

### Moodle Guide for Students

This is a short guide to help you get oriented with the online Learning Management System used to study here at MNU.

#### **What is Moodle?**

Moodle is an online Learning Management System or LMS. It is basically a platform that facilitates the delivery of content and learning and teaching activities to students through a range of in-built tools and functions.

#### **What will you use Moodle for?**

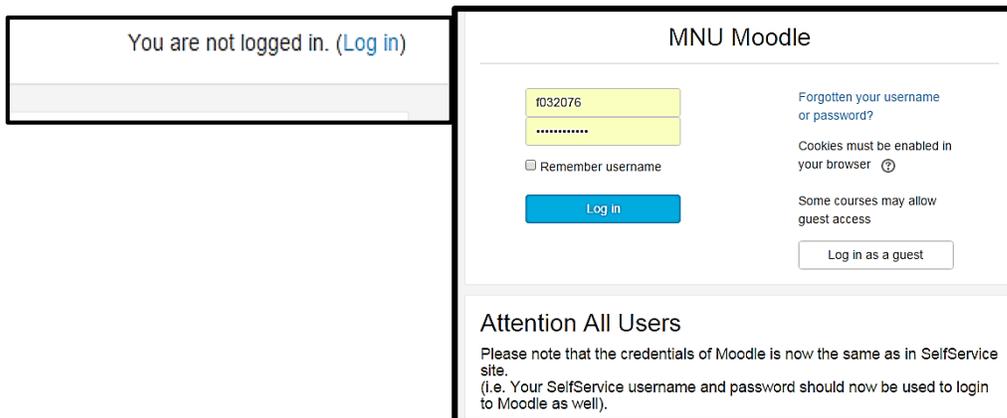
- Access your subject content
- Participate in learning activities and take part in collaborative learning tasks such as forums, wikis and chats
- Communicate with lecturers and peers through Moodle messaging system

#### **Using Moodle: Get, Set, Ready!**

All students enrolled at MNU will be able to log in to Moodle using the given user name and password (same as your log in details for Self-Service)

#### **Logging in**

1. Go the link <http://moodle.mnu.edu.mv/moodle/> or find the Moodle link from [www.mnu.edu.mv](http://www.mnu.edu.mv) (under the 'Support' tab).
2. Upon navigating to this page, you will be prompted for your user name and password.
3. Please note that students who are not yet fully registered, or on the stop list may not be able to access Moodle.
4. If you are unable to log into Moodle, please report to the MNU Student Helpdesk. Make sure you specify the issue clearly. You can access the Helpdesk from <http://helpdesk.mnu.edu.mv/>



You are not logged in. ([Log in](#))

MNU Moodle

1032076  
.....

Remember username

[Forgotten your username or password?](#)

