ASKHAM BRYAN COLLEGE

NEWTON RIGG COLLEGE
part of ASKHAM BRYAN COLLEGE

2017/18

Moodle 3.0 – A Student Guide

Contents

Note:

Please note all images in this guide are informative and may not be exactly the same as Moodle is continually evolving and being updated.

Introduction

Welcome to Askham Bryan College. This guide is for all students who are associated with the College and who are required to access Moodle as part of their studies. It has been designed as a brief guide to help you get familiar with the basics of using Moodle.

Moodle is supported by the I.T team who are located in the Learning Resources Centre at the IT service desk and also Karen Kendall who is a Lecturer within College who also deals with day to day issues surrounding Moodle.

All issues concerning Moodle need to be directed to the I.T service desk in the first instance they will log your difficulty and pass it through the required channels.

IT Contact information:

Telephone: 01904 772327

E-mail   IT@askham-bryan.ac.uk

Where else to get help if this document doesn't answer your questions

Your module tutor knows how your Moodle course has been set out and designed better than anyone else. If you're having problems locating files or activities, then your tutor is a good source of support. Your Course Manager may also be able to offer support and advice.

All your Course Managers and Module Tutors use Moodle as a "one stop shop" to put all the course material relevant to your course (e.g. module handbook, lecture presentations/notes and other relevant information concerning your course) on Moodle. It is therefore essential that you familiarise yourself as soon as possible on how to navigate the system.

What is Moodle?

Moodle is a web-based learning environment that allows you to access your course materials online and make use of a number of useful built-in facilities to enhance your learning experience.

It brings the dynamics of a classroom environment to the Internet. It allows tutors and students to interact in a 'virtual classroom' in much the same way as in a standard classroom. The difference is that it can be done from any place in the world, at any time and with the resources of the Internet as support.

Depending on how your tutor intends to teach, you may find that your Moodle courses have been developed as fully interactive classrooms where you may be involved in a range of activities such as online group discussions or collaborative group work. Alternatively, your courses may not involve a lot of online activities but might be a place where course material is presented as a structured set of files (such as Word documents and PowerPoint presentations). It depends on the learning material, your tutor, and the best way to deliver the course.

Some of the advantages of Moodle to support your education at Askham Bryan College include:

- Increased access to important course information
- Additional learning support where materials and tools are available
- Undertaking aspects of studying anytime, almost anywhere.

To make the most effective use of this system:

- Ensure you know how Moodle is to be used within a specific course
- Exploit the opportunities provided (follow links to readings, participate in discussion forums, complete quizzes, etc.)
- See Moodle as additional support, **not** a failsafe to missing classes
- Don't leave online work to the last minute.

With each module studied, Moodle will become a more familiar and welcoming learning environment. Eventually, Moodle will simply become another tool used to support and enhance your learning experience. As with any classroom, it is a changing environment - expect each module to apply different tools and techniques. Join in, ask questions and participate as you would in any classroom.

It is important that **all** students use Moodle but it is particularly important for Higher Education students as your exam timetables will be published approximately one month before the exam period and placed on the Higher Education portal, Turnitin status/updates will be posted there as well.

What will I find in Moodle?

Moodle is where you will find a whole range of information related to the modules you study during your time at college. Your tutors will use Moodle to provide you with resources such as Word or PowerPoint files, links to further reading such as journal articles, to set out independent learning and group activities and to enable you to submit work for assessment electronically and receive grades. It is a vital part of your academic life at college.

How do I access Moodle?

You can access Moodle through a web browser (such as Internet Explorer, Chrome or Firefox) on any internet-connected computer, personal device i.e. smartphone, iPad or tablet that has internet access. This means that you can access Moodle from home as easily as you can from the College campus. To benefit from all of Moodle's features, it is recommended that you upgrade your browser to the latest version as conflicts may arise.

1. To access Moodle in College simply click the Internet Explorer icon and Moodle will be the opening page. You will be automatically logged into Moodle within College once you are successfully enrolled onto your course.

2. To access Moodle off campus open a web browser window and type in the following web address: **http://able.askham-bryan.ac.uk**   You will see a login box. Type your **username and password** into the appropriate textboxes and then click on the **Login** button. The username and password are the same ones that you use to log onto college computers. Your password is known only to you.

