Moodle – short introduction for students

Preliminary remark:

With the student account Benutzername@students.hfmdk-frankfurt.de the button "create new course" is not displayed, so students cannot create new courses. They have participant rights.

The accounts mentioned above are your user ID to log on to the W-LAN Eduroam.

For simplification and better readability, only the masculine spelling is used in some places in the document. However, all genders are addressed and meant here.

This document is a first version, without guarantee for correctness and completeness. We therefore apologize for any errors or deficiencies.

We hope you will enjoy discovering Moodle and its numerous functions and would be happy to provide you with further suggestions and information: **elearning@orga.hfmdk-frankfurt.de**.

Contents

What is Moodle?

Moodle was originally an acronym for Modular Object-Oriented Dynamic Learning Environment. Today it is simply the name of a learning management system for web-based teaching and learning support. Moodle provides course rooms that can be freely designed and filled with content by the instructors. Students will find course information and teaching materials as well as numerous communication tools, such as forums and chat rooms. Moodle enables group work for joint learning, the processing of learning content and the exchange of learning content.

Start

You start Moodle in a browser with the address **https://hfmdk-moodle.server.uni-frankfurt.de**.

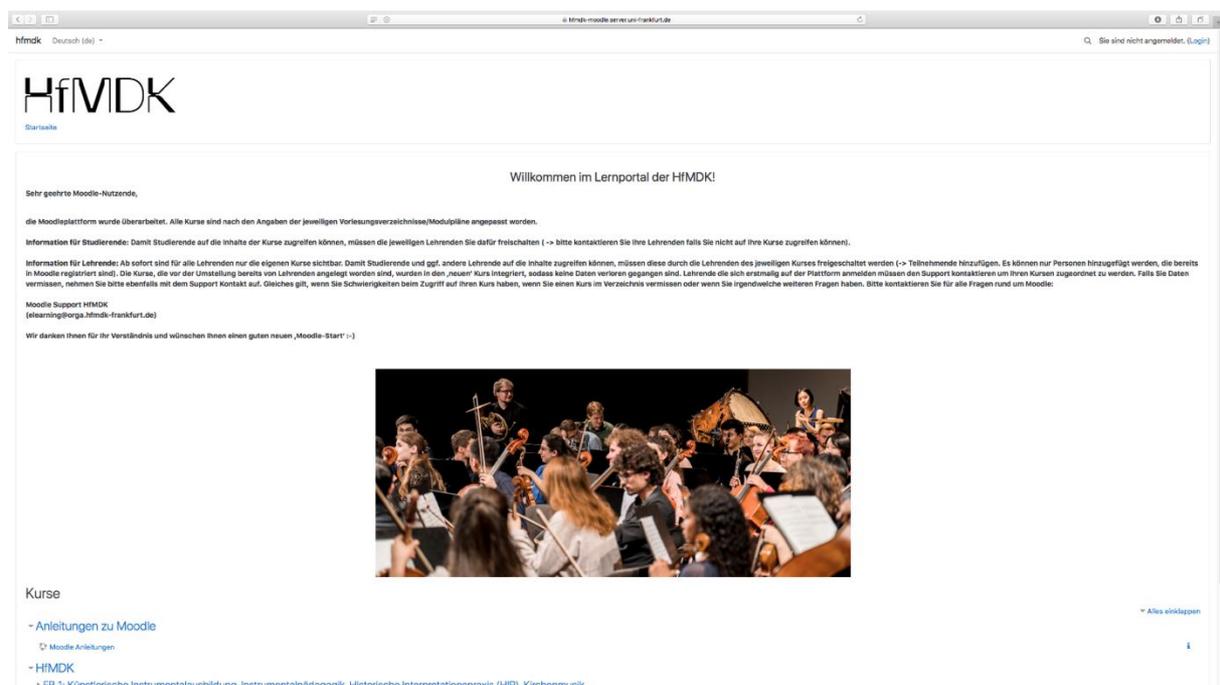You will first see the general start page shown in Figure 1.

