



User Manual For Students



Contents

Introduction

I. Using Moodle

II. Using Teaching Materials

- Viewing Files
- Viewing Videos
- Taking Quiz
- Submitting Assignments
- Forums
- Answering Surveys

III. Checking Results



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

University of Aizu LMS(Moodle)

☒ Remember username

[Forgotten your username or password?](#)

Cookies must be enabled in your browser [?](#)



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



Using Moodle

検証用学生 / Sample Student 会津大学 / UoA

Course overview

Timeline Courses

Sort by dates Sort by courses

This is an example of the page you will see after logging in.

LINK

Manual

University of Aizu

System

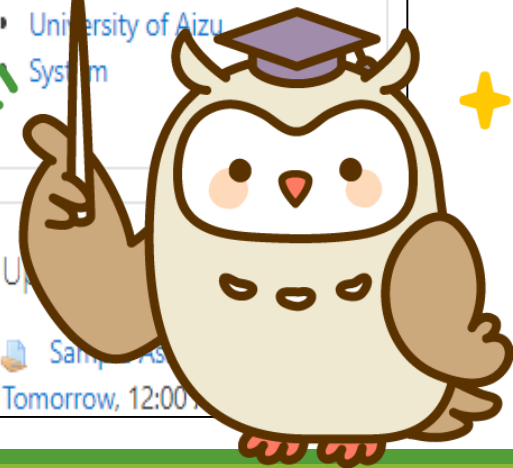
Tomorrow, 12:00

Using Moodle



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

The screenshot shows the Moodle interface for a student. A red box highlights the hamburger menu icon (three horizontal lines) in the top left corner. A blue arrow points from the text box above to this icon. Another red box highlights the expanded side menu on the left, which contains the following items: Dashboard, Site home, Calendar, Private files, My courses, Sample Course, and test2019Q2. The main content area displays the user's profile: 検証用学生 / Sample Student 会津大学 / UoA. Below this, there is a 'Course overview' section with tabs for 'Timeline' and 'Courses'. At the bottom of this section, there are two buttons: 'Sort by dates' and 'Sort by courses'. On the right side, there is a 'LINK' section with links to 'Manual', 'University of Aizu', and 'System'. A cartoon owl wearing a graduation cap is pointing at the 'Manual' link. A green speech bubble points to the side menu with the text: 'You can go to various pages via the side menu on the left.'



Using Moodle

Dashboard

Site home

Calendar

Private files

My courses

Sample Course

test2019Q2

検証用学生 / Sample Student 会津大学 / UoA

Course overview

Timeline Courses

Sort by dates Sort by courses

The dashboard is My Page as your profile page. It shows you information about the courses you have registered for.

Tomorrow, 12:00

Using Moodle

検証用学生 / Sample Student 会津大学 / UoA

Course overview

Timeline Courses

Sort by dates Sort by courses

The timeline displays things like deadlines for submission items.

INK
Manual
University of Aizu
System
Tomorrow, 12:00

Using Moodle

The screenshot shows the Moodle interface for a student. The top navigation bar includes a hamburger menu, the site name 'aizu', and links for 'Home', 'Dashboard', 'Support', and 'English (en)'. On the right, there is a notification bell, a chat icon, and the user's name '検証用学生 / Sample Student 会津大学 / UoA' next to a profile icon.

