Moodle Guide for Students

How to Log in to Moodle

When accessing Moodle from your browser, we recommend using Mozilla Firefox or Google Chrome.
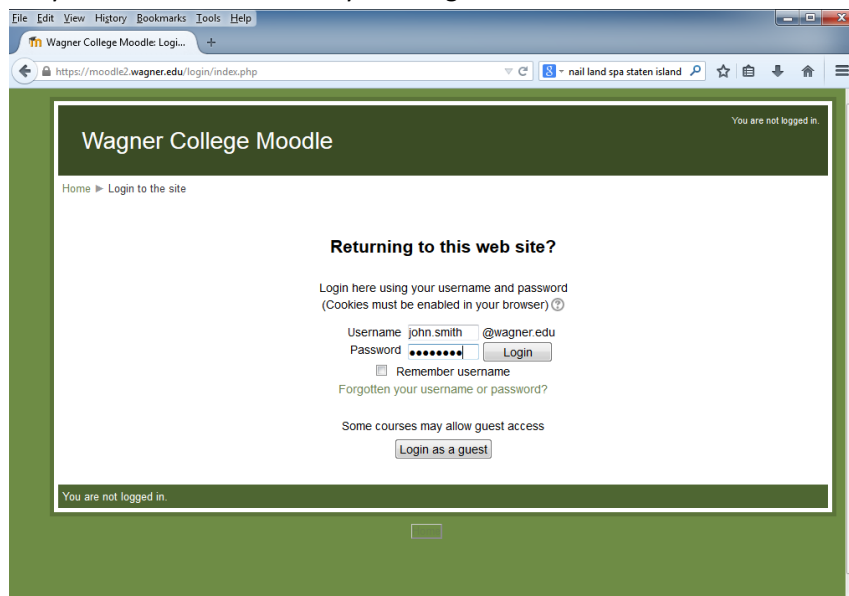
You can access Moodle in two ways:

The first way you can access Moodle is by typing "www.wagner.edu" into your browser, then click **Quicklinks**, and lastly select **Moodle 2.5**

The second way you can access Moodle is by typing "moodle.wagner.edu" into your browser.

**Note: Make sure you do not put "www." in your address bar or it will not work**

This will bring you to the homepage of Moodle. Once you are on the Moodle homepage, use your All Access Pass information to access your account. The All Access Pass is the same credentials that you would use to access your Wagner email.

How to Access Courses

You can access your courses on Moodle in two ways:

Once you are logged into Moodle, you will notice the **Navigation** block on the left hand side. Under the **Navigation** block, you will see **My Courses**.
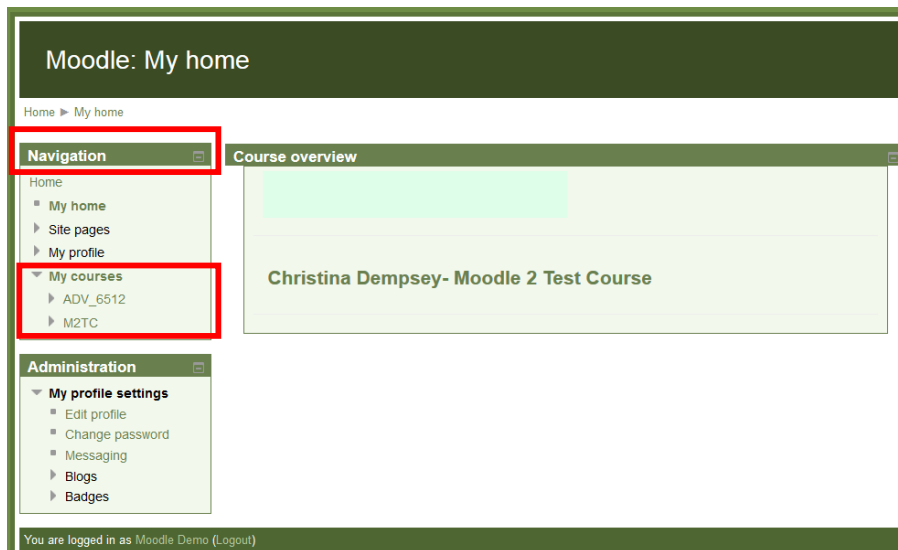
Click the small arrow next to **My Courses** which will list all of the courses that you are a part of. Select the particular course that you would like to access.