Cookies must be enabled in your browser 

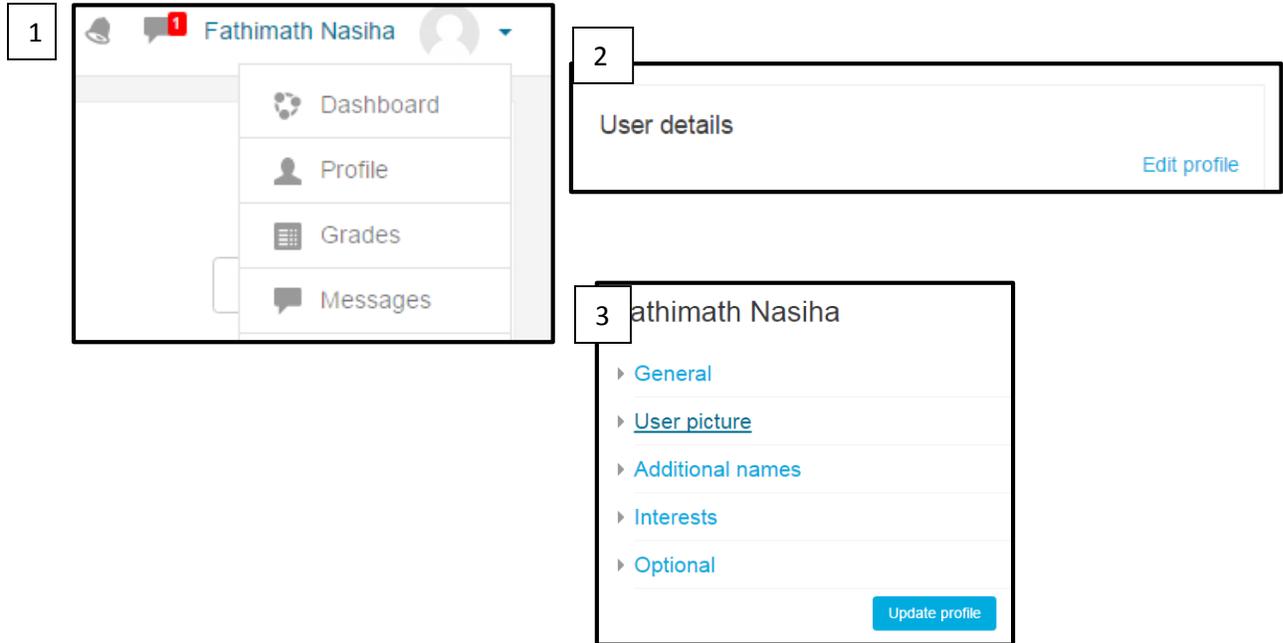
Some courses may allow guest access

[Log in as a guest](#)

**Attention All Users**  
Please note that the credentials of Moodle is now the same as in SelfService site.  
(i.e. Your SelfService username and password should now be used to login to Moodle as well).

## Managing your account

1. Once you log in to Moodle, update your profile by clicking on **your name on the top right corner of the screen.**



- You can **edit your profile** by filling in your details. Remember to **upload a picture** of yourself to your profile.
- Very important to **change your password** after your initial log in. Make sure the password is something you will not forget easily.

## Sending Moodle messages

You can communicate with your lecturer, course coordinator and your peers using Moodle messages.

<ol style="list-style-type: none"> <li>1. To view your messages or send a new message from Moodle, click on the speech bubble on top right hand corner of the page.</li> </ol>	
<ol style="list-style-type: none"> <li>2. View your message. Reply to the message or click 'New message' to send a new one. If contact not found on your list, Search contact, select contact. Type your message and click send.</li> </ol>	

## Learning with Moodle

- Moodle supports your learning experience through a wide range of tools.
  - Resources: Lecturers will upload your course content, important documents and important notices on Moodle. These will include documents, web-links and audio-visual materials.
  - Activities: Lecturers use a variety of tools to support your learning. This guide will describe the most commonly used Moodle activities.

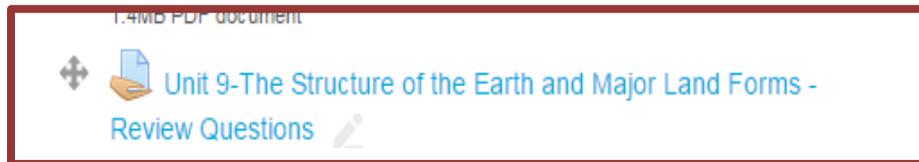
The screenshot displays a grid of Moodle activity descriptions. The following terms are circled in red: Assignment, Chat, Forum, Quiz, and Wiki.

