moodle 3.5

User Manual For Students

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Introduction

Moodle is a lesson support system that is used over the Internet.

By accessing a lesson page (course) offered on Moodle, you can view teaching materials outside of class hours, or prepare or review by taking short tests.

Moodle is also a system with many features and designs.

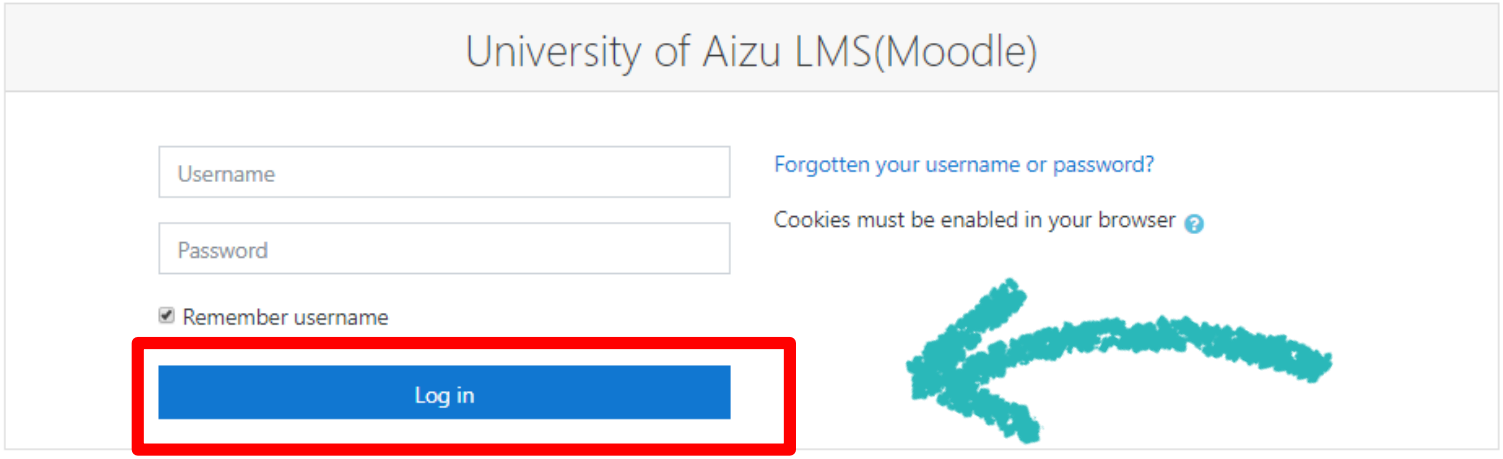
This manual focuses on the basic parts of Moodle.

Please note that, depending on your environment, you may observe some differences.

I. Using Moodle

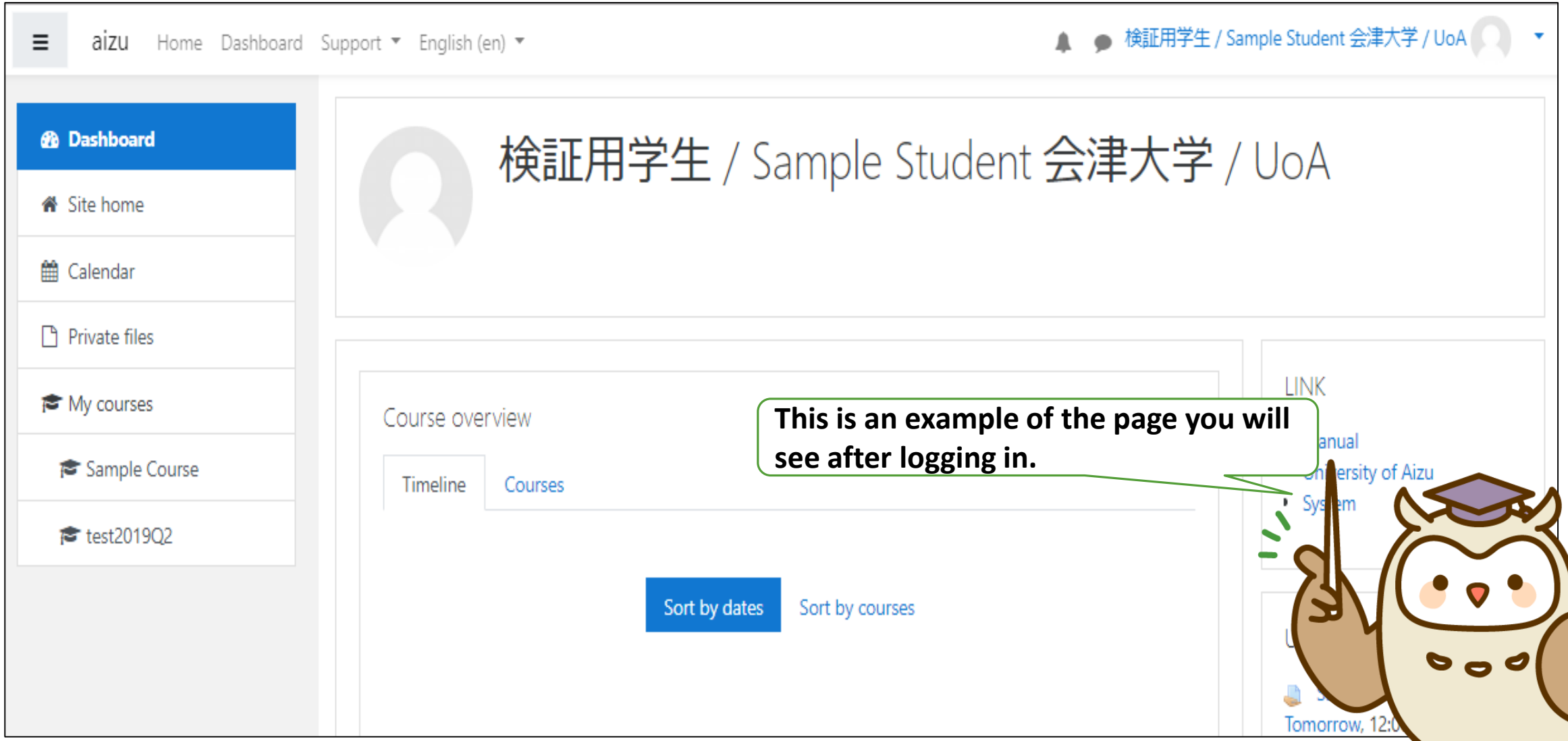
HERE WE SHOW YOU HOW TO USE MOODLE

Using Moodle



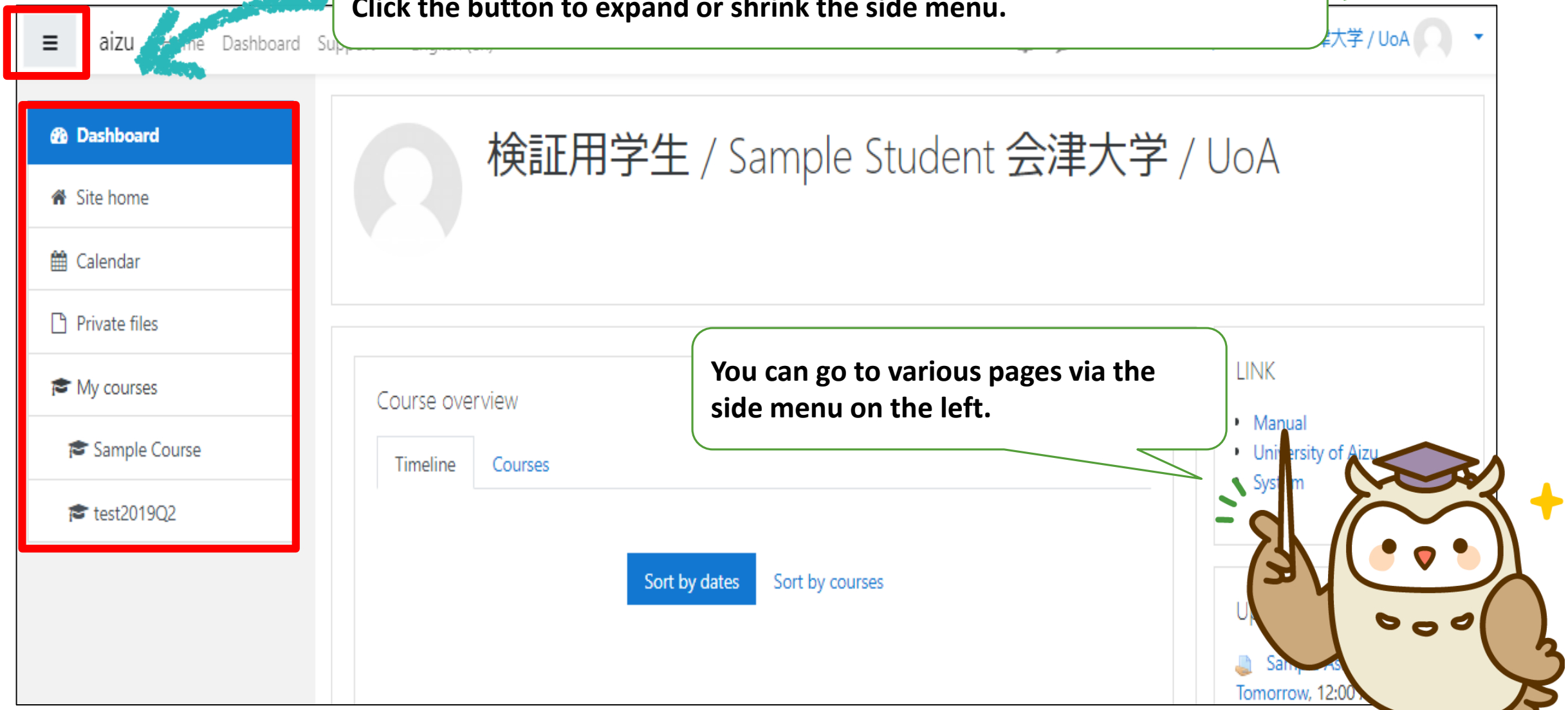
Go to the site and enter Username, Password and click “Login.”

Using Moodle

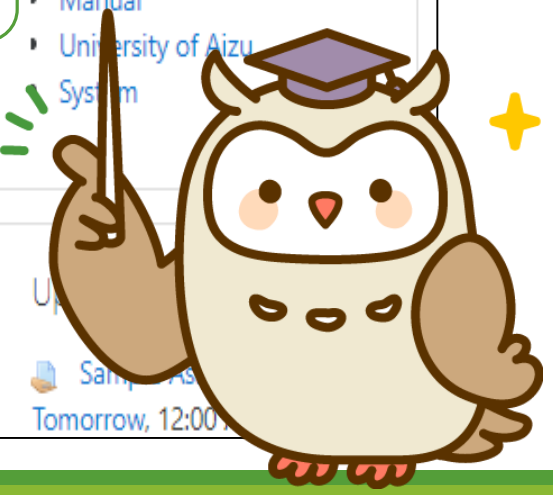


Using Moodle

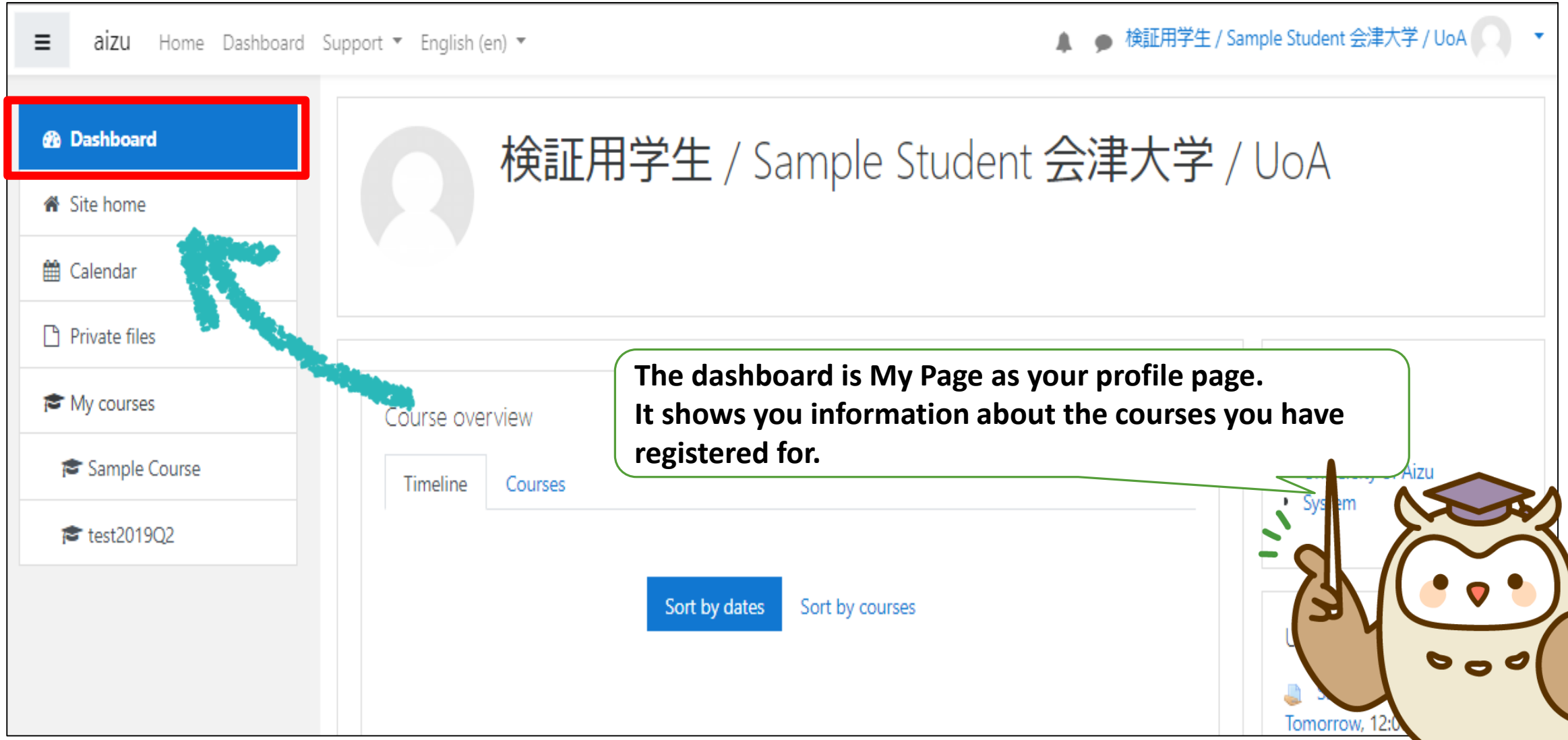
This is called a “hamburger button.”
Click the button to expand or shrink the side menu.