Another way you can access your courses is by looking for your course under the **My Courses** block.
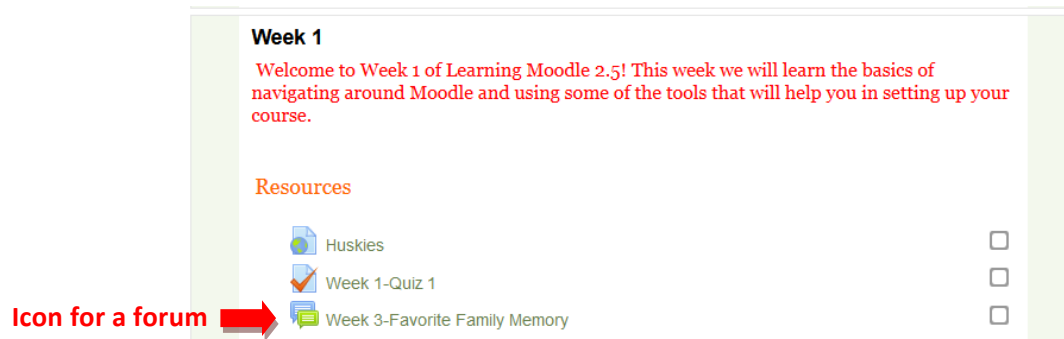

How to Access Resources

Once you have selected the course that you would like to view, you may notice that the professor has provided you with links, videos or other documents posted to their Moodle page. In order to view the documents, click the link to the desired document, which will bring you to another window to view the text documents.
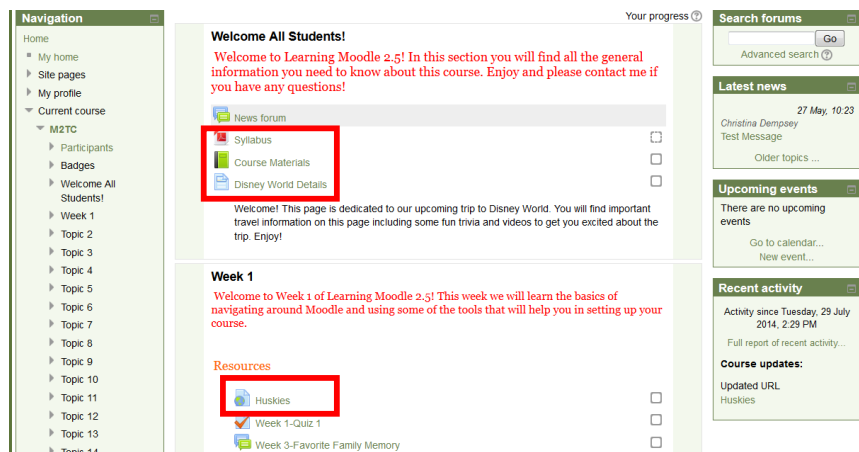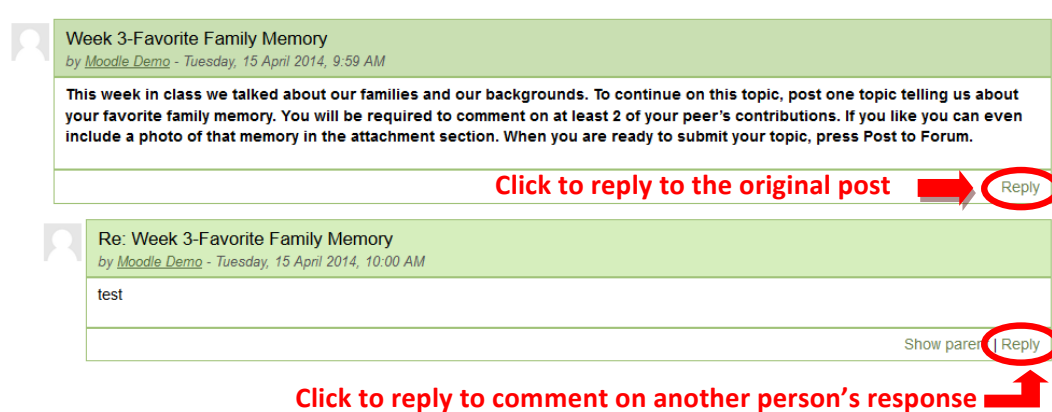
<u>How to Respond to Forums</u>

A forum is a space in which a professor shares a general topic or idea with students and requires students to post their comments and thoughts about the material. On a forum, the professor and students can comment on one another's posts. There are two types of forums commonly used by teachers.

Week 1

 Welcome to Week 1 of Learning Moodle 2.5! This week we will learn the basics of navigating around Moodle and using some of the tools that will help you in setting up your course.

Resources

Icon for a forum ➡️   Huskies

      Week 1-Quiz 1

      Week 3-Favorite Family Memory

The first type of forum that we will discuss allows the professors and students to respond to a single topic. First select the course that you want to view, then click on that week's forum. Once you are on the selected forum, at the bottom right corner of the professor's post you will see **Reply**, select **Reply**.

