

Introduction to Moodle

-- Student Guide --

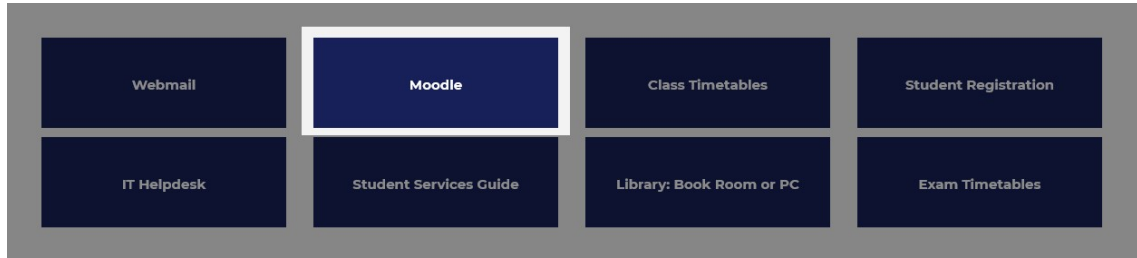
September 2021



Centre of Excellence in Learning and Teaching

Accessing Moodle

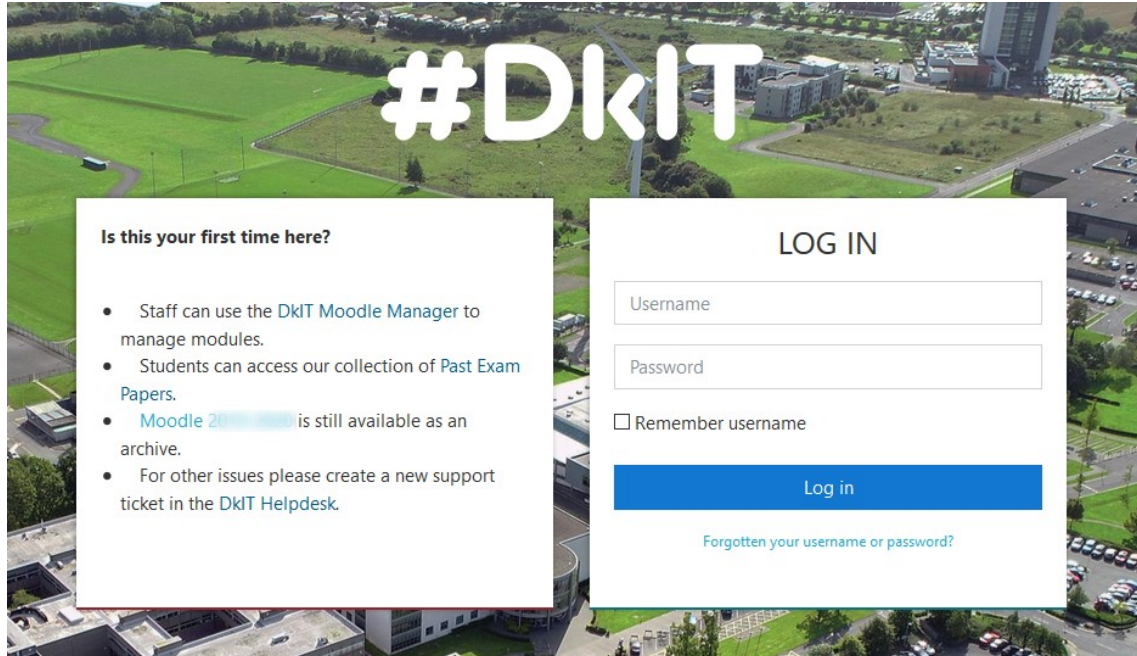
You can access Moodle via the DkIT website (www.dkit.ie). On the homepage, click on **Current Students** on the top of the page. Then click Moodle.



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

Logging in to Moodle

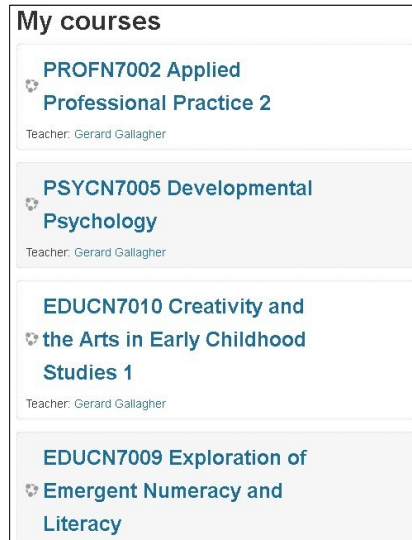
A screen similar to the following will be displayed.



