



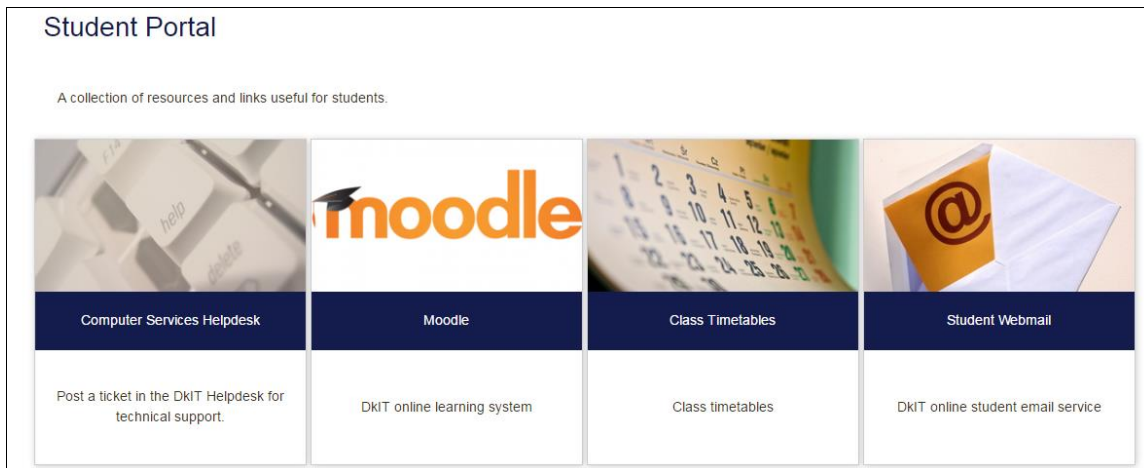
# **Introduction to Moodle**

**September 2016**

**Centre for Learning and Teaching**

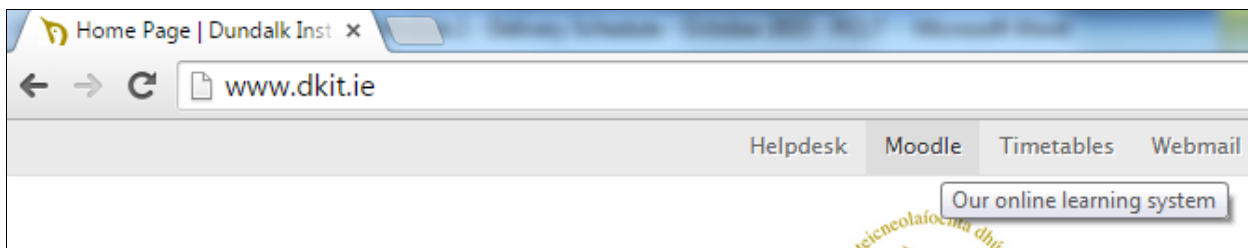
## Accessing Moodle

You can access Moodle via the DkIT website ([www.dkit.ie](http://www.dkit.ie)). On the homepage, click on Student Portal on the top right corner of the page. Then click on Moodle.

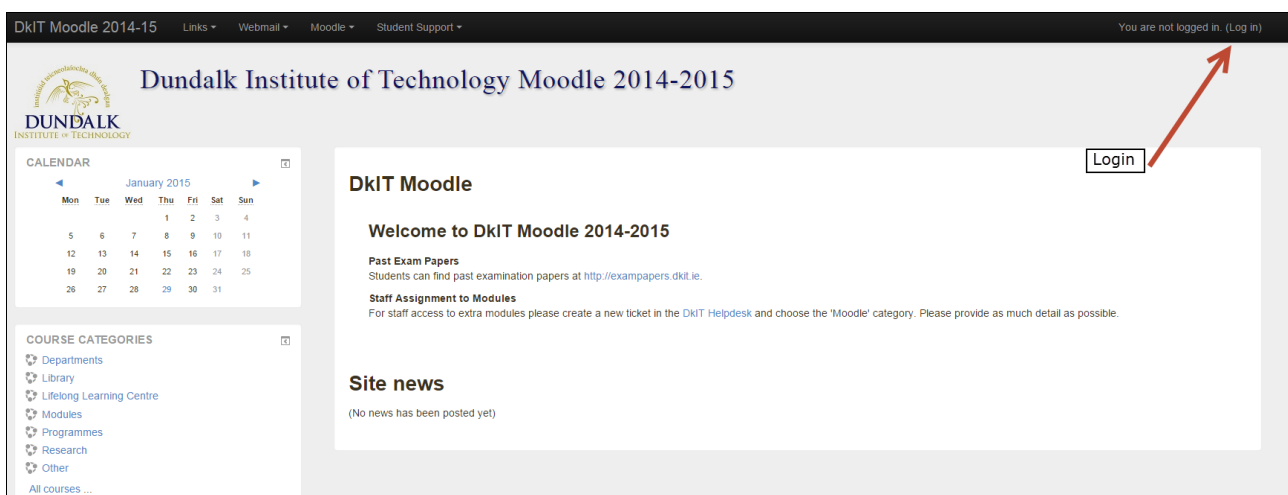


Alternatively, type **http://moodle.dkit.ie** into the address bar of your web browser e.g. Internet Explorer, Mozilla Firefox, Google Chrome. Chrome and Firefox are recommended.