   Or

   Navigate to the Askham Bryan College website: **www.askham-bryan.ac.uk** and scroll to the bottom of the page. Click on the **Student Moodle** link, you will see the login box. Type your **username and password** into the appropriate textboxes and then click on the **Login** button.
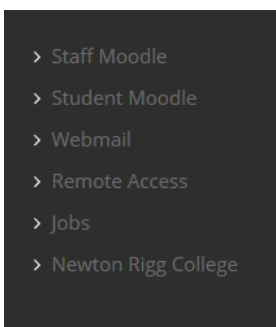
3. You should now see the Moodle home page as shown below. The College Updates News feed will change, so don't' panic if you see something slightly different each time you log on.

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4. The opening page front page of Moodle is purely social and is shared by all College Centres and Campus'. Some of the areas on this page will require a further choice of the campus/centre as the information will be specific to that college centre/campus, for example clicking on Student Services will display the option to select either Askham Bryan & Centres, Newcastle or Newton Rigg.

5. Anything curriculum related is accessed by clicking either the HE Students block or FE students block both located at the top of the page. **Please note** the We are Here to Help button will change to Apprenticeships before the start of the new academic year in September 2017

6. You will find that as you click on a lot of the boxes you will be asked to self-enrol, just click the **Enrol me** button. You will only ever do this once per box.
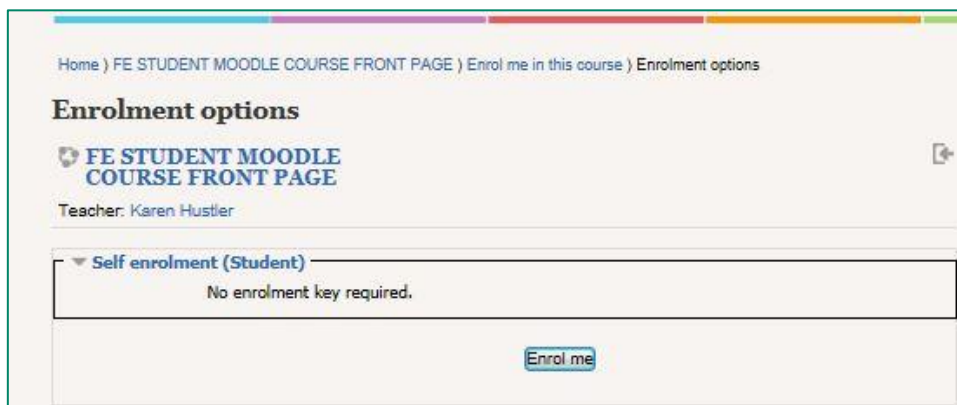
Navigating Moodle & finding your Section

Each subject area within Askham Bryan College has been assigned to a section. If you are undertaking an Agriculture course your section will be Agriculture.

Each Section has a home page. This home page provides you with information that is only relevant to your section. All taught programmes delivered by the section will be on here together with links to your individual module pages and a Meet the Team page which provides you with names and photos of your lecturers and staff within the section. You will access your module pages from here. Remember all pages are self-enrolable. Once you have enrolled on these pages they will appear in **Dashboard** and **My Courses**.

Access all the Curriculum pages and your Curriculum area by clicking on either the FE, Apprenticeships or HE buttons

The curriculum pages provides you with many links to different useful Curriculum areas. FE, Apprenticeships and HE have different curriculum pages.

Higher Education Curriculum pages

1. Click **Courses** to select your centre/college of study

2. Select the college/centre where your studies are based

3. Access your course home page by clicking your area of study. This guide will assume you are studying Agriculture.

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4. Your Higher Education home page will open. Useful information and links to all Level 4, 5 and 6 modules will be found on here within the appropriate grid.

Note: If you use the dashboard to access your module pages do check back here frequently as important / useful information useful will be posted here by your Course Manager.

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Further Education Curriculum Pages

1. Select your college campus by clicking the appropriate box at the top of the page (note the General Curriculum Information section buttons that you will use as you progress through your course below the college campus buttons.)

2. Select your Curriculum area; this will take you to your curriculum section's home page. This guide will assume the section is Agriculture

Welcome to the Section home page of Agriculture

Student Moodle
2017/2018

All students on Agriculture courses can access course information here.

