

Moodle User Guide



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What is Moodle?

Moodle is an online Learning Management System (LMS) enabling educators to create dynamic courses that extend learning, anytime, anywhere.

Moodle is the acronym for:

Modular Object-Oriented Dynamic Learning Environment

Moodle is available in 78 languages!

It runs on almost all platforms, supporting a lot of useful functions and customization.

The heart of Moodle is courses that contain activities and resources. The main power of this activity-based model comes in combining the activities into sequences and groups, which can help you, guide participants through learning paths. Thus, each activity can build on the outcomes of previous ones. Lecturers will use Moodle to provide course materials such as handouts, lecture notes and PowerPoint presentations and may use Moodle in more interactive ways, which will require more input. Activities such as discussion forums, chat rooms, quizzes and assignment drop-boxes are often used.

Important Notice: This guide gives an overview of the most useful Moodle functions and demonstrates the look and feel of Moodle so that users can get started quickly, specifically within the context of RGI. The guide is not a comprehensive guide to all Moodle features.

1. Roles

Site administrators have permissions to do anything.

Lecturers can do almost anything within a course, including adding or changing the activities and grading students.

Non-editing teacher / Guest Lecturer is able within a course to view and grade students' work but may not alter or delete any of the activities or resources.

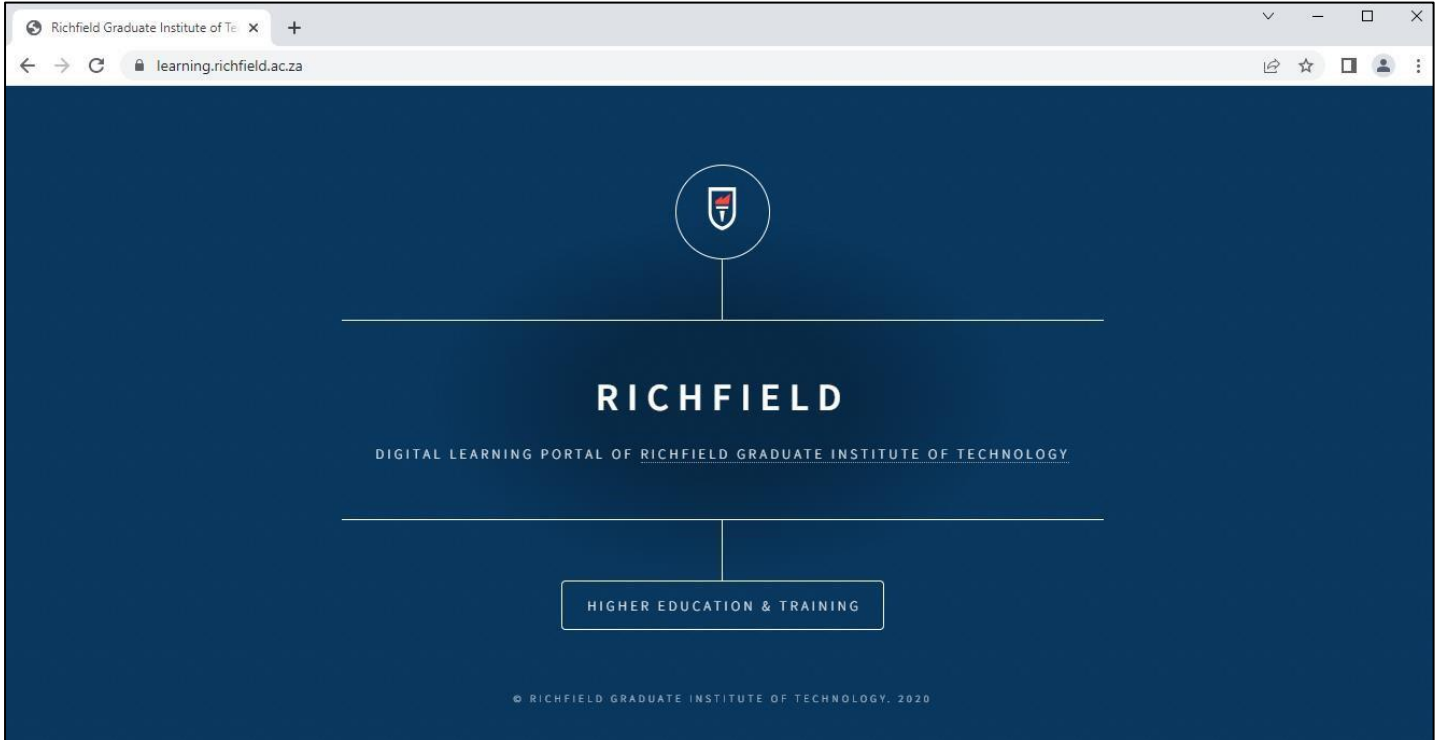
Student can participate in course activities and view resources but not alter them or see the class gradebook. They can see their own grades if the teacher has allowed this. Some activities such as assignments and quizzes, will be submitted by individual students.

Guest has minimal rights review of some elements of the course.

Accessing Moodle

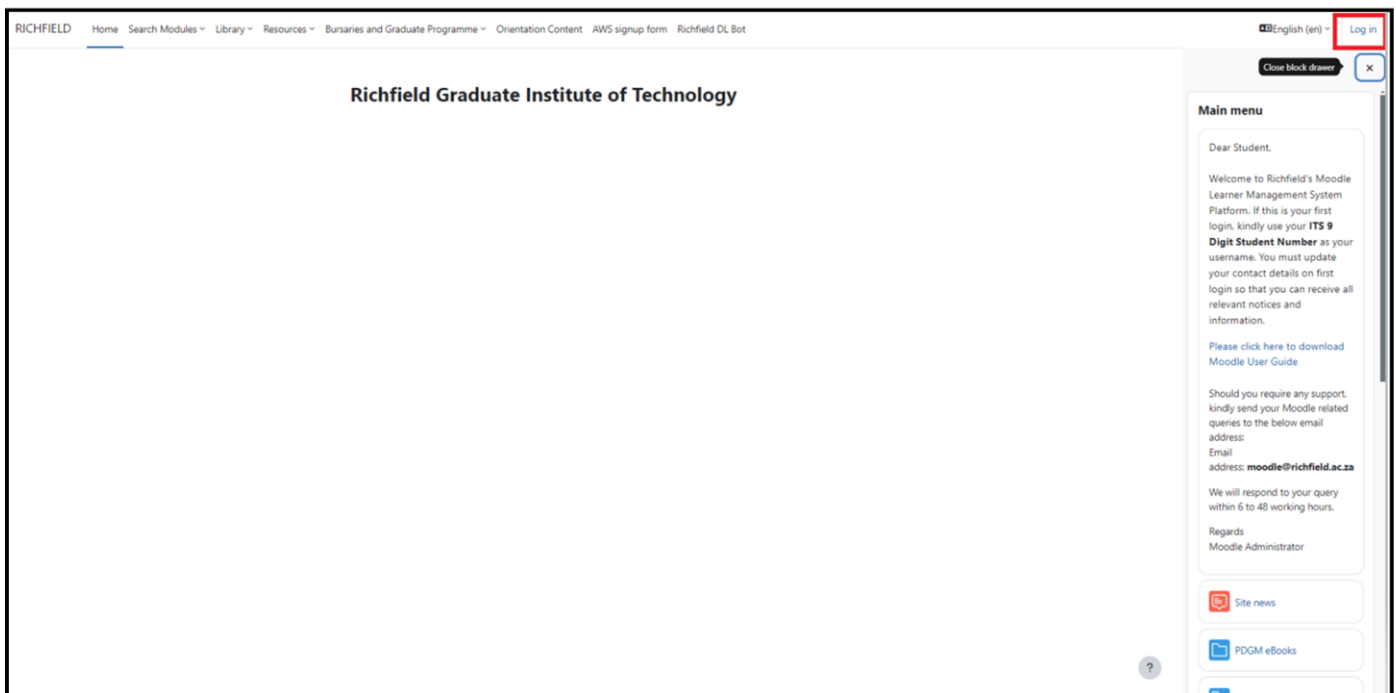
1. Open your browser (Internet Explorer, Google Chrome, Firefox etc.)
2. In the address bar type in <https://learning.richfield.ac.za/HET> (Note: no WWW!)
3. After typing the address hit 'Enter' and the Richfield Moodle landing page will open
4. Click on **Higher Education and Training**