Alternatively, you can go to the DkIT website ([www.dkit.ie](http://www.dkit.ie)), click on **Moodle** as shown.



A screen similar to the following will be displayed.



## Logging in to Moodle

Click on **Login** in upper right corner to log in to Moodle.

Enter your username and password in the textboxes provided and click on **Login**.

When you login you should see the names of the modules you have been registered on as shown.

Click on a module name to see its Moodle page.

## My courses

### PROFN7002 Applied Professional Practice 2

Teacher: Gerard Gallagher

### PSYCN7005 Developmental Psychology

Teacher: Gerard Gallagher

### EDUCN7010 Creativity and the Arts in Early Childhood Studies 1

Teacher: Gerard Gallagher

### EDUCN7009 Exploration of Emergent Numeracy and Literacy

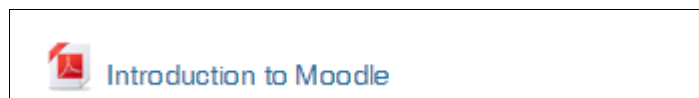
## News Forum

The News Forum is usually displayed at the beginning of the module on Moodle and is used for general news and announcements for the module. These announcements may also be mailed to your student email account.

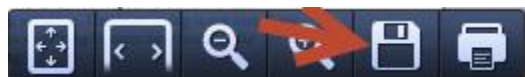
If a new item is posted, you will see a message indicating that there are new posts in this forum when you login to Moodle.

## Downloading course materials

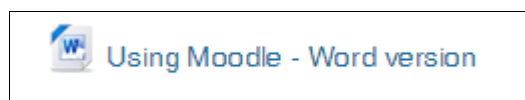
Your lecturers will regularly make course files available in Moodle. To access these, click on the file in Moodle. You may then open the file or save it.



The above file is a pdf file. When it opens, if you hover your mouse in the bottom right corner you will see some icons, one of which (as shown), when you click it, will allow you to save the file.



If the document is a Word document, as shown below, then when you click on it, it will open in Word and you can save it.



Powerpoint presentations can be opened and saved as with Word documents.

## Uploading an assignment

Your lecturers will sometimes require you to upload an assignment in Moodle. To upload an assignment, click on the assignment in Moodle, as shown.

You will see a screen similar to the following, which contains details of the assignment.

# Practice Assignment

Upload a Word document for this assignment.

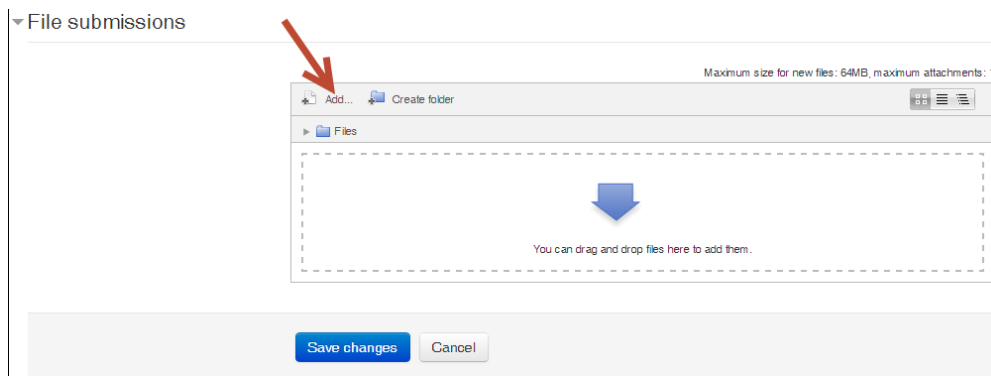
## Submission status

Submission status	No attempt
Grading status	Not graded
Due date	Monday, 17 February 2014, 3:45 PM
Time remaining	6 days 23 hours

Make changes to your submission

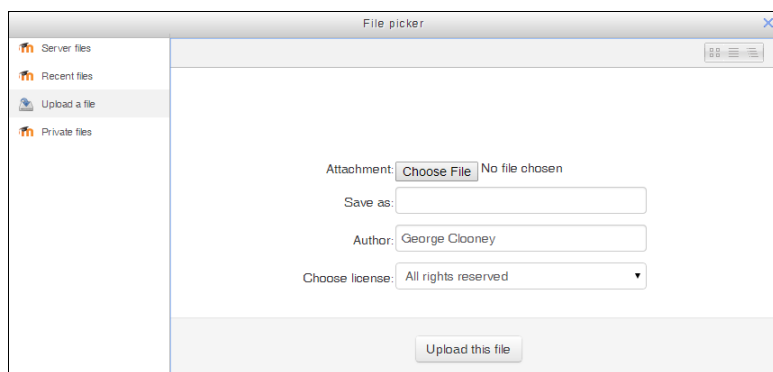
Click on **Add Submission**. The File submissions window will be displayed as shown.

