Moodle Tip Sheet: Getting Started
For Students

Browsers and Settings	**Notes:** Recommended browsers for Moodle 2.0 are: • **Safari**: 3.0 or later • **Opera**: 9.0 or later • **Firefox**: 3.0 or later • **Chrome**: 4.0 or later • **Internet Explorer**: 7.0 or later For Moodle to work properly, we recommend the following updates and settings: • **Pop-ups:** enabled • **Cookies:** enabled (with prompt or without) • **Java:** ensure you have an up-to-date version of Java by visiting http://www.java.com.
Logging In to eClass (Moodle)	**Notes:** During our transition, we have a portal page that will show you all your courses on either Moodle or Vista. This is available by clicking on the eClass link at the top right of the U of A homepage – http://www.ualberta.ca. If for some reason you are not automatically redirected, you can log in to the portal directly using your CCID and password at the following URL: https://eclass.srv.ualberta.ca/portal/

Moodle Navigation	**Notes:**
	• Moodle is organized into courses. As soon as you log in, you should see a list of current courses that you are registered in.
	• You can navigate through your course in three ways:
	   1. Using the course content itself
	   2. Using the breadcrumbs at the top of the course area, under the header
	   3. Using the *Navigation* pane at the top left of your course content area
	• A number of elements are left out of courses and included in your profile. These include: Messages, blogs (non-course related) and files. All of these can be accessed in the *Navigation* pane under *My Profile*.

Editing Your Profile	**Steps:**
	1. Click the *My Profile* button in the header or *My Profile* in the *Navigation* pane.
	2. In the *Settings Pane*, click *Edit Profile*.
	3. On the new page that appears, enter or modify settings in the following areas:
	   • **General** – Includes all basic information such as name, contact information, location, time zone, language, description and other system level preferences.
	   • **User Picture** – Allows you to upload a picture.
	   • **Interests** – Allows you to list interests as tags.
	   • **Optional** – Allows you to list additional contact information.
	4. Click *Update Profile* when you're done editing.

Sending Messages	**Steps:** The *Message* tool exists outside of your course, but allows you to send messages to students within your course. 1. In the *Navigation* pane, click on *My Profile* and select *Messages*. 2. Click on the contact you wish to send a message to. If the person is not in your contact list, you can search for their name and send them a message by either clicking on their name to send them a message directly, or clicking on the plus sign beside their name to add them to your contacts. 3. In the new page that pops up, enter your message text into the message area. 4. Click *Send Message*. **Note:** Currently, messages can be text-only and do not allow attachments to be added.
Creating Blog Posts	**Steps:** There are two different kinds of blogs in Moodle: forum blogs that can be added to classes, and individual blogs that are associated with a person's profile. These steps refer to the individual blogs. 1. Click the *My Blog* button in the header or *My Profile > Blogs* in the *Navigation* pane. 2. Click the *Add a New Entry* link. 3. Give you entry a title and type your blog content. 4. Add an attachment if you'd like to.

	5. Indicate who can see your blog post. Note that this posts **are not limited to your class!** You have the option of a privste post to yourself or a post that everyone at the U of A can see. 6. Click *Save Changes*. **Note:** You can edit your blog post by clicking *Edit* underneath it. You can also delete a post that you no longer want. Clicking on the *Comment* link allows you to comment on blog posts, whether they are your own or belong to others. Note also that if you are going to have students use individual blogs for your course, you should set up a specific tag that they can use to tag their relevant blog entries. You may also wish to enable the tag block.
Using Your Private Files	**Steps:** You can store files in Moodle that you can retrieve and post at any time. Viewing files: 1. In the *Navigation* pane click *My Profile > My Private Files*. Any files that you have available will be listed on the page that comes up. 2. Click on the file name to open the file you would like to see. Adding files: 1. In the *Navigation* pane click *My Profile > My Private Files*. 2. Click the *Manage My Private Files* button. 3. On the screen that comes up, click *Add…* 4. There are four locations to choose from: Server files, recent files, upload a file and private files. If you are uploading a new file, click the *Upload a File* button. 5. Click the *Browse* button, find your file and click *Ok*. 6. Give your file a name, author, license. 7. Click *Upload This File*. Adding folders: 1. In the *Navigation* pane click *My Profile > My Private Files*. 2. Click the *Manage My Private Files* button. 3. On the screen that comes up, click *Create Folder*. 4. Give your folder a name and click *Ok*. 5. Navigate to the folder by clicking on the folder name.