moodle

User Guide for Students

2022 - 2023

dct Dubai College of Tourism
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About this Guide

TThis guide was prepared by DDubai CCollege of TTourismm in order to provide students with an overview of MMoodle. TThis guide assumes students have basic familiarity with a computer, such as using a mouse, navigating operating systems, and using a web browser.

DDubai College of Tourismm

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System Requirements

Generally, the only requirement is a computer with Internet access and a web browser. However, not all features are supported in older web browsers, so we suggest using the latest Firefox, Chrome, or Safari or Internet Explorer 10+. We highly recommend Firefox or Chrome as the BRTC Moodle site has been optimized for use with it. Some courses may require additional plugins and software such as Flash, QuickTime, or Acrobat Reader. Most classes require word processing software such as Microsoft Word. Each course syllabus should list specific software requirements.

Pop-up Blockers

Pop-up blockers should be disabled in order to display Moodle content correctly.

Chrome

In the top right of your screen, click the Customize icon and then *Settings*. Scroll to the bottom and click the "*Show advanced settings…*" link. Under the *Privacy* heading, click *Content settings*. Scroll down to the *Pop-ups* heading and click *Manage exceptions*. In the box that says "*[*.]example.com*", type [*.] learn.dctlearn.ac.ae. Then click *Done* twice. Close the tab.

Chrome Customize Icon
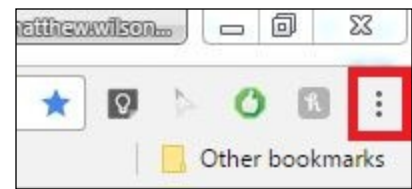
Firefox

In the top right of your screen, click the Firefox menu, then *Options* . Click the *Content* on the menu on the left. Under *Pop-ups*, ", click *Exceptions*. In the address bar, type https:// learn.dctlearn.ac.ae, then click *Allow* and then *Save Changes*. Close the tab.
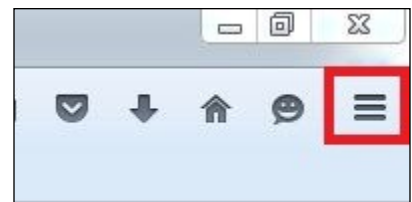
Firefox Menu Button

Internet Explorer (IE)

In the top right of your screen, click the *Tools* menu and then *Internet options*. Now, click the *Privacy* tab. Next, under the *Pop-up* blocker heading, click *Settings*. In the address bar, type https://learn.dctlearn.ac.ae and click *Add*. Click *Close* and then *OK*.

IE Tools

Safari (Apple Computers)

Open Safari, and hit the command key and , simultaneously. This brings up Safari's menu. Click *Security*. Untick the box that says *Block pop-up* windows.
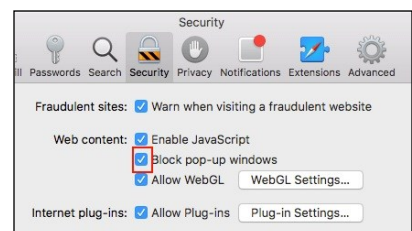
Safari Security Tab

