# Moodle User Guide

RICHFIELD

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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:

### **M**odular **O**bject-**O**riented **D**ynamic **L**earning **E**nvironment

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.

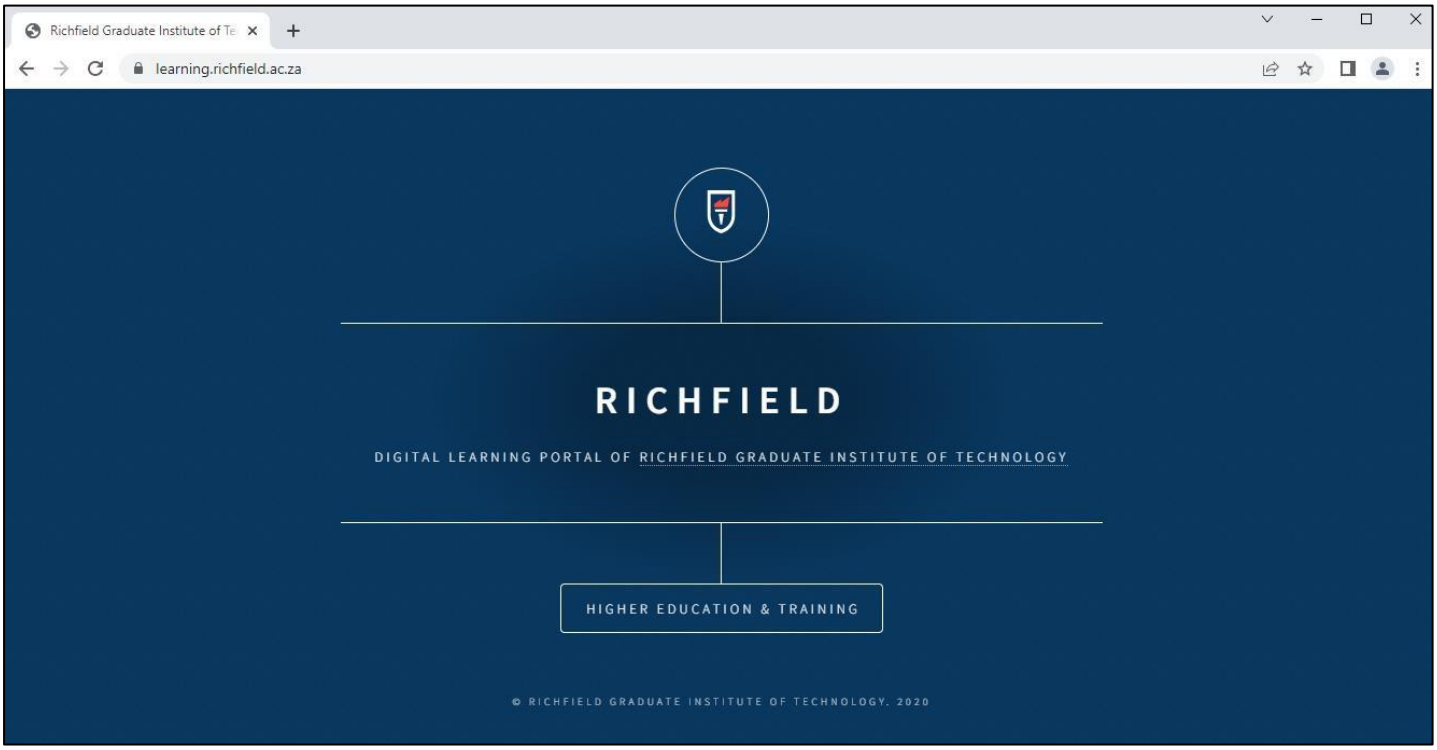
**Non-editing teacher / Guest Lecturer** is able within a course to view and grade students' work but may not alter or delete any of the activities or resources.

**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.

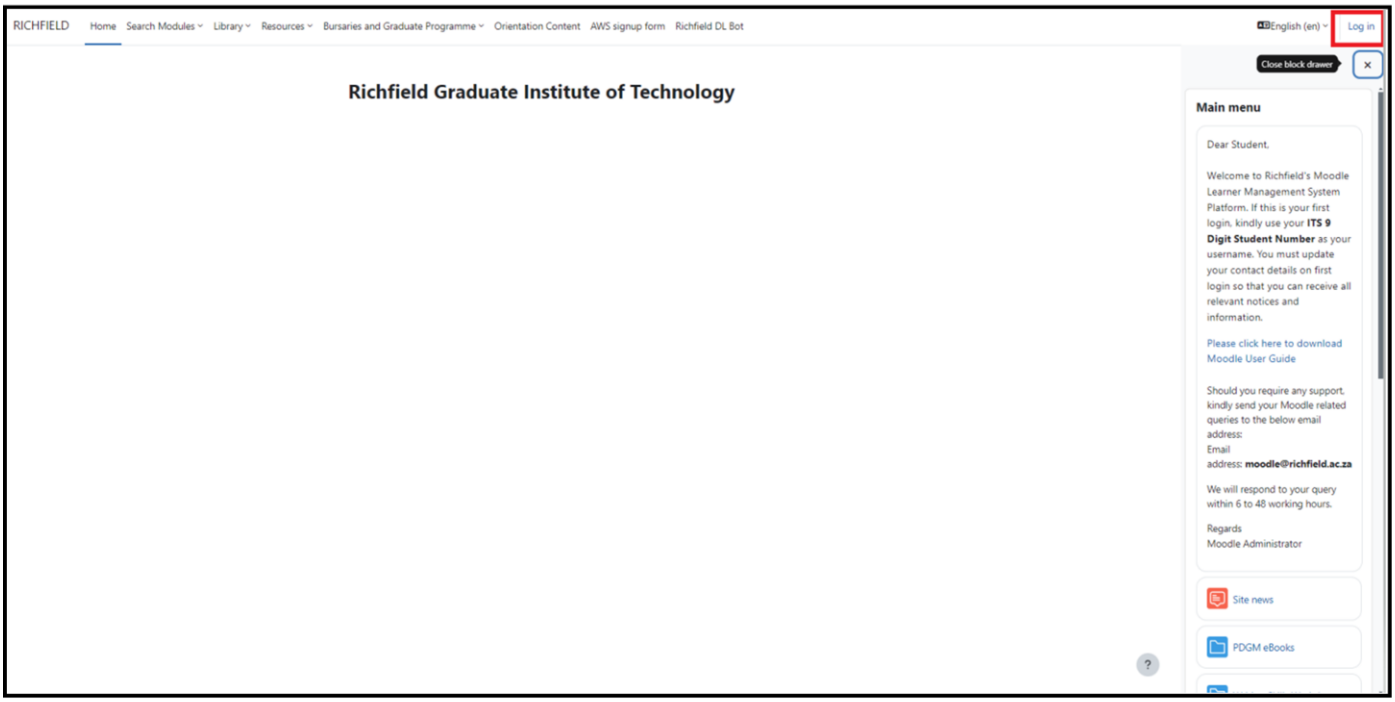
## Accessing Moodle

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**




## Logging In

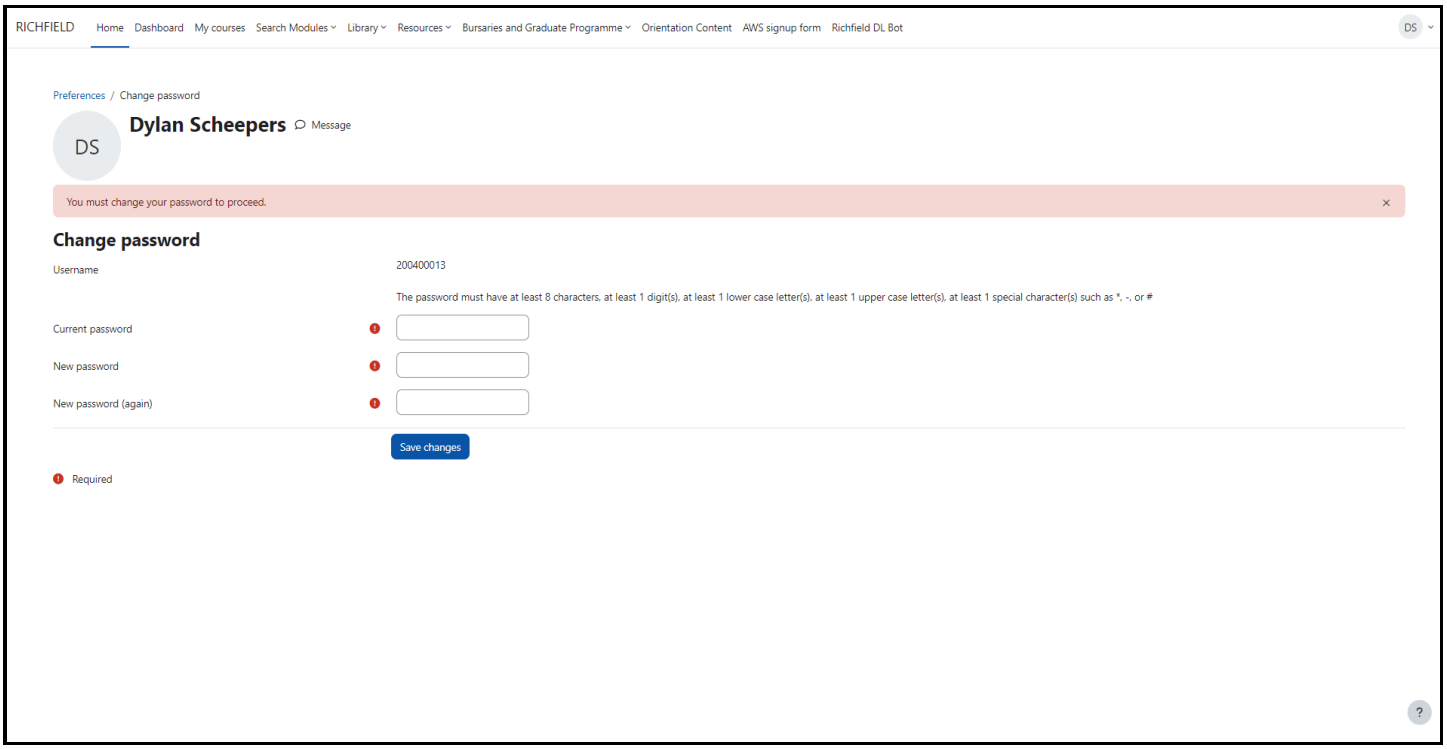
1. Click "Log in" on the top right corner