You can upload your file by dragging and dropping it in the files area.



**Alternatively**, in the File submissions window, click on **Add**.

Then, in the File picker, click on **Upload a file** to see the following.



Click on the **Choose File** button to browse for your file. When you locate the file, click on the filename and click on the **Open** button (or double click on the filename). The filename should now be displayed to the right of the **Choose File** button. Click on **Upload this file** to upload it. An icon for the file should display in the File submissions window. Click on **Save changes** to confirm.

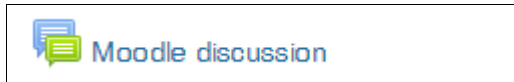
You will now see the status of your submission. The file has not been finally submitted yet. To do so, click on **Submit assignment**. If you want to change your file or edit your submission in some way, then click on **Edit submission** and proceed as earlier.

You may also be asked to confirm that the assignment is your own work and has referenced the work of others. Tick the check box and then click **Continue** to submit your assignment.

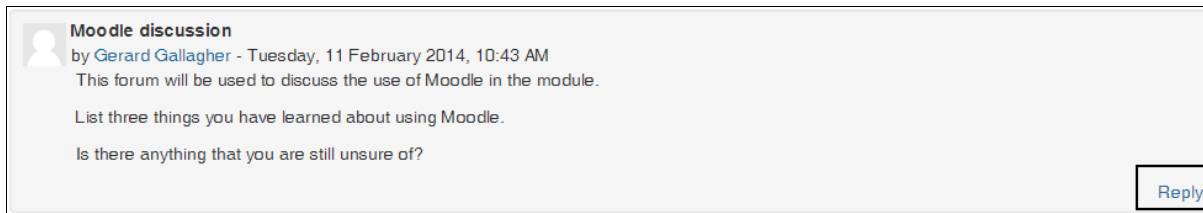
### **Participating in a Discussion Forum**

Your lecturers may wish you to participate in discussion forums.

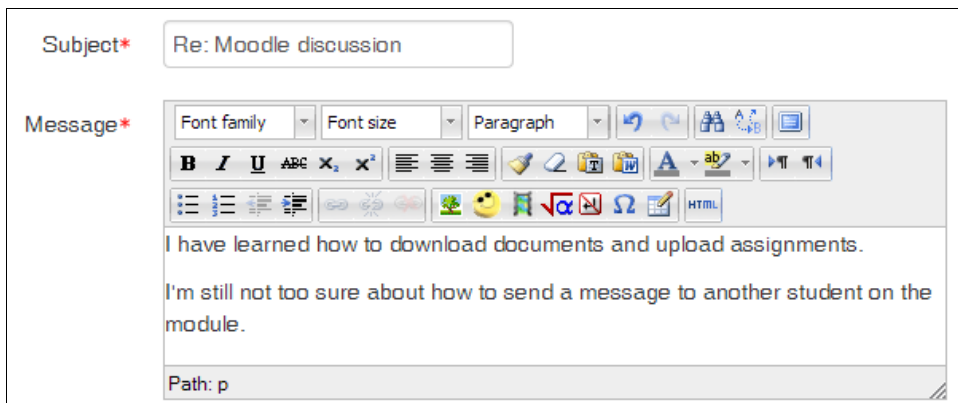
To participate in the forum, click on the name of the forum in Moodle, as shown.



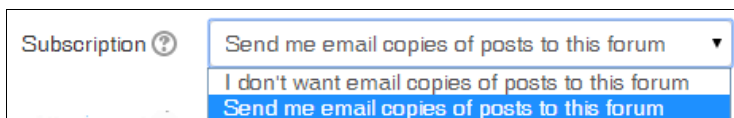
To reply to a post in the forum, click on **Reply** in the bottom right corner of the post.



You can then type your response in the **Message** textbox as shown.



You can also choose whether or not you want email copies of posts to the forum by selecting the appropriate option in the Subscription list.



Finally, click the **Post to forum** button to post your reply.

You will have 30 minutes to edit your post.

In the meantime, your post will still be displayed in the forum, as shown.



### Moodle discussion

by Gerard Gallagher - Tuesday, 11 February 2014, 10:44 AM

This forum will be used to discuss the use of Moodle in the module.

List **two** things you have learned about using Moodle.

Is there anything that you are still unsure of?

[Reply](#)



### Re: Moodle discussion

by George Clooney - Tuesday, 11 February 2014, 11:21 AM

I have learned how to download documents and upload assignments.

I'm still not too sure about how to send a message to another student on the module.

[Show parent](#) | [Edit](#) | [Delete](#) | [Reply](#)