To log into Moodle, enter your student **username** and **password** in the textboxes provided, and click **Log in**.

When you are logged in

When you log in, you should see the names of the modules on which you have been registered, as shown below. Click on a module name to view its Moodle page.



Announcements Forum

The Announcements Forum is usually displayed near the top of a module on Moodle, and is used for general news and announcements related to the module. These announcements may also be mailed to your student email account.

If a new item is posted to the forum, you will see a message indicating that there are new posts in this forum when you log in 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, you will see some icons beside the document, one of which (as shown below), when you click it, will allow you to save the file.



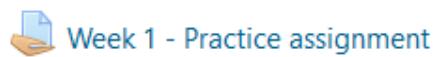
If the document is a Word document, as shown below, then when you click on it, it will open in Word and you can save it.



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.

Week 1 - Practice assignment

As discussed during the class, please submit your short assignment paper (approximately 500 words) for Week 1 here.
Write your assignment using Microsoft Word and submit it below.

Submission status

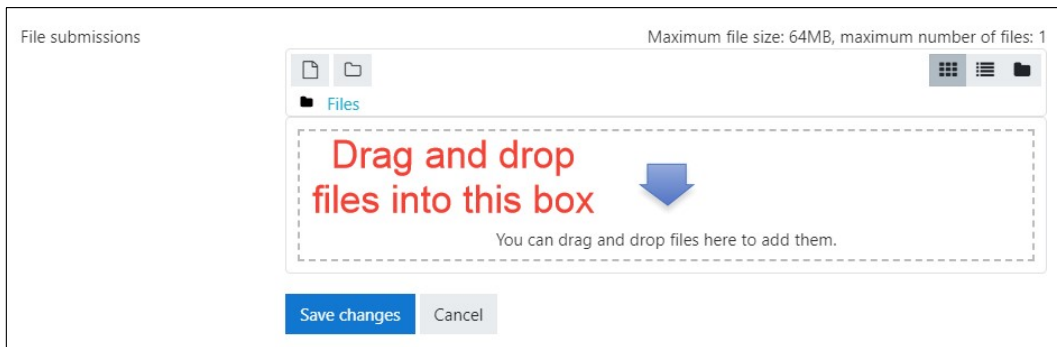
Submission status	No attempt
Grading status	Not graded
Due date	Wednesday, 21 July 2021, 6:00 PM
Time remaining	7 days 5 hours
Last modified	-
Submission comments	▶ Comments (0)

[Add submission](#)

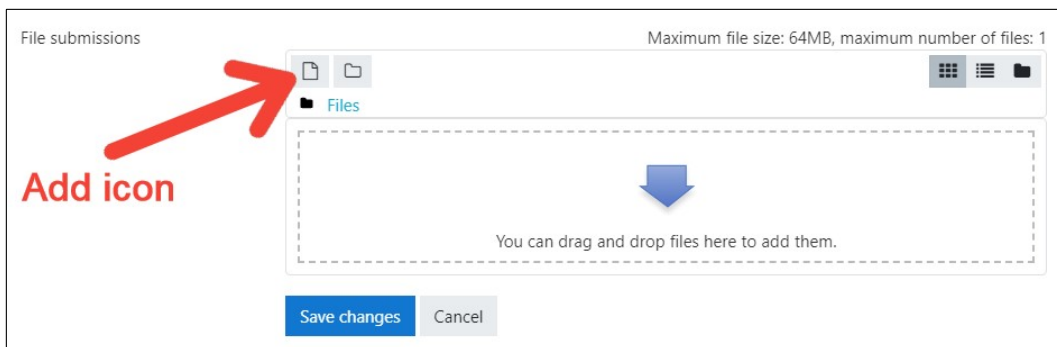
You have not made a submission yet.

Click **Add Submission**.