Logging In

Moodle is connected with DCT website portal. To access Moodle, log in to DCT MS portal at: https//learn.dctlearn.ac.ae.
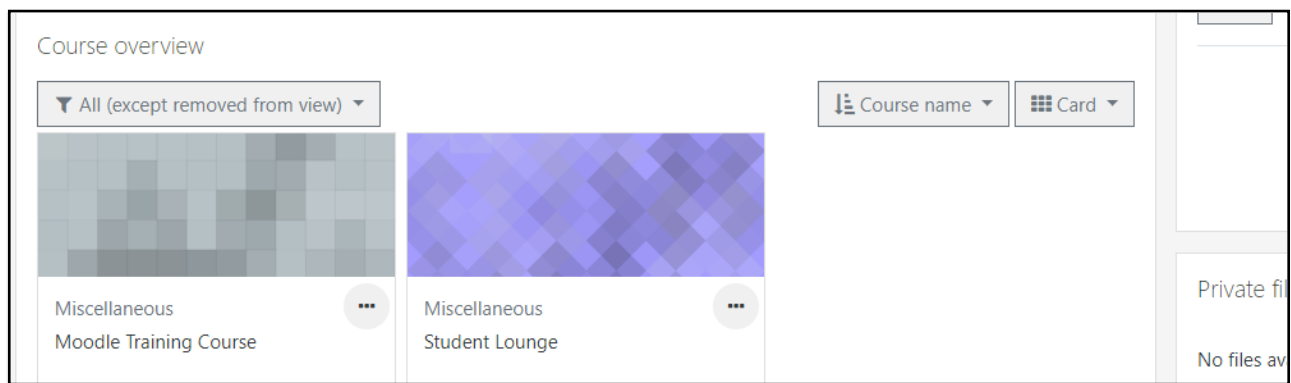
Dashboard

Once in Moodle, the dashboard can be accessed by clicking on 'Dashboard' in the bread crumbs or in the navigation drawer. The Moodle dashboard consists of three columns - left, middle, and right. The middle column contains the **Course Overview**. The left column is the **Navigation Drawer** (see next page). The right column contains various other blocks (see next page).

Course Overview
To access a course, click on its name. To learn more about navigating your course, see page 5. Various blocks can be added above or below the **Course Overview Block**. See more about adding blocks on page 4 under *Customizing Your Dashboard.*


To return to the dashboard from within a course, simply click the DCT logo *Moodle* at the top left of your screen.
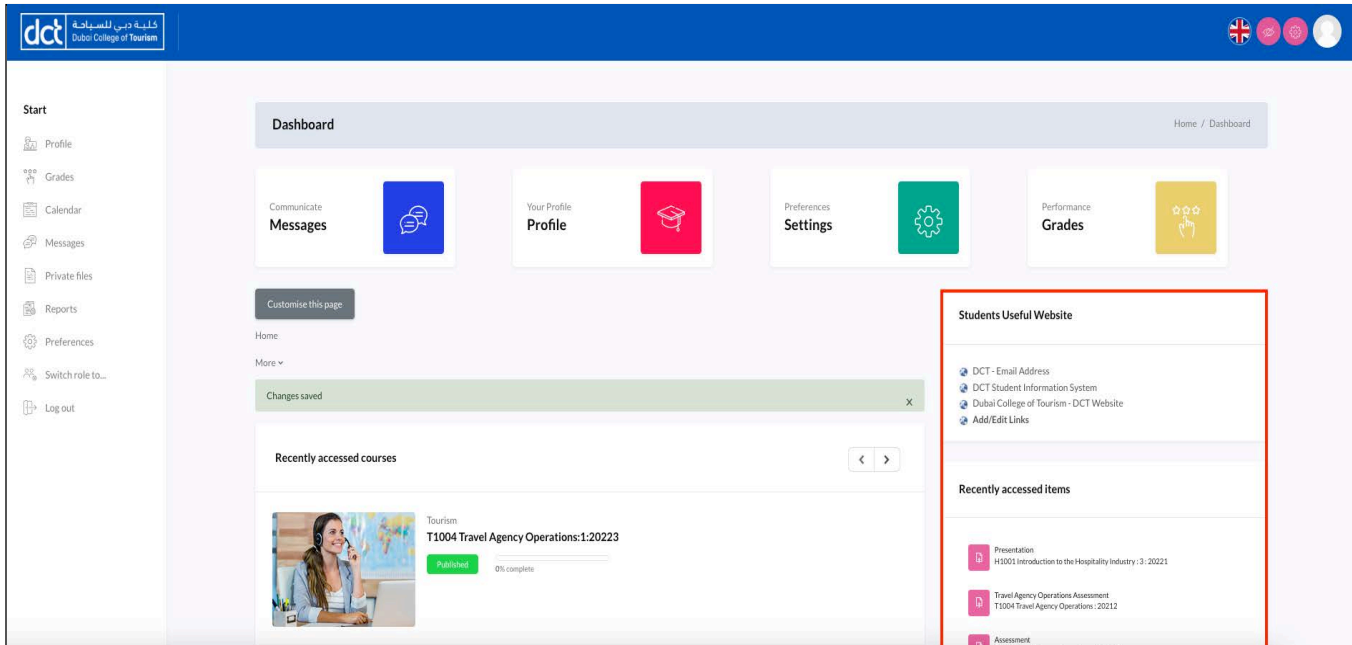
Dashboard

