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# Welcome to Moodle 2!

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## Getting Started

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### What is Moodle 2?

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Moodle 2 is your primary source for course documents and communicating with your professor. Depending on your professor's requirements, you will use Moodle 2 to take exams, upload assignments, view course documents, participate in forums, and check your grades.

**Firefox is the best browser to use when accessing Moodle 2.**

Free download: <http://www.mozilla.org/en-US/firefox/new/>

### Accessing Moodle 2

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You can access Moodle 2 in two ways. You will use your Alliant username and password.

- Login to the Alliant Portal and click on the "MyCourses" portlet or the Moodle Quick Link. Each such link brings you seamlessly into the Moodle course with no need for a second login.
- Go to <http://elearning.alliant.edu>

If you are having trouble logging in, you may need to reset your password.

- Go to <https://pwreset.alliant.edu>. Be sure to read the password criteria carefully.
- If you are still unable to login, call the helpdesk at 858-635-HELP or email [helpdesk@alliant.edu](mailto:helpdesk@alliant.edu)

### Viewing your courses

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If you login to Moodle through the Elearning link your courses will be listed in the center of the Moodle homepage. If you access your courses through the portal, click on any course you wish to enter.

### Navigating a course

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Moodle is organized as a Web page per course. There are generally three columns on a page; the left and right columns (or sidebars) generally offer automatically-generated information, with the large middle column used for the course content prepared by your instructor. When the browser cursor hovers over something clickable, you will often see an informative box pop up to confirm what clicking there will perform.

Faculty are responsible for making courses available for your view. If you do not see the course, it has not been made available for student view. Some cross-listed courses may appear under a different name.

Professors are able to customize the layout and design of their courses. There is a multitude of options that they may choose to include or remove from the student screen.

### Basic parts of the screen

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#### Left and right sidebars

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The sidebars include "blocks". Some blocks include:

- Quick Links: lists any resources or activities your professors have included in the course
- Quick Mail
- Grades
- Calendar
- And more depending if the instructor chooses to add more blocks

## Center panel/ Topic list

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Moodle courses are organized in boxes called topics. Depending on the preference of the professor, the boxes may represent weekly assignments or related subject matter. In each box, you will find all of the resources and activities related to that topic.

## Changing profile information

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1. Log in to Moodle2.
2. Click on My profile settings in the settings box at the bottom of the left sidebar.
3. Click Edit profile.
4. Adjust your information and preferences.
5. Press Update profile.

## Uploading a profile picture

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1. Log in to Moodle2.
2. Click on My profile settings in the settings box at the bottom of the left sidebar.
3. Click Edit profile.
4. Scroll down to the User picture section and press Choose a file.
5. Press Upload a file.
6. Select browse, choose your picture, and click Open. \*Max file size is 800 MB.
7. Click Upload this file.
8. Press Update profile.

## Course Tasks

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Professors can upload resources in a variety of formats. If you are having trouble viewing a document, you may need to install the appropriate software.

### Adobe Reader (.pdf files)

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<http://get.adobe.com/reader/otherversions/>

### Microsoft Office (.doc, .ppt, and .xls, files)

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If you do not have Microsoft Office, you can use Open Office.

Information about this software and other free software downloads located here:

<http://itech.alliant.edu/free-software.html>

## Submitting an assignment

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After logging into Moodle and selecting the course:

1. Select the assignment that requires you to upload a document.
2. Click Upload a file.
3. Select Choose a file.
4. Select Browse, choose the file you want to upload, and click Open. \*Check the max file size.
5. Click Upload this file.
6. Click Save Changes.

## Taking a quiz

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After logging into Moodle and selecting the course:

1. Click on the quiz you want to take.
2. Click Attempt quiz now.
3. Answer the questions and press next as necessary.
4. Press Submit all and finish.

If you are having connection issues, see the F.A.Q. section.

## Checking your grades

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After logging into Moodle and selecting the course:

1. Click on Grades in Settings box in the left sidebar under Course Administration.
2. You will see your grade for each assignment and quiz that has been graded.

## Posting in a discussion forum

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After logging into Moodle and selecting the course:

If you want to post a new thread (or discussion)

1. Select the forum you want to post in.
2. Add a new discussion topic.
3. Type a subject and a body and add attachments if necessary.
4. Click Post to forum.

If you want to reply to an existing post

1. Click on the post you want to reply to
2. Click reply
3. Type a subject and a body and add attachments if necessary
4. Click Post to forum.

## Sending a message to another student

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After logging into Moodle and selecting the course:

1. Click on Participants in the People box on the top of the left sidebar.
2. Click on the name of the participant.
3. Click Send a message under the profile picture.
4. Type your message and press Send message.

## To view your messages

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After logging into Moodle:

1. Click on My profile in the Navigation box in the right sidebar.
2. Click on Messages.

## Adding a blog entry

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After logging into Moodle:

1. Click on My profile in the Navigation box in the right sidebar.
2. Click on Blogs and select Add a new entry.
3. Create your blog and click Save changes.