<b>Assignment</b> - Used to submit files for marking. Integrated with the Turnitin plagiarism detection service.	<b>Glossary</b> - List of definitions – can be populated by either Teacher or Students.
<b>Book</b> - Makes it easy to create multi-page resources with a book-like format.	<b>Lesson</b> - Produces structured yet flexible learning paths.
<b>Chat</b> - A synchronous chat tool useful for small group work.	<b>Quiz</b> - Online quiz tool that can automatically provide marks and feedback to the student.
<b>Choice</b> - Similar to a poll. Often used to enable students to select seminar groups etc.	<b>SCORM package</b> - Enables SCORM packages to be uploaded to a Moodle course.
<b>Database</b> - Enables data to be input (by either Teachers or Students) and stored in a searchable format.	<b>Wiki</b> - A series of web pages that can be edited by anyone. Useful for group projects.
<b>Forum</b> - An asynchronous discussion tool.	<b>Workshop</b> - Facilitates peer and self assessment.

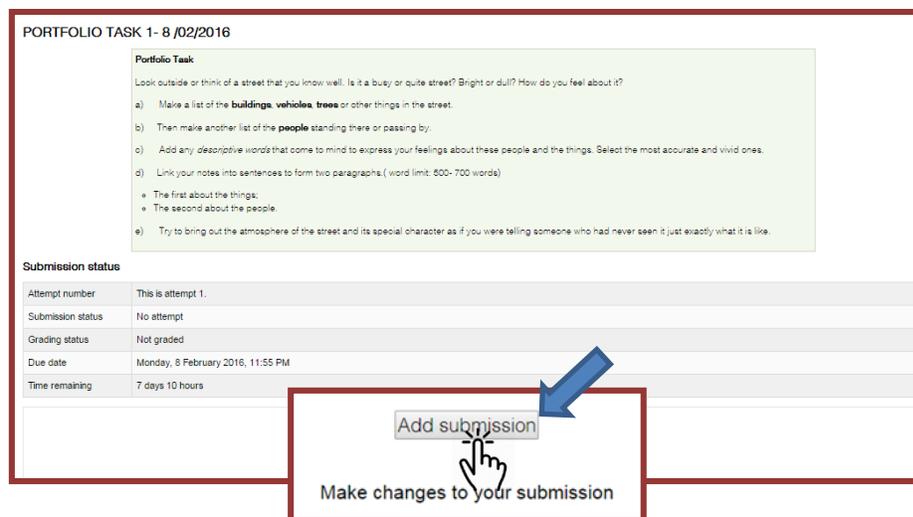
## Assignments

- Assignments are marked with this icon 
- You will need to take note of the assignment deadlines from the course outline.
- In order to submit your assignments, follow the following procedure:

Step 1: Click on the assignment link



Step 2: Click on the 'Add submission' button found on the bottom of the page



PORTFOLIO TASK 1- 8 /02/2016

**Portfolio Task**  
Look outside or think of a street that you know well. Is it a busy or quite street? Bright or dull? How do you feel about it?

- Make a list of the **buildings, vehicles, trees** or other things in the street.
- Then make another list of the **people** standing there or passing by.
- Add any *descriptive* words that come to mind to express your feelings about these people and the things. Select the most accurate and vivid ones.
- Link your notes into sentences to form two paragraphs. (word limit: 500-700 words)
  - The first about the things.
  - The second about the people.
- Try to bring out the atmosphere of the street and its special character as if you were telling someone who had never seen it just exactly what it is like.

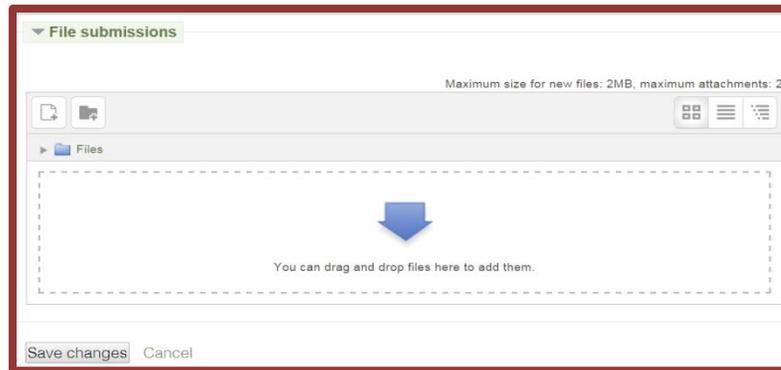
**Submission status**

Attempt number	This is attempt 1.
Submission status	No attempt
Grading status	Not graded
Due date	Monday, 8 February 2016, 11:55 PM
Time remaining	7 days 10 hours