Navigation Drawer
This drawer can be visible or collapsed, depending on the user's preference. When visible, it provides quick links to all courses (see listings under *My courses*). When you are inside a course, this drawer provides quick links to all topic/week sections within the course.
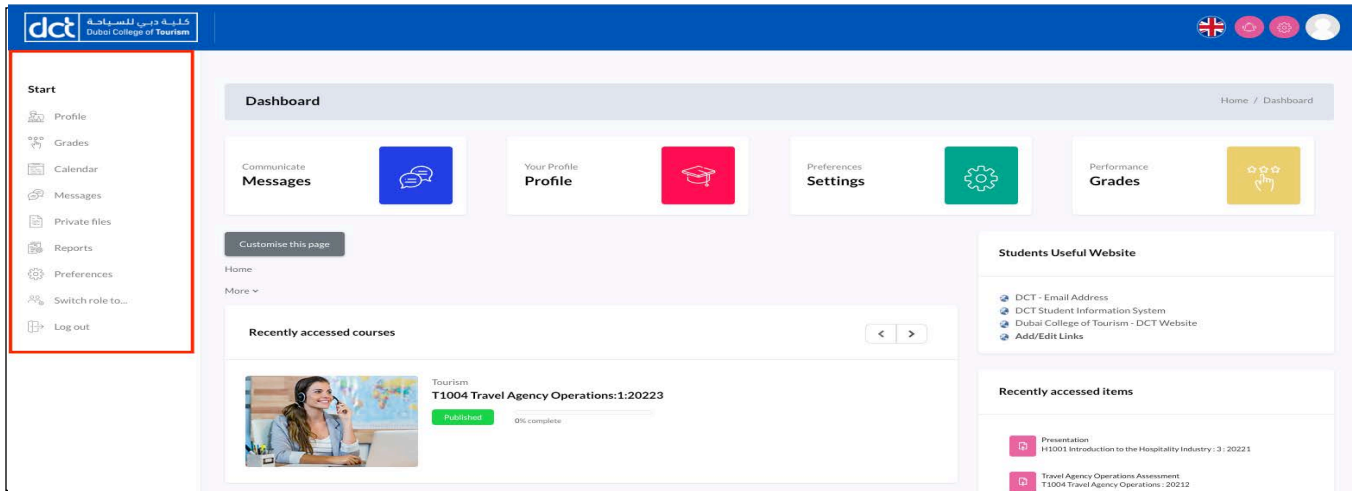
Dashboard - Navigational Drawer

Right Column
This column can be customized with various blocks. Default blocks are **Moodle Student User Guide**, **Private Files**, **Online Users**, and **Latest Badges.** You will have to scroll down to see all of the blocks.


Dashboard - Right Column

Dashboard

Customizing Your Dashboard

Your dashboard can be customized by clicking *Customise this page* in the top right corner. This will allow you to add or edit blocks or delete some of the blocks you do not want displayed. In addition, you can re-arrange blocks by dragging the crosshair icon.

