

Preparing for On-line Learning  
Student Guide for Using



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## **Aims and Objectives**

### **Aim**

- To provide an introduction to using an on-line learning environment.

### **Objectives**

After completing this course you will be able to:

- Navigate around the course.
- Identify the key elements of the course i.e. Topics, Blocks, Activities, Resources.
- Use the Activity modules showcased in the course.
- Interact with the course teacher and other students.

## Student Guide – Introduction

Moodle is a Course Management System (CMS) that helps students learn in a variety of ways. It is a free web application that educators and students can use to create effective online learning environments. Moodle allows students to sharpen their technology, organization, communication, and resource skills. In this guide you will be introduced to the basics of participating in an online course.

### ***Entering the course website***

Go to [moodle.regiscollege.edu](http://moodle.regiscollege.edu)

Use your new username and password that you revised when you first logged into your Regis email.

Do not use the password on your original account letter. Only use the one that you created.

By logging into and using Moodle or other Regis College technology resources, you agree to the Regis College Technology Ethics and Privacy Agreement which can be accessed on the login screen.

#### **Returning to this web site?**

Login here using your username and password  
(Cookies must be enabled in your browser) 

Username   
Password

Remember username

[Forgotten your username or password?](#)

#### **Is this your first time here?**

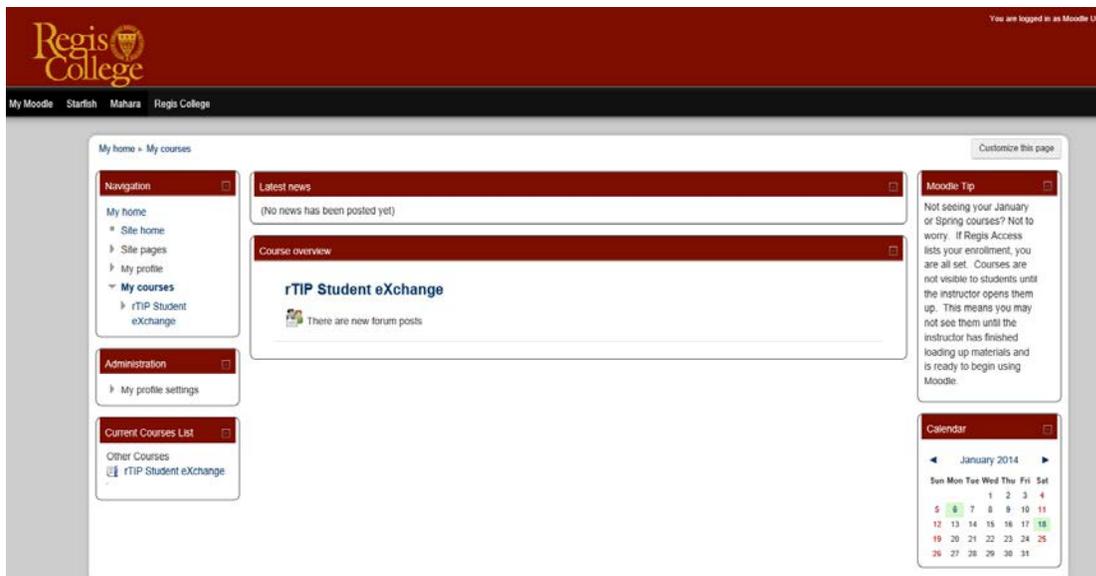
By using Moodle or other Regis College technology resources, you agree to the [Regis College Technology Ethics and Privacy Agreement](#).

If you experience difficulties logging in to Moodle, please contact the ITS Help Desk at x7177.

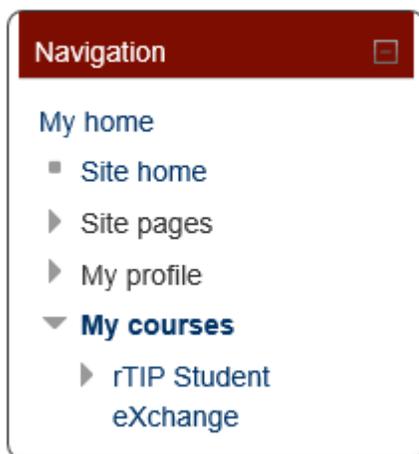
### ***Getting to know your Moodle***

Moodle has several features on its Homepage to help you stay on track with your courses. The Homepage shows the latest news and tips for Moodle.

