

# Moodle User Guide

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This guide is designed to teach you some Moodle basics. Like most websites Moodle should work on all major web browsers. The appearance of Moodle will vary depending on how you are accessing it so your screen might not match the included screenshots. If this is the case please take the time to navigate around Moodle as everything should still be available.

This guide can be read online through Moodle itself (located on the home page of Moodle, down the right hand side), or downloaded as a word document.

If you have trouble with anything not covered in this guide you can either look online for help, use the Help forum to ask a question, or you can email us at: [support@ecprnet.eu](mailto:support@ecprnet.eu)

## Table of Contents

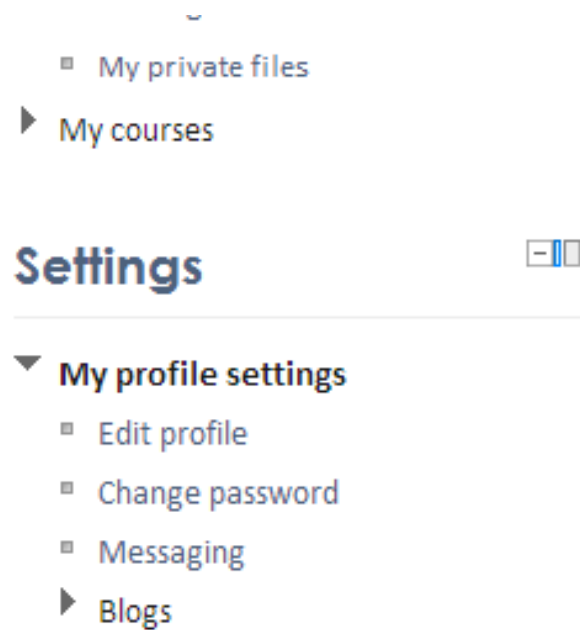
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## Updating your account

1. Click on your name in the top right of the screen when you are logged in:

You are logged in as Demo User (Logout)

2. You will then be taken to your profile page. To edit your profile click on the **'Edit profile'** link, located on the right hand side of the page under **'Settings'**



- This will bring up the edit profile page. Here you can change your personal details, email settings and upload a picture. Remember to press the update profile button when you are done to save your changes.

## Viewing course content

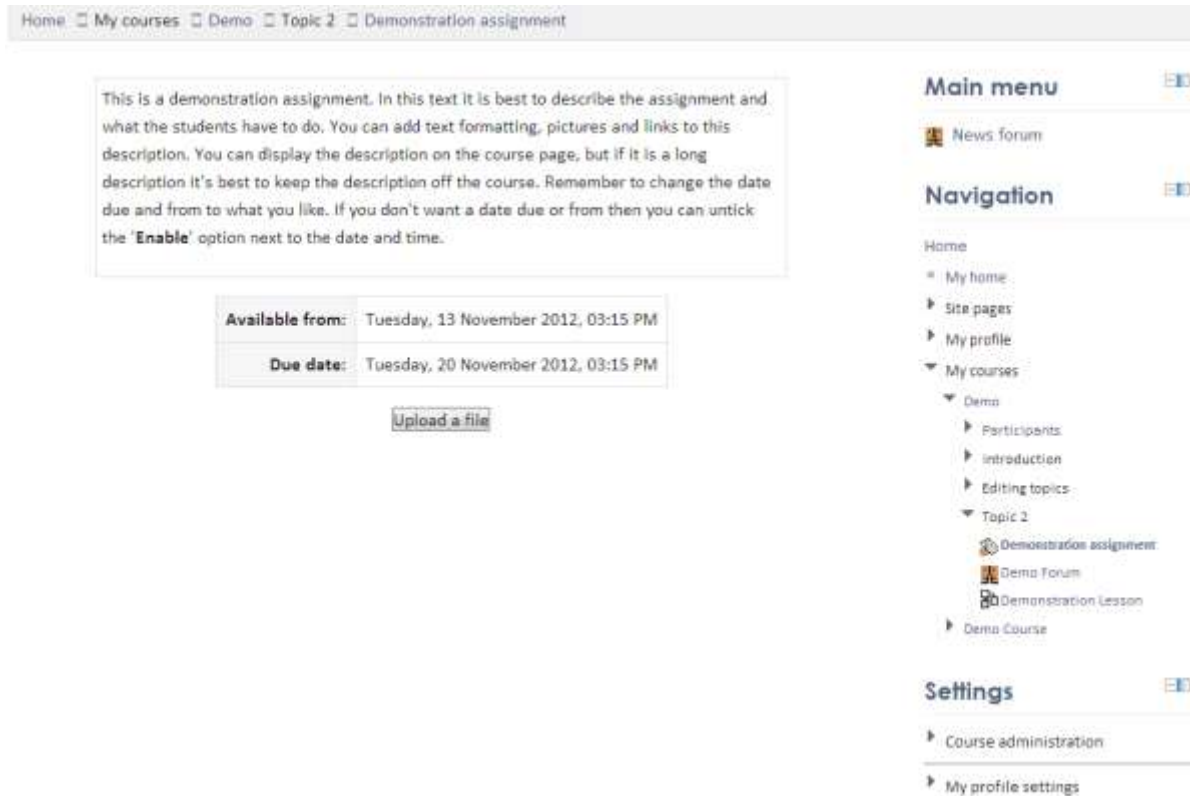
- Login to Moodle. After logging in on the Moodle homepage you will be shown the courses you are currently enrolled on. Click on a course to enter it.
- This will take you to the course screen. The course screen shows all the content that your instructor has uploaded for you. This will vary between courses. Typically the content can be things like reading material, assignments and documents. The course might also have things like a forum or quiz's for you to use or do.