If you wish to add a block, click on **Customising this page** , click *Add a block*. Here, a selection of blocks can be added to your dashboard page. Once a block has been added, it can be configured using the gear icon.
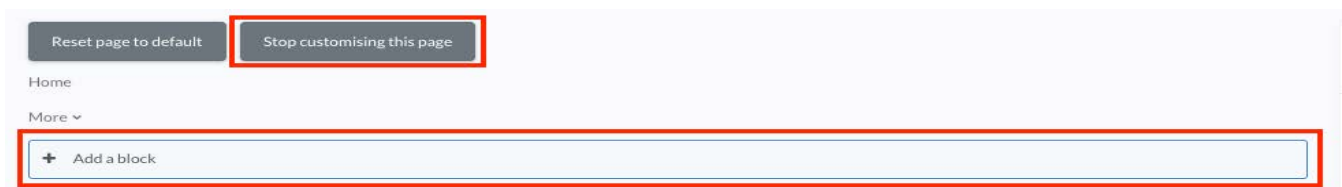

Editing Your Profile

Your profile is your identity on Moodle. All DCT Moodle users can see it, including your instructors. Your profile also contains email information. To view your profile, click your name in the top right corner, then click *Profile*.

On the next page, click the *gear* in the top right corner. This brings up a menu with several preference options. It is recommended that you explore the preferences below.

Edit role - Among other settings, you can add/change your picture. Find the *ser Picture* heading. As you upload a picture, please keep the picture small, about 100x100 pixels and 500kb or less in size. Moodle accepts either PNG or PG format. Again, remember that this profile is accessible to all members of the Dubai College of Tourism, and your teachers will see this picture. Please keep your image tasteful and only use an image of yourself. The same caution is applicable to your description.

**Forum preferences**

- *Email digest type*: Limit your emails by selecting *Subjects*.
- *Forum auto-subscribe*: If you select *Yes*, you will be automatically subscribed to forums you post on and will receive email copies of all messages from that forum. Selecting *No* will limit the number of emails you receive.
- If you enable *Forum tracking*, new forum posts will be highlighted for you.
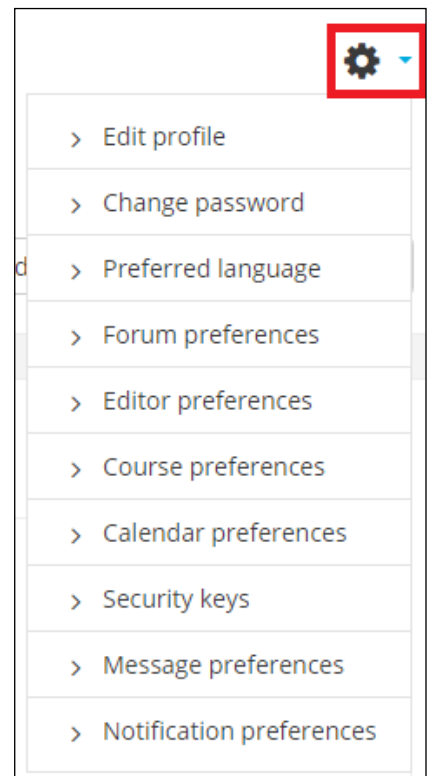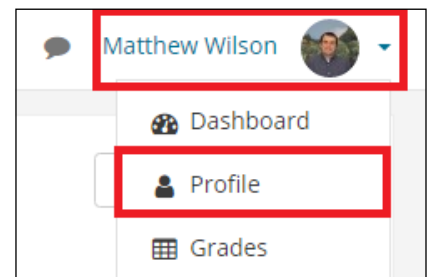
Accessing and Navigating a Course

To access your course, navigate to your dashboard. Once on the dashboard, under the **Course Overview** block, click on the course you would like to access.
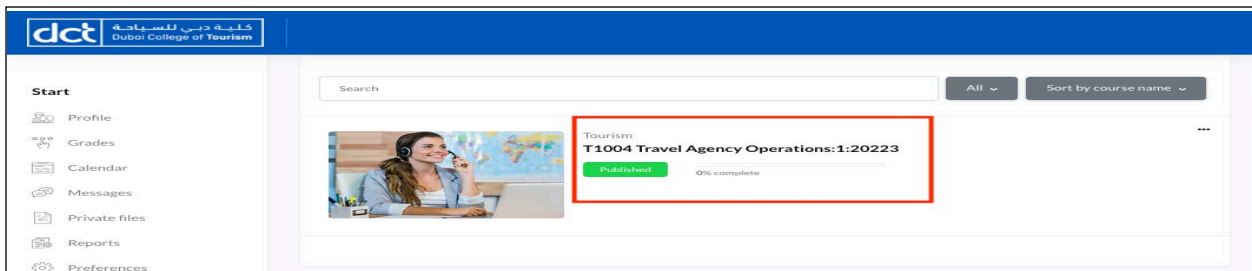
Course Name and progress bar