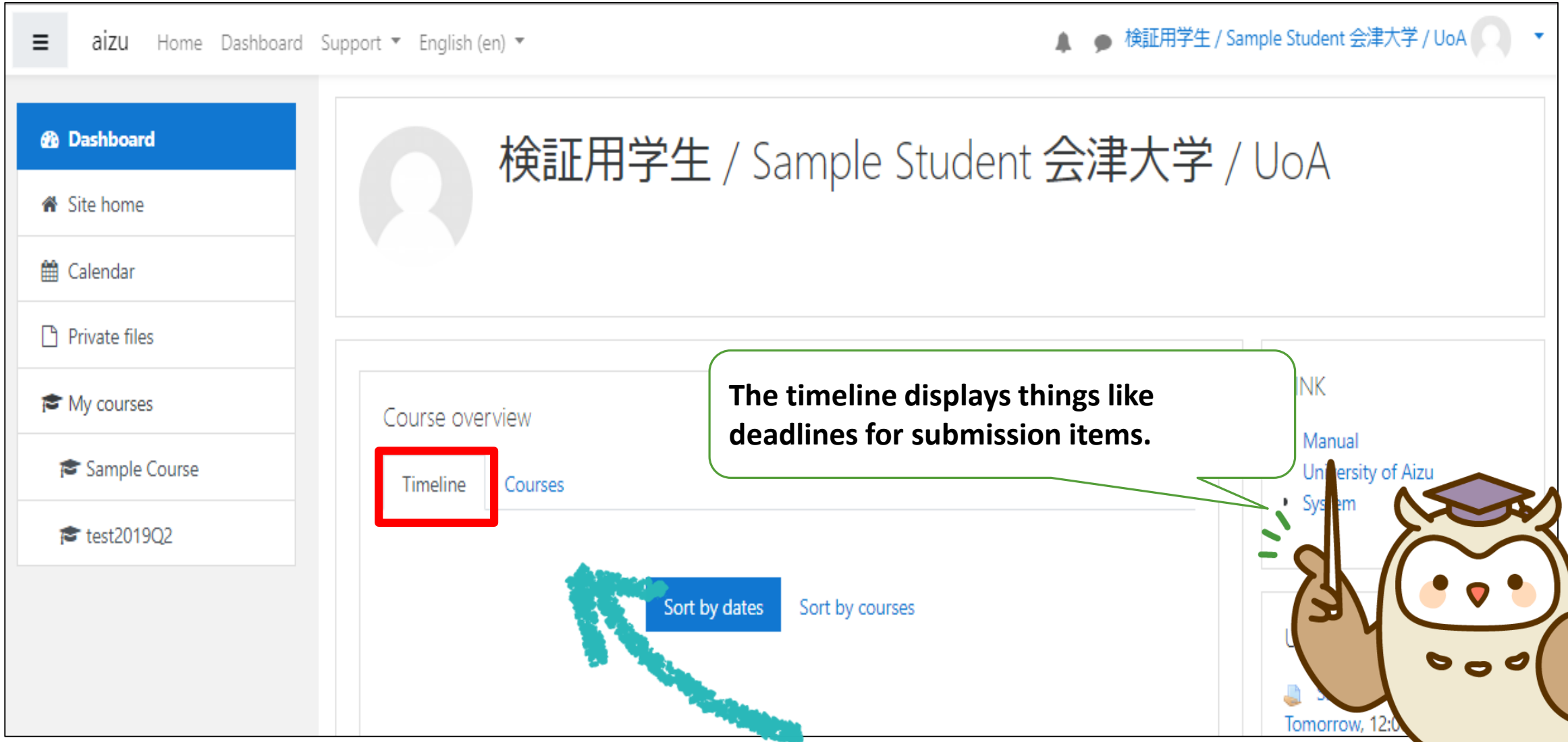
You can go to various pages via the side menu on the left.