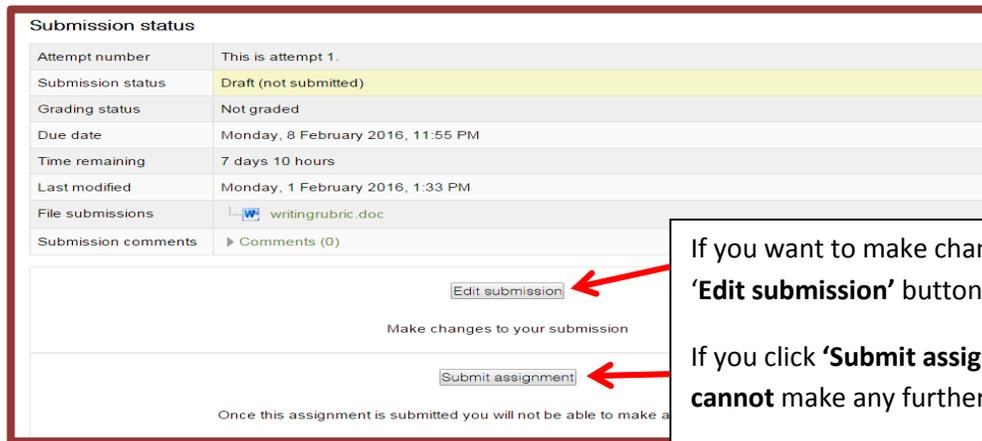
**Add submission**

Make changes to your submission

Step 3: Drag and drop your file or browse and attach the file



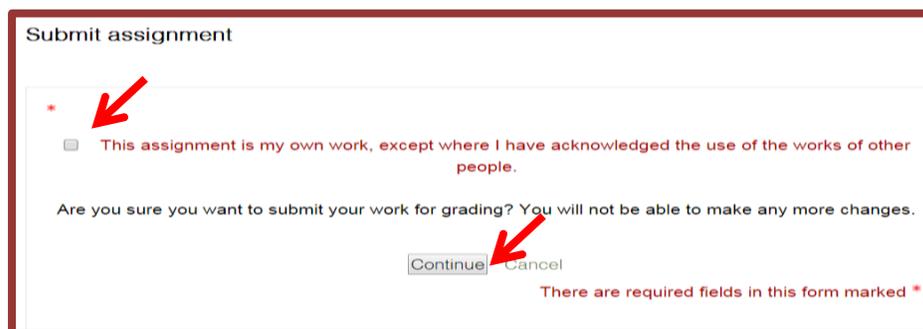
Step 4: Check your submission status!



If you want to make changes click the 'Edit submission' button.

If you click 'Submit assignment' you cannot make any further changes.

Step 5: Submit your assignment for marking. Please note that if you fail to submit for marking, the assignment remains as a draft and your lecturer may not grade it.



Step 6: Confirm that your assignment is submitted for grading!

Submission status	
Attempt number	This is attempt 1.
Submission status	Submitted for grading
Grading status	Not graded
Due date	Monday, 8 February 2016, 11:55 PM
Time remaining	7 days 10 hours
Last modified	Monday, 1 February 2016, 1:47 PM
File submissions	writingrubric.doc
Submission comments	Comments (0)

## Chat

- Chats are marked with this icon 
- This is a synchronous (real-time) chat where you can communicate with your lecturer and peers.
- Your lecturer usually sets **a date, time and topic of discussion** for the chat.