- The demo course has things like assignments, lessons and a forum on it.

## Uploading files for an assignment

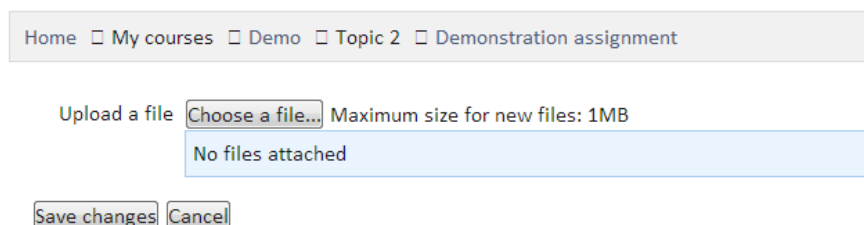
Your course might require you to upload files for an assignment. If this is the case you will be able to navigate to the assignment and upload files for it inside your Moodle course. Please note some devices (e.g. iPad/iPhone) have reduced functionality and might not be able to upload files. This is a problem with the device not Moodle.

1. Open your course as described earlier and click on the assignment you wish to submit files for. You should be presented with something similar to the following screen.



2. Click 'Upload files' to open the upload files screen. This screen may vary depending on the rules the instructor has put in place for the assignment.

## Demo: Assignment: Demonstra




3. Click **'Choose a file'** (If that button isn't there, click **'Add'** instead).

## Demo: Assignment (2.2): Demonstration assignment

You are logged in as Demo User (Logout)

Home > My courses > Demo > Topic 3 > Demonstration assignment


Upload a file\*  Maximum size for new files: 1MB



You can drag and drop files here to add them.

There are required fields in this form marked \*

Main menu

-  News forum





Navigation

Home

- My home
- Site pages
- My profile
- ▾ My courses
  - ▾ Demo

4. Click **'Upload a file'** on the left hand side and then **'Choose file'** (The button may say **'Browse'**) to find the file on your local machine. It is not necessary to add anything to the **'Save as'** area.

File picker ✕

-  Server files
-  Recent files
-  Upload a file
-  Private files

Attachment:  No file chosen

Save as:

Author:

Choose license:  ▾

5. Click **'Upload this file'** once you have selected the file you wish to add. Then, click **'Save changes'** on the next screen.

