



**Erasmus+ Capacity Building in Higher Education
T@SK project**

Towards increased awareness, responsibility and shared quality in social work

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ANNEX II

Moodle Student's Brief guidelines



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Introduction

This short guide is specifically geared to students using the LMS.

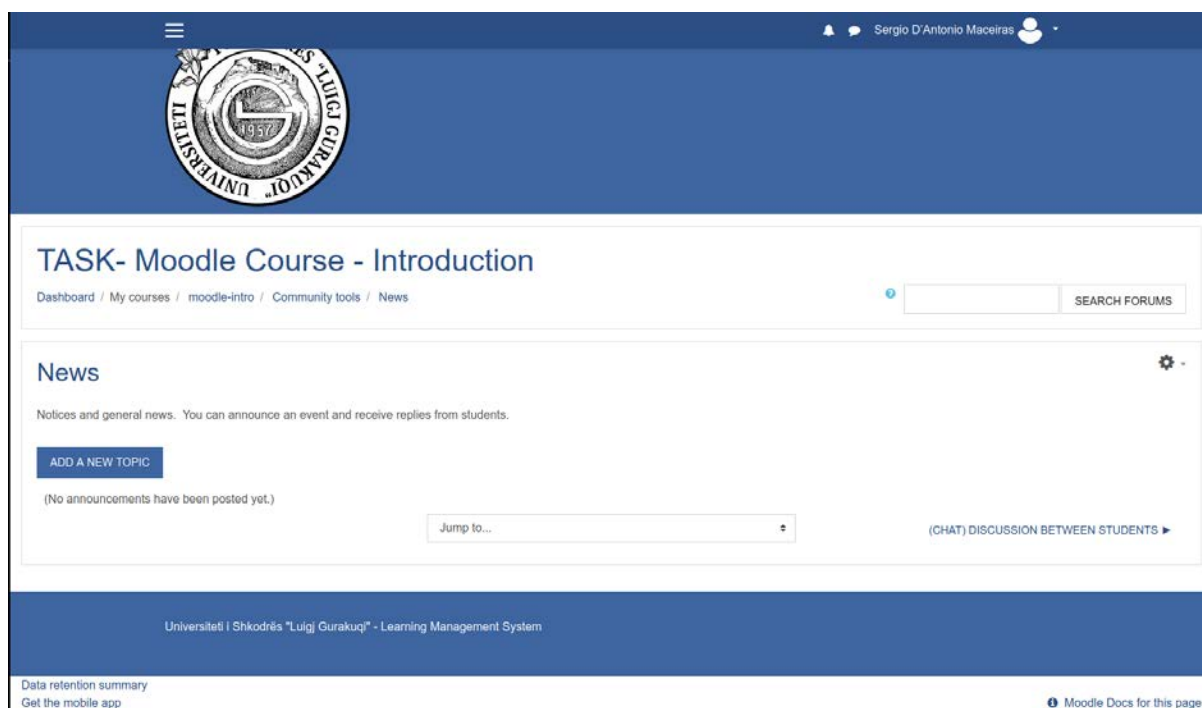
Here you will find explanations about the use of the most common tools to communicate and deliver through the different resources and activities available in Moodle.

It is important that in case of having any doubt or problem, students contact the teacher or technical staff so that they can guide you and solve any incidence.

Where can I get help and support?

First of all, this user guide gives information to use the commonly used features. Also, Moodle provides almost on each page you are navigating

When using a certain feature, clicking the “Moodle Docs for this page” hyperlink at the page bottom will bring you to the official Moodle documentation.



The screenshot displays a Moodle course interface. At the top, there is a navigation menu with a hamburger icon and a user profile for Sergio D'Antonio Maceiras. The course title is "TASK- Moodle Course - Introduction". Below the title, there is a breadcrumb trail: "Dashboard / My courses / moodle-intro / Community tools / News". A search bar is located to the right of the breadcrumb trail. The main content area is titled "News" and contains a sub-header "News" and a description: "Notices and general news. You can announce an event and receive replies from students." There is a button labeled "ADD A NEW TOPIC" and a message "(No announcements have been posted yet.)". A "Jump to..." dropdown menu is visible. At the bottom of the page, there is a footer with the text "Universiteti i Shkodrës 'Luigj Gurakuqi' - Learning Management System" and a link labeled "Moodle Docs for this page".