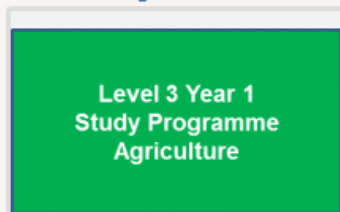**Click on the appropriate grid below to access course information and to access your module pages.**

News forum

Absence Form if you need to take time off from college ☐

survey ☐

Meet the Agriculture Team

Meet the Team

Agriculture

Level 2
Study Programme
Agriculture

Agriculture

Level 3 Year 1
Study Programme
Agriculture

Agriculture

Level 3 Year 2
Study Programme
Agriculture

The Section Home page will provide you with useful information so check back here regularly for updates and also links to your modules

3.   Click the appropriate grid for your programme of study i.e. Level 2 Study Programme to be given a list of links to all the modules/units you will study (see image at foot of page).

Level 2 Diploma

Unit 201 - Undertake Work Related Experience in the Land Based Industries

Unit 202 - Environmental and Land Based Business

Unit 204 - Introduction to Farm Animal Production

Unit 205 - Introduction to Land Based Machinery Operations

Unit 209 - Assist with Agricultural Crop Production

Unit 216 - Participate in Providing Estate Maintenance

4.   Click the required module/unit to access the module page. These pages are maintained by your module's Lecturer and should have an electronic copy of your module handbook and various resources to support you through your studies.

Apprenticeship Curriculum Pages

Select your curriculum area by clicking the appropriate box at the top of the page (note the General Curriculum Information section buttons that you will use as you progress through your course below the curriculum area buttons. This guide will assume Agriculture is the curriculum area selected

Agriculture has Apprenticeship programmes running at various campuses, select the required level at the appropriate campus to display the page that will support your study

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Personalising Moodle
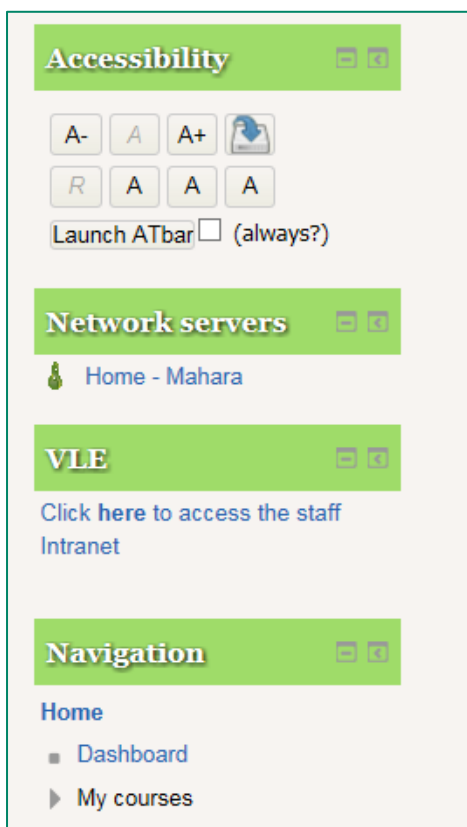
Moodle has blocks, **these appear on all pages**. By default you will see the Accessibility, VLE (note you will not be able to gain access to the Staff Moodle) Navigation Network Servers and Administration blocks will be situated to the right of the main Moodle page.

You can customise how your Moodle pages look by either leaving the blocks down the right hand side or docking them which gives the page the appearance of being less cluttered and gives you more space to view the page (see image below).

Docking a block moves it to the left where it becomes a menu entry. Hovering your mouse over the blocks name will display all the options.

Docking blocks give Moodle a cleaner interface.
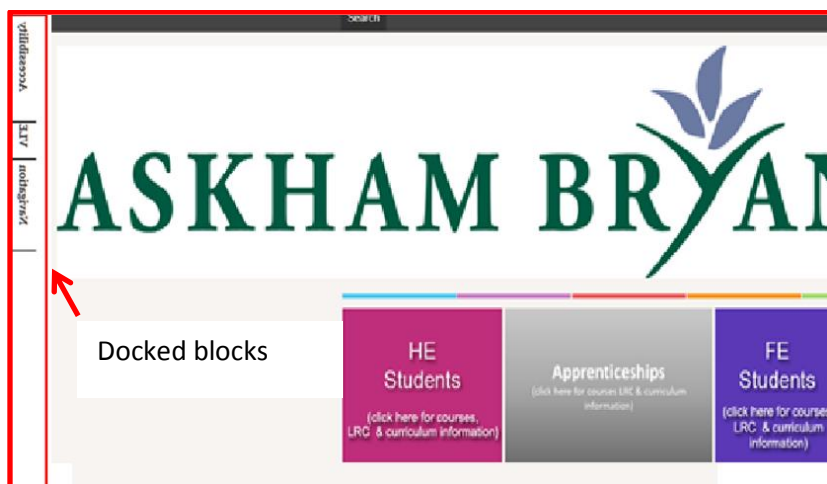
To dock a block click the icon on the far right of the block
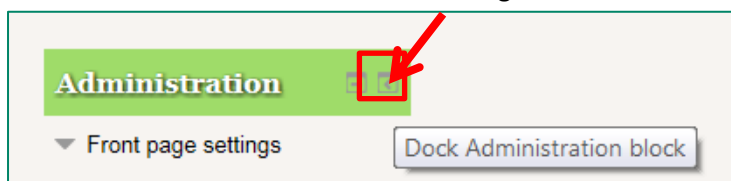
Accessibility