# Demo: Assignment: Demonstration

Home □ My courses □ Demo □ Topic 2 □ Demonstration assignment

Upload a file  Maximum size for new files: 1MB

Example Document.docx

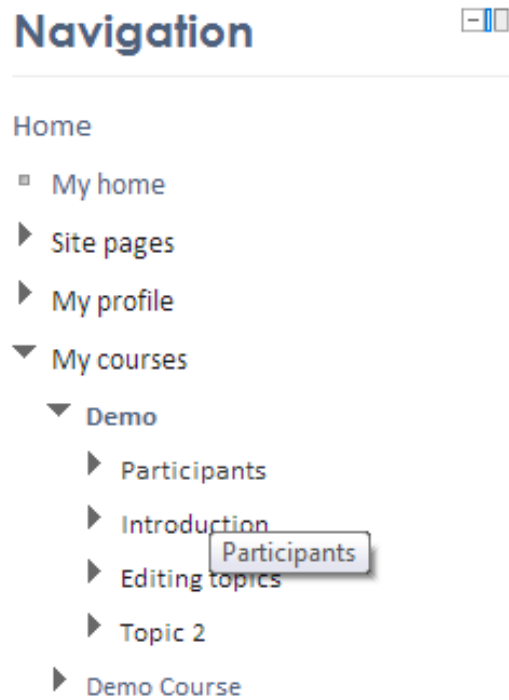
6. The file will then be added to the Moodle assignment. If you are still within the assignments time constraints you can update the file by clicking '**Update this file**' on the assignment page. Depending on how the course is configured you may be able to add multiple files. Some courses take submitted documents and allow them to be immediately graded, others you have to submit for marking, which you can do by clicking the '**Send for marking**' button.
7. Clicking the file that you have uploaded will give you the option to download the file again, rename it, move it or delete it.

**Once you have sent your files for marking you cannot change them! Please insure you are happy with them before submitting them for marking!**

## Messaging a member of your course

Moodle allows participants to contact each other using its internal messaging system.

1. To message fellow participants, go to your course page, which can be found on the Moodle home page.
2. Down the right hand side of the page there will be a '**Participants**' menu item.



3. Click '**Participants**'. This will take you to a list of participants enrolled on the course.

# Demo

Home  My courses  Demo  Participants  Participants

My courses

Inactive for more than



User list

Current role

All participants: 2

First name : AllABCDEFGHIJKLMNOPQRSTUVWXYZ

Surname : AllABCDEFGHIJKLMNOPQRSTUVWXYZ

| User picture                                                                       | First name / Surname | City/town  | Country        | Last access ↑   |
|------------------------------------------------------------------------------------|----------------------|------------|----------------|-----------------|
|   | Demo User            | Colchester | United Kingdom | 38 secs         |
|  | Demo Teacher         | Colchester | United Kingdom | 2 days 16 hours |

- Click the name of the participant you wish to message, this will bring up their contact information.

## Demo Teacher (Demo)



This is the demo teachers account.

**Email address:** demo.teacher@ecprnet.eu

**Last access:** Friday, 16 November 2012, 04:34 PM (2 days 16 hours)

**Roles:** Teacher

**Course profiles:** Demo

[Send a message](#)

[Full profile](#)

- Click 'Send a message'
- Type the message you wish to send to the selected user and finished by clicking 'Send Message'



My contacts ▾

Your contact list is empty

Search



Demo User



Demo Teacher

[Add contact](#) | [Block contact](#)

[All messages](#) | [Recent messages](#)

**Thursday, 15 November 2012**

*11:54 AM:* This is a demonstration message sent to one participant. You can add pictures and formatted text to this message.

