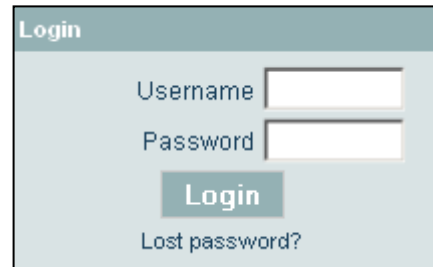# Using Moodle: A Guide for Students

Moodle is the online learning management system used by all the schools of the Graduate Theological Union. Moodle is a flexible learning environment that can allow for discussion board (forums), glossaries, documents, quizzes, and assignment uploading. This guide is to introduce students to Moodle.

Enrolling in a Course

Students are not automatically enrolled in a Moodle course, even if the student is enrolled in the course through WebAdvisor/Colleague. First, log in to Moodle by visiting http://moodle.gtu.edu and use your WebAdvisor username and temporary password.

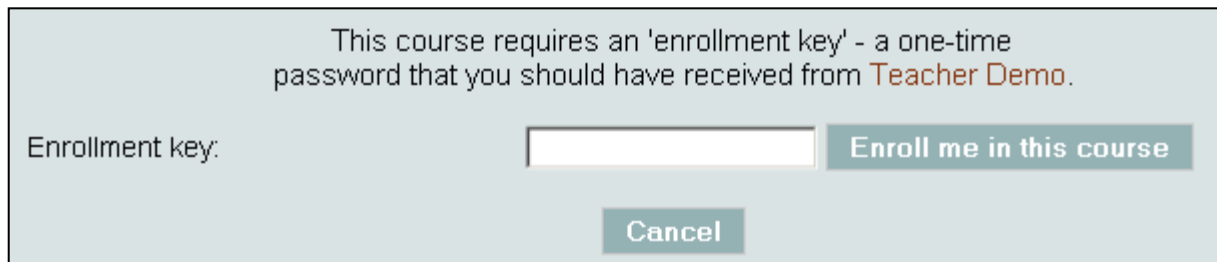After logging in, locate the appropriate semester in the course categories section.

Note that there is more than one page of courses. The courses are listed in alphabetical order by course designator. After you click on the course, Moodle asks you if you would like to enroll in the course; click Yes. Each course has an enrollment key, which is a course-specific password to restrict courses to only those students who are suppose to have access; your instructor provides you with that key.

Once you have enrolled in the course, you have access to the resources and activities for which the instructor has given students permission.
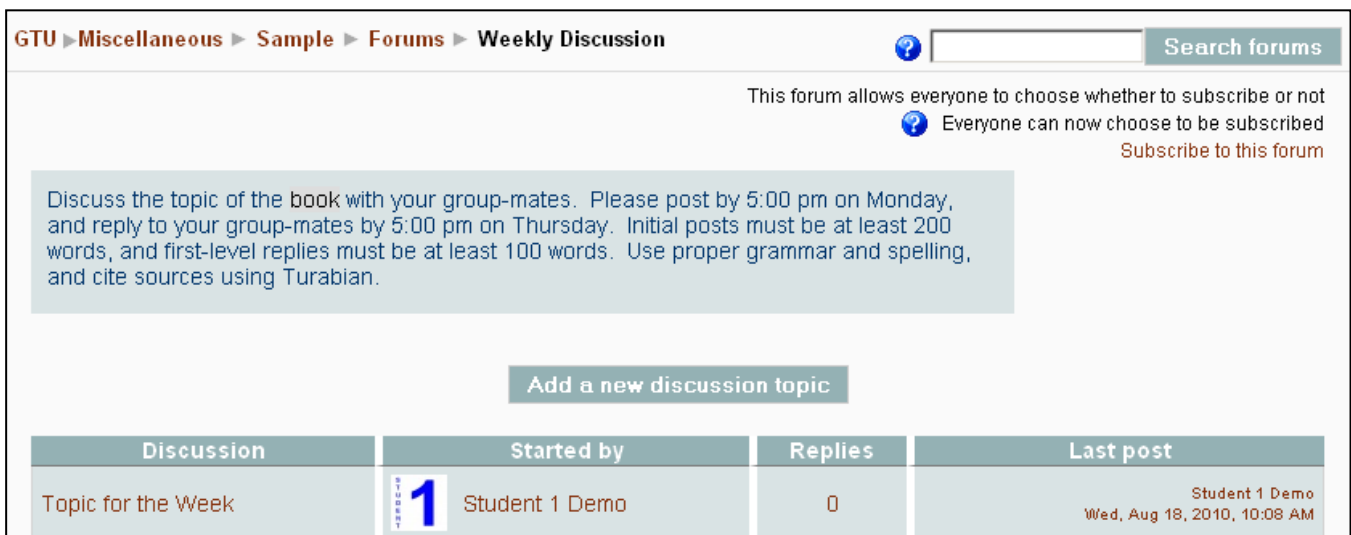
Viewing Documents

One of the main uses of Moodle is as a place for students to download and print documents. Moodle allows the instructor to place the document within the context of a particular week/topic. To view a document, simply click on it.

You may also see a list of all the documents used in the course by clicking on the "Resources" link in the Activities block.

Participating in Online Discussions (Forums)

Another popular use of Moodle is the ability to engage in threaded discussions with your classmates. Again, instructors are able to place the forum within the context of a particular week/topic. To participate in the forum, click on the appropriate forum (note the 🧑 or 💬 or 👥 icon).

You are brought to the forum page. If the instructor has configured the forum for Separate Groups, you are automatically in the appropriate group. If the instructor has configured it for Visible Groups, you have to select the appropriate group from the drop-down menu.

To add a post to the forum, click the "Add a new discussion topic" (or "Add a new question") button. The new topic screen appears with fields in which you write the subject and message of the post. When you are finished, click the "Post to forum" button. Note, you only have up to one hour to edit your post after you create it.

To read someone else's post, click on it in the Discussion column. You are then able to reply to that post.

For more information on the resources and activities in Moodle, click on the Help ❓ button located throughout Moodle. For more assistance, visit http://www.gtu.edu/library/students/moodle-help .
This page provides you with a place to check your internet browser compatibility, answers to frequently asked questions, and other useful tips for using Moodle.