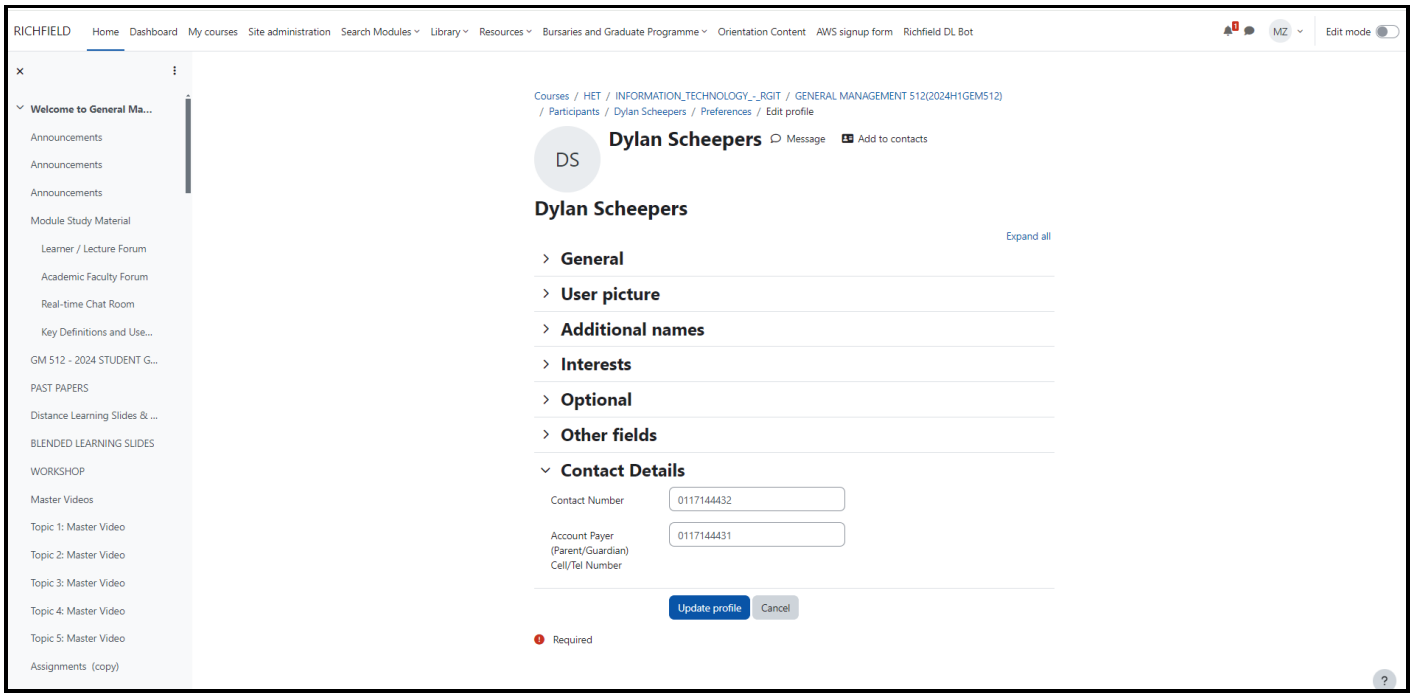
2. You will then be taken to the "Log in" page, enter your **USERNAME** and **PASSWORD** to continue.
   - Your **USERNAME** will be your **9 Digit Student number**
   - Your default password is: **R1chfield#2024**

## Changing Your Default Password

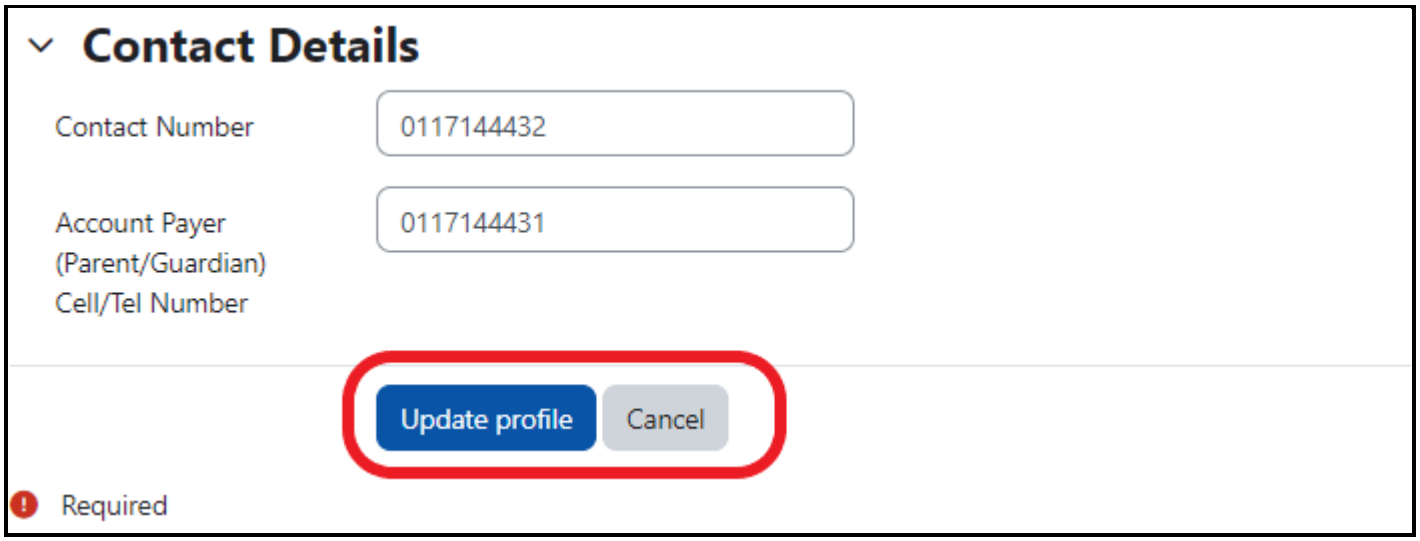
1. **The following will not apply to you if you have accessed your Moodle account before.**
2. Enter your default password (**R1chfield#2024**) and your new password twice to reset your password.
3. Remember to follow the rules below when setting your New Password
   - The password must have at least 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)




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"