Once you are in the course, the course name appears in bold. Breadcrumb links appear just under the course name . Breadcrumbs display the pages you have passed through to get to your current location. More breadcrumb links are added as you navigate farther into the course.
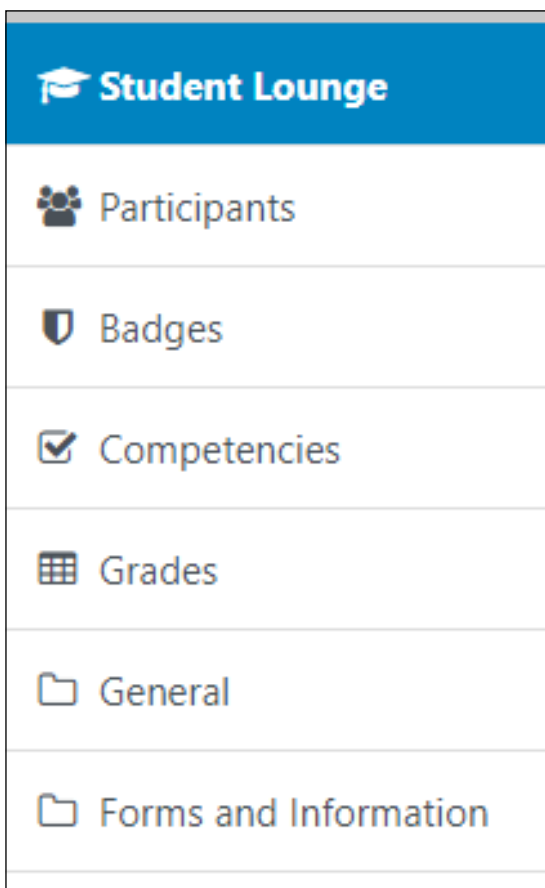
Navigation Drawer When Inside a Course

After you enter your course, the **Navigation Icon** now displays the hierarchical navigation for the course.

- The course name is in bold.

- *Participants* displays the course roster.

- By clicking *Grades,* your course grades are displayed.

- The *folder icons* represent topics/weeks in the course. This can save you scrolling time by jumping straight to a topic/week.

Common Course Activity Icons

Each topic/week of the course will be made up of activities and instructions. Theses activities and instructions will vary within each course. It is important to read all instructions and click all links for the current section in the course. Each link is accompanied by an icon. Common course activity icons are listed in the box below.

This is the icon for **forums**. The link next to a forum icon will take you to a forum where you can communicate with your instructor and/or other students. See more about forums in the *Forums* section (pages 7-8).

This is the icon for **assignments**. The link next to an assignment icon will take you to a page where you will submit your work. See more about assignments in the *Assignments* section (pages 8-9).

This is the icon for a **quiz or an exam**. The link next to this icon will take you to a quiz or an exam within your course. See more about quizzes in the *Quizzes and Exams* section (pages 10-11).

This icon represents a **URL**. The link next to this icon will take you to an external link.

This icon represents a **folder**. The link next to this icon will take you to a page with additional files.

This icon represents a **page**. The link next to this icon will take you to a page with additional text and resources.

This icon represents a **book**. The link next to this icon will take you to a page displaying a collection of text or resources that is organized by chapters.

Forums

Most instructors use forums in a course to allow students to communicate with one another, as an assignment, or to post questions or concerns. If your instructor has a forum in the course, the link on the main page will look similar to this:

Discussion Forum 1

Note: It is a good practice to type forum posts in a word processor (such as Microsoft Word) and copy and paste the text into Moodle's text editor. This will prevent you from losing your work if your Internet connection suddenly goes out or other incidences occur. In addition, most word processors have tools for spelling and grammar error checking.

