USING MOODLE AT NIPA

Moodle Quick Start Guide

For Students

Contents

01. INTRODUCTION

Moodle is a learning platform designed to provide educators, administrators and learners with a **single robust, secure and integrated system** to create personalized interactive learning environments.

USING MOODLE AT NIPA

i.   Students must be registered through SRMS to access their courses.

ii.   Students are enrolled in their courses in Moodle based on their academic schedule.

iii.   Each course has a unified page among all sections.

iv.   The contents of the course are added by the instructor responsible for content management and it will be displayed to all students at the same time.

v.   The student can only review his/her grades (the grades of the other students will not be shown).

vi.   Assignments and quizzes can be added on the course page and it is required that each student to follow-up updates on the course page and deliver assignments on time.

vii.   Each student has a personal page in the system that shows his courses.

viii.   Instructors can post news on the course page; it is essential to follow the course page for the updates.

02. AIMS AND OBJECTIVES

AIM

To provide an introduction to using an on-line learning environment.

OBJECTIVES

After completing this orientation, you will be able to:

- Navigate around the course.
- Identify the key elements of the course, i.e.: Topics, Blocks, Activities, Resources.
- Use the Activity modules showcased in the course.
- Interact with the course teacher and other students.

03. TERMS

RESOURCE

A resource is an item that a teacher can use to support learning, such as **a file** or **link.** Moodle supports a range of resource types which teachers can add to their course.

ACTIVITY: An activity is a general name for a group of features in a Moodle course. Usually an activity is something that a student will do that interacts with other students and or the teacher like assignments and quizzes.

Moodle offers a large variety of activities that are designed to help your learning. When your instructors create activities, they will **name them**. This means that they will not appear as simply Assignment or Wiki etc. on the course page, but will display with a meaningful title as set by your instructor.

Figure below shows the activities block with a brief description of each activity. This is to help you familiarize yourself with the activities your course instructor may have included in your course and the associated icon.

	Icon
Assignments	
Quiz	
Discussion forum	
Feedback	
Wiki	

ASSIGNMENTS

Moodle provides several ways to track and collect work from students. You can submit files or type into a text box.

QUIZ

Quizzes in Moodle are used to evaluate student understanding of material. Moodle quizzes are comprised of a *Quiz* activity that contains one or more questions from your course's Question bank.

DISCUSSION FORUM

Instructors and students can communicate and collaborate using *Forums,* sometimes called "discussions." Instructors can create topics or, depending on the *Forum type,* allow students to originate topics, to which course members can "post" reply.

FEEDBACK

For creating and conducting **surveys** to collect feedback

WIKI

Wiki is a web page (or set of web pages) that class members can create together, working directly in the browser without needing to know HTML. A Moodle Wiki starts with one front page. Any contributor can add additional pages .