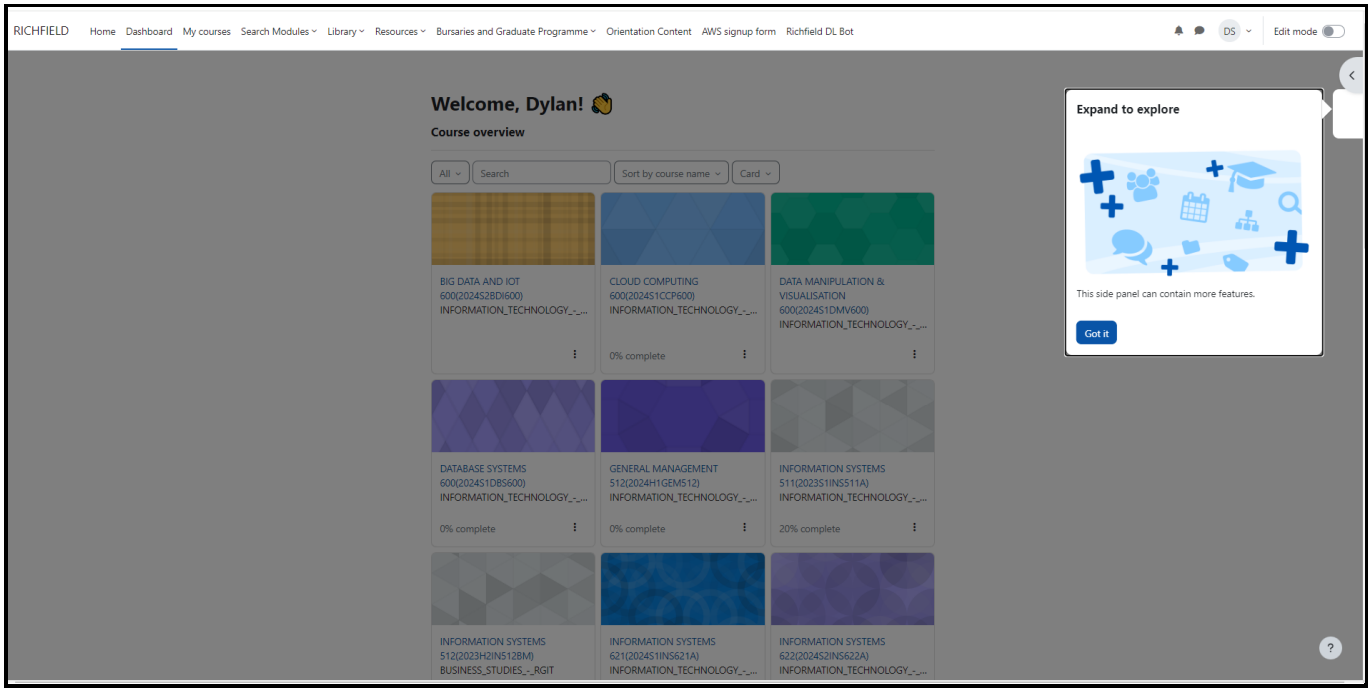


5. Add Alternative Number and Account payer to below sections. Click "**Update profile**"




**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.



## 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.

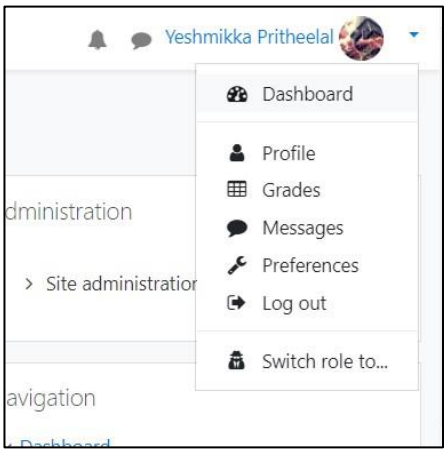
### Profile and Messages

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.

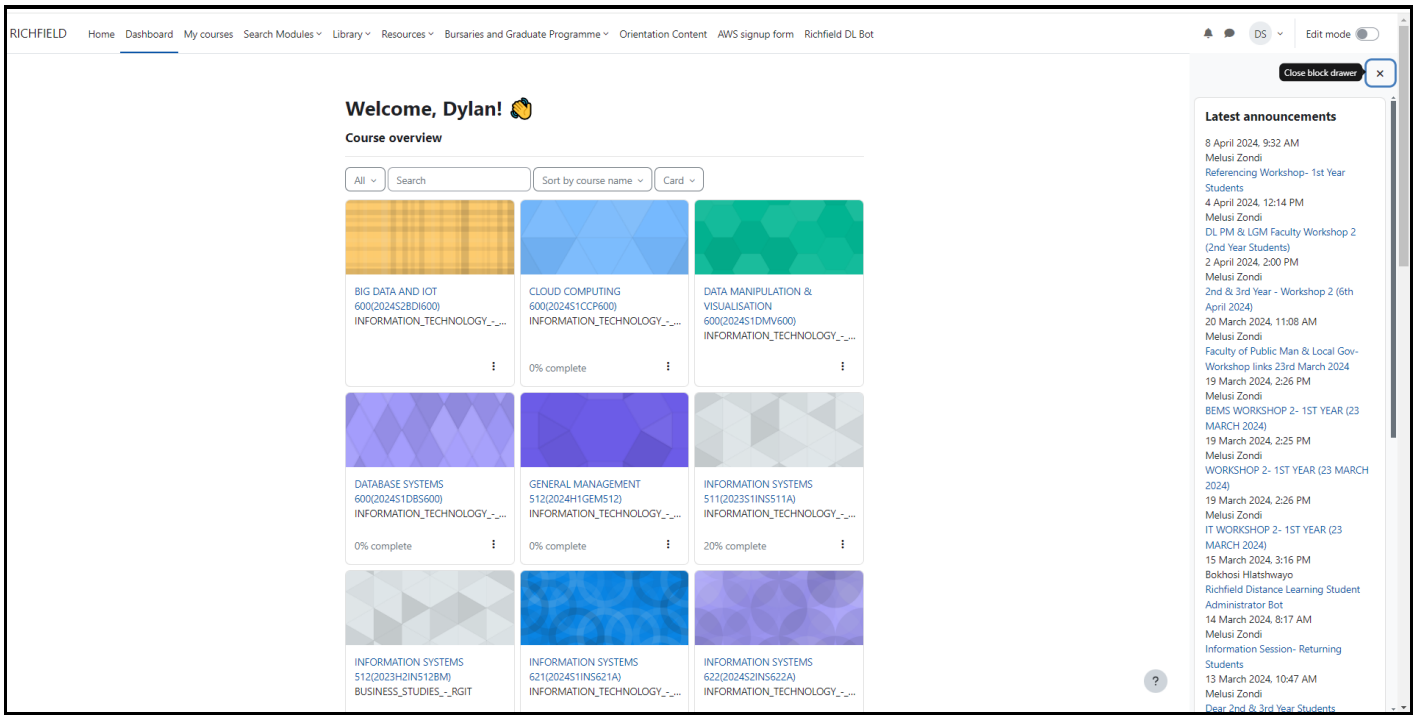



**Messages**

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)**

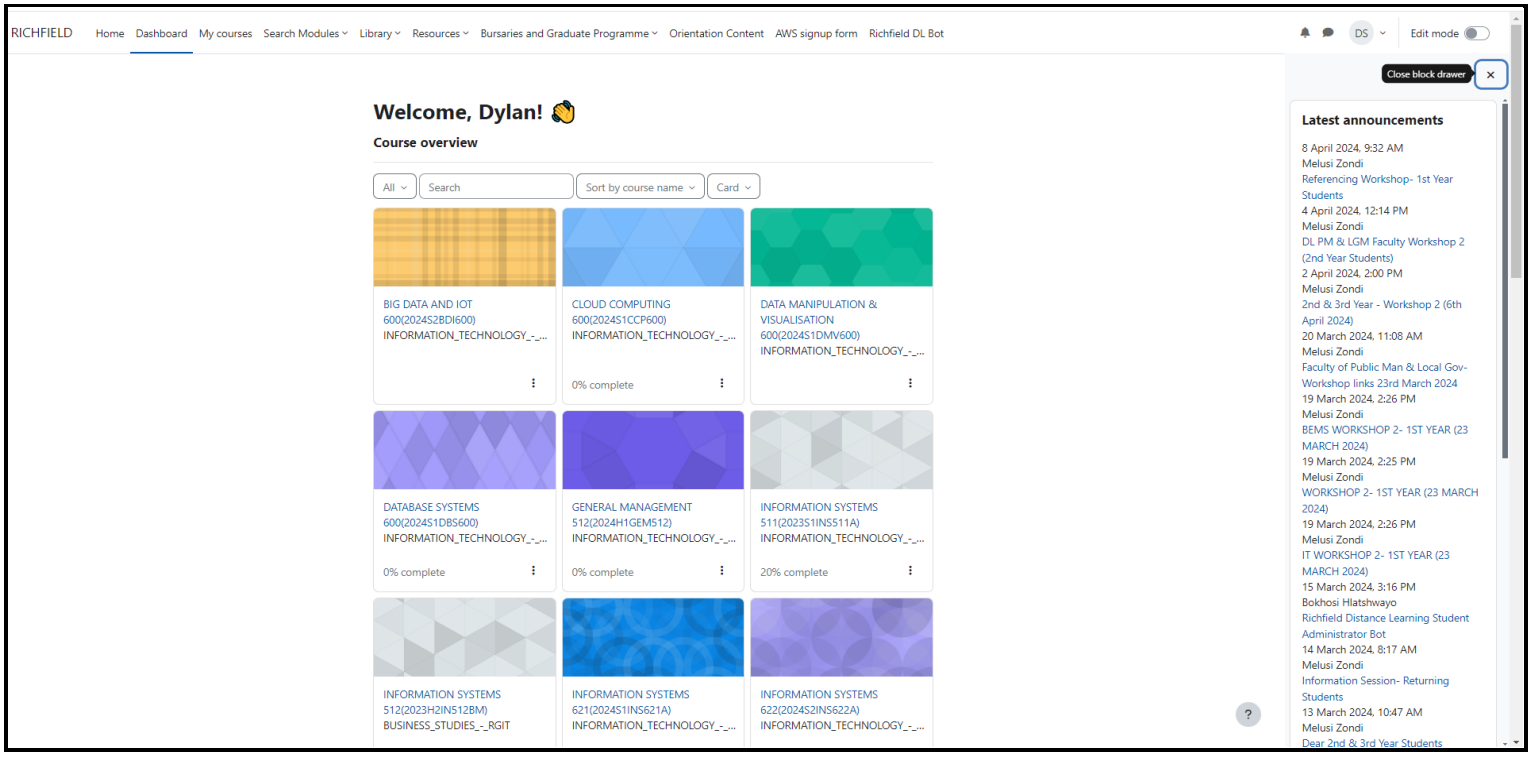
Recent posts made in the Announcements forum are displayed in the Latest Announcements block, along with a link to older archived news.