Message

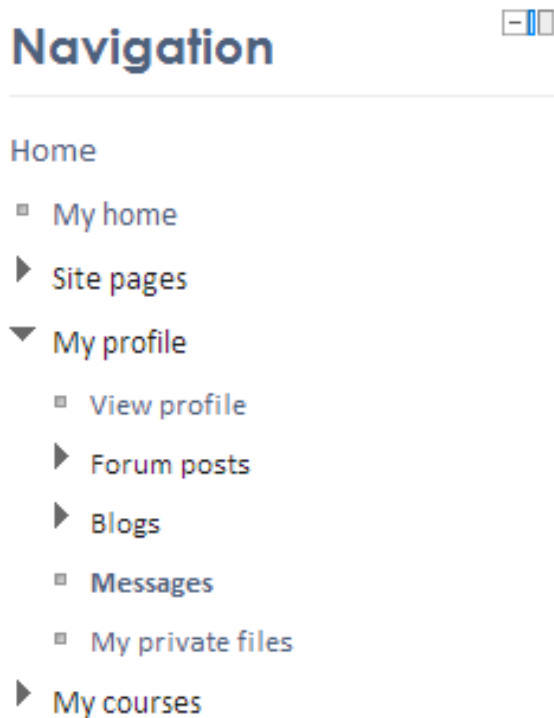
This is a message sent from Demo User to Demo Teacher. Messages can be any amount of text, but cannot contain things like images or attachments.

Send message

## View your messages

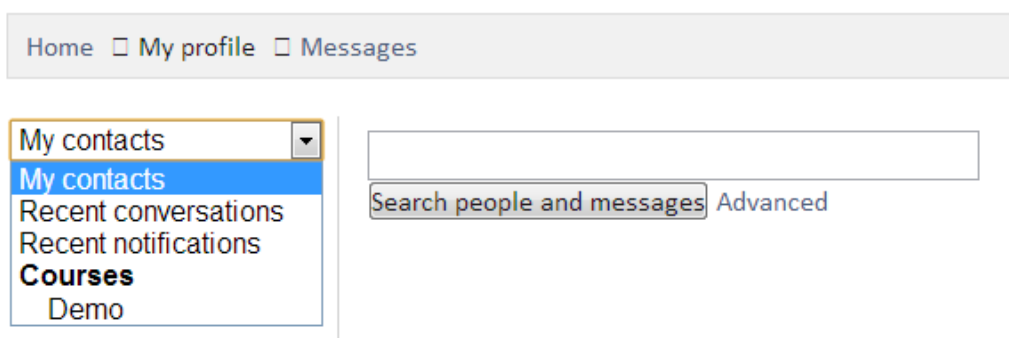
You can access your messages at any time in Moodle

1. Click on **'Messages'** under **'My Profile'** in the Navigation pane.



2. On the messages page, use the drop down menu on the left to select the type of messages you want to view.

## ECPR: Messages



3. To see recent messages for example select **'Recent Conversations'** from the drop down menu.





# ECPR: Messages

Home  My profile  Messages





Recent conversations

Your contact list is empty

**Recent conversations**

 Demo Teacher    This is a message sent from Demo 19/11/12, 09:33  
User to Demo Teacher. Messages can be any amount of text, but cannot contain things like images or attachments.

---

 Admin User    Hello Admin, I am sending you a demo 2/08/12, 10:05  
message.

## Adding a discussion topic to a forum

With forums you can read, post and reply to discussion topics and replies. Some courses may have a forum, others will not, it depends on whether the Instructor wishes there to be one or not.

1. To start a new discussion topic, click on the forum you want to start a discussion topic in.
2. Click the **'Add new discussion topic'** button located after the description of the forum but before any currently posted topics

# ECPR Moodle

Home  Site pages  Help Forum







If you have a problem, and the guides or FAQ haven't helped, then post the problem here. Please try and explain the problem in as much detail as possible, not: "It doesn't work" or "I can't login". I will try to get back to you as soon as possible.
















3. Add a subject and a description of the thing you wish to discuss. Try and include as much information as possible. Within the message area you can add pictures, tables and format the text to your liking.
















Your new discussion topic

Subject\*

Message\*



Font family    Font size    Paragraph         

**B**   *I*   U   ABC   X<sub>s</sub>   X<sup>+</sup>                 

               HTML ABC

This is a demonstration student discussion topic. Students can post discussions within forums and reply to things other people have said.