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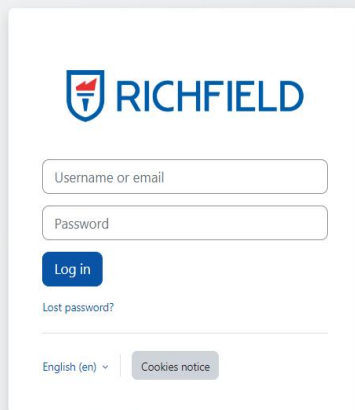


Logging In

1. Click "Log in" on the top right corner



2. You will then be taken to the “Log in” page, enter your **USERNAME** and **PASSWORD** to continue.
 - Your **USERNAME** will be your **9 Digit Student number**
 - Your default password is: **R1chfield#2024**



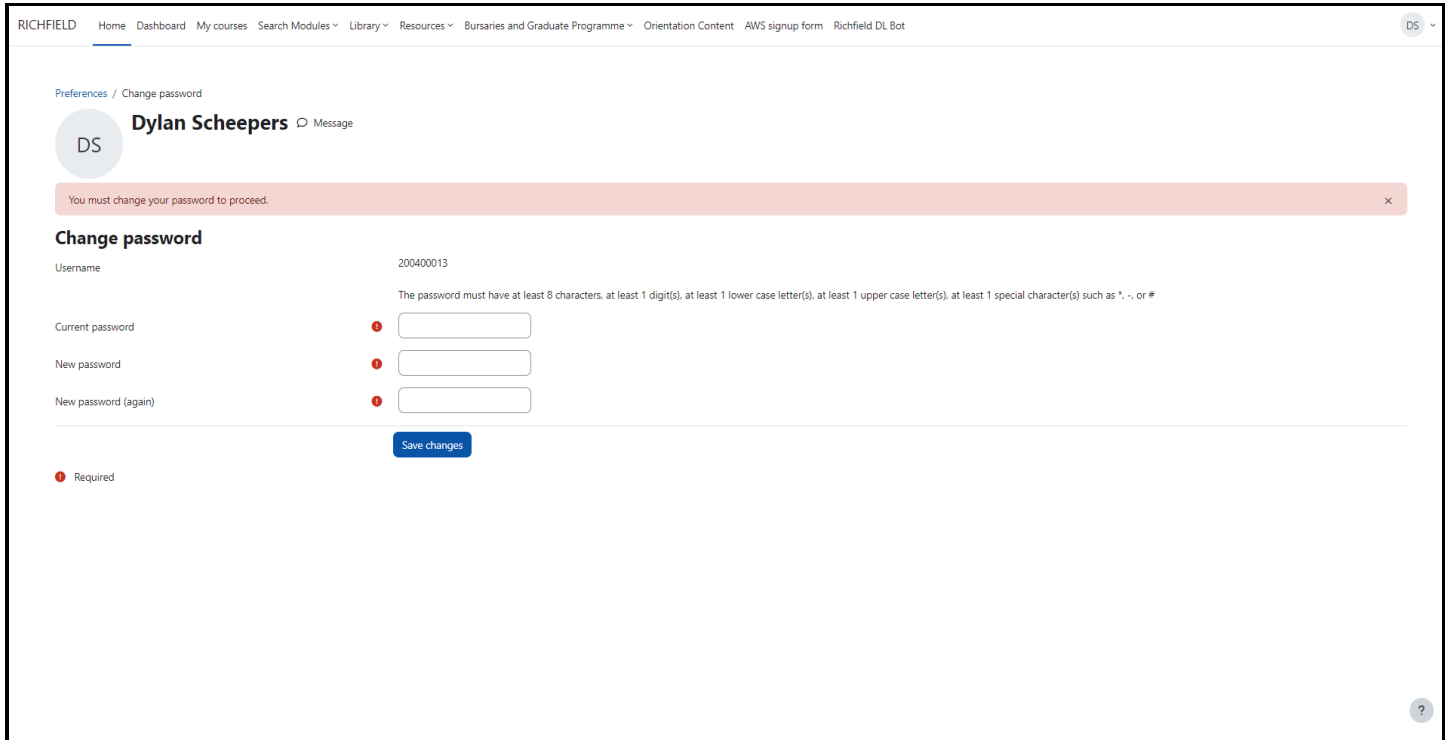
The screenshot shows a login form with the following elements:

- Richfield logo (a shield with a red and blue design) and the text "RICHFIELD" in blue.
- A text input field labeled "Username or email".
- A text input field labeled "Password".
- A blue button labeled "Log in".
- A link labeled "Lost password?".
- A language selector dropdown menu currently showing "English (en)".
- A button labeled "Cookies notice".