If you have encountered any technical problem on using Moodle, please email to the IT service for support and, In order to provide better support, please provide the following information:

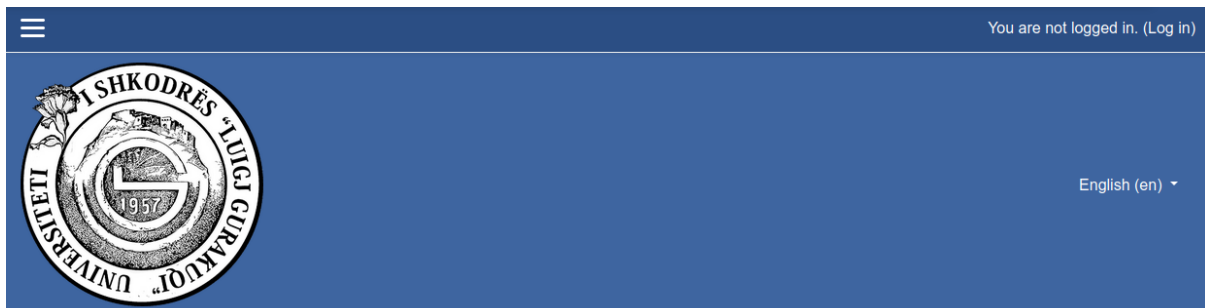
- your student ID
- the course code
- the activity where you encounter the problem (such as the name of the file to be downloaded, or the name of the assignment to be submitted)

What is my Moodle username and password?

Your University should provide you with the information to access the LMS. If you don't have the credentials, please contact the IT support or ask your teacher.

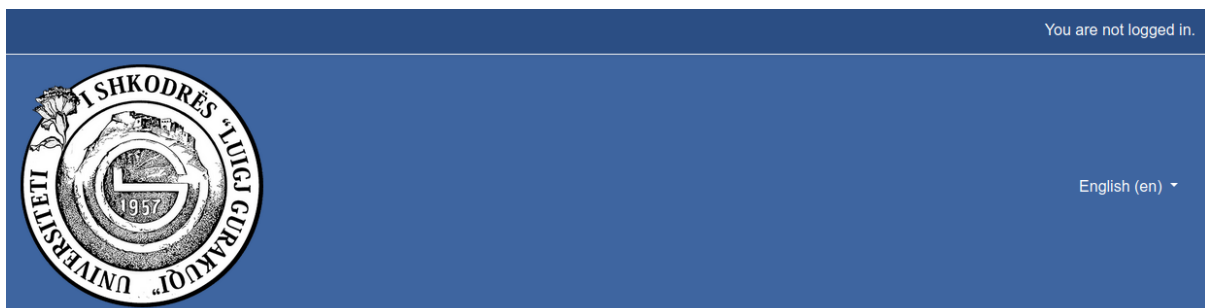
How to login Moodle?

Visit <http://lms.unishk.edu.al/moodle/> and login using your credentials.



Courses

▼ Collapse all



Login into your account

<input type="text" value="Username"/>	<input type="password" value="Password"/>	<input type="button" value="LOG IN"/>
---------------------------------------	---	---------------------------------------

[Forgotten your username or password?](#) Remember username

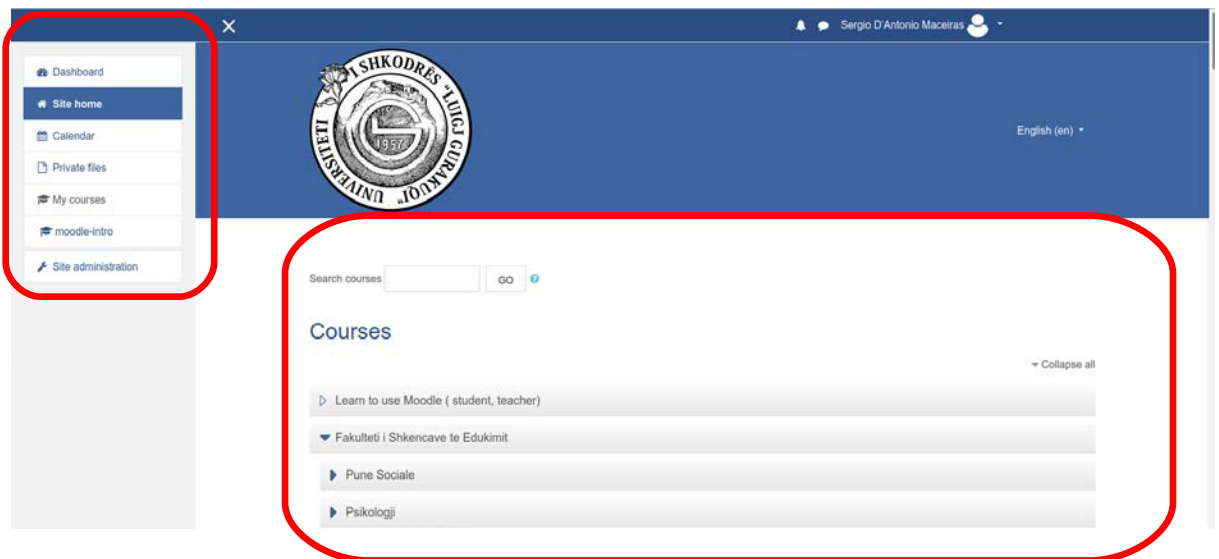
After successful login, there should be a list of your teaching courses. Otherwise the login form will be shown again, with the error message "Invalid login, please try again". Please verify the information you have entered and login again.