Chat Session 1 (Date: 28th Feb 20:30 )

Topic for discussion: Intellectual Disability

Click here to enter the chat now

Use more accessible interface

View past chat sessions

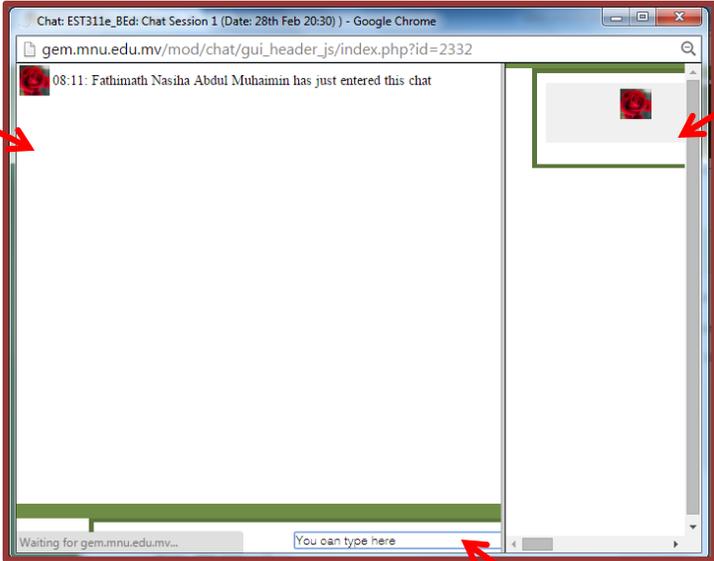
Click here to enter the chat

Click here to view past chat

On- going chat

Chat participants

Type here



The screenshot shows a web browser window titled "Chat: EST311e\_BEd: Chat Session 1 (Date: 28th Feb 20:30 )". The address bar shows "gem.mnu.edu.mv/mod/chat/gui\_header\_js/index.php?id=2332". The chat area displays a message: "08:11: Fathimath Nasiha Abdul Muhaimin has just entered this chat". At the bottom, there is a text input field with the placeholder "You can type here". On the right side, there is a "Chat participants" panel showing a profile picture of a participant.

## Forum



- Forums are marked with this icon
- The forum is an asynchronous chat tool. Forums are used as an activity where students and teachers can exchange ideas by posting comments. There are four basic types of forums.
- A forum can contribute significantly to successful communication and community building in an online environment.
- Your lecturer usually posts a forum question and forum discussions are open for a specific duration.
- You can post on the forum by clicking 'Add a new topic' button.

Forum 1 (Date: 1 Feb - 14 Feb)

Complete the required readings for the following topics and answer the following questions based on your understanding of the issues.

- Exceptionality and Special Education
- Inclusive Education

Forum questions:

- What is inclusion? What are the barriers to inclusion and how can we overcome these barriers?

[Add a new topic](#)

To add your post click here

- You can edit or delete your own posts.

forum 1 Najudha Adam  
by [Najudha Adam](#) - Tuesday, 1 March 2016, 2:43 PM

What is inclusion? What are the barriers to inclusion and how can we overcome these barriers? Inclusion is the educational practice of educating children with disabilities in classrooms with children without disabilities. (Inclusion is about the Presence, Participation and progress of all ...Read the rest of this topic (103 words)

[Edit](#) | [Delete](#)

Discuss this topic (0 replies so far)

Edit or Delete your posts

- You can also reply to another participant's post if that option is opened by the lecturer.

 **Re: Forum-1**  
by [Ahmed Shareef](#) - Saturday, 27 February 2016, 7:12 PM

Surprised to see this writing. you have done a great job. You have referred to many findings and is very brief and clear.