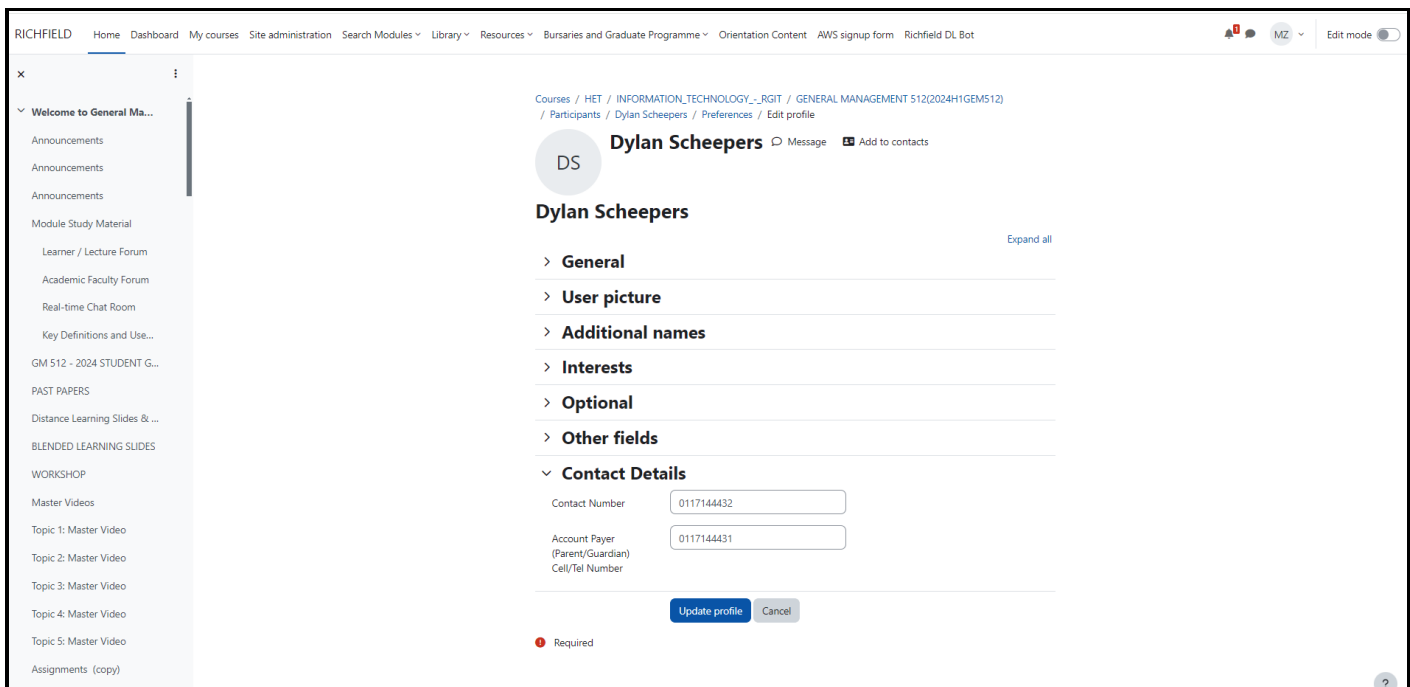
Changing Your Default Password

1. **The following will not apply to you if you have accessed your Moodle account before.**
2. Enter your default password (**R1chfield#2024**) and your new password twice to reset your password.
3. Remember to follow the rules below when setting your New Password
 - The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s)

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4. Upon successfully changing your password, you will be taken to your "User Account profile" to add your contact details. Scroll to the bottom of the page and click "Contact Details"




5. Add Alternative Number and Account payer to below sections. Click **"Update profile"**

✓ **Contact Details**

Contact Number

Account Payer (Parent/Guardian)

Cell/Tel Number

 Required

Please do not tamper or edit any other information on your profile as this will affect your online assessments (Assignments, tests and exams).

6. The below page will appear. Click **"dashboard"** to enter Moodle.

The screenshot shows the Moodle dashboard for a user named Dylan. The top navigation bar includes 'RICHFIELD', 'Home', 'Dashboard', 'My courses', 'Search Modules', 'Library', 'Resources', 'Bursaries and Graduate Programme', 'Orientation Content', 'AWS signup form', and 'Richfield DL Bot'. The main content area features a 'Welcome, Dylan!' message and a 'Course overview' section. This section contains a grid of course cards, each with a title, ID, and completion percentage. A 'Expand to explore' side panel is visible on the right, containing various icons and a 'Got it' button. The footer of the page displays '2025', 'Moodle 4.3.3+ (Build: 20240405)', and 'Page | 7'.

Login failures:

Your login may fail for the following reasons:

1. You have not entered your login details correctly
2. Your username and password is not active / no account exists

If you are having trouble with logging in, try accessing a different internet application to see if you have an internet connection. If you do have Internet and your profile is not working, you will need to contact the Moodle Team to have your password reset.

Viewing your dashboard

After you have logged in. You will be directed to your dashboard, which shows the modules you have been enrolled for.

Profile and Messages

1. This drop-down menu, is accessible from every page by clicking the arrow next to your name (right), provides useful links, along with the logout button.

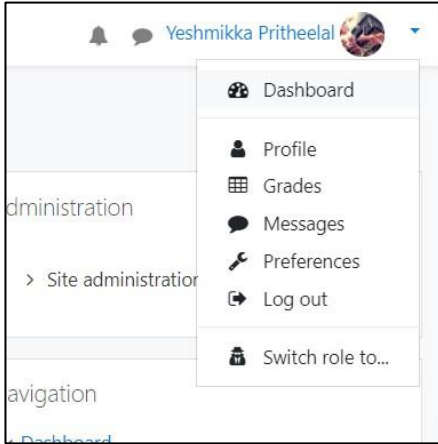
Profile

The profile contains information about you, and everyone in Moodle has one. Other users on Moodle can see your profile if they click on your name, and it will display your description and photo. You can view your profile by clicking on **your name** anywhere you see it in Moodle; you'll always find it in the top-right corner of every page. To personalize your profile, click on your name, choose **Profile** then the **Edit Profile** link. To personalize your profile:

- *Add a description*
- *Add a photo*

You can add your own image by clicking the **Choose a file** button in the **New Picture** field. The file picker will appear, allowing you to upload an image from your computer or various other locations. This image will appear next to your name in forums, messages, etc. You can provide optional information about yourself including interests and additional contact information. You can also change **privacy** and forum subscription settings in this page. When you have finished editing your profile, scroll to the bottom of the page and click the **Update Profile** button to save your changes.