Figure 1: Generel start page

In the left margin under the heading **Courses**, the faculties and institutions are listed as course providers. By clicking on an entry, Moodle displays the corresponding list of courses. You may first see a list of sub-categories, for example the departments of a faculty. Only after selecting a sub-category will the corresponding courses be offered in the course area.

Registration

You can use your user ID to log in to the W-LAN Eduroam **Benutzername@students.hfmdk-frankfurt.de** at Moodle.

Activate the HfMDK account:
If you have not used your HfMDK account before, you will need to activate it and set a personal password.

Go to the following page: https://password.students.hfmdk-frankfurt.de/?action=sendtoken
Username: 13XXX@students.hfmdk-frankfurt.de
Contact e-mail address: xy@mustermail.com
Submit the form.

You will receive a message with a link to your contact e-mail address, where you can set your **personal password**. If you do not receive an e-mail, please check your spam folder and whether the contact e-mail address stored at the university is still correct.

Login

Click on the → Login button at the top right of the start page and log in with your user name and password in the fields that appear.
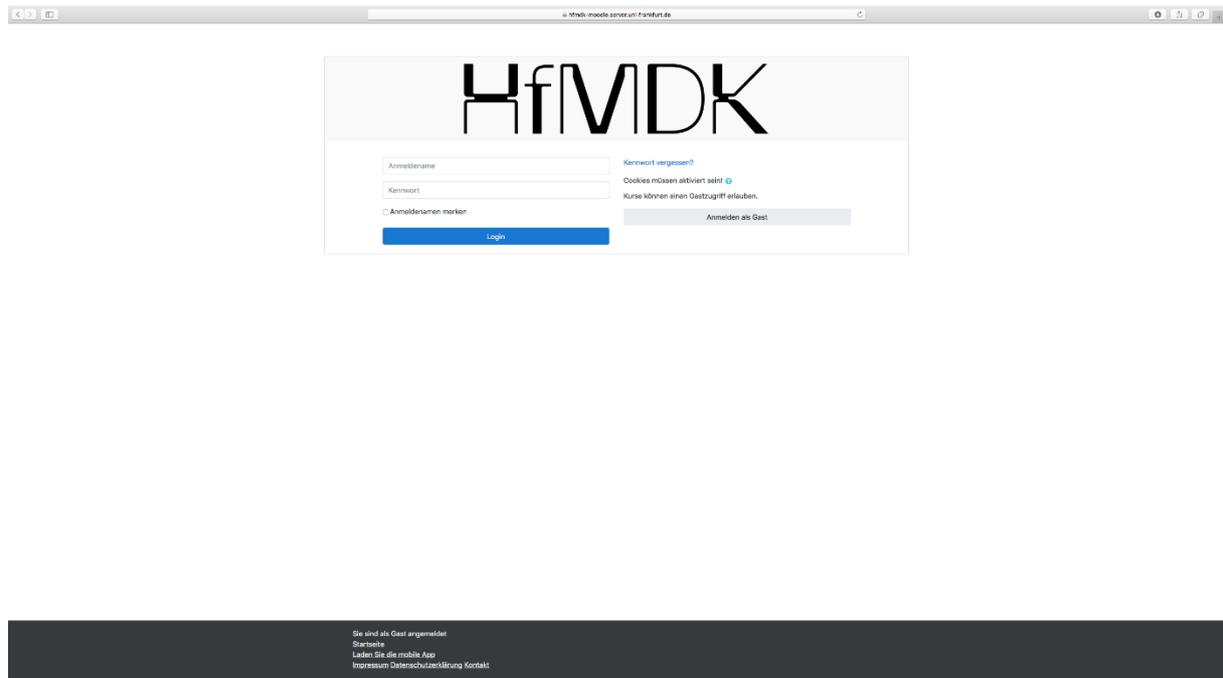

Figure 2: Login

Your personal start page, the so-called **dashboard**, opens.

