Moodle Orientation for SLCO

Objectives

At the conclusion of this module, students will be able to:

- Log into Moodle through MyOkanagan.
- Edit their profile in Moodle and change their email address if desired.
- Describe how communication between teachers & students works in Moodle
- Name two methods of communicating in Moodle.
- Post to a discussion forum
- Submit an online assignment.
- Find Moodle help.

Timeline

0:00 – 0:05	What is Moodle? How to Log in? How to get around
0:05 - :0:15	How to edit profile including changing your email address in Moodle
0:15 – 0:25	Communication in Moodle – messaging, quickmail
0:25 - :0:30	How to post to a discussion forum
0:30 – 0:35	How to submit an assignment
0:35 – 0:40	Questions & Support information

Before orientation

1. Ensure that all students know how to log in to My Okanagan.

How: include in the registration letter that students will need to login to MyOkanagan before the first class. They will need their 300# and myokanagan password. Include IT Helpdesk information in case they do not have one or both.

2. Add yourself as a student to your course

How: If you are a teacher go to settings / users / enroll users. Search for "basalt" and add basalt09 student. If not a teacher, have the teacher add the basalt09 student (Peridotite Basalt) to the course.

Why: You have the same rights as the student for demo purposes

3. Print off Email Forwarding instructions

How: Go to this link and print off (OC Ed Tech Web Site / Computer Issues)

Detailed Content Per Section

Section	Time	Content
1	0:00 – 0:05	*What is Moodle? How to Log In? How to get around?*
		- Moodle is OC's Learning Management System - It is the online environment where learning takes place. Readings are discussed, assignments are submitted and feedback is given. Community is also developed. - To access Moodle, log in to MyOkanagan and click on the Moodle icon [facilitator does this] - In a different browser tab, log into Moodle here with your basalt student credentials.(moodle.okanagan.bc.ca / Log In / other) User name = basalt09 Password = basalt09 - Briefly describe basic navigation, blocks & bread crumbs.

Section	Time	Content
2	0:05 – 0:15	*How to Edit Profile (including email change)*
		- Under Settings / My Profile settings, click on Edit Profile - Explain the default email address is myokanagan.bc.ca. To change email address, change it in profile in the "email address" field. A message from Lambda Solutions.net will come to the new email address. Student will click on the link to confirm email change. - Also offer the email forwarding option (handout available) - Go over email digest type – suggest complete (one email per day with all forum postings) - Have students complete city / town if not already there. - Description – mention this is publicly available for students who are in their class. - Have students select "HTML format" for their editor if it is not already there - Picture – describe process of how to upload picture (add, find, upload) - Save Changes

Section	Time	Content
3	0:15 – 0:25	*Communication in Moodle*
		- Any email or notification goes to the email address you have in your profile. - Messaging is similar to instant messaging (meaning a message will pop up when it arrives or when you log in. - To send messages to a fellow student go to Navigation / your course / participants. - Click on one of the people and then click "send message" [facilitator does this] - You can also use Quickmail, a "block" that will be on the right hand side. Select "compose new email" [facilitator does this] - You can also send to a whole group this way as well

Section	Time	Content
4	0:25 – 0:30	*How to post to a discussion forum*
		- You will be doing quite a bit of discussion. - To post in a discussion forum, click on the discussion forum and "add topic". - You can also reply to someone else's post by clicking on "reply" at the end of the post. [facilitator does this] - Depending on the settings, you will get an email with all the postings related to that forum. - If the forum says "private group discussion" it means that only you and your fellow group members will be able to view and post.

Section	Time	Content
5	0:30 – 0:35	*How to submit an assignment*
		- Click on the assignment [facilitator does this]. - Click on "upload a file".

Section	Time	Content
6	0:35 – 0:40	*Where to find help for Moodle*
		- Click on the Moodle Help Block [facilitator does this] - Click on "help for students" on the top toolbar [facilitator does this]

After Orientation

Teacher removes Peridotite Basalt09 as a student. Go to settings / users / enroll users. Hit the red delete button next to Perdotite Basalt09's name.