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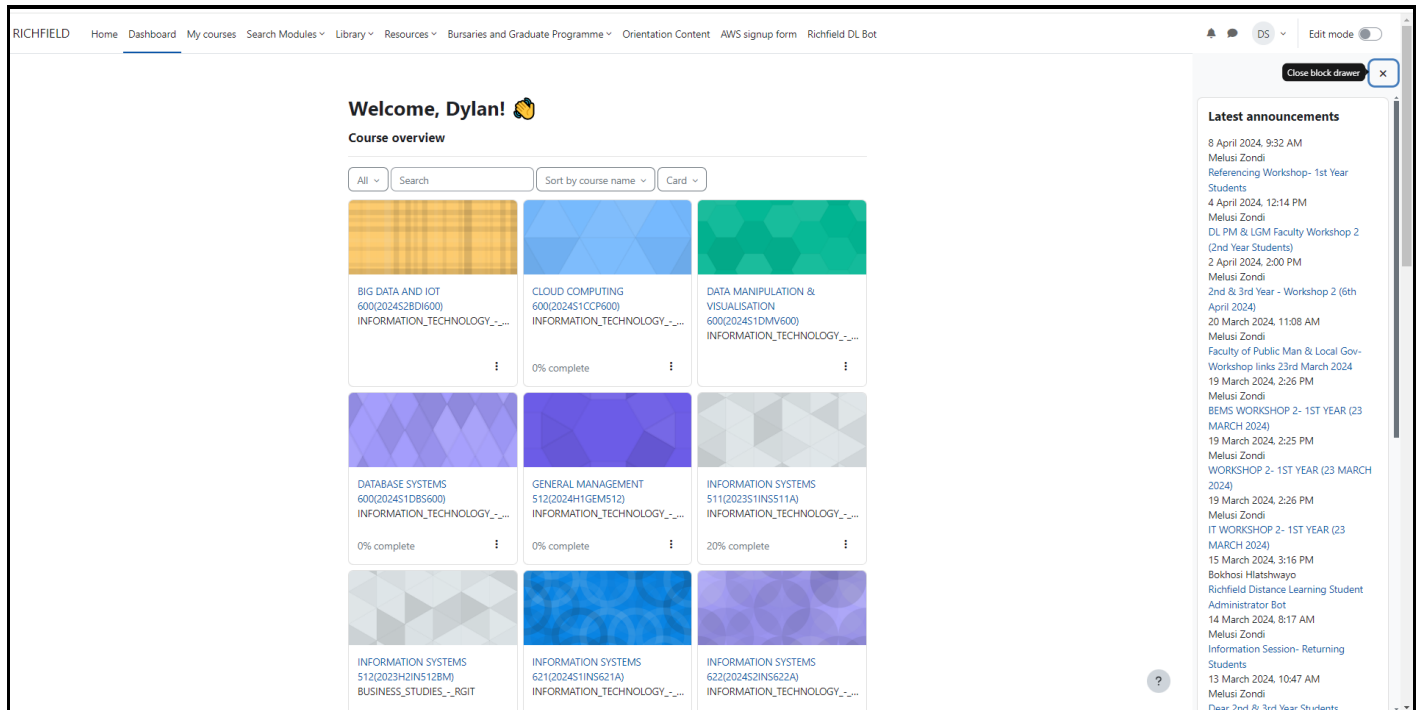


Messages

Shows any new messages you have received. To view a message, click the envelope icon next to the sender's name. This will open up a chat window, much like in MSN or other instant messaging services, allowing you to read and reply to the message. If a message is sent to you when you aren't logged in to Moodle then the message will be sent as an email to your RGI email account.

2. Tools

Most of the tools on the right of the page are known as blocks. You may find different blocks in each of your modules, but you will always see these on the front page:



Latest Announcements (1)

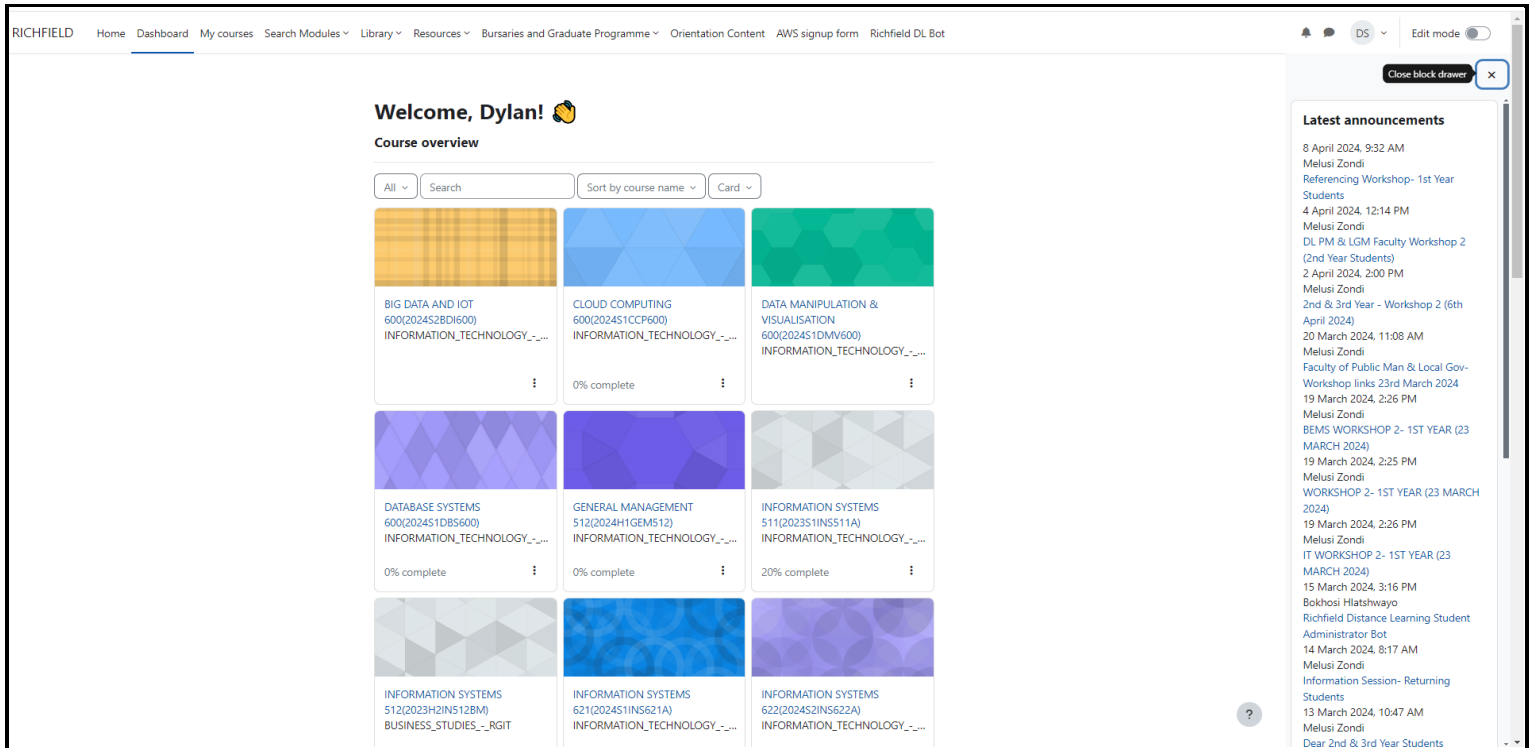
Recent posts made in the Announcements forum are displayed in the Latest Announcements block, along with a link to older archived news.

Calendar (2)

The calendar contains events for your modules or for groups within modules, which may be related to upcoming activities or deadlines. Certain activities such as assignments automatically create calendar entries. You can move between months using the arrows, or see a larger and more detailed calendar by clicking on the month name. Click New event under upcoming events to add a reminder to your own calendar.