Average of ratings: -

[Show parent](#) | [Edit](#) | [Split](#) | [Delete](#) | [Reply](#)

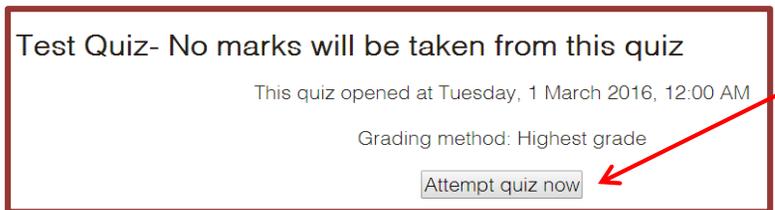
**Reply to posts, view original post (show parent) from these options**

## Quiz

- Quizzes on GEM are marked with this icon 
- The Quiz can be used as a review exercise, self-test or as a marked assessment component.
- The quiz may contain a variety of questions including multiple-choice, true-false, and short answer questions.



Click on the Quiz link to open the quiz



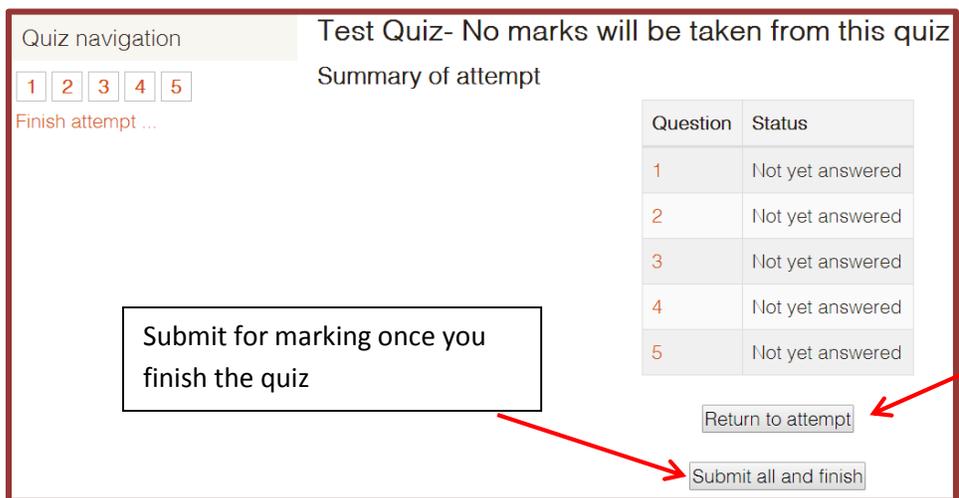
Click on the 'Attempt quiz now' to start the quiz