## To view your blogs

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After logging into Moodle:

1. Click on My profile in the Navigation box in the right sidebar.
2. Click on Blogs and select View all of my entries.

## Registering an external blog

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After logging into Moodle:

1. Click on My profile settings in the Settings box in the left sidebar.
2. Click on Blogs and Register an external blog.
3. Input the blog information and click Save changes.

## Frequently Asked Questions

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### What if I do not have an Internet Service Provider?

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You can connect to wireless internet on campus. You can also use any the labs on campus.

### What is an Alliant Account? Where do I find assistance with these services?

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Alliant provides all students with a username and password. The username and password works for your Alliant email, Moodle, portal and computer lab computers.

### Moodle won't let me log in. What could be the problem?

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- Check your browser. Firefox is the best browser to use when viewing Moodle. You will want to make sure that you have enabled Cookies, Java-script, and Pop-ups.
- If that doesn't solve your problem, check your password. You must use the same username and password that you use for other Alliant applications. The system is case sensitive. It recognizes the difference between an upper case letter and a lower case letter. Make sure the CAPS LOCK key is off.
- If your problem persists, please contact the Help Desk 858-635-HELP or [helpdesk@alliant.edu](mailto:helpdesk@alliant.edu)

### What can I do when my web browser doesn't work right with Moodle?

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For best results, only use Firefox. Free download: <http://www.mozilla.org/en-US/firefox/new/>

### Why does everything look so weird when I try to copy text from Word document and paste it into Moodle?

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Moodle doesn't recognize some of the formatting used by Word. If you want to type text into a word processing application before putting the information into Moodle, you should use a more basic application such as Notepad (Windows- in Accessories) or TextEdit (Mac- in Applications).

## Moodle doesn't list any of my classes. What is wrong?

If you logged in successfully (as indicated by your name appearing in the top right corner) and have nothing listed under My Courses, it is possible that none of your instructors have not put their courses on Moodle yet or they have not made the course visible to students. The best thing to do is to ask your instructor(s) to contact Moodle support for assistance, if they are indeed using Moodle for your class.

## Can I bookmark a course and access the course from the bookmark?

Yes. Of course, you will be asked to login but then you will be placed at the bookmarked page.

## How do I change my name in Moodle?

You must contact the Registrar's Office in order to change your name with the University.

## Are there any restrictions on the names of files that I upload or attach to Moodle?

Mostly no. We may change this answer as we get more experience with Moodle2. Profile pictures cannot be bigger than 800MB. Size limitations for individual assignments can be set by a professor if they choose.

## I am getting disconnected while taking a quiz. What is wrong?

Many ISP's drop a user if they do not detect activity for a certain amount of time. Unfortunately this can occur when you are taking a quiz, because the time spent without any interaction with the Moodle web server is considered idle time by the ISP. This is why we ask that you use the "Save without Submitting button every few multiple choice questions or after every essay question. This will let your ISP know that you are using the internet. You should contact your instructor as quickly as possible if you experience any type of technical issue.

## Can I control the feedback I get while taking an online quiz?

No. The instructor chooses when, if, and how to provide feedback when he/she designs a test.

## Why is my grade a zero?

This can happen if you get disconnected or forget to click on Submit all and finish. This can also happen if you do not complete the assignment by the due date. You should contact your instructor to determine the best way to proceed; he/she may allow multiple attempts or may offer to reset your attempt so you can retake the quiz.

## How do I send email to other students in my course?

You can send email to an individual or to the class by using the quick mail block. You can also send a message to another student in Moodle 2 through the Participants list block.

## Can I check my email from within Moodle2?

There is no capability to read email from within Moodle 2. You will want to login to your university email by going to <https://mail.alliant.edu>. Here are the instructions: <http://itech.alliant.edu/alliant-email.html>

## How can I change my email address for Moodle2?

You must use your Alliant email address in Moodle.

## Moodle is sending me too much email! How can I fix this?

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1. Log in to Moodle2.
2. Click on My profile settings in the Settings box at the bottom of the left sidebar.
3. Click Edit profile.
4. Select your preferences in the Email digest type and Forum auto-subscribe boxes
5. Press Update profile.

## How do I prevent my email address from being visible to all?

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1. Log in to Moodle2.
2. Click on My profile settings in the Settings box at the bottom of the left sidebar.
3. Click Edit profile.
4. Select your preferences in the Email display box.
5. Press Update profile.

## Why does everything look so weird when I try to copy text from Word document and paste it into Moodle?

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Moodle doesn't recognize some of the formatting used by Word. If you want to type text into a word processing application before putting the information into Moodle, you should use a more basic application such as Notepad(Windows- in Accessories) or TextEdit (Mac- in Applications).

## Who do I contact for more support?

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Your instructor is your first level of support. If you still have problems contact the Help Desk. You can email us at [helpdesk@alliant.edu](mailto:helpdesk@alliant.edu) or call us at 858-635-HELP (4357).