How to navigate in Moodle?

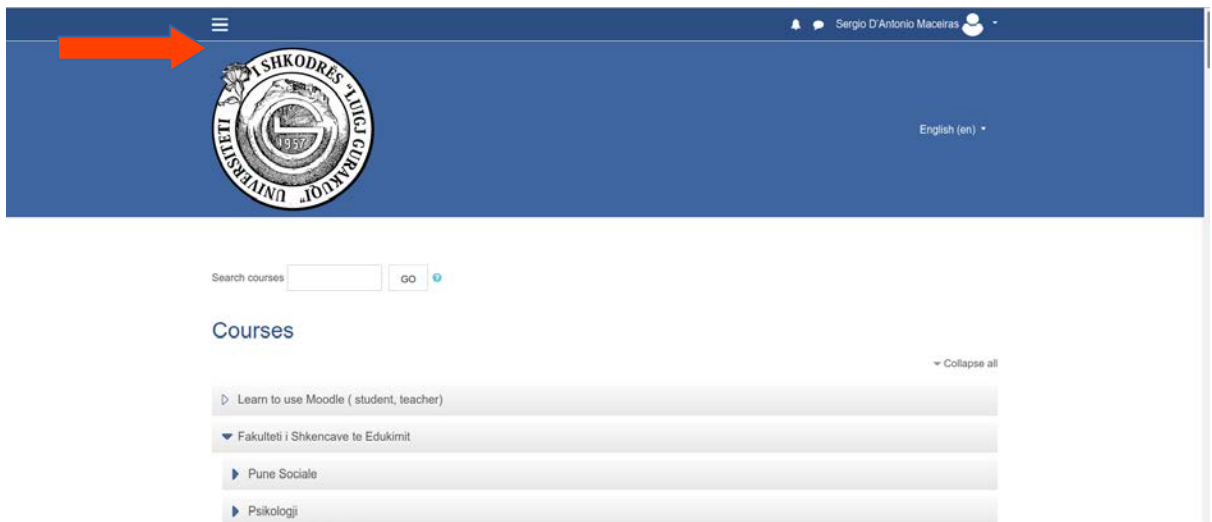
The page layout is consistent throughout the Moodle learning platform: header bar on the top, contents in the middle, and blocks on either or both sides of the page.

- Log in to Moodle.
- Find your Moodle course under *My courses*.

After logging in to Moodle, you will see a list of your courses in the *My courses* block at the top left of the Moodle home page. Click a course link to open the course. You can also find your course by using the *Navigation tray*.



If you do not see the *Navigation tray* open (as seen above), you can access it with the **Navigation tray toggle** (hamburger menu ☰, top left).



- **Header**

There is a menu to change the displaying language. On the right it is your name. You can view and edit your personal information by clicking your name, or log out the Moodle platform.