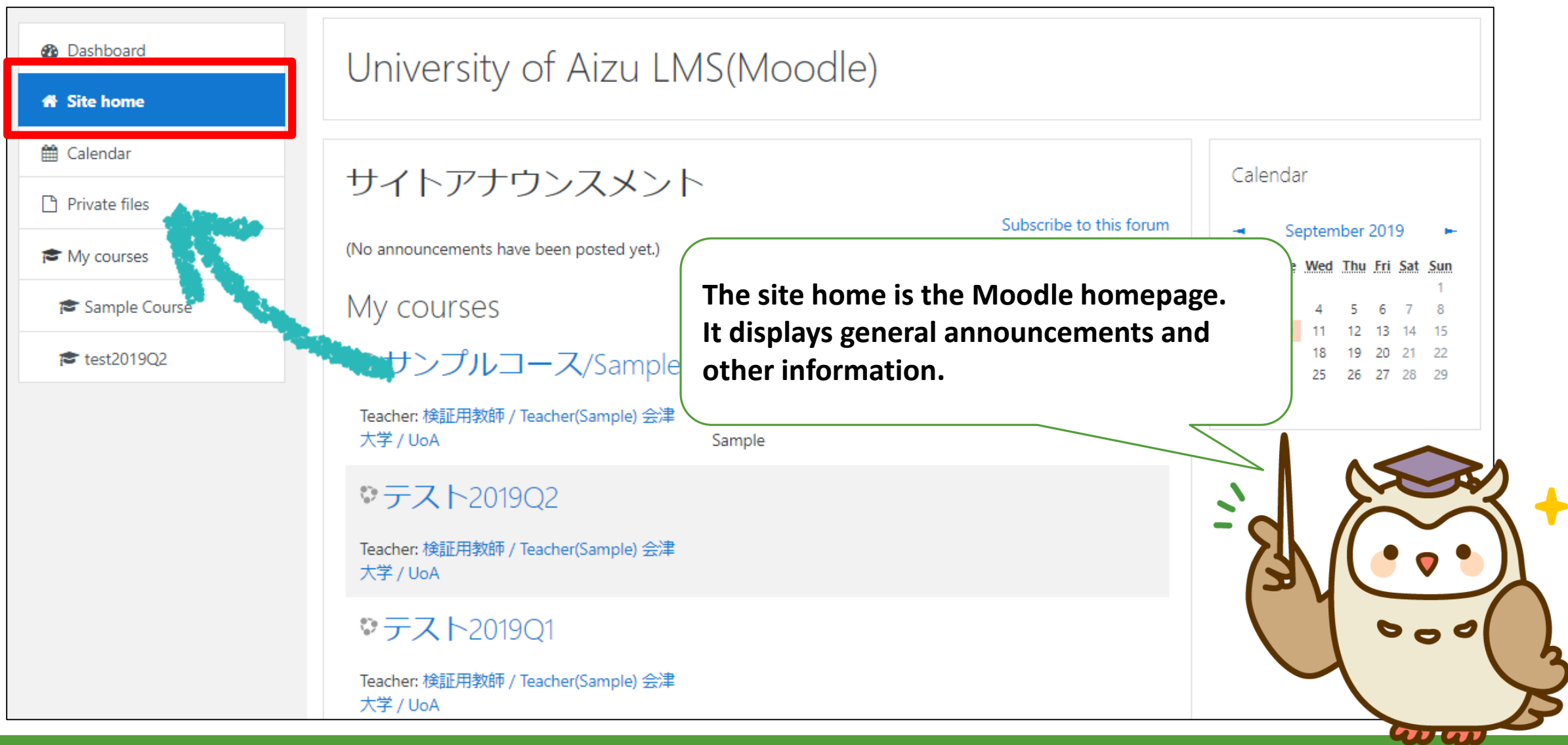
The left sidebar contains a 'Dashboard' section with the following links: 'Site home', 'Calendar', 'Private files', 'My courses', 'Sample Course', and 'test2019Q2'.

The main content area is titled '検証用学生 / Sample Student 会津大学 / UoA'. Below this, there is a 'Course overview' section with two tabs: 'Timeline' and 'Courses'. The 'Courses' tab is highlighted with a red rectangle. A green callout box with a blue arrow points to the 'Courses' tab, containing the text: 'Clicking on the “Courses” tab will display a list of the classes you are taking.'

Below the tabs, there are two buttons: 'Sort by dates' (highlighted with a blue rectangle) and 'Sort by courses'.

In the bottom right corner, there is a cartoon owl character wearing a graduation cap, pointing upwards with its right hand. A yellow star is next to the owl.

Using Moodle



The screenshot shows the Moodle homepage for the University of Aizu. The left sidebar contains navigation links: Dashboard, Site home (highlighted with a red box), Calendar, Private files, My courses, Sample Course, and test2019Q2. A green arrow points from the 'Site home' link to the main content area. The main content area displays the title 'University of Aizu LMS(Moodle)', a section for 'サイトアナウンスメント' (Site Announcements) with a note that no announcements have been posted yet, and a 'My courses' section listing 'サンプルコース/Sample Course' and 'テスト2019Q2'. A green speech bubble points to the 'My courses' section with the text: 'The site home is the Moodle homepage. It displays general announcements and other information.' A cartoon owl wearing a graduation cap and holding a pointer is in the bottom right corner.