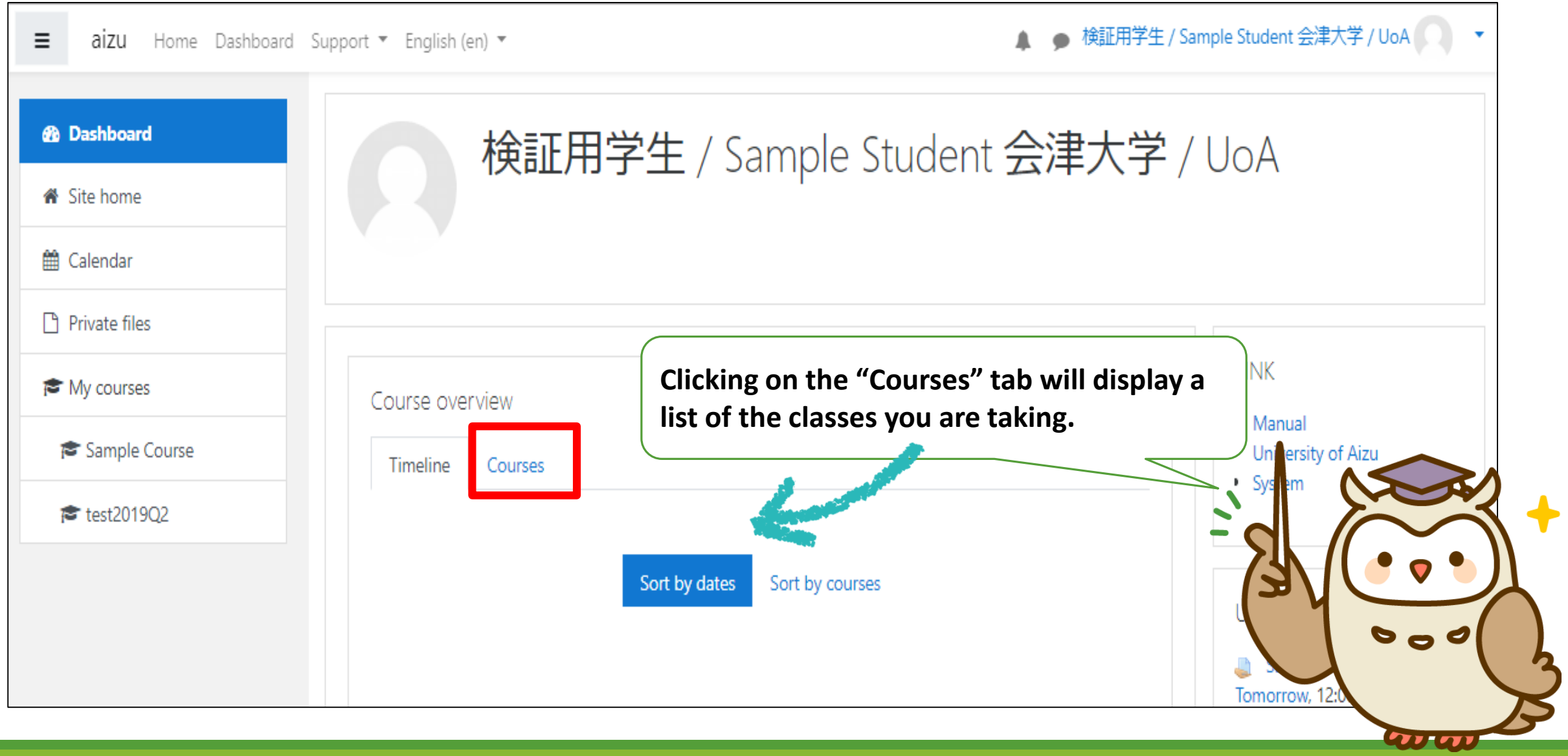
Using Moodle



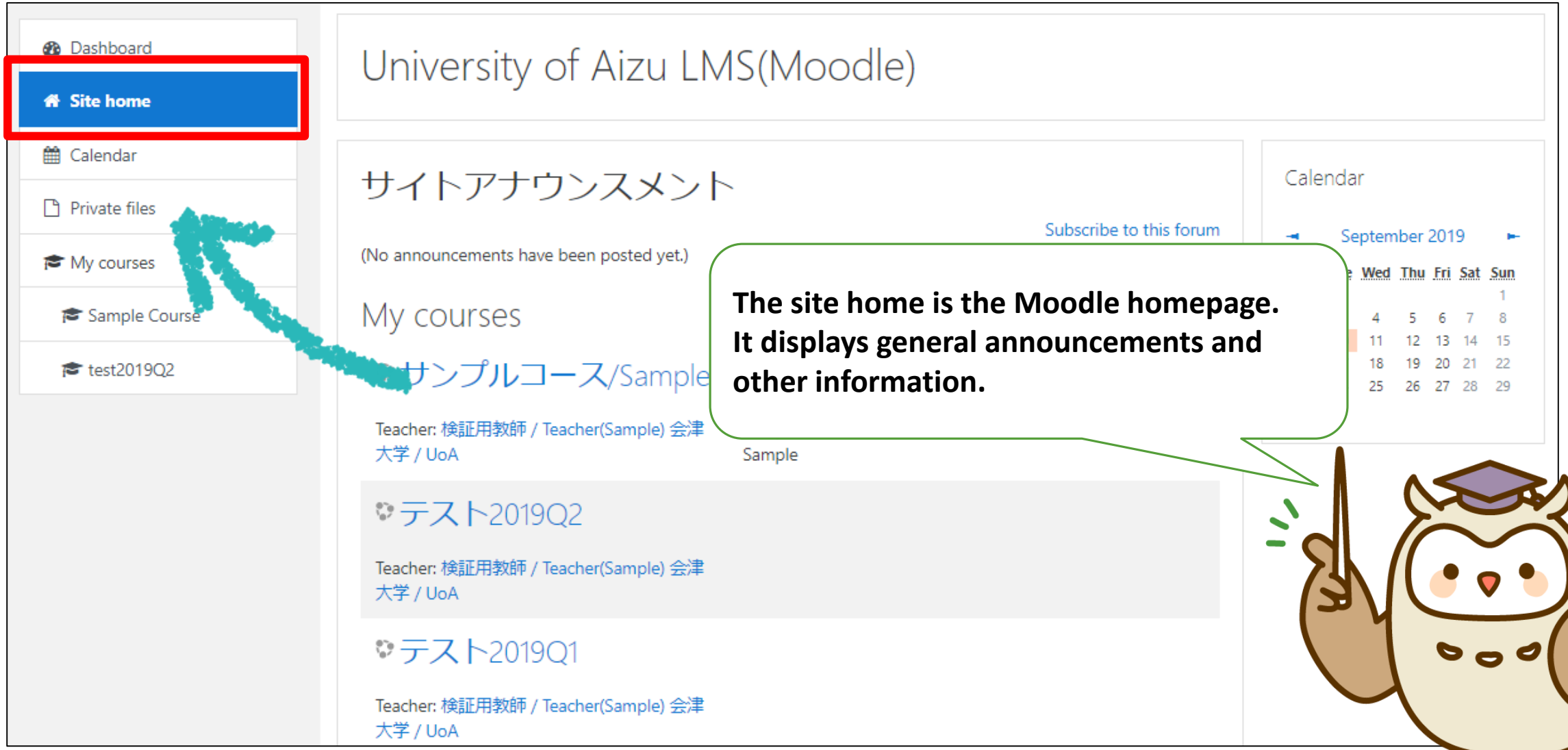
Using Moodle



Using Moodle



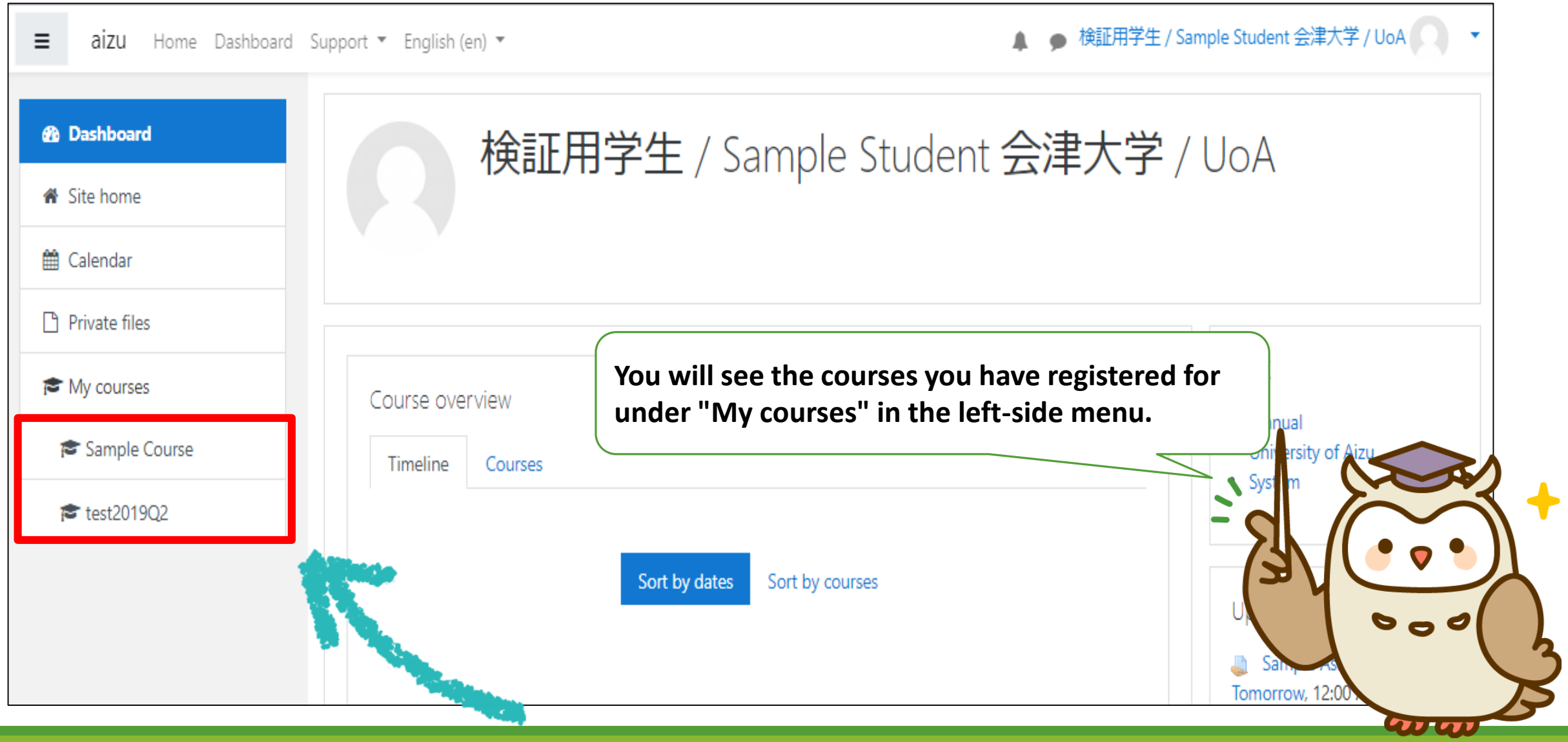
Using Moodle

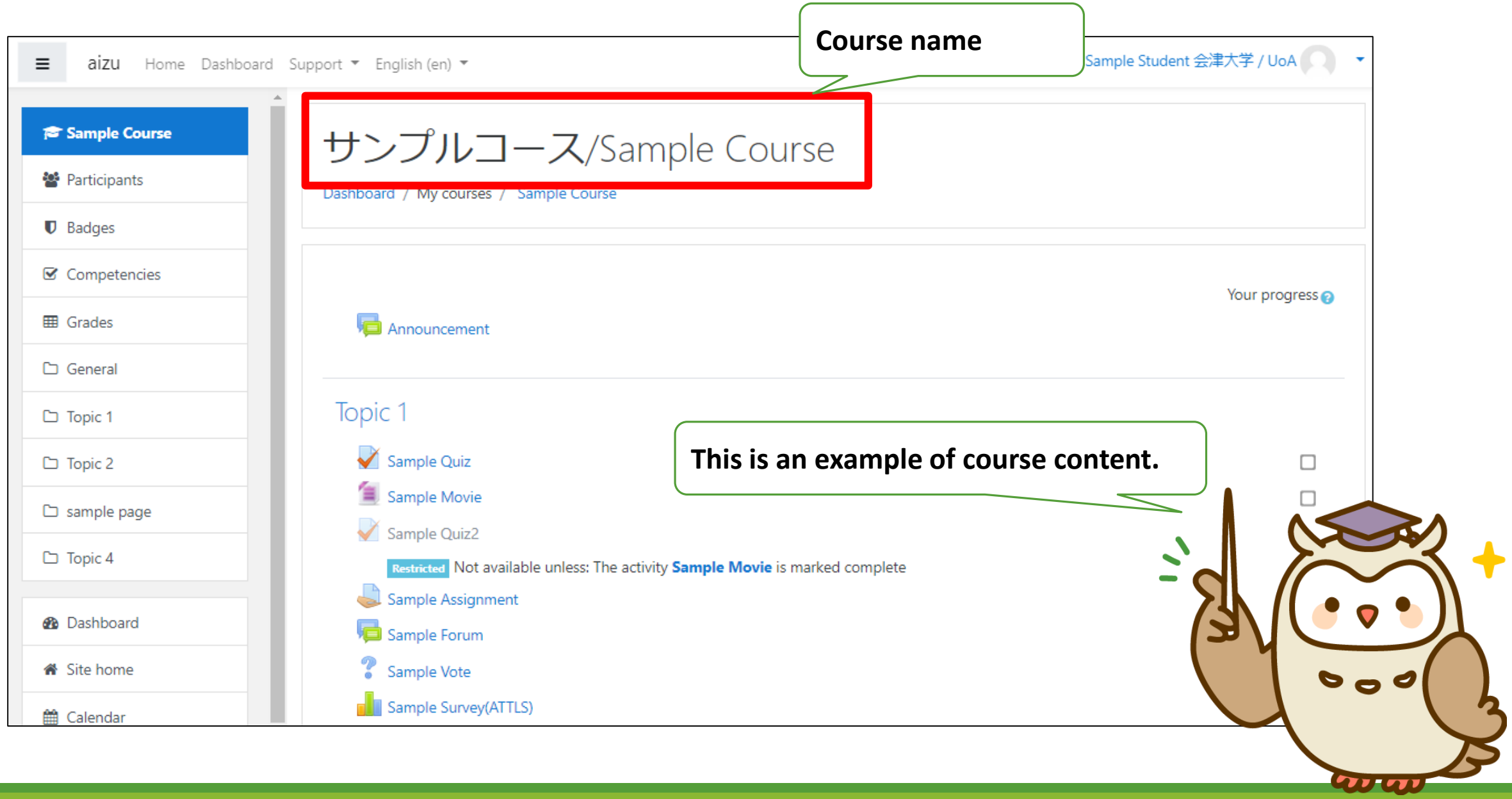


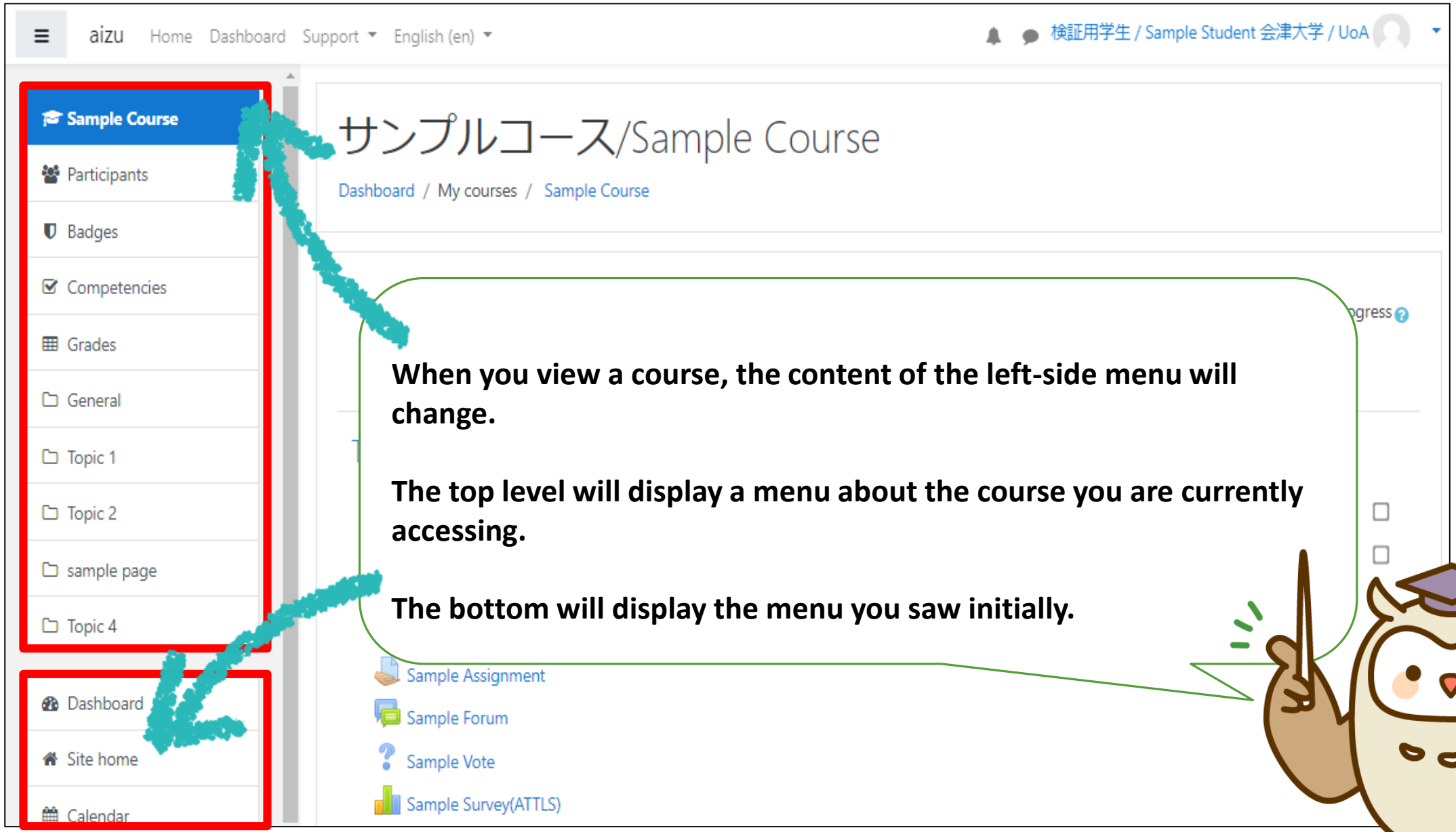
Using Moodle

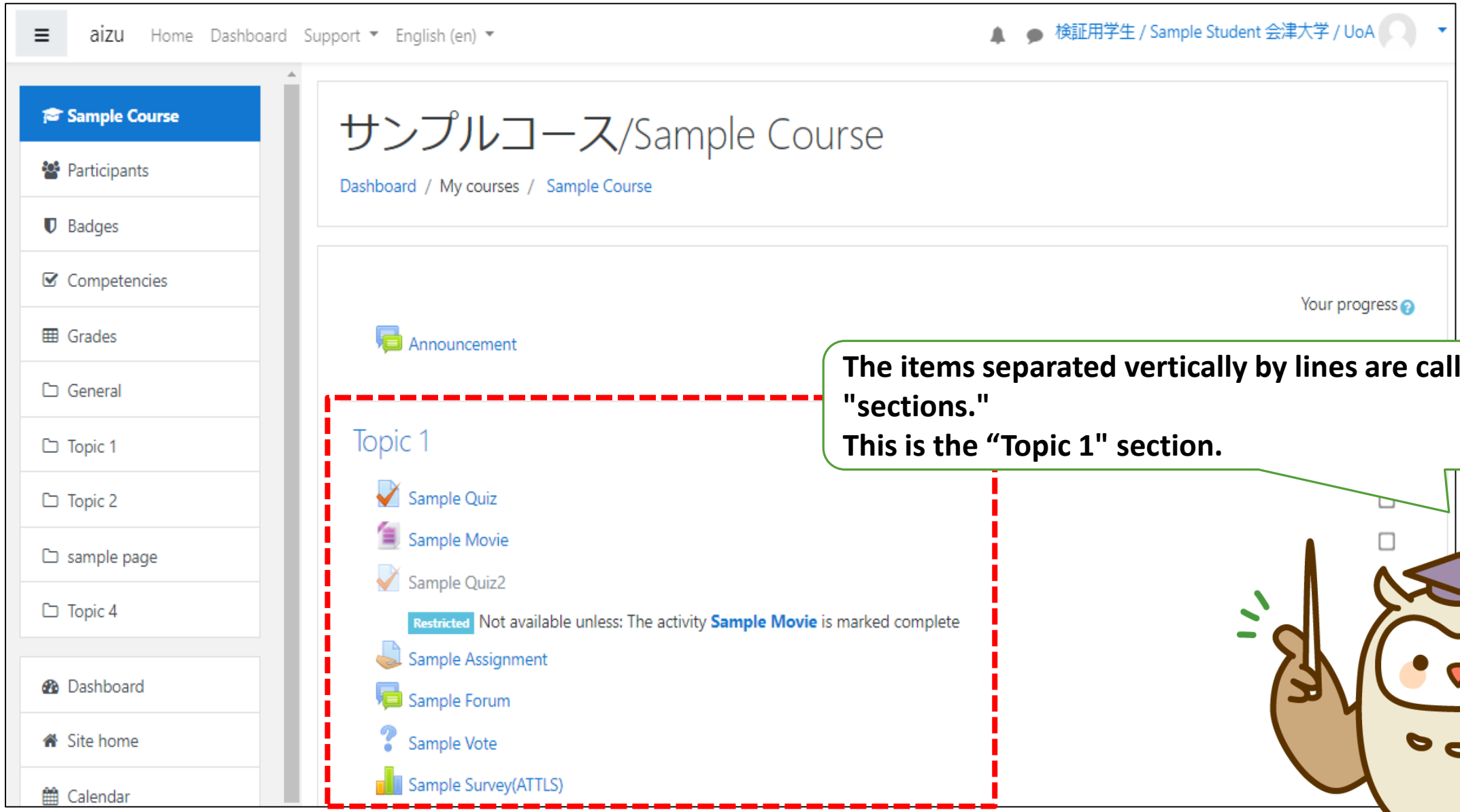
Using Moodle

Using Moodle




Course name
aizu
Home
Dashboard
Support
English (en)
Sample Student 会津大学 / UoA
Sample Course
サンプルコース/Sample Course
Participants
Badges
Competencies
Grades
General
Topic 1
Topic 2
sample page
Topic 4
Dashboard
Site home
Calendar
Dashboard / My courses / Sample Course
Your progress
Announcement
Topic 1
Sample Quiz
Sample Movie
Sample Quiz2
Restricted Not available unless: The activity Sample Movie is marked complete
Sample Assignment
Sample Forum
Sample Vote
Sample Survey(ATTLS)
This is an example of course content.


aizu
Home
Dashboard
Support
English (en)
検証用学生 / Sample Student 会津大学 / UoA
Sample Course
Participants
Badges
Competencies
Grades
General
Topic 1
Topic 2
sample page
Topic 4
Dashboard
Site home
Calendar
サンプルコース/Sample Course
Dashboard / My courses / Sample Course
When you view a course, the content of the left-side menu will change.
The top level will display a menu about the course you are currently accessing.
The bottom will display the menu you saw initially.
Sample Assignment
Sample Forum
Sample Vote
Sample Survey(ATTLS)


aizu
Home
Dashboard
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English (en)
検証用学生 / Sample Student 会津大学 / UoA
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サンプルコース/Sample Course
Dashboard / My courses / Sample Course
Your progress
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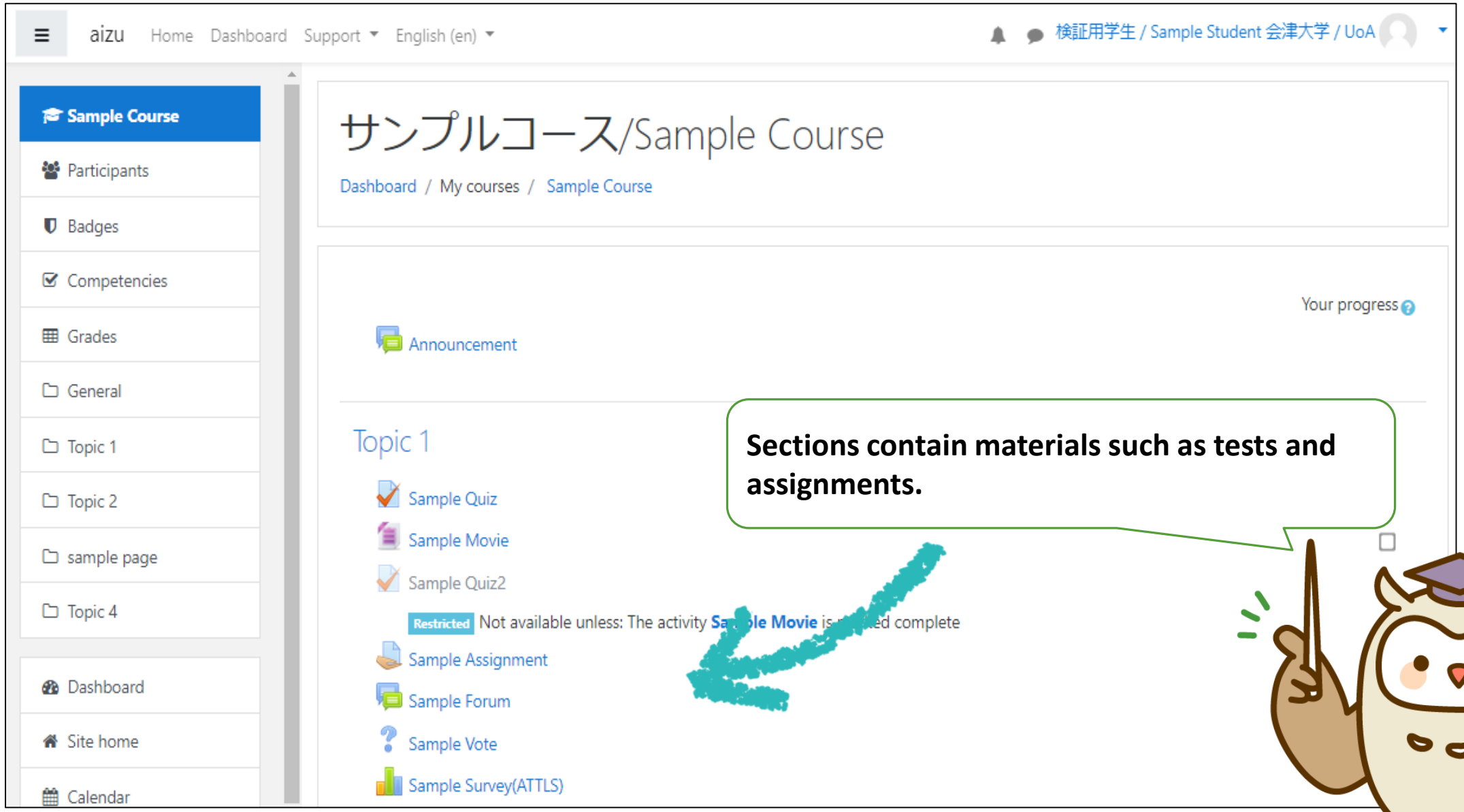
Topic 1
Sample Quiz
Sample Movie
Sample Quiz2
Restricted Not available unless: The activity Sample Movie is marked complete
Sample Assignment
Sample Forum
Sample Vote
Sample Survey(ATTLS)
The items separated vertically by lines are called "sections."
This is the “Topic 1" section.