**Calendar (2)**

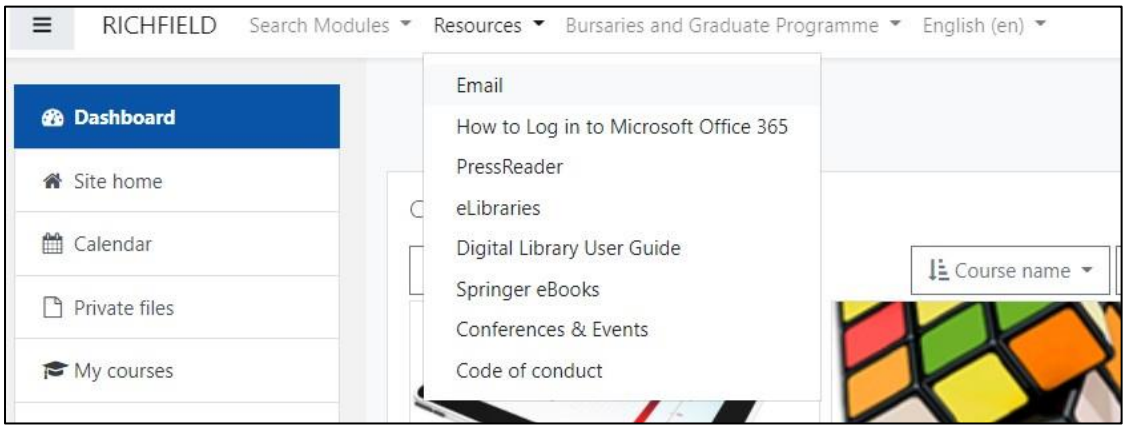
The calendar contains events for your modules or for groups within modules, which may be related to upcoming activities or deadlines. Certain activities such as assignments automatically create calendar entries. You can move between months using the arrows, or see a larger and more detailed calendar 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:



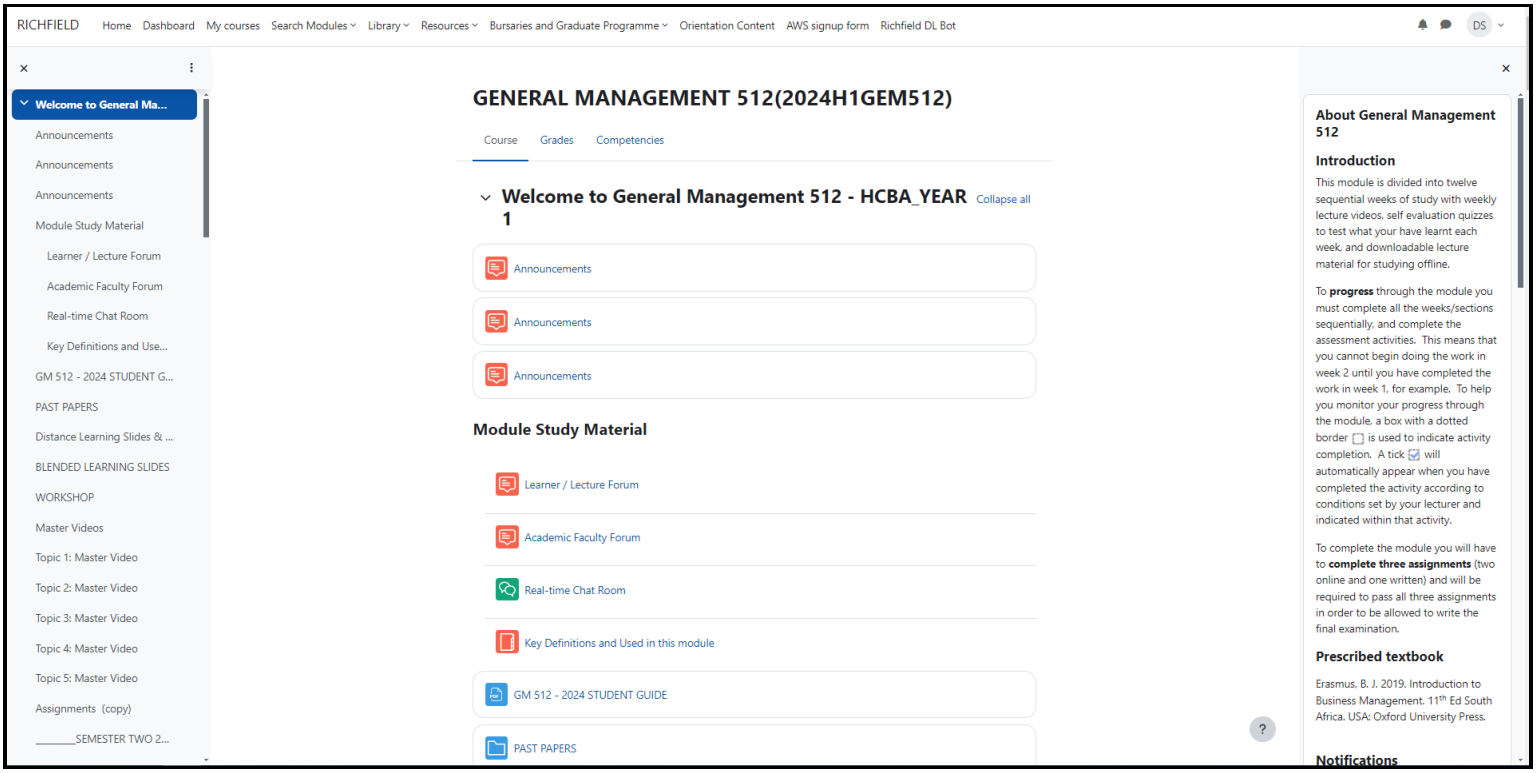

## RGI Resources




- 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).

### 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.

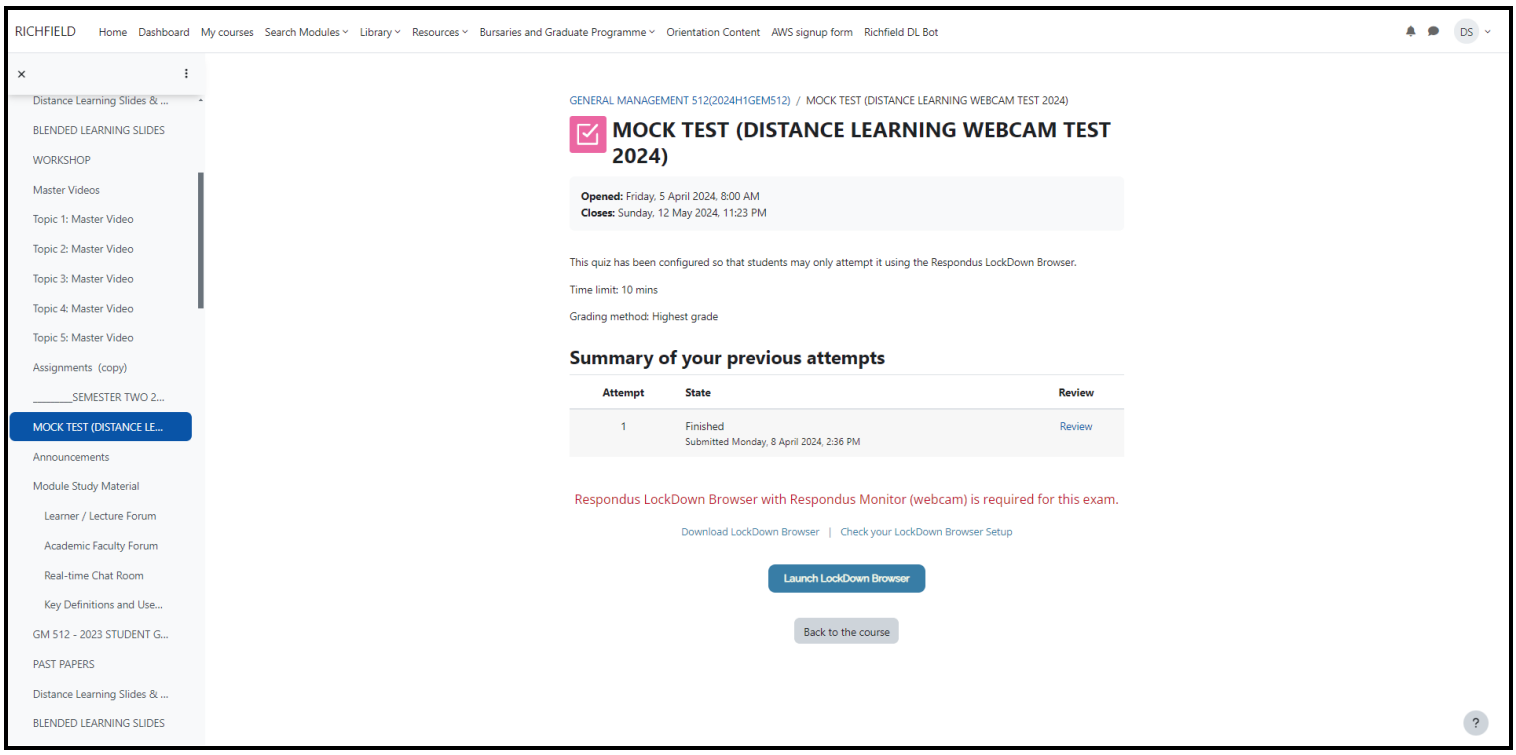
**Glossary** - List of definitions – can be populated by either lecturer or admin