In the dashboard, you will see your name in the upper right-hand corner or the confirmation "You are logged in as *your name*" in the lower middle. By clicking on your name in the top right corner and on → Logout you can log out of Moodle again. The Moodle dashboard is initially divided into three main areas, both on the start page and on the course page you create later.

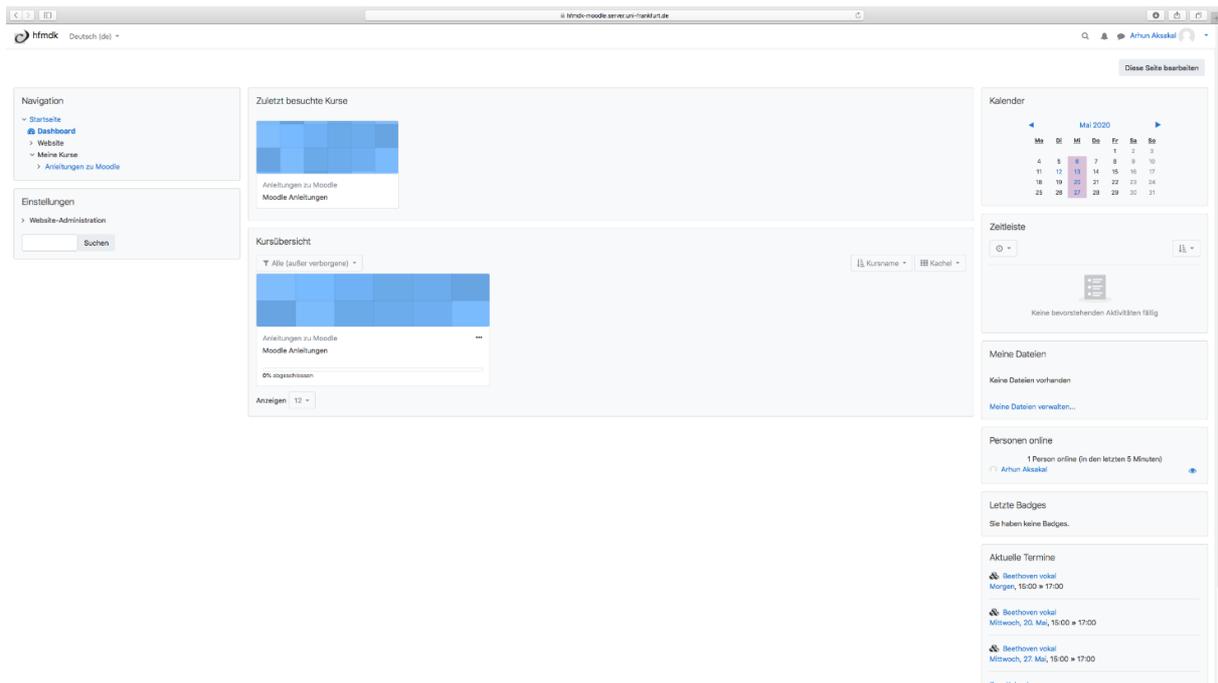On the left and right are the blocks, highlighted in grey.

Figure 3: Dashboard

The personal start page initially looks as shown in *Figure 3*. As soon as you have registered for one or more courses, you will find a list of the courses you have taken in the middle section (instead of the 'No course information' note). From here you can easily call up a course by clicking on the course name. You can access an overview of all courses offered in Moodle by clicking on the → Course list button on the left side.

Figure 3 shows the standart setting for the personal start page.

The blocks **Navigation, New messages, Current events, Calendar, My files** and **Information** are default. In the header of each block you will find symbols to hide or show the block contents. Use the icon to move a block to the Dock. This is a small area on the left side of the screen.

Figure 4: My files

You have the possibility to add more blocks, move blocks, hide or delete blocks. To do so, switch to the edit mode by clicking the → Edit this page button in the upper right corner.