aizu
Home
Dashboard
Support
English (en)
検証用学生 / Sample Student 会津大学 / UoA
Sample Course
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Dashboard
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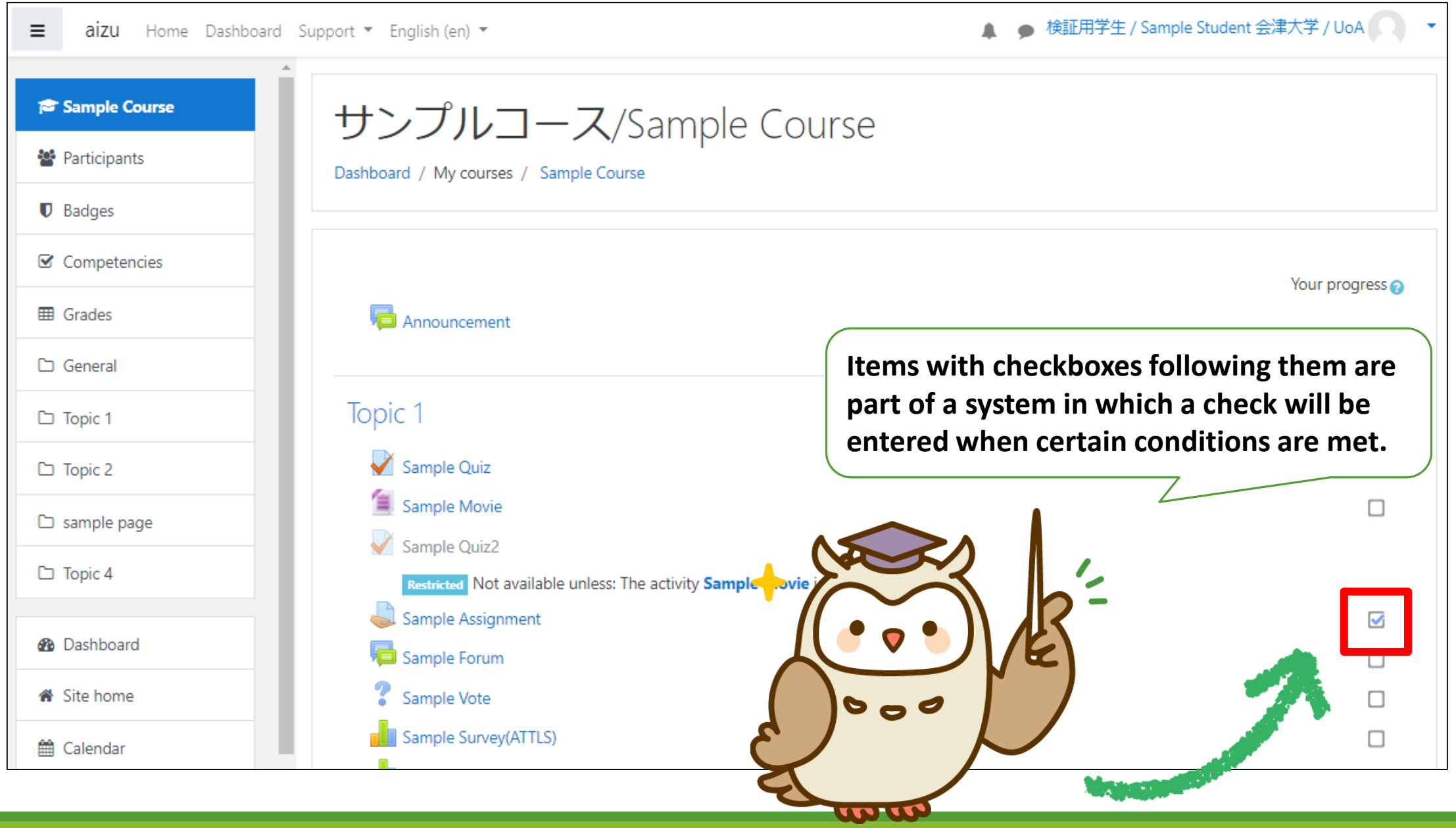
サンプルコース/Sample Course
Dashboard / My courses / Sample Course
Your progress
Announcement
Topic 1
Sample Quiz
Sample Movie
Sample Quiz2
Restricted
Not available unless: The activity
Sample Assignment
Sample Forum
Sample Vote
Sample Survey(ATTLS)
Sections contain materials such as tests and assignments.


aizu
Home
Dashboard
Support
English (en)
検証用学生 / Sample Student 会津大学 / UoA
Sample Course
Participants
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Competencies
Grades
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Topic 1
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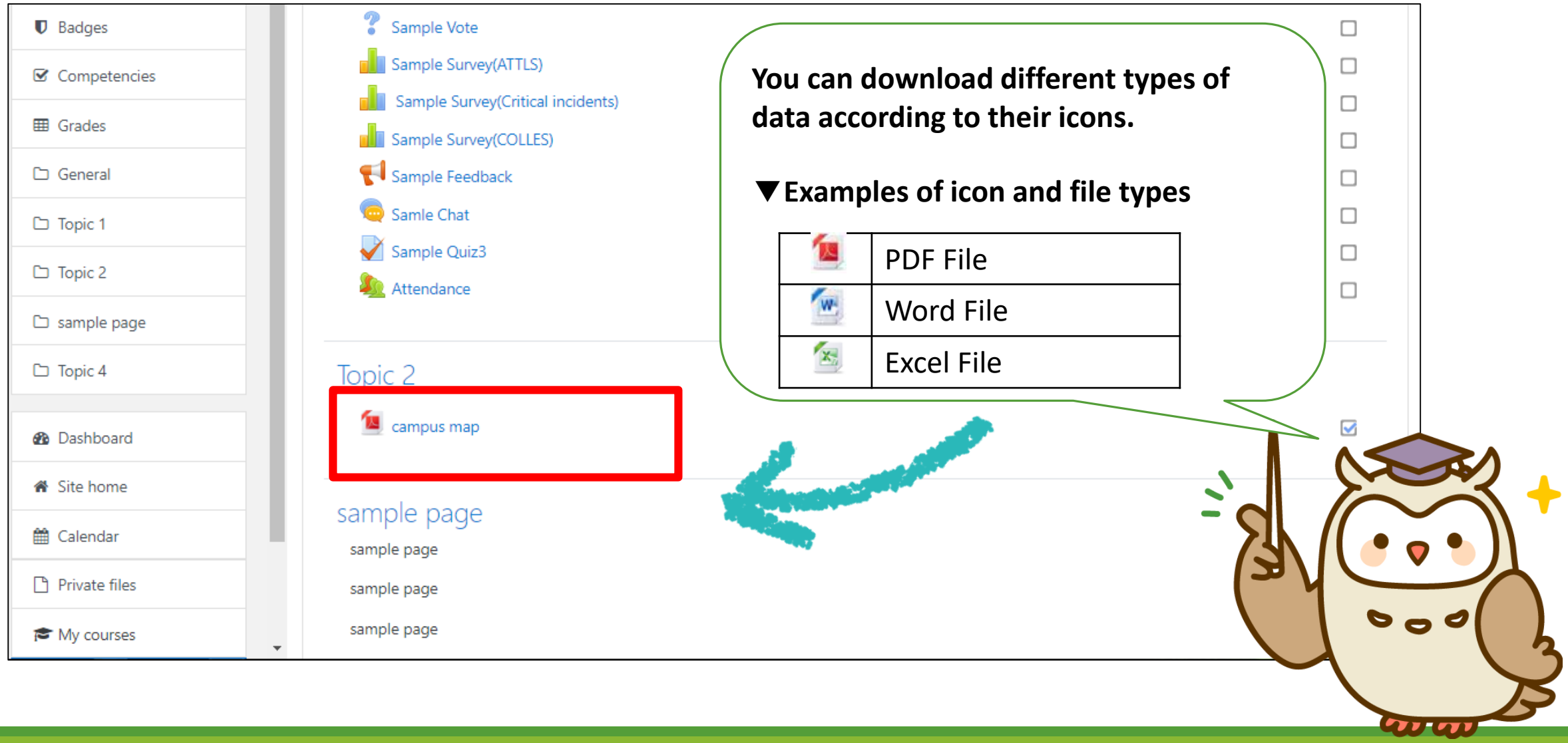
サンプルコース/Sample Course
Dashboard / My courses / Sample Course
Your progress
Announcement
Topic 1
Sample Quiz
Sample Movie
Sample Quiz2
Restricted Not available unless: The activity Sample
Sample Assignment
Sample Forum
Sample Vote
Sample Survey(ATTLS)
Items with checkboxes following them are part of a system in which a check will be entered when certain conditions are met.

II. Using Teaching Materials

HERE WE INTRODUCE YOU TO SOME OF THE MATERIALS YOU OFTEN SEE IN COURSES AND SHOW YOU HOW TO USE THEM.

Viewing Files - Downloading



Viewing Videos

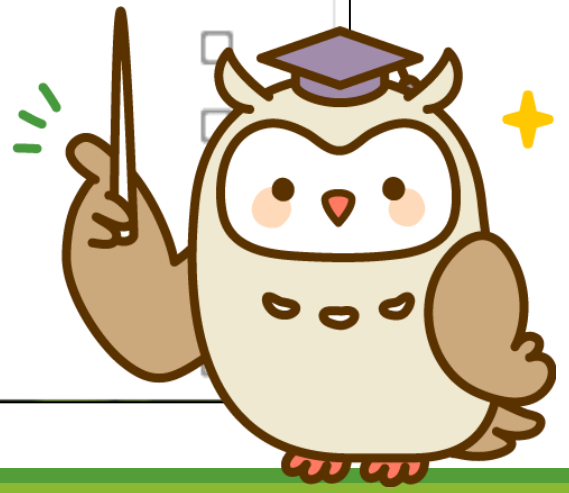
Topic 1

- Sample Quiz
- Sample Movie
- Sample Quiz2

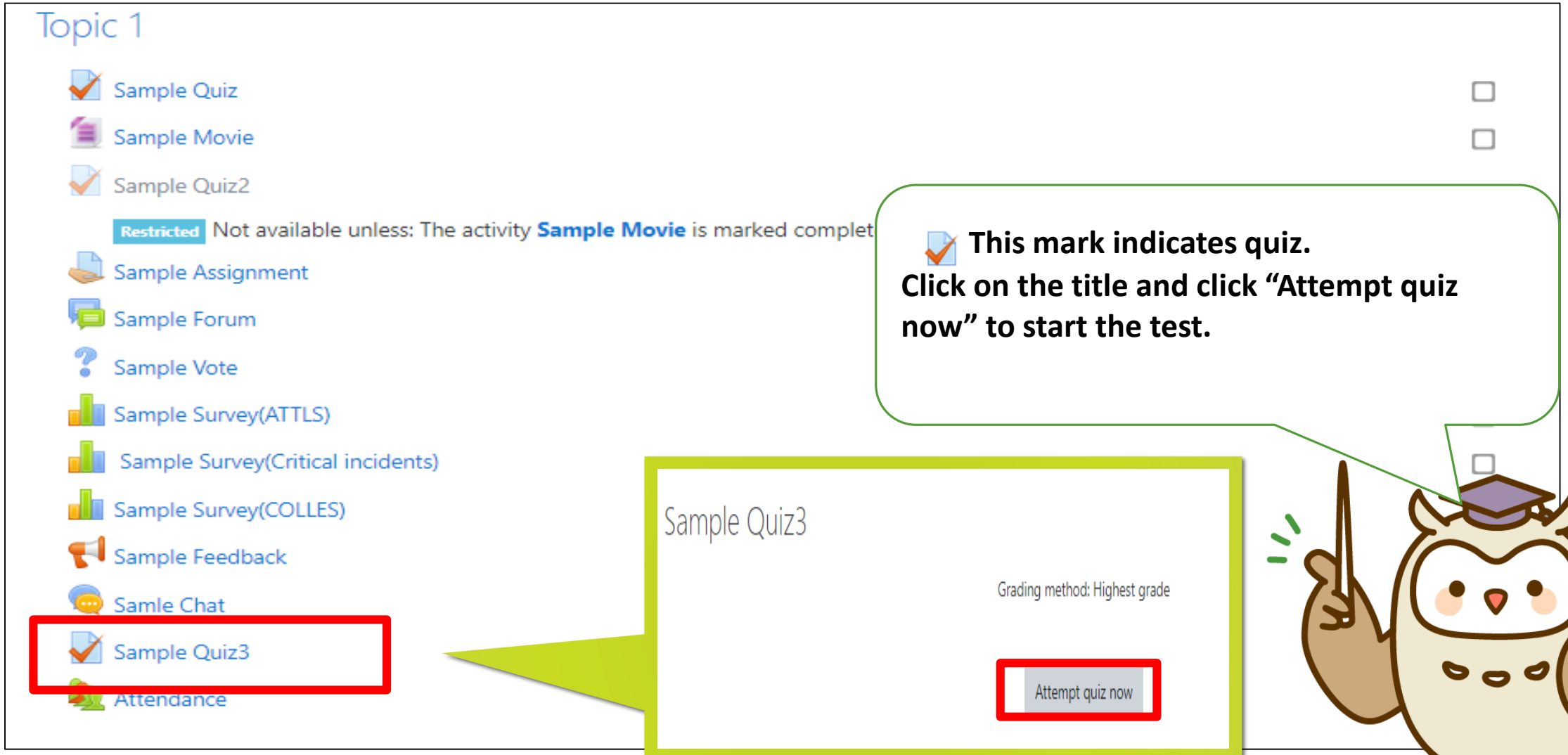
Restricted Not available unless: The activity **Sample Movie** i

- Sample Assignment
- Sample Forum
- Sample Vote
- Sample Survey(ATTLS)
- Sample Survey(Critical incidents)
- Sample Survey(COLLES)
- Sample Feedback

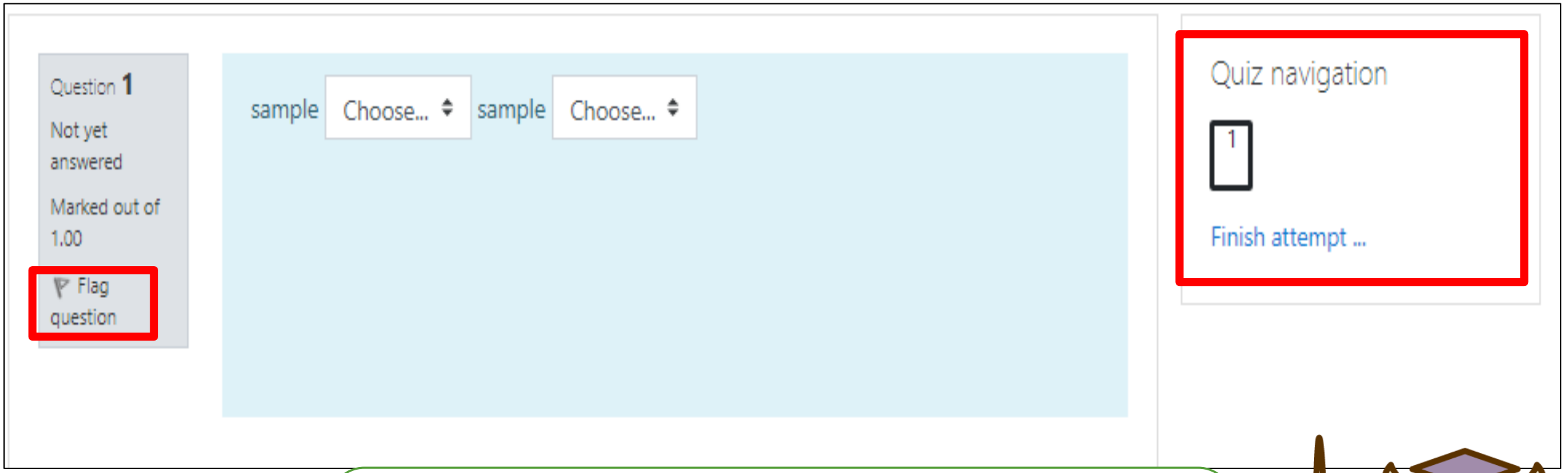
Clicking on the title will take you to the video viewing page.



