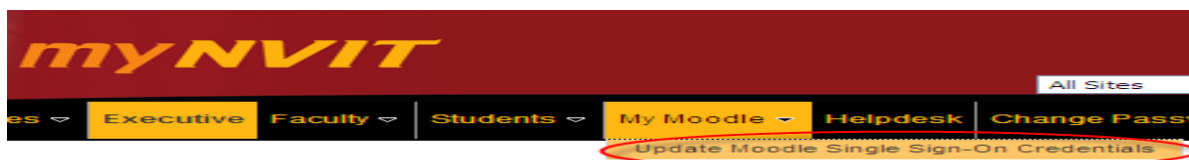# Moodle Tips: Students

What is Moodle?

Moodle is a web-based learning environment – an online or virtual classroom. At NVIT, Moodle is used in two ways:

- for delivery of all content for online courses; and
- to supplement instruction in classroom-based courses.

Moodle provides students with a place to access course material from instructors, interact with classmates, and work on assignments and activities.

Accessing Moodle

Moodle can be accessed on the myNVIT portal at www.mynvit.ca and all NVIT students have access to the portal with a username and password. At the first log-on, students need to set up their Moodle Single Sign On. To do this, select the Update Moodle Single Sign-On Credentials option (see example following) and then enter the username and password on the next screen.

After doing this once, students will only need to select My Moodle to access Moodle in the myNVIT Portal. See example:

Moodle can also be accessed from myClasses on the myNVIT homepage or from any To Do items. Refer to the *Moodle on the myNVIT Homepage* section below.

Note that Moodle can also be accessed directly at www.moodle.nvit.ca but it is strongly recommended users access Moodle through the myNVIT portal as Moodle assignments and messages will display on the myNVIT portal homepage.

Moodle on the myNVIT Homepage

Moodle classes display on myClasses and on myWeek on the Portal.

Moodle Home Page

The Moodle homepage includes a number of "blocks" or sections and will include any courses that students are registered in.

Following is an example of a student myMoodle homepage:

Moodle Navigation – the Breadcrumb Trail

Breadcrumbs are found in the top left corner of the Moodle website. Breadcrumbs show the location of the user within the website's hierarchy. Below is a picture of breadcrumbs in Moodle.

Example: This user is currently on the **Course Page** for **FNPA 245 C1** in the **General Section** on the **News Forum**. If the user wanted to go back to the course page they could simply click on **My courses**.

Navigation Block

The Navigation Block (or section) includes several options. See example and descriptions:

My Home: This option will promote all current courses to the top of the home page and will display any course specific blocks.

Site Pages: This option will display some generic site pages.

My Profile: Students can view their profile, view any forum posts, view blogs and messages and view private files.

My Courses: This is a quick link to current Moodle courses.

Navigating Courses

Courses have a standard set-up and layout but instructors may create different types of content or may modify the layout somewhat. Key elements in a Moodle course are:

- the **Welcome/Introduction** section where instructors should post the syllabus (course outline) and may create news forums, chats and help forums;
- the **Weekly** blocks (may be set up as Modules for self-paced courses) where instructors place course materials and assignments;
- **Forums**, Latest News and **Upcoming Events**.