Dashboard

Site home

Calendar

Private files

My courses

Sample Course

test2019Q2

University of Aizu LMS(Moodle)

サイトアナウンスメント

(No announcements have been posted yet.)

Subscribe to this forum

Calendar

September 2019

Wed	Thu	Fri	Sat	Sun
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

My courses

サンプルコース/Sample Course

Teacher: 検証用教師 / Teacher(Sample) 会津大学 / UoA

Sample

テスト2019Q2

Teacher: 検証用教師 / Teacher(Sample) 会津大学 / UoA

テスト2019Q1

Teacher: 検証用教師 / Teacher(Sample) 会津大学 / UoA

The site home is the Moodle homepage. It displays general announcements and other information.

Using Moodle

検証用学生 / Sample Student 会津大学 / UoA

Dashboard

Profile

Grades

Messages

Preferences

Log out

University of Aizu LMS(Moodle)

サイトアナウンスメント

(No announcements have been posted yet.)

Subscribe to this forum

My courses

サンプルコース

Teacher: 検証用教師 / Teacher(Sample) 会津大学 / UoA

テスト2019Q2

Teacher: 検証用教師 / Teacher(Sample) 会津大学 / UoA

The section in the upper right showing your name is called the "User Menu." It will display a link to your personal information. You can also use it to log out.



Using Moodle

Dashboard

Site home

Calendar

Private files

My courses

Sample Course

test2019Q2

検証用学生 / Sample Student 会津大学 / UoA

Dashboard / Profile

Reset page to default

Customise this page

User details

Email address
aizustudent@nodomain.com

Reports
Browser sessions

Privacy and policies
Data retention summary

Course details
Course profiles
サンプルコース/Sample Course

First access to site
Friday, 23 August 2019, 10:29 AM (17 days 9 hours 11 minutes ago)

Last access to site
Monday, 9 September 2019, 7:52 PM (now)

To return to the first page, click
"Dashboard" or "Site home."



Using Moodle

Dashboard

Site home

Calendar

Private files

My courses

Sample Course

test2019Q2

検証用学生 / Sample Student 会津大学 / UoA

Course overview

Timeline Courses

Sort by dates Sort by courses

You will see the courses you have registered for under "My courses" in the left-side menu.

Course name

Sample Student 会津大学 / UoA

サンプルコース/Sample Course

Dashboard / My courses / Sample Course


Announcement

Your progress ?

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.



 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

Support ▾

English (en) ▾

🔔

💬

検証明学生 / 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

📢 Announcement

Topic 1

📝 Sample Quiz

🎬 Sample Movie

📝 Sample Quiz2

Restricted

Not available unless: The activity **Sample Movie** is completed complete

📄 Sample Assignment

🗨️ Sample Forum

❓ Sample Vote

📊 Sample Survey(ATTLS)

Your progress ?

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

🏆 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

🗨️ Announcement

Topic 1

📝 Sample Quiz

🎬 Sample Movie

📝 Sample Quiz2

🔒 Restricted Not available unless: The activity Sample Movie is completed

📝 Sample Assignment

🗨️ Sample Forum

❓ Sample Vote

📊 Sample Survey(ATTLS)

Your progress ?

☐

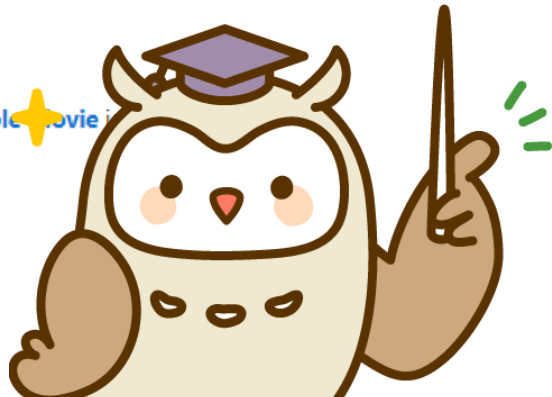
☑


☐

☐

☐

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

Badges

Competencies

Grades

General

Topic 1

Topic 2

sample page

Topic 4

Dashboard

Site home

Calendar

Private files

My courses

Sample Vote

Sample Survey(ATTLS)

Sample Survey(Critical incidents)

Sample Survey(COLLES)


Sample Feedback

Samle Chat

Sample Quiz3

Attendance

Topic 2

 campus map




sample page


sample page

sample page

You can download different types of data according to their icons.