Navigate to questions

Answer the question

Click 'Next' to move forward



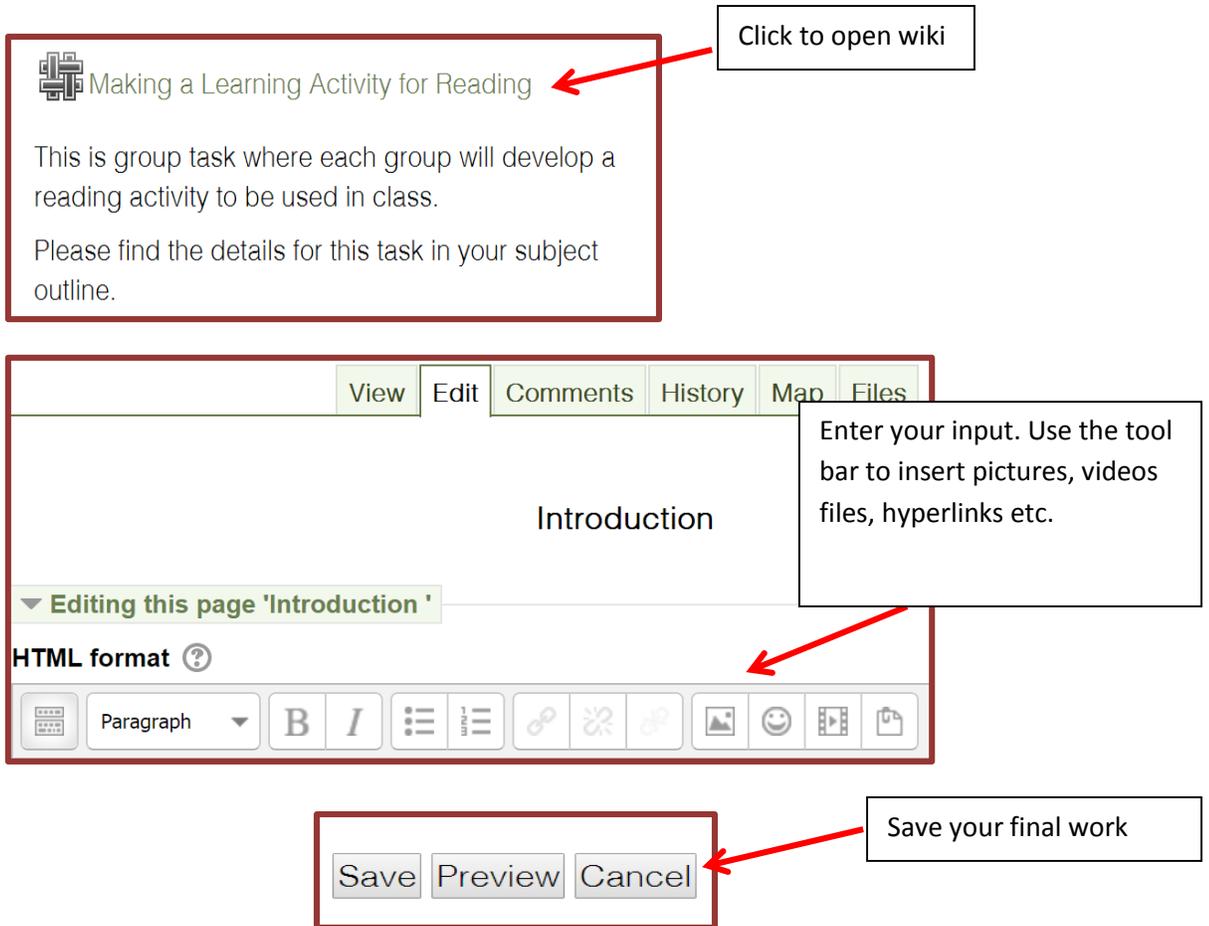
Question	Status
1	Not yet answered
2	Not yet answered
3	Not yet answered
4	Not yet answered
5	Not yet answered

Submit for marking once you finish the quiz

Return to change your answers

## Wiki

- Wiki is marked with this icon 
- A wiki is a collection of collaboratively authored web documents. Basically, a wiki page is a web page everyone in your class can create together, right in the browser, without needing to know HTML. A wiki starts with one front page. Each author can add other pages to the wiki by simply creating a link to a page that doesn't exist yet.
- A wiki is indeed a fast method for creating content as a group. There is usually no central editor of a wiki, no single person who has final editorial control. Instead, the community edits and develops its own content. Consensus views emerge from the work of many people on a document.
- The entire class can edit a document together, creating a class product, or each student can have their own wiki and work on it with your classmates.



The screenshot shows a wiki page titled "Making a Learning Activity for Reading". The page content includes a paragraph: "This is group task where each group will develop a reading activity to be used in class. Please find the details for this task in your subject outline." Below the content is an "Introduction" section. The interface includes a menu bar with "View", "Edit", "Comments", "History", "Map", and "Files". A toolbar for editing is visible, with a "Paragraph" dropdown and buttons for bold (B), italic (I), bulleted list, numbered list, link, unlink, unlink, image, smiley, video, and file upload. At the bottom, there are "Save", "Preview", and "Cancel" buttons. Red arrows point from text boxes to these elements: "Click to open wiki" points to the title, "Enter your input. Use the tool bar to insert pictures, videos files, hyperlinks etc." points to the toolbar, and "Save your final work" points to the Save button.

Click to open wiki

Enter your input. Use the tool bar to insert pictures, videos files, hyperlinks etc.

Save your final work

THANK YOU ☺