Path: p

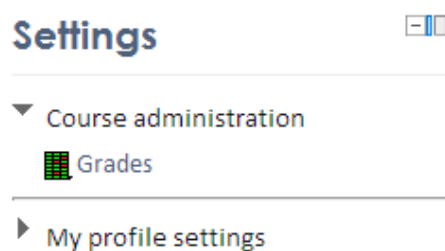
Subscription   

4. For the subscription option, you can choose whether to receive emails of your post and any replies to your discussion topic.
5. Click '**Post to forum**' when you are finished.

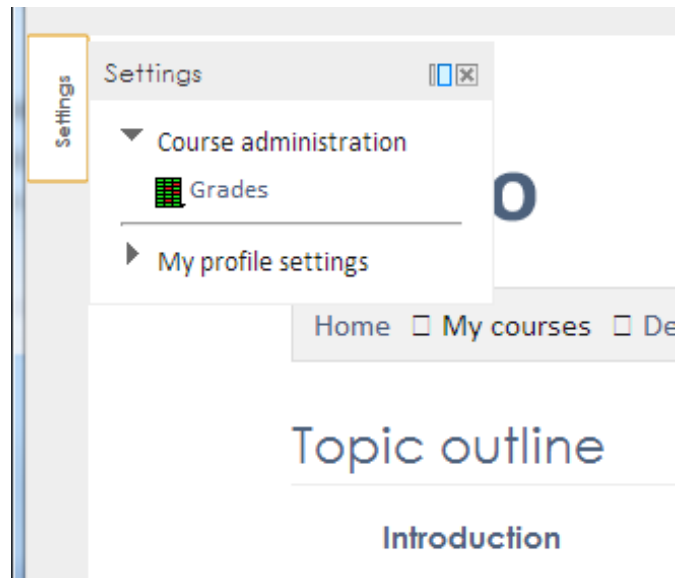
## Docking panels

With Moodle you can 'dock' panels to stay down the left hand side of the screen as a menu button.

1. Click on the circled icon for the panel you wish to dock.



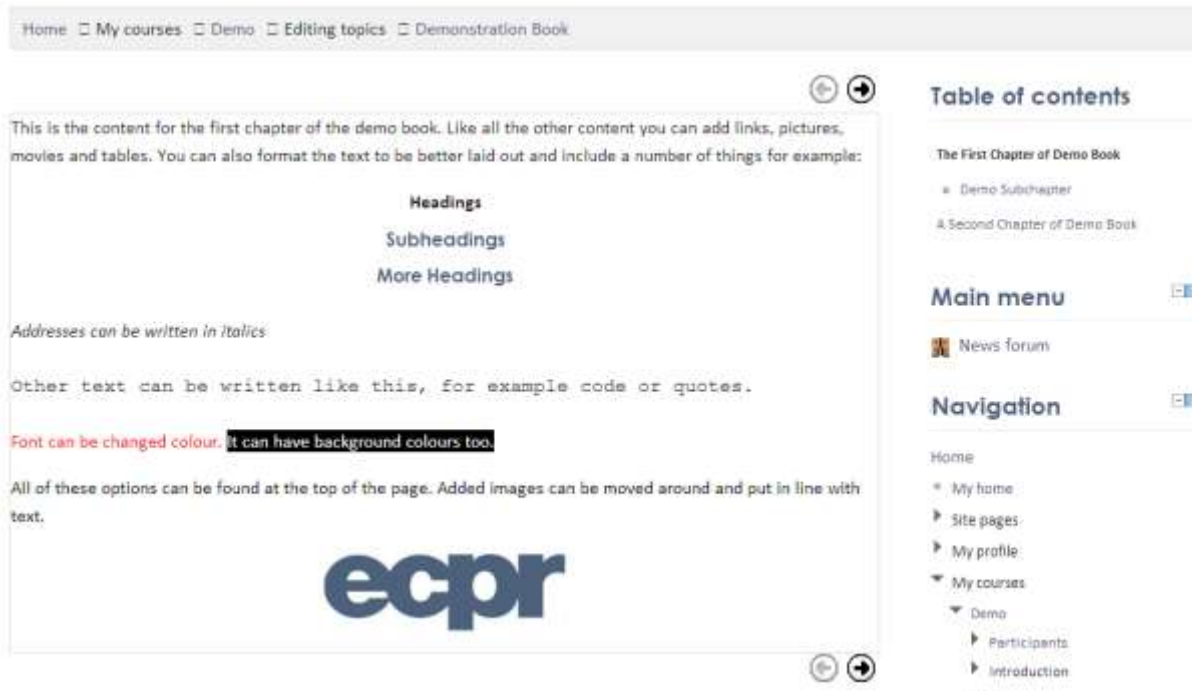
2. This will dock the item on the left hand side. To access it, click the button to see the menu. Click the button circled to detach the panel from the side.