▼ Examples of icon and file types

	PDF File
	Word File
	Excel File





Viewing Videos

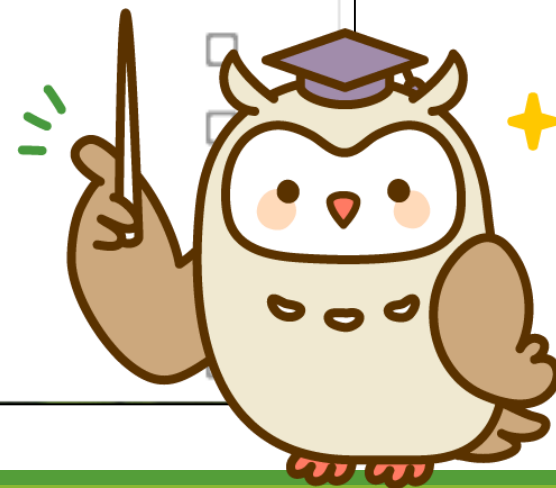
Topic 1

- ✓ Sample Quiz
- Sample Movie**
- ✓ Sample Quiz2
- Restricted** Not available unless: The activity **Sample Movie** is completed
- 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

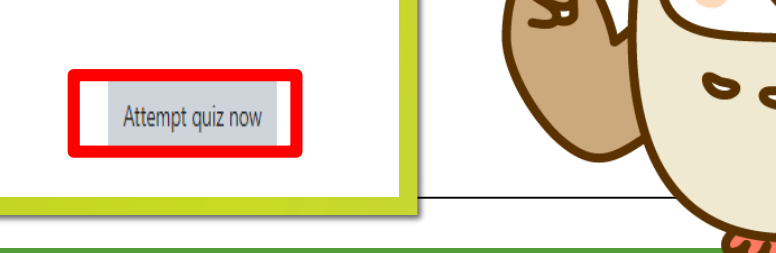
Not available unless: The activity **Sample Movie** is marked complete
-  Sample Assignment
-  Sample Forum
-  Sample Vote
-  Sample Survey(ATTLS)
-  Sample Survey(Critical incidents)
-  Sample Survey(COLLES)
-  Sample Feedback
-  Sample Chat
-  Sample Quiz3
-  Attendance

 This mark indicates quiz.
Click on the title and click “Attempt quiz now” to start the test.

