Moodle Tip Sheet: Participating in Courses
For Students

Creating Forum Posts	**Steps:** There are four types of discussion forums that can be part of a Moodle course: A general forum, a single simple discussion, each person posts one discussion, a Q and A forum, and a blog forum. 1. Navigate to the discussion forum you'll be posting to. 2. Click the *Add a new discussion* or *Add a new question* button (depending on the type of forum). 3. Type a subject and message for your post. 4. Choose whether you would like to subscribe to the forum, which means that Moodle will email you copies of messages posted to the forum. 5. Add any attachments you would like to your message by clicking *Add* and choosing or uploading a file. 6. Click the *Post to Forum* button. To reply to a message, click *Reply* at the bottom right hand corner of the message you are replying to and repeat steps 3-6.
Submitting Assignments	**Steps:** There are four different kinds of assignments that you may have to submit: A single file, online text, and advanced files (multiple files). There is also an assignment category called offline activity, which is simply a reminder to do an offline activity outside of eClass. 1. Navigate to the assignment that you'll be submitting. 2. Click the *Upload a File*, *Upload Files* or *Add Submission* button (depending on the type of assignment you're submitting). 3. Type your submission (for online text submissions) or browse to the file you wish to upload (for file submissions). 4. If your instructor has enabled the function to modify or update files after they're submitted, you can click *Update this File* at any time before the due date to change or update your file. 5. If you are uploading multiple files, click *Send for Marking* when you're ready to submit. Once you click *Send for Marking*, you can no longer modify any of the files in your submission.
Getting Assignment Feedback	**Notes:** To retrieve assignment feedback, simply navigate to the assignment that you submitted and click on it. If it has been marked by your instructor, there will be a grade, feedback and any attachments that have been uploaded.
Getting Grades	**Notes:** To retrieve your numerical grades at any time, simply click the *Grades* link under *Course Administration* in the *Settings* pane at the bottom left of the Moodle course. This gives you a summary of all of your assignments and activities and any numerical grades that have been assigned to them. To retrieve specific feedback for an assignment, see the instructions in the box above.
Joining an eClass Live Session	**Notes:** Joining an eClass Live (a.k.a. Elluminate) session within your Moodle course is very simple. Click on the specific eClass Live Session link you wish to join. This will be identified by its title and the light bulb icon. If the session is open (ie. you are on the correct date and within the session time boundaries), you will see a link that says *Join Session*. Click the link to join the session and follow the prompts to get into the session. If you click on the session link before the access date and time, there will be no *Join Session* link. If you have any problems during normal business hours, contact CTL Tech services at ctl@ualberta.ca or by phone at 780-492-9372. After hours, you can contact Elluminate support at any time online at http://support.elluminate.com (includes live chat) or by phone at 1-866-388-8674 (choose option 2).
Editing a Wiki Page	**Steps:** 1. Navigate to the wiki page you would like to edit by following links within the wiki. 2. Once you are on the page, click the E*dit* link at the top left hand side of the page. 3. Type any content you would like in this area. 4. To create a new wiki page, simply wrap the text you would like linked with double square brackets. For example, if you typed the sentence "[[Stephen Hawking]] has a lot to say about [[black holes]]" new pages would be created linked from Stephen Hawking and black holes. To edit those pages, simply click on the new links you've created and again click *Edit* at the top left of the new page. 5. You can view older versions of pages at any time by clicking on the *History* link at the top left of

	any page.
	6. You can add comments to a page by clicking on the *Comments* link at the top left of any page.
	7. The *Map* link in the top left menu shows you the different pages within the wiki in various forms. This tool is particularly useful in identifying orphaned pages, which are pages that have been created but do not have any content added to them.
Adding Database Content	**Steps:** 1. Navigate to the database that you would like to add content to. 2. To view entries, simply navigate through the numbered pages of entries (which are listed in the order they were created). 3. To find a specific entry, click the search button at the top left of the screen and search for the specific criteria you would like to find in any of the database fields. 4. To add an entry, click the *Add Entry* link at the top left of the screen. Fill in each of the fields that have been established by the database creator and click *Save* when you are finished.
Adding Glossary Content	**Steps:** 1. Navigate to the glossary that you would like to add content to. 2. To view entries, simply navigate to the first letter of the word you're looking for and click on the specific word for its definition. 3. To add a new entry, click the *Add a New Entry* button at the top left of the screen. Add the concept, definition, relevant keywords and any relevant attachments (e.g., a photo or image) and click *Save* when you are finished.
Exporting Portfolio Content	**Steps:** Almost any Moodle activity can be exported to your portfolio, which at the current time is Google Docs. To export content: 1. Navigate to the item you would like to save. 2. Click the *Export to Portfolio* link in the bottom right hand side of the object or post. 3. Moodle may prompt you for your username and/or password. If so, please enter them to proceed. 4. Next, you have the option to return to where you were (the post), or move on to your Google Docs portfolio. Make your choice and click the appropriate link. 5. Your content will appear in your portfolio as *post.html* with the date you saved it. You may wish to rename your posts as soon as you save them to avoid confusion.