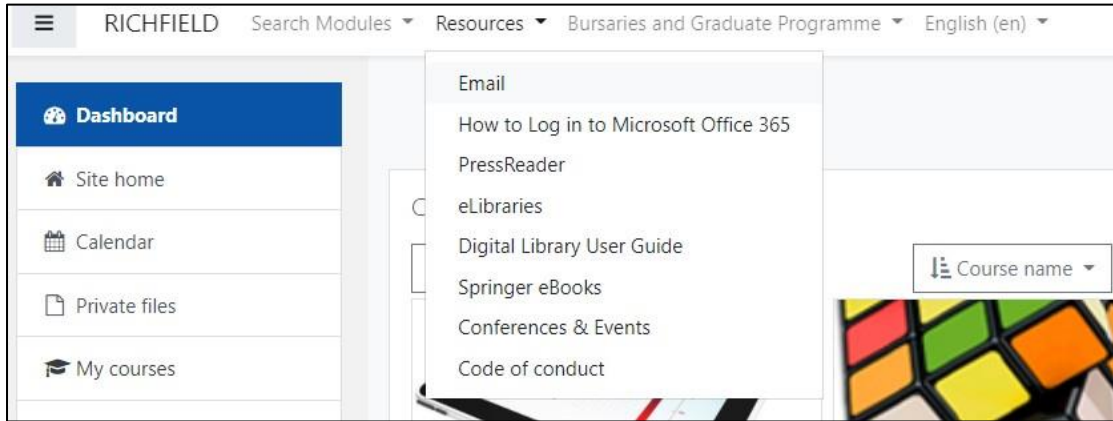
Viewing my modules

1. You can view your modules by going to your dashboard, you will see your modules appear below the course overview tab:



RGI Resources

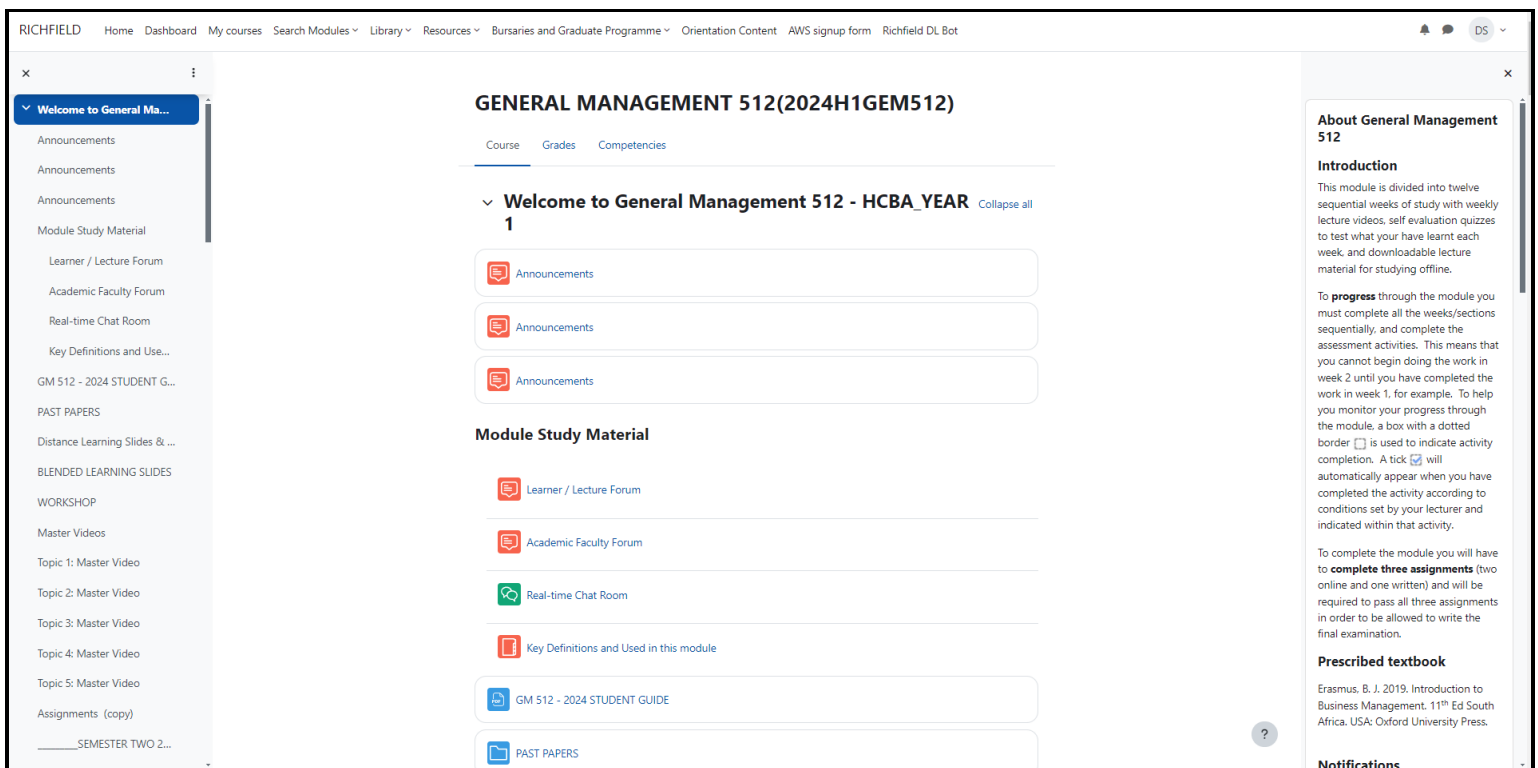
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- Click the resources tab on Moodle to access the RGI Digital Library content.
- Emerald E-Journals, Press Reader, Springer e-Books can be accessed within this tab, also contained within is the user guides to access these journals.

Moodle course overview

Each course in Moodle is likely to contain similar items, but may look completely different depending on how admins and program managers have set up the course and what resources the course contains. Student feedback has suggested that consistency in course design and layout is preferable, so we try to ensure that all of your courses have a similar style. The example below shows what a typical Moodle course looks like:



Bread-crumbs – You will find a “bread-crumb” trail on every page other than the front page. Bread-crumbs are displayed above a module’s contents. These indicate how you navigated to the current page and enable you to retrace your path back to the current module page (PMN511B) or the front page (Dashboard).

Dashboard / [Courses](#) / HET / INFORMATION_TECHNOLOGY_-_RGIT / PUBLIC MANAGEMENT 511(2022S1PMN511B)