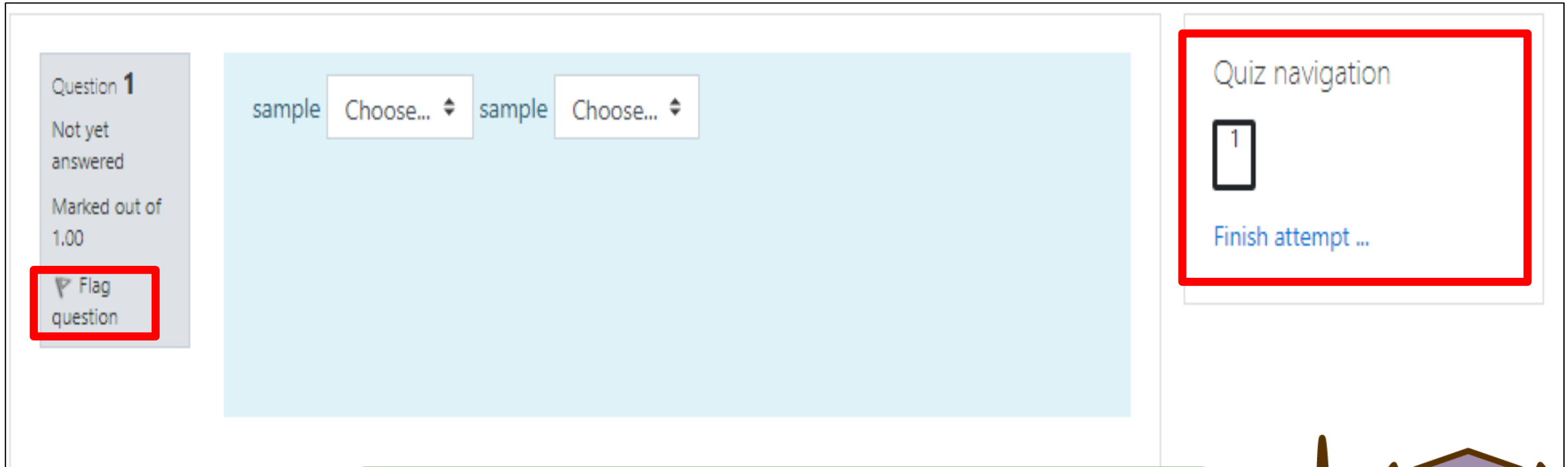
Sample Quiz3

Grading method: Highest grade

Attempt quiz now



Progressing Through Short Tests



The screenshot displays a Moodle quiz interface. On the left, a grey sidebar contains the text: "Question 1", "Not yet answered", "Marked out of 1.00", and a button labeled "Flag question" which is highlighted with a red rectangle. The central area is a large light blue box containing two "sample Choose..." dropdown menus. On the right, a white sidebar titled "Quiz navigation" is highlighted with a red rectangle; it shows a box with the number "1" and a link that says "Finish attempt ...".

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

Question 1

Not yet answered

Marked out of 1.00

Flag question

sample Choose...

sample Choose...

Quiz navigation

1

Finish attempt ...

← Samle Chat

Jump to...

Attendance ➡

Finish attempt ...

Once you have finished answering, click Finish attempt....



Ending Short Tests

Sample Quiz3

Summary of attempt

Question	Status
1	Answer saved

Return to attempt

Submit all and finish

Jump to...

Quiz navigation

1

Finish attempt ...

Confirmation

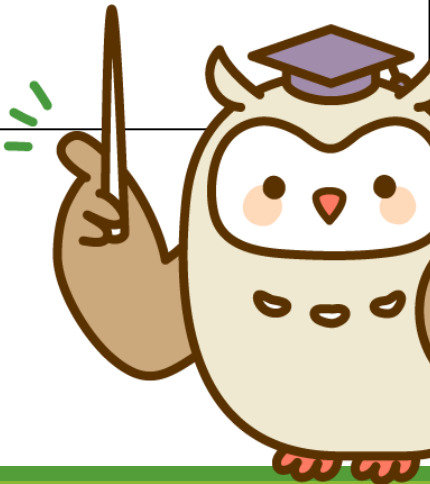
Once you submit, you will no longer be able to change your answers for this attempt.

Submit all and finish

Cancel

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

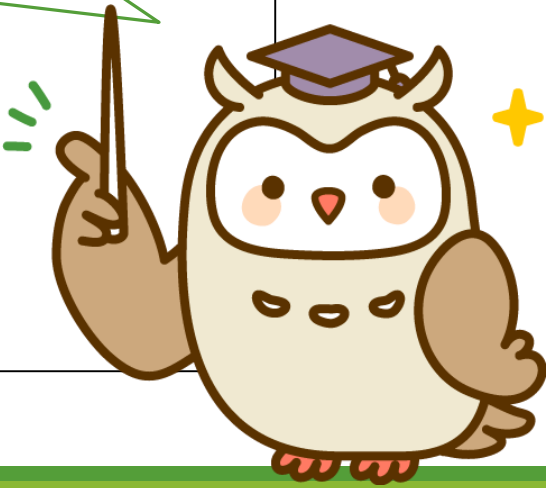
Flag question

sample ✓ sample ✓

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











Your answer is correct.


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




Assignments

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)
-  Sample Survey(Critical incidents)
-  Sample Survey(COLLES)
-  Sample Feedback

 **This mark indicates an assignment.**
Clicking on the title will take you to the assignment submission screen.



Submitting Assignments



Sample Assignment

 Assignment.docx

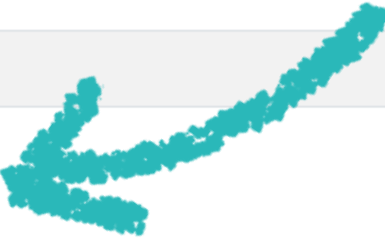


Submission status

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

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)