When you first access Moodle you will see a list of the courses on the site.



You can access your courses by clicking on the course on the Home page or clicking on the listed courses under My Courses in the Navigation section.

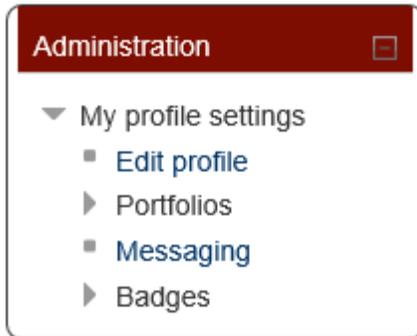


Moodle provides a Calendar that teachers and the Registrar's Office can post to. This Calendar will show what events and assignments are occurring on certain days. Some events posted to the Calendar can include: post submissions that are due, school vacations, the beginning of terms and when class finals start. You can view these events by scrolling over or clicking on the shaded dates.



In the Administration section you can review the information that is associated with your

account. This information includes your Regis email, email display, preferred language and other options. Under Edit profile, you can add a picture of yourself that teachers and classmates can see that is associated with your account.



In the Current Courses List you can have easy access to your current courses and groups that you are associated with.



## ***Entering the course***

Your course will appear on Moodle when the teacher and the Registrar's office have granted you access to the course. Once you have clicked on the course on the Homepage, Navigation section, or Current Courses List you can see the Moodle site that is specific to the course. Below is the rTIP Student eXchange course that some students have access to. This course helps students with technology at Regis College.



**Welcome** to the **rTIP Student eXchange resource site!**

There are lots of resources here to help students figure out the technological side of Regis College. There are required orientation tutorials as well as many resources that will expand over time. So come back often to see what's here and feel free to request things that you don't see here by posting to the Suggestions for this site forum at the bottom of this block.

Meanwhile, please do the following in the order listed:

- Go to and through the **Student Moodle Orientation** below, viewing each of the video tutorials and then completing the hands-on activities. Upon completion of the hands-on activities, you will receive a certificate.
- Go to and through the **Digital Citizenship Orientation** below, viewing each of the readings and then taking a short quiz. Upon completion of the quiz, you will receive a certificate.
- Then, view the rest of this exchange resource site to discover how it will be helpful to you on your educational journey.

**Note** - each certificate awarded to a student has a unique number assigned to the student.

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**Where to Go for Help**

- For help with course content, contact your respective instructor.
- If you cannot see your course or parts of your course, contact your respective instructor.
- For help with your username and password, contact the ITS helpdesk:
  - Phone: (781) 768-7177
  - Email: [helpdesk@regiscollege.edu](mailto:helpdesk@regiscollege.edu)

 [News forum](#)  
 [Suggestions for this site](#)  
 [Academic Integrity Handbook](#)

Click on the topic you wish to see

- Student Moodle Orientation
- Digital Citizenship Orientation
- iPad Tutorials
- Office Suites and Multimedia: Desktop and Laptop Computing
- Typing Tutor
- Tips for Becoming a Successful Online Student

Latest news

5:21 PM, Sep 9  
Andrea Humphrey  
how to send your certificate to your professor

11:16 AM, Sep 6  
Andrea Humphrey  
Moodle Orientation Blues ended

11:35 AM, Sep 5  
Andrea Humphrey  
Moodle Orientation Blues

[Older topics ...](#)

Navigation

- My home
  - Site home
  - Site pages
  - My profile
  - Current course
    - rTIP Student

## Moodle Activities

Teachers who use Moodle sites expect that students perform certain tasks to take part in out of class/ in class activities.

