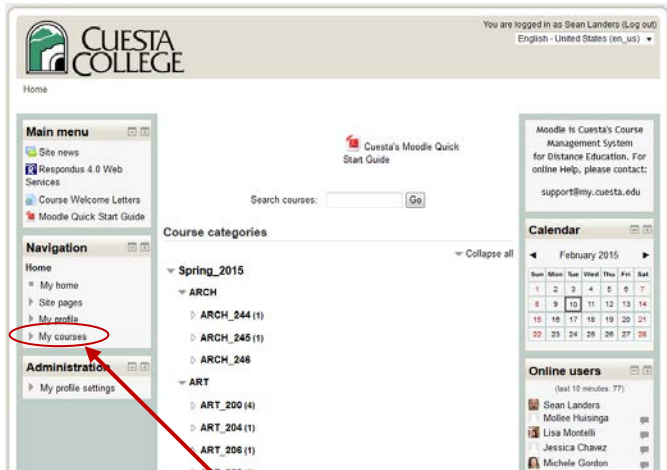


Moodle Quick Reference for Students

What is Moodle?

Moodle (*Modular Object-Oriented Dynamic Learning Environment*) is a free, open source e-learning software platform, a.k.a. Learning Management System (LMS). Moodle allows instructors to share data with, communicate with, and assess students, as well as maintain their online grades.



Access Course

1. Once logged on, click **My Courses** in the Navigation block.
2. Click the desired class name from the list of classes.

Navigate Course

- Click on a link to select.
- Click the Breadcrumbs to return to a previous screen.
- Use the Navigation tool block to select a section or page.
 - Click triangle ▶ to expand selection.
 - Click triangle ▼ to collapse selection.
- Click small white box in each section's upper-right corner to expand/collapse that section.

Edit Profile Settings

1. In the **Administration** tool block expand **My profile settings** section.
2. Click **Edit Profile**.
3. Make desired changes.
4. Click **Update profile**.

Configure Message Notification

1. In the **Administration** tool block expand **My profile settings**.
2. Click **Messaging**.
3. Make desired changes.
4. Click **Update profile**.

Access Moodle

1. With a web browser, go to <https://moodle.cuesta.edu>.
2. Click **Login** at the upper right of the screen.
3. Enter your Cuesta username (*i.e. firstname_lastname*) and password (*initially Changeme1*), and then click **Login**.
The Cuesta College Online page will display, listing classes to which you currently have access.



Tool Blocks

Course Content

Overview

The course content is broken into course sections, typically by weeks or topics. Each section will contain various activities, i.e. discussion forums, quizzes, assignments, etc.

Help

- Click the **Help** button. 

Change Password

1. In the **Administration** tool block expand **My profile settings**.
2. Click **Change password**.
3. Enter the current and new password.
4. Click **Save changes**.

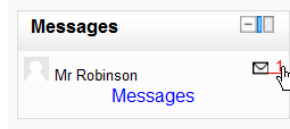
Configure Blogs

1. In the **Administration** tool block expand **My profile settings**.
2. Expand **Blogs**.
3. Click an option and make desired changes.
4. Click **Save changes**.

Communication

Read and Reply to Messages

1. In the **Messages** block click the envelope icon (with the number of messages).
2. Read the message.
3. Type your reply into the box.
4. Click the **Send a message** button.



Send a Message

1. In the **Messages** block click the blue **Messages** link.
2. Type a name into the **Search people and messages** box.
3. Click the desired individual's name.
4. Type the message in the box.
5. Click the **Send a message** button.

http://docs.moodle.org/22/en/Using_Messaging

Online Users Block

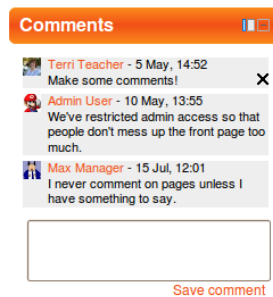
The Online users block shows a list of users who have been logged into the current course.

- Hover over somebody's name to see when they were last "seen" in the course.
- Click on the envelope icon by somebody's name to send a private message to that person (using Moodle's messaging system)

http://docs.moodle.org/22/en/Online_Users_block

Comments Block

The comments block allows users to add comments.



Blog

Blogs in Moodle are user based - each user has their own blog. Users can also register their external blogs, so entries are automatically included in their Moodle blog.

<http://docs.moodle.org/22/en/Blogs>

Chat

The chat module allows real-time synchronous discussion.

- Type message in text box at bottom and then click **Send**.

http://docs.moodle.org/22/en/Using_Chat

Forum

A forum is an activity where students and teachers can exchange ideas by posting comments. There are different types of forums.

http://docs.moodle.org/22/en/Forum_module

Assessment and Evaluation

Assignments

- Completed online
- You may be required to upload files

View Grades (Grade Book)

1. In the **Administration** tool block
2. If necessary expand **Course administration** and then select **Grades**.

Quizes

- Completed online
- May consist of a variety of question types
- Tip: Periodically click **Save without submitting** to protect entries in case of power outage or internet disconnect.

Miscellaneous

FAQs (Frequently Asked Questions)

- Go to: http://docs.moodle.org/22/en/Student_FAQ

Tutorials

- Go to: http://docs.moodle.org/22/en/Student_tutorials

Log Out

- Click (**Logout**) in the upper right corner