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



Add submission



28&id=20

Submitting Assignments

Sample Assignment

Assignment.docx

Online text

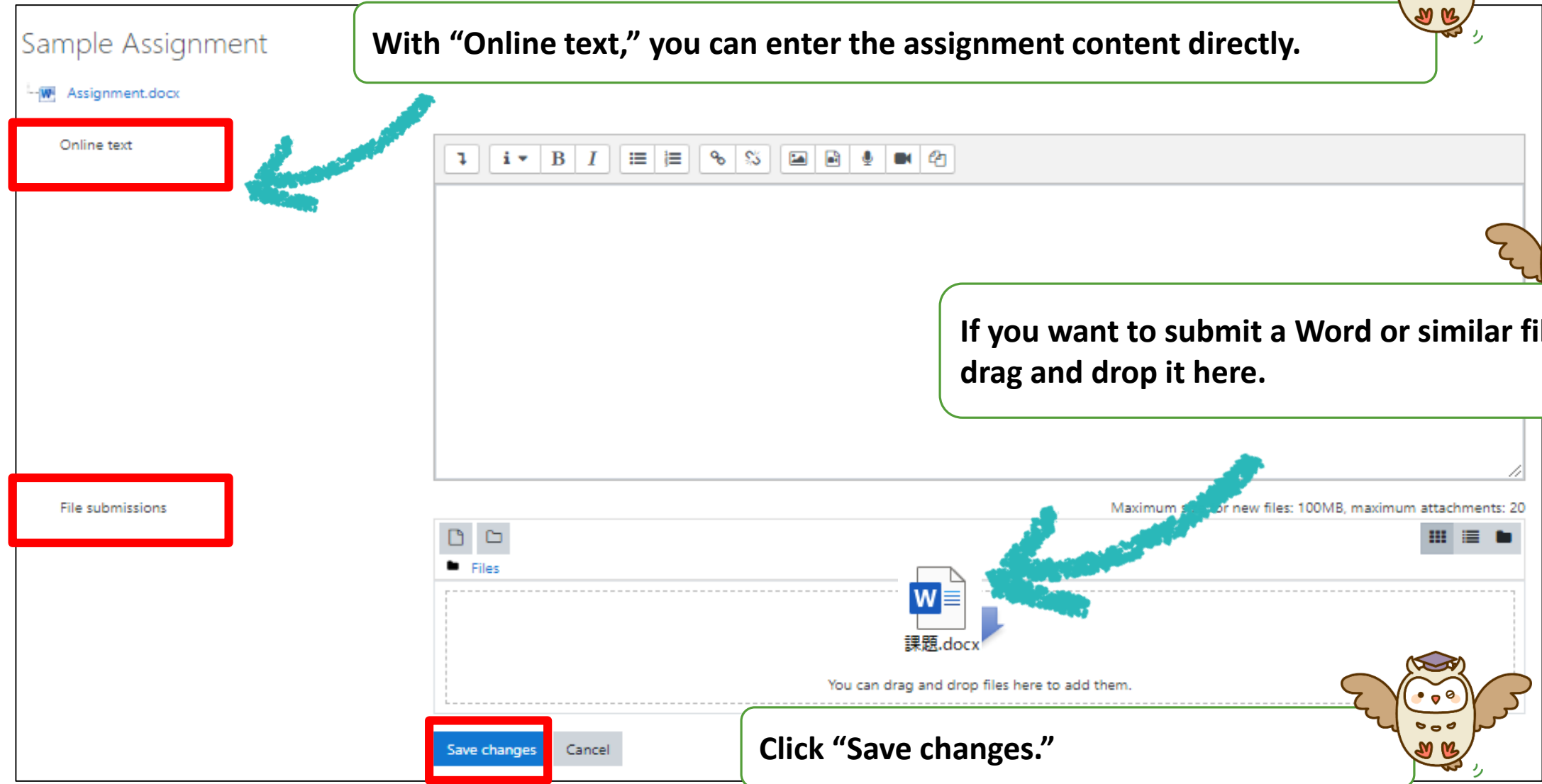
File submissions

Save changes Cancel

With “Online text,” you can enter the assignment content directly.

If you want to submit a Word or similar file, drag and drop it here.

Click “Save changes.”



The screenshot shows a Moodle assignment submission page. On the left is a sidebar with 'Online text' and 'File submissions' highlighted in red boxes. The main area has a rich text editor for online text and a file submission area below it. A Word document icon labeled '課題.docx' is shown being dragged into the file submission area. A red box highlights the 'Save changes' button at the bottom. Three owl icons are placed around the interface to draw attention to the callout boxes. Teal arrows point from the callouts to the 'Online text' area, the file submission area, and the 'Save changes' button.