Taking Quiz

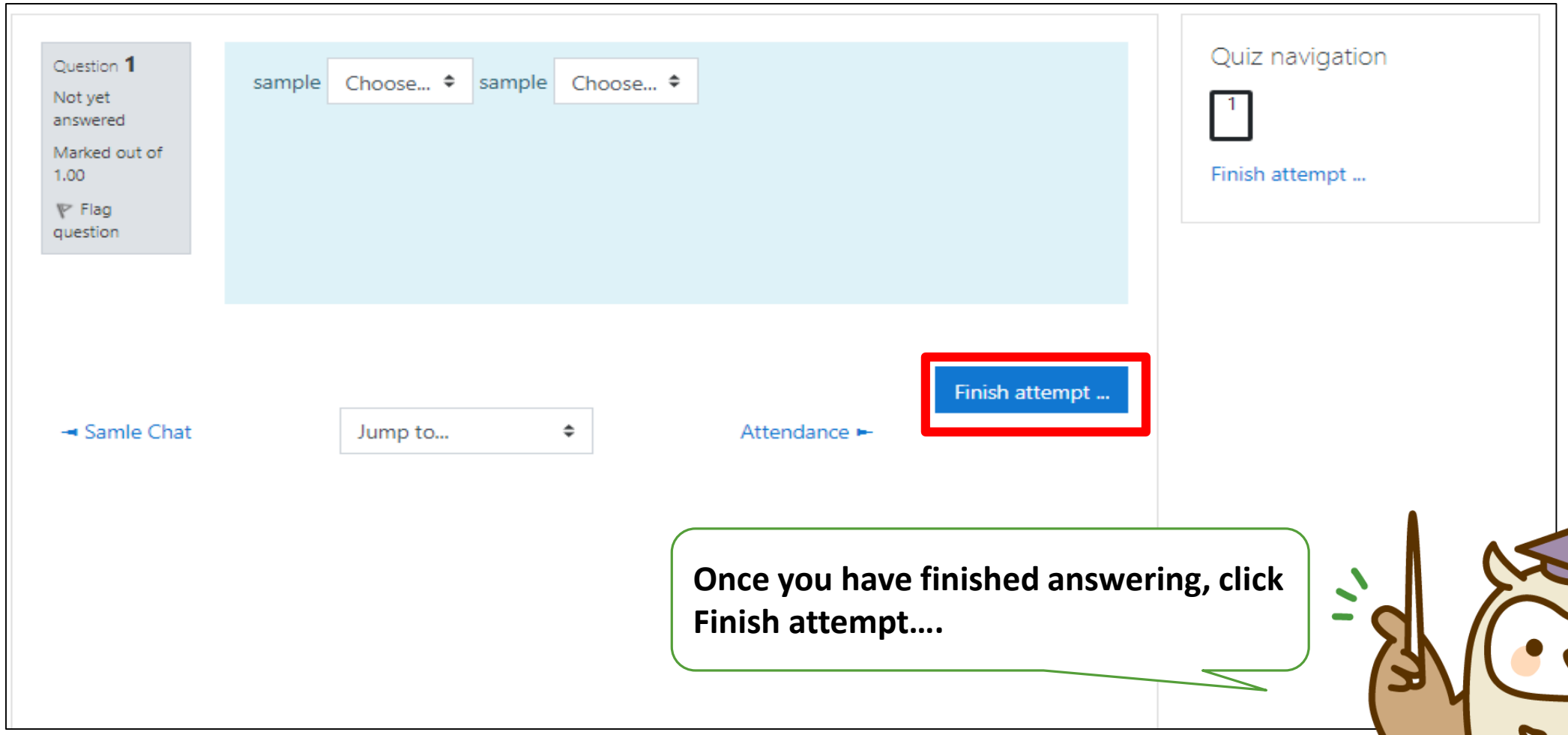

Topic 1
Sample Quiz
Sample Movie
Sample Quiz2
Restricted Not available unless: The activity Sample Movie is marked complet
Sample Assignment
Sample Forum
Sample Vote
Sample Survey(ATTLS)
Sample Survey(Critical incidents)
Sample Survey(COLLES)
Sample Feedback
Samle Chat
Sample Quiz3
Attendance
This mark indicates quiz.
Click on the title and click “Attempt quiz now” to start the test.
Sample Quiz3
Grading method: Highest grade
Attempt quiz now

Progressing Through Short Tests



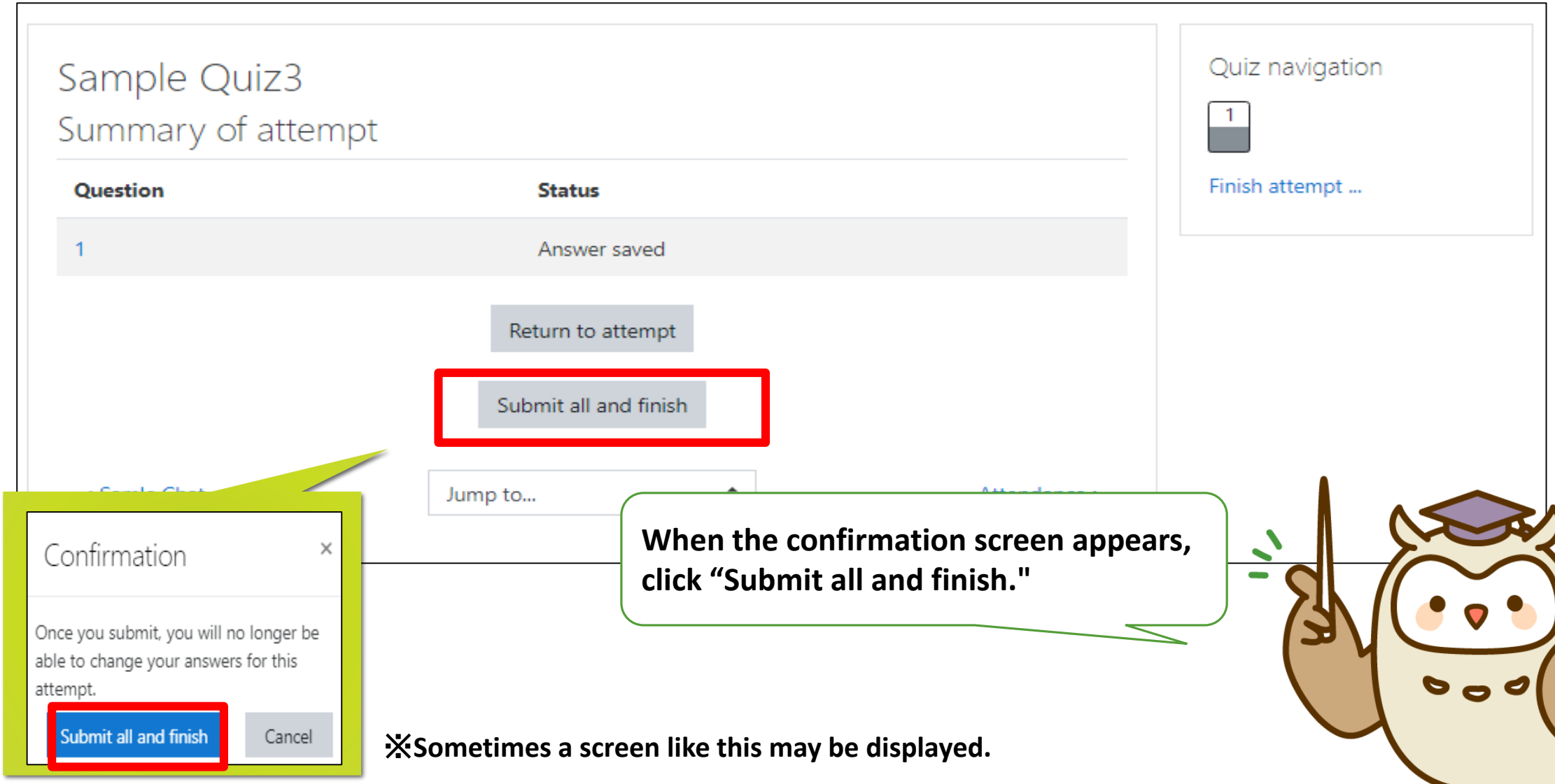
The number of questions and time limits are displayed in the upper right corner.
If you click "Flag question" in the upper left corner, you will see a red mark appear in the question box at the top right.
Flagging makes it easier to review questions.

Ending Short Tests



Once you have finished answering, click Finish attempt….

Ending Short Tests



When the confirmation screen appears, click “Submit all and finish."

※Sometimes a screen like this may be displayed.

Short Test Results

Started on	Monday, 9 September 2019, 8:04 PM
State	Finished
Completed on	Monday, 9 September 2019, 8:09 PM
Time taken	4 mins 47 secs
Marks	1.00/1.00
Grade	**10.00** out of 10.00 (**100**%)

Quiz navigation

1

Finish review

Question **1**

Correct

Mark 1.00 out of 1.00

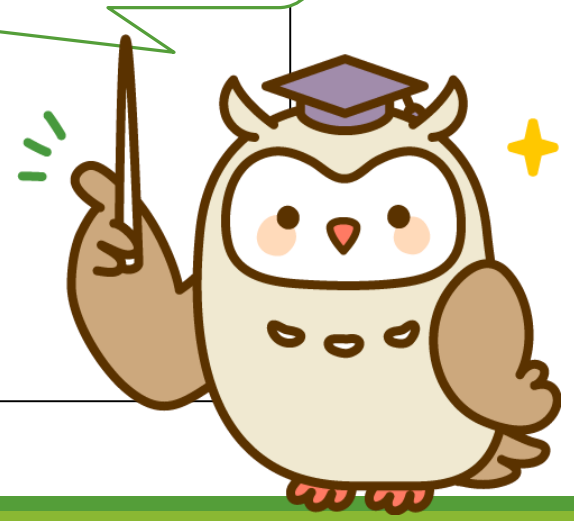
Flag question

sample AAAAA sample BBBBB

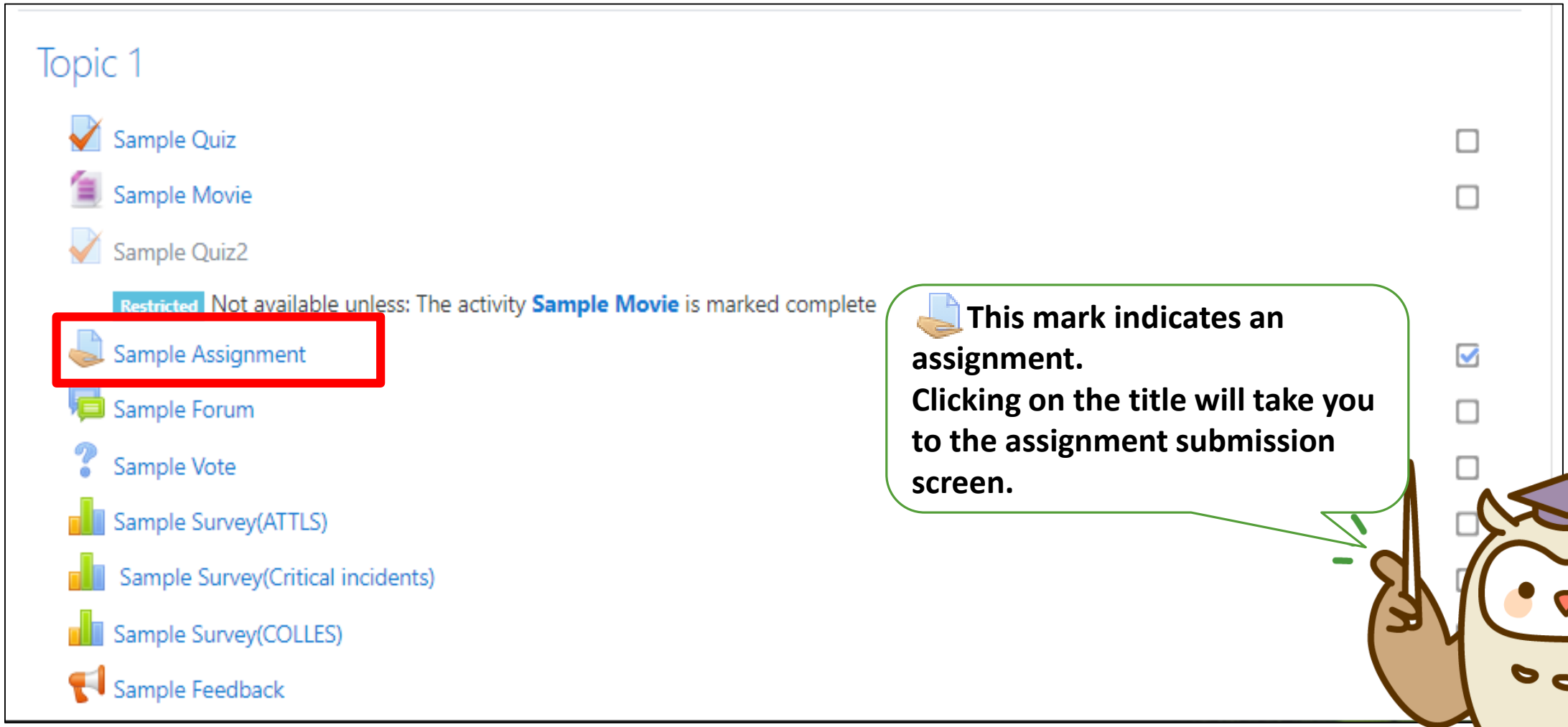
Your answer is correct.

The correct answer is:
sample [AAAAA] sample [BBBBB]

After exiting, you can check your score, answers, and commentary.
(Depending on the test, these may not be displayed.)