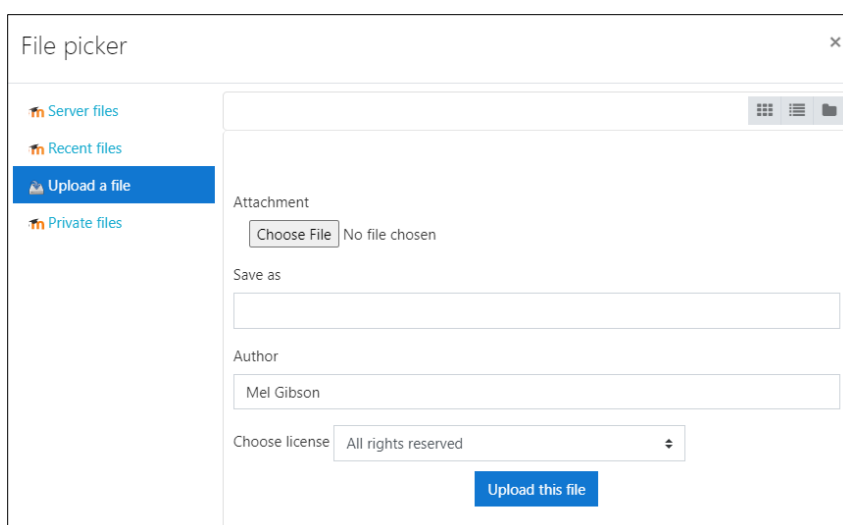
The File submissions window will be displayed as shown. You can upload your file by dragging and dropping it in the files area.



Alternatively, in the File submissions window, click the **Add** icon as shown below.



Then, in the File picker, click **Upload a file** (along the left hand side) to see the following screen.



Click the **Choose File** button to browse for your file. When you locate the file, click the filename and click the **Open** button (or double click the filename). The filename should now be displayed to the right of the **Choose File** button.

Click **Upload this file** to upload it. An icon for the file should be display in the File submissions window.

Click **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 **Submit assignment**. If you want to change your file or edit your submission in some way, then click **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 a forum, click the name of the forum in Moodle, as shown.



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


**Moodle discussion**
by [Aidan Garvey](#) - Wednesday, 14 July 2021, 1:07 PM

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

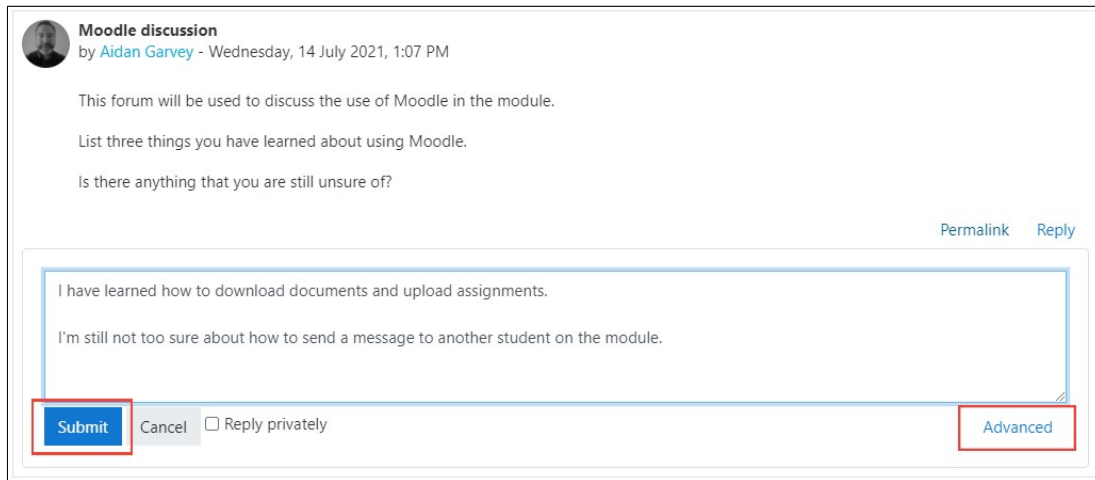
List three things you have learned about using Moodle.

Is there anything that you are still unsure of?

