, then select “My profile” or “**Edit profile**” from the menu. Fill in more information about yourself, or change your avatar by browsing for a picture (*add > choose file > upload*). Then click the “**Update my Profile**” button at the bottom. The image file will be cropped to a square and resized down to 100x100 pixels. Please use either PNG or JPG format.

Please **note**: You can NOT change your username/password or e-mail address.

The most important options are located at the “Preferences” tab. Useful settings:

- **Forum auto-subscribe**: If you select **Yes**, once you’ve posted to any Moodle forum you’ll be subscribed to that forum and notified of all posts to it by default.

- **Email digest type**: The default option is (**no digest**), this means that the system will send you an individual email notification about all new forum posts from your subscribed forums.

Getting **one email for each forum post** is useful because

- each email has a helpful subject line including the module it has come from
- it is clear which staff member is sending the message

OR you can change to digest mode (**daily email**) - **only one email a day, in a digest**.

- This is useful because you only get one email a day

Warning: you may not see it as important (always read such emails)

- The emails from News / Announcements are mixed in with emails from other forums and you may have to read carefully to pick out the important messages
- It only comes once a day (around 5-5.30 pm) so any messages which require immediate action may be received too late (e.g., last minute cancellation of a lecture).

c) Other links: Shortcuts to other elements of Moodle, such as **messaging**, calendar, etc.

2. **Breadcrumbs**: These display at the top of the page, below the Links. They show you the route you took to reach this page (e.g. **My home > Courses > [course name]**). Use these breadcrumbs to return to earlier pages.

3. **Blocks**: The boxes down the right-hand side of the page are called “blocks”. They contain specific information or functions for students in Moodle. All blocks can be “hidden” if you click on the “hide blocks” button at the top right in a course context.

a) Interesting blocks:

- **Bookmarks:** You can bookmark and then easily reach any page on e-learning if you click on the “bookmark this page” link in the block.

- **Calendar:** The calendar contains all your deadlines for assignments and other relevant activities for all your courses at one place. You may create personal entries as “user events”.

- **Online users:** the block shows a list of users who have been logged into the current course (or the site on the main page). The list is updated on a regular basis (the default is every 5 minutes but this may be changed - see below).

- **Messages:** allow you to send a quick message to an individual. Click on the blue link “*Messages*” in the Messages block or click the *Messages* link from *your Personal menu*. Type a name into the *Search people and messages* box. Alternatively select one of your classmates from the *Participants block* and select “*Send a message*”. Type the message in the box and click the *Send a message* button. If the recipient is online in Moodle, he will receive the message as a popup, if not, it will be sent as an email as well. Do not use this function for important messages, as there is no convenient way to browse old messages. If the [Messages block](#) shows you have a message, click the envelope icon (with the number of messages). This notification will appear at the bottom of the start page as well if you do have unread messages.

- **Administration:** Other than reaching your profile settings, if you are in a course, you may see your grades (if you received any to assignments) and may have the option to unenrol from a course (if you taken it by mistake).

- **Recent Activities:** You know that game where everybody except one leaves a room, the person who's left changes just one thing, then everybody comes back and has to spot the thing that changed? The Recent activity block lists course activity, such as updated resources and activities, forum posts and assignment submissions, since the user last accessed the course.

- The **Activities** block lists and allows navigation between the different activities available in your course ([Forums](#), [Assignments](#) and so forth). The activities list will grow as your professors add activities to your course. Therefore, the first time you enter your course, the only category that is listed is Forums. This is because one forum exists by default – the news forum. Whenever the teacher adds a different activity or resource to the course, an icon will appear in this block representing the specific Moodle module. These icons will link to a list of all instances of that modules activity that appear throughout the course.

b) Important menus in the navigation drawer (left side)

In addition to quick links to your most current year courses, quick links to forums, assignments, grades and course participants, you may find the “**Send message to class**” link here.

Be careful with this option as this sends an email to the whole class, your professors included, so use it only for important messages / questions which concerns everyone (do not spam!).

MOBILE DEVICES / TABLETS

You may use a normal web browser (Firefox, Chrome) on mobile devices and tablets. The site use a **responsive theme**, so if you visit it from a smaller screen, it automatically renders the page accordingly. The top navigation will disappear, but you may still use the drawer – so you can

quickly navigate to the course you want to check. Alternatively you may download the “**Moodle Mobile**” app from any (Android, IOS) store for free. This app does not support activities (like assignments) but you can make readings available offline with the cloud icon.