Adding a New Thread

1. Click the link to the forum.
2. Click *Add a new discussion topic* at the top of the list of threads.
3. Give your post a title in *Subject* heading.
4. Type (or paste from a word processor) your post in the *Message* section.
5. When finished, check your post for errors, and click the *Post to forum* button at the bottom of the page. Note: If you leave this page without hitting *Post to forum*, the post will not be saved.
6. After you have posted, you have one minute to edit your post.
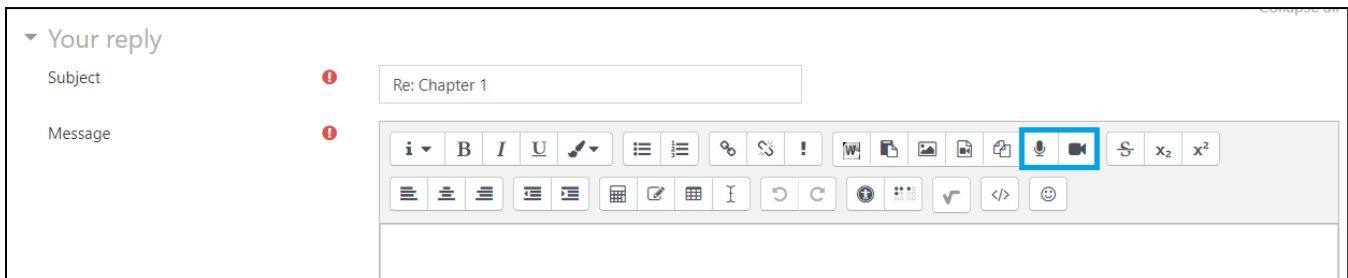
If an instructor requires an audio or video response, click on the microphone (audio only) or camera (audio and video) to create your post

Be sure to change the subscription setting to suit your needs. If you want to receive emails of all posts in this specific forum, keep the *Discussion Subscription* box (under the *Message* box) ticked. If you do not want to receive emails about new posts to this forum, untick the *Discussion Subscription* box. Some instructors may have set the forums to force you to be subscribed, in which case this option will not appear.

Forums (continued)

Replying to a Thread

1. Click the name of the thread in the forum.
2. Reply to a post by clicking the *Reply* link at the bottom right of the post.
3. Give your post a title in *Subject* heading.
4. Type (or paste from a word processor) your post in the *Message* section.
5. When finished, check your post for errors, and click the *Post to forum* button at the bottom of the page.

Some instructors use groups within forums. If you want to see the forum posts for a particular group, select the group name from the drop-down menu that will appear on the forum's page. Depending on the course's setting, set by the instructor, you may only be able to see posts made by members of your own group.

Assignments

The assignment feature in Moodle allows instructors to easily collect external documents from students. Instead of physically printing out a document and handing it to your instructor, you upload a file into Moodle for your instructor to view and grade. To submit an assignment, click the name of the assignment in your class. A description of the assignment and a box showing the submission status, date and time due, and time remaining for the assignment will appear. Assignments links will be similar to this:

Assignment 1

Once you click on the assignment link, you will see a screen that looks similar to this:

Reaction Paper

Submission status

|	
Submission status	No attempt
Grading status	Not graded
Due date	Thursday, 29 June 2017, 12:00 AM
Time remaining	6 days 15 hours
Last modified	-
Submission comments	➕ Comments (0)

Add submission

Make changes to your submission

Assignment Submission Status Screen

Assignments (continued)