In the individual blocks you will find further buttons for the actions that can be moved with this symbol: ✛

In edit mode, the block **Add block** is also displayed. Here you can select additional blocks from the list of offered blocks for display. If you have deleted a block, you can make it visible again here.

You end the editing mode with the button **'This page is ready'** at the top right.

Edit your personal profile
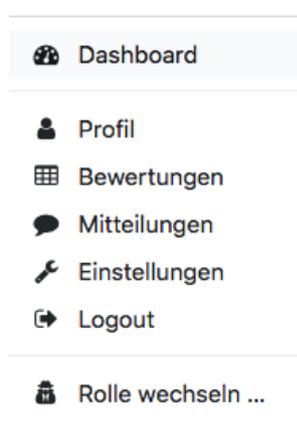
At the top right of your user picture you can open the user menu with the small arrow. It provides quick access to various Moodle areas.

To view and edit your profile data, click on → Profile in the user menu. You will be shown an overview of the information stored about you. A click on → Edit profile shows a detail page (*Figure 6*).
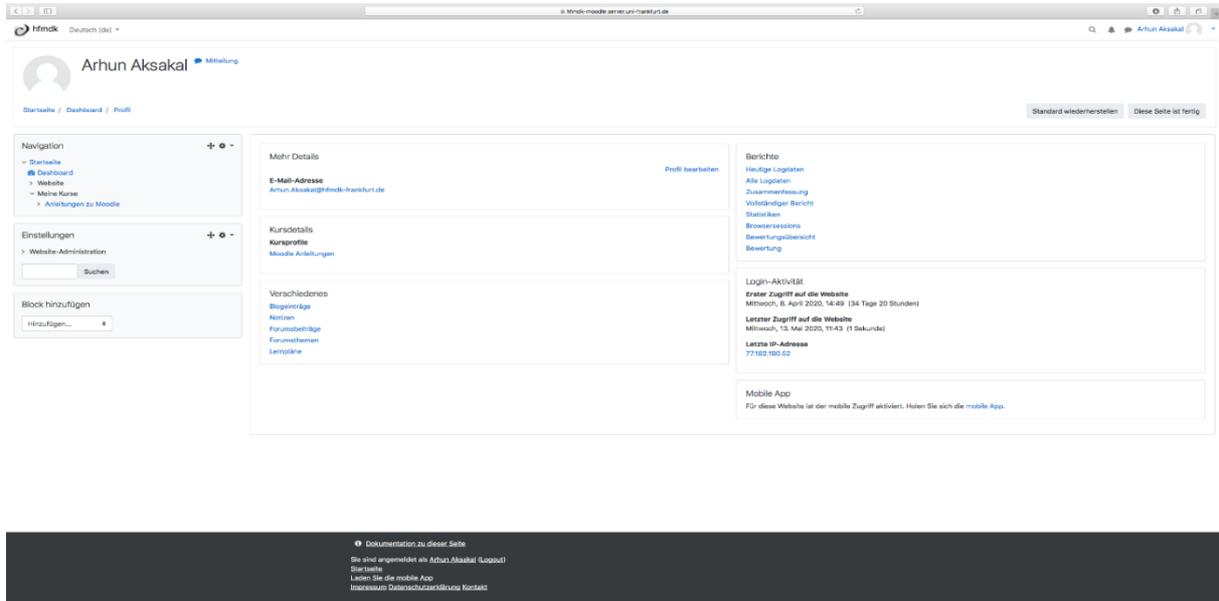
Figure 5: User menu