Topics often reside in the center of the course main page. It is in the topics that your teacher will place the activities etc., which make up the online elements of your course. The column of topics may vary in appearance depending on how your teacher has designed the course. Topics may be identified by a number, a number and date range or simply by a descriptive name. Examples of each are shown below:

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- If you cannot see your course or parts of your course, contact your respective instructor.
- For help with your username and password, contact the ITS helpdesk:
  - Phone: (781) 768-7177
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 [Academic Integrity Handbook](#)

the handbook students submit a signed statement as confirmation that they have read and that they now understand academic integrity. Academic integrity applies to all forms of course delivery.

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**Tips for Becoming a Successful Online Student**

The link below shows you what you need to know and do to succeed with online tasks at Regis College.

 [Tips for becoming a successful online student](#)



Once the post is submitted your teacher and your classmates will be able to view it in the forum. You will be able to edit your post after you submit it if the forum is still open.

## Quizzes/Tests

Teachers may also post quizzes and tests on Moodle for you to complete as a take home test or in class.

When you click on the quiz icon you will formally attempt the quiz when you click on the 'Attempt quiz now' button. Pay attention to the amount of attempt you have to take the quiz. Most quizzes and tests only have one attempt so you will not be able to revise your answers once you have finished your quiz.

### Digital Citizenship Quiz

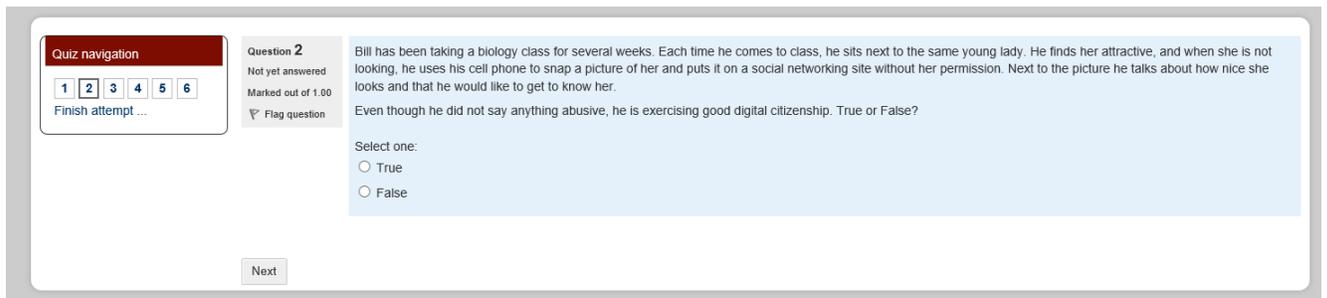
Now that you have learned a few things about digital citizenship and cyber bullying, please take this quiz to test your knowledge. Upon completion of the quiz, along with a passing grade of at least 75%, you will receive a digital citizenship certificate.

Attempts allowed: 2

Grading method: Highest grade

Attempt quiz now

While taking the quiz or test you will be able to see how many questions you must complete in order to finish the assessment. You can flag your question and come back to it at the end of the quiz before you submit if needed.



The screenshot shows a Moodle quiz interface. On the left, there is a 'Quiz navigation' panel with buttons for questions 1 through 6, and a 'Finish attempt ...' link. The main area displays 'Question 2' with the status 'Not yet answered' and 'Marked out of 1.00'. Below the question text is a 'Flag question' icon. The question text reads: 'Bill has been taking a biology class for several weeks. Each time he comes to class, he sits next to the same young lady. He finds her attractive, and when she is not looking, he uses his cell phone to snap a picture of her and puts it on a social networking site without her permission. Next to the picture he talks about how nice she looks and that he would like to get to know her. Even though he did not say anything abusive, he is exercising good digital citizenship. True or False?'. Below the text are two radio button options: 'True' and 'False'. At the bottom of the question area is a 'Next' button.

## Private Submissions

Teachers will sometimes ask students to submit a post that the other classmates cannot see. Unlike a forum submission, a private submission is a post that only you and the professor have access to. An example of a private submission is an essay that the teacher will privately grade you on. These submissions will show your submission status and grading status of the assignment as shown below. Usually, the teacher will also include when the assignment is due. To submit a private post click on the 'Add submission' icon.