See example following:
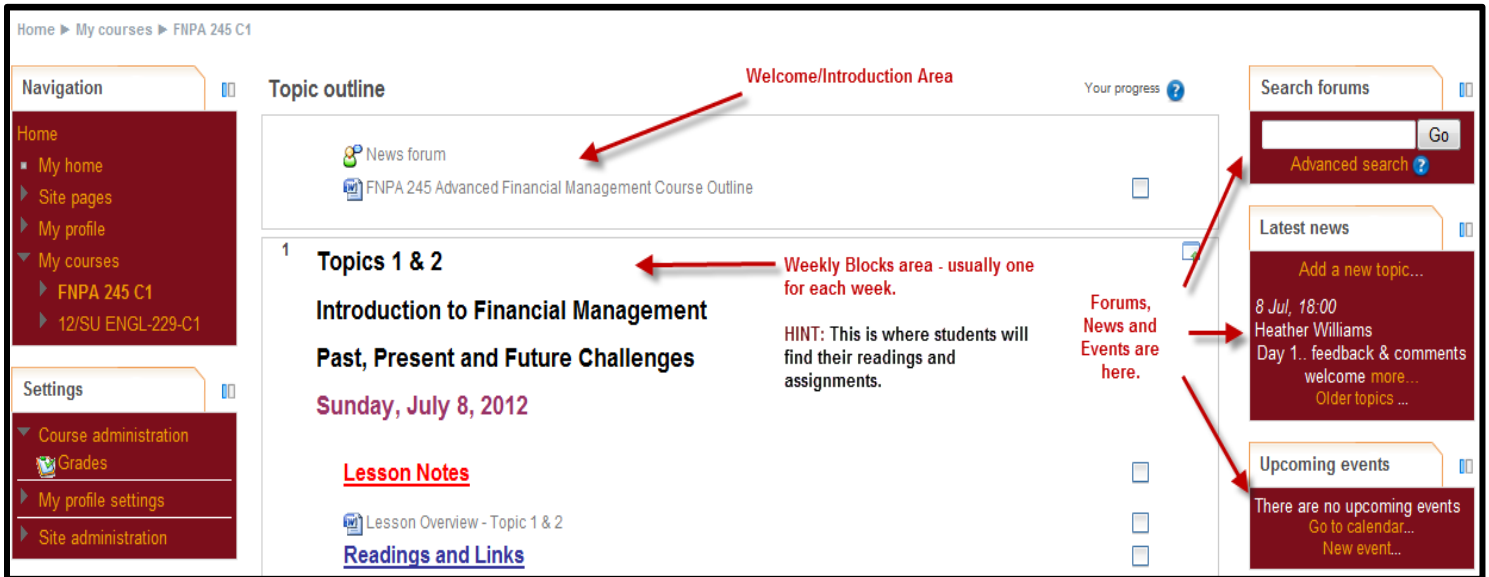
Students enrolled in courses that are using Moodle should be checking their Moodle course site at least once a week for additional requirements, news, events or messages.

Moodle Course Requirements

Some instructors will require students to complete the following items in their Moodle course:

- Submit assignments online;
- Participate in Forums;
- Complete Quizzes.

Students are reminded to review the weekly blocks carefully to make sure they have completed all requirements. Some instructors make a progress chart available so students can see their progress.

Moodle Messaging

Moodle messaging enables communication between students enrolled in Moodle courses. Moodle Messaging is accessed from the Navigation>My Profile> Messages menu. See screen print below:

Students need to remember that appropriate computer use policies http://www.nvit.ca/about/institutionalpolicies.htm apply to their use of NVIT computers and software.
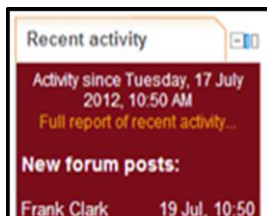
Forums

The forum module is an activity where students and teachers can exchange ideas by posting comments. There are four basic forum types.

A single simple discussion - A single topic discussion developed on one page, which is useful for short focused discussions

Standard forum for general use - An open forum where anyone can start a new topic at any time; this is the best general purpose forum

Each person posts one discussion - Each person can post exactly one new discussion topic (everyone can reply to them though); this is useful when the instructor wants each student to start a discussion about, say, their reflections on the week's topic, and everyone else responds.

Q and A Forum - Instead of initiating discussions participants pose a question in the initial post of a discussion. Students may reply with an answer, but they will not see the replies of other students to the question in that discussion until they have themselves replied to the same discussion.

A **News Forum:** is a special type of forum that is automatically created with a new course. A news forum will display in two ways: on Moodle in the Recent Activity Block and on the Portal home page under My Classes. See examples.

Subscribe to a Forum

When students are subscribed to a forum it means that they will be sent email copies of every post in that forum (email copies are sent about 30 minutes after the post was first written in the course discussion forum). Forum subscriptions can be managed on the settings block.
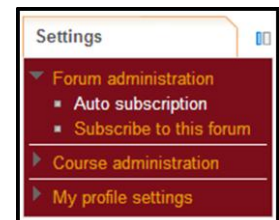
Course Activity Links

The content for courses will be listed down the centre of the course homepage, and will show a series of links to different activities that the instructor has provided. As shown, clicking on a link will jump the student directly to that activity.

Chat

Some instructors will set up Chats which allows participants to have a real-time (synchronous) discussion in a Moodle course. Usually instructors will set up a time for students to access the Chat.

Need Help?

There are several tip documents stored in Student Resources on myNVIT. Your instructor, the Enrolment Services Team, and the IT Team are here to help!