Assignments



Submitting Assignments

If there is an explanation or handout for the assignment, it will appear here.
Download as required.

Sample Assignment

Assignment.docx

Submission status

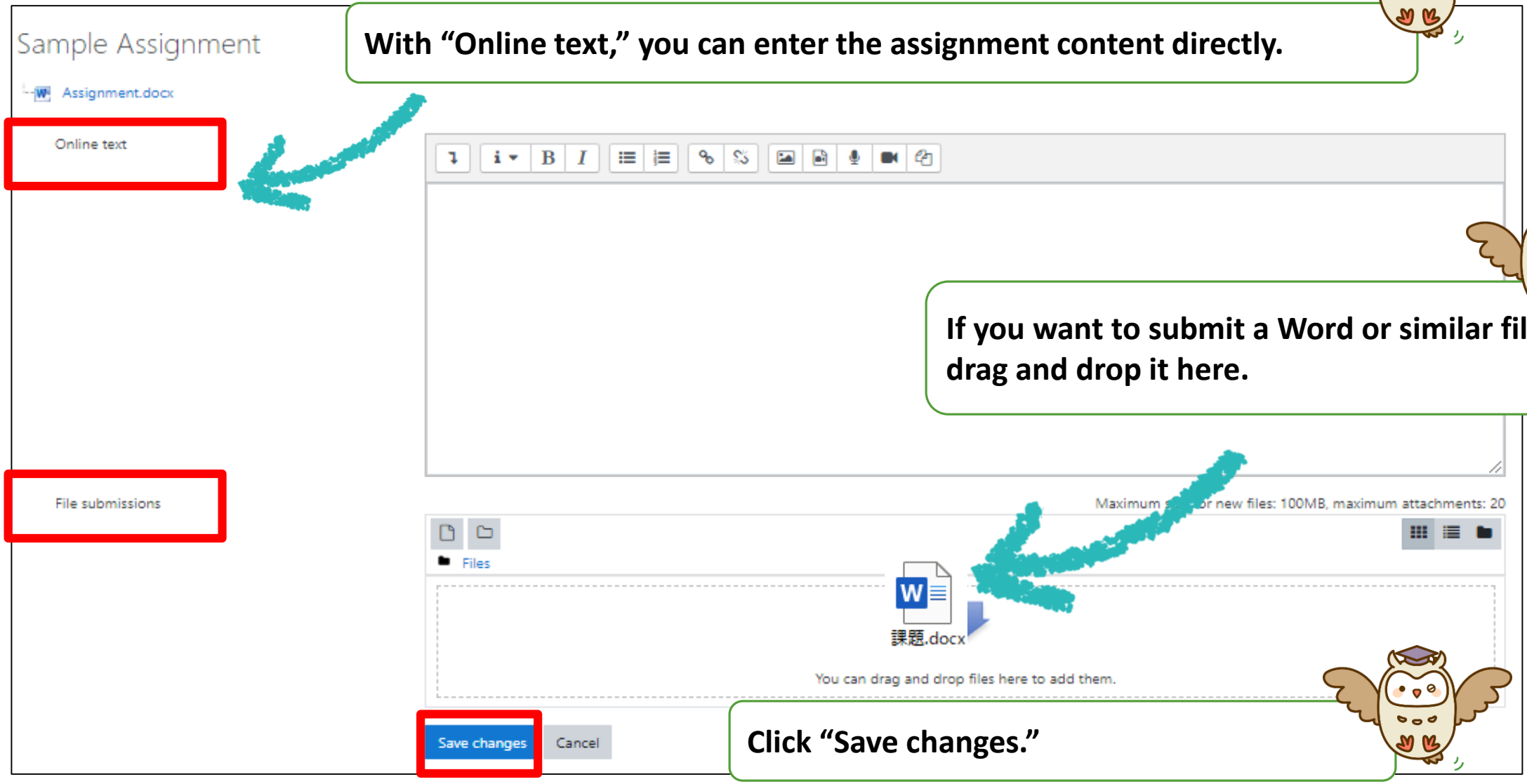
Submission status	No attempt
Grading status	Not graded
Due date	Monday, 16 September 2019, 12:00 AM
Time remaining	6 days 3 hours
Last modified	-
Submission comments	Comments (0)

Add submission

2&id=20

When you are ready for an assignment, click "Add submission."

Submitting Assignments

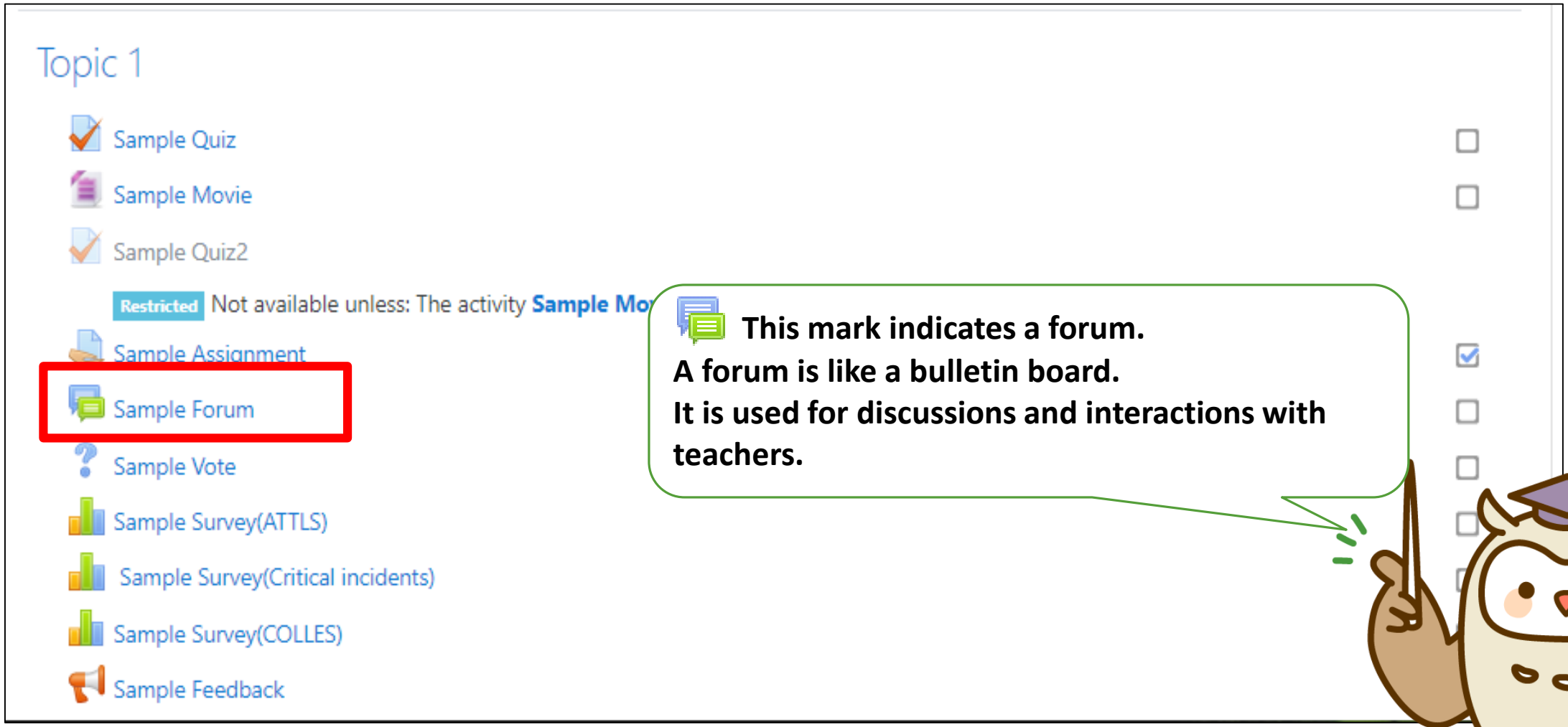


Points Regarding Assignments

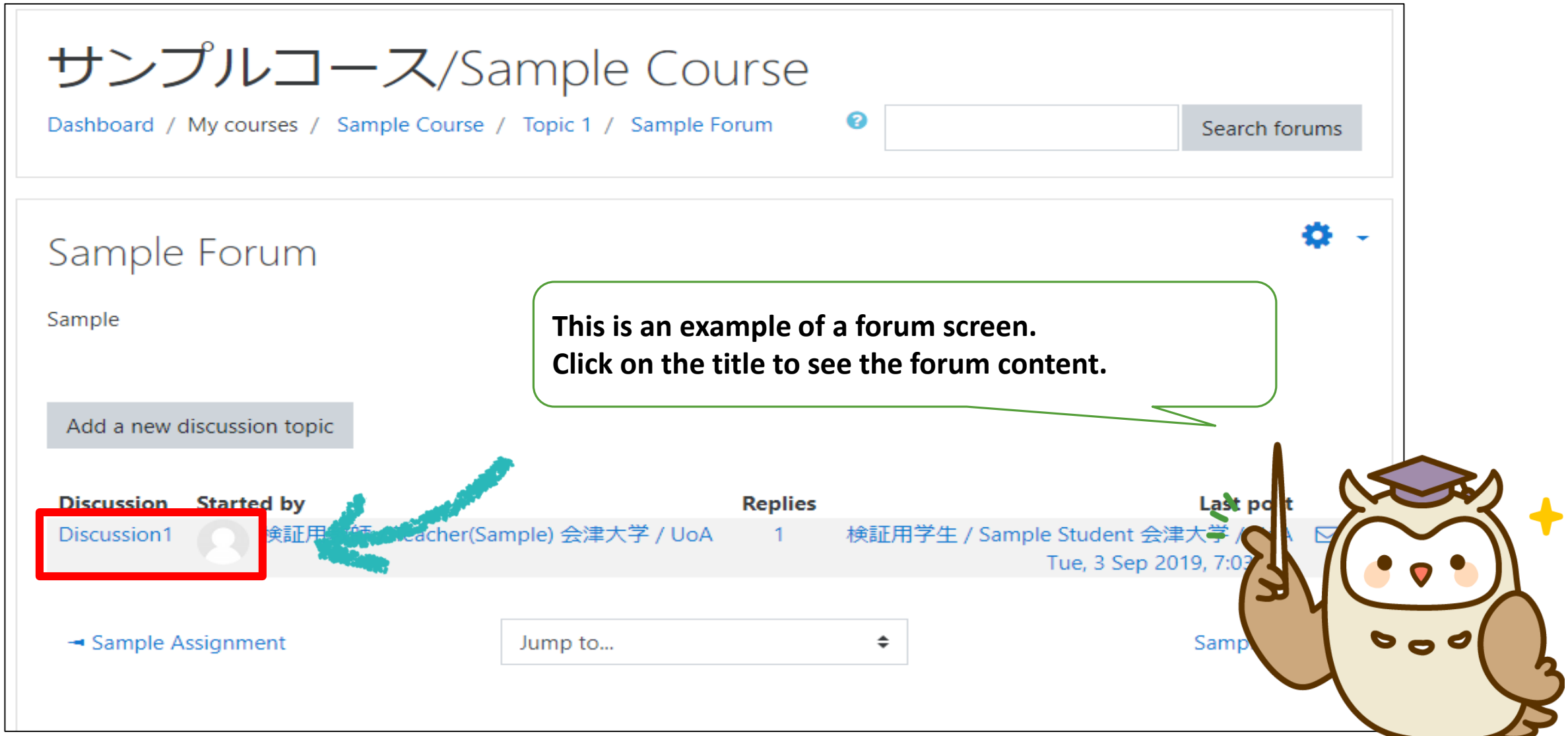
Assignments may have a variety of submission conditions, such as being able to be submitted only once, being able to be submitted multiple times, or having a submission deadline.

Make sure you check the conditions in advance, including those for submission formats and deadlines.

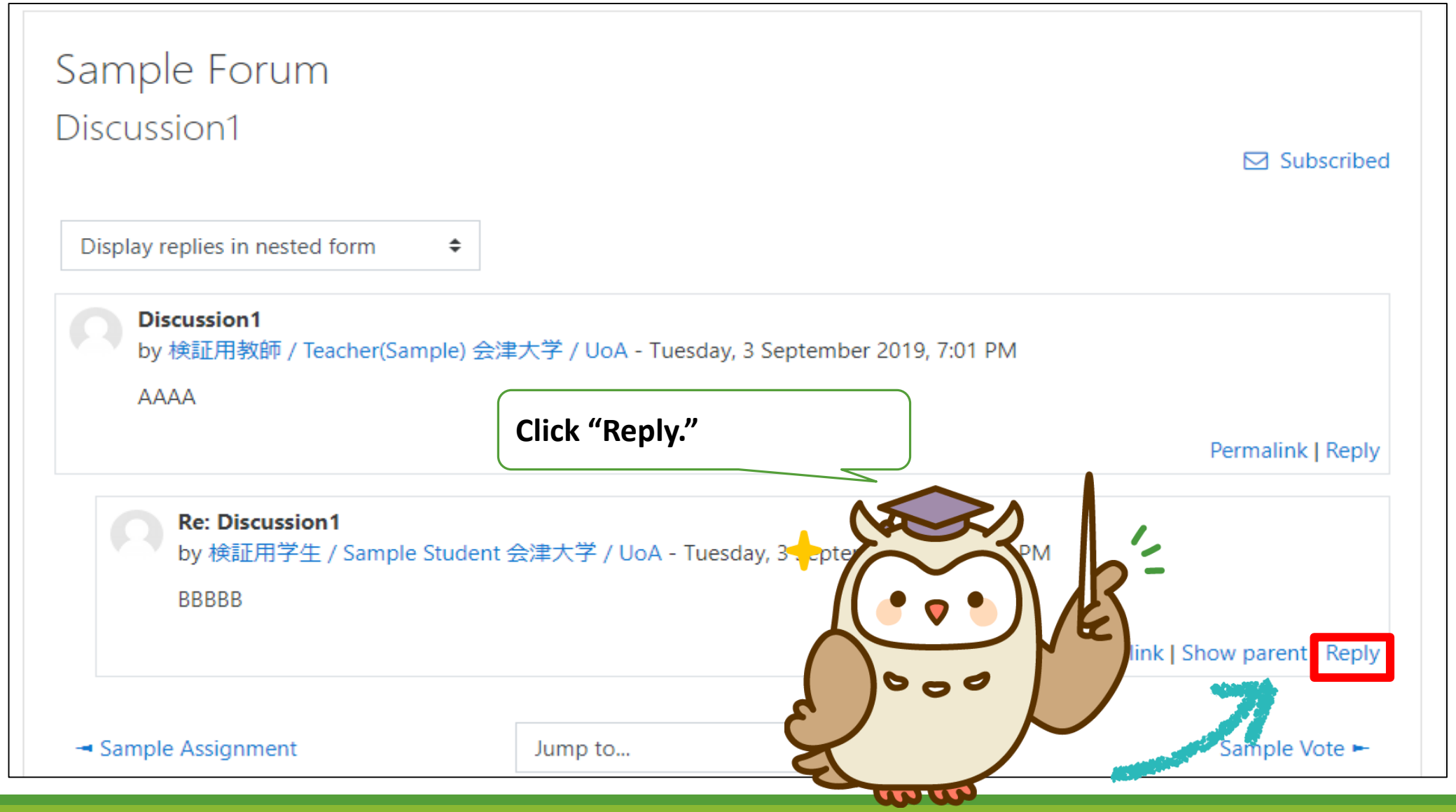
Forums


Topic 1
Sample Quiz
Sample Movie
Sample Quiz2
Restricted Not available unless: The activity Sample Mo
Sample Assignment
Sample Forum
Sample Vote
Sample Survey(ATTLS)
Sample Survey(Critical incidents)
Sample Survey(COLLES)
Sample Feedback
This mark indicates a forum.
A forum is like a bulletin board.
It is used for discussions and interactions with teachers.