Please note that, although most of the functions should work without problems on mobile devices, **it is not recommended to use such devices for important / urgent tasks. Use a desktop computer or a laptop instead**, especially if you are completing an assignment or activity that will be graded.

RESOURCES and ACTIVITIES




The Main section of the course page contains all the **resources** /materials your professor shared with you (files, folders, links, subpages) and also lists the **Activities** you have to take part or have to work with. Usually the course structure involves a General, main section at the top, and topic sections (one for each week or topic), but your professor can structure a course differently. Most of the time all course sections are visible, but if a professor decides he can use a different layout (for example you see only one section at once, and you have to navigate between them).

Small icons next to resources and activities:

Most common resources (materials uploaded by your teachers):

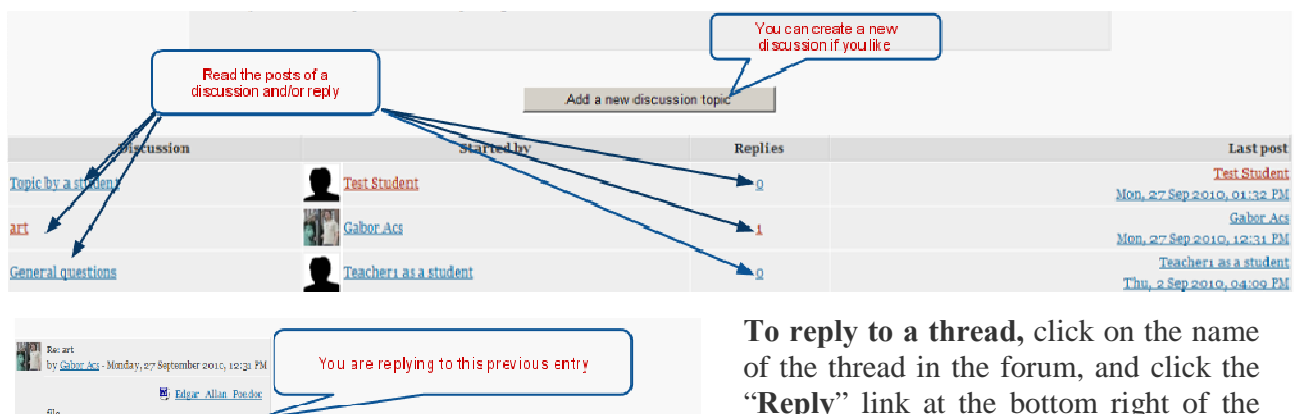
-  Resource / webpage (link to a subpage of the course)
-  Link to a website
-  Download/open a Microsoft Word document
-  Download/open a PDF file
-  Open a directory of files (and download them one by one)

Most common activities (to interact with your teacher and/or students) :




-  Forum
-  Assignment
-  Choice

You may encounter various other activities rarely, like choices / quizzes, questionnaires, we will not cover them in detail, as the use of them is obvious (select/fill in the options and save).

FORUMS



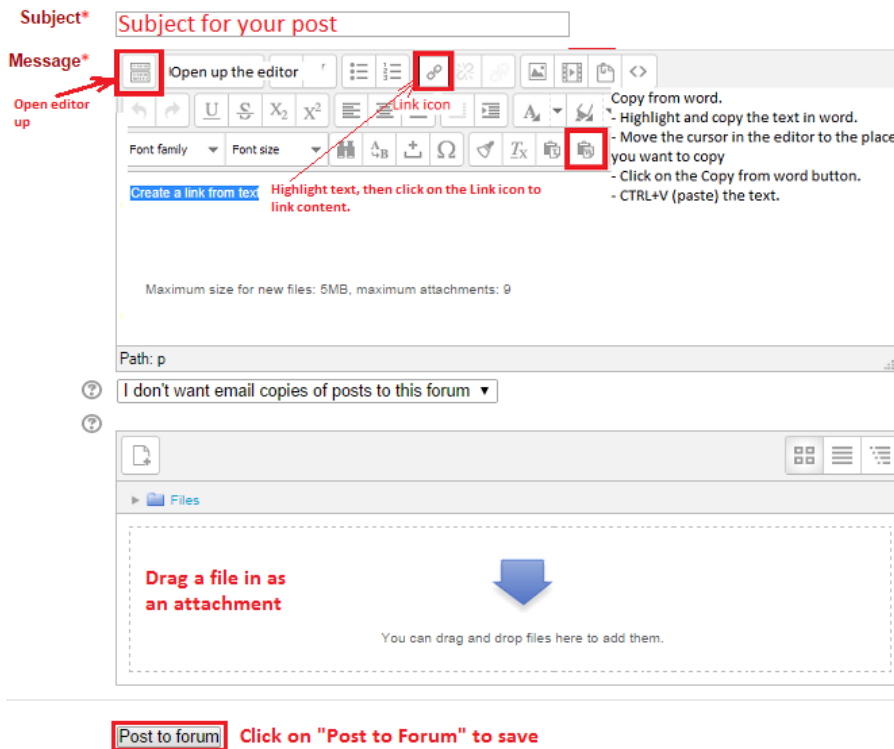
The screenshot shows a forum table with columns: Discussion, Started by, Replies, and Last post. The rows are:

Discussion	Started by	Replies	Last post
Topic by a student	 Test Student	0	Test Student Mon, 27 Sep 2010, 01:32 PM
art	 Gabor AGS	1	Gabor AGS Mon, 27 Sep 2010, 12:31 PM
General questions	 Teacher1 as a student	0	Teacher1 as a student Thu, 2 Sep 2010, 04:09 PM

Below the table, a post by Gabor AGS is shown with a 'Reply' link. An annotation points to this link, stating 'You are replying to this previous entry'.

To reply to a thread, click on the name of the thread in the forum, and click the “Reply” link at the bottom right of the post you want to reply to. Give the thread a title in the “Subject” heading, and type your post in the “Message” section.

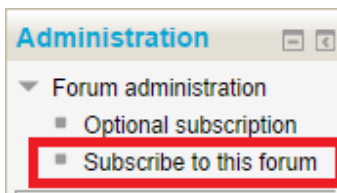
You may attach a file if needed.



When you are done, check your post for errors and click the **“Post to forum”** button at the bottom.

Be sure to check the **Discussion subscription** setting underneath the message box — if you want to receive emails of every post to the discussion, set it **“checked”**. Some teachers may have set their forums to force you to be subscribed or to not allow you to be subscribed, in which cases this option will not appear. After you’ve posted, you will have 30 minutes to edit or delete your post.

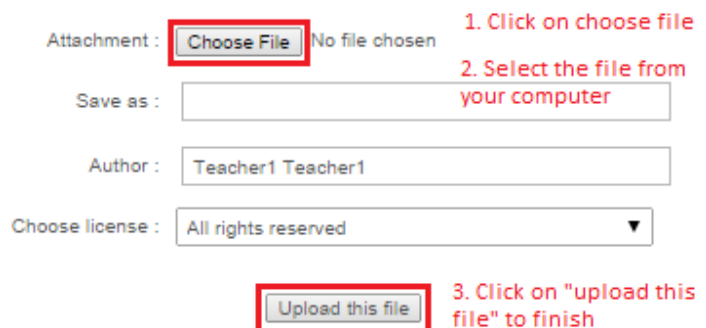
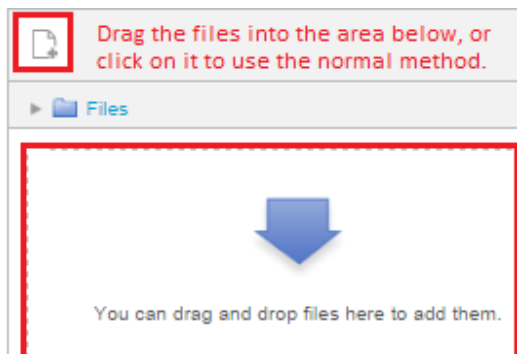
To post a new thread in a forum, go to the forum, then click the **“Add a new discussion topic”** button at the top of the list of threads. The fields are the same as above.



You can change whether you’re subscribed to **ALL topics** a given forum at any time by clicking on the name of the forum, then clicking the **“Subscribe/Unsubscribe me from this forum”** link in the forum administration block (if your teacher allows it).


FILE UPLOAD

You can not upload files directly to a course, but you may need to upload them to **activities**. Typically Forums and Assignments have this option (you will see the details later).



How to upload files?