- **Navigation** **Bar**

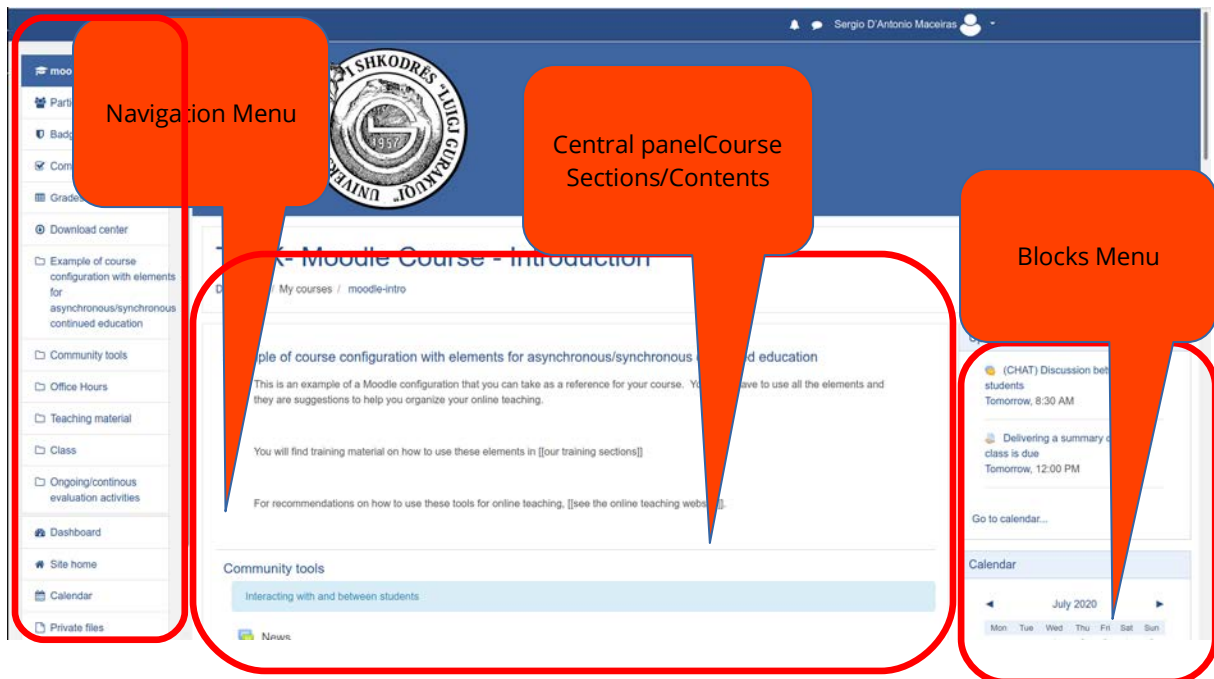
Navigation bar indicates your current position inside the Moodle hierarchy. You can navigate to different levels by clicking on the hyperlinks.

- **Course** **Contents**

Contents of the course you are studying are located in the middle of the page.

- **Blocks**

Blocks are located on both sides of the page. Functions of the blocks will be varied according to the resources or activities being shown in the course contents area.



Where are my courses?

In the course overview page, your courses are sorted by course code in alphabetical order.



- Click on the course title to view the course contents.

- Course contents are listed in the middle of the webpage. You may easily get lost as you dive into deeper content levels. Use the hyperlinks in the Navigation bar to return to an upper level, or click the “My home” on the navigation bar to return to the course overview page.

Where are my course materials?

Course contents include downloadable course materials and class activities. Usually they are organized either in weekly format or by topics.

Course materials come in a variety of formats. Common formats include Microsoft Office documents (Word, Excel and PowerPoint), PDF documents and compressed files (ZIP). Click on the file links to open them or right-click to download them to your computer.



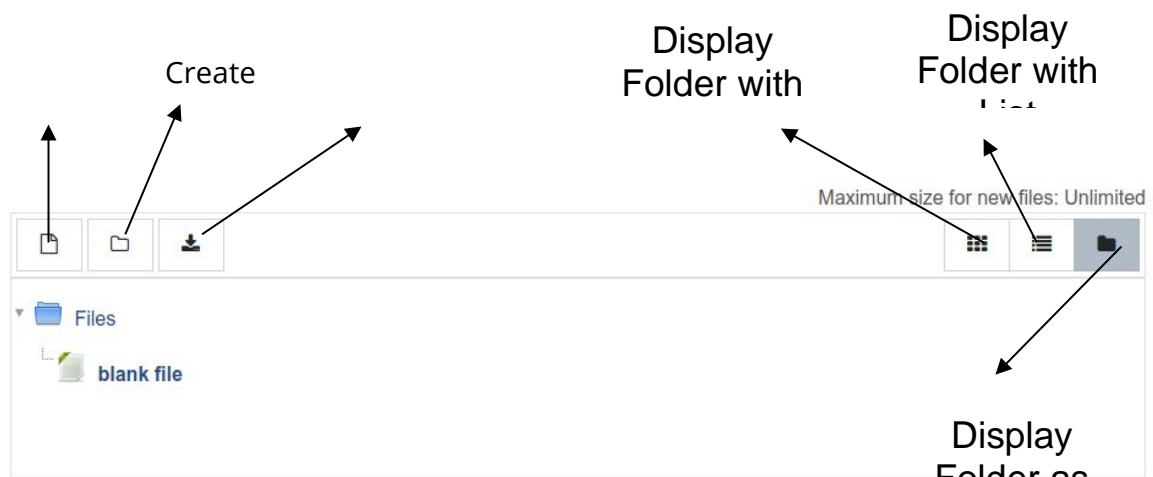
Why I can't access to some course materials or activities but my classmates can?