Figure 6: Personal profile

The information is divided into different sections (**Basic Entries**, **User Picture**, **Additional Names**, **Personal Interests** and **Optional Entries**), which can be opened and closed with the arrow symbol in front (*Figure 7*).
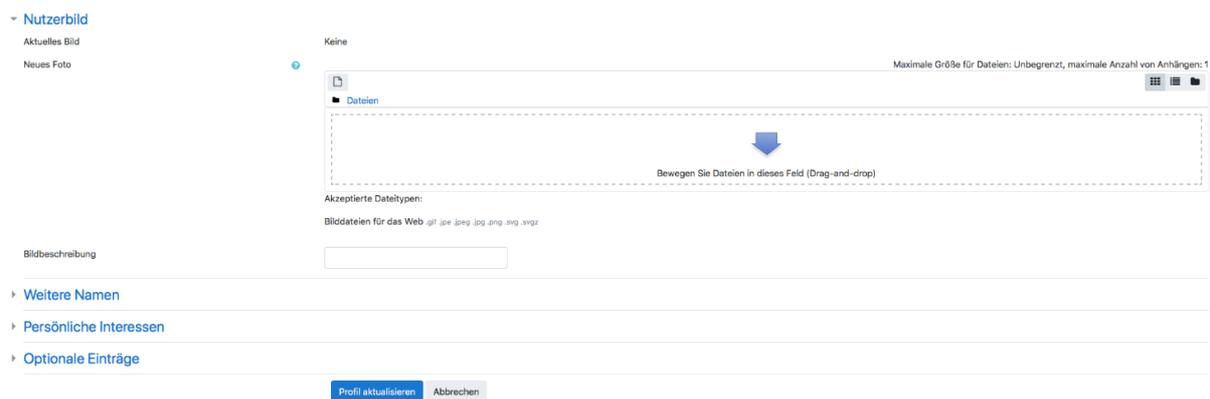

*Figure 7: **User picture** area in personal profile*

Your university-mail address is entered as your e-mail address. Students can set up an automatic forwarding to another, private e-mail address. This is important for students who do not use their university mailbox. Without the redirection, they would not receive course information sent from Moodle.

In the **Description field** you can - if you like - enter short information about yourself that other students can view. You can save your entries with the button → Update profile, which you will find at the bottom of the page.

In the **User Picture** section, you can upload a picture of yourself. For all voluntary entries, you should carefully consider what information you wish to disclose about yourself.

In some input fields Moodle will display a question mark in a circle. Clicking on it will open a window with information and instructions. This online help is provided by Moodle not only when editing profiles, but in many other places.

Navigation in Moodle

At the top of the Moodle window (except on the general home page) you will see the navigation bar which allows you to navigate easily within Moodle. The bar starts with **Dashboard**, and behind it are the different levels of hierarchy. Clicking on one of these will take you to the corresponding level. If you click on → Dashboard you will be taken to your personal homepage. An example of such a navigation bar is shown in *Figure 6*.

Logging out of Moodle

To log out of Moodle, click on the → Logout button, which can be seen in the user menu (*Figure 5*) or at the bottom of many Moodle pages.

Course registration

A one-time registration is required for each course in which you wish to participate. To do so, select the desired course in the list of all courses and click on the course name. If a lecturer has set a registration key for the course, this must be entered. Such courses can be recognized in the course area by the symbol

After successful registration your name will be entered in the list of participants of the course and you will receive an e-mail to the address stored in your profile for confirmation. The course title will appear on your personal homepage.

Course structure

You can access a course for which you are enrolled by clicking on the course title on your personal homepage. The structure of a course page is determined by the lecturers and can therefore vary from course to course.

To the left and right you will see a narrow column of blocks. Each block has a name in the form of a heading, for example **Navigation**, **Settings** or **New Messages**, and contains one or more links to call up the corresponding functions. The lecturer determines which blocks are visible and how they are arranged.

The broad middle column contains the list of dates, topics or discussions. Their appearance is determined by the course format chosen by the lecturers. There is a **weekly format** with a time division into weeks. Each section represents a week in the course and contains the content for that week. The **topic format** is similar. Here a division is made according to thematic aspects. The individual sections are each dedicated to one topic. The **social format** is another possible course format. Here a discussion forum is the central point. No sections are displayed, but all discussions in form of a list.