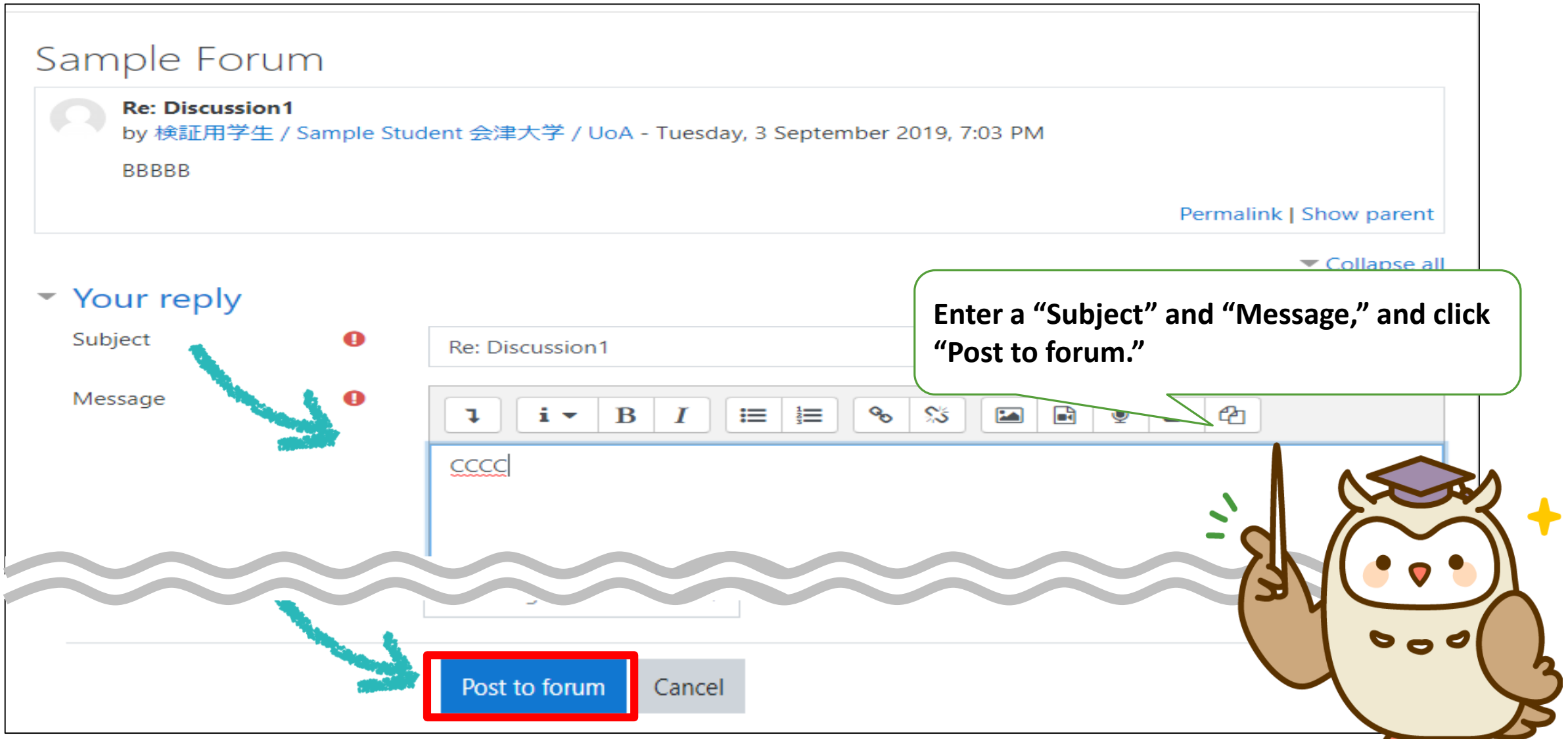
Viewing Forums



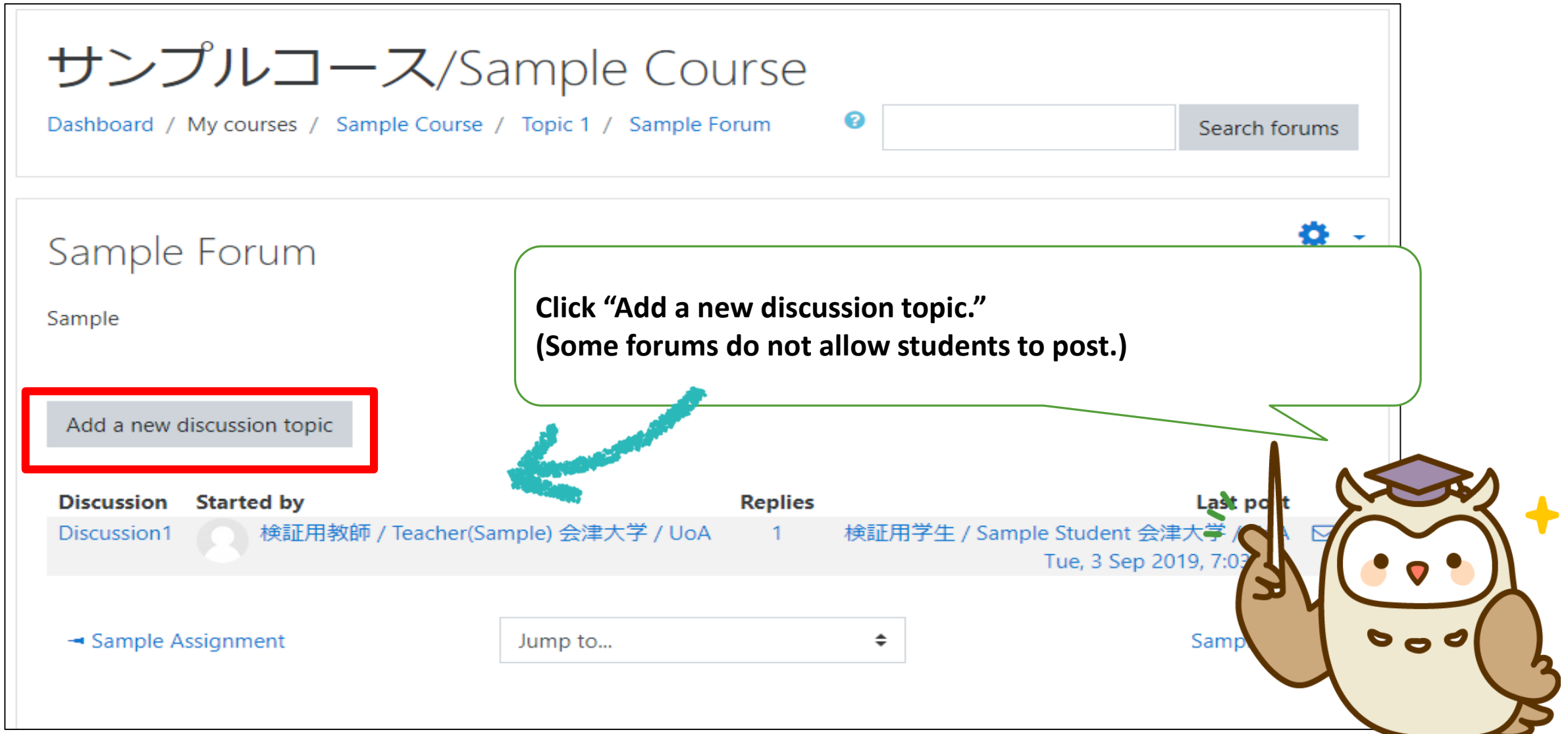
Replying to Forums



Replying to Forums

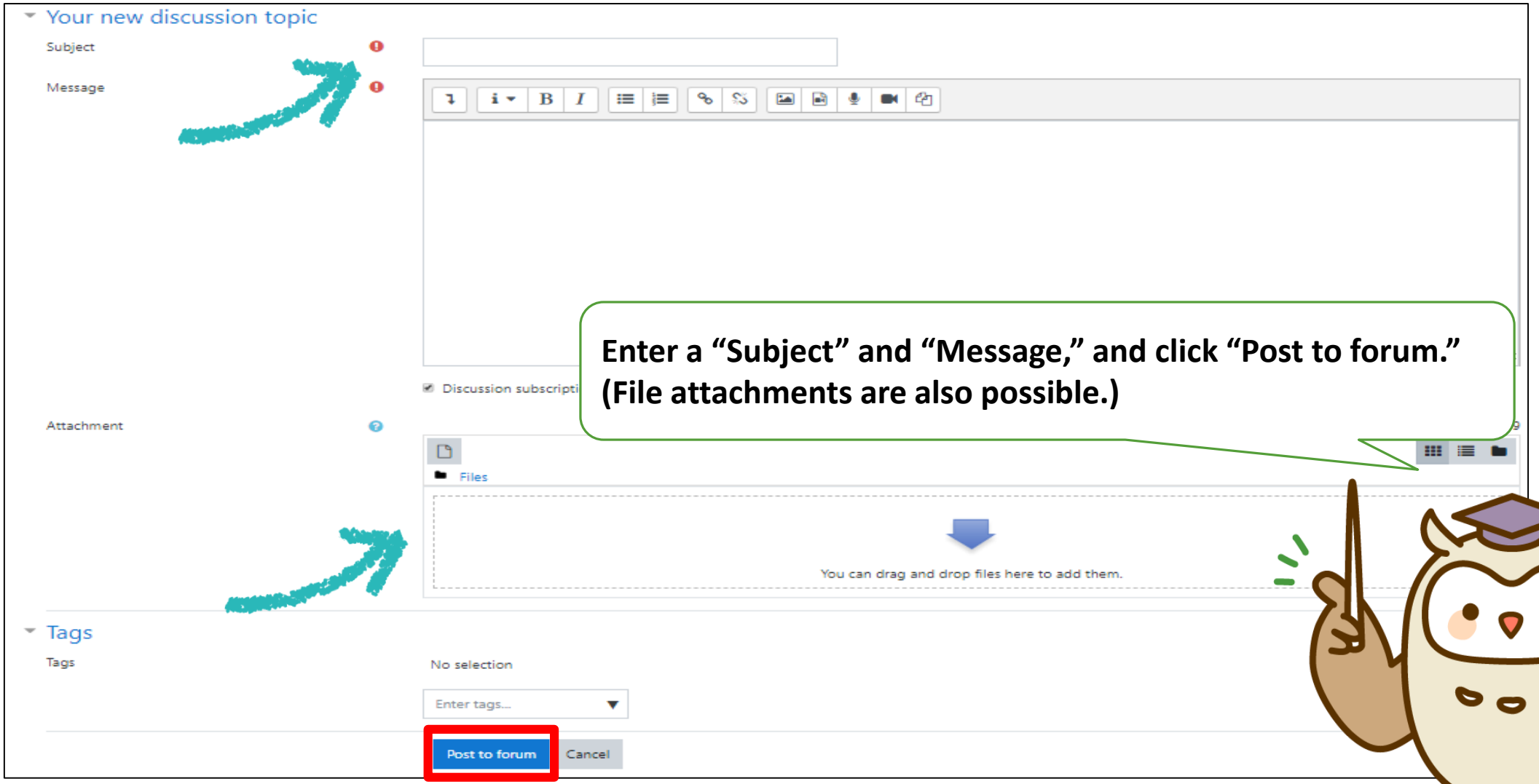


Making a New Post in a Forum

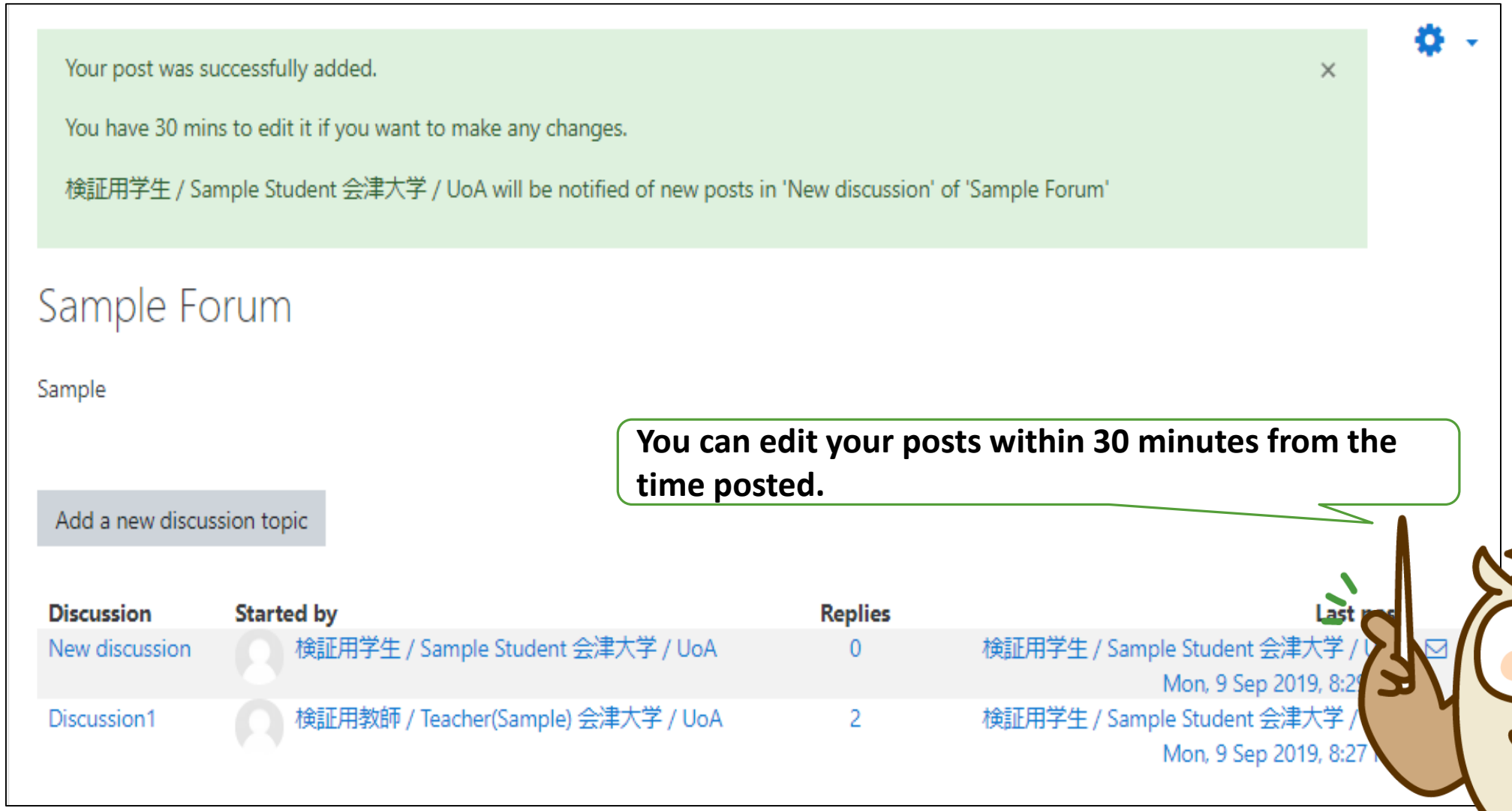


Click “Add a new discussion topic.”
(Some forums do not allow students to post.)