Uploading Files

Click *Add submission* at the bottom of the screen (see previous page). The maximum upload size for files and number of attachments are listed above the submissions box under the *File submissions* heading.
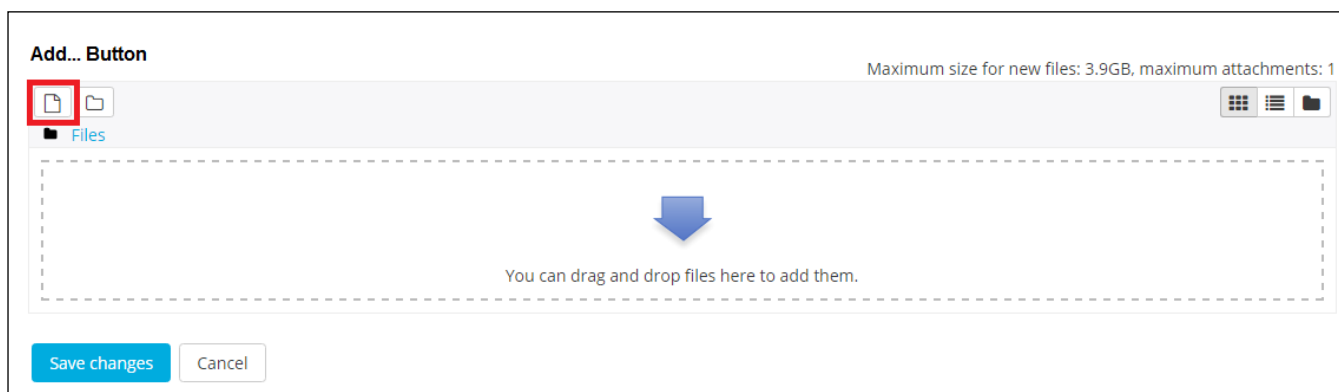

Assignment Submission Screen

There are two ways to upload files:

1. The easiest method is to locate the file within your computer's file system, click and hold down on the file, and drag it into the box that says *You can drag and drop files here to add them* (see figure above). Note: This is not available with Internet Explorer 9 and below.

2. Click the *Add...* button (see red box in figure above) . Next, choose *Upload a file* in the left sidebar. Click the *Choose File* button under *Attachment* field. Locate your file within your computer's file system. Click open. Lastly, click *Upload this file*.

You should now see the uploaded file (see figure below). If you accidentally uploaded the wrong file, simply click the file you uploaded and click *Delete* in the pop up window. If there are additional files your instructor requires you to submit, repeat the submission process. Once you have uploaded the correct file(s), click *Save changes*.
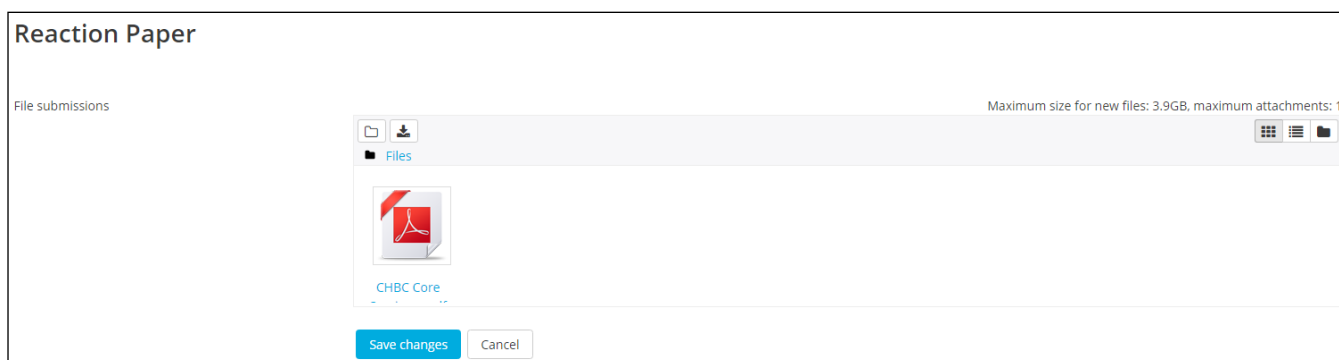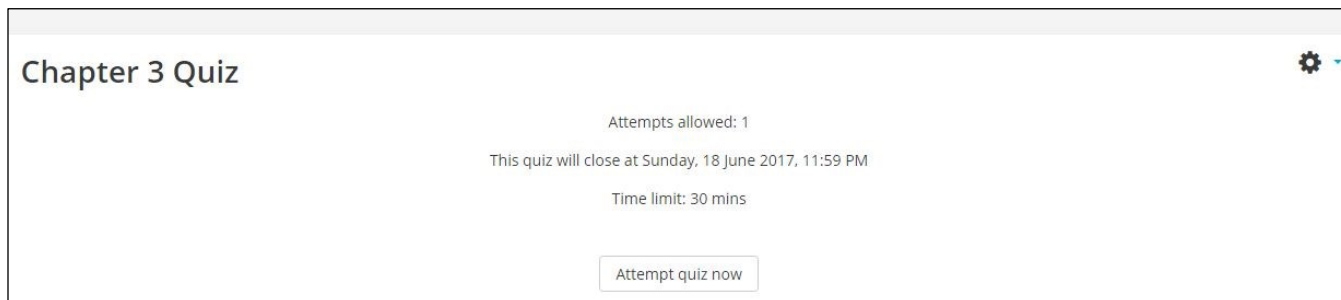