Perhaps, the material/activity is set to be accessible only in a limited period of time. Or your class is divided into groups, and that material/activity does not belong to your group.

Please consult with your class teacher to resolve the problem.

How to use File Manager to upload file?

For every function that requires you to upload files, a File Manager section will be presented for you to select files to upload.



You can directly [drag and drop](#) files onto the File Manager to upload those files, provided that the web browser is up-to-date to support this feature. Another upload method is to use the File Picker.

Other functions of the File Manager include:

- **Add...**
Upload a file to the File Manager.
- **Create** **folder**
Create a new folder.
- **Download** **all**
Download all files in the File Manager as a single ZIP file.
- **Change** **view** **buttons**
Three buttons on the top-right corner: (from left to right) Icons view, Details view and Tree view.

Click on the file icon. The following dialog box will be shown for file manipulation:


Edit blank file ✕

Name

Author

Choose license

Path



Last modified 22 July 2020, 9:19 AM
Created 22 July 2020, 9:19 AM
Size 2 bytes

- **Download**

Download the file to your local storage.

- **Delete**

Remove the file from File Manager. If the file has been linked as aliases / shortcuts from other locations, those aliases / shortcuts will be broken. On the other hand, deleting an alias / shortcut will not affect the original file.

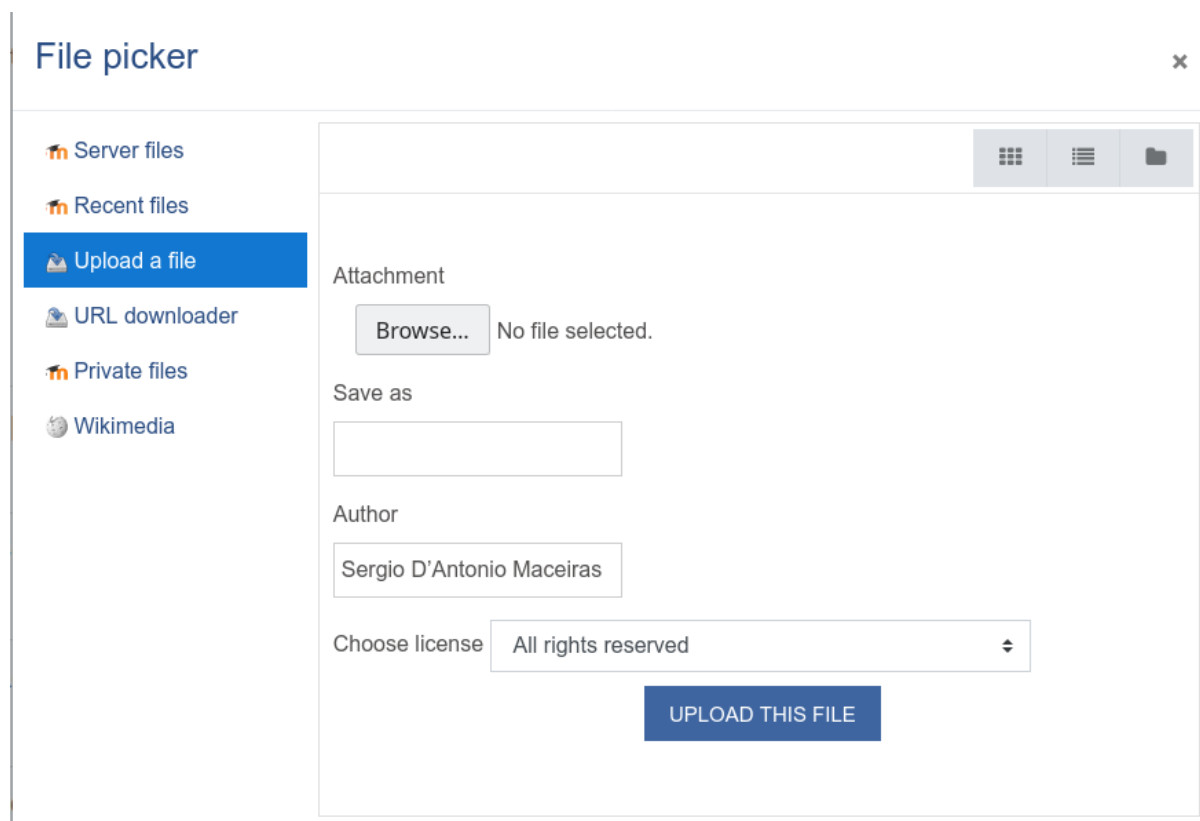
- **Update**

If you have changed the Name / Author / License field, click Update to save the changes.

Depending on the source of upload or the feature you are using, not all the functions list above will be available on every File Manager.

How to use File Picker to select files for upload?

File can be selected into the File Manager by using the File Picker. Click the "Add..." button at the top-left corner of the File Manager to open the File Picker window.