04. LOGGING INTO MOODLE

Access Moodle site go to www.nipa.ac.zm using any web browser of your choice (e.g. google chrome)
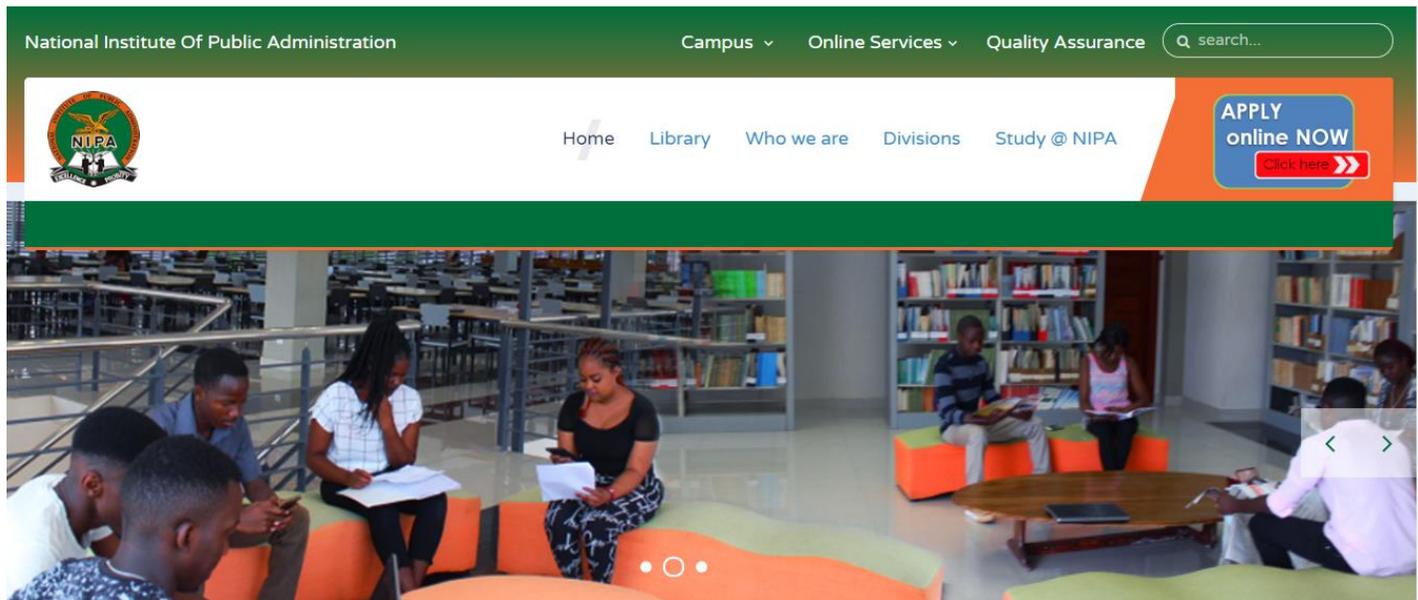
Scroll to online services and click on e-learning