The file has been uploaded. Once you hit *Save changes*, the file will be submitted for grading.

Quizzes and Exams

Many instructors require students to take quizzes and exams within Moodle. To take a quiz or exam, click the name of the quiz next to the quiz icon. Your quiz link will look similar to this:

 Week 1 Quiz

When you click your quiz or exam link, you will see this page:

Initial Quiz Screen

This page should provide you with information about the quiz. This includes the date and time the quiz is due as well as its time limit (if applicable).

Note: The time and due date set is when the quiz must be submitted, not attempted. If you are in the middle of the quiz when time expires, you will not be allowed to finish. Make sure to give yourself ample time to complete the quiz before the close time.

Once you are ready to begin the quiz, click *Attempt quiz now*. After you begin the test, you will see the question page. There are several different question types, including multiple choice, essay, true/false, short answer, or matching questions. On the right of your screen, a block titled **Quiz Navigation** appears (see figure). This block shows the question(s) you are attempting and how many questions are left on the quiz. The question(s) you are currently on will have a bold border around it.

Some instructors allow you to navigate through the questions by clicking the question number. However, some may not allow you to do this. If clicking the question number does not allow you to navigate, then the instructor only allows you to move sequentially through the quiz. Therefore, you will not be able to go back and answer skipped questions or change an answer. If the quiz is timed, the timer will be located at the bottom of the block.

Quiz Navigation Block

Quizzes and Exams

When all questions are answered on a page, click *Next*. Once you have answered all the questions and are ready to submit your quiz or exam, click *Next* on the last page or click *Finish attempt...* in the **Quiz Navigation Block** (see previous page). You will then be directed to the *Summary of Attempt* page, which displays whether or not you have answered each question. If you are ready to submit your quiz, click *Submit all and finish* at the bottom of the page.

Grades

If you have completed assignments in Moodle and your instructor has posted grades, you can view them by clicking on the *Grades* link in the **Navigation Drawer**.

Once you have clicked on Grades, a table (see below) will appear with the column headings:

- *Grade item* - the name of the assignment, quiz, forum, etc.

- *Calculated weight* - the number of points available for the grade item divided by the total number of points available in the course (this will vary according to course grade aggregations).

- *Grade* - the number of points you received for this grade item.

- *Range* - the range of points (minimum and maximum points) available for this grade item.

- *Percentage* - this is the number of points you earned divided by the number of points available.

- *Feedback* - what the instructor wants you to know about this grade item.

Grade item	Grade	Range	Percentage	Feedback
📁 **Moodle Training Course**				
☑ Moodle Quiz	10.00	0–10	100.00 %	
📄 Marking Guide Assignment	-	0–100	-	
📋 Rating grade for Ratings Forum	-	0–10	-	

Course Grade Screen