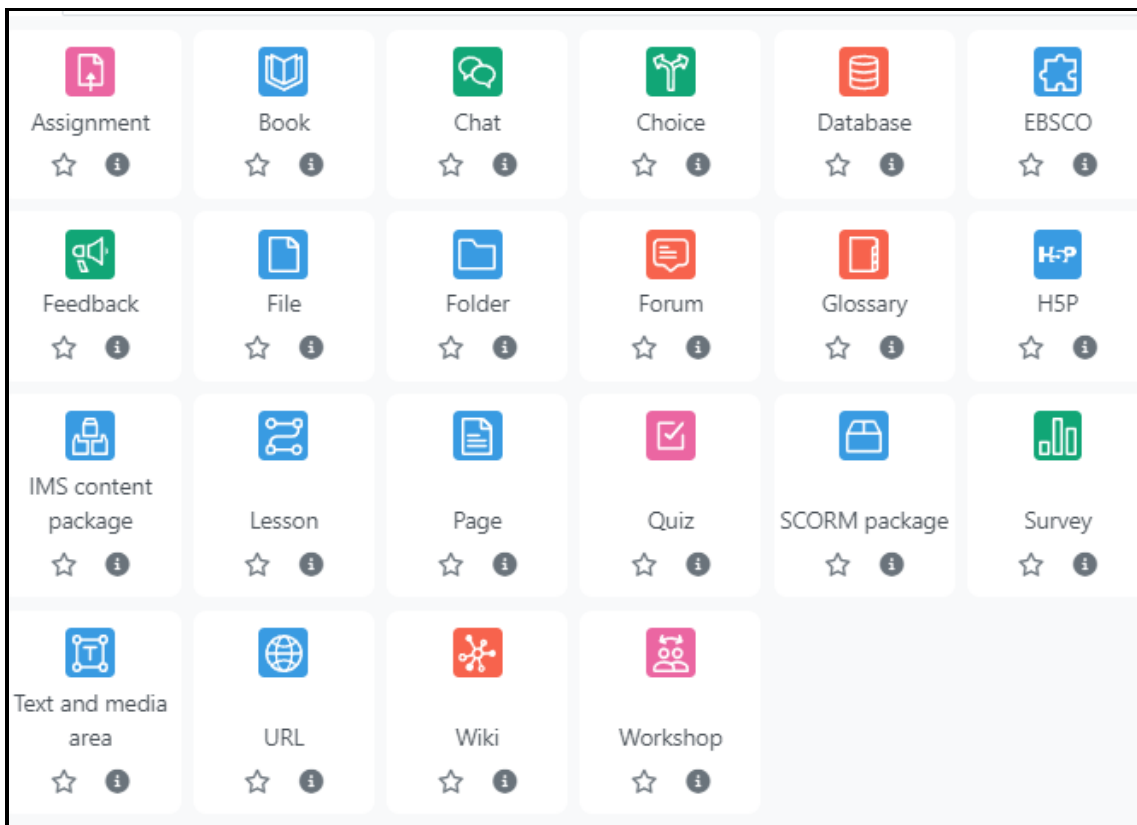
Navigation Block

The most efficient way to navigate the site is the by clicking on the My Courses Link located in the Navigation Block. This will show all the courses that you are currently a Lecturer in. Click on the required course to open up the course, expand the options by clicking on the arrows. Navigation block appears on all pages in Moodle

Log Report

The log report tracks all changes that were made to the student’s details / records and who made them. The log report is a list of all the relevant facts relating to that student.

Icons in Moodle





Forum



Assignment - Used to submit files for marking.



Chat - A synchronous chat tool useful for small group work.



Quiz - Online quiz tool that can automatically provide marks and feedback to the student.



Glossary - List of definitions – can be populated by either lecturer or admin



Lesson - This is called lessons on Moodle included in all topics or sections.

Quizzes

- Quizzes should be submitted within the period specified by the instructor.
- Click on the Quiz => "Attempt quiz now"

- All the questions and answer options are shuffled in the quiz.
- Questions can be answered in either a sequential or non-sequential order.

The screenshot shows a Moodle quiz page for 'MOCK TEST (DISTANCE LEARNING WEBCAM TEST 2024)'. The page includes a navigation menu on the left, a header with course information, and a main content area with the following details:

- Quiz Title:** MOCK TEST (DISTANCE LEARNING WEBCAM TEST 2024)
- Open:** Friday, 5 April 2024, 8:00 AM
- Close:** Sunday, 12 May 2024, 11:23 PM
- Time limit:** 10 mins
- Grading method:** Highest grade
- Summary of your previous attempts:**

Attempt	State	Review
1	Finished Submitted Monday, 8 April 2024, 2:36 PM	Review

Response: LockDown Browser with Respondus Monitor (webcam) is required for this exam.

[Download LockDown Browser](#) | [Check your LockDown Browser Setup](#)

[Launch LockDown Browser](#)

[Back to the course](#)

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The screenshot shows a Moodle course page for 'GENERAL MANAGEMENT 512(2024H1GEM512) / MOCK TEST (DISTANCE LEARNING WEBCAM TEST 2024)'. A 'Start attempt' dialog box is open, displaying a 'Time limit' of 10 minutes. The dialog text reads: 'Your attempt will have a time limit of 10 mins. When you start, the timer will begin to count down and cannot be paused. You must finish your attempt before it expires. Are you sure you wish to start now?'. There are 'Start attempt' and 'Cancel' buttons. In the background, a table shows the attempt history:

Attempt	State	Review
Preview	Finished Submitted Monday, 8 April 2024, 3:20 PM	Review

The screenshot shows a Moodle quiz question titled 'IS YOUR WEBCAM FUNCTIONING PROPERLY?'. The question is a 'Select one' type with two options: 'True' and 'False'. The question is worth 1 mark. On the right side, there is a 'Quiz navigation' panel with a progress indicator showing 1 of 4 questions completed, and buttons for 'Finish attempt ...' and 'Start a new preview'. A 'Time left 0:09:53' timer is also visible. A 'Next page' button is located at the bottom right of the question area.

The screenshot shows the 'Summary of attempt' page for a Moodle quiz. At the top, it displays 'RICHFIELD' and 'GENERAL MANAGEMENT 512(2024H1GEM512)'. Below this is a 'Back' button and the quiz title 'MOCK TEST (DISTANCE LEARNING WEBCAM TEST 2024)'. A 'Quiz navigation' box on the right contains four buttons labeled 1, 2, 3, and 4. The main area is a table with two columns: 'Question' and 'Status'. The table lists four questions, all with the status 'Answer saved'. Below the table is a 'Return to attempt' button. At the bottom center, a blue button labeled 'Submit all and finish' is circled in red. To its right, a 'Time left 0:05:39' indicator is shown with a 'Hide' button. A message states 'This attempt must be submitted by Monday, 8 April 2024, 3:32 PM.'

Answer all questions => "Submit all and finish"
Once you have submitted, your Grade will be displayed:

The screenshot shows the 'Question details' page for the same Moodle quiz. It displays 'RICHFIELD' and 'GENERAL MANAGEMENT 512(2024H1GEM512)'. A summary box at the top shows: 'Started on Monday, 8 April 2024, 3:22 PM', 'State Finished', 'Completed on Monday, 8 April 2024, 3:29 PM', and 'Time taken 7 mins 1 sec'. A 'Quiz navigation' box on the right has buttons 1, 2, 3, and 4, with 'Show one page at a time', 'Finish review', and 'Start a new preview' options. The main content area shows three questions: 'Question 1: IS YOUR WEBCAM FUNCTIONING PROPERLY?' with radio buttons for 'True' and 'False'; 'Question 2: What is the name of the device you are using?' with radio buttons for 'a. DELL', 'b. HP', 'c. ACER', 'd. MECER', and 'e. OTHER'; and 'Question 3: What is your name?' with a text input field containing 'MELUSI ZONDI'. A fourth question, 'Question 4: Attach your photo.', is partially visible at the bottom.