[Permalink](#) [Reply](#)



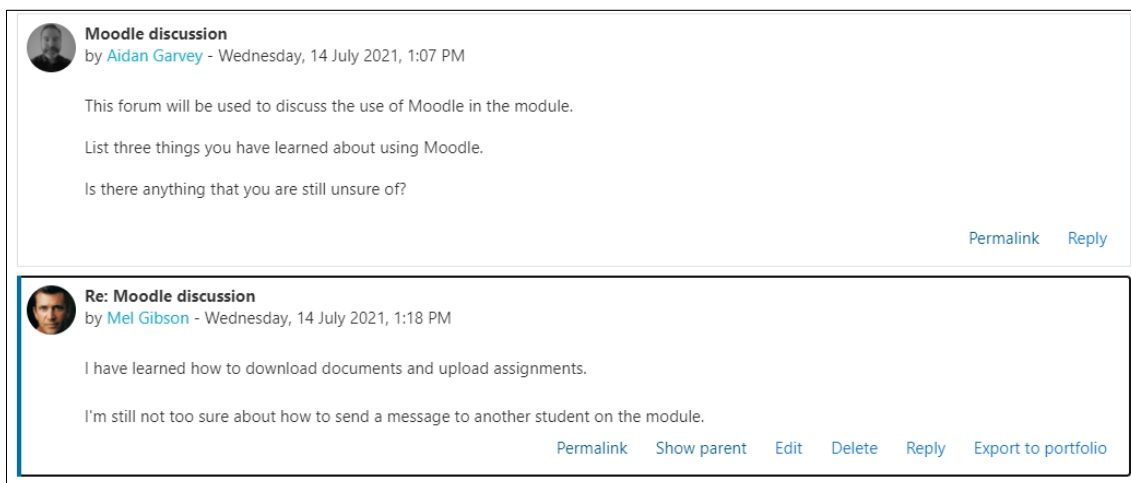
You can then type your response in the **Message** textbox as shown, and click **Submit** to post your message. Alternatively, click **Advanced** for more options such as attaching documents and images with your message.



The screenshot shows a Moodle discussion post creation interface. At the top, it says "Moodle discussion" by Aidan Garvey - Wednesday, 14 July 2021, 1:07 PM. The post content includes: "This forum will be used to discuss the use of Moodle in the module.", "List three things you have learned about using Moodle.", and "Is there anything that you are still unsure of?". Below the text is a large text area containing the response: "I have learned how to download documents and upload assignments." and "I'm still not too sure about how to send a message to another student on the module.". At the bottom, there are buttons for "Submit" (highlighted with a red box), "Cancel", and a checkbox for "Reply privately". On the right side, there are links for "Permalink" and "Reply", and an "Advanced" button (also highlighted with a red box).

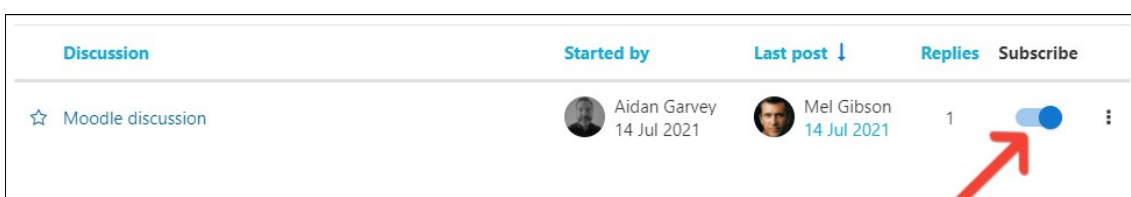
Once you submit your message, you will have 30 minutes to edit your post.

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



The screenshot shows a Moodle discussion forum. The top post is "Moodle discussion" by Aidan Garvey - Wednesday, 14 July 2021, 1:07 PM. The content is the same as in the previous screenshot. Below it is a reply: "Re: Moodle discussion" by Mel Gibson - Wednesday, 14 July 2021, 1:18 PM. The reply content is: "I have learned how to download documents and upload assignments." and "I'm still not too sure about how to send a message to another student on the module.". The reply has several action links: "Permalink", "Show parent", "Edit", "Delete", "Reply", and "Export to portfolio".

You can also choose whether or not you want email copies of posts to the forum, by turning on/off the Subscribe option.



The screenshot shows a Moodle forum list. The table has columns for "Discussion", "Started by", "Last post", "Replies", and "Subscribe". The first row is "Moodle discussion" started by Aidan Garvey on 14 Jul 2021, with a last post by Mel Gibson on 14 Jul 2021 and 1 reply. A red arrow points to the "Subscribe" toggle switch, which is currently turned on.

Discussion	Started by	Last post ↓	Replies	Subscribe
☆ Moodle discussion	Aidan Garvey 14 Jul 2021	Mel Gibson 14 Jul 2021	1	<input checked="" type="checkbox"/>