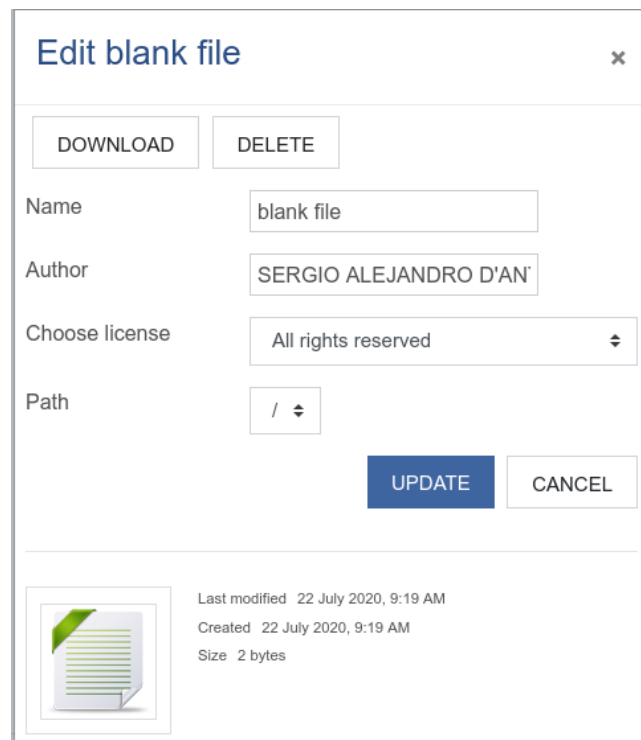


File Picker provides several ways to select files to upload:

- **Upload a file**
This function calls the system's ordinary open file dialog box for choosing files.
- **Recent files**
For those recently uploaded or selected files, they will be listed here for your quick access and re-use.
- **Private files**
Files that you have been uploaded to your personal My Private File area will be listed here. Please note that when you select files from My Private Files area, the files will be copied to the course area instead of linking.

When a file is being selected in the File Picker (except under "Upload a file"), the following dialog box will be shown. In most cases you can simply click "Select this

file". Depends on the source of upload, sometimes there will be two more options for you to select.



Edit blank file ×

DOWNLOAD DELETE


Name

Author

Choose license

Path

UPDATE CANCEL

 Last modified 22 July 2020, 9:19 AM
Created 22 July 2020, 9:19 AM
Size 2 bytes

- **Make a copy of the file**
File will be copied from the source location to the destination location.
- **Create an alias/shortcut to the file**
At the destination location, a link is created and point to the source file. No actual file will be copied. Beware that if the source file is deleted afterwards, then the link created will become broken.

Depending on the source of upload or the feature you are using, not all the functions list above will be available each time you open File Picker.

How to post onto the forum?

You can post text as well as files onto the forum.

1. Open the forum.
2. Click the “Add a new discussion topic” button.
3. Fill in the subject and message body.
4. Optionally add attachment by using the File Picker to select one or more files into the File Manager. Maximum number and size of attached files are controlled by the forum settings.
5. Click the “Post to forum” button.

You can reply a forum post with text as well as files.