Written assignments

Step 1: Click on **assignment** to get started

The screenshot shows a Moodle course page for 'SEMESTER TWO 2024'. The left sidebar contains a navigation menu with 'Assignments (copy)' highlighted. The main content area is divided into two sections: 'Assignments' and 'Module Study Material'. Under 'Assignments', there are three items: 'MOCK TEST (DISTANCE LEARNING WEBCAM TEST 2024)', '2024 - Distance - Written Assignment 1' (highlighted with a red box), and 'Announcements'. Under 'Module Study Material', there are several items including 'Learner / Lecture Forum', 'Academic Faculty Forum', 'Real-time Chat Room', 'Key Definitions and Used in this module', 'GM 512 - 2023 STUDENT GUIDE', 'PAST PAPERS', and 'Distance Learning Slides & Recordings'. On the right, there is a sidebar for 'About General Management 512' with an 'Introduction' section and a 'Prescribed textbook' section.

Step 2: you will be directed to the below page. Click on the **Download** button to download assignment.

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The screenshot shows a Moodle course page for 'GENERAL MANAGEMENT 512(2024H1GEM512) / 2024 - Distance - Written Assignment 1'. The page title is '2024 - Distance - Written Assignment 1'. The assignment is opened on Monday, 19 February 2024, 8:00 AM and is due on Friday, 19 April 2024, 11:59 PM. The page contains a welcome message, background information, purpose, quality of assignments, and upload instructions. A red box highlights the 'DOWNLOAD' button. The left sidebar shows the course navigation menu with '2024 - Distance - Written ...' selected.

RICHFIELD Home Dashboard My courses Search Modules Library Resources Bursaries and Graduate Programme Orientation Content AWS signup form Richfield DL Bot

GENERAL MANAGEMENT 512(2024H1GEM512) / 2024 - Distance - Written Assignment 1

2024 - Distance - Written Assignment 1

Opened: Monday, 19 February 2024, 8:00 AM
Due: Friday, 19 April 2024, 11:59 PM

Welcome to Assignment 1 of your module. This assignment is a **written assignment**. To complete the assignment, **click on the download link** at the bottom of the page. Complete the assignment offline and **submit it back** at this page once you have completed it. Your assignment will then be marked and your grades/marks will then be updated and you can view them in your **grade report**.

BACKGROUND:

This assignment is based on the content to be covered in the first semester. Naturally all material provided or prescribed will be used.

PURPOSE:

The purpose of this assignment is to:

1. Ensure that you come to thorough grip with content, in particular of the provided or prescribed material and
2. Gain an in depth understanding of the core concepts and the significance of the theories discussed in the module.

Quality of assignments:

- All assignments must be well researched and presented.
- Ensure that all sources are clearly acknowledged and cited in your bibliography. This will ensure that you did not plagiarize your assignments.
- Use a minimum of 5 current sources when working on your assignments.

Upload Instructions:

- **ALL** assignment 1's are to be **submitted in a single PDF file**.
- Submissions not in PDF format will NOT be graded.
- For Assignments that require practicals, kindly take screenshots of these outputs/practicals and paste into a word document together with answered text/code text.
- Thereafter, save your submission file as a PDF titled: [Student Number] - [Module Name] before uploading to the portal.

DOWNLOAD

Add submission

Step 3: Once assignment is answered, save the document as a single **PDF**

Step 4: Click **Add submission** to upload your answered assignment and Declaration of Originality Form.

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The screenshot shows a Moodle course page for '2024 - Distance - Written A...'. The left sidebar contains a navigation menu with items like 'BLENDED LEARNING SLIDES', 'WORKSHOP', 'Master Videos', and 'Assignments (copy)'. The main content area displays assignment instructions, including a list of requirements and a 'Quality of assignments' section. Below the instructions is a 'DOWNLOAD' button. A red circle highlights the 'Add submission' button. Below this is a 'Submission status' table.

Quality of assignments:

- All assignments must be well researched and presented.
- Ensure that all sources are clearly acknowledged and cited in your bibliography. This will ensure that you did not plagiarize your assignments.
- Use a minimum of 5 current sources when working on your assignments.

Upload Instructions:

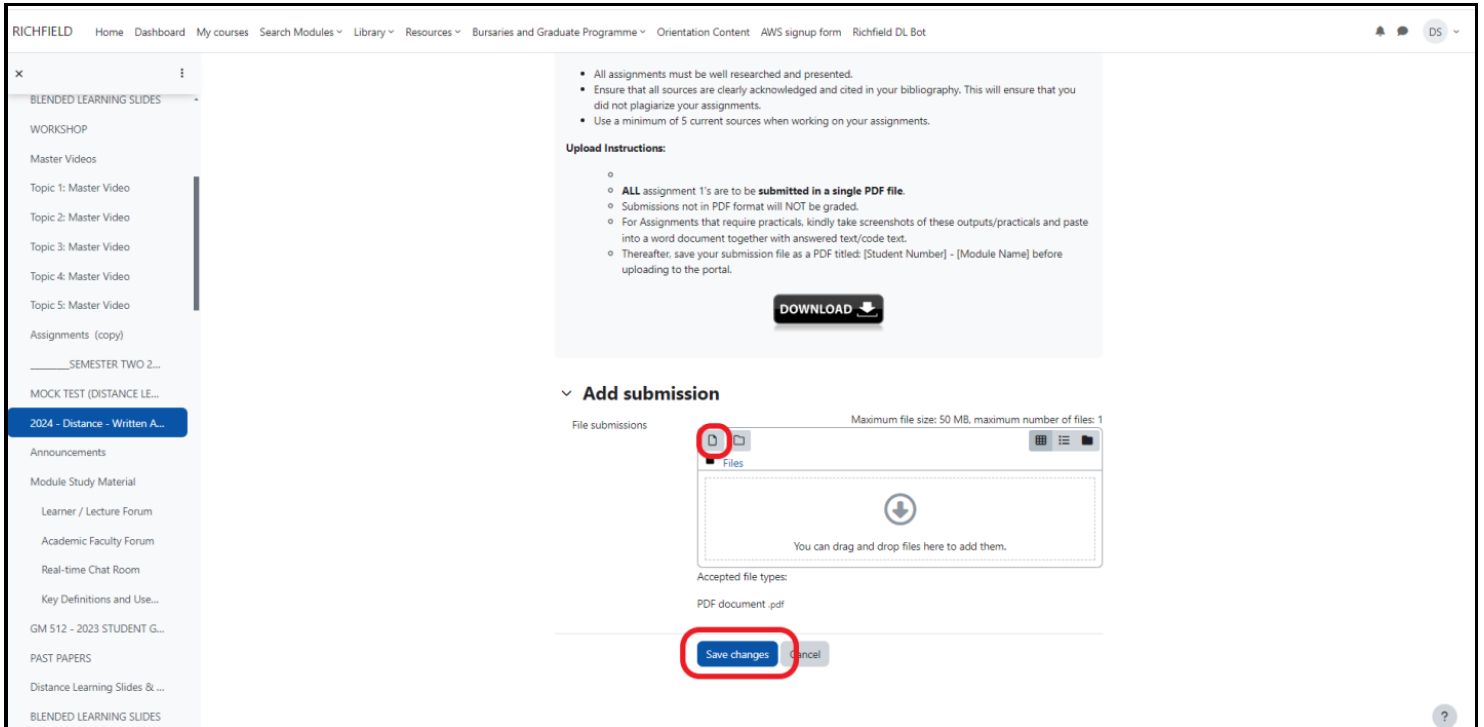
- ALL assignment 1's are to be submitted in a single PDF file.
- Submissions not in PDF format will NOT be graded.
- For Assignments that require practicals, kindly take screenshots of these outputs/practicals and paste into a word document together with answered text/code text.
- Thereafter, save your submission file as a PDF titled: [Student Number] - [Module Name] before uploading to the portal.