## Reading Moodle books

A book is a collection of pages organised in a linear format, much like a physical book.

1. Open the book by clicking on the relevant book item.



The screenshot displays a Moodle book page. At the top, a breadcrumb trail reads: Home > My courses > Demo > Editing topics > Demonstration Book. The main content area contains text explaining formatting options: "This is the content for the first chapter of the demo book. Like all the other content you can add links, pictures, movies and tables. You can also format the text to be better laid out and include a number of things for example:" followed by examples of "Headings", "Subheadings", and "More Headings". It also shows text formatting like italics, code, and background colors. The "ecpr" logo is at the bottom. On the right, a "Table of contents" sidebar lists "The First Chapter of Demo Book" (with sub-chapters) and "A Second Chapter of Demo Book". Below it are "Main menu" and "Navigation" sections with various site links.

2. You can use the arrows to navigate one page either direction at a time or you can use the 'Table of contents' to navigate to the place you want to.
3. At the end of the book you can use one of the buttons to exit it.

## Navigating Moodle

Moodle has a feature which allows you to quickly Navigate back through areas.

1. Once you are within a topic or a page, a navigation bar shows the levels you are into the website. For example the below image, shows you that you are within the Demo Course, looking at the Demo Page within the topic Editing Topics.

# Demo

Home } Courses } Demonstration Course } Demo } Editing topics } Demo Page

2. Click on the section you wish to navigate back to, for example clicking '**Demo**' will move you back to the Demo course.

# Demo

Home } Courses } Demonstration Course } Demo

## Topic outline

### Introduction




Welcome to the ECPR Demonstration course. You can edit this introduction by turning on editing by pressing the button to

3. If you can see the '**ECPR**' logo, clicking it will take you to the Moodle homepage.

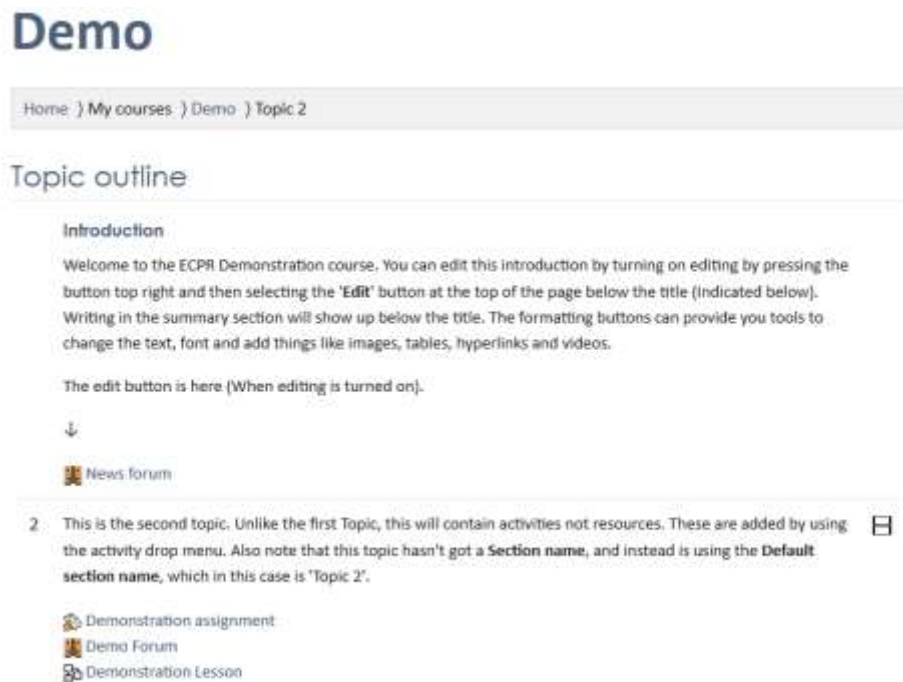
## Hiding Topics

Moodle allows you to hide all but a selected Topic. This is useful if a topic is large and you want to have the most amount of screen space dedicated to it.