1. Under the forum post that you would like to reply, click the “Reply” link.
2. Fill in the message body.
3. Optionally add attachment by using the File Picker to select one or more files into the File Manager.
4. Click the “Post to forum” button.

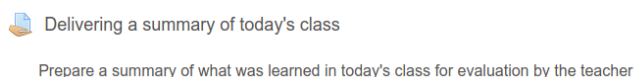
Can I post / reply in Class Announcement?

No, you can't. Only teachers can post in Class Announcement.

Assignments

If you have an assignment to upload to a course, you can follow this steps:

1. Inside the course, click in the Assignment task



2. A summary of the assignment will show up

TASK- Moodle Course - Introduction

Dashboard / My courses / moodle-intro / Class / Delivering a summary of today's class

Delivering a summary of today's class

Prepare a summary of what was learned in today's class for evaluation by the teacher

Submission status

Attempt number	This is attempt 1.
Submission status	No attempt
Grading status	Not graded
Due date	Thursday, 24 December 2020, 12:00 PM
Time remaining	142 days 21 hours
Last modified	-
Submission comments	▶ Comments (0)

ADD SUBMISSION

You have not made a submission yet

3. Click on *Add submission*

- If your teacher configure this activity to upload a document, the [File Picker](#) will show up.
- If your teacher configure this activity to upload text, a text box will show up


TASK- Moodle Course - Introduction

Dashboard / My courses / moodle-intro / Class / Delivering a summary of today's class / Edit submission

Delivering a summary of today's class

Prepare a summary of what was learned in today's class for evaluation by the teacher

Online text



A rich text editor toolbar with various icons for text formatting and insertion. The icons include: a list icon, bold (A), italic (I), underline (U), bulleted list, numbered list, link, unlink, insert image, insert video, insert table, insert link, and insert unlink.

SAVE CHANGES

CANCEL

4. Upload the required content, and *Save changes*

Take a Quiz & Review Quiz Results in Moodle

Your teacher can deliver quizzes in Moodle using a variety of question types, including multiple choice, true-false, short answer, numeric questions, and more. Quizzes may be configured in different ways, so do not expect to always see the same thing when you take a quiz. For example, you may see quiz results as soon as you finish all the questions or even as you submit each question, or you may need to wait until after the quiz deadline or until all submitted quizzes are graded before results are released.

Take a Quiz

- Log in to Moodle and navigate to your course, then locate the link for the quiz you wish take.
 - *Quiz* links will always be located within the *Sections* that are stacked down the center of the page.
 - You can also access any released quizzes through the *Activities* block. Click the **Quizzes** link for a list of links to available quizzes for the course.
- Click the **link** to the quiz. The Quiz page will open showing a summary of information about the quiz. This may include:
 - The grading method.
 - The number of times you can retake the quiz (called "attempts").
 - The date range the quiz is available to take.
 - The time limit for taking the quiz.
- To begin, click **Attempt quiz now**. A confirmation page will remind you of any time restrictions or limited number of attempts.
Note: If your quiz is interrupted, you can return to the quiz and click **Continue the last attempt** to resume your work, even if you lose your

connection to Moodle, as long as the deadline for the quiz has not passed.

- Quizzes may have one or more questions per page. The way you answer each question may vary based on the question type. Please note:
 - For multiple page quizzes, you can use the *Quiz navigation* panel (on the right) to move between quiz pages. The panel will show your progress as well as how much time you have remaining if your teacher set a time limit for the quiz. If free navigation is enabled by the teacher, you can use the *Quiz navigation* panel to move to another page or return to complete any unanswered questions. Completed questions will be highlighted differently from unanswered questions in the *Quiz navigation* panel.
 - For some quiz and/or question types, you will need to click **Submit** to ensure your answer is recorded.
 - For questions without submit buttons, enter your answers and click **Next** (on the bottom) to continue.
- When you have reached the end of a quiz, the *Summary of attempt* page will open. This page lists the quiz questions and indicates which ones have been answered. To return to a question for review, or to complete an unanswered question, click the **Question number**.
- **Important!** When you are satisfied with your answers, click **Submit all and finish** to finalize the quiz attempt.
Note: You will not be able to change any answers after you submit and finish the quiz attempt.

Review Quiz Results

Once your quiz has been graded and released by your teacher, you may be able to access a *Quiz Review* page where you can see quiz questions and your answers, view your score or grade and read teacher feedback. You can use this information to review questions you answered incorrectly or which you could not answer.