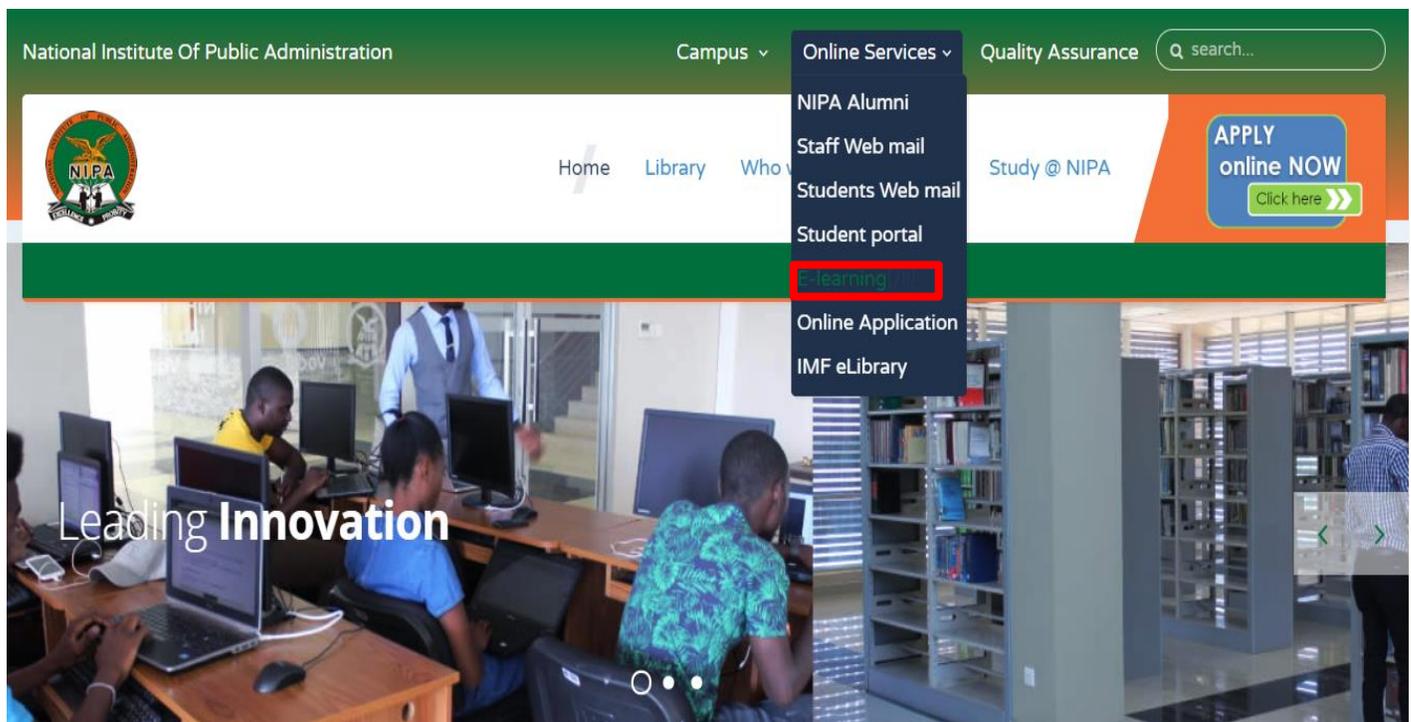
On the log in page enter your username and password as set on your student portal.
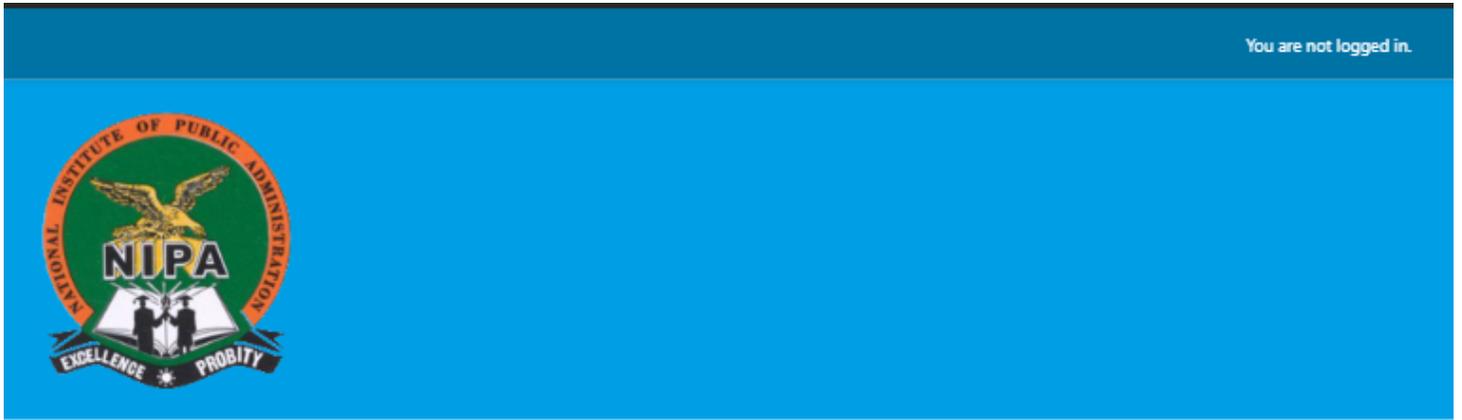
You are not logged in.