Communication

Figure 8: Navigation
'My courses – Participants'
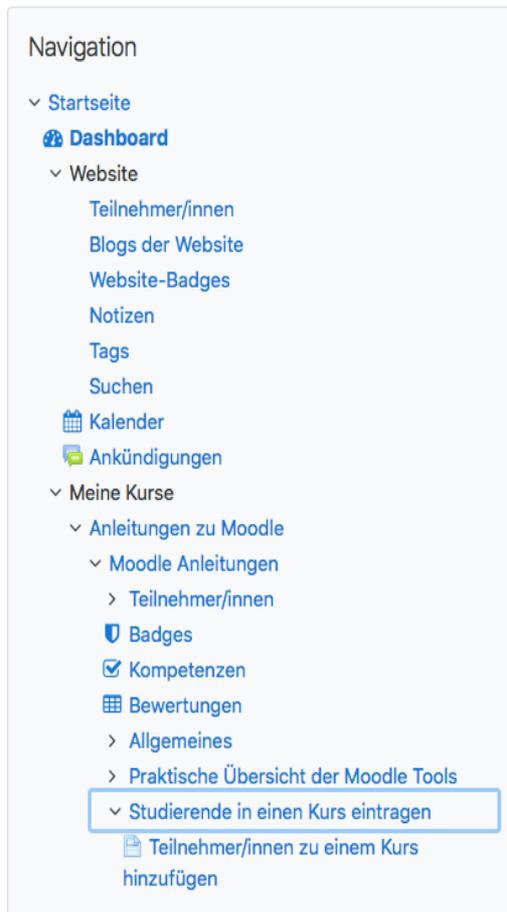
Communication is important for learning with Moodle, both between the course participants themselves and with the lecturers. For this purpose, it is necessary to know who is enrolled in a course. You will find the courses in which you are enrolled in the **navigation block** under **My courses**. For the current course the corresponding branch is open. Here you will find links to the individual course blocks and the link **Participants.**

Click on the link → Participants to call up a list of all lecturers and all students of the course in question. Click on a name in the list and Moodle will display the associated short profile. The → Message button allows you to send a message to that person.

Forums are another example of the communication possibilities. Depending on how a forum is set up by the lecturers, students can reply to posts or write their own posts and thus, for example, exchange questions about the course.

Use of working documents

In a course you will usually be provided with a series of information texts and working papers. You can find information texts on the course in general and on each course section. These texts provide you with important information on the course procedure, course contents and learning objectives as well as processing instructions.

The working materials may have been created with different programs. For example, they can be simple texts, web pages, documents from a word processor, tables from

a spreadsheet program, presentations, PDF files or SWF flash files. You may be able to open, view and edit these files directly in your browser. You may also be required to download data to your computer before working with it.

To open files directly in the browser, special browser instructions in the form of so-called plug-ins are sometimes necessary. In many cases the required plug-ins are already installed. If not, the browser displays the corresponding information and usually installs a missing plug-in on its own. The course instructors can give you more detailed information on this if necessary.

Logging off from a course

If you would like to cancel your registration for a course, go to this course and click on the block **Settings** → Course-Administration → Logout. After deregistration your data in the course - for example test results - will be deleted. Please note, however, that your contributions to discussion forums will be preserved.

Further links and sources

https://docs.moodle.org/38/de/Hauptseite Many instructions on how to use Moodle

https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=2&cad=rja&uact=8&ved=2ahUKEwi_u8zVu7HoAhUiPewKHZbnBbgQFjABegQIBxAB&url=https%3A%2F%2Fmoodle.uni-siegen.de%2F&usg=AOvVaw3IrN4Yx6DE0xKS10sV8X06
Centre for Information and Media Technology at the University of Siegen

www.edumoodle.at/kurs "Moodle self-study course" with numerous video tutorials

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