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

サンプルコース/Sample Course

[Dashboard](#) / [My courses](#) / [Sample Course](#) / [Topic 1](#) / [Sample Forum](#)

Search forums

Sample Forum

Sample


Add a new discussion topic

Discussion	Started by	Replies	Last post
Discussion1	検証用 先生 Teacher(Sample) 会津大学 / UoA	1	検証用学生 / Sample Student 会津大学 / UoA Tue, 3 Sep 2019, 7:03

← Sample Assignment

Jump to...

This is an example of a forum screen.
Click on the title to see the forum content.




Replying to Forums

Sample Forum

Discussion1


☒ Subscribed

Display replies in nested form

**Discussion1**
by 検証用教師 / Teacher(Sample) 会津大学 / UoA - Tuesday, 3 September 2019, 7:01 PM
AAAA

Click "Reply."


Permalink | Reply

**Re: Discussion1**
by 検証用学生 / Sample Student 会津大学 / UoA - Tuesday, 3 September 2019, 7:01 PM
BBBBB

link | Show parent **Reply**

← Sample Assignment


Jump to...



Sample Vote →

Replying to Forums

Sample Forum

**Re: Discussion1**
by 検証用学生 / Sample Student 会津大学 / UoA - Tuesday, 3 September 2019, 7:03 PM
BBBBB

Permalink | Show parent

▼ Collapse all

▼ Your reply

Subject

Message

Re: Discussion1

↓

i ▼

B

I

☰

☰

🔗

🔄

🖼️

📎

🗣️


📄

cccc

Post to forum

Cancel

Enter a "Subject" and "Message," and click "Post to forum."



Making a New Post in a Forum

サンプルコース/Sample Course

[Dashboard](#) / [My courses](#) / [Sample Course](#) / [Topic 1](#) / [Sample Forum](#)


Search forums


Sample Forum

Sample

Add a new discussion topic


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



Discussion	Started by	Replies	Last post
Discussion1	 検証用教師 / Teacher(Sample) 会津大学 / UoA	1	検証用学生 / Sample Student 会津大学 / UoA Tue, 3 Sep 2019, 7:03

[← Sample Assignment](#)

Jump to...



Making a New Post in a Forum

▼ Your new discussion topic

Subject ?

Message ?

Attachment ?