National Institute of Public Administration - eLearning Platform

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☐ Remember username

LOG IN

Forgotten your username or password?

Cookies must be enabled in your browser ❓

Some courses may allow guest access

LOG IN AS A GUEST

INFO

Student Login Portal

CONTACT US

4810 Dushambe Road, P.O.Box 31990 Lusaka

GET SOCIAL

05.DASHBOARD AND FINDING YOUR COURSE(S)

Once you have logged in to Moodle, using the method above, you will be brought to your site's 'Front Page'. The Front-Page acts as a landing page for all users, and displays useful and pertinent information. In addition, and more importantly, you will see a list of all courses in which you are enrolled in. This is very helpful as it will save you time from tracking down or bookmarking any classes you need to access on a daily basis:

Click on this icon to view your grades, profile and messages

Dashboard section

Dashboard showing my courses
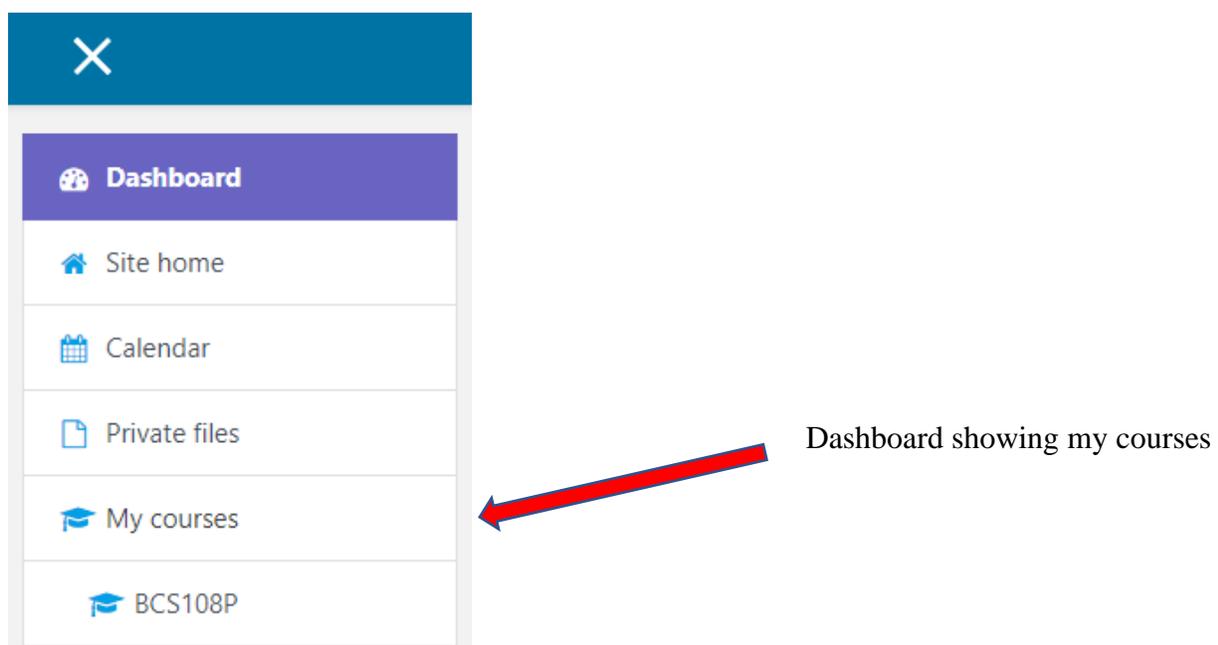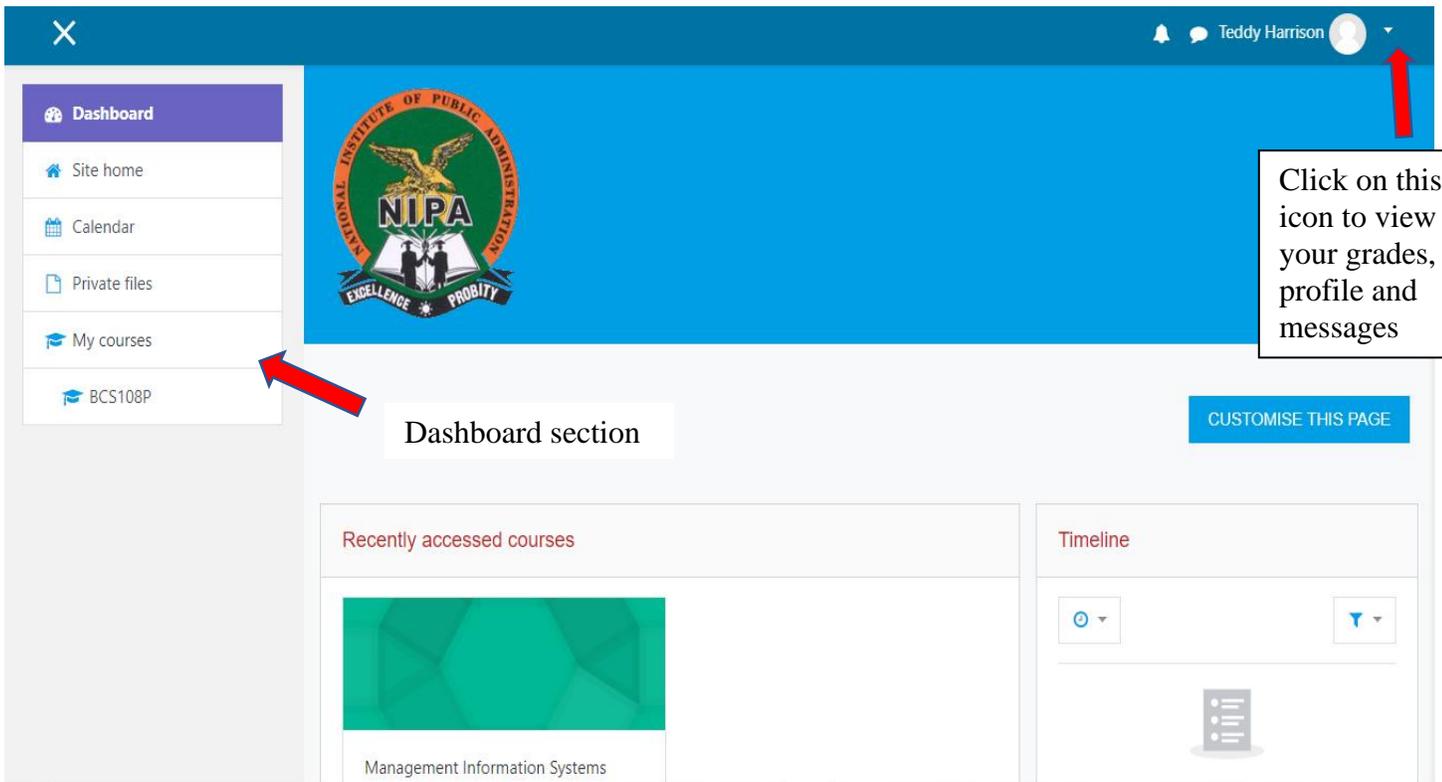
Viewing Participants in a Course