Submission status

Submission status	No submissions have been made yet
Grading status	Not graded
Time remaining	11 days 8 hours remaining

Step 5: Drag and drop assignment or Browse PC to upload.

Step 6: Click **Save changes** once assignment file has been uploaded



The screenshot displays the Moodle user interface. At the top, the navigation bar includes 'RICHFIELD' and various menu items like 'Home', 'Dashboard', 'My courses', 'Search Modules', 'Library', 'Resources', 'Bursaries and Graduate Programme', 'Orientation Content', 'AWS signup form', and 'Richfield DL Bot'. A left-hand sidebar contains a list of course materials, with '2024 - Distance - Written A...' highlighted in blue. The main content area is divided into two sections. The upper section, titled 'Upload Instructions:', contains a list of requirements: 'All assignments must be well researched and presented.', 'Ensure that all sources are clearly acknowledged and cited in your bibliography. This will ensure that you did not plagiarize your assignments.', and 'Use a minimum of 5 current sources when working on your assignments.' Below these instructions is a 'DOWNLOAD' button. The lower section, titled 'Add submission', shows a 'File submissions' interface. It includes a file upload area with a 'Files' label and a 'You can drag and drop files here to add them.' message. Below the upload area, it specifies 'Accepted file types: PDF document :pdf'. At the bottom of this section, there are 'Save changes' and 'Cancel' buttons, with 'Save changes' highlighted by a red circle.

Communicating within Moodle

Moodle has a number of ways you can communicate with students. That said, there is no need to limit your interactions solely to Moodle when so many other communication strategies are available to staff and students.

Messaging

You can use messaging to send a messages direct to student/s. This is a private message.

Feedback for Submitted Work

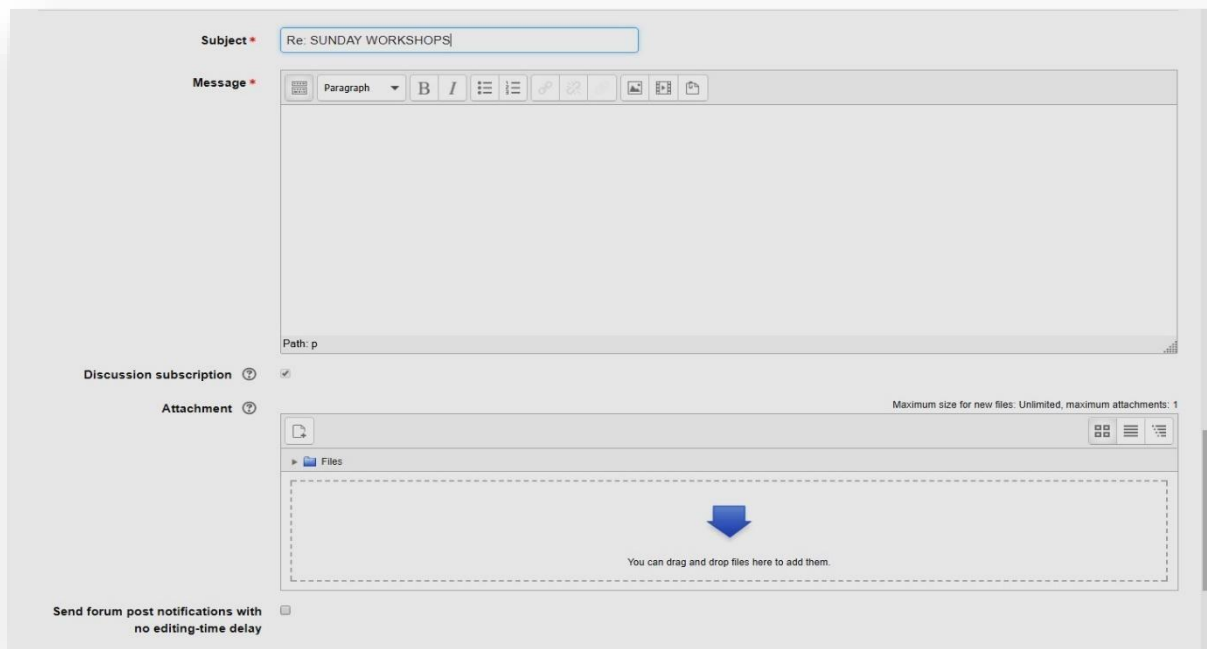
Once a student has submitted work (Assignment 2 – Written submission), it will sit within Moodle ready for Lectures to mark. Students should receive feedback within 1 week of submission.

Forums

Participating in Forums (found in all modules) allows you not only to join the class discussion but also to share your thoughts and to reflect on the other class participant's insights.

Click on the "Forum", the "Discussion" you want to engage in

And "Reply" to post your contribution, which can be an answer or another question...



The screenshot shows a Moodle forum post creation interface. At the top, there is a 'Subject' field containing the text 'Re: SUNDAY WORKSHOPS'. Below this is a 'Message' field with a rich text editor toolbar. The toolbar includes a dropdown menu set to 'Paragraph', and buttons for bold (B), italic (I), bulleted list, numbered list, link, unlink, image, video, and file. Below the message field is a 'Path' field with the text 'p'. To the left of the message field, there are two checkboxes: 'Discussion subscription' (checked) and 'Attachment' (unchecked). Below the attachment checkbox is a file upload area with a dashed border and a blue arrow pointing down. The text 'You can drag and drop files here to add them.' is centered in this area. Above the file upload area, there is a note: 'Maximum size for new files: Unlimited, maximum attachments: 1'. At the bottom left, there is a checkbox for 'Send forum post notifications with no editing-time delay'.

Logging Out

You have two alternatives for logging out of Moodle:

1. Click on the **Logout** link in the bottom – center of any page.
2. Click on the arrow next to your name in the top right corner of any page to display the profile bar. Click **Logout**.

Help and Support

For general help using Moodle, contact your program managers or Moodle departmental admins.

If you are having problems Accessing Moodle or a specific module, contact the Moodle Department through email moodle@richfield.ac.za