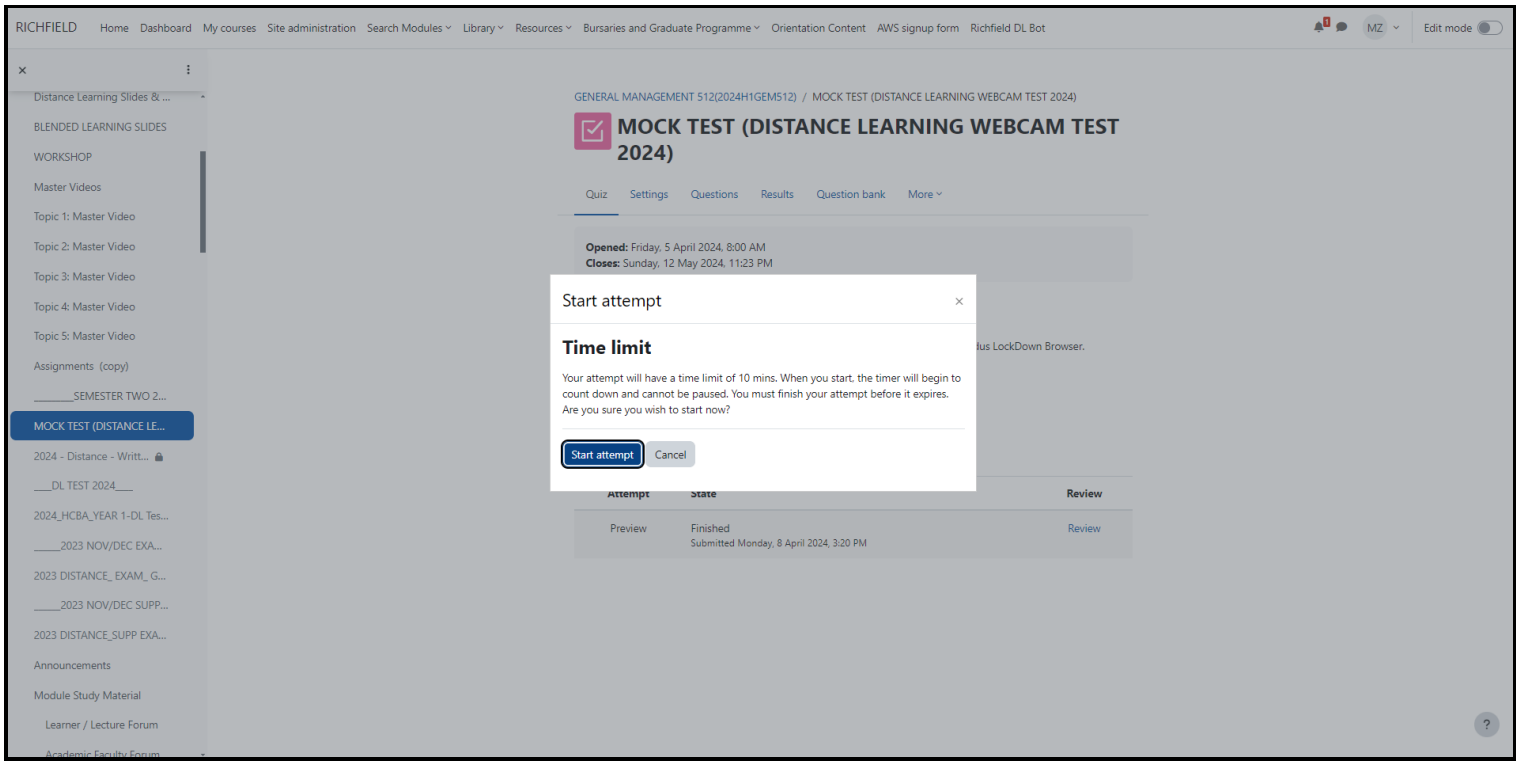
**Lesson** - This is called lessons on Moodle included in all topics or sections.