This block allows you to customise Moodle to your own personal visual needs. It supports changing of text sizes and colour schemes.

Navigation Block

Dashboard

Displays all the courses you have enrolled onto providing direct access to that course page via a link. All your courses will appear in the central column. The dashboard is customisable ie you can arrange the order your courses display

My Courses

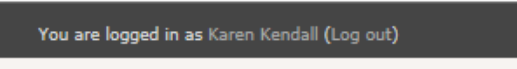Same as Dashboard but displays all your courses to the right of the page

Profile

All users have a profile on Moodle, this shows your personal information. This information is editable and gives you an on-line identity within Moodle and gives people an idea of who you are and what you're interested in.

IMPORTANT NOTES

1. **It's very important that you don't include any personal or sensitive information in your profile such as phone numbers or addresses.**
2. Your profile can be seen by anyone who you share a course with – i.e. other peers on modules you are studying.

Should you wish to edit your profile you must click on your name which is displayed in the top right hand corner of Moodle on the black bar where the status that you are logged into Moodle is shown. Click your name to reveal your profile. Remember to save changes to any amendments.

Network Servers Block (Mahara)

This block gives access to our E-Portfolio system Mahara. If you are using an E-portfolio then you will access Mahara through this block.

College Updates.

This is a news forum and as such is public information which keeps you up to date with events and achievements of students (past and present) across the whole college.

Managing and organising courses in Dashboard

As you enrol on all your courses and different informative pages in Moodle, if you don't like the order they are displayed it's possible for you to reorganise them.

1. From the **Dashboard** page, click the **Customise this page** button towards the right of the screen.

Customise this page
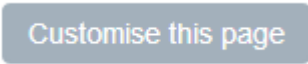
   You will notice a crosshair appear to the left of each course title

2. To re-order the courses, drag them into the desired positions on the page, using the crosshair icon.
   .
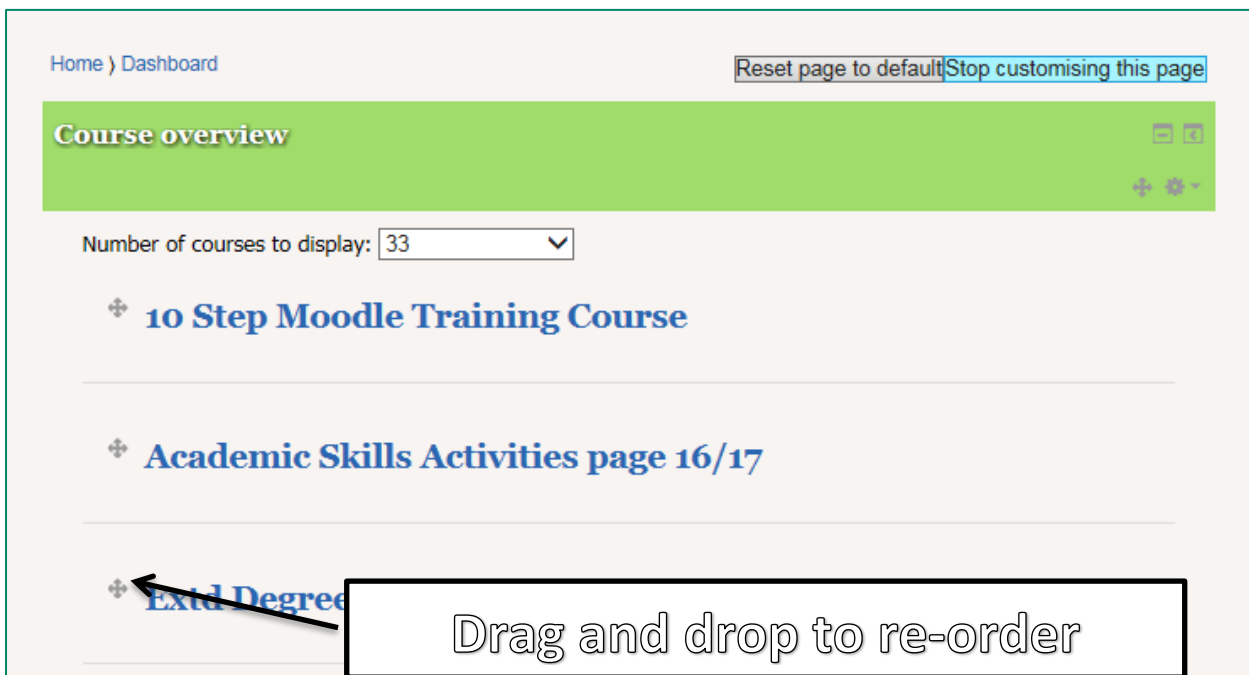
3. Click **Stop customising this page** when re-organisation is complete.