Week 3-Favorite Family Memory
by Moodle Demo - Tuesday, 15 April 2014, 9:59 AM

This week in class we talked about our families and our backgrounds. To continue on this topic, post one topic telling us about your favorite family memory. You will be required to comment on at least 2 of your peer's contributions. If you like you can even include a photo of that memory in the attachment section. When you are ready to submit your topic, press Post to Forum.

Click to reply to the original post ➡️ Reply

Re: Week 3-Favorite Family Memory
by Moodle Demo - Tuesday, 15 April 2014, 10:00 AM

test

Show parent | Reply

Click to reply to comment on another person's response ➡️

When you reply, make sure that the **Subject** area is filled in. Often this section is already filled in and labeled as a reply to the original forum. From here, you can type your response into the **Message** area or you can upload a document to the forum for the rest of the class to view. Once you have attached the desired document and/or make a comment, select **Post Forum**.

The second type of forum allows the student to add separate discussion topics. The professor and students can also comment on their classmates' discussion topics. First select the course that you want to view, then click on that week's forum. Once you are on the selected forum, you will notice the professor's instructions for the forum. To add a new discussion topic you will select **Add a new discussion topic**, which is located in the center below the professor's instructions for the assignment.

Directions

Add a new discussion topic

(There are no discussion topics yet in this forum)

Create a title in the area labeled **Subject**. Then fill in the area labeled **Message** with your response. Once finished with your message you can submit the forum by selecting **Post to forum**. If a professor wants you to comment on their individual topic or the topic of a student, simply select that topic and reply to it.

How to Upload Files

There are two ways to upload a file. The first way we will discuss is how to upload an **attachment to a forum**.

Sometimes your professor will ask you to attach a file (i.e. Excel file, Graphic image, etc.) with your written forum response. You must be in that week's forum post. Click **Add:** on the left hand side you will notice that there is a tab labeled **Upload a file**.

Once the tab is selected, click **Browse** and select the document that you would like to submit. Moodle will automatically fill in your name under the area labeled **Author**. Select **Upload this file** and then scroll to the bottom and click **Post to forum**.

The second method we will discuss is how to upload an assignment that a professor has asked you to submit. First select that week's assignment. You will notice the title for the assignment

and the professor's instructions for the assignment. Under the professor's instructions for the assignment, select **Add submission**.

Test Washington Fellows

Directions

Submission status

Submission status	No attempt
Grading status	Not graded

Add submission

Make changes to your submission

You can then add the assignment by clicking **Add:** on the left hand side you will notice that there is a tab labeled **Upload a file**. Once the tab is selected, click **Browse** and select the document that you would like to submit. It will automatically fill in your name under the area labeled **Author**. Then select **Upload this file** and then scroll to the bottom and click **Save changes**.

Test Washington Fellows

Directions

▼ File submissions

Maximum size for new files: 3GB, maximum attachments: 1

Add... Create folder

► Files

You can drag and drop files here to add them.

Save changes   Cancel

Recent files
Upload a file
URL downloader
Private files
Wikimedia

Attachment   Browse...   No file selected.
Save as:
Author: Moodle Student
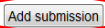Choose license: All rights reserved

Upload this file

An alternative method is that you can save your assignment to the desktop or elsewhere on your computer and drag it into the area with the downwards arrow labeled "You can drag and drop files here to add them**.**" It will automatically fill in your name under the area labeled **Author**. Then select upload this file and then scroll to the bottom and click **Save changes**.

How to Respond to an Online Text Resource

Sometimes your professor will ask you to fill out an online text resource. First, you must go to your course's Moodle page and then click on that week's assignment. Select **Add Submission** which will take you to another page that will require you to enter a response.

Submission status

Submission status	No attempt
Grading status	Not graded
Due date	Tuesday, 12 August 2014, 1:25 PM
Time remaining	6 days 23 hours

Add submission

Make changes to your submission

Enter your written response in the text box provided. Once you are finished writing your written response click **Save changes**.

▼ Online text

Enter your response in this text box.

Path: p

Save changes   Cancel

How to Access your Grades

In order to view your grades, first select one of your courses. You can access your grades by scrolling down to the **Administration** block on the left hand side. Under the **Administration** block, you will notice **Grades**. Click on **Grades,** which will bring you to your grades that the teacher has posted.

Note: Teachers post final grades on MyWagner.

Administration

▼ Course administration
  ▦ Grades
  ▸ Question bank

▸ Switch role to...

▸ My profile settings

▸ Site administration

Search