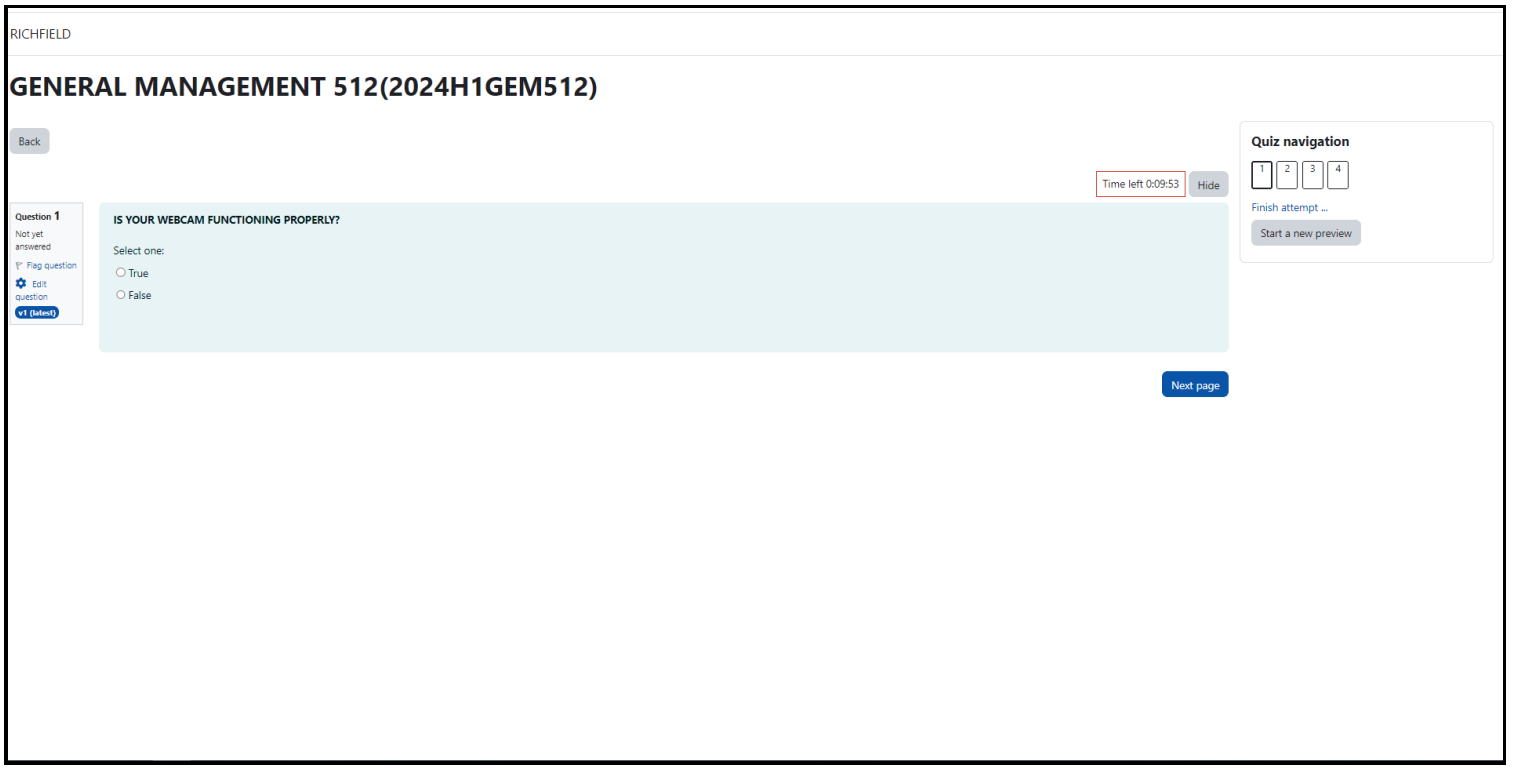
## Quizzes

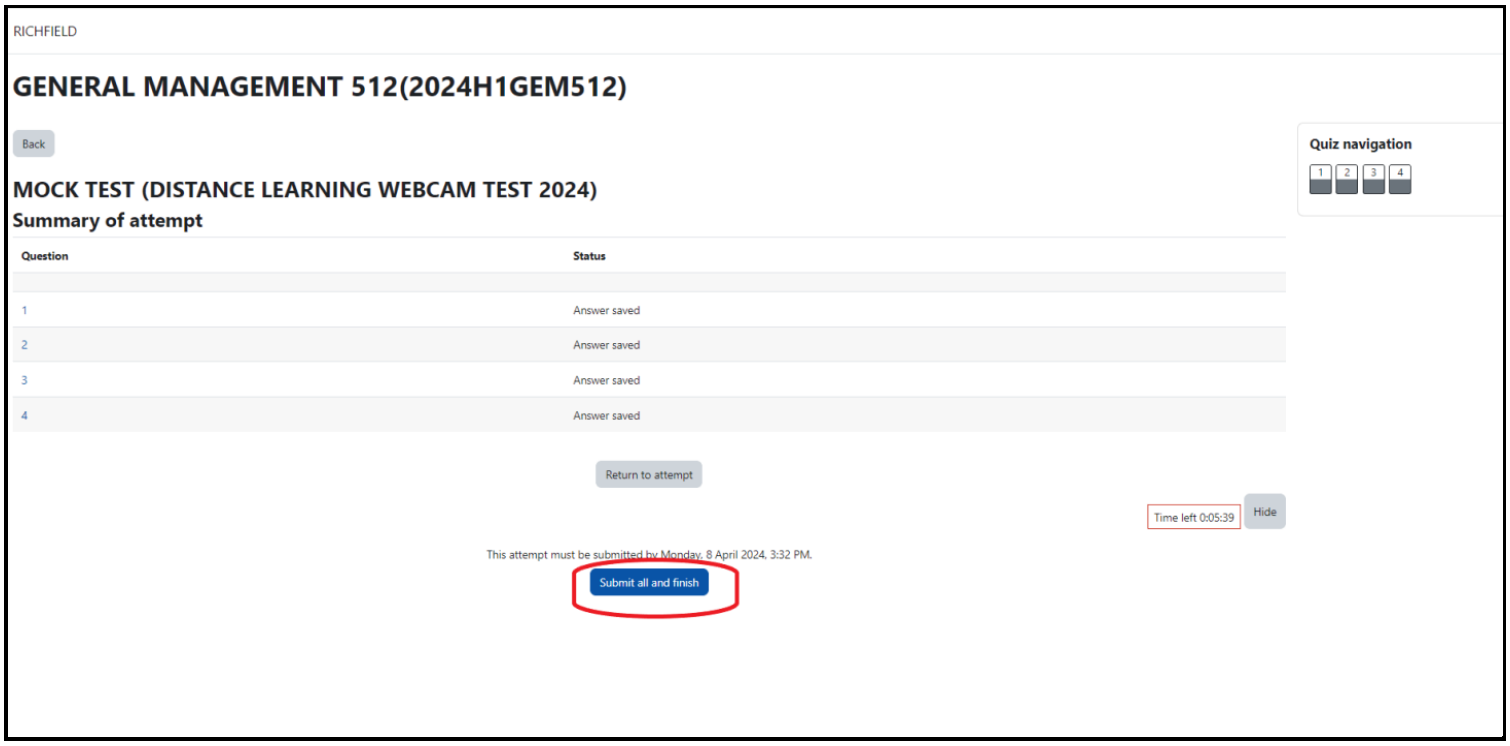
- Quizzes should be submitted within the period specified by the instructor.
- Click on the Quiz => "Attempt quiz now"

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



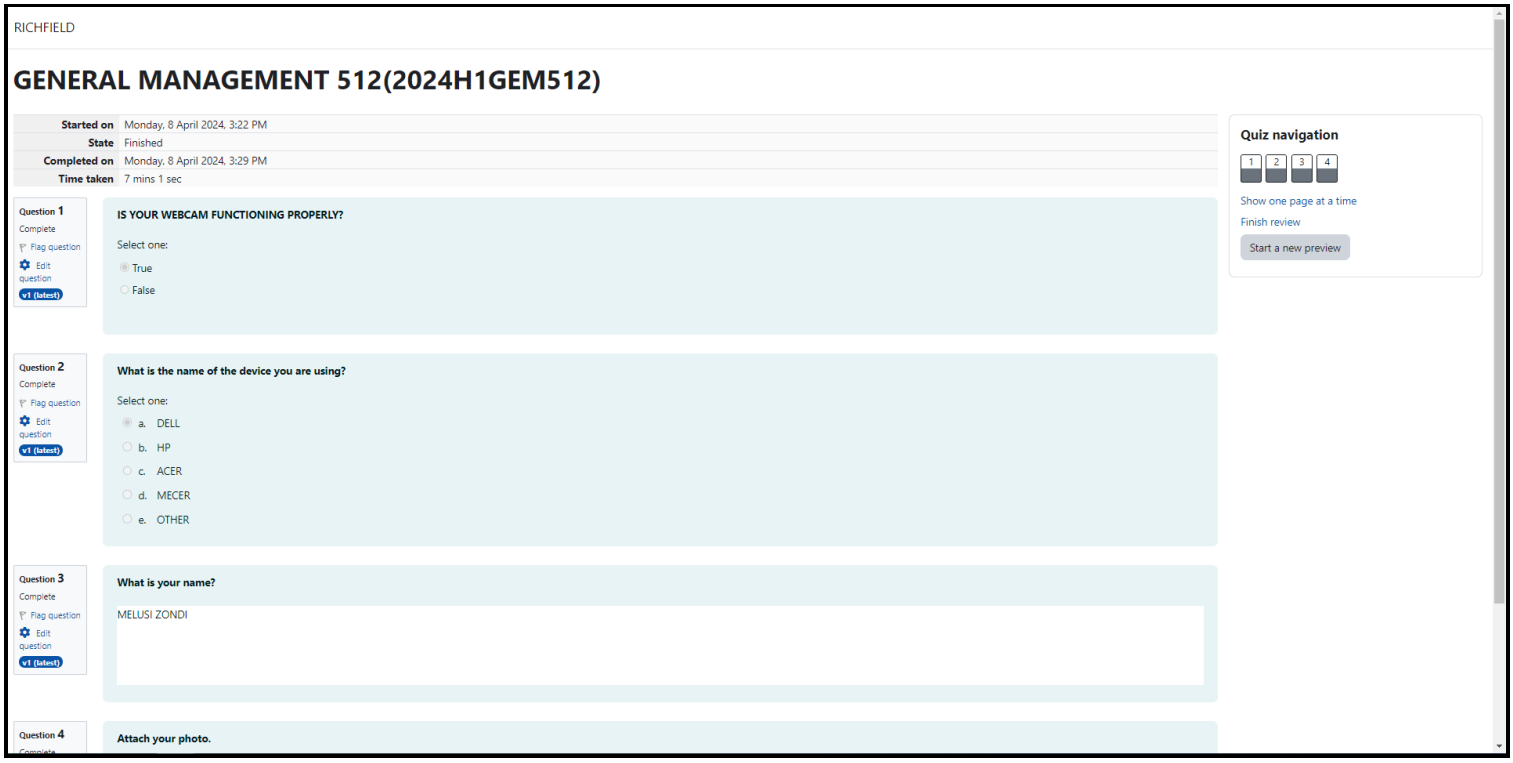

RICHFIELD
Home
Dashboard
My courses
Site administration
Search Modules
Library
Resources
Bursaries and Graduate Programme
Orientation Content
AWS signup form
Richfield DL Bot
MZ
Edit mode
GENERAL MANAGEMENT 512(2024H1GEM512) / MOCK TEST (DISTANCE LEARNING WEBCAM TEST 2024)
MOCK TEST (DISTANCE LEARNING WEBCAM TEST 2024)
Quiz
Settings
Questions
Results
Question bank
More
Opened: Friday, 5 April 2024, 8:00 AM
Closes: Sunday, 12 May 2024, 11:23 PM
Start attempt
Time limit
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?
Start attempt
Cancel
Attempt
State
Review
Preview
Finished
Submitted Monday, 8 April 2024, 3:20 PM
Review


RICHFIELD
GENERAL MANAGEMENT 512(2024H1GEM512)
Back
Time left 0:09:53
Hide
Question 1
Not yet answered
Flag question
Edit question
v1 (latest)
IS YOUR WEBCAM FUNCTIONING PROPERLY?
Select one:
True
False
Next page
Quiz navigation
1
2
3
4
Finish attempt ...
Start a new preview