Un-enrol from courses

As all our courses are self-enrolable, you may find sometimes you enrol on courses in error and also over time have courses that you no longer need to participate in. You can un-enrol yourself from these courses thus removing them from My home/My courses.

1.   Access the course you wish to un-enrol from, this means that you are viewing it on your computer screen.

2.   Locate the Administration block, this could be at the right hand side of the screen or you may have docked it (refer to page 7).

3. Under the Course Administration section you should be able to see the "**Unenrol me**" option, click this option.

Home) Level 3 Diploma in Agriculture - Undertake Estate Skills 2013/14) Unenrol me from Level 3 Diploma in Agriculture - Undertake Estate Skills 2013/14

Do you really want to unenrol yourself from course "Level 3 Diploma in Agriculture - Undertake Estate Skills 2013/14"?

Continue   Cancel

4. You must now confirm that you wish to un-enrol yourself from the course, click **continue** to confirm this.

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Assignments

Some of your module tutors may post your assignments or homework electronically on their module pages. If that is the case you will be able to access the assignment brief or homework worksheet there. You **MUST** submit your work electronically into Moodle via the Assignment activity.

Assignments must be submitted before the submission end date/time (unless you have been granted mitigating circumstances). Moodle will prevent late submissions.

How to submit your work

Note: You may be asked to upload a saved document or enter the text directly into the assignment on Moodle via the on-line text editor. If this is the case, we would strongly recommend you prepare your work in Word, save the file then copy and paste the text into the editor. That way you can plan & prepare your work, proof-read and edit text over a period of time before the submission date.

File upload submission (uploading a saved document)

1. Click the assignment link on your module page
2. Information will be posted here, you may well see an overview of the assignment along with marking criteria to assist you.
3. The full assignment brief should be accessible here
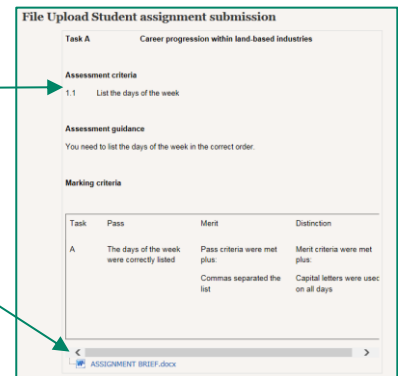
4. Submission status will show the status of your assignment,
5. If there is a Submission comments link then your lecturer has enabled this facility for you to leave a brief comment for them. (the submission comments box will not appear until you have clicked the link)
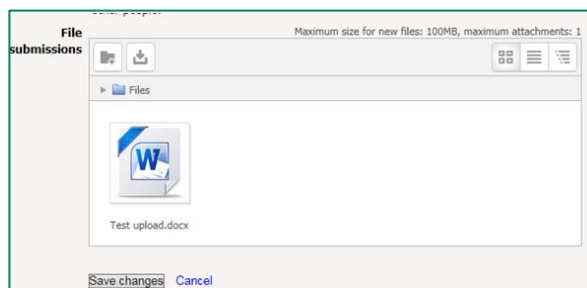6. Click the **Add Submission** button to start the assignment upload process
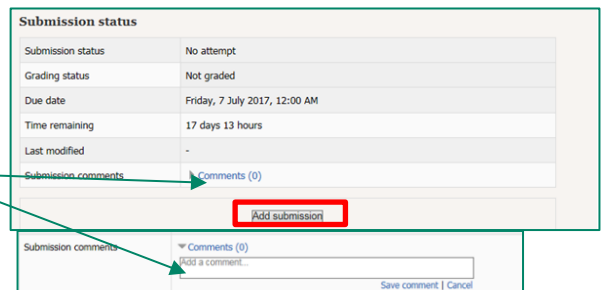
7. If this is an assignment and not set homework you will need to accept the submission statement