The most convenient way to upload files is the **drag and drop** method. Just open the folder on your computers' desktop (containing the file), select, hold the left mouse button, and move the pointer to the box and release. You will see that the file is uploading to the course. Make sure that you are using an up-to-date browser: *Chrome 30, Firefox 25, Safari 6, IE 10*

Alternatively (or if you are using an old browser) just click on the icon -  > **Choose a file** > Select the file on your computer and click the **“Upload this file”** button.

If you experience any problems, check the file size / extension and your browser version. .
For assignments, you will receive a “receipt” as an email.

ASSIGNMENTS

In your Moodle course, your teacher may require you to submit work online.


To submit an assignment in Moodle, you will need to access the Assignment Activity , upload your assignment file(s), and submit the assignment. Once the assignment has been submitted, you can make changes only if your teacher enabled the option. (e.g. add another file, or delete the file and upload a revised version).

- Access Assignments from the Activities block (typically on the top left corner), the “This course” menu or an individual assignment directly from where it is linked in a Section in the central panel.

- If you clicked on the Activities -Assignments link, you will need to identify the particular assignment you would like to submit and click on the hyperlink for the Assignment name.

Week	Name	Assignment type	Due date	Submitted	Grade
3	Test assignment	Advanced uploading of files	Thursday, 9 September 2010, 02:45 PM		-

a) Upload a file

1. **Drag and drop** the file into the box, or alternatively you can click on the icon -  > **Choose a file** > Select the file on your computer and click the **“Upload this file”** button (see the picture on page 7).


On rare occasions you will only see a box (Online Text), where you have to type in (or copy/paste) your assignment. For some browser versions you will not be able to paste with the mouse, only with the CTRL+V combination.

2. **Check the box** next to the statement *“This assignment is my own work, except where I have acknowledged the use of the works of other people.”*

3. Save. You will see your file at the assignment page and also you will receive an automatic notification email about your submission.

Optional: on rare occasions you will have the option to save only as a draft, and “**send for marking**” when you are ready and finished.

Submission status

Submission status	Submitted for grading
Grading status	Not graded
Due date	Friday, 6 September 2013, 3:55 PM
Time remaining	6 days 23 hours
Last modified	Friday, 30 August 2013, 4:05 PM
File submissions	 Moodle_Student_Guide.pdf
Submission comments	▶ Comments (0)

[Edit submission](#)

b) Check file

After the submission, if you revisit the assignment page you will be able to follow the status of your assignment.

You will see the *submission status* (e.g. Submitted for Grading, or Draft)

- The *Grades and feedback*, if you received any (you may receive an email notification about this if your professor decide to notify you.)
- *Due date*, modification date and time remaining. The option to upload your submission will disappear usually immediately after the deadline.
- You may have the option to add comments to your assignment
- You may have the option to *modify* your assignment (if your professor allowed this). You just have to click on the “Edit submission” button, select the uploaded file, click “delete” and then upload the correct version.

c) Turnitin

The Turnitin assignment is identical to the normal assignment. The most important difference is that this assignment **will be checked with the Turnitin Anti-plagiarism software**, and your teacher will see the results. Make sure that you will upload the final version of your paper here.

File Types and Size

Turnitin currently accepts the following file types for upload into an assignment:

Microsoft Word™ (DOC and DOCX), Corel WordPerfect®, HTML, Adobe PostScript®, Plain text (TXT), Rich Text Format (RTF), Portable Document Format (PDF)

The file size may not exceed 20MB. Files of larger size may be reduced in size by removal of non-text content or the instructor may be contacted to request multiple assignments to submit the document in sections.

Note: PDF documents must contain text to be submitted. PDF files containing only images of text will be rejected during the upload attempt. To determine if a document contains actual text, copy

and paste a section or all of the text into a plain-text editor such as Microsoft Notepad or Apple TextEdit. If no text is copied over, the selection is not actual text.

Submissions Inbox

Once a submission has been made to a Turnitin assignment, the submission inbox will contain the submitted paper. If it is allowed, you can overwrite your submission until the due date.

Submitted	Similarity	Grade
30/08/13, 16:22	-	44 /100 

By default you will not be able to see the originality report (only your teacher - you will see a “percent” in the Grade column if you have access).

You will see comments, grades in the inbox, also if available, the apple icon leads you to the commented

Grademark (now renamed “Feedback studio) section (where your professor



commented on your work.)