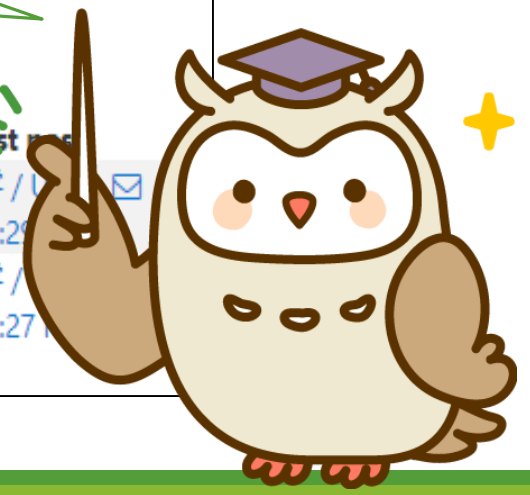
Making a New Post in a Forum



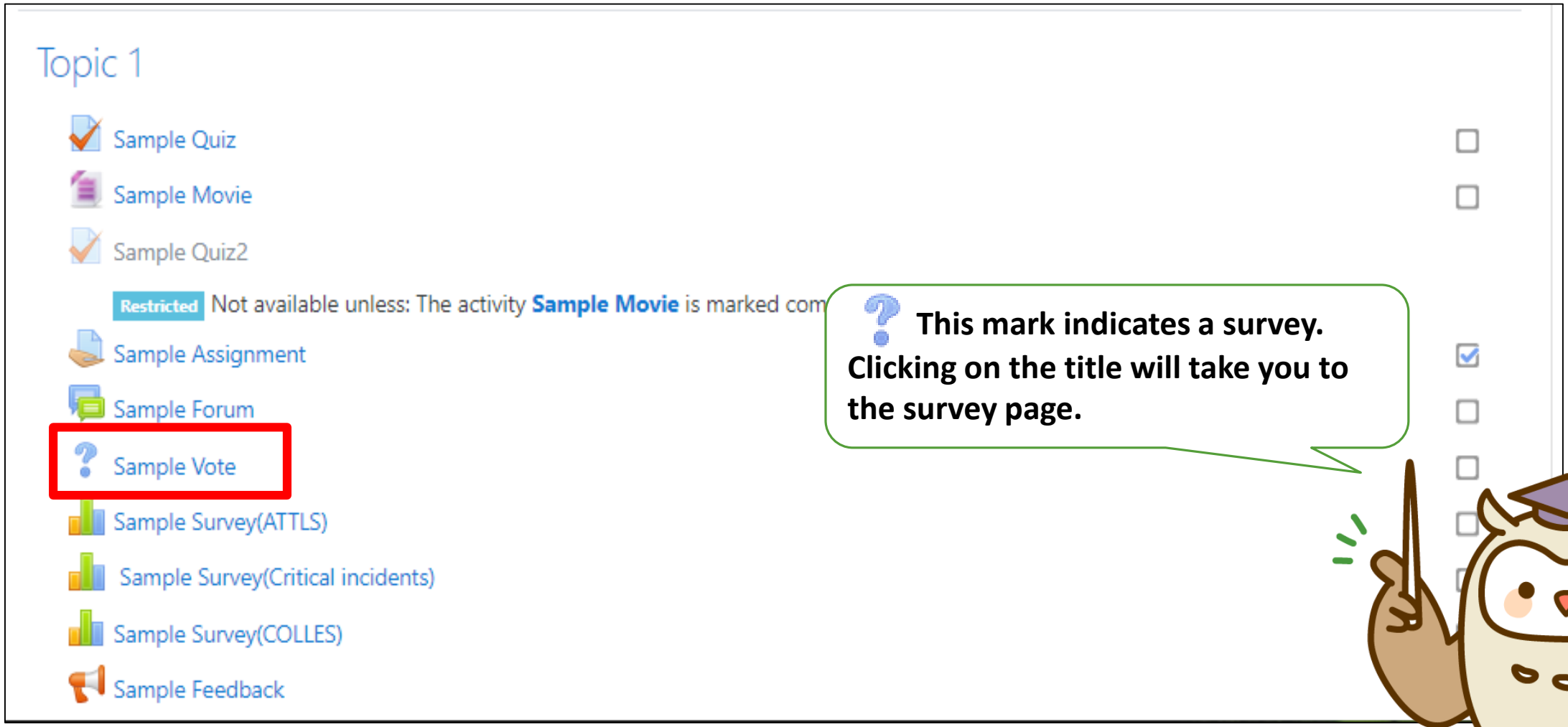
Making a New Post in a Forum



You can edit your posts within 30 minutes from the time posted.



Surveys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Sample Quiz2
Restricted Not available unless: The activity Sample Movie is marked com
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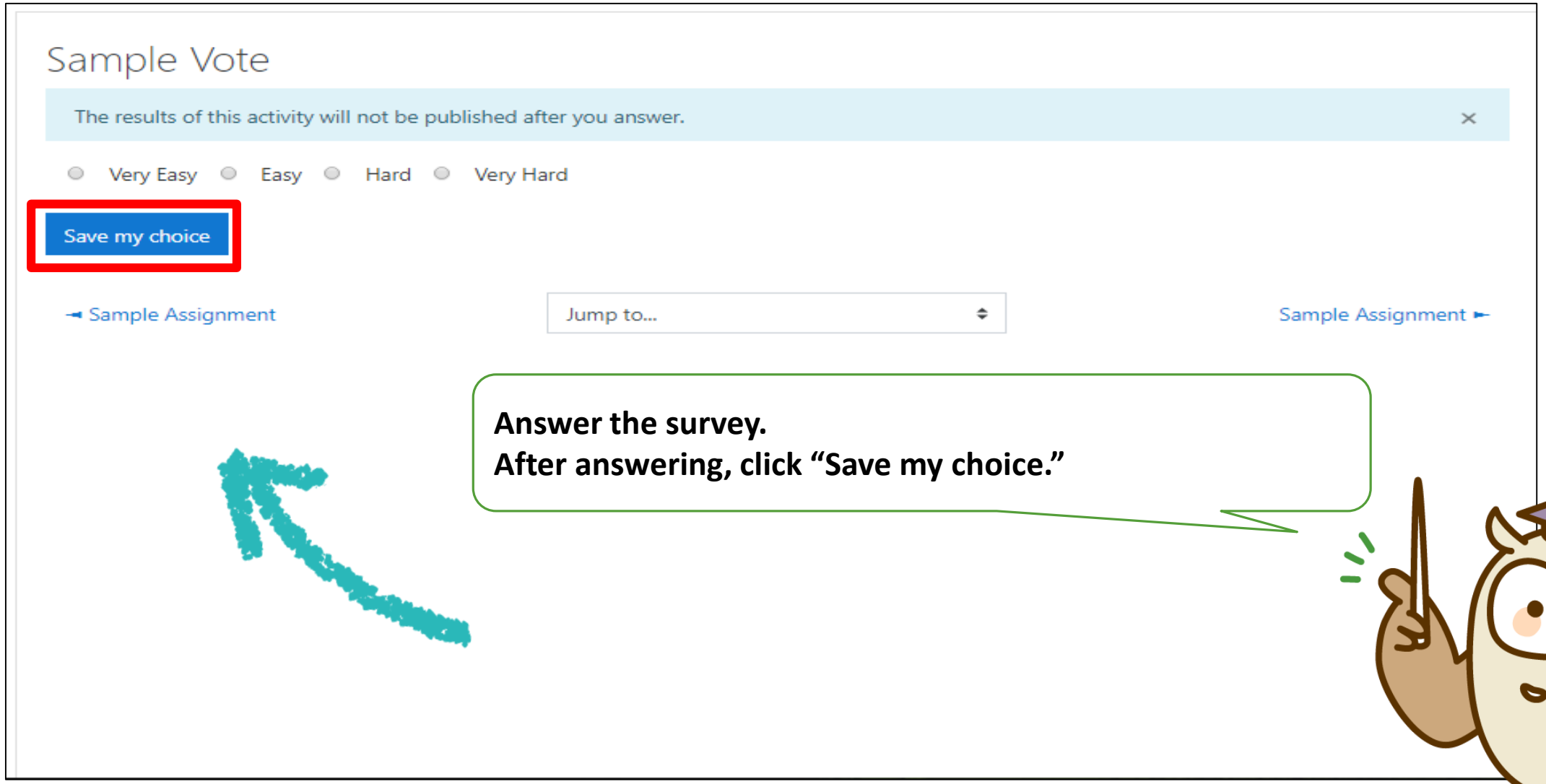
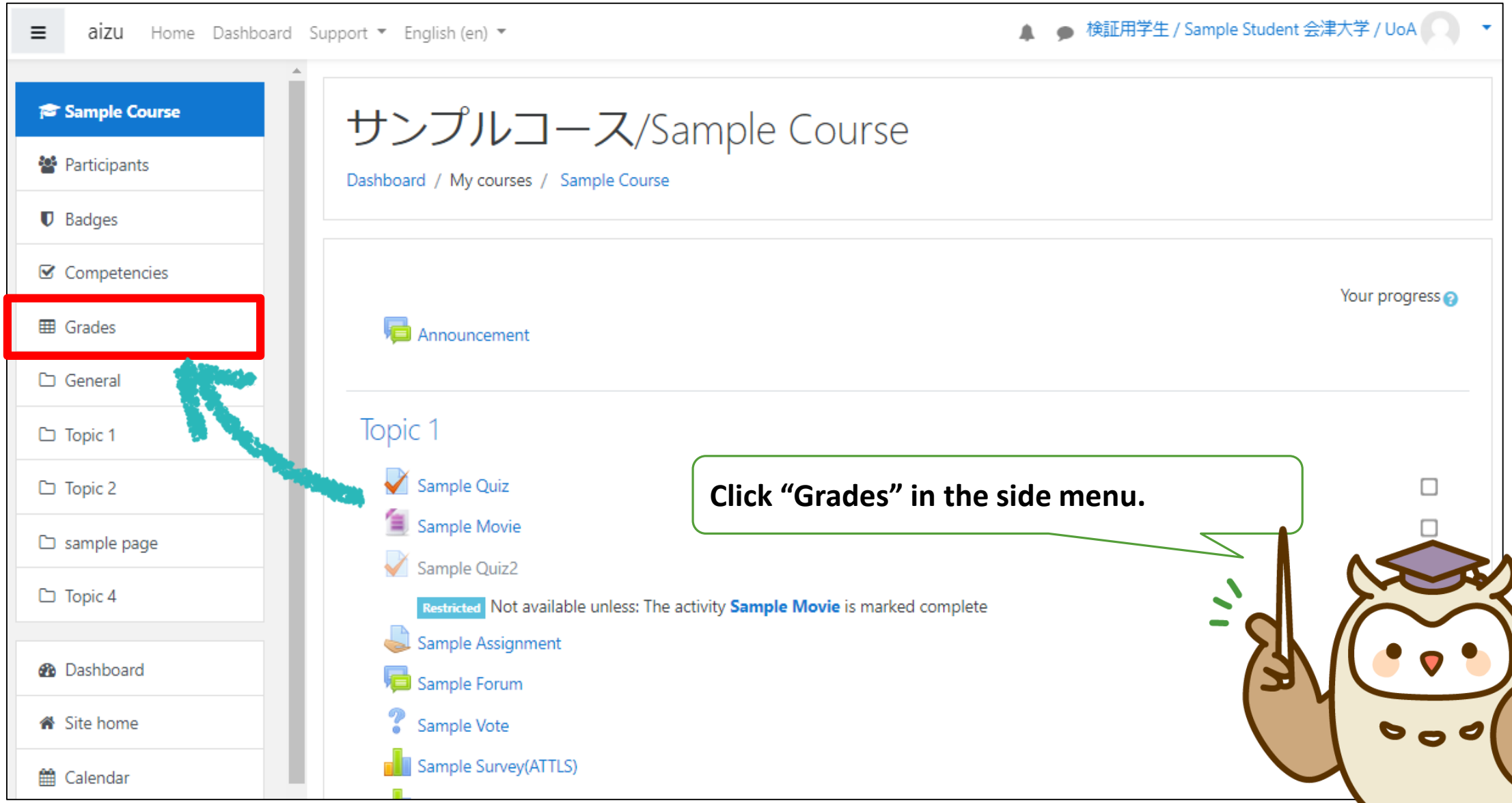
Sample Forum
Sample Vote
Sample Survey(ATTLS)
Sample Survey(Critical incidents)
Sample Survey(COLLES)
Sample Feedback
This mark indicates a survey. Clicking on the title will take you to the survey page.

Answering Surveys



III. Checking Results

HERE WE SHOW YOU HOW TO CHECK YOUR RESULTS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Announcement
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Sample Quiz
Sample Movie
Sample Quiz2
Restricted Not available unless: The activity Sample Movie is marked complete
Sample Assignment
Sample Forum
Sample Vote
Sample Survey(ATTLS)
Click “Grades” in the side menu.

サンプルコース/Sample Course: View: User report

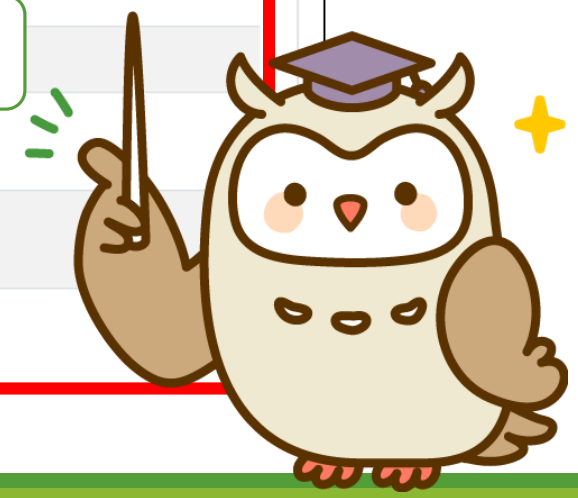
Dashboard / My courses / Sample Course / Grades / Grade administration / User report

User report - 検証用学生 / Sample Student 会津大学 / UoA

Overview report | User report

Grade item	Calculated weight	Grade	Range	Percentage	Feedback	Contribution to course total
サンプルコース/Sample Course						
Sample Quiz	8.33 %	0.00	0–10	0.00 %		0.00 %
Sample Quiz2	0.00 % (Empty)	-	0–10	-		0.00 %
Sample Assignment	83.33 %	100.00	0–100	100.00 %		83.33 %
Sample Quiz3	8.33 %	10.00	0–10	100		
Attendance	0.00 % (Empty)	-	0–100	-		0.00 %
Sample Assignment	0.00 % (Empty)	-	0–100	-		0.00 %
Sample Assignment	0.00 % (Empty)	-	0–100	-		0.00 %

Your scores will be displayed.



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Moodle 3.5 User Manual for Students
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July 2019 Ver.1.0.0
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