To view participants in a particular course you first have to click on that particular course, then go to a section called participants.

As shown in this example.

06.SUBMITTING ASSIGNMENTS

To submit an Assignment, you will need to navigate to the needed Assignment itself. Once you click on the Assignment Title link, you will be brought to a screen which shows you a bit of basic information about the Assignment, which can include any instructions, the due date, and time left remaining to submit.

You will also see an option to **Add Submission**, or a text box if the Assignment is designed to have online text editor.

(View or getting started in an Assignment)

uploading a file, you will need to locate the file via the File picker from your computer or online repository

(Adding a New File)

Click on this
icon

File picker

Recent files

Upload a file

URL downloader

Private files

Wikimedia

Attachment

Browse...   No file selected.

Save as

Click on this icon to select your file.

Author

Teddy Harrison

Choose license   All rights reserved

UPLOAD THIS FILE

After uploading your file, or filling in the text editor, you will be able to submit your Assignment. This is a step that might or might not be needed, depending on how your Instructor set up the submission settings.

Teddy Harrison

PhP

Java

Submission status

Submission status	Submitted for grading
Grading status	Not graded
Due date	Thursday, 17 September 2020, 5:11 PM
Time remaining	209 days 1 hour
Last modified	Friday, 21 February 2020, 3:27 PM
File submissions	testing .doc 21 February 2020, 3:27 PM
Submission comments	Comments (0)

EDIT SUBMISSION

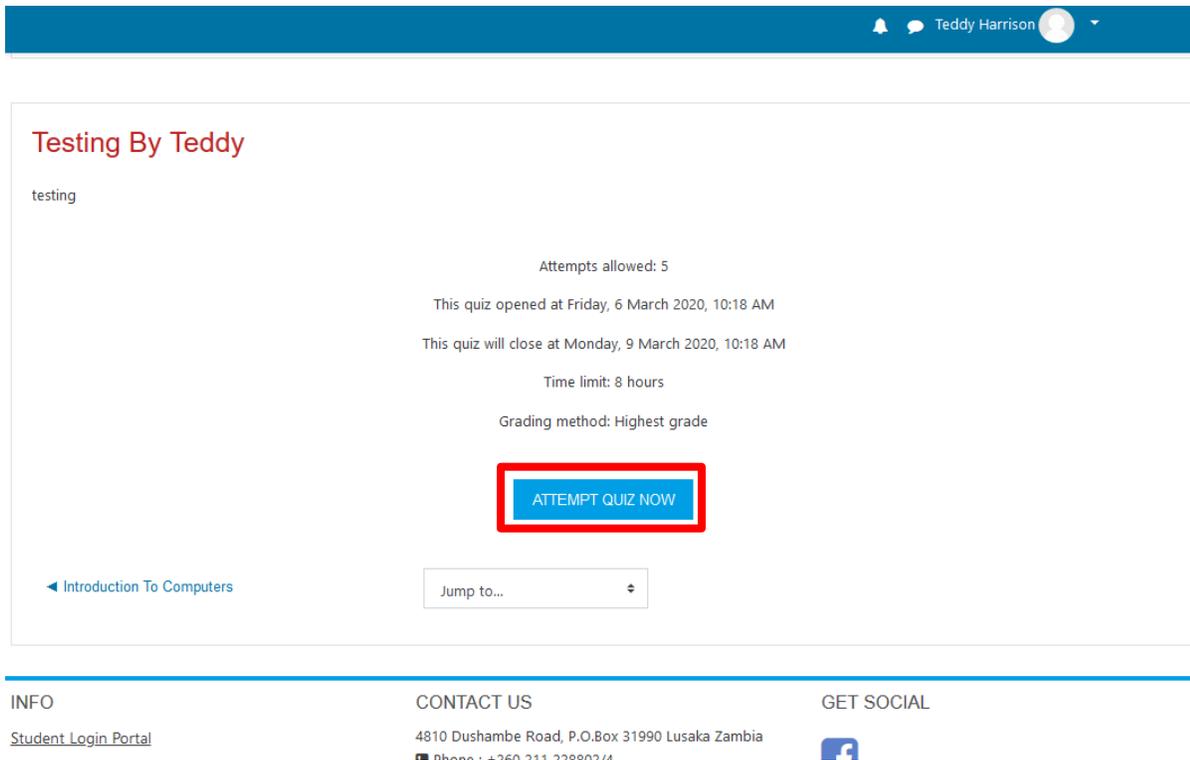You can still make changes to your submission

07. QUIZZES

To take a Quiz, you will need to navigate into the needed Quiz activity, and ensure that you are ready to start your quiz, keeping in mind that a time limit might be implemented for the quiz by your instructor.

Once you have started you Quiz attempt, you will be able to see the Quiz Questions, the Time Limit (if imposed), and the different pages within a quiz.

(View of Quiz Page)

After you have completed all the Quiz Questions on all of the pages, you will be able to 'Submit All and Finish'. This will finalize your attempt and submit all your answered questions.

Test Quiz 1 Summary of attempt
(Submit button, and Confirmation popup)

Do note that you will have a confirmation screen pop up, to ensure that you are ready to submit your answers.