## Practice Assignment

### Practice Assignment

#### Instructions:

Open up your word processor, and write one or two sentences about how the Student Moodle Orientation can be improved. Save the document, and upload it here.

#### Submission status

Submission status	No attempt
Grading status	Not graded

Add submission

Make changes to your submission

In a private submission, the teacher will usually provide the option to post your assignment through a word processor, excel spreadsheet, or other program. You can either drag and drop the document into the space provided, or click on 'Add' to browse for your files.

### Practice Assignment

#### Instructions:

Open up your word processor, and write one or two sentences about how the Student Moodle Orientation can be improved. Save the document, and upload it here.

#### File submissions

Maximum size for new files: 512MB, maximum attachments: 1

Add... Create folder

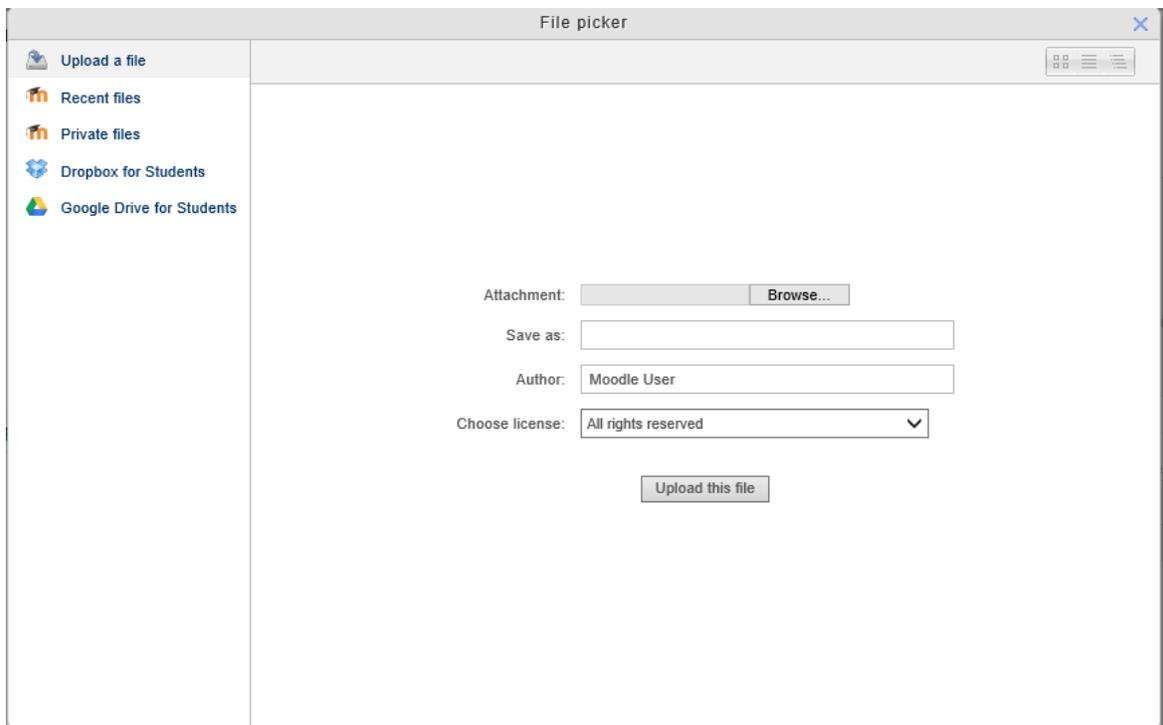
Files



You can drag and drop files here to add them.

Save changes Cancel

If you click on 'Add' you can browse for you files using the File Picker.



Once you have found the files you wish to submit you click on the 'Upload this file' icon and post your assignment.

## ***Closing***

With this new information about Moodle and its' features you will be able to navigate through the site successfully. Each course at Regis College involves a varying amount of Moodle activity, depending on the professor's preference. Talk to your professor about what features of Moodle you will be expected to utilize.