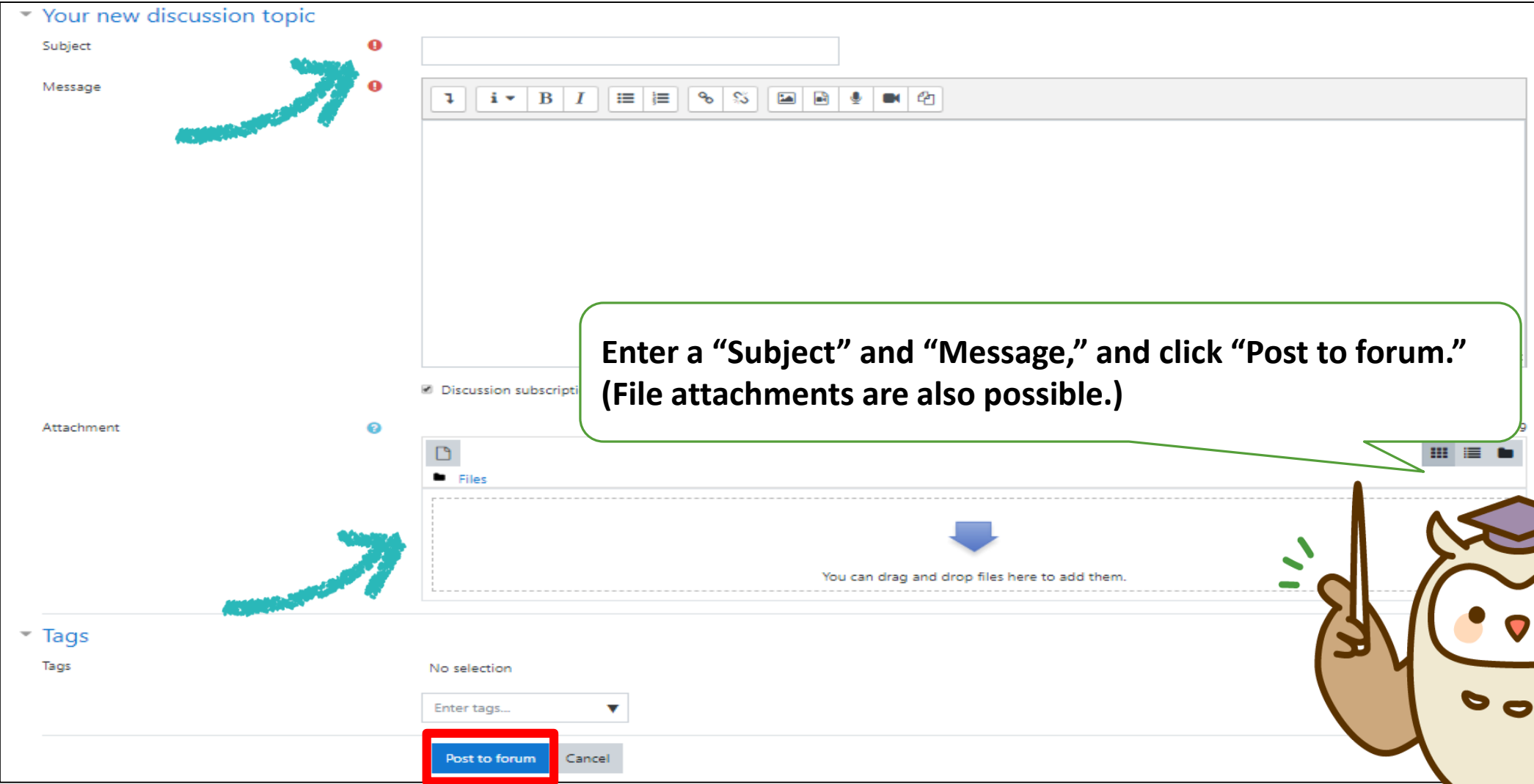
Tags

No selection

Enter tags...

Post to forum Cancel

Enter a "Subject" and "Message," and click "Post to forum."
(File attachments are also possible.)



Making a New Post in a Forum

Your post was successfully added.

You have 30 mins to edit it if you want to make any changes.

検証用学生 / Sample Student 会津大学 / UoA will be notified of new posts in 'New discussion' of 'Sample Forum'

Sample Forum

Sample

Add a new discussion topic


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


Discussion	Started by	Replies	Last post
New discussion	 検証用学生 / Sample Student 会津大学 / UoA	0	検証用学生 / Sample Student 会津大学 / UoA Mon, 9 Sep 2019, 8:27
Discussion1	 検証用教師 / Teacher(Sample) 会津大学 / UoA	2	検証用学生 / Sample Student 会津大学 / UoA Mon, 9 Sep 2019, 8:27




Surveys

Topic 1


 Sample Quiz


 Sample Movie


 Sample Quiz2


Restricted


Not available unless: The activity **Sample Movie** is marked com


 Sample Assignment


 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

Sample Vote

The results of this activity will not be published after you answer. ×

☐ Very Easy ☐ Easy ☐ Hard ☐ Very Hard


Save my choice


[← Sample Assignment](#)

Jump to...

[Sample Assignment ▶](#)

Answer the survey.
After answering, click “Save my choice.”





III. Checking Results

HERE WE SHOW YOU HOW TO CHECK YOUR RESULTS



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

[Dashboard](#) / [My courses](#) / [Sample Course](#) / [Grades](#) / [Grade administration](#) / [User report](#)

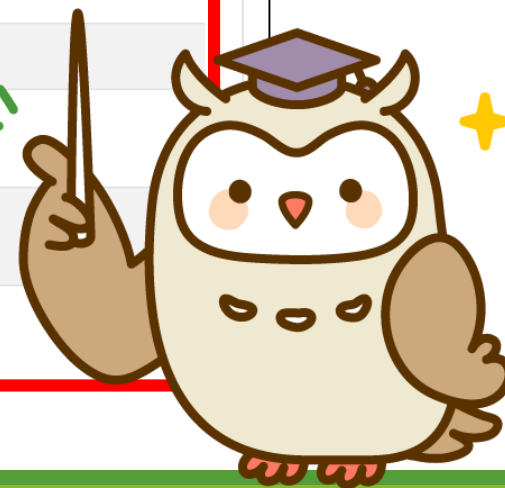
User report - 検証用学生 / Sample Student 会津大学 / UoA

[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	100.00 %		8.33 %
👤 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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