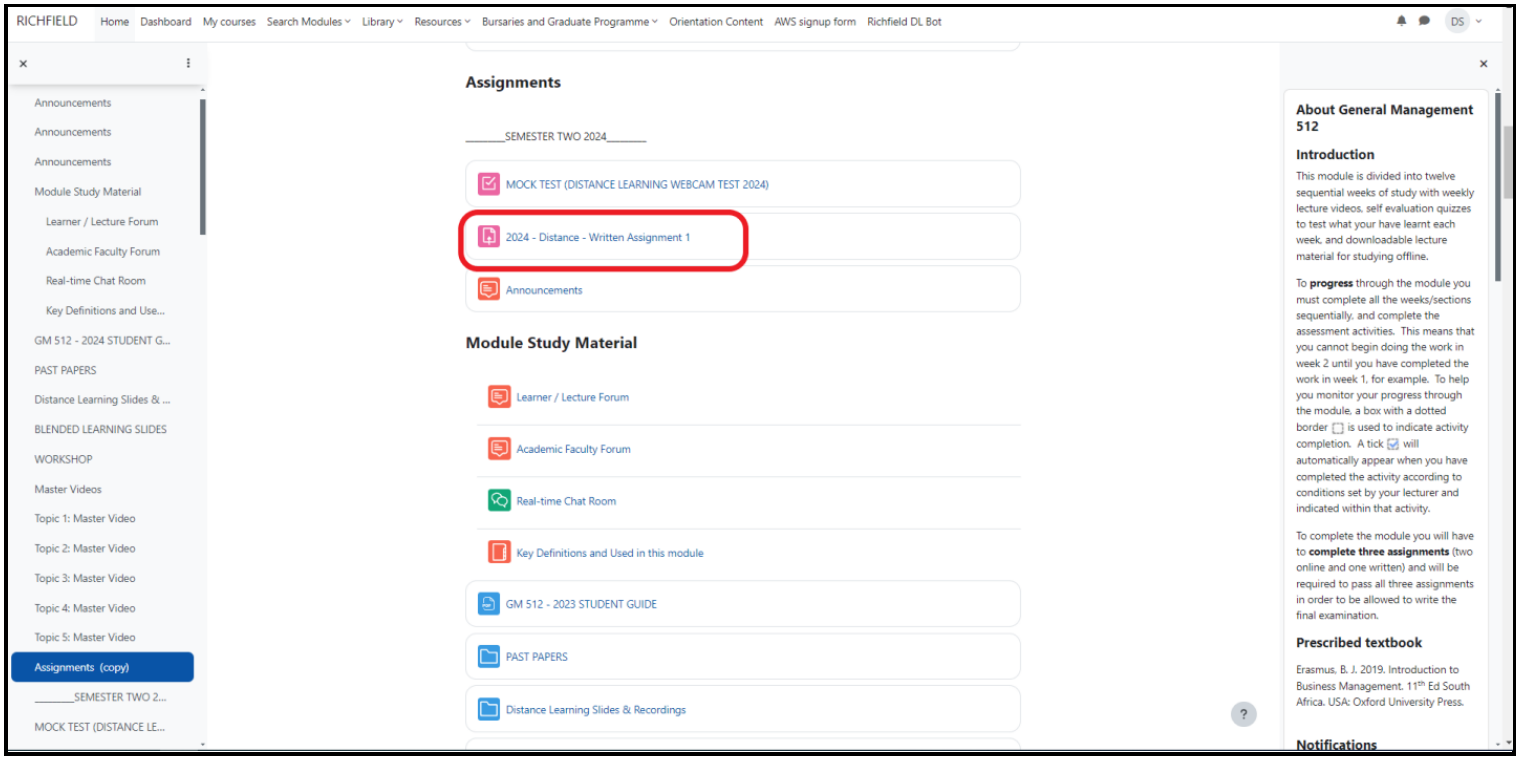

Answer all questions => "Submit all and finish"

Once you have submitted, your Grade will be displayed:

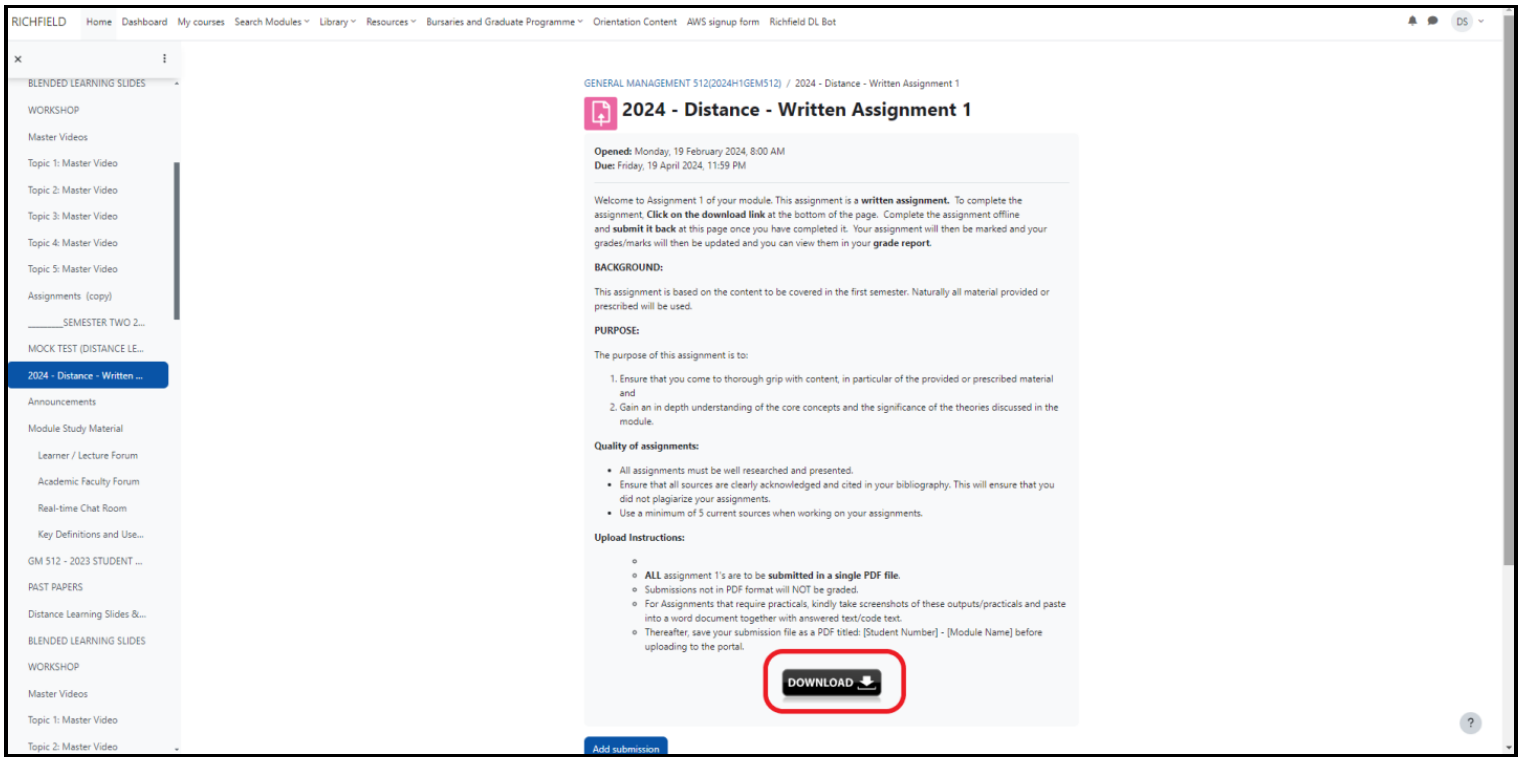



## Written assignments

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

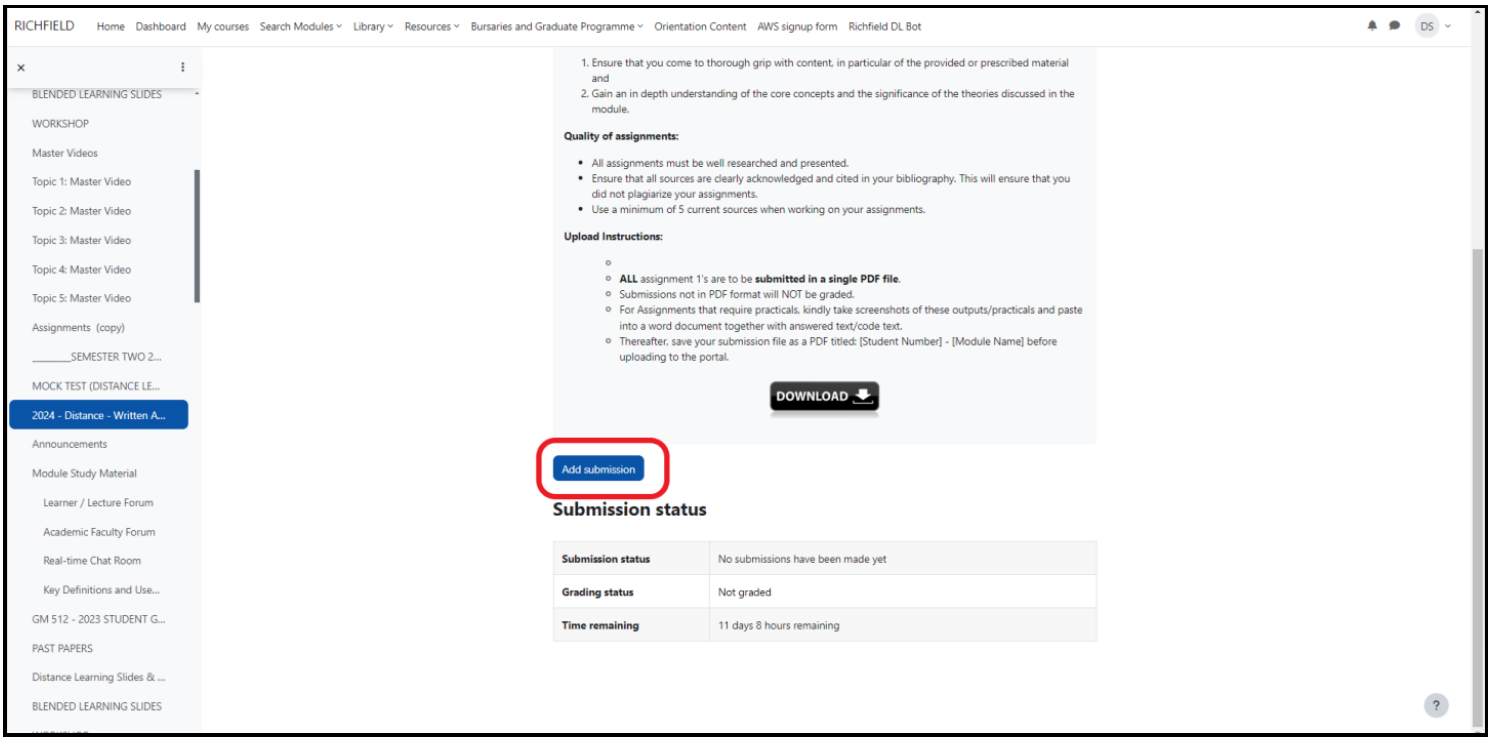



**Step 2:** you will be directed to the below page. Click on the **Download** button to download assignment.



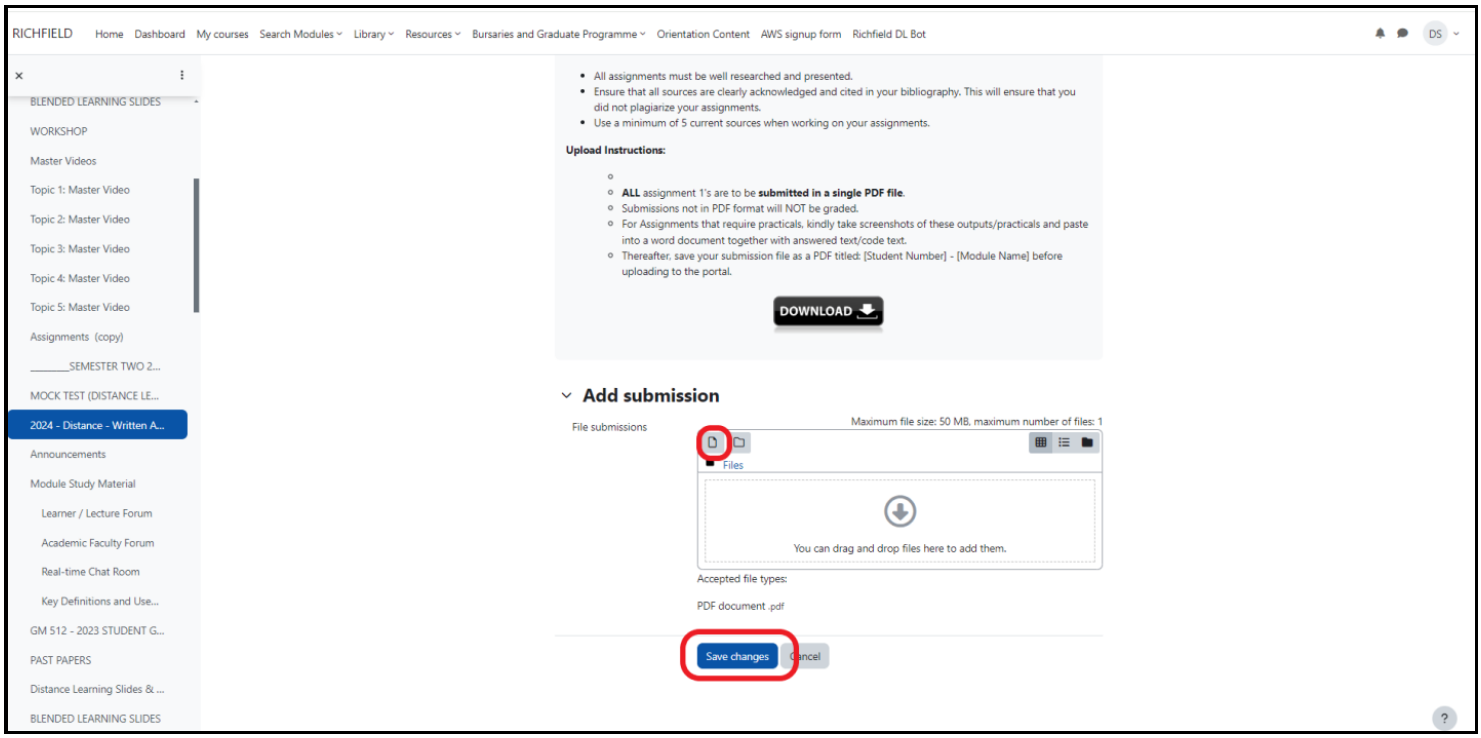

**Step 3:** Once assignment is answered, save the document as a single **PDF**

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




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

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




## 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

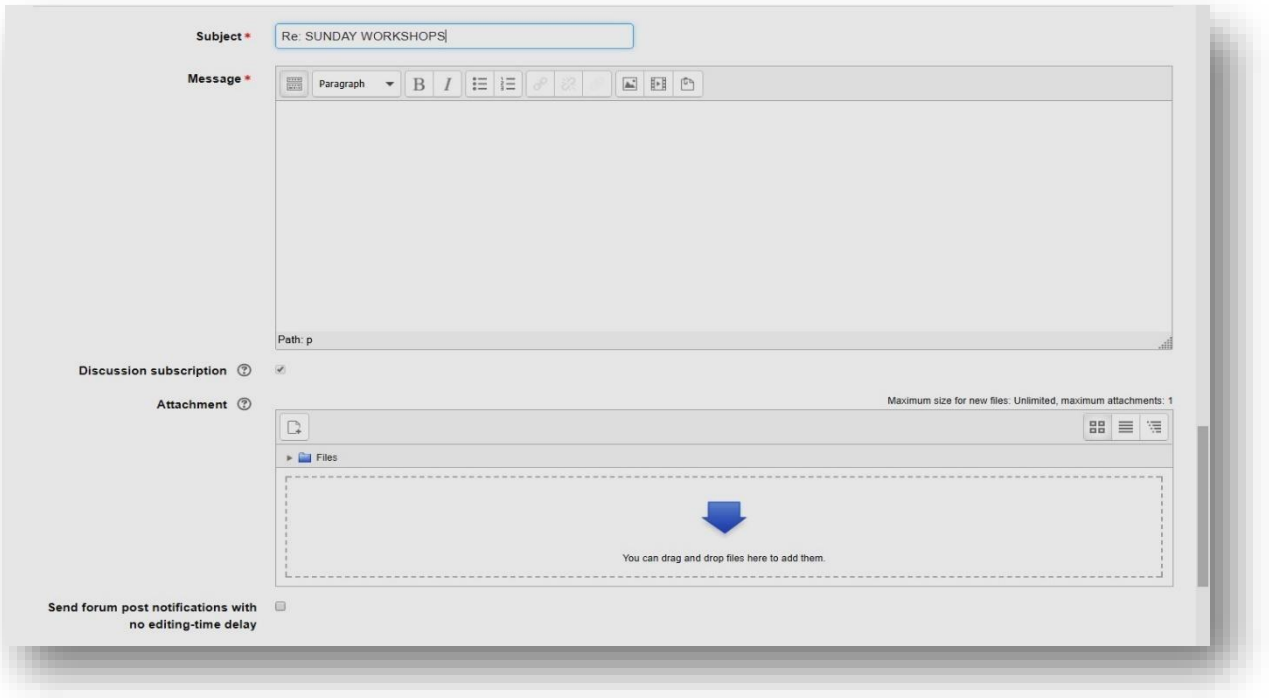
Once a student has submitted work (Assignment 2 – Written submission), it will sit within Moodle ready for Lectures to mark. Students should receive feedback within 1 week of submission.

### 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…




## 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