Once you have submitted your Quiz, you can always navigate back in to the Quiz, to view your answers, and if the Instructor has allowed it, the ability to see the correct answers.

Using Safe Exam Mode
An Instructor might choose to help reduce the ability for students to use outside help within Moodle's online Quiz activity. When this happens, your instructor will change a setting within the quiz, to enable some extra Exam Security. When this is enabled, you will notice that the quiz is launched in its own window. This window has some JavaScript Safe Exam features enabled, such as:

The quiz will only start if the student has a JavaScript-enabled web-browser

The quiz appears in a full screen popup window that covers all the other windows and has no navigation controls

Students are prevented, as far as is possible, from using facilities like copy and paste

You will notice that if you try to copy and paste in text, you will see a notice from your browser, similar to the following:

(Secure JavaScript Safe Exam Mode)

If you're ever having problems with a quiz, and may suspect that it is due to a Safe Exam Mode quiz, be sure to check that your Java is fully up to date: **https://java.com/en/download/index.jsp**

08. VIEWING AND ADDING FORUM POSTS

Viewing and Adding Forum Posts can be a very large part of daily course work, and is a great way to maintain communication with classmates online.

Navigate to the desired Forum you wish to view. Once you click into the Forum, you will be greeted with a view of all Topics that have been posted within the particular Forum. Note that you can add a new Top-Level Topic if the Instructor has allowed it within the Forum settings.

By clicking into a specific Topic heading, you will be able to see any top-level comments and replies made to the Topic Heading. Note that any replies are nested for easy viewing of the discussion flow.

(View of single Topic Heading, and its replies)

Some Forums might have grading or ratings associated with your Forum posts, but that would be something you will be notified of by the instructor, and can generally be seen within the Forum information when you first click into a particular Forum.

09.VIEWING YOUR GRADES

To view your grades, you will simply need to navigate to the drop-down arrow icon next to your profile
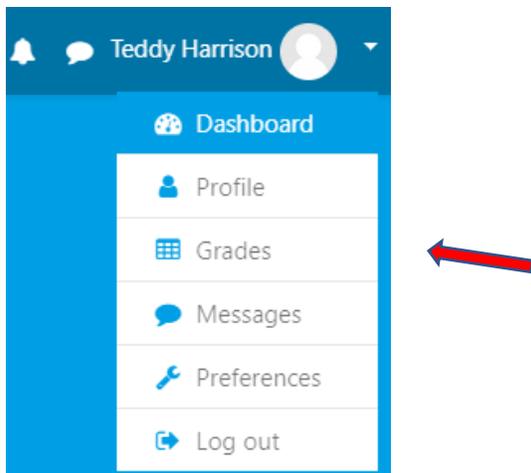
Here you will be shown the course's graded items, and the grades you have been marked with for those assignments, as well as an aggregated total in the course. Some grade items might be hidden from student view at the behest of the course's instructor, so if you do happen to notice a missing grade item, do send questions their way as a first point of contact.

You also do have the option from this page to view your Overview Report, which shows your course totals in all enrolled courses.

Grade item	Calculated weight	Grade	Range	Percentage	Feedback	Contribution to course total
Research Methods In Social Sciences						
$\bar{x}$ **Course total** Mean of grades.	-	-	0–100	-		-

10. ACTIVITY COMPLETION

Activity Completion, allows your instructors to set up criteria to set a point when an activity is completed. This can be done either by allowing the students to manually mark their own completion (a nice way to keep of checklist of class activities completed), or by setting some criteria based on things like Activity Viewed, or Student Receives Grades. This Activity Completion might be used in conjunction with Conditional Access, effectively restricting access to certain activities, until you have completed prior objectives.

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CONDITIONAL ACCESS

Conditional Access allows you instructors to set up 'self-paced' learning in which you can complete certain activities to unlock the next resource or activity. If an activity is restricted with Conditional Access settings, the Activity is hidden until you complete the necessary criteria.