8. Either drag and drop your saved document to the drag and drop area or click the upload file icon to open the **File Picker**

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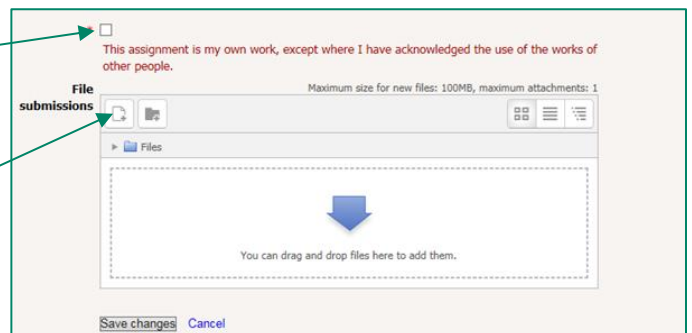
9. This is the same as attaching a file to an e-mail. Click upload a file then browse to locate your file, finally clicking upload this file to upload the assignment
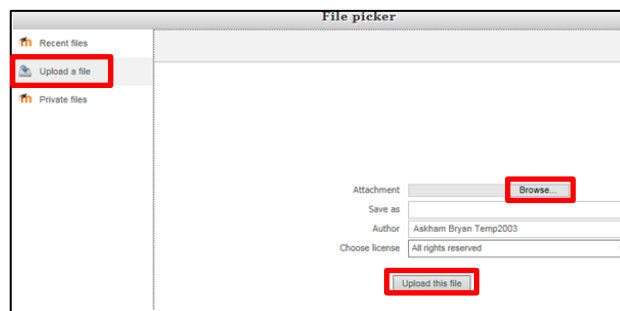
10. The uploaded document will appear in the file submissions area, click Save changes.

On-line text submission

Points 1,2,3,4,5 and 6 above will still apply

After clicking the Add submission button the online text editor will appear.

You will need to accept the submission statement

Enter your text in the online text area either by typing straight into the text area or copy and pasting from a saved document and save changes

Note: there are three toolbars, by default only one will show. Click this icon to display all editing icons
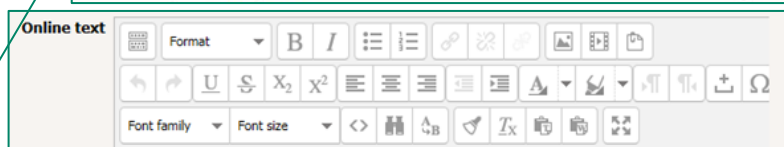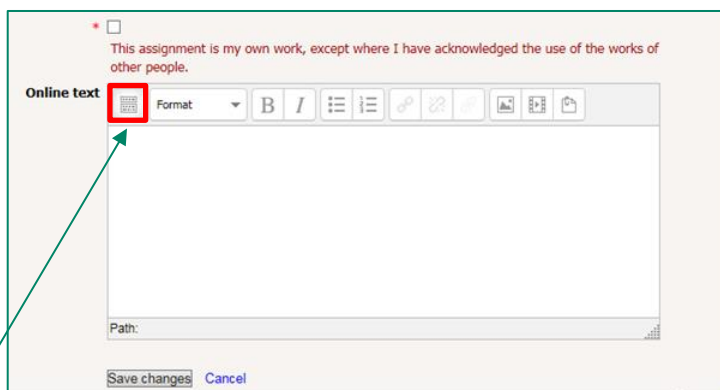
Troubleshooting

If you experience any issues logging into Moodle please make sure:

a) You have entered your username correctly. Also check that there are no spaces at the beginning or the end of your username as this will stop you from logging in.

b) You have entered your password correctly.

c) That your password has not expired. Moodle will not log you in if your password has expired. You can use the self-service password re-set system if you are at college to reset this or visit the IT Service Desk.

d) Internet Explorer 6, 7, 8 and Safari are no longer supported and may cause difficulties. We will be unable to help you should you be using these old browsers; you will need to upgrade your browser.

e) Programmes you have installed and run on your own personal computers may also cause conflicts; IT will make their best endeavours to assist you if required (see the front page for their contact details).