1. Click on the button circled below for the topic that you want to keep displayed. For example if I wanted to keep topic 2 displayed, I would click on the button to the right of the topic.

|   |                                                                                                                                                                                                                                                                                                                      |                          |
|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| 2 | This is the second topic. Unlike the first Topic, this will contain activities not resources. These are added by using the activity drop menu. Also note that this topic hasn't got a <b>Section name</b> , and instead is using the <b>Default section name</b> , which in this case is 'Topic 2'.                  | <input type="checkbox"/> |
|   |  Demonstration assignment<br> Demo Forum<br> Demonstration Lesson |                          |
| 3 | Not available                                                                                                                                                                                                                                                                                                        | <input type="checkbox"/> |
| 4 |                                                                                                                                                                                                                                                                                                                      | <input type="checkbox"/> |

2. This will then stop all the other topics from being displayed.



**Demo**

Home > My courses > Demo > Topic 2


### Topic outline

**Introduction**




Welcome to the ECPRI Demonstration course. You can edit this introduction by turning on editing by pressing the button top right and then selecting the 'Edit' button at the top of the page below the title (Indicated below). Writing in the summary section will show up below the title. The formatting buttons can provide you tools to change the text, font and add things like images, tables, hyperlinks and videos.

The edit button is here (When editing is turned on).

↓

 News forum

2 This is the second topic. Unlike the first Topic, this will contain activities not resources. These are added by using the activity drop menu. Also note that this topic hasn't got a **Section name**, and instead is using the **Default section name**, which in this case is 'Topic 2'.

 Demonstration assignment  
 Demo Forum  
 Demonstration Lesson

3. You can change the displayed topic by using the dropdown box at the bottom of the page to pick a different topic to view.





4. You can view all of the topics again by selecting the button to the right of the shown topic.

## Topic outline

### Introduction

Welcome to the ECPD Demonstration course. You can edit this introduction by turning on editing by pressing the button top right and then selecting the 'Edit' button at the top of the page below the title (Indicated below). Writing in the summary section will show up below the title. The formatting buttons can provide you tools to change the text, font and add things like images, tables, hyperlinks and videos.

The edit button is here (When editing is turned on).



News forum

- 2 This is the second topic. Unlike the first Topic, this will contain activities not resources. These are added by using the activity drop menu. Also note that this topic hasn't got a **Section name**, and instead is using the **Default section name**, which in this case is 'Topic 2'.
- Demonstration assignment
  - Demo Forum
  - Demonstration Lesson

Jump to... Choose...

## Reset your password/Recover your username

Should you forget your password to Moodle, you can reset your password.

1. Click the 'Login' button located top right of the page, then click 'Forgotten your username or password' which can be found in the middle towards the bottom of the page.

### Returning to this web site?

Login here using your username and password  
(Cookies must be enabled in your browser) ?

Username

Password

Login

Remember username

[Forgotten your username or password?](#)

2. Once there, put the email address or username of your account into the relevant section, clicking 'Search' will send an email address to the account, provided the account is registered with the system.

## ECPR Moodle

[Home](#) [Login](#) [Forgotten password](#)

To reset your password, submit your username or your email address below. If we can find you in the database, an email will be sent to your email address, with instructions how to get access again.

### Enter your Username for the password reset email

Username

Search

### Enter your email address for the password reset email

Email address

Search

Emails can take up to 15 minutes to be sent out. If you have waited 15 minutes and the email still hasn't arrived, check your junk and spam folders before trying again and double check your email address or username is correctly typed in.

If you are still having problems then please email [support@ecprnet.eu](mailto:support@ecprnet.eu) for further help.